



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, MARCH 18, 2020

6:00 P.M.

COMMUNITY MEETING ROOM

MAIN LIBRARY, 1703 ORRINGTON AVENUE



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 18, 2020

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 February 19, 2020
 - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
 - A. Robert Crown branch library (Update)
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Review of draft Equity Statement (Discussion and Action)
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Teri Campbell)
- 8. BOARD REPORTS**
 - A. Facilities Committee (Discussion and Action)
- 9. BOARD DEVELOPMENT**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
 - A. Strategic Plan Consultant Agreement (Discussion and Action)
 - B. Closed Session – Personnel (Library Director Evaluation and Contract)
- 12. ADJOURNMENT**

Next Meeting: April 15, 2020 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, February 19, 2020
6:00 P.M.
Main Library, Falcon Room

Members Present: Adam Goodman, Ruth Hays, Rachel Hayman, Denia Hester, Shawn Iles, Margaret Lurie (by phone), Vaishali Patel, Benjamin Schapiro and Terry Soto.

Members Absent: None

Staff: Karen Danczak Lyons, Teri Campbell, John Devaney, Heather Norborg, Renee Neimeier, Jill Schacter, Tyler Works.

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: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the January 15, 2020 Board Meeting- Trustee Schapiro made the motion, Trustee Patel seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library

A. Cardboard Carnival:

Tyler Works (Innovation & Digital Literacy) introduced students who presented their winning entries for the Cardboard Carnival competition. The event was a collaborative effort between EPL I&DL, EvanStem, Family Focus, Metamedia, and NU graduate student engineers. The teenagers were tasked with creating games using sensors and motors.

B. Robert Crown Community Center Branch Library:

The RCCC branch will begin operations on February 29th with a soft opening to the public. Shelving and Open Plus are being installed; books will arrive this week; as will the chromebooks and laptops that will circulate. Multiple preview events with key partners and stakeholders will take place prior to the official opening on March 14th.

Equity, Diversity and Inclusion:

A. Joint Task Force:

Campbell provided an update on the internal EDI committee's racial equity training sessions and plans for All Staff Day. She spoke to the consistent voice of the external Racial Equity Task Force, and its emphasis on communicating with the underserved more directly, strategically and in Spanish.

B. Report on 2019 EPL Efforts

Director Lyons gave a brief overview of the written report, emphasizing the continued progress.

Library Director's Report (Distributed in Advanced):

Trustees posed no questions or comments regarding the Director's Report.

Staff Reports:

A. Administrative Services:

Campbell provided an update with regard to significant hiring activity due to the opening of the Robert Crown branch and vacancies resulting from some internal transfers. This was followed by an overview of revenue, investments and spending which are all within budget.

B. Transition Procedures and Policy:

Norborg and Neimeier gave an overview of the new policy intended to ease the adjustments that will be made to support employees who transition to a different gender, and answered questions posed by the Trustees. Upon motion made by Hayman, and seconded by Schapiro, the new policy and procedures were approved unanimously.

C. 2019 Annual Report

Schacter updated the board on the intent to bulk mail the 2019 annual report to all Evanston addresses to spread a thorough message to all stakeholders. EPL will create a Spanish version that will be strategically distributed.

Board Reports: None.

Board Development:

A. ILA Legislative Meet-up

Director Lyons conveyed an overall optimistic feel among legislators. Trustees in attendance took the opportunity to engage directly with legislators regarding what we are hearing from constituents as well as our operational and construction needs.

B. Strategic Planning Retreat debrief

Trustees were pleased with the discussion and initial steps toward updating the EPL strategic plan, and would like to continue a facilitated process within a reasonable timeline.

C. Other

Trustee Hayman noted that several Trustees have enrolled for various seminars that are part of the Evanston Community Foundation's 2020 Moving Forward - Nonprofit workshop series. IN addition, Trustees are invited to attend the YWCA Equity Summit scheduled for March 19th.

Unfinished Business: None.

New Business:

A. Approval of 2019 Illinois Public Library Annual Report: The motion to approve submission of the annual report to the State of Illinois was made by Trustee Schapiro, seconded by Trustee Hayman and approved unanimously by voice vote.

B. Approval of design work for All Gender Restroom and Nursing Room: The motion to execute a single-source agreement with Wight & Company for architectural and engineering services for the creation of an all-gender restroom and a family lounge in an amount not to exceed \$40,600 was made by Trustee Patel, seconded by Trustee Hays and approved unanimously by roll call vote.

C. Closed Session- Personnel (Library Director): The Trustees moved to convene a closed session with a motion made by Iles, seconded by Soto and approved by voice vote. The motion to move out of closed session was made by Schapiro, seconded by Patel at 8:37 pm.

Adjournment:

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Patel. Meeting adjourned at 8:38 pm.

Respectfully submitted by Teri Campbell



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: March 13, 2020

Recommended Action

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

Payroll

| | |
|--|---------------|
| February 3, 2020 through February 16, 2020 | \$ 168,404.60 |
| February 17, 2020 through March 1, 2020 | \$ 165,587.42 |

Library Fund Bills List

| | |
|-------------------|---------------|
| February 25, 2020 | \$ 140,967.54 |
|-------------------|---------------|

Attachments: Bills Lists

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 02.25.2020 FY20

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 02/25/20 - 02/25/20

| Vendor | Invoice Description | Invoice Date | Payment Date | Invoice Amount | |
|--|---|--------------|--------------|----------------|--------------------|
| Fund 185 - LIBRARY FUND | | | | | |
| Department 48 - LIBRARY | | | | | |
| Business Unit 4805 - EARLY LEARNING & LITERACY | | | | | |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 01/29/2020 | 02/25/2020 | 163.72 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 01/29/2020 | 02/25/2020 | 285.55 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/01/2020 | 02/25/2020 | 1,593.67 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/10/2020 | 02/25/2020 | 400.40 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/06/2020 | 02/25/2020 | 1,333.59 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/01/2020 | 02/25/2020 | 1,289.76 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/04/2020 | 02/25/2020 | 113.41 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/04/2020 | 02/25/2020 | 405.42 | |
| Account 65630 - LIBRARY BOOKS Totals | | | | 8 | \$5,585.52 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | | |
| 103424 - MIDWEST TAPE | JUV AV | 01/31/2020 | 02/25/2020 | 30.48 | |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | 1 | \$30.48 |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals | | | | 9 | \$5,616.00 |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY | | | | | |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | | |
| 16334 - KANOPI | ADULT REFERENCE ONLINE | 01/31/2020 | 02/25/2020 | 1,352.00 | |
| 103424 - MIDWEST TAPE | ADULT REFERENCE ONLINE | 01/31/2020 | 02/25/2020 | 4,499.72 | |
| Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | | | 2 | \$5,851.72 |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 17079 - ERNEST M. WHITEMAN III | PROFESSIONAL FEE - ARTIST FEE | 02/04/2020 | 02/25/2020 | 75.00 | |
| 101752 - EVANSTON PUBLIC LIBRARY | PROFESSIONAL FEE - C WILLIAMS | 01/15/2020 | 02/25/2020 | 150.00 | |
| 14818 - FISHEYE GRAPHIC SERVICES, INC. | BOOKMARK PRINTING | 02/14/2020 | 02/25/2020 | 130.00 | |
| 15253 - LEGO BRAND RETAIL, INC. DBA LEGO EDU NORTH AMERICA | LEGO SET ORDER QUOTE:QUO-45669-J1F1X6/0 | 02/11/2020 | 02/25/2020 | 3,866.00 | |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 4 | \$4,221.00 |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/30/2020 | 02/25/2020 | 1,621.01 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/31/2020 | 02/25/2020 | 300.26 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/29/2020 | 02/25/2020 | 209.65 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/29/2020 | 02/25/2020 | 482.41 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/28/2020 | 02/25/2020 | 429.25 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/27/2020 | 02/25/2020 | 121.25 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/29/2020 | 02/25/2020 | 248.04 | |
| 100474 - BAKER & TAYLOR | MAIN ADULT BOOKS | 02/01/2020 | 02/25/2020 | 4,293.60 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/07/2020 | 02/25/2020 | 75.57 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/05/2020 | 02/25/2020 | 363.61 | |
| 100474 - BAKER & TAYLOR | ADULT BOOK | 01/24/2020 | 02/25/2020 | 130.00 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/06/2020 | 02/25/2020 | 114.57 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/04/2020 | 02/25/2020 | 118.30 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/05/2020 | 02/25/2020 | 85.18 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/04/2020 | 02/25/2020 | 47.50 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/04/2020 | 02/25/2020 | 852.97 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/04/2020 | 02/25/2020 | 1,153.62 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/04/2020 | 02/25/2020 | 37.52 | |
| 100932 - CENTER POINT INC | ADULT PRINT | 02/01/2020 | 02/25/2020 | 136.62 | |
| 120319 - GALE RESEARCH INC. | ADULT PRINT | 01/28/2020 | 02/25/2020 | 24.00 | |
| 120319 - GALE RESEARCH INC. | ADULT PRINT | 02/04/2020 | 02/25/2020 | 178.43 | |
| 120319 - GALE RESEARCH INC. | ADULT PRINT | 02/05/2020 | 02/25/2020 | 30.39 | |
| 120319 - GALE RESEARCH INC. | ADULT PRINT | 02/05/2020 | 02/25/2020 | 50.23 | |
| 120319 - GALE RESEARCH INC. | ADULT PRINT | 02/04/2020 | 02/25/2020 | 231.66 | |
| 120319 - GALE RESEARCH INC. | ADULT PRINT | 02/06/2020 | 02/25/2020 | 76.47 | |
| 276974 - OVER DRIVE, INC. | EBOOKS | 02/04/2020 | 02/25/2020 | 1,121.77 | |
| 276974 - OVER DRIVE, INC. | ADULT ELECTRONIC RESOURCES | 01/31/2020 | 02/25/2020 | 19.99 | |
| Account 65630 - LIBRARY BOOKS Totals | | | | 27 | \$12,553.87 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | | |
| 100655 - BLACKSTONE PUBLISHING | ADULT AV | 01/07/2020 | 02/25/2020 | 7.95 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 46.23 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 79.47 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 18.99 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 71.99 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 108.96 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 114.27 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/07/2020 | 02/25/2020 | 122.94 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 158.94 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 285.34 | |
| 103424 - MIDWEST TAPE | ADULT PRINT | 02/04/2020 | 02/25/2020 | 45.48 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 26.49 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 21.99 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 109.31 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 30.24 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/04/2020 | 02/25/2020 | 22.74 | |
| 103424 - MIDWEST TAPE | ADULT AV | 02/05/2020 | 02/25/2020 | 9.99 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 18.99 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/31/2020 | 02/25/2020 | 183.87 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/31/2020 | 02/25/2020 | 31.74 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 57.47 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/31/2020 | 02/25/2020 | 27.04 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/31/2020 | 02/25/2020 | 31.74 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 136.75 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 54.08 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 69.08 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 400.68 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 26.49 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 56.97 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 21.99 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 431.87 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 43.09 | |
| 103424 - MIDWEST TAPE | ADULT AV | 01/30/2020 | 02/25/2020 | 22.74 | |

