



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, JULY 21, 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: Jul 21, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93021977180?pwd=b3RpWXBSVmg0SHFuay9HMIIRKzd3Zz09>

Meeting ID: 930 2197 7180

Passcode: 130761

One tap mobile

+13126266799,,93021977180#,,,,*130761# US (Chicago)

Dial by your location

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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, July 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, 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 June 16, 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**
Administrative Services Report (Distributed in Advance)
- 8. BOARD REPORTS**
- 9. BOARD DEVELOPMENT**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
- 12. ADJOURNMENT**

Next Meeting: August 18, 2021 at 6:30 pm: via Zoom and/or hybrid

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, June 16, 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, Shawn Iles, Margaret Lurie, Benjamin Schapiro and Terry Soto

Members Absent: none

Staff Present: Karen Danczak Lyons, Teri Campbell, Sally Battle, Carmen Francellno, Lea Hernandez-Solis and Dennis Leaks.

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 6:32 p.m.

Citizen Comment: none

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the May 19, 2021 Board Meeting

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

INFORMATION/COMMUNICATIONS: Together, We are the Library

Community Engagement, Asset Based Community Development, Community Building and Strategic Planning (Tisidra Jones and Ron Dwyer-Voss) (Discussion and Action)

In discussion with the Strategic Planning Steering Committee, we agreed: the foundation of our strategic plan must be built upon sharing with and listening to community members throughout Evanston. Opportunities for community engagement will occur each week during the summer of 2021. Facilitated conversations, focus groups and a community survey will be produced beginning in September and continuing in early 2022.

Trustee Goodman made a motion to approve a sole source contract for Community Engagement and Project Management with Tisidra Jones and associates of Strong & Starlike Consulting for \$48,640. The motion was seconded by Trustee Schapiro and the Trustees approved it by unanimous roll call vote.

Trustee Goodman made a motion to approve a sole source contract for Asset Based Community Development Capacity Building by Ron Dwyer Voss of Pacific Community Solutions not to exceed \$7500 from July-Sept. 2021 and possible future monthly retainer or hourly consulting. Trustee Fulce seconded the motion, and the Trustees approved it by unanimous roll call vote.

Equity, Diversity and Inclusion (Joint Task Force):

A. Joint Task Force (Update).

Assistant Director Campbell shared a summary of the work of the internal Equity Diversity & Inclusion (EDI) committee and external Racial Equity Task Force (RETF) and their combined efforts to make progress toward the recommendations in the equity assessment. The RETF provided feedback on Robert Crown branch library operations and programs; and discussed the application and recruitment process for new RETF members, and opportunities to learn from youth about their aspirations for the library. The EDI committee continues working to identify racial equity training that includes practical ally-ship work; add affinity groups; reviewing external policies to break down more barriers for patrons and establishing metrics to assess/adjust our progress towards becoming an equitable institution.

Library Director's Report:

The written report of Executive Director Danczak Lyons is included in the board packet. She emphasized the periodic refinement of the EPL website, noting a new option on the right side of our menu called 'En Espanol' which makes all Spanish content easier to find. Danczak Lyons also shared that for the month of June out-of-library service levels totaled between 95 and 105 hours. She promised a full report at the end of summer.

Staff Report:

A. Administrative Services Report

Campbell shared brief highlights from the written report (included in the board packet) and introduced employees hired during the pandemic who were present for the virtual meeting.

Board Development: None

Unfinished Business: None

New Business:

A. Election of Officers (Action)

Upon motion made by President Iles and seconded by Trustee Goodman, the Election of Officers was approved by unanimous roll call vote. The new officers are Tracey Fulce, President; Rachel Hayman, Vice President; Terry Soto, Secretary; and Ben Schapiro, Treasurer.

B. Committee Selections (Discussion)

Trustees will review current assignments and finalize appointments at the next meeting.

C. National Able Lease Renewal (Action)

Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, the National Able lease renewal was approved by roll call vote. There are no changes to the one year lease term and rate of \$1650 per month.

D. Executive Session - Closed Session Minutes

The proper motion to move into Executive Session was made by President Iles, seconded by Trustee Lurie and approved by roll call vote in order to approve closed session minutes for distribution. The motion to return to Open Session was made by Trustee Schapiro, seconded by Trustee Goodman and approved by roll call vote.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Goodman and approved by roll call vote. The meeting adjourned at 7:33 p.m.

