

**evanston** public library  
community | events | ideas | resources



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, OCTOBER 16, 2019**

**6:30 P.M.**

**COMMUNITY MEETING ROOM**

**MAIN LIBRARY, 1703 ORRINGTON AVENUE**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, October 16, 2019**

**Chat with a Trustee**  
6:00 P.M. – 6:30 P.M.

**Meeting of the Board**  
6:30 PM

**Main Library Community Meeting Room**

**AGENDA**

**1. CALL TO ORDER / DECLARATION OF QUORUM**

**2. CITIZEN COMMENT**

Not to exceed 45 minutes

**3. CONSENT AGENDA**

- A. Approval of Minutes September 4, 2019 and September 18, 2019 Regular Meeting
- B. Approval of Bills and Payroll

**4. PUBLIC HEARING: PUBLIC HEARING: Truth in Taxation 2019 Tax Levy**

**5. INFORMATION/COMMUNICATIONS: *Together, We are the Library***

- A. STEMex (Jan Bojda, Laura Antolin, Catherine Haden of Loyola University)
- B. Summer STEM Camps (Tyler Works, Renee Neumeier, Kelly Rooney, Kirby Callam)

**6. EQUITY, DIVERSITY AND INCLUSION**

- A. Joint Task Force (Update)

**7. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)

**8. STAFF REPORTS**

- A. Administrative Services Report (Teri Campbell)
- B. Mission Impossible X (Heather Norborg)

**9. BOARD REPORTS**

- A. Facilities Committee
  - 1. Single Source Purchase of replacement building sump pumps (ACTION)

**10. BOARD DEVELOPMENT**

RAILS has added another trustee training workshop for [Saturday, November 2](#), 9:30 a.m.–12:30 p.m., at Schaumburg Township District Library.

Seats are still available for the session on [Saturday, October 19](#), 9:30 a.m.–12:30 p.m. at Bloomington Public Library.

Led by a nationally-recognized trainer and triple-certified parliamentarian Nancy Sylvester, this training is open to new trustees as well as current trustees and library directors who would like a review of board essentials and parliamentary procedure.

**Per Capita Requirements**

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

Standards Chapter Review: Library staff will review and report on progress in meeting Chapter 3, "Personnel," of *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014.*"

Trustees will review chapters 11 - Appendices of the "TRUSTEE FACTS FILE THIRD EDITION": <http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Continuing Education: Staff and trustees will complete at least one free online education opportunity focusing on organization management. Staff at the Illinois State Library has provided a broad range of suitable webinars to fulfill the requirement: <https://www.railslibraries.info/news/169820>

Outreach: Library staff and trustees will familiarize themselves with the services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

## **11. UNFINISHED BUSINESS**

- A. Discussion of FY2020 Proposed Budget
- B. Approval of 2020 Proposed Library Expenditure Budget (ACTION)
- C. Preliminary Tax Levy Estimate
- D. 900 Chicago Avenue lease extension (ACTION)

## **12. NEW BUSINESS**

## **13. ADJOURNMENT**

**Next Meeting: November 20, 2019 at 6:30 pm: Main Library - Community Room**

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 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, September 18, 2019**  
6:00 P.M.  
Main Library, Community Meeting Room

**Members Present:** Adam Goodman, Rachel Hayman, Ruth Hays, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto

**Members Absent:** none

**Staff:** Karen Danczak Lyons, Teri Campbell, Laura Antolin, Heather Norborg, John Devaney, Jill Skwerski, Connie Henegan, Wynn Shawver, Jan Bojda and Donny Westphal.

**Presiding Member:** Shawn Iles, President

**Call to order/Declaration of Quorum-** President Iles called the meeting to order when a quorum of Trustees was achieved at 6:30 pm.

**Citizen Comment:** Rhea Keenan, Alyce Barry, David DiGioia, Lori Keenan and Oliver Ruff.

**Consent Agenda:**

- A. Approval of the Bills and Payroll and Minutes of the August 21, 2019 Board Meeting** - Trustee Schapiro made the motion, Trustee Hayes seconded, and it was approved by voice vote.

**Public Hearing: Public Hearing on the FY2020 Proposed Budget**

Upon motion by President Iles, second by Trustee Schapiro and approval by voice vote, the Public Hearing on the FY2020 Proposed Budget was opened. President Iles welcomed comment as prescribed by statute. No comments or questions were posed to the Trustees by the audience. The hearing was closed.

**Information/Communications:**

Heather Norborg (Lifelong Learning & Literacy) and Laura Antolin (Early Learning & Literacy) reported to the board on the 2019 Summer Learning Program 'A Universe of Stories' (presentation attached). Their report was included in the agenda packet for this meeting.

**Equity, Diversity and Inclusion:**

AD Campbell provided an update on the progress of the internal (staff) EDI committee who has selected an on-line racial equity [curriculum](#) to provide staff with ongoing, mandatory opportunities for education and discussion to be implemented beginning January 2019.

The Racial Equity Task Force made up of 8 community members joined by staff and trustees, continues to meet twice monthly to provide direct input on library program and service priorities, communications/marketing, Spanish language translation, budget and future plans to tangibly invest in underserved populations, specifically residents of wards 5, 8, and 9.

**Library Director's Report (Distributed in Advanced):**

The kickoff event for the Community Mobile Resource Center (CMRC) was held on September 17th at Family Focus. Over 100 residents stopped by to learn about the CMRC directly from organizations that are likely to be presenters, including Community Partners for Affordable Housing, the Moran Center, YWCA, CEDA, and National Able Network. Attendees also enjoyed Hecky's BBQ. This was the kickoff event to highlight a new ongoing monthly programming series, funded in part by a grant from ECF, to support access to legal, personal finance, and health information at a hyper-local location. The pilot runs through December.

Other upcoming events to note: Libraries will be closed on Thursday, October 24th for All Staff Day. Trustees are invited to attend. Dino Robinson of Shorefront Legacy Center will be sharing an overview of Evanston History, with a focus on race.

We will celebrate the 100 days (or so) countdown to the opening of the new Robert Crown branch on Saturday, October 26th from 2:00 - 5:00 under a tent in the parking lot at the current Robert Crown. Features of the celebration include: live music, storytelling with Nestor Gomez and friends, refreshments, crafts, henna painting and information about library services.

**Staff Report:**

- A. **Administrative Services:** AD Campbell updated the board regarding promotions - M Halka (Engagement), Elizabeth Steimle (Access). Offer letters were issued for additional openings in Access Services. Robert Crown transfers will be offered soon, followed by postings to the public at large. Operating expenditures are at 61% of estimated budget, and revenue collection has reached 90%. Installation of the demountable wall system that will add new study space to the 3rd floor is set to begin next week. Replacement of the emergency fire alarm system will follow.

**Board Report/Development:**

Trustee Hayman provided information regarding upcoming training opportunities and encouraged the participation of members, noting that many are made available online should attendance be difficult.

**Unfinished Business:** There was none.

**New Business:**

- B. **Renewal of Lease 900 Chicago Avenue**  
Director Danczak-Lyons discussed status of negotiations with the lessor who has not offered an early out clause for 2020, though has agreed to 2 one-year extensions.
- C. **Naming rights for Reading Garden at Robert Crown**  
Director Danczak-Lyons shared an update from the Friends of Robert Crown who are interested in selling naming rights to raise funds for the capital construction. The final decision will be the purview of the Library Trustees.

**Executive Session:**

Upon motion made by Trustee Goodman and seconded by Schapiro and approved by voice vote, the meeting moved to Executive Session at 8:34 pm.

**Adjournment:**

The motion to adjourn was made by Trustee Hayman and seconded by Trustee Patel. Meeting adjourned at 9:00 pm.

