

**evanston** public library



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

**Wednesday, November 16, 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 Library Board Meeting**

**Time: November 16, 2022 6:30 PM Central Time (US and Canada)**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/83554286661>

+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, November 16, 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**
  - A. First Reading of the EPL Land Acknowledgement**
- 2. CITIZEN COMMENT**

Not to exceed 45 minutes
- 3. CONSENT AGENDA**
  - A. Approval of Minutes October 19, 2022**
  - B. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
  - 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**
    - Approval for Professional Engineering Services from Grumann Butkus Associates (GBA) an Evanston Business Enterprise in the amount of \$25,000.
    - Update on major roofing repairs
  - G. Director Search Committee**
- 9. UNFINISHED BUSINESS**
  - A. Resolution 2022 - R1 providing for the budget and setting the annual tax levy for FY2023 (ACTION)**
  - B. Facilities Policy (ACTION)**
  - C. Professional Services Contract for Library Social Worker (ACTION)**
  - D. MOU with Shorefront Legacy Center for Display Case in the Main Library (ACTION)**
- 10. NEW BUSINESS**
  - A. Approval of the 2023 Board Meeting Schedule (ACTION)**
  - B. Approval of the 2023 Library Closings Schedule (ACTION)**
  - C. State Per Capita Grant requirements checklist (ACTION)**
- 11. ADJOURNMENT**

**Next Meeting: December 14, 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, October 19, 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, Renee Neumeier, Tyler Works and Wynn Shawver.

**Presiding Member**

Tracy Fulce, President

**Call to order/Declaration of Quorum**

President Fulce called the meeting to order when a quorum of Trustees was established at 6:33 p.m.\*Goodman arrived at 6:54pm; \*\*Schapiro arrived at 6:53pm; \*\*\*Shurbet arrived at 6:46pm.

**Citizen Comment**

None

**Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of the September 7, 2022 and September 21, 2022 Board Meetings. Upon motion made by Trustee Soto and seconded by Trustee Fulce, the consent agenda was approved.

**Public Hearing on the FY2023 Proposed Budget**

**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. Approval of 2023 Proposed Library Expenditure Budget (ACTION). Upon the motion made by Trustee Schapiro and seconded by Trustee Fulce, approved the 2023 Proposed Library Expenditure Budget.
- B. Preliminary Tax Levy Estimate (Discussion).
- C. Fund Balance Policy (ACTION). Upon the motion made by Trustee Schapiro and seconded by Trustee Hayman, approved the Fund Balance Policy.
- D. Land Acknowledgement (ACTION). Upon the motion made by Trustee Wallen and seconded by Trustee Schapiro, approved the Land Acknowledgement..

**New Business**

- A. Facilities Policy Revision (Discussion)
- B. Professional Services Contract for Library Social Worker (Discussion)

**Adjournment**

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 7:51 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: November 09, 2022

## **Recommended Action**

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

## **Payroll**

October 10, 2022 through October 23, 2022	\$ 162,420.46
October 24, 2022 through November 6, 2022	\$ 174,780.58

## **Library Fund Bills List**

October 11, 2022	\$ 80,441.55
October 25, 2022	\$ 138,442.58
(August 2022 Purchasing Card \$7,271.95)	

Attachement: Bills List; Purchasing Card

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 10.11.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 10/11/22 - 10/11/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
19199 - STEPHEN BARNES	REIMBURSEMENT PROGRAM SUPPLIES	10/11/2022	10/11/2022	12.43
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$12.43
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	10/11/2022	10/11/2022	111.77
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/11/2022	10/11/2022	1,529.35
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$1,641.12
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	JUV AV	10/11/2022	10/11/2022	2,427.87
324163 - FINDAWAY WORLD, LLC	JUV AV	10/11/2022	10/11/2022	3.96
324163 - FINDAWAY WORLD, LLC	JUV AV	10/11/2022	10/11/2022	363.38
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 3	\$2,795.21
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals		Invoice Transactions 6	\$4,448.76
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
19203 - A TO Z DATABASES	ELECTRONIC DATABASE ONE YEAR AGREEMENT 2022	10/11/2022	10/11/2022	7,500.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1	\$7,500.00
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2022	10/11/2022	675.40
100474 - BAKER & TAYLOR	2036997789	10/11/2022	10/11/2022	46.03
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2022	10/11/2022	54.49
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2022	10/11/2022	301.65
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2022	10/11/2022	159.01
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/11/2022	10/11/2022	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/11/2022	10/11/2022	78.72
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	44.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	404.37
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	706.75
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	27.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	67.49
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	270.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	82.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	6.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	1,015.14
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/11/2022	10/11/2022	59.99
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 17	\$4,100.48
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	10/11/2022	10/11/2022	51.18
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	130.57
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	106.75
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	59.65
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	19.18
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	19.18
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	15.43
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	26.68
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	188.66
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	34.97
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	215.57
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	57.08
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	46.65
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	27.47
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	27.47
103424 - MIDWEST TAPE	ADULT AV	10/11/2022	10/11/2022	45.86
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 16	\$1,072.35
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 34	\$12,672.83
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
110018 - T-MOBILE USA	MOBILE HOTSPOTS	10/11/2022	10/11/2022	5,230.01
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1	\$5,230.01
<b>Account 65100 - LIBRARY SUPPLIES</b>				
206940 - ULINE	OFFICE SUPPLIES	10/11/2022	10/11/2022	109.12
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$109.12
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 2	\$5,339.13
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
18689 - BEATRIZ ECHEVERRIA	REIMBURSEMENT PROGRAM SUPPLIES	10/11/2022	10/11/2022	24.11
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$24.11
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2022	10/11/2022	166.66
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2022	10/11/2022	850.31
100474 - BAKER & TAYLOR	YA AND JUV PRINT	10/11/2022	10/11/2022	39.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/11/2022	10/11/2022	76.01
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	10/11/2022	10/11/2022	1,634.24
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 5	\$2,766.47
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	JUV AV	10/11/2022	10/11/2022	229.46
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$229.46
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 7	\$3,020.04
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
11009 - BLACKBAUD INC.	ANNUAL RENEWAL AND MAINTENANCE FEE	10/11/2022	10/11/2022	3,407.04
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$3,407.04
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	BOOKMARK PRINTING	10/11/2022	10/11/2022	30.93
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$30.93
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	10/11/2022	10/11/2022	213.91
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$213.91
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 3	\$3,651.88
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 10.11.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 10/11/22 - 10/11/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
100891 - CARRIER CORPORATION	CHILLER EMERGENCY REPAIR	10/11/2022	10/11/2022	10,665.75
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/11/2022	10/11/2022	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/11/2022	10/11/2022	115.99
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/11/2022	10/11/2022	510.13
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	10/11/2022	10/11/2022	101.52
101063 - CINTAS FIRST AID & SUPPLY	CARPET CLEANING	10/11/2022	10/11/2022	90.99
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/11/2022	10/11/2022	85.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/11/2022	10/11/2022	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/11/2022	10/11/2022	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/11/2022	10/11/2022	145.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SEMI-YEARLY SERVICE	* 10/11/2022	10/11/2022	8,844.50
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 11	\$21,424.01
<b>Account 64005 - ELECTRICITY</b>				
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED JUN 22	10/11/2022	10/11/2022	38.48
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED	10/11/2022	10/11/2022	3,186.79
Account 64005 - ELECTRICITY Totals			Invoice Transactions 2	\$3,225.27
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
100763 - BRUCKER COMPANY	FILTER BAG SUPPLIES	10/11/2022	10/11/2022	1,730.00
Account 65050 - BLDG MAINTENANCE MATERIAL Totals			Invoice Transactions 1	\$1,730.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 14	\$26,379.28
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	10/11/2022	10/11/2022	1,733.33
315470 - GOV TEMPS USA, LLC	PROFESSIONAL SERVICES	10/11/2022	10/11/2022	2,240.00
12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION SERVICE	10/11/2022	10/11/2022	158.85
12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION SERVICE	10/11/2022	10/11/2022	265.32
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	10/11/2022	10/11/2022	500.00
Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 5	\$4,897.50
<b>Account 62295 - TRAINING &amp; TRAVEL</b>				
13722 - ELIZABETH BIRD	ILA ANNUAL CONFERENCE REGISTRATION	10/11/2022	10/11/2022	250.00
270049 - Tracy Olasimbo	REIMBURSEMENT PROGRAM FOOD AND SUPPLIES	10/11/2022	10/11/2022	30.00
Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions 2	\$280.00
<b>Account 65025 - FOOD</b>				
13233 - HEATHER NORBORG	REIMBURSEMENT CANDIDATE LUNCHEON	10/11/2022	10/11/2022	124.72
270049 - Tracy Olasimbo	REIMBURSEMENT PROGRAM FOOD AND SUPPLIES	10/11/2022	10/11/2022	173.76
Account 65025 - FOOD Totals			Invoice Transactions 2	\$298.48
<b>Account 65095 - OFFICE SUPPLIES</b>				
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/11/2022	10/11/2022	347.29
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/11/2022	10/11/2022	184.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/11/2022	10/11/2022	29.99
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/11/2022	10/11/2022	32.97
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/11/2022	10/11/2022	154.80
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/11/2022	10/11/2022	89.20
Account 65095 - OFFICE SUPPLIES Totals			Invoice Transactions 6	\$838.25
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions 15	\$6,314.23
Department 48 - LIBRARY Totals			Invoice Transactions 81	\$61,826.15
<b>Fund 185 - LIBRARY FUND Totals</b>			<b>Invoice Transactions 81</b>	<b>\$61,826.15</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT</b>				
<b>Account 65515 - OTHER IMPROVEMENTS</b>				
13509 - VORIS MECHANICAL INC.	MAIN VENTILATION FAN UPGRADE BID 22-07	10/11/2022	10/11/2022	18,144.00
Account 65515 - OTHER IMPROVEMENTS Totals			Invoice Transactions 1	\$18,144.00
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals			Invoice Transactions 1	\$18,144.00
Department 48 - LIBRARY Totals			Invoice Transactions 1	\$18,144.00
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>			<b>Invoice Transactions 1</b>	<b>\$18,144.00</b>
<b>* = Prior Fiscal Year Activity</b>			<b>Invoice Transactions 82</b>	<b>\$79,970.15</b>