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 02.25.2020 FY20

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 02/25/20 - 02/25/20

| Vendor | Invoice Description | Invoice Date | Payment Date | Invoice Amount | |
|---|------------------------------|--------------|--------------|----------------|--------------------|
| 104325 - RECORDED BOOKS INC. | ADULT AV | 01/30/2020 | 02/25/2020 | 35.99 | |
| 104325 - RECORDED BOOKS INC. | ADULT AV | 02/04/2020 | 02/25/2020 | 74.20 | |
| 104325 - RECORDED BOOKS INC. | ADULT AV | 01/22/2020 | 02/25/2020 | 31.49 | |
| 104325 - RECORDED BOOKS INC. | ADULT AV | 01/28/2020 | 02/25/2020 | 31.50 | |
| 104325 - RECORDED BOOKS INC. | ADULT AV | 01/23/2020 | 02/25/2020 | 40.50 | |
| 104325 - RECORDED BOOKS INC. | ADULT AV | 01/10/2020 | 02/25/2020 | 6.95 | |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | 39 | <u>\$3,116.54</u> |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals | | | | 72 | <u>\$25,743.13</u> |
| | | | | | |
| Business Unit 4820 - ACCESS SERVICES | | | | | |
| Account 52610 - LIBRARY FINES & FEES | | | | | |
| 121187 - UNIQUE MANAGEMENT SERVICES | COLLECTION CHARGES | 02/01/2020 | 02/25/2020 | 438.55 | |
| Account 52610 - LIBRARY FINES & FEES Totals | | | | 1 | <u>\$438.55</u> |
| | | | | | |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 107143 - COMPUTYPE INC. | ACCESS SERVICES SUPPLIES | 01/31/2020 | 02/25/2020 | 377.21 | |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 1 | <u>\$377.21</u> |
| Business Unit 4820 - ACCESS SERVICES Totals | | | | 2 | <u>\$815.76</u> |
| | | | | | |
| Business Unit 4825 - ENGAGEMENT SERVICES | | | | | |
| Account 64015 - NATURAL GAS | | | | | |
| 103744 - NICOR | CAMS NATURAL GAS | 02/05/2020 | 02/25/2020 | 111.72 | |
| 103744 - NICOR | N.B. NATURAL GAS | 02/07/2020 | 02/25/2020 | 136.77 | |
| Account 64015 - NATURAL GAS Totals | | | | 2 | <u>\$248.49</u> |
| | | | | | |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 103617 - NATIONAL AWARDS & FINE GIFTS | PROMOTIONAL ITEM - CARABINER | 02/04/2020 | 02/25/2020 | 650.00 | |
| 103883 - OFFICE DEPOT | LANGUAGE CAFE SUPPLIES | 01/30/2020 | 02/25/2020 | 37.79 | |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 2 | <u>\$687.79</u> |
| | | | | | |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/14/2020 | 02/25/2020 | 933.27 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 1,067.03 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 648.18 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 1,094.85 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 237.21 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 383.24 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 1,133.55 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 1,318.86 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 1,145.51 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 864.14 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/11/2020 | 02/25/2020 | 1,257.34 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/11/2020 | 02/25/2020 | 281.75 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 152.18 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 743.29 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/11/2020 | 02/25/2020 | 650.50 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/10/2020 | 02/25/2020 | 168.45 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/10/2020 | 02/25/2020 | 1,084.57 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/10/2020 | 02/25/2020 | 1,356.05 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/10/2020 | 02/25/2020 | 1,271.92 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/10/2020 | 02/25/2020 | 769.24 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 132.62 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 130.03 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/09/2020 | 02/25/2020 | 1,111.62 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 634.59 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 24.14 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/09/2020 | 02/25/2020 | 244.94 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 176.59 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 1,332.13 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/07/2020 | 02/25/2020 | 482.66 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 122.61 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/20/2020 | 02/25/2020 | 71.12 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/18/2020 | 02/25/2020 | 177.19 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/18/2020 | 02/25/2020 | 49.00 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/17/2020 | 02/25/2020 | 18.21 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 272.39 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 1,343.65 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 48.56 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/20/2020 | 02/25/2020 | 136.00 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/22/2020 | 02/25/2020 | 1,426.26 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/22/2020 | 02/25/2020 | 1,232.55 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/20/2020 | 02/25/2020 | 1,287.93 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/15/2020 | 02/25/2020 | 760.66 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/15/2020 | 02/25/2020 | 1,297.62 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/17/2020 | 02/25/2020 | 680.24 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 399.56 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/18/2020 | 02/25/2020 | 48.52 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 850.98 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/15/2020 | 02/25/2020 | 877.56 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 1,262.54 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 1,459.80 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 936.26 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/16/2020 | 02/25/2020 | 998.89 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/14/2020 | 02/25/2020 | 861.86 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/14/2020 | 02/25/2020 | 854.33 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 999.97 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/13/2020 | 02/25/2020 | 579.61 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 53.24 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 48.58 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 15.29 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 173.00 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 19.99 | |
| 100474 - BAKER & TAYLOR | CROWN JUV PRINT | 01/21/2020 | 02/25/2020 | 12.47 | |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/13/2020 | 02/25/2020 | 1,118.68 | |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/11/2020 | 02/25/2020 | 104.75 | |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/11/2020 | 02/25/2020 | 425.98 | |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/11/2020 | 02/25/2020 | 1,076.79 | |

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 02.25.2020 FY20

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 02/25/20 - 02/25/20

| Vendor | Invoice Description | Invoice Date | Payment Date | Invoice Amount |
|---|--|--------------|--------------|--------------------|
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/13/2020 | 02/25/2020 | 1,131.80 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/10/2020 | 02/25/2020 | 481.73 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/10/2020 | 02/25/2020 | 1,385.18 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/10/2020 | 02/25/2020 | 333.54 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/09/2020 | 02/25/2020 | 623.25 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/08/2020 | 02/25/2020 | 755.79 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/22/2020 | 02/25/2020 | 1,538.73 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/22/2020 | 02/25/2020 | 139.20 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 56.39 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 41.59 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 194.46 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/18/2020 | 02/25/2020 | 28.80 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/17/2020 | 02/25/2020 | 19.79 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/17/2020 | 02/25/2020 | 153.08 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/16/2020 | 02/25/2020 | 1,308.04 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 79.27 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 43.31 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 240.65 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 37.95 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 1,407.01 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 102.96 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 80.72 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 48.48 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 1,261.75 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/13/2020 | 02/25/2020 | 582.28 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/15/2020 | 02/25/2020 | 1,595.50 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/15/2020 | 02/25/2020 | 1,603.31 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/17/2020 | 02/25/2020 | 217.79 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/18/2020 | 02/25/2020 | 142.64 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/20/2020 | 02/25/2020 | 200.84 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/18/2020 | 02/25/2020 | 41.85 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/15/2020 | 02/25/2020 | 1,778.52 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/16/2020 | 02/25/2020 | 398.41 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/16/2020 | 02/25/2020 | 79.62 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/16/2020 | 02/25/2020 | 389.34 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/13/2020 | 02/25/2020 | 1,585.28 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/15/2020 | 02/25/2020 | 1,466.20 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/15/2020 | 02/25/2020 | 1,562.08 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/22/2020 | 02/25/2020 | 1,394.42 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 19.23 |
| 100474 - BAKER & TAYLOR | CROWN ADULT PRINT | 01/21/2020 | 02/25/2020 | 27.64 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/21/2020 | 02/25/2020 | 9.94 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/15/2020 | 02/25/2020 | 821.82 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/18/2020 | 02/25/2020 | 14.16 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/18/2020 | 02/25/2020 | 22.95 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/17/2020 | 02/25/2020 | 14.14 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/18/2020 | 02/25/2020 | 21.08 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/21/2020 | 02/25/2020 | 13.01 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/21/2020 | 02/25/2020 | 109.47 |
| 100474 - BAKER & TAYLOR | CROWN YA PRINT | 01/13/2020 | 02/25/2020 | 1,143.92 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 01/30/2020 | 02/25/2020 | 31.61 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/10/2020 | 02/25/2020 | 223.00 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/05/2020 | 02/25/2020 | 96.03 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/06/2020 | 02/25/2020 | 1,435.93 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/05/2020 | 02/25/2020 | 461.94 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/05/2020 | 02/25/2020 | 345.38 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/05/2020 | 02/25/2020 | 277.37 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/04/2020 | 02/25/2020 | 80.71 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/04/2020 | 02/25/2020 | 380.10 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 02/04/2020 | 02/25/2020 | 64.39 |
| | Account 65630 - LIBRARY BOOKS Totals | | 126 | <u>\$73,078.46</u> |
| | Business Unit 4825 - ENGAGEMENT SERVICES Totals | | 130 | \$74,014.74 |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING | | | | |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | |
| 104897 - SPRINT | MOBILE HOTSPOTS | 02/02/2020 | 02/25/2020 | 3,877.29 |
| | Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | 1 | <u>\$3,877.29</u> |
| Account 65630 - LIBRARY BOOKS | | | | |
| 100474 - BAKER & TAYLOR | YA PRINT | 02/03/2020 | 02/25/2020 | 322.85 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/10/2020 | 02/25/2020 | 656.55 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/04/2020 | 02/25/2020 | 202.25 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 02/04/2020 | 02/25/2020 | 704.50 |
| | Account 65630 - LIBRARY BOOKS Totals | | 4 | <u>\$1,886.15</u> |
| | Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals | | 5 | <u>\$5,763.44</u> |
| Business Unit 4840 - LIBRARY MAINTENANCE | | | | |
| Account 62225 - BLDG MAINTENANCE SERVICES | | | | |
| 100162 - ALARM DETECTION SYSTEMS, INC. | ALARM SYSTEM | 02/09/2020 | 02/25/2020 | 580.05 |
| 100162 - ALARM DETECTION SYSTEMS, INC. | ALARM SYSTEM | 02/09/2020 | 02/25/2020 | 518.43 |
| 151986 - CINTAS CORPORATION #769 | MAT SERVICE | 01/31/2020 | 02/25/2020 | 352.05 |
| 151986 - CINTAS CORPORATION #769 | MAT SERVICE | 02/07/2020 | 02/25/2020 | 352.05 |
| 151986 - CINTAS CORPORATION #769 | MAT SERVICE | 02/14/2020 | 02/25/2020 | 352.05 |
| 298493 - CONQUEST PEST SOLUTIONS | PEST SOLUTION | 02/07/2020 | 02/25/2020 | 145.00 |
| 145106 - TOTAL BUILDING SERVICES | JANITORIAL SERVICES 2020 | 02/05/2020 | 02/25/2020 | 9,390.00 |
| | Account 62225 - BLDG MAINTENANCE SERVICES Totals | | 7 | <u>\$11,689.63</u> |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | |
| 105394 - VERIZON WIRELESS | COMMUNICATION CHARGES- JAN 20 | 02/01/2020 | 02/25/2020 | 155.05 |
| | Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | 1 | <u>\$155.05</u> |
| Account 64505 - TELECOMMUNICATIONS | | | | |
| 154298 - CALL ONE | COMMUNICATION CHARGES NOV 19 | 11/15/2019 | 02/25/2020 | 7,245.42 |
| 154298 - CALL ONE | COMMUNICATION CHARGES DEC 19 | 12/15/2019 | 02/25/2020 | 7,501.83 |
| | Account 64505 - TELECOMMUNICATIONS Totals | | 2 | <u>\$14,747.25</u> |

