

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, April 17, 2024 at 6:30 pm
Main Library, Community Meeting Room and via Zoom

Zoom Link: <https://us06web.zoom.us/j/82530808392>



BOARD OF TRUSTEES MEETING

Wednesday, April 17, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

Zoom Link: <https://us06web.zoom.us/j/82530808392>

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 March 19, 2024 and April 9, 2024
 - b. Approval of Regular Board Meeting Minutes March 20, 2024
 - c. Approval of Bills and Payroll
5. **EQUITY, DIVERSITY AND INCLUSION**
 - a. Racial Equity Task Force (Distributed in Advance)
 - b. Diversity, Equity, Inclusion and Belonging Plan (Introduction)
6. **LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
7. **STAFF REPORTS**
 - a. Administrative Services Report (Distributed in Advance)
 - b. FY 2024 Strategic Communications Plan
8. **BOARD REPORTS**
 - a. Finance Committee
 - b. Management Committee
 - c. Facilities Committee
9. **UNFINISHED BUSINESS**
 - a. Library Bylaws (Discussion)
10. **NEW BUSINESS**
 - a. Diversity, Equity, Inclusion and Belonging Plan (Accept and File)
 - b. FY 2024 Strategic Communications Plan (Accept and File)
 - c. FY 2023 Annual Report (Accept and File)
11. **ADJOURNMENT**

Next Meeting: May 15, 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

Evanston Public Library Board of Trustees

FINANCE COMMITTEE MEETING MINUTES

Tuesday, March 19, 2024 at 4:30 PM

Main Library, Library Board Room and remote

Members Present

Kathryn Hazelett, Michelle Mills and Tracy Fulce.

Members Absent

none

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 4:29 p.m.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

New Business

- A. Review upcoming board packet finance items
- B. Discuss operational fund policy

Adjournment

MOTION: Moved by Trustee Hazelett seconded by Trustee Fulce, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 5:21 p.m.

Submitted by

Michelle Mills

Evanston Public Library Board of Trustees

Evanston Public Library Board of Trustees

FINANCE COMMITTEE MEETING MINUTES

Tuesday, April 9, 2024 at 4:30 PM

Main Library, Library Board Room and remote

Members Present

Kathryn Hazelett, Michelle Mills and Tracy Fulce (via Zoom).

Members Absent

none

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 4:37 p.m.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

New Business

- A. Review upcoming board packet finance items.
- B. Update on budgetary impact of current vacancies and recent hiring.
- C. Onboarding and priority tasks for the new finance manager.

Adjournment

MOTION: Moved by Trustee Hazelett seconded by Trustee Fulce, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 5:27 p.m.

Submitted by

Michelle Mills

Evanston Public Library Board of Trustees

Evanston Public Library Board of Trustees

MEETING MINUTES

Wednesday, March 20, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto and Esther Wallen.

Members Absent

Kathryn Hazelett

Staff Present

Ben Heet, Jenette Sturges, Heather Norborg, Wynn Shawver, Tyler Works 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 6:30 p.m.

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

None

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

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

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. Annual Report 2023 Presentation
- C. Bibliocommons Presentation

Board Reports

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

Unfinished Business

- A. Library Bylaws Discussion

New Business

- A. Approval of Bibliocommons Contract

MOTION Moved by Trustee Soto, seconded by Trustee Huggins, to approve Bibliocommons contract.

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

Adjournment

MOTION: Moved by Trustee Huggins seconded by Trustee Mills, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 7:55 p.m.

Roll call vote taken. Trustee Dada, Trustee Fulce, 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

MEMORANDUM

To: Evanston Public Library Library Board Finance Committee
Yolande Wilburn, Executive Director

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

Subject: Library Fund Bills

Date: April 12, 2024

Recommended Action

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

Payroll

March 11, 2024 through March 24, 2024	\$ 185,413.46
March 25, 2024 through April 7, 2024	\$ 191,129.47

Library Fund Bills List

March 31, 2024	\$ 126,935.96
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Attachment: Bills List

Library Bills List

G/L Date Range 03/26/24 - 03/26/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	03/12/2024	03/26/2024	03/26/2024	141.00
103883 - ODP BUSINESS SOLUTIONS, LLC	LIBRARY SUPPLIES	03/05/2024	03/26/2024	03/26/2024	39.36
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	\$180.36
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	02/29/2024	03/26/2024	03/26/2024	313.07
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	02/22/2024	03/26/2024	03/26/2024	632.23
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	4.83
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	536.06
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	1,093.67
100474 - BAKER & TAYLOR	JUR AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	4.41
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2024	03/26/2024	03/26/2024	21.80
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2024	03/26/2024	03/26/2024	20.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	1,044.51
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2024	03/26/2024	03/26/2024	19.20
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	26.98
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	688.19
100474 - BAKER & TAYLOR	JUV PRINT	03/11/2024	03/26/2024	03/26/2024	1,604.78
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	03/08/2024	03/26/2024	03/26/2024	227.07
100474 - BAKER & TAYLOR	JUV PRINT	03/07/2024	03/26/2024	03/26/2024	618.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,262.72
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,175.88
100474 - BAKER & TAYLOR	JUV PRINT	03/14/2024	03/26/2024	03/26/2024	286.31
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 18	\$9,581.03
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	03/07/2024	03/26/2024	03/26/2024	112.46
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	02/26/2024	03/26/2024	03/26/2024	614.28
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 2	\$726.74
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 22	\$10,488.13
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20431 - BARNETT, DONELL	PROFESSIONAL SERVICES BLACK HISTORY PROGRAM	03/12/2024	03/26/2024	03/26/2024	150.00
102594 - INSTITUTE FOR THERAPY THROUGH THE ARTS	PROFESSIONAL SERVICES ART THERAPY WORKSHOP	03/21/2024	03/26/2024	03/26/2024	150.00
20357 - SHENAY BRIDGES-CARTER	PROFESSIONAL SERVICES BLACK HISTORY PROGRAM	03/13/2024	03/26/2024	03/26/2024	150.00
20430 - SONDR CONSULTING, LLC	PROFESSIONAL SERVICES BLACK HISTORY PROGRAM	03/12/2024	03/26/2024	03/26/2024	150.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 4	\$600.00
Account 65628 - Library Electronic Resources					
16334 - KANOPY	MAIN ONLINE RESOURCES	02/29/2024	03/26/2024	03/26/2024	1,574.00
103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	02/29/2024	03/26/2024	03/26/2024	4,499.93
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	03/01/2024	03/26/2024	03/26/2024	9,177.21
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	03/01/2024	03/26/2024	03/26/2024	10,710.00
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	03/01/2024	03/26/2024	03/26/2024	13,628.58
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	MAIN ONLINE RESOURCES	03/12/2024	03/26/2024	03/26/2024	980.00
107741 - SCHOLASTIC INC.	MAIN ONLINE RESOURCES	03/07/2024	03/26/2024	03/26/2024	4,858.00
Account 65628 - Library Electronic Resources Totals				Invoice Transactions 7	\$45,427.72
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	MAIN BOOKS	02/13/2024	03/26/2024	03/26/2024	1,545.00
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	278.85
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	790.85
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	02/22/2024	03/26/2024	03/26/2024	180.74
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	725.99
100474 - BAKER & TAYLOR	ADULT PRINT	02/27/2024	03/26/2024	03/26/2024	166.21
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	295.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	1,285.35
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/05/2024	03/26/2024	03/26/2024	1,224.47
100474 - BAKER & TAYLOR	ADULT PRINT	02/21/2024	03/26/2024	03/26/2024	75.17
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	103.66
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2024	03/26/2024	03/26/2024	438.33
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	530.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	1,147.13
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	383.77
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2024	03/26/2024	03/26/2024	170.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	1,117.13
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2024	03/26/2024	03/26/2024	834.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/11/2024	03/26/2024	03/26/2024	533.52
100474 - BAKER & TAYLOR	ADULT PRINT	03/11/2024	03/26/2024	03/26/2024	157.07
100474 - BAKER & TAYLOR	ADULT PRINT	03/05/2024	03/26/2024	03/26/2024	39.63
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,793.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/15/2024	03/26/2024	03/26/2024	393.59
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,198.27

100474 - BAKER & TAYLOR	ADULT SO PRINT	03/11/2024	03/26/2024	03/26/2024	700.74
100474 - BAKER & TAYLOR	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	605.64
100474 - BAKER & TAYLOR	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	1,171.37
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2024	03/26/2024	03/26/2024	56.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/11/2024	03/26/2024	03/26/2024	29.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	38.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	38.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	03/07/2024	03/26/2024	03/26/2024	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/08/2024	03/26/2024	03/26/2024	52.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/29/2024	03/26/2024	03/26/2024	1,351.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/29/2024	03/26/2024	03/26/2024	175.83
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2024	03/26/2024	03/26/2024	275.98
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/01/2024	03/26/2024	03/26/2024	966.84
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/01/2024	03/26/2024	03/26/2024	459.12
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/01/2024	03/26/2024	03/26/2024	153.78
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/06/2024	03/26/2024	03/26/2024	562.44
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	03/07/2024	03/26/2024	03/26/2024	300.79
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/09/2024	03/26/2024	03/26/2024	407.58
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/08/2024	03/26/2024	03/26/2024	399.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/08/2024	03/26/2024	03/26/2024	493.43
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/15/2024	03/26/2024	03/26/2024	220.20
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/15/2024	03/26/2024	03/26/2024	959.76
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/15/2024	03/26/2024	03/26/2024	554.31
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/14/2024	03/26/2024	03/26/2024	77.06
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	230.37
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	BOOK	03/18/2024	03/26/2024	03/26/2024	27.00
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	170.98
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	114.30
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 53	\$26,079.52
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Account 65635 - PERIODICALS					
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	LLL PERIODICALS	03/13/2024	03/26/2024	03/26/2024	6.60
Account 65635 - PERIODICALS Totals				Invoice Transactions 1	\$6.60
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Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT AV	03/07/2024	03/26/2024	03/26/2024	204.09
100474 - BAKER & TAYLOR	ADULT AV	03/13/2024	03/26/2024	03/26/2024	93.95
100474 - BAKER & TAYLOR	ADULT AV	03/13/2024	03/26/2024	03/26/2024	30.38
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	152.15
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	169.88
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	106.72
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	03/01/2024	03/26/2024	03/26/2024	86.59
103424 - MIDWEST TAPE LLC	ADULT AV	03/01/2024	03/26/2024	03/26/2024	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	03/01/2024	03/26/2024	03/26/2024	92.15
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	336.45
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	80.04
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	34.97
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	19.18
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 16	\$1,513.70
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Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals					
				Invoice Transactions 81	\$73,627.54
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Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
19589 - MOBILE BEACON	MOBILE HOTSPOTS A118296202403211-1349	03/21/2024	03/26/2024	03/26/2024	2,520.00
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 1	\$2,520.00
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Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	02/27/2024	03/26/2024	03/26/2024	73.64
101406 - DEMCO, INC.	LIBRARY SUPPLIES	03/15/2024	03/26/2024	03/26/2024	83.04
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	03/01/2024	03/26/2024	03/26/2024	167.45
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 3	\$324.13
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Account 65555 - IT COMPUTER HARDWARE					
19060 - MK SOLUTIONS, INC.	SOFTWARE SOLUTIONS SUBSCRIPTION	01/02/2024	03/26/2024	03/26/2024	2,059.24
Account 65555 - IT COMPUTER HARDWARE Totals				Invoice Transactions 1	\$2,059.24
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Business Unit 4820 - ACCESS SERVICES Totals					
				Invoice Transactions 5	\$4,903.37
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Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
16932 - SHOREFRONT LEGACY CENTER	PROFESSIONAL SERVICES IN-PERSON MEMORY CAFE	02/20/2024	03/26/2024	03/26/2024	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice Transactions 1	\$100.00
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Account 65002 - STATE GRANT EXPENSE					
19249 - CASSANDRA FOX	IN-PERSON MEMORY CAFE	03/18/2024	03/26/2024	03/26/2024	100.00
Account 65002 - STATE GRANT EXPENSE Totals				Invoice Transactions 1	\$100.00
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Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	02/29/2024	03/26/2024	03/26/2024	171.68
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	85.02
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	02/22/2024	03/26/2024	03/26/2024	414.17

