



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, JANUARY 20, 2021**

**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.

**Topic: EPL Board Meeting**

**Time: Jan 20, 2021 06:30 PM Central Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/99842129382?pwd=KzR5WmpES09hOUpteXhERzZIN09Wdz09>**

**Meeting ID: 998 4212 9382**

**Passcode: 509052**

**One tap mobile**

**+13126266799,,99842129382#,,,,\*509052# 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, January 20, 2021**  
**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 December 16, 2020
  - 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**  
Administrative Services Report (Distributed in Advance)
- 8. BOARD REPORTS**  
Development Committee (Margaret Lurie and Rachel Hayman)
- 9. BOARD DEVELOPMENT**  
Illinois Library Association: ILA Legislative Meet-Ups  
Monday, February 15, 2021  
Presidents' Day N. Suburban Library Legislative Zoom Meet-up  
9:00 a.m.-10:30  
North Suburban Legislators
- 10. UNFINISHED BUSINESS**  
Per Capita Grant
- 11. NEW BUSINESS**
  - A. Closed Session – Personnel (Library Director Evaluation and Contract)
- 12. ADJOURNMENT**

**Next Meeting: February 17, 2021 at 6:30 pm: 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 or TDD/TTY number 847-866-5095 at least 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, December 16, 2020**  
**Meeting of the Board**  
**6:30 PM**  
**Virtually, via Zoom**

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

**Members Absent:** none

**Staff Present:** Karen Danczak Lyons, Jose Maldonado, John Devaney, Lea Hernandez-Solis, and Timothy Longo.

**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 6:38 p.m.

**Citizen Comment:** None

**Consent Agenda:**

**A. Approval of the Bills and Payroll and Minutes of the November 18, 2020 Board Meeting**

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

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

**A. Proclamation:** Director Danczak Lyons read a Proclamation in honor of Jose Maldonado, Circulation Manager for 7 years at EPL. We wish him the best of luck on his new role as Library Manager of the 95th Street location, Naperville Public Library.

**B. Library hours and in-person services.** Director Danczak Lyons led the discussion and explained the safety measures that the library takes in order to protect the staff and patrons of the library. Trustees engaged in a full discussion acknowledging concerns about morale and access to healthcare during these times.

**Equity, Diversity and Inclusion:**

**Joint Task Force (Update):**

Our Strategic Planning consultants met with the Racial Equity Task Force to introduce themselves to the group and talk about the process. Task Force members are looking forward to this process addressing systemic issues, and ultimately result in EPL keeping the promises made to the community. Our Internal EDI committee is welcoming new committee members and new facilitators in the next iteration of Project READY for 2021.

**Library Director's Report:** No questions were raised about the written report.

**Staff Report:**

**A. Administrative Services Report** No questions were raised about the written report.

**Board Report/Development:**

Facilities Committee

- A. Trustee Schapiro made a motion to approve renewal of the **Siemens Building Automation** annual contract (year 2 of 3) for \$24,650. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- B. Trustee Schapiro moved to approve renewal of the **Total Building Service** contract (year 2 of 3) for \$112,680. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- C. Trustee Schapiro motioned to approve renewal of the **Schindler Elevator** maintenance contract (year 1 of 3) for \$9,750. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- D. Trustee Schapiro made a motion to approve **Schindler Elevator tech Upgrades** (proprietary) - 2020 CIP for \$149,500. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- E. Trustee Schapiro moved to approve **JCI (Simplex/Tyco)** for the replacement of Area of Rescue Assistance communications and controls (proprietary) - 2020 CIP for \$32,962. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.
- F. Trustee Schapiro motioned to approve **BP&T Construction** - 2020 CIP Bid 20-46 Main Interior/exterior painting for \$47,000. Trustee Hayman seconded the motion which was unanimously approved by roll call vote.

**Board Development:**

**State Per Capita Grant Requirements: Reviewing Serving Our Public 4.0:**

A comprehensive checklist of all the requirements and activities will be presented in January for discussion through February. Trustees will complete their review and approval on the record which is a part of the per capita application due in March.

**Unfinished Business:** none

**New Business:**

- A. Trustee Schapiro motioned for the approval of the agreement with **Mary Kling** for Volunteer Management Services for \$22,655. Lurie seconded the motion and the Board unanimously approved by roll call vote.
- B. Trustee Schapiro motioned for the approval of **Cooperative Computer Services** (CCS) annual agreement for library automation services in an amount not to exceed \$96,750. Hays seconded the motion and Trustees approved it by unanimous roll call vote.

Upon proper motion made by President Iles and seconded by Trustee Soto, the open meeting moved to Executive session by unanimous roll call vote at 7:51 p.m. in order to review closed session minutes.

**Adjournment:**

The motion to adjourn was made by Trustee Soto and seconded by Trustee Hays and approved by roll call vote. Meeting adjourned at 7:48 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: January 15, 2021

## **Recommended Action**

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

## **Payroll**

December 7, 2020 through December 20, 2020	\$ 157,328.50
December 21, 2020 through January 3, 2021	\$ 291.612.98

## **Library Fund Bills List**

January 12, 2021	\$ 98,415.80
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(includes November 2020 purchasing card expenses of \$12,401.61)

