



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, AUGUST 19, 2020

6:30 P.M.

Virtual Meeting via Zoom



evanston public library

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, August 19, 2020

Meeting of the Board

6:30 PM

Virtually, via Zoom

All agenda items will be discussed at the Library Board Meeting. As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, Library Board members and Library staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Library Board meetings may submit written comments in advance or sign up to provide public comment by completing the online form at <https://library-board-public-comment-sign-up>

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes July 15, 2020 Regular Meeting
- B. Approval of Bills and Payroll

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

- A. *Evanston Library Services: Defining a new Vision*
(Board Discussion with the Racial Equity Task Force, residents and staff)
- Update from Racial Equity Task Force
- What is needed to increase equity of service during the pandemic and beyond?
Reactions/feedback on new virtual and in-person library services?
- Aspirations: What is needed for all of Evanston to emerge stronger after Covid?
- Resources needed to create and sustain a path toward recovery and renewal for all?
- Sustaining the “We are All in this Together” spirit?

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update provided during discussion in Item 4)

6. LIBRARY DIRECTOR’S REPORT (Distributed in Advance)

7. STAFF REPORTS

- A. Administrative Services Report (Distributed in Advance)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

11. NEW BUSINESS

- A. Renewal of Lease 900 Chicago Avenue (Action)
- B. Returning North Branch to the City of Evanston (Action)

12. Executive Session

- A. Closed Session – Personnel (Library Director Evaluation and Contract)

13. ADJOURNMENT

Next Meeting: September 2, 2020 at 6:30 pm, virtually, via zoom

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, July 15, 2020
6:30 P.M.
Remote Board Meeting

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

Members Absent: None

Staff Present: Karen Danczak Lyons, Ebony Ambrose, Jan Bojda, Teri Campbell, John Devaney, Kim Hegelund, Connie Henegan, Lea Hernandez-Solis, Tim Longo, Marlene Meyer, Jeny Mills, Heather Norborg, Wynn Shawer, Jennifer Shreve, and Jill Skwerski

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was established at 6:32 p.m.

Citizen Comment: The following Evanston residents provided public comment: Margaret Newman spoke in support of the EPL commitment on racial equity and proposed branch closures to equitably allocate limited resources. Lori Keenan (EPL Friends) spoke in opposition to proposed branch closures and support of expanded EPL locations. Tracy Fulce (EPL Racial Equity Task Force) spoke in support of the EPL intentional outreach to break down barriers and establishment of its RETF of which she is a member. Rebeca Mendoza (Evanston Latinos/D65 School Board/ward 5 resident/EPL podcast guest) spoke in support of collaborative work with EPL to bring needed services to the LatinX community in response to the pandemic, and a future EPL location in ward 5. Linnea Latimer (NU IT, community advocate, EPL RETF member) spoke in support of a future EPL location in ward 5 and thanked the board for its commitment to racial equity and charged the board to stand for those who need library resources most..Rebecca Cacayuran (Evanston Community Foundation) spoke to thank EPL for partnership with pandemic relief efforts specifically the Evanston Care Network the interactive directory of services available to residents. George Lowman (EPL volunteer tech instructor) shared the work he is doing at EPL to serve residents virtually with popular technology classes. Jim Hughes (EPL Friends/Central Street Neighbors Association) read a letter in support of reopening the north branch from CSNA. Nic Davis (EPL RETF) spoke in support of expanded virtual resources and in consolidation of branches for efficient use of resources, and in full funding for the library. Pat O'Connor (EPL Concierge) spoke in support of the variety of services offered at EPL, and of library plans and services, the fine free policy. Steve Johnson (EPL communications) spoke in support of plans that prioritize safety during the pandemic and allocate limited resources with an equity lens. Deborah Abbott Kisor (EPL Friends) read a statement from Central Street Evanston to advocate for reopening that north branch as an economic engine. Larry P Lundy (EPL Friends) read a statement from the Southeast Evanston Association in support of the reopening of the CAMS branch as an economic engine. Trish Stieglitz (EPL Friends) read a letter from Michael Tannon (former EPL

Trustee) reminding Trustees of the Memorandum of Understanding with the City of Evanston giving the EPL Trustees exclusive control of library facilities and budget. Statements that were submitted in writing are attached.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the June 17, 2020 Board Meeting

Upon motion made by Trustee Schapiro and seconded by Trustee Patel, the consent agenda was approved by unanimous roll call vote.

Equity, Diversity and Inclusion:

A. Joint Committee (Update)

Campbell reported on progress toward recommendations as outlined in EPL Equity Assessment. The internal EDI committee facilitates discussion on the racial equity curriculum, research on an equity toolkit for evaluation of efforts, land recognition research and recruitment for the new collection advisory group. The external RETF continues to challenge EPL operational and budget priorities and set out concrete ideas for the new grant-funded video series. Trustee Goodman welcomed the participation of RETF members during public comment and requested a future joint public discussion with the board.

Library Director's Report (Distributed in Advanced):

President Iles thanked staff who led the organization during Director Danczak Lyons absence, and welcomed her back. Director Danczak Lyons reported on the changing service model and the advances made during this time including the releasing the commitment to racial equity statement, enacting a fine-free policy, increasing virtual services and instituting curbside pick up. She signaled that tough budget choices will need to be made, and will be done with all voices at the table.

Staff Report:

A. Administrative Services Report

Campbell reported that permanent hiring remains frozen. The fiscal outlook is cautiously optimistic: revenue collection has reached % of budget projection, and expenditures % for the operating fund. Capital fund expenditures are at 25% of budget.

Devaney reported on progress toward reopening Robert Crown (July 25) and the Main Library (July 13) facilities in accordance with the plan that includes curbside and computer lab access. Acting City Manager Erika Storlie gave a brief update on access to Robert Crown and status of plans to co-locate services in the Main Library. Trustees and administration expressed a desire to work with COE on an updated MOU and cohesive plan to share space for strategic services that will work well for the citizens of Evanston.

Board Report/Development:

Trustee Patel provided an update on discussion between the EPL Friends and potential new members.

Unfinished Business: None.

New Business: None.

A. Branch location and operations discussion (Discussion)

Director Danczak Lyons outlined the impact of social distance requirements on the likelihood of reopening Central St and Chicago Ave/Main St. She stressed that we do not have the resources to open all four locations safely. Equity in service provision will be decoupled from location, not

simply place-based. Trustees discussed the importance of the locations in question such as the implicit economic and community benefits of a branch, the under-investment in our priority community areas, the draw of south Evanston residents to Crown, the trust we want to restore with those most in need, the values that we will show in our budget decisions. This matter is action at the next board meeting.

Upon motion made by President Iles and seconded by Trustee Patel, the motion to move into the Executive Session was approved by unanimous roll call vote.

Executive Session:

A. Executive Director's Performance Review

Upon motion made by Trustee Schapiro and seconded by Trustee Patel, the motion to move out of the Executive Session was approved by roll call vote.

Adjournment:

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Hayman, and approved by roll call vote. Meeting adjourned at 9:28 p.m.

Submitted by Terry Soto/Teri Campbell

Good Evening,

My name is Linnea Latimer. I am a lifelong, proud Evanstonian. Raised in the 5th ward, where some of my most cherished memories are. My educational background includes Finance and Information Technology. I currently work as a systems analyst for Northwestern University. I am involved in my community and serve as an advocate for those who cannot find their voice. I am motivated by the next generation of leaders and aspire to create an environment that will foster their personal growth and development.

I stand before you as a concerned citizen and a Racial Equity Task Force Committee member to advocate for a library presence in the 5th ward.

The Library's equity statement also included an apology statement that had a quote by Maya Angelou,

"History, despite its wrenching pain, cannot be un-lived, but if faced with courage, need not be lived again."

On behalf of 5th ward neighbors, thank you for acknowledging your role in the disenfranchisement of Black community members of Evanston and your commitment to not only rectify the closure of the library branch but to improve engagement with the community, reflect the diversity of Evanston in library collections, and to develop a racial equity tool to apply decision-making in cooperation with Evanston city government.

I was one of those kids who showed up at the library daily even though I didn't feel welcomed.

Resources the library offers goes beyond just books. The library offers public computers, internet availability and free wi-fi, book discussion groups, support services like tax preparation, and resume help, free classes and workshop, most importantly a safe space.

The way things are set up now, we (our community, my community) need this more than before. This is your chance to right some wrongs, this is your opportunity to be an ally to the most underserved community in Evanston. Our kids deserves more than hand-me-downs. A room full of books is no longer acceptable. Our kids are listening, our kids are watching and our kids are, what we like to say, woke.

We are expecting you to hold yourselves accountable, learn from the past and establish a new relationship.

Who here will be brave enough to advocate for us? Who here is brave enough to say, enough is enough, no more talk, it's time for action. Will you do the right thing and honor your commitment, or should we expect another apology statement in 50 years?

Please, do the right thing.

Thank you.

CAMS speech

Hi, my name is Larry Lundy, and I am here for many reasons . . .one is history, I was fortunate to be invited to be of a group that's primary goal was to preserve and eventually create a new library branch on the south side of Evanston

The Mighty Twig, a fully volunteer staffed and created library for which we raised \$ 171,000 dollars evolved into what we now call the CAMS branch

I am especially proud of what we were able to do over 8 years ago . . .a convenient library branch which we knew was something beyond a giant box of booksit's a community center, it's internet access, it's availability of social workers to help with a myriad of challenges. It's a bilingual story hour, it's a place for kids to play, to learn, to invent and to imagine.

