



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, OCTOBER 21, 2020

6:30 P.M.

VIRTUAL MEETING



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, October 21, 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 for September 16, 2020 Regular Meeting
- B. Approval of Bills and Payroll

4. PUBLIC HEARING: Truth in Taxation 2020 Tax Levy

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

- A. Proclamation
- B. Oath of Office

6. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update)

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

8. STAFF REPORTS

- A. Administrative Services Report (Distributed in Advance)

9. BOARD REPORTS

10. BOARD DEVELOPMENT

State Per Capita Grant Requirements

11. UNFINISHED BUSINESS

- A. Discussion of FY2021 Proposed Budget
- B. Approval of 2021 Proposed Library Expenditure Budget (ACTION)
- C. Preliminary Tax Levy Estimate

12. NEW BUSINESS

13. Executive Session (Executive Director's Contract)

14. ADJOURNMENT

Next Meeting: November 18, 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, September 16, 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, Teri Campbell, John Devaney

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: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the August 19, 2020 Board Meeting

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

Public Hearing on the Fiscal Year 2021 Budget:

By unanimous roll call vote, the public hearing was opened and then closed with no participants.

Information/Communications: Together, We are the Library

A. Proclamation

President Iles read a Proclamation in honor of Constance Heneghan in recognition of her outstanding service celebrating her retirement from EPL after 33 years.

B. Summer Reading Program

Due to restricted operations as a safety measure against the pandemic, the summer reading program was publicized with limited direct engagement/outreach (usually the best recruitment tactic), 100% virtual programming and incentives. There were significantly less participants and completions. The detailed report is included in the agenda packet.

C. October All Staff day (Update)

Plans are being finalized for staff training that will focus on the racial equity work that staff have undertaken all year and its implications for the work of the library, as well as operational changes due to the pandemic. The library will be closed on October 22nd for the training and Trustees are welcome to participate.

Equity, Diversity and Inclusion: Joint Task Force (update)

Campbell provided an update on the Racial Equity Task Force's last meeting in which budget and hiring priorities were discussed in light of Covid19 impacts on operations

and services. She reiterated that the training scheduled to occur on All Staff Day was being finalized by internal EDI committee members.

Library Director's Report:

Executive Director Danczak Lyons highlighted services, virtual programs and community engagement, and answered questions regarding the expansion of service hours beginning in October.

Staff Report:

A. Administrative Services Report

Campbell noted the restart of hiring for vacancies, and the slowed collection of property tax revenue. Expenditures were slowed in anticipation in order to keep the organization on budget. Staff work to vacate the north and south branches per the board directive. Staff revisit and fine tune safety protocols and scripts to incorporate updated health information and meet rising needs in the community.

Board Report/Development:

State Per Capita Grant Requirements - The State of Illinois has not published the requirements for the next round of Per Capita grants which is not typical.

Unfinished Business:

A. Strategic Planning Proposal

Trustee Patel moved and Trustee Schapiro seconded the motion to approve the sole source contract with Library Strategies after final terms are negotiated with a "not to exceed" total of \$30,750 to be paid in 2020 and 2021 as this engagement will be initiated this year and concluded in 2021. Funding for the Strategic Plan will be included in the consulting services line in both the 2020 and 2021 operating budgets. Funding included in the 2020 budget is \$18,750 and proposed in the 2021 operating budget at \$12,000. The motion was carried by unanimous roll call vote.

New Business: No new business was discussed.

The motion to move into Executive Session was made by President Iles, seconded by Trustee Hays, and approved by roll call vote.

Executive Session:

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

The motion to end the Executive Session was made by Trustee Patel, seconded by Trustee Lurie, and approved by roll call vote.

Trustee Schapiro moved, and Trustee Patel seconded the motion to approve the salary issue decided in the Executive Session. The roll call vote was unanimous.

Adjournment:

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Patel and approved by roll call vote. Meeting adjourned at 8:45 p.m.

Submitted by Terry Soto/Teri Campbell



Memorandum

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

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

Subject: Library Fund Bills

Date: October 15, 2020

Recommended Action

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

Payroll

August 31, 2020 through September 13, 2020	\$ 166,329.80
September 14, 2020 through September 27, 2020	\$ 147,744.26
September 28, 2020 through October 11, 2020	\$ 149,393.20

Library Fund Bills List

September 29, 2020	\$ 49,160.90
October 13, 2020	\$ 60,473.45

(includes July 2020 purchasing card expenses of \$ 7,073.29)

Attachments: Bills Lists, Purchasing Card

BILLS LIST

PERIOD ENDING 09.29.2020

Vendor	Invoice Description	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	SUMMER READING BOOKS	09/29/2020		09/29/2020	24.01
	Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1	\$24.01
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	09/29/2020		09/29/2020	1,158.68
100474 - BAKER & TAYLOR	YA PRINT	09/29/2020		09/29/2020	16.21
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	647.56
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	1,461.83
100474 - BAKER & TAYLOR	JUV PRINT	09/29/2020		09/29/2020	455.31
	Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 5	\$3,739.59
Account 65641 - AUDIO VISUAL COLLECTIONS					
324163 - FINDAWAY WORLD, LLC	JUV AV	09/29/2020		09/29/2020	56.23
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 1	\$56.23
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
103424 - MIDWEST TAPE	ADULT REFERENCE ONLINE	09/29/2020		09/29/2020	3,940.59
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals			Invoice Transactions 1	\$3,940.59
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	505.66
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	290.36
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	187.13
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	149.36
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	298.21
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	435.57
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	221.46
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	507.02
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	11.24
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	25.62
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	95.00
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	48.55
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	39.22
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	447.88
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	256.56
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	20.09
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	497.31
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	49.80
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	41.55
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	356.15
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	645.06
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	267.65
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	598.72
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	466.65
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	741.71
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2020		09/29/2020	1,444.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	50.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	72.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	74.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	267.65
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/29/2020		09/29/2020	179.18
276974 - OVER DRIVE, INC.	EBOOKS	09/29/2020		09/29/2020	322.48
276974 - OVER DRIVE, INC.	EBOOKS	09/29/2020		09/29/2020	207.35
276974 - OVER DRIVE, INC.	EBOOKS	09/29/2020		09/29/2020	331.92
276974 - OVER DRIVE, INC.	EBOOKS	09/29/2020		09/29/2020	157.49
	Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 37	\$10,416.70
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT BOOKS	09/29/2020		09/29/2020	128.64
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT AV	09/29/2020		09/29/2020	21.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT AV	09/29/2020		09/29/2020	35.59
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT AV	09/29/2020		09/29/2020	92.46
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	25.84
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	68.22
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	23.29
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	33.04
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	18.99
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	76.17
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	18.74
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	27.04
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	42.48
103424 - MIDWEST TAPE	AUDULT AV	09/29/2020		09/29/2020	23.59
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	22.98
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	26.49
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	25.84
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	37.09
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	25.74
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	18.24
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	26.49
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	64.88
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	34.54
103424 - MIDWEST TAPE	ADULT AV	09/29/2020		09/29/2020	22.74
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 24	\$940.36
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals					
				Invoice Transactions 62	\$15,297.65
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
104897 - SPRINT	MOBILE HOTSPOTS	09/29/2020		09/29/2020	4,983.89
	Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice Transactions 1	\$4,983.89
Account 65100 - LIBRARY SUPPLIES					
17642 - TEAM ONE REPAIR, INC.	CIRCULATION SUPPLIES	09/29/2020		09/29/2020	159.60
17642 - TEAM ONE REPAIR, INC.	CIRCULATION SUPPLIES	09/29/2020		09/29/2020	478.80
17642 - TEAM ONE REPAIR, INC.	BARCODE SCANNERS	09/29/2020		09/29/2020	1,905.00
17642 - TEAM ONE REPAIR, INC.	THERMAL PAPER	09/29/2020		09/29/2020	1,140.00
206940 - ULINE	BUSHEL VINYL TRUCK	09/29/2020		09/29/2020	2,320.00
	Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 5	\$6,003.40
Business Unit 4820 - ACCESS SERVICES Totals					
				Invoice Transactions 6	\$10,987.29

