

evanston public library



**EVANSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY BOARD PACKET**

Wednesday, October 19, 2022

6:30 pm

In person and remote meeting

Remote Access Information

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

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

Topic: EPL Board Meeting

Time: October 19, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82745628927>

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

The full list of US numbers:

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

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

Zoom Tips

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



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, October 19, 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 September 7, 2022**
 - B. Approval of Minutes September 21, 2022**
 - C. Approval of Bills and Payroll**
- 4. TRUTH IN TAXATION HEARING**
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)**
- 8. BOARD REPORTS**
 - A. Development Committee**
 - B. Finance Committee**
 - C. Executive Committee**
 - D. Management & Policy Committee**
 - E. Board Development Committee**
 - F. Facilities Committee**
 - G. Transition Team/Interim Team/Search Team**
- 9. UNFINISHED BUSINESS**
 - A. Approval of 2023 Proposed Library Expenditure Budget (ACTION)**
 - B. Preliminary Tax Levy Estimate (Discussion)**
 - C. Fund Balance Policy (ACTION)**
 - D. Land Acknowledgement (ACTION)**
- 10. NEW BUSINESS**
 - A. Facilities Policy Revision (Discussion)**
 - B. Professional Services Contract for Library Social Worker (Discussion)**
- 11. ADJOURNMENT**

Next Meeting: November 16, 2022 at 6:30 pm: in person and remote

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



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 7, 2022
Special Budget Meeting
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

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

Members Absent

none

Staff Present

Heather Norborg, Jan Bojda, Renee Neumeier, Jill Skwerski, John Devaney and Susan Markwell

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 6:33 p.m.

Citizen Comment

none

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the August 17,, 2022 Board Meeting. Upon motion made by Trustee Schapiro and seconded by Trustee Soto, the consent agenda was approved.

New Business

- A. 2023 Budget Discussion - Interim Director Norborg presented and the trustees discussed the 2023 budget information, which keeps the collections, programs and services level to current output and included three options for the 2022 Property Tax Levy.

Adjournment

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Iles and approved by voice vote. The meeting adjourned at 7:51 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 21, 2022
Meeting of the Board
6:30 PM
Main Library, Community Meeting 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, Sally Battle, Tyler Works and Wynn Shawver.

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:30 p.m.

Citizen Comment

None

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the September 6, 2022 Board Meeting. Upon motion made by Trustee Hayman and seconded by Trustee Wallen, the consent agenda was approved.

Public Hearing on the FY2023 Proposed Budget

By unanimous roll call vote, the public hearing was opened and then closed with no participants.

Equity, Diversity and Inclusion (Joint Task Force):

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

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
- G. Transition Team/Interim Team/Search Team

Unfinished Business

- A. Proposed 2023 Operating Budget (Discussion)
- B. Proposed 2023 Capital Budget (Discussion)
- C. Direction from Board for final budget preparation (Action). Upon motion made by Trustee Schapiro and seconded by Trustee Shurbet, approved to move forward with the 2023 budget preparation including a 3.9% increase to the tax levy.

New Business:

- A. Fund Balance Policy (Discussion)
- B. Library Staff Permission Request for Book Proposal (Discussion and Action). Upon the motion made by Trustee Hayman and seconded by Trustee Wallen, move to approve book proposal for library staff.
- C. COE Recommendation for Employee Compensation (Discussion and Action). Upon the motion made by Trustee Lurie and seconded by Trustee Hayman, move to extend the COE recommendation for \$500 “thank you” bonus to library staff.

Adjournment

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 7:29 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: October 12, 2022

Recommended Action

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

Payroll

| | |
|---|---------------|
| September 12, 2022 through September 25, 2022 | \$ 160,684.68 |
| September 26, 2022 through October 9, 2022 | \$ 160,622.31 |

Library Fund Bills List

| | |
|--------------------|---------------|
| September 13, 2022 | \$ 118,310.78 |
| September 27, 2022 | \$ 92,679.10 |

(July 2022 Purchasing Card \$4,866.09)

Attachement: Bills List; Purchasing Card

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 09.13.2022 FY22

Accounts Payable by G/L Distribution Report
Payment Date Range 09/13/22 - 09/13/22

| Vendor | Invoice Description | G/L Date | Payment Date | Invoice Amount | |
|---|---|------------|--------------|----------------|--------------------|
| Fund 185 - LIBRARY FUND | | | | | |
| Department 48 - LIBRARY | | | | | |
| Business Unit 4805 - EARLY LEARNING & LITERACY | | | | | |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | JUV AND AV PRINT | 09/13/2022 | 09/13/2022 | 111.62 | |
| 100474 - BAKER & TAYLOR | CROWN AND JUV PRINT | 09/13/2022 | 09/13/2022 | 589.56 | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/13/2022 | 09/13/2022 | 146.46 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/13/2022 | 09/13/2022 | 214.92 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/13/2022 | 09/13/2022 | 1,403.33 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/13/2022 | 09/13/2022 | 533.56 | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/13/2022 | 09/13/2022 | 21.46 | |
| 100474 - BAKER & TAYLOR | CROWN AND JUV PRINT | 09/13/2022 | 09/13/2022 | 1,104.86 | |
| Account 65630 - LIBRARY BOOKS Totals | | | | 8 | \$4,125.77 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | | |
| 324163 - FINDAWAY WORLD, LLC | JUV AV | 09/13/2022 | 09/13/2022 | 1.98 | |
| 324163 - FINDAWAY WORLD, LLC | JUV AV | 09/13/2022 | 09/13/2022 | 10.89 | |
| 103424 - MIDWEST TAPE | JUV AV | 09/13/2022 | 09/13/2022 | 109.72 | |
| 103424 - MIDWEST TAPE | JUV AV | 09/13/2022 | 09/13/2022 | 88.35 | |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | 4 | \$210.94 |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals | | | | 12 | \$4,336.71 |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY | | | | | |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | | |
| 103519 - MORNINGSTAR | ANNUAL SUBSCRIPTION SUBSCRIBER ID 6262513 | 09/13/2022 | 09/13/2022 | 2,743.00 | |
| 103731 - NEWS BANK INC | NEWSPAPER ARCHIVE DIGITIZATION | 09/13/2022 | 09/13/2022 | 17,250.00 | |
| Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | | | 2 | \$19,993.00 |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 14225 - HIGHLAND PARK PUBLIC LIBRARY | MODERATOR FOR ANDREA ELLIOTT EVENT | 09/13/2022 | 09/13/2022 | 71.42 | |
| 16932 - SHOREFRONT | DIGITIZATION OF EVANSTONIAN COLLECTION | 09/13/2022 | 09/13/2022 | 1,000.00 | |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 2 | \$1,071.42 |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 956.53 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 172.46 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 188.19 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 863.23 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 1,120.73 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 875.50 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 1,023.61 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 1,269.86 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 163.37 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 467.62 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 60.95 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 297.82 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 59.07 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 1,684.30 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 247.27 | |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 09/13/2022 | 09/13/2022 | 295.39 | |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 09/13/2022 | 09/13/2022 | 185.18 | |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 09/13/2022 | 09/13/2022 | 106.46 | |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 09/13/2022 | 09/13/2022 | 98.96 | |
| 324163 - FINDAWAY WORLD, LLC | ADULT AV | 09/13/2022 | 09/13/2022 | 64.99 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 70.11 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 609.40 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 82.50 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 344.27 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 148.49 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 207.47 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 1,261.35 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 20.12 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 507.37 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 298.99 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 17.99 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 100.00 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 1,874.62 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 331.99 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 153.59 | |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/13/2022 | 09/13/2022 | 1,271.80 | |
| Account 65630 - LIBRARY BOOKS Totals | | | | 36 | \$17,501.55 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | | |
| 100474 - BAKER & TAYLOR | ADULT AV | 09/13/2022 | 09/13/2022 | 62.24 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 19.18 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 97.41 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 26.68 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 106.72 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 24.43 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 76.97 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 26.68 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 264.76 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 26.68 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 62.04 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 31.18 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 95.52 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 22.93 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 235.19 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 26.68 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 34.97 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 29.61 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 22.93 | |
| 103424 - MIDWEST TAPE | ADULT AV | 09/13/2022 | 09/13/2022 | 55.47 | |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | 20 | \$1,348.27 |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals | | | | 60 | \$39,914.24 |
| Business Unit 4820 - ACCESS SERVICES | | | | | |
| Account 62340 - IT COMPUTER SOFTWARE | | | | | |
| 12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM | IT COMPUTER SOFTWARE | 09/13/2022 | 09/13/2022 | 40.52 | |
| 104027 - PEAK TECHNOLOGIES, INC. | HELP DESK SUPPORT FOR WIFI HOTSPOTS | 09/13/2022 | 09/13/2022 | 6,000.00 | |
| Account 62340 - IT COMPUTER SOFTWARE Totals | | | | 2 | \$6,040.52 |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | | |
| 110018 - T-MOBILE USA | MOBILE HOTSPOTS | 09/13/2022 | 09/13/2022 | 5,277.07 | |
| Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | | | 1 | \$5,277.07 |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 101406 - DEMCO, INC. | OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 67.03 | |
| 121187 - UNIQUE MANAGEMENT SERVICES | COLLECTION FEE | 09/13/2022 | 09/13/2022 | 331.15 | |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 2 | \$398.18 |
| Business Unit 4820 - ACCESS SERVICES Totals | | | | 5 | \$11,715.77 |
| Business Unit 4825 - ENGAGEMENT SERVICES | | | | | |
| Account 62225 - BLDG MAINTENANCE SERVICES | | | | | |
| 13544 - BIBLIOTHECA + 3M | SELFCHECK KIOSK SERVICE AND MAINTENANCE | 09/13/2022 | 09/13/2022 | 2,598.00 | |
| Account 62225 - BLDG MAINTENANCE SERVICES Totals | | | | 1 | \$2,598.00 |
| Account 65630 - LIBRARY BOOKS | | | | | |

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 09.13.2022 FY22

Accounts Payable by G/L Distribution Report
Payment Date Range 09/13/22 - 09/13/22

| Vendor | Invoice Description | G/L Date | Payment Date | Invoice Amount | |
|--|--|------------|--------------|---------------------------------|---------------------|
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 15.81 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 1,177.22 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 32.21 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 16.38 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 105.43 | |
| 100474 - BAKER & TAYLOR | CROWN AND JUV PRINT | 09/13/2022 | 09/13/2022 | 43.72 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 50.27 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 59.88 | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/13/2022 | 09/13/2022 | 53.08 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 72.85 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/13/2022 | 09/13/2022 | 28.23 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 16.39 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 103.07 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 49.72 | |
| 100474 - BAKER & TAYLOR | CROWN AND JUV PRINT | 09/13/2022 | 09/13/2022 | 13.46 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 63.26 | |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/13/2022 | 09/13/2022 | 32.20 | |
| Account 65630 - LIBRARY BOOKS Totals | | | | Invoice Transactions 17 | \$1,933.18 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | | |
| 324163 - FINDAWAY WORLD, LLC | CROWN JUV AV | 09/13/2022 | 09/13/2022 | 454.92 | |
| 324163 - FINDAWAY WORLD, LLC | CROWN JUV AV | 09/13/2022 | 09/13/2022 | 319.94 | |
| 324163 - FINDAWAY WORLD, LLC | JUV AV | 09/13/2022 | 09/13/2022 | 119.48 | |
| 324163 - FINDAWAY WORLD, LLC | JUV AV | 09/13/2022 | 09/13/2022 | 3,861.26 | |
| 324163 - FINDAWAY WORLD, LLC | JUV AV | 09/13/2022 | 09/13/2022 | 624.64 | |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | Invoice Transactions 5 | \$5,380.24 |
| Business Unit 4825 - ENGAGEMENT SERVICES Totals | | | | Invoice Transactions 23 | \$9,911.42 |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING | | | | | |
| Account 62340 - IT COMPUTER SOFTWARE | | | | | |
| 101698 - ESRI | ARCGIS SOFTWARE WITH ESRI INC. | 09/13/2022 | 09/13/2022 | 180.86 | |
| 11009 - BLACKBAUD INC. | ANNUAL RENEWAL AND MAINTENANCE FEE | 09/13/2022 | 09/13/2022 | 11,352.14 | |
| 13657 - GLANTZ, INC | USER RESEARCH STUDY REPORT | 09/13/2022 | 09/13/2022 | 2,340.00 | |
| 308112 - SENSOURCE INC. | SERVICE ANNUAL FEE | 09/13/2022 | 09/13/2022 | 240.00 | |
| Account 62340 - IT COMPUTER SOFTWARE Totals | | | | Invoice Transactions 4 | \$14,113.00 |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 105711 - 4IMPRINT, INC. | TOTE BAGS FOR IDL | 09/13/2022 | 09/13/2022 | 860.28 | |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | Invoice Transactions 1 | \$860.28 |
| Account 65555 - IT COMPUTER HARDWARE | | | | | |
| 287918 - TODAY'S BUSINESS SOLUTIONS, INC. | MYPC, PCUT, EPRINTIT, KIOSKS AGREEMENT | 09/13/2022 | 09/13/2022 | 7,215.00 | |
| Account 65555 - IT COMPUTER HARDWARE Totals | | | | Invoice Transactions 1 | \$7,215.00 |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/13/2022 | 09/13/2022 | 398.70 | |
| 100474 - BAKER & TAYLOR | JUV AND AV PRINT | 09/13/2022 | 09/13/2022 | 223.18 | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/13/2022 | 09/13/2022 | 339.68 | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/13/2022 | 09/13/2022 | 42.00 | |
| Account 65630 - LIBRARY BOOKS Totals | | | | Invoice Transactions 4 | \$1,003.56 |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals | | | | Invoice Transactions 10 | \$23,191.84 |
| Business Unit 4840 - LIBRARY MAINTENANCE | | | | | |
| Account 62225 - BLDG MAINTENANCE SERVICES | | | | | |
| 100162 - ALARM DETECTION SYSTEMS, INC. | ALARM DETECTION QTR BILLING | 09/13/2022 | 09/13/2022 | 543.36 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 09/13/2022 | 09/13/2022 | 470.62 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 09/13/2022 | 09/13/2022 | 470.62 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 09/13/2022 | 09/13/2022 | 115.99 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 09/13/2022 | 09/13/2022 | 510.13 | |
| 298493 - CONQUEST PEST SOLUTIONS | PEST CONTROL | 09/13/2022 | 09/13/2022 | 145.00 | |
| 298493 - CONQUEST PEST SOLUTIONS | PEST CONTROL | 09/13/2022 | 09/13/2022 | 85.00 | |
| 298493 - CONQUEST PEST SOLUTIONS | PEST CONTROL | 09/13/2022 | 09/13/2022 | 210.00 | |
| Account 62225 - BLDG MAINTENANCE SERVICES Totals | | | | Invoice Transactions 8 | \$2,550.72 |
| Account 64015 - NATURAL GAS | | | | | |
| 103744 - NICOR | UTILITIES-NICOR JUL22 | 09/13/2022 | 09/13/2022 | 412.87 | |
| Account 64015 - NATURAL GAS Totals | | | | Invoice Transactions 1 | \$412.87 |
| Account 65040 - JANITORIAL SUPPLIES | | | | | |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 09/13/2022 | 09/13/2022 | 98.00 | |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 09/13/2022 | 09/13/2022 | 293.20 | |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 09/13/2022 | 09/13/2022 | 537.36 | |
| Account 65040 - JANITORIAL SUPPLIES Totals | | | | Invoice Transactions 3 | \$928.56 |
| Business Unit 4840 - LIBRARY MAINTENANCE Totals | | | | Invoice Transactions 12 | \$3,892.15 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | |
| Account 62185 - CONSULTING SERVICES | | | | | |
| 315470 - GOV TEMPS USA, LLC | CONSULTING FEE | 09/13/2022 | 09/13/2022 | 2,800.00 | |
| 315470 - GOV TEMPS USA, LLC | PROFESSIONAL SERVICES | 09/13/2022 | 09/13/2022 | 2,240.00 | |
| 315470 - GOV TEMPS USA, LLC | CONSULTING FEE | 09/13/2022 | 09/13/2022 | 2,352.00 | |
| 315470 - GOV TEMPS USA, LLC | PROFESSIONAL SERVICES | 09/13/2022 | 09/13/2022 | 2,408.00 | |
| 315470 - GOV TEMPS USA, LLC | PROFESSIONAL SERVICES | 09/13/2022 | 09/13/2022 | 2,464.00 | |
| 15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN | LEGAL FEES | 09/13/2022 | 09/13/2022 | 805.00 | |
| 19167 - MICHAEL NEERHOF | PHOTO/VIDEO FOR SUMMER EVENTS | 09/13/2022 | 09/13/2022 | 600.00 | |
| 12151 - MULTILINGUAL CONNECTIONS LLC | SPANISH TRANSLATION SERVICE | 09/13/2022 | 09/13/2022 | 330.98 | |
| 19137 - RYAN BENNETT PHOTOGRAPHY | PHOTO/VIDEO FOR SUMMER EVENTS | 09/13/2022 | 09/13/2022 | 775.00 | |
| 102739 - STEVE JOHNSON CONNECTS | PROFESSIONAL SERVICES | 09/13/2022 | 09/13/2022 | 500.00 | |
| 102739 - STEVE JOHNSON CONNECTS | PROFESSIONAL SERVICES | 09/13/2022 | 09/13/2022 | 500.00 | |
| Account 62185 - CONSULTING SERVICES Totals | | | | Invoice Transactions 11 | \$15,774.98 |
| Account 65025 - FOOD | | | | | |
| 18689 - BEATRIZ ECHEVERRIA | REPAIR CAFE SNACKS | 09/13/2022 | 09/13/2022 | 36.93 | |
| Account 65025 - FOOD Totals | | | | Invoice Transactions 1 | \$36.93 |
| Account 65095 - OFFICE SUPPLIES | | | | | |
| 105711 - 4IMPRINT, INC. | BULK ORDER TOTE BAGS QUOTE 23304381 | 09/13/2022 | 09/13/2022 | 1,521.83 | |
| 103883 - ODP BUSINESS SOLUTIONS, LLC | GENERAL OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 238.45 | |
| 103883 - ODP BUSINESS SOLUTIONS, LLC | GENERAL OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 15.50 | |
| 103883 - ODP BUSINESS SOLUTIONS, LLC | GENERAL OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 54.55 | |
| 103883 - ODP BUSINESS SOLUTIONS, LLC | GENERAL OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 162.03 | |
| 103883 - ODP BUSINESS SOLUTIONS, LLC | GENERAL OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 54.33 | |
| 103883 - ODP BUSINESS SOLUTIONS, LLC | OFFICE SUPPLIES | 09/13/2022 | 09/13/2022 | 11.78 | |
| 206940 - ULINE | LIBRARY SUPPLIES | 09/13/2022 | 09/13/2022 | 28.50 | |
| Account 65095 - OFFICE SUPPLIES Totals | | | | Invoice Transactions 8 | \$2,086.97 |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | | | Invoice Transactions 20 | \$17,898.88 |
| Department 48 - LIBRARY Totals | | | | Invoice Transactions 142 | \$110,861.01 |
| Fund 185 - LIBRARY FUND Totals | | | | Invoice Transactions 142 | \$110,861.01 |
| * = Prior Fiscal Year Activity | | | | Invoice Transactions 142 | \$110,861.01 |