I am hoping that we can see the value of keeping this satellite branch, while still enjoying the eventual Robert Crown fully fledged library . . .CAMS has a unique presence . . .you can park your strollers out front, you can step on the L and Metra half a block away . . .CAMS presents such a positive aspect of this wonderful community that I hope will be here for long to come. This is people power. This is my Evanston.

Larry Lundy
Evanston
4.17.19



Teri Campbell <tcampbell@cityofevanston.org>

public comment 7/15

Pat Oconor <pjoconor@aol.com>

Thu, Jul 16, 2020 at 8:12 PM

Reply-To: Pat Oconor <pjoconor@aol.com>

To: "tcampbell@cityofevanston.org" <tcampbell@cityofevanston.org>

Hi Teri,

Here is the statement I made. Thank you for reaching out. Pat O'Conor

I have been volunteering as a concierge at the Main Library for the past five years, and I have witnessed in action the variety of services the library provides to families, the homeless, teenagers after school, and the elderly. I have taken the 311 calls coming into the library and sent them to the Social Worker or the Reference Desk.

I have worked in strategy and finance, and it is both exciting and difficult to evaluate innovative programs and choose which ones to fund knowing we will not be able to fund every good idea. Libraries have changed so much over the past ten years. I would like to think that the potential closing of the North and South branches do not mean we are "losing libraries." Libraries are not just a physical space. They are more about services than books.

The library has proven to be a leader when this past June it announced it would no longer charge fines on overdue items. I was very excited to see the formation of the Racial Equity Task Force - a very innovative idea for libraries around the country.

I just returned from delivery meals from Jennifer's Edibles in the 5th Ward to seniors in the 5th, 8th, and 9th Wards, and I feel like I drove by Robert Crown almost 20 times. The short-lived opening of Robert Crown included many innovative ideas including the extended-hour system that would allow Library card holders access to physical materials and computers both before and after regularly staffed hours. I was looking forward to data regarding how Robert Crown would be able to reach many of our under-served patrons. The fact that many programs would be bi-lingual, laptops and Chromebooks would be available for checkout, and the library would provide wi-fi access and digital literacy seemed to be a right step in expanding services closer to the 8th and 9th ward neighborhoods.

I am looking forward to helping the library in any way I can.

[Quoted text hidden]

July 14, 2020

Dear Trustees of the Evanston Library Board,

I am writing on behalf of the Southeast Evanston Association (SEA) to advocate for our neighborhood branch library. It has come to our attention that CAMS, our branch library in southeast Evanston, is one of the few city buildings not yet on a schedule to reopen. We are concerned that the Library Board is considering permanently closing CAMS now that the library at Robert Crown is completed. In a letter to this Board in October, 2019, SEA advocated for retaining CAMS when you were considering its closing at that time, in anticipation of Robert Crown. We, again, urge you to retain CAMS, in recognition of the important role it plays in the vitality of the neighborhood, the service it provides to our diverse residents, and its positive impact on area businesses.

CAMS serves a population that includes children and young adults with disabilities who attend Park School, adults with disabilities who live independently or semi-independently in neighborhood apartment buildings, residents of Albany Care, senior citizens, and many young children whose families reside in the numerous new apartment buildings in the area.

We worry that this community will not be well-served by the Robert Crown location. Instead of having a library location within walking distance for these groups who often don't drive, they would be given an alternative that can not be easily accessed through public transportation. In addition, many in these groups cannot take public transportation at all. With the elimination of so many of the neighborhood resources due to COVID, as well as the probability that our schools will not completely reopen in the fall, the resources of the local library branch appears to be even more crucial for our residents.

In addition to the social impact of CAMS, the economic impact cannot be overestimated. According to various sources, for every dollar invested in libraries, approximately \$5 is returned to the community. Library users also utilize area stores, restaurants and coffee shops, generating support for local businesses and tax dollars for the city. It would be shortsighted to think that this wouldn't be the case when all businesses reopen in the future.

Losing CAMS would be a great disservice to the community. We, at SEA, urge you to reopen CAMS, within the CDC guidelines, to continue to provide valuable resources for learning, literacy, and personal and professional development in our neighborhood and city.

Thank you for your consideration in this matter.

Sincerely,

Jean Prindiville, President

Southeast Evanston Association



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: August 14, 2020

Recommended Action

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

Payroll

July 6, 2020 through July 19, 2020	\$ 152,699.45
July 20, 2020 through August 2, 2020	\$ 149,000.00

Library Fund Bills List

July 14, 2020	\$ 112,984.97
(includes April 2020 purchasing card expenses of \$ 9,443.54)	
July 28, 2020	\$ 50,205.19

Attachments: Bills Lists, Purchasing Card

BILLS LIST

PERIOD ENDING 07.14.2020

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY STUDENTS	06/26/2020	07/14/2020	253.30
		Account 62506 - WORK- STUDY Totals		1
				\$253.30
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	06/30/2020	07/14/2020	96.97
104325 - RECORDED BOOKS INC.	JUV AV	05/28/2020	07/14/2020	62.00
104325 - RECORDED BOOKS INC.	JUV AV	06/04/2020	07/14/2020	37.40
104325 - RECORDED BOOKS INC.	JUV AV	03/17/2020	07/14/2020	62.00
104325 - RECORDED BOOKS INC.	JUV AV	03/12/2020	07/14/2020	82.60
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals		5
				\$340.97
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
137361 - COOPERATIVE COMPUTER SERVICES	COLLECTION HQ AGREEMENT	06/22/2020	07/14/2020	8,171.00
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CONSUMER REPORTS.ORG	06/17/2020	07/14/2020	6,770.00
16334 - KANOPY	REFERENCE ONLINE	06/30/2020	07/14/2020	1,798.00
103340 - MERGENT, INC.	ADULT ELECTRONIC RESOURCES	01/30/2020	07/14/2020	7,792.50
103424 - MIDWEST TAPE	REFERENCE ONLINE	06/30/2020	07/14/2020	4,572.36
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	OVER DRIVE JULY 1 TO JUNE 30	05/01/2020	07/14/2020	16,278.65
10330 - SWANK MOVIE LICENSING USA	COPYRIGHT COMPLIANCE SITE LICENSE	05/01/2020	07/14/2020	1,949.00
		Account 62341 - INTERNET SOLUTION PROVIDERS Totals		7
				\$47,331.51
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY STUDENTS	06/26/2020	07/14/2020	175.01
		Account 62506 - WORK- STUDY Totals		1
				\$175.01
Account 65630 - LIBRARY BOOKS				
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/22/2020	07/14/2020	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	04/22/2020	07/14/2020	47.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/22/2020	07/14/2020	74.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT EBOOKS	04/21/2020	07/14/2020	71.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/08/2020	07/14/2020	50.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/08/2020	07/14/2020	77.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	04/07/2020	07/14/2020	128.95
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/08/2020	07/14/2020	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/22/2020	07/14/2020	20.15
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/13/2020	07/14/2020	264.65
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/13/2020	07/14/2020	182.93
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/04/2020	07/14/2020	47.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/04/2020	07/14/2020	74.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/04/2020	07/14/2020	207.67
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/04/2020	07/14/2020	296.14
17296 - HEATHER ROSS	REIMBURSEMENT RECEIPT FROM BOOKENDS AND BEG	06/23/2020	07/14/2020	161.88
276974 - OVER DRIVE, INC.	EBOOKS	03/27/2020	07/14/2020	1,763.64
276974 - OVER DRIVE, INC.	EBOOKS	03/27/2020	07/14/2020	270.00
276974 - OVER DRIVE, INC.	EBOOKS	03/26/2020	07/14/2020	939.43
276974 - OVER DRIVE, INC.	EBOOKS	04/24/2020	07/14/2020	806.22
276974 - OVER DRIVE, INC.	EBOOKS	03/26/2020	07/14/2020	786.92
276974 - OVER DRIVE, INC.	EBOOKS	06/30/2020	07/14/2020	1,955.65
276974 - OVER DRIVE, INC.	EBOOKS	06/30/2020	07/14/2020	1,127.37
276974 - OVER DRIVE, INC.	EBOOKS	06/26/2020	07/14/2020	1,141.62
276974 - OVER DRIVE, INC.	EBOOKS	06/23/2020	07/14/2020	260.19
276974 - OVER DRIVE, INC.	EBOOKS	06/23/2020	07/14/2020	878.58
276974 - OVER DRIVE, INC.	EBOOKS	06/16/2020	07/14/2020	64.64
276974 - OVER DRIVE, INC.	EBOOKS	06/16/2020	07/14/2020	447.96
276974 - OVER DRIVE, INC.	EBOOKS	06/18/2020	07/14/2020	1,162.03
276974 - OVER DRIVE, INC.	EBOOKS	05/26/2020	07/14/2020	1,187.77
276974 - OVER DRIVE, INC.	EBOOKS	07/02/2020	07/14/2020	677.66
276974 - OVER DRIVE, INC.	EBOOKS	07/02/2020	07/14/2020	258.96
276974 - OVER DRIVE, INC.	EBOOKS	07/02/2020	07/14/2020	251.96
		Account 65630 - LIBRARY BOOKS Totals		33
				\$15,809.75
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	34.54
103424 - MIDWEST TAPE	ADULT AV	06/20/2020	07/14/2020	21.24
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	199.98
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	264.90
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	21.24
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	339.35
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	53.53
103424 - MIDWEST TAPE	ADULT AV	06/30/2020	07/14/2020	42.42
103424 - MIDWEST TAPE	ADULT AV	03/19/2020	07/14/2020	164.25
103424 - MIDWEST TAPE	ADULT AV	03/19/2020	07/14/2020	249.60
103424 - MIDWEST TAPE	ADULT AV	03/19/2020	07/14/2020	131.85
103424 - MIDWEST TAPE	ADULT AV	03/19/2020	07/14/2020	120.96
103424 - MIDWEST TAPE	ADULT AV	03/19/2020	07/14/2020	105.96
103424 - MIDWEST TAPE	ADULT AV	03/19/2020	07/14/2020	71.97
104325 - RECORDED BOOKS INC.	ADULT AV	05/26/2020	07/14/2020	71.99
104325 - RECORDED BOOKS INC.	ADULT AV	05/27/2020	07/14/2020	35.99
104325 - RECORDED BOOKS INC.	ADULT AV	05/27/2020	07/14/2020	40.50
104325 - RECORDED BOOKS INC.	ADULT AV	05/21/2020	07/14/2020	36.00
104325 - RECORDED BOOKS INC.	ADULT AV	06/15/2020	07/14/2020	36.00
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals		19
				\$2,042.27
Business Unit 4820 - ACCESS SERVICES				
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY STUDENTS	06/26/2020	07/14/2020	1,242.77
		Account 62506 - WORK- STUDY Totals		1
				\$1,242.77
		Business Unit 4820 - ACCESS SERVICES Totals		1
				\$1,242.77
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62375 - RENTALS				
309006 - ESSKAY DEVELOPMENT LLC	AUG 2020 CAMS RENT	07/09/2020	07/14/2020	4,900.31
		Account 62375 - RENTALS Totals		1
				\$4,900.31
		Business Unit 4825 - ENGAGEMENT SERVICES Totals		1
				\$4,900.31
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62341 - INTERNET SOLUTION PROVIDERS				
14507 - SYSTEMS TECHNOLOGY GROUP, INC. DBA READSQUARED	READSQUARED SUMMER READING	03/26/2020	07/14/2020	2,895.00
		Account 62341 - INTERNET SOLUTION PROVIDERS Totals		1
				\$2,895.00
Account 65100 - LIBRARY SUPPLIES				
100924 - CDW GOVERNMENT INC.	50 LAPTOPS - REF PO LKXK742/QUOTE LKZK035	06/11/2020	07/14/2020	13,160.00
		Account 65100 - LIBRARY SUPPLIES Totals		1
				\$13,160.00
		Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		2
				\$16,055.00
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/12/2020	07/14/2020	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/07/2020	07/14/2020	210.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2020	06/02/2020	07/14/2020	9,390.00
		Account 62225 - BLDG MAINTENANCE SERVICES Totals		3
				\$9,952.05
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	05/01/2020	07/14/2020	507.22
		Account 64015 - NATURAL GAS Totals		1
				\$507.22