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	43.54	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	14.24	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	58.67	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	233.01	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	102.55	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/05/2024	03/26/2024	03/26/2024	162.42	
100474 - BAKER & TAYLOR	JUR AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	8.24	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	115.71	
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2024	03/26/2024	03/26/2024	67.80	
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	62.18	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	77.98	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	24.39	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	406.65	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	37.51	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/11/2024	03/26/2024	03/26/2024	59.31	
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	03/08/2024	03/26/2024	03/26/2024	208.35	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/15/2024	03/26/2024	03/26/2024	66.11	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	104.40	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	234.13	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	187.83	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/14/2026	03/26/2024	03/26/2024	1,531.39	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 24	\$4,477.28
Business Unit 4825 - ENGAGEMENT SERVICES Totals					Invoice Transactions 26	\$4,677.28
Business Unit 4835 - INNOVATION & DIGITAL LEARNING						
Account 62340 - IT COMPUTER SOFTWARE						
18932 - PATRON POINT, INC.	IT SOFTWARE	03/01/2024	03/26/2024	03/26/2024	9,000.00	
Account 62340 - IT COMPUTER SOFTWARE Totals					Invoice Transactions 1	\$9,000.00
Account 65555 - IT COMPUTER HARDWARE						
102539 - IMAGING OFFICE SYSTEMS	SCANNER AND READER DEVICES	12/27/2023	03/26/2024	03/26/2024	6,815.00	
Account 65555 - IT COMPUTER HARDWARE Totals					Invoice Transactions 1	\$6,815.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals					Invoice Transactions 2	\$15,815.00
Business Unit 4840 - LIBRARY MAINTENANCE						
Account 62225 - BLDG MAINTENANCE SERVICES						
151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	01/24/2024	03/26/2024	03/26/2024	115.87	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/19/2024	03/26/2024	03/26/2024	535.84	
151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	03/20/2024	03/26/2024	03/26/2024	50.61	
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	03/04/2024	03/26/2024	03/26/2024	145.00	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	03/05/2024	03/26/2024	03/26/2024	10,520.00	
Account 62225 - BLDG MAINTENANCE SERVICES Totals					Invoice Transactions 5	\$11,367.32
Account 65040 - JANITORIAL SUPPLIES						
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/01/2024	03/26/2024	03/26/2024	705.03	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/24/2024	03/26/2024	03/26/2024	1,027.48	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/29/2023	03/26/2024	03/26/2024	36.62	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/14/2024	03/26/2024	03/26/2024	797.80	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/19/2024	03/26/2024	03/26/2024	60.00	
Account 65040 - JANITORIAL SUPPLIES Totals					Invoice Transactions 5	\$2,626.93
Account 65050 - BLDG MAINTENANCE MATERIAL						
206940 - ULINE	HIGH CHAIR FOR THE LOBBY	03/11/2024	03/26/2024	03/26/2024	214.53	
Account 65050 - BLDG MAINTENANCE MATERIAL Totals					Invoice Transactions 1	\$214.53
Business Unit 4840 - LIBRARY MAINTENANCE Totals					Invoice Transactions 11	\$14,208.78
Business Unit 4845 - LIBRARY ADMINISTRATION						
Account 62185 - CONSULTING SERVICES						
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	03/14/2024	03/26/2024	03/26/2024	1,867.36	
Account 62185 - CONSULTING SERVICES Totals					Invoice Transactions 1	\$1,867.36
Account 62295 - TRAINING & TRAVEL						
18675 - KELLYE FLEMING	CHICAGO FOOD JUSTICE SUMMIT REIMBURSEMENT	03/14/2024	03/26/2024	03/26/2024	43.00	
Account 62295 - TRAINING & TRAVEL Totals					Invoice Transactions 1	\$43.00
Account 65095 - OFFICE SUPPLIES						
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/01/2024	03/26/2024	03/26/2024	85.23	
Account 65095 - OFFICE SUPPLIES Totals					Invoice Transactions 1	\$85.23
Account 65100 - LIBRARY SUPPLIES						
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/29/2024	03/26/2024	03/26/2024	41.59	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/01/2024	03/26/2024	03/26/2024	24.10	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/01/2024	03/26/2024	03/26/2024	82.90	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 3	\$148.59
Business Unit 4845 - LIBRARY ADMINISTRATION Totals					Invoice Transactions 6	\$2,144.18
Business Unit 4850 - LIBRARY GRANTS						
Account 62225 - BLDG MAINTENANCE SERVICES						
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/05/2024	03/26/2024	03/26/2024	535.84	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/12/2024	03/26/2024	03/26/2024	535.84	
Account 62225 - BLDG MAINTENANCE SERVICES Totals					Invoice Transactions 2	\$1,071.68
Business Unit 4850 - LIBRARY GRANTS Totals					Invoice Transactions 2	\$1,071.68
Department 48 - LIBRARY Totals					Invoice Transactions 155	\$126,935.96
Fund 185 - LIBRARY FUND Totals					Invoice Transactions 413	\$0.00
* = Prior Fiscal Year Activity					Invoice Transactions 413	\$0.00

**Evanston Public Library Racial Equity Task Force
MEETING MINUTES**

Wednesday, April 9, 2024

Members Present

Melissa Raman Molitor, Yesinia Cancel, Esther Wallen, Brenda Williams, Terry Soto, Max Weinberg, Michelle Judon, Janice Mejia

Members Absent

Michelle Khuu

Staff Present

Yolande Wilburn, Carmen Francellno

Summary

Final presentation and discussion of the draft 2024-2026 Diversity, Equity, Inclusion and Belonging Action Plan, task force was advised on staff comments and edits that were added. The internal EDI committee is slated to meet with the Executive Director at a later date to discuss implementation and capacity. RETF members interested in serving on the new committee were asked to email their interest to Yolande.

2024-26

Diversity, Equity, Inclusion & Belonging Plan

evanston public library
biblioteca pública de evanston



Background

Values

Priority

Populations

Strategic Themes



Exploration &
Access



Place &
Space



Organizational
Health

Background

In 2018 Evanston Public Library (EPL) contracted with DeEtta Jones and Associates to conduct an Equity, Diversity, and Inclusion (EDI) Needs Assessment. The Assessment included reviewing Evanston’s history of racism, community conversations, recommendations for improving community access, engagement, spaces, and places, and the organizational culture and health viewed through an equity lens.

EDI Needs Assessment Recommendations and Where We Are Today

Recommendation	Current Status
1. Issue a statement that explicitly recognizes historic racism in Evanston and commits the Library to social justice.	Evanston Public Library’s Commitment to Racial Equity was issued in 2020.
2. Invest in cultural competence development for EPL leadership and staff.	Staff EDI Training began in 2019 and continues annually on an ongoing basis.
3. Develop a talent management plan that identifies goals for hiring, developing, and promoting people of color.	Ongoing.

<p>4. Create a group focused on equity and race composed of Library staff and community members.</p>	<p>The Racial Equity Task Force was created in 2018.</p>
<p>5. Create and use metrics to assess and adjust efforts in support of the Library's EDI values.</p>	<p>The EPL Data Dashboard was created in 2021 but does not specifically track EDI.</p>
<p>6. Create an innovative approach to space and services in Fifth Ward.</p>	<p>Ongoing.</p>
<p>7. Expand book collections that reflect the needs and interests of the Black and Latinx communities.</p>	<p>EPL utilizes Collection HQ to analyze its collections, and two diversity audits have been completed around adult fiction and science fiction. Ongoing work continues to upgrade system data accuracy and create a written plan for allocating resource funding.</p>
<p>8. Continue supporting culture-specific engagement specialists.</p>	<p>The Library added two Family Engagement Coordinator positions specific to the Crown branch in October/November 2020. A Teen Engagement Librarian was added at the Main Library.</p>
<p>9. Shift the focus of communications from the multitude of programs and services to engagement.</p>	<p>EPL created a series of videos promoting services to the Black and Latinx communities in 2020.</p>

<p>10. Embed EDI into the Library’s ongoing communication strategy.</p>	<p>Strategic messaging continues to focus on equitable access to literacy and resources available to all through partnerships with EvanSTEM and District 65</p>
<p>11. Work with other City agencies to advance Library and City EDI goals.</p>	<p>Ongoing.</p>

The formation of the Racial Equity Task Force aimed to reconcile varying perspectives on implementing equity within library operations and align solutions with community aspirations. While progress was made over the past five years, multiple factors, including the global pandemic contributed to the slow development of a plan. In the years since the DeEtta Jones report was completed, Evanston has experienced changes in its racial equity conversations to account for health inequities during the COVID-19 pandemic, the 2019 establishment of the Evanston Reparations Fund, the 2020 Black Lives Matters protests marching down Central Street and Sheridan Road, and the beginning of the Stop Asian Hate movement.



In 2023, 407 residents in the Fifth Ward were issued library cards, the greatest gains by percentage in any ward.

This Action Plan was created to outline specific actions to achieve over the next three years, fostering ongoing institutional change in equity and inclusion.

The Action Plan guides the development of the library's forthcoming Strategic Plan, structured around three focal areas: exploration and access, space and place, and organizational culture and health. Under the guidance of the Racial Equity Task Force, composed of community members and overseen by the Library Board of Trustees, the Action Plan remains flexible as a living document, open to evolution and updates as needed and endeavors to create an environment where all residents feel represented and welcome within the library's spaces.



The Robert Crown Branch, co-located in the Robert Crown Community Center offers Evanston's west side residents access to programs and materials in walking distance.

Introduction

The Evanston Public Library strives to be a vibrant heart of our diverse community. Our mission is to foster the growth of independent, self-confident, and literate patrons, ensuring equitable access to a wealth of cultural, intellectual, technological, and informational resources. As we embark on this journey, we recognize and acknowledge past injustices for all minoritized groups. We are committed to evolving alongside our community, guided by five core values critical to our mission.



Our Pride Month programming celebrates the LGBTQIA+ community for all ages.

Values: What We Believe In

Inclusivity & Belonging



We embrace diversity and strive to create an inclusive environment where everyone brings their authentic self and feels seen, welcome and valued.

Lifelong Exploration



We promote a culture of continuous learning and intellectual curiosity, supporting individuals of all ages in their pursuit of knowledge and personal growth.

Equitable Access



We are committed to allocating resources and providing equitable access to information, technology and programs, regardless of background or ability.

Community Wellbeing



We actively engage with our community and recognize our role as a catalyst for positive interaction contributing to the well-being, resiliency and vitality of our community through advocacy, outreach, and service.

