

**evanston** public library



# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

**LIBRARY BOARD PACKET**

Wednesday, January 17, 2023 at 6:30 pm  
Main Library, Community Meeting Room and via Zoom



## BOARD OF TRUSTEES MEETING

Wednesday, January 17, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

Zoom Link: <https://us06web.zoom.us/j/83743205243>

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.

## MEETING AGENDA

1. **CALL TO ORDER / DECLARATION OF QUORUM**
2. **LAND ACKNOWLEDGMENT**
3. **CITIZEN COMMENT**  
Not to exceed 45 minutes
4. **CONSENT AGENDA**
  - A. Approval of Minutes December 15, 2023
  - B. Approval of Minutes December 20, 2023
  - C. 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)
  - B. WiFi Hotspots Presentation
  - C. Black History Month Programming Presentation
8. **BOARD REPORTS**
  - A. Finance Committee
  - B. Management Committee
  - C. Facilities Committee
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
  - A. Approval for Yearly Renewal of Siemens Building Automation Service (ACTION)
  - B. Approval of Total Building Service contract yearly renewal (ACTION)
11. **ADJOURNMENT**

**Next Meeting: February 21, 2024 at 6:30 pm: via Zoom and/or hybrid**

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



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Friday, December 15, 2023**  
**Management Committee Meeting**  
**12:00 PM**  
**Main Library, Library Board Room and Remote**

**Members Present**

Tracy Fulce, Michelle Mills and Esther Wallen

**Members Absent**

none

**Staff Present**

Heather Norborg and Yolande Wilburn

**Presiding Member**

Esther Wallen

**Call to order/Declaration of Quorum**

Trustee Wallen called the meeting to order when a quorum of Trustees was established at 12:00 p.m.

**Citizen Comment**

none

**Executive Session**

Upon the motion made by Trustee Fulce and seconded by Trustee Mills, to enter into executive session about personnel.

The motion to end the Executive Session was made by Trustee Fulce seconded by Trustee Mills, and approved by roll call vote. The meeting was adjourned at 1:44 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Huggins and seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 1:45 p.m.

**Submitted by:** Esther Wallen



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, December 20, 2023**  
**Library Board Meeting**  
**6:30 PM**  
**Main Library, Community Meeting Room and Remote**

**Members Present**

Arikpo Dada, Kathryn Hazelett, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto, Russ Shurbet and Esther Wallen. *Shea attended virtually. Dada arrived at 6:45 pm. Mills arrived virtually at 7:31pm*

**Members Absent**

none

**Staff Present**

Heather Norborg, Wynn Shawver, Jan Bojda, Jill Skwerski and Yolande Wilburn

**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 6:35 p.m.

**Citizen Comment**

none

**Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of November 10, 2023 and November 30, 2023. Upon a motion made by Trustee Hazellett and seconded by Trustee Huggins, the consent agenda was approved.

**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. State Per Capita Grant Checklist (ACTION). Upon motion made by Trustee Shurbet seconded by Trustee Shea, to approve the state per capita checklist.

**New Business**

- A. Approval of revised Re-evaluation of Library Material Policy (DISCUSSION & ACTION). Upon motion made by Trustee Wallen seconded by Trustee Hazelett, to approve the revised Library Material Policy.
- B. Library Bylaws revision (DISCUSSION).

**Executive Session**

Motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Wallen to approve closed meeting minutes.

Upon motion made by Trustee Wallen seconded Trustee Huggins, to amend the June 21, 2023 and July 19, 2023 Minutes to include Arikpo Dada as being present.

Upon motion made by Trustee Huggins seconded Trustee Shea, to approve to keep the minutes of the last six months of executive sessions as closed sessions.

The motion to end the Executive Session was made by Trustee Hazelett seconded by Trustee Huggins, and approved by roll call vote. The meeting was adjourned at 8:18 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Wallen and seconded by Trustee Soto and approved by voice vote. The meeting adjourned at 8:19 p.m.

**Submitted by:** Terry Soto

## MEMORANDUM

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**To:** Evanston Public Library Board of Trustee  
Yolande Wilburn, Executive Director

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

**Subject:** Library Fund Bills

**Date:** January 11, 2024

**Recommended Action**

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

**Payroll**

December 4, 2023 through December 17, 2023	\$ 179,398.99
December 18, 2023 through December 31, 2023	\$ 177,499.55

**Library Fund Bills List**

December 16, 2023	\$ 94,189.81
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Attachment: Bills List

# Library Bills List

G/L Date Range 12/16/23 - 12/16/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund <b>185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	12/12/2023	12/16/2023	01/09/2024	52.30
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/28/2023	12/16/2023	01/09/2024	12.59
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	12/01/2023	12/16/2023	01/09/2024	36.58
Account <b>65100 - LIBRARY SUPPLIES</b> Totals					Invoice Transactions 3
					\$101.47
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV PRINT	12/11/2023	12/16/2023	01/09/2024	40.92
100474 - BAKER & TAYLOR	JUV PRINT	12/07/2023	12/16/2023	01/09/2024	11.37
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	1,247.75
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	1,442.82
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	1,317.05
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/28/2023	12/16/2023	01/09/2024	35.59
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	17.77
100474 - BAKER & TAYLOR	JUV PRINT	11/28/2023	12/16/2023	01/09/2024	1,661.03
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/30/2023	12/16/2023	01/09/2024	188.74
100474 - BAKER & TAYLOR	YA AND JUV PRINT	11/29/2023	12/16/2023	01/09/2024	391.01
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	685.94
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	1,324.11
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/28/2023	12/16/2023	01/09/2024	1,280.43
100474 - BAKER & TAYLOR	JUV PRINT	11/27/2023	12/16/2023	01/09/2024	803.69
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	886.07
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/29/2023	12/16/2023	01/09/2024	62.43
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	216.87
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	610.66
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	1,049.57
100474 - BAKER & TAYLOR	JUV PRINT	11/28/2023	12/16/2023	01/09/2024	2,093.04
100474 - BAKER & TAYLOR	JUV PRINT	11/28/2023	12/16/2023	01/09/2024	13.87
276974 - OVER DRIVE, INC.	EBOOKS	12/15/2023	12/16/2023	01/09/2024	208.82
276974 - OVER DRIVE, INC.	EBOOKS	12/15/2023	12/16/2023	01/09/2024	2,124.12
276974 - OVER DRIVE, INC.	EBOOKS	12/15/2023	12/16/2023	01/09/2024	2,687.65
276974 - OVER DRIVE, INC.	EBOOKS	12/15/2023	12/16/2023	01/09/2024	3,569.96
276974 - OVER DRIVE, INC.	EBOOKS	12/15/2023	12/16/2023	01/09/2024	1,044.17
Account <b>65630 - LIBRARY BOOKS</b> Totals					Invoice Transactions 26
					\$25,015.45
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals					Invoice Transactions 29
					\$25,116.92

