



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Library Board Packet

May 18, 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: May 18, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82193258757>

+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.

Wednesday, May 18, 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 April 20, 2022

Approval of Bills and Payroll

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

- A. Update on plans for Family Focus (Dara Munson)
- B. Services policy (Tim Longo) (Discussion)
- C. Transitioning Policy (Karen Danczak Lyons) (Discussion)
- D. Summer engagement (Laura Antolin, Carmen Francellno, Mariana Bojorquez)
- E. Land Acknowledgement (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 Committee
- B. Endowment Investment Committee
- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Transition Team/Interim Team/Search Team

10. UNFINISHED BUSINESS

- A. Digitization project (Heather Norborg and Jeff Garrett) (Action)
- B. MOU with Partners of the Evanston Public Library (Wynn Shawver) (Discussion)
- C. Transfer of endowment to Evanston Community Foundation (Action)
- D. Bookmobile consultant agreement (Action or Direction)
- E. Nominating Committee Report

11. NEW BUSINESS

- A. Professional Services agreement Volunteer Coordinator (Discussion and Action)
- B. Strategic goals for the board for the year

12. EXECUTIVE SESSION (Personnel)

13. ADJOURNMENT

Next Meeting: June 15, 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, April 20, 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, Karen Danczak Lyons, Heather Norborg, Jan Bojda, Jenette Sturges, Jill Skwerski, John Devaney, Tim Longo, Renee Neumeier, Tyler Works, Lea Hernandez Solis, Jeff Garrett 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 6:31 p.m. *Goodman arrived late at 7:33pm

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 Wallen and seconded by Trustee Hayman, the consent agenda was approved.

INFORMATION/COMMUNICATIONS

- 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)**

Equity, Diversity and Inclusion (Joint Task Force):

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

BOARD PRESIDENT'S REPORT

No report.

Library Director's Report

Written report provided in advance.

Staff Report:

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

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.** Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, approved the Main Library ventilation fan upgrade bid 22-07.
- E. Management & Policy Committee**
- F. Development Committee**
 - YWCA Training (Discussion of Meet Up Observations)**

UNFINISHED BUSINESS

New Business:

- A. Appointment of Nominating Committee**
- B. Non-Resident Card Fee Card Change(For Discussion and action).** Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, approve the non-resident card fee change.
- C. Bookmobile consultant (For Discussion and Action).** Table the hiring of a Bookmobile consultant until next month.
- D. Strategic goals for the board for the year - deferred.**

EXECUTIVE SESSION

The motion to move into Executive Session was made by Trustee Iles, seconded by Trustee Soto, and approved by roll call vote. The meeting started at 8:38 p.m.

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

Adjournment

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

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 29, 2022
Interim Director Subcommittee Meeting
2:00 PM
Main Library, Community Meeting Room and Remote

Members Present

Tracy Fulce, Adam Goodman, Rachel Hayman, Shawn Iles, Benjamin Schapiro and Terry Soto

Members Absent

Margaret Lurie, Russ Shurbet and Esther Wallen

Staff Present

none

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 2:10 p.m.

Citizen Comment

None.

EXECUTIVE SESSION

The motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Soto, and approved by roll call vote. The meeting started at 2:12 p.m.

The motion to end the Executive Session was made by Trustee Schapiro, seconded by Trustee Soto, and approved by roll call vote. The meeting was adjourned at 4:50 p.m.

Adjournment

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Iles and approved by voice vote. The meeting adjourned at 4:51 pm

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, May 4, 2022
Interim Director Subcommittee Meeting
12:00 PM
Main Library, Community Meeting Room and Remote

Members Present

Shawn Iles, Benjamin Schapiro and Terry Soto

Members Absent

Tracy Fulce, Adam Goodman, Rachel Hayman, Margaret Lurie, Russ Shurbet and Esther Wallen

Staff Present

none

Call to order/Declaration of Quorum

12:04 p.m.

Citizen Comment

None.

EXECUTIVE SESSION

The motion to move into Executive Session was made by Trustee Schapiro, seconded by Trustee Soto, and approved by roll call vote. The meeting started at 2:12 p.m.

The motion to end the Executive Session was made by Trustee Schapiro, seconded by Trustee Iles, and approved by roll call vote. The meeting was adjourned at 6:10 p.m.

Adjournment

The motion to adjourn was made by Trustee Iles and seconded by Trustee Soto and approved by voice vote. The meeting adjourned at 6:11 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: May 11, 2022

Recommended Action

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

Payroll

April 11, 2022 through April 24, 2022	\$ 167,623.23
April 25, 2022 through May 8, 2022	\$ 173,284.30

Library Fund Bills List

April 26, 2022	\$ 108,953,36
----------------	---------------

Attachement: Bills List

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 04.26.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 04/26/22 - 04/26/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	1,244.79
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	1,323.64
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	195.05
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	1,383.22
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	.04
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	1,138.31
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	688.93
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	675.39
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	1,422.99
Account 65630 - LIBRARY BOOKS Totals				98,072.36
Invoice Transactions 9				
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	04/26/2022	04/26/2022	165.42
324163 - FINDAWAY WORLD, LLC	JUV AV	04/26/2022	04/26/2022	239.96
324163 - FINDAWAY WORLD, LLC	JUV AV	04/26/2022	04/26/2022	901.83
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$1,307.21
Invoice Transactions 3				
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				
Invoice Transactions 12				\$9,379.57
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
120319 - CENGAGE LEARNING INC./GALE RESEARCH	SUBSCRIPTION RENEWAL CONTRACT# 560231	04/26/2022	04/26/2022	20,639.41
107741 - SCHOLASTIC INC.	MAIN ADULT ONLINE RESOURCES	04/26/2022	04/26/2022	4,670.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$25,309.41
Invoice Transactions 2				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	136.83
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	722.70
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	111.35
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	385.13
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	901.12
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	915.97
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	1,065.98
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	1,047.24
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	110.00
100474 - BAKER & TAYLOR	ADULT PRINT AND AV	04/26/2022	04/26/2022	461.90
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	692.61
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	1,163.98
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	1,566.31
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	1,304.24
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	209.48
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	1,320.65
276974 - OVER DRIVE, INC.	ADULT EBOOKS	04/26/2022	04/26/2022	627.29
276974 - OVER DRIVE, INC.	ADULT EBOOKS	04/26/2022	04/26/2022	37.57
276974 - OVER DRIVE, INC.	EBOOKS	04/26/2022	04/26/2022	693.62
276974 - OVER DRIVE, INC.	EBOOKS	04/26/2022	04/26/2022	219.97
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	04/26/2022	04/26/2022	99.86
276974 - OVER DRIVE, INC.	ADULT EBOOKS	04/26/2022	04/26/2022	689.43
276974 - OVER DRIVE, INC.	ADULT EBOOKS	04/26/2022	04/26/2022	652.36
276974 - OVER DRIVE, INC.	ADULT EBOOKS	04/26/2022	04/26/2022	452.49
Account 65630 - LIBRARY BOOKS Totals				\$15,588.08
Invoice Transactions 24				
Account 65635 - PERIODICALS				
104100 - PIONEER PRESS	NEWSPAPER SUBSCRIPTION ACCT#166963335	04/26/2022	04/26/2022	151.00
Account 65635 - PERIODICALS Totals				\$151.00
Invoice Transactions 1				
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT PRINT AND AV	04/26/2022	04/26/2022	19.24
100474 - BAKER & TAYLOR	ADULT AV	04/26/2022	04/26/2022	51.18
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	181.68
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	23.29
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	105.56
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	61.58
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	60.07
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	149.68
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	18.99
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	22.74
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	41.73
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	102.96
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	23.29
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	75.96
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	16.74
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	22.74
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	80.22
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	132.45
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	54.08
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	18.99
103424 - MIDWEST TAPE	ADULT AV	04/26/2022	04/26/2022	22.84
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$1,286.01
Invoice Transactions 21				
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
Invoice Transactions 48				\$42,334.50
Business Unit 4820 - ACCESS SERVICES				
Account 62341 - INTERNET SOLUTION PROVIDERS				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	04/26/2022	04/26/2022	23,062.20
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$23,062.20
Invoice Transactions 1				
Account 65100 - LIBRARY SUPPLIES				
100736 - BRODART COMPANY	OFFICE SUPPLIES	04/26/2022	04/26/2022	59.67
101406 - DEMCO, INC.	OFFICE SUPPLIES	04/26/2022	04/26/2022	94.13
17642 - TEAM ONE REPAIR, INC.	CIRCULATION RECEIPT PAPER	04/26/2022	04/26/2022	933.00
Account 65100 - LIBRARY SUPPLIES Totals				\$1,086.80
Invoice Transactions 3				
Business Unit 4820 - ACCESS SERVICES Totals				
Invoice Transactions 4				\$24,149.00
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	04/26/2022	04/26/2022	50.39
Account 65100 - LIBRARY SUPPLIES Totals				\$50.39
Invoice Transactions 1				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	31.08
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	87.07
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	55.62
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	45.77
100474 - BAKER & TAYLOR	ADULT PRINT AND AV	04/26/2022	04/26/2022	57.54
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	18.04
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	30.50
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	7.59
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	19.02
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	192.89
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	8.92
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	71.62
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	16.39
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	17.97
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	51.85

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 04.26.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 04/26/22 - 04/26/22

100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2022	04/26/2022	32.76
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2022	04/26/2022	97.38
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 17	<u>\$842.01</u>
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 18	<u>\$892.40</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	CHILLER SERVICE	04/26/2022	04/26/2022	623.50
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/26/2022	04/26/2022	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/26/2022	04/26/2022	453.60
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/26/2022	04/26/2022	453.60
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	04/26/2022	04/26/2022	99.07
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	04/26/2022	04/26/2022	145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 6	<u>\$1,882.82</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES-NICOR MAR22	04/26/2022	04/26/2022	719.89
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	<u>\$719.89</u>
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	04/26/2022	04/26/2022	789.03
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	<u>\$789.03</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 8	<u>\$3,391.74</u>
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM	04/26/2022	04/26/2022	2,357.50
18614 - ANEW COLLECTIVE CONSULTING LLC	PROFESSIONAL SERVICES	04/26/2022	04/26/2022	1,225.00
14051 - GRACE PRINTING & MAILING	EPI 2021 ANNUAL REPORT PRINTING AND MAILING	04/26/2022	04/26/2022	19,328.83
12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION SERVICE	04/26/2022	04/26/2022	95.00
18617 - SAXMAN CONSULTING LLC	PROFESSIONAL SERVICES	04/26/2022	04/26/2022	1,225.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 5	<u>\$24,231.33</u>
Account 62360 - MEMBERSHIP DUES				
102512 - ILLINOIS LIBRARY ASSOCIATION	ILA MEMBERSHIP FEE	04/26/2022	04/26/2022	500.00
297948 - KAREN DANCZAK LYONS	ILA MEMBERSHIP RENEWAL FOR K DANCZAK LYONS	04/26/2022	04/26/2022	250.00
	Account 62360 - MEMBERSHIP DUES Totals		Invoice Transactions 2	<u>\$750.00</u>
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 03.14.2022	04/26/2022	04/26/2022	69.65
10730 - MC SQUARED ENERGY	MC SQUARED 03.14.2022	04/26/2022	04/26/2022	3,410.88
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	<u>\$3,480.53</u>
Account 65025 - FOOD				
18689 - BEATRIZ ECHEVERRIA	EVANSTON REPAIR CLINIC FOR VOLUNTEERS	04/26/2022	04/26/2022	39.85
	Account 65025 - FOOD Totals		Invoice Transactions 1	<u>\$39.85</u>
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	04/26/2022	04/26/2022	30.99
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	04/26/2022	04/26/2022	131.55
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	04/26/2022	04/26/2022	16.08
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	04/26/2022	04/26/2022	(13.99)
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	04/26/2022	04/26/2022	13.99
206940 - ULINE	OFFICE SUPPLIES	04/26/2022	04/26/2022	125.82
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 6	<u>\$304.44</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 16	<u>\$28,806.15</u>
	Department 48 - LIBRARY Totals		Invoice Transactions 106	<u>\$108,953.36</u>
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 106	<u>\$108,953.36</u>
			Invoice Transactions 106	<u>\$108,953.36</u>

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.26.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
-----------------------	----------------------	--------------------	---------------

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 108,953.36

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
Tim Longo, Access Services Manager

Subject: Approval of 2022 Library Services Policy

Date: May 18, 2022

Recommendation

Staff recommends approval of the newly revised Library Services Policy. This policy has been vetted by members of the Library's Administration Team.

Summary

The Services Policy is designed to support the Library's mission statement and serves as a guide to describe and outline library services in areas like library card registration, interlibrary loan, library hours, use of the internet, and reference services. The Services Policy also reinforces the Library's goal of optimizing library services through the community in an equitable and collaborative manner. To remain relevant to the changing needs of both library users and the Library itself, this policy should be reviewed and updated regularly. This policy was last updated in 2020 when EPL went fines free. The current Services Policy is quite long at over 20 pages. Staff recommends creating a separate Library Board policy related to library card registration and accounts. This new proposed Board policy is attached as one of 3 documents to this memo. With the necessary changes, it is our hope that these policies will now better reflect the Library's dedication to equity, diversity, and to serving the needs of all users of the Evanston Public Library.

Attachments: Library Services Policy (final draft)
Library Services Policy (with edits)
Library Cards and Accounts Policy (final draft)

5.0 Library Services

It is the policy of the Evanston Public Library to optimize availability of library services and programs throughout the community. Library staff and the Board of Trustees shall determine the most equitable means to accomplish this goal. Services may be provided at a variety of community sites. In collaboration with the community, library trustees, librarians, and other library staff, EPL will decide how library services should be provided to their patrons.

5.1 Hours of Service, Loan Periods, and Fees Determined by Library Board

The Library Board establishes, in consultation with the Library Executive Director, hours of service to be provided at each library service point, loan periods for materials, and fees for library services. These are reviewed periodically by the Library's staff and the Library Board.

5.2 Library Express Service at Robert Crown

The purpose of this service is to allow access to the Robert Crown Library during specified service hours when staffing is not available. Using this service is a privilege for EPL cardholders, and the success of this service depends on the users' responsibility. Please read and sign this User Agreement for conditions of participation, clear expectations, and applicable rules. Feel free to ask any questions before signing. This agreement must be renewed on an annual basis. Your access may expire if not renewed in a timely manner.

Conditions of Participation. I understand in order to participate in this service:

- I must be a resident of Evanston
- My library card must be in good standing, and
- I must be 16 years of age or older

Agreements. I understand that:

- I and any minors I bring with me will be on camera while using this service.
- I must only grant entry to myself and any minor I am responsible for while using this service. Any other adult must have a signed User Agreement on file and must gain entry using his/her/their own pin code.
- This service is self-directed and in-person library staff assistance will not be available to me.
- Emergencies may occur and there is a phone to call 911 located at the Main Desk of the Robert Crown Center.
- I must adhere to all library rules of use (copy provided at time of signature and posted at site).
- No animals are permitted in the library except service animals as defined by Illinois state law.
- If announcements are made during the course of express hours, all individuals agree to comply with any directions
- All library policies are in effect during express hours including the library's Rules of Use and the Computer, Internet and Wireless Access Policy listed on the website:www.epl.org
- I will not have access to the meeting rooms within the Library and will not enter areas marked as "for library staff only".
- If I fail to comply with any terms of this agreement, my privileges may be revoked. If your privileges are revoked, you may submit a written request for reconsideration with any applicable supporting documentation within 20 days of the date of the revocation letter to the Library's Executive Director. You hold the burden of proof. The Library's Executive Director will review the request, any supporting documentation, and the facts and circumstances relating to the revocation and decide to uphold, modify, or overturn the decision within 30 days following receipt of your timely written request.

Waiver of Liability.

I understand that in addition to the potential for exposure to COVID-19 and other viral and bacterial infections or disease, there is the potential for harm, illness, or injury in accessing an unstaffed building. I voluntarily accept and solely assume all risk of damages, illness, or injury incurred or suffered by me or any minors for which I am responsible while using this service. I hereby waive, release, and agree to hold harmless and discharge the City of Evanston, and its elected and appointed officials, officers,

directors, commissioners, agents, employees, volunteers, representatives, successors, and assigns, to the fullest extent allowed by law from any and all claims, suits, actions, expenses, damages, and losses without limitation for personal or bodily injury, wrongful death, and property damage occurring, arising from, related to or resulting from using this service. Please present a valid photo ID or Evanston Public Library card before signing.

Once registered, customers may obtain self-service access that includes use of computers, printing, materials selection, check-out and holds pick-up. This service is not available on certain holidays or on days when the Robert Crown Community Center is closed.

5.3 Confidentiality of Records

It is the policy of the Board of Trustees of the Evanston Public Library to ensure the privacy of the users of its services and considers any patron-identifiable library records to be confidential in nature. Patron-identifiable library records are collected only when they are necessary for the fulfillment of the Library's mission or for the purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library patrons. Patron-identifiable library records include any information that links a patron to use of particular library materials, resources, or services, or that identify a patron's choices, tastes, or research interests. Such records include, but are not limited to, all types of registration and circulation records, inter-library loan requests and records, patron requests to reserve, or obtain certain materials, staff notes pertaining to patron requests for assistance, and all correspondence with patrons having to do with use of library resources including email and social media. Even records that do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's library card number, address, date of birth, race/ethnicity, language spoken at home, or phone number are considered patron-identifiable library records. In addition to physically extant records, patron-identifiable library records include computers, computer components, and other electronic storage media containing such records.

Patron-identifiable information does not include statistical records relating to use of the Library or its materials and services that cannot be used to identify particular patrons or information concerning behavioral issues in the Library's records concerning particular patrons.

No identifiable library records shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by a court under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. Only the Library Executive Director and designee are authorized to accept and respond to such court orders. If the order requires immediate compliance, the designated librarian-in-charge, may respond to such an order, but should first attempt to notify the Library Executive Director or designee. Whenever possible the Library's staff should seek to have the court order reviewed by the City Attorney or his/her designee before complying.

Patron-identifiable information may be disclosed without a court order only in the following circumstances:

* A patron may have access to any patron-identifiable records the Library holds about them, if the patron presents their library card or valid photo identification. Telephone callers who provide their library card number will be treated the same as in-person visitors.

* If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's library card and is able to provide appropriate identification for themselves.

* When contacting a patron, patron-identifiable information (such as the title or subject of a requested item available to be picked up) may not be left on an answering machine, voice mail, or email to the patron, unless the patron specifically requests this form of identification at the time of the request. The Library cannot be responsible for maintaining confidentiality in the notification process if these methods are selected by the patron.

* The Federal Protection of Children from Sexual Predators Act requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children (www.cybertipline.com). Reports received by the Cyber Tip Line are forwarded to the appropriate law enforcement agencies. Such disclosures should be made only by the Library Director or designee, and whenever possible they will consult with the City Attorney before making such a disclosure. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.

5.4 Library Cooperation

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

Materials from other libraries must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

Patrons who are not currently allowed to check out library materials because of bills, fees, or overdue items are not allowed to request materials from cooperating libraries or agencies. The services involved include, but are not limited to, interlibrary loan and article requests.

If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended.

The Evanston Public Library may charge back to its patrons any charges for services provided by cooperating libraries and other agencies.

5.4.1 Reciprocal Borrowing

The Evanston Public Library shall make all material that it loans to Evanston cardholders available to valid cardholders from RAILS member libraries except the following materials: Interlibrary Loan, Wi-Fi Hotspots, Job Search Tech Kits, Chromebooks & Laptops, Most Wanted, downloadable, streaming material and any other material as deemed by the Library Executive Director or designee.

5.4.2 Chicago Public Library Reciprocal Borrowing

In order to maintain a balance in the Reciprocal Borrowing arrangement with the City of Chicago, the Evanston Public Library restricts loans to Chicago residents to no more than fifty items charged to a library card at any given time.

5.4.3 Interlibrary Loan

The Evanston Public Library is an active member of the Reaching Across Illinois Library System (RAILS), and follows System interlibrary loan procedures and protocols wherever applicable. The Evanston Public Library also initiates and responds to loan requests within the greater library community.

The Evanston Public Library relies on RAILS as its primary means of satisfying interlibrary loan requests, and the Library attempts, in turn, to fill all requests received from RAILS member libraries.

The Evanston Public Library attempts to satisfy requests from non-RAILS Illinois libraries with any item not currently on loan, except those published within six months and those in frequent demand. The Evanston Public Library will accept requests from libraries throughout the United States, when it appears that the requesting library may have exhausted local and regional resources. Reference books are generally not loaned. Material in fragile condition is not loaned.

5.5 Internet Access Policy

5.5.1 Internet Policy

Internet access is available on public computers for all users of the Evanston Public Library and through wifi access at Evanston Public Library Locations. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the Library. The Evanston Public Library has no control over these resources nor does the Library have complete knowledge of what is on the Internet. The Library does not select or edit Internet content, or take responsibility for its reliability, currency, or accuracy. Library patrons use the Internet at their own discretion. The Internet contains some material that is inappropriate for viewing or reading by children, such as sexually explicit, violent, and racist material and images. For this reason, adults are encouraged to monitor and supervise their children's use of the Internet. The Library staff does not limit or restrict adults or children in the Internet sites they choose to view.

The Evanston Public Library is bound by an agreement with its Internet provider that prohibits any unlawful use of the Internet. The Internet and/or wi-fi connection shall not be used for illegal purposes nor used in such a way as to violate Evanston Public Library policies. Patrons who make unlawful use of the Internet may be barred from using the Library's Internet resources.

5.6 Reference Services Policy

The Library's staff responds to the information needs of all Evanston Public Library users, providing clear and accurate answers to all patron inquiries, regardless of age, gender, sexual orientation, race, or ethnicity of the questioner, or purpose of the question. Reference services are available at all times the library is open, and users have a right to expect consistently high quality service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, or IM; and are handled as expeditiously as possible.

Library staff members may have to make judgments about the feasibility of answering certain time consuming questions, or those requiring expertise or materials outside the realm of a public library. In such cases, when the Library's collection or services do not meet the patron's needs, staff will give a thoughtful referral to other resources or institutions. To facilitate such transactions, the Library's staff maintains collegial relations with other library facilities in the Chicago area, and is familiar with their collections.

The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, websites, and social media may all be used to answer questions. The professional staff reserves the right to determine which sources are most appropriate for each query.

The Evanston Public Library subscribes to the American Library Association's Library Bill of Rights. Consistent with other Library service policies, the department maintains strict confidentiality and privacy regarding all patron inquiries and research interests.

[Current version on website here: <https://www.epl.org/essentials/board-of-trustees/board-policies/services/>]

5.0 Library Services

It is the policy of the Evanston Public Library to optimize availability of library services and programs throughout the community. Library staff and the Board of Trustees shall determine the most equitable means to accomplish this goal. Services may be provided at a variety of community sites. In collaboration with the community, library trustees, librarians, and other professional library staff will decide how library services should be provided to their patrons.

