

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, December 14, 2022

6:30 pm

In person and remote meeting



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, December 14, 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**
 - A. Approval of Minutes November 16, 2022**
 - B. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
 - Administrative Services Report (Distributed in Advance)**
- 8. BOARD REPORTS**
 - A. Development Committee**
 - B. Endowment Investment Committee**
 - C. Executive Committee**
 - D. Management & Policy Committee**
 - E. Board Development Committee**
 - F. Facilities Committee**
 - G. Director Search Team**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. Approval for Yearly Renewal of Siemens Building Automation Service Agreement**
- 11. EXECUTIVE SESSION - Review of Closed Session Minutes (Action) and Personnel**
- 12. ADJOURNMENT**

Next Meeting: January 18, 2023 at 6:30 pm: via Zoom and/or hybrid

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.

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: December 14, 2022 6:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86389907873>

+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.



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

Members Present

Tracy Fulce, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shubet and Terry Soto.

Members Absent

none

Staff Present

Heather Norborg, Jan Bojda, Jenette Sturges, Jill Skwerski, John Devaney, Lea Hernandez-Solis 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 6:41 p.m.

Citizen Comment

None

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the October 19, 2022 Board Meeting. Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, the consent agenda was approved.

Equity, Diversity and Inclusion (Joint Task Force):

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

Library Director's Report

Written report provided in advance.

Staff Report:

Administrative Services Report (Distributed in Advance).

Board Reports:

- A. Development Committee
- B. Endowment Investment Committee

- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Facilities Committee
 - Approval for Professional Engineering Services from Grumann Butkus Associates (GBA) an Evanston Business Enterprise in the amount of \$25,000 Upon the motion made by Trustee Schapiro and seconded by Trustee Lurie, approve professional engineering services from Grumann Butkus Associates for \$25,000.
 - Update on major roofing repairs
- G. Transition Team/Interim Team/Search Team

Unfinished Business

- A. Resolution 2022 - R1 providing for the budget and setting the annual tax levy for FY2023 (ACTION). Upon the motion made by Trustee Schapiro and seconded by Trustee Hayman, approve resolution 2022-R1 providing for the FY2023 budget and setting the annual tax levy.
- B. Facilities Policy (ACTION). Upon the motion made by Trustee Schapiro and seconded by Trustee Goodman, approve the revised Facilities Policy.
- C. Professional Services Contract for Library Social Worker (ACTION). Upon the motion made by Trustee Soto and seconded by Trustee Hayman, approve the professional services contract for Library Social Worker.
- D. MOU with Shorefront Legacy Center for Display Case in the Main Library (ACTION). Upon the motion made by Trustee Lurie and seconded by Trustee Hayman, approve the Memorandum of Understanding with Shorefront Legacy Center for a display case in the Main Library.

New Business

- A. Approval of the 2023 Board Meeting Schedule (ACTION). Upon the motion made by Trustee Wallen and seconded by Trustee Soto, approve the 2023 board meeting schedule.
- B. Approval of the 2023 Library Closings Schedule (ACTION). Upon the motion made by Trustee Schapiro and seconded by Trustee Lurie, approve the 2023 library closings schedule.
- C. State Per Capita Grant requirements checklist (ACTION). Upon the motion made by Trustee Schapiro and seconded by Trustee Hayman, approve the state per capita grant requirements checklist.

Executive Session

Trustee Fulce proposed adding an executive session for the purposes of personnel to the agenda.. The motion was seconded by Trustee Goodman. The vote to enter closed session was 8-1, with Trustee Schapiro voting no.

Motion to move into Executive Session was made by Trustee Iles, seconded by Trustee Soto and approved by roll call vote in order to approve closed session minutes for distribution.

The motion to end the Executive Session was made by Trustee Wallen seconded by Trustee Hayman, and approved by roll call vote. The meeting was adjourned at 8:37 p.m.

Adjournment

The motion to adjourn was made by Trustee Hayman and seconded by Trustee Soto and approved by voice vote. The meeting adjourned at 8:39 p.m.

Submitted by: Terry Soto



Memorandum

To: Evanston Public Library Board of Trustees
Heather Norborg, Interim Executive Director

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

Subject: Library Fund Bills

Date: December 7, 2022

Recommended Action

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

Payroll

November 7, 2022 through November 20, 2022	\$ 160,507.88
November 21, 2022 through December 4, 2022	\$ 162,016.90

Library Fund Bills List

November 15, 2022	\$ 122,924.04
November 29, 2022	\$ 23,240.75
(September 2022 Purchasing Card \$3,630.32)	

Attachement: Bills List; Purchasing Card

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 11.15.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 11/15/22 - 11/15/22

Vendor	Invoice Description	GL Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	HALLOWEEN BOOKMARKS	11/15/2022	11/15/2022	50.18
Account 65100 - LIBRARY SUPPLIES Totals				\$50.18
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/15/2022	11/15/2022	258.97
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	1,100.74
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	1,214.56
100474 - BAKER & TAYLOR	JUV PRINT	11/15/2022	11/15/2022	421.49
100474 - BAKER & TAYLOR	JUV PRINT	11/15/2022	11/15/2022	467.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	86.18
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	1,407.45
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	1,456.91
105634 - WORLD BOOK, INC.	JUV PRINT	11/15/2022	11/15/2022	2,021.00
105634 - WORLD BOOK, INC.	JUV PRINT	11/15/2022	11/15/2022	124.95
105634 - WORLD BOOK, INC.	JUV PRINT	11/15/2022	11/15/2022	1,880.99
105634 - WORLD BOOK, INC.	JUV PRINT	11/15/2022	11/15/2022	1,740.00
Account 65630 - LIBRARY BOOKS Totals				\$12,180.75
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	11/15/2022	11/15/2022	637.51
324163 - FINDAWAY WORLD, LLC	JUV AV	11/15/2022	11/15/2022	59.99
103424 - MIDWEST TAPE	JUV AV	11/15/2022	11/15/2022	309.56
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$1,007.06
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
103424 - MIDWEST TAPE	MAIN ADULT ONLINE RESOURCES	11/15/2022	11/15/2022	4,499.46
276974 - OVER DRIVE, INC.	ADULT ONLINE RESOURCES	11/15/2022	11/15/2022	2,456.00
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ADULT ONLINE RESOURCES	11/15/2022	11/15/2022	350.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$7,305.46
Account 65100 - LIBRARY SUPPLIES				
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ILLINOIS LIBRARY PRESENTS SEPT 2022-JUNE 2023	11/15/2022	11/15/2022	2,300.00
Account 65100 - LIBRARY SUPPLIES Totals				\$2,300.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	29.71
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	294.44
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	1,526.80
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	617.11
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	363.55
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	953.96
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	1,898.28
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	1,645.35
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	378.18
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	173.67
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	27.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	581.38
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	1,072.85
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	302.81
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	448.24
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	1,054.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	174.56
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	639.35
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/15/2022	11/15/2022	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/15/2022	11/15/2022	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN ADULT PRINT	11/15/2022	11/15/2022	28.49
102572 - INFORMATION TODAY INC	MAIN REFERENCE BOOK	11/15/2022	11/15/2022	395.31
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	98.47
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	2,216.13
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	1,648.61
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	61.55
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	189.80
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	209.02
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	61.55
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	203.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	903.48
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	622.07
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	765.64
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	55.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	3,984.78
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	1,032.74
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	70.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	77.56
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	1,102.05
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/15/2022	11/15/2022	653.34
Account 65630 - LIBRARY BOOKS Totals				\$26,949.01
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	11/15/2022	11/15/2022	70.53
100474 - BAKER & TAYLOR	ADULT AV	11/15/2022	11/15/2022	138.30
100474 - BAKER & TAYLOR	ADULT AV	11/15/2022	11/15/2022	31.12
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	173.26
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	31.22
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	431.71
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	177.74
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	182.26
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	53.36
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	82.29
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	62.44
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	83.33
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	74.22
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	63.08
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	69.59
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	25.18
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	15.43
103424 - MIDWEST TAPE	ADULT AV	11/15/2022	11/15/2022	59.04
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$1,824.10
Business Unit 4820 - ACCESS SERVICES				
Account 62341 - INTERNET SOLUTION PROVIDERS				
110018 - T-MOBILE USA	MOBILE HOTSPOTS 9/21/2022-10/20/2022	11/15/2022	11/15/2022	5,234.45
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$5,234.45
Account 65100 - LIBRARY SUPPLIES				
100736 - BRODART COMPANY	OFFICE SUPPLIES	11/15/2022	11/15/2022	119.46
17642 - TEAM ONE REPAIR, INC.	BULK ORDER ADHESIVE LABEL PAPER	11/15/2022	11/15/2022	1,986.00
206940 - ULINE	RC PROGRAM SUPPLIES	11/15/2022	11/15/2022	31.50
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	11/15/2022	11/15/2022	344.75
Account 65100 - LIBRARY SUPPLIES Totals				\$2,481.71
Account 65555 - IT COMPUTER HARDWARE				
19060 - MK SOLUTIONS, INC.	AUTOMATED SELF CHECK MACHINES	11/15/2022	11/15/2022	14,764.50
19060 - MK SOLUTIONS, INC.	AUTOMATED SELF CHECK MACHINES	11/15/2022	11/15/2022	3,567.18
Account 65555 - IT COMPUTER HARDWARE Totals				\$18,331.68
Business Unit 4820 - ACCESS SERVICES Totals				
			Invoice Transactions 18	\$1,824.10
			Invoice Transactions 63	\$38,378.57
			Invoice Transactions 1	\$5,234.45
			Invoice Transactions 4	\$2,481.71
			Invoice Transactions 2	\$18,331.68
			Invoice Transactions 7	\$26,047.84

**CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 11.15.2022 FY22**

Accounts Payable by G/L Distribution Report
Payment Date Range 11/15/22 - 11/15/22

Business Unit 4825 - ENGAGEMENT SERVICES

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	32.20
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	52.86
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	63.22
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	68.36
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	45.19
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	179.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	63.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	48.59
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	37.18
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	172.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	91.10
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	46.27
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	32.21
100474 - BAKER & TAYLOR	ADULT PRINT	11/15/2022	11/15/2022	15.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	27.96
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	14.26
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	53.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	68.13
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	18.08
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2022	11/15/2022	38.98
				<u>38.98</u>
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 20	<u>\$1,168.62</u>
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 20	<u>\$1,168.62</u>

Business Unit 4835 - INNOVATION & DIGITAL LEARNING

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2022	11/15/2022	208.93
276974 - OVER DRIVE, INC.	MAIN YOUNG ADULT EBOOKS	11/15/2022	11/15/2022	1,541.39
				<u>1,750.32</u>
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	<u>\$1,750.32</u>
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 2	<u>\$1,750.32</u>

Business Unit 4840 - LIBRARY MAINTENANCE

Account 62225 - BLDG MAINTENANCE SERVICES

100891 - CARRIER CORPORATION	CHILLERS SYSTEM REPLACEMENT	11/15/2022	11/15/2022	6,360.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/15/2022	11/15/2022	470.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/15/2022	11/15/2022	510.13
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	11/15/2022	11/15/2022	112.85
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/15/2022	11/15/2022	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	11/15/2022	11/15/2022	10,520.00
292329 - UNITED STATES ALLIANCE FIRE PROTECTION	FIRE ALARM SERVICE	11/15/2022	11/15/2022	1,412.81
				<u>1,412.81</u>
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	<u>\$19,531.41</u>

Account 65050 - BLDG MAINTENANCE MATERIAL

102137 - GRAINGER, INC., W.V.	FILTER REPLACEMENT	11/15/2022	11/15/2022	649.68
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/15/2022	11/15/2022	206.52
206940 - ULINE	FACE MASK BULK ORDER	11/15/2022	11/15/2022	74.77
				<u>\$930.97</u>
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals		Invoice Transactions 3	<u>\$930.97</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 10	<u>\$20,462.38</u>

Business Unit 4845 - LIBRARY ADMINISTRATION

Account 62185 - CONSULTING SERVICES

19167 - MICHAEL NEERHOF	PHOTOVIDEO SERVICES AT DIA DE LOS MUERTOS	11/15/2022	11/15/2022	300.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	11/15/2022	11/15/2022	500.00
				<u>800.00</u>
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	<u>\$800.00</u>

Account 62506 - WORK - STUDY

10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY STUDY JULY 22-SEPT 22	11/15/2022	11/15/2022	740.37
				<u>740.37</u>
	Account 62506 - WORK - STUDY Totals		Invoice Transactions 1	<u>\$740.37</u>

Account 65095 - OFFICE SUPPLIES

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/15/2022	11/15/2022	(111.12)
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/15/2022	11/15/2022	111.12
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/15/2022	11/15/2022	59.38
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/15/2022	11/15/2022	186.10
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/15/2022	11/15/2022	269.67
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/15/2022	11/15/2022	57.99
				<u>\$573.14</u>
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 6	<u>\$573.14</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 9	<u>\$2,113.51</u>
	Department 48 - LIBRARY Totals		Invoice Transactions 127	<u>\$103,159.23</u>
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 127	<u>\$103,159.23</u>

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

Department 48 - LIBRARY

Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT

Account 65515 - OTHER IMPROVEMENTS

13509 - VORIS MECHANICAL INC.	MAIN VENTILATION FAN UPGRADE	11/15/2022	11/15/2022	13,552.20
				<u>13,552.20</u>
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 1	<u>\$13,552.20</u>
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 1	<u>\$13,552.20</u>
	Department 48 - LIBRARY Totals		Invoice Transactions 1	<u>\$13,552.20</u>
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 1	<u>\$13,552.20</u>

* = Prior Fiscal Year Activity

Invoice Transactions 128 \$116,711.43

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.15.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-SEPTEMBER, 2022	3,630.32
VARIOUS	TWIN EAGLE	NATURAL GAS SEPTEMBER, 2022	<u>2,582.29</u>
			6,212.61
			<u>6,212.61</u>
		GRAND TOTAL	<u><u>122,924.04</u></u>

