



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, FEBRUARY, 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.

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

Topic: Library Board Meeting

Time: Feb 17, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94502848381?pwd=T3RnWUkwaYyZkt5ZFZlVVB4QzISQT09>

Meeting ID: 945 0284 8381

Passcode: 948782

One tap mobile

+13126266799,,94502848381#,,,,*948782# 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, February 17, 2021
Meeting of the Board
6:30 PM
Virtually, via Zoom

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, City Council members and City 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 phone or video during the meeting by completing the online form at <https://library-board-public-comment-sign-up>

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes January 20, 2021
- B. Approval of Bills and Payroll

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

- Proclamation
- Strategic Planning

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update)
- B. Report on 2020 EPL efforts (Distributed in Advance)

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

7. STAFF REPORTS

Administrative Services Report (Distributed in Advance)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

- A. ILA Legislative Meetup observations

10. UNFINISHED BUSINESS

Approval of State Per Capita Grant Application (For Action)

11. NEW BUSINESS

- A. Approval of 2020 Illinois Public Library Annual Report (For Action)
- B. Closed Session – Personnel (Library Director Evaluation and Contract)

12. ADJOURNMENT

Next Meeting: March 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, January 20, 2021
Meeting of the Board
6:30 PM
Virtually, via Zoom

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, City Council members and City staff will be participating in this meeting remotely.

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

Members Absent: Denia Hester

Staff Present: Karen Danczak Lyons, Teri Campbell and Lea Hernandez-Solis

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 6:37 p.m.

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the December 16, 2020 Board Meeting

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

Equity, Diversity and Inclusion (Joint Task Force):

Campbell reported that the internal EDI committee is finalizing the facilitation, format and frequency of the next round of racial equity training required for all staff and set for February. The Racial Equity Task Force made up of community members held its regular monthly meeting covering a wide range of topics including communication, messaging, and feedback loops, as they look forward to more improvement with our priority population. The RETF continued its conversation on the development of the EPL strategic plan hoping it will result in strategies for how we gather data about our constituents, tell our story, explain our reach. Discussion of our pandemic efforts centered on connectivity, primary needs (food, shelter jobs) and while complementary of the wide range of services expressed concern about whether they reach the intended audience. They also discussed the new video series, and plans for the Teacher in the Library initiative that had been stalled because of the pandemic.

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

Director Danczak Lyons added that she shared the draft staff and community survey received today from Library Strategies. The Strategic Planning committee members (4 community members, 2 Trustees, 4 staff) as well as the administrative leadership are providing feedback. Also shared vaccine status of library staff who have been designated essential workers.

Staff Report:

A. Administrative Services Report

Campbell provided a written report covering hiring and financial status, maintenance update and capital projects. Trustees questioned the disposition of collection materials, and the proposed use of the former north branch facility. A question was raised about any swings in individual expense categories due to covid operations, and the implications for our coming year to prepare the board for spending swings.

Development Committee: (Margaret Lurie and Rachel Hayman)

Trustee Lurie thanked board members for 100% participation in the Reimagine Campaign. Final reconciliation is in progress but strong philanthropic support continues to be strong, including a successful \$20K match challenge. The donor count nearly equals that of last year, stable at approximately 1300 donors. More than 50% of repeat donors increased their gift. No sign that branch closures negatively impacted this support. As well, we launched a new monthly giving campaign that will encourage sustainable annual support. This program was publicly announced by donor and Reimagine Committee Member Pat Broughton who has supported the Library monthly for years. She inspired 10 new monthly donors, and invites us all to consider becoming monthly donors.

The development team has been awarded a number of grants to continue building this pipeline. Annual appreciation event planning for May 6th is also in process. Shawver will reach out to Trustees for input to make this an informative and entertaining virtual event.

Board Development:

Trustees were invited to attend the Illinois Library Association Legislative Meet-Ups in February which will take place virtually. It is an opportunity to connect with our legislators and share our library concerns and learn what they are thinking, as well as other library leaders.

Unfinished Business: Per Capita Grant

Campbell provided an overview of items that are in progress or incomplete from the Standards for Illinois Public Libraries. The standards review highlighted the need for an update of the EPL Strategic Plan (currently underway) and a way to make sure we continue to improve in our service of patrons with different abilities or physical challenges so that access is assured. The full application will be included for review and approval at the next meeting.

New Business:

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

Upon proper motion made by Trustee Goodman and seconded by Trustee Schapiro, the open meeting moved to the Executive session by unanimous roll call vote at 7:51 p.m. in order to discuss the Personnel matter. Following their discussion, Trustees reconvened the open meeting.

Adjournment:

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Lurie and approved by roll call vote. Meeting adjourned at 8:04 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: February 12, 2021

Recommended Action

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

Payroll

January 3, 2021 through January 17, 2021	\$ 164,810.70
January 18, 2021 through January 31, 2021	\$ 160,869.90

Library Fund Bills List

January 26, 2021 FY 2020	\$ 19,234.96
January 26, 2021 FY 2021	\$ 36,967.26

Attachments: Bills Lists

BILLS LIST

PERIOD ENDING 01.26.2021 FY2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
103424 - MIDWEST TAPE	ADULT AV	12/30/2020	01/26/2021	34.54
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	12/30/2020	01/26/2021	4,932.37
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 2	\$4,966.91
Account 65630 - LIBRARY BOOKS				
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	12/30/2020	01/26/2021	75.72
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$75.72
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	12/30/2020	01/26/2021	82.37
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$82.37
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
			Invoice Transactions 4	\$5,125.00
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
104897 - SPRINT	MOBILE HOTSPOTS	12/30/2020	01/26/2021	4,989.83
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$4,989.83
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 1	\$4,989.83
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	108.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 14	\$1,512.70
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 14	\$1,512.70
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	252.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2020	01/26/2021	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2020	01/26/2021	185.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2020	01/26/2021	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2020	01/26/2021	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2020	01/26/2021	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2020	01/26/2021	145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 10	\$2,555.25
Account 65040 - JANITORIAL SUPPLIES				
102137 - GRAINGER, INC., W.W.	DISPOSABLE FACE SHIELD	12/30/2020	01/26/2021	402.00
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$402.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 17	\$2,957.25
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2020	01/26/2021	(55.99)
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2020	01/26/2021	206.17
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 2	\$150.18
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 2	\$150.18
Business Unit 4850 - LIBRARY GRANTS				
Account 65100 - LIBRARY SUPPLIES				
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	C/O EVANSTEM PNG GRANT REIMBURSEMENT 10/01/20-	12/30/2020	01/26/2021	4,500.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$4,500.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	\$4,500.00
	Department 48 - LIBRARY Totals		Invoice Transactions 39	\$19,234.96
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 39	\$19,234.96

* = Prior Fiscal Year Activity

Invoice Transactions 39 \$19,234.96

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.26.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

