

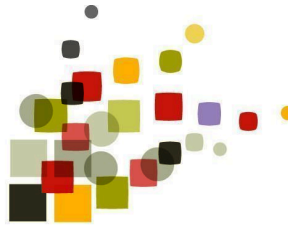
evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, March 20, 2024 at 6:30 pm
Main Library, Community Meeting Room and via Zoom



BOARD OF TRUSTEES MEETING

Wednesday, March 20, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

Zoom Link: <https://us06web.zoom.us/j/89658860220>

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/16fGTFeqEFR6tmro8>
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 Finance Committee Meeting Minutes February 15, 2024
 - b. Approval of Regular Board Meeting Minutes February 21, 2024
 - 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. Annual Report 2023 Presentation
 - c. Bibliocommons Presentation
8. **BOARD REPORTS**
 - a. Finance Committee
 - b. Management Committee
 - c. Facilities Committee
9. **UNFINISHED BUSINESS**
 - a. Library Bylaws Discussion
10. **NEW BUSINESS**
 - a. Approval of Bibliocommons Contract
11. **ADJOURNMENT**

Next Meeting: April 17, 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.

Evanston Public Library Board of Trustees

MEETING MINUTES

Wednesday, February 22, 2024 at 6:30 PM

Main Library, Seminar Room and remote

Members Present

Arikpo Dada, Tracy Fulce, Kathryn Hazelett, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto and Esther Wallen. *Soto attended virtually. Wallen arrived at 6:52pm.*

Members Absent

none

Staff Present

Jenette Sturges, Heather Norborg, Wynn Shawver 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.

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

Vaishali Patel

Consent Agenda

- A. Approval of Management Committee Meeting Minutes of January 11, 2024
- B. Approval of Regular Board Meeting Minutes of January 17, 2024
- C. Approval of the Bills and Payroll
- D. FY2023 IPLAR Report Approval

Motion: Moved by Trustee Huggins, seconded by Trustee Hazelett, to approve the bills and Payroll and minutes as amended.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, and Trustee Soto voted aye. No nays. Motion carried.

*Wallen arrived after the vote

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

- A. Administrative Services Report (Distributed in Advance)
- B. Diversity Audit of Science Fiction & Fantasy collection (presentation attached)
- C. Development Report (presentation attached)

Board Reports

- A. Finance Committee
- B. Management Committee
- C. Facilities Committee

Unfinished Business

- A. Library Bylaws Discussion
 - Duties
 - Operational Priorities

New Business

- A. Approval for Approval of Agreement with Cherie Asante for Volunteer Management Services (Action)

MOTION Moved by Trustee Mills, seconded by Trustee Huggins, to approve the agreement with Cherie Asante for volunteer management services.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto and Trustee Wallen voted aye. No nays.
Motion carried.

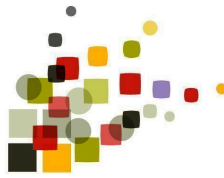
Adjournment

MOTION: Moved by Trustee Hazelett seconded by Trustee Wallen, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 9:12 p.m.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays.
Motion carried.

Submitted by

Terry Soto, Secretary
Evanston Public Library Board of Trustees



FINANCE COMMITTEE MEETING MINUTES

Thursday, February 15, 2024 at 4:00 PM

Main Library, Library Board Room and remote

Members Present

Kathryn Hazelett and Michelle Mills.

Members Absent

Tracy Fulce

Staff Present

Yolande Wilburn

Presiding Member

Michelle Mills

Call to order/Declaration of Quorum

Trustee Mills called the meeting to order when a quorum of Trustees was established at 4:00 p.m.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

New Business

- A. Review of financial projections
- B. Fund balance update
- C. 2024 Budget projection update

Adjournment

MOTION: Moved by Trustee Hazelett seconded by Trustee Mills, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 4:53 p.m.

Submitted by

Michelle Mills

Evanston Public Library Board of Trustees

MEMORANDUM

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: March 15, 2024

Recommended Action

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

Payroll

February 12, 2024 through February 25, 2024	\$ 187,693.30
February 26, 2024 through March 10, 2024	\$ 193,732.64

Library Fund Bills List

February 27, 2024	\$ 71,371.19
March 12, 2024	\$ 55,411.10
January 31, 2024 Purchasing Card	\$ 6,884.43

Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 02/27/24 - 02/27/24

Vendor	Invoice Description	Invoice Date	Due Date	G/L Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/05/2023	02/19/2024	02/27/2024	660.56
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions
					\$660.56
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	02/08/2024	02/20/2024	02/27/2024	269.48
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice Transactions
					\$269.48
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice Transactions
					\$930.04
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65628 - Library Electronic Resources					
294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	MAIN ONLINE RESOURCES	02/07/2024	02/20/2024	02/27/2024	6,644.33
103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	01/31/2024	02/20/2024	02/27/2024	1,243.54
Account 65628 - Library Electronic Resources Totals					Invoice Transactions
					\$7,887.87
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	01/30/2024	02/19/2024	02/27/2024	99.23
100474 - BAKER & TAYLOR	ADULT PRINT	01/31/2024	02/19/2024	02/27/2024	98.96
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/01/2024	02/19/2024	02/27/2024	1,617.02
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/01/2024	02/19/2024	02/27/2024	361.48
100474 - BAKER & TAYLOR	ADULT PRINT	02/06/2024	02/19/2024	02/27/2024	130.66
100474 - BAKER & TAYLOR	ADULT PRINT	02/08/2024	02/19/2024	02/27/2024	140.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/08/2024	02/19/2024	02/27/2024	800.99
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/06/2024	02/19/2024	02/27/2024	690.88
100474 - BAKER & TAYLOR	ADULT PRINT	02/08/2024	02/19/2024	02/27/2024	222.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/07/2024	02/20/2024	02/27/2024	86.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/06/2024	02/20/2024	02/27/2024	300.64
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/06/2024	02/20/2024	02/27/2024	221.92
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/31/2024	02/20/2024	02/27/2024	1,551.58
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/09/2024	02/20/2024	02/27/2024	183.75
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/09/2024	02/20/2024	02/27/2024	1,529.23
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/06/2024	02/20/2024	02/27/2024	550.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/09/2024	02/20/2024	02/27/2024	379.13
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/31/2024	02/20/2024	02/27/2024	2.49
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/01/2024	02/20/2024	02/27/2024	366.85
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/02/2024	02/20/2024	02/27/2024	383.53
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/02/2024	02/20/2024	02/27/2024	390.03
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/02/2024	02/20/2024	02/27/2024	181.74
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions
					\$10,290.39
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	02/08/2024	02/20/2024	02/27/2024	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	02/08/2024	02/20/2024	02/27/2024	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	02/08/2024	02/20/2024	02/27/2024	115.72
103424 - MIDWEST TAPE LLC	ADULT AV	02/08/2024	02/20/2024	02/27/2024	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	02/08/2024	02/20/2024	02/27/2024	24.43
103424 - MIDWEST TAPE LLC	ADULT AV	02/08/2024	02/20/2024	02/27/2024	106.72
103424 - MIDWEST TAPE LLC	ADULT AV	02/01/2024	02/20/2024	02/27/2024	76.18
103424 - MIDWEST TAPE LLC	ADULT AV	02/01/2024	02/20/2024	02/27/2024	45.54
103424 - MIDWEST TAPE LLC	ADULT AV	02/01/2024	02/20/2024	02/27/2024	149.15
103424 - MIDWEST TAPE LLC	ADULT AV	02/01/2024	02/20/2024	02/27/2024	115.19
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice Transactions
					\$701.72
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals					Invoice Transactions
					\$18,879.98
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	CREDIT	09/12/2023	02/20/2024	02/27/2024	(150.95)
101406 - DEMCO, INC.	LIBRARY SUPPLIES	02/05/2024	02/20/2024	02/27/2024	933.78
206940 - ULINE	BULK ORDER MARKERS	02/02/2024	02/20/2024	02/27/2024	103.46
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	02/01/2024	02/20/2024	02/27/2024	197.00
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions
					\$1,083.29
Business Unit 4820 - ACCESS SERVICES Totals					Invoice Transactions
					\$1,083.29

Business Unit **4825 - ENGAGEMENT SERVICES**Account **65100 - LIBRARY SUPPLIES**

132303 - Carmen Francellno	REIMBURSEMENT PROGRAM SUPPLIES TEA & TALK, KWANZA	02/05/2024	02/20/2024	02/27/2024	83.13
101188 - CONNELLY, JOSEPH	AHA FACILITATOR EVENT 2/8/2024	02/08/2024	02/20/2024	02/27/2024	100.00
19699 - KATRINA MORAVEC	PROGRAM REIMB SNACK AND PAINT, GENERAL SUPPLIES	02/09/2024	02/20/2024	02/27/2024	46.62
290975 - ROBIN R. SINDELAR	PROGRAM REIMBURSEMENT TENUGUE WRAP WORKSHOP	02/13/2024	02/20/2024	02/27/2024	50.75

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	\$280.50
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/01/2024	02/19/2024	02/27/2024	66.11
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/08/2024	02/19/2024	02/27/2024	11.30
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/06/2024	02/19/2024	02/27/2024	18.08
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/05/2023	02/19/2024	02/27/2024	116.12
100474 - BAKER & TAYLOR	ADULT PRINT	02/08/2024	02/19/2024	02/27/2024	34.18

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions	\$245.79
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Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions	\$526.29
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**Account **62340 - IT COMPUTER SOFTWARE**

19390 - CANVA US INC.	CANVA PRO 25 LICENSES 12/31/23- 12/30/24	02/09/2024	02/20/2024	02/27/2024	3,024.55
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Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions	\$3,024.55
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Account **65100 - LIBRARY SUPPLIES**

17911 - COURTNEY REED TANNER	PROFESSIONAL SERVICES SEWING CONSULTANT	01/29/2024	02/20/2024	02/27/2024	200.00
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Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	\$200.00
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Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions	\$3,224.55
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Business Unit **4840 - LIBRARY MAINTENANCE**Account **62225 - BLDG MAINTENANCE SERVICES**

100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	02/11/2024	02/20/2024	02/27/2024	567.81
151986 - CINTAS CORPORATION #769	CARPET CLEANING	01/17/2024	02/20/2024	02/27/2024	124.92
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/13/2024	02/20/2024	02/27/2024	535.84
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICES 2024	02/11/2024	02/20/2024	02/27/2024	28,943.03
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	02/06/2024	02/20/2024	02/27/2024	10,520.00

Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions	\$40,691.60
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Account **62245 - OTHER EQMT MAINTENANCE**

120519 - RENT COM, INC.	A/V PARTS	02/14/2024	02/20/2024	02/27/2024	1,324.00
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Account 62245 - OTHER EQMT MAINTENANCE Totals	Invoice Transactions	\$1,324.00
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Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/16/2024	02/20/2024	02/27/2024	509.10
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/12/2024	02/20/2024	02/27/2024	560.04
206940 - ULINE	BULK ORDER DISPOSABLE FACE MASK	02/06/2024	02/20/2024	02/27/2024	144.01

Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions	\$1,213.15
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Account **65050 - BLDG MAINTENANCE MATERIAL**

137906 - STRYKER SALES CORPORATION	AED BATTERY REPLACEMENT	11/11/2022	02/20/2024	02/27/2024	1,214.72
206940 - ULINE	WIRE SHELVING	02/06/2024	02/20/2024	02/27/2024	603.80

Account 65050 - BLDG MAINTENANCE MATERIAL Totals	Invoice Transactions	\$1,818.52
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Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions	\$45,047.27
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Business Unit **4845 - LIBRARY ADMINISTRATION**Account **62205 - ADVERTISING**

101023 - CHICAGO TRIBUNE	NEWSPAPER AD FOR TAX LEVY	01/01/2024	02/20/2024	02/27/2024	111.00
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Account 62205 - ADVERTISING Totals	Invoice Transactions	\$111.00
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Account **62506 - WORK- STUDY**

10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY OCTOBER 1 - DECEMBER 31, 2023	02/14/2024	02/20/2024	02/27/2024	129.50
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Account 62506 - WORK- STUDY Totals	Invoice Transactions	\$129.50
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Account **65095 - OFFICE SUPPLIES**

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/07/2024	02/20/2024	02/27/2024	999.75
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103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/01/2024	02/20/2024	02/27/2024	25.83
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/02/2024	02/20/2024	02/27/2024	413.69
Account 65095 - OFFICE SUPPLIES Totals					Invoice Transactions <u>\$1,439.27</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals					Invoice Transactions <u>\$1,679.77</u>
Department 48 - LIBRARY Totals					Invoice Transactions <u>\$71,371.19</u>
Fund 185 - LIBRARY FUND Totals					Invoice Transactions <u>\$0.00</u>
* = Prior Fiscal Year Activity					Invoice Transactions <u><u>\$0.00</u></u>

Library Bills List

G/L Date Range 03/12/24 - 03/12/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
109419 - JANICE E BOJDA	REIMBURSEMENT LINE ART/FLOWER ART EVANSTON MADE	02/29/2024	03/12/2024	03/12/2024	89.78
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$89.78
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/13/2024	03/12/2024	03/12/2024	350.85
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/20/2024	03/12/2024	03/12/2024	1,055.18
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2024	03/12/2024	03/12/2024	177.54
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/23/2024	03/12/2024	03/12/2024	1,455.28
100474 - BAKER & TAYLOR	ADULT, JUV AND CROWN PRINT	02/23/2024	03/12/2024	03/12/2024	12.42
100474 - BAKER & TAYLOR	YA AND JUV PRINT	02/22/2023	03/12/2024	03/12/2024	4.39
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 6					\$3,055.66
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	02/15/2024	03/12/2024	03/12/2024	139.06
103424 - MIDWEST TAPE LLC	JUV AV	02/22/2024	03/12/2024	03/12/2024	124.72
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$263.78
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 9					\$3,409.22
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65628 - Library Electronic Resources					
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	MAIN ONLINE RESOURCES	02/15/2024	03/12/2024	03/12/2024	2,000.00
16465 - TUMBLEWEED PRESS, INC.	MAIN ONLINE RESOURCES	02/29/2024	03/12/2024	03/12/2024	4,000.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 2					\$6,000.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/16/2024	03/12/2024	03/12/2024	1,070.79
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/16/2024	03/12/2024	03/12/2024	978.27
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/16/2024	03/12/2024	03/12/2024	633.49
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/14/2024	03/12/2024	03/12/2024	825.23
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/21/2024	03/12/2024	03/12/2024	968.84
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/21/2024	03/12/2024	03/12/2024	1,749.74
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/20/2024	03/12/2024	03/12/2024	583.81
100474 - BAKER & TAYLOR	ADULT PRINT	02/19/2024	03/12/2024	03/12/2024	117.50
100474 - BAKER & TAYLOR	ADULT PRINT	02/20/2024	03/12/2024	03/12/2024	139.14
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2024	03/12/2024	03/12/2024	242.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/26/2024	03/12/2024	03/12/2024	596.62
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2024	03/12/2024	03/12/2024	2,000.33
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2024	03/12/2024	03/12/2024	1,884.41
100474 - BAKER & TAYLOR	ADULT, JUV AND CROWN PRINT	02/23/2024	03/12/2024	03/12/2024	362.23
100474 - BAKER & TAYLOR	ADULT PRINT	02/22/2024	03/12/2024	03/12/2024	619.49
100474 - BAKER & TAYLOR	MAIN ADULT EBOOKS	02/01/2024	03/12/2024	03/12/2024	6,750.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/20/2024	03/12/2024	03/12/2024	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/08/2024	03/12/2024	03/12/2024	83.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2024	03/12/2024	03/12/2024	52.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2024	03/12/2024	03/12/2024	99.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/08/2024	03/12/2024	03/12/2024	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2024	03/12/2024	03/12/2024	99.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/08/2024	03/12/2024	03/12/2024	74.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/20/2024	03/12/2024	03/12/2024	77.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/21/2024	03/12/2024	03/12/2024	50.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/20/2024	03/12/2024	03/12/2024	135.69
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/20/2024	03/12/2024	03/12/2024	135.69
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/21/2023	03/12/2024	03/12/2024	50.23
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/13/2024	03/12/2024	03/12/2024	278.78
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/23/2024	03/12/2024	03/12/2024	425.20
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/23/2024	03/12/2024	03/12/2024	798.19
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/23/2024	03/12/2024	03/12/2024	150.86