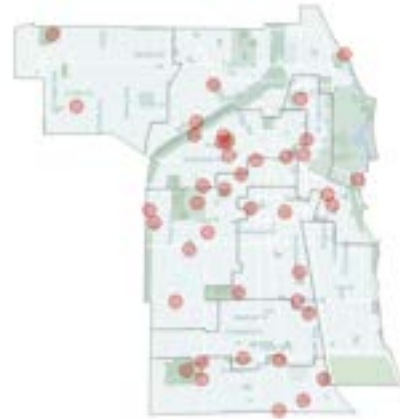
Sustainability



We are committed to fiscal and environmental sustainability and responsible stewardship of resources, incorporating eco-friendly practices and initiatives into our operations and facilities.

Priority Populations

Evanston's demographic landscape is diverse, with residents identifying as Black, Indigenous, Asian, Pacific Islander, Latinx, Middle Eastern, North African, and other People of Color. According to the U.S. Census, 37.3% of the population identifies as coming from diverse backgrounds. Specifically, 16.5% identify as Black, 11.3% as Hispanic or Latino, 9.2% as Asian, and 8.7% identify as belonging to two or more racial groups (U.S. Census Bureau, 2023).



Programs intentionally stretch into as many wards as possible annually.

Individuals who are from our priority populations have faced historical legacies of racialized oppression, which negatively impacts health, access to education, economic opportunity, and professional/personal life. Evanston Public Library prioritizes supporting all marginalized community members and recognizing all individuals' diverse identities and needs. We acknowledge the overlapping priorities among groups. Evanston Public Library aspires to be a safe haven for historically marginalized people. We believe that those who walk through the world with intersecting identities deserve to come to the library with all parts of themselves seen, welcomed and valued. To this end, we commit to implementing comprehensive strategies that address the unique needs of all marginalized groups, including older adults, individuals with disabilities, immigrants and refugees, the unhoused, vulnerable youth, and LGBTQIA+.



Evanston is also home to prominent Indigenous organizations like the Mitchell Museum and Northwestern University's Center for Native American and Indigenous Research (CNAIR).

Strategic Themes: What We Will Do

Exploration & Access



Evanston Public Library acknowledges and addresses historical disparities in access to information, technology, and other resources, aiming to create an inclusive and welcoming environment where everyone can benefit from the library's offerings. We commit to ensuring all community members have fair and inclusive opportunities to engage with library services and resources regardless of background or circumstances. We proactively reach out to underserved populations, remove barriers to access, and tailor programs and services to effectively meet diverse needs.

Exploration and Access focuses on services to individuals from birth through adulthood, including collections, programming, community outreach, cultural inclusivity initiatives, marketing, reference and research assistance, as well as technology access to ensure digital inclusion.

Strategic Objectives

1. Ensure inclusivity and community engagement by incorporating diverse experiences into our programs, services, and interactions to welcome and serve all community members effectively.

2. Develop a curated collection of materials that serves as both a mirror, reflecting our community's diverse experiences, and a window, offering valuable insight into experiences beyond our own, thereby fostering inclusivity and understanding.
3. Broaden the library's marketing efforts and enhance public awareness of the extensive resources and services available, maximizing community engagement and utilization.
4. Utilize current and emerging technologies to dismantle barriers, enabling seamless exploration and enhancing accessibility to the public.
5. Revitalize service delivery models and expand the library's dedication to reaching individuals where they are, ensuring accessibility and relevance across diverse communities.

2024 Actions

1. Establish a Library Board of Trustees appointed Diversity, Equity, Inclusion, and Belonging Committee.
2. Conduct a thorough assessment of the current collection to identify gaps in representation and diversity.
3. Establish a channel for acquiring diverse materials, including books, digital resources, films, and other media, that reflect the experiences of the community.
4. Launch initiatives to remove physical barriers to access within library facilities, such as improving signage, updating building layouts, and ensuring accessibility for individuals with disabilities.
 - i. Collaborate with the City of Evanston to advance ADA Accessibility.
 - ii. Ensure ADA compliance on all promotional and marketing materials.
5. Implement professional training programs for library staff to increase awareness and understanding of diversity and inclusion issues, and implicit bias ensuring they can effectively curate and promote the collection, and library programs and services.
6. Review and revise all policies through an equity lens.
 - i. Establish an internal staff policy review team to work with the Diversity, Equity, Inclusion, and Belonging Committee on policy review before taking to the Management Committee.
 - ii. Develop a policy review schedule with regular review dates.
7. Issue a comprehensive marketing plan highlighting essential library resources and services through various channels such as social media, email newsletters, community events, and local partnerships.

8. Create branded, visually appealing promotional materials showcasing the library's offerings, including flyers, posters, digital signage, and presentations.
9. Add [Find More Illinois](#) access to the library catalog offerings.
10. Expand free printing and copying to all library customers at both locations.
11. Determine feedback mechanisms and establish performance metrics to gather input from community members on their experiences with library programs, services, and interactions.
12. Evaluate the effectiveness of initiatives implemented in previous years through data analysis, community feedback, and performance metrics.

2025 Actions

1. Optimize the EPL website and catalog to simplify navigation and ensure ease of use, facilitating access to the internet and other technological resources.
2. Explore Radio Frequency Identification Technology (RFID) migration and associated technology for ease of patron checkout and return of materials.
3. Launch community outreach initiatives to promote awareness of the curated collection and encourage community members to explore and engage with diverse materials.
4. Utilize targeted advertising campaigns to reach specific demographics within the community who may benefit from particular library services or resources.
5. Implement feedback mechanisms and data collection to gather insights from the community about their awareness of library resources and services, allowing for continuous improvement and refinement of marketing strategies.
6. Regularly evaluate the effectiveness of marketing efforts through metrics such as website traffic, event attendance, and community engagement levels, adjusting strategies as needed to maximize impact.
7. Train library staff to serve as ambassadors for promoting library resources and services, empowering them with knowledge and tools to communicate the library's value to the community effectively.

2026 Actions

1. Expand programming efforts to incorporate diverse perspectives and experiences, including author talks, cultural events, workshops, and discussion groups.

2. Develop partnerships with local schools, colleges, and community organizations to integrate diverse materials and programming into educational initiatives.
3. Evaluate the effectiveness of initiatives implemented in previous years through data analysis, community feedback, and performance metrics.
4. Continuously assess and update technology access initiatives to ensure digital inclusion for all community members, including evaluating the effectiveness of training programs and technology resources.



Our annual Best Books for Kids list includes a diversity of authors and subjects to engage children with stories that reflect their lived experiences.

Place & Space



Evanston Public Library designs welcoming and inclusive environments to foster learning, community engagement, and social interaction, reflecting and honoring neighborhood needs. A deliberate, strategic effort will focus on space for services in traditionally underserved neighborhoods.

Place and Space includes custodial services and facilities maintenance, community outreach and engagement, safety and security measures, makerspaces, cultural connection and community meeting rooms and spaces, youth and children's areas, emphasizing customer service excellence.

Strategic Objectives

1. Implement strategies to create welcoming and inclusive environments across all library spaces, prioritizing the needs and preferences of diverse community members.
2. Prioritize traditionally underserved neighborhoods for the expansion of library services and facilities, ensuring equitable access to resources and programs for all residents.
3. Enhance custodial services and facilities maintenance protocols to ensure library spaces' cleanliness, safety, and functionality, providing a conducive environment for learning and community engagement.
4. Strengthen community outreach and engagement efforts to solicit feedback and input from residents in underserved neighborhoods, fostering collaboration and co-design of library services and programs.
5. Develop culturally relevant spaces, programming and events that celebrate diversity and promote cultural connection within the community, facilitating social interaction and mutual understanding.
6. Establish a trauma-informed and culturally responsive customer service model that aligns with community needs, prioritizing the well-being of both patrons and staff members.

2024 Actions

1. Develop a Master Facilities Plan to create welcoming and inclusive environments, begin planning for renovations or collaborations in existing library facilities, and explore the potential for future branch operations.
2. Complete a memorandum of understanding between the Evanston Public Library and the City of Evanston.
3. Establish a contract management system for greater financial accountability.
4. Forge collaborative partnerships with priority population partners to establish dedicated spaces within the main library, facilitating the inclusion and representation of historically marginalized voices in library programming, collections, and outreach initiatives.
5. Provide comprehensive professional training sessions for library staff to develop their understanding of trauma-informed care and cultural responsiveness, emphasizing the importance of self-care and wellness practices to support patrons and themselves.

2025 Actions

1. Conduct a comprehensive needs assessment to identify underserved neighborhoods and their specific needs regarding library services and facilities.
2. Develop outreach programs to engage residents in underserved neighborhoods and gather feedback on desired services and amenities.
3. Begin renovations and explore space-sharing opportunities in underserved neighborhoods, ensuring that the design reflects the needs and preferences of the community.
4. Launch new programs and services tailored to the identified needs of residents in these neighborhoods, such as culturally relevant programming, community workshops, and outreach events.
5. Implement training programs for staff members to enhance their skills in customer service excellence and cultural competency, ensuring that all visitors feel welcomed and respected.
6. Collaborate with local organizations and community leaders to promote the newly expanded library spaces and services, fostering greater community engagement and participation.

2026 Actions

1. Evaluate the impact of the redesigned library spaces and expanded services through surveys, focus groups, and data analysis to measure community satisfaction and usage.
2. Adjust programs, services, and facility designs based on feedback from community members and staff observations.
3. Continue to prioritize maintenance and custodial services to ensure that the library spaces remain clean, safe, and inviting for all visitors.
4. Explore opportunities for further expansion or enhancement of services in underserved neighborhoods based on ongoing community needs assessments and feedback.
5. Implement regular feedback mechanisms, such as surveys or focus groups, to gather input from community members on their experiences with library services, ensuring that the customer service model remains responsive to evolving community needs and priorities.
6. Develop a culturally responsive model for supporting employees, enabling the library to establish systems that nurture individual and community well-being.



Our outreach events at Temperance Beer Co. are a popular entry point for new patrons to engage with us outside of the library and learn more about our offerings.

Organizational Culture & Health



Evanston Public Library commits to cultivating an internal environment that places equity at the forefront for both employees and the communities we serve. This involves fostering a culture of trust and accountability, reinforcing our role as a responsible steward of taxpayer funds, and upholding our standing as a trusted institution within the community.

Organizational Culture and Health includes focus on diversity, equity, inclusion, data management and program evaluation, budgeting and financial management, strategic planning and organizational management, information technology, human resources and recruitment, learning and professional development, environmental sustainability, and resource development and partnerships.

Strategic Objectives

1. Foster a culture of diversity, equity, and inclusion within the library, promoting trust, accountability, and mutual respect among employees and the community.
2. Strengthen transparency and accountability in budgeting and financial management practices, ensuring responsible use of taxpayer funds and alignment with equity principles.
3. Implement robust data management and program evaluation processes to collect and analyze data on equity-related outcomes, guiding strategic planning and organizational management efforts.
4. Develop a plan to nurture employees throughout their entire lifecycle within the organization by building their capacity to deliver on the library's mission effectively and providing opportunities for career exploration and advancement.

5. Invest in learning and professional development opportunities for employees to enhance their understanding of equity issues, build capacity for implementing equitable practices across all library functions.
6. Embed trauma-informed care and self-care practices as integral components of Evanston Public Library's organizational culture. This will enhance staff well-being, resilience, and professional growth while aligning with the library's commitment to equity, inclusion, and community service.
7. Align financial and operational resources with strategic priorities to ensure the organization's long-term sustainability while supporting climate initiatives and promoting equitable resource distribution.