103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	11/30/2023	12/16/2023	01/09/2024	4,499.97
		Account <b>62341 - INTERNET SOLUTION PROVIDERS</b> Totals	Invoice Transactions 1		\$4,499.97
Account <b>65100 - LIBRARY SUPPLIES</b>					
194681 - LIBRARIES FIRST	MUSEUM ADVENTURE PASS ANNUAL SUBSCRIPTION	12/08/2023	12/16/2023	01/09/2024	650.00
10330 - SWANK MOVIE LICENSING USA	COPYRIGHT COMPLIANCE SITE LICENSE 2024	12/01/2023	12/16/2023	01/09/2024	1,192.00
		Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 2		\$1,842.00
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT PRINT	12/07/2023	12/16/2023	01/09/2024	28.42
100474 - BAKER & TAYLOR	ADULT PRINT	11/30/2023	12/16/2023	01/09/2024	46.56
100474 - BAKER & TAYLOR	ADULT PRINT	12/04/2023	12/16/2023	01/09/2024	54.23
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	708.67
100474 - BAKER & TAYLOR	ADULT PRINT	11/28/2023	12/16/2023	01/09/2024	79.02
100474 - BAKER & TAYLOR	ADULT PRINT	11/28/2023	12/16/2023	01/09/2024	76.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	727.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	859.03
100474 - BAKER & TAYLOR	ADULT PRINT	11/30/2023	12/16/2023	01/09/2024	342.62
100474 - BAKER & TAYLOR	ADULT PRINT	11/30/2023	12/16/2023	01/09/2024	134.85
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/18/2023	12/16/2023	01/09/2024	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/18/2023	12/16/2023	01/09/2024	161.18
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/18/2023	12/16/2023	01/09/2024	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/08/2023	12/16/2023	01/09/2024	145.44
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/07/2023	12/16/2023	01/09/2024	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/07/2023	12/16/2023	01/09/2024	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/08/2023	12/16/2023	01/09/2024	52.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/05/2023	12/16/2023	01/09/2024	171.69
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/04/2023	12/16/2023	01/09/2024	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/01/2023	12/16/2023	01/09/2024	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/28/2023	12/16/2023	01/09/2024	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/28/2023	12/16/2023	01/09/2024	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/28/2023	12/16/2023	01/09/2024	72.38
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/29/2023	12/16/2023	01/09/2024	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/20/2023	12/16/2023	01/09/2024	24.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/01/2023	12/16/2023	01/09/2024	187.49
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/01/2023	12/16/2023	01/09/2024	1,818.74



276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/01/2023	12/16/2023	01/09/2024	110.91	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/01/2023	12/16/2023	01/09/2024	57.27	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/01/2023	12/16/2023	01/09/2024	2,546.10	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/30/2023	12/16/2023	01/09/2024	1,795.97	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/30/2023	12/16/2023	01/09/2024	297.34	
Account <b>65630 - LIBRARY BOOKS</b> Totals				Invoice Transactions 32	<hr/> \$10,873.75	
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b>						
100474 - BAKER & TAYLOR	ADULT AV	11/29/2023	12/16/2023	01/09/2024	94.49	
100474 - BAKER & TAYLOR	ADULT AV	11/29/2023	12/16/2023	01/09/2024	34.29	
103424 - MIDWEST TAPE LLC	ADULT AV	12/07/2023	12/16/2023	01/09/2024	73.47	
103424 - MIDWEST TAPE LLC	ADULT AV	12/07/2023	12/16/2023	01/09/2024	130.08	
103424 - MIDWEST TAPE LLC	ADULT AV	12/20/2023	12/16/2023	01/09/2024	76.18	
103424 - MIDWEST TAPE LLC	ADULT AV	12/20/2023	12/16/2023	01/09/2024	76.18	
103424 - MIDWEST TAPE LLC	ADULT AV	12/20/2023	12/16/2023	01/09/2024	26.68	
103424 - MIDWEST TAPE LLC	ADULT AV	12/20/2023	12/16/2023	01/09/2024	19.18	
103424 - MIDWEST TAPE LLC	ADULT AV	12/14/2023	12/16/2023	01/09/2024	99.11	
103424 - MIDWEST TAPE LLC	ADULT AV	12/14/2023	12/16/2023	01/09/2024	64.88	
103424 - MIDWEST TAPE LLC	ADULT AV	12/01/2023	12/16/2023	01/09/2024	30.43	
103424 - MIDWEST TAPE LLC	ADULT AV	12/01/2023	12/16/2023	01/09/2024	28.93	
103424 - MIDWEST TAPE LLC	ADULT AV	12/01/2023	12/16/2023	01/09/2024	37.11	
103424 - MIDWEST TAPE LLC	ADULT AV	12/01/2023	12/16/2023	01/09/2024	80.04	
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals				Invoice Transactions 14	<hr/> \$871.05	
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals				Invoice Transactions 49	<hr/> \$18,086.77	
Business Unit <b>4820 - ACCESS SERVICES</b>						
Account <b>62340 - IT COMPUTER SOFTWARE</b>						
110018 - T-MOBILE USA	MOBILE HOTSPOTS	11/21/2023-12/20/2023	12/23/2023	12/16/2023	01/09/2024	2,385.79
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals				Invoice Transactions 1	<hr/> \$2,385.79	
Account <b>65100 - LIBRARY SUPPLIES</b>						
101406 - DEMCO, INC.	LIBRARY SUPPLIES	12/11/2023	12/16/2023	01/09/2024	92.11	
10893 - LUCAS COLOR CARD	LIBRARY CARDS	12/06/2023	12/16/2023	01/09/2024	1,053.57	
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	12/01/2023	12/16/2023	01/09/2024	197.00	
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				Invoice Transactions 3	<hr/> \$1,342.68	
Business Unit <b>4820 - ACCESS SERVICES</b> Totals				Invoice Transactions 4	<hr/> \$3,728.47	
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>						
Account <b>65100 - LIBRARY SUPPLIES</b>						
101535 - DUDNIK & ASSOC., ELLIOTT	REIMBURSEMENT REPAIR CAFE AT RC	12/15/2023	12/16/2023	01/09/2024	60.34	
20239 - KARLA BECERRA	PROFESSIONAL SERVICES DAY OF THE DEAD	10/31/2023	12/16/2023	01/09/2024	1,000.00	
19699 - KATRINA MORAVEC	RC TEEN SCENE SNACK AND PAINT REIMB	12/19/2023	12/16/2023	01/09/2024	65.04	
19942 - LENNOX MANROE	TEA & TALK HOLIDAY CELEBRATION AT RC	12/20/2023	12/16/2023	01/09/2024	350.00	
18836 - MORGAN PATTEN	PROFESSIONAL SERVICES DAY OF THE DEAD	11/01/2023	12/16/2023	01/09/2024	200.00	
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM REIMBURSEMENT	12/21/2023	12/16/2023	01/09/2024	100.00	
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				Invoice Transactions 6	<hr/> \$1,775.38	
Account <b>65630 - LIBRARY BOOKS</b>						

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	50.84
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	18.08
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	133.37
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	666.22
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	55.89
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	1,134.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	93.72
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	9.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/30/2023	12/16/2023	01/09/2024	50.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	349.01
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	101.01
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/28/2023	12/16/2023	01/09/2024	21.70
100474 - BAKER & TAYLOR	JUV PRINT	11/27/2023	12/16/2023	01/09/2024	83.91
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/29/2023	12/16/2023	01/09/2024	146.63
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/29/2023	12/16/2023	01/09/2024	575.18
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	57.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/28/2023	12/16/2023	01/09/2024	164.58
19521 - PLAYAWAY PRODUCTS LLC	CROWN PRINT	11/30/2023	12/16/2023	01/09/2024	113.98
19521 - PLAYAWAY PRODUCTS LLC	CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	1,189.79
Account <b>65630 - LIBRARY BOOKS</b> Totals Invoice Transactions 19					<u>\$5,016.53</u>
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals Invoice Transactions 25					<u>\$6,791.91</u>

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **62340 - IT COMPUTER SOFTWARE**

287918 - TODAY'S BUSINESS SOLUTIONS, INC.	AGREEMENT ANNUAL LICENSE FOR SCAN SYSTEM	12/08/2023	12/16/2023	01/09/2024	2,010.00
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals Invoice Transactions 1					<u>\$2,010.00</u>

