



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Library Board Packet

June 15, 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: June 15, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89172004615>

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

The full list of US numbers:

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

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

Zoom Tips

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



evanston public library
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, June 15, 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 May 18, 2022

Approval of Bills and Payroll

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

A. Proclamation

B. Update on Strategic Plan (Stu Wilson)

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. Facilities Committee - Automated Self Check Machine Purchase for Main Library Public Bid 22-03 (Discussion and Action).

G. Transition Team/Interim Team/Search Team

10. UNFINISHED BUSINESS

A. Services policy (Tim Longo) (Action)

B. Transitioning Policy (Karen Danczak Lyons) (Action)

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

11. NEW BUSINESS

A. National Able lease renewal (Karen Danczak Lyons) (Action)

B. Racial Equity Worksheet (Terry Soto) (Discussion)

C. Election of Officers (Action)

D. Committee Selections (Discussion)

12. EXECUTIVE SESSION (Personnel and Review of Closed Session Minutes)

13. ADJOURNMENT

Next Meeting: July 20, 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, May 18, 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 6:32 p.m. *Goodman arrived late at 7:15pm

Citizen Comment

None

Consent Agenda

- A. **Approval of the Bills and Payroll and Minutes of the April 20, 2022 Board Meeting.** Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, the consent agenda was approved.

INFORMATION/COMMUNICATIONS

- 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 Francellino, Mariana Bojorquez)**
- E. **Land Acknowledgement (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. EndDevelopment Committee**
- C. Endowment Investment Committee**
- D. Executive Committee**
- E. Management & Policy Committee**
- F. Board Development Committee**
- G. Transition Team/Interim Team/Search Team**

UNFINISHED BUSINESS

- A. Digitization project (Heather Norborg and Jeff Garrett) (Action).** Upon motion made by Trustee Hayman and seconded by Trustee Wallen, approve the digitization project.
- B. MOU with Partners of the Evanston Public Library (Wynn Shawver).** (Discussion)
- C. Transfer of endowment to Evanston Community Foundation (Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, transfer of the endowment to the Evanston Community Foundation.
- D. Bookmobile consultant agreement (Action or Direction).** Upon motion made by Trustee Schapiro and seconded by Trustee Wallen, place the bookmobile consultant agreement on hold until such time the board agrees it is appropriate to have it brought before them. To continue to explore a fifth ward branch at Family Focus with Dara Munson.
- E. Nominating Committee Report.** Upon motion made by Goodman and seconded by Trustee Illes, the nominating committee proposes that the current slate of officers continue next year and be voted on next month.

New Business:

- A. Professional Services agreement Volunteer Coordinator (Discussion and Action).** Upon motion made by Trustee Hayman and seconded by Trustee Illes, to approve the Volunteer Coordinator professional services agreement.
- B. Strategic goals for the board for the year.**

EXECUTIVE SESSION

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

The motion to end the Executive Session was made by Trustee Illes seconded by Trustee Schapiro,, and approved by roll call vote. The meeting was adjourned at 8:55 p.m.

Adjournment

The motion to adjourn was made by Trustee Soto and seconded by Trustee Schapiro and approved by voice vote. The meeting adjourned at 9:00 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: June 8, 2022

Recommended Action

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

Payroll

May 9, 2022 through May 22, 2022	\$ 174,136.64
May 23, 2022 through June 5, 2022	\$ 173,401.65

Library Fund Bills List

May 10, 2022	\$ 57,064.26
May 24, 2022	\$ 49,406.92
(March 2022 Purchasing Card \$8,305.15)	

Attachement: Bills List

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 05.10.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 05/10/22 - 05/10/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
17036 - RAYMOND CLEVELAND	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	150.00
18961 - SALLY BATTLE	PROGRAM SUPPLIES REIMBURSEMENT	05/10/2022	05/10/2022	41.80
18961 - SALLY BATTLE	PROGRAM SUPPLIES REIMBURSEMENT	05/10/2022	05/10/2022	74.56
107741 - SCHOLASTIC INC.	ELL BOOKS	05/10/2022	05/10/2022	283.50
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$549.86
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals		Invoice Transactions 4	\$549.86
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
17262 - KATHERINE JACOB	PROGRAM REIMBURSEMENT	05/10/2022	05/10/2022	81.46
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$81.46
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 1	\$81.46
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
10543 - BRIDGEALL LIBRARIES LTD.	IT COMPUTER SOFTWARE	05/10/2022	05/10/2022	785.44
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	INTERNET COMPUTER SOFTWARE	05/10/2022	05/10/2022	35.50
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 2	\$820.94
Account 65100 - LIBRARY SUPPLIES				
105711 - 4IMPRINT, INC.	CARIBINER KEYCHAINS	05/10/2022	05/10/2022	464.27
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/10/2022	05/10/2022	215.01
103883 - ODP BUSINESS SOLUTIONS, LLC	MOBILE HOTSPOTS CASES BULK	05/10/2022	05/10/2022	2,068.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 3	\$2,747.28
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 5	\$3,568.22
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62341 - INTERNET SOLUTION PROVIDERS				
17077 - MURPHY SECURITY SOLUTIONS LLC	SOFTWARE LICENSE AND MAINTENANCE RENEWAL	05/10/2022	05/10/2022	2,675.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1	\$2,675.00
Account 65100 - LIBRARY SUPPLIES				
18903 - MARIA ALBINA	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	75.00
18935 - RACHEL ROSNER	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	150.00
18935 - RACHEL ROSNER	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	300.00
17036 - RAYMOND CLEVELAND	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	150.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$675.00
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 5	\$3,350.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
18936 - HEADSPACE INC.	ONLINE RESOURCES	05/10/2022	05/10/2022	2,660.00
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$2,660.00
Account 65555 - IT COMPUTER HARDWARE				
101141 - INSIGHT PUBLIC SECTOR, INC.	MEETING OWL DEVICES	05/10/2022	05/10/2022	3,438.57
101141 - INSIGHT PUBLIC SECTOR, INC.	VIDEO CONFERENCING DEVICES	05/10/2022	05/10/2022	7,096.34
	Account 65555 - IT COMPUTER HARDWARE Totals		Invoice Transactions 2	\$10,534.91
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 3	\$13,194.91
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/10/2022	05/10/2022	453.60
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/10/2022	05/10/2022	453.60
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/10/2022	05/10/2022	113.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/10/2022	05/10/2022	113.62
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	05/10/2022	05/10/2022	210.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	05/10/2022	05/10/2022	10,520.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 6	\$11,864.44
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/10/2022	05/10/2022	88.34
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$88.34
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 7	\$11,952.78
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
101776 - EVANSTON/NORTHSHORE YWCA	YWCA CONSULTING FEE	05/10/2022	05/10/2022	1,000.00
10172 - LEA FARAH HERNANDEZ-SOLIS	HUMAN LIBRARY LICENSE FEE	05/10/2022	05/10/2022	99.00
17951 - KIDS CREATE CHANGE	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	1,200.00
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	05/10/2022	05/10/2022	486.36
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	05/10/2022	05/10/2022	300.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 5	\$3,085.36
Account 62295 - TRAINING & TRAVEL				
101776 - EVANSTON/NORTHSHORE YWCA	WORKSHOP FEE	05/10/2022	05/10/2022	1,000.00
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1	\$1,000.00
Account 65095 - OFFICE SUPPLIES				
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	229.19
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	239.91
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	229.19
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	15.78
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	50.61
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	59.67
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/10/2022	05/10/2022	53.67
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 7	\$878.02
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 13	\$4,963.38
	Department 48 - LIBRARY Totals		Invoice Transactions 38	\$37,660.61
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 38	\$37,660.61
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
102196 - GRUMMAN/BUTKUS ASSOCIATES	MECHANICAL ENGINEERING AHU SUPPLY FAN VFD	* 05/10/2022	05/10/2022	9,920.00
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 1	\$9,920.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 1	\$9,920.00
	Department 48 - LIBRARY Totals		Invoice Transactions 1	\$9,920.00
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 1	\$9,920.00
			Invoice Transactions 39	\$47,580.61

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.10.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
----------------	---------------	-------------	--------

SUPPLEMENTAL BILLS LIST ATTACHMENT

VARIOUS			
	VARIOUS BMO	PURCHASING CARD-MARCH, 2022	8,305.15
	VARIOUS TWIN EAGLE	NATURAL GAS MARCH, 2022	<u>1,178.50</u>
			9,483.65

GRAND TOTAL 57,064.26

Please

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 05.24.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 05/24/22 - 05/24/22

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	05/24/2022	05/24/2022	521.67	
100474 - BAKER & TAYLOR	JUV PRINT	05/24/2022	05/24/2022	1,032.03	
100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/24/2022	05/24/2022	.03	
100474 - BAKER & TAYLOR	JUV PRINT	05/24/2022	05/24/2022	1,473.43	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 4	\$3,027.16
Account 65641 - AUDIO VISUAL COLLECTIONS					
324163 - FINDAWAY WORLD, LLC	JUV AV	05/24/2022	05/24/2022	49.99	
103424 - MIDWEST TAPE	JUV AV	05/24/2022	05/24/2022	11.49	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 2	\$61.48
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 6	\$3,088.64
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
16334 - KANOPY	MAIN ADULT ONLINE RESOURCES	05/24/2022	05/24/2022	1,460.00	
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	05/24/2022	05/24/2022	920.71	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 2	\$2,380.71
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	308.48	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	167.00	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	1,251.45	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	1,623.14	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	83.36	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	437.65	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	1,204.50	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	336.73	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	113.26	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	532.27	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	376.20	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	463.38	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	268.10	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	762.54	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	914.64	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	45.97	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	191.97	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	394.49	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	1,242.24	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/24/2022	05/24/2022	301.50	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 20	\$11,018.87
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	79.77	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	45.48	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	15.24	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	139.33	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	68.22	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	169.95	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	41.99	
103424 - MIDWEST TAPE	ADULT PRINT	05/24/2022	05/24/2022	30.79	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	52.98	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	81.72	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	52.98	
103424 - MIDWEST TAPE	ADULT AV	05/24/2022	05/24/2022	99.96	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 12	\$878.41
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 34	\$14,277.99
Business Unit 4820 - ACCESS SERVICES					
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY WINTER QUARTER INVOICE	05/24/2022	05/24/2022	518.38	
Account 62506 - WORK- STUDY Totals				Invoice Transactions 1	\$518.38
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	BARCODE PRINTER	05/24/2022	05/24/2022	549.11	
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/24/2022	05/24/2022	75.71	
103424 - MIDWEST TAPE	ACCESS SERVICES SUPPLIES	05/24/2022	05/24/2022	1,049.94	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 3	\$1,674.76
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 4	\$2,193.14
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 62225 - BLDG MAINTENANCE SERVICES					
13544 - BIBLIOTHECA + 3M	SERVICE MAINTENANCE	05/24/2022	05/24/2022	973.50	
13544 - BIBLIOTHECA + 3M	SERVICE MAINTENANCE	05/24/2022	05/24/2022	575.00	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 2	\$1,548.50
Account 65100 - LIBRARY SUPPLIES					
105711 - 4IMPRINT, INC.	PROMOTIONAL ITEM BULK ORDER	05/24/2022	05/24/2022	464.27	
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	05/24/2022	05/24/2022	201.39	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	\$665.66
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	80.48	
100474 - BAKER & TAYLOR	JUV PRINT	05/24/2022	05/24/2022	8.92	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	48.31	
100474 - BAKER & TAYLOR	JUV PRINT	05/24/2022	05/24/2022	121.93	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	59.27	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	18.08	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	31.51	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	648.19	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	528.03	
100474 - BAKER & TAYLOR	JUV PRINT	05/24/2022	05/24/2022	1,196.10	
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2022	05/24/2022	38.20	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 11	\$2,779.02
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 15	\$4,993.18
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
101698 - ESRI	LICENSE FEE	05/24/2022	05/24/2022	489.00	
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 1	\$489.00
Account 65100 - LIBRARY SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GADGET CHARGERS	05/24/2022	05/24/2022	133.52	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$133.52

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 05.24.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 05/24/22 - 05/24/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Account 65555 - IT COMPUTER HARDWARE				
101401 - DELL COMPUTER CORP.	DESKTOP COMPUTER	05/24/2022	05/24/2022	731.26
101141 - INSIGHT PUBLIC SECTOR, INC.	OWL MEETING PRO	05/24/2022	05/24/2022	3,438.57
	Account 65555 - IT COMPUTER HARDWARE Totals		Invoice Transactions 2	\$4,169.83
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/24/2022	05/24/2022	5.94
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$5.94
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 5	\$4,798.29
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	05/24/2022	05/24/2022	533.04
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/24/2022	05/24/2022	453.60
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/24/2022	05/24/2022	113.62
298493 - CONQUEST PEST SOLUTIONS	CARPET CLEANING	05/24/2022	05/24/2022	145.00
103357 - METROPOLITAN INDUSTRIES INC.	BUILDING MAINTENANCE SERVICES	05/24/2022	05/24/2022	884.65
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	05/24/2022	05/24/2022	564.06
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 6	\$2,693.97
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 05.16.2022	05/24/2022	05/24/2022	94.10
10730 - MC SQUARED ENERGY	MC SQUARED 05.16.2022	05/24/2022	05/24/2022	9,075.00
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$9,169.10
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	05/24/2022	05/24/2022	114.67
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$114.67
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 9	\$11,977.74
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
10460 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.	LEGAL FEES	05/24/2022	05/24/2022	734.34
10460 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.	LEGAL FEES	05/24/2022	05/24/2022	2,357.50
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	05/24/2022	05/24/2022	1,733.33
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	05/24/2022	05/24/2022	1,733.33
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	05/24/2022	05/24/2022	259.55
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 5	\$6,818.05
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY WINTER QUARTER INVOICE	05/24/2022	05/24/2022	497.25
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$497.25
Account 65025 - FOOD				
10172 - LEA FARAH HERNANDEZ-SOLIS	REIMBURSEMENT FOR STAFF DAY	05/24/2022	05/24/2022	76.77
17262 - KATHERINE JACOB	REIMBURSEMENT PROGRAM SUPPLIES	05/24/2022	05/24/2022	14.34
	Account 65025 - FOOD Totals		Invoice Transactions 2	\$91.11
Account 65095 - OFFICE SUPPLIES				
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/24/2022	05/24/2022	71.95
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/24/2022	05/24/2022	390.56
206940 - ULINE	STORAGE BOXES	05/24/2022	05/24/2022	209.02
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 3	\$671.53
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 11	\$8,077.94
	Department 48 - LIBRARY Totals		Invoice Transactions 84	\$49,406.92
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 84	\$49,406.92
* = Prior Fiscal Year Activity				\$49,406.92

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.24.2022 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 49,406.92

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

BMO Credit Card Statement for the Period ending March26, 2022

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
LIBRARY	AMZN MKTP US 1I2X6ZS2	WA	98109	\$ 41.98	2/28/2022	65100 LIBRARY SUPPLIES	CLEANING WIPES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 1I2P06D20	WA	98109	\$ 18.99	2/28/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 29.99	2/28/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	2/28/2022	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 251.64	2/28/2022	65050 BUILDING MAINTENANCE MATERIAL	11 LED CAN LIGHT FIXTURES FOR LIBRARY ELEVATORS	185.48.4840	-	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 179.88	2/28/2022	65050 BUILDING MAINTENANCE MATERIAL	6 GARAGE REMOTE CONTROLS FOR UNDERGROUND PARKING GARAGE	185.48.4840	-	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ (20.97)	2/28/2022	65050 BUILDING MAINTENANCE MATERIAL	RETURN CREDIT FOR 1 CAN LED LIGHT FIXTURE	185.48.4840	-	Galvin	Todd
LIBRARY	VALLI PRODUCE	IL	60202	\$ 22.13	2/28/2022	65025 FOOD	PROGRAM FOOD FOR ENGAGEMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1W3RJ2EL1	WA	98109	\$ 20.39	3/2/2022	65100 LIBRARY SUPPLIES	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 9.99	3/2/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	EVANSTON LUMBER	IL	60202	\$ 92.00	3/2/2022	65050 BUILDING MAINTENANCE MATERIAL	1 SHEET OF 3/4" TREATED PLYWOOD 4X8'	185.48.4840	-	Galvin	Todd
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 9.58	3/2/2022	65050 BUILDING MAINTENANCE MATERIAL	EXTENSION BIT HOLDER	185.48.4840	-	Galvin	Todd
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 14.88	3/2/2022	65050 BUILDING MAINTENANCE MATERIAL	NUTS AND BOLTS FOR BOOKDROP	185.48.4840	-	Galvin	Todd
LIBRARY	THE COPY ROOM, INC	IL	60201	\$ 56.00	3/2/2022	65050 BUILDING MAINTENANCE MATERIAL	PRINTS	185.48.4840	-	Wade	Ray
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 15.00	3/3/2022	65630 LIBRARY BOOKS	SUMMER READING PROGRAM POSTER	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	3/3/2022	62340 IS SUPPORT FEES	WEBSITE MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 84.80	3/3/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES JUNETEENTH PROGRAM SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 19.18	3/3/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES SUMMER TEST PROGRAM SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 69.70	3/3/2022	65040 JANITORIAL SUPPLIES	RECYCLE BIN 7 GAL FOUR COUNT AND OFFICE BASKET BLACK 7 GAL SIX COUNT	185.48.4840	-	Wade	Ray
LIBRARY	AMZN MKTP US 1W6DD0BJ1	WA	98109	\$ 27.05	3/4/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J DOWJONES NEWS	MA	01020	\$ 14.99	3/4/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 18.00	3/4/2022	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	3/4/2022	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 173.70	3/4/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES/ PRIZES	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 32.98	3/4/2022	65050 BUILDING MAINTENANCE MATERIAL	PUR CHROME HORIZONTAL FAUCET MOUNT SYSTEM	185.48.4840	-	Wade	Ray
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60637	\$ 66.13	3/7/2022	65100 LIBRARY SUPPLIES	EARLY LEARNING SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL KATHRYNHUNT	CA	95131	\$ 38.58	3/7/2022	65100 LIBRARY SUPPLIES	EARLY LEARNING SUPPLIES SCAVENGER HUNT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 25.99	3/7/2022	65100 LIBRARY SUPPLIES	YA SUPPLIES AND PNG GRANT PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 1W8P43DD1A	WA	98109	\$ 127.88	3/7/2022	65630 LIBRARY BOOKS	YA BOOKS	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 4.79	3/7/2022	65050 BUILDING MAINTENANCE MATERIAL	ACE AERATOR ADAPTOR MALE/FEMALE	185.48.4840	-	Wade	Ray
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 107.10	3/7/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING FACE MASK BULK ORDER	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	GOTPRINT.COM	CA	91505-1073	\$ 85.08	3/7/2022	62210 AUDITING	EPL STICKER PRINTING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL USPS STORE	DC	20260	\$ 292.00	3/7/2022	62315 POSTAGE	STAMPS FOR DEVELOPMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL_BLOESCHEN	CA	95131	\$ 33.95	3/7/2022	65095 OFFICE SUPPLIES	DEVELOPMENT POSTER	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL VARIDESK	TX	75019	\$ 212.49	3/7/2022	65095 OFFICE SUPPLIES	STANDING DESK FOR C FRANCELLNO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 48.15	3/7/2022	65100 LIBRARY SUPPLIES	PNG GRANT PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 80.60	3/7/2022	65100 LIBRARY SUPPLIES	SUPPLIES FOR CARDBOARD CARNIVAL PNG GRANT	185.48.4850	-	Neumeier	Renee
LIBRARY	TARGET.COM	MN	55445	\$ 35.98	3/7/2022	65100 LIBRARY SUPPLIES	YA SUPPLIES AND PNG GRANT PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	IMPREMEDIA	CA	90017	\$ 195.00	3/8/2022	65635 PERIODICALS	SPANISH NEWSPAPER AT RC SUBSCRIPTION	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 72.90	3/8/2022	65100 LIBRARY SUPPLIES	TV MOUNT AND COMPUTER LOCK	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1W3RV1700	WA	98109	\$ 69.88	3/8/2022	65522 BUSINESS DISTRICT IMPROVEMENTS	LAPTOP CHARGER	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 24.88	3/8/2022	65100 LIBRARY SUPPLIES	TV MOUNT AND COMPUTER LOCK	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 50.66	3/8/2022	65100 LIBRARY SUPPLIES	TV MOUNT FOR THE CONFERENCE ROOM	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	TST SOUL & SMOKE KITC	IL	60201	\$ 25.00	3/9/2022	65100 LIBRARY SUPPLIES	GIFT CARD FOR PROGRAM	148.48.4825	-	Bojorquez	Mariana P
LIBRARY	YOFRESH YOGURT CAFE	IL	60202	\$ 100.00	3/9/2022	65100 LIBRARY SUPPLIES	GIFT CARD FOR PROGRAM	148.48.4825	-	Bojorquez	Mariana P
LIBRARY	IN IDENTITYLINKS INC.	IL	60714-3403	\$ 298.56	3/9/2022	65100 LIBRARY SUPPLIES	EARLY LEARNING BABY BIBBS GIVEAWAY	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 199.99	3/9/2022	65522 BUSINESS DISTRICT IMPROVEMENTS	HDMI RECEIVER REPLACEMENT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 146.29	3/9/2022	65050 BUILDING MAINTENANCE MATERIAL	UTILITY PUMP, LED FLASHLIGHT	185.48.4840	-	Galvin	Todd
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 50.78	3/11/2022	65050 BUILDING MAINTENANCE MATERIAL	LEAK ROOF PATCH 2 GALLONS, 2 TROWELS	185.48.4840	-	Galvin	Todd
LIBRARY	MICHAELS #9490	TX	75063	\$ 38.97	3/14/2022	65100 LIBRARY SUPPLIES	ART SUPPLIES FOR PROGRAM	148.48.4825	-	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US 1Z64R5701	WA	98109	\$ 260.55	3/14/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1Z8AJ2BS1	WA	98109	\$ 18.58	3/14/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	BUSY BEE CRESTWOOD	IL	604182152	\$ 13.99	3/14/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR GARDENING PROGRAM	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 19.87	3/14/2022	65040 JANITORIAL SUPPLIES	ENERGIZER MAX AA 36 PACK BATTERIES	185.48.4840	-	Wade	Ray
LIBRARY	AMZN MKTP US 1Z58690X2	WA	98109	\$ 41.87	3/16/2022	65100 LIBRARY SUPPLIES	EARLY LEARNING PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	ADOBE INC	CA	95110	\$ 254.87	3/16/2022	62340 IS SUPPORT FEES	YEARLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1N1AI6T31	WA	98109	\$ 15.81	3/17/2022	65100 LIBRARY SUPPLIES	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	3/17/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 42.59	3/17/2022	65100 LIBRARY SUPPLIES	MINI ART SHOW PROJECT SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 84.28	3/17/2022	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL AFTERPRINTS	TX	75081	\$ 12.50	3/17/2022	65100 LIBRARY SUPPLIES	SIGNAGE FOR RC	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1Z27X5V52	WA	98109	\$ 27.99	3/17/2022	65630 LIBRARY BOOKS	YA BOOKS	185.48.4835	-	Hernandez-Solis	Lea

BMO Credit Card Statement for the Period ending March26, 2022

LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 29.88	3/17/2022	65040 JANITORIAL SUPPLIES	ONE RCP OFFICE BASKET BLACK 7 GAL TRASH CAN AND THREE RCP RECYCLE BIN 7 GAL MEDIUM WASTE BASKET	185.48.4840	-	Wade	Ray
LIBRARY	VALLI PRODUCE	IL	60202	\$ 64.65	3/17/2022	65025 FOOD	PROGRAM FOOD FOR ENGAGEMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 19.47	3/18/2022	65100 LIBRARY SUPPLIES	CANDY FOR ETHS EVENT	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US 1N7YY64R0	WA	98109	\$ 80.45	3/18/2022	65100 LIBRARY SUPPLIES	EARLY LEARNING SUMMER READING SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL VINYLDISORD	CA	92624	\$ 51.00	3/18/2022	65100 LIBRARY SUPPLIES	EARLY LEARNING SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1N0XZ3PP1	WA	98109	\$ 33.88	3/18/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TKB TRADING LLC	CA	94606	\$ 86.60	3/18/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR NAIL POLISH DIY	185.48.4835	-	Madison	Elacsha
LIBRARY	PAYPAL KEURIG	VT	05676	\$ 116.84	3/18/2022	65095 OFFICE SUPPLIES	COFFEE MAKER FOR THE STAFF ROOM	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	WA	72716	\$ 346.99	3/21/2022	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1N0OC8JM0	WA	98109	\$ 36.73	3/21/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1N5EQ4C12	WA	98109	\$ 44.81	3/21/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1N9SV4511	WA	98109	\$ 27.00	3/21/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1Z0GV0UA2	WA	98109	\$ 16.55	3/21/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00009274	IL	60202	\$ 53.51	3/21/2022	65100 LIBRARY SUPPLIES	SEED GARDEN PROGRAM SUPPLIES FOR MAIN BRANCH	185.48.4835	-	Madison	Elacsha
LIBRARY	AMZN MKTP US 1Z4GR32H2	WA	98109	\$ 227.42	3/21/2022	65100 LIBRARY SUPPLIES	TEEN LOFT PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	MARSHALLS #0245	IL	60202	\$ 27.97	3/21/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR BATH BOMB WORKSHOP	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 396.58	3/21/2022	65050 BUILDING MAINTENANCE MATERIAL	5 WOODEN LAMINATED SHELVES FOR CROWN LIBRARY, 10 SHELF BRACKETS, 4 PACKS OF TOWELS, TRASH BAGS, GLOV	185.48.4840	-	Galvin	Todd
LIBRARY	CARQUEST 2759	IL	60202	\$ 168.15	3/21/2022	65050 BUILDING MAINTENANCE MATERIAL	NEW BATTERY AND DISCONNECT FOR LIBRARY BUS	185.48.4840	-	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 72.53	3/21/2022	65050 BUILDING MAINTENANCE MATERIAL	SHELF BRACKETS, ZIP TIES, LED FLASHLIGHT	185.48.4840	-	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 61.95	3/21/2022	65050 BUILDING MAINTENANCE MATERIAL	SURGE PROTECTOR POWER STRIP, CORD MATE	185.48.4840	-	Galvin	Todd
LIBRARY	SAMSClub.COM	AR	72712	\$ 38.01	3/21/2022	65095 OFFICE SUPPLIES	STAFF ROOM SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	VARIDesk 1800 207 258	TX	75019	\$ 345.00	3/21/2022	65095 OFFICE SUPPLIES	STANDING DESK FOR M BOJORQUEZ	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SCENTCO INC	CA	92071	\$ 139.98	3/21/2022	65100 LIBRARY SUPPLIES	YA GRANT SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1N5DH3Z12	WA	98109	\$ 89.00	3/22/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 18.00	3/22/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES/ PRIZES	185.48.4835	-	Madison	Elacsha
LIBRARY	GOOGLE ADS5543192693	CA	94043	\$ 350.00	3/23/2022	62205 ADVERTISING	NEWSPAPER AD FOR PROGRAM PROMOTION	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	LITTLE CAESARS 1257 00	IL	60076	\$ 35.96	3/23/2022	65025 FOOD	VIDEO GAME MARATHON FOOD	185.48.4845	-	Perez	Amlcar
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 23.98	3/24/2022	65100 LIBRARY SUPPLIES	ART SUPPLIES FOR PROGRAM	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	WALMART.COM AA	AR	72716	\$ 13.95	3/24/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	3/25/2022	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	LETTUCE GROW	CA	90292	\$ 375.00	3/25/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR NSBE JR. PROGRAM AT FAMILY FOCUS	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 258.40	3/25/2022	65050 BUILDING MAINTENANCE MATERIAL	60 BAGS OF SCOTT'S BROWN MULCH	185.48.4840	-	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 23.52	3/25/2022	65050 BUILDING MAINTENANCE MATERIAL	STAINLESS STEEL WALLPLATE BLANK (2), WD-40 AND SILICONE LUBRICANT	185.48.4840	-	Galvin	Todd
	LIBRARY MARCH 2022 TOTAL			\$ 8,305.15							



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
May 10, 2022

Members Present: Joyce Miller Bean, Terry Soto, Esther Wallen, Michelle Judon, Kellye Fleming, 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. To date only 5% have refused to share their information.
- Partners of the EPL [PEPL] continue to seek volunteers. Volunteers will be representative of Evanston's population and could include teen representatives. A logo has been created and a website and Facebook page are being developed.
- Exploration of co-locating a new EPL branch in the renovated Family Focus building continues. Dara Munson, CEO of Family Focus will share updates on the renovation of the facility and a timeline at the May Board meeting.
- The construction of a Mobile Library will be brought to the May EPL Board meeting for consideration.
- Library Express continues to grow in popularity including the weekend hours after the library closes.

