



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, NOVEMBER 18, 2020

6:30 P.M.

VIRTUAL MEETING



The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

Evanston Public Library is inviting you to a scheduled Zoom meeting.

Topic: EPL Board Meeting

Time: Nov 18, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93959202431?pwd=WWt3NGEyYzBXVXJ0MTN0QTVmem5Udz09>

Meeting ID: 939 5920 2431

Passcode: 014281

One tap mobile

+13126266799,,93959202431#,,,,,,0#,,014281# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ToDV6zMPnjHDiJGX8>

Zoom Tips

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, November 18, 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 October 21, 2020 Regular Meeting
 - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Joint Task Force (Update)
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)
- 8. BOARD REPORTS**
 - A. Reimagine Campaign (Update)
- 9. BOARD DEVELOPMENT**
State Per Capita Grant Requirements
- 10. UNFINISHED BUSINESS**
 - A. FY2020 Library Revenue Budget (For Approval)
- 11. NEW BUSINESS**
 - A. Resolution 2021 – R1 providing for the budget and setting the annual tax levy for FY2021 (For Approval)
 - B. Approval of the 2021 Board Meeting Schedule (Karen Danczak Lyons)
 - C. Approval of the 2021 Library Closing Schedule (Karen Danczak Lyons)
 - D. Review of 2021 Per Capita Grant Application Requirements (Teri Campbell)
 - E. Approval of December 24, 2020 closing
- 12. ADJOURNMENT**

Next Meeting: December 16, 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, October 21, 2020
Meeting of the Board
6:30 PM**

Members Present: Tracy Fulce, 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, Tim Longo, Jose Maldonado, and Heather Norborg

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 **6:31 p.m.**

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the September 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.

Information/Communications: *Together, We are the Library*

A. Proclamation

Vaishali Patel was acknowledged for her service as a member of the Board of Trustees from 2012 to 2020.

B. Oath of Office

Tracy Fulce was sworn in as a new member of the Board of Trustees.

Public Hearing on the Fiscal Year 2021 Budget:

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

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

Assistant Director Campbell noted the realization of EDI Committee efforts to present racial equity training at the next full day to cover Unpacking Whiteness, featuring a keynote address from Dr. Kwesi Cornell Logan on dismantling white supremacy, what this means and how the organization will apply that knowledge to our work. She welcomed the attendance and participation of Trustees. The Racial Equity Task Force questions and advises EPL on how services and resources are directed/prioritized our or those who need it most. The task force invited Laura Antolin to share the engagement work she leads with families targeting our youngest patrons. The task force also talked through non-traditional library services (Evanston

Care Network, employment kits, virtual programming). Trustee Fulce will replace Trustee Hayman as a liaison to the RETF.

Library Director's Report:

Director Danczak Lyons reiterated two highlights from her report. First, she continues conversation with Family Focus and CCS (who are voting to merge) to restate our interest in having a permanent presence at the future Foster Center, and invite the leadership to Robert Crown Library branch to see our most recent version of co-location. She also previewed the two new Family Engagement Coordinator positions that will be filled prior to the next meeting.

Staff Report:

A. Administrative Services Report

Assistant Director Campbell welcomed Erin Meisner to the Development team and Wills Bernadel to Facilities/Security. Property tax collection has reached 91% of budget verses 99% at this time last year. Expenditures are closely monitored however savings from furlough, attrition and the hiring freeze will plug the gap. EPL will vacate the north and south branches on time as planned. Preparations to complete capital maintenance and repair have begun.

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; applications have historically been due in mid-January.

Trustee Hayman shared information regarding a free upcoming webinar Libraries Evolving Role as Critical Community Hubs from the Center for Digital Education. Trustee Goodman shared information regarding regular online training hosted by the Harwood Institute.

Trustee Lurie invites all Trustees to the upcoming Development Committee virtual meeting to begin work on the Reimagine EPL fundraising campaign.

Unfinished Business:

A. Discussion of FY2021 Proposed Budget

Director Lyons provided updated information relating to proposed adjustments to the budget to include planning for a Book and Technology Mobile, sponsoring community Zoom rooms and piloting a local transportation service to help residents reach the libraries.

B. Approval of 2021 Proposed Library Expenditure Budget

The motion to approve the 2021 Library Expenditure budget was made by Trustee Schapiro, seconded by Trustee Hays and approved 8-0-1 (Trustee Fulce abstained).

C. Preliminary Tax Levy Estimate

The proposed corporate and special purpose property taxes to be levied for tax year 2020 (fiscal year 2021) equals \$7,734,243 (net levy) which represents a .03% increase over the previous year. The proceeds will constitute 83.4% of projected revenue for 2021.

New Business: No new business was discussed.

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

Executive Session:

Closed Session – Personnel (Library Director Evaluation and Contract)

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

Trustee Schapiro moved, and Trustee Hays 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 Fulce and seconded by Trustee Hayman and approved by roll call vote. Meeting adjourned at 8:17 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: November 12, 2020

Recommended Action

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

Payroll

October 11, 2020 through October 25, 2020	\$ 154,774.85
October 26, 2020 through November 11, 2020	\$ 153,362.49

Library Fund Bills List

October 27, 2020	\$ 62,051.59
November 11, 2020	\$ 77,123.00

(includes August 2020 purchasing card expenses of \$ 7,323.74)