**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.11.2022 FY2022**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS AUG, 2022	471.40
			<u>471.40</u>
			<u>471.40</u>
		<b>GRAND TOTAL</b>	<b><u><u>80,441.55</u></u></b>

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 10.25.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 10/25/22 - 10/25/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
18611 - KENNEDY JOSEPH	REIMBURSEMENT PROGRAM SUPPLIES	10/25/2022	10/25/2022	41.35
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>1</b>
				<b>\$41.35</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/25/2022	10/25/2022	64.50
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	327.88
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	428.63
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	1,176.04
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	17.06
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	1,313.91
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	657.29
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	20.38
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/25/2022	10/25/2022	172.23
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	1,001.29
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/25/2022	10/25/2022	897.42
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>11</b>
				<b>\$6,076.63</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	JUV AV	10/25/2022	10/25/2022	112.46
324163 - FINDAWAY WORLD, LLC	JUV AV	10/25/2022	10/25/2022	1,905.63
324163 - FINDAWAY WORLD, LLC	JUV AV	10/25/2022	10/25/2022	1,025.39
324163 - FINDAWAY WORLD, LLC	JUV AV	10/25/2022	10/25/2022	154.97
324163 - FINDAWAY WORLD, LLC	JUV AV	10/25/2022	10/25/2022	49.99
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>5</b>
				<b>\$3,248.44</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>17</b>
				<b>\$9,366.42</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
101653 - ENCYCLOPAEDIA BRITANNICA INC.	ELECTRONIC DATABASE ONE YEAR AGREEMENT 2022	10/25/2022	10/25/2022	6,485.00
16334 - KANOPY	MAIN ADULT ONLINE RESOURCES	10/25/2022	10/25/2022	1,318.00
103424 - MIDWEST TAPE	MAIN ADULT ONLINE RESOURCES	10/25/2022	10/25/2022	4,487.11
103424 - MIDWEST TAPE	MAIN ADULT ONLINE RESOURCES	10/25/2022	10/25/2022	4,499.65
129101 - RECORD INFORMATION SERVICES, INC.	ANNUAL LICENSE AND SUPPORT RENEWAL	10/25/2022	10/25/2022	770.00
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>5</b>
				<b>\$17,559.76</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	483.88
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	769.37
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	259.10
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	17.14
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	445.93
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	836.54
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	452.72
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	346.12
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	398.64
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	52.09
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	892.55
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	887.94
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	32.02
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	860.37
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	232.83
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	92.88
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/25/2022	10/25/2022	154.44
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/25/2022	10/25/2022	214.42
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/25/2022	10/25/2022	50.98
102572 - INFORMATION TODAY INC	ADULT PRINT	10/25/2022	10/25/2022	689.53
276974 - OVER DRIVE, INC.	18CO22369139	10/25/2022	10/25/2022	758.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	55.63
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	1,948.01
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	84.77
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	315.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	242.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	81.69
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	1,150.11
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	1,251.94
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	215.24
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	64.85
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	1,571.04
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	76.32
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	10/25/2022	10/25/2022	49.99
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>34</b>
				<b>\$16,035.08</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	10/25/2022	10/25/2022	166.65
100474 - BAKER & TAYLOR	ADULT AV	10/25/2022	10/25/2022	28.36
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	105.26
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	159.76
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	106.72
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	22.93
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	11.68
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	26.98
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	193.30
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	164.68
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	60.83
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	84.72
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	26.68
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	29.61
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	35.61
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	48.11
103424 - MIDWEST TAPE	ADULT AV	10/25/2022	10/25/2022	51.90
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>17</b>
				<b>\$1,323.78</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>				<b>56</b>
				<b>\$34,918.62</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	10/25/2022	10/25/2022	23,286.96
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>1</b>
				<b>\$23,286.96</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	OFFICE SUPPLIES	10/25/2022	10/25/2022	43.92
17088 - SKOKIE PUBLIC LIBRARY	DAMAGED ITEM OCLC REQ 211876004	10/25/2022	10/25/2022	20.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>2</b>
				<b>\$63.92</b>
<b>Business Unit 4820 - ACCESS SERVICES Totals</b>				<b>3</b>
				<b>\$23,350.88</b>

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 10.25.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 10/25/22 - 10/25/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	16.39
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	47.44
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	53.08
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	199.42
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	32.78
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	65.53
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	15.15
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	16.39
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	48.80
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	41.66
100474 - BAKER & TAYLOR	ADULT PRINT	10/25/2022	10/25/2022	9.51
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	49.43
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/25/2022	10/25/2022	46.33
100474 - BAKER & TAYLOR	JUV PRINT	10/25/2022	10/25/2022	88.16
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/25/2022	10/25/2022	50.81
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 15	<u>\$780.88</u>
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 15	<u>\$780.88</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SERVICES COMPUTER SOFTWARE	10/25/2022	10/25/2022	15.26
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	<u>\$15.26</u>
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	BOOKMARKS	10/25/2022	10/25/2022	64.89
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	<u>\$64.89</u>
Account 65555 - IT COMPUTER HARDWARE				
101401 - DELL COMPUTER CORP.	COMPUTER HARDWARE PURCHASE	10/25/2022	10/25/2022	20,768.52
	Account 65555 - IT COMPUTER HARDWARE Totals		Invoice Transactions 1	<u>\$20,768.52</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/25/2022	10/25/2022	149.83
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/25/2022	10/25/2022	400.43
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	<u>\$550.26</u>
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 5	<u>\$21,398.93</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	CHILLER SERVICE	10/25/2022	10/25/2022	623.50
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/25/2022	10/25/2022	510.13
101063 - CINTAS FIRST AID & SUPPLY	CARPET CLEANING	10/25/2022	10/25/2022	510.13
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	10/25/2022	10/25/2022	85.00
102717 - JOHNSON AGREEMENT	ANNUAL SERVICE AGREEMENT	10/25/2022	10/25/2022	13,792.33
102717 - JOHNSON CONTROLS	SERVICE REPAIR	10/25/2022	10/25/2022	1,804.83
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	10/25/2022	10/25/2022	10,520.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	<u>\$27,845.92</u>
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 09.28.2022	10/25/2022	10/25/2022	6,529.64
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 1	<u>\$6,529.64</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES-NICOR SEP22	10/25/2022	10/25/2022	455.16
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	<u>\$455.16</u>
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/25/2022	10/25/2022	822.00
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	<u>\$822.00</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 10	<u>\$35,652.72</u>
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	LEGAL FEES	10/25/2022	10/25/2022	287.50
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	<u>\$287.50</u>
Account 62295 - TRAINING & TRAVEL				
19292 - KASANDRA TREJO	TRAVEL REIMBURSEMENT	10/25/2022	10/25/2022	393.45
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1	<u>\$393.45</u>
Account 65095 - OFFICE SUPPLIES				
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/25/2022	10/25/2022	221.56
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/25/2022	10/25/2022	17.09
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 2	<u>\$238.65</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 4	<u>\$919.60</u>
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17049 - CHARLOTTA KOPPANYI	FACILITATOR FOR IN-PERSON MEMORY CAFE	10/25/2022	10/25/2022	100.00
105668 - MCGAW YMCA	FACILITATOR STIPEND FOR AHA! PROGRAM 10/13/2022	10/25/2022	10/25/2022	100.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	<u>\$200.00</u>
Account 65100 - LIBRARY SUPPLIES				
19249 - CASSANDRA FOX	FACILITATOR FOR IN-PERSON MEMORY CAFE 12/17/2022	10/25/2022	10/25/2022	100.00
19233 - ECCENTRIC ORBIT INC.	TUNEPAD BUNDLE CLASSROOM STYLE - PNG GRANT	10/25/2022	10/25/2022	4,482.58
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	<u>\$4,582.58</u>
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 4	<u>\$4,782.58</u>
	Department 48 - LIBRARY Totals		Invoice Transactions 114	<u>\$131,170.63</u>
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 114	<u>\$131,170.63</u>
			Invoice Transactions 114	<u>\$131,170.63</u>