Respectfully submitted by Teri Campbell

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# Summer Learning 2019

A Universe of Stories



# Who Are We Reaching - Incentive Program

**Total Participation: 3564**

**Children: 2519**

**Teens: 443**

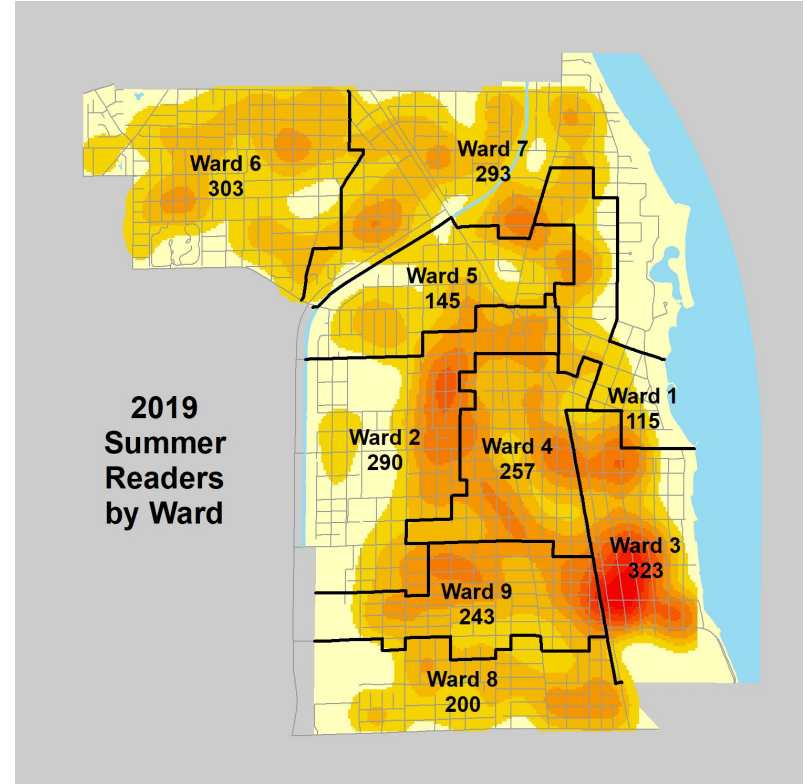
**Adults 686**

**Total Completed: 1701 (48 %)**

**Children: 1388 (55%)**

**Teens: 178 (40%)**

**Adults: 180 (26%)**

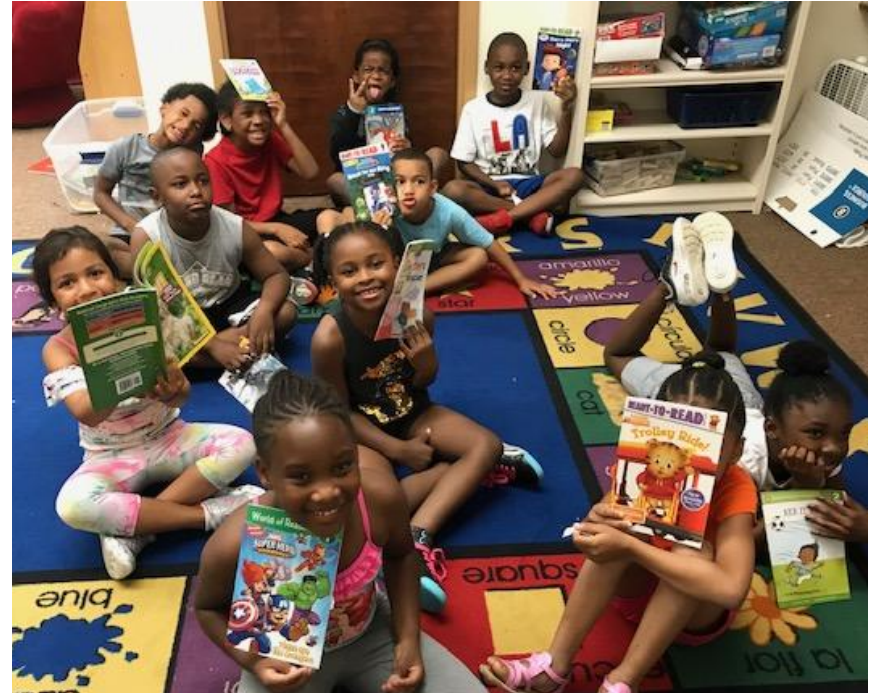


# Who Are We Reaching - Camp Partners

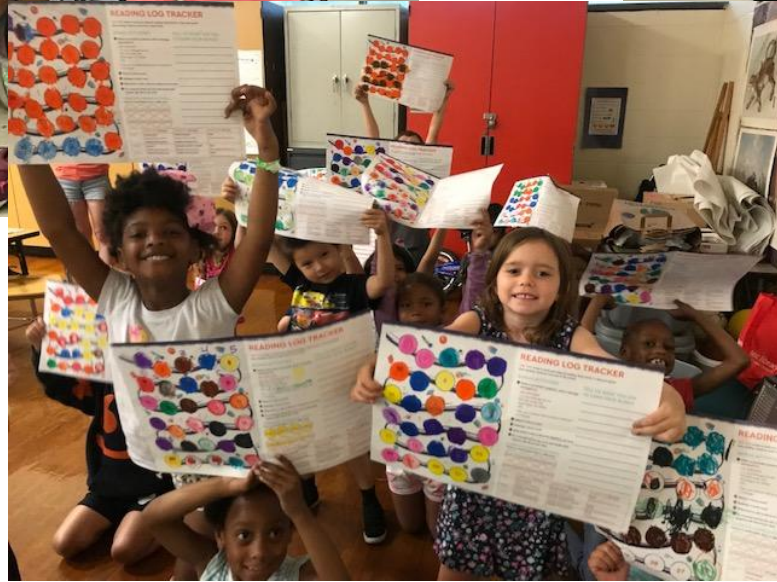
- Robert Crown (7 camps)
- Fleetwood Jourdain (1 camp)
- Ridgeville (3 camps)
- Y.O.U. ( 2 camps)
- District 65 (1 camp)
- YMCA -Power Scholars (3 camps)
- Kumbaa (1 camp)
- Freedom School (1 camp)
- Junior Wildkits (1 camp)

Total Participation: 1073

Total Completions: 805 (75%)







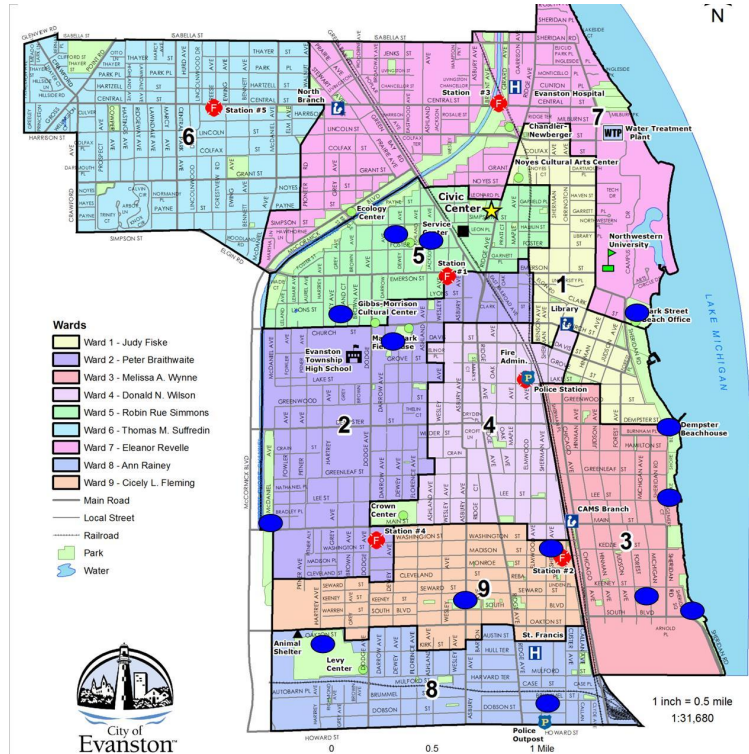
# Who Are We Reaching- Ballot Box Sites



<p><b>1<sup>st</sup> Ward</b> Cupitol, 812 Grove St  Kilwins, 1724 Sherman</p>	<p><b>4<sup>th</sup> Ward</b> FRIO Gelato, 1301 Chicago Ave</p>	<p><b>7<sup>th</sup> Ward</b> Tag's Cafe, 2010 Central St</p>
<p><b>2<sup>nd</sup> Ward</b> Temperance, 2000 Dempster St</p>	<p><b>5<sup>th</sup> Ward</b> Ebony Barber Shop, 1702 Dodge  Cutting Edge, 1706 Dodge  Fleetwood Jourdain, 1655 Foster  Family Focus, 2010 Dewey</p>	<p><b>8<sup>th</sup> Ward</b> Levy Center, 300 Dodge Ave</p>
<p><b>3<sup>rd</sup> Ward</b> Squeezebox, 743 Main St</p>	<p><b>6<sup>th</sup> Ward</b> Curt's Cafe, 2922 Central St</p>	<p><b>9<sup>th</sup> Ward</b> Firehouse Grill, 750 Chicago Ave</p>

# Where Are Our SLP Programs in the Community?

- Brummel Park x8
- Fleetwood Jourdain x8
- Mason Park x8
- Family Focus/MetaMedia @ Foster x4
- Y.O.U. Main Location x4
- Baker Park x2
- South Blvd Beach x2
- James Park
- Kamen Park
- Burnham Shores Park
- Eiden Park
- Sculpture Park
- Clark St Beach
- Lee St Beach





# Do Our Outreach Programs Increase Engagement?



- Camp completion rate was 75% (vs 48% for others)
- Engagement staff often recognized as “the library!”
- More teens visiting the Loft after attending programs
- Business owner appreciation
- Evanston Latinos potluck picnic & beach tokens!