Attachments: Bills Lists, Purchasing Card

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
324163 - FINDAWAY WORLD, LLC	AV SUPPLIES	12/30/2020	01/12/2021	20.00
15946 - KIMBERLY DAUFELDT	FALL WINTER PROGRAM SUPPLIES REIMBURSEMENT	12/30/2020	01/12/2021	156.82
Account 65100 - LIBRARY SUPPLIES Totals				176.82
Invoice Transactions 2				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2020	01/12/2021	113.42
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2020	01/12/2021	36.34
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	10.01
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	10.66
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,409.48
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	257.49
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,583.41
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,477.01
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	487.11
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	80.95
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	20.25
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,294.05
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	513.72
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,553.23
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	121.49
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	218.44
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	200.85
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	80.72
100474 - BAKER & TAYLOR	JUV REF PRINT	12/30/2020	01/12/2021	98.98
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,548.08
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	917.58
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	17.77
100474 - BAKER & TAYLOR	JUVENILE BOOKS	12/30/2020	01/12/2021	9.46
100474 - BAKER & TAYLOR	JUVENILE BOOKS	12/30/2020	01/12/2021	31.43
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	959.86
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	1,680.66
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	432.16
100474 - BAKER & TAYLOR	YA PRINT	12/30/2020	01/12/2021	28.30
103211 - MARSHALL CAVENDISH CORP.	JUV PRINT	12/30/2020	01/12/2021	177.93
Account 65630 - LIBRARY BOOKS Totals				15,370.84
Invoice Transactions 29				
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	JUV AV	12/30/2020	01/12/2021	86.19
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2020	01/12/2021	51.98
103424 - MIDWEST TAPE	JUV AV	12/30/2020	01/12/2021	196.89
103424 - MIDWEST TAPE	JUV AV	12/30/2020	01/12/2021	30.48
103424 - MIDWEST TAPE	JUV AV	12/30/2020	01/12/2021	72.96
103424 - MIDWEST TAPE	JUV AV	12/30/2020	01/12/2021	83.94
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				522.44
Invoice Transactions 6				
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	12/30/2020	01/12/2021	1,999.00
15412 - WORLD TRADE PRESS	ADULT ONLINE RESOURCES	12/30/2020	01/12/2021	535.50
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				2,534.50
Invoice Transactions 2				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
18005 - EDWIN MARTINEZ	JANUARY ARTIST AT EPL	12/30/2020	01/12/2021	100.00
Account 65100 - LIBRARY SUPPLIES Totals				100.00
Invoice Transactions 1				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	453.57
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	216.61
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	142.67
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	59.39
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	(20.95)
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	16.51
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	10.01
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	730.33
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	40.94
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	83.76
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	192.72
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	539.30
100474 - BAKER & TAYLOR	ADULR PRINT	12/30/2020	01/12/2021	717.85
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	387.66
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	78.69
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	27.14
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	245.96
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	15.45
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	11.98
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	157.56
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	658.09
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2020	01/12/2021	77.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2020	01/12/2021	153.69
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2020	01/12/2021	212.17
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2020	01/12/2021	50.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2020	01/12/2021	74.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2020	01/12/2021	71.97
14379 - GREY HOUSE PUBLISHING, INC.	CHILDREN'S BOOK	12/30/2020	01/12/2021	699.25
102217 - HAINES & COMPANY INC	ADULT PRINT	12/30/2020	01/12/2021	466.95
102572 - INFORMATION TODAY INC	ADULT REFERENCE PRINT	12/30/2020	01/12/2021	464.53
106459 - OMNIGRAPHICS INC	ADULT PRINT	12/30/2020	01/12/2021	240.75
276974 - OVER DRIVE, INC.	EBOOKS	12/30/2020	01/12/2021	289.98
104543 - SAGE PUBLICATIONS INC	ADULT PRINT	12/30/2020	01/12/2021	387.49
104998 - SULLIVAN'S LAW DIRECTORY	ADULT PRINT	12/30/2020	01/12/2021	112.15
Account 65630 - LIBRARY BOOKS Totals				8,066.60
Invoice Transactions 34				
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	12/30/2020	01/12/2021	291.15
100474 - BAKER & TAYLOR	ADULT AV	12/30/2020	01/12/2021	356.94
100474 - BAKER & TAYLOR	ADULT AV	12/30/2020	01/12/2021	125.32
100474 - BAKER & TAYLOR	ADULT AV	12/30/2020	01/12/2021	113.14
100474 - BAKER & TAYLOR	ADULT AV	12/30/2020	01/12/2021	247.12
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	27.04

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	101.71
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	20.49
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	60.38
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	50.97
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	68.22
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	76.27
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	115.30
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	18.24
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	449.28
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	19.99
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	11.49
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/12/2021	149.22
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 21	\$2,355.49
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			Invoice Transactions 58	\$13,056.59
<b>Business Unit 4820 - ACCESS SERVICES</b>				
Account 65100 - LIBRARY SUPPLIES				
296184 - ACCO BRANDS USA, LLC DBA GBC DUNNING	OFFICE SUPPLIES	12/30/2020	01/12/2021	652.98
206940 - ULINE	OFFICE SUPPLIES	12/30/2020	01/12/2021	254.81
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 2	\$907.79
Business Unit 4820 - ACCESS SERVICES Totals			Invoice Transactions 2	\$907.79
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
Account 64015 - NATURAL GAS				
103744 - NICOR	NORTH BRANCH NATURAL GAS	12/30/2020	01/12/2021	191.79
Account 64015 - NATURAL GAS Totals			Invoice Transactions 1	\$191.79
Account 65100 - LIBRARY SUPPLIES				
132303 - Carmen Francellno	REIMBURSEMENT KWANZZA CRAFT KIT SUPPLIES	12/30/2020	01/12/2021	48.94
17174 - ELACSHA MADISON	ENGAGEMENT SUPPLIES REIMBURSEMENT	12/30/2020	01/12/2021	298.59
17642 - TEAM ONE REPAIR, INC.	THERMAL PRINTER	12/30/2020	01/12/2021	872.25
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 3	\$1,219.78
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	12/30/2020	01/12/2021	528.11
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2020	01/12/2021	35.12
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	7.73
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	101.72
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	21.43
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	16.38
100474 - BAKER & TAYLOR	YA PRINT	12/30/2020	01/12/2021	52.48
100474 - BAKER & TAYLOR	CROWN AND YA PRINT	12/30/2020	01/12/2021	39.11
100474 - BAKER & TAYLOR	ADULR PRINT	12/30/2020	01/12/2021	48.01
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2020	01/12/2021	916.56
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	59.64
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	37.96
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	57.43
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	92.97
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	122.55
100474 - BAKER & TAYLOR	YA PRINT	12/30/2020	01/12/2021	10.16
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 16	\$2,147.36
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice Transactions 20	\$3,558.93
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2020	01/12/2021	248.77
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2020	01/12/2021	67.29
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	167.66
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	49.57
100474 - BAKER & TAYLOR	YA PRINT	12/30/2020	01/12/2021	361.62
100474 - BAKER & TAYLOR	CROWN AND YA PRINT	12/30/2020	01/12/2021	334.93
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	238.39
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2020	01/12/2021	449.17
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/30/2020	01/12/2021	143.89
100474 - BAKER & TAYLOR	YA PRINT	12/30/2020	01/12/2021	48.91
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 10	\$2,110.20
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice Transactions 10	\$2,110.20
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
Account 62225 - BLDG MAINTENANCE SERVICES				
123524 - CHICAGO SPRINKLER COMPANY	SPRINKLER SERVICE	12/30/2020	01/12/2021	189.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2020	01/12/2021	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2020	01/12/2021	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2020	01/12/2021	352.05
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	12/30/2020	01/12/2021	90.04
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 5	\$1,335.19
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	12/30/2020	01/12/2021	428.66
Account 64015 - NATURAL GAS Totals			Invoice Transactions 1	\$428.66
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	12/30/2020	01/12/2021	80.92
102137 - GRAINGER, INC., W.W.	JANITORIAL SUPPLIES	12/30/2020	01/12/2021	56.24
Account 65040 - JANITORIAL SUPPLIES Totals			Invoice Transactions 2	\$137.16
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 8	\$1,901.01
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
Account 62185 - CONSULTING SERVICES				
17682 - FREEMAN PICTURES, INC.	EPL MAIN LIBRARY WINTER PHOTOGRAPHY	12/30/2020	01/12/2021	297.50
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	12/30/2020	01/12/2021	500.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	12/30/2020	01/12/2021	325.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	12/30/2020	01/12/2021	225.00
Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 4	\$1,347.50
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL LETTERHEAD ORDER	12/30/2020	01/12/2021	220.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD PRINTING	12/30/2020	01/12/2021	28.00
Account 62210 - PRINTING Totals			Invoice Transactions 2	\$248.00
Account 62360 - MEMBERSHIP DUES				
100254 - AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP RENEWAL	12/30/2020	01/12/2021	664.00
Account 62360 - MEMBERSHIP DUES Totals			Invoice Transactions 1	\$664.00
Account 64005 - ELECTRICITY				
101143 - COMED	UTILITIES: COMED	12/30/2020	01/12/2021	17,749.22
101143 - COMED	UTILITIES: COMED	12/30/2020	01/12/2021	4,723.70