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 11.29.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 11/29/22 - 11/29/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18611 - KENNEDY JOSEPH	ELL PROGRAM SNACKS REIMBURSEMENT	11/29/2022	11/29/2022	17.18
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	<u>\$17.18</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	909.71
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	1,374.47
100474 - BAKER & TAYLOR	MAIN JUV AND CROWN PRINT	11/29/2022	11/29/2022	156.83
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	146.20
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2022	11/29/2022	1,482.36
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	1,361.74
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	129.27
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 7	<u>\$5,560.58</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	11/29/2022	11/29/2022	80.78
103424 - MIDWEST TAPE	JUV AV	11/29/2022	11/29/2022	503.23
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	<u>\$584.01</u>
Business Unit 4806 - EARLY LEARNING & LITERACY Totals				
			Invoice Transactions 10	<u>\$6,161.77</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/29/2022	11/29/2022	77.02
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	55.50
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	236.14
100474 - BAKER & TAYLOR	ADULR AND CROWN PRINT	11/29/2022	11/29/2022	1,780.67
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	358.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	451.99
100474 - BAKER & TAYLOR	ADULT PRINT AND CROWN PRINT	11/29/2022	11/29/2022	421.79
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/25/2022	11/29/2022	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT SO PRINT	11/25/2022	11/29/2022	268.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/29/2022	11/29/2022	235.41
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/25/2022	11/29/2022	1,627.39
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	11/25/2022	11/29/2022	281.00
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 12	<u>\$5,872.72</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
100655 - BLACKSTONE PUBLISHING	MAIN ADULT AV	11/25/2022	11/29/2022	7.95
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	150.05
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	75.54
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	117.73
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	31.22
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	24.47
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	22.18
103424 - MIDWEST TAPE	ADULT AV	11/29/2022	11/29/2022	73.41
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 8	<u>\$502.55</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
			Invoice Transactions 20	<u>\$6,375.27</u>
Business Unit 4820 - ACCESS SERVICES				
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/29/2022	11/29/2022	477.75
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	<u>\$477.75</u>
Business Unit 4820 - ACCESS SERVICES Totals				
			Invoice Transactions 1	<u>\$477.75</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/29/2022	11/29/2022	21.94
18675 - KELLYE FLEMING	REIMBURSEMENT PROGRAM SUPPLIES	11/29/2022	11/29/2022	8.95
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/29/2022	11/29/2022	19.99
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 3	<u>\$50.88</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/29/2022	11/29/2022	339.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	35.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	25.35
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	55.82
100474 - BAKER & TAYLOR	MAIN JUV AND CROWN PRINT	11/29/2022	11/29/2022	184.53
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2022	11/29/2022	57.28
100474 - BAKER & TAYLOR	ADULR AND CROWN PRINT	11/29/2022	11/29/2022	125.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	66.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2022	11/29/2022	59.33
100474 - BAKER & TAYLOR	ADULT PRINT AND CROWN PRINT	11/29/2022	11/29/2022	57.92
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	22.58
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 11	<u>\$1,028.64</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
			Invoice Transactions 14	<u>\$1,079.52</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/29/2022	11/29/2022	331.07
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	<u>\$331.07</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				
			Invoice Transactions 1	<u>\$331.07</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES DEC-FEB	11/29/2022	11/29/2022	543.36
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/29/2022	11/29/2022	510.13
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/29/2022	11/29/2022	145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 3	<u>\$1,198.49</u>
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 11.13.2022	11/29/2022	11/29/2022	4,523.61
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 1	<u>\$4,523.61</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES-NICOR OCT22	11/29/2022	11/29/2022	525.96
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	<u>\$525.96</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
			Invoice Transactions 5	<u>\$6,248.06</u>
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	11/29/2022	11/29/2022	1,733.33
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES; WEBPAGE AND COMMUNITY	11/29/2022	11/29/2022	163.98
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	<u>\$1,897.31</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				
			Invoice Transactions 2	<u>\$1,897.31</u>
Business Unit 4850 - LIBRARY GRANTS				
Account 65100 - LIBRARY SUPPLIES				
19362 - ADRIAN MARTINEZ	ART LITERACY PROGRAM STIPEND	11/29/2022	11/29/2022	235.00
19357 - CHICAGO DANCE THERAPY	FACILITATOR FOR IN PERSON MEMORY CAFE	11/29/2022	11/29/2022	100.00
19217 - MARGARET DANILOVICH	FACILITATOR FOR AHA! ACTIVE HEALTHY AGING PROGRAM	11/29/2022	11/29/2022	100.00

**CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 11.29.2022 FY22**

Accounts Payable by G/L Distribution Report
Payment Date Range 11/29/22 - 11/29/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
19360 - VICTOR ALVAREZ	ART LITERACY PROGRAM STIPEND	11/29/2022	11/29/2022	235.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$670.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 4	\$670.00
	Department 48 - LIBRARY Totals		Invoice Transactions 57	\$23,240.75
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 57	\$23,240.75
* = Prior Fiscal Year Activity			Invoice Transactions 57	\$23,240.75

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.29.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 23,240.75

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
LIBRARY	DNH GODADDY.COM	AZ	85284	\$ 21.17	8/26/2022	62341 INTERNET SOLUTION PROVIDERS	DOMAIN RENEWAL	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 17.22	8/26/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Perez	Amilcar
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 30.26	8/26/2022	65100 LIBRARY SUPPLIES	RC PROGRAMING SUPPLIES - HHM AROUND THE WORLD	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 29.99	8/26/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	UPS 1ZRE07130292899613	GA	30328	\$ 36.71	8/31/2022	62315 POSTAGE	SHIPPING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	UPS 1ZRE07130293322224	GA	30328	\$ 26.56	8/31/2022	62315 POSTAGE	SHIPPING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 1.91	8/31/2022	65050 BUILDING MAINTENANCE MATERIAL	DOOR STOP TIP 1" GR Y 2PK	185.48.4840	-	Wade	Ray
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 29.16	9/2/2022	62341 INTERNET SOLUTION PROVIDERS	DOMAIN MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	9/2/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	9/9/2022	62341 INTERNET SOLUTION PROVIDERS	PAYPAL MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	9/9/2022	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	HOMEDEPOT.COM	GA	30339-0000	\$ 12.97	9/5/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	HOMEDEPOT.COM	GA	30339-0000	\$ 72.36	9/5/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 468.38	9/5/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIALS	185.48.4840	-	Devaney	John
LIBRARY	D J DOWJONES NEWS	MA	01020	\$ 14.99	9/5/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 70.36	9/7/2022	65100 LIBRARY SUPPLIES	DIA DE LOS MUERTOS TEA LIGHTS FOR PROGRAM	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	9/7/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.38.4805	-	Antolin	Laura
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	75067	\$ 25.50	9/7/2022	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	BLACKWOMENSWELLNESS	WI	53719	\$ 50.00	9/9/2022	62295 TRAINING & TRAVEL	WEBINAR FOR I WILLIAMS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 29.00	9/9/2022	65020 CLOTHING	UNIFORM FOR SAFETY TEAM	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	75067	\$ 233.74	9/9/2022	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 1F3VE1880	WA	98109	\$ 99.80	9/12/2022	65100 LIBRARY SUPPLIES	ECF GRANT CURIOUS KIDS CLUB SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AX	AR	72716	\$ 23.47	9/12/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	9/12/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1F08C52E0	WA	98109	\$ 23.75	9/13/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 1F5LK0YG0	WA	98109	\$ 99.80	9/14/2022	65100 LIBRARY SUPPLIES	CURIOUS KIDS CLUB PRORAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AX	AR	72716	\$ 13.18	9/14/2022	65100 LIBRARY SUPPLIES	ELL SHORT AND SWEET PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AY	AR	72716	\$ 12.99	9/14/2022	65100 LIBRARY SUPPLIES	RC HHM CRAFT PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1F4WN3222	WA	98109	\$ 228.55	9/15/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL ETSY INC	NY	11201	\$ 265.70	9/16/2022	65100 LIBRARY SUPPLIES	CURIOUS KIDS CLUB PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL PAPERMART	CA	92865	\$ 557.02	9/16/2022	65100 LIBRARY SUPPLIES	CURIOUS KIDS CLUB PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	SSL ECOMM	WI	54942	\$ 41.24	9/16/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	UPS 1ZRE07130394564237	GA	30328	\$ 15.60	9/19/2022	62315 POSTAGE	ILL SHIPPING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 58.00	9/19/2022	65020 CLOTHING	UNIFORM FOR SAFETY TEAM	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 15.46	9/19/2022	65100 LIBRARY SUPPLIES	AGUA FRESCA PROGRAM SUPPLIES	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	TARGET 00008938	IL	60191	\$ 40.00	9/19/2022	65100 LIBRARY SUPPLIES	DIA DE MUERTOS ALTAR RC	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US 1M07V12J1	WA	98109	\$ 84.42	9/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM CRAFT AND SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1M956721	WA	98109	\$ 39.59	9/19/2022	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 1M60A05J0	WA	98109	\$ 169.70	9/19/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1M3H12BC1	WA	98109	\$ 38.96	9/19/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 25.98	9/20/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL	185.48.4840	-	Wade	Ray
LIBRARY	WALMART.COM AA	AR	72716	\$ 127.94	9/20/2022	65100 LIBRARY SUPPLIES	CURIOUS KIDS CLUB PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub #6444	IL	60202	\$ 2.51	9/21/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 11.36	9/21/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - AGUA FRESCA FOR HHM	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US 1U0RW0L41	WA	98109	\$ 15.98	9/21/2022	65100 LIBRARY SUPPLIES	PROGRAMMING SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 1M24U08P2	WA	98109	\$ 77.83	9/21/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	75067	\$ 26.00	9/21/2022	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ (58.00)	9/22/2022	65020 CLOTHING	UNIFORM FOR OUR SAFETY TEAM	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 4.53	9/22/2022	65100 LIBRARY SUPPLIES	FOR HHM	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 5.85	9/22/2022	65100 LIBRARY SUPPLIES	FOR HHM	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	GRAINGER	IL	60045-5202	\$ 158.86	9/23/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL	185.48.4840	-	Devaney	John
LIBRARY	TARGET.COM	MN	55445	\$ 35.98	9/23/2022	65095 OFFICE SUPPLIES	STAFF ROOM OFFICE SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
	LIBRARY SEPTEMBER 2022 TOTAL			\$ 3,630.32							