2024 Actions

1. Recruit and onboard a finance manager to ensure equitable distribution of resources in alignment with the equity action and strategic plans while providing ongoing training and support to promote financial equity within the organization.
2. Recruit and onboard a safety manager to provide mentorship and training for safety monitors and ensure a safe environment for staff and patrons, promoting equity in safety practices and procedures.
3. Onboard a social worker, supported by community partners, to provide vital services directly within library facilities, addressing diverse patron needs and promoting equity by connecting them with necessary resources and support networks.
4. Conduct a comprehensive review of the current organizational structure to identify opportunities for improvement. Redesign the organizational chart, streamlining processes, clarifying roles and responsibilities, and enhancing efficiency and effectiveness.
5. Conduct comprehensive assessments of current technology systems and infrastructure to identify any disparities or barriers to access for patrons and staff.
6. Review and revise job descriptions to ensure equity for all applicants.
7. Expand recruitment channels to reach a diverse pool of candidates, including targeted outreach to underrepresented communities.
8. Conduct a comprehensive needs assessment among staff to identify current awareness and understanding of trauma-informed care and self-care practices. Use the findings to design tailored training programs and resources.

9. Begin providing comprehensive professional training sessions for all library staff to enhance their understanding of diversity, equity, and inclusion principles, fostering a culture of mutual respect and understanding.

2025 Actions

1. Develop and implement a comprehensive onboarding and offboarding program to support staff members throughout their tenure with the organization.
 - i. Ensure new hires receive thorough orientation and training to integrate effectively into their roles and the organizational culture.
 - ii. Establish a plan for departing staff to receive support and resources to transition smoothly out of their positions, including exit interviews to gather feedback and insights for continual improvement.
2. Implement a facilities training program to hire, mentor, and train the facilities team, ensuring the effective maintenance and operation of library facilities while promoting equity in facility management succession practices.
3. Collaborate with the union to create growth opportunities for staff members seeking experience for their next promotion, providing mentorship, training, and advancement pathways to promote equity in career development opportunities.
4. Develop and implement a comprehensive succession planning program to hire, train, and mentor staff members, ensuring readiness for future leadership roles and promoting equity in advancement opportunities.
5. Establish a sustainability plan in alignment with the City of Evanston's Climate Action and Resilience Plan.
6. Develop and implement robust data management systems to collect and analyze demographic and outcome data related to equity initiatives, informing strategic planning and organizational management efforts.
7. Implement professional trauma-informed care training sessions for all staff members, focusing on increasing awareness of trauma, its impacts, and strategies for providing empathetic support to patrons. Simultaneously, launch a self-care resource hub, providing access to counseling services, mindfulness exercises, and stress reduction techniques.
8. Continue providing comprehensive professional training sessions for all library staff to enhance their understanding of diversity, equity, and inclusion principles, fostering a culture of mutual respect and understanding.

2026 Actions

1. Establish comprehensive professional training sessions for all library staff to enhance continuing understanding of diversity, equity, and inclusion principles, fostering a culture of mutual respect and understanding.
2. Implement transparent budgeting processes that prioritize equity considerations, ensuring that financial resources are allocated in alignment with the library's commitment to equitable access and service delivery.
3. Organize regular community and staff engagement forums or town hall meetings to solicit feedback from stakeholders on library services and programs, incorporating community input into decision-making processes.
4. Establish a feedback mechanism to evaluate the effectiveness of the trauma-informed care training and self-care resources. Utilize staff surveys and focus groups to gather insights on the program's impact on staff well-being, resilience, and professional growth. Based on feedback, make necessary adjustments and improvements to sustain and enhance the program's effectiveness.
5. Celebrate success and begin work on the 2027 plan while remaining committed to continuous improvement and innovation in service delivery.



Staff Days offer fun opportunities for employees to engage with and learn from each other across departments and are opportunities for additional training.

More information

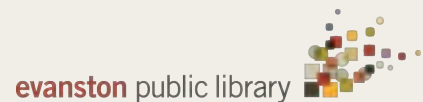
Learn more about our equity initiatives, drop by for a program, or pick up a good book in person or on our website.

Address: 1703 Orrington Avenue, Evanston, IL

Phone: 847-448-8600

Website: www.epl.org/equity

The Evanston Public Library relies on your generosity to expand our reach in the community. Want to contribute to our work advancing equitable access to Evanston's resources? Visit www.epl.org/donate or scan the QR code.



Library Director's Report

April 17, 2024

Updates:

National Library Week: EPL celebrated National Library Week April 7-13, 2024 with the theme Ready, Set, Library! Celebrations for the Eclipse took place at both the Main Library and Robert Crown on April 8th. The Library gave away 1700 eclipse glasses (1100 from Main, 600 from Crown) in the weeks before and on the day of the event. About 200 attendees came to the Main Library to participate in family themed crafts and games. The Partners of the Evanston Public Library helped end the week with a PEPL Pop-Up at the Main Library on Saturday the 13th.



Cardboard Carnival: The Cardboard Carnival Showcase, a collaborative effort between Evanston Public Library, District 65, EvanSTEM, Family Focus, and Y.O.U., celebrated another successful kickoff on April 6 at the Fleetwood-Jourdain Center. Organized by Elacsha Madison, the library's Innovation and Digital Learning Manager, and Kirby Callam, District 65's Director of EvanSTEM, the event featured over 275 attendees, including Mayor Biss and Superintendent Dr. Turner. Students in grades 5 through 8 showcased their arcade-style games, designed and built from

cardboard and supplied programming tools, demonstrating creativity and innovation while engaging in STEM education.

Blueberry Awards Continue to Shine: The American Library Association, Programming Librarian featured an article on EPL's own Martha Meyer, Betsy Bird and Bridget Petrites and their great work on the Blueberry Awards honoring children's books that inspire a love of nature and action for the planet. [Find Joy in Nature First, Then Be Inspired to Protect It: The Blueberry Award and Children's Earth Day Books and Programs](#)

Upcoming Programs of Note:

EPL Cardholders Free Visit Week at McGaw YMCA

Adults aged 18 and above can enjoy free visits to the McGaw YMCA from April 13 to April 19, courtesy of Evanston Public Library and the YMCA. Register in advance using your library card for as many days as you like. Bring your EPL library card and state-issued ID on the day of your visit.

Temperance Trikonasana Yoga

On Saturday, April 20, from 1-2:45 p.m., Temperance Brewery will host an exclusive event where beer, yoga, and support for the library intersect. The Temperance Trikonasana series, led by Jenny Arrington of Rebel Human, promises a distinctive yoga session followed by a beer-tasting and informational segment highlighting the library's initiatives. The \$30 entrance fee directly supports the library. Participants are asked to bring a yoga mat.

Data Dashboard:

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

Patron Feedback of Note:

Hello,

I wanted to reach out and say the main floor of the Evanston public library has some excellent upgrades! I hadn't been for quite awhile after the incident with the security guard last year, but I brought my young son there the other day and it was so well organized for young families. I especially pulled the addition of the tables for eating. Keep up the good work!

Additionally, I may have some toys to donate to your children's play area, if you're interested? Please let me know and I'm happy to coordinate dropping off the donation.

Thanks.

Greetings,

I just want to thank-you for the new improved Wifi hotspots.They are easy to use and much more reliable than the older model.



Press Mentions:

[Chicago-area doctors visit Evanston to discuss treating patients in Gaza](#). Evanston Roundtable. April 9, 2024.

[Cardboard Carnival catapults kids into engineering](#). Evanston Roundtable. April 9, 2024

[Remembering the 'Great Solar Eclipse' of 2017](#). Evanston Roundtable. April 7, 2024.

[Synagogue's program features Black newspapers in Evanston](#). Evanston Roundtable. April 7, 2024.

[Northwestern's Community Health Corps expands local access to health information](#). Daily Northwestern. April 3, 2024.

[Ecology Center renovations to last through April](#). Daily Northwestern. April 2, 2024

[Eat Their Words kicks off new foodie book club April 8](#). Evanston Roundtable. March 26, 2024.

[State Rep. Robyn Gabel previews upcoming environmental bills, celebrates sustainability progress](#). Daily Northwestern. March 27, 2023.

[Alice K. Berg Memorial Bus Shelter was a monument to love](#). Evanston Roundtable. March 19, 2024.

[2023 Winners of Environmental Award Named by Evanston Public Library](#). Evanston Patch. March 15, 2024

[And the winners are...](#) Evanston Roundtable. March 16, 2024

Development Update:

The monthly giving program has tripled in donor count since its launch in 2021. In 2023 we recorded seventy-two individual monthly donors, including thirty new monthly donors acquired during 2023.

The 2023 Annual Report will be mailed to approximately 2,600 donors, volunteers and partners.



First quarter individual giving activity is strong. Revenue received from individual donations in Q1 of 2024 is double that of Q1 2023. A significant portion of the contributions received in the first quarter are attributed to the 2023 Reimagine Campaign solicitation.

The new grant management process that was launched in January has already facilitated an increase in grant application activity in 2024 in comparison to 2023. At this time last year we had six grant applications documented totalling \$192,456 in potential funding. As of today we have submitted nine grant applications totalling \$249,288.

April 2024 Planned and Submitted Grant Proposals

The Chicago Community Trust, Sustainable Solutions for Housing Security

Max \$150,000 available for serving people experiencing homelessness; Letter of Intent due 4/18/24

Illinois State Library, Project Next Generation

Requesting \$40,000 for middle school STEM challenges, due 4/30/24 (deadline extended from March)

Lavin Family Foundation

Requesting \$5,000 for 9/11 Day of Service/ Bundled Blessings service project, due 4/30/24

Evanston Arts Council

Submitted by Mudlark for joint Mudlark-EPL program StoryQuest. Small EPL staff stipend (\$700) included in the grant

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: April 17, 2024

This memo provides an update on significant administrative activities.

Human Resources

Access Services | 1 FT Assistant Circulation Manager
HR Screening in Progress

Access Services | 1 PT Library Clerk
Requisition Pending

Administration | 1 FT Finance Manager
Start Date: 05/06/2024

Administration | Volunteer Services Coordinator
Closed 03/22/2024; Pending HR

Administration | Social Worker
Exploring as Community Partnership

Early Learning & Literacy | 1 FT Library Assistant
Requisition Pending

Engagement Services | 1 FT Branch Manager
Start Date: 05/20/2024

Innovation & Digital Learning | Teen Librarian & Library Assistant
FT will be reposted; PT candidate is under review for accommodation

Lifelong Learning & Literacy | 1 FT Manager
Closed 04/06/2024; Pending HR

Maintenance | 1 FT Facilities Manager
Reposting

Safety | 1 FT Safety Manager
Start Date: 04/22/2024

Safety | 1 FT Safety Monitor
Candidate Selected; In HR Process

Financial Resources

The Library Fund financial report for the period ending March 31st is included for your review. For the operating fund, revenue collection is at 44% of budget projection and expenditures 15%. Capital fund expenditures total 21% of the budget.

MEMORANDUM

Facilities Update

Schindler completed repairs to the display panels on the Main Library elevators. The display panels on the exterior of the elevators are now both working.