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
101143 - COMED	UTILITIES: COMED	12/30/2020	01/12/2021	54.93
101143 - COMED	UTILITIES: COMED	12/30/2020	01/12/2021	35.65
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 4	\$22,563.50
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	12/30/2020	01/12/2021	18.95
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	12/30/2020	01/12/2021	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 2	\$37.90
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2020	01/12/2021	206.17
14818 - FISHEYE GRAPHIC SERVICES, INC.	YEAR END CAMPAIGN LETTER PRINTING AND MAILING	12/30/2020	01/12/2021	6,594.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	YEAR END CAMPAIGN POSTCARD PRINTING AND	12/30/2020	01/12/2021	4,040.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2020	01/12/2021	38.44
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2020	01/12/2021	14.28
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 5	\$10,892.89
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 18	\$35,753.79
Business Unit 4850 - LIBRARY GRANTS				
Account 57551 - LIBRARY GRANTS				
10007 - B&H PHOTO VIDEO	VIDEO ACCESSORIES AND OTHER	12/30/2020	01/12/2021	1,795.00
10007 - B&H PHOTO VIDEO	VIDEO ACCESSORIES AND OTHER	12/30/2020	01/12/2021	2,043.67
10007 - B&H PHOTO VIDEO	VIDEO ACCESSORIES AND OTHER	12/30/2020	01/12/2021	389.00
	Account 57551 - LIBRARY GRANTS Totals		Invoice Transactions 3	\$4,227.67
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	12/30/2020	01/12/2021	300.00
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	12/30/2020	01/12/2021	300.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$600.00
Account 65100 - LIBRARY SUPPLIES				
17174 - ELACSHA MADISON	SEW FLY PROGRAM SUPPLIES REIMBURSEMENT	12/30/2020	01/12/2021	154.76
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$154.76
Account 65125 - OTHER COMMODITIES				
10007 - B&H PHOTO VIDEO	VIDEO ACCESSORIES AND OTHER	12/30/2020	01/12/2021	139.00
	Account 65125 - OTHER COMMODITIES Totals		Invoice Transactions 1	\$139.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	CROWN PRINT	12/30/2020	01/12/2021	55.85
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$55.85
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 8	\$5,177.28
	Department 48 - LIBRARY Totals		Invoice Transactions 161	\$78,535.69
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 161	\$78,535.69
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
13571 - WIGHT & COMPANY	ALL GENDER RESTROOM AND NURSING ROOM	12/30/2020	01/12/2021	6,300.00
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 1	\$6,300.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 1	\$6,300.00
	Department 48 - LIBRARY Totals		Invoice Transactions 1	\$6,300.00
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 1	\$6,300.00
* = Prior Fiscal Year Activity				<b>\$84,835.69</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.12.2021**

**SUPPLEMENTAL LIST**

**ACH AND WIRE TRANSFERS**

PRIOR YEAR

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO	PURHASING CARD-NOVEMBER., 2020	12,401.61
VARIOUS	TWIN EAGLE	NATURAL GAS-NOVEMBER, 2020	<u>1,178.50</u>
			<u>13,580.11</u>
			<u>13,580.11</u>
		<b>GRAND TOTAL</b>	<b><u>98,415.80</u></b>