PRIOR YEAR

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 19,234.96

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

BILLS LIST

PERIOD ENDING 01.26.2021 FY2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
104226 - PROQUEST INFO & LEARNING COMPANY				
	ADULT ONLINE RESOURCES	01/26/2021	01/26/2021	705.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals	Invoice Transactions 1		\$705.00
Account 65100 - LIBRARY SUPPLIES				
18072 - SHRUTI VIJAY				
	VIRTUAL UBRAN SKETCHING CLASS	01/26/2021	01/26/2021	150.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$150.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR				
	ADULT PRINT	01/26/2021	01/26/2021	107.65
100474 - BAKER & TAYLOR				
	ADULT PRINT	01/26/2021	01/26/2021	128.27
120319 - CENGAGE LEARNING INC./GALE RESEARCH				
	ADULT PRINT	01/26/2021	01/26/2021	150.69
120319 - CENGAGE LEARNING INC./GALE RESEARCH				
	ADULT PRINT	01/26/2021	01/26/2021	50.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH				
	ADULT PRINT	01/26/2021	01/26/2021	241.41
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 5		\$678.25
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
		Invoice Transactions 7		\$1,533.25
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
103876 - OCLC, INC.				
	ACCESS SERVICES	01/26/2021	01/26/2021	336.62
	Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1		\$336.62
Business Unit 4820 - ACCESS SERVICES Totals				
		Invoice Transactions 1		\$336.62
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR				
	NB NATURAL GAS	01/26/2021	01/26/2021	135.78
	Account 64015 - NATURAL GAS Totals	Invoice Transactions 1		\$135.78
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE				
	MOVING BOXES AND PACKING TAPE	01/26/2021	01/26/2021	538.62
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$538.62
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
		Invoice Transactions 16		\$2,187.10
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769				
	CARPET CLEANING	01/26/2021	01/26/2021	80.92
151986 - CINTAS CORPORATION #769				
	CARPET CLEANING	01/26/2021	01/26/2021	352.05
298493 - CONQUEST PEST SOLUTIONS				
	PEST CONTROL	01/26/2021	01/26/2021	210.00
298493 - CONQUEST PEST SOLUTIONS				
	PEST CONTROL	01/26/2021	01/26/2021	145.00
145106 - TOTAL BUILDING SERVICES				
	JANITORIAL SERVICES	01/26/2021	01/26/2021	9,390.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 15		\$12,733.22
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY				
	JANITORIAL SUPPLIES	01/26/2021	01/26/2021	964.73
	Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions 2		\$1,366.73
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
		Invoice Transactions 17		\$14,099.95
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING				
	EPL VOLUNTEER MANAGEMENT	01/26/2021	01/26/2021	2,774.50
	Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 1		\$2,774.50
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP				
	COPIER CHARGES	01/26/2021	01/26/2021	70.83
	Account 62380 - COPY MACHINE CHARGES Totals	Invoice Transactions 1		\$70.83
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				
		Invoice Transactions 4		\$2,995.51
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ				
	D65 EVANSTEM	01/26/2021	01/26/2021	600.00
17786 - DANIELLA MELISSA PEREZ				
	D65 EVANSTEM	01/26/2021	01/26/2021	600.00
	Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 2		\$1,200.00
Business Unit 4850 - LIBRARY GRANTS Totals				
		Invoice Transactions 3		\$5,700.00
Department 48 - LIBRARY Totals				
		Invoice Transactions 53		\$36,967.26
Fund 185 - LIBRARY FUND Totals				
		Invoice Transactions 53		\$36,967.26
* = Prior Fiscal Year Activity				\$36,967.26

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.26.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

CURRENT YEAR

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 36,967.26

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

EDI Assessment Recommendations: 2020 efforts

1. *Issue a statement that explicitly recognizes historic racism in Evanston and commits the Library to social justice. (Completed)*

- *The Evanston Public Library Board approved our Equity statement at the April, 2020 board meeting. Please refer to [this link for the statement](#) in both English and Spanish.*

2. *Invest in cultural competence development for EPL leadership and staff. (Ongoing)*

- Evanston Public Library participated in mandatory, yearlong training using the [Project Ready](#) curriculum that began in January, 2020.
- In addition to Project Ready, library staff attended numerous professional development workshops and seminars on EDI topics such as “Becoming a Trans Inclusive Library” from the University of Illinois, “We Know Equity, Diversity, and Inclusion are Important...Now What?” and “Creating Pathways to Civil Legal Justice” from WebJunction, and Racial Healing Circle training from the YWCA.
- Staff goals reflect a commitment to completing EDI training and reviewing their work through an equity lens. EPL will be repeating Project Ready’s initial modules for new staff. Existing staff wishing reinforcement of the content may repeat modules and/or continue their learning through the study of additional modules.
- Foster environment that allows for open staff discussion on difficult racial and diversity issues.
- Crown Staff EDI development: Branch Assistant was selected to join RAILS EDI committee and is presenting on inclusive programming for Reaching Forward Conference. Branch Assistant participated in YWCA workshop on Power, Privilege and Oppression, is a board member of Environmental Justice Evanston (EJE), and attends monthly meetings of a local White Anti-Racist Group issues

3. *Develop a talent management plan that identifies goals for hiring, developing, and promoting people of color. (Ongoing)*

- Led by bilingual Supervising Librarian, our Robert Crown branch library staff reflects and serves our diverse community in English and Spanish.
- Recruitment efforts expanded to place job notifications with Illinois Library Association, American Library Association Black Caucus and REFORMA (Latinx Caucus) and locally with partners such as Cherry Preschool, Evanston Township High School and Youth Job Center which serve our diverse students and families.
- BIPOC staff enrolled in accredited MLIS programs and participated in tuition reimbursement.
- Job descriptions have been rewritten to attract a more diverse pool of applicants.
- Two new Family Engagement Coordinator positions were staffed to connect with and foster deeper engagement with Evanston’s Black and LatinX communities.

4. *Create a group focused on equity and race composed of Library staff and community members. (Ongoing)*

- The Racial Equity Task Force (RETF) is comprised of 8 community members, 2 library trustees, and 4 staff persons. Met monthly in 2020.

5. *Create and use metrics to assess and adjust efforts in support of the Library's EDI values. (Ongoing)*

- Staff are discussing metrics that can be tracked that reflect improvement over time.

6. *Create an innovative approach to space and services in Fifth Ward. (Ongoing)*

- Shared inventory of EPL programs produced in the 5th Ward with Alderman.
- Continued discussions with groups seeking to redefine the future of the Family Focus facility.
- Continued to provide an electronic Pop-Up library at Fleetwood Jourdain Community Center.
- EPL has enhanced our presence in the 5th Ward through partnerships with Y.O.U., Bethel African Methodist Episcopal Church, Evanston Own It, Fleetwood-Jourdain Community Center, Family Focus, Gibbs-Morrison Cultural Center, Freedom School, Teen Baby Nursery (IWSE), Home Daycare Provider Book Bag Delivery (4 daycare homes), YMCA Headstart, EvanSTEM, and Connections for the Homeless, Over the Rainbow/Hill Apartments, Jacob Blake Manor, and Ebenezer Primm Tower.
- Provided Foster Seniors Group with hardware and training to support their virtual meetings during the pandemic.

7. *Expand book collections that reflect the needs and interests of the Black and Latinx communities. (Ongoing)*

- Created the Collection Advisory Committee to advise and aid in the purchase of materials to better serve the Black community, (<https://www.epl.org/announcing-the-collection-advisory-committee-of-evanston-public-library/>)
- In 2018, we began to track book purchases of Black authors and subject matter. The total number of purchased titles (not number of copies) was 447. This did not include Urban and Romance titles. In **2019** we expanded to include those genres as well. In 2020 the number of purchased titles was 485. This in spite of a 35% budget decrease.
- The 101 Great Books for Kids 2020 list (<https://www.epl.org/announcing-evanston-public-librarys-101-great-books-for-kids-list-of-2020/>) was released in November of 2020. This list exemplifies the wide diversity and variety of children's literature published that year.

- Opening Day collection of materials at the Robert Crown branch included both English and Spanish languages and culturally inclusive books and materials.

8. *Continue supporting culture-specific engagement specialists. (Ongoing)*

- Recruited and hired bi-lingual Supervising Librarian who is leading the diverse team at Robert Crown Branch Library. Hired staff for two new Family Engagement positions serving our Black and Latinx families.

