



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

April 20, 2022

6:30 pm

In Person (Main Library, Community Meeting Room) and Remote Meeting

Remote Access Information

The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

Evanston Public Library is inviting you to a scheduled Zoom meeting.

Topic: EPL Board Meeting

Time: April 20, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87109056773>

+1 312 626 6799(Chicago) is the closest number.

The full list of US numbers:

- +1 3126266799 (Chicago)
- +1 6465588656 (New York)
- +1 3017158592 (Washington D.C.)
- +1 3462487799 (Houston)
- +1 6699009128 (San Jose)
- +1 2532158782 (Tacoma)

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ENo3s6XsH1X1pRdu5>

Zoom Tips

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



evanston public library
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 20, 2022
Meeting of the Board
6:30 PM
In person and remote

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/ENo3s6XsH1X1pRdu5> Written comments will be attached to the Board minutes and distributed to Trustees.

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

Approval of Minutes March 16, 2022

Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS: Together, We are the Library

A. Proclamation - Mary Kling

B. Digitization project (Heather Norborg and Jeff Garrett (Presentation and Discussion)

C. MOU with Partners of the Evanston Public Library (Wynn Shawver) (Discussion)

D. Library card renewal and data collection update (Tim Longo) (Discussion)

5. EQUITY, DIVERSITY AND INCLUSION

A. Racial Equity Task Force (Distributed in Advance)

6. BOARD PRESIDENT'S REPORT

7. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)

Includes updates from staff Liaisons.

8. STAFF REPORTS

Administrative Services Report (Distributed in Advance)

9. BOARD REPORTS

A. Development and Re-imagine Committee

B. Endowment Investment Committee

C. Executive Committee

D. Facilities Committee - Main Library Ventilation Fan Upgrade Bid 22-07 (Discussion and Action)

E. Management & Policy Committee

F. Development Committee

YWCA Training (Discussion of Meet Up Observations)

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Appointment of Nominating Committee

B. Non-Resident Card Fee Card Change (For Discussion and action)

C. Bookmobile consultant (For Discussion and Action)

D. Strategic goals for the board for the year

12. EXECUTIVE SESSION (Personnel)

13. ADJOURNMENT

Next Meeting: May 18, 2022 at 6:30 pm: In person and remote

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 16, 2022
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Tracy Fulce, Adam Goodman, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shurbet, Terry Soto and Esther Wallen.

Members Absent

none

Staff Present

Dennis Leaks, Elizabeth Bird, Karen Danczak Lyons, Heather Norborg, Jan Bojda, Jenette Sturges, Jill Skwerski, John Devaney, Tim Longo, Renee Neumeier, Tyler Works and Wynn Shawver.

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:32 p.m.

Citizen Comment

None.

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the March 16, 2022 Board Meeting.** Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, the consent agenda was approved.

INFORMATION/COMMUNICATIONS

- A. FOIA/OMA review** (Alexandra B. Ruggie, Assistant City Attorney, Law Department)

Equity, Diversity and Inclusion (Joint Task Force):

- A. Racial Equity Task Force (Distributed in Advance)**

BOARD PRESIDENT'S REPORT

Policy Review

Library Director's Report

Written report provided in advance.

Staff Report:

- A. Administrative Services Report (Distributed in Advance).**

Board Committee Reports:

- A. Development and Re-imagine Committee**
- B. Endowment Investment Committee**
- C. Executive Committee**
- D. Facilities Committee**
- E. Management & Policy Committee**
- F. Board Development Committee**
Upcoming YWCA Equity Institute training

UNFINISHED BUSINESS

- A. Collections Policy (Betsy Bird) (Discussion and Action)**
Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, the library's revised Collection Policy by unanimous voice vote.
- B. Gift Acceptance Policy (Wynn Shawver) (Discussion and Action)**
Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, the library's revised Gift Acceptance Policy by unanimous voice vote.
- C. ECF Memorandum of Understanding (Discussion and Action)**
To amend the Evanston Community Foundation Memorandum of Understanding (MOU) by referring to the 3/16/22 companion letter about recovery of funds and by correcting the typo in section six that edits "without" to "withhold its consent" and then approves the corrected MOU.

Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, to accept the transfer of funds to the Evanston Community Foundation by unanimous voice vote.
- D. Volunteer Efforts 2021 continued (Mary Kling)**

New Business:

- A. Vaccination mandate (Discussion)**
- B. Closed Session - Personnel (Library Director Evaluation and Contract)**

EXECUTIVE SESSION

The motion to move into Executive Session was made by Trustee Iles, seconded by Trustee Schapiro, and approved by roll call vote. The meeting started at 7:40 pm

The motion to end the Executive Session was made by Trustee Hayman, seconded by Trustee Lurie, and approved by roll call vote. The meeting was adjourned at 10:24 p.m.

Adjournment

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 10:25 p.m.

Submitted by: Terry Soto



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Executive Director

From: Lea Hernandez-Solis, Office Coordinator
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: April 13, 2022

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Payroll and Fund bills list.

Payroll

February 28, 2022 through March 13, 2022	\$ 169,252.18
March 14, 2022 through March 27, 2022	\$ 138,134.80
March 28, 2022 through April 10, 2022	\$ 170,079.66

Library Fund Bills List

March 29, 2022	\$ 39,164.68
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Attachement: Bills List

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 03.29.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 03/29/22 - 03/29/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
14226 - LINCOLNWOOD PUBLIC LIBRARY DISTRICT	AUTHOR VISIT 4/21 WE MOVE TOGETHER	03/29/2022	03/29/2022	140.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$140.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	613.17
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	47.33
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	366.51
100474 - BAKER & TAYLOR	YA PRINT	03/29/2022	03/29/2022	.74
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	670.71
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	521.67
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 6	\$2,220.13
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	03/29/2022	03/29/2022	241.14
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$241.14
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals		Invoice Transactions 8	\$2,601.27
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	420.86
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	1,639.92
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	773.39
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	283.55
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	700.06
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	209.31
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	431.72
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	1,567.66
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 8	\$6,026.47
Account 65635 - PERIODICALS				
101332 - DAILY HERALD	NEWSPAPER SUBSCRIPTION REFLEJOS	03/29/2022	03/29/2022	98.00
	Account 65635 - PERIODICALS Totals		Invoice Transactions 1	\$98.00
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	03/29/2022	03/29/2022	87.82
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	26.49
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	66.48
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	69.08
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	158.81
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	54.48
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	85.71
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	87.96
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	35.59
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	466.96
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	44.97
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	18.24
103424 - MIDWEST TAPE	ADULT AV	03/29/2022	03/29/2022	328.24
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 13	\$1,530.83
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 22	\$7,655.30
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SERVICES COMPUTER SOFTWARE	03/29/2022	03/29/2022	35.25
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$35.25
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 1	\$35.25
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	74.49
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	28.40
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	1,251.58
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	10.73
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	89.48
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	49.17
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2022	03/29/2022	52.55
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 7	\$1,556.40
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 7	\$1,556.40
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2022	03/29/2022	105.33
100474 - BAKER & TAYLOR	YA PRINT	03/29/2022	03/29/2022	10.16
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$115.49
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 2	\$115.49
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/29/2022	03/29/2022	108.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/29/2022	03/29/2022	145.00
12896 - MC SALES COMPANY	ANNUAL MAINTENANCE COIN/BILL BOXES FOR PUBLIC COPIERS	03/29/2022	03/29/2022	2,277.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 3	\$2,530.05
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 02.14.2022	03/29/2022	03/29/2022	126.25
10730 - MC SQUARED ENERGY	MC SQUARED 02.14.2022	03/29/2022	03/29/2022	7,537.68
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$7,663.93
Account 64015 - NATURAL GAS				
103744 - NICOR	NICOR FEB22	03/29/2022	03/29/2022	786.03
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$786.03
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 6	\$10,980.01
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX FEB 2022	03/29/2022	03/29/2022	47.00
	Account 56140 - FEES AND MERCHANDISE SALE Totals		Invoice Transactions 1	\$47.00
Account 62185 - CONSULTING SERVICES				
10460 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	345.00
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	1,000.00
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	400.00
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	250.00
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	200.00
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	1,100.00
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	03/29/2022	03/29/2022	1,945.42
16999 - STEPHEN B. STARR DESIGN, INC.	PROFESSIONAL SERVICES	03/29/2022	03/29/2022	105.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 8	\$5,345.42
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING FLYERS	03/29/2022	03/29/2022	250.00
	Account 62210 - PRINTING Totals		Invoice Transactions 1	\$250.00
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/29/2022	03/29/2022	29.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/29/2022	03/29/2022	43.75
206940 - ULINE	PAPER BAGS AND ENVELOPES BULK ORDER	03/29/2022	03/29/2022	104.80
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 3	\$178.54
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 13	\$5,820.96
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
18669 - OLUWAPELUMI OMIJJI	D65 EVANSTEM	03/29/2022	03/29/2022	400.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$400.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	\$400.00
	Department 48 - LIBRARY Totals		Invoice Transactions 60	\$29,164.68
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 60	\$29,164.68

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.29.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 29,164.68

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director
Heather Norborg, Lifelong Learning and Literacy Manager

Subject: NewsBank contract to digitize local historical newspapers

Date: April 13, 2022

Recommendation:

Staff recommends the approval of the contract with NewsBank to produce a digital product consisting of local Evanston historical newspapers from 1872 to 2009.

Funding Source:

Cost: \$345,079 paid in installments over five years
Our annual review of usage, cost and content of existing resources and staff tools has resulted in prioritizing this product over others. We will use savings realized by reduction of other subscription costs for a portion of the costs of this product.
Grants and donations secured for this project will be recognized on the digital product's homepage.

Summary:

The Evanston Public Library currently provides access to a historical archive of local newspapers on microfilm and in print. Many of the oldest print materials are in poor physical condition, which greatly restricts their use. Most of these materials are not indexed, so the ability to find information in them is limited and time-consuming. There is currently no digital access to the majority of these materials.

This project would digitize the full run of the library's microfilm collection, including the Evanston Review and its predecessor publications (Evanston News, News Index, etc.) from June 1872 through October 2009. NewsBank has negotiated permission for digitizing and providing access to the post-1925 Evanston Review content, which is still under copyright and owned by the Tribune Publishing Company. In partnership with Shorefront Legacy Center, this project would also digitize the Evanston Newsette and Concerned Citizens Commitment, newsletters produced by Melvin Smith for Evanston's African American community during the 1940s-50s and 1970s-80s respectively. Melvin Smith's family and Shorefront have given NewsBank permission to include this content in the project.

Agenda Item 4.B

The digitized archive would be available at computers inside the libraries and remotely with an Evanston Public Library card number. It would be searchable by keyword and include the full-text of all images, advertisements, captions, obituaries, and articles. Keywords searched for would be highlighted in the results screen and pdfs of the results could be saved, emailed or printed. This will be very useful for local historians, genealogists, librarians, students and more.

The digitized archive would be accessible alongside EPL's subscription to NewsBank's "Chicago Community Collection," which includes the Evanston Review from 2009 to the present, Evanston Now, the Chicago Sun Times, and other Chicagoland newspapers. We would also have access to NewsBank's new product "Black Life in America," which compiles articles and primary resources on the African American experience from the early 18th century to the present from over 19,000 sources, including from over 400 current and historical Black publications.

We have letters of support for this project from the Evanston History Center, Shorefront Legacy Center and Northwestern Archives.

Why digitize Evanston's newspaper archives?

EPL's Newspaper Memory Project

Presented by EPL Staff to the EPL Board of Directors



RUSSIAN KNOW WALL ST. BOMB

Arrested in New York
fuses to Talk.

New York—A man giving
of Joseph Greenspan, 42, of
arrested early today in Brook
clared to the police he broo
ained the bomb in Wall street
orderly in court on a charge of
anything further. he declined
ever get his

Index (I)	1/31/1941	11/9/1950	1
Index (II)	1/4/1915	4/12/1926	31
	4/13/1926	2/15/1935	29
	1/5/1889	12/26/1914	7
	1/4/1925	9/4/1930	15
	9/11/1930	7/6/1950	62
	7/13/1950	8/31/1967	72
	9/7/1967	6/25/1981	74
		4/25/1991	72
		4/24/1997	72
		4/24/2003	70
		10/30/2008	74
		10/29/2009	4

EVANSTON
PUBLISHED DAILY
EVANSTON, ILLINOIS
FILE COPY

Where We Are Now with Our Newspapers

- ◆ For the *Chicago Tribune*, the *Chicago Defender*, and the *New York Times*, we are in **great shape**—patrons with an EPL library card have full digital access from home, including keyword searchability and the ability to download or email pdfs of articles.

Convention Was Dissident's 'D-Day': Plans Were Laid Well in Advance ...

Chicago Tribune (1963-1996); Sep 7, 1968; ProQuest Historical Newspapers: Chicago Tribune

pg. 3

Convention Was Dissidents' 'D-Day'

Plans Were Laid Well in Advance

The following is the complete text of "The Strategy of Confrontation," the special report ordered by Mayor Daley and based on an investigation into the disorders that occurred during the Democratic national convention.

INTRODUCTION

From the beginning of 1968, the Democratic national convention was "D" day for many dissident groups in the United States. The most obvious efforts were those of the National Mobilization Committee and the Youth International Party. Plans were made to disrupt the national convention and paralyze the city of Chicago. The plans were announced publicly, training for the encounter was carried on publicly, and the attempt to disrupt was openly launched.