\* = Prior Fiscal Year Activity

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.25.2022 FY2022**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO	PURCHASING CARD-AUGUST, 2022	<u>7,271.95</u>
			<u>7,271.95</u>
			<u>7,271.95</u>
		<b>GRAND TOTAL</b>	<b><u><u>138,442.58</u></u></b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
LIBRARY	DOLLAR TREE	IL	60202	\$ 2.50	7/28/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	8/9/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	8/9/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	8/9/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	8/10/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	8/17/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	8/25/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antoin	Laura
LIBRARY	IN NATIONAL AWARDS &	IL	60202	\$ 61.05	8/3/2022	65050 BUILDING MAINTENANCE MATERIAL	SIGNAGE	185.48.4840	-	Devaney	John
LIBRARY	JOEYS MOVERS OF EVANST	IL	60076	\$ 360.00	8/4/2022	62225 BLDG MAINT SVCS	MOVING EXPENSE BOOK DROP FROM MAIN TO RC	185.48.4840	-	Devaney	John
LIBRARY	MCMASTER.CARR	IL	60126	\$ 110.06	8/12/2022	65050 BUILDING MAINTENANCE MATERIAL	2 CASES OF STRETCH WRAP	185.48.4840	-	Galvin	Todd
LIBRARY	EXXONMOBIL 96024591	IL	60201-3535	\$ 5.00	8/11/2022	65050 BUILDING MAINTENANCE MATERIAL	CARWASH FOR LIBRARY VAN	185.48.4840	-	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 99.91	8/1/2022	65050 BUILDING MAINTENANCE MATERIAL	TRASH GRABBER, HAND PRUNER, 50 FOOT HOSE, STRING TRIMMER LINE	185.48.4840	-	Galvin	Todd
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 29.99	7/26/2022	66365 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL FT.COM	CA	95131	\$ 74.75	7/26/2022	66365 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 187.55	7/26/2022	65040 JANITORIAL SUPPLIES	SAFETY UNIFORM SUPPLIES	185.48.4840	-	Hernandez-Sol	Lea
LIBRARY	INVENTABLES, INC	IL	60661	\$ 80.43	7/27/2022	65100 LIBRARY SUPPLIES	ILL LASER CUTTING PROGRAM MATERIALS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	UPS 1ZRE07130392860401	GA	30328	\$ 18.94	7/29/2022	62315 POSTAGE	RETURN ITEM	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	INVENTABLES, INC	IL	60661	\$ (122.54)	7/29/2022	65100 LIBRARY SUPPLIES	RETURN ITEMS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	TARGET 00009274	IL	60202	\$ 44.76	8/1/2022	65100 LIBRARY SUPPLIES	RC SUPPLIES AND ELL SUPPLIES	185.48.4805	-	Hernandez-Sol	Lea
LIBRARY	NYTIMES	NY	10018	\$ 259.12	8/1/2022	66365 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL JOANN	OH	44236	\$ 22.32	8/1/2022	65100 LIBRARY SUPPLIES	RC CRAFT AND STEM PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 61.99	8/1/2022	65100 LIBRARY SUPPLIES	RC CRAFT PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	TARGET 00009274	IL	60202	\$ 29.82	8/1/2022	65100 LIBRARY SUPPLIES	RC SUPPLIES AND ELL SUPPLIES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL ECO GLOBAL	CA	95131	\$ 456.29	8/2/2022	65100 LIBRARY SUPPLIES	RC AND ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Sol	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 24.10	8/2/2022	66365 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 19.83	8/2/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL ECO GLOBAL	CA	95131	\$ 456.29	8/2/2022	65100 LIBRARY SUPPLIES	RC AND ELL PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 18.00	8/2/2022	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	8/3/2022	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY FEE	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 79.00	8/3/2022	62295 TRAINING & TRAVEL	WEBINAR REGISTRATION FOR A PEREZ	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	D J BARRONS	MA	01020	\$ 14.99	8/4/2022	66365 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYLOW/PAYPAL	NE	68126	\$ 30.00	8/4/2022	62341 INTERNET SOLUTION PROVIDERS	PAYPAL MONTHLY FEE	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL TFDSUPPLIES	IL	62208	\$ 119.20	8/4/2022	65100 LIBRARY SUPPLIES	TECH DESK EARPHONES BULK ORDER	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	UNITED 01699971811790	TX	77002	\$ 30.00	8/4/2022	62295 TRAINING & TRAVEL	CONFERENCE AIR TRAVEL K TREJO	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	UNITED 01624273397401	TX	77002	\$ 394.70	8/4/2022	62295 TRAINING & TRAVEL	CONFERENCE AIRFARE FOR K TREJO	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	UNITED 01699971811801	TX	77002	\$ 30.00	8/4/2022	62295 TRAINING & TRAVEL	CONFERENCE AIRFARE K TREJO	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL COMPASSCOMM	CA	95131	\$ 28.60	8/8/2022	62295 TRAINING & TRAVEL	WEBINAR TRAINING I WILLIAMS	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	8/10/2022	66365 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 30.33	8/12/2022	65100 LIBRARY SUPPLIES	SNACKS FOR MOVIE NIGHT AT ELL	185.48.4805	-	Hernandez-Sol	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 20.97	8/12/2022	65100 LIBRARY SUPPLIES	RC CARNIVAL CRAFT KIT SUPPLIES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	AMZN MKTP US 074008P63	WA	98109	\$ 37.51	8/12/2022	65100 LIBRARY SUPPLIES	MAGNIFYING GLASSES FOR TECH DESK	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	LAKESHORE LEARNING MAT	CA	90985	\$ 69.98	8/15/2022	65100 LIBRARY SUPPLIES	CHILDREN'S TOYS	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL STAPLES INC	MA	01702	\$ 95.61	8/15/2022	65100 LIBRARY SUPPLIES	CHILDREN'S TOYS	185.48.4805	-	Hernandez-Sol	Lea
LIBRARY	U.W. EDUCATIONAL OUTREA	WA	98105-5661	\$ 1,414.00	8/15/2022	62295 TRAINING & TRAVEL	TRAVEL AND TRAINING TUITION FOR T WORKS	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	AMZN MKTP US PM1SH78E3	WA	98109	\$ 48.68	8/15/2022	65095 OFFICE SUPPLIES	STAFF SUPPLIES COFFEE WILL REIMBURSE	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	DNH GODADDY.COM	AZ	85284	\$ 21.17	8/16/2022	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	AMZN MKTP US 7804RSH63	WA	98109	\$ 55.34	8/17/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 29.78	8/18/2022	65100 LIBRARY SUPPLIES	RC MASCOT PRIZES	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	CHIPOTLE 0087	IL	60201	\$ 40.00	8/18/2022	65100 LIBRARY SUPPLIES	GIFT CARDS FOR SURVEY PARTICIPANTS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	COLECTIVO COFFEE- EVAN	IL	60201	\$ 40.00	8/18/2022	65100 LIBRARY SUPPLIES	GIFT CARDS FOR SURVEY PARTICIPANTS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	POTBELLY #5	IL	60201	\$ 40.00	8/18/2022	65100 LIBRARY SUPPLIES	GIFT CARDS FOR SURVEY PARTICIPANTS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	ENNEAGRAM INSTITUTE	NY	12484	\$ 60.00	8/18/2022	62295 TRAINING & TRAVEL	LLL STAFF TRAINING	185.48.4845	-	Hernandez-Sol	Lea
LIBRARY	STARBUCKS STORE 00243	IL	60201	\$ 40.00	8/19/2022	65100 LIBRARY SUPPLIES	GIFT CARDS FOR SURVEY PARTICIPANTS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 40.00	8/19/2022	65100 LIBRARY SUPPLIES	GIFT CARDS FOR SURVEY PARTICIPANTS	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	AMAZON.COM N38H24IY3	WA	98109	\$ 50.97	8/22/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL LETSY INC	NY	11201	\$ 49.01	8/24/2022	65100 LIBRARY SUPPLIES	RC HHM CRAFT KIT	185.48.4825	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 168.29	8/24/2022	65100 LIBRARY SUPPLIES	TEEN CRAFT SUPPLIES	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	8/25/2022	62341 INTERNET SOLUTION PROVIDERS	PHOTO SHARING STORAGE MONTHLY FEE	185.48.4835	-	Hernandez-Sol	Lea
LIBRARY	LETTUCE GROW	CA	90292	\$ 60.00	8/15/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES NSBE JR. (WILL BE REIMBURSED AT A LATER DATE).	185.48.4835	-	Madison	Elacsha
ADMIN SVCS/INFO SYS	LATER.COM INSTAGRAM	BC	V6A3X3	\$ 400.00	8/1/2022	62236 SOFTWARE MAINTENANCE	LATER.COM SUBSCRIPTION 52653	185.48.4835	-	Milano	Jim
ADMIN SVCS/INFO SYS	SEARCHWP - STANDARD	FL	33418	\$ 99.00	8/24/2022	62236 SOFTWARE MAINTENANCE	SEARCHWP LICENSE 52667	185.48.4835	-	Milano	Jim
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 53.00	8/19/2022	65100 LIBRARY SUPPLIES	ANIME CLUB SUPPLIES TEEN PROGRAMMING	185.48.4835	-	Neumeier	Renee
LIBRARY	WALGREENS #4218	IL	60202	\$ 7.99	7/26/2022	65025 FOOD	RC REFRESHMENTS	185.48.4845	-	Perez	Amilcar
LIBRARY	POTBELLY #5	IL	60201	\$ 58.84	7/27/2022	65100 LIBRARY SUPPLIES	RC STAFF APPRECIATION LUNCHEON	185.48.4845	-	Perez	Amilcar
LIBRARY	CITY OF EVANSTON	IL	60201	\$ 1.00	7/29/2022	65100 LIBRARY SUPPLIES	RC PARKING FEE FOR PROGRAM	185.48.4825	-	Perez	Amilcar
LIBRARY	WALGREENS #4218	IL	60202	\$ 4.75	7/29/2022	65025 FOOD	RC REFRESHMENTS	185.48.4845	-	Perez	Amilcar
LIBRARY	POTBELLY #5	IL	60201	\$ 80.54	7/29/2022	65025 FOOD	RC STAFF APPRECIATION FOOD	185.48.4845	-	Perez	Amilcar
LIBRARY	TARGET 00009274	IL	60202	\$ 14.23	8/17/2022	65100 LIBRARY SUPPLIES	RC CARNIVAL PROGRAM SUPPLIES	185.48.4825	-	Perez	Amilcar
LIBRARY	INFOPEOPLE	CA	94107	\$ 200.00	8/18/2022	62295 TRAINING & TRAVEL	WEBINAR REGISTRATION FOR A PEREZ	185.48.4845	-	Perez	Amilcar
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 41.73	8/2/2022	65040 JANITORIAL SUPPLIES	PUR REPACEMENT WATER FILTER 3 PACK AND ONE PACK ACE RAZOR BLADE SCRAPER	185.48.4840	-	Wade	Ray
LIBRARY	PURE ELECTRIC	IL	60645	\$ 696.60	8/22/2022	65040 JANITORIAL SUPPLIES	13W TWIN TUBE 2 PIN COMPACT FLUORESCENT 2700K QTY 100 EA AND 5575/E262700K/120V/1PK QTY 24 EA	185.48.4840	-	Wade	Ray
	LIBRARY AUGUST 2022 TOTAL			\$ 7,271.95							



EVANSTON PUBLIC LIBRARY  
Racial Equity Task Force Meeting Minutes  
October 11, 2022

**Members Present:**

Heather Norborg, Lorena Neal, Esther Wallen, Terry Soto

**Updates**

Heather Norborg gave an update that we have received 12 applications to RETF so far, 10 qualified (due to residency; completeness). Application period ends this weekend.