| 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 | HYATT REGENCY WASHINGT | DC | 20001 | \$ 51.73 | 6/27/2022 | 62295 TRAINING & TRAVEL | ALA CONFERENCE HOTEL ACCOMMODATION FEE | 185.48.4845 | | Neumeier | Renee |
| LIBRARY | ZOOM.US 888-799-9666 | CA | 95113 | \$ 49.00 | 6/27/2022 | 62340 IS SUPPORT FEES | ONLINE MONTHLY SUBSCRIPTION | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL DROPBOX | CA | 94107 | \$ 11.99 | 6/27/2022 | 62340 IS SUPPORT FEES | PHOTO STORAGE MONTHLY FEE | 185.48.4845 | | Neumeier | Renee |
| LIBRARY | THE HOME DEPOT #1902 | IL | 602020000 | \$ 42.97 | 6/27/2022 | 65050 BUILDING MAINTENANCE MATERIAL | TV MOUNTING BRACKET FOR FALCON ROOM | 185.48.4840 | | Galvin | Todd |
| LIBRARY | PAYPAL LAKE SHORE | CA | 90895 | \$ (65.31) | 6/27/2022 | 65100 LIBRARY SUPPLIES | TAX REFUND ABC BOOSTERS SUPPLIES | 185.48.4805 | | Hernandez-Solis | Lea |
| LIBRARY | SO SEMICOLON BOOKSTOR | IL | 60622 | \$ (113.34) | 6/27/2022 | 65630 LIBRARY BOOKS | REFUND | 185.48.4806 | | Neumeier | Renee |
| LIBRARY | D J WALL-ST JOURNAL | MA | 01020 | \$ 29.99 | 6/27/2022 | 65635 PERIODICALS | NEWSPAPER MONTHLY SUBSCRIPTION | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | CHICAGO BOTANIC GARDEN | IL | 60022 | \$ 90.00 | 6/29/2022 | 62295 TRAINING & TRAVEL | STAFF TRAINING TEEN SERVICES | 185.48.4845 | | Madison | Eiascha |
| LIBRARY | COST PLUS WLD #147 | IL | 60201 | \$ 38.42 | 6/29/2022 | 65025 FOOD | TEEN PROGRAMMING SNACKS | 185.48.4845 | | Neumeier | Renee |
| LIBRARY | LEMOI ACE HARDWARE | IL | 60201 | \$ 25.76 | 6/29/2022 | 65050 BUILDING MAINTENANCE MATERIAL | S-HOOKS FOR ART HANGING ON 3RD FLOOR | 185.48.4840 | | Galvin | Todd |
| LIBRARY | AMAZON.COM HM7X78NW3 A | WA | 98109 | \$ 11.16 | 6/29/2022 | 65630 LIBRARY BOOKS | ADULT PRINT | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | LEMOI ACE HARDWARE | IL | 60201 | \$ 44.10 | 6/30/2022 | 65040 JANITORIAL SUPPLIES | TWO BISSELL ALLERGEN CARPET CLEANER BOTTLES 60 OZ | 185.48.4840 | | Wade | Ray |
| LIBRARY | TARGET 00009274 | IL | 60202 | \$ 8.88 | 6/30/2022 | 65100 LIBRARY SUPPLIES | TEEN SERVICES PROGRAM SUPPLIES | 185.48.4835 | | Madison | Eiascha |
| LIBRARY | CHICAGO TRIB SUBSCRIPT | IL | 75067 | \$ 182.00 | 6/30/2022 | 65635 PERIODICALS | NEWSPAPER SUBSCRIPTION | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | LEMOI ACE HARDWARE | IL | 60201 | \$ 112.13 | 7/1/2022 | 65050 BUILDING MAINTENANCE MATERIAL | MASONRY CHISEL, TROWEL, 2 BUCKETS OF VINYL CONCRETE PATCH. | 185.48.4840 | | Galvin | Todd |
| LIBRARY | GOOGLE GSUITE_EPL.ORG | CA | 94043 | \$ 18.00 | 7/4/2022 | 62340 IS SUPPORT FEES | GOOGLE MONTHLY FEE | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | WP ENGINE | TX | 78701 | \$ 115.00 | 7/4/2022 | 62340 IS SUPPORT FEES | INTERNET SOLUTION PROVIDER | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | THE HOME DEPOT #1902 | IL | 602020000 | \$ 39.94 | 7/4/2022 | 65050 BUILDING MAINTENANCE MATERIAL | 2 BAGS OF RAPID SET MORTAR MIX | 185.48.4840 | | Galvin | Todd |
| LIBRARY | AMAZON.COM 8ASH25403 | WA | 98109 | \$ 16.14 | 7/4/2022 | 65095 OFFICE SUPPLIES | FOR DISPUTE | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | D J BARRONS | MA | 01020 | \$ 14.99 | 7/4/2022 | 65635 PERIODICALS | NEWSPAPER MONTHLY SUBSCRIPTION | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | GAN USATODAYCIRC | IN | 46038 | \$ 9.99 | 7/4/2022 | 65635 PERIODICALS | NEWSPAPER MONTHLY SUBSCRIPTION | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US W61V9QL3 | WA | 98109 | \$ 29.98 | 7/6/2022 | 65095 OFFICE SUPPLIES | DISPUTING THIS CHARGE | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL LULZBOT | ND | 58102 | \$ 89.43 | 7/6/2022 | 65100 LIBRARY SUPPLIES | TEEN 3D PRINTER SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYFLOW/PAYPAL | NE | 68126 | \$ 30.00 | 7/7/2022 | 62340 IS SUPPORT FEES | MONTHLY FEE TO PAYMENT PORTAL | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL DOLLARDAYS | AZ | 85034 | \$ 56.75 | 7/7/2022 | 65100 LIBRARY SUPPLIES | LIBRARY SUPPLIES | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL LULZBOT | ND | 58102 | \$ (8.32) | 7/7/2022 | 65100 LIBRARY SUPPLIES | TAX CREDIT | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PLAYSTATION NETWORK | CA | 94404 | \$ 21.54 | 7/7/2022 | 65100 LIBRARY SUPPLIES | TEEN PROGRAMMING | 185.48.4835 | | Neumeier | Renee |
| LIBRARY | RESTREAM, INC. | TX | 78701 | \$ 19.00 | 7/8/2022 | 62340 IS SUPPORT FEES | SUBSCRIPTION ONLINE FOR J STURGES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | LEMOI ACE HARDWARE | IL | 60201 | \$ 15.98 | 7/8/2022 | 65040 JANITORIAL SUPPLIES | TWO PAPER TOWELS WHT 4PK | 185.48.4840 | | Wade | Ray |
| LIBRARY | TARGET.COM | MN | 55445 | \$ 5.00 | 7/8/2022 | 65100 LIBRARY SUPPLIES | PROGRAM SUPPLIES | 185.48.4805 | | Antolin | Laura |
| LIBRARY | APPLE.COMBILL | CA | 95014 | \$ 5.30 | 7/8/2022 | 65100 LIBRARY SUPPLIES | TEEN PROGRAMMING | 185.48.4835 | | Neumeier | Renee |
| LIBRARY | CHICAGO SUN-TIMES CIRC | IL | 60654 | \$ 18.99 | 7/8/2022 | 65635 PERIODICALS | MONTHLY NEWSPAPER SUBSCRIPTION | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | USPS PO 1626220204 | IL | 60201 | \$ 29.20 | 7/11/2022 | 62315 POSTAGE | EXPRESS MAIL CHARGES | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | THE HOME DEPOT #1902 | IL | 602020000 | \$ 235.89 | 7/11/2022 | 65050 BUILDING MAINTENANCE MATERIAL | PRESSURE WASHER SURFACE CLEANER, CONCRETE CLEANER CONCENTRATE, FOAM SPRAYER | 185.48.4840 | | Galvin | Todd |
| LIBRARY | WALMART.COM AA | AR | 72716 | \$ 239.00 | 7/11/2022 | 65100 LIBRARY SUPPLIES | ELL HYDROPONICS | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL MICHAELS | TX | 75063 | \$ 6.77 | 7/11/2022 | 65100 LIBRARY SUPPLIES | IDL CRAFT SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL MICHAELS | TX | 75063 | \$ 119.95 | 7/11/2022 | 65100 LIBRARY SUPPLIES | IDL CRAFT SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL AEROGROWINT | CO | 80301 | \$ 49.30 | 7/11/2022 | 65100 LIBRARY SUPPLIES | IDL PROGRAM SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL JOANN | OH | 44236 | \$ 16.91 | 7/11/2022 | 65100 LIBRARY SUPPLIES | IDL PROGRAM SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL JOANN | OH | 44236 | \$ 43.90 | 7/11/2022 | 65100 LIBRARY SUPPLIES | IDL PROGRAM SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL MICHAELS | TX | 75063 | \$ 37.41 | 7/11/2022 | 65100 LIBRARY SUPPLIES | IDL PROGRAM SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | DBC BLICK ART MATERIAL | IL | 61401 | \$ 5.00 | 7/11/2022 | 65100 LIBRARY SUPPLIES | PROGRAM SUPPLIES | 185.48.4805 | | Antolin | Laura |
| LIBRARY | PAYPAL DOLLARDAYS | AZ | 85034 | \$ (74.97) | 7/11/2022 | 65100 LIBRARY SUPPLIES | TAX CREDIT | 185.48.4805 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL DOLLARDAYS | AZ | 85034 | \$ (74.97) | 7/11/2022 | 65100 LIBRARY SUPPLIES | TAX CREDIT | 185.48.4805 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US ER7889R3 | WA | 98109 | \$ 22.30 | 7/11/2022 | 65630 LIBRARY BOOKS | ADULT PRINT | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US ZJ66W58P3 | WA | 98109 | \$ 13.98 | 7/11/2022 | 65630 LIBRARY BOOKS | ADULT PRINT | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL ABM BUTTON | TX | 75074 | \$ 367.93 | 7/12/2022 | 65100 LIBRARY SUPPLIES | ELL BUTTONS SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US 7H00P9HX3 | WA | 98109 | \$ 90.82 | 7/12/2022 | 65100 LIBRARY SUPPLIES | ILL HYDROPONIC PROGRAM SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | DOLLARTREE | IL | 60202 | \$ 8.75 | 7/12/2022 | 65100 LIBRARY SUPPLIES | PROGRAM SUPPLIES | 185.48.4805 | | Antolin | Laura |
| LIBRARY | LEMOI ACE HARDWARE | IL | 60201 | \$ 5.74 | 7/13/2022 | 65050 BUILDING MAINTENANCE MATERIAL | PIPE INSULATION SS 1-1/4"X6' | 185.48.4840 | | Wade | Ray |
| LIBRARY | PAYPAL STAPLES INC | MA | 01702 | \$ 25.43 | 7/13/2022 | 65100 LIBRARY SUPPLIES | ILL CRAFT SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | SAMSCUB #6444 | IL | 60202 | \$ 17.95 | 7/13/2022 | 65100 LIBRARY SUPPLIES | PAPER PLATES FOR SUMMER ACTIVITY | 185.48.4805 | | Bojorquez | Mariana P |
| LIBRARY | AMAZON.COM VY8NJ9923 | WA | 98109 | \$ 32.75 | 7/13/2022 | 65630 LIBRARY BOOKS | YA BOOKS | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | AMERICAN LIBRARY ASSOC | IL | 60601-7616 | \$ 221.20 | 7/14/2022 | 62295 TRAINING & TRAVEL | ALA REGISTRATION WEBINAR | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL TWINKL LTD | CA | 95131 | \$ 49.92 | 7/14/2022 | 62341 INTERNET SOLUTION PROVIDERS | RC ONLINE SUBSCRIPTION 1 | 185.48.4825 | | Hernandez-Solis | Lea |
| LIBRARY | LANDS END BUS OUTFITTE | WI | 53595 | \$ 29.00 | 7/14/2022 | 65020 CLOTHING | UNIFORM ORDER FOR SAFETY | 185.48.4840 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US ZC8M21UY3 | WA | 98109 | \$ 48.66 | 7/14/2022 | 65100 LIBRARY SUPPLIES | RC CANVAS TOTE BAGS | 185.48.4825 | | Hernandez-Solis | Lea |
| LIBRARY | LEMOI ACE HARDWARE | IL | 60201 | \$ 8.62 | 7/15/2022 | 65050 BUILDING MAINTENANCE MATERIAL | CURTAIN ROD FOR COMMUNITY QUILT IN CHILDREN'S DEPARTMENT | 185.48.4840 | | Galvin | Todd |
| LIBRARY | CHICAGO BOOKS & JOURNA | IL | 60637 | \$ 123.42 | 7/15/2022 | 65095 OFFICE SUPPLIES | LIBRARY SUPPLIES | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL ABM BUTTON | TX | 75074 | \$ 385.01 | 7/15/2022 | 65100 LIBRARY SUPPLIES | RC BUTTON BULK SUPPLIES | 185.48.4825 | | Hernandez-Solis | Lea |
| LIBRARY | CHICAGO TRIB SUBSCRIPT | IL | 75067 | \$ 13.00 | 7/15/2022 | 65635 PERIODICALS | MONTHLY EVANSTON REVIEW SUBSCRIPTION | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | CHICON 8 | IL | 60030 | \$ 145.00 | 7/18/2022 | 62295 TRAINING & TRAVEL | CHICON REGISTRATION FEE FOR L NEAL | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | UPS 1ZRE07130390608590 | GA | 30328 | \$ 17.38 | 7/18/2022 | 62315 POSTAGE | RETURN SHIPPING | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | WALMART.COM AA | AR | 72716 | \$ 274.92 | 7/18/2022 | 65100 LIBRARY SUPPLIES | ELL ABC BOOSTERS PROGRAM SUPPLIES | 185.48.4805 | | Hernandez-Solis | Lea |
| LIBRARY | INVENTABLES, INC | IL | 60661 | \$ 235.81 | 7/18/2022 | 65100 LIBRARY SUPPLIES | ILL LASER CUTTING MATERIALS | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | MICHAELS STORES 3849 | IL | 60077 | \$ 107.91 | 7/18/2022 | 65100 LIBRARY SUPPLIES | RC PROGRAM SUPPLIES TOTE EVENT | 185.48.4825 | | Perez | Amlicar |
| LIBRARY | INVENTABLES, INC | IL | 60661 | \$ (21.92) | 7/18/2022 | 65100 LIBRARY SUPPLIES | REFUND SALES TAX | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | AMAZON.COM R08GK6D63 | WA | 98109 | \$ 48.55 | 7/18/2022 | 65630 LIBRARY BOOKS | ADULT PRINT | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US ZC8M21UY3 | WA | 98109 | \$ 74.38 | 7/18/2022 | 65630 LIBRARY BOOKS | ADULT PRINT | 185.48.4806 | | Hernandez-Solis | Lea |
| LIBRARY | WWW.GIVINCUSA.ORG | IL | 60606 | \$ 139.65 | 7/20/2022 | 62340 IS SUPPORT FEES | ANNUAL SUBSCRIPTION - DEVELOPMENT | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL TFD SUPPLIES | IL | 62208 | \$ 59.59 | 7/21/2022 | 65100 LIBRARY SUPPLIES | BULK HEADPHONES ORDER | 185.48.4825 | | Hernandez-Solis | Lea |
| LIBRARY | PP PARTYCITYCO | IL | 60563 | \$ 37.01 | 7/21/2022 | 65100 LIBRARY SUPPLIES | ELL OFFICE SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US E97S079K3 | WA | 98109 | \$ 22.97 | 7/21/2022 | 65100 LIBRARY SUPPLIES | IDL OFFICE SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL MICHAELS | TX | 75063 | \$ 41.55 | 7/21/2022 | 65100 LIBRARY SUPPLIES | RC PROGRAM SUPPLIES | 185.48.4825 | | Hernandez-Solis | Lea |
| LIBRARY | UPS 1ZRE07131398380874 | GA | 30328 | \$ 84.19 | 7/22/2022 | 62315 POSTAGE | EXPRESS SHIPPING CHARGES | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | UPS 1ZRE07130298616283 | GA | 30328 | \$ 34.74 | 7/25/2022 | 62315 POSTAGE | RETURN ITEMS | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | PAYPAL DROPBOX | CA | 94107 | \$ 11.99 | 7/25/2022 | 62340 IS SUPPORT FEES | ONLINE PHOTO STORAGE FEE | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | THE HOME DEPOT #1902 | IL | 602020000 | \$ 9.88 | 7/25/2022 | 65050 BUILDING MAINTENANCE MATERIAL | BUILDING MATERIAL | 185.48.4840 | | Galvin | Todd |
| LIBRARY | THE HOME DEPOT #1902 | IL | 602020000 | \$ 196.38 | 7/25/2022 | 65050 BUILDING MAINTENANCE MATERIAL | BUILDING MATERIAL SUPPLIES | 185.48.4840 | | Galvin | Todd |
| LIBRARY | THE HOME DEPOT #1902 | IL | 60202 | \$ (53.65) | 7/25/2022 | 65050 BUILDING MAINTENANCE MATERIAL | RETURN | 185.48.4840 | | Galvin | Todd |
| LIBRARY | AMZN MKTP US DZ0LCL7143 | WA | 98109 | \$ 29.49 | 7/25/2022 | 65095 OFFICE SUPPLIES | DISPUTING THIS CHARGE | 185.48.4845 | | Hernandez-Solis | Lea |
| LIBRARY | AMZN MKTP US 4J4X88E73 | WA | 98109 | \$ 67.47 | 7/25/2022 | 65100 LIBRARY SUPPLIES | IDL OFFICE SUPPLIES | 185.48.4835 | | Hernandez-Solis | Lea |
| LIBRARY | TARGET.COM | MN | 55445 | \$ 5.00 | 7/25/2022 | 65100 LIBRARY SUPPLIES | PROGRAM SUPPLIES | 185.48.4805 | | Antolin | Laura |
| LIBRARY | AMAZON.COM ABCV5NY3 | WA | 98109 | \$ 82.44 | 7/25/2022 | 65630 LIBRARY BOOKS | ADULT PRINT | 185.48.4806 | | Hernandez-Solis | Lea |
| | LIBRARY JULY 2022 TOTAL | | | \$ 4,866.09 | | | | | | | |

