



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, MARCH 17, 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: EPL Board Meeting

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

Join Zoom Meeting

<https://zoom.us/j/91606185551?pwd=V1hxTDB0VnZLME9CMEIQNnJGV01PZz09>

Meeting ID: 916 0618 5551

Passcode: 876333

One tap mobile

+13126266799,,91606185551#,,,,*876333# 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, March 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>

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes February 17, 2021
- B. Approval of Bills and Payroll

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

- Citywide STEM challenges (Renee Neumeier)
- Informational Presentation: State of the Art Lighting (John Devaney and consultant Alissa Hansen - Verde Lighting)
- Strategic Planning

5. EQUITY, DIVERSITY AND INCLUSION

Joint Task Force (Update)

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

7. STAFF REPORTS

Administrative Services Report (Distributed in Advance)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

11. NEW BUSINESS

Closed Session – Personnel (Library Director Evaluation and Contract)

12. ADJOURNMENT

Next Meeting: April 21, 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, February 17, 2021
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6:30 PM
Virtually, via Zoom

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

Members Absent: Ruth Hays

Staff Present: Karen Danczak Lyons, Lea Hernandez-Solis, Teri Campbell, Jill Skwerski, Jill Schacter and John Devaney

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum: President Iles called the meeting to order when a quorum of Trustees was established at 6:37 p.m.

Citizen Comment:

Linnea Latimer thanked the Board of Trustees for the apology and equity statement, acknowledging the library's role in disenfranchising Evanston's black residents and the stated commitment to make continual improvement.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the January 20, 2021 Board Meeting

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

INFORMATION/COMMUNICATIONS: Together, We are the Library

Proclamation

The Board of Trustees acknowledged the service of Trustee Denia Hester since 2019 with a proclamation thanking her for advocacy and leadership, with best wishes for the future.

Strategic Planning

Executive Director Danczak Lyons provided an update on the community survey and planned community conversations in order to include the ideas and feedback of many voices hoping to reach underserved residents.

Equity, Diversity and Inclusion (Joint Task Force):

A. Joint Task Force (Update)

Teri Campbell reported that internal working committees continue to focus on communication between depts, strengthening equity in programs and services with an assessment tool; and ongoing racial equity training hosted by an expanded corps of facilitators. The external Racial Equity Task Force worked on strategies to ensure the inclusion of our priority populations, and discussed items of high importance to the community such as the return to in-person schooling, covid vaccine hesitancy, and a future connection with the collection advisory committee. Jill Skwerski updated Trustees on the Mayor's taskforce of those asked to find solutions to communicating clear information about obtaining the vaccine locally, and questions about the safety of the vaccine itself. Trustees inquired about EPL's role in providing resources and hosting dialogue on matters of the vaccine.

B. Report on 2020 EPL EDI efforts (Distributed in Advance)

No questions were raised about this report.

Library Director's Report:

Jill Schacter provided an overview of the kick-off meeting with a well known marketing/ advertising firm who supplied a team of department leaders to collaborate on a soon to be identified project with EPL. This initial meeting included staff and external committee members.

Staff Report:

A. Administrative Services Report

Campbell provided an overview of the hiring activity, financial health and facility improvements happening over the last month. President Iles inquired about the status of the City of Evanston co-locating in the Main Library. To date, EPL has not received a proposed revision to the existing Memorandum of Understanding. John Devaney reported that conversations around 3rd floor electrical engineering are starting.

Board Development:

A. ILA Legislative Meetup observations

Trustees Hayman and President Iles reported that state legislators are very aware of the esteem with which library services are held in their communities, and that they heard concern around library closures during the pandemic. State leaders agree that libraries are underfunded in comparison to their value, and that increases to the Per Capita calculation are under consideration. Expanded broadband access proposals for rural and urban settings are included in the latest version of the Congressional Covid19 bill with hopes that it is found in the final approved legislation.

Unfinished Business: Approval of State Per Capita Grant Application (For Action)

Upon motion made by Trustee Hayman and seconded by Trustee Lurie, the State of Illinois Per Capita Grant application was approved for submission by unanimous roll call vote.

New Business:

A. Approval of 2020 Illinois Public Library Annual Report (For Action)

Upon motion made by Trustee Schapiro and seconded by Trustee Fulce, the Illinois Public Library Annual report was approved for submission by unanimous roll call vote.

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

Upon proper motion made by President Iles seconded by Trustee Lurie and approved by unanimous roll call vote, the Trustees commenced closed session discussion of a personnel matter.

Adjournment:

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Schapiro and approved by roll call vote. Meeting adjourned at 9:02 p.m.

Submitted by: Terry Soto / Teri Campbell

PROCLAMATION

WHEREAS, Denia Hester has served on the Evanston Public Library Board of Trustees from 2019 through 2020,

WHEREAS, Denia's commitment to the mission of the Evanston Public Library, and her insights helped the Board through critical periods,

WHEREAS, Denia was a tireless advocate for library service throughout the City of Evanston, especially in the Fifth Ward,

WHEREAS, Denia helped the Evanston Public Library meet the diverse expectations and needs of Evanston residents,

WHEREAS, Denia participated in exploring the frontiers of what equitable access means to Evanstonians,

WHEREAS, Denia supported the library's efforts to provide opportunities for everyone to improve themselves through the various forms of literacy,

WHEREAS, Denia encouraged the Library to expand its reach to all members of Evanston's diverse community,

WHEREAS, Denia shared her expertise on service to our students and families and advocated for the importance of literacy and learning for everyone,

NOW THEREFORE, The Board of the Evanston Public Library encourages all of the residents of the City of Evanston to join the staff of the Evanston Public Library as we thank Denia Hester for her years of dedicated service to our residents and attest to the significant and continuing impact that her work and leadership will have upon the City of Evanston for many years to come. We wish Denia many years of health, happiness, personal and professional success, and great books to read.

Shawn Iles, President

Terry Soto, Secretary



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: March 12, 2021

Recommended Action

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

Payroll

February 1, 2021 through February 14, 2021	\$ 166,882.41
February 15, 2021 through February 28, 2021	\$ 160,270.21

Library Fund Bills List

February 9, 2021	\$ 132,273.79
(includes December 2020 purchasing card expenses of \$ 9,693.50)	
February 23, 2021	\$ 85,554.79