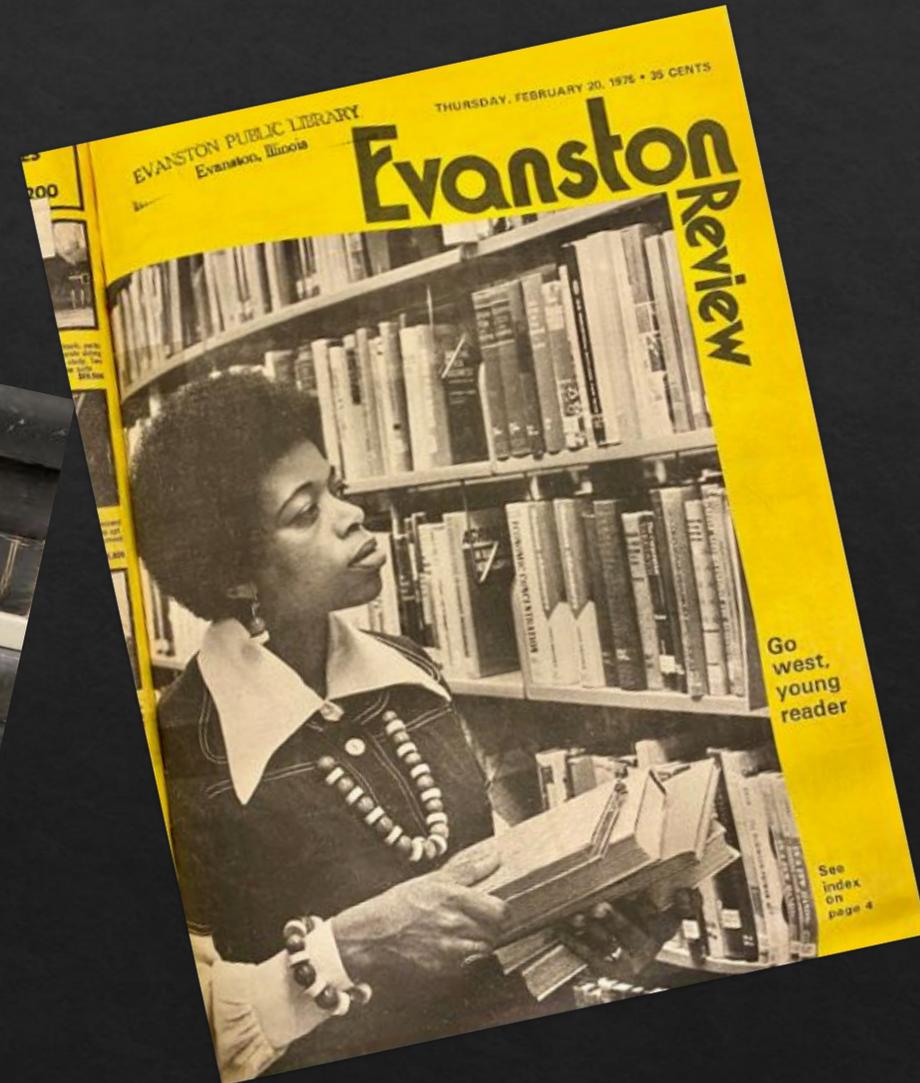
corporation counsel, Raymond F. Simon, and are part of the official proceedings. [12]

[12]. National Mobilization Committee to End the War in Viet Nam, et al. v. Richard J. Daley, Mayor, et al., United States District Court for the Northern District of Illinois, 68 C 1528. The "confrontation" in court over parade permits which occurred on Aug. 21 was filmed and witnessed by numerous TV stations. These interviews which showed the National Mobilization committee and Youth International party refusing all alternate parade routes offered by the authorities would have done much to ameliorate the criticism that the protesters had been offered no legitimate outlet. These films were never shown.

1. A march from the Monroe street parking lot at Monroe and Columbus drive, south to the band shell at 11th street and Columbus drive.
2. A march from the parking lot at McCormick Place, northbound along the Outer drive to the band shell at Grant park.
3. A march from Lake Shore park located at Chicago avenue and Lake Shore drive, southbound along the Outer drive to Jackson boulevard, west on Jackson boulevard to Columbus drive, and south on Columbus drive to the band

With *Evanston* Newspapers, However . . .

. . . Not So Much



How We Do Research Now Using Evanston Newspapers

How we do research now:

- ◆ We have a few, incomplete tools to help us find information.
- ◆ Card index; clipping files & index
- ◆ We help our patrons by phone or in person.
- ◆ They can't really do it themselves.
- ◆ Not available remotely



Evanston File Names

- African Americans - Firsts
- Biography - B
- Cable Television - I
- Citizens Committee for Decent Literature
- Ebenezer African Methodist Episcopal Church
- Patten, James A. and Mrs. Patten
- Public Library - West Branch
- West Side
- Young Women's Christian Association

FILE: Public Library - West Branch

SEE:

SEE ALSO:

NOTES:

The West Branch library at 1715 Simpson opened in February 1975. The dedication was held at the Foster Center February 16, 1975. Emma Perry was the first librarian at the West Branch. The idea of a West Side Library was first proposed by the Human Relations Commission in 1969. The West Branch was closed when its lease ran out December 1, 1981.

In addition to newspaper clippings on the West Branch, RF contains a dedication program of the West Branch Library from

Display

Search

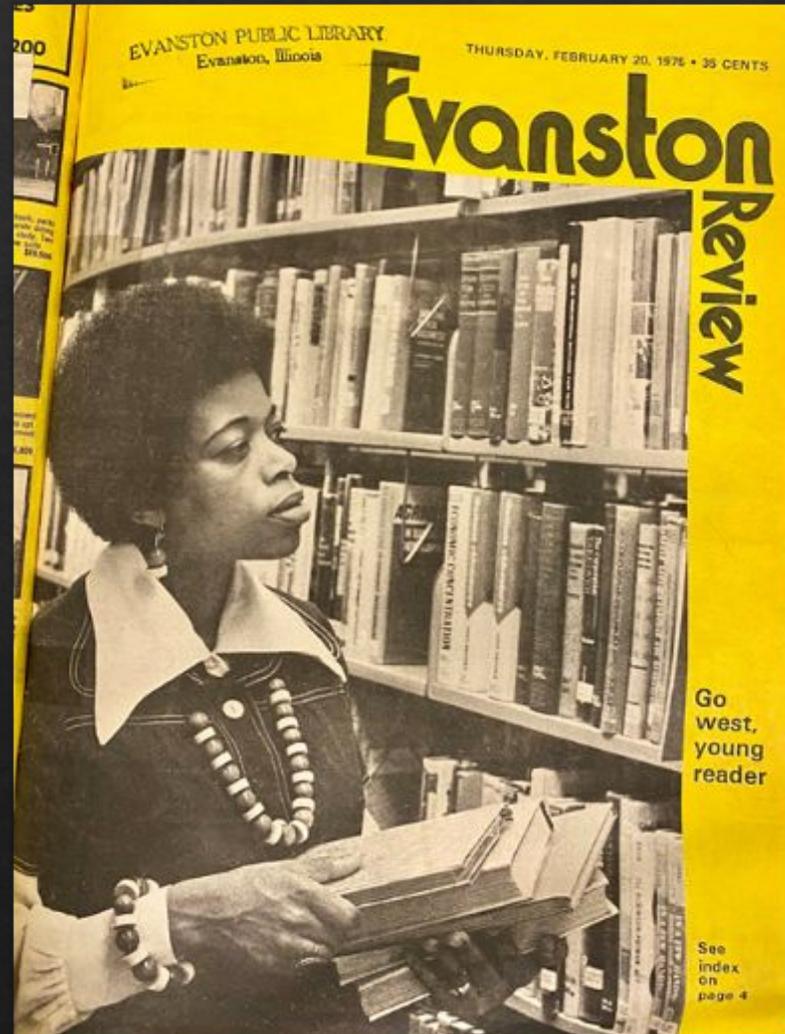
Show All Files

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Best case scenario: West Branch Library

- ◆ But even for the **best-case scenario**, where a topic is well-documented, it can still take **hours**, many articles are **overlooked**, **parenthetical mentions** that can be significant **are not seen**, and research is **done by librarians** and **only on site**.



at the time the North Korean Army attacked South Korea.
The question I have for MacArthur is, was he really right in this case?

ER 2/13/75

cork on campus liquor ban

university. That same tax-free status to NU. It allows the General the liquor provision. ers are claiming that ion" statute adopted charter's prohibition. every Illinois city the ne number, kind and ses to sell liquor. that the state now d wine to persons 19 s sale of alcohol in ing to, or under the university. officers of the NU overment report-quest last Spring dministration look tablishing a beer-

like to see some kind of beer-wine place on campus and the Norris Center (NU's student center) would be the logical place for it."
Tim Rivelli, executive vice-president,

said, "The first thing is for the lawyers to check the legalities. The next logical step is to get student input on the details, such as location, atmosphere and format of the place."

Library dedication Sunday;

The long-awaited West Branch of the Evanston Public Library will be dedicated Sunday and will begin its regular business hours Monday.
The public is invited to attend the dedication program at 2:30 p.m. Sunday in Foster Community Center, 1655 Foster St. Open house in the new library, 1715 Simpson St., will be held from 3:30 to 5 p.m.
Yvonne Davis, president of the Evanston Public Library board, will serve as mistress of ceremonies at the program in Foster Center. Special guests and speakers will include Donald E. Wright, director of the Evanston Public Library, Mayor Edgar A. Vanneman, and Ald. Edna Summers (5th).
Emma Bradford, librarian of the new branch, will speak on "A Special Resource and a Special Commitment."
West Branch library hours starting Monday will be as follows:
Monday, 9 a.m. to 5 p.m.; Tuesday, 1 to 5 p.m.; Wednesday, closed; Thursday, 1 to 9 p.m.; Friday, 1 to 5 p.m., and Saturday, 9 a.m. to 5 p.m. It will be closed Sundays.

39

Obituary Research for Constructing Biographies

- ◆ Much work like this was done for recent reparations research



Wade Lane

Wade Lane, 1811 Church St., died Oct. 29 at Evanston Hospital. Mr. Lane was 45. Mr. Lane was born in Mississippi and worked in the construction industry. He was a member of the Springfield Baptist Church.

He is survived by his wife, Helen Lane; his parents, Mr. and Mrs. Charles Lane, of 1810 Church St., and his children: Sarah Hurt, Mae Helen Mathis, Shirley, Mary Ann, Charles and John Earl, all of Evanston, and Charlie of Niles, Mich.

Mr. Lane is also survived by his sisters, Mrs. Orvlie Hunt, of Ackerman, Miss.; Mrs. Ophelia Carter, Mary Cobbins and Mamie Cottrell, all of Evanston; his brothers, Ladell, John, J. C., Victor and Oliver, also of Evanston.

Memorial services were held Nov. 1 at Springfield Baptist Church and were conducted by Rev. L. M. Geter. Interment was at Sunset Memorial Gardens.

Celia Hagen Miller

Funeral services were held April 13 in Titusville, Penn. Interment was at Woodlawn Cemetery in Titusville.

Charlie Lane

Charlie Lane of Evanston died April 8 at Evanston Hospital. He was 92. Born in McCool, Miss., Mr. Lane was a farmer. He belonged to the Springfield Baptist Church. He was preceded in death by two of his sons, **Wade** and Charles Davis.

Memorial services were held at the Brook.

May Bell Lane

May Bell Lane of Evanston died March 20 at Evanston Hospital. She was 88. A native of McCool, Miss., Mrs. Lane was a housewife. She was a member of Springfield Baptist church. She is survived by five sons, Oliver of Chicago and Ladell, John, Jay and Victor, all of Evanston; four daughters, Orvelia Hunt of Weir, Miss., Ophelia Carter of Evanston, Mary Weeks of Ackerman, Miss., and Mamie Cottrell of Evanston; 38 grandchildren; and 34 great-grandchildren. She was preceded in death by her husband, **Charlie**, and two sons, Wade and Charles. Services were March 24 at Springfield Baptist Church. Interment was in Sunset Memorial Gardens in Northbrook.

- This time-consuming process requires going back and forth between the obituary file and the bound copies/microfilm of the *Evanston Review*.
- This work is done in the building by EPL staff.
- And it omits all name mentions in non-obits.

The worst-case scenario is:

Hours are invested and
nothing is found—even though it may
be there.

No way of telling.

“The grave of Lizzie (Elizabeth) Fairfax, (Aunt Lizzie), freed by an Iowa regiment, is in Clinton, Iowa. Her daughter Mary Smith lived in Evanston. Can you find her?”

“Was this fatal car accident on Sheridan Road sometime in 1935 mentioned in the newspaper?”

A Look at the
Digitized *Daily*
Northwestern

A Comparable
NewsBank Project

How It Could Be

The *Daily Northwestern* (1910 - 2018) & Its Three Predecessors (1871 - 1910) – Cross-searchable

Readex
A Division of NewsBank

America's Historical Newspapers
How to use this database [↗](#) Change Databases [▼](#) Share Feedback [🗨](#)

Home Advanced Search **Browse Publications** My Folder [▼](#)

🔍 Enter a word or term to search the selected publications **Go!**

Advanced Search

4 Publications

🔽 Filter by Publication, Location, Date Range, or Language

Publication	Location	Date Range	Language
Daily Northwestern	USA - Illinois - Evanston	1910-09-23 - 2018-12-05	English
Northwestern	USA - Illinois - Evanston	1881-01-28 - 1910-05-20	English
Tripod	USA - Illinois - Evanston	1871-01-01 - 1880-12-17	English
Vidette	USA - Illinois - Evanston	1878-01-15 - 1880-12-09	English

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Case Study #1, a 19th Century Query: “Frances and Willard”

Readex
America's Historical Newspapers

Home Advanced Search Browse Publications My Folder

News Article Tripod (published as THE TRIPOD.) (Evanston, Illinois) March 20, 1871

frances;willard Highlight 1 of 3 highlights

SEVERAL OF the travels and exploits noctes head off, the sculls! You damn drove a *tu pone tandem temo* visiting his *ante*, Mrs. *Dic Terr ortem*. Dr. *Dignos*, the *Terris*, evening, when he *et a beta pi*. He *lambda* man badly in the *stem flat urna* flounder.”—*The C*