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/28/2023	12/16/2023	01/09/2024	79.60
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	11/27/2023	12/16/2023	01/09/2024	29.11
100474 - BAKER & TAYLOR	YA AND JUV PRINT	11/28/2023	12/16/2023	01/09/2024	80.98
100474 - BAKER & TAYLOR	YA AND JUV PRINT	11/29/2023	12/16/2023	01/09/2024	1,063.11
Account <b>65630 - LIBRARY BOOKS</b> Totals Invoice Transactions 4					<u>\$1,252.80</u>

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	YA AV	12/12/2023	12/16/2023	01/09/2024	79.99
103424 - MIDWEST TAPE LLC	YA AV	12/05/2023	12/16/2023	01/09/2024	1,039.84
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals Invoice Transactions 2					<u>\$1,119.83</u>
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals Invoice Transactions 7					<u>\$4,382.63</u>

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/05/2023	12/16/2023	01/09/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/12/2023	12/16/2023	01/09/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/31/2023	12/16/2023	01/09/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/07/2023	12/16/2023	01/09/2024	535.84

151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/17/2023	12/16/2023	01/09/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/19/2023	12/16/2023	01/09/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/20/2023	12/16/2023	01/09/2024	124.92
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/26/2023	12/16/2023	01/09/2024	535.84
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	10/31/2023	12/16/2023	01/09/2024	91.53
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	10/03/2023	12/16/2023	01/09/2024	85.06
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	12/26/2023	12/16/2023	01/09/2024	124.32
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	12/11/2023	12/16/2023	01/09/2024	10,520.00
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals			Invoice Transactions 12		<u>\$14,696.71</u>
Account <b>64005 - ELECTRICITY</b>					
10730 - MC SQUARED ENERGY	MC SQUARED 12.14.2023	12/14/2023	12/16/2023	01/09/2024	15,193.52
Account <b>64005 - ELECTRICITY</b> Totals			Invoice Transactions 1		<u>\$15,193.52</u>
Account <b>65040 - JANITORIAL SUPPLIES</b>					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/06/2023	12/16/2023	01/09/2024	1,210.84
Account <b>65040 - JANITORIAL SUPPLIES</b> Totals			Invoice Transactions 1		<u>\$1,210.84</u>
Account <b>65050 - BLDG MAINTENANCE MATERIAL</b>					
102137 - GRAINGER, INC., W.W.	OFFICE SUPPLIES	11/30/2023	12/16/2023	01/09/2024	626.73
206940 - ULINE	LOBBY TABLES	12/15/2023	12/16/2023	01/09/2024	1,003.80
Account <b>65050 - BLDG MAINTENANCE MATERIAL</b> Totals			Invoice Transactions 2		<u>\$1,630.53</u>
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals			Invoice Transactions 16		<u>\$32,731.60</u>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62290 - TUITION</b>					
20242 - TAYLOR M. KEAHEY	TUITION REIMBURSEMENT FALL 2023	12/19/2023	12/16/2023	01/09/2024	2,640.00
Account <b>62290 - TUITION</b> Totals			Invoice Transactions 1		<u>\$2,640.00</u>
Account <b>62295 - TRAINING &amp; TRAVEL</b>					
290975 - ROBIN R. SINDELAR	TRAVEL INSURANCE REIMBURSEMENT TO	12/21/2023	12/16/2023	01/09/2024	81.00
290975 - ROBIN R. SINDELAR	GUADALAJARA BOOK FAIR ACCOMODATION REIMBURSEMENT GUADALAJARA BOOK FAIR	12/21/2023	12/16/2023	01/09/2024	85.56
Account <b>62295 - TRAINING &amp; TRAVEL</b> Totals			Invoice Transactions 2		<u>\$166.56</u>
Account <b>65095 - OFFICE SUPPLIES</b>					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/17/2023	12/16/2023	01/09/2024	54.22
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	12/08/2023	12/16/2023	01/09/2024	156.04
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	12/07/2023	12/16/2023	01/09/2024	59.77
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	12/23/2023	12/16/2023	01/09/2024	54.92
11584 - VARIDESK, LLC	COMPUTER STAND	12/27/2023	12/16/2023	01/09/2024	220.00
Account <b>65095 - OFFICE SUPPLIES</b> Totals			Invoice Transactions 5		<u>\$544.95</u>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals			Invoice Transactions 8		<u>\$3,351.51</u>
Department <b>48 - LIBRARY</b> Totals			Invoice Transactions 138		<u>\$94,189.81</u>
Fund <b>185 - LIBRARY FUND</b> Totals			Invoice Transactions 138		<u>\$94,189.81</u>
* = Prior Fiscal Year Activity			Invoice Transactions 138		<u>\$94,189.81</u>



## Evanston Public Library Racial Equity Task Force

# MEETING MINUTES

Wednesday, January 9, 2024

### Members Present

Joyce Miller Bean, Michelle Khu, Melissa Raman Molitar, Brenda Williams, Max Weinberg, Terry Soto, Esther Wallen,

### Members Absent

none

### Staff Present

Yolande Wilburn, Heather Norborg, and Mariana Bojorquez.

### Land Acknowledgement

Read by Trustee Wallen

### Summary

Heather gave a recap of December's meeting for those who could not attend.

Yolande introduced herself to the members who could not attend in December and each of those members introduced themselves and their motivation for joining RETF.

Continued discussion of the RETF Charge in relation to the 2018 Equity Report by DeEtta Jones and Associates.

Terry expressed the Library Board's desire to create a more formal relationship between the Board and the RETF and to rename the RETF to something other than "taskforce."

Yolande gave a brief explanation of her plans for Strategic Planning for EPL. She described creating a 2 year strategic plan quickly, based on data the Library has collected in the past, including the 2018 Equity Report, and then working on a longer, more comprehensive strategic plan. She envisions including an EDI plan as part of the strategic plan.

Discussion of staff training and talent development recommendations from the 2018 report.

Discussion of the report's recommendation to "create an innovative approach to space and services in the 5th ward."

Discussion of plan for next two meetings (Feb and March) to gather input from the group on the initial strategic plan draft.

## Library Director's Report January 17, 2024

### **Updates:**

#### **Upcoming Programs of Note:**

One of the newest additions to our Early Literacy programming is **Miss Jess's [Singsong](#)**. This monthly Saturday offering highlights early literacy skills and provides fun for families with children ages 1 and up. First session is Saturday, January 20 at 9:30am at the Main Library.

**A Decade to Remember: Behind the Scenes.** We're kicking off our Black History Month programming with [Dino Robinson presenting his research](#) on the Nor'shore Twelve, on exhibit on the third floor of the Main Library, at 3 p.m. on January 27.

[Affordable Housing Information Session](#) with Community Partners for Affordable Housing, Thursday, February 1 at 6:30pm at Robert Crown.

[Japanese Tenuqui Wrap Workshop](#), Saturday February 3 at 2:00pm at Robert Crown. Local craft artist Ryoko Dowling demonstrates the cultural practice, common in Japan, of wrapping everyday objects and gifts in beautiful fabric.

**Interactive Theater for Kids**, Sunday February 4 at 2:00pm at the Main Library. A one-off [program](#) in partnership with a children's theater group designed to actively engage children in aspects of theater production from costume design to directing.

[Black Abstract Art and Black Imaginations](#): A Mini-Course Offered by the NU Emeriti Organization and EPL, Tuesday, February 6 and Tuesday, February 13 at 6:00pm at the Main Library or online via Zoom.

### **Data Dashboard**

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

### **Patron Feedback of Note:**

Author, Shadra Strickland made a special TikTok video thanking EPL Librarian, Brian Wilson and the Virtual Caldecott Club kids for selecting her book, *Jump In* as the 2024 Virtual Caldecott winner!