Library Director's Report
June 15, 2022

Updates:

- Working with the YWCA, the Administrative team completed a two part workshop reviewing an Equity framework and considering how to apply the framework to EPL's work including policy revisions. Beginning with the Facilities policy, staff will work together to apply an EDI framework and include an explanation of the framework in the transmittal memo. This two part workshop reflects the content of the YWCA lead workshop which the EPL Board engaged in earlier this year. **High Lights Writing & Storytelling Workshops, in partnership with Northlight Theatre**, partially funded by Evanston Arts Council's Neighborhood Arts Grants Program *Outcomes* (Per Ruben Carrazana, Community Engagement Manager at Northlight Theatre): "We only have space for 15 people in the 6-week writers group which starts next week, and 21 people have expressed interest, so we're trying to find funding to offer a second writers group instead of turning people away. In addition to that, 41 writers have opted into receiving weekly writing prompts and they're constantly sending their writing to me and letting me know how much they appreciate that as a resource. I'm so thankful for you and the library for partnering with us to make these workshops possible. The 6-week workshop will really allow us to develop even stronger relationships with all of the participants." (Heather Ross, LLL)

Jessamine Chan (The School for Good Mothers) and Emily Maloney (Cost of Living) 5/25 ; 487 total registrations (Illinois Libraries Present program, advertised across Illinois) (Heather Ross, LLL)

- **The Daily Illini article, featuring quotes from EPL Librarian Heather Ross:**
<https://dailyillini.com/buzz-community/2022/05/29/systems-of-power/>
- 125 people completed the survey and rated the event as 4.4 / 5 and indicated likelihood to attend another ILP event as 4.7 out 5. Answers to the survey question, "What did you like about the event," included:
 - *"Everything! Authors were very interesting. The hour flew much too fast."*
 - *"I liked that there were 2 completely different authors discussing the same issues,"*
 - *"The two authors talked to each other with clear interest in the other's work and the political relevancy."*

Emergency Preparedness - Summer Events: 5/12, 4 live attendees, 11 via zoom, recording shared to YouTube, second installment of the Emergency Preparedness series in cooperation **with Chief Kull and the Evanston Fire Department**, hybrid event

Outcomes: Patrons stated that while the information presented was a little repetitive (overlapped w/ Spring Events program info) they actually appreciated the multiple reminders due to the importance of the information. Adjustments we made after the first installment led to much better sound and presentation for the Zoom participants. (Katy Jacob, LLL)

The ERASE Project - Enhancing Records and Sealing Evictions: 5/24, EPL partnered **with the Moran Center** to host another legal clinic at which renters with past evictions (or certain criminal convictions) on their records could come to have those records sealed, which will help them to rent again in the future. The clinic was held on May 24 at the Robert Crown branch. 13 patrons participated on site, and several others approached the Moran Center outside of the clinic hours for assistance as well. We plan to host at least one more clinic during the summer. Outcomes: A number of local residents had their eviction and/or criminal records sealed, which will improve their access to housing. (Lorena Neal, LLL & Jill Skwerski, Engagement)

May book group highlight:

Better Off Read: Last Night at the Telegraph Club - 14 people attended including a reporter from the Daily Northwestern [covering the discussion as part of AAPI Heritage month](#) (Bridget Petrites, LLL)

SCORE Small business mentoring 38 client hours in May; all Virtual
Outcomes: Our current SCORE volunteers, Bob Strauss and Jim Axelrad have noticed since beginning to offer mentoring virtually a 30% increase in the number of mentoring sessions they've had. They also reiterated that they see more Evanstonians using this service than residents of any other suburb within the North Cook and Lake County chapter. While certain types of small business mentoring inquiries have dropped off (they had an understandable surge in interest navigating the Payroll Protection applications back in 2020), they haven't seen a drop in numbers. (Susan Markwell, LLL)

Virtual Services Librarian, David Jordan announced his retirement that will be effective August 2022.

The internal website taskforce shared their recommendations for changes to the main drop down menu on the website. Before implementing the changes they are going to run some user experience sessions with staff and in the community.

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:
 - Sites have been selected and confirmed for ABC Boosters - JEH Jump Start, Fleetwood-Jourdain Summer Discovery Camp, YMCA Head Start and Learning Bridge Early Education Center. We are expecting 20 youth to be employed in this program. There will be an Orientation session for youth on Thursday, June 9 at JEH and the program officially begins on Monday, June 13.
- Work with NU, School of Communication:
 - We are meeting on Wednesday, June 8, to try and firm up summer sites and materials for 4 sessions led by NU staff w/families of children 0-3, with an eye towards engaging in literacy with families and providing resources.
- LENA Start Grant with The Family Center:
 - We will have our 8th session of the Spring 2022 cohort of LENA Start Parent Workshops on Wednesday night, June 8. Parents will have received 8 board books by this session and have participated in 8 LENA Start recordings.
 - May 4 Attendance = 7 parents
 - May 11 Attendance = 7 parents
 - May 18 Attendance = 4 parents
 - My 25 Attendance = 5 parents
 - June 1 Attendance = 5 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 English speaking families (up by 12 families from last month) and 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-
 - Will present Community helpers storytime at Baby Toddler Nursery Friday, June 10.

- **Liaison to School District 65 and Evanston Township High School District 202 [Elascha Madison]**
 - For the entire month of May and a couple of dates in June, Teen Services and Engagement have been going out to all of the 5th grade classes and Middle Schools to give them a taste of Loft programming. Dewey, King Arts, Bessie Rhodes, Chute, Haven, Nichols and Park School all participated and hosted Loft staff for multiple days. We saw over a 1,000 students all together. Students got a chance to try out cardboard games, drumming and coding beats, crafts, and big lawn games. Students also learned about summer reading, our new punch card system, and our summer offerings. All teens were offered a book, swag bag, and EPL frisbee fans. Elacsha Madison organized the events in partnership with D65 librarians. But the visits would have not been successful without the help and support of Tyler Works (he made the cardboard games himself), Morgan Patten, Mariana Bojorquez, Carmen Francellno, Kennedy Joseph, Laura Antolin, Ozivell Ecford, Ana Ariza, Terry Soto, and Rachel Hayman. Way to go team!
 - Here is what some of the teachers had to say about the visits:
 - Thank you Loft team, my students and teachers LOVED this. What a great way to kick off the summer. Looking forward to you all coming back in the fall. -Nichols
 - Thank you teen services and the entire team, my kids loved it! They are planning on coming to the loft all summer long. -Bessie Rhodes
 - This morning, at our building meeting, our staff shared with our administration how engaging the activities were and the incredible ways you all worked with our students. I have been looking at some of the pictures taken yesterday, and it is clear how much the students enjoyed the day! Your staff was incredible and made the activities accessible to all of our students, while speaking to them in the communication mode was most familiar to that student. AMAZING! -Park School
 - Innovation and Digital Learning staff Elacsha Madison received a grant for \$3,700 to continue to develop curriculum and facilitate STEAM sessions

for the National Society of Black Engineers group at Family Focus. Teens will learn how to build cameras, experiment with hydroponic gardening, robotics, DIY cosmetics, and the science behind hair this summer. Staff and youth will also work with Family Focus board member Anne Sills and Chef Q this summer.

- Digital DIVAS & Northwestern University- EPL staff will be partnering with Northwestern and Digital DIVAS this summer to host 3 family fun nights. Each event will feature a family STEAM activity and dinner in the 5th, 8th, and 9th ward.
- ETHS- Teen Services recently conducted classroom visits, discussed library services, and registered students for library cards. Summer school classes will visit both Robert Crown and the Main branch this summer. The Book Mobile will also be doing weekly visits at ETHS working with their reading classes.
- Teen Services and Engagement Services staff assisted with Nichol's Middle School 6th grade Climate Resilience Project. Staff assisted youth who came in with project ideas at the Loft and at Crown. Innovation and Digital Learning staff Tyler Works went into middle school science classes to provide support and guidance to teachers and students. Tyler, also worked diligently with students on their lunch break. In addition, EPL provided supplies like cardboard, dowels and glue guns to assist students with prototyping and building their projects.
- When Coded Beats Come Alive Pilot and Community Showcase Overview
 - The Coded Beats program was created to teach music production through coding, via the TunePad app and Python computer language by Dr. Michael Stephen Horn at Northwestern University. This unique combo of music and coding education enables the students to think and interact with the world in new ways. To learn more about TunePad visit <https://tunepad.com>.
 - Innovation and Digital Learning, Digital Music Assistant, Ozivell Ecford was assigned to work with Michael Horn to create new ways to make the TunePad program accessible and exciting. Ozivell created the "When Coded Beats Come Alive" platform. This platform was initially designed to provide a crash course and introduction to TunePad, and then have students explore the intersection of programmed and live music by having a live band play and expound on digital creations done by students.
 - Beginning this past winter EPL, Northwestern, and D65 via Computer Science teacher Melissa Smoler, for a new and exciting TunePad experience. Melissa invited Ozivell and Michael to pilot their program to 8 of her 5th grade classes. Due to staff restrictions Michael and Ozivell were able to accommodate 3 classes: two at

Washington Elementary, and one at Dawes Elementary. Ozivell, who works on the Innovation and Digital Learning team, partnered with Sally Battle, Kennedy Joseph, Laura Antolin, and Elizabeth English Steimle from the ELL department to run these 3 classes weekly.

- The students were trained in basic Python coding and music theory for 15 weeks. Some of the students came into the program with coding and or music experience, and some had none. The challenge and goal was to meet them where they were and make the program educational, meaningful, and fun.
- As a result Ozivell, Melissa, and Michael had students create a variety of music and sound projects. For example, some remixed iconic beats like "Still Dre" by the legendary Music Producer: Dr. Dre. Some students created original music or sounds that could potentially be placed in movies or video games, and some just had fun seeing how far they could push the coding and parameters of the TunePad app, which was encouraged.
- This all culminated on Saturday May 21, 2022 at the Field House inside of Evanston Township High school. The public was invited to a sound gallery of the student's creations hosted by the students. There was a live band to play back the submitted creations of about 10 students. We raffled off a Nintendo Switch Lite to students who submitted final projects and showed up to the showcase to host a table. We hosted other musical games and activities in the space and awarded two \$25 gift cards that were In-kind by Ozivell's Fraternity. Youth also received a radio themed box of candy for their participation.
- The pilot and showcase were both successful. Melissa Smoler of D65 would like to make it a requirement next year for 2nd, 3rd, and 5th grade classes, over 650 students taught by 15 CS teachers. The following are the stats from the program
 - This program touched 2 Elementary schools: Washington and Dawes
 - Touched three 5th grade classes with about 60 students from a variety of ethnicities and races.
 - We worked with regular ed and special needs students as well
 - About 100 remixes or original compositions were created collectively.
 - We held a mock showcase where each class had a class to visit them and listen to their compositions, exposing 60 more students/5th graders to the experience.

- 25 youth and 30 adults attended the showcase and reflected the racial makeup of Evanston
- **Liaison to Northwestern University, Oakton Community College, and Higher Education [Renee Neumeier, Heather Norborg, Jill Skwerski]**
 - Karen Danczak Lyons, Heather Norborg and Jill Skwerski met with a representative from Oakton Community College to discuss OCC's upcoming federal grant applications to support a new program in Evanston for students to earn healthcare certifications. This will be in partnership with NorthShore / Evanston Hospital. We discussed some potential ways that EPL could support this new program. Conversations ongoing.
 - Oakton Community College's ESL classes return to the EPL Main Library starting July 5. They will meet every Tuesday and Friday from 10am to 1pm.
 - Our first ever Tunepad classroom collaboration wrapped up in May with an amazing musical community showcase. This project was done in collaboration with some 5th grade classes at D65, and Northwestern University's TIDAL Lab.
 - Elacsha Madison has continued working with the Digital Divas youth and their caregivers. This summer teen services and Digital Divas will be collaborating on some great evening events each month.
 - Karen Danczak Lyons, Heather Norborg and Renee Neumeier took part in Northwestern's Office of Community Education Partnerships discussions and surveys about data collection and sharing among community based organizations in Evanston.
 - The EPL-NEO mini-course schedule for 2022-23 is almost complete. (Jeff Garrett)
 - The first mini-course, ["40 Years of Research on Tsunamis."](#) taught by Prof. emer. Emile Okal (Earth and Planetary Sciences), will take place in October.
 - It will be followed in January by "Diet, Heart Health, and Living a Full Life," team-taught by Prof. emer. Barbara Deal, a pediatric cardiologist, and Dr. Stephen Devries, Director of the [Gaples Institute for Integrative Cardiology](#). EPL Health & Wellness Librarian Irene Williams will moderate this event.
 - Finally, Prof. emer. Richard Kieckhefer (Religious Studies) will be teaching a third mini-course in April 2023 the details of which are not yet finalized.
 - In-person CPR classes at the library - Planning with Northwestern's Red Cross Training Corps Student Group to resume these free classes in the Fall starting in September. (Irene Williams, LLL)

Upcoming events of Note:

Film It Challenge: The Citywide Wide Film It Challenge launches June 11 for rising 5th-8th graders. They will be creating their own mini movies. With support from EvanSTEM and EPL staff. Students at Y.O.U. will also be taking part when EPL staff visits them once a week to work on the project. A community film fest that will showcase all of the submitted films will be on July 28 at Mason Park.

New this summer, the Engagement Services team, led by Carmen Francellno, will be visiting both the Levy Senior Center and Erie Family Health as new stops on the outreach tour. Regular weekly and bi-weekly events respectively will feature a pop up library as a way to connect, listen, and learn about the community.

Juneteenth: Please consider joining the EPL team as we join in Opal's National Walk for Freedom parade and festivities. The parade is scheduled to kick-off from Crown at 10am on Saturday, June 18th, and make its way down Dodge to Simpson, winding up at Ingraham Park for an afternoon of celebration.

4th of July: The parade is on this year! The EPL truck will be leading all who would like to represent the library at this year's event on Central Street. Mariana Bojorquez is coordinating on behalf of EPL. Please connect with her if you'd like to march in the parade.

Narcan Training

This Summer, EPL will partner with PEER services to host 3 Narcan training sessions:
Thursday, June 16th from 5:30-6:30 pm at Evanston Public Library Robert Crown
Saturday, July 16th from 10:00-11:00 am at Evanston Public Library Main Library
Wednesday, August 3rd from 5:30-6:30 pm at Fleetwood-Jourdain Community Center
Attendees will learn to recognize the signs of an opioid overdose and how to administer the overdose reversal drug Naloxone. (Irene Williams, LLL)

Make your Own Self Care Kit Virtual Session

This VIRTUAL presentation will provide an introduction on what a Self Care Kit is, how to create your own kit, and explore ideas for what to include in it. Participants will learn how to incorporate the five senses into the kits and be introduced to practical grounding exercises.

Follow up in-person drop-in workshops:

Participants are encouraged to take what they have learned from this presentation and create their own self care kits, either on their own or at one of two in-person drop-in workshops offered.

Robert Crown Branch on Saturday July 9th 11am-1pm

Main Library on Monday July 11th 5-7pm

(Irene Williams, LLL, Bea Echevarria, Engagement & Tabitha Ledbetter, social worker)



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: June 8, 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:

- Heather Norborg named Interim Executive Library Director as a result of Karen Danczak Lyons' departure
- Susan Markwell named Interim Lifelong Learning & Literacy Manager during Heather's appointment
- Tim Longo resigned to accept Executive Library Director position at Grayslake, last day is July 1, 2022
- Betsy Bird named Interim Access Services Manager position as a result of Tim's resignation
- Custodian I (Ray Wade's former position) posted internally on May 9 for 10 days. Interviews are taking place.
- Yannick Glover is being offered a Safety Monitor 20 hours position at Robert Crown.
- Part-time Library Assistant in Lifelong Learning position posted, Kerry Littel resigned
- Part-time Library Assistant in Innovation & Digital Learning posted, Jason Orr resigned
- Two interns hired at Engagement Services at Robert Crown: Andrea Vega & Shalizeh Takloobighash, start date 6/6/2022, both ETHS students.

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, Elevating Equity curriculum in June: offering 4 sessions: two sessions of Project Ready and two sessions of Upstander Follow-up Discussion. May's three (3) sessions were very successful, a total of 31 staff members attended.

Financial Resources

The Library Fund financial report for the period ending May 31st is included for your review. For the operating fund, revenue collection is at 50% of budget projection and expenditures 35%. Capital fund expenditures total 91% of the budget.

Facilities Update

Facilities continue to work on the exterior of the Main building along with several Spring items. The department continues to get the work done and hope to see a replacement for the Custodian I position soon.



Budget Performance Report

Fiscal Year to Date 05/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	18,643.89	.00	4,007,675.78	3,244,324.22	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	43.57	.00	181.90	(181.90)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	9,211.99	155,788.01	6	220,170.88
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	.00	109,866.00	0	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	118,844.74	281,155.26	30	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	925.66	9,074.34	9	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	2,856.07	.00	6,242.76	8,757.24	42	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	11,646.87	3,353.13	78	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	3,721.09	1,278.91	74	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	344.55	4,655.45	7	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	4,950.00	14,850.00	25	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	20,790.00	.00	24,168.99	100,831.01	19	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$42,333.53	\$0.00	\$4,188,640.95	\$4,155,936.05	50%	\$8,467,687.68
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	243,276.09	.00	1,202,098.09	2,221,351.98	35	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	92,636.61	.00	471,735.17	953,999.55	33	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	8,368.00	.00	28,594.50	18,405.50	61	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	236.18	.00	3,542.63	13,157.37	21	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	1,669.06	.00	1,953.61	(1,953.61)	+++	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	250,833.76	415,577.70	38	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	199.39	.00	961.68	1,447.84	40	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,000.00	2,800.00	42	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	875.00	1,225.00	42	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	360.00	.00	360.00	180.00	67	540.00
61710	IMRF	222,232.66	.00	222,232.66	15,857.59	.00	86,228.06	136,004.60	39	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	20,768.95	.00	102,953.85	194,681.02	35	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	4,857.22	.00	24,077.95	46,111.07	34	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	9,903.41	13,400.00	77,447.09	154,652.91	37	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	267.00	7,733.00	3	39.00
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	715.00	7,285.00	9	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	16,106.91	(15,196.00)	76,816.07	136,379.93	31	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 05/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.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	1,000.00	.00	4,704.35	20,295.65	19	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,266.65	3,173.35	42	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,035.40	2,849.60	42	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	11,469.94	17,003.00	64,817.87	139,379.13	37	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	23,009.99	.00	133,918.03	121,081.97	53	239,940.25
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.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	1,015.63	.00	1,015.63	6,284.37	14	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	321.21	.00	1,988.75	3,711.25	35	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	9,169.10	.00	37,671.70	78,095.30	33	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	471.40	.00	7,147.27	21,352.73	25	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	1,378.46	.00	1,723.10	276.90	86	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	91.11	.00	130.96	9,869.04	1	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	203.01	.00	2,723.78	9,276.22	23	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	13,538.99	21,461.01	39	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	2,003.31	6,916.15	8,176.23	34,907.62	30	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	19,314.82	3,588.06	41,133.74	80,278.20	36	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	14,704.74	2,193.78	15,004.57	27,801.65	38	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	34,460.94	.00	166,786.89	372,613.11	31	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	95.89	3,196.82	6,207.29	35	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	2,396.38	.00	15,411.13	56,588.87	21	71,239.13
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	120,553.35	168,774.65	42	280,896.00
EXPENSE TOTALS		\$8,550,722.32	\$0.00	\$8,550,722.32	\$611,001.03	\$28,000.88	\$2,983,492.45	\$5,539,228.99	35%	\$7,824,275.91
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	42,333.53	.00	4,188,640.95	4,155,936.05	50%	8,467,687.68
EXPENSE TOTALS		8,550,722.32	.00	8,550,722.32	611,001.03	28,000.88	2,983,492.45	5,539,228.99	35%	7,824,275.91
Fund 185 - LIBRARY FUND Totals		(\$206,145.32)	\$0.00	(\$206,145.32)	(\$568,667.50)	(\$28,000.88)	\$1,205,148.50	(\$1,383,292.94)		\$643,411.77



Budget Performance Report

Fiscal Year to Date 05/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
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	9,920.00	512,190.50	104,032.09	63,777.41	91	405,832.11
EXPENSE TOTALS		\$680,000.00	\$0.00	\$680,000.00	\$9,920.00	\$512,190.50	\$104,032.09	\$63,777.41	91%	\$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	9,920.00	512,190.50	104,032.09	63,777.41	91%	405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		(\$200,000.00)	\$0.00	(\$200,000.00)	(\$9,920.00)	(\$512,190.50)	(\$104,032.09)	\$416,222.59		(\$405,832.11)
Grand Totals										
REVENUE TOTALS		9,331,202.00	.00	9,331,202.00	42,333.53	.00	4,441,953.95	4,889,248.05	48%	8,949,930.68
EXPENSE TOTALS		9,737,347.32	.00	9,737,347.32	620,921.03	540,191.38	3,087,524.54	6,109,631.40	37%	8,712,351.91
Grand Totals		(\$406,145.32)	\$0.00	(\$406,145.32)	(\$578,587.50)	(\$540,191.38)	\$1,354,429.41	(\$1,220,383.35)		\$237,578.77

Endowment for the Evanston Public Library
 Holdings as of May 31, 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	\$382.36	\$2,026,142.46	42.15%	
Vanguard Small-Cap Index Fund	VSMAX	3965.937	\$93.46	\$370,656.47	7.71%	
Vanguard REIT Index Fund	VGSLX	1289.300	\$140.39	\$181,004.83	3.77%	
Vanguard Total International Stock Index Fund	VTIAX	15790.774	\$30.49	\$481,460.70	10.02%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7374.550	\$36.42	\$268,581.11	5.59%	69.2%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$485,335.98	\$485,335.98	10.10%	
iShares Silver Trust	SLV	4788.000	\$19.84	\$94,993.92	1.98%	
SPDR Gold Trust	GLD	625.000	\$171.14	\$106,962.50	2.23%	14.3%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$108.563	\$165,514.38	3.44%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$108.891	\$157,665.96	3.28%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$1,249,687.000	\$166,159.63	3.46%	10.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.230	29,577.65	\$302,579.32	6.29%	6.3%
				\$4,807,057.26		100.0%

Cash Equivalents	14.3%
US Treasury Inflation Protected Securities	10.2%
Corporate Bonds	6.3%
Domestic Equities	53.6%
International Equities	15.6%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Facilities Committee
Evanston Public Library Board of Trustees

From: Karen Danczak Lyons - Executive Library Director
Tim Longo - Access Services Manager
John Devaney - Facilities Manager

Subject: Approval of Automated Self Check Machine Purchase for Main Library
Public Bid 22-03

Date: June 1, 2022

Recommended Action:

Staff seeks Facilities Committee **and** Library Board approval for the purchase of four (4) library self-check machines from MK Solutions 75 Acco Drive, Ste A-3, York, PA 17404 in the amount of \$39,210. City of Evanston Public Bid 22-03

Funding Source:

Funding is from the General Fund, account 48.4845.651000 and 48.4806.65641. This upgrade will be paid through Library debt. The budget for this purchase/project is \$45,000. YTD Account Balance(s) (6/22): \$125,000 (65100) and \$72,000 (65641)

Summary:

This proposal includes the furnishing and initial installation labor, warranty, and necessary materials for four (4) automated Library style material check-out machines for the Main Library.

This bid will include four (4) machines. Two (2) kiosk type (free-standing) and two (2) desktop type. All will be Wi-Fi enabled and one (1) kiosk style machine will have the ability to take credit card payment along with ability to accept cash (cashbox). Also, the kiosk type machines will have side book drop receptacles.

This bid provides a fully operational self-checkout hardware and software system, including delivery, installation, configuration, customization, staff training, testing, user

documentation, warranty, maintenance, and services upgrades for hardware and software to include software patches and software support.

In March, Bid 22-03 was advertised to the public resulting in four firms submitting bids. The following bids were submitted by the April 19th deadline:

BIDDER	ADDRESS	AMOUNT
MK Solutions	75 Acco Drive, Ste. A-3, York, PA 17402	\$39,210.00
Murphy Solutions	North Riverside, IL	\$31,475.00
FE Technologies	536 Silicon Drive, Suite 100 Southlake Texas 76092	\$36,995.00
Bibliotecha LLC.,	3169 Holcomb Bridge Road, Suite 206 Norcross, GA 3007	\$45,760.40

****MK pricing allowed EPL to add several options for this quoted price.***

Staff recommends that MK Solutions be awarded this purchase/project based on their positive references and lowest responsive and responsible bid of \$39,210. If the Facilities Committee approves, this purchase recommendation will be presented to the Library Board on 6/15/2022.

Attachments:

Bid 22-03 Bid Tab Evaluation Sheet
MK Solutions Bid Submission


- 
 mk Proposal.PDF
- 
 mk Completed Exhibits from Bid.PDF
- 
 Pricing.PDF
- 
 RFP22-03 Evaluation (1).xlsx

Exhibit A

DISCLOSURE OF OWNERSHIP INTERESTS

The City of Evanston Code Section 1-18-1 *et seq.* requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: mk Solutions, Inc.

APPLICANT ADDRESS: 75 Acco Drive, Ste. A-3, York, PA 17402

TELEPHONE NUMBER: 860-760-0438

FAX NUMBER: N/A

APPLICANT is (Check One)

- Corporation
- Partnership
- Sole Owner
- Association

Other () _____

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

SECTION I - CORPORATION

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

Markus Flory, President

Rachel A. G. Davis, Senior Manager

1b. (Answer only if corporation has 33 or more shareholders.)

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

N/A

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

N/A

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

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

N/A

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

N/A

SECTION 3 - TRUSTS

- 3a. Trust number and institution.

N/A

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

N/A

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

N/A

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

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

N/A

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

N/A

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

N/A

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

April 22, 2022
Date

Rachel A. G. Davis, **Rachel A. G. Davis**
Signature of Person Preparing Statement

Senior Manager
Title

ATTEST: *R. Childs*
Notary Public

Commission Expires: October 30, 2022



EXHIBIT B

ADDITIONAL INFORMATION SHEET

Proposal Name: **Evanston Public Library Self-Checkout Machines**

Proposal Number #: **22-03**

Company Name: **mk Solutions, Inc.**

Contact Name: **Christen Hinderer**

Address: **75 Acco Drive, Ste. A-3**

City, State, Zip: **York, PA 17402**

Telephone/FAX: # **443-519-6405**

E-mail: **bids.us@mksolutions.com**

Comments: Confirm receipt of Addenda 1.

Exhibit C

CONFLICT OF INTEREST FORM

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

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

Rachel A. G. Davis, Senior Manager *Rachel A. G. Davis*
(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)
(Name of Partner if the Bidder/Proposer is a Partnership)
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this 22nd day of April, 2022



R. Schildgen
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid/proposal.

Exhibit D

ACKNOWLEDGEMENT OF UNDERSTANDING

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

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

Authorized Signature:  **Company Name:** mk Solutions, Inc.

Typed/Printed Name: Rachel A. G. Davis **Date:** April 22, 2022

Title: Senior Manager **Telephone Number:** 860-760-0438

Email: bids.us@mksolutions.com **Fax Number:** _____

Exhibit E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER'S CERTIFICATION

Rachel A. G. Davis, being first duly sworn,
deposes and says that ~~he~~ ^{she} is Senior Manager
(Partner, Officer, Owner, Etc.)
of mk Solutions, Inc.
(Proposer)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

Rachel A. G. Davis *Rachel A. G. Davis*
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

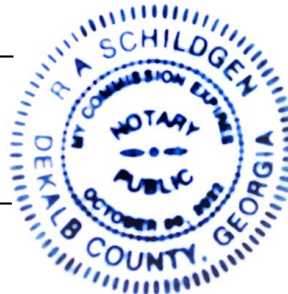
The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this 22nd day of April, 2022

R. Schildgen

Notary Public

Commission Expires: October 30, 2022



Failure to complete and return this form may be considered sufficient reason for rejection of the bid.

EXHIBIT F

CITY OF EVANSTON M/W/EBE POLICY

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

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

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

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

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

EXHIBIT G

M/W/EBE PARTICIPATION COMPLIANCE FORM

I do hereby certify that

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

This firm is a (check only one):

_____ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

_____ Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.

_____ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ _____

Amount to be performed by a M/W/EBE \$ _____

Percentage of work to be performed by a M/W/EBE _____ %

Information on the M/W/EBE Utilized:

Name _____

Address _____

Phone Number _____

Signature of firm attesting to participation _____

Title and Date _____

Type of work to be performed _____

Please attach:

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

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

2. Attach business license if applying as an EBE

EXHIBIT G

M/W/EBE UTILIZATION SUMMARY REPORT

The following Schedule accurately reflects the value of each MBE/WBE/EBE sub-agreement, the amounts of money paid to each to date, and this Pay Request. The total proposed price of response submitted is _____.

MBE/WBE/EBE FIRM NAME	FIRM TYPE (MBE/WBE/ EBE)	SERVICES PERFORMED	AMOUNT OF SUB- CONTRACT	PERCENT OF TOTAL CONTRACT AMOUNT
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL			\$	

Exhibit H

M/W/EBE PARTICIPATION WAIVER REQUEST

I am Senior Manager of mk Solutions, Inc., and I have authority to
(Title) (Name of Firm)

execute this certification on behalf of the firm. I Rachel A. G. Davis do
(Name)

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

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

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

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

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

 X 3. No sub-contracting opportunities exist.

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

 4. M/W/EBE participation is impracticable.

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

Therefore, we request to waive 100% of the 25% utilization goal for a revised goal of 0 %.

Signature: 

(Signature)

Date: 04/22/2022



mk Solutions, Inc.

75 Acco Drive, Suite A-3

York, PA 17402 - USA

Phone +1 860 760 0438

info@mk-solutions.com

www.mk-solutions.com

WAIVER

As required by Exhibit H, M/W/EBE PARTICIPATION WAIVER REQUEST, mk Solutions, Inc. is requesting a waiver to to the M/W/EBE requirements as outlined in the Request for Proposal for Self-Checkout Machines for Evanston Public Library (Bid No. 22-03) for the following reason:

No sub-contracting opportunities exist.

mk Solutions, Inc. is itself a small business. For a project of this size, all work can be performed in house by our trained technicians, installers, and support specialists. Significant amounts of time would be required to train an outside firm on providing service, conducting implementation, and supporting the mk solution in an ongoing manner.

EXHIBIT I

M/W/EBE Assistance Organizations (“Assist Agencies”) Form

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
Association of Asian Construction Enterprises (AACE) 5500 Touhy Ave., Unit K Skokie, IL. 60077 Phone: 847-525-9693 Perry Nakachii, President			
Black Contractors United (BCU) 400 W. 76th Street Chicago, IL 60620 Phone: 773-483-4000; Fax: 773-483-4150 Email: bcunewera@ameritech.net			
Chicago Minority Business Development Council 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: info@chicagomsdc.org Shelia Hill, President			
Evanston Minority Business Consortium, Inc. P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: embcinc@aol.com			
Federation of Women Contractors 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312-360-1122; Fax: 312-360-0239 Email: FWCChicago@aol.com Contact Person: Beth Doria Maureen Jung, President			
Hispanic American Construction Industry (HACIA) 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312-666-5910; Fax: 312-666-5692 Email: info@haciaworks.org			
Women’s Business Development Ctr. 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477 x220; Fax: 312-853-0145 Email: wbdc@wbdc.org Carol Dougal, Director			

PLEASE NOTE: Use of M/W/EBE Assistance Organizations (“Assist Agencies”) Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

Exhibit J

Professional Services Agreement Acknowledgement Page

The City of Evanston/Evanston Public Library has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. **The City/Library shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response.** *Please check one of the following statements:*

X I have read the professional services agreement and plan on executing the agreement without any exceptions.

_____ My firm cannot execute the City's standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

*****Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.**

List exceptions in the area below:

Authorized Signature:  **Company Name:** mk Solutions, Inc.

Typed/Printed Name and Title: Rachel A. G. Davis, **Date:** April 22, 2022
 Senior Manager

Exhibit J

Consultant Certification and Verification

I certify in accordance with the Professional Services Agreement, the agents, employees and subcontractors of **MK SOLUTIONS, INC.** are in compliance and will comply with City work rules and policies applicable to City employees while they are on City property, including the City's Workplace Harassment Policy; COVID-19 Vaccination Policy; and Sexual Harassment Policy. I further certify that the agents, employees and subcontractors of **MK SOLUTIONS, INC.** are in compliance with OSHA emergency temporary standard to protect workers from coronavirus.