BILLS LIST

PERIOD ENDING 07.14.2020

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/22/2020	07/14/2020	351.20	
		Account 65040 - JANITORIAL SUPPLIES Totals	1	\$351.20	
		Business Unit 4840 - LIBRARY MAINTENANCE Totals	5	\$10,810.47	
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
11582 - MARY KLING	PROFESSIONAL SERVICES	07/09/2020	07/14/2020	1,861.00	
16999 - STEPHEN B. STARR DESIGN, INC.	DESIGN PROMOTION SERVICES	06/17/2020	07/14/2020	450.00	
		Account 62185 - CONSULTING SERVICES Totals	2	\$2,311.00	
Account 62205 - ADVERTISING					
101753 - EVANSTON ROUNDTABLE LLC	WEB LINK BOOKLET	06/01/2020	07/14/2020	90.00	
		Account 62205 - ADVERTISING Totals	1	\$90.00	
Account 62380 - COPY MACHINE CHARGES					
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	05/25/2020	07/14/2020	47.22	
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	03/31/2020	07/14/2020	47.22	
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	03/31/2020	07/14/2020	47.22	
		Account 62380 - COPY MACHINE CHARGES Totals	3	\$141.66	
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY STUDENTS	06/26/2020	07/14/2020	926.11	
		Account 62506 - WORK- STUDY Totals	1	\$926.11	
Account 64540 - TELECOMMUNICATIONS - WIRELESS					
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	06/01/2020	07/14/2020	18.95	
		Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals	1	\$18.95	
Account 65095 - OFFICE SUPPLIES					
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/24/2020	07/14/2020	69.65	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/18/2020	07/14/2020	322.74	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/13/2019	07/14/2020	(436.64)	
		Account 65095 - OFFICE SUPPLIES Totals	3	(\$44.25)	
		Business Unit 4845 - LIBRARY ADMINISTRATION Totals	11	\$3,443.47	
		Department 48 - LIBRARY Totals	86	\$102,404.83	
		Fund 185 - LIBRARY FUND Totals	86	\$102,404.83	
* = Prior Fiscal Year Activity				86	\$102,404.83

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.14.2020**

SUPPLEMENTAL LIST

ACH AND WIRE TRANSFERS

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURHASING CARD-APRIL, 2020	9,443.54
VARIOUS	TWIN EAGLE	NATURAL GAS-MAY, 2020	1,136.60
			<u>10,580.14</u>
			<u>10,580.14</u>
		GRAND TOTAL	<u>112,984.97</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

BILLS LIST

PERIOD ENDING 07.28.2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	07/28/2020	07/28/2020	40.84
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	<u>\$40.84</u>
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 1	<u>\$40.84</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
17618 - COURTNEY REED-TANNER	REIMBURSEMENT FOR SUPPLIES	07/28/2020	07/28/2020	84.47
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	<u>\$84.47</u>
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 1	<u>\$84.47</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QUARTERLY BILLING	07/28/2020	07/28/2020	580.05
151986 - CINTAS CORPORATION #769	MAT SERVICES	07/28/2020	07/28/2020	352.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/28/2020	07/28/2020	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/28/2020	07/28/2020	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/28/2020	07/28/2020	185.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SEMI QUARTERLY BILLING	07/28/2020	07/28/2020	5,584.92
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICE AGREEMENT	07/28/2020	07/28/2020	11,930.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2020	07/28/2020	07/28/2020	9,390.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 17	<u>\$31,752.47</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	07/28/2020	07/28/2020	419.85
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	<u>\$419.85</u>
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	07/28/2020	07/28/2020	71.29
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/28/2020	07/28/2020	392.46
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 2	<u>\$463.75</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 20	<u>\$32,636.07</u>
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	07/28/2020	07/28/2020	900.00
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	07/28/2020	07/28/2020	47.22
	Account 62380 - COPY MACHINE CHARGES Totals		Invoice Transactions 2	<u>\$947.22</u>
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	07/28/2020	07/28/2020	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	<u>\$18.95</u>
Account 65095 - OFFICE SUPPLIES				
102520 - ILLINOIS PAPER DBA IMPACT NETWORKING LLC	COPY PAPER	07/28/2020	07/28/2020	1,419.00
103617 - NATIONAL AWARDS & FINE GIFTS	TOTE BAGS BULK ORDER	07/28/2020	07/28/2020	3,180.00
104897 - SPRINT	MOBILE HOTSPOTS	07/28/2020	07/28/2020	9,048.60
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 3	<u>\$13,647.60</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 6	<u>\$14,613.77</u>
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL#18	07/28/2020	07/28/2020	2,160.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	<u>\$2,160.00</u>
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	<u>\$2,160.00</u>
	Department 48 - LIBRARY Totals		Invoice Transactions 29	<u>\$49,535.15</u>
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 29	<u>\$49,535.15</u>
			Invoice Transactions 29	<u>\$49,535.15</u>

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.28.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-JUNE, 2020	670.04
			<u>670.04</u>
			<u>670.04</u>
		GRAND TOTAL	<u><u>50,205.19</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