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

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

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

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

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	10/26/2020	65095 OFFICE SUPPLIES	PHOTO STORAGE
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 85.80	10/26/2020	65050 BUILDING MAINTENANCE MATERIAL	SECURITY UNIFORM
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 50.00	10/27/2020	65095 OFFICE SUPPLIES	ILA STANDARDS MANUAL - SERVING OUR PUBLIC 4.0
LIBRARY	DOLLARTREE	IL	60202	\$ 5.00	10/29/2020	65100 LIBRARY SUPPLIES	SANDWICH BAGGIES FOR DIA DE MUERTOS
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 81.13	10/29/2020	65050 BUILDING MAINTENANCE MATERIAL	MAGNETIC SHELVING FOR VAN
LIBRARY	WALMART.COM AV	AR	72716	\$ 12.32	10/30/2020	65100 LIBRARY SUPPLIES	LAUNDRY WALL KITS FOR LATINO ENGAGEMENT PROGRAMMING
LIBRARY	USPS PO 1626220204	IL	60201	\$ 1,100.00	10/30/2020	62315 POSTAGE	FFE MAILING
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	11/2/2020	62340 IS SUPPORT FEES	WEB HOST MONTLY SUBSCRIPTION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	11/2/2020	62340 IS SUPPORT FEES	VIRTUAL MEETING HOST FEE
LIBRARY	EXXONMOBIL 96024591	IL	60201	\$ 10.00	11/2/2020	65050 BUILDING MAINTENANCE MATERIAL	CAR WASH FOR LIBRARY VAN
LIBRARY	PURE ELECTRIC	IL	60645	\$ 8.36	11/2/2020	65050 BUILDING MAINTENANCE MATERIAL	4 PORT DATA PLATE
LIBRARY	FACEBK 3079FWSH42	CA	94025	\$ 1.51	11/2/2020	62205 ADVERTISING	ADVERTISING LIBRARY PROGRAM
LIBRARY	PAYPAL LEVENHUKINC	FL	33612	\$ 22.90	11/3/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 163.96	11/3/2020	65100 LIBRARY SUPPLIES	SUPPLIES ITEST DIVAS SEWING PROGRAM
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	11/3/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	PAYPAL LAKESHORE	CA	90895	\$ 122.17	11/3/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	PAYPAL ORION	CA	95076	\$ 79.68	11/3/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 16.25	11/4/2020	65100 LIBRARY SUPPLIES	WINTER STEAM KIT SUPPLIES
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	11/4/2020	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRON ROOM RENTAL THRU COMMUNICO.
LIBRARY	PAYPAL DCHANDCOMP	CA	95131	\$ 16.94	11/4/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	AMZN MKTP US 2833985U1	WA	98109	\$ 16.98	11/4/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	AMAZON.COM 2811U1B1	WA	98109	\$ 128.25	11/5/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	WALMART.COM AW	AR	72716	\$ 38.65	11/5/2020	65100 LIBRARY SUPPLIES	LAUNDRY WORLD KITS SUPPLIES
LIBRARY	DISCOUNTSCH 8006272829	CA	93940	\$ 55.22	11/5/2020	65100 LIBRARY SUPPLIES	LAUNDRY WORLD KITS SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 72.14	11/5/2020	65100 LIBRARY SUPPLIES	COMPUTER STATION SUPPLIES
LIBRARY	AMZN MKTP US 2861570R2	WA	98109	\$ 59.01	11/5/2020	65630 LIBRARY BOOKS	SPANISH YA BOOKS
LIBRARY	AMZN MKTP US 286BU4560	WA	98109	\$ 27.58	11/5/2020	65040 JANITORIAL SUPPLIES	REFILL BUCKET FOR DISINFECTANT WIPES
LIBRARY	ASI.AMERICANS.CIENCIASUR	IL	60714	\$ 150.65	11/5/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	PAYPAL JANSPOORT	CA	94502	\$ 52.92	11/5/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	AMZN MKTP US 286KY91N2	WA	98109	\$ 76.76	11/5/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	AMAZON.COM 288BU5Q41	WA	98109	\$ 124.54	11/6/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	WALMART.COM AU	AR	72716	\$ 50.15	11/6/2020	65100 LIBRARY SUPPLIES	LAUNDRY WORLD KITS SUPPLIES
LIBRARY	THE UPS STORE 0511	IL	60201	\$ 17.32	11/6/2020	65100 LIBRARY SUPPLIES	MAILING SEWING KIT TO TEENS REGISTERED FOR PROGRAM ITEST DIVAS GRANT
LIBRARY	PAYPAL APPLE INC	CA	95014	\$ 83.94	11/9/2020	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 379.18	11/9/2020	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	AMZN MKTP US 286XA0MM2	WA	98109	\$ 91.29	11/9/2020	65100 LIBRARY SUPPLIES	LAUNDRY WORLD KITS SUPPLIES
LIBRARY	WALMART.COM AY	AR	72716	\$ 220.94	11/9/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	AMZN MKTP US 289ZA1WS1	WA	98109	\$ 195.76	11/10/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	AMZN MKTP US 281Q01160	WA	98109	\$ 23.94	11/11/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 284YK3Y71	WA	98109	\$ 24.33	11/11/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	WINDY CITY GARDEN CENT	IL	60201	\$ 79.98	11/11/2020	65050 BUILDING MAINTENANCE MATERIAL	ALBERTA SPRUCE (2) FOR PLANTERS OUT FRONT... WILL NEED TO BUY MORE MATERIALS SOON
LIBRARY	AMZN MKTP US 286Q94YB0	WA	98109	\$ 31.55	11/12/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	RUSSO POWER EQUIPMENT	IL	60176	\$ 1,292.50	11/13/2020	62225 BLDG MAINT SVCS	BUILDING MATERIAL SERVICES
LIBRARY	THE COPY ROOM, INC	IL	60201	\$ 108.00	11/13/2020	65050 BUILDING MAINTENANCE MATERIAL	MOTOR BELTS FOR AH-1 (3)
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 93.37	11/13/2020	65050 BUILDING MAINTENANCE MATERIAL	SLEDGE HAMMER, RIGID VAC FILTER
LIBRARY	OCULUS	CA	94025	\$ 317.69	11/13/2020	65100 LIBRARY SUPPLIES	MEMORY CAFE SUPPLIES
LIBRARY	AMAZON.COM 206X81NT1	WA	98109	\$ 189.53	11/16/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CAROLINA BIOLOGIC SUPP	NC	27215	\$ 350.98	11/16/2020	65100 LIBRARY SUPPLIES	WINTER STEAM KITS SUPPLIES
LIBRARY	MCMASTER-CARR	IL	60126	\$ 27.96	11/16/2020	65050 BUILDING MAINTENANCE MATERIAL	3 V-BELTS FOR AIR HANDLER #1
LIBRARY	PAYPAL JOANN	OH	44236	\$ 43.58	11/16/2020	65100 LIBRARY SUPPLIES	I TEST DIVAS SUPPLIES
LIBRARY	PAYPAL JOANN	OH	44236	\$ 119.86	11/16/2020	65100 LIBRARY SUPPLIES	I TEST DRIVE DIVAS SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 299.04	11/16/2020	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION SUPPLIES
LIBRARY	GIH GLOBALINDUSTRIALEQ	FL	33144	\$ 640.23	11/17/2020	65040 JANITORIAL SUPPLIES	DISINFECTANT WIPES SUPPLIES
LIBRARY	PAYPAL BAP	IL	60030	\$ 45.87	11/17/2020	65100 LIBRARY SUPPLIES	AGE OPTION GRANT
LIBRARY	PAYPAL BAP	IL	60030	\$ 42.92	11/17/2020	65100 LIBRARY SUPPLIES	AGE OPTION GRANT SUPPLIES
LIBRARY	PAYPAL HEALTHCAREP	CA	95131	\$ 246.45	11/17/2020	65100 LIBRARY SUPPLIES	AGE OPTION SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 6.00	11/18/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 849.58	11/18/2020	65100 LIBRARY SUPPLIES	IMLS GRANT JOB SEARCH TECH KITS SUPPLIES
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 53.13	11/18/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR ITEST DIVAS STEM SEWING PROGRAM GRANT
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 23.82	11/19/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	GRAINGER	IL	60045	\$ 358.12	11/19/2020	65040 JANITORIAL SUPPLIES	COVID SUPPLIES - FACE SHEILDS
LIBRARY	THE UPS STORE 0511	IL	60201	\$ 16.22	11/19/2020	65100 LIBRARY SUPPLIES	COST OF MAILING SEWING KIT TO YOUTH WHO COULD NOT COME EPL TO PICK UP ITEST DIVAS GRANT
LIBRARY	OVERHEAD IN	IL	60041	\$ 315.00	11/20/2020	62225 BLDG MAINT SVCS	LOWER GARAGE DOOR REPAIR
LIBRARY	OVERHEAD IN	IL	60041	\$ 461.50	11/20/2020	62225 BLDG MAINT SVCS	LOWER GARAGE DOOR REPAIR
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 376.84	11/20/2020	65050 BUILDING MAINTENANCE MATERIAL	C CLAMPS FOR PLEXIGLASS, BATTERY PACK FOR DRILL
LIBRARY	SP EVANSTON STITCHWO	IL	60202	\$ 19.50	11/20/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SEWING PROGRAM ITEST DIVAS GRANT
LIBRARY	PAPER MART	CA	92865	\$ 43.13	11/23/2020	65100 LIBRARY SUPPLIES	1-2-3 STEAM PROGRAM SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	11/23/2020	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET SOLUTION PROVIDER
LIBRARY	PAYPAL ETSY	NY	11201	\$ 578.00	11/23/2020	65100 LIBRARY SUPPLIES	WINTER SOLSTICE SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 44.44	11/23/2020	65100 LIBRARY SUPPLIES	TECH DESK SUPPLIES
LIBRARY	PAYPAL FOLDSCOPE	CA	94306	\$ 46.50	11/23/2020	65100 LIBRARY SUPPLIES	1-2-3 STEAM SUPPLIES
LIBRARY	LOWES #01748	IL	60712	\$ 937.85	11/23/2020	65050 BUILDING MAINTENANCE MATERIAL	3 PLEXIGLASS PIECES 2X4, 4 PLEXIGLASS KITS WITH STANDS, PLEXIGLASS CUTTER
LIBRARY	AMZN MKTP US LM18Q1FJ3	WA	98109	\$ 18.38	11/23/2020	65100 LIBRARY SUPPLIES	N@ML GRANT SUPPLIES
LIBRARY	WALMART.COM AT	AR	72712	\$ 96.23	11/24/2020	65100 LIBRARY SUPPLIES	WINTER CRAFT SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ (52.22)	11/25/2020	65635 PERIODICALS	CREDIT
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ (64.81)	11/25/2020	65635 PERIODICALS	CREDIT
LIBRARY	GIH GLOBALINDUSTRIALEQ	FL	33144	\$ 205.99	11/25/2020	65100 LIBRARY SUPPLIES	COMPUTER CHARGING CART
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	11/25/2020	62205 ADVERTISING	ONLINE PHOTO STORAGE SUBSCRIPTION
	LIBRARY NOVEMBER 2020 TOTAL			\$ 12,401.61			