Commented [1]: Removed Community Outreach as it seemed redundant. No need to list every single possible site/location where library services may be provided to community.

7.0 Library Cards and Accounts

7.1.1 Evanston Residents

Evanston Public Library cards are free of charge to all Evanston residents living in zip codes 60201, 60202 and 60208. To verify residence, current government-issued photo identification with the resident's home address must be provided. A current school issued ID from an educational institution located in Evanston may be provided in place of government issued identification when necessary.

Commented [2]: Propose to move this section out of Services Policy and create a new Board Policy entitled "Library Cards and Accounts". Will be assigned Board Policy number 7 instead of 5. Section 7.0 through 7.2.4 will encompass new Policy.

If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current utility bill; a current title/lease/renter's agreement; current account statement from bank/credit card/phone/etc; or mail postmarked within the last 30 days to the resident's home address. An account statement or bill must be not more than sixty days old.

Commented [3]: One piece of photo identification is sufficient in order to issue a Library card. Removing the secondary proof of residency for patrons with valid photo identification.

At the time of registration for a library card, the applicant will provide the following information: legal name, street address (PO Boxes are not acceptable), and signature. Applicants may choose to include date of birth, as well as demographic information related to race/ethnicity and language spoken at home. Additionally, to receive some

Commented [4]: Acceptable secondary forms of proof of residency listed here. Removed item by item list in order to allow staff flexibility in this area.

notifications, a telephone number, email address, and wireless carrier information may need to be provided.

Children under the age of 14 must be accompanied by a parent or legal guardian, who must present photo identification as described above.

These cards will be valid for three-years. Library cards issued to Evanston residents will automatically renew every 3 years as long as the patron maintains residency in Evanston. Patrons may need to provide current photo identification as listed above in order to renew their library card if the Library is unable to verify their residency.

Commented [5]: Information on library card renewals here. No need for a separate section just for renewals. Eliminates current requirement of two forms of proof of residency in order to renew library card.

5.1.2 Picture Identification

Acceptable picture identification includes:

* Driver's License

* State Identification Card

* Student or Faculty Identification Card

* Northwestern University Wild Card

* Passport

* US Permanent Resident Card (green card)

* Illinois Public Aid Identification Card

* ~~Evanston Township High School Identification Card~~

* ~~City of Evanston Employee Identification Card~~

* ~~Matricula Consular Identification Card~~

* ~~Military Identification Card~~

* ~~Temporary Visitor's Driver's License~~

5.1.3 Proof of Residency

~~As proof of the applicant's current address, one of the following is acceptable (paper or electronic copy acceptable)~~

* ~~Lease or Housing Agreement~~

* ~~Utility Bill (Telephone, Gas, Electric, Water or Cable)~~

* ~~Credit Card Statement~~

* ~~Bank Statement~~

* ~~Northwestern University Wild Card Statement~~

~~An account statement or bill must be not more than sixty days old. Leases, housing agreements, and instructional permits must be currently valid. People who live and work~~

~~in the home of an Evanston Resident may confirm their local address by means of a letter from their employer indicating that the employee resides in the household.~~

Commented [6]: Specified list of acceptable forms of identification not required. Language of government or school issued photo id is clearer. A non-specified list also gives staff flexibility in working towards fair and equitable access for all Evanston residents.

5.1.4 Residents of Temporary Housing in Evanston

Clients of temporary housing in Evanston must present valid picture identification as listed in 7.1.1 and a letter from the local organization indicating they are a client.

Commented [7]: Change to 7.1.2

These cards will be valid for three years.

Commented [8]: Requirements lessened and card expiration changed from duration of lease to 3 years to match Evanston residents.

5.1.5 University and College Students/

College and university students who do not have a permanent residence in Evanston must provide both their temporary Evanston residency and permanent residency when not at school.

Commented [9]: Change to 7.1.3

These cards will be valid for one year.

5.1.6 Library Card Terms

Each library cardholder must safeguard their own library card. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. A patron may grant permission to other individuals who may use their library card for checking out materials or managing activity of the account. Cardholders are responsible for all materials checked out on their library cards.

Commented [10]: Change to 7.1.4

5.2 Borrowing Privileges Types of Library Cards & Accounts

Commented [11]: Change to 7.2 Types of Library Cards & Accounts

5.2.1 City of Evanston Employee Cards

Commented [12]: Change to 7.2.1

An Evanston library card may be issued to each non-resident employee of the City of Evanston. This card will become void when the employee no longer works for the City of Evanston. This card is only valid at Evanston Public Library Branches.

5.2.2 Non-Resident Taxpayers

Library cards are available without charge to people who pay Evanston property taxes, but do not live within the City limits including; an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Evanston. Only one card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards are valid for one year and may only be used at the Evanston Public Library.

5.2.3 Business Borrowing Privileges

Library borrowing privileges may be extended to businesses located in Evanston. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Evanston. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

5.2.4 Organizational Borrowing Privileges

Not-for-profit organizations and units of local government located in Evanston may obtain library-borrowing privileges by presenting a letter on organizational letterhead

Commented [13]: Change to 7.2.2

Commented [14]: Change to 7.2.3

Commented [15]: Change to 7.2.4

indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

5.2.5 School Borrowing Privileges

Library borrowing privileges may be extended to District 65 schools, Evanston Township High School and other schools located in Evanston. To receive a school card, the school principal shall complete an application form, attach a list of teachers and/or staff eligible to use the card and return the form to the Library. These cards are only valid for use at the Evanston Public Library. The school card will expire at the end of the school year.

Commented [16]: Change to 7.2.5

5.2.6 Youth Organization Borrowing Privileges

Library borrowing privileges may be extended to organizations that serve Evanston youth (infants – grade 12). The organizations must be located in Evanston. To receive an organization card, the head of the organization shall complete an application form, attach a list of staff eligible to use the card and return the form to the Library. Depending on the structure of the organization more than one staff card could be authorized by the Circulation Manager. These cards are only valid for use at the Evanston Public Library. Organizations will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The card will expire at the end of the year. The Youth Services Department staff and the Young Adult Librarian will monitor the organization cards and will communicate with the organization about missing/lost items.

Commented [17]: Redundant. Covered under section 5.2.4: Organizational Borrowing Privileges

5.2.7 Non-Resident "Fee" Cards

Non-residents may purchase a library card for use at the Evanston Public Library if such non-residents are eligible for an Evanston Public Library card under the current State of

Commented [18]: change to 7.2.6

Illinois rules and regulations governing the issuing of such cards. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director calculates said fee annually and reports it to the Library Board at the April meeting. When necessary the Library Board will adjust the non-resident fee to equal or exceed the fee determined by the Illinois State Library formula.

A non-resident card will only be issued to patrons who have a current valid library card from their home library. If a patron cannot provide proof of said library card, the Library is required by State law to deny the sale of a non-resident card to the individual.

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston. Such cards may only be valid for one year and may only be used at the Evanston Public Library.

5.2.8 Registration of Reciprocal Borrowers

The Evanston Public Library will register for use any currently valid library card from a Reaching Across Illinois Library System (RAILS) library or from any library having reciprocal borrowing agreements with RAILS or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must also present valid photo identification.

Commented [19]: Change to 7.2.7

5.2.9 Cash Deposit Borrowing

~~New residents or temporary residents who cannot meet the above identification requirements may borrow books by making a cash deposit equal to the value of the materials and the appropriate replacement service charges. The entire fee will be refunded if the books are returned in circulatable condition by their due date. If materials are overdue, refunds will be determined by the library appointed designee.~~

Commented [20]: Determined by staff and Library Administration as no longer necessary.

5.3 Verification and Changes of Patron Information

5.3.1 Library Card Renewals

The Evanston Public Library looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower (including voluntary information related to date of birth, race/ethnicity and language spoken at home). All applicants for the renewal of a library card are required to meet the same identification requirements as a new applicant, as described in the applicable section. Reciprocal Borrowers must be in good standing at their home library.

Commented [21]: Information on library card renewals moved to section 7.1.1 Evanston residents

5.3.2 Patron's Change of Address

All registered patrons of the Evanston Public Library, whether Evanston residents or registered reciprocal borrowers, are required to inform the Evanston Public Library of any change of address. If at any time mail sent to a patron by the Evanston Public Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's library card privileges will be suspended until the address can be verified by staff. The patron will need to verify their address according to the procedures outlined above.

Commented [22]: No longer needed as determined by Library staff and administration. The Library has the ability to verify patron address using a third party source.

5.4 Account Suspensions, Denials and Appeals

5.4.1 Library Card Account Suspension

The Evanston Public Library reserves the right to suspend the Library card account for violation of library rules or in other instances determined by the Library's Administration.

Commented [23]: Change to 7.3

Commented [24]: Change to 7.3.1

5.4.2 Appeals

Anyone who believes that they have been unfairly suspended or denied a library card and is not satisfied by the decision made by the Library Director or designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library

Commented [25]: Change to 7.3.2

Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

5.5 Fees and Issues with Library Materials

5.5.1 Borrowers with Overdue Items or Bills

The Library notifies patrons by email or phone call prior to an item's due date and notifies patrons by email or phone call when items are overdue. These notices are sent as a courtesy to patrons and bills or fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

Bills or Fees may be waived by the Circulation Manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

Patrons are not permitted to check out library materials or renew their library account when they have long-overdue materials, owe bills or fees that total \$10.00 or more. Library materials are considered lost when they are 45 days overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within 365 days after items are billed. The processing fee is not refundable.

The Library makes use of a collection service ~~appropriate legal remedies~~ to obtain the return of or payment for billed library materials. Accounts will be sent to collections if the total amount billed is over \$25 and an additional \$10 collection service fee will be applied

Commented [26]: Change to 7.4: Fees and Issues with Library Materials: Remove "Fines" as no longer applicable

Commented [27]: Change to 7.4.1

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may deny borrowing privileges until those materials are returned or the debt is paid.

5.5.2 Borrowers with Damaged or Missing Materials

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Circulation Manager or their designee determines the charge for damage that can be repaired. Patrons may replace lost or damaged books owned by the Evanston Public Library with a new book that is an exact ISBN match. Replacement items must be new and not used or marked. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

The Evanston Public Library does not accept replacements for non-print material.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items plus a processing fee. Suspension of Library privileges and legal action may be taken if the damage is extensive.

5.5.3 Hours of Service, Loan Periods, Fines and Fees Determined by Library Board

The Library Board establishes, in consultation with the Library Director, hours of service to be provided at each library service point, loan periods for materials, and ~~fines and~~

Commented [28]: Change to 7.4.2

Commented [29]: Change to 5.1.1

fees for library services. These are reviewed periodically by the Library's staff and the Library Board.

5.2.1 Library Express Service at Robert Crown

The purpose of this service is to allow access to the Robert Crown Library during specified service hours when staffing is not available. Using this service is a privilege for EPL cardholders, and the success of this service depends on the users' responsibility. Please read and sign this User Agreement for conditions of participation, clear expectations, and applicable rules. Feel free to ask any questions before signing. This agreement must be renewed on an annual basis. Your access may expire if not renewed in a timely manner.

Conditions of Participation. I understand in order to participate in this service:

- I must be a resident of Evanston
- My library card must be in good standing, and
- I must be 16 years of age or older

Agreements. I understand that:

- I and any minors I bring with me will be on camera while using this service.
- I must only grant entry to myself and any minor I am responsible for while using this service. Any other adult must have a signed User Agreement on file and must gain entry using his/her/their own pin code.
- This service is self-directed and in-person library staff assistance will not be available to me.
- Emergencies may occur and there is a phone to call 911 located at the Main Desk of the Robert Crown Center.
- I must adhere to all library rules of use (copy provided at time of signature and posted at site).
- No animals are permitted in the library except service animals as defined by Illinois state law.
- If announcements are made during the course of express hours, all individuals agree to comply with any directions

- All library policies are in effect during express hours including the library's Rules of Use and the Computer, Internet and Wireless Access Policy listed on the website:www.epl.org
- I will not have access to the meeting rooms within the Library and will not enter areas marked as "for library staff only".
- If I fail to comply with any terms of this agreement, my privileges may be revoked. If your privileges are revoked, you may submit a written request for reconsideration with any applicable supporting documentation within 20 days of the date of the revocation letter to the Library's Executive Director. You hold the burden of proof. The Library's Executive Director will review the request, any supporting documentation, and the facts and circumstances relating to the revocation and decide to uphold, modify, or overturn the decision within 30 days following receipt of your timely written request.

Waiver of Liability.

I understand that in addition to the potential for exposure to COVID-19 and other viral and bacterial infections or disease, there is the potential for harm, illness, or injury in accessing an unstaffed building. I voluntarily accept and solely assume all risk of damages, illness, or injury incurred or suffered by me or any minors for which I am responsible while using this service. I hereby waive, release, and agree to hold harmless and discharge the City of Evanston, and its elected and appointed officials, officers, directors, commissioners, agents, employees, volunteers, representatives, successors, and assigns, to the fullest extent allowed by law from any and all claims, suits, actions, expenses, damages, and losses without limitation for personal or bodily injury, wrongful death, and property damage occurring, arising from, related to or resulting from using this service. Please present a valid photo ID or Evanston Public Library card before signing.

Once registered, customers may obtain self-service access that includes use of computers, printing, materials selection, check-out and holds pick-up. This service is not available on certain holidays or on days when the Robert Crown Community Center is closed.

5.5.4 Photocopy Fees

The Evanston Public Library makes available to the public a wide variety of reference materials, including special resources relating to the history of Evanston: city directories, microfilmed telephone directories, and obituaries from the local papers. The Library applies a service charge to any request received from individuals residing outside the Reaching Across Illinois Library System and the metropolitan Chicago area for the location and photocopying of material. This fee is listed in the Library's Fee Schedule. Staff may place a limit on the pages photocopied, due to copyright restrictions, staff limitations, or the fragility of the material.

Commented [30]: No longer needed as determined by library staff and administration.

5.6 Confidentiality of Records

Commented [31]: Change to 5.3

It is the policy of the Board of Trustees of the Evanston Public Library to ensure the privacy of the users of its services and considers any patron-identifiable library records to be confidential in nature. Patron-identifiable library records are collected only when they are necessary for the fulfillment of the Library's mission or for the purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library patrons. Patron-identifiable library records include any information that links a patron to use of particular library materials, resources, or services, or that identify a patron's choices, tastes, or research interests. Such records include, but are not limited to, all types of registration and circulation records, inter-library loan requests and records, patron requests to reserve, or obtain certain materials, staff notes pertaining to patron requests for assistance, and all correspondence with patrons having to do with use of library resources including email and social media. Even records that do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's library card number, address, driver's license number, date of birth, race/ethnicity, language spoken at home, or phone number are considered patron-identifiable library records. In addition to physically extant records, patron-identifiable library records include computers, computer components, and other electronic storage media containing such records.

Commented [32]: remove driver license and add information related to patron race/ethnicity and language spoken at home.

Patron-identifiable information does not include statistical records relating to use of the Library or its materials and services that cannot be used to identify particular patrons or information concerning behavioral issues in the Library's records concerning particular patrons.

No identifiable library records shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by a court under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. Only the Library Director and designee are authorized to accept and respond to such court orders. If the order requires immediate compliance, the designated librarian-in-charge, may respond to such an order, but should first attempt to notify the Library Director or designee. Whenever possible the Library's staff should seek to have the court order reviewed by the City Attorney or his/her designee before complying.

Patron-identifiable information may be disclosed without a court order only in the following circumstances:

* A patron may have access to any patron-identifiable records the Library holds about them, if the patron presents their library card or valid photo identification. Telephone callers who provide their library card number will be treated the same as in-person visitors.

* If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's library card and is able to provide appropriate identification for themselves.

* When contacting a patron, patron-identifiable information (such as the title or subject of a requested item available to be picked up) may not be left on an answering machine, voice mail, or email to the patron, unless the patron specifically requests this form of identification at the time of the request. The Library cannot be responsible for maintaining confidentiality in the notification process if these methods are selected by the patron.

* The Federal Protection of Children from Sexual Predators Act requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children (www.cybertipline.com). Reports received by the Cyber Tip Line are forwarded to the appropriate law enforcement agencies. Such disclosures should be made only by the Library Director or designee, and whenever possible they will consult with the City Attorney before making such a disclosure. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.

5.7 Library Cooperation

Commented [33]: Change to 5.4

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

Materials from other libraries must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

Patrons who are not currently allowed to check out library materials because of bills, fees, or overdue items are not allowed to request materials from cooperating libraries or agencies. The services involved include, but are not limited to, interlibrary loan and article requests.

If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended for six months to a year. The suspension will reflect the number of items kept overdue and will be determined by the Library Director or their designee.

Commented [34]: Suspension, if appropriate, will be determined on a case by case basis. No need for defined periods of suspension.

The Evanston Public Library may charge back to its patrons any charges for services provided by cooperating libraries and other agencies.

5.7.1 Reciprocal Borrowing

The Evanston Public Library shall make all material that it loans to Evanston cardholders available to valid cardholders from RAILS member libraries except the following materials: Interlibrary Loan, Wi-Fi Hotspots, Most Wanted, downloadable, streaming material and any other material as deemed by the Library Director or designee.

Commented [35]: Change to 5.4.1

5.7.2 Chicago Public Library Reciprocal Borrowing

In order to maintain a balance in the Reciprocal Borrowing arrangement with the City of Chicago, the Evanston Public Library restricts loans to Chicago residents to no more than fifty items charged to a library card at any given time.

Commented [36]: Change to 5.4.2

5.7.3 Interlibrary Loan

The Evanston Public Library is an active member of the Reaching Across Illinois Library System (RAILS), and follows System interlibrary loan procedures and protocols wherever applicable. The Evanston Public Library also initiates and responds to loan requests within the greater library community.

Commented [37]: Change to 5.4.3

The Evanston Public Library relies on RAILS as its primary means of satisfying interlibrary loan requests, and the Library attempts, in turn, to fill all requests received from RAILS member libraries.

The Evanston Public Library attempts to satisfy requests from non-RAILS Illinois libraries with any item not currently on loan, except those published within six months and those in frequent demand. The Evanston Public Library will accept requests from libraries throughout the United States, when it appears that the requesting library may have exhausted local and regional resources. Reference books are generally not loaned. Material in fragile condition is not loaned.

5.8 Internet Access Policy

5.8.1 Internet Policy

Internet access is available on public computers for all users of the Evanston Public Library and through wifi access at Evanston Public Library Locations. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the Library. The Evanston Public Library has no control over these resources nor does the Library have complete knowledge of what is on the Internet. The Library does not select or edit Internet content, or take responsibility for its reliability, currency, or accuracy. Library patrons use the Internet at their own discretion. The Internet contains some material that is inappropriate for viewing or reading by children, such as sexually explicit, violent, and racist material and images. For this reason, adults are encouraged to monitor and supervise their children's use of the Internet. The Library staff does not limit or restrict adults or children in the Internet sites they choose to view.

~~Users are, however, expected to follow all state, municipal, and federal laws, as well as library rules of conduct while using the Internet, and may not use the Internet to harass or intimidate others. Patrons using computers not equipped with privacy protection~~

Commented [38]: Change to 5.5

Commented [39]: Change to 5.5.1

Commented [40]: I think this is covered in a broad sense under rules of the library

need to be aware that other Library patrons may view the screen. If such images disturb other people's use of the Library, the Library will address the incident as a disturbance and will both address the behavior and reserves the right to ask patrons to use a computer equipped with privacy protection.

The Library provides unfiltered Internet access and may also make limited or filtered access to the Internet available at certain locations within its facilities. The Library recognizes the limitations of filtering software and urges parents and other Library patrons not to assume that filtering software will prevent access to materials that they may consider objectionable. The filtering software may also block access to some materials that patrons wish to access, in which case the patron may need to use the unfiltered stations.

The Library's staff develops and implements such rules and procedures as are necessary to ensure the fair and reasonable use of Internet resources.

The Library's staff assists patrons with Internet use as time permits but cannot offer personal instruction. The Library may offer formal instruction or information on the Internet at designated times. Current materials about the Internet are available in the Library's collection.

Commented [41]: I would get rid of this, we do give one on one assistance by appointment or when staff is able

The Evanston Public Library is bound by an agreement with its Internet provider that prohibits any unlawful use of the Internet. The Internet and/or Wi-Fi connection shall not be used for illegal purposes nor used in such a way as to violate Evanston Public Library policies. Patrons who make unlawful use of the Internet may be barred from using the Library's Internet resources.

5.8.2 Wi-Fi Hotspots

5.8.2.1 General Guidelines

Patrons must be 16 or older and will require an acceptable picture identification as detailed in section 5.1.2 Picture Identification.

An Evanston public library cardholder in good standing can borrow one device per library card to use within the City of Evanston

Patrons can borrow a Wi-Fi Hotspot for a period determined by the Library Director or designee; the loan is not renewable.

Wi-Fi Hotspots may be placed on hold.

Wi-Fi Hotspots are available for pickup/checkout at the locations designated by the Library Director or designee.

Wi-Fi Hotspots must be returned to the Evanston Public Library only or a location designated by the Library Director or designee.

The Wi-Fi Hotspot is intended for the use of the patron who checked out the device and their immediate family members.

Patrons are responsible for the ethical and legal use of the device.

Patron agrees the transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following; confidential information, copyrighted material, threatening or obscene material, and computer viruses because of internet usage from the Wi-Fi Hotspot.

Any attempt to alter data or the configuration of the Wi-Fi Hotspot, is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value.

~~Late fees will be charged for each day the Wi-Fi Hotspot is past its due date~~

~~A replacement fee will be charged to the patron's account for lost or damaged Wi-Fi Hotspots.~~

~~5.8.2.2 Privacy and Safety~~

~~Using chat rooms and sending chain letters is not permissible.~~

~~Do not open, use, or change computer files that do not belong to you.~~

~~Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people through the internet.~~

~~Storage is not guaranteed to be private or confidential.~~

~~5.8.2.3 Legal Propriety~~

~~Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.~~

~~The library is not responsible for any misuse, harm or any other result due to your use of the Wi-Fi Hotspot.~~

~~Patron may not profit from renting or charging connection fees to the Wi-Fi Hotspot.~~

~~5.8.2.4 Protecting and Storing~~

~~Patron is responsible for care of the Wi-Fi Hotspot ensuring that it is not abused by impact, water, sand, dirt, extreme temperature etc. and will **may** be charged the replacement value of the device **if device is returned to Library damaged or inoperable condition.**~~

Commented [42]: Remove Wi-Fi Hotspots from Services Policy. Propose to create a new section under the Collection Development policy for Library of Things and loanable technology collections.

5.9 Reference Services Policy

Commented [43]: Change to 5.6

The Library's staff responds to the information needs of all Evanston Public Library users, providing clear and accurate answers to all patron inquiries, regardless of age, gender, sexual orientation, race, or ethnicity of the questioner, or purpose of the question. Reference services are available at all times the library is open, and users have a right to expect consistently high quality service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, or IM ~~or fax~~; and are handled as expeditiously as possible.