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	SWANK MOTION PICTURES	MO	63127	\$ 53.00	3/30/2020	65100 LIBRARY SUPPLIES	MOVIE LICENSING
LIBRARY	FACEBK HN3EVQ6H42	CA	94025	\$ 56.89	4/1/2020	62205 ADVERTISING	ADVERTISEMENT ONLINE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 6.70	4/2/2020	65040 JANITORIAL SUPPLIES	TERRY TOWELS WHITE ROLL 6 COUNT
LIBRARY	GOOGLE LLC GSUITE_EPL	CA	94043	\$ 12.00	4/2/2020	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY FEE
LIBRARY	KELE. INC	TN	38133	\$ 630.00	4/3/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING AUTOMATION DEVICE
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	4/3/2020	62341 INTERNET SOLUTION PROVIDERS	WEB HOST FEE
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 40.20	4/3/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIALS
LIBRARY	OFFICEMAX/DEPOT 6212	IL	60202	\$ 11.24	4/6/2020	65095 OFFICE SUPPLIES	HEADPHONES WITH MICROPHONE FOR HELEN FISZ FOR ZOOM MEETINGS
LIBRARY	STEINER ELEC CHICAGO	IL	60608	\$ (42.72)	4/6/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL RETURNED ITEM
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	4/6/2020	62705 BANK SERVICE CHARGES	ELECTRONIC PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE THRU COMMUNICO.
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 127.30	4/6/2020	65050 BUILDING MAINTENANCE MATERIAL	10 PIECES OF 4X8 SHEETS OF MASONITE FOR SCISSOR LIFT TRACK
LIBRARY	PURE ELECTRIC	IL	60645	\$ 458.25	4/8/2020	65050 BUILDING MAINTENANCE MATERIAL	2 CASES OF T8 LED BULBS FOR 3RD FLOOR BEAM LIGHTING
LIBRARY	PAYPAL LIBRARYWORK	CA	95131	\$ 100.00	4/8/2020	62295 TRAINING & TRAVEL	WEBINAR FOR ENGAGEMENT AND OUTREACH
LIBRARY	CONNEXION	IL	60089	\$ 643.50	4/9/2020	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT LIGHTS FOR THE 3RD FLOOR
LIBRARY	CONNEXION	IL	60089	\$ 900.00	4/9/2020	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT LIGHTS FOR THE 3RD FLOOR
LIBRARY	CONNEXION	IL	60089	\$ 1,500.00	4/9/2020	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT LIGHTS FOR THE 3RD FLOOR
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 376.46	4/9/2020	62341 INTERNET SOLUTION PROVIDERS	PHONE AND INTERNET SOLUTION PROVIDER
LIBRARY	BODALA LLC	IL	60201	\$ 1,500.00	4/9/2020	65050 BUILDING MAINTENANCE MATERIAL	CARPET REPLACEMENT FOR THE 3RD FLOOR
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 193.60	4/9/2020	65050 BUILDING MAINTENANCE MATERIAL	22 T8 LED BULBS FOR 3RD FLOOR BEAM LIGHTING
LIBRARY	THE HOME DEPOT #1980	IL	60618	\$ 70.40	4/9/2020	65050 BUILDING MAINTENANCE MATERIAL	T8 LED BULBS
LIBRARY	THE WEBSTAIRANT STORE	PA	17602	\$ 331.94	4/10/2020	65095 OFFICE SUPPLIES	HAND SANITIZER AND WIPES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 43.87	4/15/2020	65050 BUILDING MAINTENANCE MATERIAL	LIGHTENING FIXTURES REPLACEMENT
LIBRARY	AMAZON.COM TA16F0BT3 A	WA	98109	\$ 13.64	4/17/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	4/21/2020	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	LIBRARYWORKS.COM	MD	20814	\$ 49.00	4/22/2020	62295 TRAINING & TRAVEL	WEBINAR FOR P SHAPIRO
LIBRARY	RIDDIFORD ROOFING COMP	IL	60005	\$ 693.15	4/22/2020	65050 BUILDING MAINTENANCE MATERIAL	ROOF REPAIR SERVICE AT THE MAIN BRANCH
LIBRARY	RIDDIFORD ROOFING COMP	IL	60005	\$ 1,040.00	4/22/2020	65050 BUILDING MAINTENANCE MATERIAL	ROOF REPAIR SERVICE AT THE MAIN BRANCH
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 134.97	4/23/2020	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	PAYPAL USPS STORE	DC	20260	\$ 111.80	4/23/2020	62315 POSTAGE	STAMPS MAILING FOR VOLUNTEERS
	LIBRARY APRIL 2020 TOTAL			\$ 9,443.54			



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Asset Based Community Development

Date: August 13, 2020

At our Board meeting on July 17, 2019 hosted at Fleetwood-Jourdain Community Center, we produced a workshop on Asset-Based Community Development facilitated by Ron Dwyer-Voss.

Attached please find three handouts used in the workshop for your review which highlight the approach of identifying and building upon community assets. This approach has contributed to our deliberations on our service footprint.

Asset-Based Community Development

The Fundamentals

Asset-Based Community Development (ABCD) is an approach to sustainable community-driven change. It insists that building and strengthening communities requires utilizing the current and potential assets of that community, rather than focusing on the needs and deficits. ABCD challenges traditional thought that assumes communities need to be fixed by outsiders. Instead, the approach considers local assets to be the primary building blocks for developing strong, sustainable communities. Residents often have the abilities and power to drive change themselves.

ABCD emphasizes linking micro-assets to the macro-environment. Using these connections, communities have the ability to drive change themselves by identifying and mobilizing existing, but often unrecognized assets. This approach requires intentional, collaborative identification of local resident skills, local association power, and local institutions support functions.

Developing, cultivating, and exploring relationships are imperative to the approach, and ABCD seeks participation and empowerment of residents throughout all stages of change. Asset-based strategies bring together and mobilize the local community through asset mapping, learning conversations, and capacity inventory processes. With localized assets driving the co-creation process sustainable change takes hold.

Where ABCD Began

In 1988 the Asset-Based Community Development Institute was established by John McKnight and Jody Kretzmann, two colleagues at the Center for Urban Affairs at Northwestern University. The Center was an urban policy research group dedicated to social justice and urban change; the common view of neighborhoods at that time was that they were full of problems and victimized people. Like nearly all other universities, their work focused on policies that would alleviate poverty and discrimination, through government, health and social welfare agencies, and other large institutions.

McKnight and Kretzmann recognized that this academic and policy framework rarely included neighbors—fixing neighborhoods was considered a job for outsiders. McKnight and Kretzmann undertook research to make visible the multiple resources and capacities in neighborhoods. Over four years they gathered resident stories in several hundred neighborhoods answering, "What have residents in this neighborhood done together that made things better?" The answers were bountiful and pointed to the possibilities of a new, resident-centered, approach to community change.

Internationally recognized and implemented all over the world, ABCD brings together local community members to make change. Learn more about the ABCD Institute and find additional resources at www.abcdinstitute.org

ABCD Approach

Focus on **assets**
Builds from **opportunities**
Investment orientation
Emphasis on **associations**
Focus on **community**
Goal is **empowerment**
Power comes from **relationships**
People are the answer
People are **citizens**

C O M P A R I S O N

Social Services Model

Focus on **needs**
Responds to **problems**
Charity orientation
Emphasis on **agencies**
Focus on **individuals**
Goal is **services**
Power comes from **credentials**
Programs are the answer
People are **clients**

Training Highlights

ABCD trainings offer participants an interactive learning environment and practical tools to take back to their communities that include:

- Explore how ABCD approaches can enhance your work within the community.
- Strategically identify assets within your community and learn how to mobilize those assets.
- Discover how community members can be producers of the future.
- Learn practical tools that you can integrate within your projects or initiatives.