Submitted by: Terry Soto / Teri Campbell



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Executive Director

From: Lea Hernandez-Solis, Office Coordinator
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: July 8, 2021

Recommended Action

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

Payroll

June 7, 2021 through June 20, 2021	\$ 166,114.07
June 21, 2021 through July 4, 2021	\$ 164,904.83

Library Fund Bills List

June 15, 2021	\$ 190,816.27
June 29, 2021	\$ 80,045.38

Attachments: Bills Lists

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
17641 - SCOTT STEVEN VRABLIK II	MINECRAFT MANIA PROGRAM	06/15/2021	06/15/2021	325.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$325.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/15/2021	06/15/2021	15.46
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/15/2021	06/15/2021	105.34
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	1,371.74
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	231.15
100474 - BAKER & TAYLOR	JUV AND AV PRINT	06/15/2021	06/15/2021	105.41
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	06/15/2021	06/15/2021	23.76
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	1,333.79
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/15/2021	06/15/2021	170.00
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	1,302.22
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	06/15/2021	06/15/2021	53.74
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	545.02
186504 - THE COMIX REVOLUTION, INC.	JUV PRINT	06/15/2021	06/15/2021	71.79
186504 - THE COMIX REVOLUTION, INC.	JUV PRINT	06/15/2021	06/15/2021	47.85
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 13		\$5,377.27
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	06/15/2021	06/15/2021	77.22
103424 - MIDWEST TAPE	JUV AV	06/15/2021	06/15/2021	132.45
103424 - MIDWEST TAPE	JUV AV	06/15/2021	06/15/2021	77.22
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 3		\$286.89
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	OVER DRIVE JULY 1 TO JUNE 30 SUBSCRIPTION	06/15/2021	06/15/2021	21,224.43
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals	Invoice Transactions 1		\$21,224.43
Account 65100 - LIBRARY SUPPLIES				
18282 - HANKYEOL YANG	MAY ARTIST WORKSHOP PAYMENT	06/15/2021	06/15/2021	100.00
103460 - MINUTEMAN PRESS	SUMMER LOGS PRINTING	06/15/2021	06/15/2021	774.82
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 2		\$874.82
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/15/2021	06/15/2021	1,201.31
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	1,033.14
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	451.57
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	143.61
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	356.10
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	178.96
100474 - BAKER & TAYLOR	ADULT REFERENCE ONLINE	06/15/2021	06/15/2021	8.11
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	592.61
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	06/15/2021	06/15/2021	221.35
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	28.24
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	28.75
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	118.30
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	1,275.95
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	207.33
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	250.87
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	06/15/2021	06/15/2021	592.65
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	410.53
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	326.65
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/15/2021	06/15/2021	71.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/15/2021	06/15/2021	37.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/15/2021	06/15/2021	49.48
276974 - OVER DRIVE, INC.	EBOOKS	06/15/2021	06/15/2021	515.90
276974 - OVER DRIVE, INC.	EBOOKS	06/15/2021	06/15/2021	319.35
276974 - OVER DRIVE, INC.	EBOOKS	06/15/2021	06/15/2021	599.45
276974 - OVER DRIVE, INC.	EBOOKS	06/15/2021	06/15/2021	926.25
276974 - OVER DRIVE, INC.	EBOOKS	06/15/2021	06/15/2021	487.91
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 26		\$10,434.33
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	30.24
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	37.98
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	113.29
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	37.09
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	26.49
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	61.58
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	72.72
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	117.45
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	51.68
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	173.47
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	134.66
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	25.54
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	109.95
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	94.95
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	26.49
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	56.97
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	52.98
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	52.98
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	20.49
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	45.48
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	133.40
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	282.60
103424 - MIDWEST TAPE	ADULT AV	06/15/2021	06/15/2021	22.74
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 23		\$1,781.22
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/15/2021	06/15/2021	108.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 1		\$108.05
Account 62340 - IT COMPUTER SOFTWARE				
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	06/15/2021	06/15/2021	4,973.00
	Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1		\$4,973.00
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/15/2021	06/15/2021	100.26
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$100.26
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR	NB NATURAL GAS	06/15/2021	06/15/2021	222.48
	Account 64015 - NATURAL GAS Totals	Invoice Transactions 1		\$222.48
Account 65100 - LIBRARY SUPPLIES				
18183 - BEATRIZ ECHEVERRIA	CROWN PROGRAM REIMBURSEMENT	06/15/2021	06/15/2021	175.22
18326 - REBECA MENDOZA	PROFESSIONAL SERVICES	06/15/2021	06/15/2021	300.00
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 2		\$475.22
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/15/2021	06/15/2021	130.73
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	175.86
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	161.87