Next steps: Finalize date of Meet & Greet. Invite current staff and board members to participate. Update questions for the interviews. Finalize format.

Esther Wallen asked about the number of responses to the staff survey for the Director Search. Heather said she didn't have that information right now, but would connect Tyler and Jenette to the committee. The partner and community surveys are next.

Heather Norborg reminded members that she would be presenting the 2023 budget to City Council on Monday, asked others to reach out to their council members and share the talking points.

In absence of community members present, it was decided to keep further discussion for another meeting.

## Library Director's Report November 16, 2022

### Updates:

On Thursday October 27 over eighty Library staff participated in staff training day where they took a bus tour to learn about Evanston history, attended an art making workshop for cross-departmental team building, had individual team meetings on various topics and attended a fun session of their choice with the intention of self-care and getting to know each other in a relaxed environment. Thirty-two (32) attendees have completed a feedback survey, with the majority expressing positive feedback about the day in general and the specific sessions in particular. Many staff appreciated the time and attention given to self care and team building activities in a more relaxed atmosphere with time for casual conversations with colleagues from other work areas.

On Tuesday November 1 a group of Black COE employees sent a letter to the City Council, the Mayor, the City Manager and Directors. It details experiences of discrimination and includes a recommended action plan for remedies. It is intentionally anonymous, under the Illinois Whistleblower Act. The group self-identified as being from various departments, including the library. At the November 3 First Thursday All Staff check-in meeting I shared this information with the staff and let them know that I'd like us all to read this letter in its entirety and have instructed members of the leadership team to reflect on it, without defensiveness, with an eye to action. We had our first leadership team discussion of it at our Tuesday, November 8 regular meeting where we began to develop a plan to address the aspects we have authority over at the Library and how we can work to positively influence the wider City administration's response. Some of the points mentioned in this first discussion were: how to reestablish trust between staff and administration, how to better onboard and support new staff, how to better train and evaluate supervisors, how to update the structure of our mandatory DEI curriculum so that it is baked into every position description and the requirements are predictable and clear from the first day of hire. More specific action items on this to come soon. I have also begun meeting with groups of staff about this letter and these action items, including the internal EDI committee. In addition to those mentioned above, some of the points of interest shared with me in these initial meetings were: how to ensure that staff concerns and feedback are received without the possibility of retaliation and with a system to demonstrate that those suggestions are being acted upon or, if they are not being acted upon, to explain why. Also, how to measure the progress made from our DEI training - both for the institution as a whole and individual supervisors and staff members, and how to compensate staff who work on these important initiatives. The letter can be found embedded in this [Roundtable article](#).

On Thursday, November 17 we will host a Meet & Greet for RETF applicants. Twelve applicants have RSVPed for the event (one applicant who is not available on 11/17 will have a separate interview with a smaller cohort of current members.

### Data Dashboard

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

**Staff reports:**

**Spotlight on Social Worker in the Library:**

3rd Quarter, July 1st- September 30th, 2022

**Metrics:**

Total encounters: 240

Housing Status: 85% Housed; 15% Homeless

Gender: 60% Female, 39% Male; 1% unknown

Ethnicity: 42% African American; 36% White; 6% Latinx; 4% Asian; 2% Middle Eastern; 1% Native American; 9% Unknown

Age Groups: 39% (65+); 16% (55-64); 14% (45-54); 10% (35-44); 8% (25-34); 4% (18-24); 1% (0-12); 8% Unknown

**Referrals:**

PCP/Medical Homes: 6

BH/SA: 28

Housing applications: 5

Housing referrals: 56

Identifying documents: 10

Transportation: 8

Legal: 21

Jobs: 31

Food: 4

SNAP: 33

Medicaid: 16

SSI/SSDI: 6

Support services: 234

Other Resources: 58

Crisis interventions: 3

**Programs:** Creating Your Mental Health Self Care Kit (Virtual), Monthly Mental Health is Essential series (Virtual)



**Presentations:** None

**Miscellaneous:**

The Social Worker is fully on-site at the library! 4 days at the Main Library and 1 day at Robert Crown. The Social Worker is available for drop-in hours, including designated Teen Loft hours, and appointment times each day. The Social Worker continues to work closely with EPL staff and Safety Monitors at both branches and encourages staff to reach out for personal support, consultation on patron interactions, and/or to refer patrons for services.

During this Quarter, the Social Worker offered a virtual program for the community entitled “Creating Your Mental Health Self Care Kit” with two follow-up in person workshops, one at each library location. This Self Care programming was well received by the community and the Social Worker plans to offer this workshop again in the future. The Social Worker provides additional support and education to patrons and staff through articles in the EPL Kids and staff newsletters. The Social Worker continues to work with library staff on ways to manage stress, reduce burnout, and practice self-care more regularly. The Social Worker has collaborated with the new Volunteer Coordinator at EPL on training materials for incoming volunteers around sensitive topics.

The Social Worker continues to provide support to patrons and linkage to resources in-person, over the phone, and via email. The Social Worker has encountered patrons with a variety of questions and concerns, such as anxiety/depression related to world events, senior services, social isolation, housing, utility and rental assistance, access to mental health and substance abuse programs, access to medical care, locating legal resources, understanding insurance and government benefits, and applying for jobs. The Social Worker assisted patrons in completing the online application for the City of Evanston pilot Guaranteed Income Program. The Social Worker has assisted patrons with completing applications for housing, for SNAP/Medicaid/free phones, creating and updating resumes, applying for jobs, connecting with area providers, and being a listening ear during difficult times.

The Social Worker continues to build relationships with community-based organizations, including Connections for the Homeless, Interfaith Action of Evanston, Impact Behavioral Health Partners, Trilogy, Moran Center, National Able Network, Youth & Young Adults through the City of Evanston, Meals on Wheels Northeastern IL, NAMI, and the D65 Social Workers. The Social Worker has worked in collaboration with the City’s 311 Manager and Staff to improve the appropriateness of referrals the Social Worker receives from 311. The Social Worker continued partnership with Northwestern University Student Enrichment Services to support students with applying for SNAP benefits as well as accessing other community resources. Additionally, the Social Worker has participated in Ascension clinical meetings, Community Partners meetings, Direct Service Calls with other Library Social Workers across the country, Evanston Homelessness Task Force meetings, LAN 40 meetings, and meetings about other libraries wanting to begin a program of having a social worker at their location.

During the 4th quarter, the social worker:

- Provided 3675 minutes of direct Staff Support to EPL staff

- 315 minutes of programming including Self-Care kit workshop
- Participated in 1,725 minutes of program development and networking

### **Success Stories**

The Social Worker was able to see a patron through a move to a new apartment. Social Worker assisted patron with calling several property management companies to inquire about availability and if they took a specific housing voucher. The Social Worker supported patron as they navigated through many apartments being rented, not meeting basic criteria, or not within price range. Finally, the Social Worker assisted patron with an online application for an apartment, assisted in scanning and submitting all required documentation, and communicating with property management company about the process. Patron was accepted to apartment, so Social Worker connected patron to local organization for assistance with security deposit and movers. Patron expressed significant stress around the whole process and indicated that having the support of the Social Worker at the library made it more manageable and less overwhelming.

A patron requested support from Social Worker in applying for SNAP benefits. Patron indicated that they were not sure if they were eligible for benefits but needed as much assistance as possible to help them through this time. Social Worker assisted patron in applying for SNAP and Medicaid online, and Social Worker also suggested applying for a free Lifeline phone. Patron was found eligible for the phone and would receive it in the mail in a week. Patron received a call from DHS the same day about SNAP and Medicaid application, was found eligible, and received the LINK card in the mail the following week. Patron returned to library to update the Social Worker several times and indicated the help received was much appreciated.

### **Press Mentions**

[Evanston Public Library Community Journals document memories of Evanston residents.](#) Daily Northwestern. 11/3/2022.

[Will Lander turns a pandemic passion into a co-authored book.](#) Evanston Roundtable. 10/24/2022

[Evanston art treasures hang in plain sight at Levy Center.](#) Evanston Roundtable. 10/23/2022

[Library board seeking 3.9% tax increase.](#) Evanston Roundtable. 10/20/2022

[Celebrating and honoring Diwali in Evanston.](#) Evanston Roundtable. 10/22/2022

[EPL Racial Equity Task Force receives new applications, collects data on demographics of new users.](#) Daily Northwestern. 10/20/2022

[Evanston Public Library hosts workshop to help families learn about race.](#) Daily Northwestern. 10/19/2022

**Upcoming events of Note:**

11/17 6pm: [Writing in the Face of Fear](#)

11/27 1pm: [DJ Fundamentals](#) (for Teens)

12/3 10am: [2022 Best Picture Books Presentation](#) with Betsy Bird and Brian Wilson - highlighting some of this year's 101 Best Books for Kids

12/6 7:30pm: [Seize Your Moment: Resolve to Be a Changemaker in 2023](#)

12/8 11am: [Bingocize with Margaret Danilovich \(CJE Senior Living\)](#) part of the aha! Active healthy aging monthly series

Going Green Series:

11/27 3:30pm: [DIY Salt Dough Ornaments: Winter Edition](#)

11/30 4pm: [Custom Couture for Tweens](#)

12/7 4pm: [Custom Couture](#) (for Teens)

12/8 7pm: [Toy Swap: Winter Edition](#)



# Memorandum

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Library Director

Subject: Administrative Services Update

Date: Nov 9, 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 started a full time Librarian I - Teen Services position in Innovation and Digital Learning on 10/24.
- Lisa Dallas started a 25 hours Library Clerk position in Access on 10/10.
- Danny Rivera started a 15 hours Library Clerk position in Access on 10/10.
- Lori Strigfellow, full time Library Assistant in Technical Services is retiring after 37 years of service at EPL. Last day is 11/18.
- Renee Neumeier, Innovation and Digital Learning Manager resigned, last day was 10/26.
- Elacsha Madison became an Interim Innovation and Digital Learning Manager.
- Dennis Leaks, Safety Supervisor resigned, last day was 11/2.
- Interviews for two open 15 hours shelver positions concluded. Offers to two final candidates are pending.
- Offer made for the Access Services Manager position vacated by Tim Longo, awaiting candidate's response
- Offer made to a 20 hrs Branch Assistant candidate at Robert Crown.
- Posting for two 20 hours Branch Clerk positions at Robert Crown closed. Resumes are being screened.