BILLS LIST

PERIOD ENDING 09.29.2020

Business Unit 4825 - ENGAGEMENT SERVICES
 Account 62225 - BLDG MAINTENANCE SERVICES
 100162 - ALARM DETECTION SYSTEMS, INC.
 100162 - ALARM DETECTION SYSTEMS, INC.

ALARM SYSTEM	09/29/2020	09/29/2020	580.05
CONNECTION WORK	09/29/2020	09/29/2020	75.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 2	\$655.05

Account 64015 - NATURAL GAS
 103744 - NICOR

NATURAL GAS	09/29/2020	09/29/2020	37.99
Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$37.99

Account 65100 - LIBRARY SUPPLIES
 17770 - HEIDI MOKRYCKI
 17769 - THOMAS EMBERTON

MEMORY CAFE PROFESSIONAL SERVICES	09/29/2020	09/29/2020	100.00
MEMORY CAFE PROFESSIONAL SERVICES	09/29/2020	09/29/2020	500.00
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$600.00

Account 65630 - LIBRARY BOOKS
 100474 - BAKER & TAYLOR
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ADULT PRINT	09/29/2020	09/29/2020	48.02
ADULT PRINT	09/29/2020	09/29/2020	67.88
JUV PRINT	09/29/2020	09/29/2020	25.48
YA PRINT	09/29/2020	09/29/2020	10.73
YA PRINT	09/29/2020	09/29/2020	350.59
ADULT PRINT	09/29/2020	09/29/2020	13.49
ADULT PRINT	09/29/2020	09/29/2020	48.99
ADULT PRINT	09/29/2020	09/29/2020	15.25
ADULT PRINT	09/29/2020	09/29/2020	20.34
ADULT PRINT	09/29/2020	09/29/2020	15.81
JUV PRINT	09/29/2020	09/29/2020	108.22
ADULT PRINT	09/29/2020	09/29/2020	48.02
ADULT PRINT	09/29/2020	09/29/2020	420.82
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 13	\$1,193.64
Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 18	\$2,486.68

Business Unit 4835 - INNOVATION & DIGITAL LEARNING
 Account 65630 - LIBRARY BOOKS
 100474 - BAKER & TAYLOR

YA PRINT	09/29/2020	09/29/2020	30.49
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$30.49

Account 65641 - AUDIO VISUAL COLLECTIONS
 100474 - BAKER & TAYLOR

CREDIT	09/29/2020	09/29/2020	(21.99)
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	(\$21.99)
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 2	\$8.50

Business Unit 4840 - LIBRARY MAINTENANCE
 Account 62225 - BLDG MAINTENANCE SERVICES
 151986 - CINTAS CORPORATION #769
 151986 - CINTAS CORPORATION #769
 102137 - GRAINGER, INC., W.W.
 102928 - L. MARSHALL ROOFING & SHEET METAL INC

CARPET CLEANING	09/29/2020	09/29/2020	352.05
CARPET CLEANING	09/29/2020	09/29/2020	352.05
BUILDING MAINTENANCE SUPPLIES	09/29/2020	09/29/2020	25.15
ROOF SERVICE	09/29/2020	09/29/2020	3,510.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 4	\$4,239.25

Account 64015 - NATURAL GAS
 103744 - NICOR

UTILITIES: NICOR	09/29/2020	09/29/2020	323.36
Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$323.36

Account 65040 - JANITORIAL SUPPLIES
 101063 - CINTAS FIRST AID & SUPPLY
 10546 - SUPERIOR INDUSTRIAL SUPPLY
 10546 - SUPERIOR INDUSTRIAL SUPPLY
 10546 - SUPERIOR INDUSTRIAL SUPPLY

FIRST AID KIT MAINTENANCE	09/29/2020	09/29/2020	107.84
JANITORIAL SUPPLIES	09/29/2020	09/29/2020	299.30
JANITORIAL SUPPLIES	09/29/2020	09/29/2020	78.00
JANITORIAL SUPPLIES	09/29/2020	09/29/2020	80.05
Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 4	\$565.19
Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 9	\$5,127.80

Business Unit 4845 - LIBRARY ADMINISTRATION
 Account 62185 - CONSULTING SERVICES
 11009 - BLACKBAUD INC.
 16999 - STEPHEN B. STARR DESIGN, INC.

RENEWAL DATABASE SUBSCRIPTION	09/29/2020	09/29/2020	10,143.54
PROFESSIONAL SERVICES	09/29/2020	09/29/2020	795.00
Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$10,938.54

Account 64540 - TELECOMMUNICATIONS - WIRELESS
 14093 - VERIZON NETWORKFLEET, INC.