The Third-Floor men's restroom was closed due to damage to the toilet. A new toilet has been ordered. The stall door also needs to be repaired.

The Concrete sidewalk on the east side of the building is cracked and needs repair. Although it has been patched several times, it is likely in need of full replacement.

The third-floor janitor's closet water heater developed a leak. It later developed into a much larger issue when a coupling broke, causing water to spray out of the valve. The hot water was shut off to the third-floor restrooms, and a new hot water tank was ordered. Its arrival is expected in 6-8 weeks.

The fourth-floor kitchen sink was out of order due to a clog. It was determined that a drain under the dishwasher was the source of the problem. The clog was cleared, and the sink is again in use.

Anchor Mechanical completed the punch list items to close out the boiler project. The final close-out cost will be included in next month's expenses.

Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account



Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	8,213,664.00	.00	8,213,664.00	2,998,958.99	.00	3,952,926.78	4,260,737.22	48	7,745,736.16
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	9,349.20
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	25.95	.00	1,393.68	(993.68)	348	372.60
55201	Federal Grants	85,000.00	.00	85,000.00	.00	.00	8,451.20	76,548.80	10	60,397.77
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	115,213.00	.00	.00	.00	115,213.00	0	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	8,025.14	391,974.86	2	394,709.17
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	700.00	4,300.00	14	4,494.17
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(40.00)	.00	(93.00)	93.00	+++	.00
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	42,196.57	(17,196.57)	169	262,236.51
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	216,999.00	.00	.00	.00	216,999.00	0	166,460.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	2,596.04	19,403.96	12	31,516.25
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	656.84	2,343.16	22	3,578.54
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	.00	.00	781.86	9,218.14	8	12,768.54
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	2,060.00	1,940.00	52	4,734.65
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	3,467.00	16,927.00	17	18,838.50
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	1,617.26	48,382.74	3	43,324.76
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$2,998,944.94	\$0.00	\$4,024,779.37	\$5,145,890.63	44%	\$8,873,729.07
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$2,998,944.94	\$0.00	\$4,024,779.37	\$5,145,890.63	44%	\$8,873,729.07
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	\$2,998,944.94	\$0.00	\$4,024,779.37	\$5,145,890.63	44%	\$8,873,729.07
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
61010	REGULAR PAY	462,899.42	.00	462,899.42	47,610.11	.00	95,221.99	367,677.43	21	472,570.01
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	99,100.00	.00	(99,100.00)	+++	.00
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	26,944.89	.00	53,875.87	176,835.07	23	199,472.06
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	200.00	.00	360.00	4,640.00	7	2,085.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	622.67
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,238.12
61510	HEALTH INSURANCE	78,922.00	.00	78,922.00	5,814.64	.00	14,536.60	64,385.40	18	76,316.76
61615	LIFE INSURANCE	204.89	.00	204.89	15.51	.00	46.53	158.36	23	184.09
61710	IMRF	19,429.19	.00	19,429.19	2,081.13	.00	4,160.95	15,268.24	21	22,156.08
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	4,565.00	.00	9,097.04	33,907.06	21	40,966.00
61730	MEDICARE	10,058.31	.00	10,058.31	1,067.65	.00	2,127.56	7,930.75	21	9,580.73
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	426.76
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	437.50
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,449.96
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	5.39



Budget Performance Report

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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	824.80
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	270.14	438.87	437.08	27,124.05	3	23,097.00
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0	.00
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	12,636.69	.00	19,855.33	130,144.67	13	144,426.21
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	990.52	.00	1,260.00	8,740.00	13	14,509.39
Business Unit 4805 - EARLY LEARNING & LITERACY		\$1,047,428.85	\$0.00	\$1,047,428.85	\$102,196.28	\$99,538.87	\$200,978.95	\$746,911.03	29%	\$1,010,368.53
Totals										
Business Unit 4806 - LIFELONG LEARNING & LITERACY										
61010	REGULAR PAY	473,636.00	.00	473,636.00	36,999.57	.00	90,249.07	383,386.93	19	491,066.17
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	38,318.70	.00	76,088.31	241,756.69	24	293,726.43
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	105.00	.00	105.00	4,895.00	2	1,155.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	282.76
61510	HEALTH INSURANCE	78,330.00	.00	78,330.00	4,431.60	.00	14,222.82	64,107.18	18	76,476.09
61615	LIFE INSURANCE	159.00	.00	159.00	2.78	.00	26.96	132.04	17	139.41
61710	IMRF	23,033.00	.00	23,033.00	2,190.04	.00	4,838.75	18,194.25	21	26,804.68
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	4,596.37	.00	10,082.63	38,990.37	21	47,792.96
61730	MEDICARE	11,477.00	.00	11,477.00	1,074.96	.00	2,358.02	9,118.98	21	11,177.47
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	287,179.85
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	5,550.00
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	600.00	.00	(336.70)	15,336.70	-2	8,044.39
65628	Library Electronic Resources	320,000.00	.00	320,000.00	51,427.72	.00	70,493.59	249,506.41	22	.00
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	51,875.81	.00	84,986.95	250,013.05	25	345,785.96
65635	PERIODICALS	6,500.00	.00	6,500.00	2,768.30	.00	3,530.98	2,969.02	54	7,413.28
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,991.65	.00	4,239.42	26,760.58	14	29,931.04
Business Unit 4806 - LIFELONG LEARNING & LITERACY		\$1,671,553.00	\$0.00	\$1,671,553.00	\$196,382.50	\$0.00	\$360,885.80	\$1,310,667.20	22%	\$1,632,525.49
Totals										
Business Unit 4820 - ACCESS SERVICES										
61010	REGULAR PAY	788,008.13	.00	788,008.13	91,090.25	.00	181,964.48	606,043.65	23	753,313.98
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	33,283.47	.00	66,953.83	211,398.19	24	261,966.52
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	420.00	.00	1,890.00	3,110.00	38	4,487.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	253.98	(253.98)	+++	.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	241.68
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,602.85
61430	COMP / VACATION PAYOUTS	.00	.00	.00	851.91	.00	851.91	(851.91)	+++	.00
61510	HEALTH INSURANCE	177,406.00	.00	177,406.00	14,783.84	.00	36,959.60	140,446.40	21	152,068.26
61615	LIFE INSURANCE	319.51	.00	319.51	28.62	.00	85.86	233.65	27	292.20
61710	IMRF	27,865.06	.00	27,865.06	3,295.29	.00	6,600.05	21,265.01	24	31,085.97
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	7,577.14	.00	15,106.47	51,007.83	23	61,233.64



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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4820 - ACCESS SERVICES										
61730	MEDICARE	15,463.03	.00	15,463.03	1,772.11	.00	3,532.97	11,930.06	23	14,320.79
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	2,520.00	.00	25,810.70	158,089.30	14	136,188.37
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	30,939.33
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,201.60
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,884.13	2,305.00	5,215.90	7,479.10	50	16,157.80
65555	IT COMPUTER HARDWARE	.00	.00	.00	2,059.24	.00	7,834.24	(7,834.24)	+++	.00
Business Unit 4820 - ACCESS SERVICES Totals		\$1,560,428.05	\$0.00	\$1,560,428.05	\$159,566.00	\$2,305.00	\$353,059.99	\$1,205,063.06	23%	\$1,465,099.99
Business Unit 4825 - ENGAGEMENT SERVICES										
61010	REGULAR PAY	654,189.43	.00	654,189.43	69,099.52	.00	135,974.40	518,215.03	21	521,789.80
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	22,791.40	.00	44,147.45	204,978.17	18	208,740.65
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	429.00	.00	1,120.50	3,879.50	22	1,058.50
61110	OVERTIME PAY	.00	.00	.00	165.38	.00	241.24	(241.24)	+++	.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	12,593.83
61510	HEALTH INSURANCE	150,948.44	.00	150,948.44	9,202.00	.00	23,005.00	127,943.44	15	101,366.19
61615	LIFE INSURANCE	159.02	.00	159.02	13.57	.00	40.63	118.39	26	150.34
61710	IMRF	25,740.00	.00	25,740.00	2,678.84	.00	5,248.58	20,491.42	20	25,304.27
61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	5,565.05	.00	10,864.51	45,141.19	19	44,520.71
61730	MEDICARE	13,098.64	.00	13,098.64	1,301.52	.00	2,540.90	10,557.74	19	10,412.15
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	445.00
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	5,888.00
65001	FEDERAL GRANT EXPENSE	43,500.00	.00	43,500.00	100.00	.00	500.00	43,000.00	1	.00
65002	STATE GRANT EXPENSE	.00	.00	.00	100.00	.00	100.00	(100.00)	+++	2,057.00
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	204.09
65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	3,672.42	1,316.63	5,097.95	31,585.42	17	30,801.99
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	511.62
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	6,641.22	.00	8,259.88	26,740.12	24	35,997.90
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	10,289.30
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$1,278,366.85	\$0.00	\$1,278,366.85	\$121,759.92	\$1,316.63	\$237,141.04	\$1,039,909.18	19%	\$1,012,131.34
Business Unit 4835 - INNOVATION & DIGITAL LEARNING										
61010	REGULAR PAY	461,668.40	.00	461,668.40	30,835.53	.00	60,769.82	400,898.58	13	356,027.68
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	27,009.41	.00	54,828.02	202,134.37	21	197,272.62
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,410.00	.00	4,155.00	845.00	83	11,485.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	8,369.58	(8,369.58)	+++	5,185.91
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	532.83
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	3,436.66	.00	8,591.65	71,686.35	11	50,866.29
61615	LIFE INSURANCE	59.38	.00	59.38	9.35	.00	27.63	31.75	47	65.75



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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4835 - INNOVATION & DIGITAL LEARNING										
61710	IMRF	20,913.04	.00	20,913.04	1,680.95	.00	3,361.56	17,551.48	16	18,926.68
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	3,627.36	.00	7,831.58	36,723.75	18	34,567.54
61730	MEDICARE	10,420.49	.00	10,420.49	848.29	.00	1,831.58	8,588.91	18	8,084.31
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	11,027.22	.00	17,690.95	37,309.05	32	22,823.66
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	177.86	.00	724.14	29,917.86	2	25,527.09
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	.00	.00	450.37	31,049.63	1	15,533.47
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	740.84	12,259.16	6	10,735.40
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	6,815.00	(5,125.00)	11,940.00	37,185.00	15	28,087.98
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	7.13	.00	90.76	19,909.24	0	20,216.62
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,279.79
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,076,499.03	\$0.00	\$1,076,499.03	\$86,884.76	(\$5,125.00)	\$181,403.48	\$900,220.55	16%	\$807,218.62
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	632,362.19	.00	632,362.19	49,438.19	.00	92,315.56	540,046.63	15	388,114.10
61050	PERMANENT PART-TIME	.00	.00	.00	844.13	.00	2,608.23	(2,608.23)	+++	60,796.54
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	3,315.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	524.60	.00	884.62	9,115.38	9	10,667.14
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	7,472.02
61510	HEALTH INSURANCE	119,281.00	.00	119,281.00	8,422.84	.00	21,057.10	98,223.90	18	97,639.25
61615	LIFE INSURANCE	113.92	.00	113.92	.12	.00	.36	113.56	0	85.23
61626	CELL PHONE ALLOWANCE	.00	.00	.00	.00	.00	.00	.00	+++	717.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	18,402.44	.00	18,402.44	1,478.50	.00	2,788.06	15,614.38	15	16,006.64
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	3,031.36	.00	5,657.82	33,582.21	14	27,878.40
61730	MEDICARE	9,178.00	.00	9,178.00	708.97	.00	1,323.23	7,854.77	14	6,519.92
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	15,908.10	126,240.00	82,844.52	95,975.48	69	251,387.16
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,232.50
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	1,324.00	953.00	58	.00
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	1,359.00	4,081.00	25	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	1,221.00	3,664.00	25	4,884.00
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	(23,286.96)
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	23,286.96
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	7,514.08	92,485.92	8	89,869.74
64015	NATURAL GAS	32,400.00	.00	32,400.00	950.10	.00	4,412.55	27,987.45	14	13,920.99
65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	2,626.93	.00	5,697.16	13,567.84	30	12,851.02
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	821.36	.00	3,319.52	33,430.48	9	27,901.44
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	12.90