Attachments: Bills Lists, Purchasing Card

BILLS LIST

PERIOD ENDING 10.27.2020

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	10/27/2020	10/27/2020	31.82
		Account 65100 - LIBRARY SUPPLIES Totals		<u>31.82</u>
		Invoice Transactions 1		\$31.82
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	10/27/2020	10/27/2020	18.13
100474 - BAKER & TAYLOR	JUV PRINT	10/27/2020	10/27/2020	1,366.19
		Account 65630 - LIBRARY BOOKS Totals		<u>1,384.32</u>
		Invoice Transactions 2		\$1,384.32
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	YA AV	10/27/2020	10/27/2020	.19
324163 - FINDAWAY WORLD, LLC	JUV AV	10/27/2020	10/27/2020	200.67
104325 - RECORDED BOOKS INC.	JUV AV	10/27/2020	10/27/2020	94.80
104325 - RECORDED BOOKS INC.	JUV AV	10/27/2020	10/27/2020	90.60
104325 - RECORDED BOOKS INC.	JUV AV	10/27/2020	10/27/2020	20.60
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals		<u>406.86</u>
		Business Unit 4805 - EARLY LEARNING & LITERACY Totals		<u>\$1,823.00</u>
		Invoice Transactions 8		\$1,823.00
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	10/27/2020	10/27/2020	1,555.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	10/27/2020	10/27/2020	4,385.45
103519 - MORNINGSTAR	ADULT ONLINE RESOURCES	10/27/2020	10/27/2020	2,536.00
14337 - NUB GAMES, INC.	ADULT ONLINE RESOURCES	10/27/2020	10/27/2020	395.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ADULT ONLINE RESOURCES	10/27/2020	10/27/2020	82.50
		Account 62341 - INTERNET SOLUTION PROVIDERS Totals		<u>\$8,953.95</u>
		Invoice Transactions 5		\$8,953.95
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	150.80
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	110.41
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	849.61
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	89.39
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	510.56
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2020	10/27/2020	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2020	10/27/2020	50.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2020	10/27/2020	233.91
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2020	10/27/2020	206.92
102572 - INFORMATION TODAY INC	ADULT PRINT	10/27/2020	10/27/2020	376.03
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	1,658.51
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	809.28
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	458.87
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	1,508.94
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	40.00
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	637.66
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	431.43
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2020	10/27/2020	312.90
		Account 65630 - LIBRARY BOOKS Totals		<u>\$8,511.92</u>
		Invoice Transactions 18		\$8,511.92
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	10/27/2020	10/27/2020	259.15
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	35.59
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	21.24
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	92.46
103424 - MIDWEST TAPE	ADULT PRINT	10/27/2020	10/27/2020	21.24
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	77.54
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	37.09
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	22.74
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	132.96
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	16.98
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	53.53
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	37.09
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	22.74
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	84.38
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	26.49
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	43.98
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	82.71
103424 - MIDWEST TAPE	ADULT AV	10/27/2020	10/27/2020	321.60
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals		<u>\$1,389.51</u>
		Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		<u>\$18,855.38</u>
		Invoice Transactions 41		\$18,855.38
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	OCTOBER-DECEMBER OCLC PRICING	10/27/2020	10/27/2020	22,393.00
104897 - SPRINT	MOBILE HOTSPOTS	10/27/2020	10/27/2020	4,973.00
		Account 62340 - IT COMPUTER SOFTWARE Totals		<u>\$27,366.00</u>
		Invoice Transactions 2		\$27,366.00
Account 65100 - LIBRARY SUPPLIES				
17622 - 4 IMPACT, INC.	COVID - CIRCULATION SUPPLIES	10/27/2020	10/27/2020	1,122.40
100736 - BRODART COMPANY	LIBRARY SUPPLIES	10/27/2020	10/27/2020	50.59
100736 - BRODART COMPANY	LIBRARY SUPPLIES	10/27/2020	10/27/2020	30.27
101406 - DEMCO, INC.	LIBRARY SUPPLIES	10/27/2020	10/27/2020	70.03
101406 - DEMCO, INC.	LIBRARY SUPPLIES	10/27/2020	10/27/2020	282.17
15208 - ELM USA, INC.	WARRANTY FOR DVD CLEANING MACHINE	10/27/2020	10/27/2020	395.00
		Account 65100 - LIBRARY SUPPLIES Totals		<u>\$1,950.46</u>
		Business Unit 4820 - ACCESS SERVICES Totals		<u>\$29,316.46</u>
		Invoice Transactions 8		\$29,316.46
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	NB ALARM SYSTEM QUARTERLY CHARGES	10/27/2020	10/27/2020	580.05
		Account 62225 - BLDG MAINTENANCE SERVICES Totals		<u>580.05</u>
		Invoice Transactions 1		\$580.05
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	10/27/2020	10/27/2020	81.71
		Account 64015 - NATURAL GAS Totals		<u>81.71</u>
		Invoice Transactions 1		\$81.71
Account 65100 - LIBRARY SUPPLIES				
17049 - CHARLOTTA KOPPANYI	PROFESSIONAL SERVICES	10/27/2020	10/27/2020	100.00
101406 - DEMCO, INC.	CROWN LIBRARY SUPPLIES	10/27/2020	10/27/2020	1,227.07
103883 - OFFICE DEPOT	CROWN OFFICE SUPPLIES	10/27/2020	10/27/2020	94.58
		Account 65100 - LIBRARY SUPPLIES Totals		<u>\$1,421.65</u>
		Invoice Transactions 3		\$1,421.65
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	28.22
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2020	10/27/2020	748.62
		Account 65630 - LIBRARY BOOKS Totals		<u>\$776.84</u>
		Invoice Transactions 2		\$776.84

BILLS LIST

PERIOD ENDING 10.27.2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions	7	\$2,860.25
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	YA AV	10/27/2020	10/27/2020	38.48
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions	1	\$38.48
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions	1	\$38.48
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/27/2020	10/27/2020	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/27/2020	10/27/2020	285.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/27/2020	10/27/2020	145.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	10/27/2020	10/27/2020	548.04
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	10/27/2020	10/27/2020	1,500.00
308112 - SENSOURCE INC.	DOOR COUNT DEVICE	10/27/2020	10/27/2020	240.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions	6	\$2,863.04
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	10/27/2020	10/27/2020	70.44
10546 - SUPERIOR INDUSTRIAL SUPPLY	DISINFECTING FOR COVID 19	10/27/2020	10/27/2020	330.56
Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions	2	\$401.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions	8	\$3,264.04
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
12401 - LOGAN CONSULTING SERVICES, LLC	KEYNOTE SPEAKER/FACILITATORS OF GROUPS	10/27/2020	10/27/2020	2,000.00
16999 - STEPHEN B. STARR DESIGN, INC.	REIMAGINE CAMPAIGN MAILING DESIGN	10/27/2020	10/27/2020	909.00
Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions	2	\$2,909.00
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	10/27/2020	10/27/2020	70.83
Account 62380 - COPY MACHINE CHARGES Totals		Invoice Transactions	1	\$70.83
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	10/27/2020	10/27/2020	18.95
Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions	1	\$18.95
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/27/2020	10/27/2020	67.16
103883 - OFFICE DEPOT	COVID - SANITIZING WIPES	10/27/2020	10/27/2020	90.90
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/27/2020	10/27/2020	79.60
Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions	3	\$237.66
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions	7	\$3,236.44
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTON	10/27/2020	10/27/2020	300.00
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	C/O EVANSTON PNG GRANT REIMBURSEMENT	10/27/2020	10/27/2020	1,500.00
17790 - NAJI LAUDE	D65 EVANSTON	10/27/2020	10/27/2020	300.00
Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions	3	\$2,100.00
Account 65100 - LIBRARY SUPPLIES				
10172 - LEA FARAH HERNANDEZ-SOLIS	PETTY CASH REFUND REQUEST	10/27/2020	10/27/2020	86.14
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions	1	\$86.14
Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions	4	\$2,186.14
Department 48 - LIBRARY Totals		Invoice Transactions	84	\$61,580.19
Fund 185 - LIBRARY FUND Totals		Invoice Transactions	84	\$61,580.19
* = Prior Fiscal Year Activity		Invoice Transactions	84	\$61,580.19