CLIPP

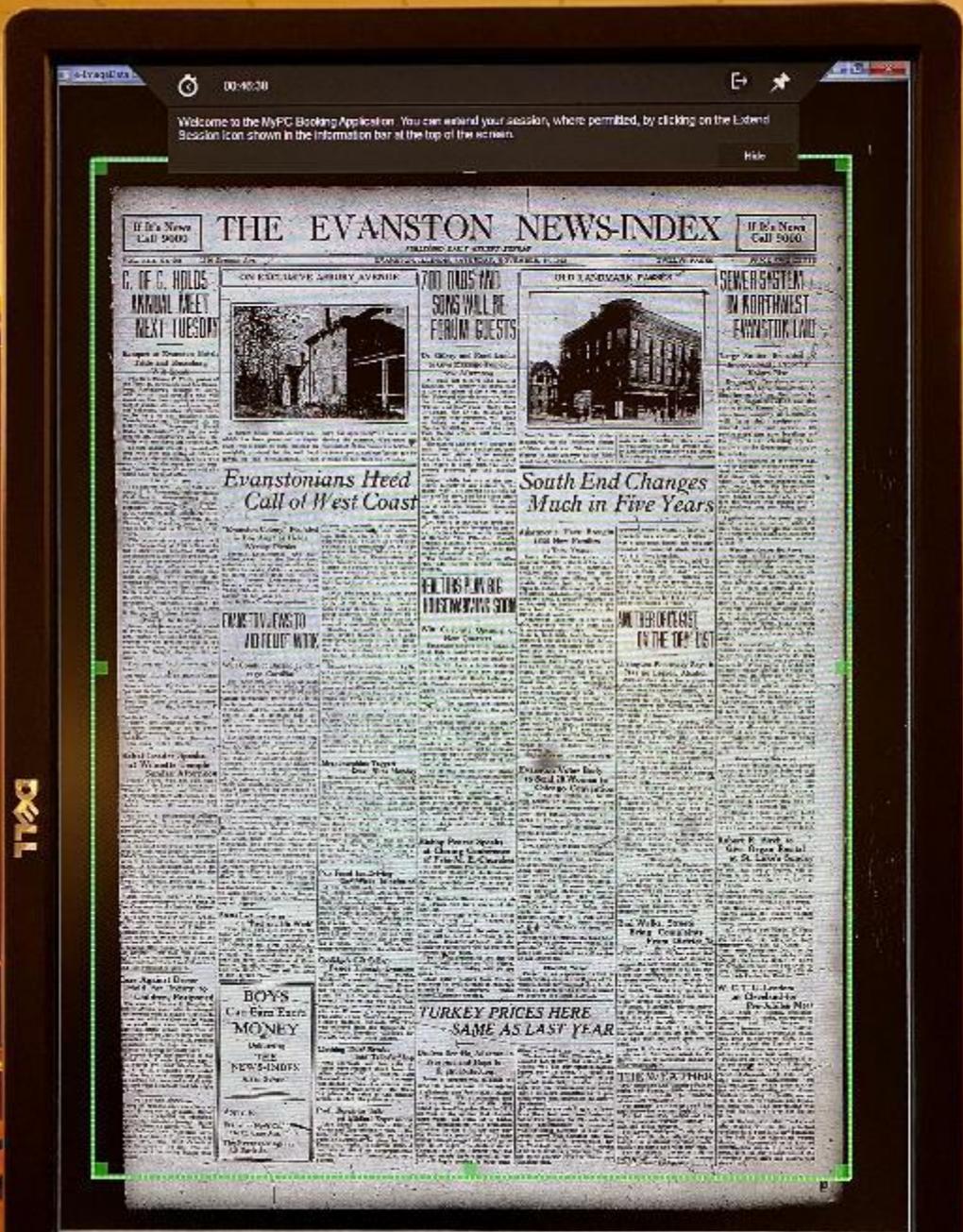
“ SOME persons take special p Suspicion is their faith. They distrustful feeling, and hence o

- ❖ Searching across all four publications simultaneously, we find 19 articles mentioning Frances Willard in *Tripod*, a predecessor publication to the *Daily Northwestern*.
- ❖ It returns the page with search terms highlighted.
- ❖ The search also captures minor mentions, too, such as this one.

Case Study #2: Researching the History of Saville Flowers

- ◇ Searching for “saville and flowers” returns 259 mentions, starting in the late 1940s ...
- ◇ ... including many articles and **incidental mentions**, one of which is reproduced here.
- ◇ Also includes **advertisements**, such as this one appearing in the July 15, 1949, issue of the *Daily*.
- ◇ Search terms are always **highlighted** in the page image.

The image is a screenshot of a digital newspaper archive interface. At the top, there are navigation links: "Home", "Advanced Search", and "Browse Publications". Below that, it shows "Back to Results" and "1 of 259". The main content area displays a "News Article" from the "Daily Northwestern (published as Northwestern)" on "Page 5" of "Page 5 of 8". The search terms "saville;flowers" are visible in the search bar. The article text includes: "But my disappointment about the goldfish goaded me to trace the origin of these intruders which so suddenly became a part of everyone's coffee-time. I found the origin in an amiable, rather quiet, business-looking man named Don Saville, who is the owner of London's Flower shop on Sherman ave., where they were bought. He didn't look at all like a horticulturist, but when I asked about THOSE plants, he promptly told me their names after looking..." Below the article, there are several advertisements. One for "STEVE TURKOVICH'S International Kitchen" lists various dishes like "Health Salads, Cold Cuts for Summer" and "Specializing in Sirlola Steaks". Another advertisement for "London's Flower Shop" features the text "Consult Don W. Saville for Evanston's Most Complete Flower Selection" and "Flowers for Your Recital". The shop is located at "1737 Sherman" and is "Closed Wednesday Afternoon During July and August". The interface also shows a "View Details" button, a "1 of 2 highlights" indicator, and a "Page Thumbnails" sidebar on the right.



Summary: What EPL and Evanston Gain By Digitizing the local historical newspapers at EPL

1. Digitization of the entire *Evanston Review* run plus its predecessor publications (*News*, *Index*, *News-Index*, et al.) back to 1872.
2. Full-text keyword searches

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Immediate SERVICE

WHEN called upon for electrical work we are like the no. 1 repair men—we respond immediately and go right to the heart of the matter. We are experts in everything elec-

"Electrical Satisfaction Here"

Butow Electric Shop

University 2331
2801 Prairie Ave.

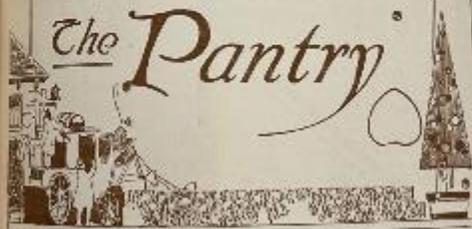
Exclusive Evanston Dealers for
DE FOREST

If You Like Things Extraordinarily Good

MENFOLKS sometimes balk when the suggestion is made that they go to lunch or dinner at some place where they've been told they'll find "atmosphere."

The Pantry is a pleasant surprise to the men who come for the first time. They find nothing trilly or fussy about it—it has a substantial cordiality like the chimney corner lounge at the club.

Neither a tea room nor a "stag" grill, it appeals alike to men and women who appreciate the extraordinary.



The Pantry

LOANS with Real Estate as Security

THOSE who own North Shore real estate may conveniently arrange for funds through the assistance of Smart & Golee.

We have money funds awaiting your call on the security of local property. Tell us your requirements for improvement projects, or for any expansion plans which you may have under advisement.

Details can be arranged with facility and promptness. We invite your consultation.

Phone University 185
or
Rogers Park 0272

SMART & GOLEE

580 Sherman Evanston, Ill.

CERTIFIED CLEANING

A 70 Year Reputation

As expert Cleaners & Dyers has stood the test and is recommended by thousands of patrons.

Enjoy a service that insures SATISFACTION. Our prices are right.

Phone Evanston Exchange

GREENLEAF 100

Every garment cleaned by us is delivered to you with a certificate assuring you of work RIGHTLY DONE.



Protect Your Dollars

WHEN your money is in the Bank, you have the satisfaction of knowing you have it in the safest possible place. It cannot be lost through carelessness. It cannot be destroyed. It cannot be taken from you without your consent. And it works for you day in and day out!

EVANSTON TRU
CORP

What EPL and Evanston Gain By Digitizing the *Evanston Review*

3. Inclusion of Advertisements and Photo Captions

4. Available at any time, anywhere, with an EPL card number.

Second Class Postage Paid at Evanston, Illinois—USPS No. 067430

CCC NEWSETTE

PERIODICALS - 0737-01 61
1702 Orrington av
60201 04

"The POSITIVE Voice of the Communities" News Deadline: 12 NOON Saturdays Telephone: 475-5141

A Community Family News-letter From The CONCERNED CITIZENS COMMITMENT P.O. Box 955 - Evanston, IL 60204

VOL. 13, NO. 14, Thursday, April 7, 1983 * 1st Year * Six Months \$12 * Single Copy: 30c

HOLY WEEK A HOLY HELL OF MAN'S INHUMANITY TO MAN; THEN COMES RESURRECTION AND CAUSE TO REJOICE!

(A CCC HUMANITY SPECIAL ON "THE RABBIT THOUGHTS OF CCC PUBLISHER MELVIN S. SMITH)

"Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength. This is the first and Great Commandment, and the second is like unto it: Thou shalt love thy neighbor as thyself...There is none other commandment greater than these." ---New Testament, Mark 12: 29-31

All Christendom have just experienced the most solemn observance of their faith, Holy Week, climaxed by its most sorrowful moment, the Crucifixion. Paradoxically, the week ended with Christianity's most joyous celebration, the Resurrection of their Savior on Easter Sunday.

Our own meditations concentrated on our vision of Holy Week's modern day version that parallels the inhumanity of nearly 2,000 years ago.

Our vision starts with Palm Sunday's realization that the ugliness of man's inhumanity to man still prevails. Still fresh in our mind was the TV documentary on the life, efforts and the death of Medgar Evers in Mississippi, in which evil mobs of white racists stoned and lynched black men, women and children.

That was in the 1960's, and understandable in view of those dark days when blacks were fighting for the basic rights to vote in all elections; to drink at a public water fountain; to eat in a public restaurant; to ride on a bus; to earn a living at more than starvation wages; to rear a family in peace.

Through all the scenes in the TV documentary the faces of white racists, lined with venomous hate, showed Mississippi at its very worst. Palm Sunday or so Palm Sunday, "Christian" whites wrote inside black churches and frighten black worshippers with fear of violent death when blacks insisted on violating the customs and practices or laws that were designed to keep them at slavery time levels of second class citizenship.

Deep-South Mississippi, however, in the 1960's was no different from Mid-West Illinois of today, where, in Chicago on Palm Sunday, like the anti-Christ of Jerusalem who denounced the triumphal entry of Christ to the City of Jerusalem, the people of northwest-side Chicago spread the same vicious venom before U. S. Congressman Harold Washington and former Vice President Walter Mondale when they attempted to attend services at a Christian, Catholic House of God.

Racial insults hurled at blacks by Chicago racists would have made their Mississippi blood brothers turn green with envy. Chicago Sun-Times columnist Mike Royko reports that his office is flooded with phone calls and unsigned letters, calling him nigger-lover because he writes favorably of Mayoral candidate Harold Washington. In Sunday's issue he listed a few of the names that they used to describe blacks, all of which, plus many more, any black who is not deaf has heard over and over throughout a lifetime. While

the whites protest that they are not against Washington because he is black, they refer to him in such "terms of endearment" as Coon, Nigger, Shine, Darky, Spade, Snake, Buffalo, Kooky, Jungle Bunny, plus others. Washington and Mondale found out what the late martyr, Martin Luther King, Jr. discovered more than 20 years ago, that it is safer to visit most areas of Mississippi than to enter the all-white dominated northwest or southwest sides of Chicago.

Why blacks suffer so much frustration, depression and stress is that anti-black sentiment is so world-wide that they are the most despised of all people. England is having so much black-white racial trouble that some members of Parliament want to send all black British subjects back to the Caribbean Island or other British-controlled areas whence they came. America has welcomed immigrants from every race, but turns its back on black victims of persecution from countries such as Haiti.

South Africa's minority white European settlers, having seized that nation centuries ago, segregated its black majority, denying native Africans the right to vote, or even

(SEE PAGE TWO)

REGISTER NOW TO
VOTE!
IN 1983

What EPL and Evanston Gain By Digitizing the *Evanston Review*

5. Inclusion of mid-20th century newsletters from the Black community.



What EPL and Evanston Gain By Digitizing the *Evanston Review*

6. Added Perk: *Black Life in America* Database
7. Most importantly: Better Searches, Broader Access, Less Staff Time

Various Levels of Donor Recognition



Historical Newspaper Archive Donor Recognition

Offer collection
naming rights to
a large donor

Recognize a
significant contributor
or insert the library's
name and logo

A complete list of donors
appears when users
hover over
"Content made available
by Our Generous Donors"

The screenshot displays the NewsBank website interface. At the top, the NewsBank logo is visible. Below it, the text "Historical Newspaper Archive Donor Recognition" is centered. The website header includes the text "The Gilbert M. and Martha H. Hitchcock Omaha World Herald and Omaha Star | Change Databases" and "Digital Archives". A search bar is present with the placeholder text "Enter any keyword, like a name, event or topic". A dropdown menu is open, listing several donors: Carol Gendler Fund for Omaha, Greater Omaha Genealogical Society, McGowan Family Foundation, Pinnacle Bank, Suzanne and Walter Scott Foundation, The Sherwood Foundation, and Weitz Family Foundation. A callout box points to the "Content made available by Our Generous Donors" text, which is highlighted in the dropdown. Another callout box points to the search bar area, indicating that a complete list of donors appears when users hover over the "Content made available by Our Generous Donors" text. A third callout box points to the top right of the page, indicating that a significant contributor or the library's name and logo can be recognized. The page also shows a "Sort by" dropdown menu with "Best Match" selected, and a "Page 1 / 1" indicator.

Questions?

April 12, 2022

Ms. Karen Danczak Lyons,
Director
Evanston Public Library
1703 Orrington Avenue
Evanston, Illinois 60201

Dear Ms. Lyons:

I am pleased to commend Evanston Public Library's proposed newspaper digitization proposal. The newspapers you have identified for such digitization are extremely important sources of information for all sectors of the Evanston community. And I very much applaud your efforts to include diverse titles within your proposal. As well, I am impressed with your selection of date spans, identifying periods of time during which news of much consequence occurred and was reported.

As you know, Northwestern University Archives several years ago engaged with NewsBank to digitize our holdings of Northwestern University's student newspapers. And our relationship with NewsBank – through the process of digitization and, later, as a purveyor of content – has been remarkably positive, even transformative. Our newspaper content has been consulted many thousands of times since the NewsBank digitization, demonstrating an exponential increase in patronage over that content's pre-digitization usage. The ability to conveniently search such digitized content has been rewarding to those patrons able to make direct use of the resource. Likewise, staff who work with patrons needing assistance with the resource have found their work to be effective and efficient. In short, our digitized newspapers have supplied valuable information to patrons from a variety of backgrounds, proficiencies, and ages. Our efforts to assist patrons have proven easy and positive. Our partnership with NewsBank has been an unqualified success for all concerned.

My expectation of your own program, based on my personal experience with NewsBank and with similar content, is that you will – upon project completion – see methodical and productive employment of Evanston's historic newspapers. And I further expect that patrons who make use of such content will return repeatedly to the digitized collection. Additionally, I expect that patrons, after gleaning information from your newspapers, will make better and more frequent use of your other, parallel holdings of pertinence to community history. The digitized resource will reward splendidly those within our community who hold interest in personal and neighborhood history, genealogy, and community development. Likewise, I see exciting potential for use of the digitized newspapers in the lesson plans of local schoolteachers. Your proposal, if carried out, promises to unlock tremendously important

records of Evanston history and to make those records enrichingly and fully available to the entire community.