Library staff members may have to make judgments about the feasibility of answering certain time consuming questions, or those requiring expertise or materials outside the realm of a public library. In such cases, when the Library's collection or services do not meet the patron's needs, staff will give a thoughtful referral to other resources or institutions. To facilitate such transactions, the Library's staff maintains collegial relations with other library facilities in the Chicago area, and is familiar with their collections.

The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, websites, and social media may all be used to answer questions. The professional staff reserves the right to determine which sources are most appropriate for each query.

The Evanston Public Library subscribes to the American Library Association's Library Bill of Rights. Consistent with other Library service policies, the department maintains strict confidentiality and privacy regarding all patron inquiries and research interests.

7.0 Library Cards and Accounts

7.1.1 Evanston Residents

Evanston Public Library cards are free of charge to all Evanston residents living in zip codes 60201, 60202 and 60208. To verify residence, current government-issued photo identification with the resident's home address must be provided. A current school issued ID from an educational institution located in Evanston may be provided in place of government issued identification when necessary.

If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current utility bill; a current title/lease/renter's agreement; current account statement from bank/credit card/phone/etc; or mail postmarked within the last 30 days to the resident's home address. An account statement or bill must be not more than sixty days old.

At the time of registration for a library card, the applicant will provide the following information: legal name, street address (PO Boxes are not acceptable), and signature. Applicants may choose to include date of birth, as well as demographic information related to race/ethnicity and language spoken at home. Additionally, to receive some notifications, a telephone number, email address, and wireless carrier information may need to be provided.

Children under the age of 14 must be accompanied by a parent or legal guardian, who must present photo identification as described above.

These cards will be valid for three-years. Library cards issued to Evanston residents will automatically renew every 3 years so long as the patron maintains residency in Evanston. Patrons may need to provide current photo identification as listed above in order to renew their library card if the Library is unable to verify their residency.

7.1.2 Residents of Temporary Housing in Evanston

Clients of temporary housing in Evanston must present valid picture identification as listed in 7.1.1 and a letter from the local organization indicating they are a client.

These cards will be valid for three years.

7.1.3 University and College Students

College and university students who do not have a permanent residence in Evanston must provide both their temporary Evanston residency and permanent residency when not at school.

These cards will be valid for one year.

7.1.4 Library Card Terms

Each library cardholder must safeguard their own library card. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. A patron may grant permission to other individuals who may use their library card for checking out materials or managing activity of the account. Cardholders are responsible for all materials checked out on their library cards.

7.2 Types of Library Cards & Accounts

7.2.1 City of Evanston Employee Cards

An Evanston library card may be issued to each non-resident employee of the City of Evanston. This card will become void when the employee no longer works for the City of Evanston. This card is only valid at Evanston Public Library Branches.

7.2.2 Non-Resident Taxpayers

Library cards are available without charge to people who pay Evanston property taxes, but do not live within the City limits including; an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Evanston. Only one card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards are valid for one year and may only be used at the Evanston Public Library.

7.2.3 Business Borrowing Privileges

Library borrowing privileges may be extended to businesses located in Evanston. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Evanston. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

7.2.4 Organizational Borrowing Privileges

Not-for-profit organizations and units of local government located in Evanston may obtain library-borrowing privileges by presenting a letter on organizational letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

7.2.5 School Borrowing Privileges

Library borrowing privileges may be extended to District 65 schools, Evanston Township High School and other schools located in Evanston. To receive a school card, the school principal shall complete an application form, attach a list of teachers and/or staff eligible to use the card and return the form to the Library. These cards are only valid for use at the Evanston Public Library. The school card will expire at the end of the school year.

7.2.6 Non-Resident "Fee" Cards

Non-residents may purchase a library card for use at the Evanston Public Library if such non-residents are eligible for an Evanston Public Library card under the current [State of Illinois rules and regulations](#) governing the issuing of such cards. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director calculates said fee annually and reports it to the Library Board at the April meeting. When necessary the Library Board will adjust the non-resident fee to equal or exceed the fee determined by the Illinois State Library formula.

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston. Such cards may only be valid for one year and may only be used at the Evanston Public Library.

7.2.7 Registration of Reciprocal Borrowers

The Evanston Public Library will register for use any currently valid library card from a Reaching Across Illinois Library System (RAILS) library or from any library having reciprocal borrowing agreements with RAILS or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must also present valid photo identification.

7.3 Account Suspensions, Denials and Appeals

7.3 .1 Library Card Account Suspension

The Evanston Public Library reserves the right to suspend the Library card account for violation of library rules or in other instances determined by the Library's Administration.

7.3.2 Appeals

Anyone who believes that they have been unfairly suspended or denied a library card and is not satisfied by the decision made by the Library Director or designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

7.4 Fees and Issues with Library Materials

7.4.1 Borrowers with Overdue Items or Bills

The Library notifies patrons by email or phone call prior to an item's due date and notifies patrons by email or phone call when items are overdue. These notices are sent as a courtesy to patrons and bills or fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

Bills or Fees may be waived by the Access Services Manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

Patrons are not permitted to check out physical library materials or renew their library account when they have long-overdue materials, owe bills or fees that total \$10.00 or

more. Library materials are considered lost when they are 45 days overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within 365 days after items are billed. The processing fee is not refundable.

The Library makes use of a collection service to obtain the return of or payment for billed library materials. Accounts will be sent to collections if the total amount billed is over \$25 and an additional \$10 collection service fee will be applied

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may deny borrowing privileges until those materials are returned or the debt is paid.

7.4.2 Borrowers with Damaged or Missing Materials

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Access Services Manager or their designee determines the charge for damage that can be repaired. Patrons may replace lost or damaged books owned by the Evanston Public Library with a new book that is an exact ISBN match. Replacement items must be new and not used or marked. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

The Evanston Public Library does not accept replacements for non-print material.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items plus a processing fee. Suspension of Library privileges and legal action may be taken if the damage is extensive.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Review of Evanston Public Library's Workplace Transition Policy
Date: May 11, 2022

Recommended Action:

Staff requests a review of the Evanston Public Library's Workplace Transition Policy.

Summary:

Human diversity leads to innovation, which is a key value of our work at the Evanston Public Library. We know that there's no one way to be transgender and there's no one right way to come out at work. However, know that we will support you through this process in a way that is comfortable for you. We will protect your privacy and confidentiality. We will also protect people who report to you. The intended audiences for this document are Evanston Public Library employees transitioning their gender in the workplace, managers and colleagues of people who are transitioning, and interested Evanstonians.

The policy has been reviewed and approved by the City of Evanston's Law Department.

The policy can be reviewed here:

<https://www.epl.org/wp-content/uploads/2021/02/Evanston-Public-Librarys-Workplace-Transition-Policy.pdf>

Attachment: Workplace Transition Policy

This document is adapted from [Mozilla workplace transition policy guidelines](#)

Evanston Public Library's Workplace Transition Policy

Human diversity leads to innovation, which is a key value of our work at the Evanston Public Library. We know that there's no one way to be transgender and there's no one right way to come out at work. However, know that we will support you through this process in a way that is comfortable for you. We will protect your privacy and confidentiality. We will also protect people who report to you.

The intended audiences for this document are Evanston Public Library employees transitioning their gender in the workplace, managers and colleagues of people who are transitioning, and interested Evanstonians.

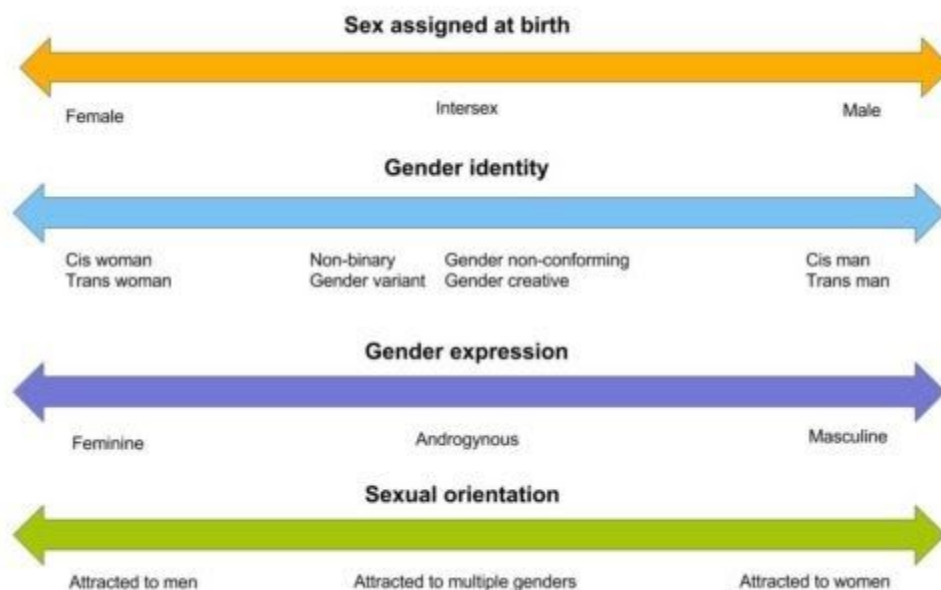
Definitions and concepts

These definitions, adapted from the [Berkeley Lab Workplace Gender Transition Guidelines](#), are not intended to label employees, but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves. For more information on terminology, visit the National Center for Transgender Equality's [website](#). Evanston Public Library recognizes that the terms and definitions around gender and identity are themselves fluid and changing and support an individual's right to choose the best language to describe themself.

- **Gender identity:** A person's internal, deeply felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.
- **Gender expression:** An individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine, feminine, both, or neither.
- **Cisgender:** An umbrella term that describes people whose gender identity and/or expression corresponds to their sex assigned at birth.
- **Transgender:** An umbrella term used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
 - A person whose sex assigned at birth was female but who identifies as male is a transgender man.
 - A person whose sex assigned at birth was male but who identifies as female is a transgender woman.

- Some people described by this definition don't consider themselves transgender—they may use other words, or may identify simply as a man or woman. **Evanston Public Library prohibits discrimination on the basis of gender, sex, and gender expression regardless of whether someone identifies as transgender.**
- **Gender non-conforming:** This term refers to individuals whose gender identity or expression exists outside of the gender binary of woman or man. This includes, for example, nonbinary, gender-fluid, gender creative, genderqueer, gender non-conforming, and agender people.

This figure, produced by [TransFocus](#), illustrates the spectrums of sex assigned at birth, gender identity, gender expression, and sexual orientation.



It is important to note that everyone has a:

- Sex assigned at birth
- Gender identity
- Gender expression
- Sexual orientation

Here are a few more definitions:

- **Transition:** The process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This may or may not include changes in name and pronoun, bathroom and facility usage, participation in activities such as sports teams, hormone therapy, gender confirmation surgeries, or other medical procedures. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include coming out (telling family, friends, and coworkers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.
- **Sexual orientation:** Refers to the identities or groups of identities you are attracted to sexually. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like cisgender people.
- **LGBT:** A common abbreviation that refers to the lesbian, gay, bisexual, and transgender community.

Reporting harassment

Discrimination based on gender identity or expression is not tolerated at Evanston Public Library. Derogatory, hurtful, or harmful language is not tolerated. This includes deliberately referring to someone by a gender that they do not identify with, and/or questioning the legitimacy of an individual's gender identity. This could also include being dead named (using someone's birth name instead of their chosen name) or not respecting a person's pronouns. If you experience or witness harassment, please report it.

Rights and responsibilities

There are rights, expectations, and responsibilities of each party associated with a transition in the workplace. It is essential that open and honest communication be established to build trust for each party. With each right also comes responsibility or an expectation. A successful transition in the workplace can occur only with commitment and understanding of each involved part.

Transitioning individual

If you are the transitioning employee, you have the right to work openly and authentically. This means that you may express your gender identity, characteristics, or expression without fear of consequences by the Evanston Public Library.

It is important for you to advocate for yourself. You are not required to tell anyone at the Evanston Public Library; however, if you choose to disclose, the first step is to inform key personnel who can assist you. Your initial point of contact may be your supervisor, another member of the Administrative Team or the library's social worker. Note that if you choose to disclose, at some point, your immediate supervisor, manager, or HR representative will become part of your support team.

Remember, Evanston Public Library employees are covered under the City of Evanston's Healthy Workplace policy and Personnel Manual (section 3.4), but Evanston Public Library must be aware of your situation in order to provide support. Explain your intentions, needs, and concerns to your supervisor or support person. In reporting any situation where you are not feeling comfortable at work, it helps your manager or support person to understand what result or change you wish to see. In addition, the library's social worker can support you with resources or by being an additional support and resource for your manager and team.

Managers

Evanston Public Library's culture supports diversity and inclusion. If someone who reports to you informs you of their desire to transition, or if an individual in your workplace is currently in the transition process, your support is critical. Below are tips to reflect your support:

- If you are unfamiliar with the transition process, use the coaching and resources available to you through the Admin Team to become familiar with this process.

- For supervisors, you should also use these guidelines to further educate your staff.
- Listen carefully to what the individual is telling you and how they'd like to be treated (Do they want to keep their transition as quiet as possible or do they wish to celebrate publicly?)
- When meeting with the transitioning individual about their needs and concerns, remain respectful and open-minded.

If you oversee, manage or lead an employee who is transitioning, it is important that you demonstrate an understanding of (and use a sensitive approach to) their needs and concerns. It may be challenging for transitioning individuals to make themselves vulnerable to a person upon whom their job depends. Make it clear that you will not gossip and only share information where there is a legitimate need to know. Managers should use discretion and be as confidential and discreet as possible. For example, if you need to contact Human Resources, do not copy extraneous people to the email. Before referring to your employee by their new name or pronouns on an email list or other communication channel, confirm with them that this is appropriate. Explain questions and concerns you might have and ask their opinion on matters covered in subsequent sections of this document and the "Creating a Plan" Worksheet. Be prepared to have open conversations with your staff to answer any of their questions regarding the transition process.

Evanston Public Library requires all managers and colleagues to use the transitioning individual's correct gender pronouns. Please note that pronouns are not limited to "she" or "he," but can also include other non-binary pronouns such as "they" or "ze."

Developing a plan

Discuss the expected timeline with the transitioning employee:

- When the individual will begin their transition at work. This will probably be the point at which the individual begins to present in accordance with their gender identity, including change of name, pronouns, dress, grooming, appearance, and restroom use.
- When to inform various stakeholders.
- Anticipated time off required for medical treatment, if known. Since benefits may vary depending on coverage, contact the Human Resources department for more information.

Addressing concerns of coworkers and patrons

If you are a supervisor, you can reference the guidelines contained in this document when communicating about transition-related topics with your team. If additional questions or concerns arise that are not covered by these guidelines, you can use the Additional Resources at the end of this document, as well as speak to the other members of the Admin Team about the specific questions. If patrons have concerns, they should be directed to a member of the Admin Team.

Co-workers

Evanston Public Library's workplace values require that all employees treat one another with dignity and respect. This includes the requirement that all managers and colleagues use a transitioning individual's correct gender pronouns. Please note that pronouns are not limited to "she" or "he," but can also include other non-binary pronouns such as "they" or "ze."

All EPL employees should familiarize themselves with the points made in the brochure [Tips for Working with Transgender Co-workers](#).

If an employee has questions or concerns about the topics covered in this document, they should speak to their supervisor or another member of the Admin Team. They should not expect a transitioning colleague to answer their questions about transgender issues.

Specific policies and guidelines

Privacy

Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information.

We expect Evanston Public Library employees to respect the privacy of all individuals, including transgender individuals.

Management and coworkers should not disclose information that may reveal an employee's transgender status or gender non-conforming presentation to others who do not have a legitimate need to know. For example, a transitioning employee may choose to disclose to coworkers but keep this information private from library patrons.

Names and pronouns

An employee should be addressed by the name and pronoun that correspond to the employee's gender identity, upon request; a court-ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of EPL's policies. If you are unsure what pronoun a transitioning coworker might use, you can politely ask your coworker how they would like to be addressed.

Official records

Evanston Public Library will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Evanston Public Library may also not be legally able to change some records. Many records, however, can be changed to reflect a person's name without proof of a legal name change. For specifics, see [Creating a Plan worksheet](#).

We will update any photographs that the transitioning employee identifies in the workplace that are Evanston Public Library's possession and that Evanston Public Library has the right to unilaterally alter, so the transitioning employee's gender identity and expression are represented. If a new or transitioning employee has questions about library records or ID documents, the employee should contact the Assistant Director.

Restroom access

At Evanston Public Library locations, transitioning employees have the right to use the restroom that corresponds to the employee's gender identity or gender expression, regardless of the employee's sex assigned at birth. The transitioning employee knows their gender better than the person objecting does.

Creating a plan

A plan can help facilitate a smooth transition process. The [Creating a Plan \(CAP\) Worksheet](#) lists potential items of consideration for the transitioning employee, along with estimated timelines. Please note that not all gender transition "steps" occur in the same way, or in the same order. Some items in the CAP sheet may happen in a different way or order, depending on the individual's particular situation. The CAP sheet merely functions as an overview of various steps that an individual might consider in the

gender transition process. It is not intended as a definitive document or a checklist that requires strict adherence.

Putting together a stakeholders list

If you are a transitioning individual, you might consider the following questions related to stakeholders:

- Who are all the people (internal and external) that you may need to engage at some point during your transition?
- When do they need to be engaged?
- Are there any specific issues that must be addressed sooner rather than later?

Creating a timeline

As a transitioning employee, it can be useful to review a list of possible action items to consider before transitioning. These steps can be tailored according to the individual's own time frame and are just a suggestion of one way to approach transitioning at work. If you are a transitioning employee and need assistance with developing your plan, contact your supervisor or the library's social worker.

At some point in the process, the transitioning individual may want to legally change their name. For more information on legal identity change in the US, refer to the document [ID Please](#) from the Transgender Law Center.

Creating a plan worksheet

This worksheet, based on [Appendix A of the Berkeley Lab Guidelines](#), is a list of potential items to consider, along with estimated timelines. Please note that not all gender transition "steps" occur in the same way, or in the same order. Some items in the Creating a Plan (CAP) sheet may occur in a different way or order, depending on the individual's particular situation. The CAP worksheet merely functions as an overview of various steps that an individual might consider in the gender transition process. It is not intended as a definitive document or a checklist that requires strict adherence.

Additional considerations when creating your plan

The following are additional considerations for the transitioning employee:

- Which of these possible steps are important to you? Do you want to come out at work? Not telling people is an option, too.
- Consider any unintended consequences. For example, a new subscriber ID from your insurance company may result in cancellation of pending claims, preauthorization approvals, or dependent claims, and/or may impact your selected primary care physician.
- When will you need to process any necessary changes to other items, such as professional licenses, publications, degrees, credentials, etc.?
- Search for your current name in various Evanston Public Library web pages or other references. Which references would you like to have altered or removed?
- Informing your supervisor: if and when you feel comfortable and safe to come out. Not telling people at work is an option, too.
- Informing the people you work with: if and when you feel comfortable and safe to come out. Not telling people at work is an option, too. How would you like your team to find out about your transition (for example, a letter, a face-to-face meeting, individual discussions, your supervisor explaining)? If in person, who do you want in the room?
- Coming out—telling everyone who works with you (collaborators, patrons, external partners, relevant communities): if and when you feel comfortable and safe to come out. Not telling people at work is an option, too. How would you like to inform your stakeholders, patrons, and/or partners?

Additional resources

- The National Center for Transgender Equality has an excellent [guide on how to be a good ally](#).
- The National Center for Transgender Equality also has an excellent [resource for understanding, and being supportive and inclusive of non-binary people](#).
- The Transgender Law Center has a good [2-page PDF brochure](#) with tips for working with transgender coworkers.
- Sage Sharp has a [blog post on coming out as non-binary](#). Sage is an inclusion consultant who was a Linux kernel developer for 10 years. Toward the end, they have an excellent section about how to talk about their new name and pronouns.
- [A site from Mozilla's Bugmaster Emma Humphries on people, names, systems, and software](#). In particular, her 2015 Open Source Bridge talk titled [Design for Renaming](#) is excellent. Emma has a [call to action](#) about improving

systems to make it easier for people to change their names and to have those changes be consistent throughout various systems.

- [Gender-Neutral Pronoun 'They' Adopted by Associated Press](#)
- [This 11-minute TED talk](#) by author Ivan E. Coyote titled “Why we need gender-neutral bathrooms” is helpful.
- [These guidelines from the United Nations on gender inclusive language](#) is a useful resource on speaking and writing in a way that does not discriminate against a particular sex, social gender or gender identity, and does not perpetuate gender stereotypes. Given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality and eradicate gender bias.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Review of Land Acknowledgement draft
Date: May 11, 2022

Recommended Action:

Staff requests review and comment on the Evanston Public Library's draft Land Acknowledgement document.

Summary:

Library staff have reviewed and contributed to the attached Land Acknowledgement document drafted by Legal Literacy Librarian Lorena Neal. Suggestions from Jasmine Gurneau at Northwestern University's Center for Native American and Indigenous Research (CNAIR) are included in this draft.

This language could be included on EPL's website along with links to additional resources. A shorter version could be drafted to be read aloud at programs.

Proposed Language for Land Acknowledgement

Before colonization and settlement by people of European descent, the place we know as Evanston was home to the Potawatomi, Odawa (Ottawa) and Ojibwe Tribes, also known as the Niswi-mishkodewinan (Council of the Three Fires), an alliance of Anishinaabeg peoples. It also served as an important crossroads and meeting place for a number of other Indigenous tribal nations, including the Arapaho, Cheyenne, Fox, Ho-Chunk, Illinois, Inoka, Kickapoo, Miami, Menominee, Peoria, and Sac Nations. We acknowledge and honor the original people of this land, as well as the Indigenous people that still call this area home, and support their continued work for justice, self-determination, and sovereignty.

The [Laurier Students' Public Interest Research Group](#) has written an excellent statement on why it is important to acknowledge and recognize the history of this land, which we would like to share: "To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial. It is important to understand the long standing history that has brought you to reside on the land, and to seek to understand your place within that history. Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation. It is also worth noting that acknowledging the land is Indigenous protocol."

Agenda Item 4.E

At the Evanston Public Library, our stated mission is “to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources.” For more information and resources on the Indigenous history of our area, please visit the following page [insert link to page of library resources, [Mitchell Museum](#), NU [Native American & Indigenous Initiatives](#), [Chicago American Indian Community Collaborative](#), [American Library Association Indigenous Tribes of Chicago](#)]



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
April 12, 2022

Members Present: Terry Soto, Mireya Dominguez, Linnea Latimer, Lorena Neal, Karen Danczak Lyons

Updates

- Data collection continues with most patrons voluntarily sharing their race, ethnicity and language spoken at home. Results will be shared as part of the monthly Directors report via the data dashboard.
- Partners of the EPL [PEPL] continue to seek volunteers. Volunteers will be representative of Evanston's population and could include teen representatives. Work has begun on a logo.
- After careful consideration, District 65 has determined that the new 5th ward school can not accommodate a 10,000 square foot EPL branch. Exploration of co-locating a new EPL branch in the renovated Family Focus building continues.
- The construction of a Mobile Library will be brought to the May EPL Board meeting for consideration.
- Linnea Latimer announced her resignation from RETF though she will remain on the Strategic Planning Committee.