CONSULTANT:

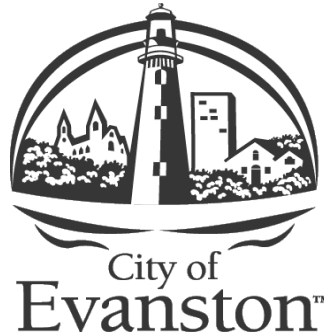
By 

Its: Senior Manager

FEIN Number: 61-1573837

Date: April 22, 2022

Exhibit J



**CITY OF EVANSTON/EVANSTON PUBLIC LIBRARY
PROFESSIONAL SERVICES AGREEMENT**

The parties referenced herein desire to enter into an agreement for professional services for

Evanston Public Library Self-Checkout machines (the Project)

RFP Number: 22-03

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this ___ day of _____, 20___, between the City of Evanston/Evanston Public Library, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the “City”), and ***[Insert Professional Service Provider’s name here]***, with offices located at ***[Insert address here]***, (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 ***[\$[Insert fee here]***.

I. COMMENCEMENT DATE

Consultant shall commence the Services on _____ or no later than **three (3) DAYS AFTER** City/Library executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by _____. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

III. PAYMENTS

City 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 City 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, the Library/City's Request for Proposal No. # (Exhibit B) and Consultant's Response to the Proposal (Exhibit C). Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

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 City, or by others at City'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 City while working and to perform its Services in a manner which does not unreasonably interfere with the City's business and operations, or the business and operations of other tenants and occupants in the City 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 City or other parties that may be affected in connection therewith. If requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, 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. 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 City 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.

The Consultant shall obtain prior approval from the City prior to sub-contracting with any entity or person to perform any of the work required under

this Agreement. If the Consultant sub-contracts 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 City'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 City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by the City, any of its departments, and/or OSHA relative to this Project, as necessary. Consultant shall cooperate with the City 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 by a writing 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. Breach/Default. Any one of the following events shall be deemed an event of default hereunder by Consultant, subject to Consultant's right to cure:

1. Failure to perform the Services as defined in Paragraph A above and contained within Exhibit A;
2. Failure to comply with any other of the General Provisions contained within this contract.

Consultant, within thirty (30) days, shall have the right to cure any default herein listed at its own expense, including completion of Services or the replacement or termination of any agent, employee, or sub-contractor as a result of any violation of the General Provisions contained herein.

D. Remedy. City does not waive any right to exercise any option to cure any

breach or default on the part of contractor, including but not limited to injunctive relief, an action in law or equity or termination of this Agreement as outlined in Paragraph E of this section.

- E. Termination.** City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City'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 City 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 City 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 City related to the Services herein.
- F. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. 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 shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City, including but not limited to all policies and work rules applicable to City employees while on City property such as the Workplace Harassment Policy; COVID-19 Vaccination Policy; and Drug and Alcohol Policy. 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. Consultant shall certify that its agents, employees and subcontractors are in compliance with City work rules applicable to City employees while on City property. Failure to certify or violation of work rules is subject to the Default provisions of Paragraph C.
- G. Conflict of Interest.** Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

- H. 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 City, and City 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 City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. 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 City, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.
- I. Payment.** Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.
- J. 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 City or City'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 City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City's expenses for and in connection with the audit respecting such invoice.
- K. Indemnity.** Consultant shall defend, indemnify and hold harmless the City 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 sub-contractors, employees, agents or sub-contractors 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 City, 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 City 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 City 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, if the settlement requires any action on the part of the City.

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 City, 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 City 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.

- L. Insurance.** Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at

least \$1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy (ies) which name the City as an Additional Insured for all of Consultant's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its sub-contractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

- M. Confidentiality.** In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. 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 City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval, and (iii) not to disclose to City 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 City 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 City 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 City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable. Vendor shall

indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City 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 City, shall not be a violation of this Section.

- N. Use of City'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 City's name nor the name of any affiliate of 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.
- O. No Assignments or Sub-contracts.** Consultant shall not assign or sub-contract all or any part or its rights or obligations hereunder without City's express prior written approval. Any attempt to do so without the City's prior consent shall, at City'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 City.
- P. 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 City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, sub-contractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the City does not pass the background check.
- Q. Liens and Encumbrances.** Consultant, for itself, and on behalf of all sub-contractors, 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 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 sub-contractors, 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 City. Consultant shall protect 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 City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

- R. 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 City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.
- S. Attorney's Fees.** In the event that the City 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 City 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.
- T. Waiver.** Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.
- U. 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.
- V. 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 City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.
- W. 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 City.
- X. 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 sub-contracts with the City, and the contract may be cancelled 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 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 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 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 fails to be or remain in compliance with the Agreement, the City 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, B, C, and D 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:

**CITY OF EVANSTON
EVANSTON PUBLIC LIBRARY
2100 RIDGE AVENUE
EVANSTON, IL 60201**

By: _____

By: _____

Kelley A. Gandurski

Its: _____

Its: Interim City Manager

Date: _____

By: _____

Karen Danczak-Lyons

Its: Library Executive Director:

FEIN Number: _____

Date: _____

Approved as to form:

By: _____

Nicholas E. Cummings

Its: Corporation Counsel

Date: _____

Revision: April 2021

EXHIBIT A – Project Milestones and Deliverables

This EXHIBIT A to that certain Consulting Agreement dated _____ between the City of Evanston/Evanston Public Library, 2100 Ridge Avenue, Evanston, Illinois, 60201(“City”) and _____ (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

I. COMMENCEMENT DATE: _____

II. COMPLETION DATE: _____

III. FEES:

IV. SERVICES/SCOPE OF WORK:

As defined in RFP 22-03 (Exhibit B) and Consultants Response to Proposal (Exhibit C)

Dated: _____

EXHIBIT K

PROPOSAL BOND SUBMITTAL LABEL (If Applicable)

SUBMITTAL NUMBER: _____

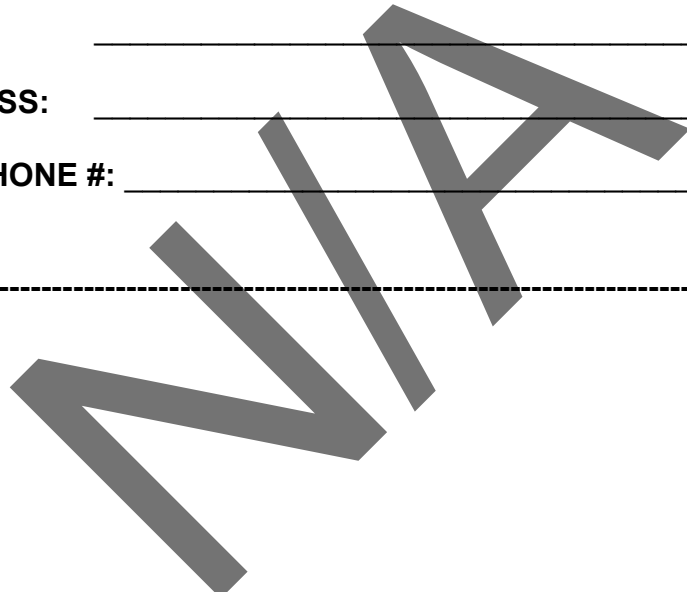
SUBMITTAL NAME: _____

SUBMITTAL DUE DATE/TIME: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY TELEPHONE #: _____





Evanston Public Library

RFP 22-03 EPL Self-Checkout Machines

DUE DATE Tuesday, April 26, 2022 at 2 PM CT

CONTACT Linda Thomas, Purchasing Specialist
City of Evanston
2100 Ridge Ave.
Evanston, IL 60201

TABLE OF CONTENTS

A. Cover Letter	1
B. Qualifications and Experience of Firm and/or Team	2
C. Area/Regional Manager(s)	3
D. Fees	5
E. Contract.....	6
Additional Information – Description of Proposed Solution.....	7
Machine Specifications Attachment.....	15
General Requirements.....	15
Base Model Self-Checkout Machine Requirements	17
Delivery, Installation, and Setup Requirements	21
Maintenance and Service Requirements	22
Self-Checkout – Payment Requirements	24
Other Requirements	25
Project Implementation	27
Phase 1	27
Phase 2	28
Appendix	30
Company Experience and Background.....	Attached
Guarantees and Warranties.....	Attached
Terms and Conditions	Attached
mk LibManager Screenshots & Statistic Samples.....	Attached
mk LibSoft Screenshots and Workflows.....	Attached
Payment Workflows.....	Attached
SC1 Datasheet.....	Attached

Tuesday, April 26, 2022

Linda Thomas, Purchasing Specialist
City of Evanston
2100 Ridge Ave.
Evanston, IL 60201

Ms. Thomas,

The proposed mk solution offers cost effective benefits, UL-certified hardware, and innovative design. We have proposed our SC4 self-checks, along with HTML5-driven software, and payment functions. Our pricing also encompasses options like media case unlocking, Communico, and integrated calendar features to make the self-checks even more interactive.

Our proposal includes on-site 'train-the-trainer' training and dedicated project management. Training will be hands-on so that staff and management are ready to use the system and all components from day one. This includes training on how to easily create custom reports within LibManager and manage and monitor the system from anywhere.

mk Solutions, Inc. is a global company focused on best-in-class, modern automation technology for libraries. Our proposal builds on our more than 50+ years in the automation space as well as ISO 9001 Quality Management certification, and we've worked specifically with libraries for over 15 of those years. In terms of customer satisfaction, we have over 65 library clients across the US and Canada – and more globally, who can attest to our ability to plan, manage, implement, train, and support for years to come. We have a provided a few references that speak to this.

Our approach to implementation builds on mk's ISO 9001:2008 certification; this means that mk is able to conclusively demonstrate its ability to consistently provide solutions that follow uniform, repeatable processes and best practices. Through this certification, on which we are audited, mk enhances customer satisfaction through the effective application of the system, including processes for continual improvement and the assurance of conformity.

We hope to create a foundation for success together as your library implements new self-check technology. For additional information regarding this proposal, please contact your Library Solutions Consultant, Christen Hinderer, at 443-519-6405.

We confirm receipt of Addendum 1, issued on April 11, 2022. By signing below, I confirm that I am a binding official authorized to answer questions regarding the firm's proposal.

Sincerely,



Rachel Davis, Senior Manager
mk Solutions, Inc., 75 Acco Drive, Ste. A-3, York, PA 17402
860-760-0438
bids.us@mksolutions.com

B. Qualifications and Experience of Firm and/or Team

mk has library customers across the US and Canada as well as globally. These installations range from a 31-bin sorting system in Hengelo Public Library, Netherlands to thirty-two self-check kiosks in Oklahoma City, Oklahoma. The installation in Oklahoma City, for instance, has mk self-checks (built-in units and SC4 kiosks with card payment devices, & library-provided cash stations) spread across 19 branches.

Other notable, recent installations demonstrating mk’s footprint, capabilities, and capacity are:

- **Spokane Library System (WA)** – SPL is wrapping up a sizable installation across its six branches. SPL purchased 20 SC4 kiosks among other solutions.
- **Stark Library (OH)** – The library purchased 13 SC4 kiosks for its eight locations across Canton, Ohio in 2019, with an additional 5 purchased in Q1 2022.
- **Lafayette Public Library (LA)** – Following a customized presentation that touched on its specific goals and needs, LPL selected mk as its preferred vendor to implement RFID technology across the nine-location library system. mk implemented 11 SC4 SelfChecks (both tabletop and kiosk), plus other hardware/software.

Our customers in Illinois include **Hillside Public Library, Indian Prairie Public Library, McHenry Public Library District**, which also uses Polaris ILS, and **Naperville Public Library**.

Reference No. 1

Library Name	McHenry Public Library District
Address	809 North Front St., McHenry, IL 60050
Point of Contact	Barb Majka, Circulation Manager
Email	bmajka@mchenrylibrary.org
Telephone Number	815-385-0036
Solutions Provided	Tabletop & kiosk SelfChecks with credit/debit card payment (among other solutions installed) – a Polaris library
Start/End Dates	Installs in 2017 and 2018; mk continues to provide service and support

Reference No. 2

Library Name	Osceola Library System
Address	211 East Dakin Ave., Kissimmee, Florida 34741
Point of Contact	Jennifer Sargent, Director
Email	jennifer.sargent@lsslibraries.com
Telephone Number	407-742-8888
Solutions Provided	9 SC4 Kiosks, 6 SC4 Tabletop Units with 15 Comprise credit card payment devices and 5 cash payment stations – a Polaris library
Start/End Dates	Installed in 2019 – mk continues to provide service and support

Reference No. 3

Library Name	Indian Prairie Public Library
Address	401 Plainfield Rd., Darien, IL 60561
Point of Contact	Debbie Sheehan, Head of Circulation Services
Email	debs@jppl.info
Telephone Number	630-884-8027
Solutions Provided	5 SelfCheck kits with LibSoft software
Start/End Dates	Installed in 2018 – mk continues to provide service and support

C. Area/Regional Manager(s)

The key team that will support the Evanston Public Library is detailed below. Additional staff will be on-hand to provide project support and ensure a timely, successful installation and deployment, such as Steven Scroggins and Shane McCoy, both Field Service Technicians.

Name, Title	Resume	Tasks
<p>Rachel A.G. Davis, Project Manager</p>	<p>Rachel Davis joined mk in 2013, bringing with her several years of sales, marketing, and project coordination experience. Her career began with Marriott, where she was responsible for event management. Her exceptional attention to detail, dedication, and customer service were recognized with the Marriott Employee of the Year award.</p> <p>She later transitioned to a sales and marketing management role with Black & Decker/DeWalt. Her project coordination skills were used to organize product demonstrations and manage events and tradeshows. As lead project manager, she uses her experience to ensure all projects are flawlessly executed.</p> <p>Education</p> <ul style="list-style-type: none"> Stevenson University and Towson University, Business Administration and Marketing <p>Projects/Customers</p> <ul style="list-style-type: none"> Escondido Public Library Metropolitan Library System Fort Vancouver Library District San Antonio Public Library Guelph Public Library East Baton Rouge Parish Libraries Lucy Robbins Wells Public Library Onondaga County Public Library Tempe Public Library 	<ul style="list-style-type: none"> Office and mobile phone numbers and email for better service if concerns arise. Detailed Project Information Form (PIF) in Phase 1 of the implementation. This form includes the library's responsibilities and other pertinent information for the success of the project. mk uses this form for hardware and software confirmation as well as configuration requirements, customizations, and delivery information. Internal liaison with all mk departments to ensure a smooth, successful installation. Address concerns that your library may have before, during, and after the project. Timely information regarding the production and logistics of the installation. Coordinate with library regarding project milestones, such as installation, delivery, training, and sign-off/acceptance.
<p>Matthew Templeton, Project/Support Technician</p>	<p>Matthew joined mk in August 2018 and brings years of technical experience to the mk team, having previously worked at Gichner Shelter Systems, Bel Air Nissan, Hyundai, and Subaru, and a local computer shop. He possesses a varied background in software troubleshooting and repair, automotive maintenance, and managerial duties. Matthew's experience combined with his strong customer service skills enables him to provide helpful, friendly remote support to our customers.</p>	<ul style="list-style-type: none"> Supports Rachel with project coordination tasks. Provides product support.
<p>Christen Hinderer, Library Solutions Consultant</p>	<p>Christen joined mk in March 2020. She is highly motivated, has an outgoing personality, and is committed to her professional development and growth. With her more than 20 years of sales experience and strong problem-solving skills, she is a huge asset to mk Solutions and her customers. Christen's ability to connect with others and build strong, lasting relationships has been a key to her success.</p> <p>Education</p> <ul style="list-style-type: none"> York Technical Institute, Associate's Degree in Sales and Marketing 	<ul style="list-style-type: none"> Liaises with the library to ensure the project flows smoothly and expectations are met.

<p>Shane McCoy, Support Team Lead</p>	<p>Shane brings more than 20 years of experience to the mk field service/support team. After graduating from college, Shane joined the US Air Force and is still active in the Pennsylvania Air National Guard. He later worked in the gas and oil industry for eight years, with his most recent position at Schlumberger as a MWD (Measurement While Drilling) Training Specialist. He uses this experience to provide top notch training and support to mk customers.</p> <p>Education</p> <ul style="list-style-type: none"> • Elmira College, Bachelor of Science in Business Administration (Management and Marketing Majors) • Community College of Air Force, Associate's Degree in Applied Science (focus on Electronics and Telecommunications) 	<ul style="list-style-type: none"> • Manages/leads Support team to ensure that the solution is installed correctly • Installs • Provides training • Works with the Support team to provide ongoing support and maintenance
<p>Roy Templeton, Field Technician</p>	<p>Before joining the mk team in April 2018, Roy worked for ES3, DC Templeton Construction, and Assurant Solutions. From this experience, Roy has cultivated an ability to thrive in fast-paced environments, learn quickly, and apply his sharp attention to detail to projects. He enjoys travelling to mk customer sites while performing on-site installations. He is certified in Cisco IT essentials and basic networking. He also uses his leadership skills to train and support the mk technicians.</p> <p>Certification</p> <ul style="list-style-type: none"> • Cisco IT essentials/basic networking 	<ul style="list-style-type: none"> • Installs • Provides training • Provide ongoing support and maintenance
<p>Aaron Strayer, Field Technician</p>	<p>Aaron joined mk in August 2018. His extensive training in PC hardware installation, maintenance, and troubleshooting as well as PLC installation and programming is evident as he supports mk customers for both on-site installations and remote support.</p> <p>Education</p> <ul style="list-style-type: none"> • YTI Career Institute, Associate's Degree in Electronics Engineering Technology <p>Certifications</p> <ul style="list-style-type: none"> • FEMA Certified in Effective Communication, Decision Making and Problem Solving • Harger Exothermic Welding 	<ul style="list-style-type: none"> • Installs • Provides training • Provide ongoing support and maintenance
<p>Jacob Landis, Support Technician</p>	<p>Jacob joined mk in August 2018. With a strong background in software installation, configuration, repair, and troubleshooting, Jacob has been able to provide expert remote support to mk customers.</p> <p>Education</p> <ul style="list-style-type: none"> • Salt Lake Community College, Composite Technology Certificate of Completion • York County School of Technology, Collision Repair, Advanced Painting • Thaddeus Stevens College of Technology, Automotive Technology <p>Certification</p> <ul style="list-style-type: none"> • Composite Technology Certificate of Completion 	<ul style="list-style-type: none"> • Installs • Provides training • Provide ongoing support and maintenance

D. Fees

Pricing for our proposed solution follows this page. The solution – as quoted – is holistic and will provide the EPL with a fully operational self-checkout hardware and software system, to include delivery, installation, configuration, customization, staff training, testing, user documentation, warranty, maintenance, and services upgrades for hardware and software to include software patches and software support as required by the RFP.

Our proposed solution for the Evanston Public Library includes:

- Two (2) barcode-enabled mk SC4 tabletop SelfChecks with a 22” touch screen and an 18” counter
- Two (2) barcode-enabled mk SC4 kiosk SelfChecks with a 22” touch screen and an 18” counter
- WiFi Capability for all self-checks **(included at no charge)**
- One (1) payment solution with credit/debit cards, cash, and NFC capabilities
- Project Management **(included at no charge)**
- Shipping and On-Site Installation
- On-Site Training **(included at no charge)**
- mk LibSoft Plus Software
- Centralized LibManager (installed on a library's virtual machine) **(included at no charge)**
- Annual Subscription for Website & Widget Integration (i.e., Communico, sign-up, event calendar and many more) **(included at no charge)**

We have also optionally quoted media case unlockers. We have provided three options, with varying degrees of features (as presented in the Additional Information – Description of Proposed Solution section of our proposal).

The total price for our proposed solution is \$34,210.00.

Ongoing support and maintenance is available. The first year is included. Beginning in Year 2, EPL has the choice of Bronze, Silver, and Gold SLAs, with an annual increase of 2.5% to the prices noted below.

Bronze – Beginning in Yr. 2 = \$950.00 annually + 2.5%

Silver – Beginning in Yr. 2 = \$2,280.00 annually + 2.5%

Gold – Beginning in Yr. 2 = \$2,930.00 annually + 2.5%

Software subscriptions for LibSoft also continue at \$2,009.00 in Year 2, with an annual increase of 2.5%. Year 2 for Bronze SLA and LibSoft software subscriptions would be, for example, \$2,959.00.



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
SC4-UL-TT-BC-BC-0...	RFP#: RFP 22-03 Self-Checkout Machines SC4-UL-TT-BC-BC-00-GBS-BL-BL-00 mk SelfCheck – SC4 table top LibSoft (ware): Excluded Library Cards: Barcode Item Identification: Barcode Item Security: none Audio Support: Optional Touch Screen Size: 22" Touch Screen Orientation: Landscape or Portrait Counter Design: Glass Counter Width: 18" (450mm) Ergonomic Stand: No Color Style: Black	2	4,900.00	ea	9,800.00
SC4-UL-FH-BC-BC-0...	SC4-UL-FH-BC-BC-00-GBS-BL-BL-00 mk SelfCheck – SC4 kiosk LibSoft (ware): Excluded Library Cards: Barcode Item Identification: Barcode Item Security: None Audio Support: Optional Touch Screen Size: 22" Touch Screen Orientation: Landscape or Portrait Counter Design: Glass Counter Width: 18" (450mm) Ergonomic Stand: Fixed Stand Color Style: Black	2	5,800.00	ea	11,600.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
SE-SERVICE-GENE...	WiFi Capability for all self-checks		0.00		0.00
CASHLESS-PAYME...	mk Payment Module - Card only Works via Ethernet, processes all major cards including NFC, color black, attached to (any) mk self service product, excludes service fees, integrates with mk LibSoft software and library's ILS Includes one merchant account (if more are requested additional fees will apply)	1	1,850.00	ea	1,850.00
CASH-PAYMENT-US...	mk Cash Payment Station - S processes U.S. coins and bills, comes with coin changer (3 tubes) and bill acceptor (bill recycler available for an extra fee), color black, attached to (any) mk self service product, integrates with mk LibSoft software and library's ILS	1	2,750.00	ea	2,750.00
SE-SERVICE-PROJE...	*** INCLUDED *** Project Management	1	0.00		0.00
SHIPPING	Packaging and Shipping		2,800.00		2,800.00
INSTALL-ONSITE	On-Site Installation	1	1,850.00	ea	1,850.00
TRAINING-ONSITE	*** INCLUDED *** On-Site Training	1	0.00	ea	0.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
	SOFTWARE				
SW-LIBSOFT	Annual Subscription for mk LibSoft Plus Software Period: January to December Annual price increase 2.5%	4	490.00	ea	1,960.00
SET-UP-FEE-LIBSOFT	One Time Set-Up Fee per LibSoft Software Subscription	4	400.00	ea	1,600.00
SW-CENTRALLIBMA...	*** INCLUDED *** The Central LibManager comes with all mk products and will usually be installed on a library's virtual machine. If the library prefers a hosting service by mk Solutions, this can be offered for an additional fee - please ask us	1	0.00	ea	0.00
SW-WEBINTEGRATI...	*** INCLUDED *** Annual Subscription for Website & Widget Integration (i.e. Communico, sign-up, event calendar and many more) Period: January to December Annual price increase 2.5% Third party websites and online features can be enabled via mk LibManager that's included with this proposal. Website/Source will be tested by mk to ensure compatibility	4	0.00	ea	0.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
860-SLA	SERVICE LEVEL AGREEMENT (SLA) OPTIONS starting in year 2, year 1 is covered by warranty	1	0.00		
SLA-1.1Bronze	Service Level Agreement: Bronze Coverage Period: January to December Annual price increase 2.5%	0	950.00		0.00
SLA-2Silver	Service Level Agreement: Silver Coverage Period: January to December Annual price increase 2.5%	0	2,280.00		0.00
SLA-3Gold	Service Level Agreement: Gold Coverage Period: January to December Annual price increase 2.5%	0	2,930.00		0.00
	OPTIONAL ITEMS				
MD1000	mk Case Decoupler MD1000 Ability to unlock CD/DVD cases by sliding cases manually through the device. Device can be placed outside the gate secured area or directly beside the gates since only checked out items are supposed to be unlocked. Placement at self-check is possible but won't be controlled by self-check station	0	390.00	ea	0.00
MD2000	mk Case Decoupler MD2000 Ability to unlock CD/DVD cases at self-check, electronically unlocks after check-out session"	0	1,250.00	ea	0.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
MD3000	mk Case Decoupler MD3000 Ability to unlock CD/DVD cases at self-check, electronically opens case via movable unlocker module during or after check-out session and verifies that only checked-out items will be unlocked"	0	2,900.00	ea	0.00
	TERMS				
Payment Terms 50/4...	For mk Hardware 50 % advance payment due on receipt of invoice 45 % of order value with delivery 5 % of order value after installation For Software Solutions / Subscription invoicing takes place in advance for 1 year after installation For Maintenance Contracts (SLA) invoicing takes place after initial warranty and for 1 year in advance. To secure proposed SLA pricing, receipt of order is required with system purchase. Annual invoices are based on calendar year. NOTE: If no tax is shown but applicable please let us know.				

For all orders, please email purchase order or this completed & signed document to sales.us@mk-solutions.com

Signature & Date _____

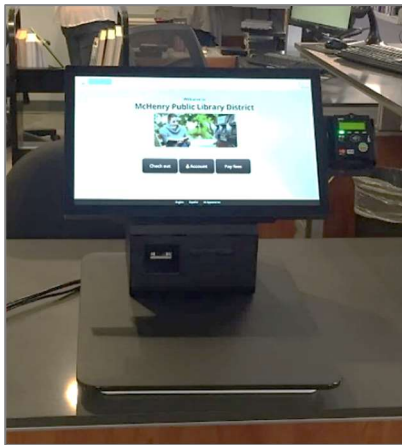
Subtotal	USD 34,210.00
Sales Tax (0.0%)	USD 0.00
Total	USD 34,210.00

E. Contract

mk Solutions, Inc. confirms that it is claiming no exceptions to the agreement as presented within Exhibit J (page 28–Professional Services Agreement).

Additional Information – Description of Proposed Solution

Solution Overview



Our quote includes two (2) barcode-enabled self-check kiosks and two (2) barcode-enabled self-check tabletop units with one payment station (debit/credit cards and cash to include NFC payment capabilities).

As part of our offer to the Evanston Public Library, we are offering **free of charge**:

- Wi-Fi functionality at the self-checks
- Centralized LibManager, when installed on the Library's virtual machine
- Annual Website & Widget Integration Subscription (such as Communico, sign-up, event calendar, meeting room reservations, and more)

Our solution also includes:

- **Interoperability with other vendors:** Since mk believes that proprietary products can limit the library and may preclude future flexibility, we only provide ISO industry standard products. In fact, our solutions are installed alongside other vendors' equipment.
- **Strict adherence to quality and safety:** mk offers ADA/CE/UL-certified products in conjunction with ISO 9001 Quality Management certification for a holistic approach to safety and quality.
- **Capability and Experience:** The original mk conveying technology was conceived in 1971, and with library-focused features added to our designs in 2005, our expertise in this space is unparalleled. One of our customers, Mountain View Public Library in California is still using the same system from 2008, underscoring the ROI inherent in mk products.
- **Project Management:** EPL will have a dedicated project manager along with a Project Coordinator for added support. The project manager establishes a plan of communication to ensure roles and responsibilities are defined and managed so that installation is a success. We use a project portal that visually shows project timelines and progress.
- **Implementation:** System installation is conducted by mk trained service technicians. We will work with staff and management to identify times that work best to perform installation so as to minimize any disruptions to staff and patrons.
- **Training:** mk will create a customized training plan and ensure that staff is fully trained and comfortable with the new technology. All documentation is provided in an editable form. Training will take place on-site by mk and is included in our offer to EPL.
- **Support:** EPL will be able to reach mk technicians via web, phone, and email. Our simplified support portal allows you to track ticket progress via email or web and manage correspondence.

"MK has been very easy to work with, their products are sturdy and super customizable (something we really like and take advantage of at Escondido) and the layout of their self-checkout machines is better than any of their competitors. The open platform on the self-check, the ease of use of the large buttons, and the simple design make for a positive patron experience. The ability for staff to make the verbiage, receipts, images, animated instructions, etc. be exactly what we want for our patrons is invaluable." – Escondido Public Library

Self-Check Hardware



The modular design of mk's SC4 self-check will provide EPL with the flexibility to change as its needs change (it can be a kiosk, a tabletop model, or be built onto/into library counters); the library can also easily convert the unit by adding or removing a stand.

The SC4 includes a sturdy Touch-PC with surface protection against dust and a high-quality, powder-coated housing for durability. A 22" touchscreen can be positioned in either landscape or portrait orientation, which can be changed by staff. An 18" anti-scratch glass counter allows room for larger transactions and personal belongings.

Since mk SelfChecks are UL & CE listed, ADA-compliant, the SC4 ensures safety for both staff and patrons. The SC4 is equipped with an easy-to-change, built-in receipt printer and a high-powered barcode scanner to effectively read the labels on your library items.

An overview of the SC4's features follow:

Large 22" touchscreen in either portrait or landscape mode, which can be changed at any time

High quality powder coated housing with easy-to-change, built-in receipt printer

Large, durable glass counter

Power & Network Requirements: 120V or 240V 50/60 Hz, standard outlet, RJ45 standard data outlet

UL-listed and ADA-compliant

Dimensions: 18" x 24" x 55" (w x d x h) | 99 lbs.

Modular design allows libraries to easily change at any time – from freestanding kiosk to tabletop (or the option of a built-in version)

Options include 24" touchscreen, headphone jack (additional charge), larger countertop, and braille (additional charge)



Your patrons can check out or access their account by scanning their library card, smartphone, or entering their patron number with PIN number (if applicable) at the self-check. Items to be checked out, renewed, or returned are read by the barcode scanner.



If the library enables Account View, patrons can view item due dates, renew items, and pay fines and fees via LibSoft software.

The library can also enable or disable SelfCheck features including, but not limited to printing a receipt, receiving an emailed receipt, or declining a receipt during the checkout, check-in, and renewal process. On the staff side, the receipt printer is easily to re-load with paper once used. The locked drawer simply slides out for easy access to the roll.