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	47.46	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	15.82	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	60.36	
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	32.60	
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	72.16	
100474 - BAKER & TAYLOR	JUV AND AV PRINT	06/15/2021	06/15/2021	27.52	
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/15/2021	06/15/2021	37.42	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	15.82	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	100.46	
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	77.94	
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	06/15/2021	06/15/2021	138.77	
100474 - BAKER & TAYLOR	JUV PRINT	06/15/2021	06/15/2021	92.10	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	141.83	
100474 - BAKER & TAYLOR	ADULT PRINT	06/15/2021	06/15/2021	1,248.04	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 17	\$2,576.76
Account 65641 - AUDIO VISUAL COLLECTIONS	ADULT AV	06/15/2021	06/15/2021	400.18	
100474 - BAKER & TAYLOR	Account 65641 - AUDIO VISUAL COLLECTIONS Totals			\$400.18	
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 1	\$3,674.64
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				Invoice Transactions 21	\$3,674.64
Account 62340 - IT COMPUTER SOFTWARE	COMMUNICO CLOUD PLATFORM 12/31/20 TO 12/30/21	06/15/2021	06/15/2021	15,000.00	
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice Transactions 1	\$15,000.00
Account 65630 - LIBRARY BOOKS	YA AND JUV PRINT	06/15/2021	06/15/2021	267.18	
100474 - BAKER & TAYLOR	JUV AND AV PRINT	06/15/2021	06/15/2021	253.68	
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/15/2021	06/15/2021	363.46	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 3	\$884.32
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 4	\$15,884.32
Business Unit 4840 - LIBRARY MAINTENANCE	QUARTERLY CHARGES	06/15/2021	06/15/2021	525.69	
Account 62225 - BLDG MAINTENANCE SERVICES	ALARM SYSTEM QUARTERLY BILLING	06/15/2021	06/15/2021	2,073.85	
100162 - ALARM DETECTION SYSTEMS, INC.	CARPET CLEANING	06/15/2021	06/15/2021	108.05	
16015 - BLUE SKY MARKETING GROUP	CARPET CLEANING	06/15/2021	06/15/2021	398.86	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/15/2021	06/15/2021	398.66	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/15/2021	06/15/2021	398.86	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/15/2021	06/15/2021	398.86	
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	06/15/2021	06/15/2021	93.70	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	06/15/2021	06/15/2021	10,145.00	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 8	\$14,142.67
Account 64015 - NATURAL GAS	UTILITIES: NICOR	06/15/2021	06/15/2021	428.50	
103744 - NICOR	Account 64015 - NATURAL GAS Totals			Invoice Transactions 1	\$428.50
Account 65040 - JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	06/15/2021	06/15/2021	213.13	
10546 - SUPERIOR INDUSTRIAL SUPPLY	Account 65040 - JANITORIAL SUPPLIES Totals			Invoice Transactions 1	\$213.13
Business Unit 4840 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 10	\$14,784.30
Business Unit 62185 - CONSULTING SERVICES	CONSULTING FEE - PROJECT WORK THROUGH MAY 2021	06/15/2021	06/15/2021	8,250.00	
Account 62185 - CONSULTING SERVICES	EPL_ORG WEBSITE UPGRADE	06/15/2021	06/15/2021	3,193.13	
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	EPL VOLUNTEER MANAGEMENT	06/15/2021	06/15/2021	1,888.75	
13657 - GLANTZ, INC	SPANISH TRANSLATION SERVICE	06/15/2021	06/15/2021	95.00	
11582 - MARY KLING	PROFESSIONAL SERVICES	06/15/2021	06/15/2021	90.00	
12151 - MULTILINGUAL CONNECTIONS LLC	ANNUAL REPORT DESIGN SERVICES 2020	06/15/2021	06/15/2021	1,250.00	
16999 - STEPHEN B. STARR DESIGN, INC.	DESIGN FEES - REINVENT, REDISCOVER AND REINVEST	06/15/2021	06/15/2021	90.00	
16999 - STEPHEN B. STARR DESIGN, INC.	PROFESSIONAL SERVICES	06/15/2021	06/15/2021	500.00	
102739 - STEVE JOHNSON CONNECTS	MEMORY CAFE PROFESSIONAL FEE	06/15/2021	06/15/2021	150.00	
17769 - THOMAS EMBERTON	Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 9	\$15,506.88
Account 62295 - TRAINING & TRAVEL	MENTAL HEALTH FIRST AID STAFF TRAINING	06/15/2021	06/15/2021	1,752.00	
18367 - THE JOSSELYN CENTER NFP	Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions 1	\$1,752.00
Account 64540 - TELECOMMUNICATIONS - WIRELESS	AVL TRACKERS	06/15/2021	06/15/2021	18.95	
14093 - VERIZON NETWORKFLEET, INC.	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals			Invoice Transactions 1	\$18.95
Account 65100 - LIBRARY SUPPLIES	OFFICE SUPPLIES	06/15/2021	06/15/2021	66.04	
103883 - OFFICE DEPOT	Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1	\$66.04
Business Unit 4845 - LIBRARY GRANTS Totals				Invoice Transactions 12	\$17,343.87
Business Unit 4850 - LIBRARY GRANTS	PETTY CASH REFUND REQUEST	06/15/2021	06/15/2021	42.42	
Account 65100 - LIBRARY SUPPLIES	Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1	\$42.42
17911 - COURTNEY REED TANNER	Business Unit 4850 - LIBRARY GRANTS Totals			Invoice Transactions 1	\$42.42
Department 48 - LIBRARY Totals				Invoice Transactions 120	\$97,214.82
Fund 185 - LIBRARY FUND Totals				Invoice Transactions 120	\$97,214.82
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	EPL ALL GENDER RESTROOM CONSTRUCTION	06/15/2021	06/15/2021	60,640.00	
Department 48 - LIBRARY	2020 CIP 480027 AREA OF RESCUE ASSISTANCE UPGRADE	06/15/2021	06/15/2021	32,961.45	
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	Account 65515 - OTHER IMPROVEMENTS Totals			Invoice Transactions 2	\$93,601.45
Account 65515 - OTHER IMPROVEMENTS	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals			Invoice Transactions 2	\$93,601.45
100936 - CENTRAL LAKES CONSTRUCTION CO. INC.	Department 48 - LIBRARY Totals			Invoice Transactions 2	\$93,601.45
15372 - TYCO SIMPLEX GRINNEL	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals			Invoice Transactions 2	\$93,601.45
				Invoice Transactions 122	\$190,816.27