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 02.25.2020 FY20

185 LIBRARY FUND

Accounts Payable by G/L Distribution Report
 Payment Date Range 02/25/20 - 02/25/20

| Vendor | Invoice Description | Invoice Date | Payment Date | Invoice Amount |
|--|---|--|--------------|-----------------------|
| Account 65040 - JANITORIAL SUPPLIES | | | | |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 02/06/2020 | 02/25/2020 | 28.55 |
| | | Account 65040 - JANITORIAL SUPPLIES Totals | | 1 28.55 |
| | | Business Unit 4840 - LIBRARY MAINTENANCE Totals | | 11 \$26,620.48 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | |
| Account 62185 - CONSULTING SERVICES | | | | |
| 102739 - STEVE JOHNSON CONNECTS | PROFESSIONAL FEE - PODCAST | 02/10/2020 | 02/25/2020 | 500.00 |
| 10771 - LYNN TRAUTMANN | PHOTOGRAPHY SERVICES FOR DECEMBER 2019 EVENTS | 02/18/2020 | 02/25/2020 | 300.00 |
| | | Account 62185 - CONSULTING SERVICES Totals | | 2 800.00 |
| Account 62210 - PRINTING | | | | |
| 14818 - FISHEYE GRAPHIC SERVICES, INC. | BUSINESS CARDS PRINTING | 02/01/2020 | 02/25/2020 | 84.00 |
| 14818 - FISHEYE GRAPHIC SERVICES, INC. | ENVELOPES PRINTING | 02/01/2020 | 02/25/2020 | 155.00 |
| | | Account 62210 - PRINTING Totals | | 2 239.00 |
| Account 62295 - TRAINING & TRAVEL | | | | |
| 17262 - KATHERINE JACOB | ALA WINTER 2020 CONFERENCE REIMBURSEMENT | 02/05/2020 | 02/25/2020 | 383.78 |
| | | Account 62295 - TRAINING & TRAVEL Totals | | 1 383.78 |
| Account 62380 - COPY MACHINE CHARGES | | | | |
| 105654 - XEROX CORP. | COPYING SERVICE | 02/06/2020 | 02/25/2020 | 16.80 |
| 105654 - XEROX CORP. | COPYING SERVICE | 02/06/2020 | 02/25/2020 | 16.80 |
| 105654 - XEROX CORP. | COPYING SERVICE | 02/06/2020 | 02/25/2020 | 16.80 |
| 105654 - XEROX CORP. | COPYING SERVICE | 02/06/2020 | 02/25/2020 | 16.80 |
| 105654 - XEROX CORP. | COPYING SERVICE | 02/01/2020 | 02/25/2020 | 254.90 |
| 105654 - XEROX CORP. | COPYING SERVICE | 02/01/2020 | 02/25/2020 | 16.80 |
| | | Account 62380 - COPY MACHINE CHARGES Totals | | 6 338.90 |
| Account 64540 - TELECOMMUNICATIONS - WIRELESS | | | | |
| 105394 - VERIZON WIRELESS | COMMUNICATION CHARGES- JAN 20 | 02/01/2020 | 02/25/2020 | 180.96 |
| 14093 - VERIZON NETWORKFLEET, INC. | AVL TRACKERS | 01/01/2020 | 02/25/2020 | 18.95 |
| | | Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals | | 2 199.91 |
| Account 65095 - OFFICE SUPPLIES | | | | |
| 101752 - EVANSTON PUBLIC LIBRARY | MEETING ROOM REIMBURSEMENT FOR E TAYLOR | 02/03/2020 | 02/25/2020 | 75.00 |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 01/29/2020 | 02/25/2020 | 18.99 |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 01/29/2020 | 02/25/2020 | 54.56 |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 01/29/2020 | 02/25/2020 | 67.35 |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 01/29/2020 | 02/25/2020 | 50.84 |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 02/04/2020 | 02/25/2020 | 90.08 |
| | | Account 65095 - OFFICE SUPPLIES Totals | | 6 356.82 |
| Account 65100 - LIBRARY SUPPLIES | | | | |
| 206940 - ULINE | OFFICE SUPPLIES | 01/28/2020 | 02/25/2020 | 75.58 |
| | | Account 65100 - LIBRARY SUPPLIES Totals | | 1 75.58 |
| | | Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | 20 2,393.99 |
| | | Department 48 - LIBRARY Totals | | 249 140,967.54 |
| | | Fund 185 - LIBRARY FUND Totals | | 249 140,967.54 |

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.25.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

| <u>ACCOUNT NUMBER</u> | <u>SUPPLIER NAME</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|---|----------------------|--------------------|---------------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| | | | <u>0.00</u> |
| | | | <u>0.00</u> |
| | | GRAND TOTAL | <u><u>140,967.54</u></u> |

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 March 18, 2020

Updates:

Following best practices and in consultation with the City of Evanston, we are managing risk to patrons and staff as the Coronavirus continues to spread.

Assessments, Metrics and Initiative results:

| Computer/Internet Use | | | | | | | | | | | | | |
|--------------------------------------|---------------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------|
| | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | FYTD |
| Main | 4,489 | 4,234 | | | | | | | | | | | 8,723 |
| North Branch | 293 | 140 | | | | | | | | | | | 433 |
| CAMS | 432 | 498 | | | | | | | | | | | 930 |
| Robert Crown | - | 56 | | | | | | | | | | | 56 |
| Computer Lab | 100 | 100 | | | | | | | | | | | 200 |
| Overall Computer/Internet Use | 5,314 | 5,028 | - | - | - | - | - | - | - | - | - | - | 10,342 |
| Website Visits | | | | | | | | | | | | | |
| All Location | 47,442 | 40,570 | | | | | | | | | | | 88,012 |
| Wifi Users | | | | | | | | | | | | | |
| All Location | 15,000 | 15,215 | | | | | | | | | | | 30,215 |
| Library Visits | | | | | | | | | | | | | |
| Main | 37,542 | 36,426 | | | | | | | | | | | 73,968 |
| North Branch | 3,373 | 3,476 | | | | | | | | | | | 6,849 |
| Robert Crown | - | 1,311 | | | | | | | | | | | 1,311 |
| CAMS | 3,402 | 3,581 | | | | | | | | | | | 6,983 |
| Overall Library Visits | 44,317 | 44,794 | - | - | - | - | - | - | - | - | - | - | 87,800 |
| CIRCULATION MATERIALS | | | | | | | | | | | | | |

Upcoming events of Note:

Engagement Services:

There are two locations for the Neighborhood Resource Center with forthcoming events as follows.

At Family Focus - Estate Planning: Living Wills and Trusts: A 90-minute session about basic estate planning and the options when it comes to handling trusts. Childcare is available and no registration is required. *Tuesday, March 17, 6:30 - 8 pm, Family Focus, 2010 Dewey Ave.* [POSTPONED]

At Grace Church - Kick Off Event: Enjoy a free meal at the kick-off of this new monthly series of 90 minute classes in south Evanston. No registration is required. *Tuesday March 24, 6:30 - 8 pm, Grace Church, 1430 South Boulevard.* [POSTPONED]

Excerpts from Patron feedback:

In conversation with a patron at the Crown opening on 2/29, she expressed her deep gratitude for the display of adult Spanish language books in both fiction and non-fiction. “I’ve never, ever been in a library and seen this many books in my own language. Thank you! I can’t wait to bring my daughter.”

National Able Network - March 2020 Statistics

| | February Total | Previous Months | Program Year to Date Total |
|---|----------------|-----------------|----------------------------|
| ORIENTATIONS | | | |
| Evanston Public Library | 20 | 96 | 116 |
| Oakton Community College | 28 | 158 | 186 |
| TABE TESTING | 12 | 105 | 117 |
| ONE-ON-ONE RESUME ASSISTANCE | 10 | 58 | 68 |
| Workshops | 0 | | |
| JSWT (Oakton Community College) | 62 | 277 | 339 |
| JUMPSTART WORKSHOPS | 0 | | |
| Evanston Public Library | 14 | 36 | 50 |
| Oakton Community College | 0 | 9 | 9 |
| THE PATH WORKSHOP | 0 | | |
| Evanston Public Library | 11 | 66 | 77 |
| Oakton Community College | 21 | 145 | 166 |
| RESOURCE ROOM (NEW CUSTOMERS) | 33 | 151 | 184 |
| RESOURCE ROOM (REPEAT CUSTOMERS) | 108 | 881 | 989 |
| RESOURCE ROOM TOTAL | 141 | 1140 | 1281 |
| | 319 | 1982 | 2301 |



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Equity Statement
Date: March 13, 2020

The 2018 Equity, Diversity & Needs Assessment from DeEtta Jones Consulting contained a list of 11 goals for EPL, including recommendation #1 to “Issue a statement that explicitly recognizes historic racism in Evanston and commits the Library to social justice.

EPL’s internal Equity Diversity and Inclusion (EDI) Committee, the Administrative Team and the Racial Equity Task Force (RETF) have drafted a statement for your consideration.

EDI Statement Draft

In this statement, we will define what we mean by equity, diversity, and inclusion, apologize for our failures to live up to these ideals, and offer our commitments for achieving our goals. We believe this is only possible if we embrace and promote equity, diversity, and inclusion in everything we do.

Definition of Terms¹

- “Equity” takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. People may be disadvantaged on the basis of race and ethnicity, religious beliefs, sexual orientation, gender identification, socioeconomic status, or physical or mental ability. Equity is not the same as Equality. Equality means that everyone has access to the same resources. Equity, in contrast, means people receive resources based on their needs and their potential to benefit.
- “Diversity” can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.
- “Inclusion” means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization’s success.