I wish you all success in your proposal. It is an excellent one.

Sincerely,

A handwritten signature in blue ink that reads "Kevin B. Leonard". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Kevin B. Leonard
University Archivist
Northwestern University

April 1, 2022

To: NewsBank
and
Evanston Public Library

Re: Melvin Smith newspapers: The *Evanston Newsette* and the *Concerned Citizens Commitment (CCC)* Digitization work

Board of Directors

Herman "Chip" Ratliff
President
Genie Lemieux-Jordan
Treasurer
Margo Robinson
Secretary
Richard Foreman
Steven Frost
Geneva Hallen
Skyla Hearn
Steve Lemieux-Jordan
Nicole Parker

Staff

Dino Robinson
Founder, Executive Dir.

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Shawna Cooper-Gibson, PhD
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Kris Graves
Parmeshia Jones
Don Patterson
Morris E. Robinson, Sr.
Oliver Ruff
Shelly Spencer

Since 2008, Shorefront has held the collection of Melvin Smith, an extensive collection that includes two newspaper collections, correspondences, photographs, layout paste-ups, financial ledgers, and family history totaling over 25 linear feet of materials. We are to understand that NewsBank is interested in digitizing his two newspapers; The *Evanston Newsette* (c1940s- mid 1950s) and the *Concerned Citizens Commitment* (c1970-1986).

The *Evanston Newsette* is available in two formats, the original hard copy and microfilm. We understand that you would prefer the microfilm for digitizing. The *Concerned Citizens Commitment (CCC)* is only available as hard copy. This letter serves to confirm that Shorefront grants permission to proceed with the digitization of both newspapers. Further, Shorefront grants full right to the digital version of these publications to NewsBank.

We expect to have returned to Shorefront the microfilms of the *Evanston Newsette* as well as the hard copies of the CCC upon completion of the digitization process. It is our hope that Shorefront may retain a copy of the digitized files or, at minimum, have access to the digitized newspapers for internal use at the Shorefront Legacy Center, not to be recirculated in compliance to NewsBank.

Compensation to the Collins family (donors of the Smith collection) is expected. We understand that it is the responsibility of the Evanston Public Library and not of NewsBank to fulfill this condition and hold harmless NewsBank of such responsibility.

If you need any additional information, please contact Shorefront.

Sincerely,



Morris (Dino) Robinson
Founder



Chip Ratliff
President

Office:
2214 Ridge Avenue
Evanston, IL 60201
847.864.7467

Mail:
P.O. Box 1894
Evanston, IL 60204

shorefront@me.com
shorefrontlegacy.org

Diane and Jesse Collins
4458 W. Iowa St.
Chicago, IL 60651

March 1, 2022

To: Evanston Public Library
And
NewsBank

Re: Melvin Smith newspapers – The *Evanston Newsette* and the CCC Digitization

To Whom it may concern:

My name is Diane Collins. Melvin Smith was my great uncle and I inherited his documents and artifacts related to his two publications, The *Evanston Newsette* and the *Concerned Citizens Commitment (CCC)*.

In 2008, The collection was entrusted to Shorefront through the organizations director, Mr. Morris (Dino) Robinson. Shorefront is an archive documenting the Black experience on Chicago's suburban North Shore.

We have learned through Mr. Robinson that NewsBank is interested in digitizing one or both of the collection of newspapers. We are in support of this effort and look forward to the greater availability of the collection in a digital platform. In addition, we understand that there may be some financial compensation, honoring the important work of Melvin Smith.

With that said, if compensation is awarded, we wish any financial proceeds go to Shorefront that will assist them in maintaining the physical collection of Melvin Smiths work.

With respect,



Diane Collins

SHOREFRONT

Collect | Preserve | Educate
www.shorefrontlegacy.org

Date: March 1, 2022

Dear: Mr and Mrs Collins

On behalf of the members board and advisors of Shorefront, I wish to express our appreciation for your donation to the Shorefront collection.

General Description: Melvin Smith collection consisting of the Newsette (c1940s-1952) the CCC (c1969-1986), correspondances, photos, paste-ups, ledger Books, ephemera, The Cardinals, family geneaology and general history, totally approximately 30 linear feet.

Reference Number: 06182008-smith

Enclosed are two copies of our Deed of Gift, please sign and return one copy, retaining the other for your records.

Shorefront collects, preserves and educates people about Black history on Chicago's suburban North Shore. Shorefront is an important historical organization that values its collections as it fulfills its mission in preserving the North Shore Black communities. Shorefronts collections continue to grow through the interest and support of generous donors such as you. We are indebted to you for being one of these donors this year.

Sincerely,



Dino Robinson

Founder

Shorefront

www.shorefrontlegacy.org

SHOREFRONT

Collect | Preserve | Educate
www.shorefrontlegacy.org

Deed of Gift to Shorefront NFP (Shorefront Legacy Center)

2214 Ridge Avenue, lower level • Evanston, IL 60201
P.O. Box 1894 • Evanston, IL 60204 • 847.864.7467

Hereafter referred to as the "Donor" of the property described below, hereby gives, transfers, assigns, and delivers all applicable Donor's right, title, and interest in and to the property described below which the Donor may possess in and to said property, to Shorefront N.F.P. as an unrestricted gift to utilize within its stated mission. Donor affirm that said object(s), and that to the best of the Donor's knowledge, have a good and complete right, title, and interests (including all transferred copyright, trademark and related interests) to give.

Address of Donor: Diane and Jesse Collins
4458 W. Iowa St.
Chicago, IL 60651

Telephone: 773-486-6614

Email: 236_23899@msn.com

Description: Melvin Smith collection consisting of the Newsette (c1940s-1952) the CCC (c1969-1986), correspondances, photos, paste-ups, ledger Books, ephemera, The Cardinals, family genealogy and general history, totally approximately 30 linear feet.

Reference Number: 06182008-smith

I/WE wish that the gift be identified to the public and in the records as:

The Melvin Smith Collection
Dated 3/5/2022 Diane Collins
Month, day, year Signature

Please return one copy to Shorefront. For many reasons, it is important that Shorefront have a complete as possible history of the subject gift. If applicable, it would be helpful if you will forward any information or documentation which you may have with respect to your own ownership, display and restoration and all prior ownership, display and restoration, of the subject of your gift.

Shorefront N.F.P. and the Shorefront Legacy Center hereby accepts the above property under the conditions specified above. The Shorefront members, board and advisors appreciate your important donation to the collection.

Dated 3/5/2022 Diane Collins
Month, day, year Signature

Shorefront N.F.P. and the Shorefront Legacy Center welcomes financial contributions to support the care for the collection, ensuring that the collection is processed, preserved, and made available to the public for the future.



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
Tuesday, March 8, 2022

Members Present: Terry Soto, Esther Wallen, Michelle Judon, Joyce Miller-Bean, Mariana Priscilla Bojorquez, Karen Danczak Lyons

Updates

- Data collection is beginning; results will be shared at future meetings. Members expressed appreciation for Joyce's interview on the importance of this initiative.
- Partners of the EPL [PEPL] continue to seek volunteers. Volunteers will be representative of Evanston's population and could include teen representatives.
- Later this month, District 65 will share the results of their research and discuss the construction of a new 5th ward school. Conversations regarding adding an EPL branch within the new 5th ward school continue. In addition, exploration of co-locating a new EPL branch in the renovated Family Focus building continues.
- EPL will interview students for summer jobs at the Mayor's Summer Youth Employment Program recruitment event.
- The construction of a Mobile Library will be brought to a future EPL Board meeting for consideration.
- RETF will invite the Collections Advisory Committee to a RETF meeting to discuss the role of volunteers, and explore the suggestion of paid stipends as a strategy to help volunteers participate and as an expression of valuing their contributions.

Library Director's Report April 20, 2022

Updates:

- District 65 has determined that the new 5th ward school footprint can not accommodate a 10,000 square foot Evanston Public Library branch. Discussions continue with Family Focus; an update will be provided at an upcoming Board meeting.
- Jennifer Shreve and Renee Neumeier submitted a Project Next Generation Grant to the Illinois State Library to fund the Code It Challenge and the Film it Challenge during the 2022-2023 school year
- The Cardboard Carnival Community Showcase was held on April 9 at Fleetwood Jourdain Community Center
- Staff from EPL and the Moran Center hosted 2 eviction expungement sessions, 1 at Crown and 1 at Fleetwood-Jourdain. 12 families/individuals were directly assisted on the spot, with calls continuing to be fielded in the offices at the Moran Center as a result of these events. Plans are being considered for a legal support outpost at Crown, in partnership with the Moran Center.
- Elacsha Madison, Kellye Fleming, and Jean Fies from Evanston Grows, wrote a grant for \$3,000 to Whole Kids to install a hydroponic planting system at both the main library and the Robert Crown branch. The hydroponic systems will be maintained by community members and staff and EPL staff will do a series of programs around gardening and nutrition. The grant will also include transforming the Reading Garden to a greener space with more plants and flowers.
- Elacsha Madison and Renee Neumeier submitted a second application for \$3,000 to Whole Kids on behalf of Family Focus to teach a series of gardening workshops around food justice for their NSBE Jr (National Society of Black Engineers). group that EPL facilitates weekly. During the community listening session, some of the teens talked about food justice and wanting to be able to address it. NSBE Jr. teens will help start the seedlings to be used in the garden beds at Family Focus. The teens will also continue to grow year round and take the vegetables that they grow and place them in the community refrigerators. If the piloting year is successful, we will work with our community partners serving teens to expand the program. EPL is working with members of the Family Focus Board (Anne Sills), Chef Q, Evanston Grows, and the Links Foundation.
- Look out patrons! Starting April 1st the Book Mobile will be back out on the streets providing programs and resources. Thanks to the Maintenance Team for providing basic maintenance and repair! If you see me rolling on the street please say hi and ask about our exciting programs rolling to a school or park near you (Elacsha Madison).
- Library Express Service will begin at Robert Crown on April 1. Library Express Service will allow Evanston cardholders to utilize the Crown branch during unstaffed early morning and evening hours. Over 50 residents have signed up during the pre-registration period.
- Engagement Services has been awarded \$1500 from the Lighthouse Rotary in support of STEM kits for summer distribution.

Data Dashboard

<https://datastudio.google.com/reporting/071b2ae1-260b-43ca-8de4-57c7cd77cb5c>

Staff reports:

- **Liaison to Evanston Nursery and Pre-K schools [Laura Antolin]**
 - Book Bag deliveries continue at 5 Preschool and Daycare Centers (Baby Toddler Nursery-Infant Welfare Society of Evanston, Teen Baby Nursery-Infant Welfare Society of Evanston, Toddler Town, KinderCare, YMCA HeadStart at Family Focus) and at 13 Home Daycares for a total of 26 bags monthly. Two volunteers continue to help with delivery to 12 Daycare Homes.
 - ABC Boosters:
 - Things are moving forward with ABC Boosters - both with our partners (Youth Job Center, District65, City of Evanston) and with our site partners (Jump Start at Joseph E. Hill Early Childhood Center, Fleetwood-Jourdain, YMCA Head Start, Learning Bridge Early Education Center and possibly Robert Crown Preschool); youth were interviewed by Youth Job Center at the Mayor's Summer Youth Employment Fair and we are working on hiring and materials.
 - 2021-2022 school year Programming:

We are still considering in-person STEAM sessions at The Family Center on a month to month basis depending on Covid numbers.

 - The Family Center (at Joseph E. Hill Early Childhood Center)
 - In-person STEAM Club (3 toddler classrooms)
 - March 31, 2022 , Attendance = 22 kids; 7 adults
 - Early Childhood preschool at Joseph E. Hill Early Childhood Center
 - Virtual STEAM Club w/Ms. Laura
 - March 16, 2022, Attendance = 12 kids; 9 adults
 - Virtual PACT w/Ms. Laura
 - March 17, 2022 canceled
 - Work with NU, School of Communication:
 - Met with Dr, Marisha Speights Atkins, Department of Communication Sciences and Disorders and other staff to continue to work on partnering around services to families with children 0-3; hoping to get help administering ASQ111 and to also help set up some summer programming with bilingual learners and English language learners who can benefit from early literacy support.
 - LENA Start Grant w/The Family Center:

We are still planning to start an April cohort in a couple of weeks and firming up participants.
 - Talk Read Sing text Messages

Continue to send out twice weekly Talk Read Sing early literacy text messages/email messages in English and Spanish to families with children 0-3, through govDelivery. We now reach 1513 English speaking families (up by 12 families from last month) and 756 Spanish speaking families (up by 15 families from last month). Although this effort goes out under both EPL and EC2C logos, it is an EPL effort.

- Infant Welfare Society of Evanston- hoping to be able to do some in-person programming this summer if Covid cooperates.

- **Liaison to School District 65 and Evanston Township High School District 202 [Elacsha Madison]**
 - EPL participated in the ETHS Career Pathways Fair on March 16th. Over 75 Juniors and Seniors stopped at the EPL table to learn about library career choices, library school, volunteer opportunities and post high school options. (Elacsha and Mariana)
 - EPL will be working with ETHS Day School to ensure students have library cards and access to all the library resources. Students will receive an overview on Libby and Hoopla and the many benefits of the digital resources.
 - EPL will also be participating in ETHS Family Literacy Night on April 27, 2022. Library staff will be providing families with tips and resources on how to encourage literacy and writing at home with some cool activities for the entire family. (Elacsha, Carmen, Mariana, and Kennedy)

- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Heather Norborg, Jill Skwerski]**
 - Oakton Community College English as a Second Language classes will resume in-person at the Main Library on Tuesdays and Fridays from 10am to 1pm starting on July 5, 2022.
 - The Northwestern University TIDAL Lab received permission to apply for a \$25,000 Motorola Solutions grant in partnership with EPL and D65 to fund the Tunepad curriculum we have been developing together.
 - The Northwestern University TIDAL did not receive the National Science Foundation DRK12 grant they applied for; EPL was a subgrantee. They will reapply in the fall.
 - CodeID classes, taught by undergrad McCormick Engineering students, continue monthly at Crown. During March, students used Tunepad to work through a coding challenge.
 - Curriculum and logistical planning are proceeding for the 2 week summer STEM camp that will be hosted at Crown and led by Oakton Community College staff and interns.
 - Elacsha has been working with Digital Divas for the months of February and March to get the DIVAS prepared for the Cardboard Carnival. Going forward, EPL and Divas will collaborate on 4 family events throughout the summer to help celebrate and strengthen families using STEM activities.