Library Director's Report May 18, 2022

Updates:

- For the first time, the League of Women Voters will include a two page section on the Evanston Public Library in the next edition of their "This is Evanston" book. My thanks to the members of the League and to Cate Whitcomb for this addition to their publication.
- The Evanston Public Library joined other community based organizations as the Coalition to End Homelessness in Evanston held their initial meeting. EPL was well represented as Jill Skwerski, Shawn Iles and I all attended.
- Our Spring All Staff Day was a success and included thought provoking presentations and the opportunity to welcome new staff and celebrate promotions. A celebration for our retiring Volunteer Coordinator Mary Kling was one of the highlights. My appreciation to all who attended, staff who presented and the amazing Lea Hernandez Solis, John Devaney and the Maintenance team and Dennis Leaks and the Safety team for their support.
- Our **High Lights Writing & Storytelling Workshops, in partnership with Northlight Theatre** in March and April have been very successful. The 16 participants all gave positive feedback such as "Fabulous"; "Ruben did a lovely job of providing kindness, inclusiveness and stimulating creativity. No judgment. Just encouragement."; "Great. Every single classmate participated."; "Created a supportive environment, engaged us in listening carefully to one another." The Northlight facilitator reported "(it was) such a wonderful group...Every single participant said they are interested in the writers group in May/June." (LLL, Heather Ross)
- We are moving towards increased volunteer participation in our annual **Mission Impossible program**. In addition to groups facilitated by library staff, this year we have four groups facilitated by volunteers. Recently, Paola Rodriguez, one of the members of the Spanish language discussion group, facilitated a program for all MI group members (42 participated) about her home country **Columbia and its culture, geography, and history—and the writings of Márquez**. Paola said that she was "grateful for the opportunity" and was "honored to be asked." Feedback from attendees: "Thank you SO MUCH to Paola. It is so kind of you to share your time and experiences."; "Thank you, Paola, for sharing your love of Columbia with us tonight." "Listening to Paola makes me wish I spoke Spanish so that I could be in her group!" "It was a really good event, Paola is a delightful woman."; "Very much appreciate your insights and enthusiasm, Paola!"; "What a treat."; "Thank you! It was terrific." (LLL, Heather Ross)
- In honor of **National Poetry month**, the Better Off Read Book Group read two inaugural poems: Maya Angelou's "On the pulse of the morning" and Amanda Gorman's "The hill we climb." **Parneshia Jones**, local poet and editor of Northwestern University Press attended and closed the program by reading one of her poems. The 18 attendees were thrilled that we had such a wonderful guest. (LLL, Bridget Petrites)
- "Thanks so much! These look perfectly matched for me - I can't wait to start reading them! **LitMatch** is such an amazing service! I have used it for my kids before, and always been so pleased with the quality of the recommendations and how much my kids enjoy the selections. This is my first time using it for myself, and I'm so thrilled that I did!" - feedback from a patron who used the library's LitMatch service
- Engagement Services staff Tracy Olasimbo, Carmen Francellno, Mariana Bojorquez, and Laura Antolin **visited Washington and Dawes schools** to meet with each

classroom, share programming opportunities, and create library cards. The team met with +/-850 students and created around 200 library cards. They'll be visiting with Oakton School students next week.

- Bea Echevarria hosted a **bike repair clinic** at Crown in collaboration with a bike mechanic from local shop Wheel & Sprocket. The event was a great success, with 15 bikes getting a spring tune-up. This event is part of our climate action programming and is a compliment to the bi-monthly repair clinics hosted at Crown.
- **Dia de los Niños** at Crown and Main, featuring interactive Encanto, drew crowds of 60 at both locations. Staff received positive feedback, including a comment from a TWI Kindergarten teacher from Willard. She came with her five year old daughter to the movie. They had a blast! The program inspired her to teach the Dia de los Niños holiday to her classroom so she came back to check out some books for her class. Bojorquez.
- Martha Meyer and Laura Antolin represented EPL and our new **Blueberry Award** selections at the Ecology Center's **Earth Day** event. They will also be the site of another Storywalk©.
- **The Bias Inside Us** exhibit and accompanying programs have been well received this month. Some feedback from attendees: "The library helped me find ways I discriminate, understand my biases, become more aware and learn solutions. Thanks!"; "This exhibit has given so much to think about. I loved the ability to interact."; "I'm glad to see the exhibit also addresses invisible disabilities as a bias we should be aware of. Thanks!" **The Human Library** event on 4/24 had 36 checkouts of the 7 "books." Over 50 people have contributed to the **Disrupting Bias tapestry**, which will travel to different sites around town after the exhibit closes. And over 30 people participated in discussions about bias in partnership with the YWCA Equity Institute. (LLL, Heather Norborg, Julie Rand & Mary Kling)
- In partnership with the Emergency Management Division of the EFD, we hosted **Emergency Preparedness - Spring Events** on 4/21. There were 33 (21 zoom, 12 in person) attendees. The program will be repeated 4 times per year, in preparation for each season's potential extreme weather events. This first program went pretty well. We'd like more attendance in future sessions. For our first hybrid event, the zoom attendees had some issues hearing the speakers/seeing the slides so we will work to remedy this for the next iteration. (LLL, Katy Jacob)
- In April, 18 staff members completed a **training course on Creating Pathways to Civil Legal Justice**, facilitated by LLL Legal Librarian Lorena Neal.

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. One volunteer helped with delivery to 8 Daycare Homes; staff picked up an additional 4 Daycare home delivery in light of one volunteer's quarantining due to Covid. Participants in this program continue to be extremely grateful for the book deliveries and children are visibly excited when new books arrive.

- Summer Reading - considering ways to include preschool children in ABC Boosters to also be registered for Summer Reading Challenge.
- ABC Boosters:
 - Book and materials orders are beginning as we move forward with ABC boosters this summer. Confirmation with sites are being ironed out. At this time, 16 youth have accepted employment in this program.
- 2021-2022 school year Programming:
 - The Family Center (at Joseph E. Hill Early Childhood Center) has been hampered by staffing so we have pushed out additional STEAM Club in classrooms for the summer.
 - Early Childhood preschool at Joseph E. Hill Early Childhood Center
 - Final Virtual STEAM Club w/Ms. Laura
 - April 20, 2022 Attendance = 18 kids; 11 adults
 - Final Virtual PACTw/Ms. Laura
 - April 21, 2022 canceled
- Work with NU, School of Communication:
 - Work continues with this partnership.
- LENA Start Grant w/The Family Center:
 - We began our Spring 2022 cohort of LENA Start Parent Workshops on Wednesday night, April 20, 22 with 7 families with children 3 months to 3 years old. Parents have received their initial tote with workbook, vest, and device on April 18. They have received 2 of 10 board books and will continue to receive them weekly throughout the program.
 - April 20, 2022 Attendance = 8 parents
 - April 27, 2022 Attendance = 6 parents
- 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 1520 English speaking families (up by 12 families from last month) and 756 Spanish speaking families (up by 5 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-
 - We are currently working out the schedule for 3 story times over the summer with parents and children.

- **Liaison to School District 65 and Evanston Township High School District 202 [Elascha Madison]**
 - Close to 300 people (youth, families, community members) attended this year's Cardboard Carnival Showcase at Fleetwood Jourdain. 47 students submitted a game for the challenge this year. The highest percentage of submissions came from Black students, who submitted 44% of the projects, followed by 21% Latine/LatinX/Hispanic, and 19 % white. 55% of the submissions were from female identifying youth.
This year's Cardboard Carnival was a huge success with EPL, EvanSTEM, D65, Family Focus, Northwestern University and Y.O.U. all working together to ensure we're reaching the youth in the community who are underrepresented in STEM fields. 16 students were placed with mentors from NU's McCormick School of Engineering and National Society of Black Engineers.
- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Heather Norborg, Jill Skwerski]**
 - EPL , D65 5th grade computer science classes and Northwestern University's TIDAL Lab continue to complete the Code Beats curriculum and are planning a community showcase on May 21, 2022 at ETHS starting at 1:30 pm
 - CodeID classes at Crown continue through next month in partnership with undergraduate students from McCormick School of Engineering.
 - Oakton STEAM camp prep continues, gearing up for a 2 week camp at Crown beginning the week of July 18th.
 - Northwestern Emeritus Organization & EPL' timely mini-course "**SCOTUS: Law & Politics**" occurred on 4/26 & 5/3 with Professor Jerry Goldman with 90 attendees. Some feedback from the attendees: "Very engaging and informative!"; "Thank you for an excellent presentation." "Thank you very much. This was so enlightening"

Upcoming events of Note:

- Mariana Bojorquez and Carmen Francellno will be hosting a pop-up library at the Umbrella Arts Festival in Fountain Square on May 14th. The festival is a celebration of our Asian, South Asian, Pacific Islander community through art, music, dancing and food, and will feature a concert by renowned band Funkadesi and performances by Mandala Arts, Flying Fairies and more!
- Following up on a successful collaboration with the Moran Center in March, we will be working together again to host an opportunity for community members to access eviction and criminal expungement support at Crown on May 24th, 3-6pm. More details to come.
- Beginning in June the ELL team will be offering storytimes with sand and water play at Evanston's, now free to all residents, beaches and select other parks in addition to EPL on the Fly, weekday summer park visits
- Two Illinois Libraries Present events in May feature Asian American authors:
 - An Evening with FC Michelle Zauner (author of *Crying in H Mart*) May 18
 - An Evening with Jessamine Chan (author of *The School for Good Mothers*) May 25

Development

501(c)3 - The Partners for the Evanston Public Library (The PEPL)

The group of volunteers who are leading the establishment of a new 501(c)3 named the Partners of the Evanston Public Library continue to meet regularly and have reviewed the MOU which is introduced for discussion in tonight's meeting. The application for recognition of status as a new 501(c)3 in support of the Library's mission has been submitted. The PEPL have created a logo (provided below) and are connecting with Library engagement staff to attend community events. They are interested in supporting the Library's efforts and welcome invitations to support the EPL at future community events.



PEPL
Partners of the Evanston Public Library

Nontax Fund Development Orientations offered at All Staff

In an ongoing effort to operationalize philanthropy at the Library, the Development Team provides orientations to every department and welcomes questions and suggestions from all Library constituencies daily. This year, all department orientations were completed during the first quarter and staff had an additional opportunity to attend an open session at the Spring All Staff Training, slides provided below. The purpose was to provide familiarity with Development resources and to continue to foster a culture of philanthropy throughout the Library.

A culture of philanthropy means that everyone in the organization shares a belief and embraces the value of philanthropic support. It ensures that everyone understands that volunteerism, meaningful engagement and fundraising are critical to our organizational health, and each individual has a role to play in the success of the process.

Building a culture of philanthropy in government and in uncertain times is not simple. It requires a deep commitment from the institution and its constituents. The following resources may be useful as we continue to build a culture of philanthropy:

[Culture of Philanthropy: What is it?](#)

[Equity Centered Philanthropy: Honoring the Past While Celebrating the Future](#)

[Who's Responsible for a Culture of Philanthropy?](#)

[Building a Culture of Philanthropy](#)

The presentation from All Staff Day follows. Questions are welcome.



Introductions

EPL Development Department:

- **Erin Miesner**, Data and Donor Relations
emiesner@cityofevanston.org | (847) 448-8653
- **Wynn Shawver**, Chief Development Officer
wshawver@cityofevanston.org | (847) 448-8657
- **Jennifer Shreve**, Grants and Partnerships
jshreve@cityofevanston.org | (847) 866-5947

Please introduce yourself:

- Name
- Role at EPL
- What comes to mind when you think about development or philanthropy at the Library?
- Is there anything in particular you hope to gain from our time together?

What do we mean by Non-Tax Revenue?

- Individual donations
- Grants
- Endowment transfer
- Fees & income (meeting room rental, book sale, Xerox, etc.)

Revenue	2022 Approved Budget	% of revenue
Individual Donations	\$400,000.00	Philanthropic Support \$1,017,777 12.2%
Federal Grants	\$165,000.00	
Library Grants	\$125,000.00	
Library State Per Capita	\$109,866.00	
Endowment transfer	\$217,911.00	
Fines & fees	\$0.00	Other Non-Tax Revenue \$102,224 1.1%
Sales	\$0.00	
Investment Income	\$15,000.00	
Snack machine	\$0.00	
Misc	\$10,000.00	
material replacement	\$15,000.00	
book sales	\$5,000.00	
copy machine	\$5,000.00	
meeting room rentals	\$5,000.00	
North Branch building rental	\$47,224.00	
Non-tax revenue total	\$1,120,001.00	13.38%
Tax Revenue	\$7,252,000.00	86.62%
Total Revenue Expected in 2022	\$8,372,001.00	

2022 Board-Approved Budget Performance Report

A few fundamentals...

1. **Philanthropy:** The practice of giving money and/or time to help make life better for other people
2. **Development:** The process of creating and enhancing relationships with potential and existing donors to ensure sustainable non-tax revenue sources
3. **Fundraising:** Solicitation of financial donations
4. **Are gifts/donations to the Library tax-deductible?** Yes. Donations to the library generally qualify for tax deductions. IRS Publication 526 states that "Money or property given to federal, state, and local governments, if your contribution is solely for public purposes," is deductible. Donations to EPL are deductible because we are a department of a local government and donations are for public purposes.
5. **Does the Library qualify as a 501(c)3?** No. Government entities do not qualify for 501(c)3 status. A group of volunteers who wish to support the Library are currently establishing a 501(c)3 called the Partners of the Evanston Public Library (the PEPL). Once established, this will serve as a 501(c)3 to advocate, engage, and sustain grassroots support throughout the community.
6. **Forms and all key terms are defined on the staff page under the Development Section.**

Overview of Grants

Grant Process

Grant Management

- Tier One:** \$0 - \$4,999
 - Program Manager
 - Budget Manager
- Tier Two:** \$5,000 to \$24,999
 - Assistant Director
 - Development Department
 - Program Manager
 - Budget Manager
- Tier Three:** \$25,000 and Greater
 - Library Director
 - Assistant Director
 - Development Director
 - Program Manager
 - Budget Manager

Grant Stages

- Identification
- Qualification
- Planned Proposal
- Proposals Submitted
- Awarded or Declined
- Stewardship

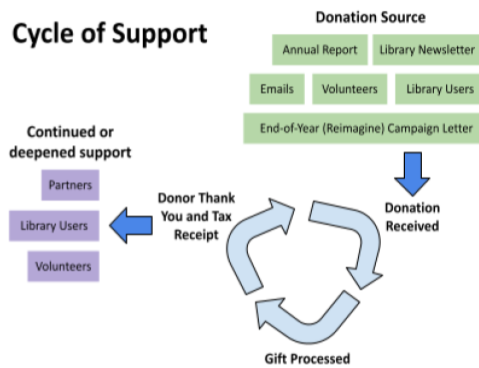
2021 Results

- 168 grants identified
- 150 were ultimately disqualified after review, discussion with staff
- 18 became proposals to be submitted, requesting \$682,300
- 12 proposals were awarded, for total awards of \$249,400.

Overview of Individual Donation Process

Lifecycle of a Gift

- Donations are received by mail, online through the website giving page, or in-person by staff
 - All mail or in-person donations are placed in the green safe on the 4th floor (located by the Development team desks)
- Gifts are recorded in the Raiser's Edge CRM
 - Contact info updates, tribute information, or any other gift notes are tracked in Raiser's Edge
- Donors are thanked by email or letter, with a required tax receipt included
- Reports are generated using the amalgamated data in Raiser's Edge



Raiser's Edge

2021 Individual Giving Dashboard

Amount Received	Number of Gifts	Individual Donors	Average Gift Size	Median Gift Size
\$418,029	1,598	1,217	\$262	\$100

Campaign performance				
Campaign description	Revenue	Donor count	Goal	Over (Under)
2021 Library Donations	\$136,737	298	\$130,000	6,737.39
2021 Reimagine Campaign	\$281,291	1,026	\$260,000	21,291.28



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: May 11, 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:

- Kate Jordan hired as Engagement Services Library Assistant 25 hours, start date May 23, 2022.
- Ben Ramsey hired as Library Clerk 20 hours position in Access, start date May 23, 2022.
- Assistant Library Director position was posted on PLA.
- Ray Wade was promoted to Custodian II full time position vacated by Don Westphal's retirement.
- Custodian I (Ray Wade's former position) posted internally on May 9 for 10 days.
- Yannick Glover is being offered a Safety Monitor 20 hours position at Robert Crown.
- Cherie Asante is being considered for a Volunteer coordinator position vacated by Mary Kling's retirement, pending board approval.

Weekly PCR COVID-19 testing is being conducted at Main Library and Robert Crown every Monday, administered by NorthShore Clinical Labs.

Continuing with Project Ready curriculum in May: offering 3 sessions of book discussion of JUST MERCY by Bryan Stevenson. April's three (3) sessions were very successful, a total of 23 staff members attended.

Financial Resources

The Library Fund financial report for the period ending April 30th is included for your review. For the operating fund, revenue collection is at 49% of budget projection and expenditures 28%. Capital fund expenditures total 17% of the budget.

Facilities Update

Library Maintenance is finalizing paperwork with City Hall in order to have a purchase order generated for the Ventilation Project bid winner. John is currently working with the mechanical firms involved with the project.

Outside maintenance will proceed as time and labor allow. Hopefully our planters will be finished soon along with refreshing our mulch.



Budget Performance Report

Fiscal Year to Date 04/30/22

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	154,574.50	.00	3,989,031.89	3,262,968.11	55	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	32.43	.00	138.33	(138.33)	+++	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	113,738.64	286,261.36	28	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	721.42	9,278.58	7	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	1.35	(1.35)	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.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	8,018.05	6,981.95	53	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	2,080.56	2,919.44	42	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	180.00	4,820.00	4	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	3,300.00	16,500.00	17	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	\$154,606.93	\$0.00	\$4,130,339.48	\$4,214,237.52	49%	\$8,467,687.68
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	357,664.57	.00	958,822.00	2,464,628.07	28	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	138,044.00	.00	379,098.56	1,046,636.16	27	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	8,611.50	.00	20,226.50	26,773.50	43	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	559.83	.00	3,306.45	13,393.55	20	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	82.79	.00	284.55	(284.55)	+++	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	50,205.50	.00	200,628.26	465,783.20	30	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	194.91	.00	762.29	1,647.23	32	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	1,600.00	3,200.00	33	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	700.00	1,400.00	33	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	23,398.28	.00	70,370.47	151,862.19	32	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	30,552.92	.00	82,184.90	215,449.97	28	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	7,145.47	.00	19,220.73	50,968.29	27	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	45,473.01	13,400.00	67,543.68	164,556.32	33	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	.00	.00	693.00	7,307.00	9	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	14,301.96	(15,196.00)	60,709.16	152,486.84	23	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 04/30/22

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
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	2,939.14	.00	2,939.14	(2,939.14)	+++	.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	3,437.11	21,562.89	14	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,813.32	3,626.68	33	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,628.32	3,256.68	33	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	.00	7,503.00	52,214.78	161,482.22	27	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	53,009.61	.00	110,791.19	144,208.81	43	239,940.25
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	750.00	.00	1,416.00	684.00	67	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	335.52	.00	1,649.10	4,050.90	29	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	3,480.53	.00	28,502.60	87,264.40	25	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	719.89	.00	5,497.37	23,002.63	19	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
65025	FOOD	10,000.00	.00	10,000.00	39.85	.00	39.85	9,960.15	0	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,428.39	.00	2,520.77	9,479.23	21	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	12,396.22	22,603.78	35	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	894.46	6,206.95	3,148.91	40,644.14	19	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	1,446.52	3,588.06	11,056.12	110,355.82	12	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	274.84	.00	274.84	44,725.16	1	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	63,001.43	.00	131,397.09	408,002.91	24	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	151.00	95.89	2,903.15	6,500.96	32	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	5,834.29	.00	13,014.75	58,985.25	18	71,239.13
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	96,442.68	192,885.32	33	280,896.00
EXPENSE TOTALS		\$8,550,722.32	\$0.00	\$8,550,722.32	\$836,086.29	\$15,597.90	\$2,353,311.14	\$6,181,813.28	28%	\$7,824,275.91
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	154,606.93	.00	4,130,339.48	4,214,237.52	49%	8,467,687.68
EXPENSE TOTALS		8,550,722.32	.00	8,550,722.32	836,086.29	15,597.90	2,353,311.14	6,181,813.28	28%	7,824,275.91
Fund 185 - LIBRARY FUND Totals		(\$206,145.32)	\$0.00	(\$206,145.32)	(\$681,479.36)	(\$15,597.90)	\$1,777,028.34	(\$1,967,575.76)		\$643,411.77



Budget Performance Report

Fiscal Year to Date 04/30/22

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										
REVENUE										
51015	PROPERTY TAXES	506,625.00	.00	506,625.00	.00	.00	253,313.00	253,312.00	50	482,243.00
	REVENUE TOTALS	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$253,313.00	\$253,312.00	50%	\$482,243.00
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	253,313.00	253,312.00	50%	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	\$253,313.00	(\$253,313.00)		(\$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	94,095.50	22,860.50	94,095.50	563,044.00	17	405,832.11
	EXPENSE TOTALS	\$680,000.00	\$0.00	\$680,000.00	\$94,095.50	\$22,860.50	\$94,095.50	\$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	94,095.50	22,860.50	94,095.50	563,044.00	17%	405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		(\$200,000.00)	\$0.00	(\$200,000.00)	(\$94,095.50)	(\$22,860.50)	(\$94,095.50)	(\$83,044.00)		(\$405,832.11)
Grand Totals										
	REVENUE TOTALS	9,331,202.00	.00	9,331,202.00	154,606.93	.00	4,383,652.48	4,947,549.52	47%	8,949,930.68
	EXPENSE TOTALS	9,737,347.32	.00	9,737,347.32	930,181.79	38,458.40	2,447,406.64	7,251,482.28	26%	8,712,351.91
	Grand Totals	(\$406,145.32)	\$0.00	(\$406,145.32)	(\$775,574.86)	(\$38,458.40)	\$1,936,245.84	(\$2,303,932.76)		\$237,578.77

Endowment for the Evanston Public Library
 Holdings as of April 30, 2022

	Symbol	Shares/Quantity	Price	Value as of April 2022	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5299.044	\$381.68	\$2,022,539.11	41.98%	
Vanguard Small-Cap Index Fund	VSMAX	3965.937	\$93.49	\$370,775.45	7.70%	
Vanguard REIT Index Fund	VGSLX	1289.300	\$147.19	\$189,772.07	3.94%	
Vanguard Total International Stock Index Fund	VTIAX	15790.774	\$30.05	\$474,512.76	9.85%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7374.550	\$36.21	\$267,032.46	5.54%	69.0%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$485,084.35	\$485,084.35	10.07%	
iShares Silver Trust	SLV	4788.000	\$21.04	\$100,739.52	2.09%	
SPDR Gold Trust	GLD	625.000	\$176.91	\$110,568.75	2.30%	14.5%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$109.844	\$165,231.28	3.43%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.453	\$157,793.29	3.28%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$132.141	\$173,349.96	3.60%	10.3%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.170	29,531.63	\$300,336.72	6.23%	6.2%
				\$4,817,735.72		100.0%

Cash Equivalents	14.5%
US Treasury Inflation Protected Securities	10.3%
Corporate Bonds	6.2%
Domestic Equities	53.6%
International Equities	15.4%
	<u>100.0%</u>



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 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.