Other options that enable patrons to personalize their experience include a **brightness optimized GUI** and **large font** size adjustments. *The patron can select these settings to be saved so that the SelfCheck configures itself when the patron logs in the next time.*

Additional options include library calendar functionality (*which has been quoted*), Communico, an integrated suite of cloud-based applications (*which has been quoted*), item recommendations (such as EBSCO/Novelist – available for an additional charge), and digital content (OverDrive – available for an additional charge), providing patrons with greater access to manage their accounts and library materials and programs. If required for added accessibility, we can quote headphone jack, braille, and height adjustability.

Payment

With mk payment solutions, libraries can increase collections and reduce wait times at the staff desk. Self-service payment allows staff to provide additional services and assist patrons. Cash and card payment devices placed at SC4 units limit cash handling by circulation staff and allow patrons to pay fines and fees securely at the SC4 as needed. Payment only occurs after the patron has verified fines and fees due at the SC4.

Cashless payments (credit/debit) offer patrons the benefit of a quick transaction, and there is no need to search for change or even a wallet, when it comes to mobile payments.

- PCI and EMV (Chip/PIN) Compliant
- Easy access location alongside SelfCheck
- Accepts credit & debit cards and NFC technology (Visa, MC, Apple Pay, etc.)
- ILS communication via SIP2, NCIP, or any APIs
- Patrons guided via SelfCheck's Graphical User Interface
- Option of printed, emailed, or no receipt
- Transactions recorded in LibManager

Cash and coin payment units offer your patrons more convenience and options at the SelfCheck when paying fines and fees. An optional bill recycler will also provide change.

Features include:

- Accepts coins (\$1 coins, quarters, nickels, dime) and bills (\$1, \$5, \$10, \$20)

- Optional Bill Recycler
- Can be placed beside the SelfCheck or as a standalone unit elsewhere
- ILS communication via SIP2, NCIP, or any APIs
- Patrons guided via SelfCheck’s Graphical User Interface
- Option of printed, emailed, or no receipt
- Transactions recorded in LibManager

Optional Media Case Unlocking

mk offers a variety of unlockers/decouplers to unlock media items.

- MD1000 manual unlocker
- MD2000 semi-automatic unlocker (only unlocks after successful checkout)
- MD3000 automatic unlocker (detects the item’s barcode before unlocking)



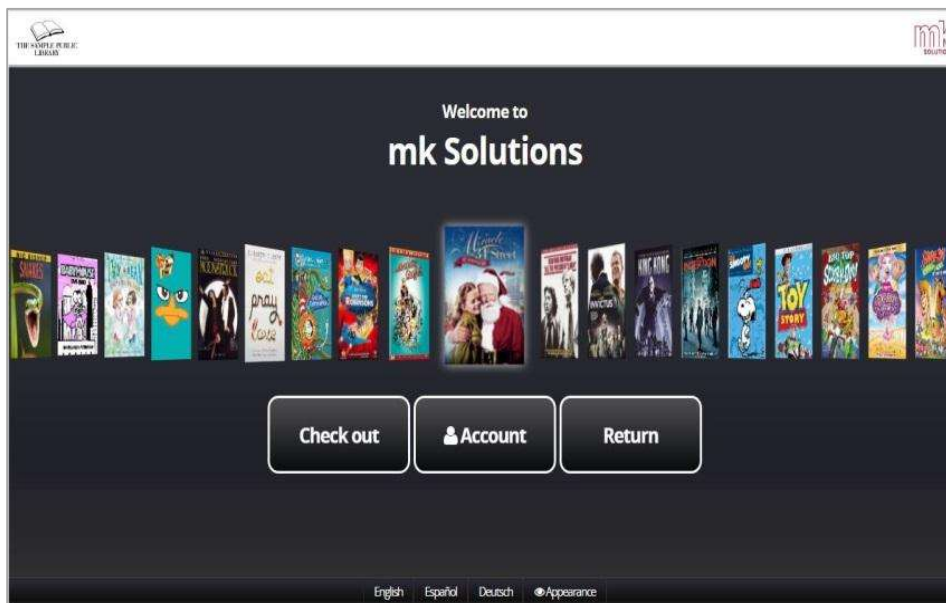
MD1000 and MD2000



MD3000

Self-Checkout Software (Patron Interface)

Powering the mk SC4 is LibSoft software, which displays the cover image, number of items, titles, and due date during the checkout and check-in process, providing patrons with step-by-step visual confirmation. The software communicates via SIP2, NCIP, APIs, and/or web/services with any ILS. LibSoft can be displayed in a number of different themes; some examples are shown below.



Welcome Screen

mk Solutions’ web-based software, **LibSoft**, uses the latest HTML5 technology, so icons and screens are familiar to patrons and works with the library’s touchscreen monitors, iPads, Kindles, tablets, etc.

LibSoft is used on all mk library solutions, ensuring **familiarity** with the system’s Graphical User Interface (GUI) and **continuity** across our product range.

LibSoft software features include:

- 100% web-based HTML5 – LibSoft can be put on any PC or tablet
- Multi-lingual user interfaces and paper and/or emailed receipts
- Cover images listed with titles on screen

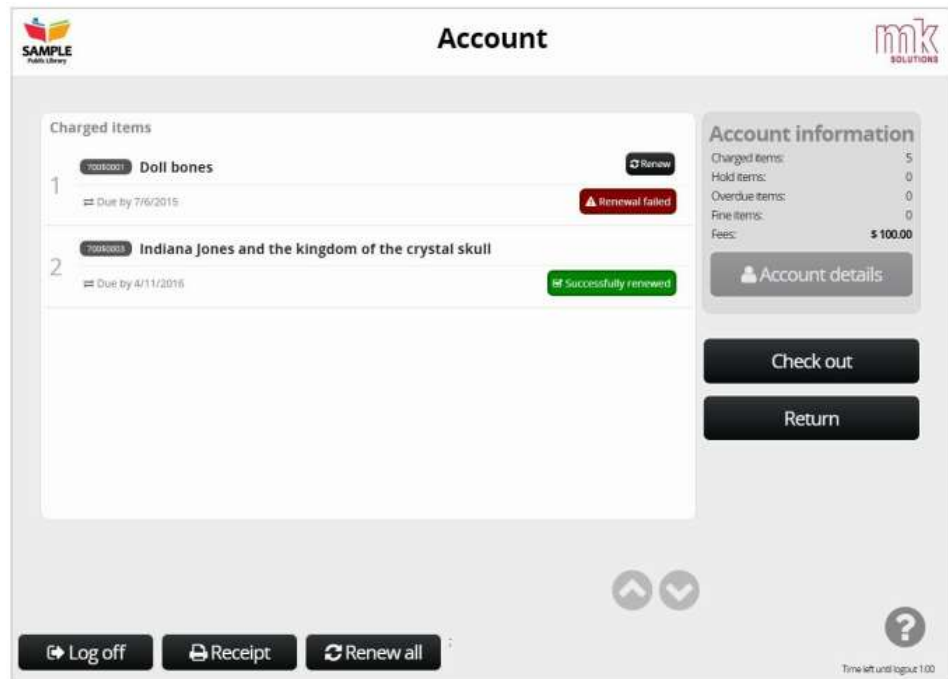
- Processes barcode patron cards
- Processes all existing data models
- Change user interfaces and receipts (does not require PC restart/reboot by staff)

mk LibSoft will display a sequential number next to each item that was checked out. Patrons will see the items checked out by a green "successful" icon on the screen with the item title, number, and cover image. The library has the option to enable an audible sound for items being checked out. In addition, the receipts (printed or emailed) will have the number of items that were successfully checked out.

Screenshot of a patron account view

Patron can see an overview of items that have been checked out, where renewal of items succeeded and/or failed, the ability to renew at the SelfCheck, return items at the SelfCheck, view fines due, items on hold, overdue items, and additional information related to the patron account.

The patron can also receive a receipt (or no receipt) or simply log off after having checked the account.



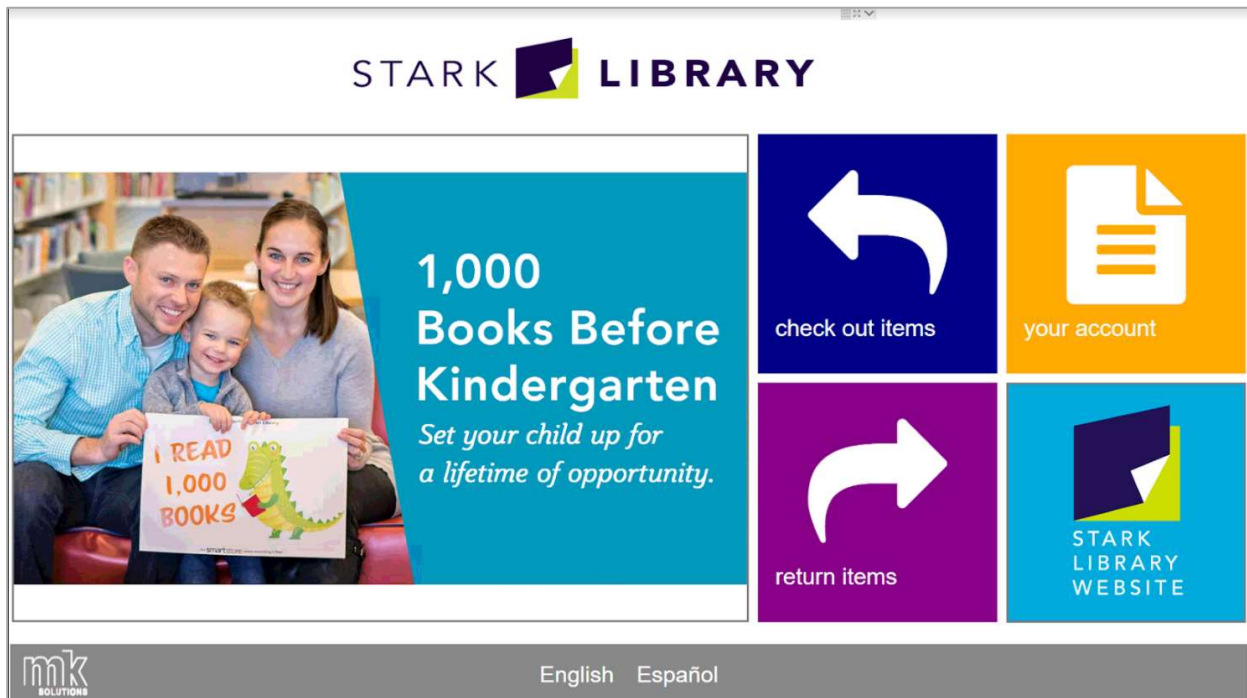
Screenshot of the children's theme

Children enjoy using the animated farm theme and can easily select it when checking out or checking in their items.

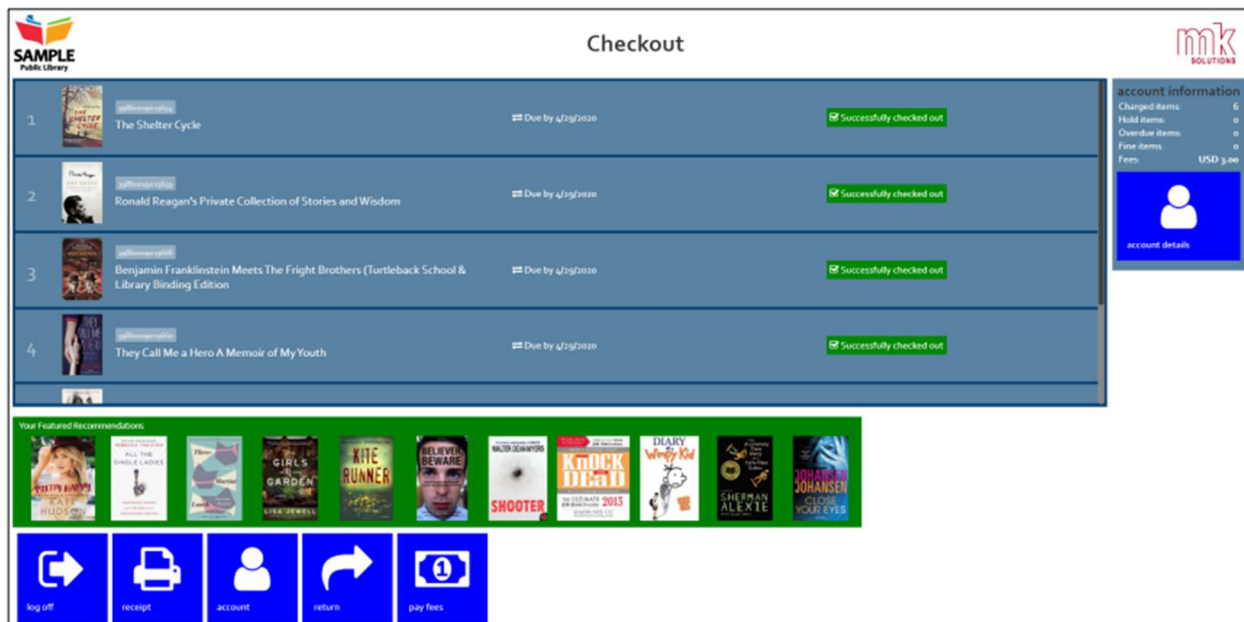
The playful theme makes the process fun for children and is ideally placed in the Children's Section of the library. Languages can be selected, and library staff can modify the buttons that appear on this theme.



mk also offers a 'tile theme,' as shown below.



Sample checkout screen image:



Additional screenshots are provided in the Appendix of this proposal.

Managing and monitoring your entire mk solution is done via LibManager.

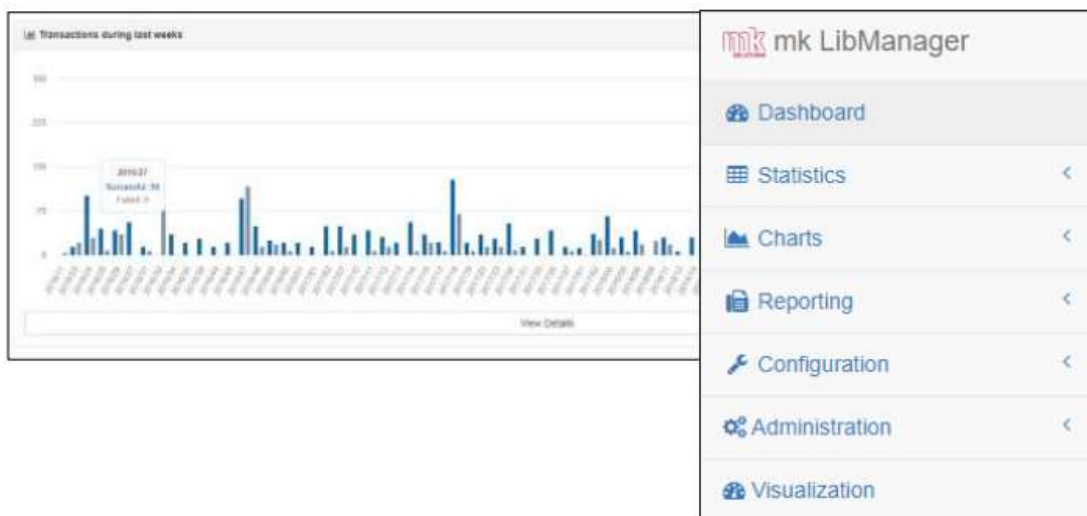
LibManager – Administration Dashboard (Library Interface)

LibManager software is for Library management and staff. It is a web-based administrative dashboard for:

- remote or on-site access and edits in real time
- real-time, up-to-date notifications and alerts
- reports and statistics based on your inputs
- modifications to single or multiple self-checks
- customize each self-check to make it unique – *The Library will be able to fully manage and control the layout, receipts, themes, logos, sounds, languages, and buttons*

LibManager works alongside your ILS. Features of LibManager include:

- Modifying single or multiple systems and/or branches simultaneously, on site or away.
- Detailed reports that can be exported in multiple formats like Excel for easy data filtering.
- Create and manage reports and alerts
- An auto-deployment option ensuring that your mk equipment is always current.



Hosted by mk or on library's virtual machine (VMware), **LibManager is the ultimate administration, monitoring, management, and customization tool** that provides powerful information that can be used to manage your mk solution. LibManager handles configuration, status, statistics, and alerts, allowing the library to configure, customize, change, and update all units, a few units, or just one, including **receipts, layout, interface, languages, and logos.**

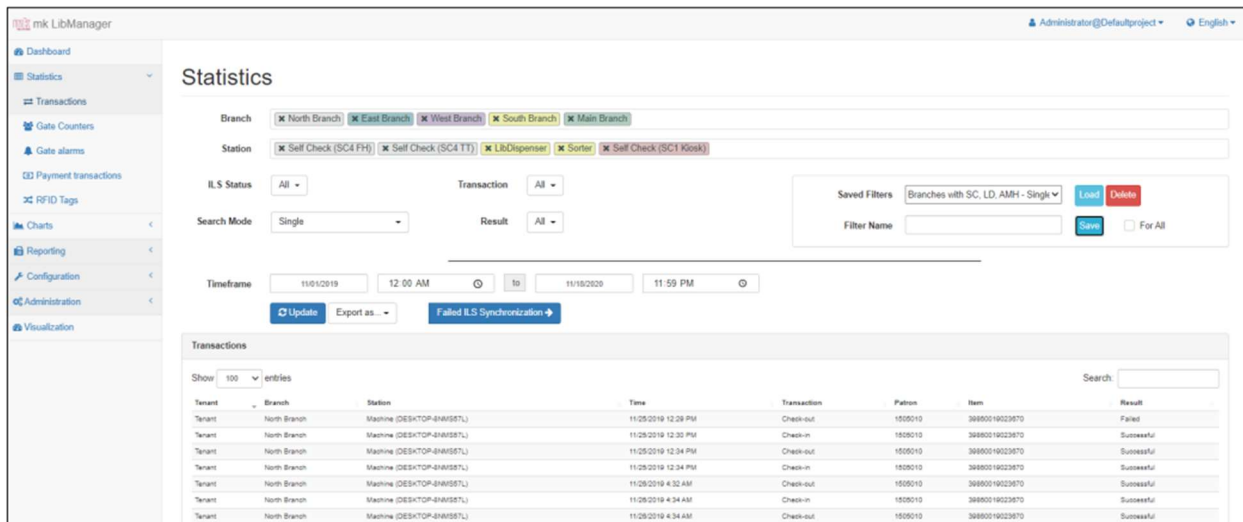
With LibManager, the Library can monitor and manage its mk self-checks from anywhere in the library or away. Reports can be generated and printed into PDF files and/or exported into Excel / csv files. Some examples would be transactions by date, by week, etc., time of day, payments made, type of transaction (e.g., return, renewal), and successful checkouts. Easy-to-use tabs guide staff through LibManager, making it both intuitive and efficient. Installed products are featured on the left-hand side making it simple to find what you need and make changes.

Staff are also clearly alerted to any issues at a unit via LibManager as shown below.



Features include:

- Status & condition of equipment in real-time
- Statistics of equipment (per hour, day, week, etc. with an export tool in multiple formats)
- Centralized management of multiple stations
- Software version auto-updates (branches or consortiums, does not require PC reboot)
- Library staff can access, modify, and manage all mk systems from anywhere
- Upload pictures, videos, and animations easily
- Various levels of access permissions



Machine Specifications Attachment

General Requirements

1. Training

1.1. **Training key circulation, technical services, system administration, and public services staff in the use of all equipment.**

Yes – this is offered at no charge. Training is a key factor in the success of the implementation. mk considers staff acceptance to be paramount to the project’s success. This is achieved by ensuring that staff is fully trained and comfortable with the new technology. For staff to get the most out of training, mk meets with the Library to customize training specific to your library. All subsequent lesson plans and handouts are personalized for your library and provided in an editable form so that they can be updated as needed.

One of the reasons that most projects fail is lack of proper training. Over time and through lessons learned, mk has developed a recipe for success to put your library on the path to success.

The ‘Train the Trainer’ approach is the most cost-effective method of training and allows the library to develop “project specialists.” mk trains chosen project specialists on the equipment, so that, in the future, these project specialists can train new or current staff, when needed. mk prefers this method as it provides advantages over other training models, including helping trainees to learn faster and retain the information better since they themselves are being trained and prepared to be able to train others.

They will become the new solution ambassadors for both library staff and management as well as patrons new to the technology.

1.2. **Training will be performed by the bidder and will take place in Evanston at a mutually agreed upon time.**

Yes – training will be provided on-site at the Evanston Public Library.

1.3. **EPL requests training manuals and materials be provided in electronic format with unlimited distribution within the Library, and shall be supplied free of charge.**

All systems include a complete set of electronic documentation for all levels of operation – Operator, Maintenance, and Troubleshooting. Updates to the documentation are provided whenever changes occur that affect documentation accuracy. The library will be immediately notified when any changes occur. Printed manuals are available upon request.

Product	Estimated Training Hrs (Per Session/Audience) ¹	Suggested Documentation
Self-Checkout/LibSoft	1 hr.	<ul style="list-style-type: none"> • LibSoft User Guide/Admin Manual • Specific Model Self-Checkout Manual • Receipt Printer Manual • Fines and Fees User Guide/Admin Manual
Centralized LibManager	1-2 hrs.	<ul style="list-style-type: none"> • LibManager User Guide/Admin Manual

- 1.4. EPL requires unlimited interaction with the offeror’s sales staff and technical support staff during installation planning, the installation phase, and follow-up immediately after such installation.**

Yes – the mk team presented in the C. Area/Regional Manager(s) section will be available to the EPL team.

- 1.5. Introductory operator/user/staff training shall be provided at no charge.**

Yes – please refer to our pricing proposal. This has been provided at no charge.

- 2. All equipment must work in an Innovative Polaris Integrated Library System (ILS) environment. Compatibility with the Innovative Polaris Integrated Library System using the SIP2/NCIP protocol for communication with Polaris in real time is required.**

Yes – as evidence of our ability to meet this requirement, two of the references that we provided are Polaris libraries.

- 3. Bidders should demonstrate experience in providing the System and services being requested to organizations with a similar size and scope to that of the City government as described herein.**

Yes – please refer to B. Qualifications and Experience of Firm and/or Team.

- 4. Bidders must identify all third party vendor products and services required to fully operate the proposed solution. For example: credit card equipment and processors that require a separate contract or agreement, or software provided by the third party that requires a separate contract or terms of service.**

Regarding payment devices, this is Comprise. Requested as an option, Communico, if implemented, is also a third-party solution. mk will facilitate the integration of these services, however.

¹ These are approximate training hours and depend on the skills of and questions from library staff.

Base Model Self-Checkout Machine Requirements

1. **Must be able to check out all eligible circulation items and send information to the Polaris ILS and automatically update the patron account in real time.**

Yes

2. **Unit should be attractive and “user friendly” with the ability for library customers to check out materials without any staff assistance. Barcode scanners must be hands-free and non-RFID media case unlocking capabilities shall be intuitively aligned with the self-checkout process and not require staff assistance.**

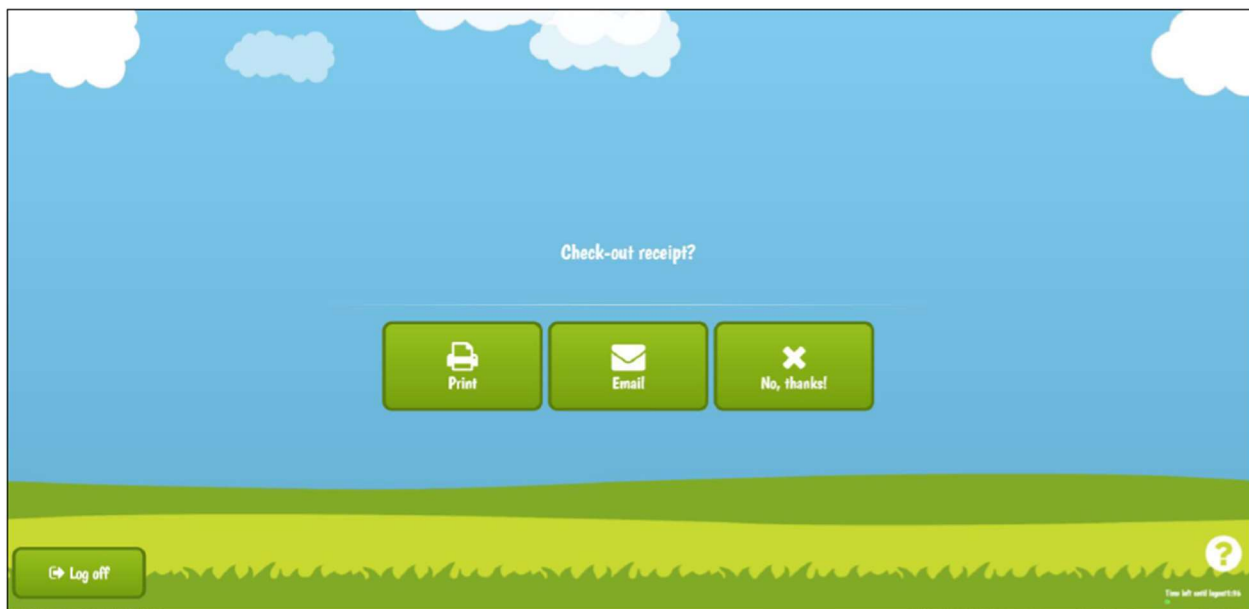
Yes – we have proposed our SC4 self-checks, which feature a streamlined aesthetic.

3. **Must be able to read customer and library material barcodes. Library cards are both credit card sized and key tag sized. Must be able to read barcodes on smartphone screens and support image scanning capabilities for reading of 1D and 2D barcodes on paper and digital display.**

Yes – we have proposed barcode-enabled self-check units.

4. **Should offer receipt options as follows: print, do not print, or receive by email.**

Yes – the Library can set this up within LibManager. The options as presented to the patron are shown in the Children’s Theme below.



5. **Ability to display customer’s account information including balances, for example:**
 - 5.1. **Patron has items checked out including due dates and titles**

Yes

- 5.2. **Patron owes money on account**

Yes

5.3. Patron has accrued fees on account

Yes

5.4. Patron has hold requests

Yes – the patron can also make hold requests.

5.5. Patron’s borrowing privilege is blocked due to assessed or accrued fees in excess of the Library’s defined maximum

Yes – the patron will be instructed to confer with staff.

5.6. Patron’s borrowing privilege is blocked due to a staff-assigned blocking note

Yes – the patron will be instructed to confer with staff.

5.7. Patron’s borrowing privilege has expired

Yes – the patron will be instructed to confer with staff.

6. Ability for EPL staff to easily program changes and additions to information printed on the receipt (some configurable information such as library name, logo, phone number, library hours, web page address, and so forth, and transaction information such as titles of items checked out, number of items checked out and date due).

Yes – this is managed via LibManager using an existing template that can be changed by staff.

7. Must easily generate reports to obtain statistics and payment information. Staff should be able to generate reports without having to contact vendor.

Yes – this is done in LibManager. Some examples would be transactions by date, by week, etc., time of day, payments made, type of transaction (e.g., return, renewal), and successful checkouts. Screenshots have been provided in the Appendix.

8. Components should be quickly and easily replaceable when they are not functioning properly.

Yes – for many of the more common components, we keep a ready inventory on hand at our HQ in York, PA. Typically, this is a touch screen monitor, computer/CPU, receipt printer, barcode scanner, receipt paper, etc.

9. Must have a “Finished” button to clear the screen after a transaction to protect customers’ privacy.

Yes – this is the “Log Off” button.

10. Time-out feature that is library configurable.

Yes – this is configurable by the Library.

11. Remote management capability for configuration changes and diagnostics by EPL support staff.

Yes – LibManager allows staff to access your mk hardware/software and make edits to one self-check or all of them in real time remotely or on-site.

12. Troubleshooting methods, including built-in self-diagnostics.

Yes – LibManager features clear indicators of any issues at the self-checks, as shown below.

Stations (Status)	
Edmond ▲	Offline (Edmond SC #6)
Almonte ▲	Online
Belle Isle ▲	Offline (Bell Isle SC #1)
Bethany ▲	Offline (Bethany SC #1)
Capitol Hill ▲	Online
Choctaw ▲	Online
Del City ▲	Online
Downtown ▲	Online
Jones ▲	Offline (Jones SC #1)
Midwest City ▲	Paymentdevice: Refill Cointubes or billrecycler. (Midwest City SC #1)

13. Ability for patrons to both scan library cards and key-in their library card number. Option to require the patron to authenticate via a combination of library card number and PIN via touchscreen input.

Yes – mk LibSoft includes a convenient, on-screen keypad (PIN pad) for patrons.



- 14. The ability to provide information in multiple languages. At a minimum, the unit shall be able to provide information in English and Spanish.**

Yes – patrons can select the language desired at the self-check via on-screen buttons. Besides English, the following languages are available: Spanish, French, German, Danish, Norwegian, Swedish, Finnish, Portuguese, Italian, Russian, Farsi, Arabic, Korean, Chinese Traditional & Mandarin, Vietnamese, Thai. Additional languages can be added by importing a language file in the requested language.

- 15. Unit programming should include detailed, step by step help screens to assist customers through the checkout procedure, timeout, and end of session.**

Yes – patrons are walked through the entire check-out/check-in/renew process.

- 16. A responsive touch screen computer must be used. On-screen customer information must be configurable to City's requirements. For example, the customer on-screen information should be able to accommodate confidentiality issues and security of credit/debit card information.**

Yes – our self-checks feature touchscreens. No sensitive information is shared at any time. No privacy related data is stored on either the self-checks or mk LibManager.

- 17. Ability to give on-screen messages to customers that are transmitted from the ILS database, such as hold notification or non-circulating items. Staff members must be able to easily make changes to customizable messages.**

Yes – this is done via LibManager. Staff can make changes to the messaging to reflect the Library's approach.

- 18. Read-to-user option (for vision impaired). Text/voice/video instruction easily guides the patron through the checkout process using touch screen technology including language options.**

Yes – mk can optionally offer a text to speech functionality. Otherwise, LibSoft is a holistic blend of video, text, and voice designed to enhance the patron experience at the self-check to make it as intuitive as possible.

19. The machine should be free standing and efficient to use.

Yes – we have quoted 2 kiosks and 2 tabletop units for placement on an existing Library countertop.

20. The system must have the ability to perform offline transactions and maintain records of all barcodes checked out when the ILS is offline, and then upload transactions when the ILS is back online.

Yes – the connection to the ILS takes place automatically. If the ILS is not available, an offline mode can take over and ensures the system remains in operation. The synchronization will be done automatically (without staff intervention) once the ILS is back online. This offline can be enabled or disabled by staff within mk LibManager at any time. Staff are aware that the connection to the ILS is down; however, patrons do not notice any difference. Operations continue as normal.

