



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, MAY 19, 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: May 19, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92228586347?pwd=TIRSY0xDL0pETVFrSVVJU2JMY2NGZz09>

Meeting ID: 922 2858 6347

Passcode: 622627

One tap mobile

+13126266799,,92228586347#,,,,*622627# 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, May 19, 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 April 21, 2021
 - B. Approval of Bills and Payroll
 - 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
 - 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Joint Task Force (Update)
 - 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
 - 7. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)
 - B. Summer Engagement Plans 2021 (Heather Norborg and Jill Skwerski)
 - C. Emerging from the Pandemic (Karen Danczak Lyons)
 - 8. BOARD REPORTS**
 - 9. BOARD DEVELOPMENT**
 - A. YWCA Equity Summit 2021
Redistributing Power to Build Liberated Communities May 13 & 14
 - 10. UNFINISHED BUSINESS**
 - A. Nominating Committee Report
 - 11. NEW BUSINESS**
 - A. Sculpture installation proposed for Reading Garden (For Action)
 - B. OverDrive annual contract renewal (For Action)
 - C. Shorefront exhibit case permanent installation (For Action)
 - 12. ADJOURNMENT**
- Next Meeting: June 16, 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, April 21, 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, Library Trustees, staff and guests participated in this meeting remotely.

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

Members Absent: none

Staff Present: Karen Danczak Lyons, Teri Campbell, John Devaney, Lea Hernandez-Solis, Wynn Shawver.

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: There was no citizen comment.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the March 17, 2021 Board Meeting

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

INFORMATION/COMMUNICATIONS: Together, We are the Library

A. Proclamation

The board of Trustees acknowledged the service of Trustee Ruth Hayes since 2018 with a proclamation thanking her for her leadership and advocacy, with best wishes for the future.

B. Strategic Planning

The sequencing of the work plan to complete this project will change to include Asset Based Community Development at the subcommittee level, and to complete the community survey later in the process to make sure that we provide the opportunity to hear from the community, include new voices, and do no harm. The board is optimistic and encouraged that this will result in an approach that is inclusive.

Equity, Diversity and Inclusion (Joint Task Force):

A. Joint Task Force (Update).

Assistant Director Campbell provided an updated on the decision by the internal EDI committee to move toward anti-racism work, establish resource section on website to educate about/combat white supremacy and are looking at community programming along these lines. The committee continues training trainers while offering racial equity discussion sessions, and moving through a list of staff ideas for where more progress can be made.

The Racial Equity Task Force welcomed Wynn Shawver to their monthly meeting to discuss racial equity marketing and messaging in terms of racial equity; and offered feedback related to proposed fundraising events. The working group advanced the conversation on video promotion scripts with detailed discussion about the programs and services available at the library that they hadn't been aware of before becoming volunteers.

Library Director's Report:

Executive Director Danczak Lyons highlighted two items from the written report. Since the last meeting, she connected with new Executive Director Dara Munson of CCS which recently merged with Family Focus (FF). Munson toured both the FF site and the Robert Crown branch library, and discussed the option of co-locating in a reimagined space on the FF site. EPL continues to pursue various Cares Act funding streams designated for libraries in order to augment existing programs.

President Iles and other Trustees shared community feedback hoping for expansion of services, given the large percentage of the Evanston community that has had at least one vaccine shot. Director Lyons spoke about what we've seen in terms of use and capacity, patron adherence to policy, the potential for safe, in-person programming, the unknown of who is actually vaccinated, and the plan to program heavily in the community this summer in the places and still support limited curbside pickup of materials. Trustees asked for a roadmap to include the considerations for expansion of service hours.

Staff Report:

A. Administrative Services Report

Campbell shared brief highlights from the written report (included in the board packet).

B. Stewardship Report

Director Danczak Lyons and Shawver reconfirmed that while we will not hold the annual May Stewardship event, we will continue to pursue opportunities to strengthen our fundraising message as we strive to shine a light on our funding needs.

C. Facilities Committee

John Devaney provided an explanation of the capital and maintenance work approvals needed.

1. Upon motion made by Trustee Schapiro, seconded by Trustee Lurie and approved by unanimous roll call vote, it was resolved to complete the emergency repair of the Cooling Chiller Condenser Coils by contracting with Carrier Corporation for \$10,850.
2. Upon motion made by Trustee Schapiro, seconded by Trustee Hays and approved by unanimous roll call vote, it was resolved to construct the All Gender restroom and Family lounge by contracting with Central Lakes Construction for \$193,640.

Board Development:

A. YWCA Equity Summit 2021

Redistributing Power to Build Liberated Communities May 13 & 14

Director Danczak Lyons informed Trustees of our sponsorship of this summit and invited them to attend.

Unfinished Business: None.

New Business:

A. Appointment of Nominating Committee

The Nominating Committee will be Trustees Iles, Goodman, and Lurie.

B. Non-Resident Card Fee

Trustees were updated regarding the fee which will remain level for the next year.

C. Closed Session – Personnel (Library Director Contract)

The motion to move into Executive Session was made by Shawn Iles, seconded by Goodman and approved by roll call vote to discuss a personnel matter. The motion to return to Open session was made by Trustee Haman, seconded by Trustee Schapiro and approved by roll call vote.

A motion was made by Iles, seconded by Schapiro and approved by unanimous roll call vote to approve the employment contract agreed upon in the Executive session.

Adjournment:

The motion to adjourn was made by Trustee Hayman and seconded by Trustee Schapiro and approved by roll call vote. Meeting adjourned at 7.54 p.m.

Submitted by: Terry Soto / Teri Campbell

PROCLAMATION

WHEREAS, Ruth Hays has served on the Evanston Public Library Board of Trustees from 2018 through 2021,

WHEREAS, Ruth served as Vice President of the Board of Trustees from 2019 to 2021,

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

WHEREAS, As a lifelong learner, Ruth is interested in enhancing the role that libraries play in the life of our community and making sure they serve Evanstonians throughout their lives and circumstances,

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

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

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

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

WHEREAS, Ruth 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 Ruth Hays 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 Ruth 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: May 14, 2021

Recommended Action

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

Payroll

April 12, 2021 through April 25, 2021	\$ 164,584.43
April 26, 2021 through May 9, 2021	\$ 165,506.17

Library Fund Bills List

April 27, 2021	\$ 150,219.40
(February 2021 Purchasing Card \$16,833.57)	
May 11, 2021	\$ 53,031.85

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 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	1,141.17	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	689.72	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	234.91	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	1,165.81	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 4	\$3,231.61
Account 65641 - AUDIO VISUAL COLLECTIONS					
100655 - BLACKSTONE PUBLISHING	JUV AV	04/27/2021	04/27/2021	124.59	
324163 - FINDAWAY WORLD, LLC	JUV AV	04/27/2021	04/27/2021	49.99	
324163 - FINDAWAY WORLD, LLC	JUV AV	04/27/2021	04/27/2021	220.67	
103424 - MIDWEST TAPE	JUV AV	04/27/2021	04/27/2021	31.98	
103424 - MIDWEST TAPE	JUV AV	04/27/2021	04/27/2021	45.72	
103424 - MIDWEST TAPE	JUV AV	04/27/2021	04/27/2021	96.36	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 6	\$569.31
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 10	\$3,800.92
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ONLINE RESOURCES	04/27/2021	04/27/2021	19,656.58	
16334 - KANOPY	ADULT ONLINE RESOURCES	04/27/2021	04/27/2021	1,689.00	
103424 - MIDWEST TAPE	REFERENCE ONLINE BOOKS	04/27/2021	04/27/2021	4,499.52	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 3	\$25,845.10
Account 65100 - LIBRARY SUPPLIES					
17886 - SEARCH INC.	APRIL ART EXHIBITION: NEURODIVOICED	04/27/2021	04/27/2021	200.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$200.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	1,271.29	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	33.16	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	63.74	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	1,547.51	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	380.89	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	545.64	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	17.88	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	85.10	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	539.65	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/27/2021	04/27/2021	28.49	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/27/2021	04/27/2021	102.71	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/27/2021	04/27/2021	176.93	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	153.44	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	100.00	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	1,449.58	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	386.62	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	1,030.69	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	59.96	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	639.37	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	67.95	
276974 - OVER DRIVE, INC.	EBOOKS	04/27/2021	04/27/2021	808.32	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 21	\$9,488.92
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	265.14	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	286.01	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	30.79	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	131.45	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	116.97	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	34.54	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	22.74	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	196.87	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	34.54	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	104.26	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	170.43	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	31.99	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	33.04	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	24.24	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	153.37	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	337.30	
103424 - MIDWEST TAPE	ADULT AV	04/27/2021	04/27/2021	27.04	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 17	\$2,000.72
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 42	\$37,534.74
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	04/27/2021	04/27/2021	22,393.98	
104897 - SPRINT	MOBILE HOTSPOTS	04/27/2021	04/27/2021	4,973.00	
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 2	\$27,366.98
Account 65100 - LIBRARY SUPPLIES					
17642 - TEAM ONE REPAIR, INC.	CIRCULATION RECEIPT TAPE QUOTE 1127501	04/27/2021	04/27/2021	1,399.50	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$1,399.50
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 3	\$28,766.48
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES	04/27/2021	04/27/2021	580.05	
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/27/2021	04/27/2021	108.05	
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/27/2021	04/27/2021	108.05	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 3	\$796.15
Account 65100 - LIBRARY SUPPLIES					
103460 - MINUTEMAN PRESS	POSTER PRINTING	04/27/2021	04/27/2021	49.90	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$49.90
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	14.69	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	17.82	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	1,340.39	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	170.88	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	35.32	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	1,655.37	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	4.75	
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	123.33	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	62.06	
100474 - BAKER & TAYLOR	JUV PRINT	04/27/2021	04/27/2021	78.33	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 10	\$3,502.94