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.27.2020**

**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-SEPTEMBER, 2020	<u>471.40</u>
			<u>471.40</u>
			<u>471.40</u>
		GRAND TOTAL	<u><u>62,051.59</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

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				
17641 - SCOTT STEVEN VRABLIK II	MINECRAFT MANIA	11/10/2020	11/10/2020	650.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$650.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/10/2020	11/10/2020	208.87
100474 - BAKER & TAYLOR	JUV PRINT	11/10/2020	11/10/2020	1,221.04
100474 - BAKER & TAYLOR	JUV PRINT	11/10/2020	11/10/2020	853.72
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 3		\$2,283.63
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals	Invoice Transactions 4		\$2,933.63
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	41.06
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	611.49
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	939.53
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	419.65
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	251.21
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	767.26
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/10/2020	11/10/2020	75.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/10/2020	11/10/2020	71.97
276974 - OVER DRIVE, INC.	EBOOKS	11/10/2020	11/10/2020	156.85
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 9		\$3,334.74
Account 65635 - PERIODICALS				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	11/10/2020	11/10/2020	(5.05)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	11/10/2020	11/10/2020	(38.91)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT PERIODICALS	11/10/2020	11/10/2020	10,233.45
	Account 65635 - PERIODICALS Totals	Invoice Transactions 3		\$10,189.49
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	121.74
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	42.04
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	25.84
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	45.48
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	77.18
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	115.47
103424 - MIDWEST TAPE	ADULT AV	11/10/2020	11/10/2020	62.08
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 7		\$489.83
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	Invoice Transactions 19		\$14,014.06
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
100474 - BAKER & TAYLOR	CREDIT	11/10/2020	11/10/2020	(3,500.00)
	Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1		(\$3,500.00)
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	TECH SERVICES SUPPLIES	11/10/2020	11/10/2020	200.61
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/10/2020	11/10/2020	73.97
17642 - TEAM ONE REPAIR, INC.	PAPER ADHESIVE LABEL	11/10/2020	11/10/2020	798.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 3		\$1,072.58
	Business Unit 4820 - ACCESS SERVICES Totals	Invoice Transactions 4		(\$2,427.42)
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	11/10/2020	11/10/2020	56.08
	Account 64015 - NATURAL GAS Totals	Invoice Transactions 1		\$56.08
Account 65100 - LIBRARY SUPPLIES				
17851 - CLARENCE GOODMAN	PROFESSIONAL SERVICES	11/10/2020	11/10/2020	250.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$250.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	18.36
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	79.65
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	19.78
100474 - BAKER & TAYLOR	JUV PRINT	11/10/2020	11/10/2020	25.74
100474 - BAKER & TAYLOR	ADULT PRINT	11/10/2020	11/10/2020	326.83
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 5		\$470.36
	Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions 7		\$776.44
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
111042 - MNJ TECHNOLOGIES DIRECT INC	SILVERPEAK SD-WAN RENEWAL	11/10/2020	11/10/2020	3,042.00
	Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1		\$3,042.00
Account 65100 - LIBRARY SUPPLIES				
17776 - MAYA CAMBRON	ITEST DIVAS GIRLS CYCLING PROGRAM ASSISTANT	11/10/2020	11/10/2020	100.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$100.00
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 2		\$3,142.00
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	BUILDING CHILLER SERVICE	11/10/2020	11/10/2020	575.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/10/2020	11/10/2020	185.00
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	ALARM AND WET SPRINKLER SYSTEMS	11/10/2020	11/10/2020	11,327.12
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2020	11/10/2020	11/10/2020	9,390.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 4		\$21,477.12
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	11/10/2020	11/10/2020	309.17
	Account 64015 - NATURAL GAS Totals	Invoice Transactions 1		\$309.17
Account 65050 - BLDG MAINTENANCE MATERIAL				
14779 - DIGITAL ALLY, INC.	DIGITAL THERMOMOTERS	11/10/2020	11/10/2020	4,035.00
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals	Invoice Transactions 1		\$4,035.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions 6		\$25,821.29
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	11/10/2020	11/10/2020	70.83
	Account 62380 - COPY MACHINE CHARGES Totals	Invoice Transactions 1		\$70.83
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	11/10/2020	11/10/2020	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals	Invoice Transactions 1		\$18.95
Account 65095 - OFFICE SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/10/2020	11/10/2020	33.44
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL FEE STRATEGIC PLAN	11/10/2020	11/10/2020	5,750.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/10/2020	11/10/2020	54.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/10/2020	11/10/2020	59.98

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 11.10.2020

Accounts Payable by G/L Distribution Report

Payment Date Range 11/10/20 - 11/10/20

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/10/2020	11/10/2020	348.18
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/10/2020	11/10/2020	24.13
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/10/2020	11/10/2020	121.79
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/10/2020	11/10/2020	50.39
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 8	\$6,442.50
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 10	\$6,532.28
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	11/10/2020	11/10/2020	300.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$300.00
Account 65100 - LIBRARY SUPPLIES				
17816 - ADAFRUIT INDUSTRIES, LLC	CIRCUIT PLAYGROUND PID 3517	11/10/2020	11/10/2020	2,156.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	UDEMY SUBSCRIPTION IMLS GRANT	11/10/2020	11/10/2020	16,537.50
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$18,693.90
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/10/2020	11/10/2020	13.08
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$13.08
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 4	\$19,006.98
	Department 48 - LIBRARY Totals		Invoice Transactions 56	\$69,799.26
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 56	\$69,799.26
* = Prior Fiscal Year Activity			Invoice Transactions 56	\$69,799.26