AVL TRACKERS	09/29/2020	09/29/2020	18.95
Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 3	\$10,957.49

Business Unit 4850 - LIBRARY GRANTS
 Account 65630 - LIBRARY BOOKS
 100474 - BAKER & TAYLOR
 100474 - BAKER & TAYLOR
 100474 - BAKER & TAYLOR

CROWN ODC	09/29/2020	09/29/2020	11.84
CREDIT	09/29/2020	09/29/2020	(17.24)
CREDIT	09/29/2020	09/29/2020	(46.67)
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 3	(\$52.07)
Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 3	(\$52.07)
Department 48 - LIBRARY Totals		Invoice Transactions 110	\$48,633.17
Fund 185 - LIBRARY FUND Totals		Invoice Transactions 110	\$48,633.17

* = Prior Fiscal Year Activity Invoice Transactions 110 \$48,633.17

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.29.2020**

**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-AUGUST 2020	<u>527.73</u>
			<u>527.73</u>
			<u>527.73</u>
		GRAND TOTAL	<u><u>49,160.90</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

BILLS LIST

PERIOD ENDING 10.13.2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	ELL SUPPLIES	10/13/2020	10/13/2020	6.02	
100474 - BAKER & TAYLOR	ELL SUPPLIES	10/13/2020	10/13/2020	24.10	
100474 - BAKER & TAYLOR	SUMMER PRIZES BOOKS	10/13/2020	10/13/2020	66.83	
100474 - BAKER & TAYLOR	SUMMER PRIZES BOOKS	10/13/2020	10/13/2020	428.38	
100474 - BAKER & TAYLOR	SUMMER PRIZES BOOKS	10/13/2020	10/13/2020	37.64	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 5	\$562.97
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	1,153.36	
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	1,388.12	
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	441.97	
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	.88	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 4	\$2,984.33
Account 65641 - AUDIO VISUAL COLLECTIONS					
104325 - RECORDED BOOKS INC.	JUV AV	10/13/2020	10/13/2020	115.60	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 1	\$115.60
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 10	\$3,662.90
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
318690 - CONSUMER'S CHECKBOOK	REMOTE AND IN-LIBRARY ACCESS	10/13/2020	10/13/2020	380.00	
101653 - ENCYCLOPAEDIA BRITANNICA INC.	REFERENCE ONLINE BOOKS	10/13/2020	10/13/2020	6,285.00	
102568 - INFO USA MARKETING, INC. DBA INFOGROUP	REFERENCE ONLINE BOOKS	10/13/2020	10/13/2020	10,200.00	
104226 - PROQUEST INFO & LEARNING COMPANY	GLOBAL NEWSSTREAM SUBSCRIPTION	10/13/2020	10/13/2020	14,454.50	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 4	\$31,319.50
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	20.00	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	628.59	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	231.28	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	18.76	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	1,416.76	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	212.28	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	317.77	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	326.16	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 8	\$3,171.60
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE	99429973	10/13/2020	10/13/2020	15.24	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	96.12	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	62.93	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	34.98	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	26.49	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	54.08	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	52.47	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	105.96	
103424 - MIDWEST TAPE	ADULT AV	10/13/2020	10/13/2020	42.48	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 10	\$517.24
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 22	\$35,008.34
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
10893 - LUCAS COLOR CARD	LIBRARY CARD BULK ORDER ORDER 12754207	10/13/2020	10/13/2020	1,476.44	
104719 - SHOWCASES	LIBRARY SUPPLIES	10/13/2020	10/13/2020	196.73	
104719 - SHOWCASES	LIBRARY SUPPLIES	10/13/2020	10/13/2020	405.00	
17642 - TEAM ONE REPAIR, INC.	RECEIPT PAPER	10/13/2020	10/13/2020	336.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 4	\$2,414.17
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 4	\$2,414.17
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 62375 - RENTALS					
309006 - ESSKAY DEVELOPMENT LLC	RENT FOR CAMS	10/13/2020	10/13/2020	4,900.31	
Account 62375 - RENTALS Totals				Invoice Transactions 1	\$4,900.31
Account 65503 - FURNITURE / FIXTURES / EQUIPMENT					
120230 - FORWARD SPACE LLC D/B/A OFFICE	STEELCASE FOR ROBERT CROWN BRANCH LIBRARY	10/13/2020	10/13/2020	775.00	
Account 65503 - FURNITURE / FIXTURES / EQUIPMENT Totals				Invoice Transactions 1	\$775.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	95.13	
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	14.12	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	15.82	
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	5.64	
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	42.92	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	43.48	
100474 - BAKER & TAYLOR	ADULT PRINT	10/13/2020	10/13/2020	79.10	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 7	\$296.21
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 9	\$5,971.52
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65100 - LIBRARY SUPPLIES					
17776 - MAYA CAMBRON	ITEST DIVAS GRANT PROFESSIONAL SERVICES	10/13/2020	10/13/2020	100.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$100.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	10/13/2020	10/13/2020	201.79	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 1	\$201.79
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 2	\$301.79
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/13/2020	10/13/2020	352.05	
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/13/2020	10/13/2020	145.00	
308112 - SENSOURCE INC.	SENSOR COUNT	10/13/2020	10/13/2020	2,153.84	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 3	\$2,650.89
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/13/2020	10/13/2020	136.88	
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice Transactions 1	\$136.88
Account 65050 - BLDG MAINTENANCE MATERIAL					
101104 - CLEMENT COMMUNICATIONS, INC.	BUILDING MATERIAL	10/13/2020	10/13/2020	232.05	
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice Transactions 1	\$232.05
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 5	\$3,019.82
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	10/13/2020	10/13/2020	1,289.00	
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	10/13/2020	10/13/2020	400.00	
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 2	\$1,689.00
Account 65095 - OFFICE SUPPLIES					
16507 - GEIGER	CUSTOM MADE FACE MASK	10/13/2020	10/13/2020	732.62	
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 1	\$732.62
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 3	\$2,421.62

BILLS LIST

PERIOD ENDING 10.13.2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ	ASSISTING WITH CITY WIDE STEAM	10/13/2020	10/13/2020	300.00
17790 - NAJI LAUDE	ASSISTING WITH CITY WIDE STEM	10/13/2020	10/13/2020	300.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$600.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 2	\$600.00
	Department 48 - LIBRARY Totals		Invoice Transactions 57	\$53,400.16
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 57	\$53,400.16
* = Prior Fiscal Year Activity			Invoice Transactions 57	\$53,400.16