Apology Statement

We believe a sincere and heartfelt apology is an important and necessary first step in the process of reconciliation. Maya Angelou teaches us that:

History, despite its wrenching pain,
Cannot be unlived, but if faced
With courage, need not be lived again.²

¹ Sources: "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights", American Library Association, July 5, 2017. <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI> (Accessed March 10, 2020) Document ID: 7a43b47e-c032-2214-55bf-e1d57449bd8d. "The Equiticity Racial Equity Statement of Principle." Equiticity, August 13, 2019, www.equiticity.org/statement.

² Angelou, M. (1993). *On the pulse of morning*.

Too often, EPL has focused on being neutral rather than equitable. We did not adequately consult or reflect our community, and failed to question our own assumptions about what services and materials our community has either needed or wanted. Leadership placed too little importance on hiring staff from diverse backgrounds. This, coupled with the failure to adequately support and listen to staff members who could speak to the needs of their diverse communities, resulted in an overall passivity in reaching out to those who most need our services. We acknowledge and regret that already-marginalized community members felt excluded from and unwelcome in our spaces. Evanston Public Library must fully acknowledge its role in the disenfranchisement of Black community members of Evanston. The closure of the library branch that operated at 1715 Simpson Street from 1975-1981 is one example of this lack of commitment to Evanston's Black community, and has yet to be rectified. In addition, the library did not schedule regular bookmobile visits to the area, and the bookmobile services were cancelled entirely in 1997. The ongoing lack of services provided in Spanish continues to harm our community. We apologize for these actions and inactions, and seek to continue growing in our understanding of and commitment to equity, diversity, and inclusion.

Our Commitment

1. Strategic outreach to underserved populations and a breakdown of socioeconomic barriers.
 - a. Create and maintain community partnerships and programs, on and off-site, leveraging EPL resources to increase community engagement.
 - b. Highlight our digital resources and other various forms of access to those who find the library's building, location, or hours inaccessible.
 - c. Evaluate which audiences we are prioritizing, and evaluate how to best reach underserved populations.
2. Improve engagement with the community.
 - a. Learn what the community wants to see in Evanston libraries, participate in community events, and be more receptive to ideas from community members.
 - b. Increase non-English-language events to better reflect the languages spoken in the Evanston community.
3. Reflect the diversity of the Evanston community in library collections.
 - a. Expand our methods of asking the public what material they want to see on our shelves.
 - b. Form a community collections advisory group with residents and staff to inform future purchasing decisions.
 - c. Find new ways of increasing the visibility of books that reflect the diversity and richness of cultures, in particular those of Evanston residents.
 - d. Update and grow world language collections, including audio-visual materials and e-materials.
 - e. Seek effective ways to market the collections that are available to residents throughout Evanston.

4. Develop a Racial Equity Tool to apply to decision-making in cooperation with Evanston city government.

Evanston has a long history of racism that continues to this day. EPL has been an agent of this racism in both passive and active ways. As one of our long-term commitments to combating this system of oppression, we will undergo a yearly review, incorporating both external and internal feedback, in order to evaluate our progress towards becoming a more equitable library. In this way, we are attempting to hold ourselves accountable, and will be archiving this feedback and making it public, as a foundation from which we may continue to build. We appreciate the chance to learn from past mistakes as we establish a model for redress and equity.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: March 13, 2020

This memo provides an update on significant administrative activities.

Human Resources

Offers have been accepted for the Early Learning & Literacy Library Assistant, for the Security Monitor for the Facilities team, and for a Library Intern at Robert Crown branch. Our newest employees will be announced next month.

Interviews are underway for Public Service Substitutes. Elsewhere in the branch system, a Branch Assistant, Clerk, Community Engagement Library Assistant and Library Intern vacancy are in process.

Financial Resources

The Library Fund financial report for the period ending February 29th is included in this meeting packet for your review. For the operating fund, revenue has reached 1% of budget projection and expenditures 15%. The capital fund expenditure is also 15% of budget.

Facilities Update

The Robert Crown Community Center library branch is open for business, with a few outstanding punch list items to resolve. The Opening Ceremony and Invocation for the new facility has been postponed until further notice.

Budget Performance Report

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|-------------------------|--------------------------------------|-------------------|----------------------|-------------------|-------------------------------|---------------------|---------------------|------------------------------|------------------|------------------|
| Fund 185 - LIBRARY FUND | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 7,252,000.00 | .00 | 7,252,000.00 | .00 | .00 | .00 | 7,252,000.00 | 0 | 6,739,361.91 |
| 52610 | LIBRARY FINES & FEES | 60,000.00 | .00 | 60,000.00 | (438.55) | .00 | 7,396.17 | 52,603.83 | 12 | 84,204.02 |
| 53200 | BEV SNACK VENDING MACHINE | .00 | .00 | .00 | 39.21 | .00 | 54.19 | (54.19) | +++ | 445.19 |
| 55201 | Federal Grants | 15,000.00 | .00 | 15,000.00 | .00 | .00 | 14,616.34 | 383.66 | 97 | 57,222.43 |
| 55245 | LIBRARY STATE PER CAPITA GRANT | 93,000.00 | .00 | 93,000.00 | .00 | .00 | .00 | 93,000.00 | 0 | 93,107.50 |
| 56011 | DONATIONS | 390,000.00 | .00 | 390,000.00 | .00 | .00 | 46,571.69 | 343,428.31 | 12 | 383,085.36 |
| 56045 | MISCELLANEOUS REVENUE | 10,000.00 | .00 | 10,000.00 | .00 | .00 | 283.00 | 9,717.00 | 3 | 19,260.69 |
| 56140 | FEES AND MERCHANDISE SALE | .00 | .00 | .00 | .00 | .00 | 357.18 | (357.18) | +++ | 3,080.84 |
| 56501 | INVESTMENT INCOME | 15,000.00 | .00 | 15,000.00 | 4,626.38 | .00 | 10,635.87 | 4,364.13 | 71 | 108,898.11 |
| 57002 | TRANSFER FROM ENDOWMENT | 205,948.00 | .00 | 205,948.00 | .00 | .00 | .00 | 205,948.00 | 0 | 195,000.00 |
| 57058 | TRANSFER FROM GOOD NEIGHBOR FUND | 70,000.00 | .00 | 70,000.00 | 5,833.34 | .00 | 11,666.68 | 58,333.32 | 17 | 150,000.00 |
| 57515 | LIBRARY MATERIAL REPLACEMENT CHARGES | 35,000.00 | .00 | 35,000.00 | .00 | .00 | 2,616.22 | 32,383.78 | 7 | 953.42 |
| 57526 | LIBRARY BOOK SALE | 5,000.00 | .00 | 5,000.00 | .00 | .00 | 2,377.33 | 2,622.67 | 48 | 8,536.36 |
| 57535 | LIBRARY COPY MACH. CHG | 18,000.00 | .00 | 18,000.00 | .00 | .00 | 1,743.76 | 16,256.24 | 10 | 18,161.78 |
| 57540 | LIBRARY MEETING RM RENTAL | 15,000.00 | .00 | 15,000.00 | .00 | .00 | 1,328.59 | 13,671.41 | 9 | 12,685.20 |
| 57545 | NORTH BRANCH RENTAL INCOME | 28,000.00 | .00 | 28,000.00 | .00 | .00 | 2,185.33 | 25,814.67 | 8 | 27,541.01 |
| 57551 | LIBRARY GRANTS | 106,000.00 | .00 | 106,000.00 | .00 | .00 | .00 | 106,000.00 | 0 | 54,439.00 |
| REVENUE TOTALS | | \$8,317,948.00 | \$0.00 | \$8,317,948.00 | \$10,060.38 | \$0.00 | \$101,832.35 | \$8,216,115.65 | 1% | \$7,955,982.82 |

Budget Performance Report

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Object Account

| EXPENSE | | | | | | | | | | |
|---------|---|--------------|-----|--------------|------------|------------|------------|--------------|-----|--------------|
| 61010 | REGULAR PAY | 3,043,810.43 | .00 | 3,043,810.43 | 225,865.14 | .00 | 367,500.80 | 2,676,309.63 | 12 | 2,656,265.80 |
| 61050 | PERMANENT PART-TIME | 1,457,284.10 | .00 | 1,457,284.10 | 93,309.68 | .00 | 156,458.98 | 1,300,825.12 | 11 | 1,273,692.45 |
| 61060 | SEASONAL EMPLOYEES | 54,000.00 | .00 | 54,000.00 | 7,263.50 | .00 | 10,727.50 | 43,272.50 | 20 | 100,766.56 |
| 61110 | OVERTIME PAY | 20,250.00 | .00 | 20,250.00 | 1,200.39 | .00 | 2,572.60 | 17,677.40 | 13 | 17,030.75 |
| 61415 | TERMINATION PAYOUTS | .00 | .00 | .00 | 849.46 | .00 | 849.46 | (849.46) | +++ | 24,295.50 |
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | .00 | .00 | 2,689.94 | (2,689.94) | +++ | 911.79 |
| 61430 | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS) | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 4,671.58 |
| 61510 | HEALTH INSURANCE | 593,815.52 | .00 | 593,815.52 | 45,025.45 | .00 | 74,461.14 | 519,354.38 | 13 | 515,775.02 |
| 61610 | DENTAL INSURANCE | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 546.17 |
| 61615 | LIFE INSURANCE | 2,118.84 | .00 | 2,118.84 | 188.44 | .00 | 375.89 | 1,742.95 | 18 | 2,113.65 |
| 61625 | AUTO ALLOWANCE | 4,800.00 | .00 | 4,800.00 | 400.00 | .00 | 800.00 | 4,000.00 | 17 | 6,900.00 |
| 61626 | CELL PHONE ALLOWANCE | 2,100.00 | .00 | 2,100.00 | 175.00 | .00 | 350.00 | 1,750.00 | 17 | 3,688.20 |
| 61630 | SHOE ALLOWANCE | 540.00 | .00 | 540.00 | .00 | .00 | .00 | 540.00 | 0 | 540.00 |
| 61710 | IMRF | 366,000.91 | .00 | 366,000.91 | 26,670.20 | .00 | 44,012.89 | 321,988.02 | 12 | 234,394.22 |
| 61725 | SOCIAL SECURITY | 275,338.28 | .00 | 275,338.28 | 19,745.17 | .00 | 33,186.20 | 242,152.08 | 12 | 241,198.19 |
| 61730 | MEDICARE | 64,955.16 | .00 | 64,955.16 | 4,617.85 | .00 | 7,761.29 | 57,193.87 | 12 | 56,890.03 |
| 62185 | CONSULTING SERVICES | 153,000.00 | .00 | 153,000.00 | 5,041.00 | 15,076.00 | 5,874.33 | 132,049.67 | 14 | 62,952.29 |
| 62205 | ADVERTISING | 8,000.00 | .00 | 8,000.00 | .00 | .00 | .00 | 8,000.00 | 0 | 1,318.07 |
| 62210 | PRINTING | 8,000.00 | .00 | 8,000.00 | 239.00 | .00 | 239.00 | 7,761.00 | 3 | 2,162.83 |
| 62225 | BLDG MAINTENANCE SERVICES | 194,000.00 | .00 | 194,000.00 | 12,393.73 | 127,150.00 | 19,160.90 | 47,689.10 | 75 | 253,941.48 |
| 62235 | OFFICE EQUIPMENT MAINT | 10,000.00 | .00 | 10,000.00 | .00 | .00 | .00 | 10,000.00 | 0 | .00 |
| 62245 | OTHER EQMT MAINTENANCE | 1,300.00 | .00 | 1,300.00 | .00 | .00 | .00 | 1,300.00 | 0 | .00 |
| 62275 | POSTAGE CHARGEBACKS | 2,600.00 | .00 | 2,600.00 | .00 | .00 | 419.35 | 2,180.65 | 16 | 5,073.84 |
| 62290 | TUITION | 15,000.00 | .00 | 15,000.00 | .00 | .00 | .00 | 15,000.00 | 0 | 15,324.00 |
| 62295 | TRAINING & TRAVEL | 42,000.00 | .00 | 42,000.00 | 2,515.37 | .00 | 2,515.37 | 39,484.63 | 6 | 31,030.15 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00 | .00 | 5,440.00 | 453.34 | .00 | 906.68 | 4,533.32 | 17 | 5,439.96 |