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.15.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 190,816.27

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18390 - ANGELA LYONSMITH	COMMUNITY CARE PROJECT 2021	06/29/2021	06/29/2021	500.00
15944 - JESSICA IVERSON	PROGRAM SUPPLIES REIMBURSEMENT	06/29/2021	06/29/2021	33.02
Account 65100 - LIBRARY SUPPLIES Totals				533.02
Invoice Transactions 2				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/29/2021	06/29/2021	8.14
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	929.29
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	1,313.46
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	1,261.93
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	877.05
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	1,401.52
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/29/2021	06/29/2021	35.64
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	29.04
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	47.89
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	1,056.37
100474 - BAKER & TAYLOR	JUV AND AV PRINT	06/29/2021	06/29/2021	183.08
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/29/2021	06/29/2021	291.76
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	273.92
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	1,495.33
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	06/29/2021	06/29/2021	177.93
Account 65630 - LIBRARY BOOKS Totals				9,382.35
Invoice Transactions 15				
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	06/29/2021	06/29/2021	63.72
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				63.72
Invoice Transactions 1				63.72
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				9,979.09
Invoice Transactions 18				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	06/29/2021	06/29/2021	1,603.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	06/29/2021	06/29/2021	4,499.95
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				6,102.95
Invoice Transactions 2				
Account 65100 - LIBRARY SUPPLIES				
18389 - KEELY HUBER	JUNE ARTIST	06/29/2021	06/29/2021	100.00
Account 65100 - LIBRARY SUPPLIES Totals				100.00
Invoice Transactions 1				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	959.55
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	487.13
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	394.27
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/29/2021	06/29/2021	1,575.21
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	204.93
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	51.18
100474 - BAKER & TAYLOR	ADULT REFERENCE ONLINE	06/29/2021	06/29/2021	141.39
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	449.15
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	476.55
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	1,089.83
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	157.07
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	91.67
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	40.73
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	1,440.51
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	1,051.16
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	806.02
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	1,152.12
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	1,053.78
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/29/2021	06/29/2021	76.47
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	345.50
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	1,128.37
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	395.12
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	1,433.37
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	585.93
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	579.91
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	24.53
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	33.98
276974 - OVER DRIVE, INC.	EBOOKS	06/29/2021	06/29/2021	41.99
Account 65630 - LIBRARY BOOKS Totals				16,267.42
Invoice Transactions 28				
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	06/29/2021	06/29/2021	85.85
100474 - BAKER & TAYLOR	CROWN AND ADULT AV	06/29/2021	06/29/2021	342.40
100474 - BAKER & TAYLOR	ADULT AV	06/29/2021	06/29/2021	49.56
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	179.90
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	30.49
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	82.62
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	46.98
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	180.44
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	54.72
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	209.34
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	127.00
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	23.49
103424 - MIDWEST TAPE	ADULT AV	06/29/2021	06/29/2021	58.84
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				1,502.11
Invoice Transactions 15				
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				23,972.48
Invoice Transactions 46				
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	COLLECTION HQ RENEWAL	06/29/2021	06/29/2021	1,670.56
Account 62340 - IT COMPUTER SOFTWARE Totals				1,670.56
Invoice Transactions 1				
Account 65100 - LIBRARY SUPPLIES				
18183 - BEATRIZ ECHEVERRIA	PROGRAM SUPPLIES REIMBURSEMENT	06/29/2021	06/29/2021	30.99
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/29/2021	06/29/2021	51.61
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/29/2021	06/29/2021	484.37
206940 - ULINE	GROCERY BAGS	06/29/2021	06/29/2021	62.03
Account 65100 - LIBRARY SUPPLIES Totals				629.00
Invoice Transactions 4				
Business Unit 4820 - ACCESS SERVICES Totals				2,299.56
Invoice Transactions 5				