- Ozivell Ecford, Laura Antolin, Sally Battle, Kennedy Joseph and Liz Stiemle continue to work with NU's TIDAL Lab on the D65 5th grade computer science classes on their TunePad projects. They have had listening and feedback sessions and are planning a showcase for parents and caregivers on May 21, 2022.

Upcoming events of Note:

April 9 - May 8: [The Bias Inside Us](#) exhibition from the Smithsonian Institute will be on the 3rd floor of the Main Library. Class and after school visits arranged by the Teen Engagement Coordinator. Related public programming includes:

- Weekly community art making workshops with Kids Create Change (Saturdays, 1-2pm, all ages, 3rd floor)
- Let's Talk @ Lunch with the YWCA Equity Institute (4/20, 12-1pm, adults, Community Meeting Room)
- Human Library (4/24, 1-4pm, all ages, 3rd floor)
- Bias & Accountability workshop with the YWCA Equity Institute (5/2, 6:30pm, adults, Virtual on Zoom)

April 26 & May 3: [SCOTUS: Law and Politics, a mini-course](#) in partnership with Northwestern Emeriti Organization, featuring retired political science professor Jerry Goldman

Taste of the Loft visits for 5th through 8th grade, starting May 2nd through June 6th

Volunteer Coordinator's Report:

At the March Board of Trustees meeting Esther Wallen asked how many volunteers performed more than one volunteer function in 2021.

There were more volunteers who served in multiple positions prior to the pandemic, but the total for 2021 was:

Three positions: 2 volunteers

Two positions: 12 volunteers

One position: 76 volunteers



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: April 12, 2022

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we look to fill attrition vacancies. Interviews and application review

are in the progress to fill the following positions:

- Engagement Services Library Assistant 25 hours position vacated by Pim Halka
- Library Clerk 20 hours position in Access vacated by Penny Wongtrakul's departure
- Assistant Library Director position was posted on PLA
- Custodian II full time interviews are being set-up
- Safety Monitor 20 hours position in Robert Crown posting is closed, applicants are being reviewed to be selected for interviews
- Volunteer coordinator position vacated by Mary Kling posting closed. Interviews are in the process of being scheduled.

Continuing with Project Ready curriculum in April: offering 3 sessions of book discussion of JUST MERCY by Bryan Stevenson. March's 3 sessions were very successful, a total of 45 staff members attended.

Financial Resources

The Library Fund financial report for the period ending March 31st is included for your review. For the operating fund, revenue collection is at 46% of budget projection and expenditures 18%. Capital fund expenditures total 17% of the budget.

Facilities Update

Our elevator upgrade project at the Main library is wrapping up quickly. Pending final inspections we should have both cars online by mid-month.

New book drops are now located at the RCCC parking lot and just off of the corner of Prairie and Central Street. Both units offer drive up access.

Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	2,665,026.17	.00	3,833,942.85	3,418,057.15	53	7,298,616.48
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	4,466.46
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	71.32	.00	105.90	(105.90)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	9,211.99	155,788.01	6	220,170.88
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	.00	109,866.00	0	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	5,502.99	394,497.01	1	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	9.02	9,990.98	0	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(47.00)	.00	1.35	(1.35)	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	396.59	.00	1,312.99	13,687.01	9	10,403.29
57002	TRANSFER FROM ENDOWMENT	217,911.00	.00	217,911.00	.00	.00	.00	217,911.00	0	250,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	4,070.25	10,929.75	27	21,668.58
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	725.27	4,274.73	15	3,539.78
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	2,468.05	2,531.95	49	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	2,233.33	17,566.67	11	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	1,878.99	123,121.01	2	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$2,665,447.08	\$0.00	\$3,861,462.98	\$4,483,114.02	46%	\$8,467,687.68
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	234,233.77	.00	601,157.43	2,822,292.64	18	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	95,044.46	.00	241,054.56	1,184,680.16	17	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	4,637.50	.00	11,615.00	35,385.00	25	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	472.35	.00	2,746.62	13,953.38	16	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	201.76	.00	201.76	(201.76)	+++	25,432.54
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,732.64	(3,732.64)	+++	3,431.10
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	4,143.16
61510	HEALTH INSURANCE	666,411.46	.00	666,411.46	50,618.70	.00	150,422.76	515,988.70	23	596,612.43
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	698.37
61615	LIFE INSURANCE	2,409.52	.00	2,409.52	191.89	.00	567.38	1,842.14	24	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	1,200.00	3,600.00	25	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	525.00	1,575.00	25	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	222,232.66	.00	222,232.66	15,545.63	.00	46,972.19	175,260.47	21	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	20,049.65	.00	51,631.98	246,002.89	17	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	4,689.02	.00	12,075.26	58,113.76	17	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	14,678.92	32,728.83	22,070.67	190,700.50	22	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	39.00
62210	PRINTING	8,000.00	.00	8,000.00	693.00	.00	693.00	7,307.00	9	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	28,670.68	(15,196.00)	46,407.20	166,788.80	16	280,787.42
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00

Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	468.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	6,206.50
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	.00	.00	3,245.48	21,754.52	13	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,359.99	4,080.01	25	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,221.24	3,663.76	25	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	423.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	5,702.10	7,503.00	52,214.78	161,482.22	27	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	50,245.07	20,639.41	57,781.58	176,579.01	31	239,940.25
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	666.00	1,434.00	32	1,417.37
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	221.01
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	.00	7,300.00	0	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	334.24	.00	1,313.58	4,386.42	23	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	16,341.93	.00	25,022.07	90,744.93	22	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	2,829.43	.00	4,777.48	23,722.52	17	18,254.79
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	344.64	1,655.36	17	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	754.11	.00	1,092.38	10,907.62	9	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	517.84	.00	12,396.22	22,603.78	35	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	729.09	6,975.59	2,254.45	40,769.96	18	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	3,848.92	2,372.46	9,609.60	113,017.94	10	196,972.20
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,463.52
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	54,362.58	.00	68,395.66	471,004.34	13	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	2,590.28	95.89	2,752.15	6,651.96	30	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	7,153.97	.00	7,180.46	64,819.54	10	71,239.13
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	72,332.01	216,995.99	25	280,896.00
EXPENSE TOTALS		\$8,540,722.32	\$0.00	\$8,540,722.32	\$640,682.97	\$55,119.18	\$1,517,033.22	\$6,968,569.92	18%	\$7,820,630.38
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	2,665,447.08	.00	3,861,462.98	4,483,114.02	46%	8,467,687.68
EXPENSE TOTALS		8,540,722.32	.00	8,540,722.32	640,682.97	55,119.18	1,517,033.22	6,968,569.92	18%	7,820,630.38
Fund 185 - LIBRARY FUND Totals		(\$196,145.32)	\$0.00	(\$196,145.32)	\$2,024,764.11	(\$55,119.18)	\$2,344,429.76	(\$2,485,455.90)		\$647,057.30
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	506,625.00	.00	506,625.00	.00	.00	.00	506,625.00	0	482,243.00
REVENUE TOTALS		\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$0.00	\$506,625.00	0%	\$482,243.00

Budget Performance Report

Fiscal Year to Date 03/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	264,706.00	.00	264,706.00	.00	.00	.00	264,706.00	0	232,343.00
68315	DEBT SERVICE- INTEREST	241,919.00	.00	241,919.00	.00	.00	.00	241,919.00	0	249,900.89
EXPENSE TOTALS		\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$0.00	\$506,625.00	0%	\$482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
REVENUE TOTALS		506,625.00	.00	506,625.00	.00	.00	.00	506,625.00	0%	482,243.00
EXPENSE TOTALS		506,625.00	.00	506,625.00	.00	.00	.00	506,625.00	0%	482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$0.89)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0	.00
REVENUE TOTALS		\$480,000.00	\$0.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	0%	\$0.00
EXPENSE										
65515	OTHER IMPROVEMENTS	680,000.00	.00	680,000.00	.00	116,956.00	.00	563,044.00	17	405,832.11
EXPENSE TOTALS		\$680,000.00	\$0.00	\$680,000.00	\$0.00	\$116,956.00	\$0.00	\$563,044.00	17%	\$405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
REVENUE TOTALS		480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0%	.00
EXPENSE TOTALS		680,000.00	.00	680,000.00	.00	116,956.00	.00	563,044.00	17%	405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		(\$200,000.00)	\$0.00	(\$200,000.00)	\$0.00	(\$116,956.00)	\$0.00	(\$83,044.00)		(\$405,832.11)
Grand Totals										
REVENUE TOTALS		9,331,202.00	.00	9,331,202.00	2,665,447.08	.00	3,861,462.98	5,469,739.02	41%	8,949,930.68
EXPENSE TOTALS		9,727,347.32	.00	9,727,347.32	640,682.97	172,075.18	1,517,033.22	8,038,238.92	17%	8,708,706.38
Grand Totals		(\$396,145.32)	\$0.00	(\$396,145.32)	\$2,024,764.11	(\$172,075.18)	\$2,344,429.76	(\$2,568,499.90)		\$241,224.30

Endowment for the Evanston Public Library
 Holdings as of March 31, 2022

	Symbol	Shares/Quantity	Price	Value as of March 2022	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5299.044	\$418.16	\$2,215,848.24	43.21%	
Vanguard Small-Cap Index Fund	VSMAX	3965.937	\$101.88	\$404,049.66	7.88%	
Vanguard REIT Index Fund	VGSLX	1289.300	\$153.62	\$198,062.27	3.86%	
Vanguard Total International Stock Index Fund	VTIAX	15790.774	\$32.07	\$506,410.12	9.88%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7374.550	\$38.33	\$282,666.50	5.51%	70.3%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$484,998.13	\$484,998.13	9.46%	
iShares Silver Trust	SLV	4788.000	\$22.88	\$109,549.44	2.14%	
SPDR Gold Trust	GLD	625.000	\$180.65	\$112,906.25	2.20%	13.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.031	\$165,561.95	3.23%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$112.109	\$158,762.46	3.10%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$142.047	\$184,720.49	3.60%	9.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.320	29,486.16	\$304,297.16	5.93%	5.9%
				\$5,127,832.67		100.0%

Cash Equivalents	13.8%
US Treasury Inflation Protected Securities	9.9%
Corporate Bonds	5.9%
Domestic Equities	55.0%
International Equities	15.4%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Facilities Committee and Library Board

From: Karen Danczak Lyons, Executive Library Director
John Devaney, Facilities Manager

Subject: Approval of Main Library Ventilation Fan Upgrade CIP 22-07

Date: April 5, 2022

Recommended Action:

Staff recommends Facilities Committee/Library Board approval of the proposal from Voris Mechanical Inc., located at 370 Windy Point Drive, Glendale Heights, IL 60139, for the purchase and replacement of the main building ventilation fans at the Main Library as indicated in **Bid 22-07** for the amount of **\$492,850.00**.

Funding Source:

Funding is from the 2022 Capital Improvement Fund, account 415.40.4116.65515.480003 and will be paid through Library debt. The budget for this project at \$492,850.00.

Summary:

This proposal includes the furnishing and installation of all equipment, parts, automation controls, and labor for the replacement of the two (2) main building ventilations Main Library.

In 2013 *and* 2021, the comprehensive facility assessment report for the Main Library included recommendations for major mechanical renovations. As a result of this assessment report, the replacement of the fans was included in the 2022 Capital Improvement Budget approved by the Library Board in fall of 2021.

Both fans are responsible for moving conditioned air throughout the facility. Both the fans and controls have reached their useful life and can no longer provide reliable service to the facility. Any downtime whatsoever would result in closure of the Main library due to lack of conditioned and filtered air. Occupied commercial buildings require ventilation air by building code for public occupancy.

Both main fans and controls are original to the facility; most parts are obsolete and nearly impossible to source. The control technology is aging, and the labor force does not offer many qualified technicians that are versed in the operation and maintenance HVAC pneumatic controls.

This project will include a total of eight (8) replacement fans replacing our two (2) existing fans. This platform will offer robust reliability that we did not possess before.

During February 2022, Bid 22-07 Main Library Ventilation Fan Upgrade was issued to the public bid. On March 23rd two mechanical contracting firms attended a pre-bid at Main library.

The following firms submitted bids by the March deadline for consideration:

Bidder	Address	Amount
Voris Mechanical	370 Windy Point Dr., Glendale Hts, IL 6013	\$492,850.00
MG Mechanical, Inc	1513 Lamb Rd., Woodstock, IL 60098	\$506,800.00

Voris Mechanical submitted the most responsible and responsive bid for the project.

Staff recommends that Voris Mechanical be awarded this work based on their positive references, previous City of Evanston projects, and lowest responsive/responsible bid in the amount of \$492,850.00. If the Facilities Committee approves this purchase recommendation will be presented to the Library Board.

Time is of the essence due to extended equipment lead times.

Attachments:

1. Received Bids. (2)
2. Engineering Plans and technical specifications.
3. Grumman/Butkus Associates Project Recommendations and budget projections.
4. Informative link to FanWall Technologies.

<https://www.nortekair.com/innovation/fanwall-technology-the-preferred-fan-array/>



AIA[®] Document A310[™] – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Voris Mechanical, Inc.

370 Windy Point Dr
Glendale Heights, IL 60139-2176

OWNER:

(Name, legal status and address)

City of Evanston
2100 Ridge Ave
Evanston, IL 60201-2716

BOND AMOUNT: \$

Five Percent of the Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Evanston Public Library Vent Fan Upgrade

SURETY:

(Name, legal status and principal place of business)

West Bend Mutual Insurance Company
1900 South 18th Avenue
West Bend, WI 53095

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.

Signed and sealed this 15 day of March , 2022



Matthew J. Ne

(Witness)

JMM PM

(Witness)

Voris Mechanical, Inc.

(Contractor as Principal)

Ken Jigon

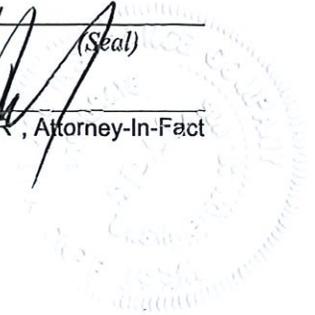
(Title) VICE PRESIDENT

West Bend Mutual Insurance Company

(Surety)

LUKE F. PRAXMARER

(Title) LUKE F PRAXMARER, Attorney-In-Fact



POWER OF ATTORNEY

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

LUKE F PRAXMARER

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of:

Ten Million Dollars (\$10,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 17th day of August, 2021.