9. *Shift the focus of communications from the multitude of programs and services to engagement. (Ongoing)*

- Continued to work with the Racial Equity Task Force, and piloted new ways to communicate with Black and LatinX residents.
- Recorded episodes of The Checkout podcast, featuring the diverse spectrum of Evanston people living and/or working in Evanston and thereby giving voice to the community.
- Through a competitive grant and working with the Racial Equity Task Force, EPL is creating a series of videos to promote library materials and services to our Black and LatinX community.

10. *Embed EDI into the Library's ongoing communication strategy. (Ongoing)*

- Work of the Engagement team, marketing, and Executive Director focus upon deeper engagement with all Evanston residents especially the Black and Latinx community members.
- Continue to work with the Racial Equity Task Force and seek new ways to communicate with Black and LatinX residents.
- Strategic messaging revised to focus on and promote equitable access to literacy and other resources and equity in who, where and how we serve the community.
- In partnership with EvanSTEM and District 65, we focus marketing to and participation in STEM programs to BIPOC and female students.
- External communications extend broadly through the variety of channels available in Evanston, including those intended for and/or reaching Black and Latinx residents.
- Increased communications in Spanish, including a new Spanish-language newsletter with increased Spanish programming and content to feature and produce.

Library Director's Report February 17, 2021

Updates:

Assessments, Metrics and Initiative results:

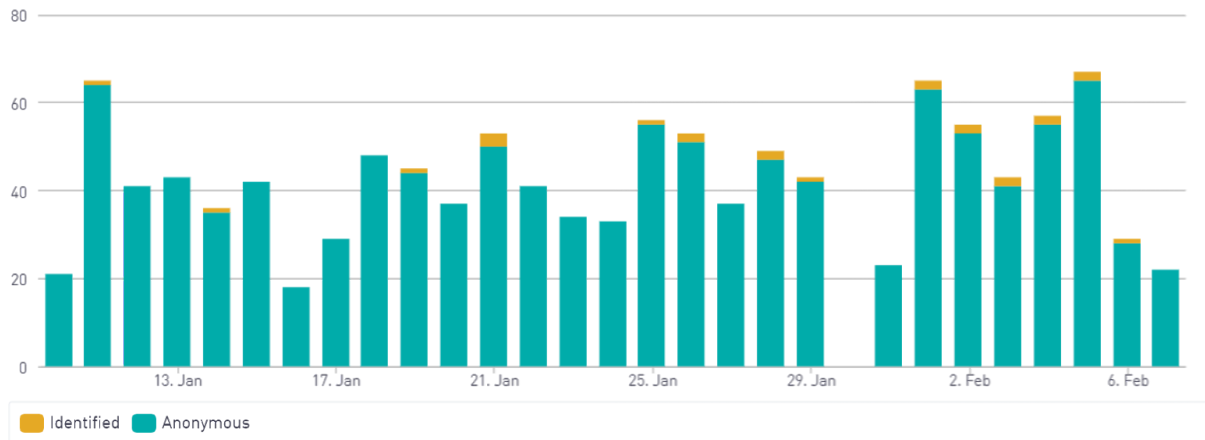
Computer/Internet Use													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	1,179												1,179
Robert Crown	228												228
Computer Lab	-												-
Overall Computer/Internet Use	1,407												1,407
Website Visits													
All Location	34,058												34,058
Wifi Users													
All Location	5,000												5,000
Library Visits													
Main	10,563												10,563
Robert Crown	574												574
Overall Library Visits	11,137												11,137

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.

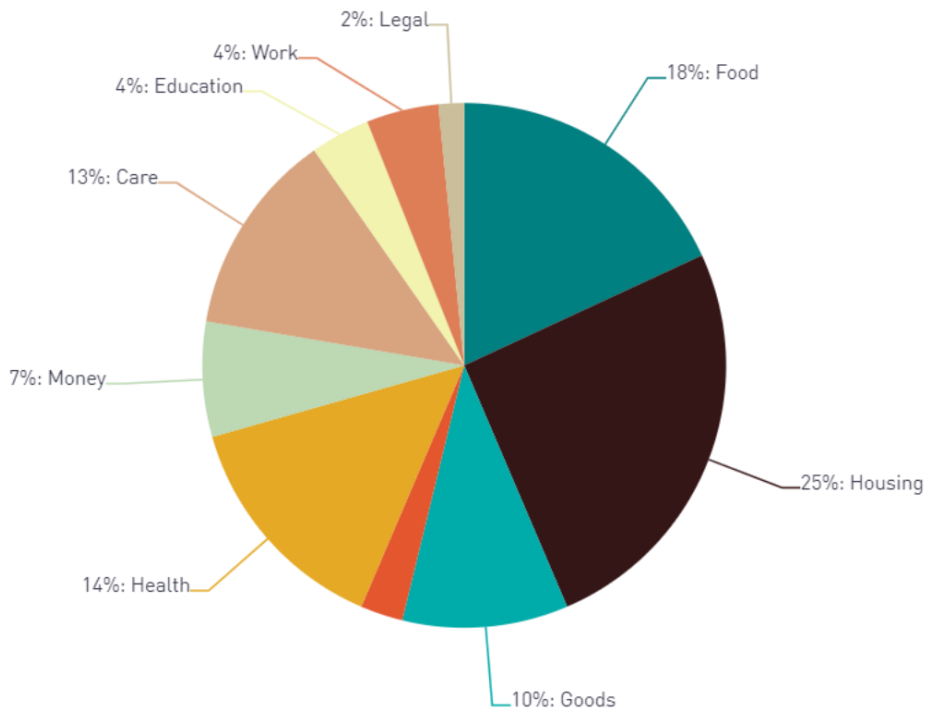
In the past 30 days, there have been 998 unique users of the Evanston Care Network:

Users | 30 Days



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

Searches by Category | 30 Days



In the past 30 days, 31 additional programs have been added to the Evanston Care Network. 26 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, EPD officers and C2C Young Advocates for Action. On February 10 we will host a training open to all community based organizations whose programs are eligible for inclusion in the ECN.

Lifelong Learning & Literacy Department:

EPL partnered with the League of Women Voters Evanston on local primary candidate forums (Heather Norborg):

Saturday, January 30, Mayoral candidate forum - 77 attendees on Zoom, 39 livestream viewers on Facebook.

Saturday, January 30, City Clerk candidate forum - 37 attendees on Zoom, 13 livestream viewers on Facebook.

Tuesday, February 2, Ward 8 candidate forum - 35 attendees on Zoom, 11 livestream viewers on Facebook

Wednesday, February 3, Ward 4 candidate forum - 40 attendees on Zoom, 10 livestream viewers on Facebook

The recordings of all candidate forums can be found on [the League of Women Voters Evanston YouTube channel](#)

EPL & CIAS Present: U.S. Foreign Policy Under Biden - China, Africa, Latin America & the Middle East: January 18, 117 in attendance, roundtable discussion, via Zoom, partner: Center for International & Area Studies (Northwestern).