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,346,194.58	\$0.00	\$1,346,194.58	\$85,615.20	\$126,240.00	\$234,326.81	\$985,627.77	27%	\$1,027,246.99
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	936,375.28	.00	936,375.28	82,081.39	.00	140,785.87	795,589.41	15	382,486.51
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	5,775.80	.00	11,761.98	82,754.92	12	53,890.68
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	12,199.35
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	6,433.16	.00	12,176.94	106,177.06	10	35,871.30
61615	LIFE INSURANCE	221.84	.00	221.84	37.95	.00	93.09	128.75	42	202.96
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	900.00	(900.00)	+++	600.00
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	159.00	.00	477.00	531.00	47	1,158.00
61710	IMRF	29,999.59	.00	29,999.59	2,556.67	.00	4,439.18	25,560.41	15	15,376.38
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	5,367.08	.00	9,336.90	53,350.45	15	27,416.91
61730	MEDICARE	14,962.80	.00	14,962.80	1,255.22	.00	2,183.66	12,779.14	15	6,411.96
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	3,993.80	.00	3,516.63	149,483.37	2	76,541.18
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	111.00	1,889.00	6	157.77
62210	PRINTING	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	39,542.75
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	535.84	(535.84)	+++	1,715.26
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	200.00
62275	POSTAGE CHARGEBACKS	.00	.00	.00	.00	.00	.00	.00	+++	462.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	3,000.00	12,000.00	20	3,584.00
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	43.00	.00	848.79	29,151.21	3	28,047.67
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,485.79
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	.00	.00	.00	24,000.00	0	.00
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,454.00
62506	WORK- STUDY	3,600.00	.00	3,600.00	.00	.00	129.50	3,470.50	4	1,069.29
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,217.92	3,782.08	24	5,429.16
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,830.86	.00	3,060.08	6,939.92	31	9,528.89
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	7,343.66
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	296.41	3,351.94	1,945.20	48,702.86	10	27,995.66
65100	LIBRARY SUPPLIES	.00	.00	.00	148.59	.00	148.59	(148.59)	+++	171.58
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	87,498.00	262,502.00	25	294,996.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,225.76	\$0.00	\$1,960,225.76	\$139,444.93	\$3,351.94	\$284,166.17	\$1,672,707.65	15%	\$1,036,338.71
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	100.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	1,071.68	.00	1,071.68	(1,071.68)	+++	.00
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	2,436.24
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$1,071.68	\$0.00	\$1,071.68	(\$1,071.68)	+++	\$2,536.24
Department 48 - LIBRARY Totals		\$9,940,696.12	\$0.00	\$9,940,696.12	\$892,921.27	\$227,627.44	\$1,853,033.92	\$7,860,034.76	21%	\$7,993,465.91
EXPENSE TOTALS		\$9,940,696.12	\$0.00	\$9,940,696.12	\$892,921.27	\$227,627.44	\$1,853,033.92	\$7,860,034.76	21%	\$7,993,465.91



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	9,170,670.00	.00	9,170,670.00	2,998,944.94	.00	4,024,779.37	5,145,890.63	44%	8,873,729.07
	EXPENSE TOTALS	9,940,696.12	.00	9,940,696.12	892,921.27	227,627.44	1,853,033.92	7,860,034.76	21%	7,993,465.91
Fund 185 - LIBRARY FUND Totals		(\$770,026.12)	\$0.00	(\$770,026.12)	\$2,106,023.67	(\$227,627.44)	\$2,171,745.45	(\$2,714,144.13)		\$880,263.16
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	574,677.00	.00	574,677.00	.00	.00	.00	574,677.00	0	507,912.00
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,912.00
	Totals									
	Department 48 - LIBRARY Totals	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,912.00
	REVENUE TOTALS	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,912.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	353,392.00	.00	.00	.00	353,392.00	0	275,730.00
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	.00	.00	.00	221,285.00	0	232,183.01
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,913.01
	Totals									
	Department 48 - LIBRARY Totals	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,913.01
	EXPENSE TOTALS	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,913.01
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	574,677.00	.00	574,677.00	.00	.00	.00	574,677.00	0%	507,912.00
	EXPENSE TOTALS	574,677.00	.00	574,677.00	.00	.00	.00	574,677.00	0%	507,913.01
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$1.01)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
56060	BOND PROCEEDS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0	.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%	\$0.00
	Totals									
	Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%	\$0.00
	REVENUE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%	\$0.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
65515	OTHER IMPROVEMENTS	550,000.00	.00	550,000.00	.00	268,671.00	(9,920.00)	291,249.00	47	1,192,903.05
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$268,671.00	(\$9,920.00)	\$291,249.00	47%	\$1,192,903.05
	Totals									



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

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Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
	EXPENSE									
	Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$268,671.00	(\$9,920.00)	\$291,249.00	47%	\$1,192,903.05
	EXPENSE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$268,671.00	(\$9,920.00)	\$291,249.00	47%	\$1,192,903.05
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0%	.00
	EXPENSE TOTALS	550,000.00	.00	550,000.00	.00	268,671.00	(9,920.00)	291,249.00	47%	1,192,903.05
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$268,671.00)	\$9,920.00	\$258,751.00		(\$1,192,903.05)
	Grand Totals									
	REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	2,998,944.94	.00	4,024,779.37	6,270,567.63	39%	9,381,641.07
	EXPENSE TOTALS	11,065,373.12	.00	11,065,373.12	892,921.27	496,298.44	1,843,113.92	8,725,960.76	21%	9,694,281.97
	Grand Totals	(\$770,026.12)	\$0.00	(\$770,026.12)	\$2,106,023.67	(\$496,298.44)	\$2,181,665.45	(\$2,455,393.13)		(\$312,640.90)

Agenda Item 7a

Endowment for the Evanston Public Library
Holdings as of March 2024

	Symbol	Shares/Quantity	Price	Value as of March 31, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$304,424.50	\$304,424.50	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%
Agenda Item 7a				\$304,424.50		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

**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



FY 24 Strategic Communications Plan Evanston Public Library

Marketing & Communications Office Goals and Purpose

The overarching goal of EPL's strategic communications plan for FY2024 is to put effective, flexible tools and processes into place that support the Library's programs, services and strategic planning process now, while anticipating and preparing for future strategic initiatives.

Departmental Scope of Practice

The Marketing and Communications Office supports the library by:

- Implementing a comprehensive marketing strategy that encompasses data-driven and integrated marketing for organizational resources, services and initiatives
- Promoting services, collections, library initiatives and major events through printed materials and digital platforms
- Working with the media: pitching stories, sending press releases, coordinating interviews with staff, monitoring and building relationships with outlets
- Managing communications and messaging related to ongoing library and community issues (budget, DEI, etc)
- Managing communications in crisis situations, in close collaboration with the Executive Director
- Supporting the Board with communication needs, as needed
- Facilitating internal communications (The Friday Email, First Thursdays, etc.)
- Developing communications procedures and policies for library staff
- Training library staff on available communications tools, policies and procedures
- Ensuring brand consistency and clear communication
- Maintaining and updating the website, in collaboration with the Data & Technology Librarian
- Developing and implementing a social media strategy
- Writing and developing engaging website and social media content

- Monitoring social media accounts
- Coordinating photography and videography
- Designing visually appealing library-wide print materials (annual report, brochures, etc.)
- Designing all printed promotional items (tote bags, mugs, etc.)
- Coordinating translation of all library communications into Spanish

Departmental Roles

Marketing and Communications Manager: Responsible for all of the above.

Marketing Assistant (Work-Study Position): Produces newsletters and social media content, plus writing assignments for epl.org and trade publications.

Other Departments' responsibilities

Other departments are responsible for:

- Publishing programming on Comunico
- Designing and approving program flyers and posters
- Promoting programs by sharing information through their networks, D65 digital backpacks, and other community outlets
- Informing the Marketing and Communications Office of programs that need additional marketing (through the Marketing Request Form)
- Responding to media inquiries in the areas of their expertise (department heads, primarily) in collaboration with Marketing & Communications.

Target Audiences

Evanston community members	Kids and families	Teens
Adult patrons, including seniors	Spanish-speaking community	Black community
Community partners	Donors	Volunteers, including the PEPL and RETF
Media outlets (local and national/industry-wide)	Library Board and local elected officials	EPL staff

Assets and Tools

Website

- Comunico Listings
- Homepage slider
- Homepage emergency banner
- Homepage news blog

Social Media Channels

- Facebook
- Instagram
- YouTube

Paid Social

- Meta (Facebook/IG)
- YouTube
- Google search

Print

- Program flyers
- Annual Report
- Summer Engagement Brochure
- Rack cards/brochures
- Posters
- Bookmarks
- Mailers

Online

- Google Business Profile
- Yelp Profile
- EPL App (Website mirror)

Media

- Press releases
- Guest columns (Roundtable)
- Paid print/digital display advertising
- Radio PSAs (WBEZ)

Email (Patron Point)

- This Week at EPL
- This Month at Robert Crown
- EPL KIDS
- EPL Teens
- Esta mes a EPL (Spanish-language monthly)
- Development
- Patron Point automations
 - New cardholder
 - Birthday

Partner Channels

- Newsletters (City e-news)
- D65 Virtual Backpack
- Social Media Shares

In-Person Active

- Interactions with public service desk and engagement staff
- Pre-program announcements
- Board meetings

In-Person Passive

- Posters
- Digital monitors

Internal Communications

- Staff home page
- The Friday Email
- All-staff emails
- First Thursday Meetings
- Staff Days
- Surveys

Marketing & Communications Goals and Work Plan FY24

Strategic Focus #1: Program marketing

Goals

- Improve workflows and SOPs to better engage library staff and give them tools to market programs and services more effectively.
- Reach more residents with our programs and services.

Workplan

- Build a team of program marketers and develop internal communications procedures to plan program marketing.
- Develop a *'How to market your program'* standard operating procedure document
- Develop guidelines for program/service marketing responsibilities for staff
- Implement an editorial calendar for all staff creating newsletters
- Coordinate promotion of programs/events for cultural months and other seasonal promotional groupings
- Optimize the Canva account: Create additional staff training and more brand templates. Consider locking down brand assets across organization, or consider alternatives such as LibraryAware
- Produce the Summer Engagement Guide and additional marketing materials
- Produce the weekly newsletter

See Program Marketing Addendum for guidelines and program marketing responsibilities for staff.

Strategic Focus #2: Strategic plan support

Goals

- Support the strategic planning process

Workplan

- Promote participation in new community conversations and internal feedback processes
- Maintain website updates and messaging across other channels related to the strategic planning process and other opportunities for community input.