Attachments: Bills Lists, Purchasing Card

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	JANUARY 2021 WORKSTUDY	02/09/2021	02/09/2021	34.13
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$34.13
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	JUV SUPPLIES	02/09/2021	02/09/2021	732.74
100474 - BAKER & TAYLOR	JUV SUPPLIES	02/09/2021	02/09/2021	619.99
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$1,352.73
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				
			Invoice Transactions 3	\$1,386.86
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	ONLINE RESOURCES	02/09/2021	02/09/2021	5,739.62
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	MYHERITAGE LIBRARY EDITION DATABASE	02/09/2021	02/09/2021	2,315.00
16334 - KANOPY	REFERENCE ONLINE BOOKS	02/09/2021	02/09/2021	1,997.00
103424 - MIDWEST TAPE	REFERENCE ONLINE BOOKS	02/09/2021	02/09/2021	4,499.91
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 4	\$14,551.53
Account 65100 - LIBRARY SUPPLIES				
15381 - BLOUNT PSYCHOLOGY, INC.	GOOD TROUBLE SEWING CIRCLE PROFESSIONAL	02/09/2021	02/09/2021	400.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$400.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	151.49
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	526.19
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	1,657.15
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	948.71
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	635.63
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	739.34
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	754.20
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	73.48
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	138.36
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	1,020.33
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	529.46
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2021	02/09/2021	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2021	02/09/2021	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2021	02/09/2021	71.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/09/2021	02/09/2021	74.97
14379 - GREY HOUSE PUBLISHING, INC.	ADULT PRINT	02/09/2021	02/09/2021	915.25
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	41.96
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	664.24
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	3,148.64
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	423.65
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	65.00
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	545.81
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	1,067.43
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	1,810.47
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	1,862.23
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	2,799.64
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	157.50
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	2,814.97
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	153.93
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	2,843.98
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	31.50
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	2,813.41
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	23.99
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	52.96
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	120.62
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	611.94
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 36	\$30,347.38
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	02/09/2021	02/09/2021	500.23
276974 - OVER DRIVE, INC.	EBOOKS	02/09/2021	02/09/2021	17.50
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	\$517.73
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
			Invoice Transactions 43	\$45,816.64
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	OCLC MEMBERSHIP FEE JAN-MAR 2021	02/09/2021	02/09/2021	22,393.98
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$22,393.98
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	JANUARY 2021 WORKSTUDY	02/09/2021	02/09/2021	276.25
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$276.25
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/09/2021	02/09/2021	424.95
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/09/2021	02/09/2021	25.91
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$450.86
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	61.16
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	152.39
100474 - BAKER & TAYLOR	ADULT PRINT	02/09/2021	02/09/2021	631.99
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 3	\$845.54
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
16975 - DASTON CORPORATION	GOOGLE CHROME MANAGEMENT ANNUAL	02/09/2021	02/09/2021	564.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	READSQUARED 02/1/2021 TO 1/30/22	02/09/2021	02/09/2021	1,095.00
308112 - SENSOURCE INC.	ANNUAL DATA HOSTING SERVICE FEE	02/09/2021	02/09/2021	600.00
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL LICENSE AND SUPPORT RENEWAL	02/09/2021	02/09/2021	1,950.00
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 4	\$4,209.00
Account 65555 - IT COMPUTER HARDWARE				
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM OCT-DEC 2020	02/09/2021	02/09/2021	256.32
	Account 65555 - IT COMPUTER HARDWARE Totals		Invoice Transactions 1	\$256.32
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	CREDIT	02/09/2021	02/09/2021	(332.17)
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	(\$332.17)
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	02/09/2021	02/09/2021	580.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/09/2021	02/09/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/09/2021	02/09/2021	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/09/2021	02/09/2021	352.05
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/09/2021	02/09/2021	139.19
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/09/2021	02/09/2021	103.09
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	02/09/2021	02/09/2021	210.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	\$2,088.48
Account 64015 - NATURAL GAS				

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 02.09.2021 FY2020

Accounts Payable by G/L Distribution Report

Payment Date Range 02/09/21 - 02/09/21

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
103744 - NICOR	UTILITIES: NICOR	12/26/2020	02/09/2021	802.13
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$802.13
Account 65040 - JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	02/09/2021	02/09/2021	53.28
10546 - SUPERIOR INDUSTRIAL SUPPLY	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$53.28
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 9	\$2,943.89
Business Unit 4845 - LIBRARY ADMINISTRATION	PROFESSIONAL SERVICES	02/09/2021	02/09/2021	500.00
Account 62185 - CONSULTING SERVICES	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$500.00
102739 - STEVE JOHNSON CONNECTS	EPL ENVELOPES	02/09/2021	02/09/2021	155.00
	BUSINESS CARD PRINTING	02/09/2021	02/09/2021	56.00
	HOLIDAY CARD PRINTING AND MAILING	02/09/2021	02/09/2021	889.00
	Account 62210 - PRINTING Totals		Invoice Transactions 3	\$1,100.00
Account 62380 - COPY MACHINE CHARGES	COPIER CHARGES	02/09/2021	02/09/2021	70.83
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	Account 62380 - COPY MACHINE CHARGES Totals		Invoice Transactions 1	\$70.83
Account 62506 - WORK- STUDY	JANUARY 2021 WORKSTUDY	02/09/2021	02/09/2021	801.15
10407 - NORTHWESTERN UNIVERSITY	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$801.15
Account 64005 - ELECTRICITY	UTILITIES: COMED	12/26/2020	02/09/2021	9,233.39
101143 - COMED	UTILITIES: COMED	12/26/2020	02/09/2021	106.93
101143 - COMED	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$9,340.32
Account 65095 - OFFICE SUPPLIES	OFFICE SUPPLIES	12/26/2020	02/09/2021	39.11
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/26/2020	02/09/2021	16.99
103883 - OFFICE DEPOT	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 2	\$56.10
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 10	\$11,868.40
	Department 48 - LIBRARY Totals		Invoice Transactions 78	\$90,115.57
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 78	\$90,115.57
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	MAIN LIBRARY INTERIOR /EXTERIOR PAINTING BID CIP	02/09/2021	02/09/2021	24,920.00
Department 48 - LIBRARY	ALL GENDER RESTROOM AND NURSING ROOM	02/09/2021	02/09/2021	6,366.22
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 2	\$31,286.22
Account 65515 - OTHER IMPROVEMENTS	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 2	\$31,286.22
18019 - BP&T CONSTRUCTION	Department 48 - LIBRARY Totals		Invoice Transactions 2	\$31,286.22
13571 - WIGHT & COMPANY	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 2	\$31,286.22
			Invoice Transactions 80	\$121,401.79