[Type here]

Agenda Item 10.A

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



Index (I)	Index (II)	
1/31/1941	11/9/1950	1
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

RUSSIAN KNOW WALL ST. BOMB
Arrested in New York
fuses to Talk.
of New York--A man giving
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
old

EVANSTON
PUBLISHED DAILY
EVANSTON, ILLINOIS
FILE COPY

Re-
the name
Brooklyn,
lyn, de-
who
At

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.



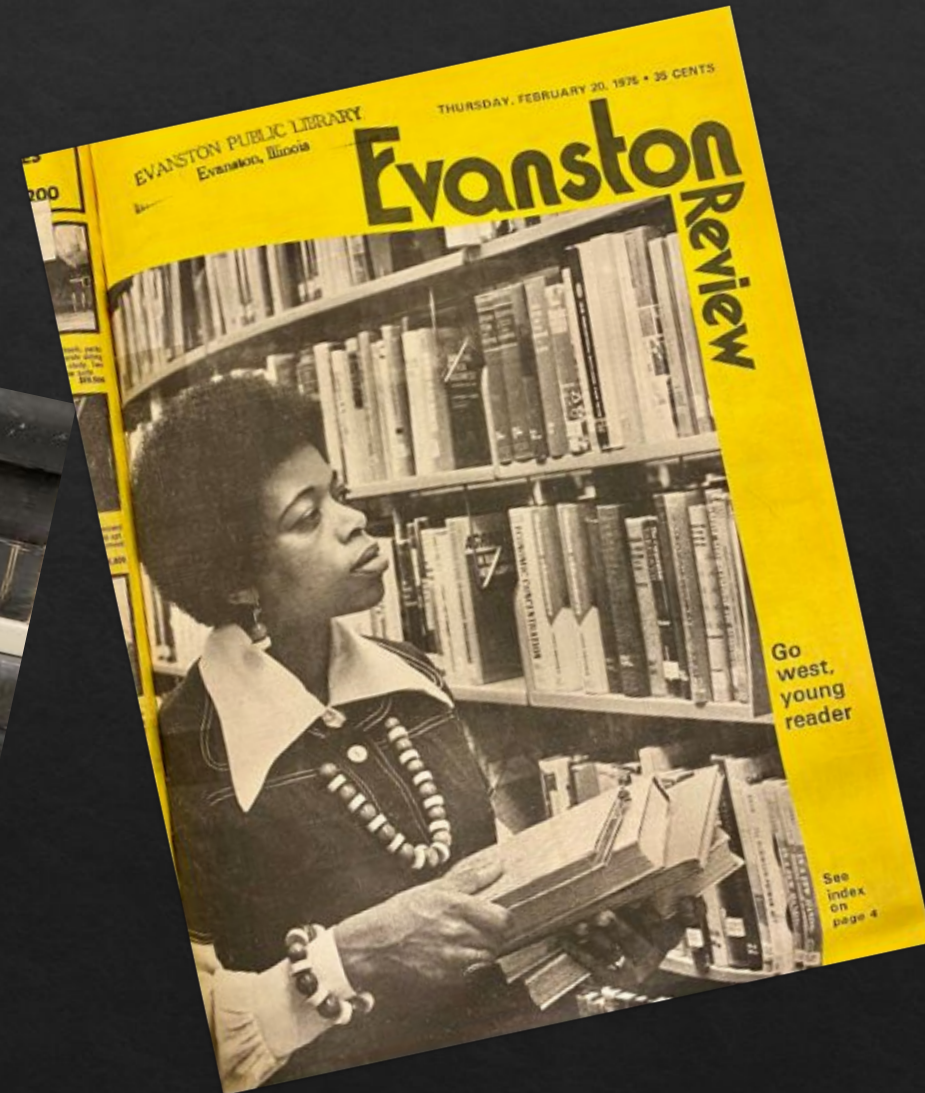
corporation counsel, Raymond F. Simon, and are part of the official proceedings. [12]

[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

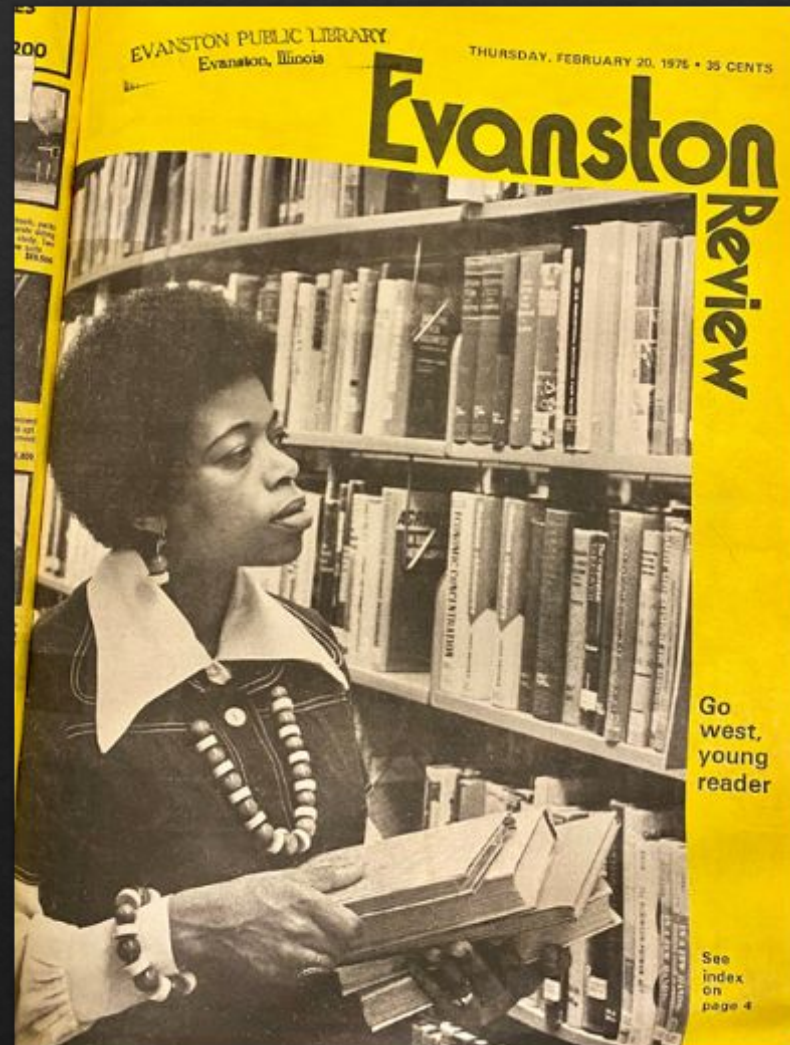
Show All Files

© Copyright 2006-2008



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 Sunset Memorial Gardens in Northbrook.

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.

Searching Advertisements and Photo Captions

Like obituaries, ads and photo captions can contain valuable information about local businesses, residences, and individuals

We currently have no access tools, digital or otherwise, for this content, no clippings file, not even a cardfile

BABY SCHOOL
For Children from 2 to 6
Special Undergrad. through Col. Murray J. Myers, J.D., LL.M.
1930 and 1931. Special. Recreational activities.
This school is for children of school age.
Mrs. S. S. Myers

Barberous System of Educational Unfoldment
2442 Sherman Avenue University 6347



The ORRINGTON
Chocolate Shop
Manufactured at Both and Gold

Wholesale
Retail
Cash and
Carry
2442
Sherman
Ave.

A Land
Man
Finishes
Re
D
W

AD Miss
and

October 11, 1936

THE EVANSTON REVIEW

CLASSIFIED ADVERTISEMENTS
RATES: 15 cents a line for each insertion. Minimum charge
advertisements for any week's issue will be received until 6:00 p. m.
Tuesday.
Rates, sent by mail, or telephone your copy to the office of
THE EVANSTON REVIEW
404 Davis Street Telephone Government 1090

DRESS-MAKING
SEWING
or day or at home.
Government Dressmaker.
SARACLOAN, CHATELAIN,
2715 N. PULASKI
Telephone Unit, 3012 M.

WOLF INSTRUCTION
OLF LESSONS
P. M. A. Golf School. Open to
the public. Ladies are invited.
1811 Chestnut Avenue
17th St. North, Tel. 2-2000

LOST AND FOUND
COAT LAST WED. A CHILD'S PINK
and white over on road; make
known to M. W. 3-2222.

HELP WANTED—FEMALE
SALESWOMEN
EXPERIENCED. FOR READY TO-
wear and coat departments. Also
qualifies.

LORD'S
1714 Northrup, Unit, 1024

SALESWOMEN
EXPERIENCED. FOR READY TO-
wear and coat departments. Also
qualifies.

ROSENBERG'S
1714 Northrup, Unit, 1024

FOR RENT—APARTMENTS
THE ELMWOOD
APARTMENTS
NEW BUILDING
No. 1418-1424 Elmwood Ave. between
Oxleywood and Laramie, now ready.
Strictly modern 4 and 5 rooms with
all lace equipment. Some full-bath
baths. Taxes to Twentieth St. trans-
portation. Reasonable rentals.

Quinlan & Tyson, Inc.
FURNITURE, SQUARE
Unit, 2446

PAYNE REALTY CO.
1249 Sherman Ave. Glendale 233

The Northern
3381 PRAIRIE AVE. — fine location
new 2, 3, 4 and 5 room apartments.
Indoor bath, kitchen cabinets
and cabinet gas ranges; reasonable
rents. Agent at building. Rental
\$35 to \$45

Quinlan & Tyson, Inc.
1249 Sherman Ave. Glendale 233

CO-OP APARTMENT
1249 Sherman Ave. Glendale 233



Sibylle Mittelsdorf, daughter of Mr. and Mrs. Siegfried Mittelsdorf of Evanston, is one of 10 college students to receive a \$500 Air France Scholarship Award to study French culture. A sophomore at Northwestern University, Miss Mittelsdorf left June 19 to study at the University of Dijon, France.

Seaman Thomas J. Kuhn

Actual pages from the *Evanston Review*, 1920s – 1960s.

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

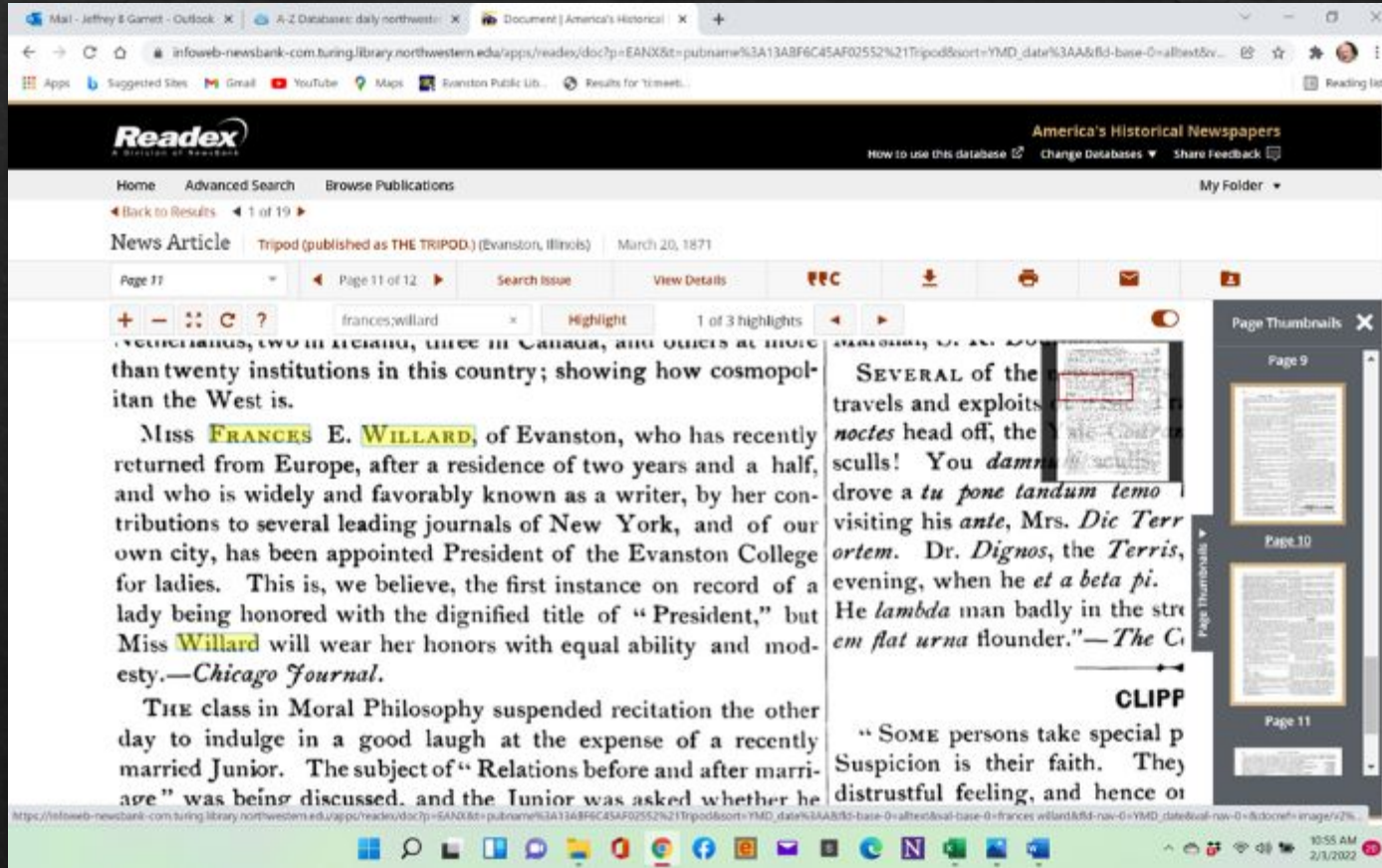
4 Publications

🔽 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

©2022 Readex. Contact Customer Service: 1-800-243-7694 or custservice@readex.com [Share Your Feedback](#) [Privacy Policy](#) [Terms of Use](#)

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



- ❖ 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.

Home Advanced Search Browse Publications
◀ Back to Results 1 of 259 ▶
News Article Daily Northwestern (published as Northwestern)
Page 5 Page 5 of 8 Search Issue
+ - ⌂ ↻ ? saville;flowers x H

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

Halpin, Sp '49, narrated the recordings. Approximately 500 albums, with the cover decorated by a surrealist interpretation of the Rock, are being prepared for sales this

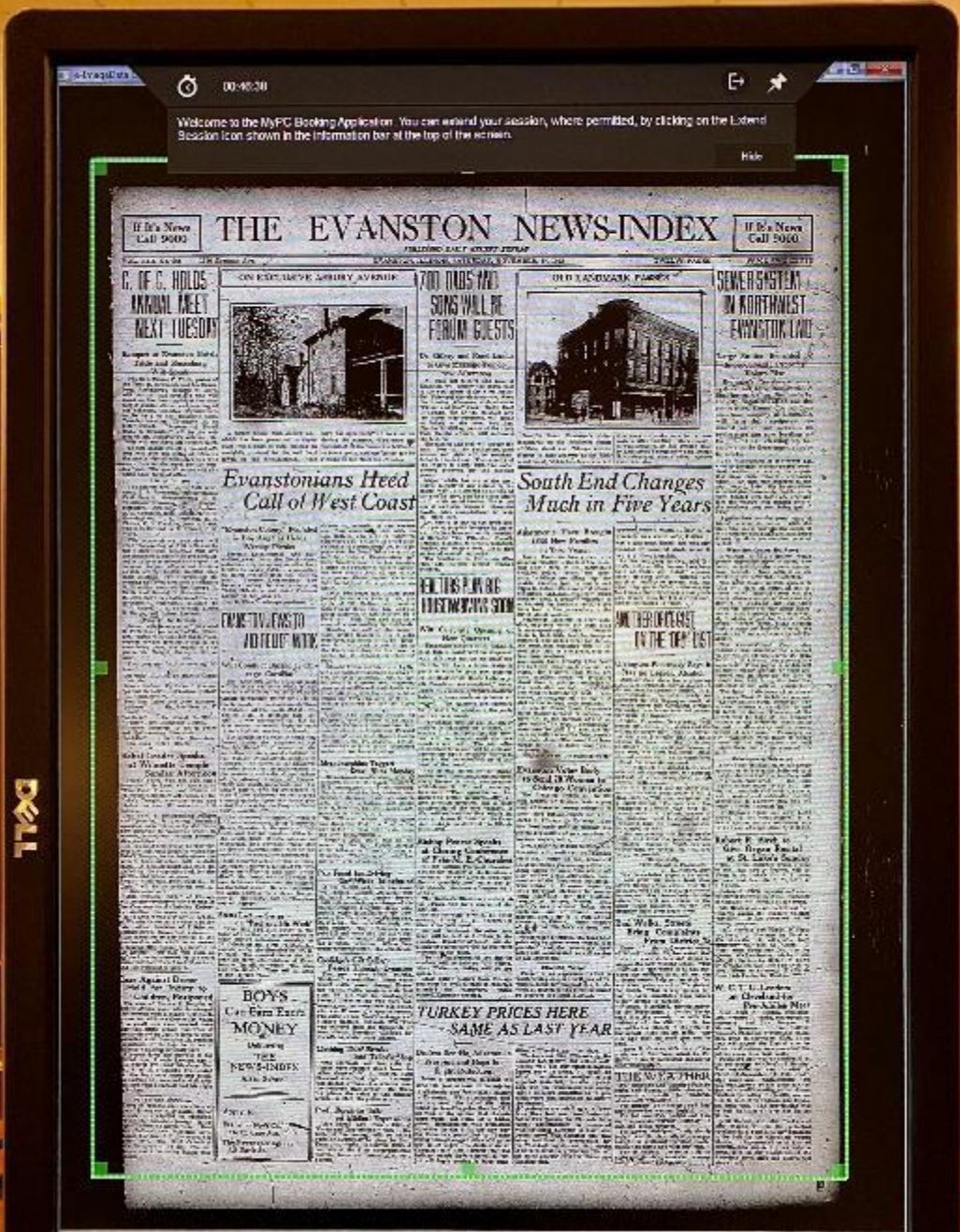
WESTERN) (Evanston, Illinois) | July 15, 1949
View Details
Highlight 1 of 2 highlights ◀ ▶

ANNOUNCED a new method to ease waiting at the student gate. Four or five lanes will be roped off on the lawn next to the sidewalk where a single, two-block line was formed previously. Groups of 50 to 100 people will be admitted from one lane at a time, according to the plan.

SB
STUDENT BOOK SALE
1737 Sherman Ave.

UNUSUAL FOOD at
STEVE TURKOVICH'S
International Kitchen
Health Salads, Cold Cuts for Summer
Specializing in Sirlola Steaks
Pot Roast American
Bar-B-Q'd Ribs
Chicken Spanish
Sandwiches

Consult Don W. **Saville** for
Evanston's Most Complete
Flower Selection
Flowers for Your Recital
London's Flower Shop
Closed Wednesday Afternoon During July and August



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

edy
ged Here
ing, a cat
son and
ed a long
York work
be brought
of the Young
e Woman's
nd evening
three Sturm
al dramatic
most recent
on of the
roduced by
d Mothers'
direct mem
professional
ive a play
elision was
art's recent
"Why We
ic Towan's
Howard
Miss With
Mary
Howley
march Fox;
or: Roger
Lila Wil-
they Miss
in Bloom
e Carolyn
a Fox.
d of the
est, Mrs.
Curran



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 electrical.

"Electrical Satisfaction Here"

Butow Electric Shop

University 2331
2801 Prairie Ave.

Exclusive Evanston Dealers for
DE FOREST

Prints Spring

g to be a "print sea-
Flowered georgettes,
e de chines with inter-
ers and, in fact, prints
t endless variety of de-
captured the world of
They're even more
an they were last
-ll be delighted with



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.



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.**

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 reserve 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.



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 - 077-01 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 * 28 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

(SEE NEXT COLUMN)

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)

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

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

REGISTER NOW TO

VOTE!

IN 1983



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 title "Historical Newspaper Archive Donor Recognition" is centered. The main content area features a search bar with the placeholder text "Enter any keyword, like a name, event or topic". To the right of the search bar, a dropdown menu titled "Content made available by Our Generous Donors" 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. In the top right corner, there is a section titled "Resource made possible by a grant from" with a logo for "The Seattle Public Library Foundation" and a "Share Feedback" link. Below this is a search button labeled "Search" and a link for "Advanced Search". On the left side, there is a "Sort by" dropdown menu with options "Best Match" and "Newest". At the bottom, a snippet of a newspaper article is visible, with the headline "The Earth Trembled Large Portion of Michigan Shaken by the Earthquake".

Questions?

SHOREFRONT

Collect | Preserve | Educate

April 18, 2022

Mrs. Karen Danczak Lyons,
Director
Evanston Public Library
1703 Orrington Ave.
Evanston, IL 60201

Dino Robinson
Executive Director

Board of Directors

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

Board of Advisors

Shawna Cooper-Gibson, Ed.D.
Horace (Kris) Graves
Parneshia Jones
Debi Chess Mabie
Don Patterson
Morris E. Robinson, Sr.
Joi-Anissa Russell
Shelley Spencer

Re: Digitization of Evanston newspapers

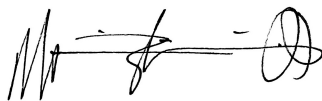
On behalf of Shorefront, I am excited about the Evanston Public Library's proposal and plan in digitizing a selection of Evanston newspapers. This project would further advance Evanston, and by extension, surrounding communities on the map for grater research opportunities and accessibility through NewsBanks platform.

We are especially supportive of the proposal to make sure a variety of voices in print will be made available with the addition of the late Melvin S. Smith's publication: the *Evanston Newsette* and the *Concerned Citizens Commitment (CCC)*. Both of these publications were an important voice that filled a needed void missing in public commentary and reporting through 1940s-mid 1950s and 1970-1985.

In respect of this important inclusion, I do know first hand that the Smithsonian's National Museum of African American History and Culture, is interested in the potential accessibility of such a local collection, adding to the greater dialogue of diverse voices.