21. Unit must be American with Disabilities Act (ADA) compliant, pursuant to the law set forth in the Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101, et. seq., and/or any properly promulgated rules and regulations relating thereto.

Yes – mk software and kiosks are ADA compliant and are accessible by someone seated or standing. Software/return options – some available for an additional charge – include headphone jack, braille, audio prompts, brightness optimized GUI appearances, and large font size adjustments. In addition, the patron can select those personal settings to be saved to ensure the unit configures itself when the patron logs-in the next time.

Beyond add-on and/or built-in features like adjustable large font size, audio, height adjustable buttons, the brightness optimized user interface, braille, ability to save settings for quick access, the unit itself is ADA compliant, meaning that buttons are within reach of people seated in wheelchairs or standing. Our goal is for our self-checks to be accessible for all patrons. For portrait orientation of the touchscreen, there will be an ADA button available to move the screen content lower so that only half of the portrait screen is in use.

Screen messages, layouts, themes, languages, receipt contents, book recommendations, library events, sorting tables, SIP/NCIP/network/login settings, auto/deployment for updates can be configured by the Library via mk LibManager. This ensures that EPL has added control over accessibility options as well.

22. Pre-configured with anti-virus software and secure user shell.

Yes

Delivery, Installation, and Setup Requirements

1. Bidder must coordinate delivery and testing of system with EPL personnel at designated library locations

Your Project Manager will reach out to schedule delivery, installation, testing, and training in advance.

2. The units must be shipped FOB Destination, Freight Prepaid and Allowed.

Acknowledged.

3. Bidder must deliver, set up, test, and install units in coordination with EPL staff.

Yes – this will be done in conjunction with EPL staff to ensure that there is no disruption to library activities.

4. We recognize that companies may use third party vendors for installation and setup of equipment. This arrangement must be identified and described in the bid submission, if applicable.

The mk team will be responsible for the installation/set up and training. No third party vendors are envisioned as providing services.

Maintenance and Service Requirements

1. Vendor hours of operation and technical support available (e.g. 800 number, hours support available, support office location, website with FAQs, etc.), a minimum availability of Monday – Friday 9am – 5pm is required.

Standard support hours are displayed below.

- Monday-Friday 5:00 AM – 8:00 PM (CST)
- Saturday-Sunday 9:00 AM – 7:00 PM (CST)

mk offers support and maintenance for hardware and software in a variety of ways.

- Auto-deployment – an optional feature – ensures that the library’s mk equipment is always current. mk updates and upgrades will be installed via the auto-deployment tool automatically, based on library settings and preferences.
- Remote Access – We will first attempt to service your products via TeamViewer remote access. 95%+ of service issues are solved remotely and no technician is needed on-site.
- Phone – mk technicians are also available to work with you by phone and answer any support questions.
- Email – this method ensures that multiple mk team members are notified at one time. The library will receive an immediate confirmation with a service ticket number and a link to a customer portal. The library can view the status of its service case at any time. Service issues are sent to the mk Support Department at service.us@mksolutions.com.
- On-Site – Following efforts to troubleshoot and diagnose the issue remotely, if a technician is needed, we will dispatch one of our local service technicians to your site directly.

Response Times

Emergency service means that the hardware is not operational, cannot be used, and is the only product available for library use (e.g., only one SelfCheck station and it is not operational). The response time to an emergency service ticket occurs within one to four hours of mk’s response to the library’s initial service ticket email. If on-site service is

required, mk will dispatch a technician within eight hours to arrive at the library by the next business day.

Non-emergency service means that the hardware is operational but is experiencing problems (e.g., the library has two SelfCheck stations and one is not operational). The response time to a non-emergency service ticket occurs within 24 hours of mk’s response to the library’s initial service ticket email. If on-site service is required, mk will dispatch a technician within 48 hours to arrive at the library by the next business day.

2. Parts – specify who is responsible for parts. List all parts that are not covered under annual maintenance agreement.

This ultimately depends upon the selected SLA. The level of service is dependent upon the selected support and maintenance program, detailed below.

	BRONZE	SILVER	GOLD
Annual Maintenance ²	●	●	●
Email Support	●	●	●
Phone Support (Hotline)	●	●	●
On-site Support (incl. travel expenses)		●	●
Hardware replacement parts		● (50%)	●
Spare parts automatic refill ³		● (50%)	●

3. One (1) year warranty after installation is included in the cost of each unit.

Yes – this is included in our quote.

4. Training on the operation of the units after they are installed and fully operational (if requested by EPL).

Yes – mk will provide on-site training at no cost to EPL following initial installation. Additional training sessions are also available.

5. An annual maintenance agreement that covers all parts failure, software upgrades, and diagnosis.

Yes

6. Software patches and service pack releases must be supplied at no additional charge to EPL and must be performed by the vendor.

Yes – we keep our software up to date with regular patches. This is scheduled by the mk Support Team in conjunction with the Library.

² Depending on hardware, maintenance maybe performed remotely. Pricing does not include optional items.

³ Requires purchase of a spare part package to be stored locally.

- The self-checkout machine must have a minimum expected life cycle of five years. The bid should indicate their estimation of the useful life of the core self-checkout machine.**

The self-checks will have at least five (5) years. However, many of our customers use their self-checks for ten (10) years or more. As noted, one of our library customers in California is still using the same self-checks it purchased in 2008 – fourteen (14) years ago.

- Maintenance/support for both cash/coin and credit card should be included in case of malfunction or damage of the unit occurs.**

Yes – this is included.

Self-Checkout – Payment Requirements

- The System must meet the Payment Card Industry (PCI) Data Security Standards (DSS). The System design and implementation should also minimize the City’s PCI DSS requirements. System must accept EMV chip/PIN credit/debit cards.**

Yes

- Proposal should include the minimum specifications for existing PC and Local Area Network (LAN) to operate in conjunction with the vendor’s software.**

In regards to LibManager, this is: Processor min 2.4 GHz; RAM 4GB; Hard Drive 100GB; Ethernet-Adapter Gigabit (10/100/1000baseT); Windows Server 2016 or Higher.

- Ability for customers to pay their library fines or fees via a credit/debit card and cash, with an immediate update to the library customers’ ILS account related to the full or partial library fine payment.**

Yes – a screenshot is provided below.



4. **Ability for EPL staff to configure which payment options we want to use (e.g. turn off Credit/Debit card or cash payment options).**

Yes

5. **Ability to provide a payment receipt with transaction details and print management functionality.**

Yes

6. **Customizable messages to inform patrons as to why a transaction cannot be completed or when a customer's card is refused for any reason (blocked/barred/expired).**

Yes

7. **The bidder must provide onsite software integration support between the self-checkout machines and Polaris software to ensure proper setup, if needed.**

Yes – one of the provided references – Osceola Public Library – has mk self-checks along with payment units. This library also uses Polaris.

8. **Ability for EPL staff to configure payment limits that would allow a check-out (e.g., offer customers the option to pay a portion of their bill to get them under the department's policy threshold for allowing a check-out when the customer has bills due).**

Yes

9. **Cash collecting device should accept bills in denominations of \$1, \$2, \$10, and \$20, and coins of 0.01, 0.05, 0.10, 0.25, 0.50, and 1.00. <<< \$2 was removed per addendum**

Yes – it accepts coins (\$1 coins, quarters, nickels, dime) and bills (\$1, \$5, \$10, \$20).

10. **Provide an option for payment using near-field communications (NFC) that will allow users to make payments via smartphone.**

Yes – our proposed payment solution includes this functionality.

Other Requirements

1. **Bid may offer other options for their devices/model family.**

mk has proposed its SC4 line. However, we also have SC1 self-checks. A data sheet has been included in the Appendix.

2. **Bid may offer options regarding additional language capabilities beyond English and Spanish.**

mk offers the following languages: English, Spanish, French, German, Danish, Norwegian, Swedish, Finnish, Portuguese, Italian, Russian, Farsi, Arabic, Korean, Chinese Traditional & Mandarin, Vietnamese, and Thai.

- 3. EPL is interested in additional capabilities of device including the ability to promote library programs on screen, compatibility with Communico software including mobile printing, access to library website, and meeting room reservations**

Our quote includes Website & Widget Integration (i.e., Communico, sign-up, event calendar and more).

Project Implementation

Phase 1

Timeline

Activities	mk	Library	Joint
PHASE 1			
Contract and final configuration & quantities			•
Sends mk purchase order		•	
Receipt of purchase order	•		
mk provides an order confirmation	•		
Project Manager sends a welcome email with pertinent project information and schedules a kick-off meeting with the library	•		
Project information forms (PIF) are sent to library	•		
Kick-off meeting with library			•
Send reference/sample items for testing		•	
mk internal kick-off meeting	•		
Prepare project implementation plan and timelines	•		
Agreement on project implementation plan and timelines			•
Review project information form (PIF) and verify information and answer any questions the library might have			•
Complete and return mk project information form.		•	
Verify software configuration and customization is complete	•		
System testing (functionality and connectivity)			•
Provide installation schedule	•		

Tasks/Activities

The Project Information Form (PIF) gathers useful information on the project as a whole. It enables both the mk team and the library to put all requirements to paper and plot out the project logically. Questions include Points-of-Contact, library information, delivery information, ILS details, testing of materials and patron cards, equipment set-up, and other configuration requirements to ensure that when our team is on-site, we can complete implementation quickly and accurately.

Activity	Responsibility	Week
Receive Notice of Award	Library	1
Sign Contract	Library / mk	1
Determine final configuration & quantities	Library / mk	2
Submit Purchase Order	Library	2
Review Implementation Schedule and Plan	Library / mk	2
mk Project Information Form (PIF) to be completed	Library	3

Project management is a key component of the project roll-out, ensuring that all phases are controlled and managed seamlessly. Your dedicated project manager is assigned to your account during the bidding process, ensuring that he or she understands the library's specific goals and needs and is familiar with the project from start to finish. The project manager also establishes a plan of communication to ensure all roles and responsibilities are defined and managed.

At project kick-off, we create a folder that houses all pertinent project information, such as IT configurations, drawings, manuals, checklists, the customized implementation plan, and the PIF.

Your project manager will work with you to help you prepare for installation. She will confirm:

- Connection to SIP2 server as well as proper communication to/from SIP2 server
- User and item information lookup, including user information lookup with PIN (if applicable)
- Borrowing and renewing items that work/fail
- Retrieving payment charge/fees
- Retrieving reservation details
- Hold Items (if applicable)
- Library patron cards, scanners configured properly
- Library IP addresses and configurations
- Library SMTP server to provide email receipts and status emails to staff

The library is responsible for the following:

- completing the Project Information Form (PIF) to ensure a smooth installation
- completing the configuration station(s) spreadsheet, provided by mk
- defining a single point-of-contact for this project
- providing ILS SIP2/NCIP license and appropriate configuration, if required
- providing reference/sample material barcoded for each type of item.
- providing a TeamViewer (basic download) for remote support and maintenance and for Centralized LibManager (or VPN), prior to installation
- providing power outlets and standard Ethernet data outlets close to the installation site, if required for the proposed equipment
- preparing associated building modifications and wall or floor finishes, if required
- setting up hardware provided by the library and ensuring the operating system and drivers are installed (and scanners are configured)

Key Deliverables

- Contract/Agreement
- Project Information Form (PIF)
- Configuration Station(s) Spreadsheet
- Library-required information detailed above

Phase 2

Timeline

Activities	mk	Library	Joint
PHASE 2			
Quality and functional testing at mk facility	•		
Library building modifications (if applicable)		•	
Delivery of hardware and software	•		
Installation of hardware and software	•		
Staff & supervisor/admin training			•
Final acceptance			•
Follow up regarding project and get feedback from library			•

Tasks/Activities

The following sample implementation plan illustrates a timeline and workflow that the library can expect to undergo during the implementation process. mk will consult with the library to customize a plan tailored to the library's needs.

An estimated implementation schedule is shown below:

Activity	Responsibility	Week
Self-Check		
Deliver and install SelfCheck	Library / mk	5-7
Test Period		
Hardware and Software	Library / mk	5-7
Final Acceptance		
Software and Hardware	Library / mk	5-7
Staff Training		
Library IT Admin Training - Train the Trainer	Library / mk	5-7
Library Staff Training - Train the Trainer	Library / mk	5-7
Post Follow up		
Customer Service - Survey	mk	TBD

Because mk software is 100% web-based, mk programmers and IT technicians ensure that all software is fully operational before installation, eliminating delays or issues. Our team provides an easy-to-implement installer package, so you have full control of your systems before equipment even arrives on site.

Before any hardware ships from our dedicated warehouses, mk tests and confirms that it meets the high-level requirements and standards of mk’s manufacturing processes and ISO 9001 Quality Management regulations. Then, when the vetted hardware arrives as coordinated between mk and the library, it’s a simple “plug and play” concept – your new system is ready to be used.

System installation is conducted by certified trained service technicians.

Key Deliverables

- Training sessions design (joint with mk)
- Software/Hardware Acceptance forms
- Customer Service Survey(s)
- Training Acceptance (sample shown at right)

Scope of Work: mk employee to do on-site training with staff Present onsite (library & mk Solutions):		Order / Project: 60002 / 500429	
		Library: Hamilton - Barton	
		Order No.:	
		Date: 2019-05-03	
Performed Work:		Done by:	Date:
1. Training With Staff		mk	2019-05-03
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Unresolved:		Responsible:	Resolve by:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Trained persons:			
<input type="checkbox"/> No damages on site <input type="checkbox"/> Delivery note, signed by customer, received		<input type="checkbox"/> Confirmation of Responsibility & Training signed <input type="checkbox"/> Care package handed out to customer <input type="checkbox"/> Hand off System-Password	



ATTACHMENTS

ATTACHMENTS

- Company Experience and Background
- Guarantees and Warranties
- Terms and Conditions
- mk LibManager Screenshots & Statistic Samples
- mk LibSoft Screenshots and Workflows
- Payment Workflows
- SC1 Datasheet

Company Experience & Background

In 2005, mk Technology Group, the leading manufacturer in industrial factory automation, launched mk Sorting Systems GmbH as a division of the company specializing in library automation solutions. Following increased market acceptance and several global installations, it was clear that mk Sorting Systems GmbH should become its own company.

In February 2008, mk Sorting Systems GmbH was established as a subsidiary of Maschinenbau Kitz, permitting sole focus on the development and sales of high-quality library solutions. That same year, the success of mk Sorting Systems GmbH allowed the company to expand into the emerging US market, creating a subsidiary corporation, mk Sorting Systems, Inc., headquartered in York, PA. As mk Sorting Systems grew, so did our portfolio to include RFID tags, staff stations, self-check stations, and security gates, among other solutions. In May 2014, to embrace our extensive portfolio, mk Sorting Systems, Inc. changed its name to mk Solutions, Inc.

Because of our company size, mk is able to develop personal relationships with our customers and remain nimble during installations. In addition, our systems are designed with the goal of vendor interoperability.

Today, mk Solutions is a clear leader in library hardware and software solutions with state-of-the-art technological advancements for any size library and budget, with over sixty library customers across the US and Canada – and even more globally.

mk Solutions has not had an open dispute with a county or city nor is the company involved in any litigation associated with any work in progress or completed in both the private and public sector. Furthermore, mk Solutions does not anticipate any sale, acquisition, or merger in the near future.

mk Solutions certifies that it has no affiliations with or involvement in any organization or entity with any financial interest or non-financial interest with the said city and/or county government to include individual libraries named in the associated RFP.

mk Solutions is **ISO 9001 Quality Management** certified. This certification requires the highest level of quality regarding sustainability, quality assurance, risk minimization, and increased cost-effectiveness through process improvement, worldwide compatibility, and more. mk Solutions is audited annually in all aspects of the business, including, but not limited to, operations, development, logistics, manufacturing, installation, and training.

As one of the leading global technology providers for libraries, we partner with key vendors that provide solutions to the library industry. Through the formation of these vendor relationships, our **customers can realize additional benefits**. mk has library customers across the US and Canada as well as globally. These installations range from a 31-bin sorting system in Hengelo Public Library, Netherlands to thirty-two self-check kiosks in Oklahoma City, Oklahoma.

Guarantees and Warranties

- **Equipment, Software, & Components**
mk Solutions offers a full 12-month parts and labor warranty from the date of customer acceptance on all hardware and software. Please note that damage caused by vandalism, negligence, or a third party, other than an mk service representative, is not covered under this warranty.
- **Updates/Patches/Upgrades Policy**
mk's system policy includes updates and upgrades and will be installed via LibManager's auto deployment tool, which can be optionally enabled to have either library IT staff determine when updates are installed or be set to auto-deploy and install upgrades automatically. mk customers can receive upgrades and the latest versions automatically as part of any Service Level Agreement.
- **Service Level Agreements (SLA)**
mk Solutions, Inc. offers options for SLAs on self-check equipment. SLAs are available for the lifetime of the system and are renewed annually.
- **Risk Management Policy**
mk Solutions' Risk Management Policy consists of back-up options to provide all customers with a reliable, quick solution in serious issue cases. Due to mk's international network and partners, we are involved with manufacturers around the globe in over twelve countries. The compatibility of mk library solutions allows flexibility around the globe.

Terms & Conditions

Pricing is based on a complete order. Delivery and installation are planned to occur at one time. The Service Level Agreement pricing does not include optional items.

Terms of Delivery

- Approximately 1-2 weeks for software licenses.
- Approximately 5-7 weeks for SelfChecks.
- This proposal is based on one single shipment. Partial shipments may require price adjustment(s).
- Delivery is FOB destination, DAP (delivered at place, duties paid), software via download link.

Terms of Payment

mk Hardware
50% of order value payable after receipt of order confirmation
45% of order value with delivery
5% of order value after installation but not later than one (1) month after delivery
Software Solutions / User Subscriptions
Invoicing takes place in advance for one (1) year, after final acceptance but not later than one (1) month after delivery
Maintenance Programs
Invoicing takes place in advance for one (1) year, after the initial 12 months' warranty
Notes
All payments due upon receipt of invoice net. Accounts not paid within terms are subject to a 5% monthly finance charge or a minimum of \$25.00. In the event of any delays caused beyond mk Solutions' responsibilities, the library agrees to pay the full contract amount based on the initially agreed delivery date.

Prices

Prices shown are net prices in USD and do not include any taxes, duties, or third-party fees. Prices are valid in accordance with the RFP. Additional costs may occur for any optional items and/or optional features, including, but not limited to, credit/debit card payment devices, cash and coin devices, self-check options (Novelist, multi-ILS, OverDrive, auto-encoding), etc.

Warranty

12 months according to legal rules and our terms of delivery and payment.

General

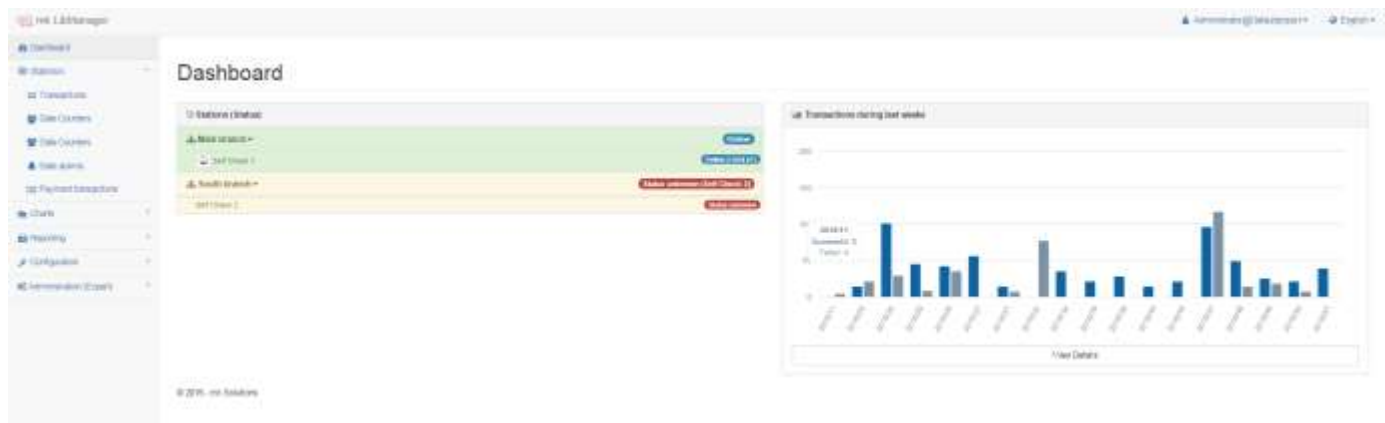
This offer is confidential and is only intended for internal use. The sharing of technical information or pricing is prohibited without the expressed, written permission of mk. Prior to completion of manufacturing, we reserve the right to make design changes to improve the equipment or exceed the design specifications for any or all systems without prior approval. After the system has been installed, we retain the same right, but agree to notify the library in advance of any changes. The library may elect to decline an upgrade except in the case of changes to correct/limit manufacturer liability exposure. Orders will not be processed until a written Purchase Order referencing this proposal ("Proposal") is received at mk.

mk LibManager

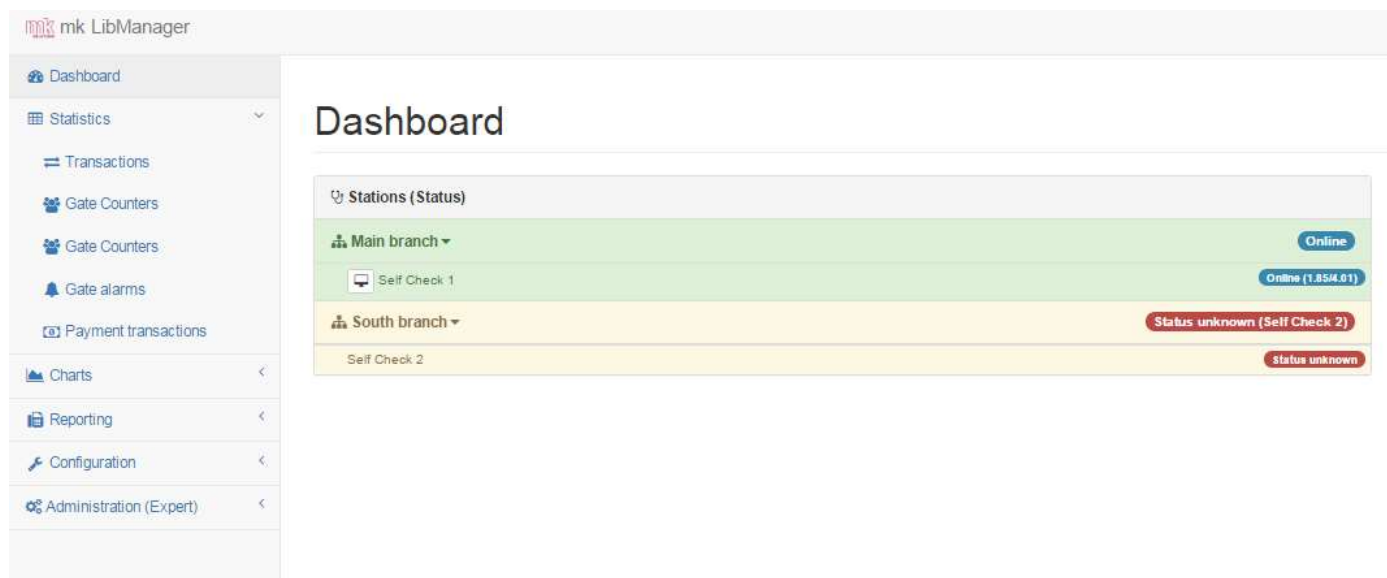
The Ultimate Administration Tool

The Staff's Dashboard

Dashboard Screen provides a visual of your entire system and all your equipment (self-checks, gates, sorters, etc.) with the system status. With this one overview, staff can see at one glance status of systems and branches, view a summary of transactions, etc.



mk LibManager provides easy to use tabs to easily guide staff when using the software.



mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com

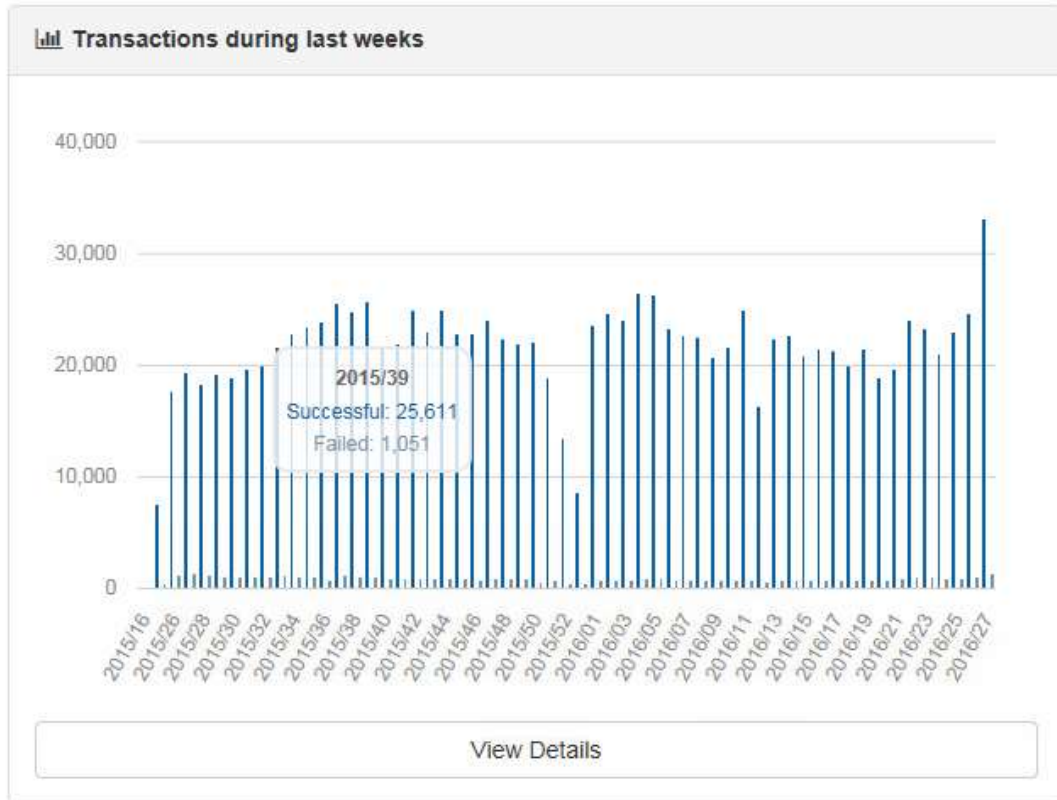


mk LibManager

The Ultimate Administration Tool

Dashboard

Stations (Status)	
Pleasant Ridge ▲	Online
Maple ▼	-
Maple SC 1	(1.6/2.28)
Maple SC 2	(1.6/2.28)
Pierre Berton ▲	Status unknown (Pierre Berton SC 2)
Woodbridge ▲	Status unknown (Woodbridge SC1)
Ansley Grove ▲	Offline (Ansley Grove SC1)
Bathurst Clark ▲	
Dufferin Clark ▼	
Dufferin Clark SC 1	
Civic Center ▲	



mk LibManager

The Ultimate Administration Tool

Statistics and Reporting

Staff can customize statistics of their equipment by a single branch/system, by multiple systems/branches, or by all systems combined. Easy to do by a simple click

Statistics

Branch

Station

Timeframe to

Transactions

Show entries

Search:

Tenant	Branch	Station	Time	Transaction	Patron	Item	Result
Tenant	Civic Center	Civic Center SC 3 (SELF_CHECK_CC3)	6/14/2016 6:58 AM	Check-out	23288002836520	33288005311878	Successful
Tenant	Pleasant Ridge	Pleasant Ridge SC 1 (SELF_CHECK_PR1)	6/14/2016 10:02 AM	Check-out	23288003560798	33288075504948	Successful
Tenant	Ansley Grove	Ansley Grove SC1 (SELF_CHECK_AG)	6/14/2016 10:05 AM	Check-out	23288003898792	33288600523768	Successful
Tenant	Ansley Grove	Ansley Grove SC1 (SELF_CHECK_AG)	6/14/2016 10:05 AM	Check-out	23288003898792	33288600506011	Successful
Tenant	Ansley Grove	Ansley Grove SC1 (SELF_CHECK_AG)	6/14/2016 10:05 AM	Check-out	23288003898792	33288600467552	Successful
Tenant	Bethurst Clark	Bethurst Clark SC 2 (SELF_CHECK_BC2)	6/14/2016 10:09 AM	Check-out	23288003898732	33288600578556	Successful

mk Solutions, Inc.

75 Acco Drive, Suite A-3
York, PA 17402- USA

Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



mk LibManager

The Ultimate Administration Tool

Standard Transaction Report for all Systems

The screenshot displays the mk LibManager web interface. The top navigation bar includes the logo, user information (Administrator@Default.org), and a language selector (English). A left sidebar contains a menu with options like Dashboard, Statistics, Transactions, Gate Counters, Gate Alarms, Gate Counters, Gate Alarms, Payment Transactions, RFID Tags, Reporting, Configuration, Administration, and Visualization. The main content area is titled 'Statistics' and features filters for Branch (Eccredit), Station (All), and Transactions (30/03/19 to 30/03/19). Below the filters are 'Refresh' and 'Export as' buttons. The 'Transactions' table is shown with columns for Transaction ID, Branch, Station, Time, Transaction, Passes, Item, and Result. The table contains 15 rows of data, all with a 'Success' result.