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.10.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS BMO	PURHASING CARD-AUGUST, 2020	<u>7,323.74</u>
			<u>7,323.74</u>
			<u>7,323.74</u>
		GRAND TOTAL	<u><u>77,123.00</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
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	\$ 1,237.95	7/29/2020	65555 PERSONAL COMPUTER EQ	SHAVER LAPTOP
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	7/27/2020	62205 ADVERTISING	PHOTO STORAGE MONTHLY FEE FOR ADVERTISEMENT
LIBRARY	PAYPAL YWCAEVANSTO	CA	95131	\$ 75.00	7/27/2020	62295 TRAINING & TRAVEL	YWCA REMOTE CONFERENCE FOR L. ANTOLIN
LIBRARY	PAYPAL YWCAEVANSTO	CA	95131	\$ 75.00	7/27/2020	62295 TRAINING & TRAVEL	YWCA REMOTE CONFERENCE FOR L. ANTOLIN
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 110.24	7/30/2020	65040 JANITORIAL SUPPLIES	13 FOUR PACK DURACELL SIZE C BATTERY
LIBRARY	TARGET 00009274	IL	60202	\$ 147.93	7/31/2020	65095 OFFICE SUPPLIES	DESK LAMPS FOR ROBERT CROWN LIBRARY STAFF
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	8/3/2020	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY FEE
LIBRARY	VALLI PRODUCE	IL	60202	\$ 39.90	8/4/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOMINOS PIZZA	MI	48106	\$ 50.00	8/4/2020	65100 LIBRARY SUPPLIES	SUMMER STEM CAMP FAMILY PRIZE
LIBRARY	AMZN MKTP US MF8E96NT2	WA	98109	\$ 79.98	8/5/2020	65100 LIBRARY SUPPLIES	COVID SUPPLIES - KEYBOARD PROTECTION
LIBRARY	JC LICHT. - 1252 - EVAN	IL	60201	\$ 72.37	8/5/2020	65050 BUILDING MAINTENANCE MATERIAL	CONCRETE FLOOR SEALER FOR CROWN
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	8/5/2020	62705 BANK SERVICE CHARGES	ONLINE PAYMENT MECHANISM FOR COMMUNICO TRANSACTIONS.
LIBRARY	DISPLAYS2GO	MA	02720	\$ 60.06	8/6/2020	65100 LIBRARY SUPPLIES	MAGAZINE RACK FOR CROWN
LIBRARY	THE WEBSTAUURANT STORE	PA	17602	\$ 76.19	8/6/2020	65100 LIBRARY SUPPLIES	MAGAZINE RACK FOR CROWN
LIBRARY	AMZN MKTP US MF08Z0QG1	WA	98109	\$ 99.11	8/6/2020	65100 LIBRARY SUPPLIES	COVID SUPPLIES - COMPUTER KEYBOARD COVER FOR PUBLIC DESK
LIBRARY	AMZN MKTP US MF0Y78EF2	WA	98109	\$ 21.88	8/6/2020	65100 LIBRARY SUPPLIES	COVID SUPPLIES - MOUSE COVER FOR PUBLIC DESK
LIBRARY	FACEBK M4K4WTWH42	CA	94025	\$ 32.08	8/10/2020	62205 ADVERTISING	PROGRAM ADVERTISEMENT IN SOCIAL MEDIA
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 496.70	8/11/2020	62340 IS SUPPORT FEES	NB INTERNET SOLUTION PROVIDER
LIBRARY	AMZN MKTP US MM5VF4421	WA	98109	\$ 65.88	8/12/2020	65050 BUILDING MAINTENANCE MATERIAL	COVID SUPPLIES HAND SANITIZER PUMP REPLACEMENT
LIBRARY	CONTAINERSTORE.COM	TX	75234	\$ 105.98	8/13/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DISPLAYS2GO	MA	02720	\$ 1,311.78	8/13/2020	65100 LIBRARY SUPPLIES	COVID SUPPLIES - COUNTER SHIELDS
LIBRARY	FRIDAS BREAKFAST & LU	IL	60201	\$ 287.38	8/13/2020	65025 FOOD	MAIN LIBRARY STAFF APPRECIATION BRUNCH
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 12.89	8/13/2020	65025 FOOD	MAIN LIBRARY STAFF REFRESHMENTS
LIBRARY	EB EQUITY IN ACTION B	CA	94103	\$ 237.24	8/13/2020	62295 TRAINING & TRAVEL	VIRTUAL CONFERENCE B WILSON
LIBRARY	EB EQUITY IN ACTION B	CA	94103	\$ 237.24	8/13/2020	62295 TRAINING & TRAVEL	VIRTUAL CONFERENCE M RUIZ
LIBRARY	AMZN MKTP US MM0Z83J11	WA	98109	\$ 23.34	8/14/2020	65100 LIBRARY SUPPLIES	ABC BOOSTERS PROGRAM SUPPLIES
LIBRARY	BENNISONS BAKERY INC	IL	60201	\$ 64.11	8/14/2020	65025 FOOD	STAFF REFRESHMENTS
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 777.29	8/17/2020	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	GOOGLE GSUITE EPL_ORG	CA	94043	\$ 24.00	8/17/2020	62341 INTERNET SOLUTION PROVIDERS	GOOGLE EPL_ORG HOST
LIBRARY	SARPINO S PIZZERIA EVA	IL	60202	\$ 71.30	8/17/2020	65025 FOOD	ROBERT CROWN STAFF REFRESHMENTS
LIBRARY	AMZN MKTP US MM1RG14D2	WA	98109	\$ 188.56	8/17/2020	65100 LIBRARY SUPPLIES	ABC BOOSTERS PROGRAM SUPPLIES
LIBRARY	MOTION PICTURE ECCOMMER	CA	90066	\$ 260.46	8/18/2020	65100 LIBRARY SUPPLIES	LICENSE FOR MOVIE SHOWING
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 24.49	8/18/2020	65100 LIBRARY SUPPLIES	THANK YOU GIFT FOR MSYEP TEEN WHO HELPED WITH TEEN ENGAGEMENT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 13.40	8/18/2020	65040 JANITORIAL SUPPLIES	WD40 SMART STRAW 120Z
LIBRARY	TARGET 00032839	IL	60201	\$ 10.00	8/18/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR CYCLING PROGRAM GRANT ITEST DIVAS GRANT
LIBRARY	DISPLAYS2GO	MA	02720	\$ 431.37	8/19/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN DISPLAY STAND
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 36.10	8/19/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN IPAD CASE
LIBRARY	TARGET.COM	MN	55445	\$ 0.01	8/20/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 7.91	8/20/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 12.76	8/20/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM SUPPLIES
LIBRARY	MLCONNECTIONS	IL	60202	\$ 95.00	8/20/2020	62185 CONSULTING SERVICES	TRANSLATION SERVICE
LIBRARY	TARGET PLUS	MN	55445	\$ 27.05	8/21/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM SUPPLIES
LIBRARY	DISCOUNTSCH 8006272829	CA	93940	\$ 94.50	8/21/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ (7.92)	8/24/2020	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	TARGET.COM	MN	55445	\$ (12.76)	8/24/2020	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	AMERICAN LIBRARY ASSOC	GA	30004	\$ 60.99	8/25/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN SUPPLY MATERIALS
LIBRARY	TARGET 00032839	IL	60201	\$ 20.02	8/25/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM SUPPLIES
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	8/25/2020	62205 ADVERTISING	PHOTO STORAGE MONTHLY SUBSCRIPTION
	LIBRARY AUGUST 2020 TOTAL			\$ 7,323.74			