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

Project Ready/Elevating Equity curriculum continues - 17 staff members participated in October's sessions.

**Financial Resources**

The Library Fund financial report for the period ending October 31<sup>st</sup> is included for your review. For the operating fund, revenue collection is at 55% of budget projection and expenditures 76%. Capital fund expenditures total 91% of the budget.

**Facilities Update**

New Self-Check machines have been installed and commissioned the week of 11/07/22.

Maintenance bid out a major roof repair that will be performed by the end of November.

Full building window cleaning will be performed 11/22-23/2022

EPL maintenance is busy with projects at RCCC and Main with an emphasis on the coming cold weather.

Numerous painting projects will be scheduled for December.

# Budget Performance Report

Fiscal Year to Date 10/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	4,074,339.70	3,177,660.30	56	7,369,039.12
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	3,101.31	(3,101.31)	+++	4,466.46
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	25.76	.00	367.30	(367.30)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.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	.00	.00	115,212.25	(5,346.25)	105	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	220,594.94	179,405.06	55	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	6,179.25	3,820.75	62	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(120.65)	120.65	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	10,063.09	.00	47,892.07	(32,892.07)	319	10,403.29
57002	TRANSFER FROM ENDOWMENT	217,911.00	.00	217,911.00	.00	.00	.00	217,911.00	0	250,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	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	.00	.00	9,926.96	(4,926.96)	199	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	1,243.97	3,756.03	25	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	14,998.50	4,801.50	76	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	27,749.36	97,250.64	22	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$10,088.85	\$0.00	\$4,608,867.68	\$3,735,709.32	55%	\$8,538,110.32
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	225,268.98	.00	2,507,099.27	916,350.80	73	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	93,159.98	.00	975,411.42	450,323.30	68	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	3,414.00	.00	56,570.50	(9,570.50)	120	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	335.22	.00	7,534.19	9,165.81	45	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.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	487,477.07	178,934.39	73	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	165.08	.00	1,838.10	571.42	76	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	1,350.00	750.00	64	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	360.00	180.00	67	540.00
61710	IMRF	222,232.66	.00	222,232.66	15,011.88	.00	176,436.93	45,795.73	79	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	19,334.15	.00	218,159.53	79,475.34	73	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	4,521.70	.00	51,528.48	18,660.54	73	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	5,385.00	13,400.00	127,786.92	104,313.08	58	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	1,455.61	6,544.39	18	39.00
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	8,140.27	(140.27)	102	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	49,269.93	(1,846.00)	192,609.42	7,236.58	96	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 10/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>EXPENSE</b>										
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	673.45	.00	23,724.88	1,275.12	95	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,533.30	906.70	83	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	4,070.80	814.20	83	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	762.76	237.24	76	423.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	3,422.30	19,601.00	174,850.94	26,748.06	88	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	53,576.73	.00	319,297.98	(64,297.98)	125	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	339.97	.00	3,652.83	2,047.17	64	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	9,754.91	.00	72,160.78	43,606.22	62	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	455.16	.00	17,173.90	11,326.10	60	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	29.00	(29.00)	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	298.48	.00	3,550.43	6,449.57	36	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	822.00	.00	7,609.02	4,390.98	63	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,730.00	.00	23,025.21	11,974.79	66	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	1,076.90	9,609.35	17,339.26	23,051.39	54	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	4,929.33	16,162.11	102,062.39	6,775.50	95	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	20,768.52	41,403.78	46,508.59	(42,912.37)	195	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	32,164.83	.00	354,304.76	185,095.24	66	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	95.89	4,388.27	5,015.84	47	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	8,669.24	.00	42,152.40	29,847.60	59	70,665.20
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	241,106.70	48,221.30	83	.00
<b>EXPENSE TOTALS</b>		<b>\$8,550,722.32</b>	<b>\$0.00</b>	<b>\$8,550,722.32</b>	<b>\$625,157.12</b>	<b>\$98,426.13</b>	<b>\$6,412,459.05</b>	<b>\$2,039,837.14</b>	<b>76%</b>	<b>\$7,538,306.46</b>
<b>Fund 185 - LIBRARY FUND Totals</b>										
<b>REVENUE TOTALS</b>		<b>8,344,577.00</b>	<b>.00</b>	<b>8,344,577.00</b>	<b>10,088.85</b>	<b>.00</b>	<b>4,608,867.68</b>	<b>3,735,709.32</b>	<b>55%</b>	<b>8,538,110.32</b>
<b>EXPENSE TOTALS</b>		<b>8,550,722.32</b>	<b>.00</b>	<b>8,550,722.32</b>	<b>625,157.12</b>	<b>98,426.13</b>	<b>6,412,459.05</b>	<b>2,039,837.14</b>	<b>76%</b>	<b>7,538,306.46</b>
<b>Fund 185 - LIBRARY FUND Totals</b>		<b>(\$206,145.32)</b>	<b>\$0.00</b>	<b>(\$206,145.32)</b>	<b>(\$615,068.27)</b>	<b>(\$98,426.13)</b>	<b>(\$1,803,591.37)</b>	<b>\$1,695,872.18</b>		<b>\$999,803.86</b>
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
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 10/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
	<b>REVENUE TOTALS</b>	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$253,313.00	\$253,312.00	50%	\$482,243.00
	<b>EXPENSE</b>									
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
	<b>EXPENSE TOTALS</b>	\$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										
	<b>REVENUE TOTALS</b>	506,625.00	.00	506,625.00	.00	.00	253,313.00	253,312.00	50%	482,243.00
	<b>EXPENSE TOTALS</b>	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)
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>										
	<b>REVENUE</b>									
56060	BOND PROCEEDS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0	.00
	<b>REVENUE TOTALS</b>	\$480,000.00	\$0.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	0%	\$0.00
	<b>EXPENSE</b>									
65515	OTHER IMPROVEMENTS	680,000.00	.00	680,000.00	18,144.00	459,515.30	156,707.29	63,777.41	91	405,832.11
	<b>EXPENSE TOTALS</b>	\$680,000.00	\$0.00	\$680,000.00	\$18,144.00	\$459,515.30	\$156,707.29	\$63,777.41	91%	\$405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	<b>REVENUE TOTALS</b>	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0%	.00
	<b>EXPENSE TOTALS</b>	680,000.00	.00	680,000.00	18,144.00	459,515.30	156,707.29	63,777.41	91%	405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		(\$200,000.00)	\$0.00	(\$200,000.00)	(\$18,144.00)	(\$459,515.30)	(\$156,707.29)	\$416,222.59		(\$405,832.11)
Grand Totals										
	<b>REVENUE TOTALS</b>	9,331,202.00	.00	9,331,202.00	10,088.85	.00	4,862,180.68	4,469,021.32	52%	9,020,353.32
	<b>EXPENSE TOTALS</b>	9,737,347.32	.00	9,737,347.32	643,301.12	557,941.43	6,688,488.79	2,490,917.10	74%	8,426,382.46
	<b>Grand Totals</b>	(\$406,145.32)	\$0.00	(\$406,145.32)	(\$633,212.27)	(\$557,941.43)	(\$1,826,308.11)	\$1,978,104.22		\$593,970.86



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

	Symbol	Shares/Quantity	Price	Value as of October 2022	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$494,210.27	\$494,210.27	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%
				\$494,210.27		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

**Evanston Public Library Endowment Fund  
Statement of Activity  
September 01, 2022 through September 30, 2022**

Beginning Balance		3,869,821.96
<b>Revenue</b>		
Investment results	-272,149.49	
<b>Total Revenues</b>		-272,149.49
<b>Distributions/Grants and Expenses</b>		
Foundation support charge	-2,091.24	
<b>Total Distributions</b>		-2,091.24
<b>Ending Balance</b>		<b>3,595,581.23</b>



# Memorandum

To: Evanston Public Library Facilities Committee and Board of Trustees  
Heather Norborg – Interim Library Director

From: John Devaney Facilities Manager

Subject: Mechanical Engineering – Boiler Replacement FY 2023 CIP

Date: October 31, 2022

Library Facilities recommend the Library Board accept and approve the mechanical engineering proposal from Grumman Butkus Associates (GBA) in the amount of \$25,000 for the development of mechanical drawings, bid review and equipment selection for the house heating boilers located at the Evanston Main Library. This boiler replacement project is listed as a 2023 Capital Improvement Project (CIP). The engineering design development portion will be funded through the 2023 Library Capital Improvement Fund 187.48. 4862.65515.

During October 2022, Library facilities reached out to three (3) experienced mechanical engineering firms including one (1) Evanston Business Enterprise (EBE). All were given a full scope of work necessary to develop the mechanical engineering, mild construction administration program, specification development permitting/construction for a full boiler replacement upgrade. We requested a response from the firms by October 17, 2022. On 10/17/2023 EPL received two (2) responses to our inquiries. GBA with a qualifying bid of \$25,000, BTR Engineers with a note mentioning that they could not accept any additional work, and no response from dbHMS Engineers.

The engineering phase for a 2023 CIP project would normally be bid during Q1 the year of construction but due to the construction industry experiencing unprecedented global pricing and availability pressures for many key mechanical components the decision was made to begin the process now. This early start will minimize potential price increases and project delays.

**2023 MAIN BOILER UPGRADE ENGINEERING**

<b>2023 BOILER ENGINEERING</b>	<b>Cost</b>
<b>GBA (EBE)</b>	<b>\$25,000</b>
<b>BTR ENGINEERS</b>	<b>No Bid</b>
<b>dbHMS ENGINEERS</b>	<b>No Bid</b>
<b>ENGINEERING TOTAL</b>	<b>\$25,000</b>

**ATTACHED:**

- GBA Proposal
- Email from BTR Engineers response to inquiry.