# Are There Barriers to Participation in SLP?



- Parents/caregivers who do not like incentive-based programs
- Children who are not interested in reading
- Children who read anyway & don't need to be part of a program
- Families who have not gotten information about the program
- Families with language barriers
- Individuals who think they're too young or too old to take part
- Families who don't have enough time
- Families for who it is hard to get to the library





# Memorandum

To: Evanston Public Library Board of Trustees  
Karen Danczak Lyons, Library Director

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

Subject: Library Fund Bills

Date: October 11, 2019

## **Recommended Action**

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

## **Payroll**

Sept 2 through Sept 15, 2019	\$ 154,237.06
Sept 16 through Sept 29, 2019	\$ 157,618.87

## **Library Fund Bills List**

September 24, 2019	\$ 48,782.18
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Attachments: Bills Lists



BILLS LIST

Report

PERIOD ENDING 09.24.2019

Payment Date Range 09/24/19 - 09/24/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
<b>Fund 185 - LIBRARY FUND</b>					
<b>Department 48 - LIBRARY</b>					
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>					
<b>Account 65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	JUV PROGRAM	09/03/2019	09/24/2019	14.92	
186504 - THE COMIX REVOLUTION, INC.	JUV BOOKS	08/22/2019	09/24/2019	59.82	
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>2</b>	<b>\$74.74</b>
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV PRINT	08/30/2019	09/24/2019	365.57	
100474 - BAKER & TAYLOR	JUV PRINT	08/29/2019	09/24/2019	1,247.76	
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2019	09/24/2019	18.13	
100474 - BAKER & TAYLOR	JUV PRINT	08/27/2019	09/24/2019	1,208.64	
100474 - BAKER & TAYLOR	JUV PRINT	09/05/2019	09/24/2019	1,112.83	
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>5</b>	<b>\$3,952.93</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE	JUV AV	08/28/2019	09/24/2019	36.48	
103424 - MIDWEST TAPE	JUV AV	08/28/2019	09/24/2019	45.72	
103424 - MIDWEST TAPE	JUV AV	08/30/2019	09/24/2019	28.98	
103424 - MIDWEST TAPE	JUV AV	08/28/2019	09/24/2019	94.95	
103424 - MIDWEST TAPE	JUV AV	08/28/2019	09/24/2019	264.90	
103424 - MIDWEST TAPE	JUV AV	09/05/2019	09/24/2019	18.48	
103424 - MIDWEST TAPE	JUV AV	09/05/2019	09/24/2019	89.66	
103424 - MIDWEST TAPE	JUV AV	09/04/2019	09/24/2019	128.56	
103424 - MIDWEST TAPE	JUV AV	08/28/2019	09/24/2019	100.54	
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	08/27/2019	09/24/2019	37.50	
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>10</b>	<b>\$845.77</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>17</b>	<b>\$4,873.44</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>					
16334 - KANOPY	ADULT ONLINE RESOURCES	08/31/2019	09/24/2019	1,351.00	
103424 - MIDWEST TAPE	ADULT ELECTRONIC RESOURCES	08/31/2019	09/24/2019	3,902.05	
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>2</b>	<b>\$5,253.05</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>					
14148 - NEIL ADELMAN	LYRIC OPERA PERFORMANCE	09/17/2019	09/24/2019	50.00	
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>1</b>	<b>\$50.00</b>
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	835.28	
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	290.07	
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	1,505.07	
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	635.96	
100474 - BAKER & TAYLOR	ADULT PRINT	08/26/2019	09/24/2019	34.80	
100474 - BAKER & TAYLOR	ADULT BOOKS PROCESSING	08/22/2019	09/24/2019	90.00	
100474 - BAKER & TAYLOR	ADULT PRINT	08/24/2019	09/24/2019	328.15	
100474 - BAKER & TAYLOR	ADULT PRINT	09/06/2019	09/24/2019	1,414.54	
100474 - BAKER & TAYLOR	ADULT PRINT	09/05/2019	09/24/2019	82.48	
100474 - BAKER & TAYLOR	ADULT PRINT	09/06/2019	09/24/2019	546.00	
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	546.48	
100474 - BAKER & TAYLOR	ADULT PRINT	09/04/2019	09/24/2019	556.19	
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2019	09/24/2019	377.30	
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2019	09/24/2019	498.47	
100932 - CENTER POINT INC	ADULT PRINT	09/01/2019	09/24/2019	136.62	
120319 - GALE RESEARCH INC.	ADULT PRINT	09/05/2019	09/24/2019	157.44	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/29/2019	09/24/2019	41.02	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/20/2019	09/24/2019	71.97	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/21/2019	09/24/2019	48.73	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/21/2019	09/24/2019	47.23	
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2019	09/24/2019	1,431.88	
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2019	09/24/2019	32.97	
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2019	09/24/2019	435.50	
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2019	09/24/2019	115.99	
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2019	09/24/2019	714.97	
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2019	09/24/2019	435.14	
276974 - OVER DRIVE, INC.	EBOOKS	08/30/2019	09/24/2019	4,063.45	
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2019	09/24/2019	1,695.09	
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>28</b>	<b>\$17,168.79</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	45.48	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	08/28/2018	09/24/2019	30.48	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	50.97	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	18.99	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	114.27	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	18.99	
103424 - MIDWEST TAPE	ADULT AV	08/30/2019	09/24/2019	100.99	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	143.94	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	79.47	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	63.28	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	163.44	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	21.24	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	174.66	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	77.93	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	47.59	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	79.47	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	238.41	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	59.83	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	68.63	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	16.74	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	45.48	
103424 - MIDWEST TAPE	ADULT AV	09/05/2019	09/24/2019	45.48	
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	30.79	

BILLS LIST

Report

PERIOD ENDING 09.24.2019

Payment Date Range 09/24/19 - 09/24/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	18.24
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	18.24
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	27.99
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	08/28/2019	09/24/2019	89.18
104325 - RECORDED BOOKS INC.	ADULT AV	07/22/2019	09/24/2019	6.95
104325 - RECORDED BOOKS INC.	ADULT AV	08/22/2019	09/24/2019	140.40
104325 - RECORDED BOOKS INC.	ADULT AV	08/19/2019	09/24/2019	36.00
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			34	\$2,157.01
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			65	\$24,628.85
<b>Business Unit 4820 - ACCESS SERVICES</b>				
Account 52610 - LIBRARY FINES & FEES				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	09/01/2019	09/24/2019	277.45
Account 52610 - LIBRARY FINES & FEES Totals			1	\$277.45
<b>Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES</b>				
16342 - ELA AREA PUBLIC LIBRARY DISTRICT	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	54.12
14876 - FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	20.82
14304 - FREMONT PUBLIC LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	12.99
15206 - GLENCOE PUBLIC LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	30.00
14160 - LAKE FOREST LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	2.00
14156 - LAKE VILLA DISTRICT LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	13.00
14226 - LINCOLNWOOD PUBLIC LIBRARY DISTRICT	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	4.01
103805 - NORTHBROOK PUBLIC LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	100.98
14270 - PROSPECT HEIGHTS PUBLIC LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	53.00
14296 - ROUND LAKE AREA PUBLIC LIBRARY	04/01/19-06/30/19 REPLACEMENT CHARGES	09/09/2019	09/24/2019	1.95
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals			10	\$292.87
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	09/02/2019	09/24/2019	3,709.39
Account 62340 - IT COMPUTER SOFTWARE Totals			1	\$3,709.39
<b>Account 65100 - LIBRARY SUPPLIES</b>				
206940 - ULINE	OFFICE SUPPLIES	08/27/2019	09/24/2019	28.90
Account 65100 - LIBRARY SUPPLIES Totals			1	\$28.90
Business Unit 4820 - ACCESS SERVICES Totals			13	\$4,308.61
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
Account 64015 - NATURAL GAS				
103744 - NICOR	CAMS NATURAL GAS 90975640799	09/04/2019	09/24/2019	28.74
103744 - NICOR	NB NATURAL GAS 20083500007	09/09/2019	09/24/2019	25.26
Account 64015 - NATURAL GAS Totals			2	\$54.00
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	231.50
100474 - BAKER & TAYLOR	JUV PRINT	08/30/2019	09/24/2019	32.69
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	165.60
100474 - BAKER & TAYLOR	ADULT PRINT	08/30/2019	09/24/2019	63.52
100474 - BAKER & TAYLOR	JUV PRINT	08/27/2019	09/24/2019	81.85
100474 - BAKER & TAYLOR	ADULT PRINT	08/27/2019	09/24/2019	1,444.21
100474 - BAKER & TAYLOR	ADULT PRINT	09/06/2019	09/24/2019	53.68
100474 - BAKER & TAYLOR	JUV PRINT	09/06/2019	09/24/2019	587.93
100474 - BAKER & TAYLOR	ADULT PRINT	09/06/2019	09/24/2019	138.90
100474 - BAKER & TAYLOR	JUV PRINT	09/05/2019	09/24/2019	106.05
100474 - BAKER & TAYLOR	ADULT PRINT	09/04/2019	09/24/2019	45.72
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2019	09/24/2019	32.78
Account 65630 - LIBRARY BOOKS Totals			12	\$2,984.43
Business Unit 4825 - ENGAGEMENT SERVICES Totals			14	\$3,038.43
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
Account 65100 - LIBRARY SUPPLIES				
16405 - HIP CIRCLE EMPOWERMENT CENTER	PRESENTER FOR GIRLS BE HEARD	09/13/2019	09/24/2019	100.00
15632 - TYLER WORKS	SUMMER READING PRIZES	07/11/2019	09/24/2019	112.87
Account 65100 - LIBRARY SUPPLIES Totals			2	\$212.87
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			2	\$212.87
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	MAT SERVICE	09/16/2019	09/24/2019	352.05
298493 - CONQUEST PEST SOLUTIONS	BUILDING MAINTENANCE	08/30/2019	09/24/2019	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	09/04/2019	09/24/2019	7,375.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals			3	\$7,872.05
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
151986 - CINTAS CORPORATION #769	JANITORIAL SERVICES	09/13/2019	09/24/2019	66.87
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/03/2019	09/24/2019	23.28
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	04/09/2019	09/24/2019	443.25
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/13/2019	09/24/2019	80.30
Account 65040 - JANITORIAL SUPPLIES Totals			4	\$613.70
Business Unit 4840 - LIBRARY MAINTENANCE Totals			7	\$8,485.75
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
Account 62185 - CONSULTING SERVICES				
102739 - STEVE JOHNSON CONNECTS	CONSULTING FEE	09/08/2019	09/24/2019	500.00
Account 62185 - CONSULTING SERVICES Totals			1	\$500.00
<b>Account 62380 - COPY MACHINE CHARGES</b>				
105654 - XEROX CORP.	COPYING CHARGERS	04/20/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING CHARGERS	04/20/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING CHARGERS	06/01/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING CHARGERS	07/20/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING CHARGERS	07/20/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING CHARGERS	08/20/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING CHARGERS	08/20/2019	09/24/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	09/01/2019	09/24/2019	334.43
Account 62380 - COPY MACHINE CHARGES Totals			8	\$452.03