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

Members Present:

Heather Norborg, Terry Soto, Joyce Miller-Bean, Kellye Fleming, Michelle Judon

Updates

Heather Norborg gave an update on the RSVPs for next Thursday's RETF applicant meet & greet. Currently 11 will attend. There may be additional one-on-one meetings with those who can't join on Thursday. The group is instructed to look over the interview questions ahead of time.

Joyce and Heather gave a brief update on the Land Acknowledgement first reading at the next board meeting.

The whole group discussed the original charge of the RETF - this group was one of the recommendations from the 2018 DeEtta Jones report. What were the original expectations? What projects have we already worked on?

The group discussed how to accurately describe the scope and expectations of the RETF to new applicants and how to measure its success. Clarity on these issues will help the new cohort be successful.

Library Director's Report **December 14, 2022**

Updates:

Welcome Baby Kits:

We have launched a new pilot project in partnership with the City Clerk's office: Evanston families will now get a kit when they pick up their newborn's birth certificate from the City Clerk's office. Kits include a bib with the epl logo, a board book in English and Spanish and a brochure about the Library's Early Literacy efforts, including a QR code link to our [website's Early Literacy page](#) that lists storytimes and other early literacy events and resources. Thanks to Jan Bojda for her work on this new partnership!

Library Express schedule changes:

Starting January 1, 2023, the Library Express hours at Robert Crown will be Monday-Thursday 7am-9am. Upon analysis of the usage data, we have seen very little use of the service on weekend evenings. In order to adjust our Safety Monitor schedule to cover busier times during the week, we will reduce the Library Express schedule, keeping this service during the busier weekday morning hours.

End of the Year Suggested Book Lists:

[101 Great Books for Kids:](#)

As in previous years, a committee of EPL staff from across departments spent all year analyzing the children's books published in 2022 in order to make this year end list of recommendations. This project has become a feature at the library and culminates in a glossy booklet, a "petting zoo" of the recommendations in the Children's Room and a presentation (for adults) about the recommendations by Betsy Bird and Brian Wilson - in time for the holiday gift buying season!

[Recommended Books for Adults:](#)

On a smaller scale, this year EPL staff also created a list of recommendations of books we've loved that were published this year.

Data Dashboard

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

Staff reports:

Spotlight on Fall services to teens (Elacsha Madison & the IDL team):

Middle School

In October, King Arts middle school visited EPL for our first in person/building library tour since the pandemic. 60 Sixth graders eagerly perused through our collection and learned about our online databases thanks to Betsy Bird. Students loved exploring the Loft and learning about our many different program offerings. Students tested the ph levels of our

plants, made yarn pumpkins, played video and board games, and learned how to navigate the YA collection. In closing, students got an opportunity to put their learning to the test by participating in EPL BINGO. Students searched each floor locating items and asking staff questions. King Arts staff and students raved about the great experience they had and are looking forward to more opportunities. 15 New library cards were made during the visit.

In November, teen services staff helped develop a book list and activities for the sixth grade English classes at Haven to learn about books in verse and develop their own short stories.

Highschool

For the past couple of months, EPL has had 3 student volunteers from ETHS transition program. The student volunteers have been instrumental in assisting with shelving books and will work with EPL the rest of the school year.

ETHS transition program and special education class has visited the Loft several times during the school day to learn about the collection, program offerings, and to work on social life skills.

During the next couple of weeks, Beacon Academy Forensics class will be visiting the Loft to learn more about true crimes that have taken place in the United States. Teen services will help them locate online and in print resources. Beacon students will also apply for EPL library cards.

Community Work

December 15th, Ozivell Ecford, Chijioke Williams, and Laura Antolin will wrap up their 10 week African drumming and dance program at Y.O.U. King Arts site. 15 Fourth through sixth grade students learned the fundamentals of drumming and different dancing techniques. King Arts music teacher raved about the program and is looking forward to continuing in January.

December 14th, Ozivell Ecford will wrap up his 8 week digital music program at Y.O.U. Chute. 15 Sixth through eighth grade students learned the foundation of TunePad and were able to design their own beats.

December 20th, Elacsha Madison and Khari Whitmore will wrap up the first 12 weeks of Family Focus National Society for Black Engineers Junior program. Each week, 10 sixth through eighth grade students experiment with robotics, hydroponics, lasers, and animation. The STEM program sponsored by the Northshore Links chapter's goal is to help patch the STEM pipeline for BIPOC students.

Upcoming

During winter break, teen services will be offering a wide variety of programming to keep teens engaged. Teens can come in and make bath bombs as gifts, take drawing workshops, gaming tournaments, learn music fundamentals, attend anime club, or learn to make food felties. All programs will be offered at both the Main and Robert Crown branch.

In January, teen services will be visiting middle schools, Oakton, and Dawes during their lunch periods to promote the Cardboard Carnival Challenge in partnership with D65.

Students will get the opportunity to play games developed by staff using everyday household items to encourage them to make their own games. The Cardboard Carnival is for grades fifth through eighth and will officially start February 4th. The final showcase will be March 18th at Fleetwood Jourdain or the Robert Crown Community Center.