# Library Director's Report

## January 20, 2021

### Updates:

- Progress on recommendations from our EDI assessment continued in 2020. An update that demonstrates our efforts on all 10 recommendations will be shared soon. A couple of highlights include:
  - Approval of EPL's Equity Statement  
(<https://www.epl.org/wp-content/uploads/2020/05/Equity-Statement-with-Spanish.pdf>)
  - Creation of the Collection Advisory Committee  
(<https://www.epl.org/announcing-the-collection-advisory-committee-of-evanston-public-library/>)
  - Year long professional staff development focused upon cultural competence
  - Full year of Racial Equity Task Force meetings
  - Hired staff for two new Family Engagement positions serving our Black and Latino families
- During the pandemic, EPL continued to serve our patrons and piloted new services which resulted in:
  - 3,373 curbside appointments made in 2020.
  - 2,296 digital library cards issued in 2020
  - 489,679 physical items circulated in 2020 (down 50% from 2019)
  - 243,630 digital items circulated in 2020 (up 55% from 2019)

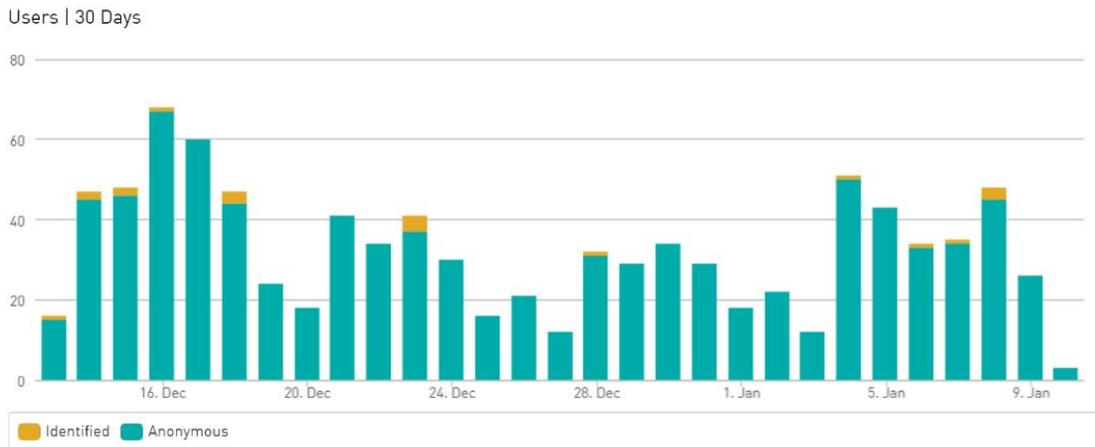
### Assessments, Metrics and Initiative results:

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	1,040	1,144	15,275
North Branch	293	140	70	-	-	-	-	-	-	-	-	-	503
CAMS	432	498	186	-	-	-	-	-	-	-	-	0	1,116
Robert Crown	-	56	282	-	-	-	-	150	166	285	258	199	1,396
Computer Lab	100	100	40	-	-	-	-	-	-	-	-	0	240
<b>Overall Computer/Internet Use</b>	<b>5,314</b>	<b>5,028</b>	<b>2,608</b>	-	-	-	-	<b>635</b>	<b>928</b>	<b>1,376</b>	<b>1,298</b>	<b>1,343</b>	<b>18,530</b>
Website Visits													
All Location	47,442	40,570	34,553	33,233	37,219	59,133	33,529	38,689	35,531	35,567	36,808	31,854	464,128
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	9,404	9,581	129,979
North Branch	3,373	3,476	1,528	-	-	-	-	-	-	-	-	-	8,377
Robert Crown	-	1,311	5,595	-	-	-	-	2,339	2,262	2,844	1,014	340	15,705
CAMS	3,402	3,581	1,490	-	-	-	-	-	-	-	-	-	8,473
<b>Overall Library Visits</b>	<b>44,317</b>	<b>44,794</b>	<b>24,374</b>	-	-	-	-	<b>6,990</b>	<b>8,932</b>	<b>12,788</b>	<b>10,418</b>	<b>9,921</b>	<b>162,534</b>
CIRCULATION MATERIALS													

### Evanston Care Network usage:

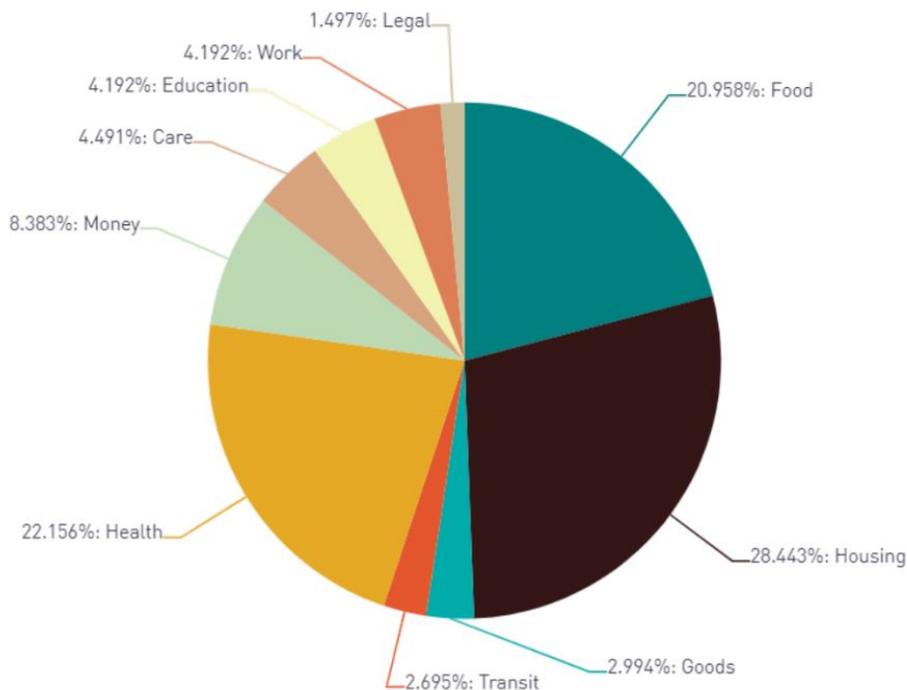
The Evanston Care Network is a collaboration between Evanston Public Library, the City of Evanston, Evanston Community Foundation and AMITA Saint Francis.

In the past 30 days, there have been 838 unique users of the Evanston Care Network:



These are the categories of need searched for by these users:

Searches by Category | 30 Days



In the past 30 days, 53 additional programs have been added to the Evanston Care Network. 38 of these were local programs, the others were state or national programs.

Since its inception, library staff have hosted training sessions on the Evanston Care Network for D65 social workers, other area social workers and EPD officers. On January 21 we will train C2C Young Advocates for Action.

## **8-Bit Challenge Community Wide Showcase and Wrap Up**

The 8-Bit Challenge was 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. The tutorials had 1309 views. 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 993 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 provided 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 ended on Dec. 5 and held a virtual community showcase on Dec. 12. Over 90 people attended. The challenge was a HUGE success and exceeded our expectations. For a full overview and to see the 60 games submitted by Evanston youth, visit the challenge website - [www.evanstem.org](http://www.evanstem.org).

The Best Picture Books Presentation with Betsy Bird and Brian Wilson had 65 virtual attendees. The uploaded video on the library's YouTube playlist has 155 views as of January 6, 2021.