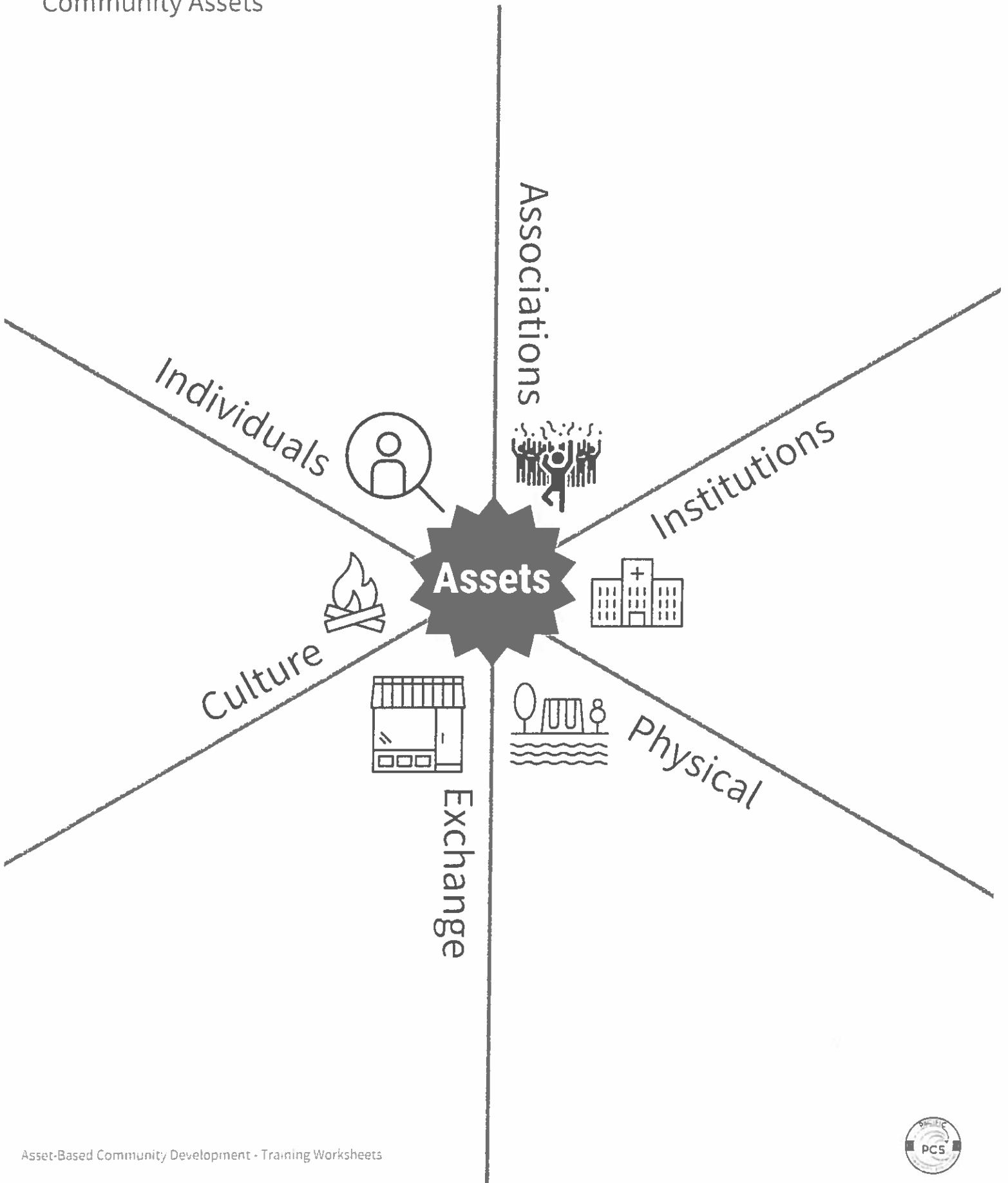
Sample Asset Map

Community Assets

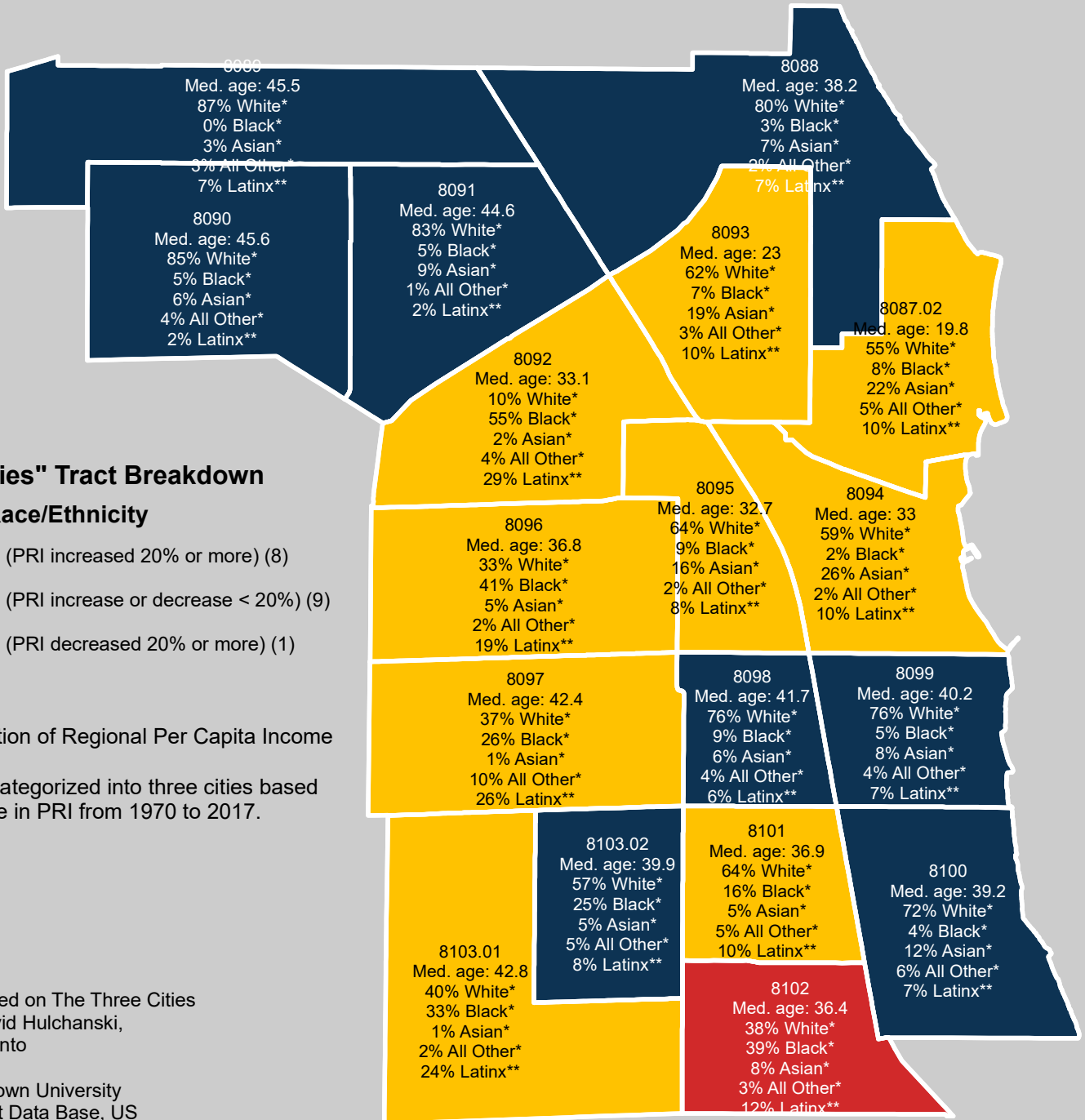


Asset Map

Community Assets



"Three Cities" Age, Race and Ethnicity Breakdown by Census Tract



"Three Cities" Tract Breakdown

2017 Age/Race/Ethnicity

- City 1 (PRIC increased 20% or more) (8)
- City 2 (PRIC increase or decrease < 20%) (9)
- City 3 (PRIC decreased 20% or more) (1)

PRIC = Proportion of Regional Per Capita Income

Tracts were categorized into three cities based on the change in PRIC from 1970 to 2017.

- * Not Latinx
- ** All races

Methodology based on The Three Cities of Toronto, J. David Hulchanski, University of Toronto

Data sources: Brown University Longitudinal Tract Data Base, US Census Bureau American Community Survey 5 year estimates (2010 & 2017), Nathalie P. Voorhees Center for Neighborhood and Community Improvement (Chicago metro area weighted averages)

The Chicago Metro Area consists of the seven Illinois counties of Cook, Lake, DuPage, Will, McHenry, Kane & Kendall.

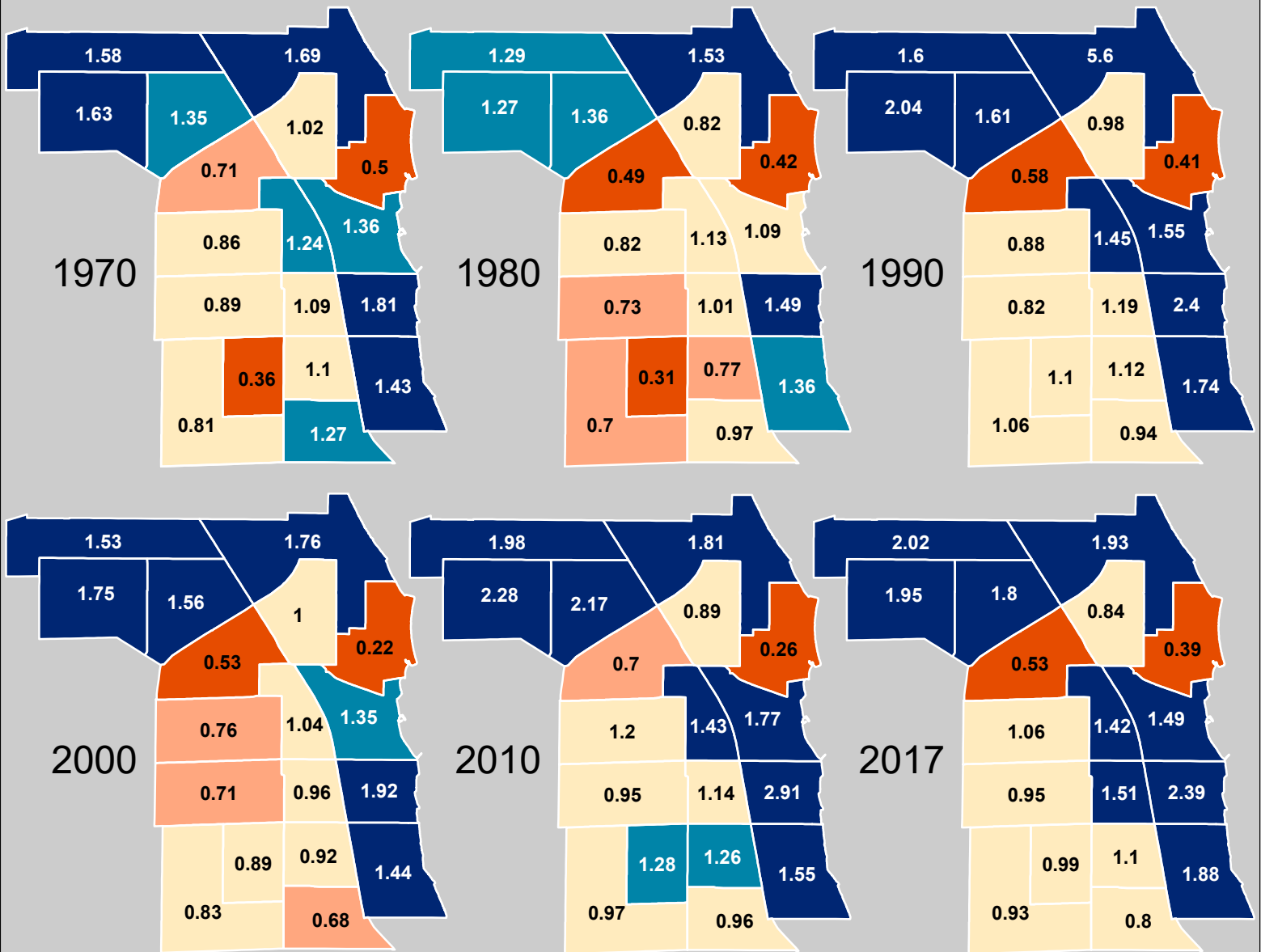
2010 Census tract boundaries shown.