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.13.2020**

**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	BMO	PURHASING CARD-JULY, 2020	<u>7,073.29</u>
			<u>7,073.29</u>
			<u>7,073.29</u>
		GRAND TOTAL	<u>60,473.45</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
ADMIN SVCS/INFO SYS	AMZN MKTP US MJ8L2Z022	WA	98109	\$ 489.00	7/2/2020	65555 PERSONAL COMPUTER EQ	WORKGROUP PRINTER 36740 WYNN SHAWVER
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 31.34	6/26/2020	65050 BUILDING MAINTENANCE MATERIAL	SIX SINGLE-SLOTTED SHELF BRACKETS FOR 16" DEEP SHELF WHITE PAINTED STEEL
LIBRARY	AMAZON.COM MS8OK16P0	WA	98109	\$ 98.01	6/26/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	DISPLAYS2GO	MA	02720	\$ 545.48	6/29/2020	62225 BLDG MAINT SVCS	COUNTER COVER - COVID 19 MATERIAL
LIBRARY	CARBON ON 26TH	IL	60616	\$ 26.00	6/29/2020	65025 FOOD	ERROR - CHARGES WERE REVERSED.
LIBRARY	RICOBENES ON 26TH STRE	IL	60616	\$ 2.97	6/29/2020	65025 FOOD	FOOD
LIBRARY	AMZN MKTP US MSSK79SJO	WA	98109	\$ 27.90	6/29/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMAZON.COM MS69H97B2 A	WA	98109	\$ 220.55	6/29/2020	65630 LIBRARY BOOKS	CHILDREN'S PRINT
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 146.74	6/29/2020	65050 BUILDING MAINTENANCE MATERIAL	NEW SHELVING AND TRACK FOR NORTH BRANCH JANITOR CLOSET
LIBRARY	DISPLAYS2GO	MA	02720	\$ 409.11	6/30/2020	62225 BLDG MAINT SVCS	COUNTER COVER - COVID 19 MATERIAL
LIBRARY	DISPLAYS2GO	MA	02720	\$ 1,426.92	6/30/2020	62225 BLDG MAINT SVCS	COUNTER COVER - COVID 19 MATERIAL
LIBRARY	CARBON ON 26TH	IL	60616	\$ (26.00)	7/1/2020	65025 FOOD	ERROR - CHARGES WERE REVERSED.
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	7/3/2020	62340 IS SUPPORT FEES	EPL_ORG HOST
LIBRARY	PAYPAL QUASARDIGI	CA	95131	\$ 30.00	7/3/2020	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM PRIZE
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 149.00	7/3/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	7/6/2020	62705 BANK SERVICE CHARGES	PAYMENT SOLUTION FOR PATRONS RENTING MEETING ROOMS THRU COMMUNICO.
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 167.57	7/6/2020	65050 BUILDING MAINTENANCE MATERIAL	POWER STRIPS FOR COMMUNITY ROOM COMPUTER LAB SETUP
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 165.40	7/7/2020	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	CANVA 02744-9664033	DE	19934	\$ 1.00	7/8/2020	62205 ADVERTISING	DESIGN FEE
LIBRARY	UPS 000000RE0713270	GA	30328	\$ 27.24	7/8/2020	62315 POSTAGE	SHIPPING DOCUMENTS
LIBRARY	PAYPAL MICROSOFT EBAY	CA	95131	\$ 37.13	7/8/2020	65100 LIBRARY SUPPLIES	PROGRAM PRIZE
LIBRARY	PAYPAL MICROSOFT EBAY	CA	95131	\$ 37.13	7/8/2020	65100 LIBRARY SUPPLIES	PROGRAM PRIZE
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 89.23	7/10/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES
LIBRARY	PAYPAL YWCAEVANSTO	CA	95131	\$ 75.00	7/10/2020	62295 TRAINING & TRAVEL	WEBINAR FOR C. FRANCELINO
LIBRARY	PAYPAL YWCAEVANSTO	CA	95131	\$ 75.00	7/10/2020	62295 TRAINING & TRAVEL	YWCA WEBINAR C FRANCELINO
LIBRARY	PAYPAL YWCAEVANSTO	CA	95131	\$ 75.00	7/10/2020	62295 TRAINING & TRAVEL	YWCA WEBINAR J IVERSON
LIBRARY	PAYPAL YWCAEVANSTO	CA	95131	\$ 75.00	7/10/2020	62295 TRAINING & TRAVEL	YWCA WEBINAR J IVERSON
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 119.65	7/13/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN STEM CAMPS
LIBRARY	DICKS CLOTHING&SPORTI	IL	60714	\$ 19.98	7/13/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SERVICES MINI GOLF CAMP
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 71.88	7/13/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN STEM CAMP
LIBRARY	AMAZON.COM MJ03Q8SL2	WA	98109	\$ 84.45	7/14/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	NYTIMES	NY	10018	\$ 45.39	7/15/2020	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	APG CASH DRAWER, LLC	MN	55421	\$ 21.95	7/15/2020	65100 LIBRARY SUPPLIES	KEY TO THE SAFE AT ROBERT CROWN
LIBRARY	AMZN MKTP US MJ5C712M2	WA	98109	\$ 63.98	7/15/2020	65100 LIBRARY SUPPLIES	FLOOR SIGNAGE
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 803.25	7/17/2020	65100 LIBRARY SUPPLIES	WALKIE TALKIE FOR ROBERT CROWN
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 60.00	7/20/2020	65100 LIBRARY SUPPLIES	NETFLIX ACCESS
LIBRARY	MICHAELS STORES 1044	IL	60706	\$ 72.79	7/20/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN STEM CAMP
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 71.32	7/20/2020	65050 BUILDING MAINTENANCE MATERIAL	HEAVY DUTY MAGNETS, AA BATTERIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 40.05	7/20/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN STEM CAMP
LIBRARY	AMZN MKTP US MV9064841	WA	98109	\$ 73.00	7/21/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US MV95U1S11	WA	98109	\$ 34.99	7/22/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CANVA 02759-10991697	DE	19934	\$ 1.00	7/23/2020	65095 OFFICE SUPPLIES	ONLINE DESIGN FEE
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ (47.25)	7/24/2020	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	GIH GLOBALINDUSTRIALEQ	FL	33144	\$ 579.39	7/24/2020	65095 OFFICE SUPPLIES	REFILL WIPES FOR SERVICE DESK
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 376.21	7/24/2020	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 9.58	7/24/2020	65040 JANITORIAL SUPPLIES	ACE GLASS CLEANER ONE GAL
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 24.96	7/24/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
	LIBRARY JULY 2020 TOTAL			\$ 7,073.29			

Library Director's Report October 21, 2020

Updates:

- Conversations with the leadership teams of both CCCS and Family Focus continue. An update on the possible merger is expected before the end of the year.
- On October 3rd, the ribbon cutting ceremony for the Robert Crown Community Center and Library was produced. Residents and staff were able to tour the facility after the ceremony. Miguel Ruiz shared his remarks in both English and Spanish. A Spanish speaking family was excited to speak with Miguel and learn about our Spanish language programs, services and materials.
- I am excited to announce progress as we negotiate to hire two new positions for our Engagement team: a bi-lingual Family Engagement Coordinator and a Black Engagement Coordinator. We will introduce these new staff to everyone at a future meeting.