BILLS LIST

PERIOD ENDING 04.27.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT PRINT	04/27/2021	04/27/2021	35.73
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$35.73
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 15	\$4,384.72
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	CONSULTING AND REIMBURSEMENT FOR MENTOR	04/27/2021	04/27/2021	6,000.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$6,000.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	04/27/2021	04/27/2021	223.06
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$223.06
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 2	\$6,223.06
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/27/2021	04/27/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/27/2021	04/27/2021	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/27/2021	04/27/2021	398.86
17077 - MURPHY SECURITY SOLUTIONS LLC	SECURITY ANNUAL RENEWAL	04/27/2021	04/27/2021	2,695.00
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICE AGREEMENT	04/27/2021	04/27/2021	12,325.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	04/27/2021	04/27/2021	10,145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 6	\$26,023.96
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED MAR 2021	04/27/2021	04/27/2021	82.81
10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED MAR 2021	04/27/2021	04/27/2021	7,091.64
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$7,174.45
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 8	\$33,198.41
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	04/27/2021	04/27/2021	1,888.75
12151 - MULTILINGUAL CONNECTIONS LLC	EPL ANNUAL REPORT TRANSLATION SERVICES	04/27/2021	04/27/2021	647.28
16999 - STEPHEN B. STARR DESIGN, INC.	EPL ANNUAL REPORT DESIGN/PRODUCTION FEES	04/27/2021	04/27/2021	828.33
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 3	\$3,364.36
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/27/2021	04/27/2021	352.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 1	\$352.05
Account 62295 - TRAINING & TRAVEL				
105221 - TRILOGY, INC.	MHFA TRAINING	04/27/2021	04/27/2021	539.50
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1	\$539.50
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	04/27/2021	04/27/2021	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 6	\$4,274.86
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	04/27/2021	04/27/2021	600.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$600.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	\$600.00
	Department 48 - LIBRARY Totals		Invoice Transactions 87	\$118,783.19
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 87	\$118,783.19
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
13571 - WIGHT & COMPANY	PROFESSIONAL SERVICES	04/27/2021	04/27/2021	14,602.64
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 1	\$14,602.64
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 1	\$14,602.64
	Department 48 - LIBRARY Totals		Invoice Transactions 1	\$14,602.64
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 1	\$14,602.64
* = Prior Fiscal Year Activity			Invoice Transactions 88	\$133,385.83

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.27.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-FEBRUARY, 2021	16,833.57
			<u>16,833.57</u>
		GRAND TOTAL	<u>150,219.40</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
LIBRARY	AMERLIBASSOC ECOMMERCE	IL	60611	\$ 650.00	1/27/2021	62295 TRAINING & TRAVEL	ALA WEBINAR GROUP REGISTRATION
LIBRARY	NAPA STORE 3018025	IL	60076	\$ 263.42	1/28/2021	65040 JANITORIAL SUPPLIES	NAPA MARINE BATTERY & CORE DEPOSIT
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 302.94	1/28/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 50.37	1/29/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 78.96	1/29/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	SO ALLEY GALLERY INC	IL	60201	\$ 166.61	1/29/2021	65100 LIBRARY SUPPLIES	FRAMING ARTWORK
LIBRARY	MCAFFEE WWW.MCAFFEE.COM	TX	75024	\$ 127.49	2/1/2021	65050 BUILDING MAINTENANCE MATERIAL	SOFTWARE VIRUS PROTECTION
LIBRARY	THE COPY ROOM, INC	IL	60201	\$ 252.00	2/1/2021	65100 LIBRARY SUPPLIES	3 SETS OF BLUEPRINTS FOR GENDER NEUTRAL RESTROOMS
LIBRARY	AMZN MKTP US Q499775E3	WA	98109	\$ 819.68	2/1/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	AMZN MKTP US 0812661F3	WA	98109	\$ 22.66	2/1/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US ON1AW6JM3	WA	98109	\$ 28.95	2/1/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US UIQ1YN8N23	WA	98109	\$ 132.95	2/1/2021	65641 AUDIO VISUAL COLLECTIONS	JUV AV
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	2/2/2021	65100 LIBRARY SUPPLIES	ZOOM MONTHLY SUBSCRIPTION
LIBRARY	AMZN MKTP US NT3036JP3	WA	98109	\$ 21.44	2/2/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US	WA	98109	\$ (43.85)	2/2/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US QH3W02C73	WA	98109	\$ 220.11	2/2/2021	65630 LIBRARY BOOKS	JUV BOOKS
LIBRARY	GOOGLE.GSUITE.EPL.ORG	CA	94043	\$ 12.00	2/3/2021	62341 INTERNET SOLUTION PROVIDERS	GOOGLE MONTHLY FEE
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	2/3/2021	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY FEE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 47.92	2/3/2021	65050 BUILDING MAINTENANCE MATERIAL	3 ROLLS OF STRETCH WRAP
LIBRARY	THE PONY SHOP INC	IL	60202	\$ 335.00	2/3/2021	65100 LIBRARY SUPPLIES	BIKE SUPPLIES ITEST DIVAS TEEN CYCLING CLUB
LIBRARY	GIH GLOBALINDUSTRIALEQ	FL	33144	\$ 442.95	2/3/2021	65100 LIBRARY SUPPLIES	COMPUTER CART FOR RC
LIBRARY	AMZN MKTP US KU84U7NP3	WA	98109	\$ 13.39	2/3/2021	65630 LIBRARY BOOKS	YA BOOKS
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	2/4/2021	62705 BANK SERVICE CHARGES	PAYMENT METHOD FOR PATRONS RESERVING PUBLIC MEETING ROOMS THROUGH COMMUNICO.
LIBRARY	SP CHARITYHOWTO	FL	33139	\$ 77.00	2/5/2021	62295 TRAINING & TRAVEL	DEVELOPMENT WEBINAR TRAINING
LIBRARY	AMZN MKTP US DD8548RT3	WA	98109	\$ 95.62	2/5/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	PAYPAL AMPLIFIER	CA	95131	\$ 121.78	2/5/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 7.63	2/8/2021	65050 BUILDING MAINTENANCE MATERIAL	NUTS AND BOLTS FOR PLOW
LIBRARY	AMZN MKTP US 509002H33	WA	98109	\$ 73.79	2/8/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS AND ENGAGEMENT PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 509002H33	WA	98109	\$ 73.79	2/8/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS AND ENGAGEMENT PROGRAM SUPPLIES
LIBRARY	THE WEBSTAIRANT STORE	PA	17602	\$ 58.15	2/8/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS SUPPLIES
LIBRARY	WALMART.COM AV	AR	72716	\$ 274.94	2/8/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS SUPPLIES
LIBRARY	AMZN MKTP US	WA	98109	\$ (20.48)	2/8/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US AMZN.COM/	WA	98109	\$ (21.00)	2/9/2021	62341 INTERNET SOLUTION PROVIDERS	AV JUV
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ 33.08	2/10/2021	65100 LIBRARY SUPPLIES	MARCH MADNESS PROGRAM SUPPLIES
LIBRARY	RUSSO POWER EQUIPMENT	IL	60176	\$ 1,347.50	2/11/2021	65050 BUILDING MAINTENANCE MATERIAL	CALCIUM CHLORIDE
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 202.50	2/11/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 727.92	2/11/2021	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL KIT SUPPLIES PNG GRANT
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 86.66	2/11/2021	65100 LIBRARY SUPPLIES	GRANTS ITEST DIVAS SUPPLIES FOR SEWING PROGRAM
LIBRARY	AMZN MKTP US Q64H579G3	WA	98109	\$ 273.32	2/11/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	SP CHRONICLE PHILANT	DC	20037	\$ 89.00	2/12/2021	62295 TRAINING & TRAVEL	DEVELOPMENT WEBINAR TRAINING
LIBRARY	PAYPAL NPMKTGUIDE NPM	NC	27292	\$ 49.00	2/12/2021	62295 TRAINING & TRAVEL	WEBINAR H NORBORG
LIBRARY	2COCOM ABSOLUTEH&O	GA	30022	\$ 16.99	2/12/2021	62341 INTERNET SOLUTION PROVIDERS	RC SOFTWARE SUBSCRIPTION
LIBRARY	2COCOM ABSOLUTEH&O	GA	30022	\$ 16.99	2/12/2021	62341 INTERNET SOLUTION PROVIDERS	RC SOFTWARE SUBSCRIPTION
LIBRARY	2COCOM ABSOLUTEH&O	GA	30022	\$ 16.99	2/12/2021	62341 INTERNET SOLUTION PROVIDERS	RC SOFTWARE SUBSCRIPTION
LIBRARY	2COCOM ABSOLUTEH&O	GA	30022	\$ 16.99	2/12/2021	62341 INTERNET SOLUTION PROVIDERS	RC SOFTWARE SUBSCRIPTION
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 126.01	2/12/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR SEWING ITEST DIVAS
LIBRARY	2COCOM ABSOLUTEH&O	GA	30022	\$ 16.99	2/15/2021	62341 INTERNET SOLUTION PROVIDERS	RC SOFTWARE SUBSCRIPTION
LIBRARY	2COCOM ABSOLUTEH&O	GA	30022	\$ 16.99	2/15/2021	62341 INTERNET SOLUTION PROVIDERS	RC SOFTWARE SUBSCRIPTION
LIBRARY	AMZN MKTP US N79ZH1323	WA	98109	\$ 160.96	2/15/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS AND RC SUPPLIES
LIBRARY	AMZN MKTP US N79ZH1323	WA	98109	\$ 187.57	2/15/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS AND RC SUPPLIES
LIBRARY	PAYPAL BANJOBROTHE	MN	55410	\$ 68.96	2/15/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS SUPPLIES
LIBRARY	PAYPAL LEADOUTGEAR	CA	95131	\$ 43.05	2/15/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS SUPPLIES
LIBRARY	WE HERE LLC	MD	21224	\$ 20.00	2/17/2021	62295 TRAINING & TRAVEL	WEBINAR TRAINING
LIBRARY	AMZN MKTP US AMZN.COM/	WA	98109	\$ (125.64)	2/18/2021	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	PRICELESSCULTURE	NY	11201	\$ 18.66	2/18/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR SEWING ITEST DIVAS
LIBRARY	AMZN MKTP US 8H2O49M33	WA	98109	\$ 161.94	2/19/2021	65040 JANITORIAL SUPPLIES	BULK GLOVES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	2/22/2021	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 54.98	2/22/2021	65050 BUILDING MAINTENANCE MATERIAL	HITCH MOUNT AND WINCH FOR TRACTOR
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 130.00	2/22/2021	65635 PERIODICALS	EVANSTON REVIEW SUBSCRIPTION FOR THE MAIN BRANCH
LIBRARY	SP GIVING USA	IL	60606	\$ 19.95	2/23/2021	62295 TRAINING & TRAVEL	DEVELOPMENT TRAINING
LIBRARY	1-800-GOT-JUNK	IL	60525	\$ 600.00	2/25/2021	65050 BUILDING MAINTENANCE MATERIAL	JUNK REMOVAL FROM NORTH BRANCH
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	2/25/2021	65100 LIBRARY SUPPLIES	PHOTO ONLINE STORAGE
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 42.66	2/25/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR CARDBOARD CARNIVAL PNG GRANT
ADMIN SVCS/INFO SYS	AMZN MKTP US B69JU4QT3	WA	98109	\$ 6,180.00	2/9/2021	65555 PERSONAL COMPUTER EQ	41241 12 CHROMEBOOKS FOR MIGUEL RUIZ EPL
ADMIN SVCS/INFO SYS	SCREENCONNECT SOFTWARE	FL	33634	\$ 840.00	2/12/2021	62340 IS SUPPORT FEES	41182 SCREENCONNECT REMOTE ASSIST SOFTWARE FOR EPL. PREPAID FOR 24 MONTHS
ADMIN SVCS/HUMAN RES	WPY ILLINOIS PUBLIC EM	IL	60018	\$ 258.00	2/3/2021	62295 TRAINING & TRAVEL	IPELRA EMPLOYMENT LAW SEMINAR CONFERENCE FEES - HR, LIBRARY, LAW, FIRE
	LIBRARY 2021 FEBRUARY TOTAL			\$ 16,833.57			