## **Crown Updates**

The Robert Crown Branch continued to host virtual program and services, along with our in-person collection services offerings:

- Our kits continued to be wildly popular, including the Mystery Science Kit and Felting Kit developed by Sally Battle. We received positive feedback including:
  - “My 6 year old was a huge fan of the owl pellet. She loved the video with Josh being interviewed by another kid and the sheer for identifying”
  - 100% of survey respondents indicated they would pick up another kit
  - “This really brightened our holiday. Thank you so much.”
- They Mystery Science Kit provided a STEAM activity to 150 participants, and 35 felting kits were provided to in-person workshop participants
- Our LGBTQ focused graphic novel book club, co-lead by Kellye Fleming, launched to much success, leading to staff considering opening up a 2nd cohort
- We hosted a holiday themed YouTube video content, brought together by Rosie Camargo
- Bea Echeverria launched and promoted our first of a series of Community Conversations in Spanish, which Miguel Ruiz facilitated. The first conversation provided a space to build trust, gather feedback, hear thoughts and concerns from our Spanish-speaking community.
- Our Spanish newsletter audience continues to grow, going from launching at 0 to over 700 subscribers in less than 1 year.

## **Upcoming events of Note**

In addition to ongoing book discussions and other weekly events, LLL staff have the following upcoming events of note:

January 14: Midwest Address Author Series presents Gabriel Bump, author of *Everywhere You Don't Belong*. Gabriel Bump grew up on the south side of Chicago. His book was selected as one of the New York Times 100 Notable Books of 2020. He is also featured in USA Today's "100 Black novelists and fiction writers you should read, from Abi Daré to Zora Neale Hurston." (Heather Ross, partnership with Bookends & Beginnings)

January 18: EPL and CIAS present U.S. Foreign Policy under Biden. Panelists are foreign policy experts from South America, Africa, the Middle East and China. (Lorena Neal, partnership with Northwestern)

Local Election Primary Candidate Forums, co-sponsored with the League of Women Voters Evanston (Heather Norborg, partnership with LWVE):

January 30, 1:00pm Mayor

January 30, 3:00pm City Clerk

February 2, 7:00pm Ward 8

February 4, 7:00pm Ward 4

Navigating the Job Search series in partnership with six other area libraries (Susan Markwell)

1/21 Looking for a Job Today

1/28 Resumes and Marketing Materials

2/4 Informational Interviewing

2/11 Interviewing in the Virtual Age

In February, our featured resident artist Edwin Martinez will host workshops every Wednesday on music production. The classes will be taught alternating weeks in English (2/3 & 2/17) and Spanish (2/10 & 2/24) (Halka).

Feb. 4 Midwest Address author event with Riva Lehrer (*Golem Girl*) in conversation with Emil Ferris. (Heather Ross in partnership with Bookends & Beginnings)

Fight Climate Change with Wind, Water, Sun & Nuclear Energy; a mini-course with Professor Emeritus Elmer Lewis, offered by EPL and the Northwestern Emeritus Organization, March 9 & 16 (Jeff Garrett, partnership with Northwestern)

This two-session mini-course discusses strategies to combat climate change by eliminating the greenhouse gas emissions from their largest source, the burning of fossil fuels to generate electricity.

Citywide Cardboard Challenge: Marble Run Adventure

Starting January 23, youth in grades 4-8 can build a cardboard track to take their marble on a running, racing, looping, zig-zagging adventure. Then they can enter their amazing creation into the Cardboard Carnival for a chance to win PRIZES! Along the way they'll learn: Construction techniques to create an amazing track, How to code motors and sensors to add spinning wheels, bells, and lights to your adventure.

If they need a supply kit we have them available at no cost. There will be weekly livestreams to show youth how to code and for design inspiration. There will also be live streams, drop in help sessions and one on one mentor sessions specifically focusing on Black and Latino youth and girls who are underrepresented in STEM fields. At the end of the challenge there will be a community showcase of all of the submitted projects. This program is presented in partnership with the YMCA, Family Focus and EvanSTEM.

This program is funded by a Project Next Generation Grant from the Illinois State Library. Funding also provided by the Motorola Solutions Foundation, Northwestern University's Office of Community Education Partnerships and the National Science Foundation. Get all of the details at [evanstondepot.org](http://evanstondepot.org)

Brian Wilson will be presenting a workshop at the Reaching Forward conference about the Virtual Caldecott Club with **Eti Berland** from Lincolnwood PL.

Kim Daufeldt has been selected to serve on the 2022 ILA iREAD committee.

Next community blood drive with Vitalant will be held Saturday, February 6, 11am - 5pm in the Large Community Meeting Room. Register at [vitalant.org](https://vitalant.org), group code 065B if you're interested in participating.

Second program in the yearlong, monthly *Mental Health is Essential* collaboration between EPL and the Mayor's Mental Health Task Force will be held on Tuesday, 2/9, 7pm, via Zoom. Dr. Adia Gooden from The Family Institute will present on the topic of Self-Care for Mental Wellness. Future topics, determined by community feedback at the town hall meeting which was held 1/12, will include grief and loss during COVID-19, trauma and how it manifests in many ways, and how do I know I'm okay and when should I seek help?

### **Communications:**

**The Check Out podcast** logged 3050 downloads in its first year. We hosted 15 guests.

Jill Schacter was interviewed by Aaron Masliansky live on WCGO radio on Sunday, January 3 on his program Inside the Skev which also gets distributed as a podcast and on YouTube. We talked about a variety of issues regarding EPL and its services, resources, and responses to both the pandemic and BLM. Also, discussed the opening of Crown and closing of the branches. You can listen to the interview at <https://www.skevanston.com/episodes/jillschacterevanstonpubliclibrary>

One listener wrote in: *Your interview with Aaron was great! You really communicated that the library cares about its community.*

**Among our social media activity** was an ad on Facebook and Instagram about our fine free policy that ran for a month, coinciding with our Reimagine Campaign. We reached 1837 accounts with 373 engagements. Cost per engagement \$.09. (also posted to many local FB groups.) Comments on ad included:

*"Thank you so much for this! We are grateful for our beautiful library and for all of you -- You are the treasure of our community!!!"*

*"You all are doing good work."*

*"One more thing to love about Evanston. Thank you."*

Communications...continued.

**6000+ Evanston folks opened the 1/4/2021 Children's Newsletter**, almost 3000 went back and opened it again.

We had 375 folks who got interested in the links. 3% is actually a really good click rate (the only time we exceeded that was Winter Break with 4%).

The Peace Tree Craft and the Anti-Racism Book lists got the most clicks -- in other words, folks were really interested in the theme of the newsletter, MLK day!

Microwave Cooking Class, the Jet Pack craft , the Sci Fi booklist, BOTH bilingual storytime offerings and the Space Lander Challenge round out the top 10 links clicked. We continue to get lots of interest in STEM offerings. I am so gratified that patrons really are excited by the bilingual storytimes and also continue to look at the booklists, which is really replacing the RA interview in these crazy online times, and reserve from them. ALL our programs had a good number of clicks; thanks for working to put programming together! -- Martha

14,429 delivered; 8970 total opens; 6178 (43%) unique opens; 1449 total clicks; 41 links.