Attest Christopher C. Zwygart
Christopher C. Zwygart
Secretary



Kevin A. Steiner
Kevin A. Steiner
Chief Executive Officer/President

State of Wisconsin
County of Washington

On the 17th day of August, 2021, before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Matthew E. Carlton
Matthew E. Carlton
Senior Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 15th day of March, 2022



Heather A. Dunn
Heather Dunn
Vice President – Chief Financial Officer

Notice: Any questions concerning this Power of Attorney may be directed to the Bond Manager at West Bend Mutual Insurance Company.

ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF Illinois)

ss

County of Kane)

On this 15th day of March, 20 22, before me appeared Luke F. Praxmarer to me personally known, who being by me duly sworn, did say that he/she is the aforesaid officer or attorney in fact of the WEST BEND MUTUAL INSURANCE COMPANY, a corporation; that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by the aforesaid officer (or Attorney-in-Fact), by authority of its Board of Directors; and the aforesaid officer (or Attorney-in-Fact), acknowledged said instrument to be the free act and deed of said corporation.

My Commission Expires



Notary Public

August 30, 20 25

County of Kane, State of Illinois

MICHIGAN ONLY: This policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218 and MCL 500.2236.



EXHIBIT A – BID FORM
For
Evanston Public Library Ventilation Fan Upgrade
(BID #22-07)

1.01 BID TO:

THE CITY OF EVANSTON
2100 Ridge Avenue
Evanston, Illinois 60201

Hereinafter called "OWNER".

1.02 BID FROM:

Voris Mechanical, Inc.

(Hereinafter call "BIDDER")

370 Windy Point Drive, Glendale Heights, IL 60139

Address

(630)469-7800

Telephone Number

N/A

Fax Number

1.03 BID FOR: **Evanston Public Library Ventilation Fan Upgrade**

1.04 ACKNOWLEDGEMENT:

A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the Project in accordance with all the plans, specifications and

related Contract Documents as prepared by the City of Evanston, Evanston Public Library.

- B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No. 1 Dated 3/08/22

Addendum No. Dated

Addendum No. Dated

1.05 GENERAL STATEMENTS

- A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.
- B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.
- C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.
- D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.
- E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.
- F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

1.06 ALTERNATES

- A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the undersigned may be required to perform by reason of the acceptance of alternates.

1.07 ALLOWANCE

- A. The allowance is general and should be used in the event that any unforeseen condition is discovered. After discovering the unforeseen condition, the contractor shall submit a Found Condition Report (FCR) and an Authorization to Use Allowance (AUA) to the Consultant. The Consultant will then notify the Owner and both the Owner and the Consultant will view the unforeseen condition to determine if the work will be authorized. Under no circumstances shall the contractor move forward with the work in question nor shall the contractor expend allowance without an approved AUA. At the end of the project, unspent allowance shall be credited to owner via change order.

1.08 AGREEMENT

- A. In submitting this Bid, the undersigned agrees:
 - 1. To hold this Bid open for sixty (60) days from submittal date.
 - 2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
 - 3. To accomplish the work in accordance with the Contract Documents.
 - 4. To complete the work by the time stipulated in the General Conditions
- B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

1.09 SCHEDULE

- A. See General Conditions for required schedule of completion dates.

1.10 PROPOSED PRICES

- A. The Bidder hereby proposes to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to complete, in a workmanlike manner and in accordance with the contract documents, the contract of work bid upon herein for compensation in accordance with the following prices:

BASE BID AMOUNT:	\$ <u>397,500.00</u>
ALLOWANCE (ADDITIONAL WORK – GENERAL):	\$ <u>10% of total Bid</u>
TOTAL BASE BID AMOUNT:	\$ <u>437,250.00</u>

ALTERNATE 1 –

The ADD/DEDUCT LUMP SUM PRICE, if awarded to the undersigned, shall be:

ALTERNATE 1 AMOUNT: \$ 55,600.00
Electrical Upgrades – Reference sheet E002

1.11 UNIT PRICING LIST

The undersigned submits the following UNIT PRICING LIST to be performed as shown on the Plans and/or described in the Specifications, and agrees that items of work not specifically mentioned in the Schedule which are necessary and required to complete the work intended shall be done incidental to and as part of the work for which a unit price is given, and understands that no additional payment will be made for such incidental work from the estimated quantities shown below. Unit prices for individual line items shall be used for the project's schedule of values, pay applications and will also be used to determine the amount to ADD TO or DEDUCT FROM the contract LUMP SUM PRICE for properly authorized additional or deducted work. In the event of a change to the contract the contractor shall be limited to markup percentages as indicated in Section 01028, 1.05, A. Bidders shall examine plans and determine actual work items and quantities for the work involved for bid analysis by the Owner.

Item	Description	Unit	Base Bid Quantity	Add Cost *	Deduct Cost **
1	TO BE COMPLETED BY CONSULTANT	XX	XX	\$	\$

* Add costs to be provided by Bidder

** Deduct costs to be provided by Bidder

1.12 BID SECURITY

If required by the bid documents, a scanned copy of the bid bond must be included with the bid electronic submission. The City is currently not able to accept a certified check, bank cashier's check or electronic bid bond at this time.

- A. The City of Evanston Civic Center is unable to receive in person drop-off and it is closed to the public. The original bid bond must be mailed within ten (10) days after the due date, to the City of Evanston Purchasing Department, 2100 Ridge Avenue - Room 4200 Evanston, Illinois 60201 Attention Purchasing Manager using the USPS (certified or priority), UPS or FedEx mail options in order to have a tracking number.
- B. Accompanying this electronic submittal is a scanned copy of a bank draft, bid bond, Cashier's check or Certified check as surety in the amount of not less than five percent (5%) of the Total Bid payable to the City of Evanston, Evanston Public Library..

The amount of the check or draft is: \$ Bid Bond - 5% of the Total Bid

If this bid is accepted and the undersigned shall fail to execute a contract and contract bond as required it is hereby agreed that the amount of the check or draft

or bidder's bond substituted in lieu thereof, shall become the property of the City and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract bond; otherwise said check or draft shall be returned to the undersigned.

In the event that one check or draft is intended to cover two or more bids, the amount must be equal to the sum of the project proposal guarantees of the individual sections covered.

If the check or draft is placed on another project proposal, state below where it may be found, as follows: The check or draft will be found in the project proposal for: N/A.

1.13 PERFORMANCE/PAYMENT BOND

The undersigned bidder agrees to provide Performance Bond and Payment Bond executed in accordance with Contract Performance Bond form furnished by and acceptable to the Owner written with West Bend Mutual Insurance Company

in the amount of 100% of the Contract Sum (Total Base Bid and all accepted alternatives and adjustments) the cost of which is included in the Bid.

Cost of bond for change order is 3% percent of change order cost.

1.14 LIQUIDATED DAMAGES

The undersigned Bidder understands and agrees to the provisions stated under "LIQUIDATED DAMAGES" in the General Conditions and shall be assessed at the specified daily rate for each calendar day or partial calendar day until completion as defined herein.

1.15 MATERIAL SUBSTITUTION SHEET

The following is a schedule of substitute materials I propose to furnish on this job, with the difference in price being added to or deducted from the Base Bid. The Base Bid is understood to include only those items which are definitely specified by trade names or otherwise.

I understand that if no price difference is indicated, then the selection of materials is optional with the Owner, and approval or rejection of the substitution below will be indicated prior to signing of Contracts.

<u>PRODUCT NAME AND/OR MANUFACTURER</u>	<u>ADD</u>	<u>DEDUCT</u>
<u>NONE</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>
<u>_____</u>	<u>_____</u>	<u>_____</u>

1.16 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__

Notary Public

Commission Expires: _____

B. PARTNERSHIP

Signature of All Partners: _____

Name (typed or printed)

Name (typed or printed)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__

Commission Expires: _____

Notary Public

C. CORPORATION

Signature of Authorized Official: Kimberley A. Voris

Title: President

Name above (typed or printed): Kimberley A. Voris

(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)



(Corporate Seal)

Attest: G.T. Voris
Secretary Gerald T. Voris

SUBSCRIBED AND SWORN to before me this 15 day of March, 2022

Toni P. Bandelow
Notary Public Toni P. Bandelow Commission Expires: 05/22/2022



1.17 DISCLOSURE

- A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

Bidder: Voris Mechanical, Inc.

Business Address: 370 Windy Point Drive

 Glendale Heights, IL 60139

Telephone Number: (630)469-7800

1.18 CONTACTS

- A. In the event the Evanston City Council approves this bid response, list the name, address, telephone, and fax number of the person to be contacted:

Bidder: Kimberley A. Voris

Address: 370 Windy Point Drive

 Glendale Heights, IL 60139

Telephone Number: (630)469-7800

Fax Number: N/A

1.19 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: Please see V.M.I. attachment 3.5
Address: _____
Contact Person: _____
Phone: _____
Contract Value: _____
Contract Dates: _____

2. Name: _____
Address: _____
Contact Person: _____
Phone: _____
Contract Value: _____
Contract Dates: _____

3. Name: _____
Address: _____
Contact Person: _____
Phone: _____
Contract Value: _____
Contract Dates: _____

EXHIBIT B

City of Evanston M/W/EBE Policy

A City of Evanston, Evanston Public Library's goal is to provide contracting and sub-contracting opportunities to Minority Business Enterprises, Women Business Enterprises, and Evanston Business Enterprises. The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting sub-contractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston's Business Diversity Section <http://www.cityofevanston.org/business/business-diversity/> ([Sample Advertisement](#)). If you request a paper copy of the additional documents, it will be available free of charge from the Purchasing Office, 2100 Ridge Road Suite 4200, Evanston, IL 60201.

If a bidder is unable to meet the required M/W/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/proposals from qualified M/W/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/EBE who submitted a proposal but was not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/EBEs the bidder solicited for proposals for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Sub-contractor listed to meet the M/W/EBE goal, a "monthly utilization report" will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City's website: <http://www.cityofevanston.org/business/business-diversity/> ([MWEBE Monthly Utilization Report](#)).

EXHIBIT C

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that

Voris Mechanical, Inc. (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

- Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.
- Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.
- Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ 437,250.00
Amount to be performed by a M/W/EBE \$ 437,250.00
Percentage of work to be performed by a M/W/EBE 100 %

Information on the M/W/EBE Utilized:

Name Voris Mechanical, Inc.
Address 370 Windy Point Dr., Glendale Heights, IL 60139
Phone Number (630)469-7800
Signature of firm attesting to participation *Kimberley A. Voris*
Title and Date President, 03/15/2022 Kimberley A. Voris
Type of work to be performed PRIME MECHANICAL CONTRACTOR

Please attach:

1. Proper certification documentation if applying as a M/WBE and check the appropriate box below. This M/WBE will be applying with documentation from:

- Cook County State Certification
- Federal Certification Women's Business Enterprise National Council
- City of Chicago Chicago Minority Supplier Development Council

2. Attach business license if applying as an EBE

EXHIBIT D

M/W/EBE PARTICIPATION WAIVER REQUEST

I am N/A of N/A, and I have authority to
(Title) (Name of Firm)

execute this certification on behalf of the firm. I N/A do
(Name)

hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal for the following reason(s):

(CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE ATTACHED.)

_____ 1. No M/W/EBEs responded to our invitation to bid.

_____ 2. An insufficient number of firms responded to our invitation to bid.

For #1 & 2, please provide a narrative describing the outreach efforts from your firm and proof of contacting at least 15 qualified M/W/EBEs prior to the bid opening. Also, please attach the accompanying form with notes regarding contacting the Assist Agencies.

_____ 3. No sub-contracting opportunities exist.

Please provide a written explanation of why sub-contracting is not feasible.

_____ 4. M/W/EBE participation is impracticable.

Please provide a written explanation of why M/W/EBE participation is impracticable.

Therefore, we request to waive _____ of the 25% utilization goal for a revised goal of _____%.

Signature: _____
(Signature)

Date: 03/15/2022

EXHIBIT E

Construction Contractors' Assistance Organizations ("Assist Agencies") Form

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
Association of Asian Construction Enterprises (AACE) 5500 Touhy Ave., Unit K Skokie, IL. 60077 Phone: 847-5259693 Perry Nakachii, President			
Black Contractors United (BCU) 400 W. 76th Street Chicago, IL 60620 Phone: 773-483-4000; Fax: 773-483-4150 Email: bcunewera@ameritech.net			
Chicago Minority Business Development Council 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: info@chicagomsdc.org Shelia Hill, President			
Evanston Minority Business Consortium, Inc. P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: embcinc@aol.com			
Federation of Women Contractors 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312-360-1122; Fax: 312-360-0239 Email: FWCChicago@aol.com Contact Person: Beth Doria Maureen Jung, President			
Hispanic American Construction Industry (HACIA) 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312-666-5910; Fax: 312-666-5692 Email: info@haciaworks.org			
Women's Business Development Ctr. 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477 X220; Fax: 312-853-0145 Email: wdbc@wdbc.org Carol Dougal, Director			

PLEASE NOTE: Use of Construction Contractor's Assistance Organization (Assist Agencies") Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

EXHIBIT F

CITY OF EVANSTON LOCAL EMPLOYMENT PROGRAM (LEP) COMPLIANCE

Effective Date January 1, 2015

City of Evanston Ordinance 60-O-14, Local Employment Program (LEP) New Penalties:

- **Ordinance 60-O-14**, Amendment to the MWEBE/LEP revising the penalty section from a \$100/per day to a 1.0% of total project value penalty can be found at: Ordinance 60-O-14 Amendment MWEBE LEP of the Evanston City Code Section 1-17-1 (C) can be found at Municode Library. The following are excerpts from Ordinance 60-O-14, Amending City Code Section 1-17-1(C) (11): Penalty.

If the contactor or sub-contractor fails to comply: The City may impose a fine up to one percent (1.0%) of the approved project price in total. Contractors or sub-contractors that are out of compliance due to a resident termination or resignation shall immediately notify the Business Workforce Compliance Coordinator of this occurrence within two (2) business days. Subsequently, the contractor or sub-contractor shall have five (5) additional business days to replace a terminated or resigned worker with another resident.

If the contactor or sub-contractor fails to comply: If the contractor or sub-contractor fails to make the replacement or to notify the Business Workforce Compliance Coordinator of this occurrence, the offending party will also be subject to a penalty up to one percent (1.0%) of the approved project price. If the noncompliant contractor makes a good faith effort to replace the resident, the fine may be waived.

If the contactor or sub-contractor fails to comply: At the sole discretion of the City, a contractor or sub-contractor that has violated the terms of the Local Employment Program within a three-year period may be determined a non-responsible bidder and excluded from bidding on future projects for a period of not less than one year.