Patron Feedback of Note:

In addition to the many “thank you”s and “we love the library”s that our staff often hear: A patron came by the Main Youth Services desk to let us know how touched she was by the book *Choosing Brave*, the biography of Mamie Till-Mobley, which made our 101 Great Books for Kids list for 2022. She shared that she was a small child herself when Emmett Till was killed and that it made a huge impact. She also said that in all her 71 years she hadn't learned as much about Till's mother as she learned from this book. She said that she thought our compiled list was "wonderful" and she thanked us for all we do. -ELL staff member to the 101 Great Books committee

Press Mentions:

[Books: Q&A with local author Jarrett Dapier.](#) Evanston Roundtable. 11/16/2022

[Evanston Public Library releases acknowledgement of indigenous land.](#) Daily Northwestern. 11/23/2022

[Library statement acknowledges land's indigenous history.](#) Evanston Roundtable. 11/20/2022

[Like D65, ETHS proposes maximum property tax increase.](#) Evanston Roundtable. 11/15/2022

[Everything Evanston: Edible Evanston's Growing Garden Efforts.](#) Daily Northwestern. 11/14/2022

[Evanston voters show up to the polls for reproductive rights, ranked choice voting.](#) Daily Northwestern. 11/9/2022

[Support Evanston families by donating to the Mayor's Holiday Food, Book and Toy Drive.](#) Evanston Roundtable. 11/8/2022



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: December 6, 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 progress to fill the following positions:

- Ben Heet started the Access Services Manager position on 12/5/2022.
- Katrina Moravec started the 20 hour Branch Library Assistant position at Robert Crown on 12/5/2022.
- Dennis Leaks, Safety Supervisor resigned, last day was 11/2/2022. We're preparing this position for posting.
- Theresa Romano and Michael Warren, respectively have accepted a 15 hour shelver position in Access Services (Two positions). Start date is 12/19/2022.
- Interviews for three open 20 hour Branch Clerk positions in Robert Crown are taking place.

Weekly PCR Covid-19 testing administered by the NorthShore Clinical Labs continues to be offered at the Main Library every Monday.

Project Ready/Elevating Equity curriculum continues - 5 staff members participated in November's sessions.

Financial Resources

The Library Fund financial report for the period ending November 30th is included for your review. For the operating fund, revenue collection is at 56% of budget projection and expenditures 83%. Capital fund expenditures total 91% of the budget.

Facilities Update

Library maintenance is busy with seasonal items and preparing for the winter weather. Several small scope interior painting projects are now underway. Maintenance manager is busy preparing paperwork for the 2023 Capital program.



Budget Performance Report

Fiscal Year to Date 11/30/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	4,074,339.70	3,177,660.30	56	7,369,039.12
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	3,101.31	(3,101.31)	+++	4,466.46
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	18.39	.00	385.69	(385.69)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	98,272.01	66,727.99	60	220,170.88
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	115,212.25	(5,346.25)	105	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	234,581.04	165,418.96	59	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	6,179.25	3,820.75	62	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(120.65)	120.65	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.00	47,892.07	(32,892.07)	319	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	28,737.23	(13,737.23)	192	21,668.58
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	2,659.63	2,340.37	53	3,539.78
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	11,095.26	(6,095.26)	222	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	1,243.97	3,756.03	25	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	14,998.50	4,801.50	76	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	27,857.25	97,142.75	22	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$18.39	\$0.00	\$4,666,434.51	\$3,678,142.49	56%	\$8,538,110.32
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	221,014.47	.00	2,728,113.74	695,336.33	80	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	97,354.09	.00	1,072,765.51	352,969.21	75	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	2,759.50	.00	59,330.00	(12,330.00)	126	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	1,050.88	.00	8,585.07	8,114.93	51	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	12,584.52	.00	125,537.04	(125,537.04)	+++	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	2,100.49	(2,100.49)	+++	4,143.16
61510	HEALTH INSURANCE	666,411.46	.00	666,411.46	44,207.37	.00	531,684.44	134,727.02	80	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	150.86	.00	1,988.96	420.56	83	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	.00	.00	2,400.00	2,400.00	50	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	75.00	.00	1,425.00	675.00	68	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	360.00	180.00	67	540.00
61710	IMRF	222,232.66	.00	222,232.66	15,608.47	.00	192,045.40	30,187.26	86	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	20,183.86	.00	238,343.39	59,291.48	80	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	4,720.40	.00	56,248.88	13,940.14	80	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	2,697.31	13,400.00	130,484.23	101,615.77	59	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	1,455.61	6,544.39	18	39.00
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	8,140.27	(140.27)	102	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	20,729.90	36,520.33	213,699.32	(52,219.65)	126	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 11/30/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
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	6,873.00	8,127.00	46	6,206.50
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	.00	.00	25,961.18	(961.18)	104	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,986.63	453.37	92	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	4,477.88	407.12	92	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	781.70	218.30	78	423.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	.00	19,601.00	174,850.94	26,748.06	88	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	12,811.31	.00	332,305.45	(77,305.45)	130	235,440.73
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,506.00	594.00	72	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	740.37	.00	3,785.09	3,514.91	52	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	3,652.83	2,047.17	64	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	4,523.61	.00	76,684.39	39,082.61	66	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	997.36	.00	20,753.55	7,746.45	73	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	802.61	.00	3,590.38	(1,590.38)	180	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	29.00	(29.00)	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	3,643.71	6,356.29	36	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	.00	.00	8,534.90	3,465.10	71	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	930.97	.00	24,232.20	10,767.80	69	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	573.14	9,661.09	17,961.08	22,377.83	55	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	6,517.70	22,708.93	111,168.53	(8,877.46)	107	196,972.20
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	1,000.00	500.00	67	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	18,331.68	32,502.10	64,840.27	(52,342.37)	216	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	54,841.71	.00	409,252.78	130,147.22	76	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	95.89	4,810.21	4,593.90	52	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	3,917.72	.00	46,070.12	25,929.88	64	70,665.20
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	265,217.37	24,110.63	92	.00
EXPENSE TOTALS		\$8,550,722.32	\$0.00	\$8,550,722.32	\$573,095.89	\$134,489.34	\$6,995,409.18	\$1,420,823.80	83%	\$7,538,306.46
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	18.39	.00	4,666,434.51	3,678,142.49	56%	8,538,110.32
EXPENSE TOTALS		8,550,722.32	.00	8,550,722.32	573,095.89	134,489.34	6,995,409.18	1,420,823.80	83%	7,538,306.46
Fund 185 - LIBRARY FUND Totals		(\$206,145.32)	\$0.00	(\$206,145.32)	(\$573,077.50)	(\$134,489.34)	(\$2,328,974.67)	\$2,257,318.69		\$999,803.86
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



Budget Performance Report

Fiscal Year to Date 11/30/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
	REVENUE 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	119,322.45	122,596.55	49	249,900.89
	EXPENSE TOTALS	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$119,322.45	\$387,302.55	24%	\$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	119,322.45	387,302.55	24%	482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133,990.55	(\$133,990.55)		(\$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	13,552.20	445,963.10	170,259.49	63,777.41	91	405,832.11
	EXPENSE TOTALS	\$680,000.00	\$0.00	\$680,000.00	\$13,552.20	\$445,963.10	\$170,259.49	\$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	13,552.20	445,963.10	170,259.49	63,777.41	91%	405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		(\$200,000.00)	\$0.00	(\$200,000.00)	(\$13,552.20)	(\$445,963.10)	(\$170,259.49)	\$416,222.59		(\$405,832.11)
Grand Totals										
	REVENUE TOTALS	9,331,202.00	.00	9,331,202.00	18.39	.00	4,919,747.51	4,411,454.49	53%	9,020,353.32
	EXPENSE TOTALS	9,737,347.32	.00	9,737,347.32	586,648.09	580,452.44	7,284,991.12	1,871,903.76	81%	8,426,382.46
	Grand Totals	(\$406,145.32)	\$0.00	(\$406,145.32)	(\$586,629.70)	(\$580,452.44)	(\$2,365,243.61)	\$2,539,550.73		\$593,970.86

Endowment for the Evanston Public Library
 Holdings as of November, 2022

	Symbol	Shares/Quantity	Price	Value as of November 2022	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$495,657.54	\$495,657.54	100.00%	100.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$0.000	\$0.00	0.00%	0.0%
				\$495,657.54		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

**Evanston Public Library Endowment Fund
Statement of Activity
October 01, 2022 through October 31, 2022**

Beginning Balance		3,595,581.23
Revenue		
Investment results	168,022.16	
Total Revenues		168,022.16
Distributions/Grants and Expenses		
Foundation support charge	-1,950.54	
Total Distributions		-1,950.54
Ending Balance		3,761,652.85



Memorandum

To: Library Board of Trustees

From: Heather Norborg – Interim Executive Director
John Devaney – Library Facility Manager

Subject: Approval for Yearly Renewal of Siemens Building Automation Service Agreement

Date: December 7, 2022

Recommended Action:

Staff recommends approval of a one (1) year service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library at a cost of \$27,711.08 for FY 2023. This extension covers the period January 1, 2023 through December 31, 2023.