276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/23/2024	03/12/2024	03/12/2024	660.83
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/16/2024	03/12/2024	03/12/2024	751.09
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/16/2024	03/12/2024	03/12/2024	135.10
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/16/2024	03/12/2024	03/12/2024	1,528.87
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/27/2024	03/12/2024	03/12/2024	244.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/20/2024	03/12/2024	03/12/2024	290.19
		Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 38	<hr/> \$25,796.29
Account 65635 - PERIODICALS					
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	LIFELONG LEARNING SUPPLIES	02/02/2024	03/12/2024	03/12/2024	2,761.70
		Account 65635 - PERIODICALS Totals		Invoice Transactions 1	<hr/> \$2,761.70
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	80.83
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	31.22
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	100.02
103424 - MIDWEST TAPE LLC	ADULT AV	02/15/2024	03/12/2024	03/12/2024	92.15
103424 - MIDWEST TAPE LLC	ADULT AV	02/22/2024	03/12/2024	03/12/2024	22.93
103424 - MIDWEST TAPE LLC	ADULT PRINT	02/22/2024	03/12/2024	03/12/2024	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	02/22/2024	03/12/2024	03/12/2024	31.97
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 10	<hr/> \$477.95
		Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 51	<hr/> \$35,035.94
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
17642 - TEAM ONE REPAIR, INC.	BULK ORDER ADHESIVE LABEL PAPER ORDER#1522821	02/02/2024	03/12/2024	03/12/2024	1,560.00
		Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	<hr/> \$1,560.00
		Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 1	<hr/> \$1,560.00
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
19953 - ALEJANDRO SALINAS	PROFESSIONAL SERVICES DEATH CAFE PROGRAM	02/20/2024	03/12/2024	03/12/2024	150.00
20360 - AMY WEINLAND DAUGHTERS	PROFESSIONAL SERVICES ADULTS ART WORKSHOP	02/26/2024	03/12/2024	03/12/2024	100.00
18494 - ANCHORFISH PRINTING & EMBROIDERY	CANVAS TOTE BAGS BULK ORDER	02/29/2024	03/12/2024	03/12/2024	2,305.00
132303 - Carmen Francellino	REIMBURSEMENT SUPPLIES FOR BLACK FAMILY GAME	02/27/2024	03/12/2024	03/12/2024	50.70
18579 - JULEYA WOODSON	PROGRAM PLANNING AND FACILITATION FOR I HOPE THEY UNDERSTAND	03/01/2024	03/12/2024	03/12/2024	300.00
19942 - LENNOX MANROE	BLACK FAMILY GAME NIGHT CATERING	03/01/2024	03/12/2024	03/12/2024	450.00
20092 - RYOKO DOWLING	PROFESSIONAL SERVICES TENUGUI PROGRAM	02/03/2024	03/12/2024	03/12/2024	150.00
270049 - Tracy Olasimbo	HHM LATINO/HISPANIC OWNED BUSINESSNES PROGRAM	12/28/2023	03/12/2024	03/12/2024	50.00
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM SNACKS	03/01/2024	03/12/2024	03/12/2024	97.97
270049 - Tracy Olasimbo	REIMBURSEMENT BOOK & BADGES	03/01/2024	03/12/2024	03/12/2024	18.75
		Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 10	<hr/> \$3,672.42
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/16/2024	03/12/2024	03/12/2024	23.77
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/16/2024	03/12/2024	03/12/2024	44.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/14/2024	03/12/2024	03/12/2024	172.07
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/13/2024	03/12/2024	03/12/2024	60.39
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/22/2024	03/12/2024	03/12/2024	1,264.09
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/21/2024	03/12/2024	03/12/2024	37.17
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/21/2024	03/12/2024	03/12/2024	154.87
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/20/2024	03/12/2024	03/12/2024	197.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/20/2024	03/12/2024	03/12/2024	83.85
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/26/2024	03/12/2024	03/12/2024	72.35
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/23/2024	03/12/2024	03/12/2024	7.49
100474 - BAKER & TAYLOR	ADULT, JUV AND CROWN PRINT	02/23/2024	03/12/2024	03/12/2024	45.76
		Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 12	<hr/> \$2,163.94
		Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 22	<hr/> \$5,836.36
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
319766 - FARONICS TECHNOLOGIES USA, INC.	DEEP FREEZE ENT MAINTENANCE RENEWAL	01/11/2024	03/12/2024	03/12/2024	1,312.50

287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM OCT-DEC 2024	02/27/2024	03/12/2024	03/12/2024	714.72
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 2	<hr/> \$2,027.22
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	02/22/2023	03/12/2024	03/12/2024	7.13
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 1	<hr/> \$7.13
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 3	<hr/> \$2,034.35
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/06/2024	03/12/2024	03/12/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	01/23/2024	03/12/2024	03/12/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/20/2024	03/12/2024	03/12/2024	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/27/2024	03/12/2024	03/12/2024	535.84
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	01/24/2024	03/12/2024	03/12/2024	115.87
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/21/2024	03/12/2024	03/12/2024	96.55
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	03/01/2024	03/12/2024	03/12/2024	210.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	02/09/2024	03/12/2024	03/12/2024	145.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	02/01/2024	03/12/2024	03/12/2024	1,830.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 9	<hr/> \$4,540.78
Account 65050 - BLDG MAINTENANCE MATERIAL					
102137 - GRAINGER, INC., W.W.	BUILDING SUPPLIES	01/31/2024	03/12/2024	03/12/2024	178.16
102137 - GRAINGER, INC., W.W.	BUILDING SUPPLIES	02/14/2024	03/12/2024	03/12/2024	428.67
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice Transactions 2	<hr/> \$606.83
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 11	<hr/> \$5,147.61
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	03/01/2024	03/12/2024	03/12/2024	2,031.44
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICE CHROMEBOOK TECH KIT	01/25/2024	03/12/2024	03/12/2024	95.00
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 2	<hr/> \$2,126.44
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	LIBRARY SUPPLIES	02/20/2024	03/12/2024	03/12/2024	111.79
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/21/2024	03/12/2024	03/12/2024	41.99
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/22/2024	03/12/2024	03/12/2024	107.40
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 3	<hr/> \$261.18
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 5	<hr/> \$2,387.62
Department 48 - LIBRARY Totals				Invoice Transactions 102	<hr/> \$55,411.10
Fund 185 - LIBRARY FUND Totals				Invoice Transactions 191	<hr/> \$0.00
				Invoice Transactions 191	<hr/> <hr/> \$0.00

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	PROJECT NUMBER	BUSINESS UNIT	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 9.96	1/9/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4805	Antolin	Laura
LIBRARY	AMZN MKTP US TK40F69Y1	WA	98109	\$ 50.64	1/10/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 21.98	1/10/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4805	Antolin	Laura
LIBRARY	MICHAELS #9490	TX	75063	\$ 20.76	1/11/2024	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 25.56	1/11/2024	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	MICHAELS STORES 5151	IL	60053	\$ 20.17	1/18/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4805	Antolin	Laura
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 17.87	1/23/2024	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 20.00	12/29/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	D J WALL-ST-JOURNAL	NJ	08852	\$ 54.99	1/3/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 23.12	1/3/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	INTL CAFE	CA	94158	\$ 360.00	1/8/2024	65100 LIBRARY SUPPLIES	YEARLY MEMBERSHIP FOR K JACOB PROGRAM	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT0883MH0	WA	98109	\$ 44.15	1/10/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TK2BJ79M1	WA	98109	\$ 23.50	1/10/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TK60S2W92	WA	98109	\$ 59.30	1/10/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT0AU38X0	WA	98109	\$ 27.82	1/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT9P16Q30	WA	98109	\$ 30.04	1/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TK4SB1V1	WA	98109	\$ 17.24	1/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TK5I68RQ1	WA	98109	\$ 38.95	1/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT4PD7382	WA	98109	\$ 24.89	1/12/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT8PV6431	WA	98109	\$ 28.43	1/12/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RTSQH7TJ2	WA	98109	\$ 48.98	1/12/2024	65630 LIBRARY BOOKS	BULK ORDER STAFF COFFEE	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	D J BARROWS	NJ	08852	\$ 29.99	1/12/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RTSJH3W10	WA	98109	\$ 346.21	1/15/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT6213391	WA	98109	\$ 36.90	1/15/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 614.58	1/15/2024	65635 PERIODICALS	YEARLY MAIN LIBRARY NEWSPAPER SUBSCRIPTION	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US R842H0ZU2	WA	98109	\$ 31.26	1/18/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM R81Y43AT1	WA	98109	\$ 18.39	1/22/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 15.70	1/23/2024	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM R824Y1SG1	WA	98109	\$ 7.78	1/24/2024	65100 LIBRARY SUPPLIES	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 20.00	1/24/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM R07Y09SX0	WA	98109	\$ 25.00	1/25/2024	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM RT1B3Y3OP2	WA	98109	\$ 143.24	1/11/2024	65100 LIBRARY SUPPLIES	CIRCULATION OFFICE SUPPLIES	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TK9U91RE1	WA	98109	\$ 101.85	1/11/2024	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES - LAMINATING FILM BULK ORDER	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	STAPLES INC	MA	01702	\$ (19.11)	1/15/2024	65100 LIBRARY SUPPLIES	SALES TAX CREDIT	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	STAPLES INC	MA	01702	\$ 324.88	1/15/2024	65100 LIBRARY SUPPLIES	SHELVING AND CONTAINERS FOR ACCEESS SERVICES	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM R83F8LK2	WA	98109	\$ 140.20	1/18/2024	65100 LIBRARY SUPPLIES	ACCEESS SERVICES BATTERIES BULK ORDER	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 52.94	1/22/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MIDNIGHT SOCIETY	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US R07JR1FS2	WA	98109	\$ 19.18	1/25/2024	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 9.99	12/29/2023	65100 LIBRARY SUPPLIES	SIP N PAINT DECEMBER - TO/MB/DT	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	MICHAELS #9490	TX	75063	\$ 29.33	12/29/2023	65100 LIBRARY SUPPLIES	SIP N PAINT DECEMBER - TO/MB/DT	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	INSOMNIA COOKIES - GIF	PA	19107	\$ 15.00	1/8/2024	65100 LIBRARY SUPPLIES	INSOMIA COOKIES GIFT CARD FOR GINGERBREAD HOUSE COMPETITION WINNER RC - TOKMKJ	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	PAYPAL AGELESSGRACE	NC	287925921	\$ 390.00	1/12/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT WEEKLY WORKSHOP PROGRAM FOR OLDER ADULTS	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 20.44	1/15/2024	65100 LIBRARY SUPPLIES	GENERAL OFFICE SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 53.93	1/15/2024	65100 LIBRARY SUPPLIES	GENERAL SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	DBC BULK ART MATERIAL	IL	61401	\$ 31.57	1/16/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MIDNIGHT SOCIETY	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	DOLLAR TREE, INC.	VA	23320	\$ 35.99	1/16/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MIDNIGHT SOCIETY	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	SAMSCULB.COM	AR	72712	\$ 23.69	1/17/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	SP BIG DOT OF HAPPIN	WI	54751	\$ 72.70	1/18/2024	65100 LIBRARY SUPPLIES	GENERAL OFFICE SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 23.38	1/24/2024	65100 LIBRARY SUPPLIES	¡DIVERSIÓN EN ESPAÑOL! SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 80.73	1/24/2024	65100 LIBRARY SUPPLIES	SIP N PAINT/TEEN PROGRAMMING SUPPLIES RC - MB/TOKM	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	MICHAELS #9490	TX	75063	\$ 42.89	1/25/2024	65100 LIBRARY SUPPLIES	RC GENERAL SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 35.98	1/25/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES ¡DIVERSIÓN EN ESPAÑOL!	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 20.97	1/25/2024	65100 LIBRARY SUPPLIES	RC TEAR TALK PROGRAM FOOD	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	SP WAZOODLE FABRICS	PA	19020	\$ 511.00	12/29/2023	65100 LIBRARY SUPPLIES	SEWING WORKSHOP FOR MLK PROGRAM	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 54.00	1/2/2024	62340 IT COMPUTER SOFTWARE	EPL_ORG GOOGLE MONTHLY SUBSCRIPTION	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.60	1/3/2024	62340 IT COMPUTER SOFTWARE	MONTHLY SERVICE FEE	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 290.00	1/3/2024	62340 IT COMPUTER SOFTWARE	WP ENGINE, LIBRARY WEBSITE MONTHLY MAINTENANCE AND STORAGE.	-	185.48.4835	Madison	Elacsha
LIBRARY	TARGET 00009274	IL	60202	\$ 200.00	1/15/2024	65001 FEDERAL GRANT EXPENSE	MLK DAY OF SERVICE RAFFLE PRIZES. FUNDING THROUGH PNG GRANT.	-	185.48.4835	Madison	Elacsha
LIBRARY	JOANN STORES #957	IL	44906	\$ 336.29	1/15/2024	65001 FEDERAL GRANT EXPENSE	MLK SEWING SUPPLIES AND ANIMAL CHEW TOYS. FUNDING THROUGH PNG GRANT.	-	185.48.4835	Madison	Elacsha
LIBRARY	GIORDANOS OF EVANSTON	IL	60201	\$ 385.69	1/16/2024	65002 STATE GRANT EXPENSE	MLK FOOD FOR STAFF AND VOLUNTEERS COVERED BY THE DELTAS.	-	185.48.4835	Madison	Elacsha
LIBRARY	CRICUT	UT	84095	\$ 9.99	1/17/2024	65001 FEDERAL GRANT EXPENSE	CRICUT MONTHLY SUBSCRIPTION FROM SEW IT CHALLENGE COVERED UNDER THE PNG GRANT.	-	185.48.4835	Madison	Elacsha
LIBRARY	AMAZON.COM RT99S7WE1	WA	98109	\$ 29.84	1/18/2024	65100 LIBRARY SUPPLIES	ILL PROGRAM SUPPLIES GARDENING	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 209.80	12/28/2023	65040 JANITORIAL SUPPLIES	MAINTENANCE SUPPLIESPAINT MATERIAL	-	185.48.4840	Parker	Eric
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 18.41	1/5/2024	65050 BUILDING MAINTENANCE MATERIAL	WATERS FOR DIRECTOR	-	185.48.4840	Parker	Eric
LIBRARY	LANDS END BUS OUTFITTE	WI	53505	\$ 202.41	1/24/2024	65050 BUILDING MAINTENANCE MATERIAL	SAFETY UNIFORMS	-	185.48.4840	Hernandez-Solis	Lea
LIBRARY	PAYPAL ZAZZLECOMIN	CA	94063	\$ 45.16	12/27/2023	65095 OFFICE SUPPLIES	PREPRINTED VISITOR ID BADGES	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US RT6XT4H80	WA	98109	\$ 78.36	1/10/2024	65095 OFFICE SUPPLIES	SIGN HOLDERS BULK ORDER	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	HOMELESS TRAINING	TN	37075	\$ 719.00	1/11/2024	62295 TRAINING & TRAVEL	ANNUAL FEE TO ONLINE WEBINAR	-	185.48.4845	Hernandez-Solis	Lea
	LIBRARY JANUARY 2024 TOTAL			\$ 6,884.48							



Evanston Public Library Racial Equity Task Force

MEETING MINUTES

Tuesday, March 12, 2024

Members Present

Michelle Khuu, Melissa Raman Molitor, Janice Meija Aranda, Yesenia Cancel, Esther Wallen, Brenda Williams, Terry Soto

Members Absent

Tiffany Edwards, Max Weinberg, Michelle Judon

Staff Present

Yolande Wilburn, Heather Norborg, and Mariana Bojorquez

Summary

Continued discussion of the 2024-2027 Diversity, Equity, Inclusion and Belonging Action Plan, including suggestions for additional edits to the “Priority Populations” section language and discussion of the Action Item to “Establish a Library Board of Trustees appointed Diversity, Equity, Inclusion, and Belonging Committee,” asking for RETF members who are interested in serving on the new committee to email their interest to Yolande. Some members asked for additional time to read and reflect on the document. Yolande gave the deadline of April 1, 2024 for additional comments.

Library Director's Report March 20, 2024

Updates:

Directors Meet & Greet Part II:

The second meet & greet took place on Thursday, February 22, at the Crown Center Library Branch from 6:00 pm to 8:00 pm.

Racial Equity Task Force Update:

The Racial Equity Task Force (RETF) Equity Action Plan was presented and reviewed by staff. The draft went back to RETF on 03/13/24. Additional edits are now under review by staff again. The plan will be presented to the board at the April 17, 2024 meeting.

Blueberry Awards:

The 3rd Annual Blueberry Awards Announcement Party took place with EPL and Ecology Center staff and Evanston's Sustainability & Resilience Manager Cara Pratt, at the Robert Crown Branch on March 14, at 7 p.m. Mayor Biss kicked off the event with opening remarks. Honored authors and illustrators shared their comments via email and recorded video.

Upcoming Programs of Note:

Envision Evanston 2045 Meeting in a Box Kits

Residents can pick-up Envision Evanston 2045 Meeting-in-a-Box Kits at the Main Library. The kits are designed to help Evanstonians host gatherings to envision what they and their neighbors would like to see over the next twenty years and provide that feedback to the City. The kits contain a facilitator guide and enough materials for 15 people. Kits are available in English and Spanish and can be downloaded at envisionevanston2045.com/hostasession. Residents can also complete an online survey or attend public meetings in person or virtually (in English and Spanish) to give their input. The full calendar and more information about Envision Evanston is at <https://www.envisionevanston2045.com/>.

Seed Starting Class

The Robert Crown branch will host a seed starting class on April 6 from 1-2 pm. Edible Evanston will show the basics for starting your vegetable garden transplants just in time for spring.

Data Dashboard:

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

Patron Feedback of Note:

Dear EPL,

First, thank you for everything you do! I love EPL in so many ways and am delighted with all the information available to me online and in person.

Press Mentions:

[Blueberry Awards in Evanston honor best kids' books on ecology](#). Local Food Forum. March 13, 2024

[Blueberry Awards: Inspiring kids' love of the environment, not anxiety](#). Evanston Roundtable. March 11, 2024

[Envision Evanston 2045 kicks off engagement tour](#). Evanston Roundtable. March 6, 2024.

[Evanston Public Library launches Blueberry Awards: Celebrating Nature in Children's Literature](#). BNN Breaking News Network. March 5, 2024.

[Evanston Library honors children's books about the environment](#). Axios. March 6, 2024.

[Evanston Public Library to announce Blueberry winners](#). Chicago Tribune. March 5, 2024.

[Climate groups get a boost during first Climate Action Accelerator](#). Evanston Roundtable. March 4, 2024.

[Property Tax 101: Everything to know about your 2024 bill](#). Evanston Roundtable. March 3, 2024.

[Recognizing historic Black-owned businesses in Evanston](#). Evanston Roundtable. Feb. 28, 2024. Digitization.

[Illinois' ban on book bans may infringe literary freedom, advocates say](#). Daily Northwestern. Feb. 28, 2024. Intellectual Freedom.

[Community bonds strengthen through diverse family-friendly events in Journal & Topics region](#). Journal & Topics. Feb. 28. 2024.

[59 years ago, they marched in Montgomery](#). Evanston Roundtable. Feb. 27, 2024. Digitization.

[Best Chicagoland Libraries to visit with kids](#). Chicago Parent. Feb. 28, 2024.

[To build trust, EPD officers read books, talk to kids about policing in honor of Black History Month](#). Feb. 26, 2024. DEI

[EPL to host discussion on mental health in the Black community Feb 27](#). Evanston Roundtable. Feb. 26, 2024. DEI

[Finding Jean Baptiste Pointe DuSable...keep his story alive](#). Evanston Roundtable. Feb. 24, 2024. DEI

[Lake Forest professor talks Jean Baptiste Point DuSable's legacy at EPL](#). Daily Northwestern. Feb. 21, 2024. DEI

[Read, craft with the EPD at 'Books & Badges' on Feb. 24](#). Evanston Roundtable. Feb. 21, 2024. DEI

[EPL's 3rd Annual Blueberry Awards to be announced on March 14](#). Evanston Roundtable. Feb. 20, 2024. Blueberry

[Paging through the lively CCC Newsletter, a 'substantial record' of Evanston's Black history](#). Feb. 18, 2024. Digitization.

[Dementia-Friendly Evanston 'getting the band back together' with outreach, activities](#). Feb. 16, 2024.