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	2,030	-	-	-	-	485	762				12,000
North Branch	293	140	70	-	-	-	-	-	-				503
CAMS	432	498	186	-	-	-	-	-	-				1,116
Robert Crown	-	56	282	-	-	-	-	150	166				654
Computer Lab	100	100	40	-	-	-	-	-	-				240
Overall Computer/Internet Use	5,314	5,028	2,608	-	-	-	-	635	928	-	-	-	14,513

Website Visits													
	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
All Location	47,442	40,570	34,553	33,233	37,219	59,133	33,529	38,689	35,531				359,899

Wifi Users													
	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
All Location	15,000	15,215											30,215

Library Visits													
	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	37,542	36,426	15,761	-	-	-	-	4,651	6,670				101,050
North Branch	3,373	3,476	1,528	-	-	-	-	-	-				8,377
Robert Crown	-	1,311	5,595	-	-	-	-	2,339	2,262				8,473
CAMS	3,402	3,581	1,490	-	-	-	-	-	-				8,473
Overall Library Visits	44,317	44,794	24,374	-	-	-	-	6,990	8,932	-	-	-	117,900

Upcoming events of Note:

Robert Crown Branch Library

- *Robin Preiss Glasser debuts Escape Goat*: Exclusive event! Mega best selling author Robin Preiss Glasser of Fancy Nancy fame has collaborated with best seller Ann Patchett to create the new children's book Escape Goat, to be released September 22. Robin will host a ZOOM reading and Q&A of the book for Evanston Public Library, the first literary event for the book.

- *Launching Latinx Oral History Project*: RC staff will record audio interviews with Latinx Evanstonians, with a specific interest in capturing the history of the Latinx experience in Evanston. Finalizing a potential partnership with the ETHS Students Without Borders Club to involve local underrepresented voices.
- *Community Art: Virtual Aquarium*: participants draw, photograph, and share virtual fish with RC staff which we will display virtually at the library circulation screen

Lifelong Learning and Literacy:

- In addition to our ongoing weekly or monthly book discussion groups (Readability, SciFi, History, African American Literature, KeepinItReal Nonfiction, North and CAMS groups) and weekly Memory Cafes, Lifelong Learning Staff have the following programs this month:
- **Fika**: Monday-Friday at 9am EPL patrons are invited to a cross-country virtual coffee break with our friends at the Cape Elizabeth (Maine) Public Library. No agenda or chosen topics, just connecting with others.
- **Good Trouble Sewing Circle**: The second session of this noontime series begins Wednesday October 14 and meets every other week. Artist and clinical psychologist Melissa Blount leads this program during which participants will work on textile protest pieces in support of the Black Lives Matter Movement while creating a virtual Beloved Community.
- **Mission Impossible: Virginia Woolf** begins this month with discussions of Mrs. Dalloway
- **Black Womens' Health Awareness series** continues this month on October 15 with a program on mental health, toxic stress and self-care options and on October 29 with a virtual fitness lesson.
- **Getting Ready to Garden Next Spring**, Wednesday October 21, with Edible Evanston. Whether you have a little space or a lot, you can get ready for edible gardening now.
- **Medicare 101** - need help with Medicare enrollment and other basics questions? This session on October 21 will also be repeated on November 18.
- The Midwest Address author series, in partnership with Bookends and Beginnings, hosts a virtual discussion on Friday October 16 between **Haki R. Madhubuti** (Haki R. Madhubuti is a leading poet, activist, educator, and a key architect of the Black Arts Movement) and **Kelly Norman Ellis** (Ellis is an associate professor of English and creative writing and chairperson for the Department of English, Foreign Languages and Literatures at Chicago State University) about Madhubuti's new book of poems *Taught by Women, Poems as Resistance Language, New and Selected*.
- The next Midwest Address program will be October 29 with author **Carl Smith** discussing his new book *Chicago's Great Fire*.
- Monday October 19 EPL hosts an **Election Lunch and Learn** with the League of Women Voters Evanston where attendees can ask questions about current election law, the upcoming election, mail-in ballots, drop-of ballots, etc.

- November 17, in partnership with trained **experts in sexual health from Lurie Children's Hospital**, we will host a program for parents of youth aged 10-25 on how to talk to your young people about HIV/AIDS, PrEP, and sexual health.
- November 22 **Hawk Talk Raptor Program** (family-friendly) with North Shore Bird Club and the River Trail Nature Center.
- In December 2020 we will have a joint series of programs for business owners with Skokie, Glenview and Wilmette libraries: **Is Your Business Ready for the New Normal?** Thursday, December 3, 8 AM - Presenter: Linda Darragh, Clinical Professor and The Larry Levy Executive Director of the Kellogg Innovation & Entrepreneurship Institute at the Kellogg School of Management.
- In January 2021 we are launching a joint 4-part series for job seekers with Wilmette, Skokie, Glenview and Niles public libraries on **Navigating the Job Search**, including sessions on Looking for a Job; Resumes & Marketing Material; Informational Interviews; and Interviewing in the Virtual Age.

Engagement Services:

- We continue to partner with AMITA/St. Francis through Versiti, and with Vitalant to offer community blood drives and antibody testing. During COVID-19, we've hosted 3 drives which have resulted in over 100 collections. Next dates are 11/7 at Main library with Vitalant and 12/3 via the Versiti mobile truck at Crown.
- Evanston Care Network:
 - Training of community partners continues
 - Preparing distribution of both ECN facemasks and downtown banners to help awareness
- Working with ECN partners and Mayors Senior Task Force to offer a Uniper pilot program in Evanston. Uniper is a tech-enabled health and wellness service that empowers older adults to remain at home independently, without sacrificing access to social and physical activities.
- Dia de los Muertos STEM Shoebox kits offered at Main and Crown. Latino Engagement, Loft, Early Learning staff worked to create kits that contain all of the necessary crafts to decorate a small box as well as all of the necessary tools to create an LED circuit to light up the altar in a more creative way than a tea light would. The only item the kit does not contain are small boxes. There were 175 kits made, 25 more than last year's in person crafts. Community ofrendas are also being created at Main (dedicated to Stan Azeem) and at Crown.
- Posada events are in the works and will feature a holiday concert event closer to the traditional dates between 12/16-12/24 this year. This celebration will feature music by Stolie and have crafts to go along with the music. Details forthcoming.