Funding Source:

This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225 at the budgeted amount of \$27,711.08.

Summary:

The Siemens BAS (Building Automation System) monitors and controls the heating, ventilation, air conditioning (HVAC) and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for system expertise, and replacement hardware/software upgrades. This renewal includes necessary software upgrades to the newly installed Desigo operating system, along with all system hardware. Also, the BAS allows staff to monitor and control the HVAC and lighting systems remotely.

The 2023 contract also includes two (2) days of off-site training at the Buffalo Grove Siemens training center for our newly upgraded operating program.

Attached:
Siemens proposed 2023 contract

PROPOSAL

Evanston Library - 2023 Automation Services

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

CITY OF EVANSTON

DELIVERED ON

November 08, 2022

SMART BUILDINGS

Transforming the Everyday



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Contact Information

Proposal #:	7430564
Date:	11/08/22

Sales Executive:	Tyler Gerlach
Branch Address:	585 Slawin Ct. Mt. Prospect, IL 60056
Telephone:	224-200-3450
Email Address:	tyler.gerlach@siemens.com

Customer Contact:	John Devaney
Customer:	CITY OF EVANSTON
Address:	1703 ORRINGTON AVE EVANSTON IL 60201-3827
Services shall be provided at:	Evanston Library 1703 ORRINGTON AVE EVANSTON IL 60201-3827

Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for CITY OF EVANSTON, and the services provided herein will help you in achieving your facility goals.

Services Included

Siemens will provide the following services.

Service Description

- Preventive Maintenance - Automation
- Software Maintenance
- Repair & Replacement
- Data Backup and Restore Services
- Network Maintenance
- Control Loop Tuning
- Customer Directed Support
- Operator Coaching
- Lifecycle Planning
- Software Subscription Service - Desigo CC

Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

References are available upon request.

Building Services – Automation

Services that deliver the outcomes you want to achieve

Services delivered by Siemens have been developed to help you achieve the outcomes you expect. Siemens will execute the outlined services on a bi-monthly basis.

BMS Health

Optimize the health of the building management system by automating maintenance diagnostics reports to target and prioritize remote and onsite service

Software Subscription Service - Desigo CC

Siemens will provide you with software upgrades to your existing Siemens Desigo CC software as they are released. These upgrades include both Service Releases and all New Version Releases of Software, up to the Frequency shown in the Equipment Related Services table. Siemens will also provide corresponding support documentation outlining the features of the releases. Included is training to help to familiarize you with the new features along with their associated benefits. These updates will act to deliver the benefits of Siemens' commitment to compatibility by design, a commitment unique in our industry. Workstations covered under this service are itemized in the List of Equipment Related Services. (Upgrades to PC's and related workstation hardware are excluded unless expressly included in this Agreement.)

Network Health

Optimize the health of the network infrastructure by analyzing network traffic and resolving performance issues.

Network Maintenance

Network Maintenance: Using a combination of proprietary diagnostic technologies, digital meters, and network analysis software, Siemens will analyze, optimize and report on the performance of the customer's systems networks a specified number of times per year. Proper network performance helps to ensure the proper speed of communication and accuracy of control, alarming, and reporting across the facility. Using network diagnostic tools, our proactive evaluation of the data network includes an analysis of bandwidth, disturbances, network traffic, communication over the network, and overall operation. The number of networks to be analyzed and the frequency of the service are documented in the List of Equipment Related Services.

Additional Services

Control Loop Tuning

Control loops drift out of calibration with changes in mechanical efficiency, building use, and climatic conditions. Through this service Siemens will ensure control loops for devices such as valves, dampers, actuators, etc., experience minimized overshooting and oscillatory behavior. The control loops to be included as part of this service are itemized in the List of Equipment Related Services in this service agreement.

Data Backup and Restore Services

Siemens will perform scheduled database backups of your workstation database and graphics and/or field panel databases and provide safe storage of this critical business information. Should a catastrophic event occur, we will respond onsite (or online if such service is included in this service agreement) to reload the databases and system files from our stored backup copy, to restore your operation as soon as possible. The equipment to be included as part of this service is itemized in the List of Equipment Related Services in this service agreement.

Preventive Maintenance – Automation

We will provide preventive maintenance in accordance with a program of routines as determined by our experience, equipment application and location. The list of field panels and/or devices included under this service are identified in the List of Equipment Related Services in this service agreement.

Automation controls can drift out of calibration with changes in HVAC component performance characteristics, building use, and climatic conditions. This service will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns.

Repair & Replacement Services – Labor & Material

Repair & Replacement Services: To reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. Prior to beginning any repair or replacement, Siemens will troubleshoot the system to diagnose your system's problem. Components that are suspected of being faulty may be repaired or replaced in advance to minimize the occurrence of system interruptions. Equipment covered under this agreement is itemized in the List of Equipment Related Services, unless otherwise noted. Items not covered will be brought to the owner's attention.

Software Maintenance

Using appropriate tools from Siemens' suite of diagnostic tools, we periodically perform system diagnostics and then take corrective actions to ensure that the Building Automation System is performing at peak efficiency or to customer requirements. We make sure that software changes are clear and consistent, address any failed points, points in alarm, points in operator priority and take corrective action. We identify and correct software corruption and inconsistencies; eliminate duplicate points, redundant loops and causes of unnecessary traffic; and address unresolved points and alarm reporting problems. This will ensure that the system operates quickly, accurately and efficiently as originally designed and installed or as determined by current standards or requirements.

Lifecycle Planning

Siemens will conduct a review on your building automation, fire and security systems, to determine technology levels and the state and status of their lifecycle. Siemens will utilize the results of the reviews to make specific recommendations regarding the current and recommended technology, so that we can help you receive the full benefit and return from your investment. Siemens will provide you with a recommended technology roadmap and written report of our findings, and conduct a face-to-face debriefing with you. Where requested, Siemens will provide ongoing budget support to assist you in understanding future investment requirements.

Customer Directed Support

With Customer Directed Support, Siemens will provide a trained and experienced specialist or technician who will work under your direction. The intent of this service is to offer you labor assistance in completing a special project, or to meet a facility objective. Custom support will be provided during normally scheduled visits. Should custom support take priority it is understood the other outlined services within this agreement may be forfeited. Examples of associated deliverables of this service are listed in the Appendix section of this service agreement.