This is part of our long-running lecture series with CIAS (the umbrella group that now includes MENA at Northwestern). This particular lecture was scheduled much earlier in the day than usual, to accommodate a panel participant in Norway, and yet attendance and engagement were very high. The Zoom format continues to work well for this lecture series, as it allows me to collect the questions from the chat and present them to the lecturers in a condensed and edited format, which generally leaves more time for the speakers to answer. (Lorena Neal)

Midwest Address Author Series Gabriel Bump (*Everywhere You Don't Belong*) in conversation with Crissy Van Meter (*Creatures*): 1/14/21, 46 attendees, [Gabriel Bump](#) discussed his debut novel *Everywhere You Don't Belong*--a coming-of-age story about growing up on the South Side of Chicago--with [Crissy Van Meter](#), author of *Creatures*. Zoom, Bookends & Beginnings partner. In chat, some participants talked about growing up in South Shore, Chicago--like the author--and others asked the author what advice he would give Black boys on how to manage feeling unsafe in this country. (Heather Ross)

Climate Crisis Program - January 13 Julie Rand tech hosted the Climate Crisis Program. Lead partner was Wise Up. 96 people attended (including presenters & WiseUp members)

Engagement Services:

- Partnered with Fleetwood-Jourdain Theater on their Black History 24/7/365: A Legacy of Greatness program. EPL worked with FJ to produce [The Ancestral Stories Black Storytellers Tell](#) portion of the event, held virtually on 2/9 and 2/23 at 7pm.
- Mental Health is Essential series continues, with programs each 2nd Tuesday, 7pm. The February program featured Dr. Adia Gooden from the Family Institute presenting on the topic of Self Care for Mental Wellness. The March program will feature Laura Lindroth from Rainbows for All Children presenting on the topics of adverse childhood experiences, grief and trauma. The first in a series of concurrent programs for the Latinx community will be hosted by Cindy Castro from AMITA Health, and will be held on 3/25, 7pm. All programs are virtual via Zoom.
- ES staff is partnering with D65 and Family Focus at a back-to-school event on 2/20. Hosted by Family Focus, the library team will be on hand distributing books, tote bags, and library information to children and families attending. 2/20, 10am -12pm, Family Focus.

Robert Crown Branch Library

- Bea started the Climate Resilient Communities Series with a film discussion, an event on Climate Change in Spanish, and a talk on how to save money while greening your bills. All of these events were done in collaboration with local organizations (Citizens' Greener Evanston, ETHS' Padres Líderes and COE Office of Sustainability). They're all uploaded to our Youtube channel.
- Twisted Fiber Recycled Book art program. 10 kits were available for patrons to use old book pages to make Valentine's Day cards. It was a live virtual event and we hosted the recording on Youtube for one week.
- Launched "Hola Friends: Read Aloud" for 2nd graders and up and "Fridaypalooza; Cuentos Para Todos" Spanish storytimes, and roll out of Storytime Tote bags with items to be used during Bilingual storytime.
- "We are anti-racist" program for families is in the planning stages (program name is a draft)! We are lucky to have a great multi-department collaborative team (ELL, Engagement, and Crown) working with local Evanston Caldecott-honor and Coretta Scott King award-winning author/illustrator Cozbi Cabrera on this ambitious yet essential endeavor. Here's the working mission statement: *Invitation for curious families to listen, learn and grow through accessible, thoughtful, kid-friendly, challenging-yet-tender experiences and conversations around race and culture.* This pilot project is in the early planning stages - look for more details in the coming months! *Sally, Kellye & Tracy from Crown; Carmen from Engagement; Jessica from ELL; Cozbi Cabrera from the community*
- Winter Read-a-thon is in full gear after a months of marketing and material preparation in January. Parents of kids from ages 0-8 can sign up to receive email challenges, use the clickable pdf, or pick up a printed copy of the challenge board. Kids will receive a prize based on the number of challenges they complete by March 1. *Collaboration between Louise (ELL), Laura (Engagement), Sally (Crown)*
- The Boletín comes out every 3 weeks with relevant EPL and community information, current events, info on EPL programming in Spanish and in English as well as updated info on community and COE resources. 752 subscribers (14% increase since launching the Boletín in May 2020).
- Held our 2nd community conversation with Spanish-speaking community members, titled "Platicas Comunitarias" in collaboration with Evanston Latinos. A total of 30 participants for the first two conversations.

Communications:

Jill Schacter: Considering both the challenges and opportunities inherent in providing more targeted communications to Evanston's African American community, in late January I made a pitch via email to the CEO of Leo Burnett (who is an Evanstonian) asking if the organization would consider providing pro bono services to EPL to help us. The pitch was accepted promptly -- in less than 48 hours -- and we've been assigned an award-winning team of 5-8 people that together have done many remarkable feats in the ad world including creating a Cadillac commercial for the 2021 Super Bowl. The creative director to whom we've been assigned has worked on accounts like McDonald's, Toyota, Nintendo, Nike, and Kellogg's, as well as challengers like Reebok, Hefty, Land O' Lakes and Famous Footwear. The whole team, which includes design, strategy, media, pr, account management etc., has solid experience in the multicultural space. The team has expressed their genuine enthusiasm for the project and a couple of them have a personal connection and fondness for EPL. A lively, kick off meeting occurred on Monday, February 8. Not surprisingly, they move at a swift pace! This is an incredible opportunity for EPL. If the experience goes well, this could possibly develop into a longer term relationship. "Mad Men meets the public library." Stay tuned.

Innovation and Digital Learning:

Cardboard Carnival: Marble Run Adventure

Cardboard Carnival kicked off on January 23 and has far exceeded all of expectations so far. This city wide STEM challenge is a partnership between EPL, EvanSTEM, MetaMedia, Family Focus, Northwestern, Digital Diva and COE Parks & Rec. EPL's Innovation and Digital learning staff and interns created most of the content and Tyler Works is the project lead with administrative support from Renee Neumeier and EvanSTEM's Kirby Callam. This project is funded by an Illinois State Library Project Next Generation grant. We had originally planned to do this program in person, but had to pivot once the pandemic started. EPL and it's partners decided that marble runs would work well in a virtual setting; youth would still be able to learn and improve the same STEM skills, but marble runs would also make good videos and we could make the same supply kits for all youth you took part. This program intentionally focuses on Black and Brown youth as well as girls. We have one on one virtual mentors for these groups and also have a female identifying drop in help out on Mondays. We were intentional when creating the tutorials and Saturday live streams so the youth would see themselves reflected in the staff that created the tutorials and run the live stream sessions. Get all the details on evanstondepot.org .

So far:

- 217 youth have registered (grades 4-8, our original goal was 90 students)
- 153 kits have been picked up
- 133 students are from the groups we are intentionally focusing on
- 60-70 youth have been attending the Saturday Livestreams
- 11-13 female identifying youth have been attending the girls Monday drop in sessions
- 5-17 Monday mentor sessions open to all
- 13 youth from intentionally focus groups are paired with mentors
- 92 youth have registered on EL-3.org
- 50 students have submitted parts of the challenge online

Early Learning and Literacy:

Louise Tripp with support from the team is conducting a *Winter Read-a-thon* for Preschoolers through Grade 2 to expand upon previous years Winter Words program targeting children ages 5 and under.

Virtual Lunar New Year celebrations with take and make crafts, Valentine's Day Storytime and grab and go kits, Graphic Novel Book Club, Black History Month Movie and Discussion home kits have proven popular.

Upcoming events of Note:

LLL librarians Susan Markwell and Lorena Neal are partnering Open Communities on a series of financial literacy and housing workshops in March - more information coming soon.

March 9 & 16: EPL & Northwestern Emeriti Organization mini-course "Fight Climate Change with Sun, Wind, Water & Nuclear Energy" with Professor emeritus Elmer Lewis, former chair of the Department of Mechanical Engineering at the McCormick School of Engineering and Applied Science, Northwestern University (Jeff Garrett).

March 31: Virtual Trans Day of Visibility centering Evanston Trans/GNC POC (Halka).