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 05.11.2021 FY2021

Accounts Payable by G/L Distribution Report

Payment Date Range 05/11/21 - 05/11/21

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	1,385.35
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	8.11
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	203.52
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	422.33
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	275.02
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	1,325.59
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	654.44
Account 65630 - LIBRARY BOOKS Totals				\$4,274.36
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	05/11/2021	05/11/2021	207.92
324163 - FINDAWAY WORLD, LLC	JUV AV	05/11/2021	05/11/2021	51.98
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$259.90
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	1,921.29
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	322.34
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	1,676.86
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	27.88
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	69.08
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	403.72
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	291.85
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	655.05
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	46.02
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	535.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/11/2021	05/11/2021	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/11/2021	05/11/2021	72.72
276974 - OVER DRIVE, INC.	EBOOKS	05/11/2021	05/11/2021	10.99
276974 - OVER DRIVE, INC.	EBOOKS	05/11/2021	05/11/2021	278.12
276974 - OVER DRIVE, INC.	EBOOKS	05/11/2021	05/11/2021	28.88
276974 - OVER DRIVE, INC.	EBOOKS	05/11/2021	05/11/2021	338.25
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/11/2021	05/11/2021	266.00
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/11/2021	05/11/2021	950.70
Account 65630 - LIBRARY BOOKS Totals				\$7,923.97
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	504.06
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	40.84
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	94.95
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	27.04
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	30.24
103424 - MIDWEST TAPE	ADULT AV	05/11/2021	05/11/2021	17.49
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$733.61
Business Unit 4820 - ACCESS SERVICES				
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	OFFICE SUPPLIES	05/11/2021	05/11/2021	72.94
Account 65100 - LIBRARY SUPPLIES Totals				\$72.94
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	108.05
Account 62225 - BLDG MAINTENANCE SERVICES Totals				\$540.25
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	05/11/2021	05/11/2021	259.80
Account 64015 - NATURAL GAS Totals				\$259.80
Account 65100 - LIBRARY SUPPLIES				
105711 - 4IMPRINT, INC.	EPL TABLECLOTH FOR ENGAGEMENT	05/11/2021	05/11/2021	1,100.22
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/11/2021	05/11/2021	66.61
Account 65100 - LIBRARY SUPPLIES Totals				\$1,166.83
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	22.58
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	198.23
100474 - BAKER & TAYLOR	YA PRINT	05/11/2021	05/11/2021	10.73
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	61.57
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	13.46
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	154.95
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	19.90
100474 - BAKER & TAYLOR	ADULT PRINT	05/11/2021	05/11/2021	25.33
100474 - BAKER & TAYLOR	JUV PRINT	05/11/2021	05/11/2021	51.88
Account 65630 - LIBRARY BOOKS Totals				\$558.63
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
101811 - FAMILY FOCUS	STAFF PROFESSIONAL SERVICES - PROJECT NEXT GENERATION GRANT	05/11/2021	05/11/2021	3,000.00
105668 - MCGAW YMCA	PROFESSIONAL SERVICES - PROJECT NEXT GENERATION GRANT	05/11/2021	05/11/2021	3,000.00
Account 65100 - LIBRARY SUPPLIES Totals				\$6,000.00
Account 65555 - IT COMPUTER HARDWARE				
101401 - DELL COMPUTER CORP.	DELL LAPTOP	05/11/2021	05/11/2021	9,844.90
162933 - CLIFFORD-WALD, A KIP COMPANY	PLOTTER PRINTER CANON TM-200	05/11/2021	05/11/2021	4,195.00
Account 65555 - IT COMPUTER HARDWARE Totals				\$14,039.90
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	05/11/2021	05/11/2021	443.94
Account 65630 - LIBRARY BOOKS Totals				\$443.94
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	CHILLER SERVICE	05/11/2021	05/11/2021	592.25
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	398.86
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	398.86
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2021	05/11/2021	398.86
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	05/11/2021	05/11/2021	94.88
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	05/11/2021	05/11/2021	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	05/11/2021	05/11/2021	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	05/11/2021	05/11/2021	420.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				\$2,723.71
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED JAN 21	05/11/2021	05/11/2021	94.50
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED JAN 21	05/11/2021	05/11/2021	6,246.17
Account 64005 - ELECTRICITY Totals				\$6,340.67