Strategic Focus #3: **Organizational Branding and Marketing**

Goals

- Update the Library's current brand identity to be more cohesive, functional, and recognizable across the organization
- Continue to build a library of visual marketing assets

Workplan

- Contract with a graphic designer or branding firm to update the Library's logo and branding.
- Develop a visual and written Style Guide for reference by all staff members and contractors.
- Improve internal ordering procedures to ensure all promotional items ordered have correct branding, create new swag to launch the new branding and gain acceptance in the community, and work with Access Services to maintain the Swag Shop.
- Contract more photography/videography in and around both library branches and off-site events.

Strategic Focus #4: **Equity and inclusion**

Goals

- Improve equity in program and service delivery

Workplan

- Determine feedback mechanisms to gather insights from the community on library service and resource awareness.
- Work with the City's Disability Rights & Access Manager to ensure compliance on all promotional and marketing materials and the new website
- Produce more Spanish-language communications, in line with our stated procedures
- Hold more regular meetings with our family engagement coordinators

Strategic Focus #5: **Social media**

Goals

- Develop a sustainable, adaptable social media strategy

Workplan

- Develop a social media policy and a social media strategy document that focuses on a videocentric approach

- Develop and promote more highly shareable video content featuring community members
- Explore adding social media channels (TikTok and/or a Twitter replacement/reinstatement)
- Hire additional help, focusing initially on additional work-study interns from Northwestern and/or Oakton, to expand video content in line with the social media strategy document
- Develop a team of staff who can help develop social media content
- Implement a consistent approach to Spanish-language social media
- Produce regular social media posts and monitor and interact on the pages daily

Strategic Focus #6: **Website Redevelopment**

Goals

- Implement a functional, accessible new website that connects patrons to the library's available programs and services more efficiently

Workplan

- Develop and launch a more sustainable new website with updated infrastructure, accessibility and language inclusion, and program/service marketing capabilities
- Implement a consistent approach to Spanish content on the website
- Train staff on the new website and adjacent marketing workflows for the promotion of programs and resources
- Maintain day-to-day website content updates

Strategic Focus #7: **Tell the Library's story**

Goals

- Maintain positive sentiment and position the Library as a community resource in line with the mission and vision of the forthcoming strategic plan

Workplan

- Expand positive stories of the library's innovative programs and resources, in both local and trade publications
 - E.g. Blueberry Awards, Sustainability programming, Partnerships, Digitization project
- Build relationships with local media outlets to leverage in reputation management situations, pitching, coordinating interviews, etc.
- Produce the Annual Report

- Produce press releases and local news pitches announcing major initiatives and events
- Regularly monitor local media sources and respond to press inquiries
- Manage external and internal responses to issues facing the library (e.g. budget, DEI, crisis management, etc.)
- Inform Board of opportunities to participate in significant Library programs



FY 24 Strategic Communications Plan Evanston Public Library

Program Marketing Addendum

Because the Library produces more than 100 programs every month and has limited staff resources in our Marketing & Communications Office, programs are prioritized for marketing on the following scale:

Level 1: Large-scale, library-wide programs, such as Summer Engagement or our 150th Anniversary, or other significant/out-of-the-ordinary events that may require significant marketing efforts because of grant requirements or major partnerships, i.e. The Bias Inside Us, or The Big Read.

How We Promote Level 1 Programs: Press releases, story pitches to local media outlets, blog posts on epl.org, homepage slider, printed posters, printed booklets/rack cards, paid social, paid search/digital display (Google, Roundtable), Board meetings, in-library displays, cross-promotion with City, newsletters, Facebook, Instagram. Design is done by the Marketing & Communications Office.

Level 2: Brand-new program series or standalone programs, or services with high costs and/or high departmental priority due to partnerships. Examples: The 1619 Project, heritage month celebrations, special author talks.

How We Promote Level 2 Programs: In-library displays, Cross-promotion with City, Newsletters, Instagram, Facebook, blog posts on epl.org, homepage slider, possible printed materials (posters/rack cards). Design may be done by the Marketing & Communications Office.

Level 3: Programs that are still building an audience or that are deemed a community good but may not have significant attendance without promotion. Examples include: Maze of Medicare, Repair Clinics.

How We Promote Level 3 Programs: Newsletters, Instagram, Facebook, may occasionally be incorporated into press releases or other promotions that support bigger initiatives. Design is largely done by programming staff, though may be adapted for specific uses by the Marketing & Communications Office. All design work should be done in Canva so that it can be resized.

Level 4: Recurring programs with strong attendance (storytimes, etc.) that are already exceptionally popular.

How We Promote Level 4 Programs: These programs get little, if any, promotion from the Marketing & Communications Office. If promotion is needed (for example, if attendance begins falling off), program staff should submit a Marketing Request Form.

Promotions at all levels are tailored based on what may be effective for promoting a given program or service.

Program Marketing Processes at a Glance

- **At least six weeks before the program:** The staff member will design a flier and/or poster in Canva and share it with their Department Manager.
- The staff member's Department Manager will approve the flier/poster, referring to the [Program Flier Checklist](#).
- The staff member will complete the Marketing Request Form and attach the approved flier.
- If the program requires additional marketing resources and consideration (for example, a Level 4 program with significant partnerships, grant funding, or potentially controversial content, etc.) the staff member should notify the Marketing & Communications Office (Jenette) as soon as possible and set up a meeting to clarify promotional goals and plans.
- **Six weeks up to one week prior to the program:** Marketing & Communications will create promotions (newsletter listings, social media posts, etc.)
- **One to two weeks prior to the program:** If program registration is low relative to expectations two weeks out, the staff member should email Marketing & Communications for additional promotion if possible. *Note: Due to limited resources, not all additional requests can be fulfilled.*



FY 24 Strategic Communications Plan Evanston Public Library

Social Media Addendum

Social media is just one piece of our overarching communications and marketing strategy, and one that is currently underutilized due to staffing constraints. Below is not a complete social media strategy, but rather a discussion of our overall goals for what a social media strategy might look like, some of the elements to consider when implementing a social media strategy that meets EPL's needs in alignment with its strategic planning/DEIB goals, and options for adequately staffing such a strategy.

Goals

In considering our social media strategy within the context of our other strategic planning – and especially our Diversity, Equity, Inclusion, and Belonging Plan, our goals for social media should have three focuses in this order:

1. Awareness
2. Loyalty
3. Conversion

Awareness

- Goal: Reach new, diverse audiences that we are not currently reaching
- Metrics to measure: Likes, follows, views
- Reach new audiences that we are not currently reaching

Loyalty

- Goal: Improve library sentiment, both on and offline
- Metrics to measure: Sentiment ratings

Conversion

- Goal: In the world of for-profit companies, this is a sale. In the world of libraries, this is specifically program and service marketing.
- Metrics to measure: Link clicks, program attendance, service use

What it takes to achieve these goals

Developing our content pillars

The foundation of a social media strategy is developing what you want your accounts to look and sound like. This is done by developing a brand voice and content pillars, or 2-4 kinds of content you repeatedly post. For example, an effective content post for the Library would be “people” – photos and videos of real life people engaging with our services, including our librarians and the public. This would be different from (and more effective than) a “programs” post, that highlights a single program.

In addition, a consistent aesthetic, including, but not limited to, branding, is important to regularly engaging people with your content. You are punished in the algorithms for producing bad-looking content. Posting a flier or a book cover for a program is not just unlikely to get any eyeballs on it, it can actually hurt the account’s overall ability to show future posts on people’s feeds. On TikTok, the algorithm is so vicious that if you do not consistently crack 1,000 views in your first ten videos, your account becomes a zombie account and needs to be scrapped. Prior to my arrival here, in the interim without a Communications Manager, we had a freelancer posting program fliers to our account “to maintain frequency.” Because they were not aesthetically pleasing (and people do not often engage with program posts), Instagram’s algorithm read this as “crap posting” and our metrics tanked for months. **Low-effort posting is worse than no posting.**

Engaging with and monitoring followers

In addition to creating high-quality content, growing a social media following, especially in pursuit of our awareness and loyalty goals, means quickly and consistently interacting with other accounts. **The algorithm rewards time spent on the apps and punishes accounts that do not spend time on the apps.** Commenting and sharing consistently is how we grow organically in the Evanston community.

As a public entity, we also have an obligation to respond to DMs quickly and to monitor and deal quickly with controversies that get out of hand. This requires not-quite 24/7 monitoring, but eyeballs on the accounts several times a day, including weekends and holidays. For example, a post about our Black Family Game Night a year ago came under a bot attack that required constant monitoring (coincidentally, while I was on vacation) before finally reaching a threshold in which I could legally take it down.

Additionally, Evanstonians are active in Facebook groups, and many of our librarians find success promoting their programs in those groups. Having the Library account active in those groups would help us achieve all three of our goals. Facebook Events would also be useful for bringing people to our programs – currently we do not have the time to produce Facebook events, unless it is required by a grantor or partner.

In-app time

The algorithm rewards time spent on the apps and punishes accounts that do not spend time on the apps. (Bears repeating.)

The algorithms reward accounts for using all their native in-app bells and whistles, like people/location tagging, setting event reminders, and lots of video editing features. This means we are punished in the algorithm for certain time-saving strategies like using a third-party social media calendar (which we presently do), or for creating a video in one app (TikTok) and reusing it in a competing app (Instagram). It is much, MUCH harder to “go viral” unless you are spending time in each app.

Frequency

The following are recommended posting intervals from Hootsuite:

- Instagram: Post between 3 and 5 times per week.
- Instagram Stories: Post 2 times per day.
- Twitter: Post between 2 and 3 times per day.
- Facebook: Post between 1 to 2 times per day.
- TikTok: Post between 3 and 5 times per week.

As noted above, native in-app posts do better in the algorithm. Also, consider that each of these posts must be thought of, designed in Canva, written, properly tagged, scheduled/posted, and then monitored. And...

Video – a lot of it

...ALL of the major platforms (except X/Twitter) currently prioritize labor-intensive video over static image posts. This is the effect of American companies competing with TikTok for market share, and it means that accounts that invest heavily in video are significantly boosted in the algorithms, and everyone not doing video is punished. In 2022-23, Instagram accounts were encouraged (often by phone calls from Instagram reps) to go Reels-only and most 1-2 reels a day. Accounts that did not adopt reels were buried.

Video is exceptionally time-consuming compared to a text or image post. Videos involve:

- Generating ideas (including hours spent on the apps as a consumer, making notes of trending audio and videos)
- Recruiting the library’s staff to star in the videos
- Planning the shoot (location, props, costuming, etc.)

- Creating practical effects
- Scripting
- Voiceover-Recording
- Footage-Recording
- Editing

In addition, videos that look good do better, which requires a specific videography skill set we do not currently have on staff and will need to hire for.

Trend research and monitoring

Capturing new audiences on any video-first apps is done organically by riding trends. That requires someone who is a constant scroller in their personal life making notes of “The Library as a Wes Anderson movie” or “We’re Librarians, of course we...” or the latest Beyonce country song in their off time.

But equally important is routine research into *industry* trends and algorithm shifts. It’s important to keep up on what the algorithms are rewarding or punishing (carousels? Short-form video? A specific new feature inside posts like geo-tagging?), and this shifts constantly.