Patron feedback:

A book discussion participant sent this email to Paula Shapiro: "Thanks again this month for doing an excellent job with the discussion. The most important thing to me is that everyone has an equal voice to be heard and all be respected. I hate it when one person dominates and pretends to be a know it all. Your job is not easy but you do it with grace and sincerity."

From Jeff Balch regarding a phone conversation: "Former Evanstonian Christopher May, whose Evanstonian father Robert May created Rudolf the Red-nosed Reindeer, called from California

to ask for a passage from a volume of "Who's Who in the Midwest." After a couple staffers teamed up to provide the needed passage he pronounced us nicer than anyone in California."

From a phone message for Legal Literacy Librarian Lorena Neal: "A woman called today wanting to speak with you. She wanted to thank you for all of your help. She didn't provide me with a lot of detail but what I gathered is that you may have assisted her a couple times on legal information. She had nothing but glowing things to say about you."

From Julie Rand, Books on Wheels coordinator: "a BOW patron said the service is saving her life during Covid (1/7/21, phone conversation)"

From Bridget Petrites in regard to the Memory Cafe Movement & Music program: "We had a new participant, a care partner whose husband is in hospice. She really appreciated it, and said how she liked the format, the presenter, and how it was something both she and her husband could get something from: He the music, her the movement."

From Martha Meyer regarding Lunar New Year Celebration to PTA member Brett McKenzie Wood: "Thank you so much these are wonderful resources for us!!! Thank you!!!"

Feedback on our *Parent's After Bedtime* program on talking about race with kids:

I am greatly appreciative of the opportunity to engage in this series. I am a book lover and I greatly enjoy being read to, which is such an uncommon occurrence as an adult. I found all of the pieces to be powerful and impactful for me personally. However, I too was particularly moved by the Gidwitz piece since I am the descendant of Jewish immigrants, a white woman who has benefited tremendously from the labor of BIPOC, and occupy land that is not mine to own. Thank you all for lending your voices to these powerful texts. I will devour whatever you all decide to share!

Lindsay
she/her/hers

Brian Wilson: Feedback from a parent about Caldecott Club-

"I just wanted to relay a little story. Meg is homeschooling this year because of the pandemic (e-learning doesn't work for her), so she's been really busy, AND she is currently raising a litter of puppies to earn money for horseback riding, so she's pretty overwhelmed. So the other night when Caldecott Club was about to start, I reminded her and said, "Honey, if you're too tired you don't have to go." And she looked at me like I was crazy and said, "What? Are you kidding? I love it."

From Martha Meyer via Jill schacter about the Kid's e-newsletter:
Hi Jill,

I wanted to share with you - or ask you to forward to others as appropriate - a note of thanks for the production of the EPL kids newsletter. It is an incredible trove of information. I find that I frequently bookmark it, go back to it, and share several of the links with my kids (age 8 and 11). The featured topics each month are always timely and relevant and also feel curated by someone looking for intelligent content - not just googling for quick ideas to throw something together. As we enter our 11th (!) month of our isolation at home, having these ideas and opportunities to engage with my kids has been a welcome and wonderful addition to our ever dwindling list of activities.

While we miss visiting and lingering in the library, we know that there is a wonderful team working hard to reach out and to share great learning resources with us. For this, I am SO appreciative!

Sincerely,
Alison Finkel



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: February 12, 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, Interviews and Offers of employment are in progress to fill multiple positions that include Security Supervisor, Branch and Library Assistants and Clerks. We hope to welcome new staff next month.

Financial Resources

The Library Fund financial report for the period ending December 30th is included for your review. For the operating fund, revenue reached 97% of budget projection and expenditures 89%. Capital fund expenditures total 33% of budget at year end, however funding carries over until approved projects are completed and closed.

Please also note the financial report for the period ending January 31st for your review detailing Operating Fund revenue collection and expenditures for 2021.

Facilities Update

EPL maintenance is in a continuous battle with the snowy/icy weather keeping the buildings approachable and safe. We are currently evaluating bids for the addition of the all-gender restroom/family lounge construction project. We anticipate presenting the bid award justification for the project to the Facilities Committee/Library Board at the March 2021 meeting. Painting of the Main library continues and will be near completion by the month-end. Preparation is also underway for the Main Library to be a polling place for the local elections that take place on 2/23/21 and 3/6/21. The maintenance team continues to clear out the former Central Street branch location which is expected to be complete by 2/28/21.



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
Fund 185 - LIBRARY FUND										
REVENUE										
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	1,798.82	.00	20,917.24	39,082.76	35	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	28,130.50	.00	121,937.75	(106,937.75)	813	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	147,982.92	.00	342,699.19	47,300.81	88	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	(27,576.17)	.00	26,949.16	(11,949.16)	180	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	1,415.04	.00	5,010.66	12,989.34	28	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	2,233.33	.00	28,065.96	(65.96)	100	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
	REVENUE TOTALS	\$8,317,948.00	\$0.00	\$8,317,948.00	\$167,942.14	\$0.00	\$8,224,229.12	\$93,718.88	99%	\$7,805,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	365,098.70	.00	3,041,389.43	2,421.00	100	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	92,628.02	.00	1,109,869.51	347,414.59	76	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	4,365.42	.00	48,431.72	5,568.28	90	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	(4,763.56)	.00	6,043.01	14,206.99	30	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	27,453.85	.00	253,617.17	21,721.11	92	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	6,581.26	.00	59,654.54	5,300.62	92	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	20,982.03	24,317.12	208,255.91	(38,573.03)	120	253,941.48



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
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	32,605.31	1,149.50	153,516.30	73,934.20	68	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	22,846.01	35,714.70	245,028.88	(45,743.58)	119	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	32,002.48	.00	32,002.48	(32,002.48)	+++	.00
64015	NATURAL GAS	29,900.00	.00	29,900.00	2,697.72	.00	18,909.02	10,990.98	63	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	1,909.68	.00	2,842.39	(842.39)	142	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	3,344.26	.00	15,258.31	(3,258.31)	127	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	11,622.79	3,110.63	44,340.55	22,548.82	68	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	11,433.04	16,819.92	110,797.59	110,132.49	54	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	43,315.91	.00	477,478.97	113,821.03	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	5,464.28	.00	69,665.24	51,034.76	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
EXPENSE TOTALS		\$8,376,378.24	\$0.00	\$8,376,378.24	\$760,820.75	\$81,111.87	\$7,397,657.05	\$897,609.32	89%	\$7,387,994.93

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
	REVENUE TOTALS	8,317,948.00	.00	8,317,948.00	167,942.14	.00	8,224,229.12	93,718.88	99%	7,805,982.82
	EXPENSE TOTALS	8,376,378.24	.00	8,376,378.24	760,820.75	81,111.87	7,397,657.05	897,609.32	89%	7,387,994.93
	Fund 185 - LIBRARY FUND Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$592,878.61)	(\$81,111.87)	\$826,572.07	(\$803,890.44)		\$417,987.89
	Fund 186 - LIBRARY DEBT SERVICE FUND									
	REVENUE									
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	480,145.00	(1.00)	100	350,000.00
	REVENUE TOTALS	\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$480,145.00	(\$1.00)	100%	\$350,000.00
	EXPENSE									
68305	DEBT SERVICE- PRINCIPAL	222,648.00	.00	222,648.00	197,156.00	.00	197,156.00	25,492.00	89	182,561.00
68315	DEBT SERVICE- INTEREST	257,496.00	.00	257,496.00	84,307.87	.00	213,055.71	44,440.29	83	86,778.70
	EXPENSE TOTALS	\$480,144.00	\$0.00	\$480,144.00	\$281,463.87	\$0.00	\$410,211.71	\$69,932.29	85%	\$269,339.70
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	480,144.00	.00	480,144.00	.00	.00	480,145.00	(1.00)	100%	350,000.00
	EXPENSE TOTALS	480,144.00	.00	480,144.00	281,463.87	.00	410,211.71	69,932.29	85%	269,339.70
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	(\$281,463.87)	\$0.00	\$69,933.29	(\$69,933.29)		\$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	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
	EXPENSE TOTALS	\$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
	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	6,300.00	83,765.84	94,525.25	364,708.91	33%	1,811,339.34
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	(\$6,300.00)	(\$83,765.84)	(\$94,525.25)	\$178,291.09		\$409,934.39
	Grand Totals									
	REVENUE TOTALS	9,341,092.00	.00	9,341,092.00	167,942.14	.00	8,704,374.12	636,717.88	93%	10,377,256.55
	EXPENSE TOTALS	9,399,522.24	.00	9,399,522.24	1,048,584.62	164,877.71	7,902,394.01	1,332,250.52	86%	9,468,673.97
	Grand Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$880,642.48)	(\$164,877.71)	\$801,980.11	(\$695,532.64)		\$908,582.58