Budget Performance Report

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|---------------------------------------|----------------------------------|-----------------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------|-----------------------|
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.00 | .00 | 4,885.00 | 407.09 | .00 | 814.18 | 4,070.82 | 17 | 4,884.94 |
| 62315 | POSTAGE | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | 1,815.57 |
| 62340 | IT COMPUTER SOFTWARE | 228,600.00 | .00 | 228,600.00 | 23,362.20 | 3,770.00 | 39,052.05 | 185,777.95 | 19 | 160,193.92 |
| 62341 | INTERNET SOLUTION PROVIDERS | 235,000.00 | .00 | 235,000.00 | 9,884.06 | 50,266.57 | 10,589.06 | 174,144.37 | 26 | 218,463.01 |
| 62360 | MEMBERSHIP DUES | 2,100.00 | .00 | 2,100.00 | .00 | .00 | .00 | 2,100.00 | 0 | 2,139.00 |
| 62375 | RENTALS | 59,740.00 | .00 | 59,740.00 | 4,900.31 | .00 | 9,800.62 | 49,939.38 | 16 | 59,623.26 |
| 62380 | COPY MACHINE CHARGES | 12,900.00 | .00 | 12,900.00 | 372.50 | .00 | 372.50 | 12,527.50 | 3 | 6,706.11 |
| 62506 | WORK- STUDY | 9,700.00 | .00 | 9,700.00 | .00 | .00 | .00 | 9,700.00 | 0 | 9,435.83 |
| 62705 | BANK SERVICE CHARGES | 5,700.00 | .00 | 5,700.00 | 689.64 | .00 | 1,811.56 | 3,888.44 | 32 | 6,923.34 |
| 64015 | NATURAL GAS | 29,900.00 | .00 | 29,900.00 | 2,227.48 | .00 | 2,227.48 | 27,672.52 | 7 | 23,896.51 |
| 64505 | TELECOMMUNICATIONS | 3,500.00 | .00 | 3,500.00 | .00 | .00 | .00 | 3,500.00 | 0 | 17,905.35 |
| 64540 | TELECOMMUNICATIONS - WIRELESS | 2,000.00 | .00 | 2,000.00 | 199.91 | .00 | 199.91 | 1,800.09 | 10 | 2,568.58 |
| 65025 | FOOD | 20,000.00 | .00 | 20,000.00 | .00 | .00 | .00 | 20,000.00 | 0 | 15,407.35 |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 170.22 | .00 | 170.22 | 11,829.78 | 1 | 10,285.36 |
| 65050 | BLDG MAINTENANCE MATERIAL | 30,000.00 | .00 | 30,000.00 | .00 | .00 | 64.15 | 29,935.85 | 0 | 25,319.64 |
| 65095 | OFFICE SUPPLIES | 70,000.00 | .00 | 70,000.00 | 1,216.68 | 9,834.16 | 1,216.68 | 58,949.16 | 16 | 77,172.92 |
| 65100 | LIBRARY SUPPLIES | 237,750.00 | .00 | 237,750.00 | 10,694.56 | 2,511.32 | 12,296.35 | 222,942.33 | 6 | 116,931.29 |
| 65125 | OTHER COMMODITIES | 25,000.00 | .00 | 25,000.00 | .00 | .00 | .00 | 25,000.00 | 0 | .00 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 5,500.00 | .00 | 5,500.00 | .00 | .00 | .00 | 5,500.00 | 0 | 2,348.36 |
| 65550 | AUTOMOTIVE EQUIPMENT | 7,000.00 | .00 | 7,000.00 | .00 | .00 | .00 | 7,000.00 | 0 | 4.95 |
| 65555 | IT COMPUTER HARDWARE | 45,000.00 | .00 | 45,000.00 | .00 | .00 | .00 | 45,000.00 | 0 | 36,111.67 |
| 65628 | Library Electronic Resources | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 26,838.59 |
| 65630 | LIBRARY BOOKS | 591,300.00 | .00 | 591,300.00 | 157,383.76 | .00 | 162,614.57 | 428,685.43 | 28 | 502,111.91 |
| 65635 | PERIODICALS | 18,700.00 | .00 | 18,700.00 | .00 | .00 | .00 | 18,700.00 | 0 | 18,692.45 |
| 65641 | AUDIO VISUAL COLLECTIONS | 120,700.00 | .00 | 120,700.00 | 7,330.68 | .00 | 9,631.62 | 111,068.38 | 8 | 95,516.77 |
| 65650 | VISUAL MEDIA COLLECTION | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 999.00 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 87,456.00 |
| 66131 | TRANSFER TO GENERAL FUND | 274,050.00 | .00 | 274,050.00 | 22,837.50 | .00 | 45,675.00 | 228,375.00 | 17 | 270,000.00 |
| EXPENSE TOTALS | | \$8,376,378.24 | \$0.00 | \$8,376,378.24 | \$687,629.31 | \$208,608.05 | \$1,027,398.27 | \$7,140,371.92 | 15% | \$7,316,674.21 |
| Fund 185 - LIBRARY FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 8,317,948.00 | .00 | 8,317,948.00 | 10,060.38 | .00 | 101,832.35 | 8,216,115.65 | 1% | 7,955,982.82 |
| EXPENSE TOTALS | | 8,376,378.24 | .00 | 8,376,378.24 | 687,629.31 | 208,608.05 | 1,027,398.27 | 7,140,371.92 | 15% | 7,316,674.21 |
| Fund 185 - LIBRARY FUND Totals | | (\$58,430.24) | \$0.00 | (\$58,430.24) | (\$677,568.93) | (\$208,608.05) | (\$925,565.92) | \$1,075,743.73 | | \$639,308.61 |
| Fund 186 - LIBRARY DEBT SERVICE FUND | | | | | | | | | | |

Budget Performance Report

Fiscal Year to Date 02/29/20

Include Rollup Account and Rollup to Object Account

| REVENUE | | | | | | | | | | |
|--|--------------------------|---------------------|---------------|---------------------|-------------------|---------------------|---------------------|---------------------|------------|-----------------------|
| 51015 | PROPERTY TAXES | 480,144.00 | .00 | 480,144.00 | .00 | .00 | .00 | 480,144.00 | 0 | 350,000.00 |
| REVENUE TOTALS | | \$480,144.00 | \$0.00 | \$480,144.00 | \$0.00 | \$0.00 | \$0.00 | \$480,144.00 | 0% | \$350,000.00 |
| EXPENSE | | | | | | | | | | |
| 68305 | DEBT SERVICE- PRINCIPAL | 222,648.00 | .00 | 222,648.00 | .00 | .00 | .00 | 222,648.00 | 0 | 182,561.00 |
| 68315 | DEBT SERVICE- INTEREST | 257,496.00 | .00 | 257,496.00 | .00 | .00 | .00 | 257,496.00 | 0 | 86,778.70 |
| EXPENSE TOTALS | | \$480,144.00 | \$0.00 | \$480,144.00 | \$0.00 | \$0.00 | \$0.00 | \$480,144.00 | 0% | \$269,339.70 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 480,144.00 | .00 | 480,144.00 | .00 | .00 | .00 | 480,144.00 | 0% | 350,000.00 |
| EXPENSE TOTALS | | 480,144.00 | .00 | 480,144.00 | .00 | .00 | .00 | 480,144.00 | 0% | 269,339.70 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$80,660.30 |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| 56060 | BOND PROCEEDS | 543,000.00 | .00 | 543,000.00 | .00 | .00 | .00 | 543,000.00 | 0 | 1,564,031.67 |
| 56061 | BOND PREMIUM | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 329,233.98 |
| REVENUE TOTALS | | \$543,000.00 | \$0.00 | \$543,000.00 | \$0.00 | \$0.00 | \$0.00 | \$543,000.00 | 0% | \$1,893,265.65 |
| EXPENSE | | | | | | | | | | |
| 62716 | BOND ISSUANCE COSTS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 20,418.12 |
| 65515 | OTHER IMPROVEMENTS | 543,000.00 | .00 | 543,000.00 | .00 | 137,440.84 | .00 | 405,559.16 | 25 | 538,877.13 |
| 66020 | TRANSFERS TO OTHER FUNDS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 1,250,000.00 |
| EXPENSE TOTALS | | \$543,000.00 | \$0.00 | \$543,000.00 | \$0.00 | \$137,440.84 | \$0.00 | \$405,559.16 | 25% | \$1,809,295.25 |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals | | | | | | | | | | |
| REVENUE TOTALS | | 543,000.00 | .00 | 543,000.00 | .00 | .00 | .00 | 543,000.00 | 0% | 1,893,265.65 |
| EXPENSE TOTALS | | 543,000.00 | .00 | 543,000.00 | .00 | 137,440.84 | .00 | 405,559.16 | 25% | 1,809,295.25 |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$137,440.84) | \$0.00 | \$137,440.84 | | \$83,970.40 |
| Grand Totals | | | | | | | | | | |
| REVENUE TOTALS | | 9,341,092.00 | .00 | 9,341,092.00 | 10,060.38 | .00 | 101,832.35 | 9,239,259.65 | 1% | 10,199,248.47 |
| EXPENSE TOTALS | | 9,399,522.24 | .00 | 9,399,522.24 | 687,629.31 | 346,048.89 | 1,027,398.27 | 8,026,075.08 | 15% | 9,395,309.16 |
| Grand Totals | | (\$58,430.24) | \$0.00 | (\$58,430.24) | (\$677,568.93) | (\$346,048.89) | (\$925,565.92) | \$1,213,184.57 | | \$803,939.31 |



Memorandum

To: Evanston Public Library Facilities Committee

From: Karen Danczak Lyons, Executive Director
John Devaney, Facilities Manager

Subject: Library Service in the 5th Ward

Date: March 13, 2020

Recommended Action:

Staff recommends Facilities Committee/Library Board direction on the exploration of the creation of a library branch in the 5th ward including short term options at 2144 Ashland or at a local church facility and longer term at the 2010 Dewey facility which currently houses Family Focus and other agencies.