External Communications:

An analysis of the October 15 general newsletter shows a decided lopsided interest in services over programs. Overall the general newsletter was opened over 13K times, with an open rate of 24%.

Out of 55 links total the top ones clicked are as follows:

1. Our FAQ page
2. Community Blood Drive
3. Covid Testing by the COE
4. New Flipster app for eMagazines
5. How to get eBooks and eAudiobooks
6. How to get Streaming Movies and TV
7. Upcoming Board Meeting
8. Donate page
9. Lit Match service
10. Upcoming Technology Classes
11. Info on Vote Early Day
12. Skillshare Class: Five Exercises to Unlock Your Creative Identity
13. Art Contest
14. Virtual Group Fitness Class
15. Program on Gardening for Next Spring

- We are preparing a story about our social work program for the Public Library Association magazine after being contacted by an editor at the American Library Association.
- As of October 19, since the January 2020 launch, The Check Out podcast (13 episodes now) has been downloaded 2625 times. Karen Danczak Lyons is our most recent guest.
- Working with ELL and COE, we have just completed a project to expand our children's newsletter list and completely separate it out from our general list. The children's list now has 14K subscribers. Subscribers to our general list at 37K will no longer receive kids' newsletter but will be given a link to view it or subscribe to it in each newsletter. We continue to add those who register for kids' programming to our kids list.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: October 16, 2020

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity is again underway to fill priority vacancies that are necessary to implement our phased reopening plan and fulfill our strategic plan.

In Administration, we welcome Erin Meisner to the Development Office. Likewise, Wills Bernadel is the newest member of the Facilities/Security team.

Financial Resources

The Library Fund financial report for the period ending August 31st is included for your review. For the operating fund, revenue has reached 85% of budget projection and expenditures 64%. Capital fund encumbrances total 25% of budget.

Facilities Update

The Facilities team continues to support public operations at 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, staff continues making progress on the North and South branch closures.

Activity related to the capital projects scheduled to occur this year are well underway. A major painting bid was advertised on 10/08/20. A pre-bid walk thru on 10/15/20 drew eight commercial painting contractors that could potentially bid the project. Bids are due back on 11/03/20.



Budget Performance Report

Fiscal Year to Date 09/30/20

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	153,935.45	.00	6,627,606.14	624,393.86	91	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	(633.63)	.00	16,366.89	43,633.11	27	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	28.78	.00	93.56	(93.56)	+++	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	93,107.50	(107.50)	100	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	135,104.38	254,895.62	35	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	21,286.90	(11,286.90)	213	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	4,025.20	.00	52,678.32	(37,678.32)	351	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	52,500.01	17,499.99	75	.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	4,000.70	999.30	80	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	18,549.31	9,450.69	66	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	\$163,189.13	\$0.00	\$7,074,444.35	\$1,243,503.65	85%	\$7,805,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	213,286.41	.00	2,117,388.01	926,422.42	70	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	81,587.40	.00	801,266.38	656,017.72	55	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	3,945.00	.00	33,094.30	20,905.70	61	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	333.80	.00	10,201.12	10,048.88	50	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	18,191.76	.00	42,795.83	(42,795.83)	+++	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	47,810.74	.00	416,571.95	177,243.57	70	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	194.54	.00	1,729.61	389.23	82	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	3,600.00	1,200.00	75	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,575.00	525.00	75	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	26,661.46	.00	248,954.12	117,046.79	68	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	19,007.11	.00	180,522.47	94,815.81	66	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	4,445.28	.00	42,219.07	22,736.09	65	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	14,614.54	.00	87,451.82	65,548.18	57	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	363.23	7,636.77	5	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	26,713.38	37,560.00	143,215.17	13,224.83	93	253,941.48



Budget Performance Report

Fiscal Year to Date 09/30/20

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										
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	1,814.22	.00	15,023.06	26,976.94	36	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,080.01	1,359.99	75	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	3,663.76	1,221.24	75	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	18,693.89	1,149.50	88,410.17	139,040.33	39	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	20,159.59	19,177.20	174,166.05	41,656.75	82	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	39,202.48	20,537.52	66	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	782.55	.00	4,768.32	8,131.68	37	6,706.11
62506	WORK- STUDY	9,700.00	.00	9,700.00	.00	.00	2,597.19	7,102.81	27	9,435.83
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	342.87	.00	4,599.85	1,100.15	81	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	429.47	.00	13,095.96	16,804.04	44	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	18.95	.00	875.86	1,124.14	44	2,568.58
65020	CLOTHING	.00	.00	.00	.00	.00	583.95	(583.95)	+++	.00
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	2,393.22	.00	7,644.08	4,355.92	64	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	.00	17,938.06	12,061.94	60	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	1,406.02	(411.20)	24,395.37	46,015.83	34	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	10,545.04	13,644.92	60,491.74	163,613.34	31	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	116,308.76	.00	400,042.78	191,257.22	68	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	.00	.00	4,706.77	13,993.23	25	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	8,691.57	.00	60,998.35	59,701.65	51	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	205,537.50	68,512.50	75	.00
EXPENSE TOTALS		\$8,376,378.24	\$0.00	\$8,376,378.24	\$667,550.79	\$71,120.42	\$5,310,144.11	\$2,995,113.71	64%	\$7,387,994.93
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,317,948.00	.00	8,317,948.00	163,189.13	.00	7,074,444.35	1,243,503.65	85%	7,805,982.82



Budget Performance Report

Fiscal Year to Date 09/30/20

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
	EXPENSE TOTALS	8,376,378.24	.00	8,376,378.24	667,550.79	71,120.42	5,310,144.11	2,995,113.71	64%	7,387,994.93
	Fund 185 - LIBRARY FUND Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$504,361.66)	(\$71,120.42)	\$1,764,300.24	(\$1,751,610.06)		\$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	17,737.00	49,465.84	88,225.25	405,308.91	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	\$17,737.00	\$49,465.84	\$88,225.25	\$405,308.91	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	17,737.00	49,465.84	88,225.25	405,308.91	25%	1,811,339.34
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	(\$17,737.00)	(\$49,465.84)	(\$88,225.25)	\$137,691.09		\$409,934.39
	Grand Totals									
	REVENUE TOTALS	9,341,092.00	.00	9,341,092.00	163,189.13	.00	7,314,444.35	2,026,647.65	78%	10,377,256.55
	EXPENSE TOTALS	9,399,522.24	.00	9,399,522.24	685,287.79	120,586.26	5,527,117.20	3,751,818.78	60%	9,468,673.97
	Grand Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$522,098.66)	(\$120,586.26)	\$1,787,327.15	(\$1,725,171.13)		\$908,582.58