[At This Time: Getting to Know You](#). Evanston Roundtable. Feb. 17, 2024.

Development Update:

Partners of the Evanston Public Library (PEPL)

April 20, 2023 1:00-2:45 Join EPL and PEPL at our partner location, Temperance Brewery. Our Temperance Trikonasana series pairs beer with yoga and a cause. Participants enjoy a yoga session dedicated to the mission of the Library, followed by community discussion to learn more about the Evanston Public Library and the Partners of the Evanston Public Library (PEPL). 100% of the \$30 entrance fee is donated to the Library. Registration is open now. If you'd like to join us, please be sure to bring your yoga mat with you.

Quarter 1 -Monthly New Grant Activity

January Submitted Proposals

National Endowment for the Arts: Requested \$13,100 for the Big Read (submitted 1/24/24)
Illinois Department of Commerce: Requested \$91,667 for digital literacy (submitted 1/29/24)
Illinois State Library: Requested \$115,000 for Per Capita (submitted 1/29/24)

January Awarded or Declined

Revada Foundation: Awarded \$10,000 for general operating support (Notified 1/30/24)

February Submitted Proposals

Library of Congress Literacy Awards; awards range from \$10,000 - \$150,000
Believe in Reading; requested \$3,000 for ABC Booster supplies

February Awarded or Declined

None

March Submitted Proposals

Evanston Community Foundation, E-Town Innovation: Requesting \$15,579 for summer STEM camp (submitted 3/11/24)

Illinois State Library, Project Next Generation: Requesting \$40,000 for middle school STEM challenges (due 3/30/24)

Better World Books: Requesting \$10,000 for early learning/ABC Boosters (due 3/31/24)

MEMORANDUM

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

From: Jenette Sturges, Marketing & Communications Manager

Subject: 2023 Annual Report

Date: March 20, 2024

Recommended Action

Information only

About the Annual Report

A draft of the 2023 Annual Report is attached for your review.

This year, in keeping with our commitment to environmental and fiscal responsibility, we will be printing and mailing hard copies of the report directly to donors and partners instead of a bulk mailing to the entire community. This will fix delivery problems related to bulk mailing in condo and apartment buildings and ensure that our donors and partners receive a copy while saving significant resources. Additional hard copies will be made available for distribution within the two library locations.

A digital copy will be made available online and also included in our newsletter, which reaches more than 40,000 subscribers.

The cost savings is anticipated to be at least \$10,000, which will be reallocated to our digital branch/website redevelopment project.

Please let me know if you have feedback on the content of the annual report.

Celebrating **150 Years** of Connecting Evanston



2023
Annual Report

THE EVANSTON PUBLIC LIBRARY CELEBRATED 150 YEARS IN 2023.

Happy 150th!

6,470

VOLUNTEER
HOURS

43%

INCREASE IN
COMPUTER
USE

5,269

LIBRARY CARDS
ISSUED

283

FAMILIES GOT
ONLINE AT HOME
WITH OUR WIFI
HOTSPOTS

1,076

GENEROUS DONORS
(SEE PAGE 16 FOR
OUR GRATITUDE!)

\$530

AVERAGE SAVED BY
PATRONS USING
THEIR LIBRARY
CARDS

1.06M

ITEMS CIRCULATED
(NEARLY 30% WERE
eBOOKS AND OTHER
DIGITAL MATERIALS!)

1,993

PROGRAMS HELD IN-
PERSON, ONLINE, AND
ALL OVER EVANSTON

Our Board of Trustees

Evanston Public Library
Board of Trustees
are appointed by
the Mayor and serve
staggered four-year
terms:

Tracy Fulce, president
Arikpo Dada
Kathryn Hazelett
Cate Huggins
Michelle Mills
Meghan Shea
Terry Soto
Esther Wallen

Board meetings are
held on the second
Wednesdays of most
months at 6:30 p.m.
and are open to the
public. Learn more and
contact the Board at
epl.org/board.

Reflecting on our journey from humble beginnings in 1873 to the vibrant hub of community engagement we are today fills me with immense pride and excitement. It's been an incredible 150 years of evolution, growth, and unwavering dedication to our mission of expanding access and fostering connection within the beautiful tapestry of Evanston.

As the newly appointed Executive Director, I am excited to present this annual report highlighting the significant milestones and accomplishments that have shaped our journey. From humble beginnings with just 932 books to our current extensive range of resources catering to diverse cultures, interests, abilities, and age groups, it's indeed been a remarkable evolution. Our dedication to inclusivity and belonging shines through in our robust programming, collections in both physical and digital formats, and our passionate team, which reflects the vibrant diversity of our community.

I am thrilled to embark on the journey with the Evanston Public Library team to steer us toward a future that mirrors our residents' dynamic needs. Guided by the invaluable feedback garnered through insightful community conversations, we are crafting a bold new strategic plan to honor our past and pave the way for the next 150 years of excellence.

I encourage everyone to join us in shaping this exciting new chapter. Your participation is vital, whether you wear our limited-edition EPL tee shirt, carry our tote, donate to support our efforts, attend our enriching programs, volunteer, or seek guidance for your next literary adventure. Our community's unwavering support and collective belief have propelled us through the last 150 years and will continue to steer us toward a sustainable future.

Together, let's celebrate our rich heritage, embrace the boundless opportunities that lie ahead, and reaffirm our steadfast dedication to the noble cause of access and belonging for all. The Evanston Public Library isn't just a building filled with books; it's a beacon of hope, knowledge, and community spirit. And with your continued support, there's no limit to what we can achieve.

Here's to the next 150 years of inspiration, connection, and empowerment!

Warm regards,

Yolande Wilburn

Executive Director, Evanston Public Library



*EPL's new Executive
Director Yolande Wilburn*

WE DID A LOT THIS YEAR

2023 at a glance

Celebrating 150 Years

1873

Taxpayers vote unanimously for a 2 cent per \$1,000 tax, first founding EPL

1908

The Library's first building opens after a \$5,000 Carnegie gift

1946

The first commercially built bookmobile takes to the streets

1979

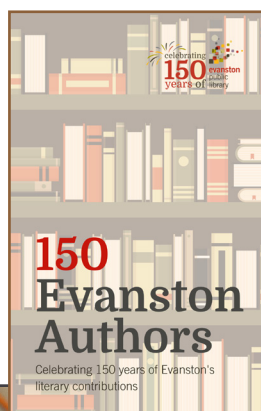
EPL gets its first online public access catalog

2023

EPL celebrates 150 years! Patrons check out a million titles visit more than 413,000 times.

Our anniversary celebration recognized 150 years of connecting to our Evanston community with special programming and book lists throughout the year, an open house, and an exhibit of historical images and artifacts from the last century and a half.

In honor, we also created 150 Evanston Authors, celebrating Evanston's literary contributions over the last century and a half. Stop by to pick up a copy and check out a book by a local author from our shelves.



The Library's first book auto hit the road in 1920, and EPL was the first Library in the area to use a mobile unit in a city. Others had only been used in rural areas.



An Open House held in October at both our locations drew hundreds of patrons for free EPL branded giveaways, special drop-in programming, behind-the-scenes tours of the Main Library.



150 years of inspiring curious readers

The earliest hint that Evanston's children might want to use the Library came in 1899 when the Library formed a league among school children to encourage an interest in books with the motto: "Clean hearts, clean hands, clean books." Since then, a lot of sticky fingers have paged through our children's collection, fostering a curiosity not just about books but the wider world.

Today, our summer **ABC Boosters** program, in partnership with D65, D202, and the Youth Job Center gets kids ready for kindergarten by improving language development and alphabet fluency -- all while employing teen helpers -- thanks to a D65 grant. Children who visited the library this year also practiced motor skills and critical thinking with crafts, and scavenger hunts, read to therapy dogs, and listened to dozens of books hand selected by our expert children's librarians and read aloud at our popular story times.

Teen volunteers have been a part of our summer literacy programs for children since at least 1968!



*Our story times have always been our most popular programs, and today, they're designed to be more inclusive than ever, with programs like the **Young and the Restless** geared towards even the tiniest bibliophiles, **Hearts of Readers** story time led by residents of Misericordia, and **Diversión en Español** for Spanish-speaking families.*



Thanks to a partnership with City Clerk Stephanie Mendoza, new families picking up birth certificates receive a Welcome Baby Kits with baby's first book, a bib, and resources for fostering early literacy.

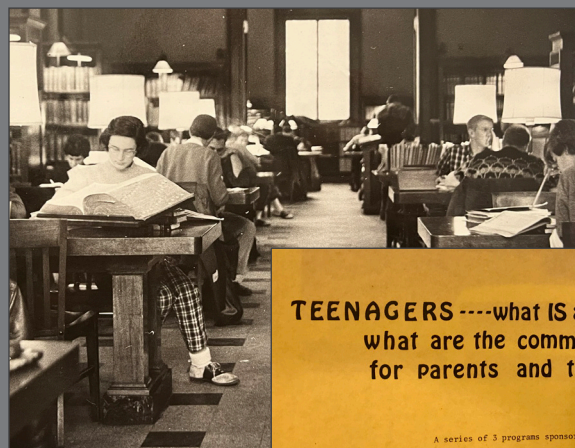
The Blueberries return!

The nationally recognized **Blueberry Awards** made their return this year, honoring excellent children's literature that strengthens kids' connections with nature and fosters a greater appreciation for our environment. The Blueberry List is divided into one overall winner and 25 Honor books, plus six Changemaker books recognized for their outstanding achievement in educating and rallying kids to contribute to the environment in ways only they can. Our awards committee expanded their impact this year with programs for educators to learn about the books and how to incorporate them into their curricula.



150 years of growing alongside teenagers

But first, we had to figure out who they were. When our library staff began sorting through our archives of old news clipping about EPL's old programs and resources, one of our finds included a 1954 guide for parents called "What IS a Teenager?" We're happy to say we've since figured it out. Today's Evanston teenagers can drop by our Teen Loft any day of the week and discover something new for every interest, including our free STEAM opportunities for 5th-8th graders across Evanston. The **Cardboard Carnival**, **Code It Challenge**, and **Film It Challenge** engage teens with science and engineering and provide students who are underrepresented in STEM fields with the mentors, equipment, and instruction they need to compete on a level playing field, thanks to grants from the Office of the Illinois Secretary of State.



**TEENAGERS ----what IS a teenager and
what are the community resources
for parents and teens**

A series of 3 programs sponsored by the

Evanston Public Library
1703 Orrington Avenue

Tuesdays

May 8, May 15, May 22

7:30 p.m.



EPL librarian wins ALA's 'I Love My Librarian' Award

The American Library Association recognized EPL's Innovation and Digital Learning Manager Elacsha



Madison with the I Love My Librarian Award. Madison was nominated by Evanston community members for her innovative and collaborative programming, including a partnership benefitting Girls 4 Ghana -- Evanston teens learn STEM skills while sewing sanitary pads for teens in Ghana to keep young women in school.



"My son had a wonderful experience and gained so much more than just knowledge in STEM. Not only did he learn a lot this summer but he also learned how to be a kid and make friends. I really am grateful."

-Evanston mom, about EPL's STEM summer camp

In our wildly popular after school and summer camp gardening programs, teens learned indoor growing techniques like hydroponics, and gave away 336 heads of greens and another 216 bunches of herbs through community fridges, thanks to grants from the Whole Kids Foundation and KidsGardening.

150 years of creating lifelong learners

For decades, our librarians have been spreading the message that your library is so much more than just books. From a collection of art you could borrow to hang in your home to pianola rolls for your player piano, the Evanston Public Library has been experimenting with new programs and services

No matter your age, there's always something new to discover at EPL, from a new book to your latent creative side. Thanks to a grant from Age Options, our recently expanded programs for older adults include popular art workshops led by professional artists to our

YOUR LIBRARY IS MORE THAN A STOREHOUSE OF BOOKS

Did you realize that films, projectors and screens, framed art prints by many different artists and in many varied sizes, sculpture, slides, records—classical to modern—and cassettes are also available at your public library?

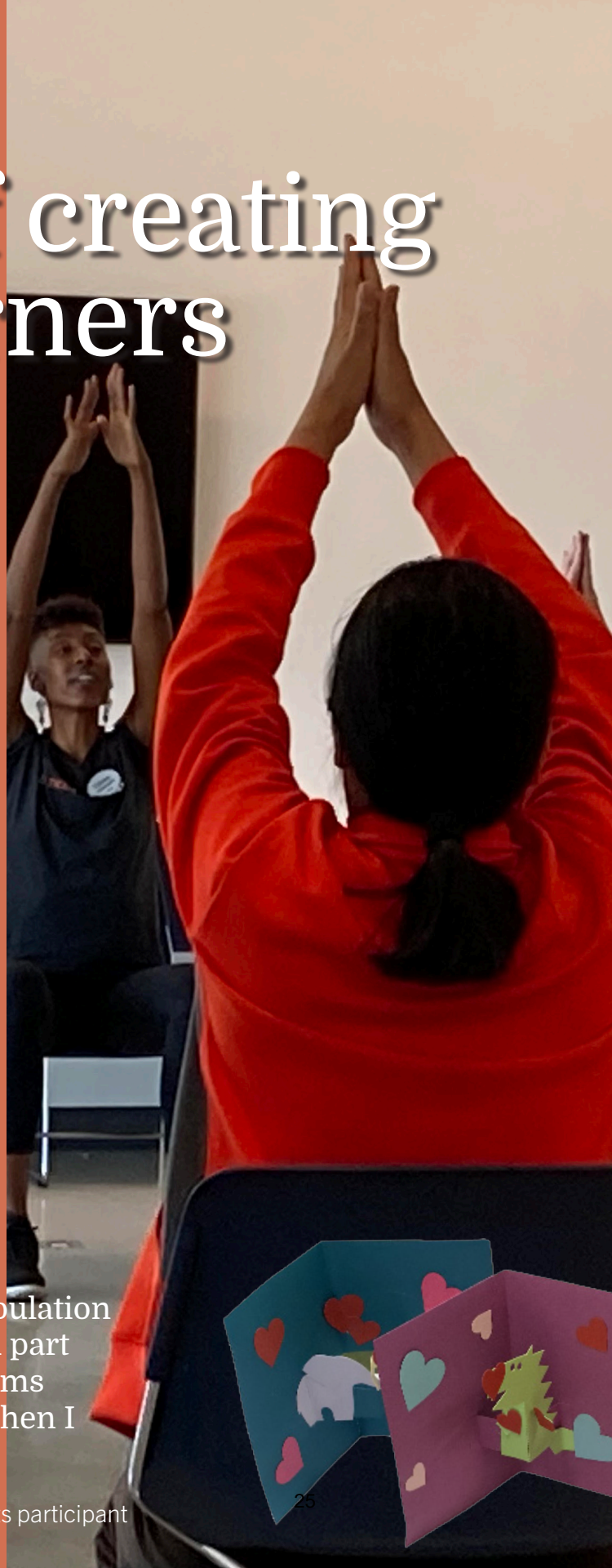
There is a wide selection to choose from and it is so easy for you to use this special service. All you need is your library card to check out the 8mm films, records, slides and cassettes. You need your library card (and there is a small fee) to check out the 16mm films and equipment, framed prints and sculpture. If you have not borrowed a framed print or a feature-length film, please come to the Art & Music Department and discover for yourself what we have.

For more information call 475-6700, extension 58.

"THE ANSWER PLACE"
EVANSTON PUBLIC LIBRARY

"I have always thought that the senior population is an underserved and somewhat ignored part of the community. These outreach programs are beneficial. I always feel so enriched when I leave!"

Art for Older Adults participant



Shorefront Legacy Center Founder Dino Robinson unveiled the newly integrated newspaper database at EPL's 150th Open House.

Evanston's entire history in one integrated database

History looks different depending on who's writing it down. That's why EPL and Shorefront Legacy Center partnered up to preserve all of Evanston's current and historic newspapers in one integrated searchable database. You can now read the Evanston Newsette, Evanston's paper of record serving the Black community across four decades, alongside the Evanston Review and several shuttered papers under our Evanston History Resources at epl.org.



Get creative with our Sip N Paint programs for ages 21 and older at Temperance Beer Co. or our Art for Older Adults series.

150 years of engaging the Evanston community

Above, a community art installation painted by EPL patrons led by local artist Alfonso "Piloto" Nieves asks visitors to the Robert Crown Reading Garden to reflect on issues of migration.

In operation from 1975 to 1981 and staffed largely by Black librarians, EPL's West Branch in Evanston's Fifth Ward hosted events with noted Black authors including National Book Award winner Charles Johnson, programs for all ages, and once even Muhammad Ali (he stopped by after getting a haircut across the street).

Today, our engagement team is charged with bringing programs and services outside the walls of the library and bringing new patrons in through community collaborations. Beyond our extensive programming during Black History Month and Hispanic Heritage Month that collaborates with local BIPOC-owned businesses, our family engagement coordinators innovate with programs like **Tea & Talk** and **Cafecitos** that connect BIPOC community members with influential local leaders to support advocacy and belonging. They also bring programs to unexpected locations, like our **Sip N Paint** and **Adult Lego Night** events at Temperance Beer Co. to spark an interest in all the library has to offer.



The West Branch library operated 1975-81 with the goal of becoming an integral part of the surrounding community.



The popular Evanston Repair Cafe partners people with handy skills like clothing, electronics and jewelry repair and their broken items to get them working like new and keep them out of landfills.

Fix it, compost it, or upcycle it at eco-friendly programs

With entire buildings full of books to borrow and return, there are few places more eco-friendly than a library, but EPL takes going green to a whole other level with programs to educate and inspire.

This year the Library hosted an entire week of programs in honor of International Compost Week, and you can even drop your own compostable items off in the bins at the Robert Crown Community Center.

Patrons conducted **6,258** searches on through EPL's Evanston Care Network portal, which connects residents to free and low-cost food, housing, childcare and other services, thanks to a grant from the Evanston Community Foundation.



Evanston
Care Network

This summer EPL, in collaboration with the Fleetwood Jourdain Theatre brought **1619: The Journey of a People** to Evanston for a series of performances at Evanston Township High School and the community Juneteenth Celebration.



Financial Summary

FOR 150 YEARS, EPL’S MISSION HAS BEEN EXPANDING ACCESS TO IDEAS AND RESOURCES

The Evanston Public Library

is committed to providing equitable access to resources despite the restrictions of our funding disparities. Through creative partnerships and generous philanthropic support, we’re expanding our capacity. During 2023 our collaborative efforts enabled us to meet our annual fundraising goals one more time, demonstrating the power of community in driving positive change. We can’t do this good work without YOU. Whether you contribute time, resources, or simply participate in our programs, your support enriches our library community.