Here is her message:

*Hi Brian! What special news! Lucky and I made a quick video to thank you and your readers~*

[https://www.tiktok.com/@shadrieka/video/7322504360032865579?is\\_from\\_webapp=1&sender\\_device=pc&web\\_id=7304025734524880430](https://www.tiktok.com/@shadrieka/video/7322504360032865579?is_from_webapp=1&sender_device=pc&web_id=7304025734524880430)

*It's too big to email, but I can drop it to you if you can't see the video on TikTok.*

*You made my day!*

*Best,  
Shadra*

### **Press Mentions:**

[Richard Hunt leaves three works in Evanston.](#) Evanston Roundtable. Jan. 2, 2024.

[‘It’s part of our heritage’: Evanston’s annual Kwanzaa Celebration draws large turnout.](#) Evanston Review. Dec. 28, 2023.

[2023 wrap-up: Our top investigative stories of the year.](#) Evanston Roundtable. Dec. 28, 2023.

[2023’s Most-Read Stories on Evanston Patch.](#) Patch. Dec. 28, 2023.

[Celebration brings light to dark days.](#) Evanston Now. Dec. 22, 2023.

[Lost and Found: Childhood Memories Rediscovered.](#) WNUR. March 1, 2023.

[No property tax increases in budget approved by Evanston City Council.](#) Evanston Patch. Dec. 12, 2023.

[‘It’s a gimmick – ‘Tis not!’](#) (Budget approval.) Evanston Now. Dec. 12, 2023.

[Council approves \\$436M budget for 2024.](#) Evanston Roundtable. Dec. 12, 2023.

### **Development Update:**

Preliminary numbers for 2023 indicate we have received \$401,606 from 1,931 unique gifts donated from 1,161 individuals. The average gift size is just above \$200.

In 2023 we have received a total of \$219,234 in grant payments, break down as follows:

- Library grants: \$43,624
- Federal grants: \$60,397
- Per Capita: \$115,212

Development will provide a more comprehensive report on non-tax revenue in February.

# MEMORANDUM

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

**From:** Yolande Wilburn, Executive Director

**Subject:** Administrative Services Update

**Date:** January 17, 2024

This memo provides an update on significant administrative activities.

## Human Resources

Recruitment continues for key positions. We are awaiting notification from human resources on clearance of selected candidates.

- Awaiting clearance and pending start date for the Facilities Manager.
- FT Administrative Lead and Circulation Clerk have start dates pending.
- Crown Branch Manager reposted until 02/02/24.
- Qualification to the eligibility list in process for various Library Assistant positions.
- Internal eligibility list in process for Assistant Director.
- Applications are being accepted for the following positions until 02/03/24.
  - Finance Manager
  - Safety Manager
  - Security Monitor

## Financial Resources

The Library Fund financial report for the period ending December 31<sup>st</sup> is included for your review. For the operating fund, revenue collection is at 100% of budget projection and expenditures 93%. Capital fund expenditures total 99% of the budget.

## Facilities Update

Due to inclement weather, the Crown Branch Library closed on Friday, January 12, and Saturday, January 13. The Main Library closed early on Friday and opened late on Saturday to ensure the safety of the staff as they traveled to and from work.

The Library team coordinated efforts with the Parks and Recreation Department so that buses were available at closing times to assist patrons in getting to the open warming centers around Evanston.

Johnson controls conducted the semi-annual fire inspection. All systems are in working order and passed inspection.





## MEMORANDUM

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Thanks to staff suggestions, a new cafe area was established in the Main Library lobby. The area previously housed patron holds. Cafe tables and chairs provide a convenient and easy way for patrons to snack while using the wifi. A child high chair is coming soon to help parents when feeding younger children.

EPL team members submitted numerous ideas for naming the area.







# Budget Performance Report

Fiscal Year to Date 12/31/23

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										
Department 48 - LIBRARY										
Business Unit 4825 - ENGAGEMENT SERVICES										
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	(300.00)	300.00	+++	.00
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$300.00)	\$300.00	+++	\$0.00
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	7,535,472.00	.00	7,535,472.00	2,280,055.44	.00	7,632,768.75	(97,296.75)	101	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	9,349.20	(9,349.20)	+++	6,126.35
55201	Federal Grants	100,000.00	.00	100,000.00	9,180.66	.00	29,770.49	70,229.51	30	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	143,320.18	(33,454.18)	130	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	223,459.94	176,540.06	56	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	4,494.17	505.83	90	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(76.00)	.00	(240.00)	240.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	14,186.68	.00	262,236.51	(240,636.51)	1214	68,818.53
57002	TRANSFER FROM ENDOWMENT	250,000.00	.00	250,000.00	.00	.00	166,460.00	83,540.00	67	217,929.86
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	28,885.95	(6,885.95)	131	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	3,818.54	(818.54)	127	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	.00	.00	11,431.16	(2,431.16)	127	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	4,734.65	(3,734.65)	473	2,765.84
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	18,838.50	1,555.50	92	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	14,007.50	85,992.50	14	41,727.49
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$8,577,332.00	\$0.00	\$8,577,332.00	\$2,303,346.78	\$0.00	\$8,553,335.54	\$23,996.46	100%	\$8,353,864.89
Department 48 - LIBRARY Totals		\$8,577,332.00	\$0.00	\$8,577,332.00	\$2,303,346.78	\$0.00	\$8,553,035.54	\$24,296.46	100%	\$8,353,864.89
REVENUE TOTALS		\$8,577,332.00	\$0.00	\$8,577,332.00	\$2,303,346.78	\$0.00	\$8,553,035.54	\$24,296.46	100%	\$8,353,864.89
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
61010	REGULAR PAY	395,172.00	.00	395,172.00	33,149.14	.00	472,517.47	(77,345.47)	120	402,006.44
61050	PERMANENT PART-TIME	201,509.00	.00	201,509.00	18,555.05	.00	199,472.06	2,036.94	99	200,548.34
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	200.00	.00	2,085.00	3,915.00	35	2,805.00
61110	OVERTIME PAY	.00	.00	.00	(1,087.53)	.00	.00	.00	+++	1,087.53
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	622.67	(622.67)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,238.12	(1,238.12)	+++	2,746.06
61510	HEALTH INSURANCE	73,765.00	.00	73,765.00	8,698.00	.00	76,316.76	(2,551.76)	103	68,269.97
61615	LIFE INSURANCE	261.00	.00	261.00	15.02	.00	184.09	76.91	71	283.10
61710	IMRF	19,005.00	.00	19,005.00	2,345.74	.00	22,156.08	(3,151.08)	117	27,124.48
61725	SOCIAL SECURITY	36,995.00	.00	36,995.00	3,073.19	.00	40,966.00	(3,971.00)	111	36,710.87
61730	MEDICARE	8,652.00	.00	8,652.00	718.68	.00	9,580.73	(928.73)	111	8,585.62
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	114.34
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	437.50	462.50	49	.00