Budget Performance Report

Fiscal Year to Date 01/31/21

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	13,038.80	.00	13,038.80	7,238,961.20	0	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	20,917.24
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	13.49	.00	13.49	(13.49)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	.00	.00	.00	145,000.00	0	121,937.75
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	.00	390,000.00	0	342,699.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	.00	.00	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	1,020.32	.00	1,020.32	13,979.68	7	26,949.16
57002	TRANSFER FROM ENDOWMENT	209,000.00	.00	209,000.00	.00	.00	.00	209,000.00	0	199,414.25
57058	TRANSFER FROM GOOD NEIGHBOR FUND	.00	.00	.00	.00	.00	.00	.00	+++	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	5,704.20
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	5,010.66
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,048.42
57545	NORTH BRANCH RENTAL INCOME	47,224.00	.00	47,224.00	.00	.00	.00	47,224.00	0	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	.00	150,000.00	0	10,251.69
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$14,072.61	\$0.00	\$14,072.61	\$8,327,151.39	0%	\$8,224,229.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	124,442.43	.00	124,442.43	3,059,827.58	4	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	54,078.19	.00	54,078.19	1,324,623.96	4	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	2,956.56	.00	2,956.56	72,043.44	4	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	440.42	.00	440.42	16,259.58	3	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	53,004.57
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	3,431.10	.00	3,431.10	(3,431.10)	+++	2,689.94
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	47,446.40	.00	47,446.40	573,091.08	8	541,206.82
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	133.94
61615	LIFE INSURANCE	2,262.00	.00	2,262.00	181.19	.00	181.19	2,080.81	8	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	400.00	4,400.00	8	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	175.00	1,925.00	8	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	353,333.79	.00	353,333.79	35,304.63	.00	35,304.63	318,029.16	10	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	11,199.25	.00	11,199.25	269,296.07	4	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	2,619.22	.00	2,619.22	63,658.39	4	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	3,974.50	.00	3,974.50	236,525.50	2	106,701.32
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	624.22
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	10,177.97	122,130.00	10,177.97	65,692.03	67	208,255.91
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00



Budget Performance Report

Fiscal Year to Date 01/31/21

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										
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	.00	2,600.00	0	890.85
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	16,670.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	453.00	4,987.00	8	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	407.00	4,478.00	8	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	364.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	336.62	16,095.00	336.62	202,768.38	7	153,516.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	705.00	16,372.12	705.00	237,922.88	7	245,028.88
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	1,513.00
62375	RENTALS	.00	.00	.00	.00	.00	.00	.00	+++	49,003.10
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	70.83	.00	70.83	9,929.17	1	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	.00	7,300.00	0	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	697.18	.00	697.18	5,002.82	12	5,833.90
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	135.78	.00	135.78	28,364.22	0	18,909.02
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	27,118.82
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,842.39
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	583.95
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	2,945.79
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	964.73	.00	964.73	11,035.27	8	15,258.31
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	31,242.87
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	.00	.00	.00	70,000.00	0	44,340.55
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	688.62	11,577.16	688.62	117,734.22	9	110,797.59
65125	OTHER COMMODITIES	.00	.00	.00	.00	.00	.00	.00	+++	139.00
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	775.00
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	678.25	.00	678.25	515,721.75	0	477,478.97
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	14,941.65
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	.00	.00	.00	95,000.00	0	69,665.24
66131	TRANSFER TO GENERAL FUND	280,901.00	.00	280,901.00	23,408.00	.00	23,408.00	257,493.00	8	274,050.00
EXPENSE TOTALS		\$8,235,344.36	\$0.00	\$8,235,344.36	\$325,371.87	\$166,174.28	\$325,371.87	\$7,743,798.21	6%	\$7,397,657.05
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	14,072.61	.00	14,072.61	8,327,151.39	0%	8,224,229.12
EXPENSE TOTALS		8,235,344.36	.00	8,235,344.36	325,371.87	166,174.28	325,371.87	7,743,798.21	6%	7,397,657.05
Fund 185 - LIBRARY FUND Totals		\$105,879.64	\$0.00	\$105,879.64	(\$311,299.26)	(\$166,174.28)	(\$311,299.26)	\$583,353.18		\$826,572.07



Budget Performance Report

Fiscal Year to Date 01/31/21

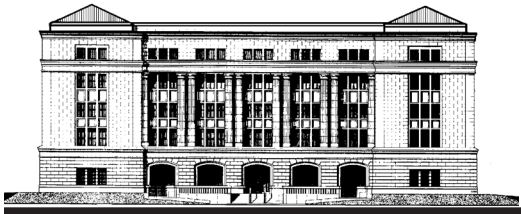
Include Rollup Account and Rollup to Object Account

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 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	482,243.00	.00	482,243.00	.00	.00	.00	482,243.00	0	480,145.00
	REVENUE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$0.00	\$482,243.00	0%	\$480,145.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	232,343.00	.00	232,343.00	.00	.00	.00	232,343.00	0	197,156.00
68315	DEBT SERVICE- INTEREST	249,900.00	.00	249,900.00	.00	.00	.00	249,900.00	0	213,055.71
	EXPENSE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$0.00	\$482,243.00	0%	\$410,211.71
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	482,243.00	.00	482,243.00	.00	.00	.00	482,243.00	0%	480,145.00
	EXPENSE TOTALS	482,243.00	.00	482,243.00	.00	.00	.00	482,243.00	0%	410,211.71
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$69,933.29
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0	.00
	REVENUE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$0.00	\$0.00	\$0.00	\$449,000.00	0%	\$0.00
EXPENSE										
65515	OTHER IMPROVEMENTS	449,000.00	.00	449,000.00	.00	47,000.00	.00	402,000.00	10	94,525.25
	EXPENSE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$0.00	\$47,000.00	\$0.00	\$402,000.00	10%	\$94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0%	.00
	EXPENSE TOTALS	449,000.00	.00	449,000.00	.00	47,000.00	.00	402,000.00	10%	94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	(\$47,000.00)	\$0.00	\$47,000.00		(\$94,525.25)
Grand Totals										
	REVENUE TOTALS	9,272,467.00	.00	9,272,467.00	14,072.61	.00	14,072.61	9,258,394.39	0%	8,704,374.12
	EXPENSE TOTALS	9,166,587.36	.00	9,166,587.36	325,371.87	213,174.28	325,371.87	8,628,041.21	6%	7,902,394.01
	Grand Totals	\$105,879.64	\$0.00	\$105,879.64	(\$311,299.26)	(\$213,174.28)	(\$311,299.26)	\$630,353.18		\$801,980.11