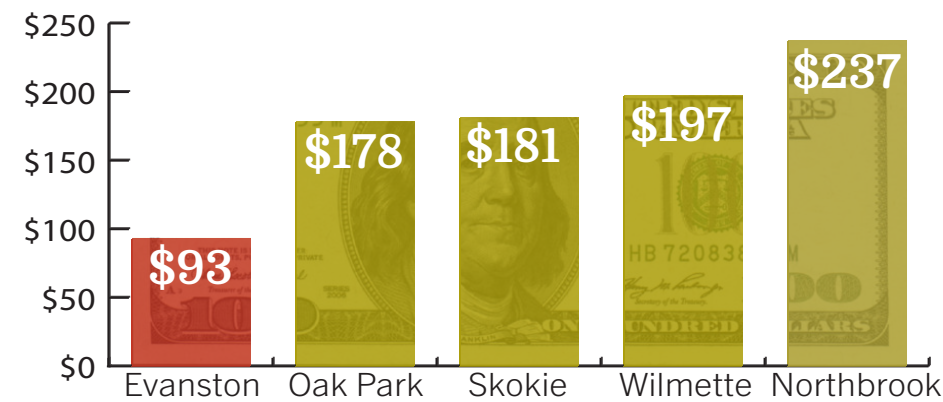
Join us in our journey to ensure

EPL remains a vital resource for all Evanston residents for years to come. Whether you’re renewing your commitment or considering getting involved for the first time, your participation is essential. Together, we create a library that serves and strengthens our entire community.

To learn more about how you can contribute or get involved, please visit our website, volunteer at epl.org/volunteer, or donate online at epl.org/donate. For further inquiries, contact Wynn Shawver, Development Manager, at (847)-448-8657.

Ready to give? Donate online today at epl.org/donate, or contact Wynn Shawver, Development Manager, at (847) 448-8657.

Local tax allotment per resident - far below our neighbors

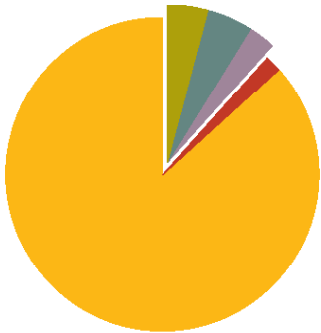


Source: 2022 Illinois Public Library Annual Report

Facing inflationary costs, in 2022, the Library Board increased its budget request by about \$25 a year for a median home. But EPL receives far less funding than our neighboring libraries — just \$93 per person in tax revenue on average, or less than half than that of Skokie Public Library. About 3% of a property owner’s tax bill, or roughly \$280 for a home valued at \$400,000, funds the Library.

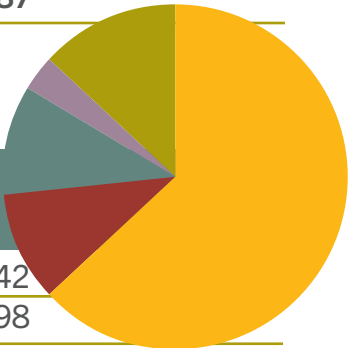
Revenues

Philanthropy	\$790,57
Donations	\$403,878
Grants	\$220,233
Endowment	\$166,460
Other non-tax revenues	\$337,435
Taxes	\$7,632,769
Debt Service Fund	\$507,912
Total Revenues	\$9,268,687



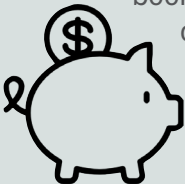
Expenditures

Personnel	\$5,818,742
Services, Materials, Equipment	\$965,898
Library Collection	\$951,256
Shared City Services	\$294,996
Capital Expenditures	\$1,192,903
Debt Service Fund	\$507,913
Total Expenditures	\$9,731,708



How do your savings stack up?

The Evanston Public Library offers a great return on your investment. The average library patron saves \$530 a year checking out books and other physical materials from our library, plus hundreds more on downloadable books, audiobooks and movies -- not to mention our nearly 1,000 free programs every year! Find out how much you saved. Visit epl.org/savings, enter your library card number, and see how your savings stack up!



ON BEHALF OF THE EVANSTON COMMUNITY

Thank you for your generosity...

The Evanston Public Library relies on rate-fully acknowledges the contributions of our donors.

\$10,000+
Anonymous (2)
Evanston/Skokie School District #65
Julianne Farley
Institute of Museum and Library Services
Margaret and Paul Lurie
Office of the Secretary of State
Elizabeth Tisdahl
Elizabeth Beidler Tisdahl Foundation
Carolyn Young and Howard Voeks

\$1,000-\$9,999
AgeOptions
Anonymous (9)
Dee Dee Allen and Ernie Jacobi
Marion M. Anderson
Molly and Bruce Baars
Rita and Robert Bailey
Jennifer and David Blickenstaff
David Bohan
Joseph Brennan and Leslie Shad
Califa Group
Michael Choy
Cooperative Computer Services
Deborah Crimmins and Paul Goerss
Alison Edwards
Nancy and Daniel Engel
Evanston Community Foundation
Evanston Public Library Friends
Judith Falconer and John Saliba
Jean and Andrew Fies
Paul and Mary Finnegan
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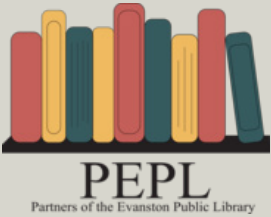
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Each year, hundreds of volunteers give thousands of hours of their time to the library with tasks that range from shelving books to assisting with programs to clerical tasks and devliering books on wheels. Learn more at epl.org/volunteer.

The Partners of the Evanston Public Library are our kind of PEPL! The new 501c3 established to support and promote the Library hosted a series of pop-up events and a Readathon in honor of our 150th anniversary. Wanna help out? The PEPL meet at 7 p.m. on the second Monday of each month at the Robert Crown Branch. Find out more and sign up to express your interest at eplpartners.org.



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Evanston steps up for the freedom to read.

When a series of bomb threats shuttered the Library this fall, Evanstonians stepped up with an outpouring of support including giving donations and wearing banned books tees in honor of the work we do every day to guarantee access to books and ideas.

Across the country, libraries have been facing challenges to their materials on their shelves. We are grateful to the Evanston community for your commitment to the freedom to read and your continued support for the Library.

Tees, totes and other gear celebrating the freedom to read is still available for order at epl.org.



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...We can't do it without you.



Our falcon family returned to the eaves of the Main Library this spring and hatched their first chick, who met his adoring public during his banding.

Encounter something new at your library!

From bestsellers to innovative new programs, there's always something new coming to EPL! Already in 2024, we've launched online craft tutorials with Creative Bug and ASL lessons with Mango Languages, and our newsletter subscribers hear about it all first. Get the latest by signing up at epl.org/newsletter.

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Get the latest on what's new at EPL. Follow us on our social media channels for the latest:

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MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Yolande Wilburn, Executive Director

Subject: Administrative Services Update

Date: March 18, 2024

This memo provides an update on significant administrative activities.

Human Resources

Access Services | 1 FT Assistant Circulation Manager

Posted 03/07/2024; Closes 04/07/2024

Administration | 1 FT Finance Manager

Candidate Selected; In HR Process

Administration | Volunteer Services Coordinator

Posted 02/23/2024; Closes 03/22/2024

Administration | Social Worker

Exploring as Community Partnership

Early Learning & Literacy | 1 FT Library Assistant

Offer Pending

Engagement | 1 FT Branch Manager

Candidate Selected; In HR Process

Engagement | 1 PT Library Clerk

New Hire Start Date: 03/28/2024

Innovation & Digital Learning | 1 FT & 2 FT Library Assistants

Offers Pending

Innovation & Digital Learning | Teen Librarian & Library Assistant

JDs under review, plans to post soon (tech focus)

Lifelong Learning & Literacy | 1 FT Manager

JD under review, anticipated posting the week of 03/17/2024

Maintenance | 1 FT Facilities Manager

Interviews in Progress

Safety | 1 FT Safety Manager

Candidate Selected; In HR Process

Safety | 1 FT Safety Monitor

Candidate Selected; In HR Process

MEMORANDUM

Financial Resources

The Library Fund financial report for the period ending February 29th is included for your review. For the operating fund, revenue collection is at 12% of budget projection and expenditures 11%. Capital fund expenditures total 12% of the budget.

Facilities Update

Spring cleaning of library offices and closets began in February and continues until complete. Some of the underground Main library parking spots are taped off so that items can be staged for removal.

Evanston Public Library Endowment Fund
Statement of Activity
February 01, 2024 through February 29, 2024

Beginning Balance		4,153,174.57
Revenue		
Investment results	113,491.05	
Total Revenues		113,491.05
Distributions/Grants and Expenses		
Foundation support charge	-2,251.76	
Total Distributions		-2,251.76
Ending Balance		4,264,413.86

Endowment for the Evanston Public Library
Holdings as of February 2024

	Symbol	Shares/Quantity	Price	Value as of February 29, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$303,067.48	\$303,067.48	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%
				\$303,067.48		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

MEMORANDUM

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

From: Jenette Sturges, Marketing & Communications Manager
Ben Heet, Access Services Manager
Tyler Works, Data & technology Librarian

Subject: BiblioCommons Contract

Date: March 20, 2024

Recommended Action

Staff recommends the Library Board approve the contract with BiblioCommons in the amount of \$99,100 for website, discovery layer, events platform, and mobile app services as a sole source vendor.

Attachments

Digital Branch Selection Process and Analysis
BiblioCore Exclusive Features Fact Sheet
BiblioWeb Exclusive Features Fact Sheet
BiblioCommons contract

Digital Branch Selection Process and Analysis

Background

The Library's online experience is more important today than ever before. EPL's website is the primary way our community gets information about the Library, but despite the massive uptick in demand for digital resources and programming since the pandemic, our website traffic has grown at a much more moderate rate of just 8.7% since 2017. The lag in growth suggests that the age and failing user interface is interfering with patrons' use of the site and all the resources it offers.

Our website is **eight years old**. The average life expectancy of a website between major redesigns is 2.6 years, with government websites averaging 4-5 years. Several features, including our homepage slider, are broken by way of outdated code, and other elements of the site, including security and its overall layout and organization, are not just dated but obsolete to the point of hindering modern users' ability to navigate it. If epl.org were a car, it would be approaching 300,000 miles, and though we have done all the required routine maintenance, it would still have a perpetually lit engine light and would get to your destination powered solely by prayers and fumes.

In a Google-dominated era, patrons expect an easy, intuitive, search-forward, and attractive online experience, and we know that our current website is not working for our patrons as well as it could be. Currently, our website averages more than 55,000 visits monthly, but only 93,000 page views a month, indicating that visitors view just 1.7 pages on average. Our high exit rate – approximately 77% last month – indicates that the vast majority of our patrons are visiting our site and immediately searching the catalog without viewing any of our programs or services beyond our materials collection. This **lack of browsability** means they are missing out on events and programs, digital resources, and all the other services our library provides.

Worse, our interface with the catalog – **the discovery layer** – **is outdated**, fails to search intuitively, and lacks convenient one-click functionality that modern patrons expect. Though it is the most used part of our website, it too is failing our patrons.

Our website also has serious limitations related to **accessibility for users with disabilities**. Our catalog in particular is basically incomprehensible for anyone using a screen reader, and other interactive elements, menus, forms, images and headings create barriers to access that must be addressed in the name of equity.

Additionally, our current website and discovery layer have **data-capture limitations**. Because our current catalog discovery layer is hosted separately from our website, we have no ability to capture any data about what patrons are collectively searching for or make purchasing decisions based on those searches.

Finally, **users' habits** and demands have changed over the past eight years. 46% of our website traffic is currently mobile, and while our current mobile interface is adequate, we need an approach that factors mobile traffic into our digital approach and integrates our mobile, app, and

desktop versions through a single solution, rather than multiple vendors requiring extra copying-and-pasting labor from staff, to ensure our content is uniform across platforms. Our app is a “black box” of data, and though it makes up half our web presence and has had a 176% increase in sessions since 2017, we have no access to any data related to what people are clicking on in the app. We currently have little control over or capacity to manage our current app and we have no control over the mobile experience of the catalog. Our shift in borrowing habits is even more pronounced, and we need a website and catalog that can seamlessly connect people to the eBooks and audiobooks they’re looking for.

In short, while our in person foot traffic to the library has largely recovered and then leveled off post-pandemic, our digital presence continues to grow, and we need to be prepared to meet people where they are – online.

Selection Process

For all these reasons, \$50,000 was allocated in the FY 2024 Budget to redesign and enhance the website’s usability. Jenette and Tyler investigated several options for building a new website, including a new Wordpress site from our current vendor and other library-specific solutions.

At the same time, Ben was assessing options for a new discovery layer, and a committee overwhelmingly favored BiblioCore, the BiblioCommons discovery layer, for enhanced discoverability features, intuitive search, and one-click functionality.

Staff considered other website and discovery layer alternatives, including:

- A new Wordpress build with Glantz, our current provider.
- Communico. Although we really like their events platform, their website builder is rudimentary and not able to perform many of the functions we need.
- Five different discovery layers from various vendors. No other products have a functionality that integrates programs and services with the catalog, the key component that makes BiblioCommons the most useful product for the way people use library websites.

Working across departments, we agreed that the BiblioCommons suite is the best-in-class solution to our website and discovery layer challenges.

Why BiblioCommons: The “Digital Branch”

BiblioCommons offers a full suite of digital library solutions that, when combined, create not just a website but an integrated, browsable library experience we’re calling “The Digital Branch.” As we consider the future direction of the Evanston Public Library, we expect that demand for our digital services will continue their present trend of making up a larger and larger portion of the collection and services we provide. Investing in our digital experience not only answers the needs of our patrons, but over time will save staff time while more efficiently marketing the wide diversity of services to our patrons, increasing patronage of both our digital resources and in-person experiences.

This proposal includes the following solutions in the BiblioCommons suite:

- BiblioCore: The discovery layer that powers searching our catalog. It is exceptionally user-friendly beyond anything we've seen in the market.
- BiblioWeb: A website with a robust CMS that will make cross-promotion of library services more efficient for staff.
- BiblioEvents: An integrated events platform.
- BiblioApps: A feature-rich mobile app for iPhone and Android.

Over the past several months, Library staff researched and tested several options for redesigning and enhancing the Library's online service experience across all of these classes of solutions. We feel that BiblioCommons offers the best comprehensive package on the market for the following reasons:

- BiblioCommons incorporates patron user experience research into their product design and development, resulting in an online library experience that is intuitive and user-friendly.
- The integration of the Library's catalog, website, and events platform creates a seamless experience for staff and patrons that amplifies all our marketing efforts, with the future option for an integrated and more efficient email system as well.
- BiblioCommons products come highly recommended by other libraries using their services, and many of the largest and most respected libraries across North America use BiblioCommons products to connect their patrons to library materials and services digitally.
- BiblioCommons offers unique, modern, library-specific features, such as the ability to use an app to check out books from the stacks. A full list of exclusive features is included as an addendum.
- BiblioCommons uses the Web Content Accessibility Guidelines (WCAG) 2.1 level AA standard designed by the World Wide Web Consortium (W3C) to guide the development of all their solutions and conducts regular audits of their products. Their product updates mean our site will remain compliant and usable for people with disabilities.
- BiblioCommons designs with a mobile-first approach that recognizes the dominance of mobile devices and updates regularly, especially when it comes to our core service(s) – searching the catalog and placing holds. BiblioCore makes that experience one-click user friendly across both our mobile website and through the app. By creating a holistic ecosystem we can keep our content fresh and synced between different platforms. Account access and management through mobile will also be easier and uniform across platforms.
- Constant product updates eliminate problems inherent with traditional website life cycles. BiblioWeb will not “crumble” or become outdated like our current website solution, and thus will not require another website redesign (at significant cost and staff time) five years from now.

The digital branch experience made possible by the BiblioCommons suite is highly browsable and designed to help patrons stumble upon services and resources patrons may have been previously unaware the Library offers. This is truly its biggest advantage, and it is driven by BiblioCommons' best-in-class discovery layer. This solves the primary problem of our current

website: When patrons go to our website and use the search bar, they will now find the title they're looking for AND they will find other EPL services related to their search. A search for 'computers' will return not just books about computers but our TechHelp services and computer classes.

In addition, because of the fully integrated nature of the BiblioCommons ecosystem, BiblioCommons is the sole source provider of many discovery layer and website integration features that will help our team promote library materials and services more effectively and efficiently. A few examples of the features that only BiblioCommons can provide include:

- A discovery layer that allows users to search the catalog using natural language queries
- Shareable lists (featuring automatic jacket covers and permanent URLs) that highlight staff Readers Advisory content in the catalog
- Built-in functionality for staff to add catalog titles and lists to blog posts without leaving the blogging interface, which supports the ability for end-users to save titles that they want to read later, and place holds directly from the blog post (the digital equivalent of an in-library book display in which you can simply pick up the book off the shelf and take it home with you)
- The ability to pull content from the events platform into other areas of the website without endless copying and pasting. This functionality also could pull this content into email promotions, if we later transition to the integrated BiblioEmail platform. This is a major time-saver for Marketing staff.

Because of the library-centric thoughtfulness of BiblioCommons' products and the integration between BiblioCore and BiblioWeb, we will finally start getting aggregated insights related to event registrations and catalog searches to help us make more informed decisions about our collections purchasing and program offerings.

Finally, because of BiblioCommons' dominance in the library-specific digital experience market and its continued reinvestment into its products, we expect the continuous rollout of new solutions and features to keep the library's digital branch both modern and fully functional for the foreseeable future.

These features, purpose-built for public libraries and integrated between website, discovery layer, app and event platform solutions, have no comparable competitor on the market.

Other BiblioCommons Libraries

A few examples of libraries using BiblioCommons website and discovery layer products include:

- [Glenview Public Library](#)
- [Glenview CCS Partner Catalog](#)
- [Chicago Public Library](#)
- [Palo Alto City Library](#)
- [St. Paul Public Library](#)

EPL staff has worked with CCS staff and our counterparts at the Glenview Public Library to review system specifications and ensure that this product can function with our ILS. As the first library in the CCS consortium to adopt BiblioCommons⁴¹, the Glenview implementation has done much of

the heavy lifting in adding the consortium's catalog to the BiblioCommons database. The discovery layer will also integrate with Find More Illinois, allowing patrons to locate and request materials across Illinois without ever leaving our catalog.