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.09.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-DECEMBER, 2020	9,693.50
VARIOUS	TWIN EAGLE	NATURAL GAS-DECEMBER, 2020	<u>1,178.50</u>
			<u>10,872.00</u>
			<u>10,872.00</u>
		GRAND TOTAL	<u><u>132,273.79</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65095 - OFFICE SUPPLIES				
15189 - WINNETKA - NORTHFIELD PUBLIC LIBRARY DISTRICT	VIRTUAL PROGRAMMING SHARED COST	02/23/2021	02/23/2021	400.00
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 1	\$400.00
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	JUV PROGRAM	02/23/2021	02/23/2021	452.30
107741 - SCHOLASTIC INC.	JUV PROGRAM	02/23/2021	02/23/2021	543.80
107741 - SCHOLASTIC INC.	CREDIT	02/23/2021	02/23/2021	(135.32)
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 3	\$860.78
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2021	02/23/2021	19.23
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2021	02/23/2021	191.75
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$210.98
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				
			Invoice Transactions 6	\$1,471.76
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18105 - KAREN JONES-COOL PEACES, INC.	MARCH ART EXHIBIT	02/23/2021	02/23/2021	100.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$100.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2021	02/23/2021	659.77
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2021	02/23/2021	197.37
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2021	02/23/2021	1,658.27
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2021	02/23/2021	83.87
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/23/2021	02/23/2021	233.16
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/23/2021	02/23/2021	202.42
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/23/2021	02/23/2021	75.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/23/2021	02/23/2021	50.23
122375 - LAW BULLETIN PUBLISHING COMPANY	ADULT PRINT	02/23/2021	02/23/2021	112.15
276974 - OVER DRIVE, INC.	EBOOKS	02/23/2021	02/23/2021	194.96
276974 - OVER DRIVE, INC.	EBOOKS	02/23/2021	02/23/2021	186.99
276974 - OVER DRIVE, INC.	EBOOKS	02/23/2021	02/23/2021	79.98
276974 - OVER DRIVE, INC.	EBOOKS	02/23/2021	02/23/2021	2,518.60
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 13	\$6,253.49
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	220.31
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	455.51
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	634.91
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	85.47
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	43.23
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	642.32
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	26.49
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	115.44
103424 - MIDWEST TAPE	ADULT AV	02/23/2021	02/23/2021	64.47
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 9	\$2,288.15
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
			Invoice Transactions 23	\$8,641.64
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
10543 - BRIDGEALL LIBRARIES LTD.	COMPUTER SOFTWARE	02/23/2021	02/23/2021	179.84
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	02/23/2021	02/23/2021	4,973.00
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 2	\$5,152.84
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	LIBRARY SUPPLIES	02/23/2021	02/23/2021	63.81
206940 - ULINE	OFFICE SUPPLIES	02/23/2021	02/23/2021	72.84
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$136.65
Business Unit 4820 - ACCESS SERVICES Totals				
			Invoice Transactions 4	\$5,289.49
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
102137 - GRAINGER, INC., W.W.	RC CLEANING GADGETS	02/23/2021	02/23/2021	1,109.11
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 1	\$1,109.11
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	02/23/2021	02/23/2021	131.30
103744 - NICOR	NATURAL GAS	02/23/2021	02/23/2021	4.66
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 2	\$135.96
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	CROWN ADULT BOOKS	02/23/2021	02/23/2021	40.92
100474 - BAKER & TAYLOR	ADULT PRINT	02/23/2021	02/23/2021	143.43
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$184.35
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
			Invoice Transactions 5	\$1,429.42
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65555 - IT COMPUTER HARDWARE				
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL LICENSE AND SUPPORT RENEWAL	02/23/2021	02/23/2021	1,950.00
	Account 65555 - IT COMPUTER HARDWARE Totals		Invoice Transactions 1	\$1,950.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				
			Invoice Transactions 1	\$1,950.00
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/23/2021	02/23/2021	150.80
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	02/23/2021	02/23/2021	525.69
100891 - CARRIER CORPORATION	CHILLER SERVICE	02/23/2021	02/23/2021	575.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/23/2021	02/23/2021	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	02/23/2021	02/23/2021	145.00
315451 - METRO DOOR AND DOCK, INC.	WEST DOCK DOOR REPAIR	02/23/2021	02/23/2021	596.44
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	02/23/2021	02/23/2021	10,145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	\$12,489.98
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	12/27/2020	02/23/2021	606.81
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$606.81
Account 65050 - BLDG MAINTENANCE MATERIAL				
100941 - CENTRAL RUG & CARPET CO.	CARPET INSTALLATION	02/23/2021	02/23/2021	1,190.00
100941 - CENTRAL RUG & CARPET CO.	CARPET INSTALLATION	02/23/2021	02/23/2021	1,180.00
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals		Invoice Transactions 2	\$2,370.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
			Invoice Transactions 10	\$15,466.79
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	02/23/2021	02/23/2021	1,888.75
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$1,888.75
Account 64005 - ELECTRICITY				
101143 - COMED	UTILITIES: COMED- FINAL BILL-900 CHICAGO AVE	02/23/2021	02/23/2021	292.23
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 1	\$292.23
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	02/23/2021	02/23/2021	18.95

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 02.23.2021 FY2021

Accounts Payable by G/L Distribution Report

Payment Date Range 02/23/21 - 02/23/21

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/23/2021	02/23/2021	98.52
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/23/2021	02/23/2021	69.05
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/23/2021	02/23/2021	34.99
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/23/2021	02/23/2021	72.70
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$275.26
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions 7	\$2,475.19
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	02/23/2021	02/23/2021	600.00
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	02/23/2021	02/23/2021	600.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$1,200.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 2	\$1,200.00
	Department 48 - LIBRARY Totals		Invoice Transactions 58	\$37,924.29
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 58	\$37,924.29
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
18019 - BP&T CONSTRUCTION	MAIN LIBRARY INTERIOR /EXTERIOR PAINTING	02/23/2021	02/23/2021	11,480.00
18019 - BP&T CONSTRUCTION	MAIN LIBRARY INTERIOR /EXTERIOR PAINTING	02/23/2021	02/23/2021	22,022.00
13571 - WIGHT & COMPANY	PROFESSIONAL SERVICES	02/23/2021	02/23/2021	12,950.00
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 3	\$46,452.00
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals			Invoice Transactions 3	\$46,452.00
	Department 48 - LIBRARY Totals		Invoice Transactions 3	\$46,452.00
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 3	\$46,452.00
			Invoice Transactions 61	\$84,376.29