Funding Source:

Funding source to be determined based upon negotiations and required buildout of spaces.

Summary:

The Evanston Public Library recognizes the need to improve library service to the residents in 5th Ward. In consultation with the City of Evanston, it was determined that the City had no lease listings in the 5th ward. On February 6, 2020 Trustee Denia Hester and Executive Director Danczak Lyons toured the 5th ward. During the tour one possible loft space for lease was identified at 2144 Ashland. In conversation with the leasing agent it was learned that 1,800 square feet is available for lease with space on both the first and second floor. The second floor is not ADA accessible. The gross rent quoted over the telephone was \$2,300 per month.

Executive Director Danczak Lyons continues to have conversations with Reverend Ken Cherry regarding the provision of library services within Christ Temple Church at 1711 South Simpson Street (the location of the former west side Evanston Public Library). A site visit with Trustee Hester will be scheduled if Reverend Cherry agrees.

As exploration of the future of the Family Focus building at 2010 Dewey continues, Executive Director Danczak Lyons is in regular conversation with members of the 2010 Dewey group. On a conference call with Dara Munson, the Executive Director of Chicago Child Care Society (CCCS), they discussed the mission of CCCS, EPL's work in Evanston and agreed to continue to explore opportunities to partner in our shared work. The opportunity to build a library space in the 2010 Dewey facility is a long term option that warrants continued consideration and conversation.

Agenda Item 3.B

With the support of the Board, staff would begin formal discussions with the both property owner of 2144 Ashland and Christ Temple Church and provide regular updates regarding short and long term solutions for the Board.

If the Facilities Committee approves, this recommendation will be presented to the Library Board on March 18, 2020.



Memorandum

To: Evanston Public Library Facilities Committee

From: Karen Danczak Lyons, Executive Director
John Devaney, Facilities Manager

Subject: Library Service in the 8th Ward

Date: March 13, 2020

Recommended Action:

Staff recommends Facilities Committee/Library Board approval of the proposal to explore the creation of a library branch at 729 Howard Street.

Funding Source:

Funding source for buildout of space in the EPL CIP budget, account 187.4862.65515.

Summary:

The Evanston Public Library recognizes the need to improve library service to the residents in south Evanston. In consultation with the City of Evanston, several leased spaces were reviewed. On February 13, 2020 members of the Evanston Public Library Board and staff visited a city owned location at 729 Howard Street (description of space attached.) The space is approximately 2,500 square feet and has not been occupied for more than 10 years. It is currently being used as storage and would require buildout and systems improvements to function as a library.

With the support of the Board, staff would begin formal discussions with the City of Evanston and provide regular updates to the Board. As this is a City owned location, with the agreement of the City, architectural plans and build out of the space would be managed by EPL's Facilities Manager with the goal of completing the buildout in the 4th Quarter of 2020/First Quarter of 2021.

If the Facilities Committee approves, this recommendation will be presented to the Library Board on March 18, 2020.



Proposal for:

Evanston Public Library

Strategic Planning Consulting Services

March 9, 2020



INTRODUCTION

The Evanston Public Library, as with many public libraries today, is facing numerous challenges and crossroads, ranging from the evolving nature of the library profession, to funding and operational efficiencies, to serving a rapidly changing community. To address these challenges and provide direction for board, leadership, staff, and most importantly the community, the Library is requesting proposals to help facilitate a process leading to a new strategic plan.

Library Strategies believes we can provide the clarity and focus Evanston wants and needs. Our firm's veteran team and stakeholder-centric methods give us the unique perspective needed to assist Evanston through this far-reaching and important endeavor. We have successfully used our library-specific Rapid Results Planning™ strategic planning model in dozens of communities across the country, including several in Illinois and the greater Chicago region.



ABOUT US

Library Strategies is a consulting group of The Friends of the Saint Paul Public Library – the foundation of the Saint Paul (Minnesota) Public Library system. We are the *only* consulting group in the country based *inside of* a library support organization. Moreover, our consultants are leaders in the national library community, and outstanding professionals in allied fields, who each offer decades of expertise and a wide range of practical skills.

We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning (using our Rapid Results Planning model)
- Facilities and Space Planning
- Feasibility Studies + Capital Campaign Counsel
- Staff Planning
- Friends and Foundation Assessments/Plans
- Library Operations Audits
- Fundraising and Advocacy Training
- Board and Staff Leadership Training



The Friends of the Saint Paul Public Library formally established Library Strategies in 2006, to

provide insights and hands-on assistance *solely* to libraries and library support institutions. Our teams have partnered with organizations in 34 states, Eastern Europe, and the Middle East. Clients range from small libraries in rural Tennessee and Wisconsin, to national bodies like the American Library Association (ALA) and Council of State Library Agencies (COSLA), to public libraries in places as far afield as Romania and Saudi Arabia.

We pride ourselves on innovation. In recent years, Library Strategies has developed a comprehensive “capacity building” training program for small and rural libraries in Wisconsin, Minnesota and North Dakota. We’ve also designed a replicable, scalable “train-the-trainer” program built upon our Rapid Results Planning process, which has been rolled out to library directors throughout Georgia, South Carolina and southeast Florida. Our team also proudly designed, structured, and implemented an exciting and first-of-its-kind children’s “One Read” program for the State of Minnesota. In 2013, Library Strategies published, *Beyond Book Sales: A Comprehensive Guide to Library Fundraising* (American Library Association Press).

OUR MISSION AND VALUES

Libraries are vital centers for community connection, collaboration, and inspiration. But libraries must continually hone their skills and adapt to a changing society to thrive. Library Strategies exists to cultivate your potential – so that you can better serve and strengthen your community over the long haul.

We strengthen communities, one library at a time.

- **We believe in libraries. We get libraries.** We’re a nonprofit housed within a library foundation. We understand library missions because they are *our* mission. We also understand the challenges libraries and library organizations face. We bring this passion and library-focused knowledge and experience, and tailor it to achieve your goals.
- **We help you serve your community by *engaging your community*.** We enlist individuals representing a wide swathe of your community, to get to know their aspirations and help them understand (and you to articulate) how libraries can help people achieve those goals.
- **We bring a “comprehensive perspective” to your project.** Whether you’re looking for fundraising, marketing, strategic planning, advocacy, or other guidance, we approach

your project in the whole context of you: your current capacity, your future goals, and your desired influence on your community.

- **We turn big ideas into practical insights that help you create meaningful change.** We lead national conversations about the future of libraries, but more importantly, we've developed unique tools and action plans that equip your organization for tomorrow.
- **We are your ally.** We connect with your key stakeholders to engage them in the process, help them adapt to change, and empower them to be advocates for your plan, so that the results are meaningful and sustainable after we leave.

In short, we are passionate about helping clients deliver on their missions and achieve their visions for increased community impact. You will find our team smart, experienced, creative, passionate, and dedicated to libraries.

PROPOSED PROCESS

If selected by the Evanston Public Library, the Library Strategies team will employ a four-phase process that builds upon itself – moving from data gathering and organizational assessment, to staff and board input, to community engagement and planning. Rapid Results Planning is tailored to yield maximum community input yet focused results, all on an aggressive timetable, typically 4-6 months from initiation to completion.

Phase I: Preparation, Data Analysis & Benchmarking

Strategic Planning Committee Meeting

Library Strategies recommends forming a Strategic Planning Steering Committee at the outset, if one has not already been organized. This committee will oversee the process; provide local context and insights; identify key leaders and influencers; and help ensure the final plan is inclusive and comprehensive. We recommend the Planning Committee be comprised of 8-12 members from the following individuals:

- Library Director, and one or two other lead staff
- One or two Board of Trustees members
- Foundation/Friends leadership
- City government representatives as deemed appropriate

- Community leaders representing at least two of the following:
 - Business
 - Philanthropy
 - Education (esp. Ada County Public Schools)
 - Arts & Culture

In brief, the role of the Strategic Planning Committee is to:

- Provide critical information on the Library and Evanston service area;
- Identify key stakeholders to engage in the process;
- Assist with invitations/logistics for community engagement activities;
- Approve and oversee the work plan and timeline
- Review drafts of the strategic plan.

The initial meeting of the Planning Committee with Library Strategies will address the following agenda items:

- Clarify roles/responsibilities for data gathering, reporting, logistics, etc. Agree on the process and steps of the planning process, including expectations for timing of deliverables.
- Identify critical documents and data to inform the planning process (library usage data, demographic projections, relevant local government documents, etc.).
- Establish initial focus areas for community input. These could include staffing models, specific communities, technology infrastructure, operational considerations (such as hours of operation), alternative models for library service delivery, etc.
- Identify individuals who will be invited to participate in the community retreat, with careful attention given to including a broad representation of residents – both library users and non-users.

Community and Library Assessment

Library Strategies will conduct a data audit and assessment of the current Evanston service area demographics, reports, library services and resources. This audit will review:

- Census data + trends for Evanston, including:
 - ✓ Age distribution / Household status
 - ✓ Race and Ethnic background / Special populations
 - ✓ Income / Education
 - ✓ Population/ Geographic distribution
 - ✓ Economic development projections

- Library data (including branch by branch breakdowns, if applicable/available):
 - ✓ Circulation numbers and trends for the past 3-5 years
 - ✓ Library visits / programming attendance
 - ✓ Technology access and usage
 - ✓ Community outreach efforts
 - ✓ Budget and financial sources
 - ✓ Staffing patterns
 - ✓ Board of Trustees structure and governance
 - ✓ Friends/Foundation fundraising model / patterns
 - ✓ Public relations and marketing

As part of the initial visit, a lead Library Strategies consultant will also visit all of the branch libraries in the system.

Phase II: Stakeholder Input

Community Survey

Library Strategies consultants will design and administer a community survey. This tool will probe the interests and needs of the Evanston Public Library's service area. Issues to be explored, both quantitatively and qualitatively, may include (but are not limited to):

- Awareness and perception of the Library;
- Satisfaction with Library services;
- Barriers to using the Library and its services;
- Facilities and diversity concerns;
- Opportunities for outreach;
- Future directions for the Library to best meet needs and expectations.