Timeline

If approved, implementation will begin in early April. Our targeted launch date would be in November for BiblioCore and BiblioEvents. Implementation of BiblioWeb will happen concurrently but may stretch into early 2025.

Attachments

Bibliocommons exclusive features here:

- [BiblioCore Exclusive Features](#)
- [BiblioWeb Exclusive Features](#)

Cost and Funding Sources

The total cost in 2024 to implement the BiblioCommons online library experience will be \$99,100.00, all of which has already been allocated in the budget (first-year costs) or can be reallocated from other identified savings (annual subscription fees). Staff negotiated discounts on the implementation fees for bundling products in the suite. The below price also includes a \$5,000 discount for signing the contract by March 31.

One Time Implementation Fees:

- BiblioApps: \$3,500.00
- BiblioCore: \$6,400.00
- BiblioWeb/Events: ~~\$27,360.00~~ \$27,360.00¹

Total One-time Implementation Fees: ~~\$37,260.00~~

With first-quarter discount: **\$32,260.00**

Annual Subscription Fees:

- BiblioApps: \$5,565.00
- BiblioCore: \$16,275.00
- BiblioWeb: \$40,000.00

Total Annual Subscription Fees: **\$61,840.00**

Additionally, we will incur an annual pass-through expense of \$1799.00/year for LibCal, product by Springshare, that will be needed to manage our room reservation system in conjunction with BiblioWeb/Events.

Collectively, Ben, Jenette and Tyler have identified the following sources of funds already available in our budget that can be fully or partially reallocated to this solution:

¹ This reflects the \$5,000 discount secured by signing before April 1.

- **Website Redesign allocation:** Marketing previously budgeted \$50,000 this year for a website redesign that can be allocated to the implementation fees.
- **Hotspot savings:** Access Services has saved additional \$50,000 from changes to the Library's hotspot lending program that can be allocated to cover the BiblioCore annual subscription costs.
- **Communico savings:** Adopting the BiblioCore ecosystem and LibCal add-on eliminates the need for Communico, our current events platform, saving \$18,000 annually that can be reallocated to the website and app subscriptions.
- **Miscellaneous Web Service-related savings:** We will no longer need to pay for our current annual website maintenance, plugin, and hosting fees, totalling \$7,050 a year. Our annual website maintenance fee is effectively a base retainer, and most updates requested of our current vendor are charged at a rate of \$215/hour, with the number of hours needed varying wildly year to year, but annually approximate to \$2,000. It should be noted that our current website provider is charging us an increased rate for maintenance because of the advanced age of the current site.
- **Advertising & Printing line items:** Keeping in line with the Library's commitment to sustainability, this year we have eliminated the mass mailing of the Annual Report to all 37,000 addresses in Evanston in favor of a more targeted mailing to donors, volunteers and partners in our community, with additional copies for distribution within the library. This will create an estimated savings of approximately \$10,000 that can be reallocated.

In short, funds already exist in the budget and can be reallocated to a solution that will more effectively meet the needs of a future-oriented digital-first library.

LIBRARY SUBSCRIPTION MASTER AGREEMENT

THIS LIBRARY SUBSCRIPTION AGREEMENT (this “**Agreement**”) is made this 1st day of April, 2024 (“**Effective Date**”) between BiblioCommons Corp., a corporation constituted under the laws of the Province of Ontario, Canada (“**BiblioCommons**”) and the **Evanston Public Library**, a public library created under the laws of the State of Illinois (“**Subscriber**”) (Individually, a “**Party**” and collectively, the “**Parties**”). The terms and conditions of this Agreement shall govern the Service(s) (as defined below) to be provided by BiblioCommons under any Order Form (as defined below) executed by the Parties, as though the provisions of this Agreement were set forth in their entirety within such Order Form.

NOW THEREFORE in consideration of the mutual promises and covenants herein, and other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, the Parties agree as follows:

1. DEFINITIONS AND PRINCIPLES OF INTERPRETATION

1.1 Definitions.

Whenever used in this Agreement, the following words and terms shall have the meanings set out below:

- (a) “**Agreement**” has the meaning ascribed to it in the introductory paragraph;
- (b) “**Authorized Patron**” means a person who has a numbered library account with Subscriber and is authorized by Subscriber to use the Service;
- (c) “**BiblioCommons**” has the meaning ascribed to it in the introductory paragraph;
- (d) “**Breaching Party**” has the meaning ascribed to it in Section 7.1(b) hereof;
- (e) “**Business Day**” means a day, other than a Saturday or a Sunday or statutory holiday in the jurisdiction of either Party;
- (f) “**BiblioWeb Service**” has the meaning set out in the applicable Order Form;
- (g) “**Confidential Information**” means any information disclosed by a Party to the other Party pursuant to this Agreement in a context which would cause a reasonable person to believe the information is intended to be treated as confidential, including but not limited to, documents expressly designated as confidential, any information related to BiblioCommons proprietary services and software including the Service, Secure Personal Information, and information related to

Subscriber’s processes, products, employees, facilities, equipment, security systems, information systems, finances, marketing plans, suppliers, or distributors; provided, however that “**Confidential Information**” shall not include information that: (i) is now available or becomes available to the public without breach of this Agreement; (ii) is explicitly approved for release by written authorization of the Disclosing Party; (iii) is lawfully obtained from a third party or parties without a duty of confidentiality; (iv) is disclosed to a third party by the Disclosing Party without a duty of confidentiality; (v) is known to the Receiving Party prior to disclosure; (vi) is at any time developed by the Receiving Party independently of any such disclosure(s) from the Disclosing Party; or (vii) must be disclosed as required by law;

- (h) “**Core**” or “**Core Service**” has the meaning set out in the applicable Order Form;
- (i) “**Disclosing Party**” has the meaning ascribed to it in Section 5.1 hereof; to
- (j) “**Designated Person**” is the person designated by the Subscriber to receive all notices, consent and other communication. See Sections 9.12, 9.13 and 9.14;
- (k) “**Effective Date**” has the meaning ascribed to it in the introductory paragraph;
- (l) “**Fees**” means the fees for the Services set out in the applicable Order Form, as adjusted for Renewal Terms from time to time as set out in Section 3.1(b);
- (m) “**Force Majeure Event**” has the meaning ascribed to it in Section 9.4;
- (n) “**ILS**” means the Subscriber’s Integrated Library System, used for library circulation, cataloging and other services;
- (o) “**Initial Term**” has the meaning ascribed to it in Section 2.2 hereof;
- (p) “**Intellectual Property Right**” means any intellectual property right recognized by law, including any intellectual property right protected through legislation (such as that governing patents, copyright or trademarks) or arising from protection of information as a trade secret, confidential information or common law trademark right;
- (q) “**Order Form**” has the meaning ascribed to it in Section 3.1(a) hereof;
- (r) “**Parting**” has the meaning ascribed to it in Section 7.2 hereof;
- (s) “**Party**” or “**Parties**” has the meaning ascribed to it in the introductory paragraph.

(t) **“Privacy Statement”** means the statement of BiblioCommons’ privacy practices that shall govern BiblioCommons’ collection, use and disclosure of Personal Information of Authorized Patrons which, as of the Effective Date, is attached as Schedule “E”, and which may be amended by BiblioCommons from time to time;

(u) **“Receiving Party”** has the meaning ascribed to it in Section 5.1 hereof;

(v) **“Renewal Term”** has the meaning ascribed to it in Section 2.2 hereof;

(w) **“Secure Personal Information”** means personally identifiable information that is provided by a User in the registration process or personal account settings on the Service, or is transferred to the Service from the ILS; notwithstanding the foregoing “Secure Personal Information” shall not include Shared Content or information an individual has chosen to transmit or share through a feedback service provided on the Service, web-forms on the BiblioWeb service (if any) or an entry in any context which is, by design, publically viewable;

(x) **“Shared Content”** has the meaning ascribed to it in the Privacy Statement;

(y) **“Service”** means a range of services purchased as set out in the applicable Order Form;

(z) **“Subscriber”** has the meaning ascribed to it in the introductory paragraph;

(aa) **“Technical Requirements”** has the meaning ascribed to it in Section 3.2 hereof;

(bb) **“Term”** means the duration of the Initial Term and any Renewal Term;

(cc) **“Terms of Use”** means the terms of use that govern the use by Authorized Patrons of the Service which, as of the Effective Date, is attached hereto as Schedule “F”, and which may be amended by BiblioCommons from time to time;

(dd) **“User”** means an Authorized Patron who has registered with BiblioCommons to use the Service.

1.2 Schedules.

This Agreement contains the following schedules, each of which are attached and incorporated into this Agreement:

Schedule “A” – Template Order Form
Schedule “B” – Support Services
Schedule “C” – Service Levels
Schedule “D” – Technical Requirements
Schedule “E” – Privacy Statement
Schedule “F” – Terms of Use
Schedule “G” – Additional Fees

1.3 Calculation of Time.

When calculating the period of time within which or following which any act is to be done or step taken pursuant to this Agreement, the date which is the reference day in calculating such period shall be excluded. Any payment or action to be made or taken on a day other than a Business Day in either jurisdiction shall be made or taken on the immediately following day that is a Business Day in the jurisdictions of both Parties.

2. BIBLIOCOMMONS OBLIGATIONS

2.1 Delivery of Service.

During the Term, BiblioCommons shall make the Service available via the Internet to Authorized Patrons and grant to Subscriber a non-exclusive and non-transferable right to use the Service. Authorized Patrons are subject to and may be required to agree to the Terms of Use and Privacy Statement.

2.2 Term.

Unless terminated earlier as provided herein, this Agreement is for a period of one (1) year from the Effective Date (the **“Initial Term”**). In the event an Order Form contains Services that are being added to an existing subscription, such added Services shall be coterminous with the Initial Term or applicable Renewal Term and shall be billed from the applicable Order Form Effective Date according to the Fees corresponding to such Order Form. Unless terminated pursuant to Section 7.1, upon expiration of the Initial Term, this Agreement and the related Schedules and Order Forms will renew automatically for subsequent one-year renewal terms at then current prices (each, a **“Renewal Term”**), provided that BiblioCommons provides notice to Subscriber of such prices at least ninety (90) days prior to the end of the Term and unless either Party notifies the other Party of its intention to not renew this Agreement at least sixty (60) days prior to the end of the Term.

2.3 Changes to the Service.

BiblioCommons may, from time to time and at any time, in its sole discretion, introduce upgrades and updates to the Services that are consistent with the service description set out in the applicable Order Form at no additional charge.

2.4 Maintaining Community Standards.

The Service allows Users to flag user-generated content they feel does not conform to the Terms of Use. When content is flagged three times, or as many times as may be determined by BiblioCommons in its sole discretion, BiblioCommons will:

- Remove flagged content from public view; and
- Notify the User who contributed the content, and provide directions for appealing the removal.

Any appeals will be compiled and at least once each month BiblioCommons will review any appeals to assess whether the removed content conforms with the Terms of Use in effect at the time of removal.

2.5 Support.

BiblioCommons will use commercially reasonable efforts to support the Services in accordance with the service levels and remedies outlined in Schedule “B” Support Services.

2.6 Service Level.

BiblioCommons will use commercially reasonable efforts to provide the Core Service in accordance with the service levels and remedies outlined in Schedule “C” Service Levels. Notwithstanding anything herein to the contrary:

- BiblioCommons may interrupt the Service for security purposes;
- The Service is dependent on the Internet and availability and performance may be impacted by the availability and performance of the Internet.

2.7 Indemnity.

BiblioCommons shall indemnify, hold harmless and defend Subscriber from and against all third party claims, demands, losses, damages, costs and expenses (including reasonable attorneys’ fees) (“Claims”) made against or incurred, suffered or sustained by the Subscriber, in connection with, or relating to, or arising out of any allegation or claim that the Service itself violates or infringes any third party intellectual property rights except to the extent such Claim is related to the acts or omissions of the Subscriber, its Authorized Patrons or any of its respective agents or contractors; provided that, BiblioCommons is provided with (i) prompt written notice of any third party claim; (ii) all necessary assistance, information and authority necessary for BiblioCommons to defend a third party claim and perform its obligations under this Section; and (iii) sole control of the defense of such claim and all associated negotiations.

3. SUBSCRIBER OBLIGATIONS

3.1 Order Forms, Fees and Payment.

(a) Order Form.

Subscriber shall order a Service by completing and signing an order form, a template of which is set out in Schedule “A” attached hereto (each, an “**Order Form**”). Each accepted, fully executed Order Form shall become incorporated herein by reference as successive Exhibits (e.g. Exhibit A-1, Exhibit A-2 etc.).

In the event that Subscriber’s business practices require a purchase order number be issued prior to payment of any BiblioCommons invoices pursuant to the applicable Order Form, then such purchase order number must be provided to BiblioCommons prior to the activation of the Service. Subscriber’s execution and return of the applicable Order Form to BiblioCommons without designating a purchase order number shall be deemed an acknowledgement that no purchase order number is required for payment of the invoices hereunder. Additionally, terms, provisions or conditions on any purchase order, acknowledgment, or other business form or writing that Subscriber may use in connection with the provision of Service(s) from BiblioCommons will have no force and effect on the rights, duties or obligations of the Parties, regardless of any failure of BiblioCommons to object to such terms, provisions or conditions.

(b) Fees.

All Fees are exclusive of amounts payable as tax or any other registration or operating fee that may be levied against BiblioCommons by national, state or local authorities in whose jurisdiction Subscriber operates and that pertain to the provision of the Service during the Term. Such amounts will be payable by Subscriber. Fees are based on Services purchased, not actual usage. Payment obligations are non-cancelable and Fees paid are non-refundable. The price actually charged for a specific Service will be the price in effect at the time the Service is requested. On the anniversary date of an Order Form, BiblioCommons reserves the right to increase the Fees for the Services upon notice to the Subscriber. BiblioCommons reserves the right to modify its Fees, charges and/or to introduce new charges at any time, upon at least ninety (90) days prior notice to Subscriber, effective upon the next Renewal Term.

(c) Payment Terms.

Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act. BiblioCommons or its agent shall have the right to recover all collection costs from the Subscriber. Without limiting its other remedies, if Subscriber is late in its payments at any time, BiblioCommons or its agent may request reasonable assurances or deposits to secure Subscriber’s payment obligations hereunder.

(d) **Non Payment.**

In the event that full payment is not made by the Subscriber within 60 days of the date of receipt of an invoice by the Subscriber, BiblioCommons or its agent may send to the Subscriber a written requirement for payment and if payment is not received within thirty days of the date of receipt of that notice by the Subscriber, BiblioCommons may terminate this Agreement as set out below in Section 7 (Termination). However, this right may be waived upon mutual written confirmation between BiblioCommons and the Subscriber of their intent to continue service delivery in spite of payment delays.

3.2 Technical Requirements.

Subscriber ILS and bibliographic and patron data shall meet minimum standards attached and incorporated as Schedule "D" (the "**Technical Requirements**").

4. INTELLECTUAL PROPERTY RIGHTS

4.1 Ownership of Intellectual Property Rights.

As between BiblioCommons and Subscriber, all rights, title and interest, including all Intellectual Property Rights, related to the Service and related software and documentation, including without limitation, any and all upgrades, updates, improvements, fixes, additions, enhancements, modifications and derivative works thereto, shall remain with BiblioCommons. Nothing in this Agreement shall grant to either Party any ownership or other Intellectual Property Rights of the other Party other than as expressly set out in this Agreement. Nothing in this Agreement shall grant to either Party any ownership or any Intellectual Property Rights to content generated by Users in connection with their use of the Service.

4.2 Control of Trade-marks.

Subscriber acknowledges that "**BiblioCommons**" is a trade-mark of BiblioCommons and shall not be used by Subscriber except as expressly provided in this Agreement and otherwise only with the written consent of BiblioCommons and in accordance with any trade-mark guidelines that may be provided by BiblioCommons from time to time.

5. CONFIDENTIAL INFORMATION

5.1 Disclosure; Standard of Care.

The Parties acknowledge that, in the course of this Agreement, each Party (a "**Disclosing Party**") may disclose Confidential Information to the other (a "**Receiving Party**"). Each Receiving Party shall hold

such Confidential Information in trust for the sole benefit of the Disclosing Party. Each Receiving Party shall protect the other Party's Confidential Information from unauthorized dissemination, disclosure and use with the same degree of care that each such Party uses to protect and safeguard its own like information, but not less than a reasonable degree of care given the sensitivity and strategic value of such Confidential Information. Confidential Information shall be disclosed only to the employees and subcontractors of the Receiving Party who have a "need to know" and who have executed an internal nondisclosure agreement at least as restrictive as the terms of this Agreement. A Receiving Party shall not disclose any Confidential Information to any third party without first obtaining the Disclosing Party's written consent to such disclosure unless such disclosure is required by law. A Receiving Party may further disclose Confidential Information to such Party's professional advisors in connection with the negotiation and performance of this Agreement and in connection with the advisor's consideration of disclosures that may be required by law, provided such advisors are informed of the obligations of confidentiality. In the event that a Receiving Party is compelled to disclose a Disclosing Party's Confidential Information, in the course of litigation or otherwise, or a compelled disclosure is reasonably anticipated, the Receiving Party shall give immediate notice to the Disclosing Party of such fact and shall provide all reasonable cooperation to the Disclosing Party at the sole expense of the Disclosing Party in obtaining a protective order to prevent the disclosure of Confidential Information.

6. WARRANTIES

6.1 BiblioCommons Warranties.

BiblioCommons hereby represents and warrants to Subscriber that: (a) BiblioCommons is legally incorporated and validly exists as a corporation under the laws of Ontario; (b) BiblioCommons has the power and authority to enter into the Subscriber Agreement; (c) The individual signing this Agreement has the power and authority to sign such documents; (d) It will use its commercially reasonable efforts to maintain the systems associated with the Service free from viruses, Trojans and other harmful code; and (e) The Service will be performed in a professional, workmanlike manner, commensurate with industry practices within the industry in which BiblioCommons operates.

6.2 Subscriber Warranties.

Subscriber hereby represents and warrants to BiblioCommons that: (a) Subscriber is a public library

under the laws of the State of Illinois; (b) Subscriber has the power and authority to enter into the Subscriber Agreement; (c) the individual signing this Agreement has the power and authority to sign such documents; and (d) Subscriber will use commercially reasonable efforts to avoid transmitting to BiblioCommons any viruses, Trojans and other harmful code.