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 05.11.2021 FY2021

Accounts Payable by G/L Distribution Report

Payment Date Range 05/11/21 - 05/11/21

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
Account 64015 - NATURAL GAS 103744 - NICOR	UTILITIES: NICOR MAR 21	05/11/2021	05/11/2021	519.18	
	Account 64015 - NATURAL GAS Totals	Invoice Transactions 1		\$519.18	
Business Unit 4845 - LIBRARY ADMINISTRATION	Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions 11		\$9,583.56	
Account 62185 - CONSULTING SERVICES 11582 - MARY KLING 16999 - STEPHEN B. STARR DESIGN, INC. 102739 - STEVE JOHNSON CONNECTS	EPL VOLUNTEER MANAGEMENT ANNUAL REPORT DESIGN SERVICES 2020 PROFESSIONAL SERVICES	05/11/2021 05/11/2021 05/11/2021	05/11/2021 05/11/2021 05/11/2021	1,888.75 1,398.34 100.00	
	Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 3		\$3,387.09	
Account 62360 - MEMBERSHIP DUES 101719 - EVANSTON CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL	05/11/2021	05/11/2021	250.00	
	Account 62360 - MEMBERSHIP DUES Totals	Invoice Transactions 1		\$250.00	
Account 65095 - OFFICE SUPPLIES 162933 - CLIFFORD-WALD, A KIP COMPANY	PLOTTER PRINTER SUPPLIES	05/11/2021	05/11/2021	1,394.00	
	Account 65095 - OFFICE SUPPLIES Totals	Invoice Transactions 1		\$1,394.00	
Account 65100 - LIBRARY SUPPLIES 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT 103883 - OFFICE DEPOT	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	05/11/2021 05/11/2021 05/11/2021	05/11/2021 05/11/2021 05/11/2021	19.29 314.70 30.58	
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 3		\$364.57	
Business Unit 4850 - LIBRARY GRANTS	Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice Transactions 8		\$5,395.66	
Account 62185 - CONSULTING SERVICES 17786 - DANIELLA MELISSA PEREZ	D65 EVANSTEM	05/11/2021	05/11/2021	600.00	
	Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 1		\$600.00	
	Business Unit 4850 - LIBRARY GRANTS Totals	Invoice Transactions 1		\$600.00	
	Department 48 - LIBRARY Totals	Invoice Transactions 77		\$51,853.35	
	Fund 185 - LIBRARY FUND Totals	Invoice Transactions 77		\$51,853.35	
* = Prior Fiscal Year Activity				Invoice Transactions 77	\$51,853.35

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.11.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS APRIL, 2021	1,178.50
			<u>1,178.50</u>
		GRAND TOTAL	<u>53,031.85</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

Library Director's Report May 19, 2021

Updates:

- We are partnering on a two part panel discussion: "Legacy of School Segregation in Evanston" on May 13 and May 20. On May 13th, : 227 registered / 138 attended (recording link was shared directly with all registered). Here is the link: <https://www.youtube.com/watch?v=wbhAnsEQR1I&t=1629s>). The second panel will feature visions for future educational opportunities in the 5th Ward including approaches to co-locating an Evanston Public Library branch. Almost 250 registrations have been received.
- Two positions are in the process of being filled: Our Security Supervisor will begin this month. An offer is being tendered this week for a new Social Worker. I look forward to introducing these new staff to you at an upcoming Board Meeting.
- On May 13th and 14th, EPL was a Community Partner in support of the YWCA Evanston/Northshore Equity Summit: **Redistributing Power** to Build Liberated Communities. More than 10 staff and Trustees attended.
- The Strategic Planning process is being refined to begin with community conversations focused upon community assets and needs to be facilitated by library staff this summer throughout Evanston. Workshops for staff and volunteers will share Asset Based Community Development concepts to prepare for conversations with community members. Best practices for collecting and sharing the concepts discussed will be provided. The next meeting of the Strategic Planning Committee will be convened in June. Additional information will be provided at next month's Board meeting.

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	988	1,251	1,144									4,562
Robert Crown	228	146	247	294									915
Computer Lab	-	-	-	-									-
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	-	-	-	-	-	-	-	-	5,477
Website Visits													
All Location	34,058	30,600	35,361	32,729									132,748
Wifi Users													
All Location	5,000	5,000	5,987	6,000									21,987
Library Visits													
Main	10,563	9,372	12,161	11,888									43,984
Robert Crown	574	1,434	3,367	3,121									8,496
Overall Library Visits	11,137	10,806	15,528	15,009									52,480

Evanston Care Network update:

In April, there were 1,052 users of the ECN.
 The most common searched for terms were:
 23% Food
 22% Housing
 15% Health
 9% Legal

Lifelong Learning April update:

We've seen an increase in the number of patrons requesting access to information in Evanstoniana in order to prove residency for their reparations applications.

LLL Legal Librarian Lorena Neal's proposal to present a program at the 2021 Illinois Library Association conference (Oct. 12-14) has been accepted by the ILA. The program is called "**Bridging the Justice Gap: Connecting Public Library Patrons to Legal information and Services,**" and will be presented in collaboration with Amy Clark, the Director of Strategic Partnerships at Illinois Legal Aid Online (ILAO).

Career Counseling: (Susan Markwell)

There was one Career Counseling session during the month of April.

SCORE Small Business Counseling: (Susan Markwell)

There were 19 virtual mentoring sessions credited to EPL in April.

Open Communities Housing series: (Susan Markwell and Lorena Neal)

This series is aimed at providing financial and legal information, as it relates to different aspects of housing, to EPL patrons

April 15: Landlord Training 14 Adults in attendance.

Housing Pre-Purchase Workshop (4-session series)

18 adults in attendance. See below for anecdotal feedback from an attendee who found these sessions particularly helpful.

The State of Small Business Assistance panel discussion (Susan Markwell)

15 adults attended this session. Our panelists shared a lot of valuable information about which financial assistance programs are winding down and which ones may be available in the near future. Recording of this session will be posted to the library's YouTube channel. Our panelists also provided links and additional information which we will distribute to the attendees and include with the video.

Good Trouble Sewing Circle: 2 meetings in April (Halka)

- Virtual sewing circle meeting of 4 people via zoom.
- Outcomes: The group is working on a Ward quilt. The discussions and the project is focused on issues of health and white supremacy as a public health issue. The group had a long discussion of personal engagement with activism in Evanston and seemed excited about where the project is going.

Virtual Portrait Drawing Workshop with NeurodiVERSED:

- Virtual drawing workshop with 10 people via zoom partnering with [Visibility Arts](#).
- The workshop went very smoothly and the participants were happy to share the portraits they drew with the group at the end. The two artist teachers, Katy and John, identify as neurodiverse. Katy led the group with verbal instructions on how to draw each part of the face. John's video was spotlighted and he showed how to draw what Katy described. We practiced as a group a few times beforehand and the hour went by at a medium pace that was not rushed, but never stopping. Visibility Arts intends to invite Katy and John to teach in person now that they have seen it worked well virtually. We may do another workshop/exhibition in 2022.

Memory Cafe: (Bridget Petrites and Paula Shapiro)

weekly Zoom gathering of those experiencing memory changes

Attendance varied this month from 5-8. We saw a few new faces.

Foster Senior Group: (Bridget Petrites and Paula Shapiro)
weekly Zoom gathering.

32-40 people in attendance. The seniors are getting better with technology.

Birdwatching for Beginners (Julie Rand and Bridget Petrites)
We had 120 attendees.

Book Discussions:

TMAC Book Club *30 Names of Night:* (Halka)

- Virtual book discussion with 9 people via zoom partnering with [TMAC](#).
- The discussion was in-depth with some of the participants feeling deeply connected and inspired by the title. The same number were very confused by and did not particularly enjoy the book. There was discussion around immigration, white supremacy/gentrification, magical realism, anti-islamophobia, embodied transness, and the power of “naming” within oppressed communities. There was a discussion of future month’s readings at the end with excitement around a “choose your own” poem by a trans poet to read and discuss with the group. We reached out to BSA’s [Boi Talk](#) and [Community Cave](#) to cross promote the book club.