Our consultants will present a draft survey to Library leadership and make final revisions as necessary. The survey will be posted online using SurveyMonkey. If desired, Library Strategies will also format the questionnaire for print. Library Strategies will assist in identifying the best outlets and a promotion strategy to encourage broad-based participation in the survey (online

and physical outlets such as local media, churches, schools, businesses, municipalities and townships, partnership organizations, etc.).

Access, Equity and Inclusion Focus

Access, equity, and inclusion (AEI) is a major concern of the Library, especially through the lens of facilities, but engaging broader community issues as well. AEI concerns will be addressed throughout our process, but given the focus of the Library, we are recommending an additional, robust access, AEI process to further inform and shape the overall planning process. Our AEI process consists of the following three phases:

- *Phase I-Preliminary Assessments & Meetings:* We design and conduct preliminary assessment surveys for both community members and staff who will be engaged in listening sessions. Additional interviews may also be needed as part of this step. All of this helps to inform the design in Phase II and report in Phase III.
- *Phase II- Staff and Community Listening:* We always seek to engage both the community members and the staff that would help to lead this work through a number of community listening sessions. These 2.5-hour listening sessions help to identify barriers, opportunities and potential action steps.
- *Phase III-Report & Recommendations:* Recommendations on AEI will be based on findings, including action steps, staff capacity, and suggested implementation timelines. The report and recommendations may be incorporated into the overall planning reports and plan or presented as a stand-alone report.

All Staff Survey

An online staff survey will be designed to elicit information from *all* staff concerning library operations, programs, services, communication, aspirations and overall morale. The responses to this survey will also be collected via SurveyMonkey. A summary of the responses, as well as the raw data, will be made available to Library leadership. However, respondents will be ensured anonymity to encourage candor and a high response rate.

Staff SWOC Analysis

Library Strategies consultants will convene a SWOC analysis (Strengths, Weaknesses, Opportunities and Challenges) session with select staff members. This session provides an opportunity for internal stakeholders to express their insights and concerns in a collaborative session, and typically yield insights that complement and build upon the staff survey.

One-on-One Interviews

In preparation for Phase III, Library Strategies consultants will conduct 6-8 confidential phone interviews with key informants: long-serving Library trustees, Council members, lead government officials, key community leaders, and similar stakeholders.

The list of interviewees will be developed in consultation with the Library Director and Steering Committee. Ordinarily, questions focus on interviewees' perceptions of their community's most salient needs; what the Library can do (and is not already doing) to address them; and key challenges the Library is facing in its mission to enhance residents' quality of life.

Phase III: Community Retreat

Community Retreat

A day-long Community Retreat is the cornerstone of Library Strategies' unique Rapid Results Planning process. This nimble process has been used to generate strategic plans for libraries of all sizes across the country. The Retreat gathers a cross-section of users, non-users, diverse populations and key stakeholders all in one room. By including many participants from all walks of life, the Library gains valuable insights, while securing early buy-in and future advocates for its vision.

The Steering Committee should be prepared to help develop the invitation list – usually twice as many people as you realistically expect to attend – and then personally invite them by mail, phone or email (with possible follow-up phone calls). See Appendix A for a profile of attendee recommendations. All told, a retreat for a community of Evanston's size typically involves between 40 and 60 attendees.

The retreat agenda is structured as follows:

- 1. A short presentation by the Library Director on the current state and activities of the Library.** This gives all participants a baseline understanding of what the Library *currently* does.
- 2. An overview of findings and high-level issues.** Library Strategies consultants will present a brief overview of the findings from Phases I-II (notably the community survey), and a short list of strategic issues that have emerged.
- 3. A short presentation/discussion of key national/regional trends.** Trends

reviewed by the consultants might include technology, makerspaces, literacy programs, partnerships, community outreach, removal of barriers to service, etc. The two-fold goal is to offer participants a sense of what might be possible in terms of future directions, and encourage them to think broadly about the Library's role.

- 4. A large group, "big picture" visioning session (and development of goal areas).** This part of the retreat invites participants to brainstorm broad, strategic visions for the community -- and consider the Library's role as a contributor to resident's quality of life. This session will hone "goal areas" where the Library should concentrate its attentions over the next three to five years.
- 5. Small group strategy sessions.** At the end of the day, participants will be encouraged to dive deeper, by brainstorming specific strategies likely to move the Library closer to its big, overarching goals. (Focus areas and goals could address issues such as technology, community partnerships, AEI, early literacy, outreach, workforce development, public awareness, etc.)

Phase 4: Crafting Strategic and Implementation Plans

Strategic Plan & Dashboard Tool

Following the Retreat, Library Strategies consultants will draft a short, concrete Strategic Plan (typically 4 pages) for review by the Steering Committee. Depending on the Library's needs, the Plan may also include new or revised mission, vision or values statements.

The Steering Committee will determine whether the goals and strategies in the draft Plan are realistic (given finite resources, timetables, and their own evolving understanding of the community's needs). Our consultants will then make any necessary revisions, typically through a number of drafts until final approval.

Ultimately, Evanston Public Library's planning document will be translated into an easy-to-interpret graphic. This illustrative accompaniment can be presented to the full board of trustees, other governing bodies as applicable, and the community at large.

Library Strategies has found that long-range planning only *truly* works if it becomes a part of regular, daily culture. Therefore, Library Strategies will also provide an easy-to-use dashboard measurement tool to track the progress of the Strategic Plan over time. We recommend that the board review progress on the Strategic Plan at every regularly scheduled meeting.

Implementation Plan

In order to move the Plan forward, our process also includes a consultant-facilitated implementation planning step. Using the goals outlined in the approved Strategic Plan, staff collaborate on a detailed operating work or implementation plan to reach the Plan goal, with a primary focus on year 1 objectives.

Hallmarks of a Implementation Plan include:

- Action steps for reaching the strategic goals
- Resources needed (funding, staffing, strategic partners, etc.)
- Responsibility delegation
- Deadlines for task completion
- Outcomes or measures for each strategy

The Implementation Plan is usually an internal working document and *not* approved by the Board. In that way, it remains flexible and most useful to Library administration and staff. This Implementation Plan should become a regular discussion item at staff meetings and updated by the Library staff at least annually.

DELIVERABLES

Library Strategies will provide the following deliverables from the project activities:

- Community Survey Summary Report (*and raw data*)
- Staff Survey Summary Report (*and raw data*)
- Staff SWOC Analysis Write-Up/Notes
- Access, Equity and Inclusion Report/Recommendations
- Community Retreat Notes
- Draft and Final Strategic Plan (*including mission and vision statements, if needed*)
- Strategic Plan Tracking Dashboard
- Implementation Plan

CONSULTING TEAM

See appendices for consultant vitas.



STU WILSON is a Principal with Library Strategies and has served as a consultant with Library Strategies since 2007. Previously, he served as Director of the Friends and Foundation of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. Wilson brings years of experience in library fundraising, including capital projects and development plans; he has developed more than 40 strategic, development, and marketing plans for libraries; and has trained numerous library and foundation boards. Stu will co-lead the project.

TONI GARVEY is a Library Strategies Consultant and the former Director of the Phoenix Public Library for 15 years. Garvey has more than 25 years of experience as a public library administrator and has led strategic planning efforts for public libraries in addition to participating in more than a dozen library programming/design/construction projects. She was the 2004 *Library Journal* Librarian of the Year and President of PLA in 2002. Toni will co-lead the project and spearhead the implementation phase.



TISIDRA JONES has been working at the intersections of community engagement, policy change, access, equity and inclusion (AEI) for over 10 years. As the CEO of Strong & Starlike Consulting, Inc., Tisidra consults with government entities, foundations and nonprofits around AEI infrastructure planning; community engagement; convening cross-sector partners; program design; and policy and procedure drafting. She has worked with school districts, county governments, libraries, nonprofits and foundations, to name a few. As the Manager of Business Inclusion & Business Compliance for the City of Saint Paul, Tisidra managed and led teams charged with compliance and programming pertaining to economic inclusion. Tisidra will pla throughout the process, and spearhead community engagement processes.





DAVID KATZ is programs and services manager with Library Strategies. In that capacity, he manages the firm’s special and ongoing projects, as well as its day-to-day administration. He holds an MLIS from the University of Wisconsin – Madison. Katz will contribute remotely to the survey research, drafting of reports, and other data synthesis, as well as assist with overall project management.

The project team will be assisted by a strong “back room” of staff at the Friends of the Saint Paul Public Library, including two additional consulting staff, and two marketing and design professionals.

BUDGET

Library Strategies proposes to provide the above stated services for the following fees, plus expenses reimbursed at actual cost. Fees are based on a daily rate of \$1,500 (\$187.50 per hour).

Notes: (1) More than one consultant will be involved at various steps in the process. (2) Library Strategies does not charge for consultant travel time. (3) Expense estimates are included below, but actual expenses will be billed.

Consulting Fees:

Consultant Days

PHASE I: Preparation and Data Review

| | |
|---|-------------------------------------|
| • Planning Committee meeting and facilities tours | 1.0 |
| • <u>Data collection and review</u> | <u>1.0</u> |
| PHASE I FEES: | 2.0 days x \$1,500 = \$3,000 |

PHASE II: Stakeholder Input

| | |
|--|---------------------------------------|
| • Create, post and manage online surveys (x2) | 2.0 |
| • Analyze and draft survey summary reports | 2.0 |
| • Access, equity and inclusion - three-phase process | 8.0 |
| • Staff SWOC analysis and write-up | 0.5 |
| • <u>Conduct stakeholder interviews</u> | <u>1.0</u> |
| PHASE II FEES: | 13.5 days x \$1,500 = \$20,250 |

PHASE III: Community Retreat

- Launch retreat invitation process and retreat preparation 1.0
- Facilitate RRP community retreat 4.0

PHASE III FEES: 5.0 days x \$1,500 = **\$7,500**

PHASE IV: Strategic Plan: with Dashboard and Implementation

- Draft and finalize Strategic Plan 2.5
- Create Dashboard measurement tool 0.5
- Work with staff to develop Implementation Plan 3.0

PHASE IV FEES: 6.0 days x \$1,500 = **\$9,000**

TOTAL CONSULTING FEES: \$39,750

Estimated Expenses

| | |
|--|----------------|
| 5 roundtrip flights (from St. Paul to Chicago) | \$1,500 |
| 2 roundtrip flights (from Phoenix to Chicago) | \$800 |
| 10 nights hotel at \$150/night average | \$1,500 |
| 8 days ground transportation | \$800 |
| Per diem @\$54/day [meals and incidentals] | \$540 |
| Total Estimated Expenses: | \$5,140 |

TOTAL ESTIMATED FEES & EXPENSES \$44,890

The above outline of services and budget are flexible, and the budget would be adjusted based on the actual services needed by the Library. For instance, if the Library recently has conducted its own community or staff survey, those services would be an extraneous and the budget could be modified accordingly.