BILLS LIST

Report

PERIOD ENDING 09.24.2019

Payment Date Range 09/24/19 - 09/24/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
<b>Account 65095 - OFFICE SUPPLIES</b>					
101104 - CLEMENT COMMUNICATIONS, INC.	OFFICE SUPPLIES	08/13/2019	09/24/2019	232.05	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/30/2019	09/24/2019	248.62	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/30/2019	09/24/2019	45.41	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/30/2019	09/24/2019	32.99	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/29/2019	09/24/2019	12.99	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/31/2019	09/24/2019	28.17	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/22/2019	09/24/2019	59.99	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/21/2019	09/24/2019	56.38	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/17/2019	09/24/2019	20.39	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/21/2019	09/24/2019	96.84	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/21/2019	09/24/2019	30.87	
	Account 65095 - OFFICE SUPPLIES Totals		11	<u>\$864.70</u>	
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		20	\$1,816.73	
<b>Business Unit 4850 - LIBRARY GRANTS</b>					
<b>Account 65100 - LIBRARY SUPPLIES</b>					
16015 - BLUE SKY MARKETING GROUP	KLEAP PROGRAM SUPPLIES	09/06/2019	09/24/2019	1,417.50	
	Account 65100 - LIBRARY SUPPLIES Totals		1	<u>\$1,417.50</u>	
	Business Unit 4850 - LIBRARY GRANTS Totals		1	<u>\$1,417.50</u>	
	Department 48 - LIBRARY Totals		139	<u>\$48,782.18</u>	
	Fund 185 - LIBRARY FUND Totals		139	<u>\$48,782.18</u>	
<b>* = Prior Fiscal Year Activity</b>				<b>139</b>	<b>\$48,782.18</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 09.24.2019**

**SUPPLEMENTAL LIST  
ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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**SUPPLEMENTAL BILLS LIST ATTACHMENT**

0.00
0.00

**GRAND TOTAL 48,782.18**

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

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

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

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

**Library Director's Report  
October 16, 2019**

**Updates:**

In a recent meeting with the residents seeking to create a new future for the Family Focus building, I expressed our support for this effort, our continued commitment to expanding EPL's services in the 5th ward. I shared the programs and services that we continue to provide to our residents at a variety of 5th ward locations including Family Focus, Fleetwood Jourdain, Gibbs Morrison, Over the Rainbow/Hill Apartments, and Bethel AME church. The EPL logo will be added to future materials to indicate our interest in the future of the building and a commitment to continuing our programs and services at 2010 Dewey.

**Equity Plan of Work in Wards 5, 8, and 9**

The Evanston Public Library team is constantly exploring what equitable access to resources means for Evanstonians. The process of getting to equity requires that the organization gives thoughtful consideration to the location of physical space, resource allocation, and service models. Equity is rooted in a culture of trust, respect, and deep listening prior to determining the "where and how" of service provision. The following proposal outlines the work already begun in Wards 5, 8, and 9 and how that work will continue as the Library works to provide truly equitable access.

5th Ward - As reflected in the *List of EPL Services Provided in the 5th, 8th and 9th Wards* document, the library provides a range of services and programs at a variety of locations for residents of all ages. Examples of well established services and programs (running for 7 years or more) include weekly visits with the Foster Senior Group at Fleetwood Jourdain (FJ); Library Maker in the Parks and Summer Learning (FJ); computer classes at Blake Manor and Primm Tower; and ABC Boosters (FJ). Examples of newer services (1 year or newer) include Saturday STEM Challenge at Family Focus, weekly computer classes at Bethel AME, monthly Wellness Wednesday and African American Literature book discussion at Gibbs Morrison, and monthly legal, personal finance, and health program at Family Focus via the Community Mobile Resource Center. Through ongoing partnerships and personal relationships with residents, EPL has worked to create a holistic approach to bringing programs for all ages to places where people naturally gather. The library acknowledges a history of distrust, due in part to the closure of the West Branch after 6 years of operation. Through listening to community feedback at all of the above named spaces and programs, and through providing additional opportunity for community input through the Racial Equity Task Force and through offering community conversations, a path forward exists to identify remaining barriers and then working together on the shared work of breaking through barriers to provide equitable library services.

8th and 9th Wards - The same *List of EPL Services Provided in the 5th, 8th and 9th Wards* reveals a need for increased access to services. While EPL does provide an array of services and programs at a number of different locations for children, teens, and adults, we need to do more to provide access that is equitable. Again, the process of getting to equity requires that staff commit significant time to deep listening and building trust with residents so that we can develop partnerships and collaborative spaces for library programs and services. One barrier that exists in the 8th and 9th Wards is a lack of public space. While relationships exist with Ridgeville Park District, Levy Center, and with D65 schools, none of the programs listed in the provided document are more than 5 years old.

EPL is preparing to create space bordering the 9th Ward through the Robert Crown Branch Library. We are exploring space at St. Francis Hospital by hosting a week long mini-branch in a former gift shop space the week of November 11-16. Through the use of LOLA (Mobile Library) staff were able to offer consistent, weekly access to Summer Learning and STEM activities at Brummel Park. A budding relationship with a business owner on Howard Street has allowed us to form a relationship with the Evanston Jr. Wildkits team, and has also provided an entree to conversation with the Howard Street Business Association. Time is needed to continue to grow these partnerships. Staff need to invest time in learning from the community through hosting community conversations and attending community events.

As EPL considers where it is best to position staff in an effort to provide equitable access to programs and services, we must acknowledge the need to work in locations and be in direct communication with people who need the most access. Building upon our current approach of redeploying branch and main library staff, we will amplify our efforts to explore and build out pilot program and engagement opportunities. Possible programs might include evening STEM programs at Levy, daytime programming at laundromats, community mental health programs in collaboration with Ridgeville Park District and St. Francis, and basic computer classes at Chute or Grace Lutheran Church. This work, along with input from the Racial Equity Task Force, will, like our work in the 5th Ward, provide a pathway to identify barriers that persist, and to identify the shared work of breaking through barriers to provide equitable library services.

If service hours at the branches are realigned, staff could be deployed to work with existing Adult and Children's Engagement staff, as well as organizing and participating in Community Conversations. Branches thrive because staff are skilled at engaging with the public and could connect with organizations in an identified ward through churches and other not for profits, businesses, ward meetings, neighborhood groups, etc. Branch staff could then play a role in identifying physical spaces for partnerships to provide equitable services.

## **EPL Services in the 5th, 8th, and 9th Wards**

*EPL Programs January - October 1, 2019*

***\*Indicates program presented in part or entirely in Spanish***

### **5th Ward:**

- African American Literature (AAL) book discussion at Gibbs Morrison - monthly
- Foster Senior Group, pop-up library at Fleetwood-Jourdain - weekly
- Computer classes at Blake Manor and Primm Tower - weekly
- Computer class at Bethel AME - 6 week sessions throughout the year
- Residential visits with pop-up library services - monthly
  - Blake Manor
  - Primm Tower
  - Over the Rainbow/Hill Apartments
  - Perlman Apartments
- 3 Part personal finance program at Fleetwood-Jourdain, monthly Jan - Mar
- National Night Out at Twiggs Park
- Bethel AME Back to School Jam and Health Fair, annual
- First Church of God Picnic, annual
- LOLA (Mobile Library) at block party, Darrow between Foster and Simpson, August
- Community Mobile Resource Center, Family Focus, monthly beginning in September
- West End Market with book bike, monthly, June - Sept
- Produce Mobile at Fleetwood-Jourdain, July\*
- MLK Day Celebration, pop-up library, annual, Fleetwood-Jourdain
- MLK Day Celebration, pop-up library, annual, Gibbs Morrison
- EISMA concert at Fleetwood-Jourdain, annual
- Free Book Distribution at the Civic Center, Gibbs Morrison, Primm Tower, Blake Manor, Cutting Edge and Ebony Barber Shops
- Saturday Engineering Challenges Family Focus/Fleetwood-Jourdain (EvanSTEM, NU partnership)
- STEM Fest Family Focus, April 27
- STEM Camp at Y.O.U. August
- STEM Camp at Family Focus August
- ABC Boosters at Fleetwood-Jourdain
- ABC Boosters at YMCA Head Start (Family Focus)
- Summer Reading/Learning at Fleetwood June -August
- Family Focus Afterschool (elementary school aged) ½ day STEAM: Jan 16, March 6, May 1
- Fleetwood-Jourdain Afterschool care - craft/STEAM: Jan 24, Feb 21, April 25,