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.13.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|---|--------------------|----------------------------|---------------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| VARIOUS | | | |
| | VARIOUS BMO | PURCHASING CARD-JULY, 2022 | 4,866.09 |
| | VARIOUS TWIN EAGLE | NATURAL GAS JULY, 2022 | <u>2,583.68</u> |
| | | | 7,449.77 |
| | | GRAND TOTAL | <u><u>118,310.78</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 09.28.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 09/28/22 - 09/28/22

| 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 | | | | |
| 100474 - BAKER & TAYLOR | CHILDREN'S SUPPLIES CURIOUS KIDS CLUB | 09/28/2022 | 09/28/2022 | 1,633.77 |
| 100474 - BAKER & TAYLOR | SUMMER READING ENGAGEMENT SUPPLIES AND ELL | 09/28/2022 | 09/28/2022 | 286.30 |
| 100474 - BAKER & TAYLOR | CURIOUS KIDS CLUB SUPPLIES | 09/28/2022 | 09/28/2022 | 341.86 |
| 18409 - LAURA ANTOLIN | EPL ON THE FLY PROGRAM SUPPLIES | 09/28/2022 | 09/28/2022 | 75.30 |
| 107741 - SCHOLASTIC INC. | CHILDREN'S SUPPLIES | 09/28/2022 | 09/28/2022 | 996.60 |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | \$3,333.83 |
| Invoice Transactions 5 | | | | |
| Account 65630 - LIBRARY BOOKS | | | | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 18.76 |
| 100474 - BAKER & TAYLOR | JUV AND CROWN PRINT | 09/28/2022 | 09/28/2022 | 449.24 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 1,117.07 |
| 100474 - BAKER & TAYLOR | JUV AND YA PRINT | 09/28/2022 | 09/28/2022 | 111.58 |
| 100474 - BAKER & TAYLOR | JUV AND CROWN PRINT | 09/28/2022 | 09/28/2022 | 461.80 |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/28/2022 | 09/28/2022 | 159.50 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 1,557.16 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 974.91 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 1,506.97 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 38.49 |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 09/28/2022 | 09/28/2022 | 219.67 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 9.72 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 09/28/2022 | 09/28/2022 | 9.72 |
| 323474 - CAVENDISH SQUARE PUBLISHING, LLC | JUV PRINT | 09/28/2022 | 09/28/2022 | 183.33 |
| Account 65630 - LIBRARY BOOKS Totals | | | | \$6,817.92 |
| Invoice Transactions 14 | | | | |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | |
| 103424 - MIDWEST TAPE | JUV AV | 09/28/2022 | 09/28/2022 | 106.72 |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | \$106.72 |
| Invoice Transactions 1 | | | | |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals | | | | |
| Invoice Transactions 20 | | | | \$10,258.47 |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY | | | | |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | |
| 16334 - KANOPY | MAIN ADULT ONLINE RESOURCES | 09/28/2022 | 09/28/2022 | 1,595.00 |
| 16334 - KANOPY | MAIN ADULT ONLINE RESOURCES | 09/28/2022 | 09/28/2022 | 1,436.00 |
| 103424 - MIDWEST TAPE | MAIN ADULT ONLINE RESOURCES | 09/28/2022 | 09/28/2022 | 4,499.51 |
| Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | | | \$7,530.51 |
| Invoice Transactions 3 | | | | |
| Account 65630 - LIBRARY BOOKS | | | | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 264.06 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 79.30 |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/28/2022 | 09/28/2022 | 739.27 |
| 100474 - BAKER & TAYLOR | CROWN AND ADULT PRINT | 09/28/2022 | 09/28/2022 | 1,212.56 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 51.79 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 483.99 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 1,284.72 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 961.74 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 369.68 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 446.23 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 679.49 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 1,403.16 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 43.16 |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/28/2022 | 09/28/2022 | 369.84 |
| 100474 - BAKER & TAYLOR | ADULT AND CROWN PRINT | 09/28/2022 | 09/28/2022 | 427.61 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 09/28/2022 | 09/28/2022 | 326.70 |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 09/28/2022 | 09/28/2022 | 210.67 |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 09/28/2022 | 09/28/2022 | 155.19 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 30.77 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 628.00 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 184.00 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 232.05 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 4,970.66 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 487.27 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 487.27 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 55.63 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 587.29 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 77.41 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 110.00 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 606.57 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 1,629.06 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 301.34 |
| 276974 - OVER DRIVE, INC. | 551.86 | 09/28/2022 | 09/28/2022 | 551.86 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 54.67 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 291.97 |
| 276974 - OVER DRIVE, INC. | MAIN ADULT EBOOKS | 09/28/2022 | 09/28/2022 | 630.65 |
| Account 65630 - LIBRARY BOOKS Totals | | | | \$21,425.63 |
| Invoice Transactions 36 | | | | |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | |
| 100474 - BAKER & TAYLOR | ADULT AV | 09/28/2022 | 09/28/2022 | 18.95 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 31.22 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 26.68 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 69.94 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 121.72 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 141.05 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 68.79 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 26.68 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 109.72 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 80.22 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 263.13 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 108.54 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 19.18 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 26.68 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 68.79 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 129.16 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 69.08 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 109.88 |
| 103424 - MIDWEST TAPE | ADULT AV | 09/28/2022 | 09/28/2022 | 26.61 |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | \$1,516.02 |
| Invoice Transactions 19 | | | | |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals | | | | \$30,472.16 |
| Invoice Transactions 58 | | | | |

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.27.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

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

SUPPLEMENTAL BILLS LIST ATTACHMENT

VARIOUS

0.00

GRAND TOTAL 92,679.10

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
September 13, 2022

Members Present:

Joyce Miller-Bean, Michele Judon, Terry Soto, Esther Wallen, Heather Norborg, Carmen Francellno

Updates

Michelle Judon gave an update on the most recent PEPL meeting, at which five new interested community members signed up to be a part of the PEPL.

The group discussed recent and upcoming EPL events, such as the fundraising yoga event at Temperance Brewery, the YMCA partnership where community members can use their library card for a free week at the Y, the pop-up libraries at Erie Family Health and the Levy Center, and the hydroponics and gardening partnership with Evanston Grows

Heather Norborg gave an update on the recruitment process for new RETF members and logistics were discussed:

- The online application form will be available by the end of this week and will be open for a month.
- A press release will go out for a general call, Joyce and Heather will reach out to the previously recommended individuals, RETF members should share the application with their networks, and library staff will share with community partners.
- The Meet and Greet will need to be pushed back to later in October. The format will be in-person "speed dating." It will be held at the Main library. Heather will work on parking options. Heather will ask other staff and board members to participate. Heather can share the applicant responses prior to the meet and greet. In the past the interviewers were given questions to ask in pairs to the prospective new members.

Joyce Miller Bean asked the status of the land acknowledgement. Heather Norborg shared that the plan is to bring the revised land acknowledgment before the board in October. If it's adopted it will be read at the November board meeting.

Esther Wallen gave an update that the Executive Director search committee is at the beginning stages of its process. RETF members should look for correspondence in the next week or so for involvement in the process. The search committee wants to be transparent and operate from an equity lens. They are eager to have feedback about what's important to you.

Heather Norborg gave an update on the Special board meeting for the 2023 budget which was last week. A week from tomorrow is the regular Sept. board meeting, which will take admin to the next step in the budget process.

Joyce Miller Bean said that she has talked to neighbors about their thoughts on the library. Many have been surprised to hear all that's happening. Can the library consider writing a series that profiles library volunteers and committees? Heather will share this idea with the Communications and Marketing Manager and Volunteer Coordinator.

Heather Norborg let the group know that the library is digitizing a local history collection, including two newsletters in partnership with Shorefront Legacy Center-the goal is for this project to be available to share with the community for the 150 year celebration of the library. Did you know that EPL had one of the first mobile libraries - we will be sharing more about the history of the library and resources.

The group discussed the timing of the meetings as new members join, may need to survey the best times and days of the week for the meetings. Will we continue on zoom? At this point it sounds like zoom may work best for most meetings with some in-person meetings possible.

Meeting was adjourned at 7:25pm

Library Director's Report October 19, 2022

Updates:

Staff Day: The libraries will be closed on Thursday, October 27, 2022 for our bi-annual all staff training day. In the morning, staff will take a bus tour of Evanston to learn about the history of Evanston and important trends and developments in our community. We will also participate in an art & envisioning workshop connecting participants to our mission and to each other. In the afternoon we will have department-specific training and fun, staff-lead cross-departmental team building activities.