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

Emergency Response Times – Automation

Emergency Online/Phone Response

Standard

Monday through Sunday, 24 Hours per Day, System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 4 hours, Monday through Sunday, 24 hours per day, excluding Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Standard

Monday through Sunday, 24 hours per day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within the next business day, Monday through Sunday, 24 hours per day, for emergency conditions, as determined by your staff and Siemens. Response on Holidays is excluded from this coverage. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Connectivity and Communications

Proactive Remote Services

The optimal support for the high-performance operation of your building

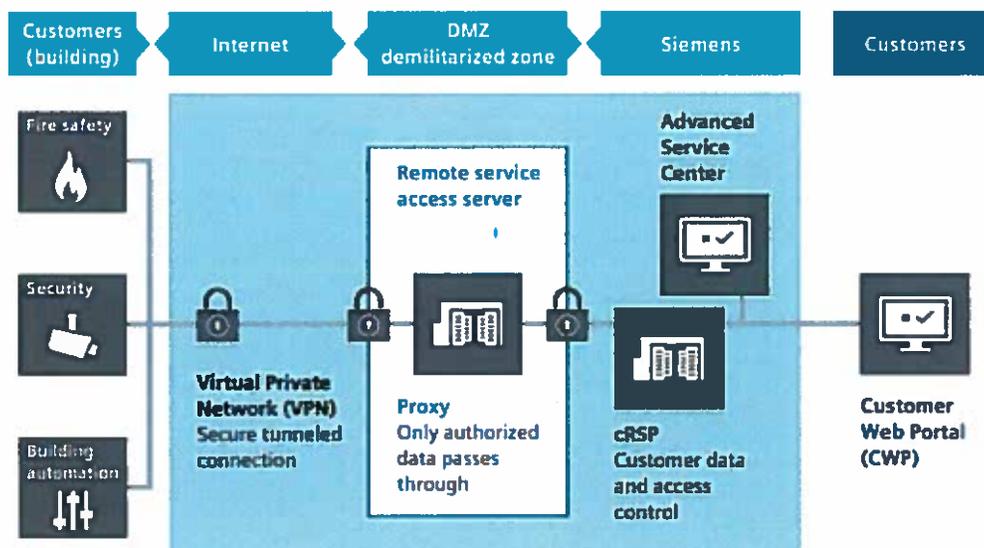
When the scope of services outlined within this proposal require or can utilize remote access,

Siemens provides an easy-to-use remote access platform that enables the secure and reliable delivery of Siemens remote services. Remote services, including engineering, commissioning, and maintenance of building systems can be performed by Siemens technical experts through our Digital Services Center of Excellence, available at any time to support your facility.

Siemens Remote Services utilize a secure remote access and connectivity solution referred to as the Siemens common Remote Service Platform (cRSP). cRSP is a comprehensive solution that powers a wide range of Siemens services and provides your organization with a solid foundation to leverage the power of connectivity, data, and analytics to make your facility even smarter. cRSP was designed and built to be a common platform for digitalization and is used across the Siemens family of companies.

Incorporating best practices and leading technologies from both the IT and cybersecurity fields, cRSP is a modern, secure, high-performance, and highly available platform that brings all the advantages of cloud-connected services to your facility, without sacrificing security. Utilizing cRSP and Siemens remote services gives your team a backstop and lets you unlock the operational benefits of analytics while also providing security mechanisms that mitigate cyber risk to your organization.

cRSP includes a range of security controls and features that give you confidence, control, and peace of mind that the services you rely on are both useful *and* secure.



cRSP Security Feature Highlights:

- Governed and secured in accordance with ISO 27001 and compliant with a robust Siemens-wide cybersecurity and information security management program and policies.
- Integrated with the global Siemens identity and access management platform, which provides robust multi-factor authentication, enforcement of least-privilege access, granular separation of duties, mandatory usage of PKI, and automatic account management for all Siemens employees.
- Designed from the ground up using a defense in depth architecture that utilizes layered controls specifically crafted to mitigate the threats facing Operational Technology (OT) today.
- Centrally monitored to promote end-to-end reliability and availability.
- Robust logging and reporting of remote activity to ensure visibility and control.
- Secure network architecture and platform access based on granular segmentation, next-generation firewalling, and usage of DMZs at trust boundaries.
- Flexible deployment model and security configuration options to ensure streamlined usage while meeting your organization's security requirements and preferences.
- Compatible with a wide range of on-premise network configurations and traffic flow setups, allowing for integration with your existing network architecture, IT infrastructure, and security controls.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to submit service requests, confirm and modify schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.

Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	4 Hours
Response Times (Onsite/Emergency)	Next Business Day
Remote Services	No
Third Party Systems	No
Monitoring	No
Additional Labor Discount	20.0%

Labor and material discounts are applicable for sites identified in this agreement and are only available for the disciplines included in this agreement. Labor discounts are shown in the table above. Material discounts, when applicable, are as follows:

- Automation: 60% discount off list price as identified in the most recent Apogee Price List
- Material discounts do not apply to 3rd party or non-Siemens manufactured components.

Equipment Related Services

Automation

Equipment	Service Description	Qty	Frequency	Year	Service Location	Repair Coverage
PXC Modular	Preventive Maintenance - Automation	2	1	1	Onsite	
	Software Maintenance	2	1	1	Onsite	
	Repair & Replacement	2	1	1		Material and Labor
FLN Controller	Preventive Maintenance - Automation	2	1	1	Onsite	N/A
	Software Maintenance	2	1	1	Onsite	N/A

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Tyler Gerlach - Sales Executive manages the overall strategic service plan based upon your current and future service requirements.

Remote Services Specialist is responsible for the execution of remote services including proactive planned tasks, in-depth fault analysis and identification of corrective actions.

Linsey Sawyer - Client Services Manager is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Brian McAlpin - Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Kevin Whitson - Primary Service Specialist is responsible for performing the ongoing service of your system.

Dave Serbicki - Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Nicole Soukup - Service Administrator is responsible for all service invoicing including both service agreement and service projects.

Terms and Conditions

Terms and Conditions (Click to download)

[Terms & Conditions](#)

(www.siemens.com/standard-terms-service)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU, CMAI, COMEX market indexes or IHS Markit, then Siemens may increase the applicable yearly Investment or apply a surcharge accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

Attachment A

Riders (Click on rider below to download)

[SI Software License Warranty](#)

(www.siemens.com/rider-software-license)

[SI Consulting Rider](#)

(www.siemens.com/rider-consulting)

[SI Exclusions and Clarifications](#)

(www.siemens.com/rider-clarification)

Agreement Terms for Investments

Services shall be provided at:

1703 ORRINGTON AVE
EVANSTON, IL 60201-3827

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 1 Periods beginning 2023-01-01. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. In addition, each renewal term pricing shall be adjusted for any additions to services, equipment, and labor rate revisions selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2023 - Dec 31,2023	Annually (In Advance)	\$27,711.08
Investment Total			\$27,711.08

Amount Due In Advance Based On Billing Frequency; 1.00% Escalation in Pricing for Semi-annual Frequency, 2.00% Escalation in Pricing for Quarterly Frequency, 3.00% Escalation in Pricing for Monthly Frequency

Applicable sales taxes, if included in the investment amount, are estimated only and will be calculated based on local requirements at the time of invoicing. The pricing quoted in this Proposal are firm for 30 days.

Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2023 - Dec 31,2023	Annually (In Advance)	\$27,711.08

Proposed by:

Siemens Industry, Inc.