True Crime Book Club: (Katy Jacob)

6 participants for March, 3 registered (repeat attendees mostly not registered)

- Great discussion! All repeat attendees. A few people emailed to say they’d be back next month because they found this month’s book to be a bit grueling. Attendees prefer ebook titles on overdrive and/or audiobooks.
- **Science Fiction & Fantasy Book Group:** (Lorena Neal)
8 in attendance, discussing “The Female Man” by Joanna Russ, via Zoom
- The group appreciated this classic work of early feminist science fiction, although the postmodern format was challenging. The ideas remained fresh and relevant. Our book for May is “The King of Elfland’s Daughter,” an early and influential work of fantasy, by Lord Dunsany.

Readability Book Group: (Jeny Mills)

Every Monday, Wednesday and Friday, usually between 9-13 people per meeting, a book group for adults with developmental disabilities, Zoom, in partnership with Center For Independent Futures. The group is reading through a series of mysteries. The plan is to move on to another title in the fall.

Better Off Read Book Group (Bridget Petrites)

11 people attended. In honor of poetry month, we discussed two different poetry “how to” reading books, as well as shared poems.

Wider Net Book Club (Paula Shapiro)

15 people attended. *Topeka School* by Ben Lerner.

Author Events (Heather Ross):

“Race, Gender & Policing: Legal Scholars Discuss Their Works”:

96 people in attendance, in collaboration with Bookends & Beginnings, via Zoom. Lorena Neal hosted this event, featuring authors Josephine Ross and Roger A. Fairfax Jr., in which they discussed their recent works on policing and answered questions from the audience.

- Both speakers were excellent, and were able to communicate their legal theories clearly. There was enthusiastic questioning from the audience, especially in light of the then-ongoing trial of Derek Chauvin.

Nancy Johnson discusses her novel *The Kindest Lie* with Sara Paretsky (23 attendees) as part of the Midwest Address series, in partnership with Bookends & Beginnings

- The discussion was engaging, and focused on racism and “Obama hope” and Chicago--setting of the book.

Civil Rights Leader C.T. Vivian (77 attendees) panel discussion

- The event was excellent, and the audience was very engaged: many questions and comments.

Upcoming events of Note:

May 13 and 20: Legacy of School Segregation: two part series in partnership with D65, Shorefront, STEM School Evanston, Talking Whiteness on Central Street and ETHS Emerge group. (Heather Norborg)

Mes de la Educación Financiera (Financial Literacy series in Spanish) every Tuesday and Thursday in May (Susan Markwell and [Mariana Priscilla Bojorquez](#))

May 15th 6-7pm: Local Art @ the Library May artist Hank Yang, “Doodling for Stress Relief”, workshop/livestream via zoom (Halka)

June 23rd 6-7pm: Local Art @ the Library June artist “Queer Art Show and Tell with Jasper Huber”, zoom art discussion (Halka)

Upcoming Author Events

- Megan Giddings discusses her novel *Lakewood* with Maxine Mei-Fung Chung.
Thursday May 20, 12:00-1:00 PM
- Badia Ahad-Legardy discusses her book *Afro-Nostalgia: Feeling Good In Contemporary Black Culture* with Natalie Moore.
Thursday May 27, 12:00-1:00 PM
- Archie Bongiovanni (with Tristan Jimerson) to discuss their book *A Quick & Easy Guide to They/Them Pronouns*: June 8, 7 - 8 PM
 - Halka will facilitate
 - Promotion to the local Trans community and ETHS groups
 - It is also a tie-in for MI, which is currently reading *Orlando*
- Helene Wecker discusses her book *The Hidden Place* with Kat Howard (a sequel to *The Golem and The Jinni*). This is a collaboration with Highland Park Public Library, Glencoe Public Library, Wilmette Public Library, Mount Prospect Public Library and The Book Stall. June 22, 7-8 PM

Patron feedback:

Via phone a patron thanks all of us profusely for keeping EPL running during this challenging year. She can't imagine trying to manage without us. (Jeff Balch)

A patron who attended one of the Open Communities workshops shared with a library staff member that he found the information incredibly relevant to his situation. The individual (who identifies as LGBT+ and Latinx) described some of the information he received about home-buying as “scary,” but in a useful way. He didn’t realize how many things could go wrong when purchasing a home, and due to his estrangement from his family he didn’t have anyone to guide him through the process. (Susan Markwell)

A librarian from Deerfield who is looking at starting a Memory Cafe attended our Memory Cafe on 4/8 and wrote : “Thanks so much for letting me join the group. It was a wonderful experience. I learned so much! You both are great!” (Paula Shapiro and Bridget Petrites)

Received the most amazing email from one of the participants from last year’s 7Habits workshop on Friday. He wanted to share an update on how things have been going and the positive impact that the class had in his life. It made my day :) (Kerry Littel)

Phone patron regarding the library functioning during Covid: “You kept us alive, you kept us sane.” (Julie Rand, 4/28/21)

Communications:

Episode 18 of The Check Out podcast was released on April 29, 2021: Dr. Michael Allen is the principal of Oakton Elementary School in Evanston. In 2020 he was named Elementary Principal of the Year by the Illinois Principals Association. Dr. Allen grew up in the projects of Zion, Illinois and experienced homelessness in childhood. Today he sees himself as a voice for and to empower marginalized people, both students and leaders. He’s the author of *Brotherly Love*, published in 2020. This episode will be promoted widely and D65 will help.

The 2020 Annual Report was released digitally in May and now mailing to all Evanston residential addresses through bulk mail. The annual report is offered digitally in a new, dynamic format this year, designed in Adobe Spark. The report is available in English and Spanish through a variety of social channels and through our Library newsletters.

This Annual Report reflects it all: the pandemic response, the call to racial justice, and the many ways we explore the frontiers of what equitable access to resources truly means for Evanstonians. View the report in English: epl.org/annualreport2020 and in Spanish: epl.org/informeannual2020

Teaming up with Evanston History Center to collect some written pandemic stories from the community.

Sample Newsletter Analytics:

4/15 general newsletter/ 38,165 recipients/25% open rate/ 5% click rate/ 56 links

Top clicks: program on Indigenous History of Great Lakes; Community Compost Session at Robert Crown; Oscar Discussion Party; info on a book about birds; Medicare Ed 101; submission guidelines to 10th Ward Lit; another bird book rec; read 2021; another bird book; Link to streaming services

4/26 children’s newsletter/ 14,055 recipients/40% open rate/ 3% click rate/ 52 links

From M Meyer: Top 10 items: article about why graphic novels are good for kids to read; the mandala sketching video incorporated into the leading Asian Pacific Americans article, the Mother's Day Craft Kit, the Family Storytime and Craft program about Turtles, the LENA Start link, the Asian Pacific Americans booklist, the TreePlenish offer of a tree in your Evanston yard and the leaf crown for little ones (both part of Arbor Day article).

4/16 Spanish newsletter/ 806 recipients/24% open rate/4% click rate/ 55 links; Top clicks: community art program; community member relief fund application; housing workshop; wifi hotspots; jobs program; housing program; computer class in Spanish

5/5 Collections advisory group newsletter/ 115 recipients/32% open rate/4% click rate/25 links/ Items clicked on: kanopy movie about stuttering; 10th Ward Lit magazine; video on how to use Kanopy

Social media: Items emphasized on our (and other) social media channels include: Annual Report, Mental health programming, LENA start, podcast episode featuring Dr. Michael Allen of Oakton Elementary, extended series on our community engagement team, new literary magazine, vaccine hesitancy video, neurodiverse program, technology classes, indigeous history of the region...among other items.

Robert Crown

Adult Programs:

Lunch & Learn: Why Native Plants? Bring your questions on natives and learn more about how these plants are essential to increase biodiversity, regenerate soil and make our communities more resilient to climate change. In partnership with Natural Habitat Evanston.

Reciclaje y Composta: ¿Qué debo saber? ¿Qué plásticos puedo reciclar? Qué hago con el tarro, ¿lo lavo o lo reciclo sin más? ¿Dónde puedo compostar mis restos de comida? En esta charla aprenderemos todo lo que necesitamos saber para asegurarnos de que nuestro reciclaje acaba en el lugar adecuado. También veremos las ventajas de la composta y qué alternativas existen en nuestra comunidad para poder ser aún más verdes.

Resources Matter – Ways to Prevent Waste and Recycle Right In this lively discussion, Mary Allen, Recycling and Education Director at SWANCC, will help us learn more about creative and practical ways to reduce our waste and manage it correctly. Co-sponsored with Citizens' Greener Evanston as part of their Earth Day Event Series.