820 Davis Street, Suite 300  
Evanston, IL 60201  
847.328.3555  
grummanbutkus.com

October 17, 2022

John Devaney  
Manager  
Evanston Public Library  
1703 Orrington Avenue  
Evanston, IL 60201

Re: City of Evanston  
EPL Boiler Replacement  
GBA #P22-1142-00

Dear John:

Grumman|Butkus Associates (GBA) is pleased to submit this proposal for the design and construction administration phase services associated with the above-mentioned project.

### **SCOPE OF THE PROJECT**

1. The scope of the project involves the replacement of two 4,500 MBH gas fired boilers at the Evanston Public Library.
2. It is our understanding that the boilers will be replaced with boilers of similar capacity. We do not anticipate any changes to the pumping system or major reconfiguration of the system.
3. We understand that the project will be bid as one project, constructed in one (1) phase and will be governed by a General Contractor construction type of agreement between Owner and Contractor.
4. HVAC work includes:
  - a. Demolish existing boilers.
  - b. Install two new boilers. Make connections to gas, venting and hot water piping system.
  - c. Connect to existing venting system or specify new venting as required.
  - d. Temperature controls will be provided from the existing building automation system in the facility.
5. Plumbing work includes:
  - a. Incidental plumbing work may be required for possible make-up water and drainage.
6. Fire protection work includes:
  - a. We do not anticipate any fire protection work.
7. Electrical work includes:
  - a. Demolition of power connections to equipment to be removed.

- b. Provide new power connections for new equipment.

## SCOPE OF GBA'S BASIC SERVICES

1. Perform a site survey. Owner shall provide as-built drawings and access to spaces. Additional field survey required due to a lack of accurate as-built drawings or inability to access spaces will be provided as an Additional Service.
2. Code analysis and review of project design/documentation with local authorities having jurisdiction.
3. System design including calculations as well as coordination with required design team members.
4. Cost estimates are by others
5. Preparation of drawings using AutoCAD. Owner to provide building drawings in AutoCAD (floor plans).
6. Specifications shall be in book format.
7. Bid phase services to include:
  - a. Attendance at one pre-bid conference/site tour.
  - b. Answering contractors' questions.
  - c. Issuing addenda.
  - d. Reviewing bids received and making recommendations to Owner.
  - e. Value engineering, if required, shall be provided as an Additional Service.
8. Construction phase services shall include:
  - a. A written response to each request for information.
  - b. Shop drawing review.
  - c. Four (4) field visits with corresponding field observation report.
  - d. Punch list preparation (follow-up site visit would be billed as an Additional Service) along with review of closeout documentation during the construction administration phase.
9. The scope of work and fee is based on the following assumptions and service limitations:
  - a. Testing and verification of existing mechanical and electrical equipment performance is not included. Performance of existing equipment will be determined strictly by reviewing existing documentation and conducting a cursory physical field survey.
  - b. Central service modifications are **not** included in the scope of our Basic Services including, but not limited to, cooling plants, heating plants, steam/condensate plants, domestic hot and cold water, sanitary/waste/vent systems, storm water systems, air handling systems, temperature control systems, lightning protection, normal power, essential power, fire alarm and low voltage voice/data systems except as noted above.

- c. Energy analyses, infrastructure studies, due diligence studies or building pressurization analyses are **not** included in the scope of our Basic Services.
- d. The following services are by Others (either sub-consultants to the Architect or sub-consultants / vendors contracted by Owner):
  - i. Arc flash and coordination studies of the electrical system. The owner shall retain the installing contractor or an independent third party to complete these studies.
- e. Document reviews by Owner are assumed to be at 90% complete. Document changes after completed or partially completed work is reviewed or approved by Owner may require Additional Services.
- f. This fee proposal assumes that one (1) bid package will be required. If additional bid packages are required, GBA's Basic Services fee and expense limit may be adjusted to account for these Additional Services.
- g. Contractor is responsible for the procurement of permits.
- h. Owner- initiated changes after completed work generated by GBA is transmitted to the Architect for review and approval and Owner- or Architect-initiated changes which are simply transmitted to GBA within one (1) week of a deliverable date may require Additional Services and/or extension of the deadline.
- i. Commissioning services are not included.
- j. LEED consulting is not included.

## PROJECT SCHEDULE

1. We will commit to meeting any reasonable schedule to which we have had some input.

## COMPENSATION

1. GBA's Basic Services shall be a lump sum fixed fee of Twenty Five Thousand Dollars
2. We will bill our time as follows:
 

Design	\$18,000
Bid/Negotiation	\$1,500
Construction Administration	\$5,500
3. Our hourly rates are shown in Exhibit A along with our collection terms. The hourly rates shall be used only for Additional Services.
4. Reimbursable expenses are included in our fee,
5. The total proposed contract amount, including Basic Services and reimbursable expenses, is **Twenty Five Thousand Dollars**.

## GENERAL

This project will be governed by the Owner's master agreement for consulting services, to which this letter will be appended as an exhibit.

Direction to GBA to provide any of the services described in this proposal after receipt of this document shall be deemed acceptance of all of the terms and conditions contained herein without limitations.

We look forward to this interesting project. Thank you for the opportunity to submit a proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Tsingas", with a long horizontal line extending to the right.

John Tsingas PE

Vice President

Enclosures: Terms and Conditions for Consulting Services

Exhibit A, Hourly Rates

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**EXHIBIT A  
HOURLY BILLING RATES  
GRUMMAN | BUTKUS ASSOCIATES**

**THIS INFORMATION IS CONFIDENTIAL**

Senior Principal	\$275
Principal	\$268
Associate	\$231
Project Manager	\$188
Senior Project Engineer	\$165
Project Engineer	\$140
CAD Coordinator	\$140
Engineer	\$123
BIM CAD Specialist	\$95
Project Coordinator	\$90
Non-Technical	\$90

These rates are subject to revision in January of each year.

All amounts due Grumman | Butkus Associates shall be payable upon presentation of an invoice which shall be rendered from time to time but not more frequently than monthly. Invoiced amounts for professional time shall be billed at the hourly rates cited above for the time incurred on the project. Reimbursable expenses shall be included on invoices as the expenses are incurred. Any franchise, sales, service, use and/or value-added taxes levied by any governmental authority which would be deemed applicable by Grumman | Butkus Associates will be invoiced in addition to any stated fee and/or reimbursable limits.

Grumman | Butkus Associates reserves the right to suspend work or terminate this Agreement and charge 1.5% interest per month on invoiced amounts when invoices are sixty (60) days past due. All attorney fees, court costs, accrued interest and other collection costs incurred during collection procedures for delinquent accounts shall be paid to Grumman | Butkus Associates.



# Memorandum

**To:** Evanston Public Library Board of Trustees

**From:** Heather Norborg, Interim Executive Director

**Subject:** Approval of the FY2023 Library Revenue Budget

**Date:** Nov. 16, 2022

I recommend Library Board approval of the fiscal year 2023 revenue budget as follows:

<b>Fiscal Year 2023 Revenue</b>	<b>Amount</b>	<b>% of total</b>
Property Tax Levy - Operating	\$7,535,472	71.5%
Bond Proceeds - Capital Improvement	\$950,000	9.0%
Property Tax Levy - Debt Service	\$517,309	5.0%
Donations - unrestricted	\$400,000	3.8%
Transfer from Endowment Income	\$250,000	2.4%
Applied Library Fund Balance	\$500,000	4.7%
Library Grants	\$100,000	0.9%
State Library Per Capita Grant	\$109,866	1.0%
Federal Grants	\$100,000	0.9%
Miscellaneous Revenue	\$5,000	0.0%
Investment Income	\$21,000	0.2%
Library Material Replacement Charges	\$22,000	0.2%
Library Book Sale	\$3,000	0.0%
Library Copy Machine Charges	\$9,000	0.0%
Library Meeting Room Rentals	\$1,000	0.0%
Rental Income (National Able)	\$20,394	0.2%
<b>TOTAL</b>	<b>\$10,544,041</b>	

**CITY OF EVANSTON, ILLINOIS  
LIBRARY BOARD RESOLUTION NO. 2022-R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF EVANSTON,  
COOK COUNTY, ILLINOIS,  
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023  
AND ENDING DECEMBER 31, 2023**

WHEREAS, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, et seq.); and,

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

WHEREAS, for the budget year FY 2023, beginning January 1, 2023 and ending December 31, 2023, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 16, 2022, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2023 and ending December 31, 2023; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2023 is in the public interest and in the interest of the Library and its patrons;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:**

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2023:

**Agenda Item 9.A**

<b>Fiscal Year 2023 Revenue</b>	<b>Amount</b>
Property Tax Levy - Operating	\$7,535,472
Bond Proceeds - Capital Improvement	\$950,000
Property Tax Levy - Debt Service	\$517,309
Donations - unrestricted	\$400,000
Transfer from Endowment Income	\$250,000
Applied Library Fund Balance	\$500,000
Library Grants	\$100,000
State Library Per Capita Grant	\$109,866
Federal Grants	\$100,000
Miscellaneous Revenue	\$5,000
Investment Income	\$21,000
Library Material Replacement Charges	\$22,000
Library Book Sale	\$3,000
Library Copy Machine Charges	\$9,000
Library Meeting Room Rentals	\$1,000
Rental Income (National Able)	\$20,394
<b>TOTAL</b>	<b>\$10,544,041</b>

<b>Fiscal Year 2023 Expenditures</b>	<b>Amount</b>
Early Learning & Literacy	\$944,359
Lifelong Learning & 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
Debt Service	\$507,913
Capital Improvements	\$950,000
<b>TOTAL</b>	<b>\$10,544,372</b>

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$7,768,528 (budgeted tax revenue of \$7,535,472 plus a 3% loss in collection factor) for the fiscal year January 1, 2023 to December 31, 2023. Any unused portions on December 31, 2023 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

**PASSED and ADOPTED on this 16th day of November, 2022.**

ROLL CALL VOTE	AYES	NAYS:
Fulce	—	—
Goodman	—	—
Hayman	—	—

**Agenda Item 9.A**

Iles	_____	_____
Lurie	_____	_____
Schapiro	_____	_____
Shurbet	_____	_____
Soto	_____	_____
Wallen	_____	_____

ABSENT OR  
NOT VOTING:

Certified:

Attest:

\_\_\_\_\_  
Tracy Fulce  
President, Board of Library Trustees

\_\_\_\_\_  
Terry Soto  
Secretary, Board of Library Trustees



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Revised Rules of the Library and Facilities Policy  
**Date:** November 16, 2022

## **Recommended Action**

Library staff request board approval for the updated Facilities Policy.