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	06/29/2021	06/29/2021	47.15
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$47.15
Account 65050 - BLDG MAINTENANCE MATERIAL				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/29/2021	06/29/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/29/2021	06/29/2021	108.05
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals		Invoice Transactions 2	\$216.10
Account 65100 - LIBRARY SUPPLIES				
14597 - BUCEPHALUS BIKES	EPL BICYCLE SAFETY AND MAINTENANCE	06/29/2021	06/29/2021	120.00
14991 - D.I.M.E.	DJ/DANCE SERVICES	06/29/2021	06/29/2021	412.00
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/29/2021	06/29/2021	43.92
18209 - JOANNE MOLISKI	PUECH IKOTS PAINTING WORKSHOP FOR DIA	06/29/2021	06/29/2021	660.00
206940 - ULINE	CREDIT	06/29/2021	06/29/2021	(38.00)
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 5	\$1,197.92
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/29/2021	06/29/2021	27.61
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	546.16
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	90.53
100474 - BAKER & TAYLOR	YA PRINT	06/29/2021	06/29/2021	164.18
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	210.07
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	46.38
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	06/29/2021	06/29/2021	188.61
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	266.53
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	320.67
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	115.93
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	192.41
100474 - BAKER & TAYLOR	JUV AND AV PRINT	06/29/2021	06/29/2021	48.84
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/29/2021	06/29/2021	188.39
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	111.76
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	229.15
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	57.57
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2021	06/29/2021	51.90
100474 - BAKER & TAYLOR	JUV PRINT	06/29/2021	06/29/2021	236.77
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 18	\$3,093.46
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	CROWN AND ADULT AV	06/29/2021	06/29/2021	10.99
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$10.99
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
			Invoice Transactions 27	\$4,565.62
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
18398 - KHARI JELANI WHITMORE	PROFESSIONAL SERVICES	06/29/2021	06/29/2021	500.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$500.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	06/29/2021	06/29/2021	62.55
100474 - BAKER & TAYLOR	JUV AND AV PRINT	06/29/2021	06/29/2021	567.14
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/29/2021	06/29/2021	564.06
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 3	\$1,193.75
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 4	\$1,693.75
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/29/2021	06/29/2021	398.86
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/29/2021	06/29/2021	398.86
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 2	\$797.72
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED	06/29/2021	06/29/2021	55.92
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED	06/29/2021	06/29/2021	8,545.36
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$8,601.28
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	06/29/2021	06/29/2021	76.84
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$76.84
Account 65050 - BLDG MAINTENANCE MATERIAL				
100763 - BRUCKER COMPANY	BUILDING FILTERS	06/29/2021	06/29/2021	2,205.00
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals		Invoice Transactions 1	\$2,205.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 6	\$11,680.84
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
17682 - FREEMAN PICTURES, INC.	EPL ON THE FLY PHOTOGRAPHY	06/29/2021	06/29/2021	425.00
16999 - STEPHEN B. STARR DESIGN, INC.	DESIGN FEE REINVENT REDISCOVER AND	06/29/2021	06/29/2021	90.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$515.00
Account 62360 - MEMBERSHIP DUES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/29/2021	06/29/2021	55.37
	Account 62360 - MEMBERSHIP DUES Totals		Invoice Transactions 1	\$55.37
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/29/2021	06/29/2021	10.89
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/29/2021	06/29/2021	208.58
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	06/29/2021	06/29/2021	72.70
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	06/29/2021	06/29/2021	53.59
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	06/29/2021	06/29/2021	50.61
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	06/29/2021	06/29/2021	15.78
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 6	\$412.15
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 9	\$982.52
Business Unit 4850 - LIBRARY GRANTS				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	2,013.41
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	180.38
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	18,818.25
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	237.17
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	876.65
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	828.29
100474 - BAKER & TAYLOR	SRP GIVEAWAY BOOKS	06/29/2021	06/29/2021	1,917.37
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 7	\$24,871.52
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 7	\$24,871.52
	Department 48 - LIBRARY Totals		Invoice Transactions 122	\$80,045.38
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 122	\$80,045.38