Lunch & Learn: Deconstruction, The Sustainable Choice

Join Anne Nicklin, from the Evanston Rebuilding Warehouse to learn more about deconstruction and how it can benefit you, your community and the planet. Co-sponsored with Citizens' Greener Evanston as part of their Earth Day Event Series

Oscar Discussion Party: Join us as we discuss the Oscar nominations, snubs, and surprises and predict who we think will win the Academy Awards. (KF)

Outside the Lines Graphic Novel Book Club-Bingo Love by Tee Franklin (KF)

The art magazine “10th Ward Lit” officially launched (KF)

Youth Programs:

- **Mystery Science Kit: 2nd edition (original content!) - 150 kids solved clues and experimented to discover the identity of the mystery animal. Then they learned all about the only endangered insect in Evanston, the rusty-patched bumblebee, and even planted native seeds to help provide food for these amazing animals. Patron comments: “This was awesome!” “More than I expected!” “I think it was really fun and interesting.” “My favorite part was working on the clues! And the rubberband bee sound!” (SB)**
- **Coded Beats Club: weekly meetings with kids through Zoom. We explored TunePad which was created by Northwestern. It uses Python coding to create music. We were able to create a beat with just 2 simple lines of code.**
- **Craft and Book: Cute paper rainbow craft and a book to celebrate Día del Niño y Día del Libro. And a book list for the website related to the celebration. (LP)**
- **Paper plate Llama: a craft in celebration of Cinco de Mayo (LP)**
- **Mother’s Day Card: Coloring page (LP)**
- **Update on Dedicated to The Dream: Working towards Awareness + Celebration program (SB, KF, TO, CF): Our Family Interest survey generated a diverse group of 21 families who are interested in the program. Introductory letter was sent out to families last week. Program planning is continuing. Program mission: The Evanston Public Library is piloting a program designed to invite curious families to listen, learn and grow through accessible, thoughtful, kid-friendly, challenging-yet-tender experiences and conversations around race and culture. If you have a child in 1st through 4th grade, we invite you to fill out our Family Interest Survey.**

Outreach: Reading for Dawes Diversity Community Virtual Book Club on April 31st (BE)

Engagement: Community Compost Pilot Program in collaboration with the Office of Sustainability (BE)

Other: Boletín de la Biblioteca to go out on Friday, May 7th. 814 subscribers

Engagement Services April Update:

- Mental Health is Essential Series continues, this month hosted by staff from PEER Services who spoke to 21 attendees on the topic of talking to teens and young adults about drug and alcohol use. Next month’s session, scheduled on June 8th at 7pm, will be facilitated by staff from NAMI who will host a session on community stories from the pandemic. Recordings of these sessions are posted on the EPL YouTube channel

The Spanish language Salud Mental sessions continue each 4th Thursday of the month, hosted by Cindy Castro, and are an open format to provide a place for the community to gather and talk. This month, 15 attendees met and shared their experiences about the effects of community violence on mental health. The next Salud session is scheduled for June 24th, 7pm.

- Graduate students from Northwestern University's Interdisciplinary Biological Sciences Program hosted a panel discussion on the Science of COVID-19 and Vaccines. Nine attendees listened to information about the nature of the disease, vaccine development and efficacy, and addressing vaccine hesitancy. This presentation is also up on the EPL YouTube channel. Skwerski
- Visits to Over the Rainbow/Hill Apartments resumed this month. 7 residents checked out 23 items from an outdoor library station. We'll continue to meet outdoors on a monthly basis this summer. Skwerski
- Work continues in support of the City's vaccination efforts. [Here is a link](#) to a locally based video produced in collaboration with the vaccine info working group to address vaccine hesitancy. Mariana Bojorquez has attended both vaccine events at St. Nick's and several at Levy to support translation needs. Skwerski
- **1-2 STEAM:** held 4/5 and 4/12, worked with 10-15 1st and 2nd graders to design wind streamers, understand how to use a compass and track the wind. Program was presented on Google Meet in collaboration with Laura Antolin and Kirby Callam from D65. Engagement was medium with kids responding to questions and sharing their thoughts. Francellno
- **Intergenerational storytelling series**-partnering with Halka in LLL, Tim Rhoze from FJT, and Dr. Stephanie Davenport of ASE (Chicago affiliate of the National Association of Black Storytellers) on a six series storytelling workshop. Projected start date is the first week in July. Francellno
- **Dedicated to the Dream**-collaborative program with members of the Crown and ELL teams. This program will support children and families in having discussions about race and skin positivity. Initial parent meet up is scheduled for May 27th. Francellno
- **E-Learning Support**-working to determine the best ways to support D65 students during remote learning. Francellno and Bojorquez

Additional endeavors:

Francellno-

Cradle 2 Career-met with Kim Holmes-Ross to discuss potential partnership opportunities, will be joining the new cohort of Advocates for Action as a community partner.

Infant Welfare Society of Evanston-met with the family advocate team to share library resources, discussed potential partnerships. Planning a library card sign-up day.

Ebony Barbershop-interested in creating a partnership that goes beyond the books that shop currently receives from the library.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: May 14, 2021

This memo provides an update on significant administrative activities.

Human Resources

We are pleased to welcome new employees to EPL who bring a wide range of perspective and experience to the organization. In Engagement Services, Amanda Mitchel is the newest Clerk. Morgan Patten, a former Public Services Substitute is now a Library Assistant in the Innovation and Digital Learning department.

Our choice for Security Supervisor has accepted the offer, and will join the team next week. Internal candidates are reviewing offers for Branch and Library Assistant. An offer has been extended for a contracted Social Worker through AMITA Healthcare.

Interviews and application review are in progress to fill positions that include Librarian and Clerk.

Financial Resources

The Library Fund financial report for the period ending April 30th is included for your review. For the operating fund, revenue collection is at 42% of budget projection and expenditures 33%. Capital fund expenditures total 13% of budget.

Facilities Update

Library maintenance continues with the bidding process for the remainder of the 2021 Capital Improvement Plan. This development requires much staff time developing public bids, and collaboration with other City departments which include Purchasing and Legal. We expect a busy and safe construction season here at the Main Library.

Work on the All Gender Restroom and Family Lounge got off to a quick start and is well underway. Project completion is expected by mid-June with a long lead time on the wood doors. The newly renovated spaces will be fully functional during this period.



Budget Performance Report

Fiscal Year to Date 04/30/21

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	.00	.00	3,124,918.62	4,127,081.38	43	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	2,972.73	(2,972.73)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	23.21	.00	65.74	(65.74)	+++	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	66,747.44	323,252.56	17	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	(61.00)	.00	(60.68)	60.68	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	1,242.36	.00	3,557.04	11,442.96	24	26,949.16
57002	TRANSFER FROM ENDOWMENT	209,000.00	.00	209,000.00	.00	.00	250,000.00	(41,000.00)	120	199,414.25
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	395.14	4,604.86	8	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	4,466.66	42,757.34	9	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	12,773.54	137,226.46	9	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$1,204.57	\$0.00	\$3,498,956.00	\$4,842,268.00	42%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	332,758.00	.00	1,126,672.10	2,057,597.91	35	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	148,418.46	.00	424,771.46	953,930.69	31	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	9,764.00	.00	30,074.24	44,925.76	40	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	1,514.25	.00	3,596.25	13,103.75	22	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	1,509.83	.00	9,942.15	(9,942.15)	+++	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	47,740.78	.00	190,079.98	430,457.50	31	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	185.90	.00	729.70	1,532.30	32	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	1,600.00	3,200.00	33	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	700.00	1,400.00	33	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	37,793.62	.00	122,737.94	230,595.85	35	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	29,928.80	.00	96,377.45	184,117.87	34	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	6,999.53	.00	22,539.97	43,737.64	34	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	7,616.44	25,833.34	19,782.99	194,883.67	19	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	39.00	.00	39.00	7,961.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	1,250.00	6,750.00	16	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	27,921.17	94,570.00	79,153.31	24,276.69	88	211,505.71
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	2,277.00	.00	7,723.00	23	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	2,277.00	(977.00)	175	.00