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.23.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS TWIN EAGLE	NATURAL GAS-JANUARY, 2021	1,178.50
			<u>1,178.50</u>
		GRAND TOTAL	<u>85,554.79</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
ADMIN SVCS/INFO SYS	AMZN MKTP US UW7AJ3XZ3	WA	98109	\$ 2,240.00	12/2/2020	65100 LIBRARY SUPPLIES	40145 1ST LOT OF 10 CHROMEBOOKS. IMLS GRANT. HEATHER NORBORG
ADMIN SVCS/INFO SYS	AMZN MKTP US N22HP9EM3	WA	98109	\$ 2,290.00	12/3/2020	65100 LIBRARY SUPPLIES	40145 2ND LOT OF 10 CHROMEBOOKS. IMLS GRANT HEATHER NORBORG
ADMIN SVCS/INFO SYS	DASTON CORPORATION	VA	20176	\$ 225.00	12/9/2020	65100 LIBRARY SUPPLIES	40145 20 GOOGLE CHROME DEVICE LICENSES. IMLS GRANT HEATHER NORBORG
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ (91.57)	11/26/2020	65635 PERIODICALS	CREDIT
LIBRARY	AMZN MKTP US QO2KI67F3	WA	98109	\$ 79.98	11/26/2020	65100 LIBRARY SUPPLIES	AGE OPTION GRANT SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 263.50	11/30/2020	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION GRANT - CARDBOARD ENGINEERING KIT
LIBRARY	AMZN MKTP US SK5B47193	WA	98109	\$ 39.98	11/30/2020	65100 LIBRARY SUPPLIES	AGE OPTION GRANT SUPPLIES
LIBRARY	WINDY CITY GARDEN CENT	IL	60201	\$ 221.88	12/1/2020	65050 BUILDING MAINTENANCE MATERIAL	GREENERY/PLANTER DECORATION
LIBRARY	FACEBK PM6BXW2J42	CA	94025	\$ 16.00	12/1/2020	62205 ADVERTISING	PROGRAM AD ON SOCIAL MEDIA
LIBRARY	IN SUBURBAN ACCENTS	IL	60008	\$ 225.00	12/2/2020	65050 BUILDING MAINTENANCE MATERIAL	EPL VAN LOGO INSTALLATION
LIBRARY	SP EVANSTON STITCHWO	IL	60202	\$ 26.24	12/2/2020	65100 LIBRARY SUPPLIES	ITEST DIVAS GRANT SEWING SUPPLIES
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 130.00	12/2/2020	62295 TRAINING & TRAVEL	MIDWINTER ALA CONFERENCE REGISTRATION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	12/2/2020	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION TO ZOOM
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	12/3/2020	62340 IS SUPPORT FEES	WEB HOST SUBSCRIPTION
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	12/3/2020	62340 IS SUPPORT FEES	GOOGLE ESUITE SUBSCRIPTION
LIBRARY	AMAZON.COM UR5T03LV3	WA	98109	\$ 24.81	12/3/2020	65100 LIBRARY SUPPLIES	AGE OPTION GRANT SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 19.92	12/3/2020	65050 BUILDING MAINTENANCE MATERIAL	GREASE FOR ELECTRIC MOTOR MAINTENANCE
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	12/4/2020	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS USING COMMUNICO FOR PUBLIC ROOM RENTAL TRANSACTIONS.
LIBRARY	WALMART.COM AW	AR	72716	\$ 15.93	12/4/2020	65100 LIBRARY SUPPLIES	RC CRAFT PROGRAMMING SUPPLIES
LIBRARY	GIH GLOBALINDUSTRIALEQ	FL	33144	\$ 41.50	12/8/2020	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	TARGET 00032839	IL	60201	\$ (63.64)	12/8/2020	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	HOMELESS TRAINING	IL	60506	\$ 719.00	12/8/2020	62295 TRAINING & TRAVEL	ANNUAL SUBSCRIPTION TO ONLINE TRAINING FOR PATRONS W/ HOUSING CHALLENGES
LIBRARY	AMAZON.COM VI0JL4L33	WA	98109	\$ 40.09	12/8/2020	65100 LIBRARY SUPPLIES	CIRCULATION GADGET CHARGERS
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 377.14	12/9/2020	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 47.14	12/9/2020	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 32.67	12/11/2020	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	SQ ADVANCED FIRE PROT	IL	60077	\$ 1,095.00	12/11/2020	62225 BLDG MAINT SVCS	FIRE PROTECTION SERVICE MAINTENANCE
LIBRARY	PAYPAL DOLLARTREED	VA	23320	\$ 64.04	12/14/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 17.96	12/14/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SERVICE ANIME CLUB
LIBRARY	WALMART.COM AZ	AR	72716	\$ 38.76	12/14/2020	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES
LIBRARY	WALMART.COM AX	AR	72716	\$ 36.52	12/15/2020	65100 LIBRARY SUPPLIES	RC COZY CRAFT PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 9.56	12/17/2020	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION GRANT
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 67.17	12/18/2020	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION GRANT
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 70.56	12/18/2020	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION GRANT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	12/21/2020	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET SOLUTION PROVIDER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 34.50	12/21/2020	65050 BUILDING MAINTENANCE MATERIAL	MOUNTING TAPE
LIBRARY	PAYPAL CAMBRIABIKE	CA	93446	\$ 31.99	12/21/2020	65100 LIBRARY SUPPLIES	ITEST DIVAS GRANT SUPPLIES
LIBRARY	AMAZON.COM JF5HM2BY3	WA	98109	\$ 25.97	12/21/2020	65050 BUILDING MAINTENANCE MATERIAL	N@ML GRANT SUPPLIES
LIBRARY	CONSERVATIONMART	GA	30043	\$ 356.12	12/22/2020	65050 BUILDING MAINTENANCE MATERIAL	2 CASES OF 5WATT SPIRAL CFL BULBS FOR HANGING FIXTURES
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 5.78	12/22/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN VIRTUAL SOCIAL HOUR COOKING EVENT (NOT GRANT)
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ (9.56)	12/22/2020	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	PAYPAL NEWEGGCOM	CA	91745	\$ 9.44	12/22/2020	65100 LIBRARY SUPPLIES	RC TECHNOLOGY SUPPLIES
LIBRARY	AMZN MKTP US NX7N390C3	WA	98109	\$ 364.10	12/22/2020	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION GRANT SUPPLIES
LIBRARY	BESTBUYCOM06392578761	MN	55423	\$ 93.68	12/23/2020	65100 LIBRARY SUPPLIES	ITEST DIVAS GRANT SUPPLIES
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	12/25/2020	65050 BUILDING MAINTENANCE MATERIAL	ONLINE PHOTO STORAGE MONTHLY FEE
	LIBRARY 2020 DECEMBER TOTAL			\$ 9,693.50			

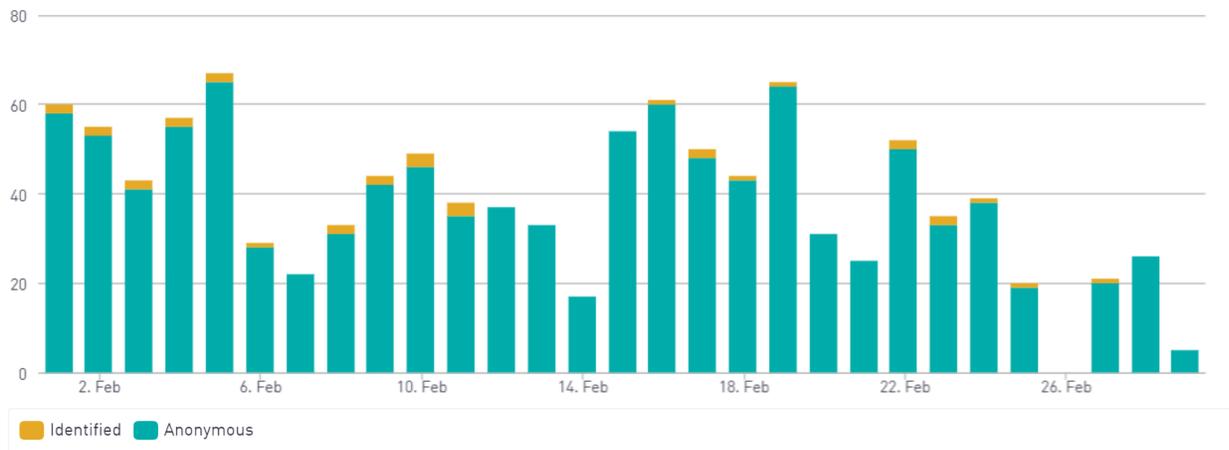
Assessments, Metrics and Initiative results:

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.

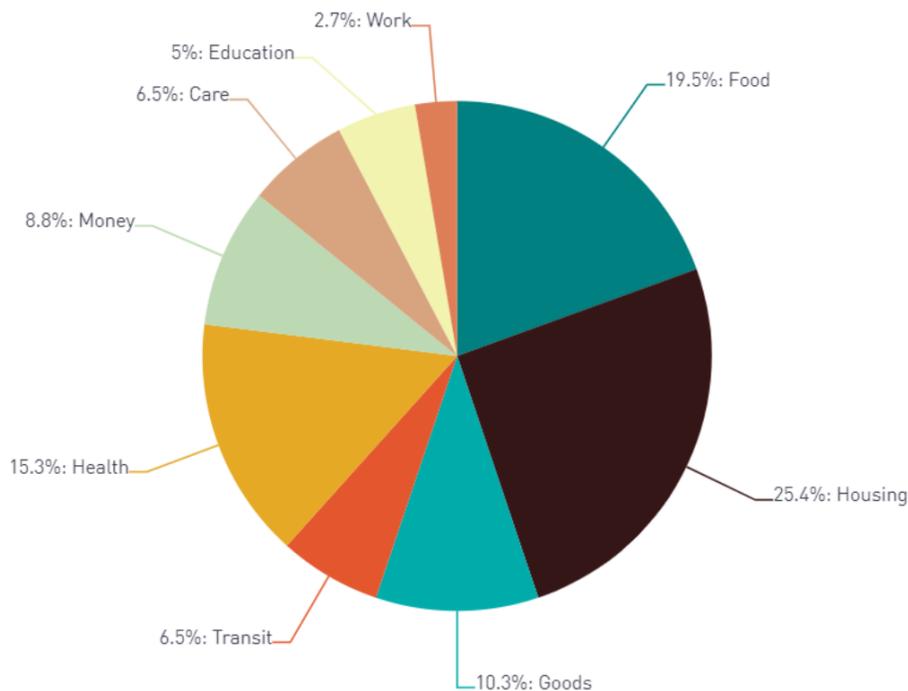
In the past 30 days, there have been 978 unique users of the Evanston Care Network:

Users | 30 Days



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

Searches by Category | 30 Days



In the past 30 days, 72 additional programs have been added to the Evanston Care Network. 62 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, C2C Young Advocates for Action, and general training open to all community based organizations whose programs are eligible for inclusion in the ECN. We have also spoken to this year's cohort of Leadership Evanston about the ECN partnership between EPL, COE, 311, ECF and AMITA St. Francis.