**9,348 people opened the 1/7/2021 General Newsletter. More than 5,000 of them went back and opened it again.** More than 1100 people clicked on various links with a 3% click rate. Top attention getters were the Mayor Candidate forum, Virtual Tech Tutorial schedule, and the Antiracist Literary Resources. Other items with most interest include: Digital Library, Biden foreign policy discussion, and the call for Art Submissions

37K delivered, 25% open rate, 9348 unique opens; 14,433 total opens; 3% click rate; 1154 unique clicks, 1434 total clicks. 58 links.

**The Annual Report** is being put together bit by bit. Soon to focus on stats and testimonials

**Patron feedback:**

A patron who spoke to LLL staff on the phone said "you are the best library; you are all so very caring."

The Virtual Caldecott Club collaborations with Lincolnwood Public Library has received compliments from attendees. One parent wrote: "Thank you so much for offering this. The books have been fantastic" and in another email wrote "This has been such a wonderful treat for Matias and we have been able to check out all of these from the library! I love them too." Another mom wrote: "Hi Brian, Thank you for doing this - Lucie is really enjoying it. We also really had fun listening to your picture book best picks - Reenie"

All by Myself Zoom storytime comments:

To Kim Daufeldt from some All by Myself storytime participants:

From [Family: Rochlin/Haven Hoshinlo] Crafter: Lina R. to Me: (Privately) 06:36 PM

Thanks Ms. Kim!! this is the greatest I have bean here thanks!

From Nora to Everyone: 06:36 PM

thank you! you are a celebrity in our house after all the summer email crafts! :-D



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: January 15, 2021

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. Application review and Interviews are in progress to fill multiple positions that include Security Supervisor, and Branch and Library Assistants.

## **Financial Resources**

The Library Fund financial report for the period ending December 30<sup>th</sup> is included for your review. For the operating fund, revenue has reached 97% of budget projection and expenditures 90%. Capital fund encumbrances total 25% of budget.

## **Facilities Update**

The Facilities team continues to support public operations at the Main Library and Robert Crown prioritizing safety with PPE supplies for staff and patrons and necessary building alterations. Along with regular maintenance activity, staff has nearly completed the removal of collection materials from both the Chicago Avenue Main Street and Central Street branches.

Activity related to the FY2021 maintenance contracts and capital projects scheduled to begin this year are well underway. We look forward to a bright new look for some of the most utilized spaces at the Mail Library when the extensive painting project is completed mid-February.



# Budget Performance Report

Fiscal Year to Date 12/31/20

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
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	12,406.12	.00	7,268,891.26	(16,891.26)	100	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	.00	.00	19,118.42	40,881.58	32	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	44.92	.00	149.90	(149.90)	+++	445.19
55201	Federal Grants	15,000.00	.00	15,000.00	.00	.00	93,807.25	(78,807.25)	625	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	194,716.27	195,283.73	50	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	22,848.09	(12,848.09)	228	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(99.00)	.00	222.42	(222.42)	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	4,991.52	.00	59,516.85	(44,516.85)	397	108,898.11
57002	TRANSFER FROM ENDOWMENT	205,948.00	.00	205,948.00	.00	.00	199,414.25	6,533.75	97	195,000.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	70,000.00	.00	100	.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	5,011.43	(11.43)	100	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	3,048.42	11,951.58	20	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	25,832.63	2,167.37	92	27,541.01
57551	LIBRARY GRANTS	106,000.00	.00	106,000.00	(4,227.67)	.00	10,251.69	95,748.31	10	54,439.00
<b>REVENUE TOTALS</b>		<b>\$8,317,948.00</b>	<b>\$0.00</b>	<b>\$8,317,948.00</b>	<b>\$18,949.22</b>	<b>\$0.00</b>	<b>\$8,075,236.20</b>	<b>\$242,711.80</b>	<b>97%</b>	<b>\$7,805,982.82</b>
<b>EXPENSE</b>										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	436,467.45	.00	3,112,758.18	(68,947.75)	102	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	123,937.15	.00	1,141,178.64	316,105.46	78	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	8,582.92	.00	52,649.22	1,350.78	97	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	804.02	.00	11,610.59	8,639.41	57	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	(2,035.06)	.00	53,004.57	(53,004.57)	+++	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	30,334.23	.00	541,206.82	52,608.70	91	515,775.02
61610	DENTAL INSURANCE	.00	.00	.00	112.77	.00	133.94	(133.94)	+++	546.17
61615	LIFE INSURANCE	2,118.84	.00	2,118.84	187.26	.00	2,288.61	(169.77)	108	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	4,800.00	.00	100	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	2,100.00	.00	100	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	16,228.02	.00	328,629.90	37,371.01	90	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	34,172.48	.00	260,335.80	15,002.48	95	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	8,152.56	.00	61,225.84	3,729.32	94	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	5,467.50	.00	106,701.32	46,298.68	70	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	35.94	.00	624.22	7,375.78	8	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	618.00	.00	1,217.11	6,782.89	15	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	16,914.08	24,317.12	204,187.96	(34,505.08)	118	253,941.48



# Budget Performance Report

Fiscal Year to Date 12/31/20

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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	299.00	.00	16,670.54	25,329.46	40	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	5,440.00	.00	100	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	4,885.00	.00	100	4,884.94
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	364.88	635.12	36	1,815.57
62340	IT COMPUTER SOFTWARE	228,600.00	.00	228,600.00	27,615.48	1,149.50	148,526.47	78,924.03	65	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	16,998.40	35,714.70	239,181.27	(39,895.97)	117	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	664.00	.00	1,513.00	587.00	72	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	.00	.00	49,003.10	10,736.90	82	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	70.83	.00	4,980.81	7,919.19	39	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	418.86	.00	5,833.90	(133.90)	102	6,923.34
64005	ELECTRICITY	.00	.00	.00	22,662.16	.00	22,662.16	(22,662.16)	+++	.00
64015	NATURAL GAS	29,900.00	.00	29,900.00	717.09	.00	16,928.39	12,971.61	57	23,896.51
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	27,118.82	(23,618.82)	775	17,905.35
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	37.90	.00	970.61	1,029.39	49	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	2,945.79	17,054.21	15	15,407.35
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,168.70	.00	13,082.75	(1,082.75)	109	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	4,141.90	.00	31,242.87	(1,242.87)	104	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	11,360.52	3,372.90	44,078.28	22,548.82	68	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	6,933.04	16,819.92	106,297.59	114,632.49	52	116,931.29
65125	OTHER COMMODITIES	25,000.00	.00	25,000.00	139.00	.00	139.00	24,861.00	1	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.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	278.39	.00	10,885.25	34,114.75	24	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	43,240.19	.00	477,403.25	113,896.75	81	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	.00	.00	14,941.65	3,758.35	80	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	5,381.91	.00	69,582.87	51,117.13	58	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	274,050.00	.00	100	.00
<b>EXPENSE TOTALS</b>		<b>\$8,376,378.24</b>	<b>\$0.00</b>	<b>\$8,376,378.24</b>	<b>\$846,379.60</b>	<b>\$81,374.14</b>	<b>\$7,483,215.90</b>	<b>\$811,788.20</b>	<b>90%</b>	<b>\$7,387,994.93</b>