Library Director's Report November 18, 2020

Updates:

I am grateful to Assistant Director Teri Campbell and the EDI Committee for producing this year's All Staff Day. The message sharing details of the full program which featured Dr G. Kwesi Cornell Logan's keynote address *Unpacking Whiteness* included this statement:

We are grateful for and heartened by EPL staff who are becoming increasingly aware of the value of the racial equity training that we have undertaken, and the training's clear relevance as we face the reality of structural systems that have failed Black, Brown and Indigenous People of Color. The understanding and acknowledgement that we seek as an organization is necessary as we look to fulfill the Equity Statement which is our guide. We encourage you to keep pursuing this work, and we commit to providing the opportunity and training to do so. Here is what we've planned for all staff training.

My thanks to Steve Johnson for interviewing me for The Check Out podcast as we discussed a variety of Evanston Public Library topics.

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	1,091			13,091
North Branch	293	140	70	-	-	-	-	-	-	-			503
CAMS	432	498	186	-	-	-	-	-	-	-			1,116
Robert Crown	-	56	282	-	-	-	-	150	166	285			939
Computer Lab	100	100	40	-	-	-	-	-	-	-			240
Overall Computer/Internet Use	5,314	5,028	2,608	-	-	-	-	635	928	1,376	-	-	15,889
Website Visits													
All Location	47,442	40,570	34,553	33,233	37,219	59,133	33,529	38,689	35,531	35,567			395,466
Wifi Users													
All Location	15,000	15,215											30,215
Library Visits													
Main	37,542	36,426	15,761	-	-	-	-	4,651	6,670	9,944			110,994
North Branch	3,373	3,476	1,528	-	-	-	-	-	-	-			8,377
Robert Crown	-	1,311	5,595	-	-	-	-	2,339	2,262	2,844			14,351
CAMS	3,402	3,581	1,490	-	-	-	-	-	-	-			8,473
Overall Library Visits	44,317	44,794	24,374	-	-	-	-	6,990	8,932	12,788	-	-	142,195

National Able Network

October 6,2020- November 12, 2020 Statistics

	Total Registrations	Number of Attendees
Training Guidance Workshop		17
Job Search Work Team		64
WIOA Orientation	288	108

Access Services:

1884 electronic library cards issued since March 2020.

Innovation:

Citywide Challenge

The 8-Bit Challenge is a citywide event in partnership with EvanSTEM, MetaMedia, and Family Focus. We challenged kids to create a video game using the MakeCode Arcade website. Over 130 kids have registered so far. To support them, we created over 30 video tutorials. These tutorials have been viewed over 900 times in total. We are also hosting two weekly live streams on Saturdays. The live streams have over 550 views to date. Additionally, part of this challenge is intentionally focused on kids underrepresented in STEM field careers. We created an opportunity for these kids to get weekly mentor sessions with a Northwestern engineering masters/PhD student. We provide weekly mentor drop-in sessions for all students as well. One of the mentor sessions is exclusive for girls and non-binary kids. The 8-Bit Challenge will end on Dec. 5 with a virtual showcase on Dec. 12. For a full overview, visit the challenge website - www.evanstem.org.

Girls Cycling Club

The Evanston Public Library teen cycling program has a focus on Black and Latinx middle school and high school self-identified women /girls and gender minorities in order to promote

opportunities, knowledge and reduce barriers in STEM (Science Technology Engineering and Math) fields for young women of color. Cycling is both physically and mentally empowering for young women and increases knowledge in a typically white, male-dominated field. Through our cycling program we work to break down barriers and create new opportunities for more youth in our community!

In our Teen Cycling Program for female identifying youth, the library gives each participant a helmet and a lock along with instruction around bike maintenance and ride skills. During each session, EPL is able to give away a few bikes to participants who need them (through the ITEST Divas grant). In the first four sessions (one of which was virtual), 41 Evanston female identifying teens completed the program, and we gave away 12 bikes in the first 4 sessions (since the program started in February).

Overwhelmingly the feedback is positive from youth and parents. In our Spring session at Washington Elementary, a parent sent the following email post: "I just want to let you know that the bike club was a game changer for Susan. Prior to that club she only had the stamina to ride a few blocks. She would then complain about leg pain or that some hills were too hard. It was a challenge to get her to ride. Something about your club and having the experience to ride through downtown with friends (and without me) gave her a whole new perspective on herself.

We now take 4-5 mile rides around Evanston and she does great! It's been especially wonderful during the Stay at Home because it's given her the freedom to be safely outside and active. We even scheduled distanced bike rides with friends."

The fall sessions were both attended by youth who were excited to meet, learn and ride in person (safely, outside, at a distance) and the clubs had near perfect attendance. Many youth formed new connections, gained confidence riding on the road, and discovered a newfound interest in mechanics. Most of the attendees begged to continue the fall sessions despite the cold. They wanted to ride into the winter, riding even as far as Navy Pier! Many of the fall cycling club youth have visited the library since attending the club and some have signed up for other programs.

One parent of a youth who received a new, better fitting bike through the program said that her daughter used to be scared to ride, and now she wants to ride all the time and has great confidence. Another parent expressed her daughter's exuberance and joy each day when she came home from the cycling club. Payton, a youth in the fall session, was ecstatic to receive a new bike as her old one did not shift or break well and was much too small for her.

The fall cycling clubs, though brief, were community building in a time of much disconnection. They also reveal an enthusiasm and energy from young people to connect around movement, freedom and cycling! This work is funded through a partnership with Northwestern University Office Community Education Partnership's National Science Foundation grant.