Volunteer Services: Even with the curtailing of volunteer opportunities beginning in March, EPL volunteers managed to log 4,057 hours in 2020 to enhance library services. This can be compared to 11,316 hours in 2019. New volunteer efforts for 2020 came from the Racial Equity Task Force and Robert Crown Library Branch. The continuing work of the Board of Trustees, ReImagine Campaign, and Tech Help with Seniors, which thankfully pivoted to online classes, added volunteer hours to the total.

Early Learning and Literacy February update:

Laura Antolin was pleased to hand over 21 boxes containing books from CAMS and North branch to D65 PTO for distribution to families in need of more books in their home libraries.

Laura has also had her first session with her first pod for the Project LENA partnership with the D65 Family Center.

Louise Tripp led a team to create a Winter Reading Program to replace Winter Words. This was targeted at readers or listeners under 7 years of age and had a number of activity suggestions and curated reading lists on a variety of topics. We had a request from a parent that the ages of participants be expanded. One parent said "This is such a great idea during this dull time of year."

2/13

Microwave Cooking Class: Breakfast Part II

Only had 19 attendees

Parent comments:

-Thank you so much for sending these and for the wonderful Zoom class. This was Hillary Claire's first and she absolutely loved it! She is so proud to be able to cook and to share her delicious treats with her family. Thank you for your time and instruction!

-Lola had fun and loves the blueberry muffin. She said she definitely wants to try it with other fruits too.

-Thanks so much. That was a lot of fun for the kids and parents were surprised that it was really delicious! Ha! (Daufeldt)

Little Explorers: Space

I think this is our best one yet virtually. Each "station" had an activity the kids could do with it and they all stayed engaged for the whole hour.

Parent comments:

-Thank you so much Kim and Laura! How creative and diversified! And Nicolò learned so much!

So glad for your fun classes in these crazy times.

-Thanks so much for the class today! This is the first we registered for/attended and my boys loved it! My older son was really interested in the planet cards and the constellation guide so I thought I could repeat the activities you did in class. (Daufeldt)

Parents After Bedtime Book Group:

Parents After Bedtime Read Aloud Club: Social Justice was again very well received, as evidenced by these comments made after the 2/9 program: (and in the later survey)

Patron feedback:

This is such a beautiful thing you're doing for our community. Thank you so much for this precious gift.

I agree—this is such a lovely way to wind down, listen and learn. Thank you!

Anonymous: This time offered lots of ideas for books to explore more or share with my family, and thoughts on how they are relevant and important, in a way that allowed me to take in some education at a relaxed weeknight pace tailored to pandemic parents!

Tomas and the Library Lady Preview party Saturday, February 27 11am was a hit and continues the long lasting partnership with NU's theater education department to provide Evanston kids with quality theatre education. The BEST: NU is donating free tickets to at risk kids through Miguel Ruiz and Laura Antolin:

Attendance for the whole series:

81 total attendees (counting #'s in each session and adding)

33 people attended the first session

3 people attended all 4 sessions

11 people attended 3 of the 4 sessions (Martha Meyer, Tracy Olasimbo and Jess Iverson)

Lifelong Learning February update:

Midwest Address Author Series Riva Lehrer (*Golem Girl*) in conversation with Christine Sneed: 2/4/21, 56 attendees, Riva Lehrer discussed her memoir, the art of the book and her art, and her disability. Zoom, Bookends & Beginnings partner. This Midwest Address event was one of the best thus far. There was a mix of audience members. Some were excited by Riva's discussion of art and the artistic way the book was made, some were inspired by her story, and one participant thanked Riva because they too had spina bifida and they appreciated hearing from someone older who has it. (Heather Ross)

Memory Cafe: 02/04, 02/11, 02/18, 02/25 weekly Zoom gathering of those experiencing memory changes; attendance varied from 5-8. This month's weekly themes included music, movement with music, show and tell and art using spices as paint. People really liked the art; show and tell was a great time for sharing. We are continuing to form bonds with our regulars and spreading the word about this program. (Paula Shapiro & Bridget Petrites)

Foster Senior Group: 02/03, 02/10, 02//17, 02/24 EPL tech hosts this weekly Zoom gathering; 32-40 people in attendance each week. (Paula Shapiro & Bridget Petrites)

Good Trouble Sewing Circle: 02/03 and 02/17 This group is a sewing circle of folks working on projects while discussing topics of racial equity and social justice. This month was the last under the leadership of Melissa Blount. The group will continue meeting with more than one other member facilitating. This month the group discussed white savior complex, somatic abolitionism and local politics while working on individual projects. (Halka)

Music and Video Production classes: 02/03, 02/10, 02/17, 02/24 This class met twice in English and twice in Spanish. Students were engaged in making a song and making a video. Library staff made connections with the bilingual family of a neurodiverse child, who was very engaged in the music production class. Staff shared the Spanish EPL newsletter with this family. (Halka)

Urban Sketching Workshop with Shruti Vijay: 02/04; 9 people attended. We had an equally long waiting list. Multi-generational, including many teen attendees. Shruti has done a magnificent job with them. Considering offering this again in the summer, possibly socially distanced, outside. Concluded with a virtual and in library exhibition. (Bridget Petrites)

EPL & CIAS Present: Strongmen — Mussolini to the Present - A Conversation with Historian Ruth Ben-Ghiat: 02/15, 61 in attendance, author interview/discussion, via Zoom, partner: Center for International & Area Studies (Northwestern). (Lorena Neal)
This is part of our long-running lecture series with CIAS (the umbrella group that now includes MENA at Northwestern). Danny Postel of CIAS interviewed Ruth Ben-Ghiat about her book, which is highly topical, and prompted a number of questions about the political climate in the U.S.. The recorded session can be viewed here:
<https://www.youtube.com/watch?v=d0B4ZiTbyfo>.