# Budget Performance Report

Fiscal Year to Date 12/31/23

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
65002	STATE GRANT EXPENSE	7,800.00	.00	7,800.00	.00	.00	1,449.96	6,350.04	19	.00
65025	FOOD	.00	.00	.00	.00	.00	5.39	(5.39)	+++	17.15
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	824.80	(824.80)	+++	.00
65100	LIBRARY SUPPLIES	17,400.00	.00	17,400.00	101.47	.00	22,580.95	(5,180.95)	130	25,992.76
65503	FURNITURE / FIXTURES / EQUIPMENT	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000.00
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	29,456.59	.00	143,517.73	27,882.27	84	134,197.79
65641	AUDIO VISUAL COLLECTIONS	5,000.00	.00	5,000.00	.00	.00	12,226.68	(7,226.68)	245	11,390.29
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$944,359.00	\$0.00	\$944,359.00	\$95,225.35	\$0.00	\$1,006,181.99	(\$61,822.99)	107%	\$922,879.74
Business Unit 4806 - LIFELONG LEARNING & LITERACY										
61010	REGULAR PAY	464,223.20	.00	464,223.20	32,079.52	.00	491,006.46	(26,783.26)	106	383,966.98
61050	PERMANENT PART-TIME	263,100.00	.00	263,100.00	34,207.76	.00	293,726.43	(30,626.43)	112	239,637.88
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	(105.00)	.00	1,155.00	4,845.00	19	7,485.00
61110	OVERTIME PAY	.00	.00	.00	(819.17)	.00	282.76	(282.76)	+++	819.17
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,777.25
61510	HEALTH INSURANCE	73,212.00	.00	73,212.00	9,364.43	.00	76,476.09	(3,264.09)	104	67,758.22
61615	LIFE INSURANCE	213.00	.00	213.00	12.02	.00	139.41	73.59	65	199.67
61710	IMRF	24,074.44	.00	24,074.44	2,987.89	.00	26,804.68	(2,730.24)	111	29,045.63
61725	SOCIAL SECURITY	45,094.39	.00	45,094.39	3,958.11	.00	47,792.96	(2,698.57)	106	38,361.14
61730	MEDICARE	10,546.72	.00	10,546.72	925.73	.00	11,177.47	(630.75)	106	8,971.54
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	535.50
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	6,172.97	.00	287,179.85	(6,924.85)	102	304,828.95
62506	WORK- STUDY	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
65002	STATE GRANT EXPENSE	5,000.00	.00	5,000.00	.00	.00	5,550.00	(550.00)	111	.00
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	2,662.00	.00	8,014.39	6,985.61	53	10,618.04
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	20,632.65	.00	345,474.44	(10,474.44)	103	313,420.52
65635	PERIODICALS	6,000.00	.00	6,000.00	.00	.00	6,538.07	(538.07)	109	5,687.61
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,611.50	.00	28,088.38	2,911.62	91	31,911.41
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,559,718.75	\$0.00	\$1,559,718.75	\$113,690.41	\$0.00	\$1,629,406.39	(\$69,687.64)	104%	\$1,445,024.51
Business Unit 4820 - ACCESS SERVICES										
61010	REGULAR PAY	675,467.00	.00	675,467.00	66,189.80	.00	753,210.38	(77,743.38)	112	625,739.47
61050	PERMANENT PART-TIME	269,724.00	.00	269,724.00	23,067.98	.00	261,966.52	7,757.48	97	239,169.51
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	908.00	.00	4,487.00	513.00	90	20,793.50
61110	OVERTIME PAY	.00	.00	.00	(952.22)	.00	.00	.00	+++	952.22
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	241.68	(241.68)	+++	12,938.26
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,602.85	(1,602.85)	+++	986.58
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	2,100.49



# Budget Performance Report

Fiscal Year to Date 12/31/23

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - ACCESS SERVICES</b>										
61510	HEALTH INSURANCE	140,643.00	.00	140,643.00	21,243.50	.00	152,068.26	(11,425.26)	108	125,841.62
61615	LIFE INSURANCE	339.00	.00	339.00	27.78	.00	292.20	46.80	86	401.36
61710	IMRF	27,656.00	.00	27,656.00	3,683.33	.00	31,085.97	(3,429.97)	112	36,787.20
61725	SOCIAL SECURITY	58,603.00	.00	58,603.00	5,299.57	.00	61,233.64	(2,630.64)	104	53,942.55
61730	MEDICARE	13,707.00	.00	13,707.00	1,239.44	.00	14,320.79	(613.79)	104	12,615.59
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(4,146.50)
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	19,558.86	.00	136,188.37	47,711.63	74	135,776.50
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	30,939.33	(30,939.33)	+++	24,576.63
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	1,201.60	1,798.40	40	1,396.27
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	1,596.89	389.70	16,104.70	(4,494.40)	137	25,959.30
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00	.00	+++	36,745.68
Business Unit <b>4820 - ACCESS SERVICES Totals</b>		\$1,390,039.00	\$0.00	\$1,390,039.00	\$141,862.93	\$389.70	\$1,464,943.29	(\$75,293.99)	105%	\$1,352,576.23
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>										
61010	REGULAR PAY	475,122.00	.00	475,122.00	47,843.75	.00	521,711.96	(46,589.96)	110	409,917.15
61050	PERMANENT PART-TIME	223,870.00	.00	223,870.00	12,849.38	.00	208,740.65	15,129.35	93	180,649.63
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	480.50	.00	1,058.50	8,941.50	11	2,654.00
61110	OVERTIME PAY	.00	.00	.00	(1,138.43)	.00	.00	.00	+++	1,617.63
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	12,593.83	(12,593.83)	+++	1,346.53
61510	HEALTH INSURANCE	105,250.00	.00	105,250.00	13,218.62	.00	101,366.19	3,883.81	96	85,165.19
61615	LIFE INSURANCE	304.00	.00	304.00	13.18	.00	150.34	153.66	49	231.36
61710	IMRF	23,138.00	.00	23,138.00	2,813.25	.00	25,304.27	(2,166.27)	109	27,151.54
61725	SOCIAL SECURITY	43,338.00	.00	43,338.00	3,565.45	.00	44,520.71	(1,182.71)	103	35,547.85
61730	MEDICARE	10,136.00	.00	10,136.00	833.88	.00	10,412.15	(276.15)	103	8,313.62
62225	BLDG MAINTENANCE SERVICES	5,000.00	.00	5,000.00	.00	.00	445.00	4,555.00	9	6,172.67
62340	IT COMPUTER SOFTWARE	14,695.00	.00	14,695.00	.00	.00	5,888.00	8,807.00	40	26,125.38
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	(647.24)
64015	NATURAL GAS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	180.30
65002	STATE GRANT EXPENSE	.00	.00	.00	74.48	.00	1,957.00	(1,957.00)	+++	.00
65025	FOOD	.00	.00	.00	.00	.00	204.09	(204.09)	+++	.00
65100	LIBRARY SUPPLIES	50,000.00	.00	50,000.00	2,475.25	.00	29,294.04	20,705.96	59	23,959.28
65503	FURNITURE / FIXTURES / EQUIPMENT	1,000.00	.00	1,000.00	.00	.00	511.62	488.38	51	.00
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	7,627.41	.00	35,107.53	(107.53)	100	38,267.00
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	327.62
65641	AUDIO VISUAL COLLECTIONS	12,000.00	.00	12,000.00	.00	.00	5,113.55	6,886.45	43	5,779.67
Business Unit <b>4825 - ENGAGEMENT SERVICES Totals</b>		\$1,010,853.00	\$0.00	\$1,010,853.00	\$90,656.72	\$0.00	\$1,004,379.43	\$6,473.57	99%	\$852,759.18