With respect and in support of the proposal, myself, Shorefront, the family of Melvin Smith and the greater community, looks forward to the successful implementation of this proposal.

Sincerely,



Morris (Dino) Robinson, Jr.
Founder, Exec. Dir.

Legacy Center

2214 Ridge Ave.,
Lower Level
Evanston, IL 60201

P.O. Box 1894
Evanston, IL 60204

www.shorefrontlegacy.org
shorefrontjournal.org
shorefront@me.com
847.864.7467

Shorefront is a 501(c)(3) nonprofit historical organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation.



Located in the Charles Gates Dawes House
A National Historic Landmark
225 Greenwood Street
Evanston, Illinois 60201
847-475-3410
www.evanstonhistorycenter.org

April 18, 2022

Evanston Public Library Board of Trustees:

I am writing to express strong support for the Evanston Public Library newspaper digitization project. The Evanston History Center and Evanston Public Library have been affiliated for many years. Our two organizations share a long, interdependent relationship and a mutual commitment to history, preservation and engagement.

The newspaper collections under consideration span more than one hundred years of local, as well as state and national history. The inclusion of local African American newspapers in the collection will have a huge impact on restorative justice, reparations and BIPOC engagement. I have no doubt that the Evanston Public Library will undertake this project with a huge degree of professionalism, and will be effective stewards of the digital records. Scholars and community member alike will be able to access these unique newspaper records documenting an important Illinois city.

Libraries, both public and private, struggle with the critical responsibility of fragile newspaper records as they assess their collections. An opportunity to make these primary sources available in a digital format will enhance scholarship, awareness and historical critical thinking. Given Evanston's significant place in the history of metropolitan Chicago, I believe that this newspaper collection, when digitized and made publicly accessible, has strong potential to resonate with a wide and diverse audience.

Respectfully,

Grace Lehner, CA, MLIS, MA Public History
Director of Archives and Administration
Evanston History Center
225 Greenwood Avenue
Evanston, IL 60201
Phone: (847) 475-3410
glehner@evanstonhistorycenter.org

At The Charles Gates Dawes House
A National Historic Landmark

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



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director Wynn Shawver, Director of Development

Subject: Discussion of Memorandum of Understanding between EPL and PEPL 2022

Date: May 16, 2022

Recommended Action:

Staff requests the Board review, discuss, and then recommend any necessary revisions to the draft Memorandum of Understanding between the Evanston Public Library and the Partners of the Evanston Public Library (PEPL) provided today.

Summary:

As a unit of local government, the Evanston Public Library (EPL) is not a 501(c)3 and may benefit from a relationship with a supportive grassroots organization. Now, as a grassroots organization is forming under the name of the Partners of the Evanston Public Library (PEPL), staff recommend that the Board and Library leadership review, discuss and suggest any substantive considerations of the provided draft Memorandum of Understanding designed to guide the relationship and a mutual understanding between the EPL and the PEPL for the purposes of furthering the Library's current mission and vision.

MEMORANDUM OF UNDERSTANDING
between the
EVANSTON PUBLIC LIBRARY (EPL)
and the
PARTNERS of the EVANSTON PUBLIC LIBRARY (PEPL)

Purpose

The purpose of this Memorandum of Understanding (MOU) is to advance equitable access to all forms of literacy and foster community engagement in the Library's work together with the Partners of the Evanston Public Library and the Evanston Public Library Board and staff.

Background

The Evanston Public Library aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources. The Evanston Public Library Board of Trustees envisions a community in which the Library engages all residents in reaching their aspirations. The Library's staff, collections, programs, technology and leadership help ensure that:

- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy
- Our community celebrates, appreciates and supports its diversity in all of its forms
- Those in need can find assistance and information with ease
- Every resident experiences the pleasure of reading and the joy of lifelong learning

The Evanston Public Library endorses and embraces the **American Library Association's Equity of Access Statement**:

The mission of the PEPL is to support the Evanston Public Library in its work by raising funds and awareness in the community to sustain and improve collections, services and programs of the Library. As a non-profit, 501(c)3 organization, it is a legally distinct entity and is not a part of the Library.

The Library and the PEPL share the goals of: raising awareness of the Library's programs, services, and resources; engaging the community in the Library's work and reducing barriers to participation; and increasing philanthropic support and partnerships for the Library in order to strengthen the Library's work in the community. The purpose of this MOU, then, is to codify the relationship so that future interactions are enabled successfully.

Roles and Responsibilities

The Library agrees

- to include PEPL in the long-term planning process to ensure that the PEPL are aware of the priorities, barriers and direction of the Library
- to share the Library's strategic initiatives with the PEPL by January 25th each year, and discuss with the PEPL how their resources and support might help forward these initiatives
- to provide PEPL with a "wishlist" each year that indicates the anticipated needs for PEPL support
- to provide PEPL with general news and updates for promotion
- to make a staff liaison available based on projects and immediate goals of the PEPL

The PEPL agree

- that the organization is established for the purpose of publicly supporting the Library and its policies
- that the organization will report and deliver funds raised by the PEPL to support Library programs and services as defined by the Library, unless otherwise specified by donors, PEPL or the Library.
- to record and report all constituency lists used for advocacy and interest in the Library.
- that the Library administration has the final say in accepting or declining any and all gifts made to the library in accordance with the current gift acceptance policy of EPL.
- that if the current officers and other operational volunteers cease to promote the library, the PEPL Executive Board will resign, allowing for new administrative volunteers to lead the organization according to the group's current by-laws.

Both Parties

Both parties will meet quarterly to review ongoing needs and priorities and identify, evaluate and revise roles and responsibilities as needed.

Points of Contact

The Library Point-of-Contact is the Executive Director of the Library or their designee

The PEPL Point-of-Contact is PEPL President or their designee

Duration of Agreement

This Memorandum of Agreement will be in effect for two years from the date of last signature. Approximately six months before expiration, both parties will discuss expiration or renewal, based on an assessment of the continuing value of the Agreement to both parties. The Agreement may be terminated at any time upon written notification by one party to the other.

Signatories:

Board President
Evanston Public Library

President
Partners of Evanston Public Library

Date

Date



evanston
public
library

Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Approval of Fund Transfer to Evanston Community Foundation
Date: May 11, 2022

Recommended Action:

Staff recommends transfer of the Evanston Public Library's Endowment fund portfolio to the Evanston Community Foundation for their active and careful management. The Library will retain the value of two year's withdrawals to allow for immediate access to funds.

Summary:

In previous meetings, the Evanston Community Foundation presented materials and explained the manner in which ECF manages funds on behalf of Evanston institutions.

Questions raised by Trustees have been answered to the satisfaction of the Trustees. Final language for the additional clarifying memorandum has been approved and signed. The City of Evanston's Corporation Counsel has reviewed the attached documents and approved the content.

Attachment: Materials presented at January, 2022 meeting

1560 Sherman Avenue

Suite 535

Evanston, Illinois 60201

847.492.0990 voice

847.492.0904 fax

info@evanstonforever.org

evanston!communityfoundation

August 31, 2021

Board of Directors

Lisa Altenbernd, *past chair*
 Paul Brenner
 Matt Feldman, *treasurer*
 Linda Gerber
 Sandeep Ghaey, *secretary*
 Sarah Gordon
 David Graham
 Lee Hart
 Carolyn Lickeman
 Tania Margonza
 Minya Nance
 Laura-Min Proctor
 Sharon Robinson
 Bart Rocca
 Marcel Sallis
 Gene Servillo
 Larry Singer, *chair*
 Michael Walker
 Bryant Wallace
 Todd Wiener
 Judy Witt

Leadership Network

Ann Mammel Balusek
 Marjorie Benton
 Karl Berolzheimer
 Paul J. Finnegan
 Joseph P. Flanagan
 Kendal Gladish
 Joan Gunzberg
 Kirk Hoopingamer
 Judy Kemp
 Ken Lehman
 Jay Lytle
 Mark McCarville
 Kevin Mott
 Eleanor Revelle
 Penelope Sachs
 Sara L. Schastok
 Ralph Segall
 Ingrid Stafford
 Ronna Stamm
 Larry Ter Molen
 Elizabeth Tisdahl

President & CEO

Sol N. Anderson

Karen Danczak Lyons, Executive Director
 Evanston Public Library
 1703 Orrington Avenue
 Evanston, IL 60201
 via email: kdanczaklyons@cityofevanston.org

Dear Karen:

Our team is looking forward to meeting with you and the Evanston Public Library's Investment Committee on September 8. As you suggested, we've connected with EPL's Treasurer, Ben Shapiro, and the background he shared on your endowment, investment process, priorities, and concerns was very helpful in creating context for our upcoming conversation.

An organization endowment for EPL at ECF represents a unique opportunity to expand the ongoing partnership between our organizations. As Evanston's community foundation, ECF is an endowment resource for the Evanston community, and particularly for the nonprofit organizations vital to ensuring a vibrant, inclusive and equitable Evanston. We currently hold 39 funds for 22 Evanston-serving nonprofits with assets representing 21% of ECF's \$36 million portfolio. ECF's investment council manages the portfolio of funds, freeing our nonprofit fundholders to focus on their mission-related work. ECF's portfolio has averaged an 8.96% annual return since its inception in 1988, and the fees our fundholders provide ECF support our work throughout Evanston.

As background for our meeting, we've attached an overview of ECF's organization endowment funds, a sample fund agreement, our Investment and Spending Policy, and our 2021 Investment Briefing presentation. The sample fund agreement is annotated to explain provisions required of community foundations by the Treasury Department. You'll note in the sample agreement that in order for ECF to invest endowment funds for others, we are legally required to control the assets. Our fund agreements for organization endowments are unique, however, in that they can provide for ECF to return all or part of the assets in an organization fund to the organization.

Our president, Sol Anderson, Matt Feldman, our treasurer, and Ralph Segall, chair of our investment council, will represent ECF on September 8. Sadly, I'm unable to join the meeting, but would be pleased to respond to any questions or provide additional information either before I leave Evanston on September 3 or upon my return on September 13th.

My best regards,



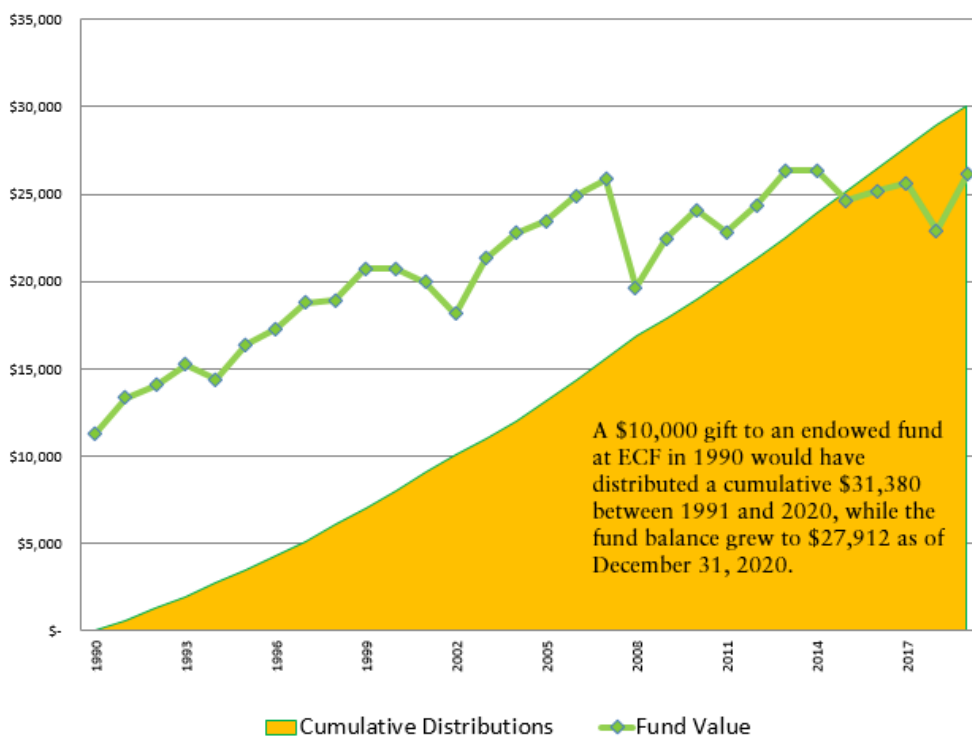
Jan Fischer
 Chief Financial Officer

SUPPORTING OUR COMMUNITY’S NONPROFIT ORGANIZATIONS IN ACHIEVING SUSTAINABILITY

Among the key aspects of Evanston Community Foundation’s mission are building permanent resources to benefit our community and ensuring Evanston has a thriving nonprofit sector. The Foundation’s endowment funds for organizations connect these priorities by supporting the sustainability of Evanston’s nonprofits. Organizational endowments build long-term resources *and* generate annual distributions to support programs, operations, grants or other priorities. We also offer non-endowed funds for operating reserves and strategic projects. ECF currently holds 39 funds with assets of \$7.6 million for the following 22 organizations:

- | | |
|--|-----------------------------|
| Center for Independent Futures | Literature for All of Us |
| Center for Women’s History & Leadership | North End Mother’s Club |
| Warren “Billy” Cherry Scholarship Fund | Open Communities |
| Chicago Zen Center | Wise Up/North Shore Village |
| Chessmen Club of the North Shore (2 funds) | PTA Equity Project Fund |
| ETHS Educational Foundation (13 funds) | Rotary Club of Evanston |
| Evanston Environmental Association (3 funds) | Roycemore School (2 funds) |
| Evanston Fourth of July Association | Second Baptist Church |
| Evanston History Center | Shorefront (2 funds) |
| Evanston Symphony Orchestra Association | Tree House Human Society |
| Five Pearlz Foundation | Youth Job Center |

Our investment policies are designed to ensure a steady stream of annual distributions while preserving fund principal. The Foundation’s historical average investment return for the period 1988 through 2020 is 8.96%. The graphic below illustrates how ECF’s portfolio performance supports our endowed funds, depicting cumulative distributions and principal growth over time.



All financial assets of the Foundation are commingled for investment purposes. Consistent with ECF’s goal of preserving, in perpetuity, the purchasing power of the assets entrusted to us, our investment policies take a long-term view of the investment time horizon.

The Foundation’s investment council recognizes that investment markets are cyclical and is willing to maintain its investment themes for sufficient periods to capture the full cyclical values.

WORKING WITH THE EVANSTON COMMUNITY FOUNDATION

ECF manages organization endowment funds for our community's nonprofits for the good of their constituents and our broader community. Through participation in the Foundation's portfolio and adoption of our spending policy, an organization realizes the benefits of participating in a \$36 million, diversified portfolio and its long-term investment strategies, without the time commitment often associated with investment management and administration.

ADVANTAGES TO YOU

- Organizational endowments are excellent vehicles to receive bequests.
- All gifts to your fund are designated for your organization's use only. Although fund assets are co-mingled for investment, your fund will not be used for other purposes.
- Your fund reaps the advantages of investment in a larger pool of assets, which can lead to greater growth over time and lower investment fees.
- The Foundation handles investment management and oversight via ECF's Investment & Spending Policy, all accounting and financial reporting, and the annual audit.
- Your organization receives a distribution annually according to the Foundation's Investment and Spending Policy, within a range of 3.5 - 6%, set annually by the Foundation board. Our current spending rate is 5% per year, intended to cover an annual distribution and the cost of fund support (1% or less, depending upon fund size)▪ The Foundation will provide fund activity statements periodically as requested by an organization, although most of our fundholders use our portal to track their fund investment results and access monthly statements.
- Gifts of marketable securities may be directed by your donors to your fund at ECF — more advantageous for tax purposes than selling securities and contributing the proceeds.
- If ECF ceases to exist, the fund assets will be returned to your organization. If your organization ceases to exist and there is no successor organization, ECF will continue to manage the fund assets, and distribute the annual spending, in a manner consistent with the tax exempt purpose of your organization.

OTHER THINGS TO KNOW

Your organization will show the fund as an asset on your balance sheet, in accordance with accounting principles, and correspondingly, ECF will record your endowment as a liability. While ECF recommends adherence to our current 5% spending policy to determine the amount of annual distributions, our fund agreements provide for an organization to

- request distributions in excess of the annual spending recommended by ECF
- recommend the fund be terminated, with all fund assets issued to the organization

date

Sol Anderson
President and Chief Executive Officer
Evanston Community Foundation
1560 Sherman Avenue, Suite 535
Evanston, IL 60201

Dear Sol:

Before *date*, Nonprofit Organization ("Nonprofit") will contribute \$10,000 to establish an organizational endowment fund with the Evanston Community Foundation ("Foundation" or "ECF"). Both Nonprofit and the Foundation are qualified charitable organizations. Nonprofit and ECF agree as follows:

Commented [JF1]: \$10,000 is the current minimum to establish a fund.

1. The Fund shall be known as the **Nonprofit Organization Fund** of the Evanston Community Foundation ("the Fund") and shall be identified as such in the course of its administration. The Fund shall be for the benefit of Nonprofit and any future affiliates, and will be used to support its charitable purpose.
2. An initial contribution of \$10,000 from Nonprofit represents the initial property of the Fund. Subsequent contributions to the Fund may be made by Nonprofit and any other donors.
3. The Fund shall include the initial deposit, any additional property as may from time to time be transferred to and accepted by the Foundation for inclusion in the Fund, and all undistributed net investment income earned by the Fund. The Fund shall be the exclusive property of the Foundation, subject to its control and held by it in its corporate capacity for the sole benefit of Nonprofit, and shall not be deemed a trust fund held by it in a trustee capacity.
4. The assets of the Fund may be commingled with the other assets of ECF, invested and administered by the Foundation in accordance with its governing instruments and the investment policies, practices and procedures adopted by the Board of Directors from time to time. The Fund's assets shall be accounted for separately.
5. Distributions from the Fund to Nonprofit shall be made in accordance with the Foundation's Investment and Spending Policy in effect from time to time. The annual net spending amount as calculated by the Foundation shall be offered to Nonprofit within six months of the close of the Foundation's fiscal year. The Foundation's fiscal year currently ends December 31. Nonprofit may elect to receive the annual spending amount in full or in part; it may also elect to receive no distribution in a given year. Annual spending amounts not taken as distributions remain in the Fund.
6. Distributions in excess of the Foundation's spending policy may be made to Nonprofit in any year as determined by the ECF board of directors. From time to time Nonprofit may, by recommendation of its board of directors, request such distributions. Such recommendations shall be solely advisory and not binding upon the Foundation; however, the Foundation will give them due consideration.
7. The Fund may be charged regularly for direct and indirect expenses attributable to the maintenance of funds of this type and in accordance with the policies of the Foundation from time to time in effect. The current, usual foundation support charge is 1% per year. Direct expenses would include credit card processing fees attributable to Fund contributions.
8. If Nonprofit, in the reasonable opinion of the Foundation's board, should become insolvent, cease charitable activities, or lose its exemption from income taxation, or if Nonprofit dissolves with no tax exempt successor, the Fund will cease to be administered under the terms of this agreement. At such time, the Fund assets will either become part of the Foundation's unrestricted endowment or such other fund as is most appropriate, or will be disposed of in a manner consistent with both the tax exempt purposes of the Foundation and Nonprofit.

Commented [JF2]: This phrase enables the fund to accept gifts of stock, bequests or other gifts from supporters of your organization

Commented [JF3]: Under Dept of Treasury regulations, community foundations must control fund assets in order to invest them for the benefit of other organizations. Because the assets are held solely for your organization's benefit, accounting rules specify your organization will present the fund as an asset in its financial reports, while ECF reports the fund as a liability.

Commented [JF4]: In order to preserve fund assets in perpetuity, ECF's board sets the spending policy annually in the range of 3.5% and 6%. The current spending rate of 5% has been in effect for the past twenty years.

At the current rate, the net distribution offered each year to your organization would be 5% of the three year average fund balance, reduced by the annual fund support charge as described in Section 7.

Commented [JF5]: Most NPOs opt to include this clause, as it provides flexibility to request more than the annual net spending. However, depending upon the size and frequency of these special distributions, it is possible they will intrude on the fund's principal and cumulative net investment results, reducing the regular distribution amounts in future years.

Commented [JF6]: The support charge decreases as fund assets increase beyond \$1 million.

9. ECF may, in its discretion at any time, distribute all or any part of the Fund, whether principal or income, or both, to Nonprofit. Should ECF determine at any time for any reason that continuance of the Fund as a component part of ECF is inadvisable, ECF may distribute the entirety of the Fund to Nonprofit.
10. The Fund will be administered subject to the provisions of the Foundation's Articles of Incorporation and Bylaws as presently in effect as each may from time to time be amended, including those provisions which may permit the Foundation's board to amend, modify or vary any of the purposes, directions, restrictions, or conditions set forth herein, if in the sole judgment of the board such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable purpose of the Foundation. Nonprofit will be notified promptly of any decision made by the Foundation to exercise its variance power.
- If the Foundation ceases to be a qualified charitable organization or if the Foundation proposes to dissolve, the assets of the fund shall, after payment of any liabilities properly chargeable to the Fund, revert to Nonprofit. If Nonprofit is not then a qualified charitable organization, the assets of the Fund shall be distributed in such manner and to such qualified charitable organization or organizations serving purposes similar to those of Nonprofit and consistent with both the tax exempt purposes of the Foundation and Nonprofit.
11. It is intended that the Fund shall be a component part of the Foundation and that nothing in this agreement shall affect the tax exempt status of the Foundation as a qualified charitable organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, and as an organization that is not a private foundation within the meaning of Section 509(a) of the Code. This agreement shall be interpreted in a manner consistent with this intention, and the Foundation is authorized to amend this Agreement to conform to the provisions of any applicable federal or state law or government regulation in order to carry out the foregoing intention.
12. The Foundation will provide fund reports to Nonprofit annually, and upon request, presenting the balance of the Fund and a summary of fund activity, including distributions and net investment results, for the preceding period. . In lieu of receiving statements directly from ECF, Nonprofit may elect to use ECF's fundholder portal to access and view fund activity, monthly statements, donations, donor details and distributions.

This letter will constitute our entire agreement concerning the **Nonprofit Organization Fund** of the Evanston Community Foundation.

Dated this ____ day of _____, 20xx:

By:

Nonprofit Organization Executive Director

Nonprofit Organization Board Officer

ACCEPTED as of the date set forth above by

Sol Anderson, President & CEO

Commented [JF7]: Section 9 enables ECF to return the entirety of the fund assets to your organization. To ensure compliance with Treasury regulations, this language creates a procedural formality in which your organization's board requests a distribution of all fund assets, and ECF's board can approve the distribution request.

Commented [JF8]: This 'variance power' language is unique to community foundations and intended to be a benefit for those administering the fund in the future; it is also required by Dept of Treasury regulations. The classic example is that of a fund established in the early 1900s, to benefit the organization of local lamplighters. With the disappearance of the lamplighter occupation, rather than pursuing a request through the courts, the ECF board would be able to approve another beneficiary group to benefit from the original fund by assuming the authority granted in this clause.