Book Discussions:

02/03 Science Fiction & Fantasy Book Group: 14 people discussed *The Prey of Gods* by Nicky Drayden, an African American author who set this book in a future version of South Africa. (Lorena Neal)

2/15 Wider Net Book Club 15 people attended. Discussed *Convenience Store Woman*. Interesting discussion about race and how we see ourselves. (Paula Shapiro)

2/18 Outside the Lines Book Club: 2 participants Discussed *Incognegro* by Mat Johnson (Katy Jacob & Kellye Fleming)

2/22 Better Off Read Book Group 12 people attended. Discussed *The Cooking Gene: A Journey Through African American Culinary History in the Old South* by Michael Twitty. (Bridget Petrites)

2/23 - True Crime Book Club: 7 participants Discussed *Lady Killers*. (Katy Jacob)

2/26 TMAC Book Group: read *Detransition, Baby*. This month we tried out a new Libby feature in which we pay for patrons to have no waitlist on certain titles. The group met for two hours and had a very in depth, nuanced discussion about most of the biggest taboos within the trans community. The discussion was personal, nuanced, and deep. (Halka)

3/1 - History Book Club: Participants discussed Erik Larson's *In the Garden of Beasts* and *March Violets* by Philip Kerr. (Jeff Garrett)

March Art @ the Library exhibit is "A Little Comfort" by Karen Jones (March, Main Branch). It includes a passive program: take-home pillow making kits. (Halka)

SCORE Small Business Counseling: 29 Small Business Counseling sessions were credited to our site in February. Small Business Counseling remains a steady point of interest during the pandemic, and they have not seen much of a decrease in their numbers since switching to virtual-only. (Susan Markwell)

Community Engagement

- On 3/29, staff from ES and ELL will be co-facilitating a book discussion for 4th-6th graders; the selected title is *Locomotion* by Jacqueline Woodson (Francellno)
- Partnering with ELL on a STEM program for 1st and 2nd graders (Francellno)
- On 3/6, staff participated in a D65 back-to-school event hosted at Family Focus. 125 families registered to participate in this outdoor opportunity to pick up supplies, winter clothing, community information, and from EPL, a tote bag with free books and information about programs and activities. (Francellno, Bojorquez)
- On 3/9, hosted monthly Mental Health is Essential community meeting, this month in partnership with Rainbows for All Children on the topic of childhood grief and trauma. 23 attended and participated in an informational presentation and q & a. (Skwerski, Francellno)
- Paws for Cause -- teen kit in collaboration with Teen Services, where teens sign up for a kit to create a cat wand toy and no sew blanket. All donations will be given to the Evanston Animal Shelter and for each kit returned, EAS said they'd take a picture of the adopted cat that used that Teens kit so we can send it to them. (Bojorquez)
- BPAC Meeting upcoming in March. It will be vaccine focused and in collaboration with the Evanston Health Dept as they will be present to explain the sign up process and answer some questions. (Bojorquez)
- Residents at Hill Apartments have been enjoying monthly delivery of DVDs throughout the pandemic, and more recently, have been very enthusiastic about the job tech kits. 5 residents have been using the laptops and hot spots to participate in community Zoom meetings and general internet usage. EPL visits to Hill were featured in the March Over the Rainbow newsletter. (Skwerski)
- With the announcement of the Good Neighbor Racial Equity Funds from NU, initial funding for the Uniper project is now in place, allowing forward motion on the Uniper pilot project. Uniper is a tool that converts standard TVs into smart TVs, and by using a standard remote control, allows seniors to participate in live programming (exercise, book groups, Memory Cafe, general group gatherings) and telehealth from their homes. This is a tool that we hope to pilot to address senior loneliness and isolation during the pandemic and beyond. (Skwerski, Norborg)

Robert Crown Branch Library

- Environmental Racism and Community Gardens: Collaboration with COE's Office of Sustainability - Black community leaders discussed the intersections between gardens, food, and race. Part of the Climate Resilience Series
 - *83 registered, 43 participants (50 overall)*
- Africa: Bearing the Burden of Climate Change: Collaboration with DePaul Professor Dr. Isidore Udoh discusses climate change, its effect on Nigeria and connections to the Chicagoland area. Part of the Climate Resilience Series.
 - *68 registered*
- Seed Swap: Collaboration with Edible Evanston (Citizens' Greener Evanston) where community members come pick up seeds and drop off seeds for personal gardening.
- Feminist Book List and Brochure: Developed a reading list for feminist literature
- Parents After Bedtime (4 sessions): Collaboration with Jessica & Martha (Main Library)
 - *81 total attendees*
 - *3 people attended all 4 sessions*
 - *11 people attended 3 of the 4 sessions*
 - *33 people attended the first session*
- Outside the Lines: Graphic Novel Book Club focusing on graphic novels by or featuring: BIPOC, LGBTQ+, and other religious and ethnic minorities.
- Fridaypalooza Cuenta Cuentos- Bilingual (English and Spanish) Family Storytime
 - *40 registered, 36 participants*
- Monday afternoon Hola Friends! Read aloud for 2nd graders and up.
 - *10 registered, 8 participants*
 - Offering the participants a free Spanish book for regularly participating
- Winter Read-a-Thon (*157 participants*) (partnering with ELL)
- Tote-ally Terrific (*120 take-home craft kits*) - [A multi-disciplinary blend of history, geography, Fibonacci sequence, and art!](#)
- Lena Start (*10 week program*)
 - Collaboration with JEH
 - Offered in Spanish and English
 - *30 families are participating*
- [Lunar New Year: Video storytime](#) with take-home craft (*72 total distributed*) featuring EPL staff and community members (ELL staff)
- [History Inspires: Video storytime](#) featuring EPL staff Tracy Olasimbo, Rolinda Stevenson, and A. Chijoke Williams

Communications

Teen Newsletter Analytics: February 10 Newsletter

28% open rate; 3% click rate; **3290** delivered; 1379 Total opens; 886 unique opens (28%); total clicks 153; unique clicks 87 (3%); 36 links

Teen Newsletter Analytics: March 4 Newsletter

25% open rate; 3% click rate; **3216** delivered; 1247 Total opens; 793 unique opens (25%); total clicks 115, unique clicks 84 (3%); 34 links

Boletin LatinX de la Biblioteca Analytics: February 12 Newsletter

21% open rate; 4% click rate; **761** delivered; 295 Total opens; 138 unique opens (21%); total clicks 30; unique clicks 25 (4%); 66 links

General Newsletter Analytics: February 18 Newsletter

26% open rate; 3% click rate; **37,983** delivered; 15,106 Total opens; 9717 unique opens (26%); total clicks 1266; unique clicks 1107 (3%); 78 links

General Newsletter Analytics: March 4 Newsletter

26% open rate; 4% click rate; **38,100** delivered; 15,305 Total opens; 9837 unique opens (26%); total clicks 2004; unique clicks 1600 (4%); 77 links

Children's Newsletter Analytics: March 1 Newsletter:

47% open rate; 3% click rate; **14,292** delivered; 10429 Total opens; 6604 unique opens (47%); total clicks 560; unique clicks 456 (3%); 50 links

Reset: Newsletter of the Collections Advisory Group of Black Evanstonians Analytics:

March 1 Newsletter:

40% open rate; 10% click rate; **73** delivered; 50 Total opens; 29 unique opens (40%); total clicks 7; unique clicks 7 (10%); 31 links

Cardboard Carnival (Newsletter for citywide student challenge): March 4 Newsletter:

45% open rate; 8 % click rate; **231** delivered; 231 total opens; 105 unique opens (45%); total clicks 32; unique clicks 19 (8%); 18 links

- Laura Antolin reported that a [POV](#) we published about her work in Community Engagement related to summer reading is now being used in a Library School college curriculum. (Also in 2020, a [POV](#) we published about our social work services inspired an article about this topic in the journal Public Libraries Nov/Dec 20.)
- Published original story on the [Cardboard Carnival and its partners](#) to be shared on social media, our website, RAILS, and other places. School Library Journal planning to write a piece on this topic as well, according to Renee.
- The Climate Resilience Series was featured in [FEMA's Resilient Nation Roundup](#).

Facebook reach Feb 9 to March 8 (our page only, not including other pages we post on) 9675 (reach is number of people who saw our posts at least once; Engagement: 1919 (people who reacted, commented, shared or clicked) **One of those "reached" was a Sun Times reporter** who saw a post from March 2 about Zoe, a child who stopped by with a jar of pennies totalling \$7.72 as a donation to the library. Zoe had been missing the library, thinking about us as she walked around town, and collecting pennies for us. [The Sun-Times then wrote a story about this event](#), a great depiction of library love, good news, and a child's generosity.