Budget Performance Report

Fiscal Year to Date 04/30/21

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										
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	499.91	.00	1,248.91	23,751.09	5	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	1,812.00	3,628.00	33	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	1,628.00	3,257.00	33	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	39.34	.00	39.34	960.66	4	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	29,764.69	16,095.00	69,428.13	133,676.87	39	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	26,466.62	.00	83,716.46	171,283.54	33	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	69.00	.00	69.00	2,031.00	3	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	79.35	.00	221.01	9,778.99	2	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	1,181.40	.00	2,292.93	5,007.07	31	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	330.73	.00	1,754.36	3,945.64	31	5,893.90
64005	ELECTRICITY	.00	.00	.00	14,842.88	.00	15,135.11	(15,135.11)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	851.69	.00	6,321.61	22,178.39	22	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	37.90	.00	75.80	1,924.20	4	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	2,057.05	.00	3,124.46	8,875.54	26	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,524.34	.00	2,601.84	32,398.16	7	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	258.83	.00	658.83	69,341.17	1	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	13,307.76	9,854.35	28,672.78	91,472.87	30	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	.00	14,039.90	2,206.32	13,753.78	54	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	41,227.73	.00	122,217.99	394,182.01	24	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	.00	3,357.80	6,142.20	35	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	4,625.17	.00	18,760.83	76,239.17	20	69,665.24
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	344,050.00
66131	TRANSFER TO GENERAL FUND	280,901.00	.00	280,901.00	23,408.00	.00	93,632.00	187,269.00	33	.00
EXPENSE TOTALS		\$8,235,344.36	\$0.00	\$8,235,344.36	\$814,197.17	\$162,669.59	\$2,594,730.15	\$5,477,944.62	33%	\$7,470,168.17
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	1,204.57	.00	3,498,956.00	4,842,268.00	42%	8,199,295.12
EXPENSE TOTALS		8,235,344.36	.00	8,235,344.36	814,197.17	162,669.59	2,594,730.15	5,477,944.62	33%	7,470,168.17
Fund 185 - LIBRARY FUND Totals		\$105,879.64	\$0.00	\$105,879.64	(\$812,992.60)	(\$162,669.59)	\$904,225.85	(\$635,676.62)		\$729,126.95



Budget Performance Report

Fiscal Year to Date 04/30/21

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	200,000.00	282,243.00	41	480,145.00
	REVENUE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$200,000.00	\$282,243.00	41%	\$480,145.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	232,343.00	.00	232,343.00	.00	.00	.00	232,343.00	0	222,648.00
68315	DEBT SERVICE- INTEREST	249,900.00	.00	249,900.00	.00	.00	.00	249,900.00	0	215,447.05
	EXPENSE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$0.00	\$482,243.00	0%	\$438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	482,243.00	.00	482,243.00	.00	.00	200,000.00	282,243.00	41%	480,145.00
	EXPENSE TOTALS	482,243.00	.00	482,243.00	.00	.00	.00	482,243.00	0%	438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	(\$200,000.00)		\$42,049.95
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	14,602.64	(47,431.84)	104,376.66	392,055.18	13	94,525.25
	EXPENSE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$14,602.64	(\$47,431.84)	\$104,376.66	\$392,055.18	13%	\$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	14,602.64	(47,431.84)	104,376.66	392,055.18	13%	94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$14,602.64)	\$47,431.84	(\$104,376.66)	\$56,944.82		(\$94,525.25)
Grand Totals										
	REVENUE TOTALS	9,272,467.00	.00	9,272,467.00	1,204.57	.00	3,698,956.00	5,573,511.00	40%	8,679,440.12
	EXPENSE TOTALS	9,166,587.36	.00	9,166,587.36	828,799.81	115,237.75	2,699,106.81	6,352,242.80	31%	8,002,788.47
Grand Totals		\$105,879.64	\$0.00	\$105,879.64	(\$827,595.24)	(\$115,237.75)	\$999,849.19	(\$778,731.80)		\$676,651.65

Endowment for the Evanston Public Library
 Holdings as of April 2021

	Symbol	Shares/Quantity	Price	Value as of April 30, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5227.588	\$386.25	\$2,019,155.87	40.72%	
Vanguard Small-Cap Index Fund	VSMAX	3916.539	\$106.61	\$417,542.22	8.42%	
Vanguard REIT Index Fund	VGSLX	1253.610	\$140.45	\$176,069.52	3.55%	
Vanguard Total International Stock Index Fund	VTIAX	15328.589	\$34.60	\$530,369.18	10.70%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7181.323	\$43.92	\$315,403.71	6.36%	69.7%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$465,627.18	\$465,627.18	9.39%	
iShares Silver Trust	SLV	4788.000	\$24.01	\$114,959.88	2.32%	
SPDR Gold Trust	GLD	625.000	\$165.66	\$103,537.50	2.09%	13.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.658	\$164,141.14	3.31%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$119.001	\$157,666.80	3.18%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$145.290	\$176,767.07	3.56%	10.1%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.970	28,941.25	\$317,485.46	6.40%	6.4%
				\$4,958,725.53		100.0%

Cash Equivalents	13.8%
US Treasury Inflation Protected Securities	10.1%
Corporate Bonds	6.4%
Domestic Equities	52.7%
International Equities	17.1%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Phased Reopening

Date: May 14, 2021

Throughout the COVID 19 pandemic, the Evanston Public Library has consulted with the City of Evanston's Health and Human Services Director, followed the data and evolving science and closely monitored reports from federal, state and local government agencies responsible for public health.

Maintaining the safety of patrons and staff has informed our strategy and is reflected in our procedures and the safety protocols in both of our locations. As we move into future phases we will continue to rely upon the expertise of the City of Evanston's Health and Human Service Director, federal, state and local guidance grounded in science.

<https://www.cityofevanston.org/government/departments/health-human-services/coronavirus-disease>

Brief review of 2020

After closing our in person public service in March, the Library took a number of steps to rework operations and provide service during the pandemic. We have a commitment to keep the public and staff safe. Thanks to the cooperation of our staff and our visitors, we were able to fulfill that commitment.

Phased Reopening Plan

Start Date: March 2020

The Evanston Public Library closed all buildings due to the COVID-19 pandemic. Per Governor Pritzker's Stay-at-Home Order, no staff, other than maintenance, worked regularly in library facilities. The Library continued to provide virtual programs and services throughout the closure period. Library leadership created a plan to reintroduce service from our physical locations, when *Phase 3: Recovery* of Governor Pritzker's [Restore Illinois](#) plan was reached.

Service Level 1 - Limited staff return to Main

Library buildings remain closed to the public. A limited number of assigned staff come in to prepare to reopen the buildings. Staff began to return to work in limited numbers to support specific functions such as curbside pickup and materials check-in. This initially included staff working at Main, with the Robert Crown location added later. Soft rollout of curbside service for

patrons with holds from pre-closure began on June 15, with general curbside, for Evanston cardholders only, beginning on June 22. Curbside service hours were 10am - 3pm, Tuesday through Saturday.

Start Date: June, 2020.

Context: Stay-at-home order was lifted by state and local authorities. From *Restore Illinois: The rate of infection among those surveillance tested is stable or declining...Face coverings in public continue to be required...Gatherings of 10 people or fewer for any reason can resume...Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.*

Summary:

- Library buildings remain closed to the public.
 - Limited scheduled staff begin to return to buildings as necessary to perform job duties required to support specific services, such as curbside pickup
 - Staff may work in staff and public areas and may work at both buildings, or only at the Main Library.
 - Masks are required
 - Physical distancing of 6 feet or more is the norm
 - Many staff continue to work remotely
 - Staff continue to provide virtual programs
 - Staff continue to assist patrons through chat, phone calls, and emails
 - Curbside pickup limited to Evanston cardholders only, in line with all CCS libraries.
 - Truck makes weekly visits to summer lunch distribution sites beginning 7/6
 - Returned materials are quarantined for 7days before check-in; due dates will be adjusted accordingly
-

Service Level 2 - Limited staff, slow rollout of building access for public

Main Library and Crown Branch began a slow rollout of limited access to physical materials and computer use, both under strict guidelines, and with reduced hours. External book drops are open. No in-person programming or meeting room rental.

Start Date: On July 13th, limited access to the first floor of the Main Library began. A temporary Computer Commons was created in the first floor Main Community Room for one hour public Internet use. On August 10th, patrons were welcome to retrieve their HOLDS and use self checkout machines to checkout their materials. In October, both libraries re-opened for public use while maintaining safety protocols and limiting visits to one hour or less.

- Hours at Main Library: Mon 12-6 / Tues 2-8 / Wed 12-6 / Thurs 2-8 / Fri 12-6 / Sat 12-6 / closed Sun. The first hour of each day at the Main Library is reserved for high-risk patrons.
- Hours at Robert Crown Branch Library: Mon 3-8 / Tues 10-3 / closed Wed & Thurs / Fri 1-6 / Sat 10-3 / Sun 1-6.

Context: *Phase 4: Revitalization of Restore Illinois plan was reached. During this phase and per Restore Illinois: Gatherings with 50 people or fewer will be permitted. Testing is widely available, and contact tracing is commonplace. Physical distancing policies remain in place and masks are required. Infection risks are still high, but cases continue to decline. Robust sanitizing protocols remain in place.*

Summary:

- Intent is to provide access to materials but not to encourage extended stays or gatherings.
- Access could be via curbside pickup or self-holds vestibule in the lobby at main library and near service desk at Robert Crown branch.
- Seating is removed from the floors.
- No reservations for study rooms or meeting rooms are accepted.
- Limited computer access at Main and limited stations at Crown
- Open hours are reduced from our regular schedule to allow for materials to be shelved and holds pulled before the library opens to the public.
- Specific hours for vulnerable patrons were established.
- While open, there is limited face-to-face staff/public interaction (either increased self-checkout use or no-contact checkouts)
- Returned materials are quarantined for 72 hours before check-in
- Staff continue to assist through chat, phone calls, and emails.
- Staff continue to provide virtual programs.
- Checkout at EPL facilities available to non-EPL cardholders.