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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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>										
61010	REGULAR PAY	415,927.00	.00	415,927.00	17,012.06	.00	355,994.15	59,932.85	86	380,982.64
61050	PERMANENT PART-TIME	241,617.20	.00	241,617.20	18,206.73	.00	197,272.62	44,344.58	82	193,495.77
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	2,000.00	.00	11,485.00	(6,485.00)	230	10,055.00
61110	OVERTIME PAY	.00	.00	.00	(462.41)	.00	.00	.00	+++	462.41
61415	TERMINATION PAYOUTS	.00	.00	.00	2,421.28	.00	5,185.91	(5,185.91)	+++	9,120.21
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	532.83	(532.83)	+++	.00
61510	HEALTH INSURANCE	84,701.88	.00	84,701.88	5,303.47	.00	50,866.29	33,835.59	60	63,934.72
61615	LIFE INSURANCE	257.00	.00	257.00	8.90	.00	65.75	191.25	26	233.03
61710	IMRF	20,298.00	.00	20,298.00	1,829.91	.00	18,926.68	1,371.32	93	27,217.97
61725	SOCIAL SECURITY	40,768.59	.00	40,768.59	2,394.06	.00	34,567.54	6,201.05	85	35,970.82
61730	MEDICARE	9,535.05	.00	9,535.05	559.88	.00	8,084.31	1,450.74	85	8,412.50
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	89.91
62340	IT COMPUTER SOFTWARE	72,654.00	.00	72,654.00	18,867.00	.00	69,268.54	3,385.46	95	57,110.33
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	30,888.57
65001	FEDERAL GRANT EXPENSE	21,590.00	.00	21,590.00	.00	.00	18,639.04	2,950.96	86	.00
65002	STATE GRANT EXPENSE	500.00	.00	500.00	.00	.07	15,533.47	(15,033.54)	3107	.00
65100	LIBRARY SUPPLIES	13,530.00	.00	13,530.00	.00	.00	7,794.34	5,735.66	58	24,979.15
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	12,262.50	15,408.88	23,098.50	(1,857.38)	105	46,442.39
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	1,252.80	.00	20,094.98	(94.98)	100	20,892.35
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	1,119.83	.00	1,279.79	1,220.21	51	58.83
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b>		\$985,528.72	\$0.00	\$985,528.72	\$82,776.01	\$15,408.95	\$838,689.74	\$131,430.03	87%	\$910,346.60
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61010	REGULAR PAY	378,642.00	.00	378,642.00	29,013.52	.00	388,974.70	(10,332.70)	103	350,719.71
61050	PERMANENT PART-TIME	64,775.00	.00	64,775.00	(2,115.22)	.00	60,796.54	3,978.46	94	72,343.80
61060	SEASONAL EMPLOYEES	16,575.00	(16,575.00)	.00	(748.00)	.00	3,315.00	(3,315.00)	+++	19,643.50
61110	OVERTIME PAY	10,000.00	.00	10,000.00	273.69	.00	10,667.14	(667.14)	107	8,645.73
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,472.02	(7,472.02)	+++	5,953.07
61510	HEALTH INSURANCE	97,079.00	.00	97,079.00	11,588.96	.00	97,639.25	(560.25)	101	76,661.29
61615	LIFE INSURANCE	275.00	.00	275.00	.12	.00	85.23	189.77	31	274.34
61626	CELL PHONE ALLOWANCE	825.00	.00	825.00	.00	.00	717.00	108.00	87	900.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	360.00
61710	IMRF	14,678.00	.00	14,678.00	1,400.18	.00	16,006.64	(1,328.64)	109	20,450.63
61725	SOCIAL SECURITY	28,604.61	.00	28,604.61	1,509.08	.00	27,878.40	726.21	97	27,209.41
61730	MEDICARE	6,690.25	.00	6,690.25	352.92	.00	6,519.92	170.33	97	6,363.51
62225	BLDG MAINTENANCE SERVICES	227,295.00	.00	227,295.00	16,505.94	21,040.00	251,242.16	(44,987.16)	120	239,446.67
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	1,232.50	(232.50)	123	.00



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Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0	.00
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	5,436.00	4.00	100	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,884.00	1.00	100	4,884.96
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	(23,286.96)	23,286.96	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	23,286.96	(23,286.96)	+++	.00
64005	ELECTRICITY	120,000.00	.00	120,000.00	15,193.52	.00	89,869.74	30,130.26	75	89,498.92
64015	NATURAL GAS	32,400.00	.00	32,400.00	654.27	.00	10,751.56	21,648.44	33	24,447.75
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	114.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	1,210.84	.00	12,680.37	5,696.63	69	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,630.53	.00	26,285.24	8,714.76	75	16,772.30
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	40.70
Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b>		\$1,065,357.86	(\$16,575.00)	\$1,048,782.86	\$77,330.35	\$21,040.00	\$1,022,993.41	\$4,749.45	100%	\$979,597.13
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	757,543.00	.00	757,543.00	51,236.42	.00	382,424.05	375,118.95	50	424,670.16
61050	PERMANENT PART-TIME	80,546.00	.00	80,546.00	2,573.49	.00	53,890.68	26,655.32	67	78,672.16
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	12,199.35	(12,199.35)	+++	94,401.72
61510	HEALTH INSURANCE	84,439.00	.00	84,439.00	5,129.04	.00	35,871.30	48,567.70	42	46,956.97
61615	LIFE INSURANCE	278.00	.00	278.00	26.78	.00	202.96	75.04	73	423.54
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	300.00	.00	600.00	4,200.00	12	2,400.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	159.00	.00	1,158.00	42.00	96	894.00
61710	IMRF	27,741.00	.00	27,741.00	2,311.65	.00	15,376.38	12,364.62	55	27,911.07
61725	SOCIAL SECURITY	48,388.00	.00	48,388.00	3,306.48	.00	27,416.91	20,971.09	57	34,029.89
61730	MEDICARE	12,153.00	.00	12,153.00	773.26	.00	6,411.96	5,741.04	53	8,465.88
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	1,785.33	.00	76,541.18	58,458.82	57	153,388.75
62205	ADVERTISING	4,000.00	.00	4,000.00	.00	.00	35.77	3,964.23	1	1,455.61
62210	PRINTING	45,000.00	.00	45,000.00	11,581.23	.00	39,362.61	5,637.39	87	9,672.27
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	210.00	.00	1,715.26	(1,715.26)	+++	.00
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	.00	.00	200.00	84,800.00	0	(2,939.14)
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	.00
62290	TUITION	15,000.00	.00	15,000.00	2,640.00	.00	3,584.00	11,416.00	24	7,817.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	447.36	.00	28,047.67	(3,047.67)	112	30,139.09
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	1,485.79	(485.79)	149	4,760.28
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	11.99
62360	MEMBERSHIP DUES	2,075.00	.00	2,075.00	795.00	.00	2,454.00	(379.00)	118	2,006.00
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62506	WORK- STUDY	3,600.00	.00	3,600.00	.00	.00	1,069.29	2,530.71	30	3,237.25