EVANSTON COMMUNITY FOUNDATION
INVESTMENT AND SPENDING POLICY
Ratified by ECF board on May 13, 2020

INTRODUCTION

This policy is adopted by the Board of Directors (the Board) of the Evanston Community Foundation (ECF) to codify the principles to be followed by the Investment Council (the Council) in the execution of its responsibilities. Both the Council and the Board are obliged to discharge their ongoing fiduciary responsibility to evaluate the performance of ECF's assets and its spending and, at least annually, to re-adopt this Policy with such changes as may be appropriate.

INVESTMENT OBJECTIVE

The principal investment objective of ECF is to preserve, in perpetuity, the purchasing power of its assets and to provide a growing stream of income to cover expenses and fund grants and programs. ECF is indifferent as to whether this objective is met through current income or appreciation in value of assets. The focus is on total return. ECF expects, over time, to achieve an annual total return which exceeds budgeted spending plus an amount equal to inflation (increase in the Consumer Price Index) during the preceding year. Over a market cycle this objective will insure that the investment strategies, budgeted spending and inflation expectations are coordinated sufficiently to preserve the purchasing power of ECF assets.

SPENDING OBJECTIVE (SPENDING RATE)

The annual spending objective for ECF operations is a maximum of 6% and a minimum of 3.5% of the three-year moving average of the market value of the board-designated endowment funds intended to be permanent and subject to this Policy (the Spending Objective). The Board determines the percentage to be used for the spending objective as part of ECF's annual budget process. For purposes of developing the annual budget, the three-year average will be calculated using monthly data for the previous two calendar years and an estimate for the current year using the monthly data through September 30. However, the spending objective drawn from the board-designated endowment funds will be calculated using the fund balances as of December 31 of each year in the calculation.

In addition to the Spending Objective, ECF may spend funds which do not affect the board-designated endowment funds, such as contributions for current grantmaking, programs or administrative expenses; income from fees and tuition; grants from donor advised funds; distributions from agency funds; charitable gift annuity payments; and other amounts determined by the Board to be allocated to the budget.

To preserve its strategic objectives, ECF may make multi-year grants if the length of commitments and dollar amounts are consistent with the need to limit financial exposure and maintain flexibility in spending.

Other endowed funds of ECF are subject to the same spending objective as the board-designated endowment funds, unless otherwise specified in the fund agreements. These funds include board-directed field of interest, donor-designated, and organizational endowment ("agency") funds. Policy guidelines for other endowed funds appear on page 4.

MEMBERSHIP

Council membership includes the ECF board chair, immediate past-chair, one or more vice-chairs and the Treasurer, if they are able to serve. The president and senior finance staff shall be ex-officio members. The Council may include members of the community who need not be ECF board members, as specified in ECF's bylaws. In considering members, the board chair shall strive to appoint members with the skills needed to perform the function of the Council and assist the board with its oversight of the investment function.

OPERATING POLICY

The Board has fiduciary responsibility for ECF assets. At least annually, it receives an investment report submitted by the Council for the Board's review and approval.

The Council is delegated responsibility to manage the assets of ECF and meets not less often than four times each year. In discharging its responsibilities, the Council is authorized, within the parameters of this Policy, to engage and discharge investment managers and make asset allocation decisions. The Council may also recommend, for Board approval, the establishment of reserves, special funding requirements, conditions upon which funds should be accepted, and other related matters.

PRUDENT MANAGEMENT

The Board and Council acknowledge the Uniform Prudent Management of Institutional Funds Act (UPMIFA) adopted in Illinois effective June 30, 2009 (760 ILCS 50/1) and affirm that all action taken with respect to investment and spending of ECF assets will be in accordance with its provisions.

The Treasurer and/or such other persons as may be designated by the Council or the Board are responsible for implementing decisions of the Council and the Board with respect to custody and investment of the assets of ECF in accordance with this Policy.

In discharging their responsibilities with respect to investment and application of assets of ECF, the Board and its Councils, officers and employees will act as prudent investors in accordance with this Policy. They will display the skill and prudence which an ordinarily capable and careful person would use in the conduct of his/her own business of like character. With respect to investing funds, they will use the care and skill of a reasonably prudent investor while recognizing the inevitability of assumption of risk. In this Policy and its implementation, ECF seeks a prudent balance between investment risk and potential return.

PORTFOLIO ACCOUNTING

Accounting for portfolio contributions and withdrawals and calculation of investment rates of return are in accordance with standards adopted by CFA Institute. Allocation of investment fees and expenses is based upon actual results for each fiscal year using monthly data.

FUND ACCOUNTING

Net investment results are allocated monthly among all ECF funds participating in the portfolio, using the funds' average daily balances.

PERFORMANCE TARGETS

ECF currently evaluates the performance of its investment portfolio against specific performance targets as described below.

<i>Asset Class</i>	<i>Benchmark</i>
Equities	Blend comprising 80% of the Wilshire 5000 Index and 20% of the MSCI-ACWI, a global equity index
Fixed Income	Blend comprising 80% of the Barclays Capital Aggregate Bond Index and 20% of the J. P. Morgan Global Bond Index
Other	CPI +5%

The risk and return profiles of each mutual fund or other commingled holding shall be reviewed regularly against their peer groups using standard statistical sources (e.g. Lipper or Morningstar).

DIVERSIFICATION POLICY

Diversification across and within asset classes is the primary means by which the Investment Council expects the portfolio to avoid undue risk of large losses over long time periods. To protect the ECF portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the Investment Council will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

A) With the exception of fixed income investments explicitly guaranteed by the U.S. Government or its agencies, no single investment security, whether purchased or received by gift, shall represent more than 5% of total portfolio assets. Similarly, no more than 5% of the securities of any one issuer, measured at market, may be held in the portfolio, again, excluding issues of the U.S. Government or its agencies.

B) With regard to those investments in the ECF portfolio that are held in the form of diversified investment company assets ("open-end funds"), investment pools, or exchange-traded funds ("ETFs"), no holding shall comprise more than 10% of total portfolio assets, measured at market. The one exception to this guideline is a passively managed investment vehicle (created by a nationally recognized sponsor of such vehicles) seeking to match the returns on a broadly diversified market index, which shall not comprise more than 20% of total portfolio assets, measured at market. This exception applies only to open-end funds and not to ETF's.

C) If the Investment Council determines that a portfolio of individually managed securities is appropriate, then it will develop and operate such a portfolio under (or provide to the investment manager) a set of separate guidelines addressing portfolio diversification and concentration of risk.

ASSET ALLOCATION

ECF recognizes that asset allocation is the single largest determinant of a portfolio's long-term return. Accordingly, consistent with the prudent investor concept, ECF is deliberate in the formulation of its long-term strategic asset mix. It relies on (1) optimization modeling using the expected returns, standard deviations and correlations of and between various asset classes, (2) the experience and judgment of the members of the Council and its advisors, and (3) review of the asset allocation strategies of other successful peer institutions. The underlying premise for this process is that equities continue as the dominant asset class, but that further diversification can reduce volatility (risk) and improve long-term returns.

Approved asset classes are presented below. All asset classes need not be utilized at any one time, and the Council may modify the list from time to time. The principles in this Policy, coupled with the liquidity of investments, make it unnecessary to have an allocation for cash.

Equities	45 - 65%
Domestic (minimum of 30%)	
Foreign, including Emerging Markets (maximum of 20%)	
Fixed Income	15 - 35%
Domestic (minimum of 15%)	
Foreign, including Emerging Markets (maximum of 10%)	
Other*	0 - 20%
Real Estate	
Commodity Indexes	
Hedge Funds	
Private Equity	

* The Other category includes investments that are not projected to provide risk/reward profiles similar to equities or fixed income. Investments in Other will be limited to the sub-classes specified above. The maximum investment in any of the specified sub-classes is 10%.

In the ordinary course, gifts of securities or other property will be sold at the earliest opportunity, and the proceeds will be invested consistent with the strategies established in this Policy. However, the Council may decide to retain a gift of marketable securities if it meets the criteria established in this policy. In the event ECF accepts gifts of non-marketable securities, real or other property that cannot be liquidated on a current basis, the value of such property will not be included in the investment pool and will be excluded from ECF's investment return calculations, until such time as it is sold and the proceeds from its sale are received.

All financial assets of ECF are commingled for investment management purposes, but in special circumstances, such as the establishment of an annuity or life income fund, assets may be segregated and invested in an appropriate manner to match the required income stream as determined by the Council. At the end of the term, the remaining assets will be reallocated in accordance with this Policy.

At its discretion, ECF may elect to meet the short-term investment objectives of certain donors, agencies, and qualified organizations by agreeing to credit them with a rate of return equivalent to a short term investment benchmark, such as 90-day Treasury Bills, such arrangements being limited to no more than 10% of the Foundation's total Endowment at any time. The Foundation's usual and customary fees and pro rata expense sharing arrangements will apply to these funds.

ALTERNATIVE INVESTMENTS

Alternative Investments generally employ non-traditional investment strategies utilizing equities, debt instruments, and commodities in public, but most frequently in private, markets. Alternative Investments have the potential for greater diversification, as well as an enhanced opportunity for return or the mitigation of risk or volatility compared to direct investments in public markets such as stocks, mutual funds, or exchange-traded funds.

Recognizing both the potential benefits and limitations of Alternative Investments, a prudent deployment of a portion of the ECF portfolio in Alternative Investment strategies, subject to appropriate due diligence

and ongoing monitoring of such investments, should provide net benefits for the portfolio over the long term. Eligible Alternative Investment strategies may include all categories of illiquid investments: debt- or equity-focused, real estate, private equity, venture capital, commodities, and hedge funds. These examples provided are not meant to be exhaustive or to act as a limitation.

With regard to setting an appropriate asset allocation range for Alternative Investments, the current "Other" segment of the ECF Asset Allocation matrix provides for maximum exposure of 20% of the overall market value of the ECF Portfolio in liquid alternatives. Up to half of the "Other" segment, or 10% of the ECF Portfolio, may be allocated to illiquid Alternative Investments. The balance of the "Other" segment remains allocated for appropriate liquid investments. In determining the size of any specific investment under this Policy, reference should be made to the total subscription amount of the Alternative Investment strategy, as opposed to the initial investment amount. There is no timeline to reach the 10% limit, as commitments should be made on an opportunistic basis.

INVESTMENT TIME HORIZON

Consistent with the objective of ECF to preserve, in perpetuity, the purchasing power of its assets, it is appropriate to take a long-term view with regard to the investment time horizon. ECF recognizes that investment markets are cyclical and is willing to commit to investment themes for sufficient periods to capture the full cyclical values.

MANAGERS

In the ordinary course of portfolio management, the Council does not handle individual security selection. External professional managers are engaged to provide day-to-day oversight and make individual investment decisions with respect to assets assigned to them. In some instances, this may be accomplished by an investment in a mutual fund or other commingled vehicle. In other cases, it may be accomplished by hiring a Qualified Professional Asset Manager to manage a separate portfolio.

OTHER ENDOWED FUNDS

1. Other endowed funds, including board-directed field of interest, donor-designated, and organizational endowment funds that have been in existence three years or more are subject to the Spending Objective set forth in this Policy. Such funds which have been in existence for less than three years are subject to the Spending Objective applied to the average fund balances for the periods the funds have been in existence. Distributions from these funds will be made after deducting allocated investment expenses and agreed upon fees.
2. Subject to governing accounting principles, the Leadership Fund (a Field of Interest Fund supports ECF's Leadership Evanston programming) is subject to the same principles applicable to the board-designated endowment funds. Although the Leadership Fund agreement provides that it shall pay a pro rata share of general operating expenses of ECF, the fund is subject to application of the Spending Objective, allocation of investment expenses, and annual fees in the same manner as other funds.
3. Charitable gift annuity agreements will be negotiated taking into account the guidelines established by the American Council on Gift Annuities, as well as by this Policy with respect to allocation of investment expenses and fees. Any additional fees and/or special arrangements necessitated by the unique nature of the annuity agreements will be evaluated by the Council.

4. Pass-through Funds (funds which are contributed with the understanding they will be expended currently) will be accepted with the understanding that they are subject to allocation of investment expenses and payment of such fees as may be agreed upon, including an annual fee of not less than 0.5% of the amount received.

DEFINITIONS – TYPES OF ENDOWED FUNDS

- **Board-designated endowment funds** – ‘unrestricted’ funds designated by the ECF board to grow in perpetuity while generating annual spending allowances (distributions) to support Foundation operations, grantmaking, and programs.
- **Board-directed field of interest funds** – funds established by donor(s) to support a broadly defined need or program area, for example, *arts education for youth*. Fund agreements include donor instructions for the program area to be supported by the fund’s annual spending amounts, and ECF determines the specific recipient organizations/projects.
- **Donor designated funds** – donor establishes the fund to benefit a specific organization, and annual spending allowances (distributions) are offered to the organization.
- **Organizational endowments** – other nonprofit organizations place their endowment funds with ECF, and these funds become the property of ECF. Spending allowances generated by the funds are offered to the organizations annually.

evanston!communityfoundation

WELCOME TO ECF'S

ANNUAL INVESTMENT BRIEFING

March 3, 2021

**WE'RE
HERE
FOR
GOOD**

Helping Evanston thrive now and forever as a vibrant, inclusive, and equitable community.

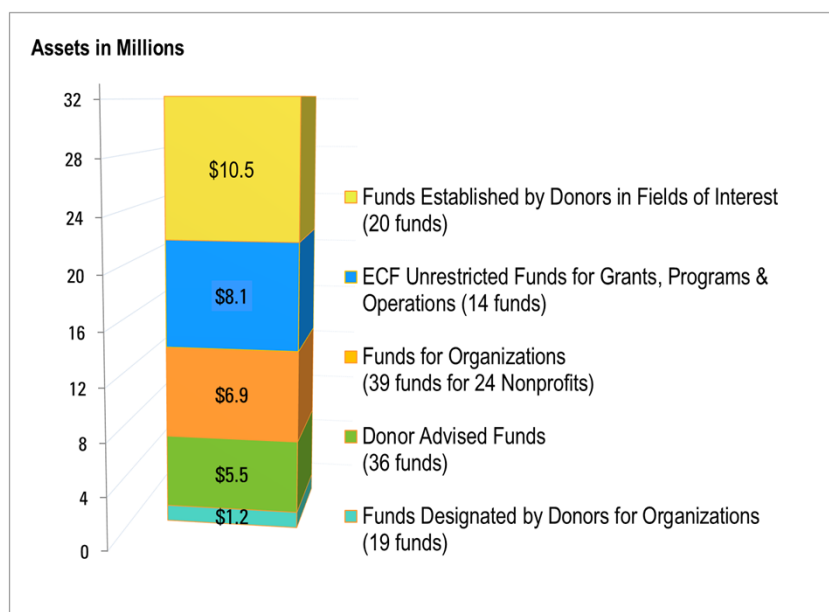
The Evanston Community Foundation builds, connects, and distributes resources and knowledge through local organizations for the common good.

Investing in Evanston

Community foundations develop assets for their communities, establishing and investing funds to pursue opportunities and address community challenges, today . . . and in perpetuity

- ❖ Funds established by donors support ECF *and* nonprofits serving Evanston and beyond, while realizing donors' philanthropic goals
- ❖ Organizational endowments established by nonprofits provide annual distributions to support their initiatives, programs & operations and offer *their* donors a home for bequest and stock gifts
- ❖ ECF's own funds generate distributions for our grants and the entirety of our work for the good of Evanston

Funds Participating in the Portfolio



2020 INVESTMENT COUNCIL

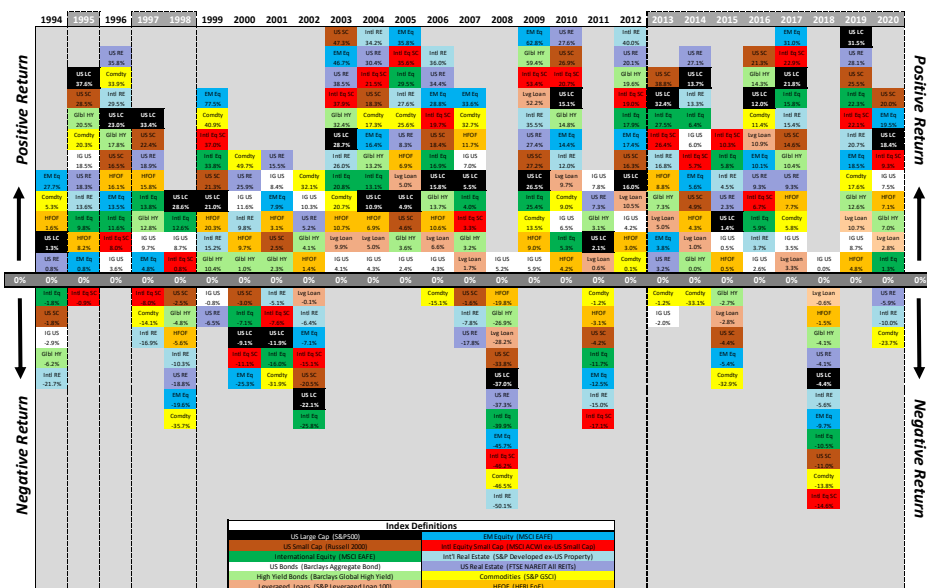
JOINED COUNCIL

Ralph Segall, Chair	1988	Chief Investment Officer, Segall, Bryant & Hamill (<i>former ECF Chair</i>)
Lisa Altenbernd	2018	Community volunteer (<i>ECF Chair</i>)
Bill Blanchard	2012	Financial Advisor, Private Wealth Management, UBS (<i>former ECF Treasurer</i>)
Michael Brody	2015	Partner, Jenner & Block LLP (<i>former ECF Chair</i>)
Diana Cohen	2008	Community volunteer (<i>ECF Past Chair</i>)
William Goldstein	2001	President, Chesley, Taft & Associates, LLC
Matt Feldman	2019	Former President & CEO, Federal Home Loan Bank of Chicago (<i>ECF Treasurer</i>)
Paul Harvey	2017	Former Global Head – Equity Trading, UBS Global Asset Management
John McCarthy	2007	Chief Investment Officer, Centaur Capital Partners, Inc. (<i>former ECF Treasurer</i>)
Mark McCarville	2003	Partner, Braydon Partners (<i>former ECF Treasurer</i>)
Laura-Min Proctor	2019	Wealth Advisor, William Blair & Co
Larry Singer	2020	Community volunteer (<i>ECF Vice Chair</i>)
Ingrid Stafford	2001	Former VP for Financial Operations and Treasurer, Northwestern University (<i>former ECF board member</i>)

Average Council Tenure of Current Members: 11 years

Cumulative Professional Investment Experience of Current Members: 350 years

Asset Class Returns by Calendar Year through 2020



Overall Portfolio Results for 2020

		TOTAL PORTFOLIO Calendar Year 2020
Beginning Value	\$	28,637,453
Add: Contributions	\$	1,909,829
Less: Withdrawals	\$	<u>(1,910,000)</u>
Adjusted Value	\$	28,637,282
Value at 12/31/20	\$	<u>32,236,878</u>
Net Change In Investment Value	\$	<u>3,599,596</u>
Percentage Change in Value		12.42%

Portfolio Results for 2020 – Performance vs. Benchmarks

Asset Category	Allocation	Allocation	2020 Rate
<i>Category Benchmark</i>	Range	at 12/31/20	of Return
Cash	0%	7%	
<i>90 Day T-Bills</i>			0.77%
Domestic Fixed Income	15% - 35%	18%	7.54%
<i>Barclay Aggregate</i>			7.51%
Foreign Fixed Income	0% - 10%	2%	1.52%
<i>JP Morgan Global Non-US</i>			9.54%

Portfolio Results for 2020 – Performance vs. Benchmarks, continued

Asset Category Category Benchmark	Allocation Range	Allocation at 12/31/20	2020 Rate of Return
Domestic Equity	30% - 65%	49%	16.67%
<i>Wilshire 5000</i>			20.89%
Foreign Equity	0% - 20%	17%	18.81%
<i>ACWI-ex U.S.</i>			9.54%
Other	0% - 20%	9%	18.10%
<i>Constructed Benchmark *</i>			6.30%
Total Account			12.42%
<i>Blended Benchmark **</i>			8.86%

*Constructed Benchmark = CPI plus 5%

** Blended Benchmark is a weighted average of the category benchmarks

2020 Council Activity

- Four Council Meetings One live (January); Three via Zoom, One remote vote
- Moderate pace of activity in 2020 despite highly volatile markets
 - Two new holdings introduced; two holdings eliminated entirely*
 - Turnover Ratio: 10%*

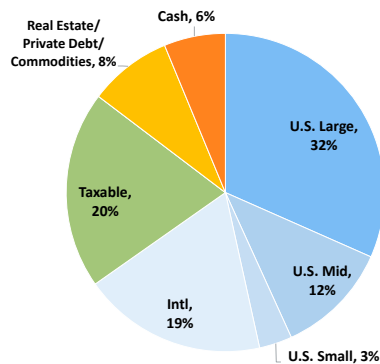
	New Holdings	Addition to Existing Holdings	Trim of Existing Holdings	Sold Entirely
Domestic Fixed Income		Baird Core Plus Vang Short Term Bond Vang Total Bonmd		i-shares Total Corp Bond
Foreign Fixed Income				
Domestic Equities	Diamond Hill Large Cap Distillate Fund. ETF	MSCI Multi-Factor ETF Lyrical US Value Schwab Total Market	Akre Focus Fund Lyrical US Value	
Foreign Equities		Harding Lovener Interna'l		Frontier Global Equity

*Trading activity excludes sales of appreciated stock gifts & maintenance trades such as rollovers of short term treasury bills.