Lifelong Learning and Literacy:

On 11/9/20 LLL Manager Heather Norborg provided a training session for D65 social workers on the Evanston Care Network.

LLL librarian Paula Shapiro has been elected Vice Chair of Dementia Friendly Evanston.

LLL launched the "LitMatch" service for adults one month ago. We have had 23 requests in the first month.

Appointments for Legal Information Evanston Public Library partners with Illinois Legal Aid Online (ILAO) as a Legal Self-Help Center. Now patrons can make a free, online appointment with our legal self-help navigator, Legal Services Librarian Lorena Neal. Tuesdays 12-2 PM and Thursdays 4-6 PM (Lorena Neal)

Upcoming events of Note:

In addition to regularly scheduled monthly book discussions, daily Fika programs, weekly Memory Cafe programs, biweekly Good Trouble Sewing Circle meetings and tech hosting the weekly Foster Senior Group, Lifelong Learning and Literacy staff have these upcoming special events:

Overcoming Fear in Art Thursday, November 12 6pm Join local artist David Hinske as he discusses the topic of overcoming fear in art-making. His exhibition "Many Paths" is on display on the 3rd floor through November 30th. (Halka)

Free Virtual Educational Session on HIV/AIDS & PrEP - Open to all parents and caregivers Tuesday, November 17 2020, 7:00pm - 8:00pm in partnership with Lurie Children's Hospital (Kerry Littel)

Medicare Education 101: Medicare Basics - Get an overview of Medicare coverage basics. Wednesday, November 18 2020, 6:30pm - 7:30pm (Susan McClelland)

FitbyCrys at Evanston Public Library - Free virtual group fitness workout with Crystal Malone Thursday, November 19 2020, 2:00pm - 3:00pm (Susan McClelland)

Trans Day of Resilience art posters with Forward Together Friday, November 20 (Halka)

Hawk Talk with Live Raptors! Sunday, November 22 2020, 2:00pm - 3:30pm - an all ages event, in partnership with Evanston North Shore Bird Club (Julie Rand)

Theatre in the Time of a Pandemic - A Mini-Course Offered by the NU Emeriti Organization and EPL Tuesday, December 1, 2 and 9 at 7:00pm - 8:30pm taught by Northwestern Prof. Emerita Sandra L. Richards (African American Studies/Theatre/Performance Studies) (Jeff Garrett)

Are You Ready For The New Normal? Businesses in the Pandemic - with Linda Darragh, Clinical Professor and The Larry Levy Executive Director of the Kellogg Innovation & Entrepreneurship Institute at the Kellogg School of Management. This is a joint program with Skokie, Wilmette, & Glenview Public Libraries and the Wilmette/Kenilworth, Skokie, Glenview and Evanston Chambers of Commerce. Thursday, December 3 at 8:00am (Susan Markwell)

Engagement Services:

- Vitalant and Versiti will be hosting blood drive and antibody testing at Main and via a mobile donation unit at Crown. Next drive is 12/3, 1-5pm, in the lot at Crown.
- In collaboration with the Mayor's Mental Health Task Force, EPL will be hosting a yearlong series of virtual mental health programming beginning in January.
- Winter Solstice/Posada celebration kits for kids, teens, and adults will be distributed at Main and Crown beginning 12/5. These kits have been an extremely popular way to provide access to arts throughout the pandemic.
- In collaboration with the Mayor's Food Insecurity Task Force, beginning in December, EPL will field calls from residents needing to sign up to receive a box of groceries from one of four pop-up distribution sights during December and January.
- In collaboration with the Mayor's Senior Services Task Force, there is an ongoing push to register anyone 60+ to participate in Uniper pilot, funded through Age Options. Currently, there is no income threshold to participate. Additional work being done to address social isolation throughout winter months via a series of wellness calls.

External Communications:

Preparing to submit an article to ALA on our social work services. ALA reached out to us to request a submission based on their knowledge of our work in this area.

Sample of recent targeted facebook posts to pages other than our own channels:

D65 African, Black, Caribbean parents FB page (243 members) include: Community Partners for Affordable Housing program; Robin Rue Simmons on The Check Out podcast; Free Workout with Crystal Malone; Black Women's Health Awareness Series; Mary J. Blige Breast Cancer Awareness Month message; promotion of Laptop Vending Machine; panel on James Baldwin featuring Princeton's Eddie Glaude; professor of AA studies; Evanston Care Network; Coronavirus Q&A with COE

Every Single Person Committed to AntiRacism page (1091 members) include: Social Justice book club for 4th to 6th graders; AA lit book club reads Caste by Isabel Wilkerson; Commitment to Racial Equity Statement; KDL video on branch closings; Robin Rue Simmons on The Check Out podcast; The Check Out podcast episodes with Pat Efiom, Dino Robinson, Rebeca Mendoza; Anti-Racism Resource List, Statement on George Floyd; Good Trouble Sewing Circle

District 65 Parents and Guardians FB page* include (4200 members): Lurie Children's hospital program on talking to kids about HIV and sexual health; WiFi Hotspot loans; laptop vending machine; link to recent kids newsletter; Community Partners for Affordable Housing program; link to social services resource page; LitMatch service; sign up for a library card page; Miguel Ruiz on The Check Out podcast; Girls Empowerment program; author event with famous kids author

*interesting note that when page admin Tracy Fulce posted about the Library she got many more likes than when EPL posts. Advocacy by others on our behalf is powerful! Thank you Tracy!

Evanston Community of Families: Patriarchy Free Parenting (4210 members): Digital Library; Kids Newsletter; Board Meeting; Social Service Resources; Robin Rue Simmons on The Check Out podcast; Library Card Sign up Month

Hechos en Evanston/Evanston Latinos: (495 members). Tech programs taught in Spanish; Laptop Vending Machine; Miguel Ruiz on The Check Out podcast; new hours at Robert Crown; Dia de Los Muertos kits; COVID 19 testing; Mexican Consulate celebration of independence; Zumba familiar virtual

Back on Their Feet: 2700 members: WIFI hotspots; Laptop Vending Machine; Community Partners for Affordable Housing event; New Library Hours; Social Service Resources; Evanston Care Network; COVID financial relief information;

General newsletter sent 10/29:

37,311 total sent

13,754 total opens

8934 unique opens

1789 total clicks

Note predominant interest in general info about library, COVID basic info and relief, and Library services, particularly the digital library. One library program in top 10, NU partnership panel on the election

Top links:

1. [Library Closure FAQs](#)
2. [Similarities and Differences between COVID and Flu \(CDC\)](#)
3. [Introducing Flipster](#)
4. [Access to Care COVID Fatigue](#)
5. [City of Evanston Halloween festivities information](#)
6. [EPL and CIAS Present: A Crisis in the Making](#)
7. [Subscribe to Email/Text Updates](#)
8. [CDC Guidelines on Daily activities and going out](#)
9. [EPL Streaming Movies and TV](#)
10. [COVID-19 Recovery: Resident Cash Assistance Program](#)



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: November 13, 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 fulfill our strategic plan. Interviews to fill the position of Assistant Circulation Manager will be completed before month end. Currently five positions are posted including Branch and Library Assistants and Clerks.