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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4845 - LIBRARY ADMINISTRATION										
62705	CREDIT CARD FEES	5,700.00	.00	5,700.00	435.58	.00	5,251.16	448.84	92	4,479.26
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	4,467.37	2,532.63	64	8,054.85
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	970.22	4,792.54	26,909.14	18,298.32	63	26,780.19
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	171.58	(171.58)	+++	635.87
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	294,996.00	4.00	100	289,328.04
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,703,063.00	\$0.00	\$1,703,063.00	\$109,263.84	\$4,792.54	\$1,021,842.41	\$676,428.05	60%	\$1,262,392.53
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	.00	.00	.00	.00	(3,400.00)	100.00	3,300.00	+++	17,171.75
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	115.00
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	2,436.24	(2,436.24)	+++	30,892.51
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$3,400.00)	\$2,536.24	\$863.76	+++	\$48,179.26
Department 48 - LIBRARY Totals		\$8,658,919.33	(\$16,575.00)	\$8,642,344.33	\$710,805.61	\$38,231.19	\$7,990,972.90	\$613,140.24	93%	\$7,773,755.18
EXPENSE TOTALS		\$8,658,919.33	(\$16,575.00)	\$8,642,344.33	\$710,805.61	\$38,231.19	\$7,990,972.90	\$613,140.24	93%	\$7,773,755.18
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,577,332.00	.00	8,577,332.00	2,303,346.78	.00	8,553,035.54	24,296.46	100%	8,353,864.89
EXPENSE TOTALS		8,658,919.33	(16,575.00)	8,642,344.33	710,805.61	38,231.19	7,990,972.90	613,140.24	93%	7,773,755.18
Fund 185 - LIBRARY FUND Totals		(\$81,587.33)	\$16,575.00	(\$65,012.33)	\$1,592,541.17	(\$38,231.19)	\$562,062.64	(\$588,843.78)		\$580,109.71
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	253,956.00	.00	507,912.00	1.00	100	506,626.00
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$507,913.00	\$0.00	\$507,913.00	\$253,956.00	\$0.00	\$507,912.00	\$1.00	100%	\$506,626.00
Department 48 - LIBRARY Totals		\$507,913.00	\$0.00	\$507,913.00	\$253,956.00	\$0.00	\$507,912.00	\$1.00	100%	\$506,626.00
REVENUE TOTALS		\$507,913.00	\$0.00	\$507,913.00	\$253,956.00	\$0.00	\$507,912.00	\$1.00	100%	\$506,626.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
68305	DEBT SERVICE- PRINCIPAL	275,730.00	.00	275,730.00	275,730.00	.00	275,730.00	.00	100	264,706.00
68315	DEBT SERVICE- INTEREST	232,183.00	.00	232,183.00	116,091.51	.00	232,183.01	(.01)	100	240,281.64
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$507,913.00	\$0.00	\$507,913.00	\$391,821.51	\$0.00	\$507,913.01	(\$0.01)	100%	\$504,987.64
Department 48 - LIBRARY Totals		\$507,913.00	\$0.00	\$507,913.00	\$391,821.51	\$0.00	\$507,913.01	(\$0.01)	100%	\$504,987.64
EXPENSE TOTALS		\$507,913.00	\$0.00	\$507,913.00	\$391,821.51	\$0.00	\$507,913.01	(\$0.01)	100%	\$504,987.64



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Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	507,913.00	.00	507,913.00	253,956.00	.00	507,912.00	1.00	100%	506,626.00
	EXPENSE TOTALS	507,913.00	.00	507,913.00	391,821.51	.00	507,913.01	(.01)	100%	504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	(\$137,865.51)	\$0.00	(\$1.01)	\$1.01		\$1,638.36
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
Totals										
	Department 48 - LIBRARY Totals	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
	REVENUE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	.00	259,826.50	1,192,903.05	(502,729.55)	153	173,737.09
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$259,826.50	\$1,192,903.05	(\$502,729.55)	153%	\$173,737.09
Totals										
	Department 48 - LIBRARY Totals	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$259,826.50	\$1,192,903.05	(\$502,729.55)	153%	\$173,737.09
	EXPENSE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$259,826.50	\$1,192,903.05	(\$502,729.55)	153%	\$173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
	EXPENSE TOTALS	950,000.00	.00	950,000.00	.00	259,826.50	1,192,903.05	(502,729.55)	153%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$259,826.50)	(\$1,192,903.05)	\$1,452,729.55		(\$173,737.09)
Grand Totals										
	REVENUE TOTALS	10,035,245.00	.00	10,035,245.00	2,557,302.78	.00	9,060,947.54	974,297.46	90%	8,860,490.89
	EXPENSE TOTALS	10,116,832.33	(16,575.00)	10,100,257.33	1,102,627.12	298,057.69	9,691,788.96	110,410.68	99%	8,452,479.91
Grand Totals		(\$81,587.33)	\$16,575.00	(\$65,012.33)	\$1,454,675.66	(\$298,057.69)	(\$630,841.42)	\$863,886.78		\$408,010.98

Endowment for the Evanston Public Library  
Holdings as of December 2023

	Symbol	Shares/Quantity	Price	Value as of December 31, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$300,457.03	\$300,457.03	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%
				\$300,457.03		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%



**Evanston Public Library Endowment Fund**  
**Statement of Activity**  
**November 01, 2023 through November 30, 2023**

Beginning Balance		3,755,378.84
<b>Revenue</b>		
Investment results	234,206.46	
<b>Total Revenues</b>		234,206.46
<b>Distributions/Grants and Expenses</b>		
Foundation support charge	-2,038.39	
<b>Total Distributions</b>		-2,038.39
<b>Ending Balance</b>		<b>3,987,546.91</b>

# MEMORANDUM

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

**From:** Yolande Wilburn – Executive Director

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

**Date:** January 17, 2024

**Recommended Action**

Staff recommends approval of a one (1) year service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library at a cost of \$28,943.03 for FY 2024. This extension covers January 1, 2024, through December 31, 2024.

**Funding Source**

This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225 at the budgeted amount of \$30,878.

**Summary**

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

Attached:

Siemens proposed 2024 contract

**PROPOSAL**

Evanston Library - 2024 Automation Services

**PREPARED BY**

Siemens Industry, Inc. ("Siemens")

**PREPARED FOR**

CITY OF EVANSTON

**DELIVERED ON**

October 05, 2023

SMART BUILDINGS

# Transforming the Everyday



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## Contact Information

Proposal #:	8301940
Date:	October 05, 2023

Sales Executive:	Tyler Gerlach
Branch Address:	1701 Golf Rd. Suite 3-500 Rolling Meadows, IL 60008
Telephone:	224-200-3450
Email Address:	tyler.gerlach@siemens.com

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

## Executive Summary

### Customer Needs

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

### Services Included

Siemens will provide the following services.

#### Service Description

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

## **Siemens Capabilities & Customer Commitment**

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

References are available upon request.

## **Building Services – Automation**

### **Services that deliver the outcomes you want to achieve**

Services delivered by Siemens have been developed to help you achieve the outcomes you expect. Siemens will deliver the outlined services on a bi-monthly basis. Some service may be completed remotely.

#### **BMS Health**

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

#### **Online Data Backup & Protection**

Siemens will perform scheduled database backups remotely of all graphics, reports, configurations, user information and databases, and store this information on a cloud-based secure server. If, for any reason, any of the backed-up information or data is lost from your system, Siemens can reload the information or data on-site or remotely, with your backup copy (if covered elsewhere within this service agreement). The frequency and equipment to be included as part of this service is itemized in the List of Equipment Related Services. Online backups of the SQL database, historical data, and trends are not included with the Desigo CC application backup.