Endowment for the Evanston Public Library
Holdings as of January 2021

	Symbol	Shares/Quantity	Price	Value as of January 31, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5899.333	\$343.06	\$2,023,825.18	41.61%	
Vanguard Small-Cap Index Fund	VSMAX	3905.886	\$95.27	\$372,113.76	7.65%	
Vanguard REIT Index Fund	VGSLX	1246.325	\$120.40	\$150,057.53	3.09%	
Vanguard Total International Stock Index Fund	VTIAX	15292.106	\$32.42	\$495,770.08	10.19%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7172.699	\$42.90	\$307,708.79	6.33%	68.9%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$464,335.98	\$464,335.98	9.55%	
iShares Silver Trust	SLV	4788.000	\$24.99	\$119,652.12	2.46%	
SPDR Gold Trust	GLD	625.000	\$172.61	\$107,881.25	2.22%	14.2%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.646	\$162,425.59	3.34%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$119.773	\$157,046.35	3.23%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$153.526	\$184,854.51	3.80%	10.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	11.020	28,815.79	\$317,550.03	6.53%	6.5%
				\$4,863,221.16		100.0%

Cash Equivalents	14.2%
US Treasury Inflation Protected Securities	10.4%
Corporate Bonds	6.5%
Domestic Equities	52.4%
International Equities	16.5%
	<u>100.0%</u>



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____
(First Name) *(Last Name)*

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

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. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

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. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

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. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

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. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

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. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

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. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

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. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

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. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

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. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

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. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

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. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

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. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

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. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Evanston Public Library City: Evanston
Control Number: 30265 Branch Number: 00
Fiscal Year: 2020 Exact amount of Per Capita Grant received: \$93,107.50

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

All FY2020 Per Capita Grant funds were used to enhance the child, young adult and adult collection in a variety of formats.

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2021

EVANSTON PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30265
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0172
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Evanston Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1703 Orrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Evanston
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60201
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1703 Orrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Evanston
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60201
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8474488600
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478660313
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://epl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Karen Danczak-Lyons
1.15 Title	Library Director
1.16 Library Director's E-mail	kdanczaklyons@cityofevanston.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	74,486
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210] ¹	3
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ROBERT CROWN BRANCH LIBRARY	ROBERT CROWN BRANCH LIBRARY		
EVANSTON P.L.	EVANSTON PUBLIC LIBRARY		
NORTH BRANCH	NORTH BRANCH		
CHICAGO AVE/MAIN ST BRANCH	Chicago Avenue/Main Street Branch		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
ROBERT CROWN BRANCH LIBRARY	30265	3026504
EVANSTON P.L.	30265	3026500

NORTH BRANCH	30265	3026502
CHICAGO AVE/MAIN ST BRANCH	30265	3026503

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ROBERT CROWN BRANCH LIBRARY	1801 MAIN STREET		
EVANSTON P.L.	1703 ORRINGTON AVENUE		
NORTH BRANCH	2026 CENTRAL STREET		
CHICAGO AVE/MAIN ST BRANCH	900 CHICAGO AVENUE, SUITE 102		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ROBERT CROWN BRANCH LIBRARY	EVANSTON		60201	
EVANSTON P.L.	EVANSTON		60201	
NORTH BRANCH	EVANSTON		60201	
CHICAGO AVE/MAIN ST BRANCH	EVANSTON		60202	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
ROBERT CROWN BRANCH LIBRARY	Cook		847-448-8101	
EVANSTON P.L.	Cook		8474488600	
NORTH BRANCH	Cook		847-866-5007	
CHICAGO AVE/MAIN ST BRANCH	Cook		847-905-0764	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ROBERT CROWN BRANCH LIBRARY	6,000		
EVANSTON P.L.	112,000		
NORTH BRANCH	3,510		
CHICAGO AVE/MAIN ST BRANCH	691		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
ROBERT CROWN BRANCH LIBRARY	2654	27		18	24
EVANSTON P.L.	1,708	38		14	28
NORTH BRANCH	3440	410		42	0
CHICAGO AVE/MAIN ST BRANCH	5440	610		42	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Karen Danczak Lyons
3.5 Telephone Number of Person Preparing Report	847-448-8655
3.6 FAX Number	847-866-0313
3.7 E-Mail Address	kdanczaklyons@cityofevanston.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	

4.11b Other - Effective Date (mm/dd/year)

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Benjamin H. Schapiro
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-826-1083
5.9 E-mail Address	bschapiro@cityofevanston.org
5.10 Home Address	1127 Dewey Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Second member

5.5 Name	Rachel Hayman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-226-5623
5.9 E-mail Address	rhayman@cityofevanston.org
5.10 Home Address	618 Sheridan Square #2
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Third member

5.5 Name	Tracy Fulce
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-563-8854
5.9 E-mail Address	tfulce@cityofevanston.org
5.10 Home Address	1002 Pitner Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Fourth member

5.5 Name	Margaret Lurie
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5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-492-9821
5.9 E-mail Address	mlurie@cityofevanston.org
5.10 Home Address	641 Sheridan Square
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Fifth member

5.5 Name	Adam Goodman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-323-6107
5.9 E-mail Address	agoodman@cityofevanston.org
5.10 Home Address	811 Colfax St
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60201

Sixth member

5.5 Name	Shawn Iles
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-859-2179
5.9 E-mail Address	siles@cityofevanston.org
5.10 Home Address	647 Judson Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Seventh member

5.5 Name	Denia Hester
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-612-6963
5.9 E-mail Address	dhester@cityofevanston.org
5.10 Home Address	1585 Ridge Avenue Apt. 503
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Eighth member

5.5 Name	Ruth Hays
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	224-420-2798
5.9 E-mail Address	rhays@cityofevanston.org
5.10 Home Address	821 Washington Street, #1S
5.11 City	Evanston
5.12 State	IL

5.13 Zip Code	60202
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Ninth member	
5.5 Name	Terry Soto
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-338-0917
5.9 E-mail Address	tsoto@cityofevanston.org
5.10 Home Address	1703 Orrington Ave.
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	112,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	4
6.3b Total number of times meeting room(s) used by the public during the fiscal year	309
6.4a Total Number of Study Rooms	13
6.4b Total number of times study room(s) used by the public during the fiscal year	1,743

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities	1		1		1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$120,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$40,000	0	\$0
Heating/ventilation/air conditioning	1	\$148,872	0	\$0
Electrical systems other than alarms	1	\$67,500	0	\$0
Plumbing systems	1	\$192,716	0	\$0
Egress systems (doors, stairs, etc.)	1	\$72,000	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$319,000	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation				

	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$30,450	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	1	\$2,500,000
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$20,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Per the City of Evanston's most recent Comprehensive Annual Financial Report (CAFR), EPL has a net position of \$2,069,644 as an operating reserve for significant unanticipated expenses.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$10,161,993
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	See the EPL statement of outstanding liabilities on page 5 (page 36 of the PDF) of the CAFR linked here: https://www.cityofevanston.org/home/showpublisheddocument?id=58343

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$7,268,891
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$93,107
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$13,650
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$106,757

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received ⁷	\$121,938
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$121,938

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$624,159
8.14 Other receipts intended to be used for operating expenditures	\$140,956
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$765,115
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$8,262,701
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$10,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$4,205,735
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,248,666
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$5,454,401

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$400,000
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$335,000
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$40,000
10.3b Please provide an explanation of the other types of material expenditures.	
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$775,000