ThreeCitiesAgeRaceEthnicityMap.mxd - 4/12/2019
 This map is provided "as is" without warranties of any kind.
 See www.cityofevanston.org/mapdisclaimers.html for more information.

	City One	City Two	City Three
White*	77%	48%	38%
Black*	6%	21%	39%
Asian*	7%	12%	8%
All other*	4%	4%	3%
Latinx**	6%	16%	12%

Average Individual Income, 1970 to 2017

City of Evanston, Relative to the Chicago Metro Area



Methodology based on The Three Cities of Toronto, J. David Hulchanski, University of Toronto

Data sources: Brown University Longitudinal Tract Data Base, US Census Bureau American Community Survey 5 year estimates (2010 & 2017), Nathalie P. Voorhees Center for Neighborhood and Community Improvement (Chicago metro area weighted averages)

The Chicago Metro Area consists of the seven Illinois counties of Cook, Lake, DuPage, Will, McHenry, Kane & Kendall.

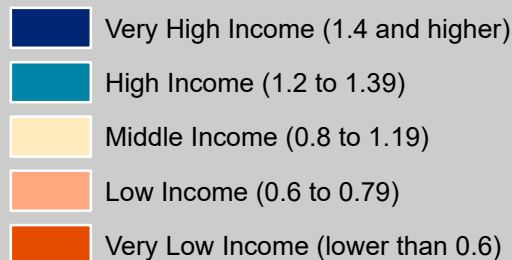
2010 Census tract boundaries shown.

ThreeCitiesAverageIncomeMap.mxd - 4/11/2019

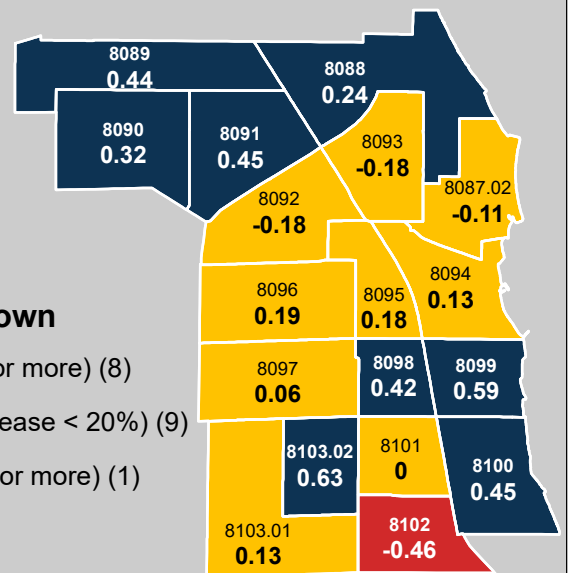
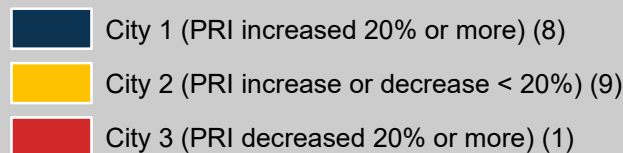
This map is provided "as is" without warranties of any kind.

See www.cityofevanston.org/mapdisclaimers.html for more information.

Proportion of Regional Per Capita Income (PRI)



"Three Cities" Tract Breakdown





Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Programming and remote access examples

Date: August 13, 2020

During the library closure, staff created and revised programs and services to effectively serve our patrons remotely. Examples include:

- Issued new online library cards
- Created new electronic newsletters to support our children and families, teens and in Spanish (over 600 subscribers) as a supplement to our bi-weekly electronic newsletter
- Virtual Summer Reading Program
- Answered questions by phone, email and IM

Library staff have uploaded a number of videos to our YouTube channel:

- Songs & Stories from the Children's Staff: 54 videos
- Contenido en español: 12 videos
- Helpful Digital Resources: 18 videos
- Recursos Digitales: 15 videos
- Tutoriales de Tecnología en español: 13 videos

Library staff have hosted over 150 live virtual programs, with over 1600 attendees, since we closed in mid-March.

- Provided wifi hotspots and chromebooks to Foster Seniors group and instructed seniors on their use.
- Teen services working organized check in calls to families who signed up for focused STEM camps
- ELL staff completed check in calls with Home Day Care Providers
- ELL staff visiting via Zoom with Total Child preschool classrooms
- LLL staff called patrons who have used our wifi hotspots and Books on Wheels program.
- EPL worked with EvanSTEM and other community partners on coordination of intentionally focused summer STEM camps including game design, mini golf, cycling club, making kits and digital music.
- Teen and ELL engagement staff met with D65 Librarians to discuss how to deepen our collaboration on summer reading.

Agenda Item 4.A

- EPL staff participating in the K-8 working group of the COVID 19 Nonprofit group focused supporting education justice for K-8.
- LLL staff transitioned book discussions, lecture programs, language and memory cafes online.
- LLL and Engagement staff planned additional virtual summer programming for adults including local history and geography, gardening and ecology, health and financial literacy and programs for job seekers.
- Hosted two trainings for community based organizations on the new Evanston Care Network, for which EPL is the lead organization.
- Engagement Services called upon residents of city housing sites to ascertain their needs and the best means of communicating with them
- Attended virtual meetings for Wards 2, 5, 6, 7 & 8 to share information about the library

Library Director's Report August 19, 2020

Updates:

I have continued to have warm and encouraging conversations with the Leadership of both Family Focus and CCCS about the possible creation of an Evanston Public Library branch in the Family Focus building in the Fifth Ward. At their convenience, I will bring Family Focus and CCCS leadership to the Robert Crown branch for a tour and discussion of the many ways the library co-creates service with our residents.

We are collaborating with Dr. Horton and the District 65 staff as they prepare for the new school year with emphasis on equity, service to students in the Fifth Ward and ways for our library programs to support the learning objectives identified by District 65.

We welcomed 324 patrons to the main library on August 11th and 346 patrons on August 12th. The main library circulated 1169 items (including curbside pickups) on August 11th and 1135 items on August 12th.

10 episodes of The Check Out podcast have been released since January. The next episode will feature Alderman Robin Rue Simmons. The podcast has been streamed more than 1930 times since launching 1/6/20.

A POV piece by Karen Danczak Lyons entitled: *Public Safety and Equity Are the Lenses Driving Library Decisions* released the week of August 12 to multiple channels. Will be published in Library newsletter in advance of board meeting

Communications through multiple channels describing changes in services from opening of Crown and the Main Library to revisions to curbside pick up continue in Spanish and English. Active promotion via Facebook advertising letting people know about the main library reopening and what is involved in using the library now. Posts going out emphasizing our deep focus on safety and public health.

Short pieces on innovations in teen programming during the pandemic are being released to various channels and others are being developed on our technology work.

Promotion of Library in the Parks to multiple channels. Promotion of Eddie Glaude literary event to multiple channels. Promotion of the large number of new cardholders since the pandemic began to multiple channels.

Teen Services

Courtney Reed Tanner facilitated 3 virtual clubs for girls this summer: cycling, sewing/diy and photography/STEAM. She provided kits to families for the cycling and sewing clubs. The cycling club participants received locks, helmets and three youth received bikes! The 6-week/1 session per week club was a mixture of learning basic mechanics, rules of the road, and ride skills. The participants changed flats, created virtual bike routes and explored Evanston on bikes (separately). The club had 16 youth enrolled, averaging between 7-10 youth per session.

Sewing and DIY clubs is another virtual club run by Reed Tanner. She creates bi-weekly tutorials and handed out kits to participants. Youth and staff meet virtually to create the activity together and discuss other projects and DIY interests of the youth served. The club was filled to capacity through the summer (20 youth enrolled) though about 10-15 youth showed up in each session. They made masks, stuffed animals, tote bags, and learned embroidery.

STEAM and Photography has been predominantly photography activities with 20 youth signing up and about 10 joining each bi-weekly session. Participants have created mini adventure escape scenes and photographed them, pandemic self portraits, and ventured outdoors for an Evanston photo scavenger hunt!

Reed Tanner has focused on creating unique, engaging and hands on or outside activities for teens in Evanston. The hope is to connect with our environment and each other while we learn a new skill. This programming is sponsored in partnership with Northwestern University's Office of Community Education Partnerships.

ELL staff and Engagement staff have provided live Zoom storytimes for two year olds and preschoolers

Tyler Works offered a variety of both social and educational virtual programs over the summer in partnership with EPL staff and community organizations.

- Tyler worked with Courtney Reed-Tanner to offer a weekly game night for teens primarily using Jackbox games. An average of 4-8 teens attended each week.
- Tyler also worked with Christina Mendez to host a weekly virtual Anime Club. An average 8-12 teens attended each week
- Tyler partnered with D65 teachers and Tiilt Lab at Northwestern University to offer a Minecraft Club. Tyler hosted a server and the Tiilt Lab provided free licenses to

participants to join in online multiplayer games. Tyler also provided tutorials on how to use Redstone and command blocks in Minecraft to help reinforce computational thinking skills. An average of 10-16 teens participated each week.