Additional platforms

Our strategy also needs to include research and decision-making on our platforms of choice. The Library is currently active on Facebook and Instagram. We have a dormant Twitter/X account – updating was placed on pause when we had limited staff capacity during our executive director transition to prioritize other Library needs, which also happened at the time of the Musk takeover, when it was unclear whether the platform would be replaced by a competitor. We are also parked on a TikTok account.

Choosing new/additional platforms is highly dependent on target audiences. Younger generations currently love TikTok and claim nobody is on Facebook anymore, but Facebook is still the biggest platform in the U.S. Some cities tend to prefer certain platforms over others.

More importantly, each additional channel we open needs to be cultivated and monitored, which requires additional time on top of posting.

Analytics

We’ll need to track our analytics in line with our goals, especially likes, follows, and sentiment scores. Additionally, we’ll need to add a piece of code to our website to track link clicks to monitor the effects of any paid social media campaign.

A paid social strategy

The majority of your organic content is only seen by your followers, unless one of those followers intentionally shares it with someone else. Since “going viral” is a crapshoot, paid social – running ads – is primarily how you reach new audiences, and reaching new audiences is the

top goal of our strategy. Thus, developing paid social media campaigns are an important part of our overall social strategy.

Paid social media is an entirely different skill set that requires specific continuing education/training to do effectively to keep up with Meta's changing technologies and policies. For example, People assume that hitting the "Boost" button on your organic content and entering your credit card is sufficient paid social media, however, this tactic *only* reaches people who already follow you, so it's wasted money if you're trying to reach new residents. There is a specific strategy to developing paid social content, building audiences, and running campaigns.

You also need a special certificate from Meta to run "political" advertising, which is a wider umbrella than you'd think, and could be required of the library as a unit of government. My certification is no longer valid, but could be reinstated. (It is a time-consuming process to prove you are not an operative of the Russian state, and involves verifying your identity via your passport and snail mail.)

A Spanish-language strategy

If our goal is to reach underrepresented audiences, we need to be thinking about how we're interacting with Spanish-speakers. Do we make our posts bilingual? Or have bilingual staff posting in Spanish on separate accounts? Or on the same account, but in targeted Facebook groups, with specific hashtags, etc.

A social media policy and managing communities

We do not currently have a social media policy, which is a problem, especially as we scale up. A social media policy allows us to actively and consistently monitor and delete comments within certain First Amendment protected parameters. Our strategy should also spell out how we engage with (or choose not to engage with) potentially problematic content, for example, promoting programs like Queer Palestine and Misconceptions about the Holocaust in the backdrop of the war in Gaza.

Staffing Considerations

Social media posting for an organization takes more time than you think:

Jon-Stephen Stansel • 3rd+
Social Media Strategist, Speaker, Consultant, and Founder ...
5mo • 🌐

+ Follow ...

Give your social media managers time to cook.

There's no such thing as a "quick social post" for a brand. Even the most simple post can take up to 30 minutes to post across platforms when using them natively--jumping back and forth between tabs, devices, airdropping assets, copy and pasting text and alt-text, proofreading, ect...to say nothing of the actual content creation!

Yes, on occasion we can work on the fly, but that's not a realistic expectation for every post.

Social teams need time to create quality work--give it to them.

[#socialmediamarketing](#) [#socialmediamanager](#) [#marketing](#)

👍👍👍 3,537

343 reposts

Effective social media strategies require adequate staffing to implement, and effective accounts are best run by people who are deeply involved in a given organization. A few staffing models to consider:

A dedicated Social Media/Marketing Coordinator

The National Parks Service accounts are run by Social Media Specialist Matthew Turner. He was a park guide at the Truman House and the Lincoln House prior to this promotion. This has the advantage of consistency.

At EPL, we would be looking for a part- or full-time person with graphic design and videography skills, preferably bilingual, to generate content and manage our social media communities, as well as develop other program marketing pieces for our librarians working on bigger programs. They could then also be cross-trained on a wide number of my roles for redundancy/succession planning and backup during vacation/sick time.

An in-house team of our library staff

The Milwaukee Public Library's accounts are run by two members of that team, including an accountant and their volunteer coordinator, who now have social media as a part of their official duties, plus **68 other staff members** who regularly participate with generating ideas, starring on camera, cutting video and more. This has the advantage of spreading out the work and engaging lots of diverse voices.

To implement this model at EPL, I would need dedicated time from multiple interested employees across departments who are not needed on desk, plus buy-in from managers, as well as specialized videography skills among someone in the staff.

A stop-gap measure: Interns

A dedicated marketing coordinator is the most sustainable option, but in the meantime, our goal for this year is to add a videographer via work-study internship. An ideal candidate would be deep into social media as a hobby or career path interest with strong video skills and early in their college career to reduce turnover. They would be responsible for content generation, but would not be able to take over monitoring and community management, paid social, or engagement, which requires more public relations experience and/or access levels (credit card information) we do not give to interns.

Celebrating **150 Years** of Connecting Evanston



2023

Annual Report

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

1,218

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.



*EPL's new Executive Director
Yolande Wilburn*

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

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

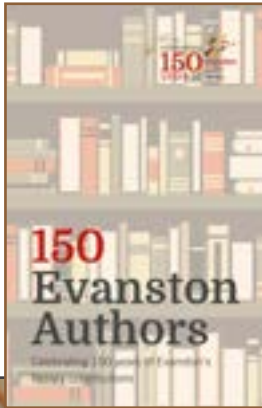
EPL gets its first online public access catalog

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

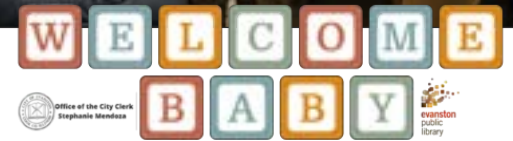
The earliest hint that Evanston's children might want to use the Library came in 1899 when the Library formed a league among school children to encourage an interest in books with the motto: "Clean hearts, clean hands, clean books." Since then, a lot of sticky fingers have paged through our children's 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, **Drag Queen Story Time** in honor of Pride Month, **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.

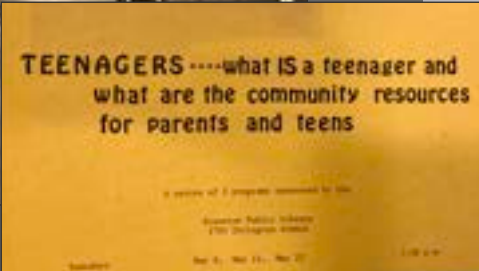
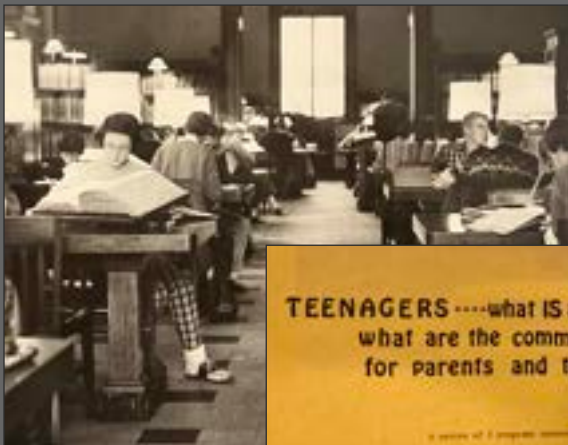
The Blueberries return!

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.



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 (below) 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 Memory Cafes for adults with dementia and their caregivers.

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 films, records, slides and cassettes. You need your library card (and there is a small fee) to check out the films, records 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 38.

“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 coordinate crafts, lectures, and events like Drag Queen Bingo for **Pride Month**. 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 for potential new patrons.



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 individual 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.

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.

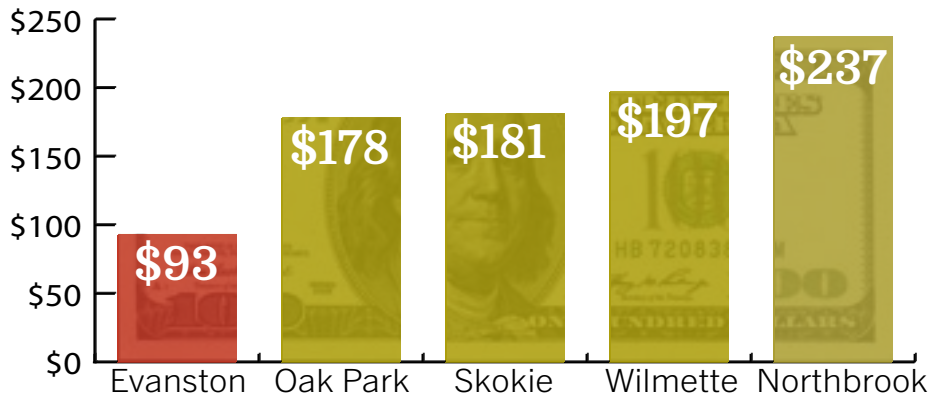
To learn more about how you can contribute or get involved, please visit our website, volunteer at epl.org/volunteer, or donate online at epl.org/donate. For further inquiries, contact Wynn Shawver, Development Manager, at (847)-448-8657.

Ready to give? Donate online today at epl.org/donate, or scan here:



Join us in our journey to ensure

Local tax allotment per resident - far below our neighbors

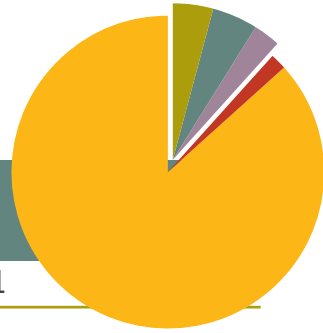


Source: 2022 Illinois Public Library Annual Report

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.

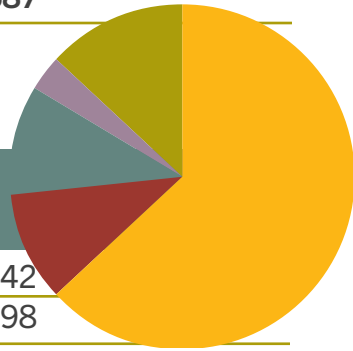
Revenues

Philanthropy	\$790,571
<i>Donations \$403,878</i>	
<i>Grants \$220,233</i>	
<i>Endowment \$166,460</i>	
Other non-tax revenues	\$337,435
Taxes	\$7,632,769
Debt Service Fund	\$507,912
Total Revenues	\$9,268,687



Expenditures

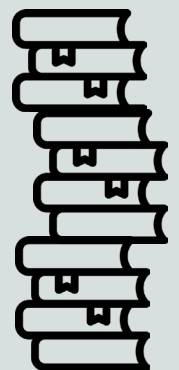
Personnel	\$5,818,742
Services, Materials, Equipment	\$965,898
Library Collection	\$951,256
Shared City Services	\$294,996
Capital Expenditures	\$1,192,903
Debt Service Fund	\$507,913
Total Expenditures	\$9,731,708



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!



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Volunteer with EPL!

Each year, hundreds of volunteers give their time to the library shelving books, assisting with programs, delivering books on wheels and more. Learn more at epl.org/volunteer.

Or join the Partners of the Evanston Public Library — our kind of PEPL! The new 501c3 established to promote the Library hosted a series of pop-up events and a Readathon in honor of our 150th anniversary. The PEPL meet at 7 p.m. on the second Monday of each month at the Robert Crown Branch. Sign up to express your interest at eplpartners.org.



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SHOWING YOUR SUPPORT

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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