Company

Tyler Gerlach

Name

7430564

Proposal #

\$27,711.08

Proposal Amount

November 08, 2022

Date

Accepted by:

CITY OF EVANSTON

Evanston Public Library
Company

Heather Norborg

Name (Printed)

[Signature]
Signature

Interim Director

Title

11/9/2022

Date

Purchase Order # PO for billing only PO not required

** P.O. issued in 2023.*

Appendix A: Siemens Service Portfolio

Advisory and Performance Services



<p>Manage System Operation & Compliance</p>	<p>Optimize Performance & Productivity</p>	<p>Protect Lifecycle Investment</p>	<p>Enhance Energy Management & Sustainability</p>
<p>Services that keep systems performing at their best, as designed and intended to operate, help you achieve:</p> <ul style="list-style-type: none"> • Optimized comfort, safety, and security • Fulfilled regulatory requirements • Greater transparency into critical systems • Reduced operating risk <p>Facility Assessment & Planning In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program</p> <p>Test & Inspection Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks</p> <p>Preventive Services Services performed on a regular schedule or based on data analytics to verify and improve system state</p> <p>Documentation Management Management of critical building system and compliance information, with organization and access determined by your needs</p> <p>Corrective Services Immediate response to system failures or faults to restore functionality and integrity to desired state</p>	<p>Enhance building performance with improvement measures that increase productivity and efficiency, common outcomes include:</p> <ul style="list-style-type: none"> • Enhanced system performance • Streamlined operational processes • Improved decision making through data analytics <p>Optimization Planning Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies</p> <p>Predictive Services Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken</p> <p>System Improvements & Integration Enhancements or additions to your current system to increase staff productivity, system performance, and operational energy efficiencies</p> <p>Training & Operational Support Training, coaching, and on-site support to increase staff productivity and knowledge</p> <p>Managed Services On-site and/or remote resources monitor system events and alarms, and take appropriate action</p>	<p>Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:</p> <ul style="list-style-type: none"> • Extended system life • Maximized return on investment • Realized benefits of new technology <p>Technology Planning Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments</p> <p>System Updates / Upgrades Software upgrades and firmware updates are provided, delivering the most current technology and functionality</p> <p>System Migration / Modernization Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels</p> <p>Retrofits & Extensions Modifications are made to existing systems to accommodate changes to your facility usage and footprint</p> <p>New Installation Services Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance</p>	<p>Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:</p> <ul style="list-style-type: none"> • Conserve energy • Maximize efficiency • Minimize operating costs • Reduce environmental impact <p>Energy & Sustainability Master Planning Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs</p> <p>Energy Conservation Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption</p> <p>Energy Production & Storage Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction</p> <p>Energy Procurement With advanced procurement technologies and beneficial contract terms, these tailored procurement and supply services reduce costs, reduce risks, and create certainty</p>
<p style="text-align: center;">Digital Services</p>			

EXHIBIT J

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

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

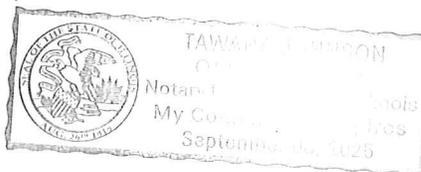
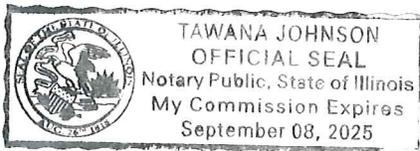
Name of Contractor: SIEMENS INDUSTRY, INC.

By: STEPHEN HASSLER SELLW

By: State of ILLINOIS, County of COOK

Subscribed and sworn to before me this 5TH day
of DECEMBER, 2022.

Notary Public





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454	CONTACT NAME:		FAX (A/C, No):
	PHONE (A/C, No, Ext):		
CN102147003-RAM--22/23 4433 SOUKUP NOC60	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: HDI Global Insurance Company		41343
INSURED SIEMENS INDUSTRY, INC. 1000 DEERFIELD PARKWAY BUFFALO GROVE, IL 60089-4513	INSURER B: Travelers Property Casualty Co. of America		25674
	INSURER C: The Travelers Indemnity Company		25658
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:**

NYC-011209987-25

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLD1110114	10/01/2022	10/01/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 100,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 10,000,000
							PRODUCTS - COMP/OP AGG	\$ INCL
								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			TC2J-CAP-7440L34A-TIL-22	10/01/2022	10/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$ N/A
							BODILY INJURY (Per accident)	\$ N/A
							PROPERTY DAMAGE (Per accident)	\$ N/A
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUD1110214	10/01/2022	10/01/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N / A	UB-8P83929A-22-51-K (AOS)	10/01/2022	10/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
C				UB-8P79233A-22-51-R (AZ,MA,WI)	10/01/2022	10/01/2023	E.L. EACH ACCIDENT	\$ 1,000,000
B				TWXJUB-7440L338-TIL-22 (OH)	10/01/2022	10/01/2023	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
				\$500K LIMIT / \$500K SIR			E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: BLANKET

SEE ATTACHED

CERTIFICATE HOLDER
 CITY OF EVANSTON
 2100 RIDGE AVENUE
 EVANSTON, IL 60201
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

 AUTHORIZED REPRESENTATIVE
 of Marsh USA Inc

© 1988-2016 ACORD CORPORATION. All rights reserved.



ADDITIONAL REMARKS SCHEDULE

AGENCY MARSH USA, INC.		NAMED INSURED SIEMENS INDUSTRY, INC. 1000 DEERFIELD PARKWAY BUFFALO GROVE, IL 60089-4513	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

RE: BLANKET

CITY OF EVANSTON IS HEREBY ADDITIONAL INSURED AS OBLIGATED UNDER CONTRACT UNDER THE REFERENCED GENERAL LIABILITY AND AUTOMOBILE LIABILITY INSURANCE POLICIES.

IF THESE POLICIES ARE CANCELLED FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, THE INSURER WILL DELIVER NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER UP TO 60 DAYS PRIOR TO THE CANCELLATION OR AS REQUIRED BY WRITTEN CONTRACT, WHICHEVER IS LESS.

COMPLETED OPERATIONS COVERAGE IS INCLUDED IN THE GENERAL LIABILITY POLICY.

HDI GLOBAL INSURANCE COMPANY

MANUSCRIPT ENDORSEMENT # 32

Policy Number
GLD11101-14

Named Insured
SIEMENS CORPORATION

Policy Period:	Inception (M-D-Y)	Expiration (M-D-Y)	Effective Date and Time of Endorsement
	10-01-2022	10-01-2023	10-01-2022 12:01 a.m. Standard Time at Address of the Insured.

This Endorsement Changes The Policy. Please Read It Carefully.

BLANKET ADDITIONAL INSURED

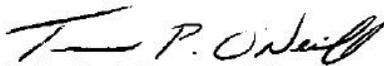
This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Form

Who is an insured is amended to include as an additional insured any person whom you are required to add as an additional insured on this policy under a written agreement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by: **1.** Your acts or omissions; or **2.** The acts or omissions of those acting on your behalf. The insurance coverage provided to such additional insured applies only to the extent required within the written agreement.

The insurance coverage provided to the additional insured person shall not provide any broader coverage than you are required to provide to the additional insured person in the written agreement and shall not provide limits of insurance that exceed the lower of the Limits of Insurance provided to you in this policy, or the limits of insurance you are required to provide in the written agreement.

The insurance provided to the additional insured by this endorsement is excess over any valid and collectible other insurance, whether primary, excess, contingent, or on any other basis, that is available to the additional insured for a loss we cover under this endorsement. However, if the written agreement specifically requires that this insurance apply on a primary basis, this insurance is primary. If the written agreement specifically requires this insurance apply on a primary and non-contributory basis this insurance is primary to other insurance available to the additional insured and we will not share with that other insurance.


Authorized Representative

All terms and conditions of the policy remain unchanged

THIS ENDORSEMENT MUST BE ATTACHED TO A CHANGE ENDORSEMENT WHEN ISSUED AFTER THE POLICY IS WRITTEN.