Data Dashboard:

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

Spotlight on Summer 2022 (Jan Bojda, Jill Skwerski, Renee Neumeier):

- **Early Learning and Literacy** - This year's Summer Reading Challenge theme was "Read Beyond the Beaten Path." In addition to the traditional Summer Reading engagement activities, this year we expanded our outreach by offering Saturday storytimes at a variety of parks and beaches, focusing on locations in the 5th, 8th and 9th wards. Through these new storytimes, we were able to engage with new families and some "super fans" who followed the storytimes to a variety of locations. Jessica Iverson and Laura Antolin worked to choose locations, taking into consideration the proximity to home daycares to which we could intentionally promote this new program. Also, the addition of beach locations was in response to this year's more equitable free beach access for all Evanstonian residents. Jessica and Laura also selected books, songs, and rhymes themed to parks and beaches with diverse representation of authors and characters. Multiple ELL team members presented these new storytimes throughout the summer. We hope to continue and improve on this new program next year. With summer camps throughout the city returning to a more robust, pre-pandemic structure, Laura Antolin again partnered with a variety of camps to embed summer reading in the camps. Laura also worked with D65 teachers Frances Collins and Lara Galacia to host ABC Boosters in sites throughout Evanston. This year this program continued to be impacted by COVID 19 which caused spotty attendance among the rising kindergarteners and the teen assistants. Laura, assisted by a variety of our team members, also visited park locations during the week to register folks for the Summer Reading Challenge and invite them to participate in some STEAM activities with EPL on the Fly..

Early Learning & Literacy Team Members:

- Laura Antolin
- Linda Balla
- Sally Battle
- Jan Bojda
- Kim Daufeldt
- Jessica Iverson
- Kennedy Joseph
- Leigh Kennelly
- Martha Meyer
- Elizabeth Steimle
- Louise Tripp
- Brian Wilson

Places we hosted events:

- South Blvd Beach
 - Twiggs Park
 - Lee Street Beach
 - Brummel Park
 - Eiden Park
 - Fountain Square
 - James Park
 - Fleetwood Jourdain
 - Mason Park
 - Dobson Brummel
- **Engagement Services Team** - This summer has been amazing! With a focus on building on last year's expanded engagement opportunities, and with intention and focus on serving equitably, staff identified new ways to partner and places to offer services in areas that we've not reached before, while maintaining many well established relationships. We were happy to sustain our work with the My City, Your City, Our City team to bring pop-up libraries to familiar events such as First Fridays, while joining them to expand services at block parties in the 8th Ward, at the inaugural Robert Crown Community Center Carnival and at the LatinX Heritage Month Festival at Elks Park. Staff from the Main library and the Crown Branch worked non-stop to connect with people across the city to bring the library to the community. We visited Elks Park, Lee St. Beach, Levy Center and Erie Family Health as new additions this summer and with nice results. Read on for a full summary of summer activities, events, and photos. Submitted humbly on behalf of the entire ES team, and with tremendous gratitude for a job well done by all. The dedication, creativity, flexibility and ceaseless energy of all involved make managing this team a joy.

Engagement Services Team Members:

- Mariana Bojorquez
- Victor Collaso
- Bea Echeverria
- Carmen Francellno
- Yannick Glover
- Kate Jordan
- Tracy Olasimbo
- Amilcar Perez
- Bridget Petrites
- MaryKate Schneider
- Robin Sindelar
- Jill Skwerski
- Daisy Tellez
- Shalizeh Takloobighash
- Andrea Vega

Engagement Services staff participated in:

- 65+ different events
- 35 different locations across Evanston
- Created +/-50 library cards
- Distributed 2500+ books
- Gave away 2000 sunflower and pollinator garden seed pods, via \$1500 community service award grant from the Lighthouse Rotary
- Gave away 1000 squishy stress hearts
- Partnered with over 20 different organizations

Agenda Item 6.A

- Connected with thousands of Evanstonians, bringing the library to them, where they gather naturally, to have fun, talk to each other, learn from each other and build community together.

Places we hosted events:

- Twiggs Park
- Elks Park
- Lee Street Beach
- Brummel Park
- Mason Park
- Fountain Square
- Fleetwood-Jourdain
- Foster Field
- Washington School
- Oakton School
- Erie Family Health
- Levy Senior Center
- Ingraham Park
- Lighthouse Beach
- James Park
- Bethel AME Church
- Gibbs-Morrison
- Temperance Brewery
- Arrington Lagoon

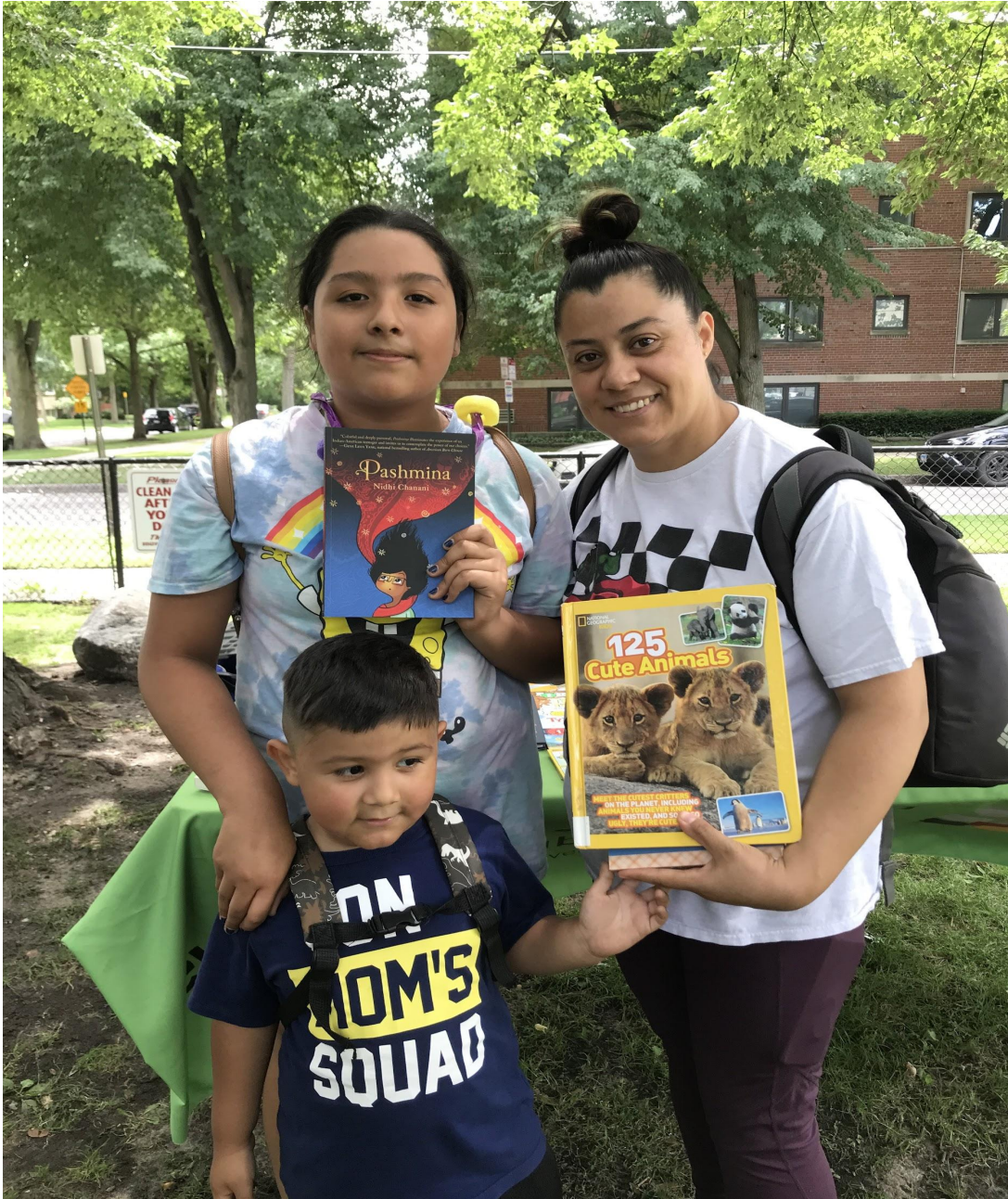
A few of our events:

- First Fridays
- Block parties
- Bethel AME Wellness Fair and Back to School Jam
- Umbrella Fest
- Juneteenth parade and celebration
- National Night Out
- Jamaican Independence Day
- Ebony Barber Shop Free Haircut event
- Evanston Pride Picnic
- Ridgeville Parks Block Party
- Adventure Playground at Elks
- Sip n' Paint at Temperance
- End of Summer bonfire event in the Reading Garden
- D65 PEP
- D65/ETHS/COE back-to-school event
- Critter Visits with Ecology Center
- STEAM camp at Crown
- DIME Dance-off
- Bike the Ridge

Some of our partners:

- COE - My City, Your City, Our City team
- DIME Dance
- Evanston Pride
- D65, D202
- EC2C
- Ridgeville Park District
- Purple Line Players
- William Estrada, artist
- Bethel AME
- Connections
- Evanston Ecology Center
- Erie Family Health
- Levy Senior Center
- YMCA
- Actors Gymnasium
- Oakton Community College

Who We Met



Valeria got a library card during weekly EPL visits to Elks Park. These visits were a new partnership with Rick Kinnebrew and the Purple Line Players. Each week, Valeria checked out books for herself and her brother, David. For the last visit, she got to pick a book to keep.

Pashmina, a graphic novel written by Nidhi Chanani, is her favorite book ever! The book is about the relationship between an Indian-American mother and her teenage daughter. Valeria is pictured here with her Mom and her brother.



“My kids go to Crown for preschool. We're so grateful that the library is part of our everyday experience. And it's not just books, it's community!”

-Lara, whose sons are pictured here with EPL staff member Kennedy Joseph (ELL) at Mason Park during the July First Friday event



Yvonne and her daughter stopped by the booth at the Juneteenth festival in Ingraham Park. They picked out a couple of books together, and Yvonne said to us, "These books are really relevant to us! My daughter is 1/4 Indian, we're vegetarian, and we love to read so these books are perfect for us!"

Agenda Item 6.A



Crown STEAM camp pilot, in partnership with Oakton Community College. During this 2 week free camp, participants explored principles of engineering, collaboration, and project management. Camp ended with a showcase of their work for their families and the public.



Sip & Paint and Adult Legos at Temperance. Adults came together to work on a community project, create their own art, and build with legos; all while enjoying the flavorful beer options offered by Temperance Beer Co. One participant brought her friends to the Juneteenth event to celebrate her birthday! The group is pictured above, showing off their creative pieces. Special thank you to artist Alfonso "Piloto" Nieves and Antiracist AF for leading some of the art activities.



After picking up a copy of the book, *Curls* by Ruth Forman, at a block party pop-up, this visitor exclaimed, "Look - this is me! You know, it's great for any library to show up at a community block party. But for the Evanston Library to come to my block, with not just one, but with so many books where I see myself and my community reflected...that's just AMAZING! Thank you!"

-Yessinia, with permission to share



“Oh my god - you guys have this book!! It's so well known for the illustrations of E.B. Lewis. His images are so respected for telling the true life stories of how slavery looked, especially on the individual faces of people.”

-Kiki, at Foster Field, with permission to share



Lisette was looking over the books at a block party pop-up library when she spotted a biography of Mae Jemison, which is part of the *Little People, Big Dreams* series, written by Maria Isabel Sanchez Vegara.

"You guys have so many great books! I used to be an attorney at NASA. I think I'll take this one."

Agenda Item 6.A



Adults, kids and families came out to learn the basics on tumbling, juggling, handstands and so much more with Evanston's very own Actors Gymnasium at James Park! Over 75 people attended and they wanted to know when the library could offer this to the community again.



At Beach Fun, families were able to hangout with the library, participate in field day activities (like 3-legged races) and potato sack races, play giant Connect 4 and pick out a book to add to their home libraries! Beach visits were at Lighthouse Beach and Lee Street Beach, pictured here.



End of Summer Teen Bonfire at Crown



“I’ve raised 11 boys in Evanston and 1 girl. My landlord is renovating so I have to move. My family has been here since 1901. I don’t know if I can find another place in Evanston that takes Section 8.”

-Iola, with permission to share. She is the block party coordinator for her block, which was the sight of our first ever EPL block party visit, back in the summer of 2019.

Press Mentions:

[Evanston Public Library halts digital hotspots, expands online e-books](#). Daily Northwestern. 10/4/2022

[Need affordable rental housing? Get on a waiting list, agency urges](#). Evanston Roundtable. 9/29/2022

[Read Alouds that Rock: Silly Storytimes](#). Publisher's Weekly. 9/26/2022

[Books: Donations at Charity \(But not in the way you think\)](#). Evanston Roundtable. 9/25/2022

[Minding our own business: Library highlights Latinx shops](#). Evanston Roundtable. 9/22/2022

[EPL board eyes 3.9% hike](#). Evanston Now. 9/22/2022

[Library supports 3.9% tax increase after 3 years without one](#). Evanston Roundtable. 9/22/2022

[D65 school board appoints Tracy Olasimbo as new member](#). Evanston Roundtable. 9/20/2022.

[Arts Council Budget makes budget decisions affecting Harley Clarke, Noyes Center](#). Evanston Roundtable. 9/17/2022

[Library trustees mull which way to go on budget](#). Evanston Roundtable. 9/12/2022. *Note: Corrected after original incorrect reporting on the breakdown of the causes for the \$800,000.*

Upcoming events of Note:

[Writing in the Face of Fear at Main](#): Thursday, October 20

[Highlights Writing Workshop for 55+](#): 10/18, 10/21, 10/25, 10/28

[First Aid and CPR Training at Main](#): Sunday, October 23

[Dia de los Muertos at Robert Crown](#): Tuesday, November 1, 5-7pm

[Cafecitos at Robert Crown](#): every other Thursday - 10/13, 10/27, 11/10, 12/1, 12/15



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: October 4, 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:

- Evan Mather accepted full-time Librarian I - Teen Services position, start date is 10/24/22.
- Lisa Dallas and Danny Rivera accepted part-time Library Clerk positions in Access, start date for both is 10/10/22.
- Interviews for the Access Services Automation Manager position took place in September. Job offer in progress.
- Eric Parker transferred from Gibbs-Morrison at COE to become full-time Custodian I in the Maintenance effective 9/26/22.
- Angie Tomcik, former substitute, was hired as a part-time Library Assistant in the Lifelong Learning & Literacy effective 9/26/22.
- Penny Wongtrakul, former substitute, was hired as a part-time Library Assistant in the Lifelong Learning & Literacy effective 9/26/22.
- Reposted three part-time Branch Clerks positions at Crown on 9/26, ending 10/16. Former posting didn't produce an adequate candidate pool.

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

Financial Resources

The Library Fund financial report for the period ending September 30th is included for your review. For the operating fund, revenue collection is at 55% of budget projection and expenditures 69%. Capital fund expenditures total 91% of the budget.

Facilities Update

The EPL maintenance team is fully staffed after 2.5 years. The team is working on a number of backed up projects along with preparing for the cold weather. Major Capital construction projects are once again plagued with long-lead equipment delays.