## **Summary**

Based on the discussion at the October 19, 2022 Library Board meeting, this policy has been edited. Specifically, the language in the section on *Unattended Children* has been changed from “the police” to “the appropriate authorities.” In the section on *Guns on Library Property*, the sentence “If library staff observe a weapon on Library property, the police will immediately be called” has been added. Lastly, the final section on *Appeals of Administrative Decisions Concerning Facilities Use* has been edited for length and clarity.

# 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 appropriate City of Evanston authorities 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 appropriate City of Evanston authorities 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, including concealed or partially concealed, in Library buildings or on Library property.

If library staff observe a weapon on Library property, the police will immediately be called.

### 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 may 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 or snacks may be served at public 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

Anyone who believes that they have been unfairly suspended or denied permission to use the meeting rooms, the bulletin boards, or other Library facilities or to distribute materials and is not satisfied by the decision made by the Library Director or designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Professional Services Contract for Library Social Worker  
**Date:** November 16, 2022

## **Recommended Action**

Library staff request board approval for the updated Professional Services Contract for Library Social Worker.

## **Summary**

Based on the discussion at the October 19, 2022 Library Board meeting, this contract has been edited to change all references to “the City” to “the Library.”

## 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 Library 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 Library 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 Library Corporation Counsel, if the settlement requires any action on the part of the Library.

(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 Library 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 Library. 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 Library.

7.2 This PSA is between the Library 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 Library 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 Library 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 Library.

(c) The Library 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**

<b>Library Name</b>	<b>Location (Address)</b>
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:

<b>As to Covered Entity:</b>	<b>As to Business Associate:</b>
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.

<b>ENTITY:</b>	<b>BUSINESS ASSOCIATE:</b>
Signed:	Signed:
Print Name:	Print Name:
Title:	Title:



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Memorandum of Understanding with Shorefront Legacy Center  
**Date:** November 16, 2022

## **Recommended Action**

Library staff request board approval for the attached MOU with Shorefront Legacy Center.

## **Summary**

Last year, the Library Board considered a proposal to put a case at the Robert Crown Branch Library to display items from the Shorefront Legacy Center collection. At that time it was determined that there is not enough space for such a display case at the Robert Crown Branch Library. Subsequently, Shorefront Director Dino Robinson and Interim Library Director Heather Norborg have met to consider putting a display case in the Main Library. We believe that the west side of the 3rd floor of the Main Library would be an ideal place for such a display. It is close to the Library's rotating exhibit space, which would facilitate joint exhibits. It is also close to the Falcon Room, where related public programs could be held. We are in the final stages of a digitization project which includes some materials from Shorefront's collection. This could be highlighted during some joint exhibits and programs. Bringing items from Shorefront's collection to the Main Library would enhance our patron experience and access to these historical materials while expanding Shorefront's exposure to community members who are not already familiar with them. There would be no cost to the Library for the installation or upkeep of the display case.

## Shorefront / Evanston Public Library Memorandum of Understanding

This Memorandum of Understanding (MOU) establishes a collaboration between Shorefront and the Evanston Public Library.

### I MISSIONS

**Shorefront** collects, preserves, and educates people on Black history on the North Shore.

**Evanston Public Library:** aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources.

### II PURPOSE AND SCOPE

Together, the parties enter into this Memorandum of Understanding to present and display rotating exhibits related to the local African American history in Evanston and northern suburbs at the Robert Crown branch library.

### III RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization carrying out this **MOU** as follows:

**Shorefront** will purchase/have manufactured an exhibit case, have delivered to, and set up in a designated space allocated by the Evanston Public Library. Shorefront will maintain the exhibit case and, from time to time, rotate exhibits within the case (see addendum for measurements of the case). Shorefront will provide a contact list should it be needed for library staff.

**The Evanston Public Library** will designate a space for the exhibit case and allow access to the case by representatives of Shorefront for upkeep and rotation during the normal business hours of the branch library at the Main Library located at 1703 Orrington Avenue, Evanston, IL. Staff at the library should inform Shorefront representatives of any unusual issues with the case and/or display of items. The Library is not liable for the contents of the exhibit.

### IV TERMS OF UNDERSTANDING

The term of this MOU is for a period of three (3) years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. If additional assurances / insurance is needed, it should be provided to the benefit of both organizations.

Either organization may terminate this **MOU** upon thirty (30) days written notice without penalties or liabilities.

**V FINANCIAL SUPPORT**

It is understood that the relationship between Shorefront and the Evanston Public Library is purely cooperative, and that neither party holds any financial obligation to each other.

**VI AUTHORIZATION**

The signing of this **MOU** is not a binding contract. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the **MOU**.

On behalf of the organization I represent, I wish to sign this **MOU** and contribute its further development.

**Evanston Public Library**

Signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Shorefront:**

Signature: \_\_\_\_\_  
Printed name: Morris Robinson Jr.  
Organization: Shorefront  
Title: Executive Director  
Date: \_\_\_\_\_





# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** 2023 Library Board Meeting Schedule  
**Date:** November 16, 2022

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m.

The proposed 2022 Board meeting dates are on the third Wednesday of the month with the exception of the first September meeting.

I recommend Board approval of the following Board meetings for 2022:

January 18th

February 15th

March 15th

April 19th

May 17th

June 21st

July 19th

August 16th

September 6th (Special Budget meeting)

September 20th (Public Hearing on budget)

October 18th (Truth in Taxation Hearing)

November 15th (Adoption of Tax Levy)

December 20th



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** 2023 Library Closings Schedule  
**Date:** November 16, 2022

I recommend that the Board approve closing the Library on the following dates in 2023:

**2023 Library Closing Schedule:**

Sunday, January 1	New Year's Day*
Monday, January 2	New Year's Day observed Crown Branch only**
Monday, January 16	Martin Luther King, Jr. Day Crown Branch only**
Thursday, April 27	Staff Development Day (all day)
Monday, May 29	Memorial Day*
Monday, June 19	Juneteenth*
Tuesday, July 4	Independence Day*
Monday, September 4	Labor Day*
Thursday, October 26	Staff Development Day (all day)
Thursday, November 23	Thanksgiving Day*
Friday, November 24	Day after Thanksgiving Crown Branch only**
Sunday, December 24	Christmas Eve*
Monday, December 25	Christmas Day*
Sunday, December 31	New Year's Eve (Close at 5pm)
Monday, January 1, 2024	New Year's Day*

\*Paid holidays: Holiday time off with pay is granted for full-time and eligible part time employees for January 1, May 29, June 19, July 4, September 4, November 23, December 24, December 25 and January 1, 2024.

Holiday pay is not granted for January 2, January 16, November 24 or December 31.

\*\*The Robert Crown building is scheduled to be closed on these days, so the Crown Branch Library cannot be open. Crown Branch Library staff will have the option to either work at Main or in another capacity, use paid time off, take the day unpaid, or make up the hours per the Union contract.



# Memorandum

**To:** Evanston Public Library Board of Trustees

**From:** Heather Norborg, Interim Executive Director

**Subject:** State Per Capita Grant application requirements review

**Date:** November 16, 2022

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community.

The following information fulfills these requirements for the 2022 Per Capita Grant application:

Library staff has reviewed and drafted a report on progress in meeting the requirements delineated in *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014*.

The attached spreadsheet reflects the updated progress report for Board review:

	Note	In Progress towards Standards	Note		Pertinent Information including next steps, milestones or barriers to progress
				<b>Governance and Administration Checklist</b>	
yes				-Library has an elected or appointed board of trustees.	
yes				-Library has a qualified library administrator.	
yes				-Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.	
yes				-Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.	
yes				-Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.	
		x	long-range strategic plan in progress	-Library has a mission statement and a long-range/strategic plan.	
yes				-Library maintains an understanding of the community by surveys, hearings, and other means.	
yes				-Library board reviews library policies on a regular basis.	
		x		-Library board members participate in local, state, regional, and national decisions making that will benefit libraries.	
		x	some have attended the ILA new board member training	-Library develops an orientation program for new board members.	
		x		-Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.	
yes				-Library keeps adequate records of library operations and follows proper procedures for disposal of records.	
yes				-Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.	
yes				-Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.	
yes				-Library maintains insurance covering property and liability, including volunteer liability.	
		x		-Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.	
				<b>Personnel Checklist</b>	
yes				-Library has a board-approved personnel policy.	
yes				-Library has staffing levels that are sufficient to carry out the library's mission.	
yes				-Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.	
yes				-Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.	
71.50%				-Library salaries and fringe benefits account for up to 70 percent of total operations budget	
yes				-Library gives each new employee a thorough orientation.	
yes				-Library evaluates staff annually.	
yes				-Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.	
yes				-Library provides staff access to library literature and other professional development materials	
yes				-Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.	
yes				-The library complies with state and federal laws that affect library operations.	
				<b>Access Checklist</b>	
yes				-The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.	
		x	last done in 2018	-At least once every five years, the board directs a review of the library's long-term space needs.	
yes				-The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons.	
yes				-The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.	
yes				-The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.	
yes				-The library has the minimum required number of parking spaces.	
yes				-The library's entrance is easily identified, clearly visible, and well lighted.	
yes				-The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.	
yes				-The library has adequate internal signage.	
yes				-The library's lighting levels comply with lighting standards.	
yes				-All signage is in compliance with applicable federal, state, and local regulations.	
yes				-The library building supports the implementation of current and future telecommunications and electronic information technologies.	
yes				-The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.	
yes				-Space is allocated for child and family use with furniture and equipment designed for use by children.	
yes				-The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.	
yes				-Shelving in the areas serving young children is scaled to their needs.	
				<b>Safety Checklist</b>	
yes				-The library provides a list of emergency call numbers at all staff phones in the library.	
yes				-The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.	
yes				-The library has an emergency manual and disaster plan.	
yes				-The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.	
yes				-The library provides a call list and contact information that is reviewed biannually.	
yes				-Emergency medical supplies are stored in a designated location and are accessible to staff.	
yes				-Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.	
yes				-A prioritization list shows what should be salvaged in order of importance.	
yes				-A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.	
yes				-A procedure exists for letting staff know when it is unsafe to enter the building. -The library has a designated tornado shelter.	
yes				-Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.	
yes				-The library provides adequate security for staff, users, and collections.	
yes				-The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.	
yes				-At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.	
yes				-Copies of the emergency manual and disaster plan are provided to community safety personnel.	
yes				-A policy for security camera usage has been adopted and signage is posted.	
				<b>Ongoing Building Maintenance Checklist</b>	
yes				-The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.	
yes				-Elevators should be maintained at least annually, and should comply with applicable codes for safety.	