* = Prior Fiscal Year Activity

Invoice Transactions 122 \$80,045.38

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.29.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 80,045.38

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 July 21, 2021

Updates:

- The invitation and Frequently Asked Questions documents are being finalized in preparation for distribution and an end of July start to the Asset Based Community Development workshops.
- Our collaboration with the Junior Wildkits will continue this fall and include a tour of the Robert Crown branch library, and bringing the Mobile Library to a practice session.
- The job posting for the Marketing and Communications Manager position is being shared widely.
- Provided Leo Burnett with feedback on their proposal and will receive further refinement on the marketing strategies they propose for our consideration.
- Collaborating with National Able on their plans to return to in-person service this fall.
- Investigating sources of information to support target marketing of library services.
- Planning for September "We are Happy To See You" programs and celebrations at both library locations.

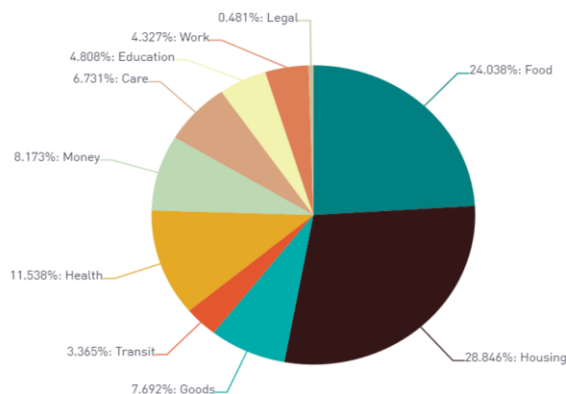
Assessments, Metrics and Initiative results:

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	1,099	1,256							6,917
Robert Crown	228	146	247	294	258	252							1,425
Computer Lab	-	-	-	-	-	-							-
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	1,357	1,508							8,342
Website Visits													
All Location	34,058	30,600	35,361	32,729	32,469	31,980							197,197
Wifi Users													
All Location	5,000	5,000	5,987	6,000	6,000	6,000							33,987
Library Visits													
Main	10,563	9,372	12,161	11,888	11,363	14,126							69,473
Robert Crown	574	1,434	3,367	3,121	3,611	4,106							16,213
Overall Library Visits	11,137	10,806	15,528	15,009	14,974	18,232							85,686

Evanston Care Network usage:

In June, there were 448 searches of the Evanston Care Network.