Service Level 3 - Some regular patron visits, small group meetings and programs

Additional library services are added at the Main Library and Crown as modified service hours continue.

Anticipated Date: June, 2021 dependent upon local and state risk assessment. Main library will add Sunday hours (from noon-6:00 PM) resulting in service 7 days per week beginning on June 6th. Robert Crown branch library will add Thursday public service beginning on June 3, 2021.

Context: Physical distancing is still recommended, but infection risks continue to steadily decline. This stage occurs during *Restore Illinois Plan bridge phase*.

Summary:

- Some seating is re-introduced but configured to allow for physical distance.
- Working remotely is still strongly recommended for those who can still perform their tasks at home and those with increased risk of COVID-19. These will be determined on a case-by-case basis and based on operations as service hours and options are further restored.
- Maximum occupancy of 50% of space capacity is allowed for both staff and patrons.
- Meeting people face-to-face is not highly recommended. If possible, staff are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible even when patrons are in the same building.
- Masks are required for staff and patrons that are 2 years of age and older.

- Screening for symptoms and temperature checks are required before entering the facility.
- Hand sanitizer and wipes are provided throughout the library for patrons and staff.
- Cleaning and disinfecting areas of the library following CDC protocols.
- Study rooms may be used with one or two people.
- More computers are accessible at physically distant intervals of at least 6 feet.
- Limited staff are available on the service desks

Service Level 4: Full service resumes under a “new normal”

Full span of library services are reintroduced. Additional public service hours phased in dependent upon staffing levels and engagement activities throughout Evanston.

Anticipated Date: Fall, 2021. *Likely not until Phase 5: Illinois Restored of Restore Illinois plan and dependent on local assessment of risk. Local schools reopen to in school learning.*

Context: *From Restore Illinois Phase 5: Testing, tracing, vaccines and treatment are widely available throughout the state. Treatment options are readily available that ensure health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Healthcare equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.*

In consultation with the City of Evanston’s Health and Human Services Director, following the data and evolving science and closely monitoring reports from federal, state and local government agencies responsible for public health.

Summary: Service desks are fully staffed. Device checkouts are permitted and all computers in operation. All seating is back on the floor. Programs and community meetings within the library resume.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director
Paulina Martinez, Assistant to the City Manager

Subject: Public Art Donation Submission

Date: May 14, 2021

Paulina Martinez shared the following request for consideration and approval by the Library Board of Trustees:

Recommended Action:

The Public Art Working Group recommends accepting the proposed donation, "Enigma" by artist Barbara Goldsmith.

Funding Source:

For FY2021 GL #1415.40.4219.56045 (project # 120005) had an available balance of \$52,669.

Summary:

Staff received one submission for a public art donation; a sculpture titled "Enigma" by artist Barbara Goldsmith. The piece was elaborated in concrete monocast and is valued at \$5,000. According to the submission, maintenance requirements are minimal and the sculpture is in "excellent" condition.

The donor proposes she would deliver and install the sculpture with the help of another person. However, it is requested that the Arts Council covers the cost of the concrete base; the estimated cost of the base is up to \$1,200.

The installation of the sculpture is proposed for the southwest corner of the Reading Garden at the Robert Crown branch library.

I have shared this request with the Zimmermann Family but have not received a response. The Board previously approved a request to name the Reading Garden in memory of a member of their family. Details of the naming agreement are still being finalized.

Both Assistant City will attend the Board meeting to answer questions.



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

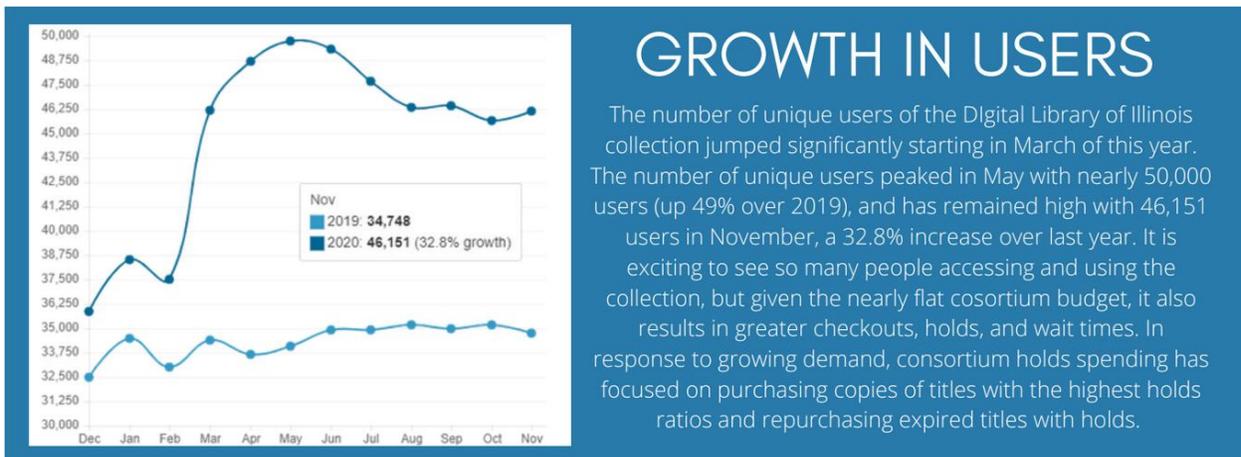
Subject: Rails Over Drive Renewal

Date: May 12, 2021

In late 2019 the Digital Library of Illinois consortium (or DLIL), to which Evanston Public Library belongs, changed its Digital Library fee structure. Under the new guidelines, each library would pay a yearly fee based on their service population and annual usage, our bill increased in 2019 to \$18,259. Though we are not the largest library in the DLIL consortium, our usage far outstrips that of other libraries.

Evanston’s circulation in 2020 increased due to the pandemic. In 2020 we circulated 94,255 e-materials through Overdrive. For comparison, the library that came the closest to that number was Schaumburg Township District Library. With a population of 126,849 they circulated only 63,549 items in 2020.

In 2019 we circulated approximately Overdrive Advantage 4,418 copies of materials per month. In 2020 that became 5,905 copies per month. This chart shows the increase in unique users of the Overdrive consortium between 2019 and 2020:



By the end of 2020 we had circulated the following here in Evanston:

Agenda Item 11.B

2020:

Format	Checkouts
Adobe EPUB Ebook	13404
OverDrive MP3	
Audiobook	20727
OverDrive Listen	43415
OverDrive Read	49637
Kindle Book	54071

Due to increased usage during the COVID-19 pandemic and our emphasis on giving library card access to more Evanston users, our usage has never been higher. Our bill for 2021 is now \$21,224.43. This amount will be paid out of account 4806.62341 (Lifelong Learning & Literacy/ Internet Solution Providers). Should Evanston wish to leave this consortium, we would reduce our access to 50,000 digital titles down to 3,500.

We believe Overdrive provides a necessary service to the patrons of Evanston and we will be staying in this consortium in the foreseeable future.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Subject: Installation of a permanent exhibit case
Date: May 14, 2021

Shorefront has received grant funding to purchase an exhibit case to securely display rotating, curated exhibits for public viewing. With the approval of Shorefront's Board of Directors, Director Dino Robinson has requested that the display case be permanently installed at the Evanston Public Library.

Recommended Action:

Staff recommends that the Evanston Public Library Board of Trustees empower the Executive Director and staff to determine a location at the Evanston Public Library for the permanent installation of an exhibit case to feature exhibits from Shorefront. Once a permanent location has been agreed upon, an update will be provided to the Board at a future meeting.

Funding Source:

Purchase, installation and ongoing maintenance of the exhibit case is provided through grants and funding from Shorefront.

Summary:

Shorefront collects, preserves and educates people about Black History on Chicago's suburban North Shore. To highlight Shorefront's collection and provide ongoing public access to the archival material housed at Shorefront, Director Robinson has requested the installation of an exhibit case at the Evanston Public Library. His first choice is to install the exhibit case within the Robert Crown branch library. If logistics such as dimensions of the case, ease of access to rotate exhibits, or fire safety requirements prevent installation at the Robert Crown branch library, a permanent location at the main library will be identified.

Curation of exhibit content and maintenance of the exhibit and case will be the responsibility of Shorefront. A Memorandum of Understanding will be written and signed by both parties.

Director Robinson will attend the Board meeting to answer any questions.