REFERENCES

Library Strategies has worked with hundreds of libraries across the country, offering our unique approach to planning designed *specifically* for public libraries. Here are highlights of other planning processes Library Strategies has conducted in recent years:

Champaign Public Library (IL)

In 2018, Library Strategies conducting Rapid Results Planning for the Champaign (IL) Public Library. This single-location library serves a college town of 85,000 – and parallels Evanston in a number of ways. Our partnership yielded an actionable, five-pronged strategic plan focused on increasing community collaborations; boosting on-site tech services; budgeting for an increase in open hours; refreshing the Library’s online presence and doubling down on “e- offerings”; and mitigating or altogether eliminating access barriers for sporadic and non-users.



Contact: Donna Pittman, Director - dpittman@champaign.org, 217-403-2040

Central Arkansas Library System (Little Rock)



Library Strategies recently completed an extensive strategic planning process for the Central Arkansas Library System. The library system, serving Little Rock and surrounding suburban areas with 12 branches, a main library and multiple special facilities, had not conducted a planning process since the 1980s. The planning process included a review of all facilities, budget review, community survey, staff survey and in-person meetings, and extensive meetings with Library leadership and the planning committee, and resulted in a major change in the Library’s community engagement and outreach. Additional consultation on the future of the library’s archives and fundraising development was also provided.

Contact: Nate Coulter, Executive Director, ncoulter@cals.org, 501-918-3033

St. Charles City-County Library District (MO)

Located in suburban St. Louis, St. Charles City-County Library District (SCCCLD) is a 12-branch system serving a population of 380,000. It boasts \$19m in annual operating funds, and a staff of 300. Library Strategies partnered with SCCCLD throughout 2018 on a comprehensive strategic planning process. Highlights included a thorough and illustrative benchmark analysis, a successful Visioning Retreat, and both community and staff surveys with high participation rates.



Contact: Jason Kuhl, CEO, jkuhl@stchlibrary.org

CONCLUSION

Library Strategies would be pleased to partner with the Evanston Public Library on its upcoming strategic planning process. We believe that our consultants' knowledge and experience with libraries nationwide, and in the region, positions us well to be an asset throughout this key period for the Library.

Thank you for considering this proposal.



**Library Strategies Consulting Group
The Friends of the Saint Paul Public Library
1080 Montreal Avenue, Ste. 2
Saint Paul, MN, 55116**

**Stu Wilson, Principal
stu@thefriends.org
651-253-3231**

librarystrategiesconsulting.org

APPENDIX A: RETREAT PARTICIPANTS

The Community Retreat is the cornerstone of the Rapid Results Planning process. While the exact composition of the group is determined in the process, Library Strategies strongly recommends that the retreat including the following:

- Lead library staff/staff representatives (3-5)
- Library board/trustees (3-4)
- Municipal/County, or other, public officials (2-3)
- Library Friends leaders (2-3)
- Head or staff from an affiliated regional or system library (1)
- Local school leaders and one or two teachers (2-4)
- Business leaders – from varied businesses or Chamber of Commerce (2-4)
- Representatives from other cultural or arts organizations (2-4)
- Representatives from social service agencies (2-4)
- Other governmental department heads (1-2)
- Religious leaders (1-2)
- Representatives from civic groups, such as Rotary or Kiwanis (1-2)
- Local philanthropic community, such as a community foundation, etc. (1-2)
- Colleges or university leadership – if in the area (1-2)
- Representatives from nearby military bases – if in the area (1-2)
- Local labor leaders (1-2)
- Homeschool community (1-2, if significant users of the Library)
- Include representatives from certain demographics important in the community and to the library (it is likely that there is some duplication from above stakeholders):
 - people from diverse groups in the community with notable populations
 - seniors
 - parents with small children (very good to have attend)
 - teenagers (Youth Council, etc.)
 - 20- and 30-somethings
 - people who are disabled
 - special library user groups
 - GLBTQ community
- Other groups that the planning team identifies as locally important

APPENDIX B: CONSULTANT VITAS

STU WILSON

Areas of Expertise

- Strategic Planning
- Fundraising and Development
- Board Training and Development
- Library Friends and Foundations
- Marketing and Public Awareness

Experience

- 2018-present Director/Principal, Library Strategies Consulting Group, Saint Paul, MN
2007-2017 Principal, Library Strategies Consulting Group, Saint Paul, MN
2008-2012 Executive Director, Friends/Foundation of the Hennepin County Library, Minneapolis, MN
1997-2008 Vice President, The Friends of the Saint Paul Public Library, Saint Paul, MN
1992-1996 Assistant Director, Silas Wright Museum/St. Lawrence County Historical Association, Canton, NY
1987-1989 Assistant Director, Michigan Literacy (based in Library of Michigan), Lansing, MI

Education

- University of Oregon, M.A., Art and Architectural History, 1982
University of Wisconsin - Madison, B.S., History and Art History, 1979

Affiliations and Honors

- Recent Board Service: Fitzgerald in Saint Paul, Minnesota Book Awards, Minnesota Library Foundation
Honors (personal or staff leader): National Award for Library Outreach, Institute of Museum and Library Services; Best Friends Award, Friends of Libraries USA; John Cotton Dana Award, American Library Association; John Sessions Memorial Award, American Library Association; Marshall Cavendish Award, American Library Association; Hispanic Community Service Award, Instituto de Arte y Cultura, Minneapolis

TONI GARVEY

Experience

- LIBRARY STRATEGIES CONSULTING GROUP, St. Paul, MN** **2013 – present**
- Staff planning and development
 - Strategic planning
 - Feasibility and facility studies
 - Development and implementation of advocacy plans
- PROVIDENCE ASSOCIATES LLC, Cottonwood, AZ** **2005 – 2017**
- Library strategic planning
 - Collection analysis
 - Service plan development
 - Facilities master planning
- PHOENIX PUBLIC LIBRARY, Phoenix, AZ** **1996 – 2011**
City Librarian
- LOUDOUN COUNTY PUBLIC LIBRARY, Leesburg, VA** **1987-1996**
Director (1992-1996); Assistant Director (1987-1992)

Education

Western Michigan University, BA and MSL

Professional Affiliations

American Library Association; Public Library Association (President 2002); Arizona Library Association; Urban Libraries Council

Honors

Library Journal Librarian of the Year, 2004

TISIDRA JONES, J.D.

Professional skills

- AEI Infrastructure Planning
- Strategic Planning / Thought Partner
- Taking a Holistic Approach to Program Design
- Drafting Policies and Procedures to Support Programs
- Implementing Programs

Experience

Founder & CEO– Strong & Starlike Consulting, Inc. – Saint Paul - 2017- Present

Leading community engagement; access, equity and inclusion (AEI) planning; research; program design; workshop design and policy creation for clients in government entities; school districts; nonprofits and small businesses. Steward AEI and infrastructure planning processes. Coach clients on strategic thinking during times of organizational change. In 2018, we engaged hundreds of people through scans, assessments and community engagement efforts.

Director, Creative Leadership Operations & Policy – Intermedia Arts – Minneapolis - 2016-17

Manager, Business Inclusion & Business Compliance – City of Saint Paul – 2013-16

Education

University of St. Thomas School of Law, Juris Doctorate, 2012

George Mason University, B.A. in Music, 2008

DAVID KATZ

Areas of Expertise

- Strategic Planning
- Building and Facilities Plans
- Library Management
- Research and Project Management

Experience

| | |
|--------------|--|
| 2012-present | Programs and Services Manager, Library Strategies, St. Paul, MN <i>Responsibilities include serving as manager of the Minnesota Association of Library Friends, coordinating the metro-wide Club Book author series, co-coordinating the Minnesota Book Awards, and research and project management support for Library Strategies Consulting Group</i> |
| 2011-2017 | Research Consultant, Minnesota Historical Society, St. Paul, MN |
| 2012-present | Office Manager, Minnesota Assoc. of Library Friends, St. Paul, MN |
| 2008-2011 | Communications Assistant, Schreiber Inc., Green Bay, WI |

Education

B.A. (Journalism) – University of Minnesota
B.A. (History) – University of Minnesota
MLIS – University of Wisconsin, Madison

APPENDIX C: RECENT AND CURRENT CLIENT LIST

Strategic Planning:

Anoka County Library (MN)
Arlington Heights Public Library (IL)
Bayport Public Library (MN)
Bozeman Public Library (MT)
Brentwood Library (TN) – 2 rounds
Bridgman Public Library (MI)
Central Arkansas Library System (Little Rock, AR)
Champaign Public Library (IL)
Chattahoochee Valley Libraries (GA)
Clarksville-Montgomery County Public Library (TN) – 2 rounds
Commerce Township Public Library (MI)
Council of State Library Agencies (KY)
Cromaine District Library (MI)
Crystal Lake Public Library (IL)
Davenport Public Library (IA)
Decatur Public Library (IL)
Duluth Public Library (MN)
Friends of the Bozeman Library (MT)
Friends of the Maple Lake Library (MN)
Glencoe Public Library (IL)
Gwinnett County Library (GA)
Hudson Area Joint Library (WI)
King Abdul Aziz Library (Riyadh, Saudi Arabia)
Kingsport Public Library (TN)
Lewis & Clark Public Library (Helena, MT)
Loudoun County Public Library (VA)
Menomonie Public Library (WI)
Meridian Library District (ID)
Minnesota Genealogical Society (MN)
Muskegon Area District Library (MI)
Newark Public Library (NJ)
Normal Public Library (IL)
Palm Springs Public Library (CA)
SAMMIE regional system (MN)

Schlow Centre Region Library (State College, PA)
SELCO/SELS regional system (MN)
SENYLRC regional system (NY)
St. Charles City-County Library District (MO)
Stillwater Public Library (MN)
Traverse des Sioux Library System (MN)
Washington County Library System (MN)
Washington County Library System (PA)
White Plains Public Library (NY) – 2 rounds
Wilsonville Public Library (OR)
Wisconsin Dept. of Public Instruction
Woburn Public Library (MA)

Facilities Planning/Assessments:

Big Horn County Public Library (WY)
Brentwood Library (TN)
City of Byron (MN)
Clarksville-Montgomery County Library (TN)
Duluth Public Library (MN)
Franklin County Library System (PA)
Gardiner Community Library (MT)
Kingsport Public Library (TN)
Marathon County Library (WI)
Marathon Public Library (TX)
Park Rapids Public Library (MN)
Racine Public Library (WI)
Shawano Public Library (WI)
Swarthmore Public Library (PA)

In addition to the above planning related clients, Library Strategies has worked with numerous libraries across the country and internationally, providing such services as feasibility studies, capital campaigns, development plans, staff plans, advocacy training, board training, marketing, and program evaluation.