Major program promotions.

Began promoting [Evanston Ed](#), as part of IMLS grant for jobseekers

Began promoting [Housing Series](#)

Began promoting [NU lecture series on Climate Change](#)

(newsletter, press releases, social media)

The Check Out Podcast

Released episode 17 of The Check Out podcast with guest Tim Rhoze.

Also re-promoted the podcast we did with Dino Robinson in relation to the honor he's received in having a street named after him. This garnered 45 extra downloads of that episode first published more than a year ago in Feb. 2020. Have also noted an uptick in listens to the Robin Rue Simmons episode (Aug 2020) certainly related to all the National and local news about reparations in Evanston.

Leo Burnett project update (dates may undergo slight revision but gives general idea of this phase):

3.8 Brief Development

During this phase, the strategy team will distill research data and interviews and put together insights based on the data. They will turn those insights into a core idea (or ideas) for the creative team to develop work against.

3.12 Internal Brief Leadership Review

During this phase, the team will share the brief with CSO (chief strategy officer), CCO (creative officer) and CEO (Andrew Swinand) and seek feedback and approval

3.16 Brief Approval

We'll ask for leadership feedback/approval by this date

3.16 EOD Brief to EPL for review

Brief shared to ensure EPL is aligned with what we're asking of the creative team

3.19 Brief Feedback and approval

Share brief to provide feedback and approval. It's customary to provide 1-2 rounds of feedback during this phase

4.5 Kickoff creative teams

The goal is to kick-off the creative team to develop ideas.

Upcoming events of Note:

Lifelong Learning:

NEO mini-course "Fighting Climate Change," March 9 and March 16, >120 registrations (Jeff Garrett)

Local election Candidate Forums in partnership with the League of Women Voters Evanston:
Saturday, March 13 Wards 1 & 3 and Wards 2 & 5
Tuesday, March 16 City Clerk
Saturday, March 20 Wards 6 & 7 and Wards 4 & 8
(Heather Norborg)

Evanston Ed: Resources for Job Seekers and Everyone (Kerry Littel) - demonstrations of three learning tools available with an EPL library card with an explanation of how to get the most out of these tools:

Wednesday, March 17: Gale Courses
Wednesday, March 24: Gale Presents Udemy
Wednesday, March 31: LearningExpressLibrary

March 31 is **Trans Day of Visibility**. We are coordinating an event with the Northwestern Rainbow Alliance. More to come. (Halka)

April Art @ the Library will be **NeurodiVOICED**.

Thursday, April 8 at 6:30 PM: **Authors Jo Ross** ([*A Feminist Critique of Police Stops*](#)) and **Roger Fairfax** ([*Policing the Black Man*](#)) in conversation about their books. (Heather Ross)

Thursday, April 15 at 6:30pm: **Author event** [*It's in the Action: Memoirs of a Nonviolent Warrior*](#): Memoir of civil rights icon [Dr. C.T. Vivian](#) (co-author [Steve Fiffer](#) is an Evanston author). Discussion between author Fiffer and C.T. Vivian's son. (Heather Ross)

Other upcoming **author events**, not all dates finalized, as part of the Midwest Address series (Heather Ross):

- Megan Giddings, author of *Lakewood*, a novel described as “A startling debut about class and race, *Lakewood* evokes a terrifying world of medical experimentation—part *The Handmaid's Tale*, part *The Immortal Life of Henrietta Lacks*.”
- Nancy Johnson, author of *The Kindest Lie*, a novel described as “Powerful and revealing, *The Kindest Lie* captures the heartbreaking divide between Black and white communities and offers both an unflinching view of motherhood in contemporary America and the never-ending quest to achieve the American Dream.”
- Thursday, May 27: WBEZ's Natalie Moore in conversation with Badia Ahad-Legardy, author of *Afronostalgia: Feeling Good in Contemporary Black Culture*

Planning is underway for a series of **financial literacy workshops** in Spanish in May and in English in June. (Susan Markwell and Mariana Priscilla Bojorquez)

Navigating the Job Search four-part series will be repeated in June. (Susan Markwell)

Early Learning and Literacy:

Look for an upcoming Pi (Pie Day) video on making blueberry and pizza pies and geometry activities for children.

Spring Break programming for children will include book discussions, Preposterous Pilkey Party, virtual game night and more.

Work is underway with neighboring libraries on bringing Caldecott Medal winning illustrator Dan Santat for a virtual visit.

Patron feedback:

Patron was happy and excited to receive help with downloading library apps. He initially was just asking about Kanopy, but then I handed him an Apps Bookmark and he wanted them all (Heather Ross, 2/23)

Email compliment about a LitMatch: "I cannot thank you enough for this excellent service. What outstanding ideas! I had no idea Rosemund Pilcher wrote short stories--I remember my mom reading The Shell Seekers during my childhood! These books will bring her hours of pleasure. Again, thank you." (Katy Jacob)

Note received by EPL staff who delivers to a Books on Wheels patron: "U make the virus liveable." (2/19/21 Linda Balla via Julie Rand)

On 2/22, an elderly woman stopped by the desk on her way downstairs to checkout and thanked us for being open and for continuing to provide services during the pandemic. (Susan Markwell)

On 3/1, a telephone patron thanked us again for offering curbside pickup accommodations for patrons like herself who have serious health concerns. She said that this service has been a lifesaver during the pandemic and that she could not live without library materials. She said she is looking forward to someday visiting the new Robert Crown Branch Library, once the pandemic has ended. (Heather Norborg)

Foster Senior Group members recognized EPL staff members Bridget Petrites and Paula Shapiro, who have been tech hosting their weekly meetings and spending many hours helping members learn how to use and become comfortable with technology. One said "Not all angels are in Heaven. You are one of the ones walking the Earth." Another said "I wish I could hug you right now! I can't thank you enough for all your help with zoom and my computer. It's easy to get stuck and not want to do technology but especially now, we have to. I was able to do it because of your patience and excellent teaching."

A number of patrons who sent in reference requests via email expressed gratitude for our quick and professional work! (Lorena Neal)

Crown Patron Feedback:

1. Paulina Lavoie, a person who attended the **Cambio Climatico Presentation** in February, reached out to see if Bea could be a guest speaker at her radio show CoAmp in Lumpen Radio to talk more about recycling do's and don'ts. We will also be collaborating in a pilot to bring yard composting around her neighborhood.
2. **Bilingual Storytime:** Sentimos mucho no haber asistido a las lecturas de este viernes pasado, pero tenía que hacer unas vueltas que debían hacerse ese día. Y también deseo excusar a Mateo este otro viernes porque es probable que tampoco podamos asistir. Muchas gracias por su comprensión y nos encanta formar parte de sus clases.
3. **Bilingual Storytime:** We really enjoyed your Bilingual Storytime. You mentioned that we could come to the Crown Library in Evanston to pick up a Storytime kit or bag, we wondered what we needed to say to the front desk in order to get the bag, we were thinking of going to pick one up this weekend. Thanks.
4. **Bilingual Storytime:** Leo and Jayzie are really enjoying your classes. Thank you so much for the thoughtful content. That said, I'm sorry that they don't stop talking in your classes! We're working on it :) Have a nice weekend.
5. **Parents After Bedtime:** PThis time offered lots of ideas for books to explore more or share with my family, and thoughts on how they are relevant and important, in a way that allowed me to take in some education at a relaxed weeknight pace tailored to pandemic parents!
6. **Parents After Bedtime:** The appropriate selection of the books which are reflective of the connections between past and current happenings. In some cases I felt strong connections with the book's messages. I found the readings are relaxing as well .