If the employee (LEP Evanston resident) fails to comply: At the sole discretion of the City, an employee that has been hired through the LEP may be removed from the program for a period of not less than one year for failing to adhere to program guidelines or due to termination by the contractor for cause. Such termination process will be reviewed by the Business Workforce Compliance Coordinator.

****Detailed Local Employment Program Instructions “How to Comply” can be found at: [Local Employment Program Detailed Instructions](#)**

Local Employment Program or Exhibit F Questions: City staff is available for assistance to help with compliance. Submit questions in writing to Tammi Nunez, Purchasing Manager at tnunez@cityofevanston.org.

EXHIBIT F
LOCAL EMPLOYMENT PROGRAM COMPLIANCE
CITY CODE SECTION 1-17-1(C): LOCAL EMPLOYMENT PROGRAM

I have read and understood the requirements of the City of Evanston Local Employment Program ("LEP") as set forth in City of Evanston Code Section 1-17-1(C): Local Employment Program. I intend to comply with the program as follows:

Estimated total labor cost = \$ 134,300.00 15% of total labor cost = \$ 20,145.00

- _____ My total bid, including all alternates, is under \$250,000, and the LEP does not apply.
- _____ My total bid, including all alternates, is equal to or greater than \$250,000, and I already employ, and will continue to employ for the duration of the contract for which I am submitting this bid, Evanston residents (residing in zip codes 60201 or 60202) for at least 15% of all hours worked at the construction site by construction trade workers.
- _____ My total bid, including all alternates, is equal to or greater than \$250,000, and I will employ, for the duration of the contract for which I am submitting this bid, through use of the City of Evanston database or otherwise, Evanston residents (residing in zip codes 60201 or 60202) for at least 15% of all hours worked at the construction site by construction trade workers.
- KAV _____ My total bid, including all alternates, is equal to or greater than \$250,000, and I have been unable to comply with the LEP requirements but am willing to work with the City to achieve compliance.
- _____ My total bid, including all alternates, is equal to or greater than \$250,000, and after having made sincere attempt to comply as noted below, I seek a waiver on a portion or all of the LEP requirements on this contract. Complete next section "Reasons for Waiver Request" below.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE LEP, REGARDLESS OF INTENT, MAY RESULT IN MAXIMUM PENALTY AS SET FORTH IN CITY CODE SECTION 1-17-1(C)(11), AS AMENDED.

WAIVER WILL BE GRANTED ONLY AFTER SINCERE ATTEMPT TO COMPLY*

REASONS FOR WAIVER REQUEST: PLEASE CHECK ALL THAT APPLY AND COMPLETE INFORMATION REQUESTED:

1. I have made sincere attempt as otherwise indicated below, but have nonetheless been unable to comply.
 - a. I do or will employ Evanston residents for the project, but such employment amounts to ____% of total labor cost.
2. The nature of the job is so technical that after having made sincere attempt as otherwise indicated below, I have been unable to locate any Evanston residents qualified to perform any aspects of the work. Please describe applicable job requirements/qualifications. Attach separate sheet if necessary:

*THE FOLLOWING DEMONSTRATE SINCERE ATTEMPT TO COMPLY: PLEASE CHECK EACH BOX COMPLETED, AS APPLICABLE:

3. I have utilized the local resident database and otherwise worked with the City in attempt to hire Evanston residents in compliance with LEP on this project, and have nonetheless been unable to comply;
4. I have placed one or more ads in a local newspaper seeking to hire Evanston residents in compliance with LEP on this project, and have nonetheless been unable to comply; and
5. If I am utilizing union labor, I have contacted Chicagoland labor unions to request Evanston residents for employment in compliance with LEP on this project, and have nonetheless been unable to comply.

I have read The City of Evanston, Local Employment Program (LEP) requirements as set forth in City Code Section 1-17-1(C): Local Employment Program. I understand and will comply with the LEP requirements for this project with respect to the job and/or any waiver, as applicable. **I UNDERSTAND THAT IF MY APPLICATION IS NOT COMPLETE, MY BID MUST BE REJECTED.**

SIGNED: Kimberley A. Voris _____ Kimberley A. Voris, President 03/15/2022
 Signature Printed Name and Title Date

On behalf of Company: VorisMechanical, Inc.

EXHIBIT H

DISCLOSURE OF OWNERSHIP INTERESTS

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: Voris Mechanical, Inc.

APPLICANT ADDRESS: 370 Windy Point Dr., Glendale Heights, IL 60139

TELEPHONE NUMBER: (630)469-7800

FAX NUMBER: N/A

APPLICANT is (Check One)

1. Corporation (x) 2. Partnership () 3. Sole Owner () 4. Association ()
5. Other () _____

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

 Kimberley A. Voris, President, 370 Windy Point Drive, Glendale Heights, IL 60139
 Gerald T. Voris, Secretary/Treasurer, 370 Windy Point Drive, Glendale Heights, IL 60139

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

 N/A

- 1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

Kimberley A. Voris, 370 Windy Point Drive, Glendale Heights, IL 60139, 51% Shares

Gerald T. Voris, 370 Windy Point Drive, Glendale Heights, IL 60139, 49% Shares

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

- 2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general is equal to or in excess of 3%.

N/A

- 2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

N/A

SECTION 3 - TRUSTS

- 3a. Trust number and institution.

N/A

- 3b. Name and address of trustee or estate administrator.

N/A

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

N/A

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

N/A

4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

N/A

4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

N/A

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

03/15/2022
Date

Kimberley A. Vokis
Signature of Person Preparing Statement
Kimberley
President
Title

ATTEST: Toni P. Bandelow
Notary Public Toni P. Bandelow

Commission Expires: 05/22/2022

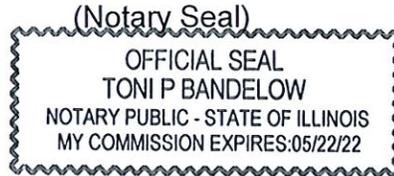


EXHIBIT I

ADDITIONAL INFORMATION SHEET

Bid/Proposal Name: _____

Bid/Proposal Number #: _____

Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone/FAX: # _____

E-mail: _____

Comments: _____

EXHIBIT J

**CERTIFICATE OF COMPLIANCE
WITH PREVAILING WAGE RATE ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of Evanston, Cook, County, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois, 820 ILCS 130 *et seq*, and as amended by Public Acts 86-799 and 86-693 and current City of Evanston Resolution, with rates to be paid in effect at time work is performed. Contractors shall submit monthly certified payroll records to the city.

Name of Contractor: Voris Mechanical, Inc.

By: Kimberley A. Voris
Kimberley A. Voris

By: State of Illinois, County of DuPage

Subscribed and sworn to before me this 15th day
of March, 2022.

Notary Public

EXHIBIT L

CONFLICT OF INTEREST

Voris Mechanical, Inc., hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Bidder, its owners and employees and any official or employee of the City of Evanston, Evanston Public Library.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Bidder/proposer has not disclosed any actual or potential conflict of interest, the City of Evanston, Evanston Public Library may disqualify the bid/proposal.

Kimberley A. Voris Kimberley A. Voris, President
~~(Name of Bidder/proposer if the Bidder/proposer is an Individual)~~
~~(Name of Partner if the Bidder/proposer is a Partnership)~~
(Name of Officer if the Bidder/proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.
Subscribed and Sworn to this 15th day of March, 2022

Toni P. Bandelow
Notary Public Toni P. Bandelow

Commission Expires: 05/22/2022

(Notary Seal)

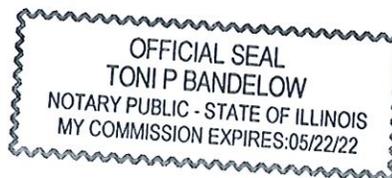


EXHIBIT M

SIGNATURE FORM

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the proposer hereby certifies that they are not barred from bidding on this contract as a result bid rigging or bid rotating or any similar offense (720 ILCS 5/33 E-3, E-4).

Authorized Signature: Kimberley A. Voris

Company Name: Voris Mechanical, Inc.

Typed/Printed Name: Kimberley A. Voris

Date: 03/15/2022

Title: President

Telephone Number: (630)469-7800

E-mail kvoris@vorismechanical.com

Fax Number: N/A

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
Findley Fed. Bldg. Springfield, IL. - Chillers, Cooling Towers, and Transformer Replacement	U.S. General Services Administration 230 S. Dearborn St., Room 3500 Chicago, IL 60604	Sims-Durkin Associates Engineering Company 1545 Country Club Rd. Indianapolis, IN 46235	Sims-Durkin Associates Engineering Company 1545 Country Club Rd. Indianapolis, IN 46235	\$1,374,282.73	08-27-2021	50%
Fermi Research Alliance LLC – Ozone Injection System Design and Installation	Fermi Research Alliance LLC Kirk Road & Wilson St. Batavia, IL 60510	Fermi F.E.S.S. PO Box 500 Batavia, IL 60510	Fermi F.E.S.S. PO Box 500 Batavia, IL 60510	\$237,900.00	08/01/21	75%
Maywood Public Library – Flood Damage. Remediation/Temporary Services/Repairs	Maywood Public Library 121 South 5 th Ave. Maywood, IL 60153	N/A	Voris Mechanical Inc. 370 Windy Point Dr. Glendale Heights IL 60139	\$1,853,100.00	07-06-2021	40%
Maywood Public Library – Grant Work	Maywood Public Library 121 South 5 th Ave. Maywood, IL 60153	N/A	Voris Mechanical Inc. 370 Windy Point Dr. Glendale Heights IL 60139	\$100,459.00	06-15-2021	70%
2020 Mechanical Work	Township High School District 214 2121 S. Goebbert Rd. Arlington Heights, IL 60004	Green Associates, Inc. 111 Deer Lake Rd., Suite 135 Deerfield, IL 60015	CS2 Design Group LLC 837 Oakton St. Elk Grove Village, IL 60007	\$1,753,800.00	11-20-2020	40%
2020 Phase Two Capital Improvements	Cicero School District 99 5110 West 24 th Street Cicero, IL 60804	FGM Architects, Inc. 1211 W. 22 nd St. Oak Brook, IL 60523	Amsco Engineering	\$268,193.00	12-08-2020	80%
Sports Hub RTU	Village of Glendale Heights	FGM Architects,	W-T Engineering	\$113,132.00	9-30-2020	90%

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
Replacement		Inc. 1211 W. 22 nd St. Oak Brook, IL 60523	2675 Pratum Ave. Hoffman Estates, IL 60192			
Old Post School Temporary Chiller	Board of Education of Oswego Community Unit School District 308 4175 Route 71 Oswego, IL 60543	N/A	Voris Mechanical Inc. 370 Windy Point Dr. Glendale Heights IL 60139	\$92,000.00	8-31-2020	70%
Elgin Mental Health Center White Bldg. HVAC Replacement	Illinois Department of Human Services 750 S. State St. Elgin, IL 60123	N/A	Voris Mechanical Inc. 370 Windy Point Dr. Glendale Heights IL 60139	\$277,600.00	6-30-2020	90%
Steam Boiler Replacement Hyatt Regency O'Hare	Hyatt Corporation d/b/a Hyatt Regency O'Hare	N/A	Grumman/Butkus Associates 820 Davis St., Suite 300 Evanston, IL 60201	\$464,354.00	1-23-2020	35%
Kindergarten Addition & Renovations Roy School	Mannheim School District 83 10401 W Grand Ave Franklin Park, IL 60131	SPM Architects, Inc. 8104 W 119 th St., Unit 1230 Palos Park, IL 60464	Consolidated Consulting Engineers 212 S Milwaukee Ave Wheeling, IL 60090	\$1,627,700.00	8-2-2019	25%
Kindergarten Addition & Renovations Scott School	Mannheim School District 83 10401 W Grand Ave Franklin Park, IL 60131	SPM Architects, Inc. 8104 W 119 th St., Unit 1230 Palos Park, IL	Consolidated Consulting Engineers 212 S Milwaukee Ave	\$1,485,600.00	9-30-2019	27%

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
		60464	Wheeling, IL 60090			
Life Safety & Capital Improvements 2019	Mannheim School District 83 10401 W Grand Ave Franklin Park, IL 60131	SPM Architects, Inc. 8104 W 119 th St., Unit 1230 Palos Park, IL 60464	Consolidated Consulting Engineers 212 S Milwaukee Ave Wheeling, IL 60090	\$981,900.00	9-9-2019	30%
AHU Blower Replacement Dirksen Federal Building	c/o Madison Services Inc. 2833 Lincoln St., Suite 2 Highland, IN 46322	N/A	Grumman/Butkus Associates 820 Davis St., Suite 300 Evanston, IL 60201	\$72,254.00	2-24-2020	90%
Culver Elementary School Generator Installation	Board of Education, Niles Elementary SD71 6091 W. Madison St. Niles, IL 60714	STR Partners LLC 350 W. Ontario St. Chicago, IL 60654	CS2 Design Group 837 Oakton St. Elk Grove, IL 60007	\$102,171.00	8-27-2019	40%
The Westin Michigan Ave. B.F.S. Replacement	Westin Michigan Ave. 909 N. Michigan Ave. Chicago, IL 60611	N/A	Grumman/Butkus Associates 820 Davis Street, Ste 300 Evanston IL 60201	\$193,300.00	11-7-2019	80%
LRC Renovation	Evergreen Park CHSD 231 9901 S. Kedzie Ave. Evergreen Park, IL 60805	SPM Architects, Inc. 8104 W 119 th St., Unit 1230 Palos Park, IL 60464	O'Higgins & Arnold Sustainability 769 Heartlane Drive, Unit A Sugar Grove, IL 60554	\$1,436,660.00	7-24-2019	25%
Rooftop HVAC Equipment Replacement, Phase 2 Old Orchard Towers	Zeller Reality 401 N. Michigan Ave. Suite 1300 Chicago, IL 60611	N/A	Grumman/Butkus Associates 820 Davis Street, Ste 300 Evanston IL	\$2,704,400.00	5-19-2019	20%