- Fleetwood-Jourdain Makers in the Parks: June 11, June 18, June 25, July 9, July 16, July 23, July 30, Aug 6
- Summer Learning Program at Fleetwood-Jourdain: June 13, July 8, July 15
- Teen Baby Nursery stories & Book Bag delivery & exchange: monthly Jan-May, August-Sept
- YMCA Head Start Book Bag delivery & exchange: monthly
- FAAM Pancake Day: Feb 16
- Y.O.U. - Saturday STEAM K-2 targeted families: March 2
- IWSE (Family Focus Parent Workshop) June 19
- Power Scholars - Foster reading Center Summer Learning Program: June 13, June 27, July 18
- Family Focus - Kuumba Summer Learning Program: July 15, July 24, Aug 2
- Family Focus - Freedom School 3rd/4th grade ArtBots Program: July 26
- Family Focus - Freedom School Reader: July 24
- Family Focus - Freedom School Summer Learning Program: July 25
- Jr. Wildkits (ETHS field) Summer Learning Program: June 29, July 13, July 27
- COPE at Y.O.U.: Aug 16\*
- W.O.W. group at Gibbs-Morrison, Y.O.U.: July and August
- Monthly Book Bag delivery & exchange to 5 home daycares
- Drone programming Family Focus January
- STEMx Program at Gibbs-Morrison: June

#### 8th Ward:

- LOLA the Mobile Library at Brummel Park, pop-up library, weekly, June 10 - August 5
- LOLA at Clyde Brummel Park, July
- Vets Center Advisory Board, Evanston Vet Center, quarterly
- Jamaican celebration at James Park, annual
- Aging Well Conference, Levy Center, annual
- Presentation about library services to Levy Center groups, occasional
- Free Book Distribution at the Levy Center
- Education Innovation Fair at Levy Center
- Levy Center - Grandparents Raising Grandchildren - April 16
- Levy Center - STEMx Program: June 11
- Brummel Park - Library Makers in the Parks: June 10, 17, 24, July 8, July 15, July 22, July 29, Aug 5
- Clyde-Brummel Park - Library Makers in the Parks: 25
- James Park - Library Makers in the Parks: June 20
- Monthly Book Bag delivery & exchange to 3 home daycares



### 9th Ward:

- St. Francis pop-up library, Nov 11-16\*
- Ridgeville Farmers Market with book bike, monthly, Jun-Aug8
- Bike the Ridge with book bike, Ridgeville Park, annual
- Streets Alive with book bike, pop-up library, Main Street, annual
- Free Book Distribution at Ridgeville Park and The Grove
- Y.O.U. Oakton Elementary School book check out: Jan 8, Feb 5, March 5, April 2, May 7
- Y.O.U. Dawes Elementary School book check out: Feb 20, April 22
- Power Scholars - Oakton Elementary School SLP: June 17, June 25, July 16
- Book Buddies at Reba Early Learning Center: Jan 11, 18, 25, Feb 1, Feb 8, Feb 15, Feb 22, March 1, March 15, April 5
- Dawes Afterschool Care - stories & craft/STEM: Jan 14, Feb 11, March 4, April 22, Sept 17
- Oakton Elementary School - Saturday STEAM for K-2 targeted families: April 6
- Ridgeville Camps - Summer Learning Program: June 12, June 19, June 28, July 26
- LOLA at Kamen Park - Library Makers in the Parks: July 26
- Monthly Book Bag delivery & exchange to 2 home daycares
- ABC Boosters at Reba Early Learning Center
- STEMex at Levy Center

### *EPL Programs planned October - December, 2019*

### 5th Ward:

- African American Literature (AAL) book discussion at Gibbs Morrison - monthly
- Foster Senior Group, pop-up library at Fleetwood-Jourdain - weekly
- Mission Impossible: Baldwin book discussion at Gibbs Morrison - bimonthly
- Wellness Wednesdays Medicare information sessions at Gibbs Morrison - monthly (sometimes 2 times per month)
- Community Mobile Resource Center, Family Focus, monthly
- Computer classes at Blake Manor and Primm Tower - weekly
- Computer class at Bethel AME - 6 week sessions throughout the year
- Residential visits with pop-up library services - monthly
  - Blake Manor
  - Primm Tower
  - Over the Rainbow/Hill Apartments
  - Perlman Apartments
- Saturday Engineering Challenges Family Focus/Fleetwood Jourdain
- Weekly after school program at Family Focus with middle school group
- Family Focus Afterschool (elementary school aged) ½ day STEAM: Oct 2, Nov 6, Dec 4
- Mayor's annual food, book and toy event, Fleetwood-Jourdain, December 18
- Teen Baby Nursery stories & Book Bag delivery & exchange: monthly Oct-Dec
- YMCA Head Start Book Bag delivery & exchange: monthly
- Monthly Book Bag delivery & exchange to 5 home daycares

#### 8th Ward:

- Presentation about library services to low vision senior group at Levy Center, December
- Monthly Book Bag delivery & exchange to 3 home daycares

#### 9th Ward:

- 6th Grade visits at Chute Middle School
- Monthly mobile library visit to Chute Middle School
- Parent teacher-conferences Chute Middle School
- Visits to TWI classrooms\*
- Pop-up library St. Francis Hospital\*
- Dawes Afterschool Care - stories & craft/STEM: Oct 15, Nov 19, Dec 17
- Y.O.U. Dawes Elementary School book check out: Oct 14, Dec 9
- Y.O.U. Oakton Elementary School - tbd
- Monthly Book Bag delivery & exchange to 2 home daycares

### *EPL Programs planned in 2020*

#### 5th Ward:

- African American Literature (AAL) book discussion at Gibbs Morrison - monthly
- Foster Senior Group, pop-up library at Fleetwood-Jourdain - weekly
- Mission Impossible: Baldwin book discussion at Gibbs Morrison - bimonthly
- Wellness Wednesdays Medicare information sessions at Gibbs Morrison - monthly (sometimes 2 times per month)
- Computer classes at Blake Manor and Primm Tower - weekly
- Computer class at Bethel AME - 6 week sessions throughout the year
- Residential visits with pop-up library services - monthly
  - Blake Manor
  - Primm Tower
  - Over the Rainbow/Hill Apartments
  - Perlman Apartments
- National Night Out at Twiggs Park
- Bethel AME Back to School Jam and Health Fair, annual
- First Church of God Picnic, annual
- Produce Mobile, pop-up library, 3 visits as part of pilot program, July - Sept\*
- Community Mobile Resource Center, Family Focus, monthly\*
- West End Market w/book bike, monthly, June - Sept
- MLK Day Celebration, pop-up library, annual, Fleetwood-Jourdain
- Mayor's annual food and toy event, Fleetwood-Jourdain, annual
- EISMA concert at Fleetwood-Jourdain, annual
- LOLA at block parties, pilot program, June - Sept\*

- Free Book Distribution at the Civic Center, Gibbs Morrison, Primm Tower, Blake Manor, Cutting Edge and Ebony Barber Shops
- After school programming weekly at Family Focus
- Summer STEM camps at Gibbs Morrison
- Summer STEM camps at Family Focus
- Family Focus Afterschool (elementary school aged) ½ day STEAM: Jan 15, Feb 5, May 6
- Teen Baby Nursery stories & Book Bag delivery & exchange: monthly Jan-May, August-December
- Monthly Book Bag delivery & exchange to 5 home daycares
- YMCA Head Start Book Bag delivery & exchange: monthly
- Fleetwood-Jourdain Afterschool - Jan-May
- Fleetwood-Jourdain Summer Reading: June-Aug
- Fleetwood-Jourdain- Library Makers in the Parks
- Family Focus - Summer Reading: June-Aug
- Freedom School - Summer Reading: June-Aug
- Kingsway - Summer Reading Program: June-Aug
- YMCA Head Start - Book Buddies: April-May
- Book Buddies at Reba Early Learning Center: Jan-March
- ABC Boosters at Fleetwood-Jourdain
- ABC Boosters at YMCA Head Start (Family Focus)

#### 8th Ward:

- Pilot basic computer classes if appropriate space found
- LOLA at Brummel Park, summer
- Vets Center Advisory Board
- Community Mobile Resource Center, space permitting\*
- Jamaican celebration at James Park, annual
- Aging Well Conference, Levy Center, annual
- LOLA at block parties, pilot, June - Sept\*
- Free Book Distribution at Levy and 1-2 additional sites
- Monthly Book Bag delivery & exchange to 3 home daycares
- Le tour de Noir & Black Business Expo 2020, Levy Center, annual
- Howard Street Business Association meetings

#### 9th Ward:

- Pilot Spanish language tutoring program at Dawes School, academic year\*
- Pilot library services at St. Francis??
- Community Mobile Resource Center, space permitting\*
- Visits to TWI classrooms\*
- Ridgeville Farmers Market with book bike, monthly, Jun-Aug\*

- LOLA at Kamen Park, pop-up library, July
- Bike the Ridge with book bike, Ridgeville Park, annual
- Streets Alive with book bike, pop-up library, Main Street, annual
- LOLA at block parties, pilot, June - Sept\*
- Free Book Distribution at Ridgeville Park and The Grove and 1-2 additional sites
- Mobile Library at Chute Middle School Monthly
- Summer reading visits Chute Middle School
- Dawes Afterschool Care - stories & craft/STEM: Jan 21, Feb 18, March 17, April 21, May 19
- Y.O.U. Dawes Elementary School book check out: Jan 13, March 2, April 27
- Y.O.U. Oakton Elementary School - tbd
- Monthly Book Bag delivery & exchange to 2 home daycares
- ABC Boosters at Reba Early Learning Center

September 11: Wellness Wednesday **Medication Knowledge is Power** talk on prescription drug by LCPC, CADAC, Addiction Specialist, Nina Henry and PharmD, BCPS, Tran H. Tran. (Susan McClelland)