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: March 12, 2021

This memo provides an update on significant administrative activities.

Human Resources

We wish to congratulate but are also saddened to report the retirement of Susan McClelland, the Librarian primarily responsible for Health and Wellness programs and resources.

EPL has extended offers of employment for several positions including Branch and Library Assistants and Clerks, with several start dates occurring later this month once pre-employment clearances have been completed, at which time we will announce the new staff members.

Financial Resources

The Library Fund financial report for the period ending February 28th is included for your review. For the operating fund, revenue collection is at 10% of budget projection and expenditures 14%. Capital fund expenditures total 16% of budget.

Facilities Update

Phase 1 of the Main Library painting project is now complete and we will soon be going out to public bid seeking a qualified painting contractor to complete the second portion of the project. Please stop by and take a look at the fresh new colors. Facilities is busy vetting bids for the restroom/family lounge addition project and expect to bring a qualified contractor's bid to the April Facilities Committee meeting on 4/21/21 for approval. The newly built Robert Crown Community Center and Library has officially been turned over to the City of Evanston and its one-year construction warranty has expired.

We expect a busy summer at the Main library with several construction projects running concurrently.

Budget Performance Report

Fiscal Year to Date 02/28/21

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	720,466.63	.00	733,505.43	6,518,494.57	10	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	1,364.73	(1,364.73)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	13.49	(13.49)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	.00	.00	31,097.86	113,902.14	21	121,938.15
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	58,411.75	331,588.25	15	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	1,905.23	8,094.77	19	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	13.32	(13.32)	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	659.15	.00	1,679.47	13,320.53	11	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	116.68	4,883.32	2	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	114.71	4,885.29	2	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	2,233.33	44,990.67	5	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	11,773.54	.00	12,773.54	137,226.46	9	24,879.36
	REVENUE TOTALS	\$8,341,224.00	\$0.00	\$8,341,224.00	\$732,899.32	\$0.00	\$843,229.54	\$7,497,994.46	10%	\$8,269,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	226,767.22	.00	351,209.65	2,833,060.36	11	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	93,455.05	.00	147,533.24	1,231,168.91	11	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	6,470.00	.00	9,426.56	65,573.44	13	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	1,201.16	.00	1,641.58	15,058.42	10	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	53,004.57
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,431.10	(3,431.10)	+++	2,689.94
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	47,446.40	.00	94,892.80	525,644.68	15	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	362.38	1,899.62	16	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	800.00	4,000.00	17	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	350.00	1,750.00	17	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	25,152.54	.00	60,457.17	292,876.62	17	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	19,652.18	.00	30,851.43	249,643.89	11	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	4,596.06	.00	7,215.28	59,062.33	11	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	3,588.75	.00	7,563.25	232,936.75	3	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	1,100.00	.00	1,100.00	6,900.00	14	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	25,227.57	127,185.00	35,405.54	35,409.46	82	211,505.71
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 02/28/21

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	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	906.00	4,534.00	17	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	814.00	4,071.00	17	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	31,755.82	17,716.49	32,092.44	169,391.07	23	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	14,551.53	54,666.95	15,256.53	185,076.52	27	246,426.95
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	141.66	9,858.34	1	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	1,111.53	.00	1,111.53	6,188.47	15	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	373.64	.00	1,070.82	4,629.18	19	5,893.90
64005	ELECTRICITY	.00	.00	.00	292.23	.00	292.23	(292.23)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	135.96	.00	2,039.49	26,460.51	7	19,515.83
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	961.51
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	18.95	.00	18.95	1,981.05	1	3,022.85
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	53.28	.00	1,018.01	10,981.99	8	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,077.50	.00	1,077.50	33,922.50	3	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	400.00	.00	400.00	69,600.00	1	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	3,576.28	11,301.90	4,264.90	114,433.20	12	122,071.01
65125	OTHER COMMODITIES	.00	.00	.00	.00	.00	.00	.00	+++	4,366.67
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	2,206.32	.00	2,206.32	27,793.68	7	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	37,042.62	.00	37,720.87	478,679.13	7	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	3,357.80	.00	6,142.20	35	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	2,805.88	.00	2,805.88	92,194.12	3	69,665.24
66131	TRANSFER TO GENERAL FUND	280,901.00	.00	280,901.00	23,408.00	.00	46,816.00	234,085.00	17	274,050.00
EXPENSE TOTALS		\$8,235,344.36	\$0.00	\$8,235,344.36	\$575,153.49	\$214,228.14	\$902,293.11	\$7,118,823.11	14%	\$7,400,168.17
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	732,899.32	.00	843,229.54	7,497,994.46	10%	8,269,295.12
EXPENSE TOTALS		8,235,344.36	.00	8,235,344.36	575,153.49	214,228.14	902,293.11	7,118,823.11	14%	7,400,168.17
Fund 185 - LIBRARY FUND Totals		\$105,879.64	\$0.00	\$105,879.64	\$157,745.83	(\$214,228.14)	(\$59,063.57)	\$379,171.35		\$869,126.95

Budget Performance Report

Fiscal Year to Date 02/28/21

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	77,738.22	(6,366.22)	77,738.22	377,628.00	16	94,525.25
	EXPENSE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$77,738.22	(\$6,366.22)	\$77,738.22	\$377,628.00	16%	\$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	77,738.22	(6,366.22)	77,738.22	377,628.00	16%	94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$77,738.22)	\$6,366.22	(\$77,738.22)	\$71,372.00		(\$94,525.25)
Grand Totals										
	REVENUE TOTALS	9,272,467.00	.00	9,272,467.00	732,899.32	.00	843,229.54	8,429,237.46	9%	8,749,440.12
	EXPENSE TOTALS	9,166,587.36	.00	9,166,587.36	652,891.71	207,861.92	980,031.33	7,978,694.11	13%	7,904,905.13
Grand Totals		\$105,879.64	\$0.00	\$105,879.64	\$80,007.61	(\$207,861.92)	(\$136,801.79)	\$450,543.35		\$844,534.99

Endowment for the Evanston Public Library
Holdings as of February 2021

	Symbol	Shares/Quantity	Price	Value as of February 28, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5899.333	\$352.54	\$2,079,750.86	42.08%	
Vanguard Small-Cap Index Fund	VSMAX	3905.886	\$101.12	\$394,963.19	7.99%	
Vanguard REIT Index Fund	VGSLX	1246.325	\$124.46	\$155,117.61	3.14%	
Vanguard Total International Stock Index Fund	VTIAX	15292.106	\$33.17	\$507,239.16	10.26%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7172.699	\$43.61	\$312,801.40	6.33%	69.8%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$465,619.40	\$465,619.40	9.42%	
iShares Silver Trust	SLV	4788.000	\$24.66	\$118,072.08	2.39%	
SPDR Gold Trust	GLD	625.000	\$161.81	\$101,131.25	2.05%	13.9%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$116.928	\$161,560.58	3.27%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$118.223	\$155,135.76	3.14%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$144.104	\$173,645.32	3.51%	9.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.980	28,859.46	\$316,876.86	6.41%	6.4%
				\$4,941,913.47		100.0%

Cash Equivalents	13.9%
US Treasury Inflation Protected Securities	9.9%
Corporate Bonds	6.4%
Domestic Equities	53.2%
International Equities	16.6%
	<u>100.0%</u>