ECF Portfolio – Allocation as of January 31, 2021

Current Allocation

Broad Allocation				Equity				Fixed Income		Alternatives	Cash
Equity	Fixed Income	Alts.	Cash	U.S. Large	U.S. Mid	U.S. Small	Intl	Taxable	Muni	Real Estate/ Private Debt/ Commodities	Cash
65%	20%	8%	6%	32%	12%	3%	19%	20%	0%	8%	6%



Investment Committee Performance Measurement

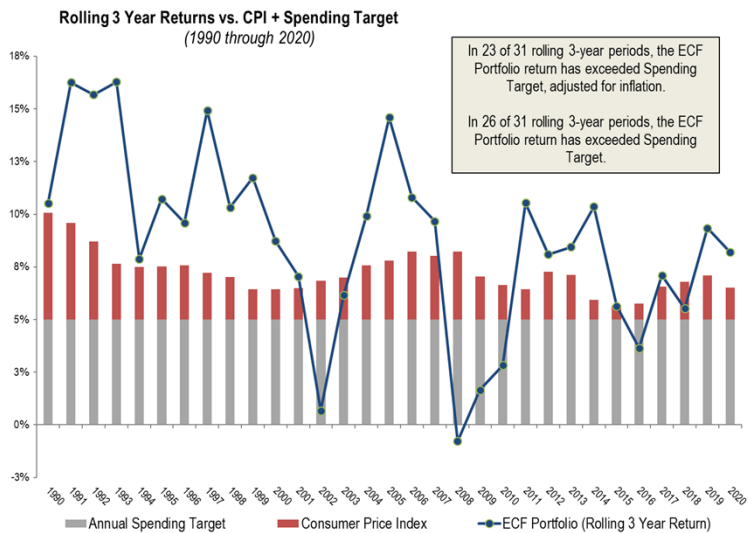
We evaluate returns against four standards:

How are we doing

1. Compared to Our Spending Target
2. Against “The Markets” - A Passive Index
3. Against Our Peers - An Active Index
4. Based on the Risks We Are Incurring

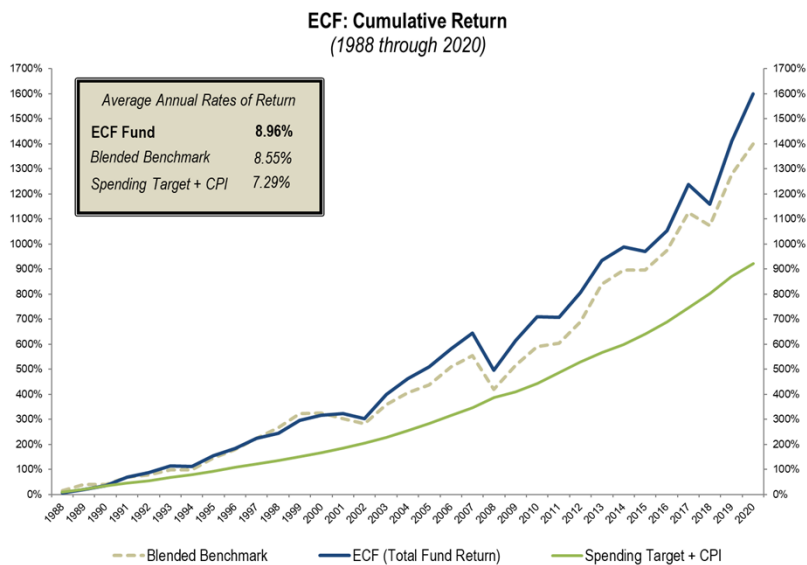
Investment Committee Performance Measurement

1. How Are We Doing Compared to Our Spending Target?



Investment Committee Performance Measurement

2. How Are We Doing Against 'The Markets'



Investment Committee Performance Measurement

3. How Are We Doing Against Our Peers?

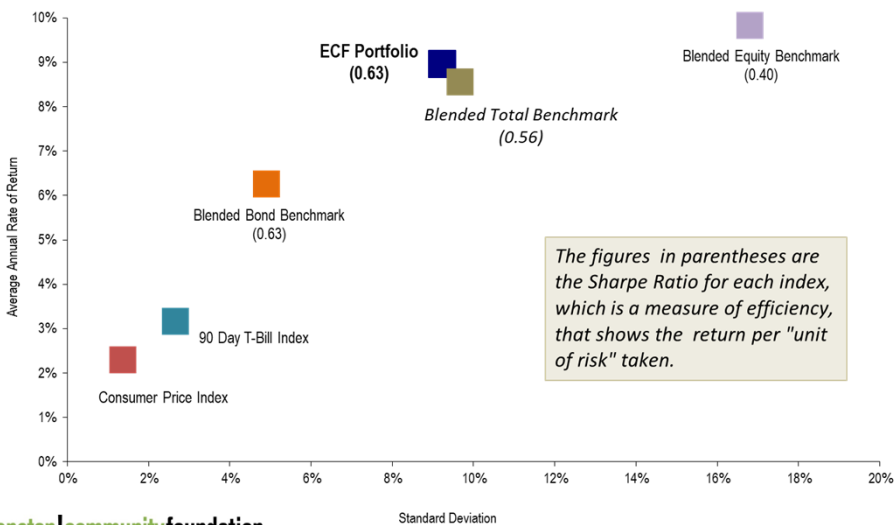
Periods Ending December 31, 2020	Last Year	Three Years	Five Years	Ten Years
ECF (\$32.2mm)	12.4%	8.3%	12.2%	8.2%
COF Survey: All Community Foundations	11.8%	7.6%	9.3%	7.4%
COF Survey: Community Foundations \$25.0 - \$49.9mm	10.3%	7.1%	9.2%	7.3%

COF = Council on Foundations

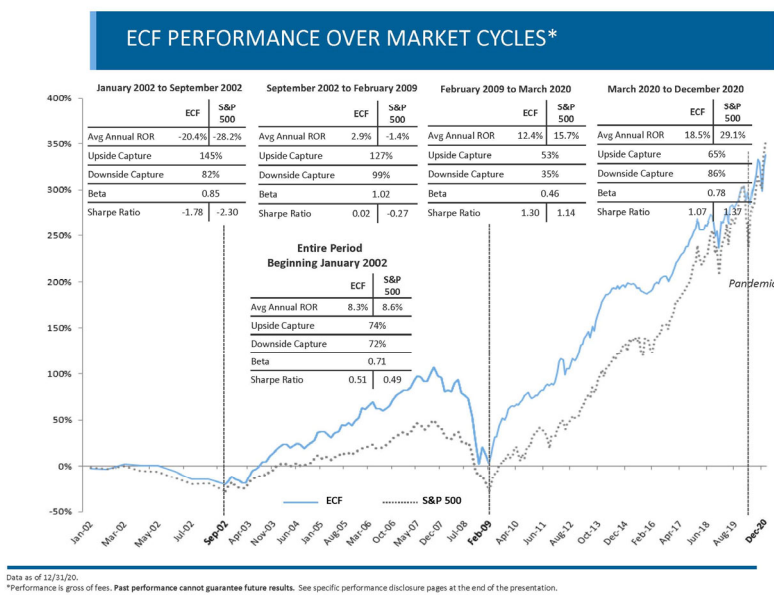
Investment Committee Performance Measurement

4. How Are We Doing Based On The Risks We Are Incurring?

Risk-Reward Analysis (1988 through 2020)



ECF Performance Over Market Cycles

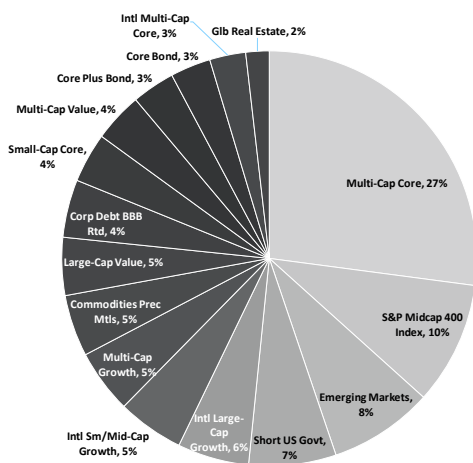


ECF Portfolio – Mutual Fund & ETF Holdings

As of January 31, 2021

Fund Holdings

\$27,686,268



Indirect Holdings	14,409
# Holdings Overlap in 4+ Funds	1,685
# Holdings Overlap in 3 Funds	770
# Holdings Overlap in 2 Funds	512
Beta	1.0
Fees & Expenses	
# of Funds Held	22
Weighted Average Turnover	23%
Weighted Average Expense	0.46%
Annual Fund Fees:	\$128,250

Investment Portfolio: Summary of Expenses

ABOVE THE LINE

These expenses & fees are already accounted for in ECF's reported investment returns

Expenses Paid to Fund Managers	46 basis points*
Brokerage Commissions	< 0.001 basis points

BELOW THE LINE

Foundation Support Charge	100 basis points
---------------------------	------------------

✓The usual Foundation Support Charge of 100 basis points provides a meaningful contribution to ECF's operating budget, supporting our programs and operations.

*basis point = 1/100 of a percent

Note: Above the line expense ratio is based upon portfolio structure as of January 31, 2021

ECF Portfolio: Cash & Fixed Income Holdings as of December 31, 2020

	Market Value	% total portfolio	2020 Rate of Return
CASH AND EQUIVALENTS			
US TREASURY NOTE DUE 10/31/21	801,887	2.49%	
CASH	1,361,293	4.23%	
Subtotal Cash and Equivalents	2,163,180	6.71%	
FIXED INCOME			
Domestic Fixed			
LOOMIS SAYLES INVESTMENT GRADE BOND	1,250,742	3.88%	11.1%
US TREASURY INFL IDX 2.5% DUE 01/15/29	198,972	0.62%	9.0%
BAIRD CORE PLUS BOND INST	930,975	2.89%	8.7%
VANGUARD TOTAL BOND MKT INDEX ADMIR	877,235	2.72%	7.7%
<i>Barclays Agg Bond Index</i>			7.5%
US TREASURY INFL IDX 0.125% 01/15/23	292,990	0.91%	3.9%
US TREASURY NT 6% DUE 02/15/26	224,574	0.70%	3.3%
VANGUARD ST TREASURY INDEX ADMIR	1,881,485	5.84%	3.0%
MCCORMICK & CO I3.9% DUE 07/08/21	5,050	0.02%	-1.4%
Subtotal Domestic Fixed	5,662,022	17.58%	
Foreign Fixed			
<i>JPM Global Bond ex US</i>			9.5%
DFA FIVE-YEAR GLOBAL FIXED-INCOME I	513,026	1.59%	1.5%
Total Fixed Income	6,175,048	19.17%	

ECF Portfolio: Equity Holdings as of December 31, 2020

	Market Value	% total portfolio	2020 Rate of Return
EQUITY			
Domestic Equity			
			<i>Wilshire 5000 Index</i> 20.9%
AKRE FOCUS INSTL	1,443,883	4.48%	20.7%
VANGUARD TOTAL STOCK MKT INDEX ADMIR	1,810,053	5.62%	20.6%
SCHWAB US BROAD MARKET ETF	2,398,041	7.44%	20.3%
ISHARES RUSSELL 3000 ETF	2,108,300	6.54%	20.1%
DISTILLATE US FUND ETF	1,213,088	3.77%	19.3%
ISHARES CORE S&P MID CAP ETF	2,611,328	8.11%	13.1%
ISHARES CORE S&P SMALL CAP ETF	1,010,900	3.14%	10.8%
DIAMOND HILL LARGE CAP	1,273,034	3.95%	8.9%
LYRICAL US VALUE EQUITY INSTITUTIONAL	1,074,934	3.34%	8.6%
ISHARES MSCI INTL MULTI-FACTOR ETF	780,582	2.42%	2.6%
SCHWAB US LARGE CAP ETF	22,283	0.07%	N/A
Subtotal Domestic Equity	15,746,428	48.81%	
FOREIGN EQUITY			
WASATCH EMERGING MARKETS SMALL CAP INV	1,394,364	4.33%	32.6%
HARDING LOEWNER INTERNATIONAL INSTL	1,554,460	4.83%	20.3%
VANGUARD INTERNATIONAL EXPLORER INV	1,448,775	4.50%	15.0%
			<i>MSCI ACWI ex US</i> 9.5%
ARTISAN GLOBAL VALUE INVESTOR	1,003,382	3.11%	6.5%
Subtotal Foreign Equity	5,400,981	16.77%	
Total Equity	21,147,409	65.58%	

ECF Portfolio: Alternatives as of December 31, 2020

	Market Value	% total portfolio	2020 Rate of Return
ALTERNATIVES			
SPDR GOLD SHARES ETF	1,371,410	4.26%	24.8%
WHI REAL ESTATE PTNRS IV LTD PARTNERSHIP D	395,239	1.23%	11.1%
			<i>Blended Benchmark</i> 6.3%
ARES CAPITAL CORP	472,920	1.47%	-0.9%
BROOKFIELD GLOBAL LISTED REAL ESTATE	511,672	1.59%	-11.0%
Alternatives	2,751,241	8.54%	
TOTAL PORTFOLIO	32,236,878	100.00%	

evanston!communityfoundation

SUMMARY OF INVESTMENT RESULTS

PRINCIPAL RECONCILIATION

	TOTAL ENDOWMENT	
	Fourth Quarter 2021	Calendar Year
Investment Results		
Beginning Value	\$ 34,673,192	\$ 32,236,878
Add: Contributions	\$ 830,564	\$ 1,061,770
Deduct: Withdrawals	\$ (250,000)	\$ (1,102,775)
Adjusted Value	\$ 35,253,756	\$ 32,195,873
Value at December 31, 2021	\$ 37,038,066	\$ 37,038,066
Net Change In Investment Value (Total Return)	\$ 1,784,310	\$ 4,842,193
Percentage Change in Value	5.06%	15.03%

PERFORMANCE VS. BENCHMARKS

	Balance	Allocation Range	Target Allocation	Current Allocation	Quarter to Date	Year to Date	Last 3 Years
Cash	\$ 2,221,880	0%	0%	6%			
<i>90 Day T-Bills</i>					0.00%	0.05%	1.09%
Domestic Fixed Income	\$ 6,305,577	15%-35%	25%	17%	-0.16%	0.04%	4.40%
<i>Barclay Aggregate</i>					0.10%	-1.54%	4.79%
Foreign Fixed Income	\$ -	0%-10%	5%	0%	0.00%	0.44%	1.70%
<i>JP Morgan Global Non-US</i>					-1.45%	-8.17%	1.86%
Domestic Equity	\$ 19,099,445	30%-65%	47%	52%	8.57%	26.37%	18.34%
<i>Wilshire 5000</i>					9.58%	26.70%	26.11%
Foreign Equity	\$ 5,726,771	0%-20%	10%	15%	2.68%	13.72%	15.64%
<i>ACWI-ex U.S.</i>					3.14%	12.62%	14.07%
Other	\$ 3,684,393	0%-20%	10%	10%	8.45%	19.92%	18.90%
<i>Constructed Benchmark</i>					2.85%	11.70%	8.40%
Total Account	\$ 37,038,066				5.06%	15.03%	18.44%
<i>Blended Benchmark</i>					5.04%	14.26%	15.30%
<i>CPI (lagged 1 month)</i>					1.60%	6.70%	3.40%



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Book and Technology Mobile Consultant

Date: May 13, 2022

Recommended Action

Staff seeks either approval of the Bookmobile Consultant agreement or direction from the Board on next steps for the development of the concept for this service enhancement.

This proposal was originally presented to the Board for consideration in October, 2020. Updates have been included to reflect the community engagement that has been produced in the interim and cost adjustments to the consultant's rates.

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.*

- *Adjusted for inflation, the consultant projects that the cost for a book and technology mobile produced for purchase in 2023 to be approximately \$330,000 - \$410,000.*

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.

https://mail.google.com/mail/u/0?ui=2&ik=d5e0bd5d45_attid=0.1&permmsgid=msg-f:1726292156526934562&th=17f50591f054ba22&view=att&disp=inline

<https://mail.google.com/mail/u/0?ui=2&ik=d5e0bd5d45&attid=0.2&permmsgid=msg-f:1726292156526934562&th=17f50591f054ba22&view=att&disp=inline>

<https://mail.google.com/mail/u/0?ui=2&ik=d5e0bd5d45&attid=0.3&permmsgid=msg-f:1726292156526934562&th=17f50591f054ba22&view=att&disp=inline>

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: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Volunteer Management Services Agreement
Date: May 11, 2022

Recommended Action

I recommend Board approval of the annual renewal of the Volunteer Management Services Agreement with Cherie Asante at a cost of \$20,800 effective May, 2022. The proposed agreement is attached.

Prior to her retirement, Mary Kling and I reviewed applications and interviewed potential successors. We are confident that Cherie Asante will fulfill this important role and continue the invaluable work of recruiting, onboarding and managing our team of volunteers.

Summary

The work of the Evanston Public Library is supported by our amazing volunteers. Volunteers of all ages are encouraged to share their time and talent to the benefit of library patrons and staff.

A few of the activities supported by our Volunteers include:

- Act as shelf readers and collection weeders,
- Greet patrons at our Concierge desk in the main library,
- Provide child care during community listening sessions,
- Assist with mass mailings
- Join us as “books” for the Human Library
- Deliver books/DVDs to patrons through our Books on Wheels program
- Assist in a variety of ways at Robert Crown Branch Library
- Clean DVDs after they are returned
- Deliver books to Home Day Care centers

Along with recruitment, intake, skills matching and background checks, Cherie Asante will be our main point of contact for all Volunteer programs.

CITY OF EVANSTON

PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for Evanston Public Library Volunteer Management and Recruitment (“EPL Volunteer Management”).

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this 1st day of May, 2022, between the Evanston Public Library, an Illinois municipal public library with a main library and administrative offices located at 1703 Orrington Avenue, and a branch at 1801 Main Street in Evanston Illinois (hereinafter referred to as the “Library”), and Cherie Asante, with her residence located at 3233 Harrison Street, Evanston, IL 60201 (hereinafter referred to as the “Consultant”). Compensation for all basic Services (“the Services”) provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$20,800 per year at \$20/hour, 20 hrs per week, 1040 hrs per year

I. COMMENCEMENT DATE

Consultant shall commence the Services on May 1, 2022 or no later than three (3) DAYS AFTER The Library executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by December 31, 2022 . This Agreement may be renewed annually after an initial term for up to three (3) one year extensions. No renewal shall begin until agreed to in writing by both parties prior to the completion date of the Agreement.

III. PAYMENTS

The Library shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A – Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the Library in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the "Services") set forth here: Services are those as defined in Exhibit A. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit B).

V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by the Library, or by others at Library's direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of the Library while working and to perform its Services in a manner which does not unreasonably interfere with the Library's business and operations, or the business and operations of other tenants and occupants in the Library which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of Library or other parties that may be affected in connection therewith. If requested by the Library, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the Library, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any

sort, including but not limited to, Worker's Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its sub consultants provide false information, or fail to be or remain in compliance with this Agreement, the Library may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

Consultant evaluates all aspects of programs and services through an equity lens and seeks to provide services to diverse Evanston Residents in a manner that is consistently equitable and inclusive.

The Consultant shall obtain prior approval from the Library prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this Agreement, the sub consultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the Library's prior written consent. The Consultant shall be responsible for the accuracy and quality of any sub consultant's work.

All sub consultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every sub consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the Library, other Library contractors, the City of Evanston, other municipalities and local government officials, public utility companies, and others, as may be directed by the Library. This shall include attendance at meetings, discussions and hearings as requested by the Library. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the Library in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified in writing and after approved by both parties. This Agreement may be modified or amended from time to time

provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

B. Representation and Warranties. Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

C. Termination. Library may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the Library terminates this agreement, the Library will make payment to Consultant for Services performed prior to termination. Payments made by the Library pursuant to this Agreement are subject to sufficient appropriations made by the Evanston Public Library and appropriations approved by Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the Evanston Public Library and approved by the City Council, the Library's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the Library shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the Library any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the Library related to the Services herein.

D. Independent Consultant. Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of the Evanston Public Library or City of Evanston. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of the Evanston Public Library or City of Evanston. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of the Evanston Public Library or City of Evanston. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding,

minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

E. Conflict of Interest. Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of the Library or City of Evanston in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to the Library and consented to in writing to the Library.

F. Ownership of Documents and Other Materials. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of the Library, and the Library shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of the Library, during any stage of the Services, Consultant shall promptly deliver all such materials to the Library. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of the Library, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.

G. Payment. Invoices for payment shall be submitted by Consultant to Library at the address set forth above, together with reasonable supporting documentation, Library may require such additional supporting documentation as Library reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after Library's receipt of an invoice and all such supporting documentation.

H. Right to Audit. Consultant shall for a period of three years following performance of the Services, keep and make available for the

inspection, examination and audit by Library or Library's authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide Library an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of Library's expenses for and in connection with the audit respecting such invoice.

I. Indemnity. Consultant shall defend, indemnify and hold harmless the Library and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the Library, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the Library and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the Library and City of Evanston has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written

consent of the City Corporation Counsel and the Library, if the settlement requires any action on the part of the City or the Library.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The Library and City of Evanston, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-Consultants' work. Acceptance of the work by the Library will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

J. Confidentiality. In connection with this Agreement, Library may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for Library. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by Library as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for Library to any person, firm or corporation or use the same in any manner whatsoever without first obtaining Library's written approval, and (iii) not to disclose to Library any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the Library has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the Library that it has received a Freedom of Information Act request that calls for records within the Consultant's

control, the Consultant shall promptly provide all requested records to the Library so that the Library may comply with the request within the required timeframe. The Library and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the Library from and against all claims arising from the Library's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the Library with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the Library and the City, shall not be a violation of this Section.

K. Use of Library's Name or Picture of Property. Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of Library's name nor the name of any affiliate of the Library or City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

L. No Assignments or Subcontracts. Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without Library's express prior written approval. Any attempt to do so without the Library's prior consent shall, at Library's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of Library.

M. Compliance with Applicable Statutes, Ordinances and Regulations. In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the Library deems it reasonably necessary for security reasons, the Library may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the Library does not pass the background check.

N. Liens and Encumbrances. Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under

Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmen's or other such lien claims, or rights to place a lien upon Library or City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by Library. Consultant shall protect Library and City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any sub Consultant, supplier or materialmen, or other person, firm or corporation, upon Library or City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

O. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to Library as follows: Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois 60201, Attention: Library Director and to Consultant at the address first above set forth, or at such other address or addresses as Library or Consultant may from time to time designate by notice given as above provided.

P. Attorney's Fees. In the event that the Library commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the Library shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

Q. Waiver. Any failure or delay by Library to enforce the provisions of this Agreement shall in no way constitute a waiver by Library of any contractual right hereunder, unless such waiver is in writing and signed by Library.

R. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

S. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The Library shall not enter into binding arbitration to resolve any dispute under this Agreement. The Library does not waive tort immunity by entering into this Agreement.

T. Time. Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the Library.

V. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

VI. EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the Library, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

A. That it will not discriminate against any employee or applicant for employment or volunteer because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications and volunteer position descriptions to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees or volunteers placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

VII. SEXUAL HARASSMENT POLICY

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

- A.** The illegality of sexual harassment;
- B.** The definition of sexual harassment under State law;
- C.** A description of sexual harassment utilizing examples;
- D.** The Consultant's internal complaint process including penalties;
- E.** Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and
- F.** Protection against retaliation as provided to the Department of Human Rights.

VIII. CONSULTANT CERTIFICATIONS

A. Consultant acknowledges and agrees that should Consultant or its sub consultant provide false information, or fail to be or remain in compliance with the Agreement, the Library may void this Agreement.

B. Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 *et seq.*) and applicable rules in performance under this Agreement.

C. If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

D. Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

E. In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

F. Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

G. If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

H. Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

IX. INTEGRATION

This Agreement, together with Exhibits A, and B sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the

terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT:

**Evanston Public Library
1703 ORRINGTON AVENUE
EVANSTON, IL 60201**

By _____

By: _____

Its: _____

Its: Executive Director _____

FEIN Number: _____

Date: _____

Date: _____