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
Oswego SD 308 – Cooling Tower Refurbishing	Board of Education of Oswego Community Unit School District 308 4175 Route 71 Oswego, IL 60543	Kluber, Inc. 10 S. Shumway Ave. Batavia, IL 60510	60201 Kluber, Inc. 10 S. Shumway Ave. Batavia, IL 60510	\$248,800.00	7-20-2019	65%
Old Post School Temporary Chiller	Board of Education of Oswego Community Unit School District 308 4175 Route 71 Oswego, IL 60543	Kluber, Inc. 10 S. Shumway Ave. Batavia, IL 60510	Kluber, Inc. 10 S. Shumway Ave. Batavia, IL 60510	\$92,300.00	10-30-2019	70%
Elgin MHC Program Building Temporary Chiller	Illinois Department of Human Services Elgin Mental Health Center 750 S. State Street Elgin, IL 60123	N/A	Voris Mechanical Inc. 370 Windy Point Dr. Glendale Heights IL 60139	\$165,250.00	11-12-2019	70%
IB1 HVAC Replacements	Fermi National Accelerator Laboratory PO Box 500, MS 112 Batavia IL 60510	FESS	FESS	\$239,400.00	4-26-2019	25%
Emergency Generator Replacement Fenwick High School	Fenwick High School C/O: Lacrosse Electric 400 Eastern Ave. Bensenville, IL 60106	N/A	Voris Mechanical Inc. 370 Windy Point Dr. Glendale Heights IL 60139	\$54,200.00	4-1-2019	90%
Supplemental HAB Process Chiller	Fermi National Accelerator Laboratory PO Box 500, MS 112 Batavia IL 60510	FESS	FESS	\$123,000.00	5-25-2019	75%
Elgin MHC Program Building A/C Replacement	Illinois Department of Human Services Elgin Mental Health Center	N/A	Voris Mechanical Inc. 370 Windy Point	\$82,300.00	4-30-2019	80%

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
SD 67 Boiler and AHU Replacement Deer Path School	750 S. State Street Elgin, IL 60123	Perkins+Will 410 N Michigan Ave., Suite 1600 Chicago, IL 60611	Dr. Glendale Heights IL 60139 Mechanical Services Associates Corp. 1278 W Northwest Hwy Palatine, IL 60067	\$1,659,993.00	9-30-2018	30%
Dietary Building Chiller Replacement Elgin Mental Health Center Elgin, IL	Capital Development Board 700 E Norris Dr Ottawa IL 61350	GLOBETROTTERS ENGINEERING CORPORATION 300 SOUTH WACKER DRIVE, SUITE 400 CHICAGO, ILLINOIS 60606	Same	\$710,165.00	4-13-2018	35%
Co-Generation Exhaust Upgrades Buildings N & T Triton College River Grove IL	Triton College 2000 N Fifth Avenue River grove IL 60171	ARCON Associates, Inc. 2050 S Finley Road, Ste 40 Lombard IL 60148	Amsco Engineering 5115 Belmont Rd #A Downers Grove IL 60515	\$316,630.00	1-10-2018	60%
HVAC and Electrical Improvements Fleetwood-Jourdain Center Evanston IL	City of Evanston Morton Civic Center 2100 Ridge Ave Evanston IL 60201	Elliott Dudnik & Assoc. 913 Wesley Ave Evanston IL 60202	Clark Dietz 118 S Clinton St Suite 700 Chicago IL 60661	\$777,783.00	6-01-2018	20%
Maine South High School Boiler Replacement Park Ridge IL	Maine Township High School District 207 1177 S. Dee Road Park Ridge IL 60068	N/A	ELARA Engineering 30 N Wolf Road Hillside IL 60162	\$2,938,300.00	10-15-2017	30%
Flight Center Boiler Replacement DuPage Airport	DuPage Airport Authority 2700 International Drive West Chicago IL 60185	Kluber Architects + Engineers 10 S Shumway	Same	\$439,860.00	10-31-2017	45%

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
West Chicago IL		Avenue Batavia IL 60510				
Life Safety and Capital Improvements Enger School Franklin Park IL	Mannheim School District 83 10401 W Grand Avenue Franklin Park IL 60131	SPM Architects Inc. 8104 W 119 th Street Unit 1230 Palos Park IL 60464	Consolidated Consulting Engineers 212 S Milwaukee Avenue Wheeling IL 60090	\$753,600.00	9-01-2017	35%
LLSEC Roof and HVAC Modifications Batavia IL	Fermi National Accelerator Laboratory PO Box 500, MS 112 Batavia IL 60510	Fermi F.E.S.S.	Fermi F.E.S.S.	\$211,720.00	10-09-2017	20%
Boiler Replacement Cicero School District 99 Service Center Cicero IL	Cicero School District 99 5110 W 24 th Street Cicero IL 60804	FGM Architects 1211 W 22 nd Street Ste 700 Oak Brook IL 60523	Amsco Engineering 5115 Belmont Rd #A Downers Grove IL 60515	\$138,940.00	10-09-2017	65%
HVAC Upgrade Project Glencoe IL	Village of Glencoe 675 Village Court Glencoe IL 60022	N/A	Grumman/Butkus Associates 820 Davis Street, Ste 300 Evanston IL 60201	\$2,400,000.00	6-30-2017	35%
HVAC – 14 th Floor Chicago IL	AT&T 311 W Washington Street Chicago IL 60606	N/A	exp US Services, Inc. 205 N. Michigan Avenue Chicago IL 60601	\$150,700.00	7-31-2017	85%
AHU Replacement, Phase 2A Marriott Downtown Chicago Chicago IL	DiamondRock Chicago Tenant, LLC C/O DiamondRock Hospitality Company 3 Bethesda Metro Center, Ste 1500	N/A	Grumman/Butkus Associates 820 Davis Street, Ste 300 Evanston IL 60201	\$1,081,350.00	7-14-2017	40%

AIA A305 - 3.5 – Past 5 Year Experience

Name of Project	Owner	Architect	Engineer	Contract Amount	Date of Completion	% of work with own forces
HVAC Upgrades and Roofing Replacement Malta IL	Bethesda MD 20814 Kishwaukee College 21193 Malta Road Malta IL 60150	Demonica Kemper Architects 125 N Halsted Street, Ste 101 Chicago IL 60661	20/10 Engineering Group	\$1,183,101.58	4-1-2017	25%
Linde Tunnel Relocation Project Bolingbrook IL	West Liberty Foods 207 W 2 nd Street West Liberty IA 52776	N/A	Voris Mechanical Inc.	\$86,900.00	1-10-2017	100%
Spiral Freezer Relocation Project Bolingbrook IL	West Liberty Foods 207 W 2 nd Street West Liberty IA 52776	N/A	Voris Mechanical Inc.	\$111,700.00	2-17-2017	100%
Cooling System for MP9 Furnace Batavia IL	Fermi National Accelerator Laboratory PO Box 500, MS 112 Batavia IL 60510	FESS	Voris Mechanical Inc.	\$191,995.00	1-5-2017	85%



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Book and Technology Mobile

Date: April 15, 2022

Recommended Action

Based upon our research, staff recommends the following next steps:

- During the 11 Community Listening sessions, the interest in creating an EPL book mobile was expressed repeatedly. During the strategic planning process, continue to ask residents specifically about their interest in adding a book and technology mobile to the array of services offered by the Evanston Public Library. Gather data through conversations with residents throughout Evanston and particularly in the 5th, 8th and 9th wards about the programs and services that are their priorities and whether they would come to the book and tech mobile to receive these programs and services.
- For residents in the 5th ward, gauge any preference to the use of a book and tech mobile vs. a physical library in their ward.
- Create a schedule of outreach opportunities. Refine cost estimates for operating costs.
- Address logistical concerns.
- Update Evanston Public Library Board of Trustees on research and progress including resident feedback.
- If there is support from the Board of Trustees, engage the consultant and begin the process of creating a concept, RFP documents and timeline for bid//award/fabrication in 2022. Review concept during the 2023 budget process. If approved and ordered in 2023, estimated delivery of the book and technology mobile is in 2025.

Summary

Case Studies: Experience at other libraries

Arlington Heights (AHML)

- Michael Swendrowski Consulting Cost: approximately \$10,000 (in 2007)
- Budget of \$250,000 was marked for purchase of a new Bookmobile
- Specification planning began as early as 2006
- Construction began November 2008

- Delivery of new bookmobile occurred April 2009
- Went to bid to the following companies: OBS, Matthews, and Farber
 - Lowest bid was OBS at approximately \$250,000
 - Second lowest bid was Farber\$255,000
 - Highest bid was Matthews approximately \$275,000
- Purchase price of Bookmobile in 2008 was approximately \$275,000 from Matthews

- Staff: 1 full time Bookmobile Supervisor/Driver
 1 full time Bookmobile Driver
 2 part time drivers (They are in the process of changing one of these part time drivers to full time to reduce turnover of drivers). (Driver school for CDL is \$3,000 per person).
 1 part time clerk
- 29 individual stop locations visited over a 2-week span
- 3 stops per day from 3pm - 7:30pm
- Additional stops on Saturday, Sunday, and weekday mornings for special events and school visits
- Maintenance budget was approximately \$5,000 in 2010 budget
- Budget today is \$10,000 (\$8,000 for maintenance and \$2,000 contingency)
**Actual yearly expenses for maintenance averages about \$6,000 per year for a 12-year-old bookmobile*

Click [here](#) to be directed to the AHML bookmobile stops page.

Title	Budgeted Weekly Hours	Status	Part Time/ Full Time	Pay Grade	Pay Grade Hourly Minimum	Pay Grade Hourly Maximum
Bookmobile Services Supervisor	37.5	Non-Exempt	FT	P2	\$ 22.67	\$ 30.66
Book Mobile Driver	37.5	Non-Exempt	FT	A3	\$ 18.01	\$ 24.36
Book Mobile Driver	24	Non-Exempt	PT	A3	\$ 18.01	\$ 24.36
Book Mobile Driver	22	Non-Exempt	PT	A3	\$ 18.01	\$ 24.36
Book Mobile Assistant	24	Non-Exempt	PT	A1	\$ 14.51	\$ 19.35
Book Mobile Assistant	15	Non-Exempt	PT	A1	\$ 14.51	\$ 19.35

Fountaindale

- Fountaindale’s new book mobile is a hybrid truck that will be delivered in March, 2021 (delayed due to Covid) at a cost of \$399,000. The timeline from design development through delivery is 5 years. Only one bid was received.
- This bookmobile replaces a 16-year-old bookmobile that has had significant maintenance issues for the past 6 + years.
- Fountaindale employs 8 full time staff plus 2 full time managers for their bookmobile and delivery van. Seven of the eight staff have a C

license. Fountaindale budgets \$100,000 per year for fuel, insurance and maintenance.

- The bookmobile (pre Covid) focuses primarily on senior centers and schools, working with local school librarians to schedule class visits and to supplement school book collections. During Covid the routes have added stops at shopping centers.
- Schedule of stops: Monday - Friday from 9:00 am - 2:00 pm: senior centers and schools; 3:00 pm - 5:00 pm: apartment complexes; evening and weekends - churches and big box store parking lots. The church stop is currently the busiest; a book return is located at the church stop.
- Their program focuses on book circulation, children's programs and not on teaching technology. Wi Fi hotspots are also circulated from the bookmobile.

Skokie Public Library

- The process to design and order started in January 2015 by working with a consultant. The consultant helped develop the plan for the new vehicle, handled the bidding process and procurement, and oversaw the construction/customization.
- 5 years ago, when Skokie went out to bid, there weren't that many companies that were customizing bookmobiles. LDV (Wisconsin), Matthews (NC), and OBS (OH) were the three companies that bid on their project, and Skokie selected the low bidder, OBS, at a cost of \$322,900. (NOTE: OBS appears to be out of business.)
- Skokie has 5 bookmobile staff members who can drive the vehicle, and they all had to get the proper license to do so. It's not an easy process. Outside of the community engagement supervisor who leads the team and oversees the operation, the other staff are Grade 6, which starts at \$20.96/hour.
- Here's the page on their website with all the information about our regular stops. <https://skokielibrary.info/about/bookmobile/>
- There's a nice video : <https://www.youtube.com/watch?v=eFy5u66-x-s>
- Here's a blog post about the bookmobile service's history at Skokie Public Library: <https://skokielibrary.info/blog/102/bookmobile>

Hiring a consultant

Our research suggests that the specialized nature of this project requires the support of a consultant to manage and deliver the highest quality book and technology mobile. SVS Services has a distinguished track record and assisted Skokie, Arlington Heights and Fountaindale with the design and fabrication of their vehicles.

The following attachments include background information from SVS, and an initial proposal which would be subject to further negotiation.

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The proposal is divided into three phases:

Phase 1 - Development:

Includes consultation and report, specifications, AutoCAD floor plan, independent cost estimate, and suggested list of qualified vendors. (Timeline: 2 – 4 weeks from engagement)

Deliverables: o Analysis Recommendation Report (Word and/or PDF document) o Specifications (Word and/or PDF document) o AutoCAD Floor Plan (AutoCAD and/or PDF document)

Fee: \$8,100

Phase 2 - Procurement:

Includes RFP assistance or issue and response analysis with recommendation report. (Timeline: 1 week from receipt of RFP responses)

Deliverables: o Cost Estimate (Excel and/or PDF document) o Recommended Vendor List (Word and/or PDF document) o Award Recommendation Report (Word and/or PDF document)

Fee: \$3,400

Phase 3 - Construction:

Includes vendor interaction/guidance, vendor field inspections/meeting (as contracted), and completed project analysis/inspection report. (Timeline: 1 week from inspection completion) Deliverables: o Project Inspection Report (Word and/or PDF document)

Fee: \$ 8,400

Total fee for proposal: \$19,900

Capital costs and timeline

- Cost of fabrication depending upon features is \$350-\$400,000+.
- From concept through design/bid/procurement and production could require 24 months - three + years.
- Consultant engagement estimate: \$19,900 including travel costs.

Operating Costs

- Salaries and benefits
- Vehicle maintenance and repair

- Insurance
- Fuel
- Equipment maintenance and supplies (laptops, printers)
- Books and materials
- Internet

Logistical concerns

- Indoor parking
- Locations with both adequate parking and allow for connection to electrical outlets
- Adequate staffing/adequate CDL license coupled with public service skills



Memorandum

To: Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Proposed Change to Non-Resident Card Fee
Date: April 20, 2022

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library nonresident fee. The Library income from local property tax sources or its equivalent is divided by the population to yield the per capita library property tax support. This amount is then multiplied by the average number of persons per household (per the 2020 census) to produce the recommended non-resident fee of 222.81. Our nonresident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant.

A Local Property Tax Support: \$7,252,200
B Population: 78,110
C A divided by B: \$92.84
D Average number of people per household: 2.40
E NR Fee = C * D: \$222.81

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 6 active non-resident card users per year. Most are purchased by Chicago residents who wish to check out more than 50 items per visit to the Library and access to our e-resources. The Library anticipates higher demand now that Robert Crown is open. Our current non-resident card fee is \$219.00.

Recommendation:

Staff recommends Board approval of increasing the non-resident library card fee from 219.00 to 222.81 per year effective May 1st, 2022