- Tyler worked with MetaMedia and EvanSTEM to adapt our intentionally focused summer camps into virtual camps. They offered two camps:
 - 8-Bit Arcade - Tyler and the other mentors live streamed tutorials on how to develop a retro-style video game using a free website. An estimated 16 teens participated
 - The Putt-Putt Project - Tyler and other mentors created video tutorials on how to build a mini-golf hole using everyday materials, a programmable motor controller, and servo motors. An estimated 14 teens participated.
- Tyler created multiple online challenges for The Depot. These challenges focused on helping teens use the engineering design process to create fun projects using everyday materials, such as cardboard furniture and games

Assessments, Metrics and Initiative results:

Newsletters (4 now: Children's, Teen, Spanish, and general) continue to reach thousands of readers every month. In July: newsletter stats include: 34,513 opens; 6,053 clicks.

Social media stats current: Facebook: 7400 followers, Instagram: 2100 followers. Twitter: 5,000 followers (our stats are higher than Oak Park PL and Skokie PL except for one metric: OP has more Insta followers)

Response to virtual programs, curbside pickup and electronic cards continues to be strong. As we reopen both the main library and Robert Crown branch library to in person services, we are considering how to sustain these popular public service options.

Events of Note:

Carmen Francellno coordinated a virtual Minecraft for girls and we continue to reach out to groups underrepresented in STEM fields.

Kim Daufeldt has scheduled a virtual chat with NASA's Artemis Team for August 11.

On July 22, Julie Rand hosted the program “Birds Need Our Help” about how people came together to help the Montrose Piping Plovers, and about what we can do to support and help birds locally. The recording is available on our YouTube channel.

On July 23, Heather Ross coordinated a “Midwest Address” program with Bookends & Beginnings featuring Sahar Mustafa, author of *The Beauty of Your Face*.

On August 12, Heather Ross coordinated a program with Nina Barrett from Bookends & Beginnings as a final event for our Mission Impossible: James Baldwin series. It was a conversation between Princeton professors Eddie Glaude and Imani Perry about Glaude’s book *Begin Again: James Baldwin’s America and It’s Urgent Lessons for Our Own*. Assistant Director Teri Campbell hosted the event. Close to 500 people attended virtually. The recording is available on Facebook.

Mission Impossible 11: Virginia Woolf begins in September, 2020. Heather Ross is the coordinator. Heather, Jeff Balch and two volunteers, Anna Nardo and Kevin Coughlin, are discussion group leaders.

Beginning Wednesday, August 19, Halka has coordinated a bi-weekly program featuring local artist and clinical psychologist Melissa Blount: “Good Trouble Sewing Circle” which will work on textile protest pieces in support of the Black Lives Matter Movement while creating a virtual Beloved Community.

Our regular book discussions, including History, KeepinItReal, SciFi & Fantasy, CAMS and North groups, continue virtually.

Bridget Petrites and Paula Shapiro continue to tech host weekly virtual meetings of the Foster Senior Group and biweekly senior bingo programs.

Halka continues to host monthly virtual Memory Cafes.

Katy Jacob and Halka continue to host virtual Language Cafes two times per month.

Jeny Mills continues to host virtual Readability book group meetings three times per week.

Mobile truck visits to Crown, Mason, Fleetwood-Jourdain, and Kamen parks wound down this week. These last couple of weeks staff partnered with COPE to offer 480 school supply kits and with Foundation 65 to increase the number of books available for distribution.

In partnership with Latino Evanston, EPL staff hosted a one day event at the Crown Branch to offer assistance with rental relief programs offered through IHDA and Cook County.

In conjunction with Latino Evanston, EPL staff offered access to the COVID-19 Resilient Household at the Crown Branch, 8/10- 8/14. This program helped build the ability of Latino families in Evanston to recover from the personal, financial, and overall impacts of the pandemic.

Excerpts from Patron feedback:

From attendees of Kim Daufeldt's virtual microwave cooking class for children:

Ms Kim,

Thank you and Ms Laura so much for yesterday's class!! Really it was perfect for where our family is (new baby- big kids need to step up) and Evie's interests.

Awesome!!

We miss our library friends & library teachers tremendously.

Hope all is as well as it can be for you.

Cecelia Hoskins

-Carlee and Aubry had a great time and are currently making the omelet for our dinner! Meanwhile I'm catching up on email and news.

-Thank you so much! My daughter Hailey had a lot of fun doing this. Thank you for offering this class. We are excited to make the recipes again and explore the others you sent!

*-Thank you for the class yesterday and for the recipes. It was one of the **most successful online experiences we have had**, what a nice idea for a library program! My son really enjoyed cooking, and liked each of the recipes.*



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: August 14, 2020

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity is again underway to fill vacancies that are necessary to implement our phased reopening plan and ensure the health and safety of our staff.

Financial Resources

The Library Fund financial report for the period ending June 30th is included for your review. For the operating fund, revenue has reached 51% of budget projection and expenditures are at 61%. Capital fund encumbrances total 25% of budget.

Facilities Update

The Facilities team has worked to prepare the Main Library and Robert Crown for the limited entry that is part of our phased reopening plan, prioritizing safety with PPE supplies for staff and patrons and necessary building alterations. Along with regular maintenance activity, the team assists with the significant movement of materials due to curbside and walk up services, and the influx of returned materials.

Maintenance is currently preparing documents for the second portion of the 2020 Capital Improvement Plan.



Budget Performance Report

Fiscal Year to Date 07/31/20

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	1,107,526.35	.00	4,746,625.49	2,505,374.51	65	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	.00	.00	16,771.20	43,228.80	28	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	64.78	(64.78)	+++	445.19
55201	Federal Grants	15,000.00	.00	15,000.00	.00	.00	31,459.67	(16,459.67)	210	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	133,135.39	256,864.61	34	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	19,725.71	(9,725.71)	197	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	220.36	(220.36)	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	3,194.65	.00	43,786.44	(28,786.44)	292	108,898.11
57002	TRANSFER FROM ENDOWMENT	205,948.00	.00	205,948.00	.00	.00	148.25	205,799.75	0	195,000.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	40,833.35	29,166.65	58	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	35,000.00	.00	35,000.00	.00	.00	5,704.20	29,295.80	16	953.42
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	3,018.39	1,981.61	60	8,536.36
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	3,595.62	14,404.38	20	18,161.78
57540	LIBRARY MEETING RM RENTAL	15,000.00	.00	15,000.00	.00	.00	4,423.42	10,576.58	29	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	14,713.98	13,286.02	53	27,541.01
57551	LIBRARY GRANTS	106,000.00	.00	106,000.00	.00	.00	7,599.12	98,400.88	7	54,439.00
	REVENUE TOTALS	\$8,317,948.00	\$0.00	\$8,317,948.00	\$1,116,554.33	\$0.00	\$5,071,825.37	\$3,246,122.63	61%	\$7,805,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	221,276.46	.00	1,690,842.14	1,352,968.29	56	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	75,762.14	.00	631,250.89	826,033.21	43	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	330.00	.00	27,245.30	26,754.70	50	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	.00	.00	9,821.15	10,428.85	48	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	24,604.07	(24,604.07)	+++	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	48,081.76	.00	320,950.47	272,865.05	54	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	192.85	.00	1,340.39	778.45	63	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,800.00	2,000.00	58	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,225.00	875.00	58	3,688.20
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	540.00
61710	IMRF	366,000.91	.00	366,000.91	25,146.91	.00	196,760.94	169,239.97	54	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	17,819.91	.00	143,312.93	132,025.35	52	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	4,167.57	.00	33,516.85	31,438.31	52	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	4,471.00	.00	70,238.78	82,761.22	46	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	90.00	.00	306.85	7,693.15	4	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	599.11	7,400.89	7	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	41,704.52	56,340.00	110,596.98	27,063.02	86	253,941.48