September 14: **Mobile Library LOLA** visit to the **Interfaith Action Block Party**. Library staff brought books, games and crafts. We informed participants about how to obtain library cards, showed them the mobile library and answered questions about e-books and book groups. Both the attendees and the organizers were happy that the library had a presence at the event. (Jeny Mills & Elacsha Madison)

September 24 was the **Mission Impossible 10: James Baldwin kick off lecture** with Dr. E. Patrick Johnson from NU. 225 patrons attended and the event was broadcast and archived on the library's Facebook page. The Community Meeting Room was filled to capacity and the overflow space in the Falcon Room, where we watched the video of the program, was also full. (Heather Ross)

September 25: 20 patrons attended a thought-provoking workshop entitled **Re-Envisioning Masculinity** led by Dr. Ada Cheng, a professional storyteller and former DePaul professor. The participants were a diverse group in terms of race, gender and age (ranging from 20s to 70s). Dr. Cheng led a discussion on the differences between healthy and toxic masculinity, how it affects individuals, and how it affects society as a whole. She created a space to work through the language that is used around this topic and the meanings and histories associated with them. (Jamillah Hinson)

September 25: Wellness Wednesday **Common Reasons for Dizziness and What to do Next** with speakers from Athletico Physical Therapy, Evanston. (Susan McClelland)

September 26: **Free Legal Consultations** with lawyers from the Justice Entrepreneur Project - eight patrons had free appointments with a lawyer to discuss pressing legal issues. This program will repeat once a month. (Lorena Neal)

September 30: We kicked off the 6th season of our EPL & **MENA** partnership with a lecture called **Documenting Syria**, with professor and filmmaker Joska Wessels. The lecture was attended by 39 people (with lower-than-usual attendance likely relating to the fact that it was Rosh Hashanah), and written up in the Daily Northwestern: <https://dailynorthwestern.com/2019/09/30/city/author-talks-about-chronicling-syrian-documentary-filmmakers-at-evanston-public-library/> (Lorena Neal)

Lifelong Learning staff have started a new service for patrons at the Main Library: the **Cozy Corner** on the 3rd floor has a community jigsaw puzzle, games, cards, crossword puzzles, sudoku, and more. The intention of this area is to provide activities that are mentally stimulating, stress reducing, and interesting - particularly for many of our patrons who spend significant amounts of time in our space. (Katy Jacob)

### Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	FYTD
Main	3,841	3,957	4,355	3,814	4,059	4,415	4,654	4,673	3,859				37,627
North Branch	220	222	245	251	261	280	301	298	278				2,356
CAMS	359	374	441	409	409	449	437	408	470				3,756
Computer Lab	101	145	162	159	136	144	162	147	155				1,311
<b>Overall Computer/Internet Use</b>	<b>4,521</b>	<b>4,698</b>	<b>5,203</b>	<b>4,633</b>	<b>4,865</b>	<b>5,144</b>	<b>5,554</b>	<b>5,526</b>	<b>4,762</b>	-	-	-	<b>45,050</b>

Website Visits													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	FYTD
All Location	38,885	31,274	36,456	39,778	40,824	40,854	42,436	37,876	35,226				343,609

Wifi Users													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	FYTD
All Location	25,000	22,000	24,000	25,000	25,000	25,000	26,000	22,000	22,000				216,000

Library Visits													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	FYTD
Main	33,808	35,609	40,450	34,716	37,922	41,479	42,961	41,470	36,498				344,913
North Branch	3,360	3,016	4,109	3,779	3,588	4,279	4,616	4,151	3,301				34,199
CAMS	2,944	2,907	3,473	3,577	3,507	4,194	4,301	3,933	3,549				32,385
<b>Overall Library Visits</b>	<b>40,112</b>	<b>41,532</b>	<b>48,032</b>	<b>42,072</b>	<b>45,017</b>	<b>49,952</b>	<b>51,878</b>	<b>49,554</b>	<b>43,348</b>	-	-	-	<b>411,497</b>

### Upcoming events of Note:

EPL will record the first two episodes of the **EPL Podcast** on Friday, October 4. The podcast, tentatively called: *The Check Out: A Podcast of Evanston Public Library*, will feature interesting Evanstonians doing cool things, as well as all things related to libraries, books, authors, and literacy. After we've developed a "season" of recordings (8 episodes or so) the podcast will be available for listeners.

October 20: In coordination with the Holocaust Educational Foundation of Northwestern University and the Nicholas D. Chabraja Center for Historical Studies at Northwestern University, EPL will host a lecture by Dariusz Stola, director of the Polin Museum of the History of Polish Jews, on “Polish Debates on the Holocaust.” (Lorena Neal)

**ACA Navigator** will return to EPL each Saturday, 11am - 4pm, during open enrollment period, 11/2 - 12/14.

**Community Mobile Resource Center** at Family Focus runs the 3rd Tuesday of each month, 6-7:30pm. Session topics include tips for finding a lawyer when you can't afford one, family law, and a possible expungement event in December.

In collaboration with our partners at Dementia Friendly Evanston, EPL will host an half-day interactive event, ***Facing Dementia: Exploring our Resources***, Saturday, November 9, 9am - 12pm. Presentations from staff at Rush Medical Center, NU, and the Alzheimer's Association, followed by a facilitated forum to hear from attendees.

The branches and the main library will each present a **Diwali program** telling the story of Ramayana and the Festival of Lights.

The library will host “**A Countdown Party: 100 Days (or So) before the formal opening of the Robert Crown Branch Library**” with live music, storytelling, refreshments, craft activities, henna painting, and a raffle. Saturday, October 26, 2-5 pm outside the new Robert Crown Community Center.

**Red Cross CPR/First Aid** certification sessions hosted by HIRCULES student trainers will resume in October, November & December. (Susan McClelland)

EPL is in the planning stages, with representatives of other Evanston institutions such as the Evanston History Center, the Women's Club, the League of Women Voters and the YWCA, for a series of programs in **2020 on the 100th anniversary of the 19th Amendment** to the Constitution, which gave women the right to vote. Among other potential events, EPL will host a documentary film series and art exhibit on this topic during May, 2020. We will also host book discussions on titles related to this topic. (Heather Norborg & Jamillah Hinson)

Fall 2020 MENA Lectures:

October 21 - The Criminalization of Kindness: The Politics of Migrant Rescue, with Galya Ben-Arieh.

November 4 - The Rise of Populist Majoritarianism in Turkey and Greece, with Ioannis Grigoriadis.

November 25 - Water, Gender & Politics in Morocco, with Jamila Bargach. (Lorena Neal)

November 16: Henry Kisor Travelling with your Service Dog Local Author Event (Heather Ross)

November 17: Writers Theatre & Francis Willard House panel discussion on *A Doll's House* (Heather Ross)

**Excerpts from Patron feedback:**

Email from a satisfied patron: "I want to let you know how appreciative I am of your library personnel, especially Jamilla(h Hinson). I didn't get her last name but she's a librarian on the second floor and she couldn't be a better person. I don't think I can describe how helpful she, and others, were on my first visit to the library in few sentences. I'll try, however. The clerk downstairs was also helpful...I didn't get his name...when using my Chicago library card to be able to use Evanston's library. I went upstairs with the name of the book I needed. Jamilla searched the computer to tell me if it was available. It was. She accompanied me to the shelves but it wasn't there. We went together to another place she thought it might be. It wasn't there either. Jamilla went back to the computer and discovered it had been returned over the weekend...Labor Day...and was probably downstairs. She accompanied me downstairs and went back into what I assumed is the return room. Two other people helped her look for my book. When it wasn't found, the young man at the circulation desk suggested he put a hold on it because we knew it was there but couldn't be found. I gave him my information, thanked him, and started to leave when Jamilla came running out with the book in her hand. This, to me, is service above and beyond. I'm a senior citizen and I cannot remember the last time I saw or was part of this kind of service ANYWHERE. I felt the need to let you know because Jamilla needs to be recognized by whatever means. I have since been back to the library, at the circulation desk only, and requested your information so I could bring this to your attention."



Today, Oct. 4th, when the class of ten children from Park School came in for storytime, the teacher was carrying a child she said had been crying all morning until they approached CAMS and she heard our story teller Kerry Littel's voice. Kerry leads a storytime every other Friday for one of the youngest classes at Park School. When she opens the storytime she uses the song "Child's Name" is here today... for each child. Notice the device in the hands of the aid on the left side of this photo. Virtually all of these children are nonverbal. The aid records and plays a response like "Hi, Kerry I am Rudolph." And then the group sings the song creating a response from the child being sung to.

## Neighborhood Services

Paula Shapiro and Connie Heneghan hosted the ELL families from Lincoln School sharing a participatory story and introducing them to the library and our services. We were joined by a representative of Howard Area Community Center which provides free services for all. Over 30 families joined us for this program along with the ELL teachers and the principal.

Here is Huoung Banh's thank you note:



# Thank You

Dear Paula and Connie,  
Thank you so much for hosting our EL Family Night again this year! Your Lincoln Library community connection/support is the highlight and the most important PTA event to our EL program!

**CAMS hosted a Community Art Sculpture and Workshop by Angela Lyonsmith which has now moved to North Branch.**



Connie Heneghan made the Uncomfortable Journey to Montgomery with Dear Evanston joining several of the members of the Foster Senior Group.