Transaction ID	Branch	Station	Time	Transaction	Passes	Item	Result
31T040010204	Eccredit	Self return (MK-700010-01)	31/03/19 1:54 AM	Check in			Success
31T0401734500	Eccredit	Self return (MK-700010-01)	31/03/19 2:35 AM	Check in			Success
31T0401881000	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401893462	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0403321448	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401981171	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401000406	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401617184	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401540185	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401042113	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401941130	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401016960	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0401108208	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0402142718	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success
31T0402014814	Eccredit	Self return (MK-700010-01)	31/03/19 2:36 AM	Check in			Success

mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



mk LibManager

The Ultimate Administration Tool

Security Gate Counter Daily, Hourly, and Cumulation Reports

Gate Counters

People counter consolidation

Search:

Criteria: Single gate

Daily overview
 Hourly overview
 Cumulation

Date	Branch	Group	Gate	In	Out
3/11/2018	Excelsior	Main entrance left	FGG Gate 1st Counter on Bus 1	400	154
3/11/2018	Excelsior	Main entrance left	FGG Gate 2nd Counter on Bus 1	0	0
3/11/2018	Excelsior	Main entrance right	FGG Gate 1st Counter on Bus 1	380	321
3/11/2018	Excelsior	Main entrance right	FGG Gate 2nd Counter on Bus 1	0	0
3/12/2018	Excelsior	Main entrance left	FGG Gate 1st Counter on Bus 1	100	99
3/12/2018	Excelsior	Main entrance left	FGG Gate 2nd Counter on Bus 1	0	0
3/12/2018	Excelsior	Main entrance right	FGG Gate 1st Counter on Bus 1	288	301
3/12/2018	Excelsior	Main entrance right	FGG Gate 2nd Counter on Bus 1	0	0
3/12/2018	Excelsior	Power back door	FGG Gate 1st Counter on Bus 1	0	11
3/12/2018	Excelsior	Power back door	FGG Gate 2nd Counter on Bus 1	0	0
3/14/2018	Excelsior	Main entrance left	FGG Gate 1st Counter on Bus 1	380	160
3/14/2018	Excelsior	Main entrance left	FGG Gate 2nd Counter on Bus 1	0	0

Gate Counters

People counter consolidation

Search:

Criteria: Single gate

Daily overview
 Hourly overview
 Cumulation

Date	Time	Branch	Group	Gate	In	Out
3/11/2018	11:00 PM	Excelsior	Main entrance left	FGG Gate 1st Counter on Bus 1	44	16
3/11/2018	11:00 PM	Excelsior	Main entrance left	FGG Gate 2nd Counter on Bus 1	0	0
3/11/2018	11:00 PM	Excelsior	Main entrance right	FGG Gate 1st Counter on Bus 1	24	30
3/11/2018	11:00 PM	Excelsior	Main entrance right	FGG Gate 2nd Counter on Bus 1	0	0
3/11/2018	11:00 PM	Excelsior	Main entrance left	FGG Gate 1st Counter on Bus 1	89	19
3/11/2018	11:00 PM	Excelsior	Main entrance left	FGG Gate 2nd Counter on Bus 1	0	0
3/11/2018	11:00 PM	Excelsior	Main entrance right	FGG Gate 1st Counter on Bus 1	20	30
3/11/2018	11:00 PM	Excelsior	Main entrance right	FGG Gate 2nd Counter on Bus 1	0	0
3/11/2018	9:00 PM	Excelsior	Main entrance left	FGG Gate 1st Counter on Bus 1	17	11
3/11/2018	9:00 PM	Excelsior	Main entrance left	FGG Gate 2nd Counter on Bus 1	0	0
3/11/2018	9:00 PM	Excelsior	Main entrance right	FGG Gate 1st Counter on Bus 1	20	17

mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402- USA
 Phone +1 860 760 0438
 Toll Free +1 888 484 5056

info@mk-solutions.com
 www.mk-solutions.com



mk LibManager

The Ultimate Administration Tool

Security Gate Alarm Report

mk LibManager Administrator@DefaultProject English

Gate alarms

Item alarms with timestamp

Branch: Timeframe: to

Date	Time	Branch	Group	Gate	Item	Index	Total	Circulation Status
3/01/2018	11:55 PM	Escondido	Main entrance left	FEIG Gate	21728011031100	1	1	1
3/01/2018	11:55 PM	Escondido	Main entrance left	FEIG Gate	21728024200002	1	1	1
3/01/2018	11:55 PM	Escondido	Main entrance left	FEIG Gate	21728000057702	1	1	1
3/01/2018	11:55 PM	Escondido	Main entrance left	FEIG Gate	21728011233770	1	1	1
3/01/2018	11:48 PM	Escondido	Main entrance left	FEIG Gate	21728011020343	1	1	1
3/01/2018	11:45 PM	Escondido	Main entrance left	FEIG Gate	21728025702237	2	2	1
3/01/2018	11:43 PM	Escondido	Main entrance left	FEIG Gate	217280000500045	1	1	1
3/01/2018	11:45 PM	Escondido	Main entrance left	FEIG Gate	21728011190510	1	2	1
3/01/2018	11:44 PM	Escondido	Main entrance left	FEIG Gate	21728011020343	1	1	1
3/01/2018	11:44 PM	Escondido	Main entrance left	FEIG Gate	21728011021754	1	1	1
3/01/2018	11:44 PM	Escondido	Main entrance left	FEIG Gate	21728011020343	1	1	1
3/01/2018	11:44 PM	Escondido	Main entrance left	FEIG Gate	21728025255945	1	1	1
3/01/2018	11:44 PM	Escondido	Main entrance left	FEIG Gate	21728011021754	1	1	1

Payment Transaction

mk LibManager Administrator@DefaultProject English

Payment transactions

Branch: Station: Timeframe: to

Transact	Branch	Status	Time	Transactionnumber	Transaction	Amount	Rate	Result
Transact	Escondido	SW Check 2 (BILPCHCK2)	3/01/2018 2:20 PM	2EUPCHCK2-001914282	NoneCash	5.00	2172400127476	Success
Transact	Escondido	SW Check 2 (BILPCHCK2)	3/14/2018 4:41 PM	2EUPCHCK2-001918411	Cash	5.00	2172400002941	Success
Transact	Escondido	SW Check 1 (BILPCHCK1)	3/16/2018 2:28 PM	2EUPCHCK1-001919284	NoneCash	7.00	21724004319642	Success
Transact	Escondido	SW Check 2 (BILPCHCK2)	3/16/2018 3:28 PM	2EUPCHCK2-001919305	NoneCash	5.00	2172400511002	Success
Transact	Escondido	SW Check 1 (BILPCHCK1)	3/16/2018 4:24 PM	2EUPCHCK1-001919340	Cash	5.00	2172400008114	Success
Transact	Escondido	SW Check 1 (BILPCHCK1)	3/16/2018 4:27 PM	2EUPCHCK1-001919370	Cash	5.00	2172400004603	Success
Transact	Escondido	SW Check 1 (BILPCHCK1)	3/16/2018 4:31 PM	2EUPCHCK1-001919389	NoneCash	2.00	2172400511970	Success
Transact	Escondido	SW Check 1 (BILPCHCK1)	3/16/2018 4:38 PM	2EUPCHCK1-001919399	NoneCash	5.00	2172400407319	Success
Transact	Escondido	SW Check 1 (BILPCHCK1)	3/16/2018 4:42 PM	2EUPCHCK1-001919344	NoneCash	7.00	2172400434240	Success

mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402- USA
 Phone +1 860 760 0438
 Toll Free +1 888 484 5056

info@mk-solutions.com
 www.mk-solutions.com



mk LibManager

The Ultimate Administration Tool

Exporting Made Easy

Quickly export data from mk LibManager

Branch	Station	Date	Time	Transaction	Patron	Item	Result
Escondido	Self Check 5 (SELFCHECK5)	3/21/2018	2:42 PM	Check-out	21724000000273	31724010872529	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/21/2018	2:42 PM	Check-out	21724000000273	31724020053854	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/21/2018	2:42 PM	Check-out	21724000000273	31724011372792	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/21/2018	2:42 PM	Check-out	21724000000273	31724010499588	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/21/2018	2:42 PM	Check-out	21724000000273	31724011453386	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/21/2018	2:45 PM	Renew	21724000000273	31724011453386	Failed
Escondido	Self Check 2 (SELFCHECK2)	3/24/2018	11:10 AM	Check-out	21724000019513	31724020102354	Successful
Escondido	Self Check 3 (SELFCHECK3)	3/25/2018	2:08 PM	Check-out	21724000025023	31724020130769	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011622709	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011514476	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011626916	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011626940	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011731310	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011514617	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011626965	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724011401294	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724010111811	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724009033216	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724010860375	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:48 PM	Check-out	21724004784658	31724020126395	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:49 PM	Check-out	21724004784658	31724011624853	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:49 PM	Check-out	21724004784658	31724011731302	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:49 PM	Check-out	21724004784658	31724011514500	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:49 PM	Check-out	21724004784658	31724011514542	Successful
Escondido	Self Check 5 (SELFCHECK5)	3/26/2018	12:49 PM	Check-out	21724004784658	31724011514427	Successful

mk Solutions, Inc.

75 Acco Drive, Suite A-3
York, PA 17402- USA

Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



mk LibManager

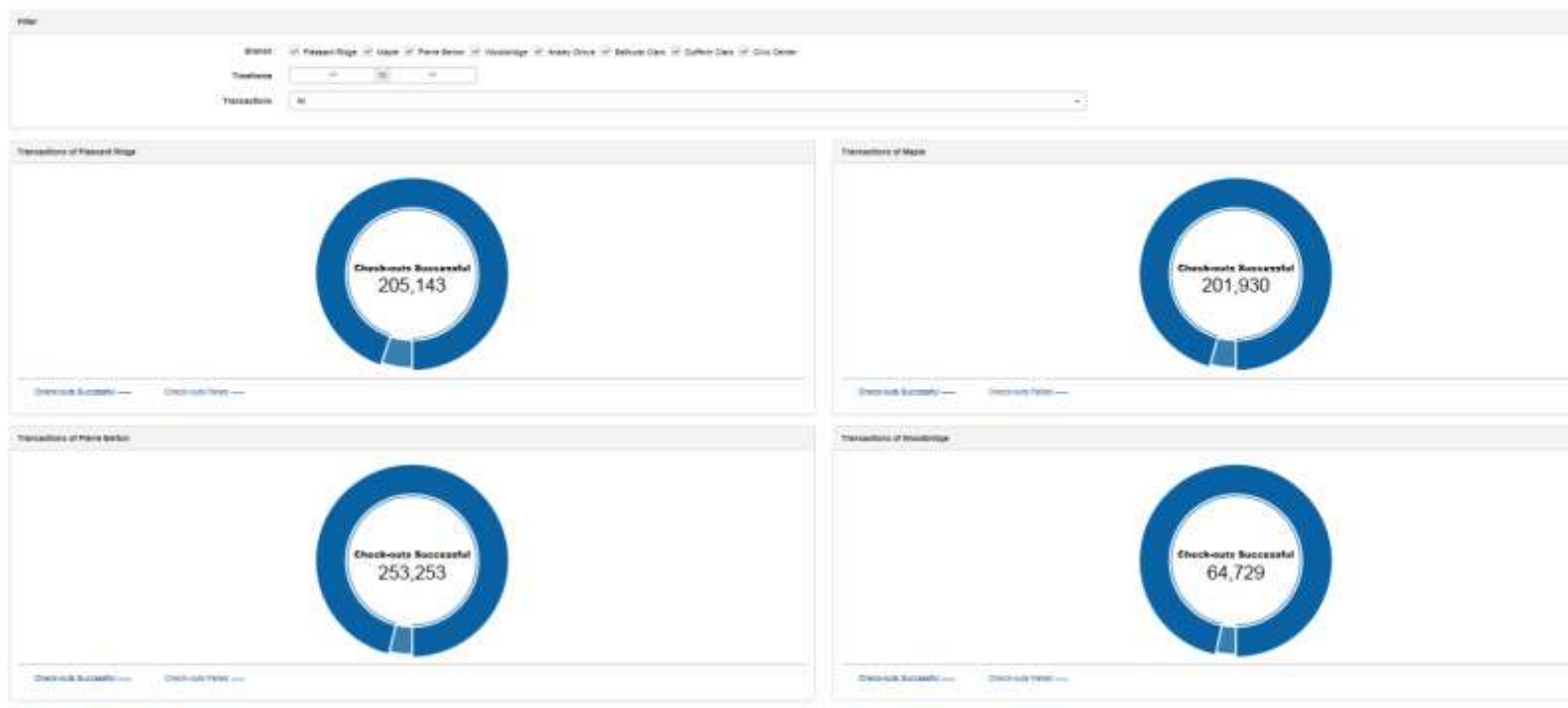
The Ultimate Administration Tool

Charts

Transaction Comparison

Compares branches/stations and transactions. Again, just a simple click and have information in seconds. This gives the transaction numbers and a visual chart.

Transactions Comparison



mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



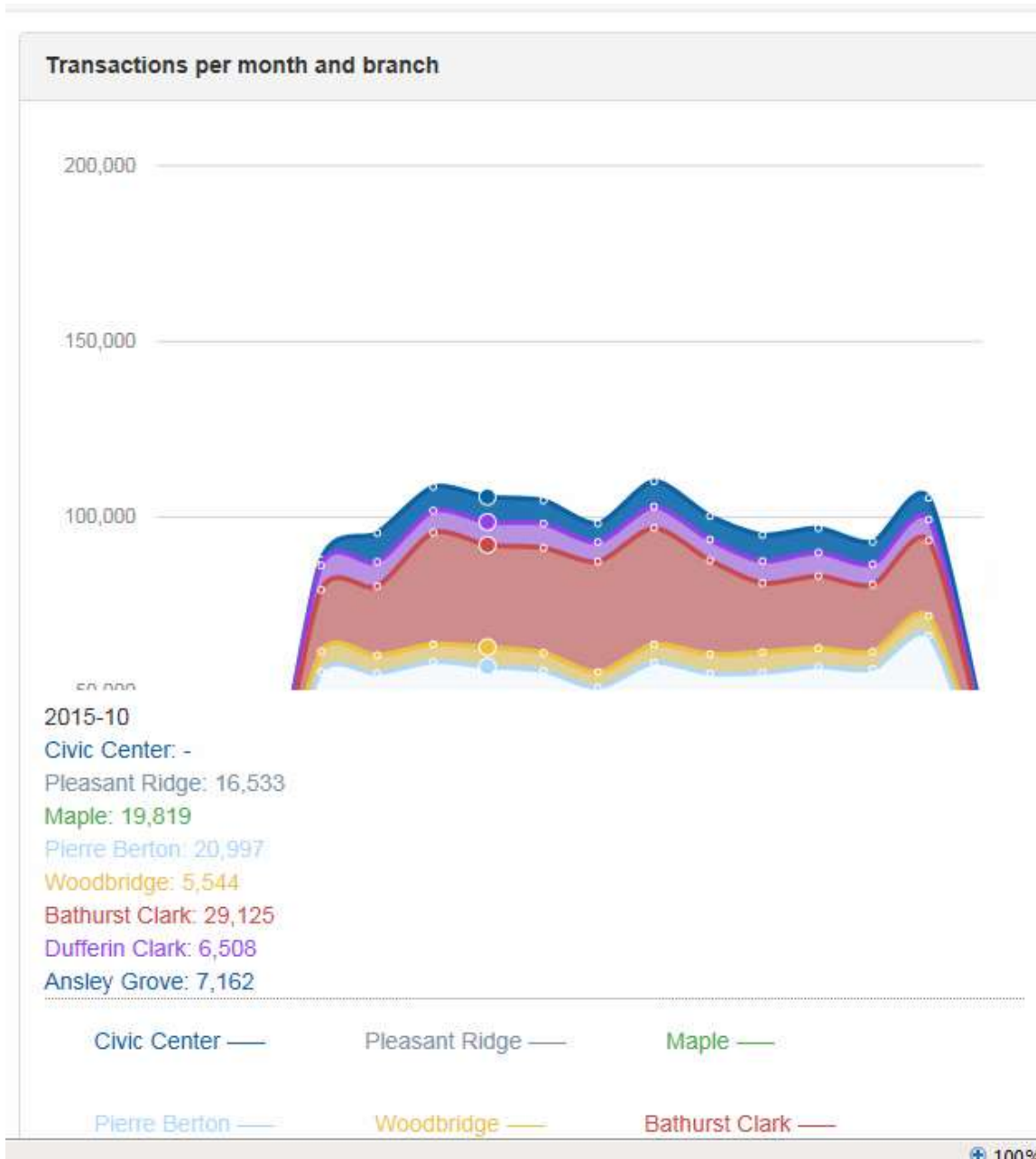
mk LibManager

The Ultimate Administration Tool

Transaction Summarization

Compares the summary of branches and equipment in one place with multiple charts

All Branches



mk Solutions, Inc.

75 Acco Drive, Suite A-3
York, PA 17402- USA

Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



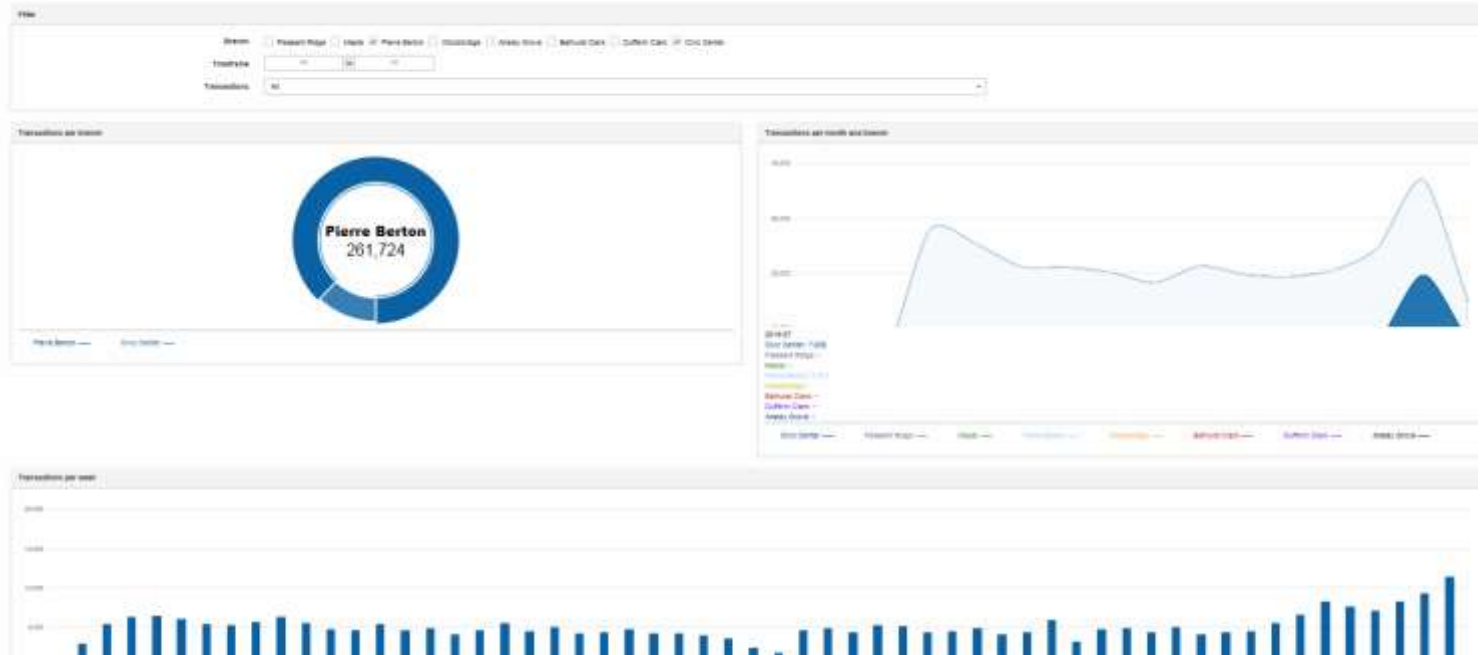
mk LibManager

The Ultimate Administration Tool

Transaction Summarization Continued

Per Single Branch

Transactions Summarization



mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



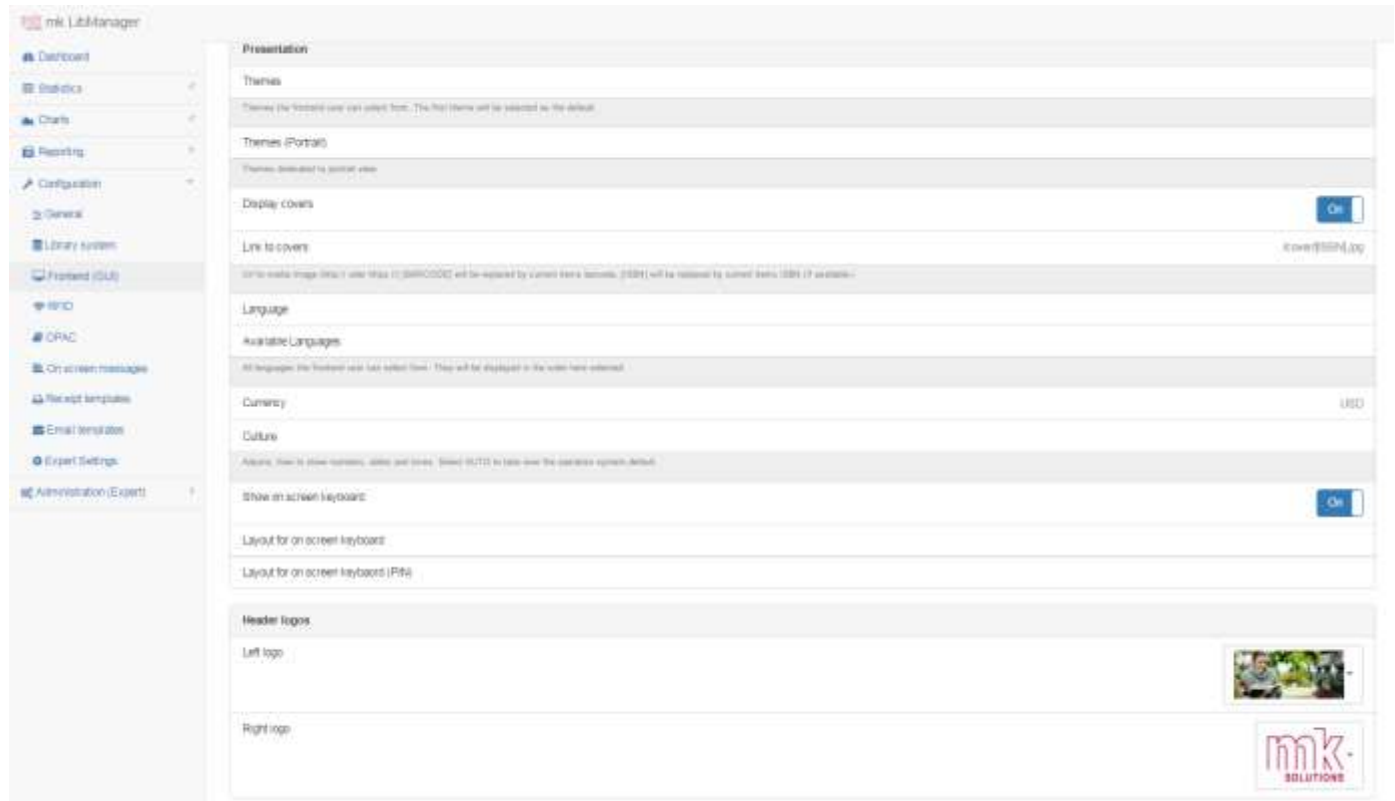
mk LibManager

The Ultimate Administration Tool

Configurations

All configurations and changes are achieved through mk LibManager.

The software provides easy to use templates for receipts, on screen messages, and more. Upload your own pictures and videos right to the mk LibManager and click a button and the changes will be made in real time without having to be physically at the station to re-boot.



mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

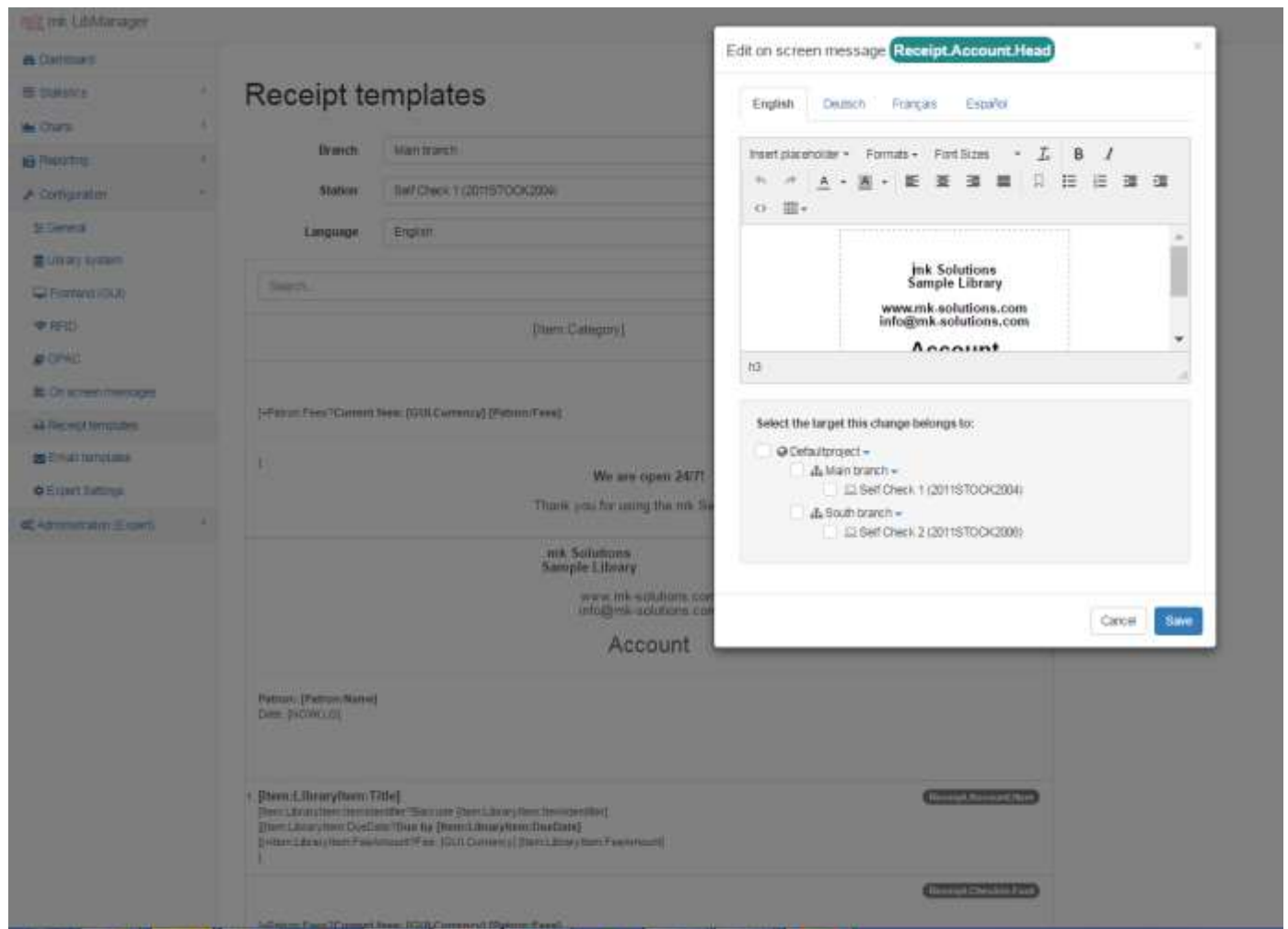
info@mk-solutions.com
www.mk-solutions.com



mk LibManager

The Ultimate Administration Tool

Sample Receipt Template



mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

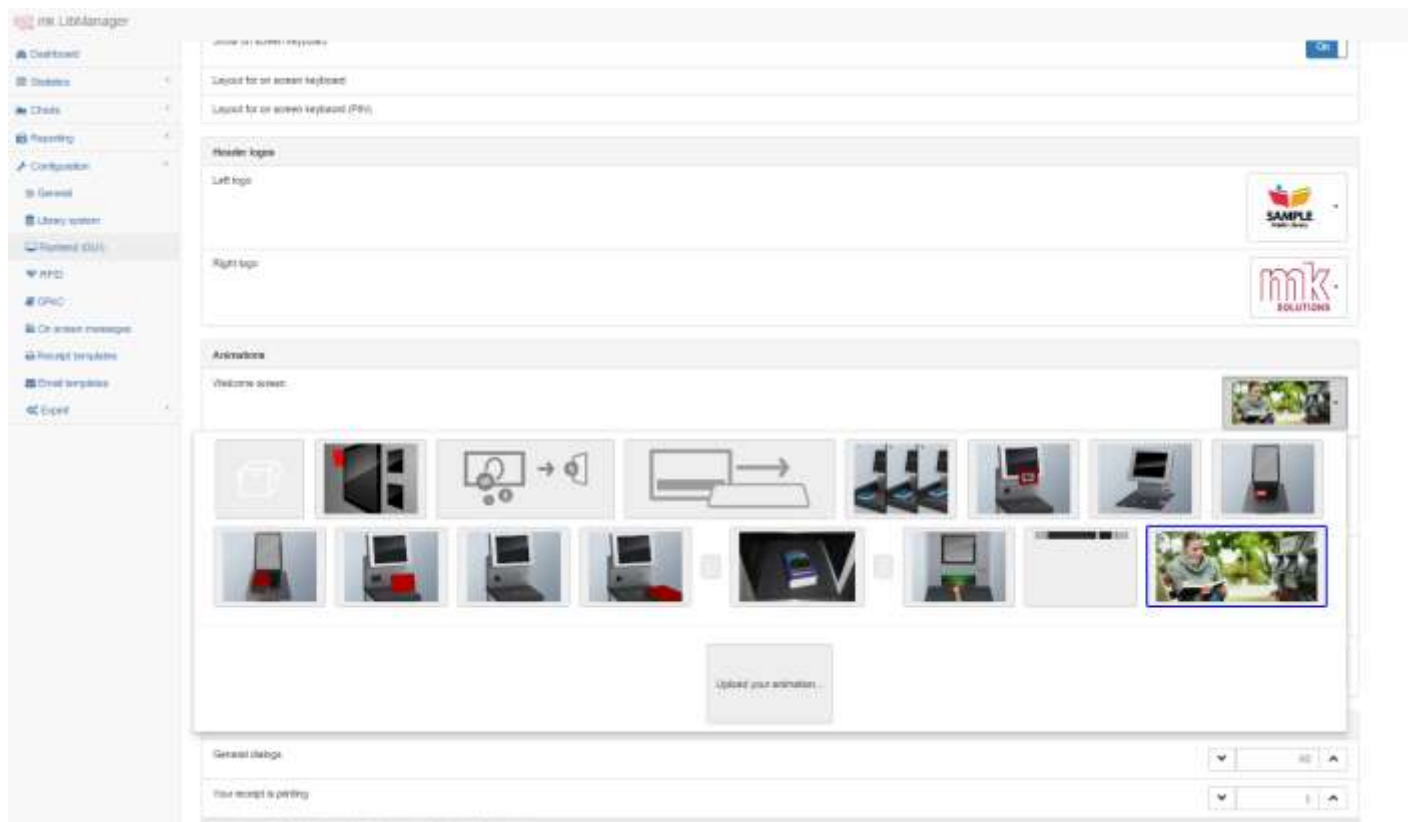
info@mk-solutions.com
www.mk-solutions.com



mk LibManager

The Ultimate Administration Tool

Upload your own images or select one of mk's



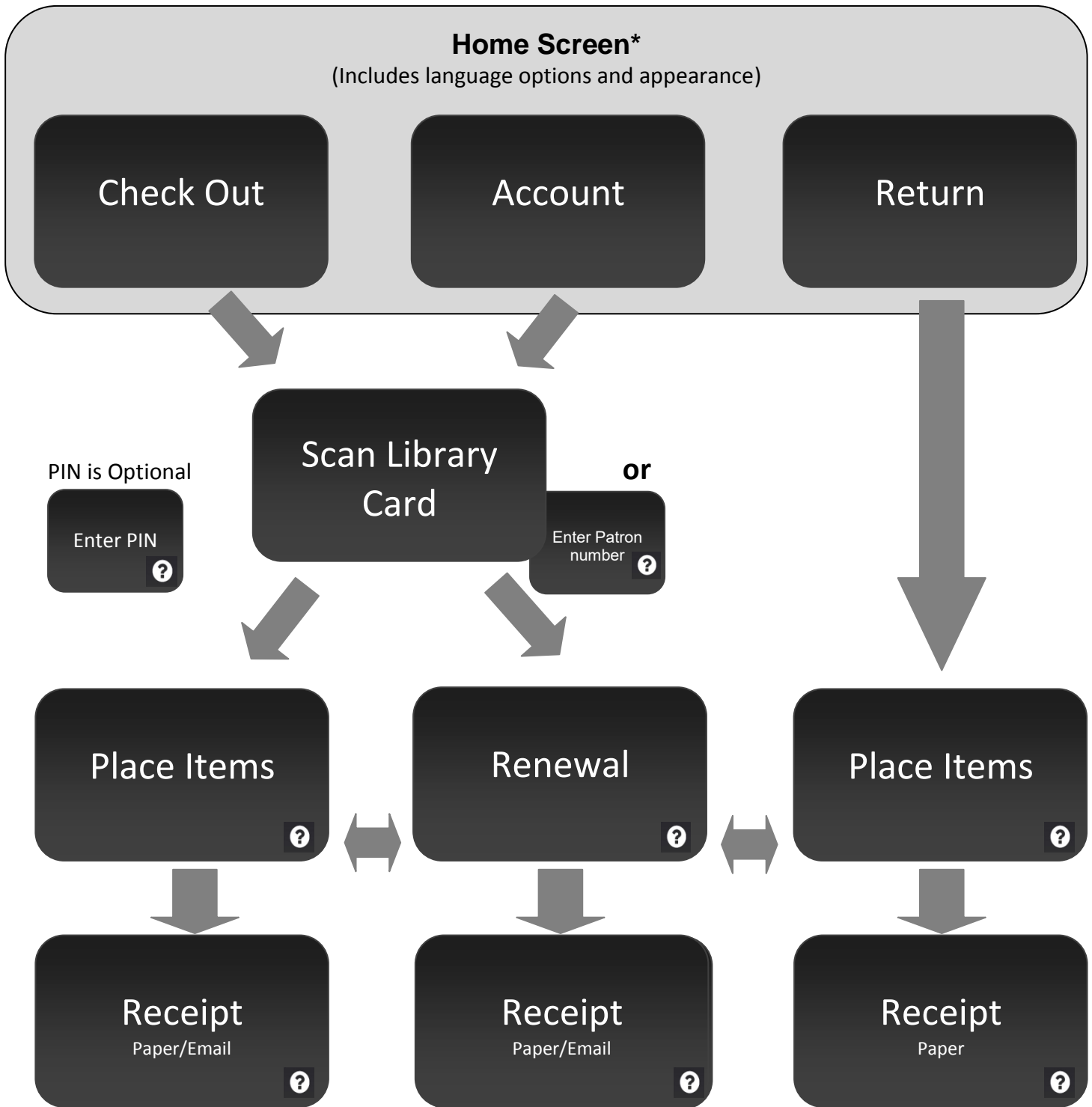
mk Solutions, Inc.
75 Acco Drive, Suite A-3
York, PA 17402- USA
Phone +1 860 760 0438
Toll Free +1 888 484 5056

info@mk-solutions.com
www.mk-solutions.com



Divider Page

LibSoft – Screen Shots



**All functions and text on the can be configured to your preferred settings.
Configurable: Language options and help feature can be activated in any screen.*