Fund 185 - LIBRARY FUND Totals



# Budget Performance Report

Fiscal Year to Date 12/31/20

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
	<b>REVENUE TOTALS</b>	8,317,948.00	.00	8,317,948.00	18,949.22	.00	8,075,236.20	242,711.80	97%	7,805,982.82
	<b>EXPENSE TOTALS</b>	8,376,378.24	.00	8,376,378.24	846,379.60	81,374.14	7,483,215.90	811,788.20	90%	7,387,994.93
	<b>Fund 185 - LIBRARY FUND Totals</b>	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$827,430.38)	(\$81,374.14)	\$592,020.30	(\$569,076.40)		\$417,987.89
	<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>									
	<b>REVENUE</b>									
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	480,145.00	(1.00)	100	350,000.00
	<b>REVENUE TOTALS</b>	\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$480,145.00	(\$1.00)	100%	\$350,000.00
	<b>EXPENSE</b>									
68305	DEBT SERVICE- PRINCIPAL	222,648.00	.00	222,648.00	141,898.00	.00	141,898.00	80,750.00	64	182,561.00
68315	DEBT SERVICE- INTEREST	257,496.00	.00	257,496.00	38,432.87	.00	167,180.71	90,315.29	65	86,778.70
	<b>EXPENSE TOTALS</b>	\$480,144.00	\$0.00	\$480,144.00	\$180,330.87	\$0.00	\$309,078.71	\$171,065.29	64%	\$269,339.70
	<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>									
	<b>REVENUE TOTALS</b>	480,144.00	.00	480,144.00	.00	.00	480,145.00	(1.00)	100%	350,000.00
	<b>EXPENSE TOTALS</b>	480,144.00	.00	480,144.00	180,330.87	.00	309,078.71	171,065.29	64%	269,339.70
	<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>	\$0.00	\$0.00	\$0.00	(\$180,330.87)	\$0.00	\$171,066.29	(\$171,066.29)		\$80,660.30
	<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>									
	<b>REVENUE</b>									
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
	<b>REVENUE TOTALS</b>	\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$0.00	\$0.00	\$543,000.00	0%	\$2,221,273.73
	<b>EXPENSE</b>									
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	22,462.21
65515	OTHER IMPROVEMENTS	543,000.00	.00	543,000.00	6,300.00	83,765.84	94,525.25	364,708.91	33	538,877.13
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00
	<b>EXPENSE TOTALS</b>	\$543,000.00	\$0.00	\$543,000.00	\$6,300.00	\$83,765.84	\$94,525.25	\$364,708.91	33%	\$1,811,339.34
	<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>									
	<b>REVENUE TOTALS</b>	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0%	2,221,273.73
	<b>EXPENSE TOTALS</b>	543,000.00	.00	543,000.00	6,300.00	83,765.84	94,525.25	364,708.91	33%	1,811,339.34
	<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>	\$0.00	\$0.00	\$0.00	(\$6,300.00)	(\$83,765.84)	(\$94,525.25)	\$178,291.09		\$409,934.39
	<b>Grand Totals</b>									
	<b>REVENUE TOTALS</b>	9,341,092.00	.00	9,341,092.00	18,949.22	.00	8,555,381.20	785,710.80	92%	10,377,256.55
	<b>EXPENSE TOTALS</b>	9,399,522.24	.00	9,399,522.24	1,033,010.47	165,139.98	7,886,819.86	1,347,562.40	86%	9,468,673.97
	<b>Grand Totals</b>	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$1,014,061.25)	(\$165,139.98)	\$668,561.34	(\$561,851.60)		\$908,582.58

Endowment for the Evanston Public Library  
 Holdings as of December 2020

	Symbol	Shares/Quantity	Price	Value as of December 31, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5899.333	\$346.57	\$2,044,531.84	42.02%	
Vanguard Small-Cap Index Fund	VSMAX	3905.886	\$93.22	\$364,106.69	7.48%	
Vanguard REIT Index Fund	VGSLX	1246.325	\$120.38	\$150,032.60	3.08%	
Vanguard Total International Stock Index Fund	VTIAX	15292.106	\$32.46	\$496,381.76	10.20%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7172.699	\$41.68	\$298,958.09	6.14%	68.9%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$461,379.39	\$461,379.39	9.48%	
iShares Silver Trust	SLV	4788.000	\$24.57	\$117,641.16	2.42%	
SPDR Gold Trust	GLD	625.000	\$178.36	\$111,475.00	2.29%	14.2%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$116.846	\$161,407.55	3.32%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$118.893	\$155,976.91	3.21%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$154.837	\$186,533.68	3.83%	10.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	11.030	28,773.15	\$317,367.88	6.52%	6.5%
				\$4,865,792.56		100.0%

Cash Equivalents	14.2%
US Treasury Inflation Protected Securities	10.4%
Corporate Bonds	6.5%
Domestic Equities	52.6%
International Equities	16.3%
	<u>100.0%</u>



# Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Director

Subject: Serving our Public 4.0 - Standards for Illinois Public Libraries

Date: January 15, 2021

The application for our annual Per Capita Grant (approximately 95K) includes a full review of the updated state standards for public libraries. The following is an outline of the areas in which we are not meeting standards. Please reference the shared spreadsheet for additional detail including all the areas where we are meeting standards. We welcome your discussion on any of these matters during our meeting.

## **Serving our Public 4.0 - Standards for Illinois Public Libraries**

**Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards.**

### Chapter 1: Core Standards

There are no checklists in this chapter.

### Chapter 2: Governance and Administration

"Library has a mission statement and a long-range/strategic plan." The Trustees and Administration are in the process of updating a multi-year strategic plan.

### Chapter 3: Personnel

"Library has staffing levels that are sufficient to carry out the library's mission."

EPL is perpetually hiring personnel to fill vacancies that sometimes leave areas understaffed, however budgeted staffing levels are sufficient to complete its core mission.

### Chapter 4: Access

"The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan." This will be reviewed during the strategic planning process.

"The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons." Staff are investigating ways to better serve any deficiencies including staff training and equipment.

"The library's lighting levels comply with lighting standards." Lighting levels are under review.

### Chapter 5: Building Infrastructure and Maintenance

“Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.” EPL Main Library does not have any back-up generators as the estimated cost would approximate \$2 million.

**Chapter 6: Safety**

“The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.”

While EPL staff are not trained to administer NARCAN, Evanston paramedics are and can be called on-site quickly.

**Chapter 7: Collections Management**

Meets all standards

**Chapter 8: System Members Responsibilities and Resource Sharing**

Meets all standards

**Chapter 9: Public Services: References and Reader’s Advisory Services**

“Staff members who are responsible for reader’s advisory service in their library join at least one community organization, club, or council” - in progress. Currently, many of the staff who provide reader’s advisory services do attend community meetings, such as the Foster Senior Group and various book clubs. We will work to have more staff attend more group meetings.

**Chapter 10: Programming**

“Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.” Staff will work to make this more clear on marketing materials. Registration form includes language asking for accommodation.

**Chapter 11: Youth/Young Adult Services**

“The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.”

Adaptive computer stations are available in the computer lab on the 3rd floor of the Main Library, but not on the 1st floor and not at Crown branch. The Windows operating system now has accessibility options built in that improve the experience for patrons with a wide range of accessibility challenges.

**Chapter 12: Technology**

Meets all standards

**Chapter 13: Marketing, Promotion and Collaboration**

Staff are investigating ways to better serve those with low-vision and the blind.