Budget Performance Report

Fiscal Year to Date 09/30/22

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 | .00 | .00 | +++ | 4,466.46 |
| 53200 | BEV SNACK VENDING MACHINE | .00 | .00 | .00 | 41.66 | .00 | 341.54 | (341.54) | +++ | 287.03 |
| 55201 | Federal Grants | 165,000.00 | .00 | 165,000.00 | 4,250.00 | .00 | 57,876.31 | 107,123.69 | 35 | 220,170.88 |
| 55245 | LIBRARY STATE PER CAPITA GRANT | 109,866.00 | .00 | 109,866.00 | 115,212.25 | .00 | 115,212.25 | (5,346.25) | 105 | 109,866.85 |
| 56011 | DONATIONS | 400,000.00 | .00 | 400,000.00 | 10,733.34 | .00 | 220,594.94 | 179,405.06 | 55 | 440,674.61 |
| 56045 | MISCELLANEOUS REVENUE | 10,000.00 | .00 | 10,000.00 | 1,495.12 | .00 | 6,179.25 | 3,820.75 | 62 | 14,935.32 |
| 56140 | FEES AND MERCHANDISE SALE | .00 | .00 | .00 | (57.00) | .00 | (120.65) | 120.65 | +++ | 3.85 |
| 56501 | INVESTMENT INCOME | 15,000.00 | .00 | 15,000.00 | 10,376.98 | .00 | 37,828.98 | (22,828.98) | 252 | 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 | 2,316.21 | .00 | 26,846.78 | (11,846.78) | 179 | 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 | 1,461.85 | .00 | 9,926.96 | (4,926.96) | 199 | 8,943.63 |
| 57540 | LIBRARY MEETING RM RENTAL | 5,000.00 | .00 | 5,000.00 | 195.00 | .00 | 1,243.97 | 3,756.03 | 25 | 714.11 |
| 57545 | NORTH BRANCH RENTAL INCOME | 19,800.00 | .00 | 19,800.00 | 5,098.50 | .00 | 14,998.50 | 4,801.50 | 76 | 25,149.63 |
| 57551 | LIBRARY GRANTS | 125,000.00 | .00 | 125,000.00 | (20,790.00) | .00 | 27,749.36 | 97,250.64 | 22 | 58,247.18 |
| REVENUE TOTALS | | \$8,344,577.00 | \$0.00 | \$8,344,577.00 | \$130,333.91 | \$0.00 | \$4,595,677.52 | \$3,748,899.48 | 55% | \$8,538,110.32 |
| EXPENSE | | | | | | | | | | |
| 61010 | REGULAR PAY | 3,423,450.07 | .00 | 3,423,450.07 | 374,029.67 | .00 | 2,281,830.29 | 1,141,619.78 | 67 | 2,990,550.11 |
| 61050 | PERMANENT PART-TIME | 1,425,734.72 | .00 | 1,425,734.72 | 133,049.78 | .00 | 882,251.44 | 543,483.28 | 62 | 1,200,084.96 |
| 61060 | SEASONAL EMPLOYEES | 47,000.00 | .00 | 47,000.00 | 8,149.00 | .00 | 53,156.50 | (6,156.50) | 113 | 76,490.04 |
| 61110 | OVERTIME PAY | 16,700.00 | .00 | 16,700.00 | 1,669.16 | .00 | 7,198.97 | 9,501.03 | 43 | 22,777.91 |
| 61415 | TERMINATION PAYOUTS | .00 | .00 | .00 | 808.24 | .00 | 112,952.52 | (112,952.52) | +++ | 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 | 45,563.30 | .00 | 441,913.77 | 224,497.69 | 66 | 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 | 161.65 | .00 | 1,673.02 | 736.50 | 69 | 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 | 1,275.00 | 825.00 | 61 | 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 | 23,804.19 | .00 | 161,425.05 | 60,807.61 | 73 | 344,238.90 |
| 61725 | SOCIAL SECURITY | 297,634.87 | .00 | 297,634.87 | 31,405.74 | .00 | 198,825.38 | 98,809.49 | 67 | 255,981.16 |
| 61730 | MEDICARE | 70,189.02 | .00 | 70,189.02 | 7,344.80 | .00 | 47,006.78 | 23,182.24 | 67 | 60,353.21 |
| 62185 | CONSULTING SERVICES | 245,500.00 | .00 | 245,500.00 | 20,979.70 | 13,400.00 | 122,401.92 | 109,698.08 | 55 | 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 | 3,460.00 | .00 | 8,140.27 | (140.27) | 102 | 2,980.97 |
| 62225 | BLDG MAINTENANCE SERVICES | 198,000.00 | .00 | 198,000.00 | 16,773.98 | (5,746.00) | 143,339.49 | 60,406.51 | 69 | 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 09/30/22

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 | 22,543.50 | 2,456.50 | 90 | 18,982.63 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00 | .00 | 5,440.00 | 453.33 | .00 | 4,079.97 | 1,360.03 | 75 | 5,436.00 |
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.00 | .00 | 4,885.00 | 407.08 | .00 | 3,663.72 | 1,221.28 | 75 | 4,884.00 |
| 62315 | POSTAGE | 1,000.00 | .00 | 1,000.00 | .00 | .00 | 597.25 | 402.75 | 60 | 423.78 |
| 62340 | IT COMPUTER SOFTWARE | 221,200.00 | .00 | 221,200.00 | 20,153.52 | 19,601.00 | 171,033.71 | 30,565.29 | 86 | 206,844.98 |
| 62341 | INTERNET SOLUTION PROVIDERS | 255,000.00 | .00 | 255,000.00 | 38,452.01 | 13,985.00 | 265,671.33 | (24,656.33) | 110 | 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 | .00 | .00 | 3,044.72 | 4,255.28 | 42 | 4,728.82 |
| 62705 | BANK SERVICE CHARGES | 5,700.00 | .00 | 5,700.00 | 321.61 | .00 | 3,312.86 | 2,387.14 | 58 | 4,544.39 |
| 64005 | ELECTRICITY | 115,767.00 | .00 | 115,767.00 | 13,081.17 | .00 | 62,405.87 | 53,361.13 | 54 | 96,182.78 |
| 64015 | NATURAL GAS | 28,500.00 | .00 | 28,500.00 | 829.49 | .00 | 16,247.34 | 12,252.66 | 57 | 18,254.79 |
| 64505 | TELECOMMUNICATIONS | 3,500.00 | .00 | 3,500.00 | .00 | .00 | .00 | 3,500.00 | 0 | .00 |
| 64540 | TELECOMMUNICATIONS - WIRELESS | 2,000.00 | .00 | 2,000.00 | .00 | .00 | 2,787.77 | (787.77) | 139 | 4,759.26 |
| 65020 | CLOTHING | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,120.00 |
| 65025 | FOOD | 10,000.00 | .00 | 10,000.00 | 36.93 | .00 | 3,213.53 | 6,786.47 | 32 | 3,645.53 |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 928.56 | .00 | 6,726.94 | 5,273.06 | 56 | 10,702.83 |
| 65050 | BLDG MAINTENANCE MATERIAL | 35,000.00 | .00 | 35,000.00 | 90.99 | .00 | 20,671.55 | 14,328.45 | 59 | 22,061.66 |
| 65095 | OFFICE SUPPLIES | 50,000.00 | .00 | 50,000.00 | 2,356.08 | 10,379.29 | 16,063.33 | 23,557.38 | 53 | 27,772.60 |
| 65100 | LIBRARY SUPPLIES | 125,000.00 | .00 | 125,000.00 | 7,557.16 | 7,215.00 | 94,625.13 | 23,159.87 | 81 | 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 | 10,465.63 | 62,172.30 | 25,740.07 | (42,912.37) | 195 | 24,240.95 |
| 65630 | LIBRARY BOOKS | 539,400.00 | .00 | 539,400.00 | 54,892.94 | .00 | 321,867.71 | 217,532.29 | 60 | 537,017.82 |
| 65635 | PERIODICALS | 9,500.00 | .00 | 9,500.00 | .00 | 95.89 | 4,119.31 | 5,284.80 | 44 | 6,527.48 |
| 65641 | AUDIO VISUAL COLLECTIONS | 72,000.00 | .00 | 72,000.00 | 8,612.18 | .00 | 33,483.16 | 38,516.84 | 47 | 70,665.20 |
| 66131 | TRANSFER TO GENERAL FUND | 289,328.00 | .00 | 289,328.00 | 24,110.67 | .00 | 216,996.03 | 72,331.97 | 75 | .00 |
| EXPENSE TOTALS | | \$8,550,722.32 | \$0.00 | \$8,550,722.32 | \$850,023.56 | \$121,102.48 | \$5,781,712.94 | \$2,647,906.90 | 69% | \$7,538,306.46 |
| Fund 185 - LIBRARY FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 8,344,577.00 | .00 | 8,344,577.00 | 130,333.91 | .00 | 4,595,677.52 | 3,748,899.48 | 55% | 8,538,110.32 |
| EXPENSE TOTALS | | 8,550,722.32 | .00 | 8,550,722.32 | 850,023.56 | 121,102.48 | 5,781,712.94 | 2,647,906.90 | 69% | 7,538,306.46 |
| Fund 185 - LIBRARY FUND Totals | | (\$206,145.32) | \$0.00 | (\$206,145.32) | (\$719,689.65) | (\$121,102.48) | (\$1,186,035.42) | \$1,100,992.58 | | \$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 09/30/22

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 | .00 | 477,659.30 | 138,563.29 | 63,777.41 | 91 | 405,832.11 |
| | EXPENSE TOTALS | \$680,000.00 | \$0.00 | \$680,000.00 | \$0.00 | \$477,659.30 | \$138,563.29 | \$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 | .00 | 477,659.30 | 138,563.29 | 63,777.41 | 91% | 405,832.11 |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals | | | | | | | | | | |
| | | (\$200,000.00) | \$0.00 | (\$200,000.00) | \$0.00 | (\$477,659.30) | (\$138,563.29) | \$416,222.59 | | (\$405,832.11) |
| Grand Totals | | | | | | | | | | |
| | REVENUE TOTALS | 9,331,202.00 | .00 | 9,331,202.00 | 130,333.91 | .00 | 4,848,990.52 | 4,482,211.48 | 52% | 9,020,353.32 |
| | EXPENSE TOTALS | 9,737,347.32 | .00 | 9,737,347.32 | 850,023.56 | 598,761.78 | 6,039,598.68 | 3,098,986.86 | 68% | 8,426,382.46 |
| | Grand Totals | (\$406,145.32) | \$0.00 | (\$406,145.32) | (\$719,689.65) | (\$598,761.78) | (\$1,190,608.16) | \$1,383,224.62 | | \$593,970.86 |

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

| | Symbol | Shares/Quantity | Price | Value as of September 2022 | % of portfolio | % of portfolio by asset class |
|---|--------|-----------------|--------------|-------------------------------|--|----------------------------------|
| Vanguard Federal Money Market Fund | VMFXX | 1.000 | \$493,020.79 | \$493,020.79 | 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% |
| | | | | \$493,020.79 | | 100.0% |
| | | | | | Cash Equivalents | 100.0% |
| | | | | | US Treasury Inflation Protected Securities | 0.0% |
| | | | | | | 100.0% |

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

| | | |
|--|-------------|---------------------|
| Beginning Balance | | 3,646,604.11 |
| Revenue | | |
| Contributions | 330,765.50 | |
| Investment results | -105,516.45 | |
| Total Revenues | | 225,249.05 |
| Distributions/Grants and Expenses | | |
| Foundation support charge | -2,031.20 | |
| Total Distributions | | -2,031.20 |
| Ending Balance | | 3,869,821.96 |



Memorandum

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director
John Devaney, Facilities Manager

Subject: FY2023 Proposed Library Expenditure Budget

Date: October 19, 2022

Summary

This memo will provide you with information on expenditures in the Library’s proposed expenditure budget for FY2023.

| FY2023 Operating Budget Expenditures | Amount |
|---|--------------------|
| Early Learning and Literacy | \$944,359 |
| Lifelong Learning and Literacy | \$1,543,211 |
| Access Services | \$1,390,144 |
| Engagement Services | \$1,011,060 |
| Innovation & Digital Learning | \$922,704 |
| Maintenance | \$1,047,956 |
| Administration | \$1,718,298 |
| Estimated Additional Personnel Costs | \$508,727 |
| TOTAL | \$9,086,459 |

| 2023 Capital Budget Expenditures | Request |
|---|------------------|
| MAIN - Boiler Upgrade | \$700,00 |
| MAIN - Lighting Upgrade | \$250,00 |
| TOTAL | \$950,000 |

Facilities Manager recommends the Library Facilities Committee and Board consider the capital projects (CIP) described in this memo as part of the 2023 budget. The following is a summary of two projects and a justification for each. These projects will be funded through the Library Debt Service Fund and Fund carryover from FY2022. All associated budget numbers recommendations/justifications were developed by Wiss Janney Elstner (WJE) architectural firm for the EPL building Reserve Study. The budget numbers are adjusted for inflation and current market conditions to the best of the firm's ability during Q2 2022.

2023 Proposed Capital Projects – Summary

Proposed 2023 Dept Service Funded Projects

| | |
|-----------------------------------|-----------|
| Main Boiler/AHU Upgrade + Design | \$700,000 |
| Main Library LED Lighting Upgrade | \$250,000 |
| TOTAL | \$950,000 |

2023 Proposed Capital Projects – Detail

Along with the required skilled trade labor both projects will require engineering design and project development. Both projects will be managed by EPL maintenance acting as owner's representative.

The scope of the proposed work at Main Library will require both electrical and mechanical (HVAC) contractors to coordinate the many skilled trades involved in both projects (plumbing, electrical, lighting, sheet metal, fire sprinkler fitting, HVAC pipefitting, masonry, and rigging).

Main Library Heating Boilers and MAU Replacement

Evanston Main Library utilizes two (2) house heating boilers that produce hot water to warm the Main Library and melt snow at the Church Street handicapped entrance ramp and the north side parking garage alleyway. The boilers and systems are original to the building; circa 1993. The existing boilers utilize networks of burner assemblies, mechanical linkages, high pressure natural gas, complex piping zones, computer controls, pumps, and chemically treated water. Main Library boilers have reached their useful life threshold of 30 years. As with any mechanical project this project will require design bidding, public project bidding and award, along with long lead times for equipment procurement.

EPL utilizes Bryan brand boilers which served us well over a span of nearly 30 years and replacement parts are now scarce. During 2017 Library maintenance publicly bid a project to upgrade the boiler burners due to lack of replacement part availability and no manufacturer support. The replacement of the 14 year old burners realized a savings of \$3.00 per therm during 2017 this was a modest gain in efficiency. The replacement system design firm will be required to perform an upgraded energy analysis for EPL and the State of Illinois. The project will be recognized as a documented "energy cost reduction measure (ECRM)" along with satisfying a "high priority" predictive maintenance item included in EPL's building reserve study. The new design and equipment selection will also include a CARP (Climate Action ResiliencePlan) component throughout the design and equipment recommendation stages. These

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designations and wise equipment selections should qualify EPL for any available State/Federal/Local energy rebates that may be offered at the time of replacement. Along with the heating boilers the project will include an upgraded combustion make-up air unit (MAU). This unit delivers conditioned outside air to the boiler room for proper boiler combustion.

| ID | Description | 2022 | Inflation |
|----------|--|-----------|-----------|
| | | Est Cost | Adjusted |
| 23-18/19 | Main Library Boiler System/MAU Replacement | \$666,667 | \$700,000 |
| 26-05 | Main Library LED Lighting Upgrade | \$210,000 | \$250,00 |
| | | <hr/> | <hr/> |
| | | \$876,667 | \$950,000 |

WJE Building Reserve Study Heating Plant 2022:

Heating Plant

▲ **23-18.** Boilers are reported to be in working condition, with limited major maintenance and annual safety checks and cleaning performed on the system. Maintenance of the boilers has become increasingly difficult. Replacement parts for the boilers are no longer available. An internal inspection of the tubes on the fireside revealed extensive rust build-up. Rust build-up was particularly prominent on boiler B-2, the boiler closest to the hot water return. Rust build-up is an indication of condensing operation and can lead to premature failure. It is imperative that scheduled routine maintenance be done on the boilers to keep the system operating efficiently should be paid to the pilot burner safety devices. The pilot burner should be checked to ensure that prompt ignition of all burners occurs as the gas valve opens.