6.3 Warranty Disclaimer.

BiblioCommons provides the Service using a commercially reasonable level of skill and care and BiblioCommons hopes that its customers (including both library staff and patrons) will enjoy accessing and using these Services. However, there are certain things that BiblioCommons does not promise about the Services. Some jurisdictions provide for certain warranties, like the implied warranty of merchantability and fitness for a particular purpose. BiblioCommons will honour its statutory obligations. To the extent permitted by law, BiblioCommons excludes all warranties outside of those listed in Section 6.1. Unless otherwise required by law, the Service and any software provided in connection with the Service is provided by BiblioCommons under this Agreement on an “as is” basis. Except as otherwise stated in this Agreement, BiblioCommons and its licensors make no (and hereby disclaim all) warranties, representations and conditions whatsoever (whether express or implied; written or oral; arising by statute, operation of law or otherwise) regarding the Service provided under this Agreement, including without limitation, any implied warranty or condition of merchantable quality, fitness for a particular purpose, non-infringement or arising from a course of dealing, title, usage of trade or course of performance. Without limiting the generality of the foregoing, while BiblioCommons will meet its service and support obligations laid out in the Agreement, BiblioCommons makes no warranty that the operation of the Service will be error-free or that it will produce a desired result beyond such obligations.

7. TERMINATION

7.1 Termination.

This Agreement may be terminated at any time:

(a) if either BiblioCommons or Subscriber has filed or commenced, or suffered or submitted to the filing or commencement of, any bankruptcy or insolvency proceeding under the law of its domicile or incorporation;

(b) by either Party if the other Party breaches the terms and provisions of this Agreement provided the Party alleging that the other Party is in breach (the “**Breaching Party**”) provides written notice to such Breaching Party of the alleged breach. The Breaching Party shall have 30 days to remedy such breach, unless such breach cannot reasonably be remedied within 30 days, in which case the Breaching Party shall make all reasonable efforts within 30 days to begin to remedy the alleged breach and shall remedy such breach within a time period that is commercially reasonable to complete such remedy.

Notwithstanding the termination or expiration of this Agreement, Articles 1, 4, 5, Section 6.3, Article 7, Article 8 and Article 9 shall survive the termination or expiration of this Agreement.

7.2 Treatment of Patron-Contributed Data upon Termination.

In the event of a termination of this Agreement or should a renewal agreement not be established after the Term (a “**Parting**”), BiblioCommons shall provide at Subscriber’s request and upon the payment of the cost-recovery fee set forth in Schedule G, a transfer of all User-generated bibliographic annotations for use by Subscriber in association with an alternate service, provided by Subscriber itself or by a third party, that adheres to the Terms of Use and Privacy Statement. In addition, in the event of a Parting, Subscriber agrees that BiblioCommons will send a customer service communication, subject to Subscriber approval which shall not be unreasonably withheld, explaining the User’s options and their implications through such transition, to all Users who have:

(a) communicated or established connections with one or more persons who are registered users of a BiblioCommons service;

(b) initially approached the Service for registration through a website that is not affiliated with Subscriber;

(c) subscribed to syndicated information from one or more persons who are registered users of a BiblioCommons service; or

(d) syndicated their information or content from BiblioCommons to other websites.

Secure Personal Information on BiblioCommons servers that is associated with Users who do not choose to continue their participation in a BiblioCommons service will be deactivated within ninety (90) days of a Parting.

8. LIMITATION OF LIABILITY

8.1 Limitations of Liability.

Except for any claims of misappropriation of intellectual property and for fees due under Article 3, in no event shall either Party be liable for: (i) indirect, special, consequential, incidental or punitive losses, damages or expenses or lost profits or savings even if it has been advised of their possible existence; or (ii) aggregate liability under this Agreement to the other Party exceeding the aggregate amount of the Fees paid by Subscriber to BiblioCommons during the 12 month period immediately preceding the date of any such claim. This limitation of liability extends to any alleged liability arising under the law of contracts, torts, negligence or any legal or equitable theory whatsoever.

9. GENERAL

9.1 Good Faith and Fair Dealing.

Each Party agrees that it shall, with respect to the other Parties, and in all matters related to this Agreement, act in good faith and in accordance with reasonable commercial standards.

9.2 Publicity.

Each Party may issue a public statement or general marketing communications announcing the relationship under this Agreement without the prior written consent of the other Party. For the sole purpose of marketing and promoting the Service and for the Term of this Agreement only, each Party hereby grants to the other Party the non-exclusive non-transferable right to use and display such party's logos and trade-marks in the other Party's websites and marketing materials, subject to compliance with the originating Party's trade-mark guidelines provided to the other Party from time to time.

9.3 Entire Agreement.

This Agreement together with all of the terms in the applicable Order Form constitute the entire understanding of the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and negotiations, both written and oral, between the Parties with respect to the subject matter hereof and thereof. No representation, inducement, promise, understanding, condition or warranty not set forth herein, or incorporated by reference herein, has been made or relied upon by any Party hereto.

9.4 Force Majeure.

Neither Party shall be liable for any damages, delays or failure in performance under this Agreement caused by acts or conditions beyond its reasonable control or

without its fault or negligence (each, a "**Force Majeure Event**"), including but not limited to "acts of God", delays caused by governmental authorities, strikes, lockouts and other labour unrest, delays in obtaining governmental approvals and similar conditions. A Party shall, in order to avail itself of any of the provisions of this Section, promptly send a written notice of the Force Majeure Event to the other Party, including a description of the Force Majeure Event, its expected duration and a description of the actions being taken by the Party to mitigate the effect of the Force Majeure Event.

9.5 Severability.

For the purposes of this section, the Parties acknowledge and agree that each and every term of this Agreement is of the essence. If any one or more of the provisions contained in this Agreement should be declared invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement shall not in any way be affected or impaired thereby so long as the commercial, economic and legal substance of the transaction contemplated hereby are not affected in any manner materially adverse to any Party. Upon such a declaration, the Parties shall modify this Agreement so as to carry out the original intent of the Parties as closely as possible in an acceptable manner so that the transactions contemplated hereby are consummated as originally contemplated to the fullest extent possible.

9.6 Further Assurances.

Each Party shall at any time and from time to time, upon each request by the other Party, execute and deliver such further documents and do such further acts and things as the other Party may reasonably request to evidence, carry out and give full effect to the terms, conditions, intent and meaning of this Agreement.

9.7 Amendments.

This Agreement may be modified or amended only with the mutual written consent of the Parties.

9.8 Assignment.

Neither Party may assign its rights or obligations hereunder without the written consent of the other Party, except that BiblioCommons may assign this Agreement to any third party, without consent, in connection with any sale, amalgamation, reorganization or similar transaction involving a sale of all or substantially all of its shares or assets, provided that such assignee adopts this Agreement.

9.9 Subcontracting.

BiblioCommons may subcontract portions of the Service, provided that BiblioCommons shall remain responsible for all of its obligations under this Agreement as the original contracting party hereto.

9.10 No Waiver.

No failure or delay by any Party in exercising any of its rights or remedies hereunder will operate as a waiver thereof, nor will any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. Except as otherwise provided herein, the rights and remedies of the Parties provided in this Agreement are cumulative and not exclusive of any rights or remedies provided under this Agreement, by law, in equity or otherwise.

9.11 No Agency.

The Parties are not partners or joint venturers; neither Party is the agent, representative, or employee of the other Party; and nothing in this Agreement will be construed to create any relationship between them other than an independent contractor relationship. Neither Party will have any responsibility or liability for the actions of the other Party except as specifically provided herein. Neither Party will have any right or authority to bind or obligate the other Party in any manner or make any representation or warranty on behalf of the other Party.

9.12 Dispute Resolution Process.

(a) Escalation Procedure.

Any dispute between the Parties shall first be referred to the persons designated in this Agreement for the receipt of Notices (the “**Designated Persons**”), by written notice of the dispute including the material facts. The Designated Persons shall attempt to resolve the dispute and shall escalate it to the appropriate management representatives of the Parties as may be considered appropriate.

(b) Arbitration.

If the Designated Persons are unable to resolve the dispute pursuant to Section 9.12(a) within 30 days, the dispute may be submitted by either Party to final and binding arbitration pursuant to the the American Arbitration Association in accordance with its Commercial Arbitration Rules, provided that there shall be a single arbitrator, unless the Parties cannot agree on a single arbitrator, in which case either Party may apply to a court of competent jurisdiction for the appointment of an arbitrator. Any arbitration shall be conducted in Cook

County, Illinois, in the English language. The prevailing Party shall be awarded its reasonable costs associated with the arbitration, including legal fees and other expenses.

(c) Exception from Mandatory Arbitration.

Notwithstanding any provision of this Section 9.12, a Party shall be able to seek interim or injunctive relief before a court of competent jurisdiction for a breach or a threatened breach of any provision of this Agreement dealing with confidential information or intellectual property rights. For the purposes of the foregoing, each Party expressly attorns to the jurisdiction of the courts of the State of Illinois in the Cook County and waives any claim or defence of inconvenient forum.

(d) Conduct During Dispute.

If the Dispute Resolution process described in Section 9.12 is in progress, BiblioCommons shall continue to provide the Service to Subscriber, and Subscriber shall continue to make any payments required under this Agreement. If, at the conclusion of the dispute resolution process, it is determined that such payments were not required to be made, all such amounts shall be refunded by BiblioCommons with simple interest at 1% per month.

9.13 Notices.

All notices, consents and other communications required or which may be given under this Agreement will be in writing and will be deemed to have been duly given when given by hand, by courier, or by email confirmed by the recipient. If sent outside business hours of the addressee, such notice, consent or other communication will be deemed to have been duly given at the beginning of the next Business Day. Notices, consents and other communications shall be addressed to a Party at its address set forth below, or at such other address as a Party may hereafter designate by notice given in accordance with the terms hereof.

If for BiblioCommons:	BiblioCommons Corp. 5060 Spectrum Way, Suite 100, Mississauga, ON L4W 5N5 Canada Attention: General Manager
If for Subscriber:	Evanston Public Library 1703 Orrington Avenue Evanston, IL 60201 Attention: Yolande Wilburn, Executive Director

9.14 Counterparts; Facsimile.

This Agreement may be signed in any number of counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument, and facsimile or scanned signatures shall be deemed original. This Agreement shall become effective when each Party hereto shall have received an original, scanned or faxed counterpart hereof signed by each other Party hereto.

9.15 Governing Law and Venue.

This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of Illinois. The Parties agree that no action taken by either party will be heard by a jury.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first above written.

BIBLIOCOMMONS CORP.

EVANSTON PUBLIC LIBRARY

Name:

Name:

Title: General Manager

Title:

SCHEDULE “A”
TEMPLATE ORDER FORM
(Attached)

Schedule 'A' – Order Form #00003589

Page 1 of 3

Evanston Public Library

1703 ORRINGTON AVENUE
Evanston, Illinois
60201-3886

Date: March 7, 2024

Valid Until: March 31, 2024

Subscription Term: Apr 1, 2024 – Mar 31, 2025

Population Served: 75,544

Population Source: Census

Contact: Erik Komarnicki

Email: erik@bibliocommons.com

Subscription

Annual Subscription Fee (USD)	One-Time Implementation Fee (USD)
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BiblioApps

\$5,565.00

\$3,500.00

Mobile app for iPhone and Android that gives patrons quick and easy access to borrowing, content discovery, and personal record-keeping on the go. Includes iPhone app, and Android app.

See Schedule "A-2."

<https://www.bibliocommons.com/schedule-a2-biblioapps>

Rate: 25% of Core, \$5,565 minimum, one-time implementation fee of \$3,500

BiblioCore

\$16,275.00

\$6,400.00

An online catalog that is the foundation of patrons' experiences with the library. Includes e-content integration and pre-populated award winners and bestsellers listings. Cover art is recommended, but not included.

See Schedule "A-1."

<https://www.bibliocommons.com/schedule-a1-bibliocore>

Rate: \$0.1182761/pop. or \$19,950 minimum

BiblioCommons will work with Subscriber to launch BiblioCore and BiblioEvents by December 1, 2024, provided that Subscriber does not delay its deliverables or the scheduled progress of the implementation. Applicable only if implementation begins (as defined by signature of the LSMA and Order Form by Subscriber and scheduling of the kick-off call) no later than May 1, 2024.

BiblioWeb

\$40,000.00

\$22,360.00

A fully-hosted integrated content management system and webpage builder. Includes theming, training, support, and upgrades. Also includes a subscription to BiblioEvents.

See Schedules "A-4" and "A-6."

<https://www.bibliocommons.com/schedule-a4-biblioweb>

Rate: \$0.16057474/pop. or \$40,000 minimum.

BiblioCommons will work with Subscriber to launch BiblioCore and BiblioEvents by December 1, 2024, provided that Subscriber does not delay its deliverables or the scheduled progress of the implementation. Applicable only if implementation begins (as defined by signature of the LSMA and Order Form by Subscriber and scheduling of the kick-off call) no later than May 1, 2024.

Quote for Evanston Public Library – March 7, 2024

Contact: Erik Komarnicki Email: erik@bibliocommons.com



LibCal 20	\$1,799.00	\$
Allows room booking via an integration between BiblioEvents and LibCal. Includes 20 bookable spaces.		

Sub-Total	\$63,639.00	\$32,260.00
Subscription Fees	63,639.00	
Total Due This Year, payable on the date hereof	95,899.00	

Terms

- This Order Form supplements the Library Subscription Master Agreement ("Agreement") dated April 1, 2024 and is incorporated therein by reference. Capitalized terms not defined herein will have the meanings set forth in the Agreement. In the event of a conflict between this Order Form and the Agreement, the Order Form will govern.
- The Parties acknowledge and confirm that the Services set out in this Order Form will be provided in addition to any services that Subscriber has also purchased with other Order Form(s). Attached or linked Service descriptions, if any, will be incorporated by reference herein.
- Annual Subscription Fees cover hosting, support, and upgrades. Subscription Fees are reviewed annually.
- Implementation fees are *one-time charges* for standard configuration of service and standard subscription agreement. Implementation of services is conducted remotely.
- If significant modifications to legal terms are required, including change of legal venue, additional fees may be required.
- All fees payable by Subscriber are exclusive of taxes.
- All fees are payable on the date of signing.



IN WITNESS WHEREOF the parties hereto have caused this Order Form to be duly executed by their proper authorized officers.

Evanston Public Library

BiblioCommons Corp.

Signature

Signature

Name

Name

Title

Title

Date

Date

SCHEDULE “B” POST IMPLEMENTATION SUPPORT

After BiblioCore or BiblioWeb is implemented, BiblioCommons provides ongoing support. Support work varies in timing and scope depending on the issue type. The definition of issue types (I), the severity classification for each issue type (II), and the response commitments for each severity level (III) are defined below.

I. Definition of Issue Types

BiblioCommons organizes library feedback into four types of issue, summarized here and defined below in turn:

- A. Questions: Understanding BiblioCore, BiblioWeb or other services.
- B. Tasks: Tasks specific to your library
- C. Suggestions: Improving BiblioCore or BiblioWeb and designing new functionality.
- D. Corrections: Fixing BiblioCore or BiblioWeb when not working as designed.

A. Questions

BiblioCommons distinguishes two types of questions, with corresponding response commitments described in Section III below.

- 1) Questions or notifications about updates affecting your ILS or Tomcat server.
- 2) Other questions.

To help answer questions, BiblioCommons maintains an online Partner Portal. This includes:

- a Knowledge Base with answers to frequently asked questions and official documentation for other self-help,
- Community pages with forums for peer-to-peer questions and answers, and
- an Online Ticketing system where libraries can submit questions not answered elsewhere. Response commitments for questions are described below.

B. Configuration Tasks

Configurations determine the way in which BiblioCore or BiblioWeb interoperate with local library technology and services. After implementation, libraries may request configuration changes to support changes in the ILS, in library marketing and branding, or in branch locations and programing.

C. Suggestions

BiblioCommons continually reinvests in product design and development, and library suggestions are an important input. Please use the ['Community' area](#) of the Partner Portal to submit your suggestions.

D. Corrections

BiblioCore and BiblioWeb are evolving products that interoperate with changing third-party software and hardware, from library ILSs to patron smartphone systems. As a result of changes on all sides, BiblioCommons products can sometimes stop working as designed and require correction.

BiblioCommons corrects bugs in BiblioCore or BiblioWeb, with the timing and scope of correction proportionate to the severity of the problem. The severity of an issue is determined by

- The importance of the feature affected, and
- The prevalence of the outage.

The resulting severity levels and the response commitments for each are defined further below (in sections II and III, respectively).