Budget Performance Report

Fiscal Year to Date 07/31/20

Include Rollup Account and Rollup to Object Account

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Fund 185 - LIBRARY FUND										
EXPENSE										
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	890.85	1,709.15	34	5,073.84
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	1,758.00	13,242.00	12	15,324.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	.00	.00	12,869.82	29,130.18	31	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	3,173.35	2,266.65	58	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,849.60	2,035.40	58	4,884.94
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	333.60	666.40	33	1,815.57
62340	IT COMPUTER SOFTWARE	228,600.00	.00	228,600.00	.00	1,149.50	68,957.87	158,492.63	31	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	50,226.51	19,177.20	148,827.16	66,995.64	71	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	849.00	1,251.00	40	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	4,900.31	.00	29,401.86	30,338.14	49	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	1,088.88	.00	3,914.94	8,985.06	30	6,706.11
62506	WORK- STUDY	9,700.00	.00	9,700.00	2,597.19	.00	2,597.19	7,102.81	27	9,435.83
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	322.51	.00	3,861.85	1,838.15	68	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	967.91	.00	11,277.27	18,622.73	38	23,896.51
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	27,118.82	(23,618.82)	775	17,905.35
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	37.90	.00	856.91	1,143.09	43	2,568.58
65025	FOOD	20,000.00	.00	20,000.00	.00	.00	2,507.14	17,492.86	13	15,407.35
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	814.95	.00	4,774.07	7,225.93	40	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	.00	16,350.68	13,649.32	55	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	14,039.99	1,016.23	22,453.60	46,530.17	34	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	13,244.47	15,964.92	42,071.53	179,713.55	24	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	9,088.26	35,911.74	20	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	16,268.62	.00	267,867.43	323,432.57	45	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	.00	.00	5,651.18	13,048.82	30	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	2,383.24	.00	44,817.52	75,882.48	37	95,516.77
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	.00	.00	.00	.00	+++	999.00
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	427,462.00
66131	TRANSFER TO GENERAL FUND	274,050.00	.00	274,050.00	22,837.50	.00	159,862.50	114,187.50	58	.00
	EXPENSE TOTALS	\$8,376,378.24	\$0.00	\$8,376,378.24	\$570,208.51	\$93,647.85	\$4,163,623.79	\$4,119,106.60	51%	\$7,387,994.93
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	8,317,948.00	.00	8,317,948.00	1,116,554.33	.00	5,071,825.37	3,246,122.63	61%	7,805,982.82
	EXPENSE TOTALS	8,376,378.24	.00	8,376,378.24	570,208.51	93,647.85	4,163,623.79	4,119,106.60	51%	7,387,994.93



Budget Performance Report

Fiscal Year to Date 07/31/20

Include Rollup Account and Rollup to Object Account

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Fund 185 - LIBRARY FUND Totals		(\$58,430.24)	\$0.00	(\$58,430.24)	\$546,345.82	(\$93,647.85)	\$908,201.58	(\$872,983.97)		\$417,987.89
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	240,000.00	240,144.00	50	350,000.00
REVENUE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$240,000.00	\$240,144.00	50%	\$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	128,747.84	128,748.16	50	86,778.70
EXPENSE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$128,747.84	\$351,396.16	27%	\$269,339.70
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
REVENUE TOTALS		480,144.00	.00	480,144.00	.00	.00	240,000.00	240,144.00	50%	350,000.00
EXPENSE TOTALS		480,144.00	.00	480,144.00	.00	.00	128,747.84	351,396.16	27%	269,339.70
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,252.16	(\$111,252.16)		\$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	1,835,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	386,273.73
REVENUE TOTALS		\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$0.00	\$0.00	\$543,000.00	0%	\$2,221,273.73
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	22,462.21
65515	OTHER IMPROVEMENTS	543,000.00	.00	543,000.00	70,488.25	66,952.59	70,488.25	405,559.16	25	538,877.13
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00
EXPENSE TOTALS		\$543,000.00	\$0.00	\$543,000.00	\$70,488.25	\$66,952.59	\$70,488.25	\$405,559.16	25%	\$1,811,339.34
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
REVENUE TOTALS		543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0%	2,221,273.73
EXPENSE TOTALS		543,000.00	.00	543,000.00	70,488.25	66,952.59	70,488.25	405,559.16	25%	1,811,339.34
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$70,488.25)	(\$66,952.59)	(\$70,488.25)	\$137,440.84		\$409,934.39
Grand Totals										
REVENUE TOTALS		9,341,092.00	.00	9,341,092.00	1,116,554.33	.00	5,311,825.37	4,029,266.63	57%	10,377,256.55
EXPENSE TOTALS		9,399,522.24	.00	9,399,522.24	640,696.76	160,600.44	4,362,859.88	4,876,061.92	48%	9,468,673.97
Grand Totals		(\$58,430.24)	\$0.00	(\$58,430.24)	\$475,857.57	(\$160,600.44)	\$948,965.49	(\$846,795.29)		\$908,582.58

Endowment for the Evanston Public Library
Holdings as of July 2020

	Symbol	Shares/Quantity	Price	Value as of July 31, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6462.704	\$302.22	\$1,953,158.40	43.1%	
Vanguard Small-Cap Index Fund	VSMAX	3873.949	\$73.05	\$282,991.97	6.2%	
Vanguard REIT Index Fund	VGSLX	1217.156	\$115.32	\$140,362.43	3.1%	
Vanguard Total International Stock Index Fund	VTIAX	15049.382	\$27.58	\$415,061.96	9.2%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7062.272	\$36.01	\$254,312.41	5.6%	67.2%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$453,763.24	\$453,763.24	10.0%	
iShares Silver Trust	SLV	4788.000	\$22.65	\$108,448.20	2.4%	
SPDR Gold Trust	GLD	625.000	\$185.43	\$115,893.75	2.6%	15.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$116.298	\$158,188.53	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$117.837	\$152,221.83	3.4%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$155.127	\$184,017.85	4.1%	10.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	11.000	28,520.05	\$313,720.58	6.9%	6.9%
				\$4,532,141.16		100.0%
						Cash Equivalents 15.0%
						US Treasury Inflation Protected Securities 10.9%
						Corporate Bonds 6.9%
						Domestic Equities 52.4%
						International Equities 14.8%
						100.0%



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: 900 Chicago Avenue lease

Date: August 13, 2020

Background:

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

The Evanston Library Board approved the revised extension terms for the lease at 900 Chicago Avenue as proposed by the property manager: Instead of a two year extension we will offer two 12 month extensions with the second extension only requiring 4 months notice. In January 2021 the 4 month extension can be implemented.

In exchange the base rate on the lease will increase by an additional 2% to 5% on January 1 2020 and by the same on January 1 2021 Jan 1 2020 rent will be \$3204.61 instead of \$3143.56 a difference of \$61.12 a month. Jan 1 2021 rent will be \$3364.83 instead of \$3237.66 a difference of \$126.97 a month.

In addition to the base lease rate, EPL covers overhead costs including bathroom cleaning, parking, and a portion of property tax which results in a total payment of nearly \$5000 per month.

Recommended Action: Notification to the landlord that the second extension will not be executed and the library will vacate the premises on or before December 31, 2020.



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Returning North branch to the City of Evanston

Date: August 13, 2020

Background:

In 1952 the North Branch opened at 2026 Central Street in a facility owned by the City of Evanston. The library has served the community by providing books and materials, programs, access to computers and reference service for patrons of all ages.

Role of branches evolving

The approach to branches in Evanston continues to shift as the Library expands outreach to residents in a broad variety of community collaborations including those with schools, community centers and non-profit organizations. The North Branch has seen un-interrupted operation since 1952. A branch on the southeast side has existed in some form since 1917. The West Side branch in the Fifth Ward existed for only five years from 1975 to 1981. The new Robert Crown Library Branch brings our presence further southwest than ever before in a community center setting that attracts a broad swath of residents, coming for a variety of reasons.

Presently, nature has thrown the globe a curveball, creating unprecedented dual waves that intertwine. The Library is committed to meeting the diverse expectations and needs of Evanston residents, and today that means every decision is viewed through dual lenses of public safety and equity.

Seismic changes across the country have altered how the Evanston Public Library is making operations decisions. Importantly, our commitment to the current movement calling for systemic societal change accelerated three years ago when we commissioned an Equity, Diversity and Inclusion Assessment and got to work on the recommendations.

Equity

Our latest equity work includes the activation of a Racial Equity Task Force (RETF). We recently issued a Commitment to Racial Equity statement powered by our acknowledgement and regret that already-marginalized community members have felt excluded from and unwelcome in our spaces. Today, all of our staff undergo regular training in social justice issues to gain greater understanding of systemic racism and then are challenged to work to dismantle it wherever found in our own system.

Outcomes from the RETF have earned the Library a Reaching Across Illinois Library System (RAILS) My Library Is... Grant. This grant helps libraries build visibility and express their value to communities they serve. For us, that means creating an innovative video series that will welcome underrepresented members of our community, bring greater awareness of all library resources to them, and promote deeper conversations to strengthen our ties.

The dual lens has impacted many decisions, and will continue to guide us. After reviewing the professional and scholarly literature regarding library fines and fees, the Library eliminated existing fines on overdue library materials. Library governing authorities such as the American Library Association find it effective in building a positive relationship with the community while discontinuing financial penalties that might discourage library use.

Next steps

Moving forward, as the city – hopefully – finds its way back to regular, if not “normal,” operations, we will continue to use public safety and equity as our guides...even as we face an uncertain budget. Our branch system will likely not look the same. Not only has our community changed, but the context for our branches has changed.

The Library is always evaluating its physical footprint across Evanston. What that looks like this year or in generations to come is shaped by budgets, needs and the diverse expectations of this city we serve. The Library will always be committed to meeting the diverse expectations and needs of Evanston residents. As this public health crisis continues, we will continue to make every decision through the dual lenses of public safety and equity.

Recommended Action:

Permanently close the North branch. Return the operations of 2026 Central Street to the City of Evanston as soon all library materials, furniture and equipment is removed.

The lease with LUSH is an agreement between the vendor and the Evanston Public Library. We will review the terms of the agreement and intend to continue with this agreement.

Staff will create a project plan and timeline; progress will be reported to the Evanston Public Library Board monthly. The project plan will include redistribution of library

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materials and staff. Redistribution will be viewed through an equity lens and EPL will seek to reimagine the use and distribution of materials. We will continue to seek ways to serve the greatest number of residents with increased equity as the pandemic continues.

Negotiations with the City of Evanston will include: timeline for transition and the source of funds to retire the debt on capital bonds.