High Priority Items (Next 1 to 2 Years)

▲ **23-18.** Replacement of the boilers should be planned for the near future. This work should include the boiler circulating pumps and the main heating distribution pumps and associated valves and piping.

▲ **23-19.** Air handler 1 providing make-up air to the boiler room should be replaced in kind.

▲ **23-20. (In progress)** Replacement of the two primary supply fans is under design. In lieu of two large axial vane fans, the new system will use a stack fan array to provide increased redundancy when Individual fans are offline. The fan replacement will include associated electrical work.

Division 23: HVAC System

23-18. Replace boilers and associated pumps and piping \$ 700,000 High

23-19. Replace AH-1 in boiler room (\$ 45,000 High-included in 23-19)

Main Library LED Lighting Upgrade:

Evanston Main Library utilizes a mix of many different light sources. The selections were “state of the art in 1993 when they were selected for a library application. The selections have proven difficult to access and maintain over the years. EPL is prime candidate for an LED upgrade to enhance the library experience and serve our patrons

Agenda Item 9.A

with the best we can offer. The project will also help EPL walk in stride with the City's energy resilience goals, further decreasing our carbon footprint.

EPL has been assisted by VERDE Energy Efficiency Experts on a plan for EPL. Verde specializes in Library lighting energy upgrades and is a qualified LC3 company (low-profit limited liability company).

EPL Main is one of the last City of Evanston owned buildings with low tech lighting in service.

WJE Building Reserve Study LED Lighting Upgrade 2022:

Lighting

▲ **26-05.** The building has a mix of different light sources. Most places have T-8 fluorescent lamps or other varieties of fluorescent lamps. Lights are controlled via lighting contactors, typically one per floor, located in the respective electrical room. Exit and emergency lights were noted to be appropriately located.

High Priority Items (Next 1 to 2 Years)

▲ **26-05.** Retrofit lighting with LED \$ 250,000 High

Completed Work 2014–2022

▲ **26-05.** Some original fluorescent light fixtures have been replaced with new LED fixtures, which provide higher efficiency as well as improved light quality.

Division 26: Electrical System

26-05. Retrofit lighting with LED \$ 250,000 High



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Preliminary Tax Levy Estimate
Date: Oct.19, 2022

Summary

For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2022:

- The corporate and special purpose property taxes extended or abated for tax year 2021 (FY2022) equaled \$7,476,289.
- The proposed corporate and special purpose property taxes to be levied for tax year 2022 (FY2023) equals \$7,768,528. This represents a 3.9% increase over the previous year.
- The property taxes extended for debt service for tax year 2021 equaled \$533,289.
- The estimated property taxes to be levied for debt service for tax year 2022 equals \$533,309. This represents a .004% increase over the previous year.
- The total property taxes extended or abated for tax year 2021 equaled \$8,009,578.
- The estimated total property taxes to be levied for tax year 2022 equals \$8,301,837. This represents a 3.65% increase over the previous year.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Fund Balance Policy
Date: Oct.19, 2022

Recommended Action

Library staff request board approval for the Fund Balance and Reserve Policy.

Summary

This version includes feedback from the September 21 board discussion, specifically removing the phrase “a transfer to the Capital Improvement Fund.”

Evanston Public Library Fund Balance and Reserve Policy

Library Fund

The Library Fund is the Evanston Public Library’s general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 6 months (50%) of anticipated operating expenses for the budget year in the Library Fund.

In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 6 months (50%) recommended maximum, the budget may be structured in a deficit, at the board’s discretion.

Capital Improvement Fund

The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Land Acknowledgement
Date: October 19, 2022

Recommended Action

Library staff request board approval for the following written Land Acknowledgement to be added to the library's website and shortened version of the Land Acknowledgement to be read aloud before EPL events.

Summary

Library staff have taken into consideration the feedback from the board's discussion in May 2022 to include additional recommended resources for more information on local indigenous resources. We also have taken into consideration the Racial Equity Task Force's recommendations to make a clear separation between the Land Acknowledgement language and the additional recommended resources using design elements such as italics and font choice.

If approved, library staff will be trained on the history of Land Acknowledgements and the appropriate method for reading the Land Acknowledgement aloud before events that they host. The first reading of the Land Acknowledgement will be at the November board meeting and will be read by an individual of indigenous descent, as is proper and customary.

Proposed language for written EPL Land Acknowledgement:

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

Agenda Item 9.D

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

At the Evanston Public Library, our stated mission is "to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources."

For more information and resources on the Indigenous history of our area, please visit the following page. [insert link to page of library resources, [Mitchell Museum](#), [NU Native American & Indigenous Initiatives](#), [Chicago American Indian Community Collaborative](#), [American Library Association Indigenous Tribes of Chicago](#)]

Proposed shortened version for reading aloud at EPL events:

"Before colonization and settlement by people of European descent, the place we know as Evanston was home to the Potawatomi, Odawa and Ojibwe Tribes, also known as the Council of the Three Fires. It also served as an important crossroads and meeting place for a number of other Indigenous tribal nations, including the Arapaho, Cheyenne, Fox, Ho-Chunk, Illinois, Inoka, Kickapoo, Miami, Menominee, Peoria, and Sac Nations. We acknowledge and honor the original people of this land, as well as the Indigenous people that still call this area home, and support their continued work for justice, self-determination, and sovereignty. In so doing, we honor Indigenous protocol, and remind ourselves and our community that land acknowledgements do not exist in the past tense."

[Pause to acknowledge end of statement]

(If appropriate, let audience know about the EPL website for resources to learn more about the Indigenous peoples of our area, past and present)



Memorandum

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director
Dennis Leaks, Security Supervisor
Amilcar Perez, Robert Crown Library Supervisor
Renee Neumeier, Innovation and Digital Learning Manager
Esther Wallen, Library Trustee

Subject: Revised Rules of the Library and Facilities Policy

Date: October 19, 2022

Summary

Three leadership staff and one trustee worked together to update the Facilities Policy (which includes the Rules for Library Use). It has been edited to streamline and clarify the descriptions, purpose and management of the different spaces at the library and to make the Rules more concise and welcoming.

Input for the Rules was solicited from the internal Equity, Diversity and Inclusion committee, the library social worker and the Admin Team. We eliminated rules that were redundant and worked with the marketing director to make sure they were phrased in a welcoming manner. The revised Rules were then shared with members of the public who are regular users of the library for feedback to ensure that patrons' felt the rules were welcoming and appropriate.

We added a section about unattended children at the Library, removed outdated or redundant language and clarified the descriptions and acceptable uses of the public rooms that are free to reserve and the rooms that require a fee for outside groups to reserve.

Evanston Public Library Facilities Policy

Rules for Library Use

The Library's rules are designed to promote the safety and security of the Library's patrons, staff and collections, and to ensure that the Library remains a space for everyone to read, work, study, connect and build community. If your circumstances make it difficult for you to comply with Library rules, please talk to our staff who may be able to connect you to helpful resources.

1. Be respectful and do not interfere with other people using or working in the Library.
2. Eat food or snacks in designated areas only. Beverages in covered containers are welcome anywhere.
3. Alcohol, drugs, vaping, and smoking are not allowed.
4. Service dogs individually trained to do work or perform tasks for people with disabilities are welcome. Pets are not allowed. (Refer to [ADA guidance on service animals](#).)
5. The Library is not responsible for unattended items.
6. Children age 11 and older may be at the Library without a caregiver's supervision. (See unattended children below for more details)
7. Don't solicit, petition, canvass, or sell on Library property.
8. Don't use roller skates, roller blades, skateboards or other recreational mobile devices on Library property.
9. Always wear shoes in the Library.

Suspension of Library Privileges

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board “To exclude from use of the library any person who willfully violates the rules prescribed by the board.”

Library privileges may be suspended for the persistent and willful violation of the Library’s posted rules and violations of the law.

Facilities Guidelines

Unattended Children

Whether or not they are present, parents or guardians are ultimately responsible for the behavior of their children in the Library until they reach the age of eighteen (18).

Supervision guidelines for children

- Ages 7 and under: Must be within reach of a caregiver who is age 14 or older at all times.
- Ages 8-10: Must have a caregiver who is age 14 or over in the Library.
- Age 11 and older: May be at the Library without a caregiver’s supervision provided they conduct themselves in a manner appropriate to the Library’s expectations.

If these guidelines are not followed, staff members will attempt to locate the caregiver of a child under the age of 11. If the caregiver is not in the building or cannot be contacted, staff is authorized to call the police to ensure the safety of the child.

Unattended children at closing

If a child under the age of 11 is left unattended at the time of closing, the Person In Charge and another member of the staff will attempt to reach the caregiver and/or remain with the child for a period of fifteen (15) minutes. If a parent or other responsible caregiver does not pick up the child during this period, staff is authorized to call the police to ensure the safety of the child.

Guns on Library Property

The Evanston Public Library follows Illinois State Law [[430 ILCS 66](#)], which prohibits the carrying of any weapon, concealed or partially concealed, in Library buildings or on Library property.

Exhibits

The exhibit space of the Evanston Public Library is a library resource to be used to fulfill the Library's mission statement. It is the intention of the Library Board that the Library's program of exhibits represents the intellectual, cultural, and ethnic diversity of Evanston. Creators who use this space release the Evanston Public Library, its Board, and its employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur during the exhibit period or during installation or removal of the exhibit. The Library does not provide any security or insurance for artwork exhibited.

Library Bulletin Boards, Flyers, and Community Marketing

A limited amount of bulletin board space is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. The Library is not responsible for the care or return of posters. The following items will not be accepted for posting:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials

Political Activity

The Library is governed by the City of Evanston's policy concerning the use of municipal buildings by candidates for Federal, State, and Municipal elected office, the Democratic, Republican, and other parties, and all other individuals or organizations advocating a position on an election issue.

The Library's public meeting rooms may be used for any political activities related to an election, until one-hundred (100) days prior to the election, except for Municipal election activities. Municipal election activities may be held until the petition filing deadline, which is seventy-one (71) days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

1. All candidates are invited to attend.
2. The forum is sponsored by a non-partisan group.
3. All candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.

Fees will not be charged for candidate forums meeting these conditions, but all other meeting room rules must be observed.

See the “Public Conference Rooms and Public Meeting Room Rentals” section of this policy, below, for further guidance.

No spaces other than the public meeting rooms may be used for political activities.

Areas for Young People in the Library

The Evanston Public Library has two areas of the Main Library – the Children’s Room and the Loft – set aside to provide library service to young people. The Library staff will ask adults who are not using the special collections and services of these areas to relocate to other areas of the Library.

The Loft

The Library’s teen space, known as the Loft, is intended for young people in grades 6 through 12 or ages 11-18. Other library patrons, like adults and younger children, are permitted to use the space when they require collections or services that are only available in that space, but they will not be permitted to use this space for general reading, studying, or hanging out. The Loft will not be open all of the hours that the Library is open, but will be open at those times teen users can be expected to be present.

Public Conference Rooms and Public Meeting Room Rentals

Hours

All public conference rooms and public meeting rooms are available during the Library's regular hours.

Public Conference Room Use

Both the Main Library and the Robert Crown Branch Library have conference rooms that are intended for the use of small groups. They are not available for public meetings or commercial use. Some rooms are only meant for families, children, or teens. Each room has a group size limit. These rooms can be used free of charge and reserved through the [Library's website](#), by phone or in person.

Public Meeting Room Use and Rental Policy

The Main Library has rooms that can be rented by outside groups for a fee. These rooms are available for public meetings of nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Library-sponsored programs have priority in reserving meeting room space.

The Library's public meeting rooms are not available to commercial enterprises (organizations or individuals that promote or cause the sale of property or services for monetary gain) or for purely social functions (functions designed for entertainment through companionship with friends and associates such as receptions, showers, birthday parties, dances, and mixers).

Use of the public meeting rooms does not constitute Library endorsement of the viewpoints expressed by the participants in the meetings. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Organizations using the public meeting rooms are not permitted to store items in the rooms.

Meetings may not disturb the normal operations of the library or create an unsafe environment.

The Library maintains the right to cancel any meeting room reservation for any reason. The decision of the Executive Director to cancel a reservation is final.

All meetings must be open to the public and attendance may not be restricted.

Renting Public Meeting Rooms

Main Library public meeting rooms must be rented by calling 847- 448-8650 or [online](#). Applicants must be 18 or older. The application will be reviewed by Library staff before approval of the reservation. When a reservation is approved, payment will be charged to the credit card provided in the application form. The person submitting the application form will be held responsible for all fees and damages. The Library should be notified of any canceled meetings or programs. Failure to notify the Library of a cancellation at least forty-eight (48) hours in advance will result in the forfeiture of meeting room fees.

Admission Fees Not Allowed

Organizations using the public meeting rooms may not charge an admission fee. Organizations using the meeting room may request a free will donation, but making such a donation must in no way be a requirement for attending the meeting.

Sales of Goods During Public Meetings

Organizations using the meeting rooms will be permitted to make sales under the following circumstances:

- The sales must be confined to the meeting room space and no effort can be made to solicit other library patrons.
- The sale must be for the benefit of the nonprofit organization making use of the meeting room.
- Making a purchase must in no way be a requirement for attending the meeting.
- The sales must be an inconsequential part of the program scheduled for the meeting room.
- The sale of goods that directly or indirectly benefit the Library will be permitted in areas of the Library other than the meeting rooms. When an author takes part in a Library-sponsored program, the Library may arrange for the sale of the author's works at the program.

Kitchen Use and Food Service

Simple refreshments may be served at meetings. The kitchen cannot be used for cooking. Groups using the kitchen are expected to leave it in the condition they found it; failure to do so will result in a clean-up charge.

Set-up and Clean-up

Trash should be picked up and the kitchen should be cleaned by the group using the room. Set-up and clean-up should be accomplished within the time period for which the room is rented. If it is necessary for Library staff to clean up following a meeting, the individual, group, or organization making the reservation will be charged for the necessary time according to the current [schedule of fees](#) .

Additional Meeting Room Rules and Regulations

The following rules and regulations apply to all groups using the meeting rooms in the Main Library:

1. Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.
2. Groups whose members are under the age of 18 must be accompanied by one adult chaperone for every fifteen (15) participants.
3. Hazardous materials including, but not limited to, candles, paints, solvents, and explosives are prohibited.
4. Groups using the facilities must comply with the Americans with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.

Damages and Liability

The Library is not responsible for the loss of, or damage to, any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its program.

Any individual, group, or organization holding a meeting in the Library must fully release and discharge the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the meeting. They must further indemnify and hold harmless and defend the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims resulting

from injuries, including death, damages, and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, the meeting.

Denial of Meeting Room Privileges

Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation or refusal of future reservations.

Appeals of Administrative Decisions Concerning Facilities Use

An individual, group or organization that has had their Library privileges suspended or has been denied permission to use the meeting rooms, the bulletin boards, or other Library facilities or to distribute materials may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Executive Director at least seven (7) days prior to the Board Meeting. At this meeting, the appellant may be granted up to ten (10) minutes for a presentation that would support reversal of the denial. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.