LibSoft – Screen Shots



Home Screen*

SAMPLE
Public Library

mk
SOLUTIONS

Welcome to
mk Solutions

Check out Account Return

Check out Account Return


Check out Account Return


Check out Account Return

LibSoft – Screen Shots

Check-Out

Please scan your library card



Enter your user number via keyboard 

Log off

Please enter your user number

OK

1	2	3
4	5	6
7	8	9
*	0	<




Option A

Please enter your user number

OK

1	2	3
4	5	6
7	8	9
*	0	<



LibSoft – Screen Shots



Checkout

THE SAMPLE PUBLIC LIBRARY

mk SOLUTIONS

1 39850019029951

Checking out item, please wait...

Account information

Charged items:	0
Overdue items:	0
Fine items:	0
Fees:	\$ 98.50

Account details

Return

Log off

Please place your items

Please place your items onto the counter or scan them via the barcode scanner.

Checkout

THE SAMPLE PUBLIC LIBRARY

mk SOLUTIONS

1	39850019029951 Close your eyes	Successfully checked out
2	39850019028268 Diary of a wimpy kid	Successfully checked out
3	39850019028789 The bully	Successfully checked out
4	39850019027807 Knock 'em dead : the ultimate job search guide, 2013	Successfully checked out
5	39850019028722 The absolutely true diary of a part-time Indian	Successfully checked out

Account information

Charged items:	6
Overdue items:	0
Fine items:	0
Fees:	\$ 98.50

Account details

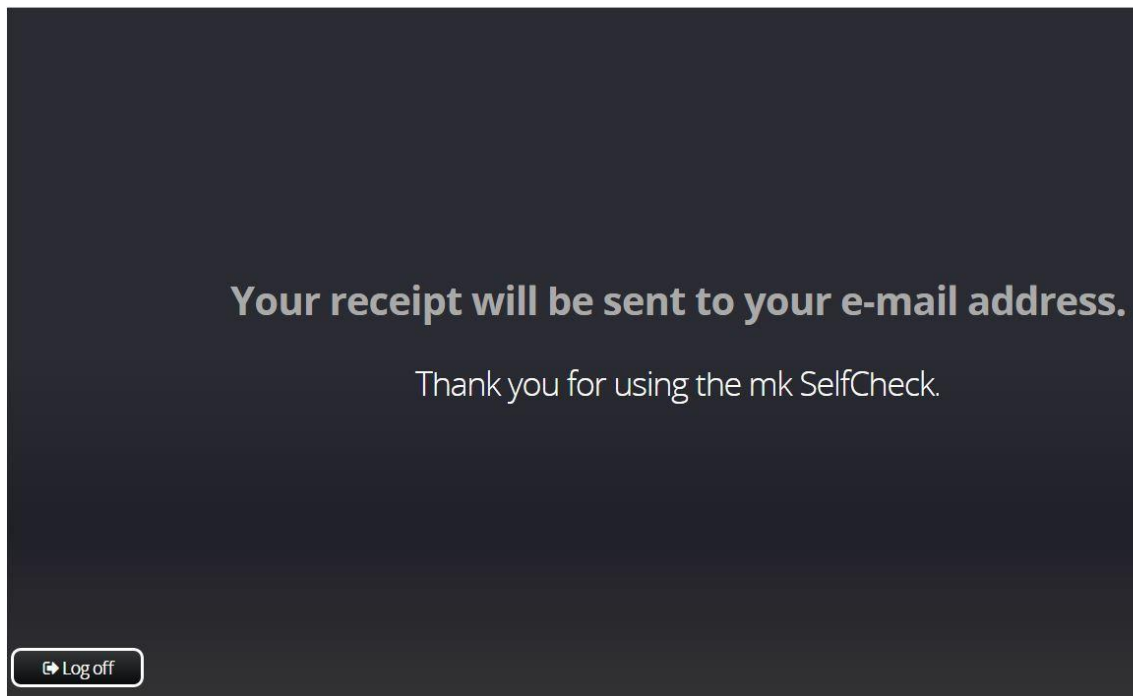
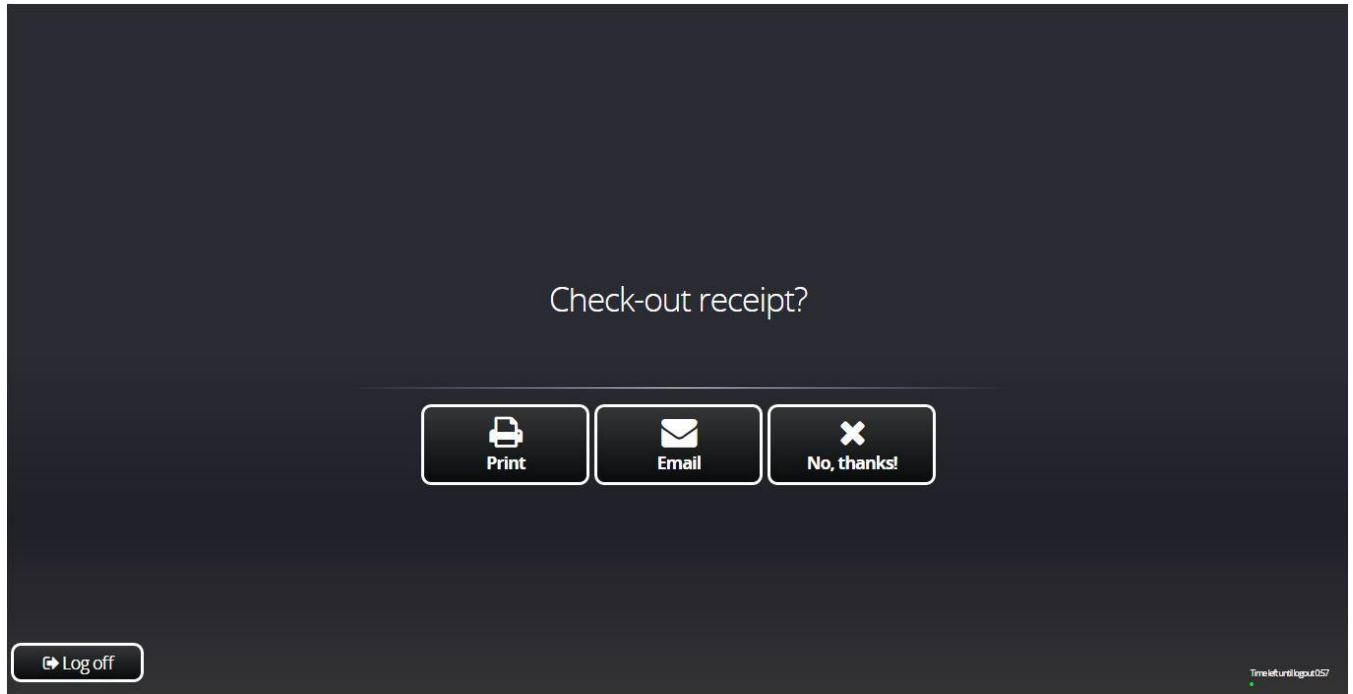
Return

Log off

Receipt

Navigation arrows and help icon

LibSoft – Screen Shots



**mk Solutions
Sample Library**

www.mk-solutions.com
info@mk-solutions.com

**Check out
receipt**

Patron:
Date: 3/9/2015 6:26:11 AM

Close your eyes
Barcode 39850019029951
Due by 3/23/2015

Diary of a wimpy kid
Barcode 39850019028268
Due by 3/23/2015

**Knock 'em dead : the ultimate job
search guide, 2013**
Barcode 39850019027807
Due by 3/23/2015

Shooter
Barcode 39850019027393
Due by 3/23/2015

**The absolutely true diary of a part-
time Indian**
Barcode 39850019028722
Due by 3/23/2015

The bully
Barcode 39850019028789
Due by 3/23/2015

Current fees: \$ 95.50


We are open 24/7!

Thank you for using the
mk SelfCheck .


LibSoft – Screen Shots



Account



Account



Charged items

1	70050001 Doll bones	Renew
	⇒ Due by 7/6/2015	Renewal failed
2	70050003 Indiana Jones and the kingdom of the crystal skull	Successfully renewed
	⇒ Due by 4/11/2016	

Account information

Charged items:	5
Hold items:	0
Overdue items:	0
Fine items:	0
Fees:	\$ 100.00

[Account details](#)

[Check out](#)

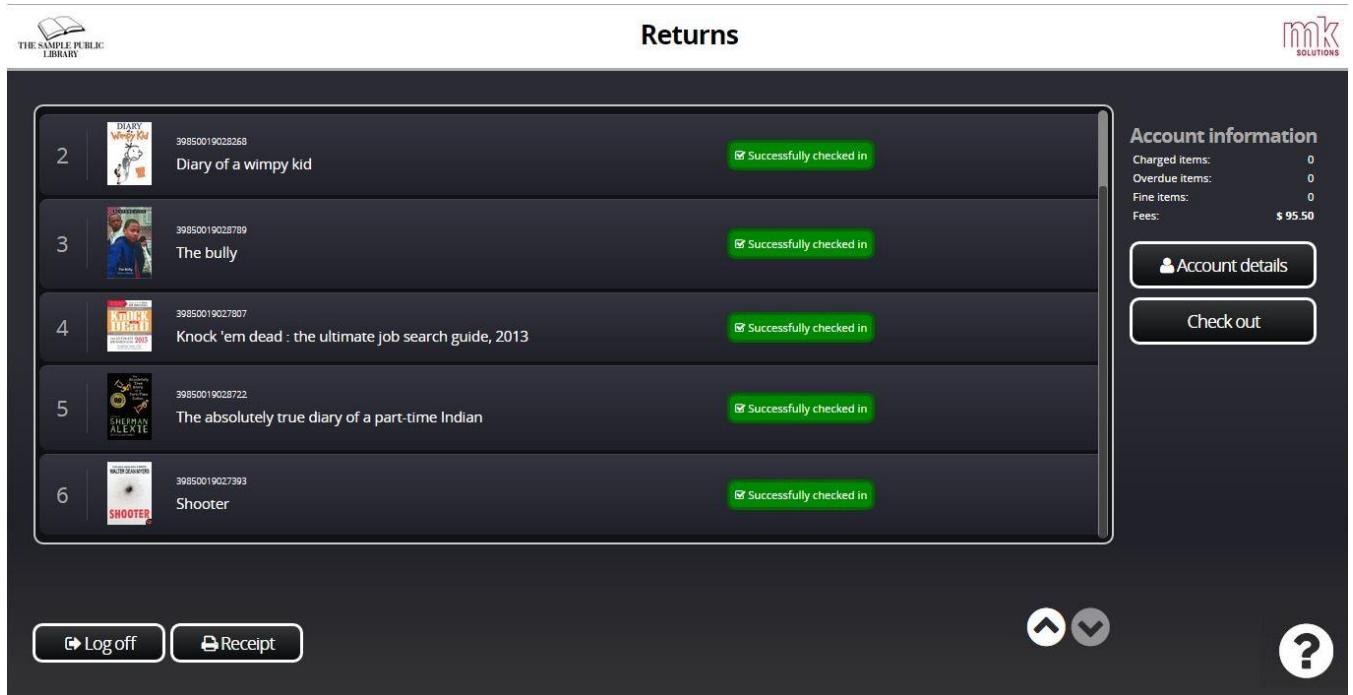
[Return](#)

[Log off](#) [Receipt](#) [Renew all](#)

Time left until logout: 1:00

LibSoft – Screen Shots

Check-In



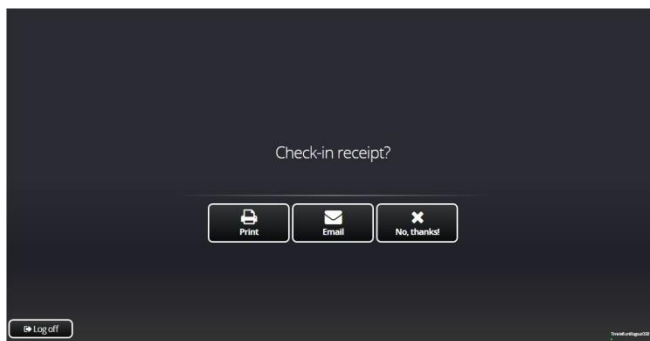
Returns

Item #	Barcode	Title	Status
2	39850019028268	Diary of a wimpy kid	Successfully checked in
3	39850019028789	The bully	Successfully checked in
4	39850019027807	Knock 'em dead : the ultimate job search guide, 2013	Successfully checked in
5	39850019028722	The absolutely true diary of a part-time Indian	Successfully checked in
6	39850019027393	Shooter	Successfully checked in

Account information

- Charged items: 0
- Overdue items: 0
- Fine items: 0
- Fees: \$ 95.50

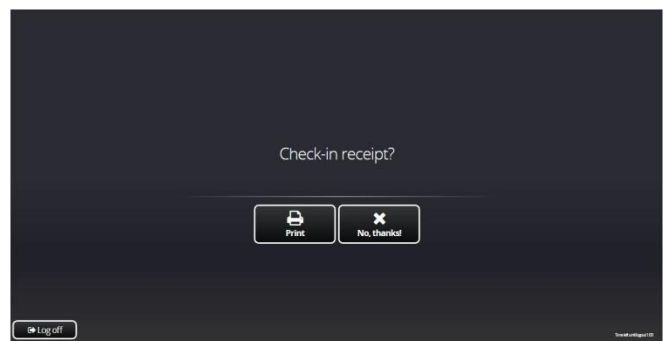
Buttons: Account details, Check out, Log off, Receipt, Home, Back, Help



Check-in receipt?

Buttons: Print, Email, No, thank!

Log off



Check-in receipt?

Buttons: Print, No, thank!

Log off


Check-In Receipt per email is possible if patron scanned the patron card initially. This is required to identify the patron and request the email address from the ILS.

If they return items without scanning the patron card only a paper receipt can be offered.

LibSoft – Screen Shots




Scenario 1

Once the patron presses the “Help”  button at the touch screen, a notification message including the patron’s station information will appear at one or more staff workstations. This message will notify staff at what stations a patron requests help.

Once a staff member acknowledges the notification message, the patron’s screen will show that a staff member is on the way. The notification at any other staff workstations disappears automatically to avoid intervention from other staff for the same case.

Scenario 2

Once the patron presses the “Help”  button at the touch screen, a chat window including the patron’s station information will appear at one or more staff workstations with a chat request. At the patron’s station an on screen keyboard will appear as soon as a staff member acknowledges the chat session.

Once a staff member acknowledges the chat session, it automatically disappears at any other staff workstations to avoid intervention from other staff for the same case.

Divider Page

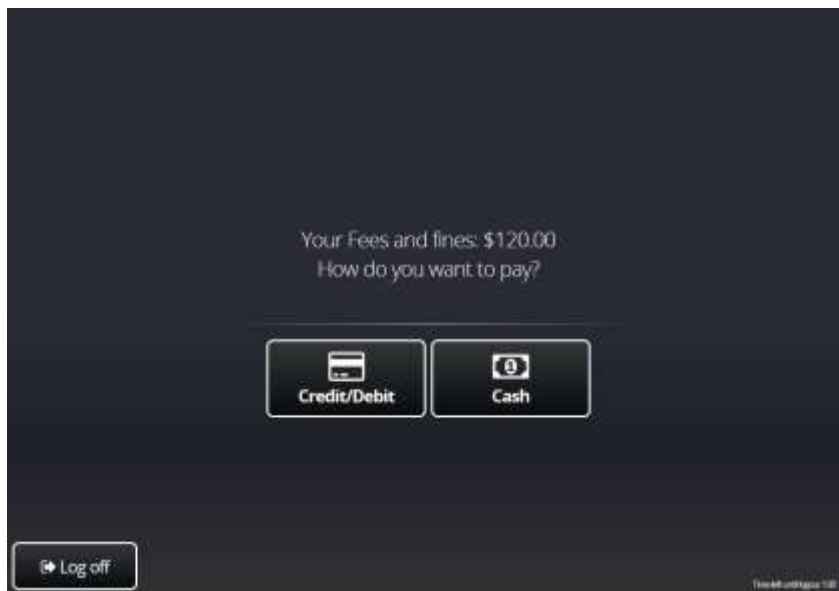
mk Payment Workflow

1 Payment Workflow

If payment is enabled, main screen shows the payment feature enabled.



1.1 Choose between Credit/Debit card and cash



“Cash” will continue to the current workflow allowing to enter coins and bills (with partial payment)

Credit/Debit will continue to Step 1.2

mk Solutions, Inc.
75 Accor Drive, Suite A-3
York, PA 17402
(860) 760-0438

info@mk-solutions.com
www.mk-solutions.com

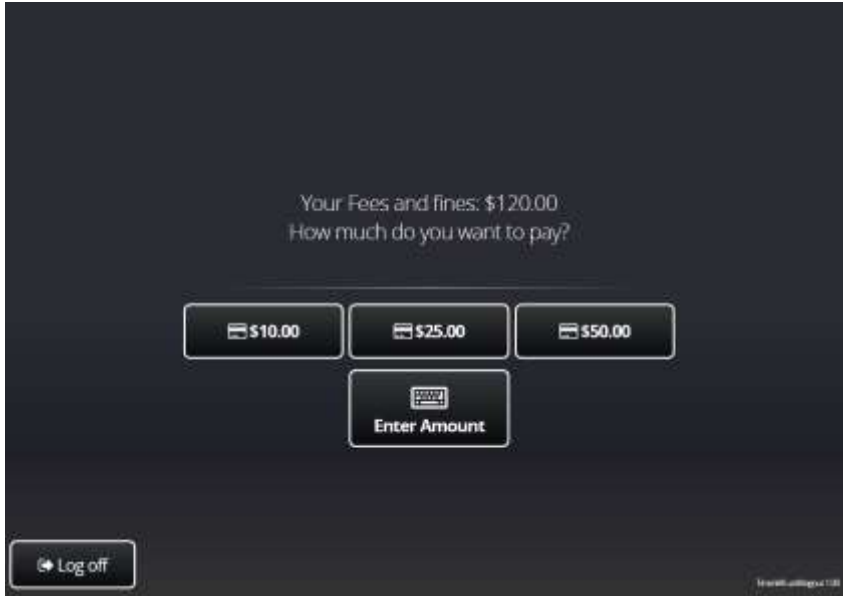


mk Payment Workflow

1.2 Choose amount to pay

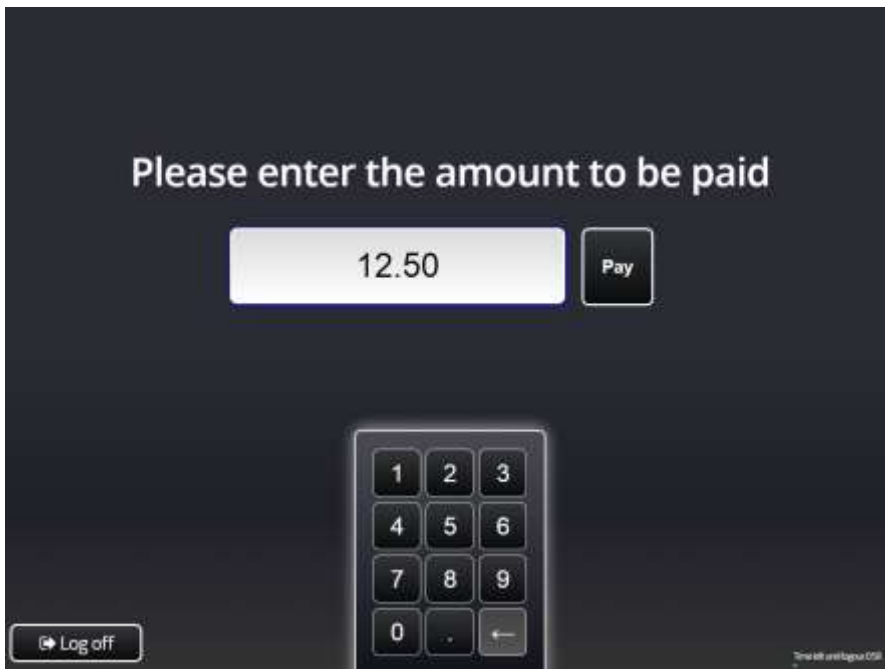
The workflow provides two options:

1.2.1 Predefined amount buttons or manual input



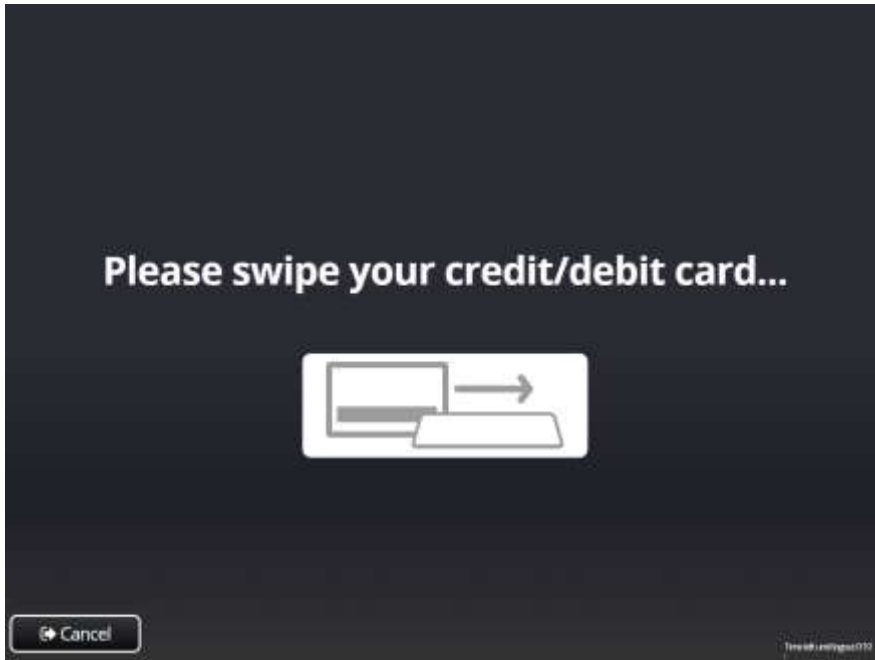
The customer can tap on "Enter amount" to enter a custom amount, see 1.3

1.3 Enter custom amount



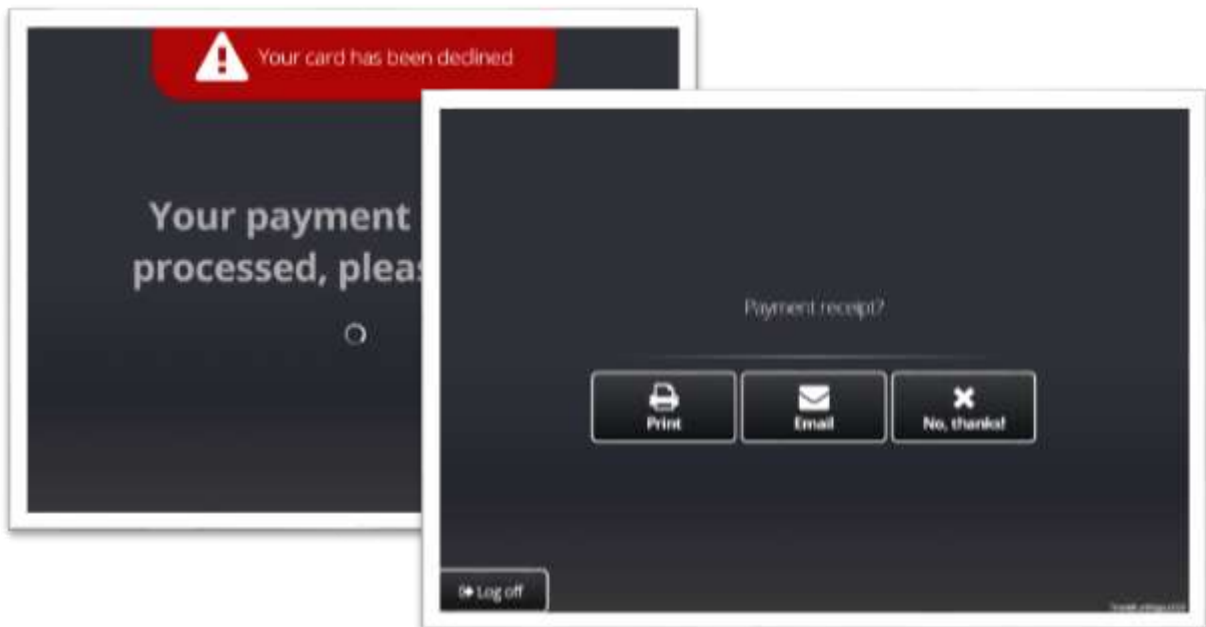
mk Payment Workflow

1.4 Payment – Swipe card



1.4.1 Declined card

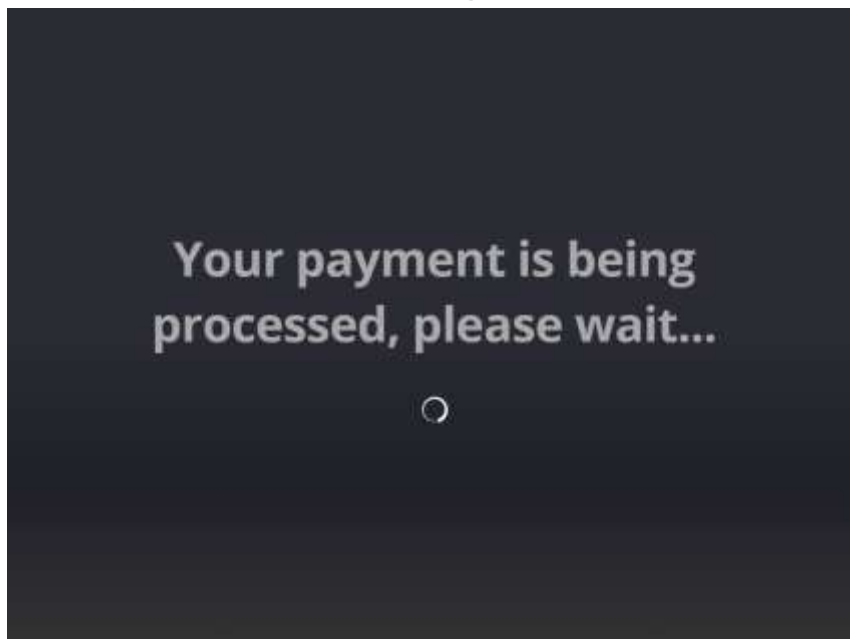
Declined card will result in aborting the transaction and giving the patron the opportunity to print out a receipt.



mk Payment Workflow



1.5 Payment – Processing



1.6 Receipt – Approved

mk Solutions, Inc.
75 Accor Drive, Suite A-3
York, PA 17402
(860) 760-0438

info@mk-solutions.com
www.mk-solutions.com



mk Payment Workflow



Patron can choose which option regarding a receipt. The library can enable/disable print, email, or no receipt.



mk Solutions, Inc.
75 Accor Drive, Suite A-3
York, PA 17402
(860) 760-0438

info@mk-solutions.com
www.mk-solutions.com



Divider Page

SelfCheck SC1

Compact footprint and modular design



SelfCheck SC1

Compact footprint and modular design

SelfCheck SC1 Features & Benefits

The SC1 modular design gives libraries the flexibility to change as their needs change. Meaning it can be a freestanding kiosk, a tabletop model, or be built onto/into library counters; the library can easily convert the unit by adding or removing the stand.