#### **Software Subscription Service – Desigo CC**

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



## **Network Health**

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

## **Network Maintenance**

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

## **Additional Services**

### **Control Loop Tuning**

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

### **Preventive Maintenance – Automation**

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

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

### **Repair & Replacement Services – Labor & Material**

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

## **Software Maintenance**

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

## **Lifecycle Planning**

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

## **Customer Directed Support**

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

## **Operator Coaching**

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

## **Emergency Response Times – Automation**

### **Emergency Online/Phone Response**

#### **Standard**

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

### **Emergency On-site Response**

#### **Standard**

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

## Connectivity and Communications

### Proactive Remote Services

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

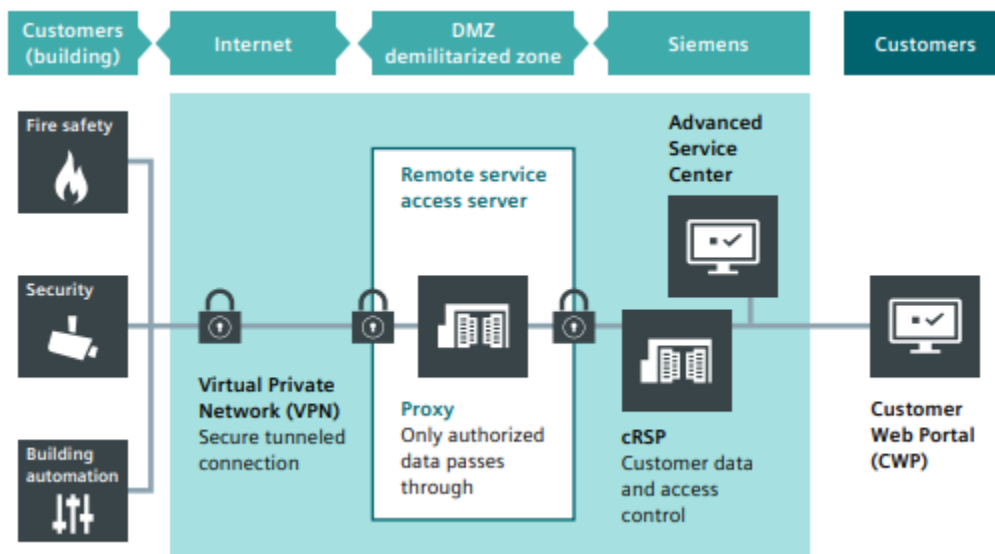
When the scope of services outlined within this proposal require or can utilize remote access,

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

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

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

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



## cRSP Security Feature Highlights:

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

## Siemens Service Portal

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

## Data security as a basic requirement

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

## Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	4 Hours
Response Times (Onsite/Emergency)	Next Business Day
Remote Services	Yes
Third Party Systems	No
Monitoring	No
Additional Labor Discount	13.0%
Additional Material Discount	*See Below Details*

Labor and material discounts are applicable for sites identified in this agreement and are only available for the disciplines included in this agreement.

Upgrades and/or repairs of legacy equipment are not inclusive of this agreement.

Remote support outside of the regular scheduled visits will be billable at the standard remote service specialist rates.

\*Factory Repair / Replacement Material Discounts: Customers with a current Service Agreement will receive a discount of 40% less 20% off list on standard catalog pricing for Siemens Industry Inc. – BT Division products except products listed in the catalog with the @ sign are limited to a 40% discount.

## Equipment Related Services

### Automation

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

## Service Team

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

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

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

### Your Assigned Team of Service Professionals will include:

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

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

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

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

**Primary Service Specialist** is responsible for performing the ongoing service of your system.

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

**Service Administrator** is responsible for all service invoicing including both service agreement and service projects.



## Terms and Conditions

### Terms and Conditions (Click to download)

[Terms & Conditions](#)

([www.siemens.com/standard-terms-service](http://www.siemens.com/standard-terms-service))

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

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

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

### Riders (Click on rider below to download)

[SI Software License Warranty](#)

([www.siemens.com/rider-software-license](http://www.siemens.com/rider-software-license))

[SI Consulting Rider](#)

([www.siemens.com/rider-consulting](http://www.siemens.com/rider-consulting))

[SI Exclusions and Clarifications](#)

([www.siemens.com/rider-clarification](http://www.siemens.com/rider-clarification))

Agreement Terms for Investments

Services shall be provided at:

1703 ORRINGTON AVE  
EVANSTON, IL 60201-3827

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

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 1 Periods beginning January 1, 2024. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. In addition, each renewal term pricing shall be adjusted for any additions to services, equipment, or labor rate revisions selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2024 - Dec 31,2024	Annually (In Advance)	\$28,943.03
Investment Total			\$28,943.03

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

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

Signature Page

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

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

Initial Term Investments

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2024 - Dec 31,2024	Annually (In Advance)	\$28,943.03

Proposed by:

Siemens Industry, Inc.

Company

Tyler Gerlach

Name

8301940

Proposal #

\$28,943.03

Proposal Amount

October 05, 2023

Date

Accepted by:

CITY OF EVANSTON

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing/pmnt only ☐ PO not required

## Siemens Service Portfolio

### Advisory and Performance Services



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

# MEMORANDUM

---

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

**From:** Yolande Wilburn, Executive Director

**Subject:** Approval of Janitorial Services Contract Extension with Total Building Services for 2024

**Date:** January 17, 2024

## **Recommended Action**

Staff recommends the approval of a one year contract extension for daily janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007. TBS has agreed to keep the same rate of \$126,240 for 2024.

## **Funding Source**

This agreement will be funded through Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of \$138,864.00 for FY 2024.

## **Summary**

On October 10, 2019 library staff solicited proposals to perform janitorial services at the Main Library (RFP 19-57). After a lengthy evaluation and interview process, staff determined that TBS was the lowest responsive and responsible bidder and contracting with TBS was in the best interest of the Library. EPL has contracted with TBS to perform daily janitorial services at the Main Library facility since 2009 and has performed well. TBS is a Woman-Owned Business Enterprise (WBE) and complies with the City of Evanston minority goals.

**Exhibit J**

**Exhibit J**



**CITY OF EVANSTON  
PROFESSIONAL SERVICES AGREEMENT**

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

Janitorial Services Contract Extension 2024  
Evanston Public Library

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this 1st day of February, 2024, between the City of Evanston Public Library, an Illinois municipal corporation with offices located at 1703 Orrington Avenue, Evanston Illinois 60201 (hereinafter referred to as the "Library"), and TBS, with offices located at 340 Bennett Road, Elk Grove, IL 60007 (hereinafter referred to as the "Consultant"). Compensation for all basic Services ("the Services") provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$126,240.

**I. COMMENCEMENT DATE**

**Consultant shall commence the Services on 02/01/2024 or no later than three (3) DAYS AFTER City executes and delivers this Agreement to Consultant.**

**II. COMPLETION DATE**

Consultant shall complete the Services by 01/31/2025. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

**III. PAYMENTS**

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

#### **IV. DESCRIPTION OF SERVICES**

Consultant shall perform the services (the “Services”) set forth here: Services are those as defined in Exhibit A, the City’s Request for **Janitorial Services**. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

#### **V. GENERAL PROVISIONS**

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

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker’s Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its subconsultants provide

false information, or fail to be or remain in compliance with this Agreement, the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

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

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

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

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

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

**C. Termination.** City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston



City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.

**D. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

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

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

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

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

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

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

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under

this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

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

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

**J. Insurance.** Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least \$1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy(ies) which name the City as an Additional Insured for all of Consultant's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant's certificate of insurance shall contain a

provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its subcontractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

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

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

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

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

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

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

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

**P. Notices.** Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by

United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

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

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

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

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

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

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

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

## **VII. SEXUAL HARASSMENT POLICY**

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

**A.** The illegality of sexual harassment;

**B.** The definition of sexual harassment under State law;

**C.** A description of sexual harassment utilizing examples;

**D.** The Consultant's internal complaint process including penalties;

**E.** Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and

**F.** Protection against retaliation as provided to the Department of Human Rights.

## **VIII. CONSULTANT CERTIFICATIONS**

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

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

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

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

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

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

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

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

## **IX. INTEGRATION**

This Agreement, together with Exhibits A, B, C, and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

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



form consistent with this Agreement and Exhibits hereto shall be part hereof.

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

**CONSULTANT:**

**Evanston Public Library  
1703 Orrington Ave.  
Evanston, IL 60201**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: President

Its: Executive Director

FEIN Number: 36-3177946

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A – Project Milestones and Deliverables**

This EXHIBIT A to that certain Consulting Agreement dated 02/01/2023 between the Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois, 60201 (“City”) and **Total Business Services** (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

- I. COMMENCEMENT DATE: 02/01/2024**
- II. COMPLETION DATE: 01/31/2025**
- III. FEES: \$126,240**
- IV. SERVICES/SCOPE OF WORK: Janitorial Services (1yr).**