Memorandum

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director

Subject: Professional Services Contract for Library Social Worker

Date: Oct.19, 2022

Summary

The Library has had a full-time social worker for multiple years through a partnership with Presence Behavioral Health (formerly AMITA). Previously this was part of a larger City of Evanston professional services contract with PBH. In 2023, library staff are recommending a separate contract between the Library and PBH directly. This will streamline the process and give us more flexibility and control. The 2023 contract cost is \$88,962.22 and is included in the 2023 Proposed Operating Expenditures budget.

Professional Services Agreement

This Professional Services Agreement (“PSA”) is entered into as of January 1, 2023 (the “Effective Date”) by and between Presence Behavioral Health, an Illinois not for profit corporation, (“PBH”), and City of Evanston Public Library, an Illinois municipal corporation (“Library”). PBH and Library each may be referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

A. PBH employs licensed clinical social workers (each, a “Social Worker” and collectively, the “Social Workers”), who as part of PBH’s mission provide community outreach services to members of the Evanston community.

B. The Library wishes to place appropriately trained Social Workers in certain library locations to provide general resource connections to members of the Evanston community that are experiencing homelessness, chronic unemployment, mental illness and other psychosocial and/or environmental stressors (each a “Recipient” and collectively, the “Recipients”).

C. The Parties have been operating a “Social Worker in the Library Program” since on or about February 1, 2017, and wish to enter into this PSA to memorialize the continuation of the program and describe the responsibilities and obligations of each Party.

ARTICLE 1

PBH RESPONSIBILITIES

1.1 PBH agrees to provide to the Library the Services (as hereinafter defined) of one or more Social Workers for a combined (if there is more than one Social Worker) total of forty (40) hours per week. The Social Worker hours will be split between the Evanston Public Library locations set forth in Exhibit A of this Agreement (each, a “Library” and collectively, the “Libraries”). The Library and PBH shall develop a schedule of the days and hours the Social Workers will be present at each Library. The schedule may be modified with the written consent of both Parties. The Parties may also substitute or add Branch Library locations during the term of this PSA by written mutual agreement signed by both Parties.

1.2 The Social Workers will provide the following services (collectively, “Services”) to Recipients at the Library locations free of charge: (i) collaborate with Branch Library staff to assist patrons experiencing homelessness, chronic unemployment, mental illness and other psychosocial and/or environmental stressors; (ii) meet with Recipients on a drop-in and appointment basis and connect Recipients with community resources, including primary care, behavioral health and social service providers; (iii) provide short term mental and behavioral health counseling and case management for Recipients; (iv) keep records of all contacts, referrals and services provided; (v) library and social workers will check-in weekly with Library management

to provide any needed updates and attend Library staff meetings as mutually deemed appropriate; and (vi) conduct quarterly professional development workshops and trainings and/or tip sheets on outreach and crisis intervention techniques for assigned libraries; (vii) Support staff in self-care after experiencing conflict with patrons. Demonstrate de-escalation techniques and explore alternative forms of response. Assist staff in identifying the behavior exhibited as a means of identifying appropriate methods to manage patron behavior; and (viii) manager of social workers will provide quarterly reports regarding program outcomes. This description of Services is intended to be general in nature and is neither a complete description of Services nor a limitation on the Services that PBH is to provide under this PSA. PBH must provide the Services in accordance with the standards of performance set forth in Section 1.4.

1.3 PBH will keep and maintain unidentifiable personal health information for each Recipient and shall maintain confidentiality of the individual Recipient(s). To the extent not defined herein the capitalized terms below will have the same meaning as set forth in the Health Insurance Portability and Accountability Act, the Health Information Technology for Economic and Clinical Health Act, and their implementing regulations (collectively “HIPAA”). See 45 CFR parts 160, 162 and 164. PBH must comply with HIPAA and all rules and regulations applicable to it and all applicable privacy laws. PBH must also comply with the Illinois AIDS Confidentiality Act (410 ILCS 305/1 through 16) and all the rules and regulations of the Illinois Department of Public Health promulgated under it to the extent applicable. If PBH fails to comply with the applicable privacy laws provisions under HIPAA or the Illinois AIDS Confidentiality Act, such failure will constitute an event of default under this Agreement subject to Section 4.2(b) hereof.

1.4 PBH is considered the employer for purposes of this PSA and shall be responsible for assigning appropriately trained Social Workers to work at the Library locations. The Social Workers must perform all Services under this PSA with that degree of skill, care and diligence normally shown by a trained clinical social worker performing services of a scope and purpose comparable with the nature of the Services to be provided under this PSA.

1.5 The Library acknowledges and agrees that it is PBH’s right and responsibility to assign a Social Worker to provide the services contemplated under this Agreement. PBH and Library staff will jointly interview candidates identified by PBH and agree of the Social Worker(s) to be assigned to the Evanston Public Library. If at any time Library has concerns that the assigned Social Worker has failed to appropriately perform the services in accordance with this Agreement and/or has not complied with any Library policies applicable to the services at the Library, which Library has provided in advance to PBH, Library shall provide written notice of such concerns and the parties shall mutually agree upon any action to be taken, including the potential removal and replacement of such assigned Social Worker.

1.6 PBH shall not discriminate against individuals in the provision of Services hereunder on the basis of race, age, religion, color, sex, national origin, financial status, source of income, marital status, sexual orientation, economic status, disability, or any other legally protected status.

ARTICLE 2
LIBRARY RESPONSIBILITIES

2.1 Space. The Library will provide a space for private use by the Social Worker to meet with Recipients to provide services and/or a secure/locked space for which only the Social Worker and Library Staff liaison have access for personal belongings, PBH property that may include laptop, business cards, supplies, and any other items needing to assist patrons, and space needed to facilitate meeting with patrons.

2.2 Support Staff. The Library will designate a staff person in a leadership role to serve as a liaison to this program, who will be responsible for overall development. The staff liaison as of the Effective Date is Dennis Leaks. The Library will provide written notice of any change to the individual serving as liaison pursuant to this Agreement.

2.3 Supplies. The Library will provide general office supplies in adequate amounts as requested by PBH to be used solely in support of Services by Social Worker and will be retained as Library property at the conclusion on this PSA.

ARTICLE 3

PBH AND LIBRARY JOINT RESPONSIBILITIES

3.1 Funding. The Parties agree to work cooperatively with respect to evaluating opportunities for program funding, including providing each other in contact with any affiliates or departments of their respective organizations that may be able to assist with funding. For the avoidance of doubt, the Parties acknowledge and agree that Library does not perform fundraising.

ARTICLE 4

COMPENSATION

Neither Party will bill or collect any fees, charges or the like for Services provided to Recipients under this PSA. Library shall compensate PBH for Services performed by Social Worker for a twelve (12) month period at Eighty-Eight Thousand Nine Hundred Sixty-Two and 22/100 Dollars (\$88,962.22) annually to be paid in monthly installments through a monthly invoice process and payment will be disbursed in accordance with the Illinois Government Prompt Act. The Parties shall meet prior to the execution of a contract for a subsequent term to consider a cost of living adjustment not to exceed two (2) percent.

ARTICLE 5
TERM AND TERMINATION

5.1. Term. This PSA shall begin on the Effective Date and continue, except as provided under Section 5.2, through December 31, 2023.

5.2 Termination. This PSA may be terminated as follows:

(a) Without Cause. Either Party may terminate this PSA with advance written notice to the other Party of at least thirty (30) days.

(b) Termination for Breach. If either Party materially breaches this PSA the other Party may give the breaching Party notice thereof, specifying the breach or breaches, and the breaching Party will have thirty (30) days from the date notice is given to cure the breach. If breach is not cured within the thirty (30) day period, the non-breaching Party will have the right to terminate this PSA at any time thereafter upon written notice to the breaching Party.

(c) Termination for Regulatory Compliance. PBH will have the unilateral right to terminate or amend this PSA, without liability, to the extent necessary to comply with any legal order issued to PBH by a federal or state department, agency or commission, or any Accrediting Organization by which PBH is then accredited, if it is reasonably determined that continued participation in this PSA would jeopardize PBH's status as a Medicare or Medicaid participant or would be inconsistent with its status as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or would put PBH at risk of violating any law, rule or regulation applicable to it and/or the Services under this PSA. Prior to termination of this PSA pursuant to this section, PBH may first reasonably attempt to amend this PSA in a manner that will achieve the business purposes hereof. If PBH proposes an amendment to this PSA and such amendment is unacceptable to the other Party, either Party may choose to terminate this PSA immediately upon written notice at any time thereafter.

(d) Effect of Termination. Upon termination of this PSA for any reason: (i) Library shall return or destroy (at PBH's election) any Confidential Information in its possession, and (ii) Library shall cooperate fully with PBH at PBH's request to accomplish the smooth transition of all or any portion of the Services to any party designated by PBH. Termination of this PSA for any reason is not an exclusive remedy and will not preclude the terminating Party from pursuing any and all additional remedies it may have in law or at equity.

(e) Survival. Those terms of the PSA that by their terms are intended to survive termination will survive termination of the PSA.

ARTICLE 6
INSURANCE AND INDEMNIFICATION

6.1 Insurance. PBH must provide and keep in full force and effect, at its sole expense, at all times during the term of this PSA the following insurance coverage, insuring all operations related to this PSA:

(a) Commercial general liability insurance, with minimum coverage limits of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate;

(b) Professional liability insurance with limits of at least One Million Dollars (\$1,000,000) for each and every claim;

(c) Workers' compensation insurance, with minimum coverage at statutorily-required limits; and

PBH shall deliver a certificate of insurance (or copy of the insurance policy) verifying such coverage to the City upon execution of this PSA and annually thereafter upon request. In the event of insufficient coverage as defined in this section or lapse of coverage, the City has the right to terminate this PSA immediately.

6.2 Indemnification.

(a) Each Party will indemnify, defend and hold harmless the other Party, its officers, directors, representatives, elected and appointed officials, agents, employees, affiliates, successors and assigns, harmless from and against any and all liabilities, losses, claims, demands, actions, lawsuits, proceedings, judgments or settlements, injuries, costs, damages, payments or expenses whatsoever (including court costs and reasonable attorneys' fees and disbursements), to the extent arising out of, incident to or in connection with either Party's breach of this PSA or either Party's negligent or otherwise wrongful acts or omissions or those of its officers, agents, employees, and other affiliated persons and representatives) under this PSA. This Section will survive the expiration of other termination of this PSA.

(b) At the indemnified Party's option, the indemnifying Party must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the indemnified Party has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving the indemnifying Party of any of its obligations under this PSA. Any settlement must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

(c) The indemnities in this section survive expiration or termination of this PSA for matters occurring or arising during the term of this PSA or as the result of or during PBH's performance of Services beyond the term. PBH acknowledges that the requirements set forth in this section to defend, indemnify, and hold harmless the City are apart from and not limited by PBH's duties under this PSA, including the insurance requirements.

ARTICLE 7
INDEPENDENT CONTRACTOR RELATIONSHIP

7.1 This PSA is not intended to and does not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between PBH and the City. The rights and the obligations of the parties are only those set forth in this PSA. PBH must perform under this PSA as an independent contractor and not as a representative, employee, agent, or partner of the City.

7.2 This PSA is between the City and an independent contractor and, with respect to any personnel provided by PBH, nothing provided for under this PSA constitutes or implies an employer-employee relationship such that:

(a) The City will not be liable under or by reason of this PSA for the payment of any compensation award or damages in connection with the personnel performing the Services under this PSA.

(b) The personnel performing the Services under this PSA are not entitled to membership in any City Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the City.

(c) The City is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the personnel performing the Services under this PSA.

7.3 The Parties agree that this PSA is solely for the benefit of the Parties and nothing herein is intended to create any third party beneficiary rights for subcontractors or other third parties.

I. ARTICLE 8

CONFIDENTIALITY

8.1 Confidentiality. During the term of this PSA and at all times thereafter, Library will maintain the confidentiality of any information of or relating to PBH and any of its affiliates that is confidential or proprietary ("**Confidential Information**"). For so long as the Confidential Information remains confidential, Library will not, without the prior written consent of PBH or as required by law, directly or indirectly: (i) use any Confidential Information except in the

performance of the duties, responsibilities and obligations under this PSA, or (ii) disclose any Confidential Information to any third party other than a PBH-approved subcontractor with a need to know such information in connection with performing Services under this PSA, and provided further that such subcontractor is bound to confidentiality obligations with Library at least as protective with respect to Confidential Information as the obligations in this section.

8.2 Patient Record Confidentiality. In the event Library is provided patient information in connection with the Services provided hereunder, Library shall protect the confidentiality of all patient information (including but not limited to medical records, electronic data, radiology films, laboratory slides and billing information), and shall comply with all written or oral policies of PBH regarding the release of patient information. Library shall also comply with all applicable state and federal laws and regulations protecting the confidentiality of patient records, including the Health Insurance Portability and Accountability Act of 1996, corresponding Standards for Privacy of Individually Identifiable Health Information regulations, and the Security Standards for Protection of Electronic Protected Health Information, each as amended from time to time (collectively, "HIPAA"). Library shall execute and abide by PBH's standard Business Associate Agreement, as may be amended from time to time in accordance with HIPAA rule changes, as attached hereto as **Exhibit A** and incorporated herein.

8.3 Equitable Relief. Library acknowledges and agrees that any breach of the terms of this article will result in irreparable harm to PBH, that PBH cannot be reasonably or adequately compensated in damages for such breach or threatened breach, and that PBH will therefore be entitled, in addition to any other remedies that may be available to it, to seek any and all equitable remedies including, without limitation, injunctive relief, to prevent such breach or threatened breach and to secure the enforcement thereof, and Library will not object to PBH's right to seek such remedies.

ARTICLE 9 **GENERAL PROVISIONS**

9.1 Amendments. This PSA may only be amended by a writing signed by both Parties.

9.2 Assignment. No Party may assign this PSA or any right or duty hereunder without the prior written consent of the other Party. Any attempt at assignment without such written consent is void. Notwithstanding the foregoing, each Party has the right to assign any duties, rights and benefits under this PSA to its successors or affiliates without the written consent of the other Party.

9.3 Third Party Beneficiary. None of the provisions in this PSA are intended by the Parties, nor will be deemed, to confer any benefit on any person not a party to this PSA.

9.4 Governing Law and Exclusive Jurisdiction. This PSA will be governed and interpreted by Illinois law.

9.5 Notices. All notices that may be given under this PSA will be in writing, addressed to the receiving Party's address set forth below or to such other address as the receiving Party may designate by notice hereunder. Notices will be given: (i) by delivery in person; (ii) by traceable courier delivery (such as Federal Express); (iii) by certified or registered U.S. mail, return receipt requested; or (iv) by electronic mail in accordance with the terms set forth in this Section.

PBH: PBH Illinois
1820 S. 25th Ave.
Broadview, IL 60155
Attn: Vice President, Behavioral Health

With a copy to: Legal Services
200 S. Wacker Drive
Chicago, IL 60606

Attention: Chief Legal Officer

Library: Evanston Public Library
1703 Orrington Ave.
Evanston, IL 60201
Attn: Executive Director

Notices will be deemed to have been given as follows: (i) if by hand or traceable courier delivery, at the time of the delivery; (ii) if sent by certified or registered mail, on the second business day after such mailing; or (iii) if sent by electronic mail, upon confirmation of receipt by personal confirmation (i.e. electronic mail or verbal confirmation from recipient).