1) Definition of issue importance

Importance of Issue		
Primary	Secondary	Tertiary
BiblioCore Service		
<p>Issues that prevent (on a supported desktop web browser):</p> <ul style="list-style-type: none"> • Site availability; • Availability of: <ul style="list-style-type: none"> ○ Registration ○ Login ○ Search ○ Holds ○ Renewals. ○ Single Sign-On (SSO) ○ Real-time item availability 	<ul style="list-style-type: none"> • Issues that prevent synchronization of: <ul style="list-style-type: none"> ○ bibliographic records (additions, deletions, edits), and ○ item availability. • Issues that prevent (on a supported desktop or mobile web browser) personal record-keeping and community-contributed content: <ul style="list-style-type: none"> ○ My Shelves ○ Lists ○ Star Ratings ○ Reviews & Comments ○ Following & Ignoring ○ Messaging ○ Other Community Functionality. • Issues that prevent (on a supported mobile browser) interaction with any feature listed in the two bullets in the “Primary” column for the BiblioCore service. 	<p>All other issues or requests including:</p> <ul style="list-style-type: none"> • Text changes and cosmetic issues not affecting site functionality • Changes to mapping of configurable features -- formats, audience, availability status, etc. • Analytics issues. <p>Other issues not covered in primary and secondary.</p>

	<ul style="list-style-type: none"> • Issues that affect the availability of the Core APIs. • Cosmetic issues affecting site functionality <p><i>If applicable:</i></p> <ul style="list-style-type: none"> • Visibility of BiblioCloudRecords • Rendering augmented content supplied by others • Create and view functions for BiblioSuggest. • Visibility of links for Combined Catalog • Access fines-payment service provided by others • Translations • Search results are incorrectly scoped. 	
BiblioWeb Service		
<p>Issues that prevent:</p> <ul style="list-style-type: none"> • Site availability • Availability of the footer • Availability of Find-a-Location Page • BiblioEvents widget display • Availability of Online-Resources pages • BiblioWeb Admin Login; <p>Or issues that cause a loss of major functionality on the Homepage - e.g.:</p> <ul style="list-style-type: none"> • Stylesheets not loading, • Cards not loading • Homepage Manager not accessible. 	<p>Issues that prevent:</p> <ul style="list-style-type: none"> • Availability of individual Location Pages • Creation or publication of blogs or news posts • Ability to manage Browse pages • Ability to manage Program pages • Creation or submission of forms • Creation of FAQs • Ability to upload and access media <p>Or cosmetic issues affecting site functionality.</p>	<p>All other issues or requests including:</p> <ul style="list-style-type: none"> • Text changes and cosmetic issues not affecting site functionality • Availability of Archival Collections & Special Content • Availability of sidebar widgets • Analytics <p>Other issues not covered in primary and secondary.</p>
BiblioEvents Service		

Issues that prevent: <ul style="list-style-type: none"> Registration for events Creating/editing events Search for events Visibility of event listings Availability of information on Event Details Page. 	Issues that prevent: <ul style="list-style-type: none"> Availability of reporting data Or cosmetic issues affecting site functionality	Other issues including text and cosmetic issues not affecting site functionality Other issues not covered in primary and secondary.
BiblioApps Service		
Widespread issues affecting app activation, login, holds and renewal will be treated as critical priority. All other issues will be treated as normal or low priority. This space will be updated with a full list of categories when the redesigned apps are launched.		

2) Combined Classification for BiblioEmail

The following combines Issue Importance, Prevalence and Severity Classification for BiblioEmail. Please refer to *III. Response Commitments* below for associated service response times.

Emergency	Critical	Normal	Low
Widespread issues with: <ul style="list-style-type: none"> Login to Email Manager Sending of emergency emails. 	Widespread issues with: <ul style="list-style-type: none"> Creation of Segment Emails Ability to sign-up for email Ability for subscribers to update their preferences or unsubscribe Sending of Segment Emails Creation of Campaign Emails and drip campaigns (phase 2) Sending of pre-built automated emails or transactional emails. 	Issues that prevent: <ul style="list-style-type: none"> Contact management Segment management Issues with library-built drip campaigns. 	All other issues or requests, including: <ul style="list-style-type: none"> Changes to mapping of BiblioWeb terms to BiblioEmail Text changes and cosmetic issues not affecting functionality Changes to terms on sign-up and user preferences pages ‘View in Browser’ functionality in email Analytics Other issues not covered elsewhere.

3) Definition of prevalence

Prevalence of failure	All users	<ul style="list-style-type: none">• Feature outages are estimated to be system-wide, found consistently across any use of the feature on all supported browsers and across multiple patrons
	Majority of users	<ul style="list-style-type: none">• Feature outages are estimated to affect a significant portion of average monthly users of the library's online presence or staff
	More than a few users	<ul style="list-style-type: none">• Feature outages are estimated to affect a small portion of average monthly users of the library's online presence, but still big enough to suggest that there might be a pattern to the issue
	A few users	<ul style="list-style-type: none">• Feature outages are estimated to affect just a handful of users

II. Severity classification

Based on the issue type (I), the following severity classifications are assigned. In the following section, response commitments for each type are described.

A. Questions		B. Configuration Tasks	C. Suggestions
1) Regarding your ILS and Tomcat Server	2) Other Topics		
Normal	Low	Normal	Low

D. Corrections			
	2) Importance of feature		
1) Prevalence of Failure	Primary	Secondary	Tertiary
All	Emergency	Critical	Normal
Majority	Emergency	Critical	Low
More than a few	Critical	Normal	Low
Few	Normal	Low	Low

III. Response Commitments.

	Severity Level			
	Emergency	Critical	Normal	Low
Contact Method	Online Ticket Entry or Backup Emergency Phone Line	Online Ticket Entry	Online Ticket Entry or Self-help through Partner Portal	Online Ticket Entry or Self-help through Partner Portal
Start Review Commitment	Immediate.	Next working business hour.	Within two business days.	Within two business days.
Start Work Commitment	Immediate	Within one business day.	In context of ongoing work.	As resources allow.
Resolution Commitment	Work until resolved, except where blocked by third-party dependencies.	If possible without code changes, usually resolved within 24 hours. If code changes are needed, BiblioCommons may release a hotfix, or else defer code changes to an upcoming release Feature Release.	In the context of ongoing work.	As resources allow.

Online ticket entry

BiblioCommons manages support through an online ticketing system built into the BiblioCommons Partner Portal. This is the standard gateway for all communications with BiblioCommons Support. BiblioCommons will supply access to this service to the Library for the purpose of issue tracking.

All issues including emergencies should be reported to BiblioCommons through online support tickets. Once Requests are submitted they will be triaged, with resources and scheduling assigned based on an assessment of the importance of the issue.

Backup Emergency Phone

A toll-free emergency phone number will be made available to library staff as a backup measure for emergencies. However for the best results, we encourage staff to create tickets online. BiblioCommons staff will be reachable at this number 24/7. The current phone number is **1 (855) 436-6381 x 0**.

SCHEDULE “C” SERVICE LEVELS

BiblioCommons will use commercially reasonable measures to make the Core, Web and Events services available with a minimum uptime standard of 99.5%, excluding scheduled maintenance windows or any unavailability resulting from a Subscriber’s applications, equipment, facilities, or employees.

Service Unavailability

At the request of the Subscriber, BiblioCommons will calculate Subscriber’s Service Unavailability for the previous month. “Service Unavailability” consists of the number of minutes that the Core Service was not available to Subscriber, and includes any unavailability associated with any unscheduled maintenance. Outages will only be counted if Subscriber notifies BiblioCommons within five business days of the outage.

Service Unavailability will not include:

- a) any scheduled maintenance;
- b) any unavailability resulting from a Subscriber’s applications, equipment, facilities, or employees;
- c) any acts or omissions of Subscriber, or any use or user of the Service authorized by Subscriber; and
- d) any event outside the commercially reasonable control of BiblioCommons and Force Majeure events as defined in the Agreement.

Remedy

Subscriber’s exclusive remedy for a failure of the Service shall be that for any continuous period of 24 hours or more of Service Unavailability, at Subscriber’s request, Subscriber’s Term shall be extended for one additional week without additional charge.

Scheduled Maintenance

The Subscriber acknowledges that the Service may not be available to Subscriber and Authorized Patrons during scheduled maintenance. For the purposes of this paragraph, “Scheduled Maintenance” only refers to planned, routine maintenance carried out by BiblioCommons that has the effect of significantly limiting the functions of the Service available to Subscriber and Authorized Patrons.

BiblioCommons shall limit Scheduled Maintenance to ten hours per month and shall make reasonable efforts to notify Subscriber of Scheduled Maintenance not less than twenty-four hours in advance.

SCHEDULE “D” TECHNICAL REQUIREMENTS

Subscriber must meet the following requirements in order to take advantage of the Service. These requirements may be amended from time to time by BiblioCommons in accordance with evolving technical standards in the industry.

ILS SERVER AND DATABASE

- The ILS server must be an instance of an ILS system as may be agreed to by BiblioCommons.
- The ILS server must offer or accommodate a reliable programmatic method:
 - to access cataloging and patron data; and
 - to execute circulation requests on behalf of a User
 - to execute any other ILS-based services stipulated in this Agreement.
- Libraries must be able to provide the version number of the ILS application and its underlying database and operating system. Database version is only required for CARL.X, Evergreen and Horizon ILSs.
- The ILS must perform user authentication via barcode and PIN (personal identification number) or password.

CONNECTOR

The Services will communicate with Subscriber’s ILS via a connector, which will either be locally hosted in Subscriber’s network (the “Local Connector”) or hosted by BiblioCommons (the “Cloud Connector”). Connector type will be determined based on Subscriber’s ILS. The following requirements will apply based on the connector type.

CLOUD CONNECTOR

Access

- Subscriber shall ensure that full access to the ILS API is externally available.
 - BiblioCommons uses technical and logical controls to protect its environment and to ensure that users can only access and act on information for which they have authorization.
 - Any additional security requirements from Subscriber may be accommodated for a supplementary implementation fee by written agreement.

LOCAL CONNECTOR

Tomcat Server

- There must be a new and correct installation of Apache Tomcat on a server (“the Tomcat server”) in the library environment. Tomcat Manager must be installed using BiblioCommons’ pre-configured Tomcat instance, or installed to meet BiblioCommons’ configuration requirements.
- There must be an instance of Java 1.8 on the Tomcat server, and it must be modifiable as BiblioCommons requirements evolve.
- Tomcat must be available through Subscriber’s firewall to the BiblioCommons servers with sufficient privileges and access required to comply with integration requirements.
- As required for monitoring and testing, BiblioCommons must be given unconditional SSH or Remote Desktop access to the server running Tomcat. In the event that such access is not provided by Subscriber, the uptime standard and remedy outlined in Schedule “C” will be void and additional subscription fees will apply (see “If Subscriber Does Not Meet the Required Conditions” below).
 - Access must be provided through a single set of credentials.
- Applicable only for Symphony ILS:
 - The Tomcat Server must be installed on the same server in which any Unicorn/Symphony API server commands are located.
 - For Unicorn/Symphony, the Tomcat Server must be run using the ‘sirsi’ user.

Hardware

- The Tomcat server CPU must have at least 2Ghz in processing speed, or processing speed that provides response time that is acceptable to Subscriber and BiblioCommons
- The Tomcat server must have a minimum of 512 MB of available RAM (for small libraries, under 25,000 population served), 1 GB (for medium libraries, under 100,000 population served) or 1 GB or more (for large libraries).
- The Tomcat server must have a minimum 5 GB of free space on the hard-drive.
- The Tomcat server CPUs must not exceed 50% utilization (with existing, non-BiblioCommons load).

Access

- The standard security configuration provides for access to the ILS connector by opening a port in Subscriber's firewall to BiblioCommons servers.
 - BiblioCommons uses technical and logical controls to protect its environment and to ensure that users can only access and act on information for which they have authorization.
 - Any additional security requirements from Subscriber may be accommodated for a supplementary implementation fee by written agreement.
- During the testing and acceptance phase, if any incompatibilities with API calls arise, BiblioCommons will be granted SSH access to the system in order to verify API calls. Libraries using Symphony will need to grant SSH access to the system with the 'sirsi' user in order to verify API calls.

BANDWIDTH

- The library's communication (all network communication from the connector to the ILS server, the ILS database, and to the external Internet) must be through a high-speed, reliable Internet connection: 5Mbps bi-directional (upload/download) or better for a small or medium-sized library, or 44Mbps bi-directional or better for a large library serving a population over 100,000.

ASSISTANCE

To successfully launch and maintain the BiblioCommons service, Subscriber must be prepared to provide:

- A Project Manager (the "Library Project Manager") to act as a liaison between your library and BiblioCommons;
- A lead technical contact.

USER INTERFACE

Subscriber will be asked to provide graphic elements that meet basic usability criteria and specifications of the application.

IN-LIBRARY TERMINALS

BiblioCommons offers support for in-library terminals for the following browsers:

- Internet Explorer
- Firefox
- Safari
- Chrome

An up-to-date listing of the oldest supported browsers will be posted here: <http://www.bibliocommons.com/how-we-work/supported-browsers>

Other browser support may be provided by written agreement.

DATA QUALITY

In order to facilitate BiblioCommons data transfers and the sharing of information among patrons and libraries, BiblioCommons has deployed the following minimum standards for data, which are preconditions for the Service. BiblioCommons has worked with other libraries to develop these standards based on the demands of both the ILS and the user experience.

MARC and Patron Data

BiblioCommons' requirements for MARC mapping reflect typical cataloguing practice:

- Use of AACR2 or RDA and MARC21 standards for Bibliographic and Authority data;
- Authority and Bibliographic records must be exportable separately with corresponding links between the two.

Subscriber will complete a survey describing a set of rules that can be used across all bib records to isolate key data for mapping into BiblioCommons schemas, including for example and without limitation:

- Format values (e.g., DVD, Braille book)
- Audience values: Adult, Teen, Children
- Fiction/Non-fiction/Other

BiblioCommons will only support character sets and character-set encoding practices typical in library environments.

BiblioCommons reserves the right not to support nonstandard library data practices and practices that require custom parsing of data.

Identifiers and Other Required Fields

- Library records must have persistent identifiers over time. For example, record numbers must persist for any batch delete and re-add process of the same set of records.
- All key elements such as patron identification, bibliographic record identification and item identification must have a unique permanent identifier
 - For example, if a patron loses their library card, their barcode may change, but the new barcode must reference the same unique permanent identifier.
 - Universal identifiers should be in place for all bibliographic records where practically possible.
- Patron records must have a birth date field, though not necessarily birth data.

CATALOGUING WORKFLOWS

Subscriber should be prepared to describe acquisition and cataloguing workflows, explaining how records are added, changed and deleted in various cases (e.g., brief records created during the inter-library loan processes, records created during the acquisitions process, records that are suppressed from the online public access catalogue (OPAC), batch processes). BiblioCommons will support cataloguing practice and workflows that are typical among public libraries in North America.

Subscriber must notify BiblioCommons in advance when a larger than normal number of records is added, edited, or deleted from their ILS.

IF SUBSCRIBER DOES NOT MEET THE REQUIRED CONDITIONS

BiblioCommons will show flexibility in the requirements detailed in this Schedule "D" if mutually agreeable alternatives are found. But in the absence of such alternatives and where Subscriber fails to meet materially any of the requirements, Subscriber will a) use its own resources to perform the work necessary to conform to the requirements or to specifications applied by BiblioCommons in libraries of similar size and with the same or similar ILS deployment, or b) hire

BiblioCommons at a rate of \$1500 per day per technician to develop a reasonable solution that will be specified and estimated in advance by BiblioCommons.

For Local Connector only: In the event that Subscriber does not provide 24-hour, 7 day-a-week remote desktop access to the server running Tomcat, Subscriber will pay to BiblioCommons an additional annual fee of ten thousand dollars (\$10,000).

SCHEDULE “E” PRIVACY STATEMENT

A link to the Privacy Statement will appear to all Authorized Patrons or users registering with BiblioCommons during the registration process, and will appear on all main pages of the Service. The following Privacy Statement was in effect November 2020 and may be amended by BiblioCommons from time to time.

PUBLIC LIBRARY has entered into an agreement with BiblioCommons to provide online services that make it easier to find, discover and use collections, services and programs at the library. In addition, you may also choose to use this service to share ratings and commentary about the titles you find at *PUBLIC LIBRARY*, and to connect with other library users. When you use *PUBLIC LIBRARY* services that say “Powered by BiblioCommons” at the bottom of the page, you are using what is referred to in this document as the “BiblioCommons Service,” and any information that is collected or shared here will be governed by this Privacy Statement.

BiblioCommons believes that effective privacy controls are the cornerstone of open and engaged communities. We have implemented the standards described on this page to protect the privacy of all users, at the same time providing the opportunity to share information about books, movies and music for those who are interested. By using the BiblioCommons Service, you agree to the terms of this BiblioCommons Privacy Statement and the [BiblioCommons Terms of Use](#). The BiblioCommons Privacy Statement and BiblioCommons Terms of Use can be accessed anytime through the links at the bottom of each page that is powered by BiblioCommons; together they are the only documents that govern your relationship with BiblioCommons.

Is this the only policy governing the use of my information on services offered by the library?

No. Information you provide on the BiblioCommons Service may be transmitted to your library and its designated service partners, where it will be handled according to the policies your library has implemented in those environments. Please check the library’s website to view these documents, or speak to a librarian.

What types of information are collected on this service?

Several types of information may be collected and stored on the BiblioCommons Service:

- Personal information
- Borrowing information
- Shared content
- Feedback and Suggestions
- Non-Identifying information

You will find a description of how this information is handled in the sections that follow.

Personal Information

What personal information is gathered?

BiblioCommons gathers personal information that you provide or choose to import from *PUBLIC LIBRARY*. If you register for the BiblioCommons Service, your library barcode, PIN and borrower ID, name, birth month and year, and email address are automatically loaded into your on-line account from your library record. If some of this information is not available in your record you may be asked to provide it.

How is my personal information used?

We use your personal information to create an online account in your name, provide the services that you have requested, monitor and improve the service, keep your library record up to date, and customize content. We may store some of this information in a secure third-party data repository. We do not share your information or activity with ad networks or other entities that are not directly involved in the services you choose to use.

If you choose to share information or opinions about books, movies, music, and other topics, participate in online conversations, or create selections using Lists or My Shelves (“Shared Content”), information such as the username or name you have chosen to display, your library affiliation(s) and age group may accompany your Shared Content and appear on a profile page that summarizes your Shared Content. If you would like to change your username or modify the information that is made publicly available in connection with these features, please visit your [Settings](#).

BiblioCommons may disclose your personal information and any content associated with your account if required to do so by law or in a good faith belief that such disclosure is reasonably necessary to: (a) satisfy any applicable law, regulation, legal process or enforceable governmental request, or (b) enforce the Terms of Use, including investigation of potential violations hereof.

Is my personal information protected?

Information in your BiblioCommons account that personally identifies you is encrypted during transmission and storage. This information will be used by BiblioCommons and *PUBLIC LIBRARY* to deliver the services you request in accordance with this Privacy Statement. BiblioCommons will not share, gift, sell, rent or trade your personal information (e.g. your email address or month and year of birth). But we may display Shared Content (defined below) in the BiblioCommons Service, or make other commercial uses of Shared Content.

Law Enforcement Requests

BiblioCommons does not share information in response to law enforcement requests unless it is presented with a warrant or other legal compulsion.

Can I change or delete my personal information?

You may alter or delete any of the personal information in your BiblioCommons account except for your name, birth information and your library card number(s); please contact your library staff to make changes to these. If your personal information is updated either through the BiblioCommons Service or directly on your *PUBLIC LIBRARY* account with the help of library staff, we will synchronize the new information in both locations.

At any time, you may request to have your BiblioCommons account deleted without impacting your account with *PUBLIC LIBRARY*. To have your BiblioCommons account deleted, please contact your library. Note that while your BiblioCommons account information will not be available after deletion, some of that information may persist on memory discs

Do I have to provide contact information?