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Book and Technology Mobile - 2021 Adjustment Budget Update
Date: October 16, 2020

Recommended Action

Based upon our research, staff recommends the following next steps:

- During the strategic planning process, ask residents specifically about their interest in adding a book and technology mobile to the array of services offered by the Evanston Public Library. Gather data through conversations with residents throughout Evanston and particularly in the 5th, 8th and 9th wards about the programs and services that are their priorities and whether they would come to the book and tech mobile to receive these programs and services.
- For residents in the 5th ward, gauge any preference to the use of a book and tech mobile vs. a physical library in their ward.
- Create a schedule of outreach opportunities. Refine cost estimates for operating costs.
- Address logistical concerns.
- Update Evanston Public Library Board of Trustees on research and progress including resident feedback.
- Earmark consulting funds in the 2021 budget to engage a consultant in FY 2021 if research supports this approach.
- If there is adequate support from residents and the Board of Trustees, engage the consultant and begin the process of creating a concept, RFP documents and timeline for bid//award/fabrication in 2021 and delivery in 2022.

Summary

Case Studies: Experience at other libraries

Arlington Heights (AHML)

- Michael Swendrowski Consulting Cost: approximately \$10,000 (in 2007)
- Budget of \$250,000 was marked for purchase of a new Bookmobile
- Specification planning began as early as 2006
- Construction began November 2008
- Delivery of new bookmobile occurred April 2009

Agenda Item 11.A

- Went to bid to the following companies: OBS, Matthews, and Farber
 - Lowest bid was OBS at approximately \$250,000
 - Second lowest bid was Farber \$255,000
 - Highest bid was Matthews approximately \$275,000
- Purchase price of Bookmobile in 2008 was approximately \$275,000 from Matthews
- Staff: 1 full time Bookmobile Supervisor/Driver
1 full time Bookmobile Driver
2 part time drivers (They are in the process of changing one of these part time drivers to full time to reduce turnover of drivers). (Driver school for CDL is \$3,000 per person).
1 part time clerk
- 29 individual stop locations visited over a 2 week span
- 3 stops per day from 3pm - 7:30pm
- Additional stops on Saturday, Sunday, and weekday mornings for special events and school visits
- Maintenance budget was approximately \$5,000 in 2010 budget
- Budget today is \$10,000 (\$8,000 for maintenance and \$2,000 contingency)
**Actual yearly expenses for maintenance averages about \$6,000 per year for a 12 year old bookmobile*

Click [here](#) to be directed to the AHML bookmobile stops page.

Fountaindale

- Fountaindale's new book mobile is a hybrid truck that will be delivered in March, 2021 (delayed due to Covid) at a cost of \$399,000. The timeline from design development through delivery is 5 years. Only one bid was received.
- This bookmobile replaces a 16 year old bookmobile that has had significant maintenance issues for the past 6 + years.
- Fountaindale employs 8 full time staff plus 2 full time managers for their bookmobile and delivery van. Seven of the eight staff have a C license. Fountaindale budgets \$100,000 per year for fuel, insurance and maintenance.
- The bookmobile (pre Covid) focuses primarily on senior centers and schools, working with local school librarians to schedule class visits and to supplement school book collections. During Covid the routes have added stops at shopping centres.
- Schedule of stops: Monday - Friday from 9:00 am - 2:00 pm: senior centres and schools; 3:00 pm - 5:00 pm: apartment complexes; evening and weekends - churches and big box store parking lots. The church stop is currently the busiest; a book return is located at the church stop.
- Their program focuses on book circulation, children's programs and not on teaching technology. Wi Fi hotspots are also circulated from the bookmobile.

Skokie Public Library

- The process to design and order started in January 2015 by working with a consultant. The consultant helped develop the plan for the new vehicle, handled the bidding process and procurement, and oversaw the construction/customization.
- 5 years ago, when Skokie went out to bid, there weren't that many companies that were customizing bookmobiles. LDV (Wisconsin), Matthews (NC), and OBS (OH) were the three companies that bid on their project, and Skokie selected the

low bidder, OBS, at a cost of \$322,900. (NOTE: OBS appears to be out of business.)

- Skokie has 5 bookmobile staff members who can drive the vehicle, and they all had to get the proper license to do so. It's not an easy process. Outside of the community engagement supervisor who leads the team and oversees the operation, the other staff are Grade 6, which starts at \$20.96/hour.
- Here's the page on their website with all the information about our regular stops. <https://skokieliibrary.info/about/bookmobile/>
- There's a nice video : <https://www.youtube.com/watch?v=eFy5u66-x-s>
- Here's a blog post about the bookmobile service's history at Skokie Public Library: <https://skokieliibrary.info/blog/102/bookmobile>

Hiring a consultant

Our research suggests that the specialized nature of this project requires the support of a consultant to manage and deliver the highest quality book and technology mobile. SVS Services has a distinguished track record and assisted Skokie, Arlington Heights and Fountaindale with the design and fabrication of their vehicles.

The following attachments include background information from SVS, and an initial proposal which would be subject to further negotiation.

<https://mail.google.com/mail/u/0?ui=2&ik=d5e0bd5d45&attid=0.1&permmsgid=msg-f:1680381869606862690&th=1751ea6848ec7f62&view=att&disp=inline>

<https://mail.google.com/mail/u/0?ui=2&ik=d5e0bd5d45&attid=0.2&permmsgid=msg-f:1679104503752458156&th=174d60a65eec7fac&view=att&disp=inline>

<https://mail.google.com/mail/u/0?ui=2&ik=d5e0bd5d45&attid=0.3&permmsgid=msg-f:1679104503752458156&th=174d60a65eec7fac&view=att&disp=inline>

Capital costs and timeline

- Cost of fabrication depending upon features is \$350-400,000.
- From concept through design/bid/procurement and production could require 18 months - three years.
- Consultant engagement estimate: \$18,000 including travel costs.

Operating Costs

- Salaries and benefits
- Vehicle maintenance and repair
- Insurance
- Fuel
- Equipment maintenance and supplies (laptops, printers)
- Books and materials
- Internet

Logistical concerns

- Indoor parking
- Locations with both adequate parking and allow for connection to electrical outlets
- Adequate staffing/adequate CDL license coupled with public service skills
- In the midst of a pandemic, social distancing on the vehicle would limit the number of patrons served.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Transportation Services - 2021 Adjustment Budget Update
Date: October 13, 2020

Recommended Action

Create a 90 day pilot to assess the effectiveness of a transportation service to and from the Evanston Public Library. During the hours that the library is open, residents may request a direct one way ride to or from the library. Based upon the proposals reviewed, a pilot program with 303 Taxi/Northshore in an amount not to exceed \$5,000 is recommended.