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,244,756
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$7,474,157

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$480,145
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$480,145
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$480,145

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$546,786
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	24	24	\$949.60	807.50
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$87.50	37.50
	Manager, Early Learning & Literacy	Children's Services	\$50.04	37.50
	Librarian II, Youth Engagement	Children's Services	\$38.04	37.50
	Librarian I	Children's Services	\$38.04	37.50
	Librarian I	Children's Services	\$38.04	18.75
	Librarian I	Children's Services	\$34.93	37.50
	Manager, Lifelong Learning & Literacy	Adult Services	\$39.42	37.50
	Librarian I	Adult Services	\$34.93	37.50
	Librarian I	Adult Services	\$34.93	18.75
	Librarian I	Adult Services	\$33.53	20.00
	Librarian I	Adult Services	\$32.22	37.50
	Librarian I	Adult Services	\$30.94	37.50

Librarian I	Adult Services	\$30.94	18.75
Librarian I	Adult Services	\$29.70	18.75
Manager, Access Services	Collection Development Acquisitions	\$43.07	37.50
Collection Manager	Collection Development Acquisitions	\$38.40	37.50
Circulation Manager	Circulation	\$38.17	37.50
Manager, Engagement Services	Other Type of Librarian	\$46.16	37.50
Supervising Librarian	Other Type of Librarian	\$36.66	37.50
Librarian I, Latino Engagement	Other Type of Librarian	\$30.32	37.50
Branch Manager	Other Type of Librarian	\$46.62	37.50
Manager, Innovation & Digital Literacy	Young Adult Services	\$41.02	37.50
Librarian I, Virtual Services	Automation/Technology/Systems	\$43.75	37.50
Librarian I, Teen Services	Young Adult Services	\$32.23	37.50

Group A Total	
13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	20.19

Group A hidden group hours

Group B				
<p>This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.</p>				
Summary				
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate
				13.10 Total Hours/Week

Group B Total	
13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	20.19

Group C	
<p>This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.</p>	
13.13 Total hours worked in a typical week by all Group C employees	1,655.50
13.14 Minimum hourly rate actually paid	\$14.64
13.15 Maximum hourly rate actually paid	\$66.99
13.16 Total FTE Group C employees (13.13 / 40)	41.39

Group D	
<p>This category includes full-time and part-time pages or shelvers.</p>	
13.17 Total hours worked in a typical week by all Group D employees	140.00
13.18 Minimum hourly rate actually paid	\$11.63
13.19 Maximum hourly rate actually paid	\$14.85
13.20 Total FTE Group D employees (13.17 / 40)	3.50

Group E	
<p>This category includes full-time and part-time building maintenance, security or plant operation employees.</p>	
13.21 Total hours worked in a typical week by all Group E employees	265.00

13.22 Minimum hourly rate actually paid	\$18.26
13.23 Maximum hourly rate actually paid	\$54.66
13.24 Total FTE Group E employees (13.21 / 40)	6.63
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	51.51
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	71.70

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	1
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	
Supervising Librarian	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	Filled	12/23/19	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	1	\$91,000	1
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated	
Branch Manager	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	10/2020	\$91,000	With closing of 2 Branches, and retirement	

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	1,708
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	1,534
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,242
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	38
14.3 Total annual visits/attendance in the library [PLSC 501] ⁸	162,534
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	380	9,300	983	11,103
Young Adult	319	3,538	61	257
Other	590	8,382	2	271
Total	1,289	21,220	146	11,631
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	34,654
16.2a Total Number of Unexpired Non-resident Users Cards	6
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$1,314.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	34,660
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	370,910
17.2 Current Print Serial Subscriptions [PLSC 460] ¹⁰	0
17.3 Total Print Materials (17.1+17.2)	370,910
17.4 E-books Held at end of the fiscal year [PLSC 451]	110,908
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	20,915
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	59,952
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	32,794
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	26,857

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	65
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	81

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	387,937
18.2 Number of young adult materials loaned	38,285
18.3 Number of children's materials loaned [PLSC 551]	273,409
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	699,631

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	399,743
18.6 Videos/DVDs- Physical	69,250

18.7 Audios (include music)- Physical	16,350
18.8 Magazines/Periodicals- Physical	24
18.9 Other Items- Physical	3,122
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	488,489
18.11 Use of Electronic Materials [PLSC 552]	243,514
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550] ¹¹	732,003
18.13 Successful Retrieval of Electronic Information [PLSC 554] ¹²	204,657
18.14 Electronic Content Use (18.11+18.13) [PLSC 555] ¹³	448,171
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	936,660
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	17,705
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	30,170

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] ¹⁴	22,584
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	285
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	268
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	144
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	-1 Unknown
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	118
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	18,530
21.6 Wireless Sessions Per Year [PLSC 652]	95,000
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	464,138 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We revisit the application each year with our partner, the City of Evanston. Together we enjoy a bulk discount that does not track cost by location, and has so far proven cost prohibitive to distinguish.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$10,000
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,100.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	The Evanston Care Network (ECN, evanstoncarenetwork.org) is a cross-sector collaboration between the Evanston Public Library, City of Evanston Community Services and Evanston 311, AMITA Health, and the Evanston Community Foundation. ECN provides a single point of entry to free and low cost social services supports related to housing, food, health, childcare, employment, and much more. ECN is searchable by zip code, resulting in local access, is available in over 100 languages, and is mobile optimized. Community based organizations can post their own programs on the platform, thus allowing them to own and update their information as it changes.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	No
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Karen Danczak Lyons	
President	Shawn Iles	
Secretary	Terry Soto	

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.1b The Robert Crown Branch Library opened to the public in March 2020. (0-2021-02-15)

², 2.16 Housed within the brand new Robert Crown Community Center and Branch Library facility, EPL's latest branch opened in February of 2020. (0-2021-02-17)

³, 2.16 CA/MS closed on March 13, 2020 for the year due to the pandemic. (0-2021-02-15)

⁴, 2.16 This branch closed March 13, 2020 due to the pandemic. (0-2021-02-15)

⁵, 2.16 North closed on March 13, 2020 for the year due to the pandemic. (0-2021-02-15)

⁶, 2.16 This branch closed March 13, 2020 due to the pandemic. (0-2021-02-15)

⁷, 8.10 Federal grant funds (direct or pass thru) were awarded to EPL by AgeOptions, the Institute of Museum and Library Services and the National Science Foundation. (0-2021-02-15)

⁸, 14.3 Three legacy locations of EPL operated normally for 10 weeks of the year, and a new location for 3 weeks prior to closing due to the pandemic. All locations then closed for 14 weeks. Two branches never reopened due to size and equity considerations and are now permanently closed. EPL headquarters and the newest branch reopened with capacity limits, in June and August respectively. (0-2021-02-16)

⁹, 15.17b Children's staff started creating online passive programs to replace programs traditionally held in-person, such as storytimes. These programs were then posted online. We included how many times patrons interacted with this content. (0-2021-02-15)

¹⁰, 17.2 EPL canceled all print subscriptions due to the pandemic. EPL plans to start our subscriptions again once the library returns to full service. (0-2021-02-10)

¹¹, 18.12 Drop in circulation largely due to EPL locations being closed at the start of the pandemic and reduced hours after reopening. (0-2021-02-12)

¹², 18.13 Due to a clerical error, this section was underreported in 2019 (0-2021-02-12)

¹³, 18.14 EPL saw an increase in electronic content use. We believe this was due to the pandemic. (0-2021-02-12)

¹⁴, 19.1 We believe that the pandemic impacted demand for this service as with others. (0-2021-02-15)