No, you do not need to provide contact information to use the BiblioCommons Service. However you may choose to do so in order to receive notices related to your use of the library through the BiblioCommons Service. Your contact information will not be used by BiblioCommons for any other purpose without your consent, or shared with any party other than *PUBLIC LIBRARY* without your direction to do so. We encourage you to check *PUBLIC LIBRARY*'s policies to understand the other ways in which your contact information may be used by *PUBLIC LIBRARY*.

BiblioCommons may send email or display messages on the service that provide you with the choice to take advantage of new features and functionality based on your past activity and stated preferences. To change your preferences for system messaging, please go to [My Settings](#).

What measures are in place to protect children?

Parts of the BiblioCommons Service are open to children under the age of thirteen. However additional measures have been taken to protect their privacy and safety. Patrons under the age of thirteen (13) years (“minors”) will be restricted from using the BiblioCommons Service to enter free text; however provision may be made for a more permissive service for minors with parental consent. While the Terms of Use prohibits the use of the BiblioCommons Service to arrange meetings with minors, children should be advised never to arrange meetings with strangers over the Internet.

User-generated content may not be appropriate for children. The BiblioCommons Service contains functionality that will enable you to collapse user-generated content that has been flagged by Users who feel the content may be offensive to some users. Enabling this functionality will help decrease the likelihood of children encountering objectionable material when using the BiblioCommons Service.

Where can I learn more about internet safety for users under the age of 18?

We recommend that parents and guardians discuss internet privacy and safety with their children. When using the internet, children should be advised:

- never to give out personal information such as their real name, phone number, email address, or school without first consulting their parents or guardians, and
- never to arrange a meeting with someone they met online.

More information about children’s safety online can be found on the following sites.

Safety tips for children:

- <http://kidshealth.org/en/kids/internet-safety.html>
- http://www.safesurfingkids.com/tips_for_kids.htm

Tips for parents:

- <http://www.google.com/familysafety/advice.html>
- <http://www.internetsafety101.org/safety101.htm>

How can parents and guardians oversee the personal information of their children?

Guardians of underage users in the US may make a request to review and alter the personal information collected from their children on this service, or to deactivate their child’s BiblioCommons account. The first step in gaining access to your child’s account is to make your request in person to staff at one of the library’s locations. Be prepared to show proof of your identity and of your relationship with the child. Staff will then have the information retrieved and delivered to you by mail or held for pick-up. Note that guardians cannot be given access to a child’s borrowing record.

Note that the BiblioCommons Service does not require children under the age of 13, as a condition of participation, to provide more information than is reasonably required.

Borrowing Information

Is my borrowing record tracked?

No. Lists of your current loans, due dates, outstanding fines, etc. may be loaded from your library record during your sessions online, but this information is not stored on your BiblioCommons account, and it is never shared with other users. You may choose to create a record of your recently-borrowed titles if this service is supported by your library; information

about recently borrowed items is never made available to the public unless you choose to enter specific titles on your shelves or in other Shared Content. If you do not choose to enable the recently-borrowed feature, no automatic record of your borrowing will be created.

Shared Content

What is Shared Content?

You may use the BiblioCommons Service to record information or opinions about books, movies, music, and other topics, participate in online conversations, or create selections using Lists or My Shelves; all of this content is called “Shared Content”. Shared Content may be useful for your own reference and can help other users find resources and information.

When you contribute content to an individual title, that title is automatically added to My Shelves, a collection that gathers all of the titles to which you have contributed content or chosen to add to your shelves. You may also create Shared Content by interacting with others through messaging, forums, or collaborative guides.

Can Shared Content be viewed by the public?

Shared Content has been designed for sharing, and is usually public. However you may make portions of your Shared Content private by using your [Privacy Settings](#). In addition, messages sent directly to other users through the service are not publically viewable.

If you are uncomfortable with the idea of sharing content with others, you may decide not to use My Shelves or contribute ratings, comments, guides, or other types of Shared Content. You do not need to create Shared Content in order to use the BiblioCommons Service.

Will my name be visible with my Shared Content?

Content and messages that you leave in public view or send to other users will be accompanied by the username that you create, or by whatever display name that you choose at a later date in your account settings. This display name is also linked to your profile page, which includes links to your Shelves, your shared Lists, and any other profile information you choose to display.

Can I change my Shared Content?

Shared Content that is not interactive may be edited or deleted on this service at any time. Deleted content is removed from our data bases and inaccessible to other users, but may remain in our data back-up system and in third-party search indexes like Google. Shared Content that is not deleted may remain available on the BiblioCommons Service indefinitely, even if you have closed your library account.

Messages and chat cannot be deleted or edited once they have been sent. They are logged and archived indefinitely. In the event of complaints regarding violations of the BiblioCommons Terms of Use, this type of information may be used by BiblioCommons to investigate.

Interactive Shared Content that other users may respond or contribute to, such as discussions, may be visible to others indefinitely in association with your display name, and may persist after your BiblioCommons account is terminated.

Other Information

Feedback and Suggestions

When you submit feedback or suggestions they will not be considered confidential and may be stored with your name and email address for analysis and follow-up.

Non-Identifying Information

BiblioCommons also records anonymous information and activity in order to improve the quality and scope of the features and content you access through the BiblioCommons Service. For example:

Information such as your browser type or anonymized IP address may be used to help us understand how visitors use the service over time and how it might be improved.

Data from your account may also be aggregated in an anonymous way.

Anonymous search logs are analyzed to improve the search algorithms.

Activity such as borrowing and reading may be aggregated anonymously to guide the development of the library's collections or to allow publishers to understand how their titles are being used.

Non-identifying information may be stored in a secure online service such as Google Analytics for use by BiblioCommons or your library. You can opt out of recording your non-identifying site-activity data on Google Analytics by installing the [Google Analytics opt-out browser add-on](#). The add-on prevents the Google Analytics JavaScript (gtag.js, ga.js, analytics.js, and dc.js) that is running on websites from sharing information with Google Analytics about visit activity.

Cookies

Cookies are small files used to enhance the functionality of websites.

BiblioCommons may set and access temporary session cookies on your computer in order to make our system easier for you to use. In addition, a more persistent cookie is used to store your user preferences. These files do not contain or transfer any personally-identifiable information. You may also choose on the log-in page to save your username in a cookie by checking "remember me." If you wish to be notified when you receive a cookie, you may set your browser to do so.

External Sites

The Internet is a big place: take care to guard your personally identifying information. This website may link to other websites that collect personal information. We recommend that you review the privacy policies of these sites before providing them with any personal data.

Changes to this Privacy Statement

This privacy statement may change from time to time in response to new laws, or to an evolution in BiblioCommons policies or practices. We encourage you to check this privacy statement from time to time for changes. Your continued use of BiblioCommons after a change will signify your acceptance of the new terms.

Change of Service

In the event that *PUBLIC LIBRARY* discontinues its participation in the BiblioCommons Service, the *PUBLIC LIBRARY* may transfer your information to a new service of a similar nature. In addition, *PUBLIC LIBRARY* may agree to have your information transferred to a successor entity of BiblioCommons or to any entity, which purchases substantially all of the assets related to BiblioCommons or a division of BiblioCommons.

Comments? Questions? Contact us: privacy@bibliocommons.com

Privacy Officer
BiblioCommons
5060 Spectrum Way, suite 100
Mississauga, ON L4W 5N5, Canada
tel. 1 (647) 436 6381

PUBLIC LIBRARY may have additional policies that govern other aspects of the services we offer. Please check the library's homepage to view these documents, or speak to a librarian.

SCHEDULE “F” TERMS OF USE

Acceptance of the Terms of Use is a condition of any use of the Service. In addition upon registration, which is required before an Authorized Patron may access circulation functions or contribute content, he or she must signal his or her agreement to the Terms of Use by clicking a checkbox. The following Terms of Use were in effect September 2018 and may be amended by BiblioCommons from time to time.

PUBLIC LIBRARY has entered into an agreement with BiblioCommons to provide an online service that will make it easier to track your holds and renewals and find the titles you are looking for. In addition, you may also choose to use this service to share ratings and commentary about the titles you find at *PUBLIC LIBRARY*, and to connect with other BiblioCommons users. When you use the pages in *PUBLIC LIBRARY*'s catalog that say “Powered by BiblioCommons” in the lower left-hand corner of the screen, you are using what is referred to here as the “BiblioCommons Service,” and these BiblioCommons Terms of Use apply. Your use of the BiblioCommons Service is subject to the BiblioCommons Terms of Use, and indicates that you accept these Terms of Use, which includes the [BiblioCommons Privacy Statement](#); together they are the only documents that govern your relationship with BiblioCommons. You may not use the BiblioCommons Service if you do not accept the Terms of Use; please read them carefully.

Is this the only policy governing my use of the library's services?

No. *PUBLIC LIBRARY* may have additional policies that govern other aspects of the services we offer. Please check the library's website to view these documents, or speak to a librarian.

REGISTRATION

Is Registration Necessary?

It is not necessary to register with the BiblioCommons Service in order to search the *PUBLIC LIBRARY* catalog. However, registration is required to use BiblioCommons for personalized services, such as managing your renewals and holds, contributing ratings and reviews, personalized recommendations, and communicating electronically with other users.

Who is Eligible to Register?

Registration for use of the BiblioCommons Service is open to all patrons of *PUBLIC LIBRARY* and other libraries affiliated with BiblioCommons (*PUBLIC LIBRARY* and other affiliated libraries are referred to herein as "Participating Libraries").

Can children use this service?

Children are welcome to register for the Service. However, we recommend that parents and guardians discuss internet privacy and safety with their children regularly. Please read the [BiblioCommons Privacy Statement](#) to find out more about the measures that have been put in place on the BiblioCommons Service to protect the privacy and security of children, and for information on protecting your child's privacy and safety online.

Where can I find out more about the privacy policy of the BiblioCommons Service?

The privacy of your personal information is important to BiblioCommons. We have established security measures and controls to ensure that your information is only used as you wish. We encourage you to review the BiblioCommons [Privacy Statement](#), which forms a part of these Terms of Use, as well as the *PUBLIC LIBRARY* Privacy Policy.

SHARED CONTENT

What is Shared Content?

You may use the BiblioCommons Service to create “Shared Content,” which is any information, content or opinion that you post on the Service; it includes online conversations on the Service and selections you create using Lists or My Shelves. Shared Content may be useful for your own reference and can help other users find resources and information. Shared Content may include for example collections, ratings, reviews, video, or conversations with other users.

You may make portions of your Shared Content private, or you may leave it publicly available (as “Public Content”) for the benefit of yourself and other users in your library and on the World Wide Web. To learn more about the controls BiblioCommons has put in place to protect your privacy, please refer to the BiblioCommons [Privacy Statement](#), or visit your [privacy settings](#).

Who owns Shared Content?

Registered Users retain any ownership rights they have in content that they post on the BiblioCommons Service. However as described below, other users of the service, *PUBLIC LIBRARY* and BiblioCommons are granted an irrevocable, perpetual, non-exclusive license to use Shared Content.

Can other users use my Shared Content?

The sharing of content is an important objective of the BiblioCommons Service. When you contribute Shared Content that can be viewed by others, you grant a license to other users to make use of that material under an [Attribution-Noncommercial-Share Alike Creative Commons License](#). This is a license that grants others the non-commercial right to copy, distribute, display, perform the work or create derivative works on the condition that the original author is credited, and that any derivative distribution is licensed in the same way. Unless otherwise indicated, you have the right to use Shared Content contributed by others according to the same Creative Commons license.

What rights do *PUBLIC LIBRARY* and BiblioCommons have to use Shared Content?

By contributing content such as reviews and comments to the BiblioCommons Service, you are granting BiblioCommons and *PUBLIC LIBRARY* the right to use this content broadly. BiblioCommons may display Shared Content in the services that we sell to libraries or other third parties. Unless otherwise indicated, when you post Public Content, you grant, represent and warrant that you have the right to grant BiblioCommons and *PUBLIC LIBRARY* an irrevocable, perpetual, non-exclusive, transferable, royalty-free, worldwide license, with the right to sublicense, to use, copy, publicly display, reformat, translate, excerpt, perform, adapt, create derivative works from, and distribute such content with the name or username you have chosen to display.

If you do not want to give BiblioCommons and *PUBLIC LIBRARY* these rights, please do not contribute Shared Content on the BiblioCommons Service.

What are my responsibilities when I choose to post Shared Content?

You are solely responsible for the Shared Content that you post to the BiblioCommons Service, or transmit to or share with other users. Please read carefully the section in these Terms of Use entitled "Appropriate Use" to ensure that you understand the responsibilities that you incur when you post Shared Content.

BiblioCommons respects the intellectual property of others, and we ask our users to do the same. You represent and warrant that you own or otherwise control all of the rights to the content that you post; that use of the content you supply does not violate these Terms of Use and will not cause injury to any person or entity; and that you will indemnify us for all claims resulting from content you supply. BiblioCommons may, at our discretion, disable and/or terminate the BiblioCommons accounts of users who violate these Terms of Use.

What can I do if I see content that infringes on my intellectual property rights?

If you believe that your work has been copied in a way that constitutes copyright infringement, please provide BiblioCommons' copyright agent the written information specified below. Please note that this procedure is exclusively for notifying us that your copyrighted material has been infringed. BiblioCommons' copyright agent can be reached via email at copyright@bibliocommons.com, or at the above mailing address. Please provide:

- An electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
- A description of the copyrighted work that you claim has been infringed upon;
- A description of where the material that you claim is infringing is located on the site;
- Your address, telephone number, and e-mail address;
- A statement by you that you have a good-faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- A statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

Our Address:

BiblioCommons
5060 Spectrum Way, Suite 100
Mississauga, ON L4W 5N5, Canada
tel. 647 436 6381

Is Shared Content ever removed from the BiblioCommons Service for other reasons?

Some users may not wish to view all user generated content. BiblioCommons users who are logged-in have the option of blocking, "ignoring" or collapsing content from specified users on an individual basis. Ignoring a user can be reversed. The BiblioCommons Service also offers the ability to collapse user-generated content that other users have flagged as containing content that they consider offensive or otherwise inappropriate.

BiblioCommons will allow all Users to collapse user-generated content based on their individual viewing preferences. But an individual User's viewing preferences shall not affect the viewing preferences of other Users.

All posted content is subject to the Appropriate Use standards of these Terms of Use. If you see content that violates the Appropriate Use standards, you may flag the content by using the ‘Report This’ tool that is adjacent to all Shared Content when you are logged in.

If content is flagged by a number of different users – three at this time – it is reviewed for compliance with the Terms of Use. If such content is found to violate the Terms of Use, it may be removed from public view and an email will be sent to the User who authored the content, notifying the User of the right to appeal the initial determination. The email will notify the User that BiblioCommons has removed the flagged content, indicate the specific Terms of Use that were violated, and state the process for appealing BiblioCommons’ initial determination. A User’s failure to submit a written appeal in the manner described in the email notice within thirty (30) days of the date of the notice will render the decision to remove the content final.

BiblioCommons will give Users who appeal the initial determination within 30 days as provided above an opportunity to explain why the flagged content complies with the Terms of Use. BiblioCommons will review the information provided by the User in support of the appeal and shall decide, after considering that information, whether the content complies with or violates the Terms of Use. BiblioCommons shall decide an appeal within 30 days of receiving it.

If BiblioCommons determines that the flagged content does not violate the Terms of Use, it shall restore the flagged comment. If BiblioCommons determines that the flagged content violates the Terms of Use, it shall promptly notify the User of its decision not to restore the flagged content and the reason for the decision.

The BiblioCommons Service is not intended for the storage of valuable or irreplaceable data.

Appropriate Use Standards

All visitors to the BiblioCommons Service agree not to:

- access or attempt to access areas of the BiblioCommons Service in which they are not authorized;
- use or attempt to use another person’s account without our authorization, or falsely state or otherwise misrepresent yourself, your age or your affiliation with any person or entity;
- solicit personal information from anyone under the age of 18, use the BiblioCommons Service to arrange a meeting with anyone under the age of 18 or solicit passwords or personally identifying information for commercial or unlawful purposes;
- disable, overburden, impair the proper performance or functionality of the BiblioCommons Service or otherwise use or attempt to use the BiblioCommons Service to organize a meeting with any individual who is under 18 years of age;
- use or access the BiblioCommons Service or related systems in a way that adversely affects the performance or function of the service;
- use any automated system to harvest or capture any BiblioCommons Content (as defined below) from the BiblioCommons Service, except as may be specifically permitted using RSS/XML feeds;
- co-brand the BiblioCommons Service or portion thereof ("co-branding" means to display a name, logo, trademark, or other means of attribution or identification of any party in a manner reasonably likely to give a user the impression that such other party has the right to display, publish, or distribute the BiblioCommons Service or BiblioCommons Content);

- "frame" the BiblioCommons Service or portion thereof so that the BiblioCommons Service or BiblioCommons Content appears in the same window with a portion of another website.

If you choose to register, you agree to:

- provide and maintain accurate, current and complete information;
- ensure that your account is used in keeping with all terms governing the use of the BiblioCommons Service, including these Terms of Use;
- maintain the security of your password and username;
- not register for more than one account.

Appropriate Use When Posting Content

Remember that the Service is used by visitors with a broad range of ages and sensibilities. You agree not to use the Service to upload, post, transmit, share, store or otherwise make available any content that:

- violates the Appropriate User Standards;
- is unrelated to the specific book, movie, music or other library material that is the subject of the post or displayed page;
- is unlawful, threatens or incites violence, physical intimidation or other unlawful action or otherwise creates a genuine risk of imminent harm or direct threat to safety;
- consists of or depicts obscene material as defined by applicable state, provincial or national law;
- constitutes unlawful multi-level marketing, such as a pyramid scheme;
- constitutes unsolicited or unauthorized advertising, solicitations, promotional materials, junk mail, spam and/or chain letters for commercial or personal gain;
- is private information about or belonging to any third party, including, without limitation, home addresses, home phone numbers, personal email addresses, personal identification numbers and credit card numbers, the disclosure of which would constitute an invasion of privacy or otherwise be prohibited under applicable law;
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General

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Scope: Shared Content that has been submitted by Users via the BiblioCore and BiblioWeb products

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Fee: \$500.00

Format: XML format (text only)

Scope: Content (text only) that is in production that has been created by Subscriber’s staff in the BiblioWeb product