During the pilot period, residents will not pay anything for the transportation service.

After the pilot period, the viability of this service will be evaluated and a formal request for proposal will be issued and evaluated.

Summary

In consultation with City of Evanston staff, the transportation options currently provided to residents and others under consideration were explored. Two vendors were contacted and provided suggested approaches. One vendor operates a taxi service; the second manages a rideshare program that includes Northwestern University as a client. I spoke with the Administrator of the Northwestern University rideshare program to assess the student's experience and Northwestern University's satisfaction with the vendor.

Both vendors have agreed to attend a future Board meeting and answer questions.

303 Taxi/North Shore

Propose approach and background:

- Northshore Cab has been servicing Evanston for over 80 years, 303 Taxi since 1946
- taxis are still the preferred method of transportation, esp with seniors, over rideshare companies

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- our drivers are specifically trained for this service, background checks are performed and all vehicles are consistently inspected
- during this unprecedented time, drivers are adhering to the expectations of cleaning their vehicles, wearing masks, being socially distant, etc
- regarding customer service, we have a group dedicated to this and you can always reach out directly to me or Baqthiar
- regarding billing, we have a team who you can also reach out to, this also includes me

In terms of rates:

- we feel a \$10-\$12 flat rate is fair. This is for a one way ride
- we are willing to waive the No Show fee, which is typically \$12-\$15
- regarding a gratuity, we would appreciate you asking the residents to consider it if they feel it is deserved
- if a minivan is REQUESTED, there is an additional \$8 fee

How the account will work:

- you will be given an unpublished number to call for service
- the caller will refer to your account name and a password
- this is recognized in our system and sent to the drivers
- the passenger will not have to pay the driver for the fare and nothing needs to be signed
- if preferred, a regular run can be entered for weekly trips

Via

Via's model includes requesting a modest contribution from each rider. This fee could offset the cost to the library.

Estimated fare revenue

Based on deployments we have of similar size and population, we think that a reasonable revenue target is **~\$1000/month**. This is based on a \$2.25 fare per rider and represents the net revenue after accounting for processing fees. As we haven't partnered on a library-specific use case before, we made a best-guess for demand and estimated 600 riders/ month.

Adjusted pricing

To streamline pricing and with the understanding that the branch hours will continue to adjust in the coming months, we've restructured our model. This pricing would be good for *either* a 6-month or 12-month contract and gives you the flexibility of having 2 or 3 vehicles as-needed.

- **Fixed Upfront Costs** = \$0 (unchanged)
- **Fully Loaded Cost/ Vehicle Hour** = \$50/ hour (vs. previous range of \$38-52/ hour)
 - **Minimum Monthly fee = \$12,000**

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Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Virtual Meeting Room - 2021 Adjustment Budget Update
Date: October 15, 2020

Recommended Action

Staff recommends a pilot program that would utilize the Zoom Room service and would require participants that request the use of a Zoom Room to become familiar with best practices, Internet safety procedures and to be self-sufficient in the operation of the virtual space. Online tutorials are provided by Zoom.

After the pilot, staff requests that the Board consider adding fees for the use of the Zoom Rooms as fees have traditionally been charged for the use of physical spaces at the Library.

The initial investment for hardware and monthly subscription cost is \$8,000 to host two virtual meeting rooms for 12 months.

The monthly subscription cost of a license is \$49 per month per room.

Summary

Please review the features of the Zoom Room: <https://zoom.us/zoomrooms>

One of the important services that the Evanston Public Library has provided in recent years is the support of community and partner meetings in our multipurpose and study rooms. With the ongoing social distancing and health safety protocols in place, providing a physical space for meetings is not possible. With the acquisition of appropriate hardware and licensing, EPL can begin to provide virtual meeting rooms for our staff, partners and residents.

As health and safety protocols evolve, with the addition of hardware, the Zoom Rooms could be implemented in our meeting spaces to support a blend of in-person and virtual attendance in meetings hosted at the libraries. Additional hardware including large screens would be required to support blended virtual/in person use should the pilot prove successful and patron demand support expansion. Added costs are estimated at a minimum in this narrative and are a function of room size: small room - \$12,000; medium room - \$13,000 and large room - \$15,000. In addition, mobile cabinetry to securely house the equipment and allow for ease of mobility will be required as well as newly emerging options to support "touch free" use of the rooms and equipment. If successful, additional research including a careful analysis of options and features would be developed and presented for future consideration.



Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Director

Subject: FY2021 Budgeted Expenditures

Date: October 16, 2020

We recommend approval of the Fiscal Year 2021 Expenditure Budget to include additional expenses outlined in the Adjustment Budget proposals as follows:

Fund 185	Personnel	Non Personnel	ADJ	TOTAL
Early LL	764,822	187,300		952,122
Lifelong LL	841,711	651,900		1,493,611
Access	1,274,080	191,200		1,465,280
Engagement	845,144	82,500		927,644
Innovation/Dig L	710,052	112,500		822,552
Facilities	606,999	292,125		899,124
Administration	885,538	639,201	175,000	1,699,739
Grants	-	55,000		55,000
Sub Total	5,928,346	2,211,726	175,000	8,315,072
Fund 186	Personnel	Non Personnel	ADJ	TOTAL
Sub Total	-	482,243		482,243
Fund 187	Personnel	Non Personnel	ADJ	TOTAL
Sub Total	-	448,372		448,372
GRAND TOTAL	5,928,346	3,142,341	175,000	9,245,687



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Teri Campbell, Assistant Director

Subject: Preliminary Tax Levy Estimate

Date: October 16, 2020

For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2020:

- The corporate and special purpose property taxes extended or abated for tax year 2019 (FY2020) equaled \$7,252,000.
- The proposed corporate and special purpose property taxes to be levied for tax year 2020 (FY2021) equals \$7,252,000. This represents a 0% increase over the previous year.
- The property taxes extended for debt service for tax year 2019 equaled \$480,144.
- The estimated property taxes to be levied for debt service for tax year 2020 equals \$482,243. This represents a .44% increase over the previous year.
- The total property taxes extended or abated for tax year 2019 equaled \$7,732,145.
- The estimated total property taxes to be levied for tax year 2020 equals \$7,734,243. This represents a .03% increase over the previous year.