9.6 Entire Agreement. This PSA, together with all exhibits hereto, constitutes the entire agreement between the Parties relating to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, regarding such subject matter.

9.7 Counterparts. This PSA may be executed in any number of counterparts, each of which will be deemed an original, but all such counterparts together will constitute one and the same instrument. Facsimile copies and copies delivered by electronic email in a “.pdf” format data file will be deemed to be originals.

[Signatures appear on the following page.]

IN WITNESS THEROF, the Parties have caused this PSA to be executed by their duly authorized officers to be effective as of the Effective Date.

Presence Behavioral Health, an Illinois not for profit corporation

By: _____

Printed Name

Title

City of Evanston Public Library

By: _____

Printed Name: _____

Title: _____

EXHIBIT A

BRANCH LIBRARY LOCATIONS

| Library Name | Location (Address) |
|---------------------|---|
| Main Library | 1703 Orrington Ave., Evanston, IL 60201 |
| Robert Crown Branch | 1801 Main St., Evanston, IL 60201 |

Expansion of the program to additional branch locations shall be mutually agreed upon in writing by the Parties based on financial need and any applicable donor intent.

E. By this Addendum, the Entity, Covered Entity and Business Associate wish to supplement the terms and conditions of the Agreement to include provisions required by the HITECH Act, the Privacy Rule, the Security Rule and the Breach Notification Rule in order to bring the relationship between the Parties into compliance therewith.

Now therefore, for and in consideration of the mutual covenants and agreements contained herein, the Covered Entity and Business Associate agree as follows:

ARTICLE I

DEFINITIONS

Unless otherwise defined herein, terms used in this Addendum shall have the same meaning as those terms defined in the Privacy Rule (45 C.F.R. 160.103 and 164.501), Security Rule (45 C.F.R. Parts 160, 162 and 45 C.F.R. 164.304) and Breach Notification Rule (45 C.F.R. 164.402).

ARTICLE II

PERMITTED USES AND DISCLOSURES OF PHI

Pursuant to the Agreement, Business Associate provides liaison and oversight of program services ("Services") for the Covered Entity that involve the use and/or disclosure of PHI. Except as otherwise specified herein, Business Associate may only use or disclose PHI in accordance with the Privacy Rule and Security Rule (as applicable) and only to perform those functions, activities or services for, or on behalf of, the Covered Entity as specified in the Agreement, provided that such use or disclosure would not violate (i) the Privacy Rule or Security Rule if done by the Covered Entity or (ii) the minimum necessary policies and procedures of the Covered Entity.

ARTICLE III

RESPONSIBILITIES OF BUSINESS ASSOCIATE

With regard to PHI, Business Associate agrees to do the following.

3.1 Use. Business Associate agrees to use and/or disclose PHI only as permitted or required by this Addendum or as otherwise required by law.

3.2 Safeguards. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the PHI that it creates, receives, maintains or transmits on behalf of Covered Entity and prevent the use or disclosure of such PHI other than as provided for herein. Business Associate shall comply, as applicable, with the requirements of the Security Rule.

3.3 Reporting to Covered Entity. Business Associate will report to the Covered Entity any security incident or use or disclosure of PHI of which it becomes aware that is not permitted or required by this Addendum including breaches of unsecured PHI in accordance with 45 C.F.R. 164.410. Such notification shall include the names and contact information of the patients of Covered Entity involved.

3.4 Mitigation. In the event that Business Associate uses or discloses PHI in a manner other than as permitted under this Agreement, Business Associate will use its best efforts to mitigate the effects of the use or disclosure. These efforts will include, but not be limited to, ensuring that the improper use of PHI is discontinued immediately, seeking return or destruction of the improperly disclosed PHI, and ensuring that any person to whom PHI was improperly disclosed will not redisclose such information.

3.5 Agents. Business Associate agrees to require all of its subcontractors and agents that create, receive, maintain or transmit PHI under the Agreement to agree, in writing, to adhere to the same restrictions and conditions on the use and/or disclosure of PHI and to implement the same safeguards to protect PHI that apply to Business Associate, and to make such documentation available to Covered Entity at its reasonable request.

3.6 Access to Records. Business Associate agrees to make available all records, books, agreements, policies and procedures relating to the safeguards implemented and the use or disclosure of PHI to the Covered Entity, or at the request of the Covered Entity to the Secretary of the Department of Health and Human Services (the "Secretary"), in a time and manner designated by the Covered Entity or the Secretary, for the purpose of determining the Parties' compliance with the Privacy Rule, Security Rule, Breach Notification Rule and/or the Enforcement Rule (45 C.F.R. Part 160, Subparts C, D and E).

3.7 Documentation of Disclosures. Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for the Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. 164.528. The documentation shall include: (i) the date of the disclosure; (ii) the name of the person receiving the PHI, and, if known, the address of such person; (iii) a brief description of the PHI disclosed; and, (iv) a brief statement of the purpose of the disclosure or, instead of such statement, a copy of the request for disclosure. Business Associate agrees to provide the Covered Entity with documentation of all of Business Associate's disclosures of PHI as may be reasonably requested by Covered Entity to permit the Covered Entity to respond to an Individual's request for an accounting of the disclosures of PHI in accordance with 45 C.F.R. 164.528.

3.8 Access to Designated Record Set. Business Associate agrees to provide access to the Covered Entity, or to an Individual or an Individual's designee as directed by the Covered Entity, to PHI contained in a Designated Record Set in the time and manner designated by the Covered Entity. If an Individual requests an electronic copy of PHI maintained electronically in a Designated Record Set, Business Associate agrees to provide access to the Covered Entity, or to an Individual or an Individual's designee as directed by the Covered Entity, to PHI in a readable electronic form and format as agreed to by

the Covered Entity and the Individual, with respect to the PHI maintained electronically in a Designated Record Set.

3.9 *Amendments to Designated Record Set.* Business Associate agrees to make any amendment(s) to PHI contained in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. 164.526.

3.10 *Minimum Necessary.* Business Associate agrees to request from the Covered Entity, and disclose to its subcontractors, agents or applicable third parties, only the minimum PHI necessary to fulfill a specific function required or permitted hereunder.

3.11 *Covered Entity's Obligations under the Privacy Rule.* To the extent that Business Associate is to carry out one or more of the Covered Entity's obligation(s) under the Privacy Rule, Business Associate agrees to comply with the requirements of the Privacy Rule that apply to the Covered Entity in the performance of such obligation(s).

3.12 *Business Associate Red Flags Rule Warranty.* As applicable, to the extent that Business Associate acts as a financial institution as defined under the Fair Credit Reporting Act (15 U.S.C. 1681a(t)) or a creditor as defined under the Federal Trade Commission's Identity Theft Prevention Red Flags Rule (16 C.F.R. § 681.1 et seq.), Business Associate warrants that it has implemented a Red Flags Program in accordance with Red Flags Rule, which also addresses the protection of certain information included in PHI.

3.13 *Breach Notification.* Business Associate shall, following the discovery of a breach of Unsecured PHI, notify the Covered Entity of such breach without unreasonable delay and in no event later than thirty (30) calendar days after discovery of the breach. When notifying the Covered Entity, Business Associate shall include, to the extent possible, the identification of each Individual whose Unsecured PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, used or disclosed during the breach.

3.14 *Use of PHI for Management and Administration or Legal Responsibilities of Business Associate.* The Business Associate may use and disclose PHI received from the Covered Entity pursuant to this Addendum for: (1) the proper management and administration of the Business Associate; or (2) to carry out the legal responsibilities of the Business Associate. However, the Business Associate will only be allowed to disclose PHI for the aforementioned uses if: (a) the disclosure is Required By Law; or (b) the Business Associate obtains reasonable assurances from the person to whom the PHI is disclosed that it will be held confidentially and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and the person notifies the Business Associate of any instances in which the person is aware of a security incident or breach of PHI.

B.

ARTICLE IV

RESPONSIBILITIES OF THE COVERED ENTITY

With regard to the use or disclosure of PHI by Business Associate, the Covered Entity hereby agrees to do the following.

- a. Inform Business Associate of any changes in, or revocation of, an Individual's consent or authorization to use or disclose PHI, if such changes affect Business Associate's permitted or required uses and disclosures.
- b. Notify Business Associate of any restriction to the use or disclosure of PHI in its notice of privacy practices to the extent that such restriction may affect Business Associate's use or disclosure of PHI.
- c. Request Business Associate to use or disclose PHI only in a manner permissible under the Privacy Rule or Security Rule if done by the Covered Entity.

ARTICLE V

TERM AND TERMINATION

5.1 Term. This Addendum shall become effective on the Effective Date and shall continue in effect until all of the PHI provided by the Covered Entity to Business Associate, or created or received by Business Associate on behalf of the Covered Entity, is (i) destroyed and documentation of such destruction is provided to the Covered Entity, (ii) returned to the Covered Entity or (iii) if it is infeasible to return or destroy such PHI, until protections are extended to such information in accordance with **Section 5.3**.

5.2 Termination by the Covered Entity for Cause. Upon the Covered Entity's knowledge of a material breach of this Addendum by Business Associate with respect to the Privacy Rule, the Covered Entity may either: (i) provide Business Associate an opportunity to cure the breach or end the violation, and Entity or Covered Entity may terminate this Addendum and the Agreement if Business Associate does not cure the breach or end the violation within the time period specified by the Covered Entity; or (ii) Entity or Covered Entity may immediately terminate this Addendum and the Agreement if Business Associate has breached a material term of this Addendum and cure is not possible. If the Covered Entity determines that Business Associate has violated a material term of the Addendum with respect to the Security Rule, the Entity or Covered Entity may immediately terminate this Addendum and the Agreement without providing Business Associate an opportunity to cure the breach.

5.3 Effect of Termination. Except as otherwise provided in this **Section 5.3**, Business Associate agrees to return or destroy, at Covered Entity's election, all PHI received from the Covered Entity, or created or received by Business Associate on behalf of the Covered Entity, upon termination of this Addendum for any reason. Business Associate also agrees to provide the Covered Entity with documentation of the destruction of PHI. This provision shall also apply to PHI that is in the possession of subcontractors or agents of Business Associate. In the event that Business Associate determines that returning or destroying PHI is infeasible, Business Associate shall provide the Covered Entity with notification of the conditions that make return or destruction infeasible. Upon the mutual agreement of the

Parties that the return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Addendum to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such PHI.

C. ARTICLE VI

INDEMNIFICATION AND LIMITATION OF LIABILITY

6.1 Indemnification. Business Associate shall defend, indemnify and hold harmless the Entity, Covered Entity, their affiliates, officers, directors, employees and agents, from and against any claims or liabilities, and shall pay all losses, damages, liabilities, claims and actions, and all related expenses (including reasonable attorneys' fees and expenses) based on or arising out of any breach or alleged breach by Business Associate or any agent of Business Associate (including, but not limited to, subcontractors) of any duty or obligation of the Agreement or this Addendum that pertains in any way, directly or indirectly, to PHI or the protection of the confidentiality thereof.

6.2 Patient Notifications Indemnification. In the event Covered Entity is required, pursuant to the Breach Notification Rule, to notify Individuals that their Unsecured PHI has been impermissibly acquired, accessed, used or disclosed due to a breach of this Addendum, Business Associate further agrees to indemnify Entity and Covered Entity for all reasonable costs, expenses, and fees related to the breach notification and any costs to mitigate the breach.

6.3 Limitation of Liability. The indemnification provisions of **Article VI** shall in no event be subject to any limitation of liability or damages set forth in the Agreement, and no express or implied agreement or arrangement between the Parties, or Entity and Business Associate, shall in any way reduce or limit Business Associate's liability therefor.

ARTICLE VII

MISCELLANEOUS

7.1 Regulatory References. References in this Addendum to a section in the Privacy Rule, Security Rule and/or Breach Notification Rule shall refer to the section in effect or as amended.

7.2 Survival. The respective rights and obligations of Entity, Business Associate and the Covered Entity under the provisions of this Addendum shall survive termination of this Addendum.

7.3 Changes, Modifications or Alterations. The Parties agree to take such action to amend this Addendum from time to time as is necessary for the Parties to comply with the Privacy Rule, Security Rule and/or Breach Notification Rule. No changes or modifications of this Addendum shall be valid unless the same shall be in writing, signed by both Entity and Business Associate and countersigned by **an**

authorized representative from the Legal or Compliance Department of Entity, or by their authorized designee.

7.4 Counterparts. This Addendum may be executed in any number of counterparts, each of which shall be deemed original, but all such counterparts together shall constitute one and the same instrument. Facsimile copies hereof shall be deemed to be originals.

7.5 Interpretation. Any ambiguity in this Addendum shall be resolved in favor of a meaning that permits the Covered Entity to comply with the Privacy Rule, the Security Rule, the Breach Notification Rule and the HITECH Act.

7.6 Governing Law. This Addendum has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the laws of the State of Illinois, without regard to its conflicts of law principles.

7.7 Notices. Any notice required or permitted to be given hereunder shall be in writing and shall be (i) personally delivered, (ii) transmitted by postage pre-paid first class certified United States mail, (iii) transmitted by pre-paid, overnight delivery with delivery tracking service, or (iv) transmitted by facsimile transmission. All notices and other communications shall be deemed to have been duly given, received and effective on (i) the date of receipt if delivered personally, (ii) three (3) business days after the date of posting if transmitted by mail, (iii) the business day after the date of transmission if by overnight delivery with proof of delivery, or (iv) if transmitted by facsimile transmission, the date of transmission with confirmation by the originating facsimile transmission machine of receipt by the receiving facsimile machine of such transmission, addressed to the Parties at the addresses below:

| As to Covered Entity: | As to Business Associate: |
|--|----------------------------------|
| PBH Illinois 200 S. Wacker Drive Chicago, IL 60606 | |

or to such other address, or to the attention of such other person(s) or officer(s), as either Party may designate by written notice to the other Party.

7.8 Incorporation. Any provisions now or hereafter required to be included in this Addendum by applicable state or federal law, including without limitation, the Privacy Rule, the Security Rule, the

Breach Notification Rule and the HITECH Act, or by HHS or CMS shall be binding upon and enforceable against the Parties and be deemed incorporated herein, irrespective of whether or not such provisions are expressly set forth in this Addendum or elsewhere in the Agreement.

7.9 Severability. The provisions of this Addendum shall be deemed severable, and, if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of the Addendum shall be effective and binding upon the Parties.

7.10 Waiver. A waiver of any provision of this Addendum must be in writing, signed by the Parties hereto, and must also be countersigned by **an authorized representative from the Legal or Compliance Department of Entity**, or by their authorized designee. The waiver by either Party of any provision of this Addendum or the failure of any Party to insist on the performance of any of the terms or conditions of this Addendum shall not operate as, nor be construed to be, a waiver or the relinquishment of any rights granted hereunder and the obligation of the Parties with respect thereto shall continue in full force and effect.

7.11 Force and Effect. The Parties acknowledge and agree that this Addendum shall be of no force and effect unless and until a duly authorized representative of Entity and Business Associate has signed the following signature page where indicated.

IN WITNESS WHEREOF, the undersigned have caused this Business Associate Agreement Addendum to be duly executed as of the Effective Date.

| ENTITY: | BUSINESS ASSOCIATE: |
|----------------|----------------------------|
| Signed: | Signed: |
| Print Name: | Print Name: |
| Title: | Title: |