Two Family Engagement Coordinators have joined the Engagement Services team. We welcome Carmen Francellno (internal promotion) and Tracy Olasimbo.

Financial Resources

The Library Fund financial report for the period ending October 31st is included for your review. For the operating fund, revenue has reached 85% of budget projection and expenditures 72%. 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 has completed removal of all materials and fixtures at the Chicago Avenue/Main Street branch and continues making progress towards the North branch closure.

Activity related to the capital projects scheduled to occur this year is well underway. A major painting bid request will be brought to the December facilities Committee and Library Board for approval along with other projects.



Budget Performance Report

Fiscal Year to Date 10/31/20

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	.00	.00	6,627,606.14	624,393.86	91	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	.00	.00	16,650.77	43,349.23	28	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	11.42	.00	104.98	(104.98)	+++	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	139,223.52	250,776.48	36	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	973.72	.00	53,652.04	(38,652.04)	358	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	58,333.34	11,666.66	83	.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	5,223.42	9,776.58	35	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	19,132.64	8,867.36	68	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	\$6,818.47	\$0.00	\$7,087,049.17	\$1,230,898.83	85%	\$7,805,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	314,164.22	.00	2,431,552.23	612,258.20	80	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	128,888.63	.00	930,155.01	527,129.09	64	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	6,089.24	.00	39,183.54	14,816.46	73	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	605.45	.00	10,806.57	9,443.43	53	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	11,685.43	.00	54,481.26	(54,481.26)	+++	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	46,368.32	.00	462,940.27	130,875.25	78	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	184.49	.00	1,914.10	204.74	90	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	4,000.00	800.00	83	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,750.00	350.00	83	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	37,714.29	.00	286,668.41	79,332.50	78	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	27,897.85	.00	208,420.32	66,917.96	76	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	6,524.55	.00	48,743.62	16,211.54	75	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	7,298.00	.00	94,749.82	58,250.18	62	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	6,093.98	37,560.00	149,309.15	7,130.85	96	253,941.48



Budget Performance Report

Fiscal Year to Date 10/31/20

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										
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	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	4,533.34	906.66	83	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	4,070.84	814.16	83	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	27,366.00	1,149.50	115,776.17	111,674.33	51	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	40,273.45	(16,016.80)	214,439.50	36,577.30	84	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	44,102.79	15,637.21	74	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	70.83	.00	4,839.15	8,060.85	38	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	355.06	.00	4,954.91	745.09	87	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	81.71	.00	13,649.07	16,250.93	46	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	894.81	1,105.19	45	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	537.88	.00	8,181.96	3,818.04	68	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	232.05	.00	18,170.11	11,829.89	61	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	970.28	(648.86)	25,365.65	45,283.21	35	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	6,567.21	12,312.42	67,058.95	158,378.63	33	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	775.00	.00	775.00	4,725.00	14	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	17,327.01	.00	417,369.79	173,930.21	71	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	2,467.69	.00	63,466.04	57,233.96	53	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	228,375.00	45,675.00	83	.00
EXPENSE TOTALS		\$8,376,378.24	\$0.00	\$8,376,378.24	\$719,730.79	\$34,356.26	\$6,030,346.30	\$2,311,675.68	72%	\$7,387,994.93
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,317,948.00	.00	8,317,948.00	6,818.47	.00	7,087,049.17	1,230,898.83	85%	7,805,982.82



Budget Performance Report

Fiscal Year to Date 10/31/20

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
	EXPENSE TOTALS	8,376,378.24	.00	8,376,378.24	719,730.79	34,356.26	6,030,346.30	2,311,675.68	72%	7,387,994.93
	Fund 185 - LIBRARY FUND Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$712,912.32)	(\$34,356.26)	\$1,056,702.87	(\$1,080,776.85)		\$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	.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	\$0.00	\$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	.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	\$0.00	(\$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	6,818.47	.00	7,327,049.17	2,014,042.83	78%	10,377,256.55
	EXPENSE TOTALS	9,399,522.24	.00	9,399,522.24	719,730.79	83,822.10	6,247,319.39	3,068,380.75	67%	9,468,673.97
	Grand Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$712,912.32)	(\$83,822.10)	\$1,079,729.78	(\$1,054,337.92)		\$908,582.58

Endowment for the Evanston Public Library
 Holdings as of September 2020

	Symbol	Shares/Quantity	Price	Value as of September 30, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6490.093	\$310.29	\$2,013,810.96	43.8%	
Vanguard Small-Cap Index Fund	VSMAX	3888.164	\$73.68	\$286,479.92	6.2%	
Vanguard REIT Index Fund	VGSLX	1226.590	\$111.95	\$137,316.75	3.0%	
Vanguard Total International Stock Index Fund	VTIAX	15143.921	\$28.04	\$424,635.54	9.2%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7130.181	\$35.87	\$255,759.59	5.6%	67.8%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$455,085.35	\$455,085.35	9.9%	
iShares Silver Trust	SLV	4788.000	\$21.64	\$103,612.32	2.3%	
SPDR Gold Trust	GLD	625.000	\$177.12	\$110,700.00	2.4%	14.6%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$116.115	\$159,580.32	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$117.803	\$153,758.83	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$153.395	\$183,854.64	4.0%	10.8%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.980	28,624.39	\$314,295.82	6.8%	6.8%
				\$4,598,890.05		100.0%

Cash Equivalents	14.6%
US Treasury Inflation Protected Securities	10.8%
Corporate Bonds	6.8%
Domestic Equities	53.0%
International Equities	14.8%
	100.0%