Resource Center  
Updated Numbers for September, 2019

<b>ORIENTATIONS</b>	September	Previous Months Numbers	Program Year to Date Total
Evanston Public Library	18	27	45
Oakton Community College	16	51	67
<b>TABE TESTING</b>	8	23	31
ONE-ON-ONE RESUME ASSISTANCE	12	15	27
<b>Workshops</b>			
JSWT (Oakton Community College)	36	82	118
<b>JUMPSTART WORKSHOPS</b>			
Evanston Public Library	0	12	12
Oakton Community College	0	0	0
<b>THE PATH WORKSHOP</b>			
Evanston Public Library	12	20	32
Oakton Community College	14	31	45
<b>RESOURCE ROOM (NEW CUSTOMERS)</b>	19	45	64
<b>RESOURCE ROOM (REPEAT CUSTOMERS)</b>	136	264	400
<b>RESOURCE ROOM TOTAL</b>	155	309	464
	<b>271</b>	<b>570</b>	<b>841</b>



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: October 11, 2019

This memo provides an update on significant administrative activities.

## **Human Resources**

Delaney Hart has accepted a part-time Clerk position in Access Services. Two more offers have been extended to candidates for Library Clerk in Access services and are in process. Interviews are under way for the vacant Development Associate position that manages grant, and will begin soon for vacant Branch Assistant and Clerk positions. The period for requesting a transfer to Robert Crown has ended and determinations will be made. Shortly thereafter, public postings for these positions will open.

## **Financial Resources**

The Library Fund financial report for the period ending September 30<sup>th</sup> is included in this meeting packet for your review. Revenue collection has reached 91% of the budget estimation, while expenses fall within budget at 68%.

A summary of the Endowment portfolio as of September 30<sup>th</sup> is also attached.

## **Facilities Update**

The custom-made demountable wall system was installed on the east side of the 3rd floor resulting in four new private study rooms, and is a welcome addition to the fold.

Work is underway on the emergency fire alarm system replacement. Completion of this project will bring the building into full fire protection compliance for 2019.

At the October Facilities Committee meeting and the subsequent board meeting, COE Maintenance will request approval for the replacement of the building duplex sewer pumping system.

# Budget Performance Report

Fiscal Year to Date 09/30/19

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,750,000.00	.00	6,750,000.00	15,691.10	.00	6,662,604.72	87,395.28	99	6,649,933.45
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	(52,461.49)
52610	LIBRARY FINES & FEES	85,000.00	.00	85,000.00	(277.45)	.00	60,972.21	24,027.79	72	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	21.18	.00	333.16	(333.16)	+++	331.95
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	9,100.00
55201	Federal Grants	30,000.00	.00	30,000.00	.00	.00	28,776.05	1,223.95	96	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.00
56011	DONATIONS	383,500.00	.00	383,500.00	.00	.00	181,247.84	202,252.16	47	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	7,635.95	(7,635.95)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(101.00)	.00	2,053.16	(2,053.16)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	11,435.85	.00	83,632.93	(73,632.93)	836	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	210,380.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	112,500.00	37,500.00	75	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(342.87)	.00	(577.67)	12,577.67	-5	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	.00	.00	5,199.30	4,800.70	52	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	13,609.91	4,390.09	76	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	.00	.00	7,878.89	5,121.11	61	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	.00	.00	17,839.69	17,160.31	51	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	30,500.00	69,500.00	30	88,675.00
	<b>REVENUE TOTALS</b>	<b>\$7,945,271.00</b>	<b>\$0.00</b>	<b>\$7,945,271.00</b>	<b>\$38,926.81</b>	<b>\$0.00</b>	<b>\$7,214,206.14</b>	<b>\$731,064.86</b>	<b>91%</b>	<b>\$7,652,364.65</b>
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	202,417.37	.00	1,923,739.68	770,672.32	71	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	94,530.44	.00	936,904.54	429,227.46	69	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	7,789.50	.00	70,987.56	(25,987.56)	158	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	.00	.00	12,511.26	(2,511.26)	125	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	217.76	.00	10,912.47	(10,912.47)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	911.79	(911.79)	+++	4,262.52
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	9,698.81	(9,698.81)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	43,429.46	.00	379,684.62	151,875.38	71	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	360.66	(360.66)	+++	320.72

# Budget Performance Report

Fiscal Year to Date 09/30/19

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.78	.00	1,582.74	477.26	77	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	.00	.00	5,900.00	7,300.00	45	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	329.83	.00	2,698.11	(148.11)	106	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	540.00	(75.00)	116	465.00
61710	IMRF	237,070.00	.00	237,070.00	17,465.71	.00	167,857.82	69,212.18	71	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,271.80	.00	176,789.16	68,522.84	72	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,273.25	.00	41,345.89	17,069.11	71	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	8,128.00	10,143.54	30,492.50	136,063.96	23	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	31.00	.00	509.24	7,490.76	6	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	160.00	.00	984.83	7,015.17	12	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	10,252.22	15,384.38	155,448.34	41,867.28	80	157,653.18
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	7.52
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	1,443.70	1,156.30	56	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	1,920.00	.00	13,566.00	(3,566.00)	136	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	465.00	.00	19,806.90	22,193.10	47	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,079.97	1,360.03	75	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	3,663.72	1,221.28	75	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	463.52	4,036.48	10	2,079.84
62340	IT COMPUTER SOFTWARE	212,600.00	.00	212,600.00	9,822.54	9,082.00	110,306.57	93,211.43	56	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	19,890.46	46,008.58	163,333.56	(9,342.14)	105	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	370.00	.00	1,315.00	785.00	63	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,748.00	.00	45,288.00	950.00	98	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	578.19	.00	4,440.74	8,459.26	34	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	4,324.23	4,375.77	50	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	514.04	.00	5,238.70	461.30	92	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	916.56	.00	15,793.63	14,106.37	53	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	305.56	.00	2,151.43	(2,151.43)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	201.02	.00	1,763.11	236.89	88	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	749.14	.00	7,359.63	4,640.37	61	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	1,286.44	1,821.20	13,017.48	15,161.32	49	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	1,168.29	10,920.89	53,109.34	25,969.77	71	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	7,750.48	1,417.50	87,994.02	104,438.48	46	91,454.67
65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47

# Budget Performance Report

Fiscal Year to Date 09/30/19

Include Rollup Account and Rollup to Object Account

65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	1,179.38	
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	4.95	6,995.05	0	.00	
65555	IT COMPUTER HARDWARE	49,000.00	.00	49,000.00	80.00	2,600.53	29,120.49	17,278.98	65	12,674.98	
65628	Library Electronic Resources	.00	.00	.00	.00	.00	26,838.59	(26,838.59)	+++	38,243.64	
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	45,649.35	.00	353,372.76	244,827.24	59	496,246.58	
65635	PERIODICALS	22,700.00	.00	22,700.00	.00	.00	5,396.27	17,303.73	24	21,507.18	
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	8,083.73	.00	50,116.61	91,683.39	35	104,588.81	
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	65,592.00	21,864.00	75	86,623.86	
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	202,500.00	67,500.00	75	270,000.00	
	<b>EXPENSE TOTALS</b>	<b>\$7,771,945.00</b>	<b>\$0.00</b>	<b>\$7,771,945.00</b>	<b>\$542,620.33</b>	<b>\$97,378.62</b>	<b>\$5,221,260.94</b>	<b>\$2,453,305.44</b>	<b>68%</b>	<b>\$7,190,072.61</b>	
	Fund 185 - LIBRARY FUND Totals										
	<b>REVENUE TOTALS</b>	<b>7,945,271.00</b>	<b>.00</b>	<b>7,945,271.00</b>	<b>38,926.81</b>	<b>.00</b>	<b>7,214,206.14</b>	<b>731,064.86</b>	<b>91%</b>	<b>7,652,364.65</b>	
	<b>EXPENSE TOTALS</b>	<b>7,771,945.00</b>	<b>.00</b>	<b>7,771,945.00</b>	<b>542,620.33</b>	<b>97,378.62</b>	<b>5,221,260.94</b>	<b>2,453,305.44</b>	<b>68%</b>	<b>7,190,072.61</b>	
	<b>Fund 185 - LIBRARY FUND Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$503,693.52)</b>	<b>(\$97,378.62)</b>	<b>\$1,992,945.20</b>	<b>(\$1,722,240.58)</b>		<b>\$462,292.04</b>	
	Fund 186 - LIBRARY DEBT SERVICE FUND										
	<b>REVENUE</b>										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99	333,896.13	
	<b>REVENUE TOTALS</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>\$3,437.00</b>	<b>99%</b>	<b>\$333,896.13</b>	
	<b>EXPENSE</b>										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00	
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	.00	.00	43,389.35	127,486.65	25	101,573.11	
	<b>EXPENSE TOTALS</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,389.35</b>	<b>\$310,047.65</b>	<b>12%</b>	<b>\$333,404.11</b>	
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	<b>REVENUE TOTALS</b>	<b>353,437.00</b>	<b>.00</b>	<b>353,437.00</b>	<b>.00</b>	<b>.00</b>	<b>350,000.00</b>	<b>3,437.00</b>	<b>99%</b>	<b>333,896.13</b>	
	<b>EXPENSE TOTALS</b>	<b>353,437.00</b>	<b>.00</b>	<b>353,437.00</b>	<b>.00</b>	<b>.00</b>	<b>43,389.35</b>	<b>310,047.65</b>	<b>12%</b>	<b>333,404.11</b>	
	<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$306,610.65</b>	<b>(\$306,610.65)</b>		<b>\$492.02</b>	
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
	<b>REVENUE</b>										
56060	BOND PROCEEDS	1,835,000.00	.00	1,835,000.00	.00	.00	1,564,031.67	270,968.33	85	2,031,842.00	
56061	BOND PREMIUM	.00	.00	.00	.00	.00	329,233.98	(329,233.98)	+++	125,885.91	
	<b>REVENUE TOTALS</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,893,265.65</b>	<b>(\$58,265.65)</b>	<b>103%</b>	<b>\$2,157,727.91</b>	
	<b>EXPENSE</b>										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	19,652.49	(19,652.49)	+++	30,699.56	