	Note	In Progress towards Standards	Note		Pertinent Information including next steps, milestones or barriers to progress
yes				-Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced)	
yes				-The building facade should be inspected once a year.	
yes				-Parking lot resealing and restriping should be performed every one to three years.	
yes				-HVAC systems should be inspected and maintained at least twice a year (before summer and winter)	
yes				-Alarm system should be checked for proper operation at least once a year.	
yes				-Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.	
yes				-Emergency lighting should be checked once a month.	
yes				- Systems should be inspected as required by code, but at least once per year.	
yes				-Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	
yes				-Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.	
yes				-Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	
yes				-Landscaping sprinklers should be checked and maintained twice a year.	
yes				-Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	
yes				-Hard surface flooring should receive thorough cleaning and/or polishing once per year	
yes				-Window cleaning should be performed at least once per year.	
yes				-Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	
yes				-Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.	
yes				-Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.	
yes				-Snow removal should be performed on an as-needed basis (either self-performed or contracted).	
yes				-Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	
yes				-Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	
				<b>Building Periodic Repair Checklist</b>	
yes				-Tuck pointing of masonry: On an as-needed basis.	
yes				-Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.	
yes				-Interior painting and wall coverings: On an as-needed basis.	
yes				-Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.	
yes				-Wood and trim components: On an as-needed basis.	
yes				-Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	
yes				-Windows: Replace broken seals broken glass, caulking and glazing as needed.	
yes				-Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	
yes				-Landscaping: Inspect trees and sod replacement every one to two years. L Graffiti removal: Perform on an as-needed basis.	
yes				-Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.	
yes				-Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	
				<b>Collection Management Checklist</b>	
yes				-The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.	
yes				-Library budgets should put priority on purchasing materials that best serve their community. - The library has a written collection development policy approved by the board.	
yes				-The library has a written collection development policy approved by the board	
yes				-Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.	
yes				-Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.	
yes				-The library considers forming a cooperative collection plan with other libraries in close proximity to one another.	
yes				-The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.	
yes				-The library publicizes and promotes interlibrary loan to its patrons.	
yes				-Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.	
				<b>System Member Responsibilities and Resource Sharing Checklist</b>	
yes				-Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.	
yes				-Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements, and the library participates in system delivery.	
yes				-The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	
		x		-The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.	
yes				-The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.	
yes				-If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.	
				<b>Reader's Advisory Service Checklist</b>	
yes				-All basic services are available when the library is open.	
yes				-The library has competently trained staff that has thorough knowledge of popular authors and titles.	
yes				-The library maintains a well-rounded collection of both fiction and nonfiction titles.	
yes				-The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.	
yes				-The library maintains a basic collection of reader's advisory reference materials. - All staff members attend at least one relevant continuing education event each year.	
yes				-All staff members attend at least one relevant continuing education event each year.	
		x		-Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.	
yes				-Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.	
yes				-The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.	

	Note	In Progress towards Standards	Note		Pertinent Information including next steps, milestones or barriers to progress
				<b>Programming Checklist</b>	
yes				-Library programs are provided free of charge, or on a cost recovery basis.	
yes				-Library programs are located in a physically accessible location	
yes				-Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.	
yes				-The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.	
yes				-The library presents educational, cultural, and recreational programs that reflect community needs and interests.	
yes				-Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.	
yes				-The library provides outreach programs to specific populations who cannot visit the library.	
yes				-The library has programming that seeks to serve children and their caregivers.	
yes				-The library has programming that seeks to serve young adults.	
yes				-The library has programming that seeks to serve adults and senior citizens.	
yes				-The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.	
yes				-The library is encouraged to partner with other organizations to offer programs.	
				<b>Youth/Young Adult Services Checklist</b>	
Yes				-All basic youth services are available when the library is open.	
yes				-The library provides staff trained in serving youth.	
yes				-The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.	
yes				-The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.	
		x		-The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.	
yes		x		-The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.	
yes		x		-The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.	
yes				-The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.	
yes				-The library provides programming for youth which is developmentally appropriate and meets the needs of the community.	
yes				-The library's programming is designed to reflect the needs and interests of youth in the community.	
yes				-Library programs are provided free of charge or on a cost-recovery basis.	
yes				-The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.	
yes				-The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.	
yes				-The library strives to partner with youth-facing organizations in the community.	
yes				-The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.	
yes				-The library has staff who have knowledge of popular authors, titles, and resources to provide these services.	
yes				-Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.	
yes				-Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.	
yes				-The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.	
yes				-The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.	
yes				-The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.	
yes				-The library strives to partner with and support local schools, including private schools and homeschoolers.	
yes				-Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.	
yes				-The library provides a space specifically for use by children and families.	
yes		x		-The shelving used for housing children's materials is appropriately sized to allow for easier access.	
yes				-The library provides early literacy programming, including regular story time, for children and families.	
yes				-The library provides programming which facilitates play and fun for children and families.	
yes				-The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.	
yes				-The library provides a summer reading opportunity to encourage reading and learning during the summer.	
yes				-The library provides a welcoming environment for young adults both individually and in groups.	
yes				-The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.	
yes				-The library provides materials both physical and digital for young adults that are intended for them.	
yes				-The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.	
				<b>Technology Checklist</b>	
yes				-Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.	
				The library has:	
yes				• a telephone, with a listing in the phone book;	
yes				• a telephone voice mail and/or answering machine;	
yes				• a fax and/or scanner;	
yes				• a photocopier;	
yes				• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;	
yes				• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);	
yes				• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	
yes				• up-to-date computers for staff and public access with sufficient capacity to meet needs;	
yes				• up-to-date printers for staff and public access with sufficient capacity to meet needs;	
yes				• up-to-date antivirus and Internet security software protection installed on every library computer;	
yes				• up-to-date Internet browsers, web applications, and plug-ins;	
yes				• a valid email address, accessible via the library's website, for the library administrator; and	
yes				• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act	
yes				-The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.	
yes				-The wait time for patron workstations does not exceed 15 to 30 minutes.	

	Note	In Progress towards Standards	Note		Pertinent Information including next steps, milestones or barriers to progress
yes				-The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.	
yes				The library provides 24/7 remote access to library services and resources through:	
yes				• a web-accessible library catalog;	
yes				• a web-accessible library catalog;	
yes				• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;	
yes				• appropriate regional, state, national, and international bibliographic databases;	
yes				• other authenticated electronic resources that are available for direct patron use; and	
yes				• virtual reference service, and/or text messaging services, and/or a library email account.	
yes				The library staff must be:	
yes				• computer literate;	
yes				• trained to use and assist patrons in the use of electronic resources and materials; and	
yes				• accessible via email and/or through messaging services.	
yes				-The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.	
yes				The library provides web links and access to regional and/or statewide initiatives including:	
		x		• regional library system consortial web-based catalogs;	
		x		• the CARLI academic library catalog (I-Share);	
yes				• Illinois State Library-sponsored databases/e-resources;	
yes				• other electronic collections as available; and	
yes				• virtual reference service.	
yes				-As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.	
yes				-The library has a board-adopted Internet acceptable use policy.	
yes				-The Internet acceptable use policy is reviewed annually.	
yes				The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.	
yes				-The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.	
yes				-The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.	
yes				-The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:	
yes				• wireless access (Wi-Fi);	
yes				• Internet connectivity upgrades sufficient for patron and staff use;	
yes				• networking (local area vs. wide area);	
yes				• library Intranet;	
yes				• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;	
yes				• patron self-checkout functionality;	
yes				• new technologies/potential services; for example, social networking, makerspace, and mobile apps;	
yes				• current and functional meeting room technology;	
yes				• adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and	
yes				• ongoing staff continuing education/training related to all aspects of technological services.	
yes				-The library protects the integrity, safety, and security of its technological environment.	
yes				-The library's automated catalog and its components comply with current state, national, and international standards.	
yes				-The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).	
				<b>Marketing, Promotion, and Collaboration Checklist</b>	
		x	The library has paused its strategic planning process during the director search. A communications plan will follow when strategic planning nears completion.		
yes				-The library has a communications plan that supports the library's long-range/strategic plan.	
yes				-The library staff and trustees participate in two or more cooperative activities with other community organizations.	
				-The library's services and programs are promoted in the community. Check the applicable publicity methods.	
				x	
yes				O brochures	
yes				O website	
yes				O newsletter	
yes				O posters	
		x		O banners	
yes				O displays	
		x		O podcasting	
yes				O presentations	
yes				O speeches	
		x	Evanston has a ban on billboards in the city	O billboards	
yes	regular audience sharing w/ partner orgs			O other	
yes				-The library maintains at least one social media account.	
		x		-The library invites local, state, and federal officials to visit the library.	
yes	daily			-The library's website is updated at least monthly.	
		x		-The board, administration, and staff conduct an annual library walk-through.	
		x		-The board, administration, and appropriate staff visit other libraries.	
yes				-The budget includes funds for public relations and marketing activities.	
yes				-The library's promotional methods and services are ADA compliant.	
yes				-A designated staff member coordinates the library's marketing efforts.	