Endowment for the Evanston Public Library
 Holdings as of October 2020

	Symbol	Shares/Quantity	Price	Value as of October 31, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6490.093	\$302.03	\$1,960,202.79	43.15%	
Vanguard Small-Cap Index Fund	VSMAX	3888.164	\$75.16	\$292,234.41	6.43%	
Vanguard REIT Index Fund	VGSLX	1226.590	\$108.50	\$133,085.02	2.93%	
Vanguard Total International Stock Index Fund	VTIAX	15143.921	\$27.41	\$415,094.87	9.14%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7130.181	\$36.57	\$260,750.72	5.74%	67.4%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$456,073.11	\$456,073.11	10.04%	
iShares Silver Trust	SLV	4788.000	\$21.99	\$105,288.12	2.32%	
Apple Inc	AAPL	19.000	\$108.86	\$2,068.34	0.05%	
SPDR Gold Trust	GLD	625.000	\$176.20	\$110,125.00	2.42%	14.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.129	\$158,719.14	3.49%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$116.783	\$152,902.81	3.37%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$150.938	\$181,472.75	3.99%	10.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.970	28,673.75	\$314,551.00	6.92%	6.9%
				\$4,542,568.07		100.0%

Cash Equivalents	14.8%
US Treasury Inflation Protected Securities	10.9%
Corporate Bonds	6.9%
Domestic Equities	52.5%
International Equities	14.9%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of the FY2021 Library Revenue Budget

Date: November 13, 2020

I recommend Library Board approval of the fiscal year 2021 revenue budget as follows:

Fiscal Year 2021 Revenue	Amount	% of Total
Property Tax Levy - Operating	7,252,000	78.2%
Bonds Proceeds - Capital Improvement	449,000	4.8%
Property Tax Levy - Debt Service	482,243	5.2%
Donations - unrestricted	390,000	4.2%
Transfer from Endowment Income	209,000	2.3%
Library Grants	150,000	1.6%
Federal Grant(s)	145,000	1.6%
State Library Per Capita Grant	93,000	1.0%
North Branch Rental Income	47,224	0.5%
Library Material Replacement Charges	15,000	0.2%
Investment Income	15,000	0.2%
Miscellaneous Revenue	10,000	0.1%
Library Copy Machine Charges	5,000	0.1%
Library Meeting Room Rental	5,000	0.1%
Library Book Sale	5,000	0.1%
TOTAL	9,272,467	100.0%

CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2021-R1

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2021
AND ENDING DECEMBER 31, 2021

WHEREAS, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

WHEREAS, for the budget year FY 2021, beginning January 1, 2021 and ending December 31, 2021, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 18, 2020, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2021 and ending December 31, 2021; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2021 is in the public interest and in the interest of the Library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2021:

Fiscal Year 2021 Revenue	Amount	% of Total
Property Tax Levy - Operating	7,252,000	78.2%
Bonds Proceeds - Capital Improvement	449,000	4.8%
Property Tax Levy - Debt Service	482,243	5.2%
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Library Meeting Room Rental	5,000	0.1%
Library Book Sale	5,000	0.1%
TOTAL	9,272,467	100.0%

Fiscal Year 2021 Expenditures	Amount	% of Total
Early Learning and Literacy	947,122	10.2%
Lifelong Learning and Literacy	1,515,889	16.4%
Access Services	1,471,439	15.9%
Engagement Services	923,899	10.0%
Innovation and Digital Learning	822,552	8.9%
Maintenance and Security	924,753	10.0%
Administration	1,671,090	18.0%
Grants	55,000	0.6%
Debt Service	482,243	5.2%
Capital Improvements	449,000	4.8%
TOTAL	9,262,987	100.0%

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$7,983,913 (budgeted tax revenue of \$7,734,243 plus a .03% loss in collection factor) for the fiscal year January 1, 2021 1 to December 31, 2021. Any unused portions on December 31, 2021 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 18th day of November, 2020.

ROLL CALL VOTE	AYES	NAYS:
Fulce	___	___
Goodman	___	___
Hayman	___	___
Hays	___	___
Hester	___	___
Iles	___	___
Lurie	___	___
Schapiro	___	___
Soto	___	___

ABSENT OR
NOT VOTING:

Certified:

Attest:

Shawn Iles
President, Board of Library Trustees

Terry Soto
Secretary, Board of Library Trustees



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Library Board Meeting Schedule for 2021

Date: November 13, 2020

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2021 Board meeting dates are on the third Wednesday of the month with the exception of a special budget meeting proposed for September 1st.

I recommend Board approval of the following Board meetings for 2021:

January 20th
February 17th
March 17th
April 21st
May 19th
June 16th
July 21st
August 18th
September 15th (Special budget meeting)
September 22nd (Public Hearing on budget)*
October 20th (Truth in Taxation Hearing)
November 17th (Adoption of Tax Levy)
December 15th

*The third Wednesday in September is Yom Kippur. As a result, the September meeting will be held on the 4th Wednesday.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: 2021 Library Closing Schedule
Date: November 13, 2020

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2021:

2021 Library Closing Schedule

Thursday, April 1	Staff Development Day (all day)
Sunday, April 4	Easter Sunday
Thursday, May 6	Appreciation Event (close at 4 pm)
Sunday May 30	Memorial Day Weekend
Monday, May 31	Memorial Day
Sunday, July 4	Independence Day
Monday, July 5	Independence Day - observed*
Sunday, September 5	Labor Day Weekend
Monday, September 6	Labor Day - observed*
Thursday, October 21	Staff Development Day (all day)
Thursday, November 25	Thanksgiving Day*
Friday, December 24	Christmas Eve (close at 3:00 pm)
Saturday, December 25	Christmas Day*
Friday, December 31	New Year's Eve (close at 5:00 pm)
Saturday, January 1	New Year's Day*

Paid holidays: Holiday time off with pay is granted for full-time and eligible part time employees for May 31, July 5, September 6, November 25, December 25 and January 1st.

Holiday pay is not granted for April 4, May 30, July 4 and September 5th.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Request to close the main library on December 24, 2020

Date: November 13, 2020

Recommended Action:

Staff recommends approval to close the main library on December 24, 2020.

Summary:

In recent years, following AFSCME contract rules, we have opened all Evanston Public Library locations to the public on Christmas Eve until 3:00 PM. Libraries are operated by staff who volunteer to work on their holiday.

This year, with limited hours of operation due to COVID19, our Main Library would only be open to the public for one hour of service from 2:00 PM - 3:00 PM and our Robert Crown branch is closed on Thursdays.