# Budget Performance Report

Fiscal Year to Date 09/30/19

Include Rollup Account and Rollup to Object Account

65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	3,525.00	111,973.15	238,881.68	234,145.17	60	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	.00	.00	1,250,000.00	.00	100	1,250,000.00
68315	DEBT SERVICE- INTEREST	.00	.00	.00	.00	.00	.00	.00	+++	26,631.00
	<b>EXPENSE TOTALS</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$3,525.00</b>	<b>\$111,973.15</b>	<b>\$1,508,534.17</b>	<b>\$214,492.68</b>	<b>88%</b>	<b>\$1,497,577.48</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	<b>REVENUE TOTALS</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>.00</b>	<b>1,893,265.65</b>	<b>(58,265.65)</b>	<b>103%</b>	<b>2,157,727.91</b>
	<b>EXPENSE TOTALS</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>1,835,000.00</b>	<b>3,525.00</b>	<b>111,973.15</b>	<b>1,508,534.17</b>	<b>214,492.68</b>	<b>88%</b>	<b>1,497,577.48</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$3,525.00)	(\$111,973.15)	\$384,731.48	(\$272,758.33)		\$660,150.43
Grand Totals										
	<b>REVENUE TOTALS</b>	<b>10,133,708.00</b>	<b>.00</b>	<b>10,133,708.00</b>	<b>38,926.81</b>	<b>.00</b>	<b>9,457,471.79</b>	<b>676,236.21</b>	<b>93%</b>	<b>10,143,988.69</b>
	<b>EXPENSE TOTALS</b>	<b>9,960,382.00</b>	<b>.00</b>	<b>9,960,382.00</b>	<b>546,145.33</b>	<b>209,351.77</b>	<b>6,773,184.46</b>	<b>2,977,845.77</b>	<b>70%</b>	<b>9,021,054.20</b>
	<b>Grand Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$507,218.52)</b>	<b>(\$209,351.77)</b>	<b>\$2,684,287.33</b>	<b>(\$2,301,609.56)</b>		<b>\$1,122,934.49</b>

Endowment for the Evanston Public Library  
Holdings as of September 2019

	Symbol	Shares/Quantity	Price	Value as of September 30, 2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7306.687	\$274.69	\$2,007,073.85	46.1%	
Vanguard Small-Cap Index Fund	VSMAX	3830.943	\$73.79	\$282,685.28	6.5%	
Vanguard REIT Index Fund	VGSLX	1183.209	\$132.17	\$156,384.73	3.6%	
Vanguard Total International Stock Index Fund	VTIAX	14767.009	\$27.71	\$409,193.82	9.4%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6933.770	\$33.61	\$233,044.01	5.3%	70.9%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$354,932.39	\$354,932.39	8.1%	
iShares Silver Trust	SLV	4788.000	\$15.92	\$76,224.96	1.7%	
SPDR Gold Trust	GLD	625.000	\$138.87	\$86,793.75	2.0%	11.9%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.233	\$151,395.89	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.893	\$143,342.50	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$132.320	\$157,063.84	3.6%	10.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.740	\$27,899.88	\$299,644.73	6.9%	6.9%
				\$4,357,779.76		100.0%

Cash Equivalents	11.9%
US Treasury Inflation Protected Securities	10.4%
Corporate Bonds	6.9%
Domestic Equities	56.1%
International Equities	14.7%
	<u>100.0%</u>





# Memorandum

To: Evanston Public Library Facilities Committee

From: Karen Danczak Lyons, Library Executive Director  
John Devaney, Maintenance Manager

Subject: Single Source Purchase of replacement building sump pumps

Date: September 20, 2019

Recommended Action:

Staff recommends approval of a single source purchase for the building wide sump/storm pump and controls replacement project to Metropolitan Industries, Inc. located at 37 Forestwood Drive, Romeoville, Illinois 60446-1343 for the amount of \$86,725.

Funding Source:

Funding comes from the Main Library 2019 CIP 185.48.4840.65515. Total budget for the purchase is \$120,000.

Background:

This proposal covers a complete turnkey project that includes replacing four (4), large industrial size ejector pumps, associated piping, and all ancillary electrical controls. The pumps are responsible for dewatering the entire 125,000 sq. /ft. property, which also includes facility roof, and the lower parking garage. The project includes delivery, full installation along with all plumbing/electrical piping, warranty, and factory start-up. In 2013 (2018 rev.1), the comprehensive facility assessment report for the Main Library included recommendations for replacement/major maintenance of the building constant speed sump/storm pumps as they approach their 25 year life expectancy (Division 22: Plumbing System item 22-04, and 22- 08, WJE 2013 rev.1 2018), it is listed as a “high priority” item.. As a result of this assessment report, the replacement of the pumps is included in the 2019 Main Library CIP that was approved by the Library Board in 2018.

Justification

After an engineering plumbing review by dbHMS Mechanical Engineers during the building assessment, it was noted that “After reviewing the technical specifications and dimensional drawings for the existing Metropolitan pumps that is original to the building and their predictive life is 25 years.” An exact replacement that precisely replicates the

dimensions, piping configurations, and electrical control hook ups could be installed with little or no alterations/modifications to the adjacent equipment, therefore saving/avoiding major fabrication costs and extended building closure.”

In March, library maintenance contacted Metropolitan Industries and solicited an estimate for a direct replacement pumping system. The following quotation was submitted by Metropolitan Pump (attached). These are custom fabricated units that will be a direct replacement for an original Metropolitan installation. This project requires a lead build-time to fabricate the equipment.

<b>Vendor</b>	<b>Address</b>	<b>Amount</b>
Metropolitan Pump	37 Forestwood Drive Romeoville, IL 60446	\$86,725.00

Staff recommends granting the pump purchase to Metropolitan Industries, Inc. for the amount of \$86,725.00. This purchase will guarantee reliable waste/storm water management for the building for several years to come.

Attachments:

- Metropolitan Industries, Inc. – Quotation
- Metropolitan Industries, Inc. – Mechanical Submittals



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: 2020 Per Capita Grant Application Requirements  
Date: October 11, 2019

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community. As part of our next submission, EPL will undertake the following review and acknowledge its completion.

**Standards Chapter Review** – Library staff will review and report on progress in meeting Chapter 3, “Personnel,” of *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014.* As enumerated in Chapter 3, EPL must fulfill all of the items included on the checklist near the end of the chapter.

**Trustees —**

Will review chapters 11 - Appendices of the “TRUSTEE FACTS FILE THIRD EDITION”:  
<http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Will complete Open Meeting Act electronic training once during their appointment  
[http://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf)

Will file an Economic Interest Statement as distributed by the County Clerk each year (next filing must be submitted by May 1, 2020)  
<https://www.cookcountyclerk.com/agency/statements-economic-interests>

**Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on organization management.

Staff at the Illinois State Library has provided a broad range of suitable webinars to fulfill the requirement: <https://www.railslibraries.info/news/169820>

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Teri Campbell, Assistant Director

Subject: Preliminary Tax Levy Estimate

Date: October 11, 2019

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For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2019:

- The corporate and special purpose property taxes extended or abated for tax year 2018 (FY2019) equaled \$6,887,755.
- The proposed corporate and special purpose property taxes to be levied for tax year 2019 (FY2020) equals \$7,476,289. This represents a 7.4% increase over the previous year.
- The property taxes extended for debt service for tax year 2018 equaled \$353,437.
- The estimated property taxes to be levied for debt service for tax year 2019 equals \$505,416. This represents a 35.9% increase over the previous year.
- The total property taxes extended or abated for tax year 2018 equaled \$7,241,192.
- The estimated total property taxes to be levied for tax year 2019 equals \$7,981,704. This represents a 8.9% increase over the previous year.



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Approval of 900 North Chicago lease extension  
Date: October 8, 2019

Background:

The current lease at 900 North Chicago Avenue, the location of the Chicago Avenue Main Street branch expires December 31, 2019. The lease as originally negotiated allows for one (2) year extension. At the direction of the Evanston Public Library Board, a revision of the terms has been under negotiation to allow for both two (1) year extensions and the addition of an “early out” provision. The landlord had originally proposed a nine month early out clause; the Board of Trustees requested a thirty day early out clause with the ability to exercise the early out clause in 2020.

Staff recommends consideration and approval of the following revised extension terms for the lease at 900 Chicago Avenue as proposed by the property manager:

Instead of a two year extension we will offer two 12 month extension's with the second extension only requiring 4 months notice. In January 2021 the 4 month extension can be implemented.

In exchange the base rate on the lease will increase by an additional 2% to 5% on January 1 2020 and by the same on January 1 2021

Jan 1 2020 rent will be \$3204.61 instead of \$3143.56 a difference of \$61.12 a month.

Jan 1 2021 rent will be \$3364.83 instead of \$3237.66 a difference of \$126. 97 a month.

Recommended Action: Approval of the revised terms committing to the first year extension for 2020.