The SelfCheck includes a 17" Touch-PC with surface protection against dust and high quality powder-coated housing, making it extremely durable. A durable laminate counter allows room for larger transactions and personal belongings. Since mk's SelfChecks are UL & CE listed, ADA/CDA-compliant, the mk SelfCheck ensures additional safety for staff and patrons. The SC1 is equipped with an easy-to-change, built-in receipt printer, barcode scanner, and RFID reader.

Patrons can check out or access their account by scanning their library card, smartphone, or entering their patron number with PIN number (if applicable). Items to be checked out or returned are placed on the RFID antenna in a stack or read by the barcode scanner. If the library enables the Account View, patrons are able to view item due dates, renew items, and pay fines and fees via mk's LibSoft software.

The library has options to enable or disable SelfCheck features including, but not limited to printing a receipt, receiving an emailed receipt, or declining a receipt during the checkout, check-in, and renewal process. Optional items include card/cash payment, braille, audio, library calendar, OverDrive, and Novelist integration.



SelfCheck SC1

Compact footprint and modular design

SelfCheck SC1 Technical Data

- Tabletop: 18" W x 21" H x 24" D | Weight 65 lbs.
- Kiosk: 18" W x 53" H x 24" D | Weight 90 lbs.
- Counter: 18" W laminated (32" optional), glass counter up on request
- Touchscreen: 17"
- Power & Network: 1 x 120V, 60Hz + 1 x data, RJ45 standard data outlet
- Certifications: UL-listed, CE-certified, ADA/CDA-compliant



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
SC4-UL-TT-BC-BC-0...	RFP#: RFP 22-03 Self-Checkout Machines SC4-UL-TT-BC-BC-00-GBS-BL-BL-00 mk SelfCheck – SC4 table top LibSoft (ware): Excluded Library Cards: Barcode Item Identification: Barcode Item Security: none Audio Support: Optional Touch Screen Size: 22" Touch Screen Orientation: Landscape or Portrait Counter Design: Glass Counter Width: 18" (450mm) Ergonomic Stand: No Color Style: Black	2	4,900.00	ea	9,800.00
SC4-UL-FH-BC-BC-0...	SC4-UL-FH-BC-BC-00-GBS-BL-BL-00 mk SelfCheck – SC4 kiosk LibSoft (ware): Excluded Library Cards: Barcode Item Identification: Barcode Item Security: None Audio Support: Optional Touch Screen Size: 22" Touch Screen Orientation: Landscape or Portrait Counter Design: Glass Counter Width: 18" (450mm) Ergonomic Stand: Fixed Stand Color Style: Black	2	5,800.00	ea	11,600.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
SE-SERVICE-GENE...	WiFi Capability for all self-checks		0.00		0.00
CASHLESS-PAYME...	mk Payment Module - Card only Works via Ethernet, processes all major cards including NFC, color black, attached to (any) mk self service product, excludes service fees, integrates with mk LibSoft software and library's ILS Includes one merchant account (if more are requested additional fees will apply)	1	1,850.00	ea	1,850.00
CASH-PAYMENT-US...	mk Cash Payment Station - S processes U.S. coins and bills, comes with coin changer (3 tubes) and bill acceptor (bill recycler available for an extra fee), color black, attached to (any) mk self service product, integrates with mk LibSoft software and library's ILS	1	2,750.00	ea	2,750.00
SE-SERVICE-PROJE...	*** INCLUDED *** Project Management	1	0.00		0.00
SHIPPING	Packaging and Shipping		2,800.00		2,800.00
INSTALL-ONSITE	On-Site Installation	1	1,850.00	ea	1,850.00
TRAINING-ONSITE	*** INCLUDED *** On-Site Training	1	0.00	ea	0.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
	SOFTWARE				
SW-LIBSOFT	Annual Subscription for mk LibSoft Plus Software Period: January to December Annual price increase 2.5%	4	490.00	ea	1,960.00
SET-UP-FEE-LIBSOFT	One Time Set-Up Fee per LibSoft Software Subscription	4	400.00	ea	1,600.00
SW-CENTRALLIBMA...	*** INCLUDED *** The Central LibManager comes with all mk products and will usually be installed on a library's virtual machine. If the library prefers a hosting service by mk Solutions, this can be offered for an additional fee - please ask us	1	0.00	ea	0.00
SW-WEBINTEGRATI...	*** INCLUDED *** Annual Subscription for Website & Widget Integration (i.e. Communico, sign-up, event calendar and many more) Period: January to December Annual price increase 2.5% Third party websites and online features can be enabled via mk LibManager that's included with this proposal. Website/Source will be tested by mk to ensure compatibility	4	0.00	ea	0.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
860-SLA	SERVICE LEVEL AGREEMENT (SLA) OPTIONS starting in year 2, year 1 is covered by warranty	1	0.00		
SLA-1.1Bronze	Service Level Agreement: Bronze Coverage Period: January to December Annual price increase 2.5%	0	950.00		0.00
SLA-2Silver	Service Level Agreement: Silver Coverage Period: January to December Annual price increase 2.5%	0	2,280.00		0.00
SLA-3Gold	Service Level Agreement: Gold Coverage Period: January to December Annual price increase 2.5%	0	2,930.00		0.00
	OPTIONAL ITEMS				
MD1000	mk Case Decoupler MD1000 Ability to unlock CD/DVD cases by sliding cases manually through the device. Device can be placed outside the gate secured area or directly beside the gates since only checked out items are supposed to be unlocked. Placement at self-check is possible but won't be controlled by self-check station	0	390.00	ea	0.00
MD2000	mk Case Decoupler MD2000 Ability to unlock CD/DVD cases at self-check, electronically unlocks after check-out session"	0	1,250.00	ea	0.00



mk Solutions, Inc.
 75 Acco Drive, Suite A-3
 York, PA 17402
 (860) 760-0438
 sales.us@mk-solutions.com

Proposal

Date	Proposal #
4/18/2022	50921

Name / Address
City of Evanston 2100 Ridge Ave. Evanston, IL 60201 USA

Ship To
Evanston Public Library 1703 Orrington Ave Evanston, IL 60201 USA

Valid Until	Terms	Rep
7/31/2022	Due on receipt	CH

Item	Description	Qty.	Price Each	U/M	Amount
MD3000	mk Case Decoupler MD3000 Ability to unlock CD/DVD cases at self-check, electronically opens case based on RFID via movable unlocker module during or after check-out session and verifies that only checked-out items will be unlocked"	0	2,900.00	ea	0.00
	TERMS				
Payment Terms 50/4...	For mk Hardware 50 % advance payment due on receipt of invoice 45 % of order value with delivery 5 % of order value after installation For Software Solutions / Subscription invoicing takes place in advance for 1 year after installation For Maintenance Contracts (SLA) invoicing takes place after initial warranty and for 1 year in advance. To secure proposed SLA pricing, receipt of order is required with system purchase. Annual invoices are based on calendar year. NOTE: If no tax is shown but applicable please let us know.				

For all orders, please email purchase order or this completed & signed document to sales.us@mk-solutions.com

Signature & Date _____

Subtotal	USD 34,210.00
Sales Tax (0.0%)	USD 0.00
Total	USD 34,210.00



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: June 15, 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)

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, 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.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
RE: Approval of Evanston Public Library's Workplace Transition Policy
Date: June 10, 2022

Recommended Action:

Staff requests approval 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.

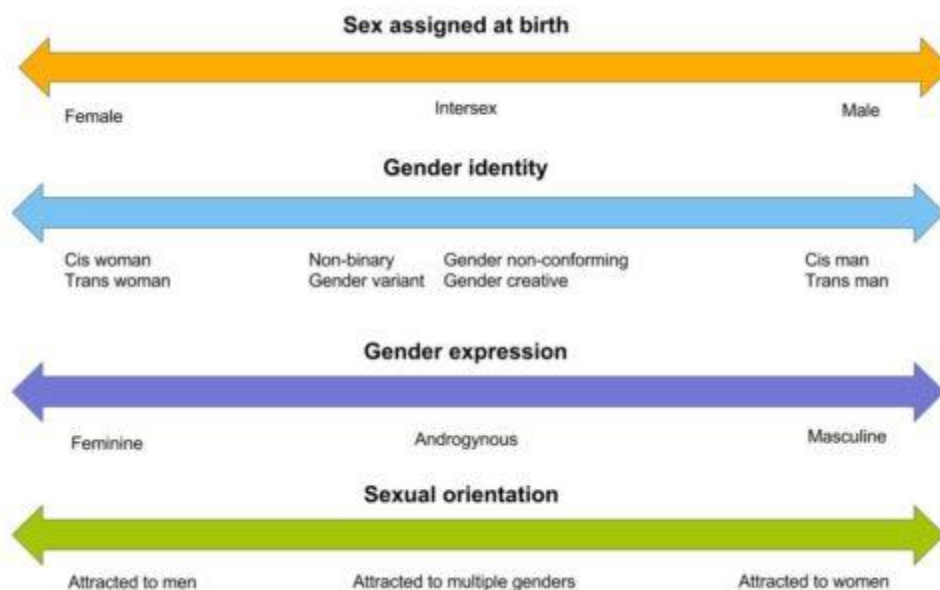
Definitions and concepts

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.

Adopted by the Evanston Public Library Board 02/19/2020



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: June 15, 2022

Recommended Action

Staff requests the Board approve the Memorandum of Understanding between the Evanston Public Library and the Partners of the Evanston Public Library (PEPL) provided today which reflects recommendations from EPL Board, PEPL leadership and City Attorney/Corporate Counsel.

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 approve the 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. Please note the Library is a municipal public library created under the Local Library Act, 75 ILCS 5/4-1. While it has its own board of trustees and tax levy, it is not separate and apart from the municipal corporation. Accordingly, the City Attorney/Corporation Counsel represents the Library and for this reason advises the additional approval of legal documents such as this MOU. The trustees however, may elect to use its own attorney as necessary.

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

This Memorandum of Understanding (“MOU”) is made and entered into by and between the Evanston Public Library (“Library”), a municipal public library established by the Illinois Local Library Act, and Partners of the Evanston Public Library, LLC, (“PEPL”) an Illinois not-for-profit corporation, hereinafter referred to collectively as the “Parties”.

Purpose

The Library and the PEPL share the goals of: advancing equitable access to all forms of literacy; 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 rights, duties and obligations between the Library and the Partners of the Library as they collaborate to foster community engagement in the Library’s work.

Background

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

The mission of the PEPL is to provide resources that support the Evanston Public Library in its work by deepening engagement, raising funds and increasing 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.

Roles and Responsibilities

The Library agrees

- to include PEPL in the long-term planning process to ensure that the PEPL are aware of the mission, vision, goals, and barriers of the Library;
- to share the Library's strategic initiatives with the PEPL at least once per year and discuss with the PEPL how their volunteers and funds raised 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; and
- to make the appropriate staff liaisons available based on shared projects and immediate goals.

The PEPL agrees

- that the organization is established for the purpose to publicly support the Library and its policies;
- that the organization will report and deliver funds raised by the PEPL no less frequently than quarterly to support Library programs and services as defined by the Library, and can not negotiate restricted contributions without explicit approval from the Library Executive Director or designee in the form of a written gift agreement, and in accordance with the Library's Gift Acceptance Policy;
- to record and report to the Library all constituency lists used for advocacy and interest in the Library at minimum annually;
- that any and all gifts made to the PEPL will be in turn received by the Library and must be made in accordance with the current gift acceptance policy of Library;
- 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.

The Parties agree to 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

Term

This MOU shall be effective upon execution by both Parties and shall be in effect for a term of two years unless extended by mutual written agreement of the Parties, or until terminated as set forth herein. Should either Party cease to exist due to dissolution or reorganization, this MOU shall terminate.

Either Party shall have the right to terminate this MOU by giving thirty (30) days written notice to the other Party of its intent to terminate. Upon termination, PEPL agrees to cease use of the name, symbols or other identifiers associated with the Library.

Severability

If any provision of this MOU shall be adjudged to be unlawful or contrary to public policy, then the provision shall be deemed null and void and severable from the remaining provisions, and shall in no way affect the validity of this MOU.

Assignment

No Party may assign or transfer its rights and obligations under this MOU without the prior written consent of the other Party.

Compliance With Laws

The Parties will observe all the applicable laws and regulations during the execution of the activities implemented under the provisions of this MOU.

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 City that it has received a Freedom of Information Act request that calls for records arising from this MOU that are within PEPL's control, PEPL 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 PEPL shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable. PEPL shall

indemnify and defend the Library from and against all claims arising from the Library's exceptions to disclosing certain records which the Library 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, shall not be a violation of this Section.

Venue and Consent to Jurisdiction

If a lawsuit related to the performance or non-performance of this MOU each Party hereto agrees to submit to the jurisdiction of the Circuit Court of Cook County.

Personal Liability

No employee, officer, elected or appointed official or agent of a Party shall be individually or personally liable in connection with this MOU.

Entirety

This MOU, including any attachments and amendments, embodies the entire and complete agreement and understanding between the Parties and supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the Parties.

Counterparts

This MOU may be executed in one or more counter parties, each of which shall be deemed an original.

Signatories:

President
Evanston Public Library Board

President
Partners of Evanston Public Library

Date

Date

Approved as to form:
City of Evanston Corporation Counsel



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Approval of Lease Renewal with National Able Network
Date: June 10, 2022

Recommended Action:

Staff recommends approval of the annual lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site.

The monthly lease is in the amount of \$1,699.50 for the one-year period beginning July 1, 2022 ending June 30, 2023. This represents a 3% increase in the monthly rent.

A copy of the proposed lease is attached.

Attachment: National Able lease is attached

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 16th day of June, 2022, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

RECITALS

WHEREAS, the Main Library is located at 1703 Orrington Avenue, Evanston, Illinois and, within the facility there is a 12 – station computer lab training room (the "Training Room");

WHEREAS, Tenant seeks to lease the Training Room from Landlord for purposes of operating a workforce development and career services training site;

WHEREAS, the Landlord desires to be a site location for the services that the Tenant provides to the community; and

WHEREAS, the services provided by Tenant at the Training Room include provisions of services regarding career assistance, including access to technology, serve as a recruitment venue, provide access to job training to community members, and many other purposes and services not fully described in this Lease.

In consideration of the rents, covenants and conditions hereafter set forth and the conditions and understandings, the Landlord and Tenant hereby agree as follows:

1. BASIC LEASE PROVISIONS. In addition to the other terms which are elsewhere defined in this Lease, the following words and phrases, whenever used in this Lease, shall have the meanings set forth in this Section 1.

- (a) Landlord: Evanston Public Library Board of Trustees
1703 Orrington Avenue
Evanston, Illinois 60201
- (b) Tenant: National Able Network, Inc.
567 West Lake St., Suite 1150
Chicago, Illinois 60661
- (c) Premises: 1703 Orrington Avenue
Room # 303
Evanston, Illinois 60201
(+/- 870 sq/ft)

- (d) Commencement Date: July 1, 2022
- (e) Lease Term: July 1, 2022 – June 30, 2023
- (f) Base Rent: \$20,394.00 for the One Year Term; (\$1,699.50/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties following the execution of this Lease and approved by

Landlord.

(n) Landlord's Personal: The Parties agree and acknowledge that all equipment and Property personal property items of Landlord within the Premises, shall remain at the Premises upon termination of this Lease.

2. PREMISES. Landlord does hereby lease and rent to Tenant, and Tenant does hereby lease, take and rent from Landlord the leased space located at 1703 Orrington Avenue, Room #303, Evanston, Illinois 60201. The Landlord will cause the halls, corridors, and other parts of the building adjacent to the Premises to be lighted, cleaned and generally cared for, accidents and unavoidable delays excepted. Landlord will air-condition the Premises when required by outside temperature. Tenant shall comply with such rules and regulations of the Library Facility at 1703 Orrington Avenue, Evanston, Illinois 60201, for the necessary, proper, and orderly care of the Library building in which the Premises are located. No modifications, alterations, additions, installations, or renovations including decorating shall be undertaken by the Tenant without first obtaining the written permission from the Landlord. The cost of all alterations and additions, if applicable, shall be borne by the Tenant and shall remain for the benefit of Landlord. The Premises will be accessible to Tenant employees when the Main Library facility is open to Evanston Library employees. The Landlord will provide entrance keys to the Premises, Patrons of the Training Facility will be able to access the Premises for use during the hours of operation set by the Tenant. Tenant will assign at least 2 full-time staff members to work in the Training Room. The initial two staff members will be a Training Room Coordinator and a Career Advisor. The Training Room will be staffed and open at a minimum of five days a week. The hours of operation are as follows: Monday - Friday from 10 a.m. to 6 p.m. (the "NAN Hours of Operation"). The Landlord reserves the right to lease the Premises to another entity to provide similar community services for the hours that the Main Library is open for business and outside of NAN Hours of Operation specified in this Lease. Tenant hereby acknowledges and consents to Landlord leasing the Premises during hours outside of the NAN Hours of Operation.

3. TERM and RENEWAL. The term of this lease agreement (the "Term") shall be for a period of one year, commencing on July 1, 2022 (the "Commencement Date") and ending on June 30, 2023 (the "Expiration Date"). There are no automatic renewal provisions provided in this Lease.

4. RENT. Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of \$50/per day will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date until such payment is received by Landlord. No delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall

be deemed a waiver of that right or any other term of the Lease.

5. **NO LIENS.** Tenant shall not permit to be created nor to remain undischarged any lien, encumbrance or charge to become, a lien or encumbrance or charge upon the Premises. If any lien or notice of lien on account of an alleged debt of Tenant or any notice of contract by a party engaged by Tenant or Tenant's contractor to work in the Premises shall be filed against the Premises, Tenant shall, within sixty (60) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit or bond. If Tenant shall fail to cause such lien or notice of lien to be discharged by either paying the amounts claimed to be due or by procuring the discharge of such lien by deposit or by bonding proceedings, Landlord shall be entitled, if Landlord so elects, to defend any prosecution of an action for foreclosure of such lien and any money reasonably paid by Landlord and all reasonable costs and expenses, including attorneys' fees, reasonably incurred by Landlord in connection therewith, together with interest thereon at shall be paid by Tenant to Landlord within thirty (30) days following Tenant's receipt of Landlord's written demand. In the event Tenant diligently contests any such claim of lien, Tenant agrees to indemnify, defend, and hold harmless Landlord from any and all reasonable out of pocket costs, liability and damages, including attorneys' fees resulting therefrom, and, if requested, upon demand, Tenant agrees to immediately deposit with Landlord cash or surety bond in form and with a company reasonably satisfactory to Landlord in an amount equal to the amount of such contested claim.

6. **TENANT INSURANCE OBLIGATIONS.** Tenant shall, during the entire term hereof, keep in full force and effect a Comprehensive General Liability policy in the amount of One Million and no/100 Dollars (\$1,000,000.00) with respect to the Premises, with provisions acceptable to Landlord, and the activities of Tenant in the Premises. The Tenant shall furnish copies of a Certificate of Insurance with the Landlord and the Evanston Public Library named as an additional insured with an insurance company acceptable to the Landlord. The Tenant shall furnish, when requested, a certified copy of the policy to the Landlord. The policy shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until thirty (30) days after the Landlord has received written notice from the insurance company. An insurance company having less than an A- Policyholder's Rating by the Alfred M. Best Company will not be considered acceptable. Tenant shall at its own expense, cost, and risk shall defend and pay all costs, including attorney's fees, of any and all suits or other legal proceedings that may be brought or instituted against the Landlord and/or the Evanston Public Library, or any claim or demand, and pay and satisfy any judgment that may be rendered against them in any such suit or legal proceeding or the amount of any compromise or settlement that may result therefrom.

7. **WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's insurance carrier against the other party's carrier arising out of any such loss.

8. QUIET ENJOYMENT and USE OF PREMISES. Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises. All filing cabinets within the Premises have working locks. Files will be secured each evening before Tenant staff leaves pursuant to standard protocol. The computers used for public instruction are the property of and responsibility of the Landlord. Therefore, the Landlord is responsible for maintaining the equipment and promptly responding to any calls for service from the Tenant within a reasonable time. If any malfunction of the computers or other technology equipment within the Premises occurs, Tenant shall notify David Jordan, of the Evanston Public Library, who will facilitate repairs. Any computers provided by Tenant and used by Tenant's staff or others at Tenant's option, are the property of and responsibility of Tenant to secure, maintain, and provide clear identification as property of Tenant.

9. CERTAIN RIGHTS RESERVED TO LANDLORD. In addition to those rights identified above, Landlord reserves the following rights:

- (a) to decorate, remodel, repair, alter or otherwise prepare the Premises for re-occupancy if Tenant should vacate the Premises during or prior to the last ninety (90) days of the Term or any part thereof;
- (b) to retain pass keys to the Premises;
- (c) to take any and all measures, including, without limitation, inspections, repairs, and alterations to all or any part of the Premises, as may be necessary or desirable for the safety, protection or preservation of the Premises or Landlord's Interests or as may be necessary or desirable in the operation of the commercial portions of the Premises; and

Landlord may enter upon the Premises with reasonable notice to Tenant and may exercise any or all of the foregoing rights hereby reserved without being deemed guilty of an eviction or disturbance of Tenant's use or possession and without being liable in any manner to Tenant. Landlord agrees that it shall not interfere with the Tenant's use and occupancy unless Landlord determines in its reasonable discretion that such interference is necessary.

10. DEFAULT REMEDIES.

- (a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:
 - (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
 - (2) Tenant shall fail to maintain the insurance coverage as set forth herein;

(3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and

(4) Tenant shall make a general assignment the benefit of creditors, or shall admit in writing its inability to pay its debts as they become due or shall file a petition in bankruptcy;

(b) Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies subject to the laws of the State of Illinois and the Tenant's right to cure:

(1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor;

(2) Landlord may recover from Tenant upon demand all of Landlord's costs, charges and expenses, including the fees and costs of counsel, agents and others retained by Landlord which have been incurred by Landlord in enforcing Tenant's obligations hereunder, subject to Landlord prevailing on its claims.

(c) Pursuit of any of the foregoing remedies shall not preclude pursuit of any other remedy herein provided or available to Landlord at law or in equity, or constitute a forfeiture or waiver of any Rent due hereunder or of any damages suffered by Landlord.

11. INDEMNITY. Tenant agrees that Landlord, elected officials, Evanston Public Library officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person except as set forth herein. Tenant shall indemnify and hold Landlord, mayor, Evanston Public Library officials, officers, agents, attorneys, and employees harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named

as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; and c) Tenant's own negligent act or omission is not a cause of the claim.

12. LIABILITY FOR ACTS OR NEGLECT. If any damage to the Premises, or any part thereof, results from any act or neglect of Tenant or its invitees or other guests, agents, customers, invitees or other guests of its customers, or employees, independent contractors, or the like, Tenant shall immediately repair the same; provided, however, that Landlord may, at its option, repair such damage and Tenant shall, upon demand by the Landlord, reimburse the Landlord forthwith for the total cost of such repairs. All personal property belonging to Tenant shall be at the sole risk of the Tenant and such other person only and the Landlord shall not be liable for damage, theft or misappropriation thereof.

13. DESTRUCTION OR DAMAGE. In the event of destruction of or damage to, the Premises by fire or other casualty, Landlord shall use the proceeds of its insurance to promptly rebuild and restore the Premises to their condition immediately prior to such destruction or damage. Landlord shall rebuild and restore the Premises to the condition of the Premises that existed on the Possession Date. In the event that the proceeds have been applied to indebtedness secured by any mortgage on the Premises, or are otherwise unavailable or the proceeds of insurance are not sufficient to pay for the cost of rebuilding or restoration, and Landlord elects not to make an equivalent amount of funds available to rebuild and restore the Premises, then Landlord may terminate this Lease and Tenant's rights hereunder and Tenant shall be released of its obligations and this Lease shall cease and terminate as of the date Tenant receives Landlord's written notice of such election.

14. CONDEMNATION. If the whole, or any part of the demised Premises shall be taken by any public authority under the power of eminent domain, the Lease term shall cease as of the day of possession shall be taken by such authority if such is of the entire demised Premises and any rents shall be prorated as of said date. If the entire premises are not taken, but such taking is more than 20% of the Premises the Tenant shall have the option to terminate this Lease. If the taking is less than 20% and such taking would cost the Tenant monies to reconfigure/restructure the business premises or make it not practical to continue said business, tenant shall have the option to terminate the lease upon 30 days written notice to Landlord. All compensation awarded for any taking under the power of eminent domain, whether in whole or in part of the demised premises shall be the property of the Landlord, however, the Landlord shall not be entitled to any award made expressly to the Tenant for the taking of the Tenant's business value, furniture, fixtures or leasehold improvements (exclusive of the Landlord's contributions).

15. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE. This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

16. HOLDING OVER. Upon termination of this Lease, by lapse of time or otherwise, Tenant shall surrender the Premises (and all keys thereto) in the same condition as at commencement of the Term, excepting only reasonable wear and tear and loss by insured casualty. If Tenant remains in possession after expiration of the Term, Tenant agrees to yield up immediate and peaceable possession to Landlord, and if failing to do so, the Tenant shall pay the sum of two hundred and no/100 Dollars (\$200.00) per day, for the time such possession is withheld. The Landlord or its legal representative at any time after the expiration of the Term, without notice, to re-enter the Premises, and to expel, remove and put the Tenant or any person(s) occupying the said Premises, and to repossess and enjoy the Premises against as before this Lease, without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenants. The Tenant expressly agrees that the Landlord does NOT have to bring a forcible entry and detainer action in the Circuit Court of Cook County for possession rights, if the Tenant is a holdover tenant or defaults on its obligations to pay rent, Paragraph

17. ASSIGNMENT AND SUBLETTING. This Lease shall not be assignable, unless the Landlord has issued prior written consent which consent shall not be unreasonably withheld. The Parties agree that the agreements herein contained in this Lease shall be binding upon, apply, and inure to their respective successors and assigns.

18. SEVERABILITY. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall be determined to be invalid or unenforceable to any extent, neither the remainder of this Lease nor the application of such term, covenant or condition to any other person or circumstance shall be affected thereby, and each term, covenant or condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

19. GOVERNING LAW AND TIME LIMITATION. This Lease shall be construed and enforced in accordance with the laws of the State of Illinois. All disputes relating to the interpretation of the provisions of this Lease shall be resolved exclusively by the federal or state court located in Cook County, Illinois, and the parties hereto hereby submit to the jurisdiction and venue of the court for such purpose. The parties hereby waive trial by jury.

20. NOTICES. Notices sent to the Landlord, should be mailed to the address set forth in Paragraph 1(a) of this Lease and notice to the Tenant should be mailed to the address set forth in Paragraph 1(b) of this Lease. A mailed notice must be sent via certified mail, return receipt requested and effective three (3) business days after deposit in the U.S. Mail. Notice given by personal delivery is effective upon delivery.

If to the Landlord:
Evanston Public Library
Attn: Karen Danczak Lyons, Executive Director
1703 Orrington Avenue

Evanston, IL 60201
Fax: 847-866-0313

If to Tenant:
National Able Network, Inc.
Attn: Khalid M. Qazi, Vice-President
567 West Lake Street, Suite 1150
Chicago, Illinois 60661
Fax: 312-994-4201

IN WITNESS WHEREOF, both of said Landlord and Tenant have caused this Lease to be executed as of the date and year first above written by a duly authorized officer or manager of each of the respective parties.

**BOARD OF TRUSTEES OF THE
EVANSTON PUBLIC LIBRARY**

NATIONAL ABLE NETWORK, INC.

By: _____

By: _____

Its: President

Its: President and CEO

Print Name: Tracy Fulce

Print Name: Bridget Altenburg

Racial Equity Worksheet

Step #1 What is your proposal and the desired results and outcomes?

1. Describe the policy, program, practice, or budget decision.
2. What are the intended results (in the community) and outcomes (within EPL)?
3. What does this proposal have an ability to impact?

Step #2 What's the data? What does the data tell us?

1. Will the proposal have impacts in specific wards? What are the racial demographics there?
2. What does population level data, including quantitative and qualitative data, tell you about existing racial inequities? What about root causes or factors influencing racial inequities?
3. What performance level data with existing services or policies do you have?
4. Are there data gaps?

Step #3 How have communities been engaged? How can you expand outreach?

1. Who are the most affected community members? How have you involved them?
2. What has engagement told you about the burdens or benefits for different groups?
3. What has engagement told you about the factors that produce or perpetuate racial inequity?

Step #4 What are your strategies for advancing racial equity?

1. How will the proposal increase/decrease racial equity? Who would benefit? Be burdened?
2. What are potential unintended consequences? What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts?
3. Are there complementary strategies that you can implement? What are ways in which existing partnerships could be strengthened to maximize impact in the community? How will you partner with stakeholders for long-term positive change?
4. Are the impacts aligned with your community outcomes defined in Step #1?

Step #5 What is your plan for implementation?

1. Describe your plan for implementation.
2. Is your plan: Realistic? Adequately funded? Adequately resourced with personnel? Adequately resourced with mechanisms to ensure successful implementation and enforcement? Adequately resourced to ensure on-going data collection, public reporting, and community engagement? If no, what resources/actions are needed?

Step #6 How will you ensure accountability, communicate, and evaluate results?

1. How will impacts be documented and evaluated? Are you achieving the anticipated outcomes? Are you having impact in the community?
2. What are your messages and communication strategies that will help advance racial equity?
3. How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable for the long-haul?