Searches by Category | 2021-06-01 to 2021-06-30



Lifelong Learning & Literacy June updates:

Navigating the Job Search (joint program series with other area libraries) [Susan Markwell]

Looking for a Job Today (June 3)

Total Sign Ups: 25 Facebook Live Views: 51

- Glenview: 3
- Wilmette: 7
- **Evanston: 9**
- Lincolnwood: 1
- Morton Grove: 2
- Niles: 1
- Skokie: 1
- Other 3

Resumes and Marketing Material (June 10)

Total Sign Ups: 30 Facebook Live Views: 30

- Glenview: 3
- Wilmette: 8
- **Evanston: 9**
- Lincolnwood: 1
- Morton Grove: 2
- Niles: 1
- Skokie: 1
- Other: 4

Informational Interviewing (June 17)

Total Sign Ups: 34 Facebook Live Views: 28

- Glenview: 2
- Wilmette: 10
- **Evanston: 11**
- Lincolnwood: 1
- Morton Grove: 1
- Niles: 2
- Skokie: 2
- Other: 5

Interviewing in the Virtual Age (June 24)

Total Sign Ups: 36 Facebook Live Views: 40

- Glenview: 2
- Wilmette: 10
- **Evanston: 11**
- Lincolnwood: 2

- Morton Grove: 2
- Niles: 1
- Skokie: 3
- Other: 4

It's worth noting that, of the actual registrations for each of these sessions, Evanston had the most attendees sign up. It's much more difficult to figure out how to differentiate the Facebook Live views - my assumption is that they're probably skewed heavily toward Skokie patrons because it's being broadcast on their Facebook page, but there's really no way to know. This represents a great turnout, so I'm optimistic about our future job-seeker-oriented workshops.

SCORE mentoring: [Susan Markwell]

We had a very busy month for SCORE mentoring - 32 sessions credited to EPL. Bob Strauss thanks us for our commitment to spreading the word, and reiterates that we are one of the busiest and most active sites for SCORE mentoring.

Career Counseling: [Susan Markwell]

Darryl Grant had one career counseling session this month.

Fika, Mon-Sat, 8-15 participants each day (June 1 - June 30); "coffee break" freeform discussions each morning over Zoom; in partnership with the Thomas Memorial Library in Cape Elizabeth, ME. Patrons continue to express appreciation for having a virtual social space that allows for conversation, social connections and interactions across physical/geographic distances, and developing a shared sense of community and connection. [Olivia Mo]

Stan Cox: The Green New Deal and Beyond: Ending the Climate Emergency While We Still Can, 6/3/21, 55 attendees, Zoom, Chicago Area Peace event (EPL was a co-sponsor) [Heather Ross]

Virginia Woolf Lecture by NU Professor Christine Froula, 6/4/21, 67 attendees, Zoom [Heather Ross] This was the "wrap-up" lecture for this year's Mission Impossible: Virginia Woolf program.

- **Outcome:** A really good lecture. The audience included people who were not part of the Mission Impossible group. Many emails requesting a recording of the lecture, as well as praise: "Although I didn't sign up for Mission Impossible this last year (I don't know why - must have been pandemic chaos) I have read both Mrs Dallaway and To the Lighthouse more than once. I am now looking forward to Orlando. Professor Froula was fabulous!! She knows so much, and the lecture was exciting!!"; "As always, Heather, thanks so much for another spectacular lecture and keeping Mission Impossible going."
- **Ideas for Future:**
 - One of the facilitators asked how to address the racism in older books, and Professor Froula talked about how many BIPOC authors/creators, specifically

[Kabe Wilson](#), respond to classic books by creating their own works in response. Interesting idea for supplemental materials.

Next Year's Mission Impossible will cover 3 books by Gabriel Garcia Marquez. It will include one discussion group in Spanish (led by Mariana).

[Archie Bongiovanni & Tristan Jimerson: A Quick & Easy Guide to They/Them Pronouns](#) 6/8/21, 36 attendees, Zoom, Midwest Address Program with Bookends & Beginnings [Heather Ross]

- **Outcome:** This was an excellent program, and there were many wonderful questions from the audience. Pim, who facilitated, stated that several people from the local Trans community were present.
- **Ideas for Future:** I sent emails to LGBTQIA+ organizations (You Evanston, Affirmation at United Methodist, PFLAG, Pride Youth, Brave Space Alliance); Lizzy Appleby of [Pride Youth](#) responded to my event info. email: "Awesome - just posted to our instagram!". But I did this very close to the event because I thought of it last minute. In the future, I will reach out much sooner.

Zakiya Dalila Harris: [The Other Black Girl](#), 6/9/21, 57 attendees, Zoom, Midwest Address Program with Bookends & Beginnings

- **Outcome:** The discussion between Zakiya Dalila Harris and Christina Hammonds Read was really interesting and enjoyable.

[Helene Wecker: The Hidden Palace with Kat Howard](#) (a sequel to [The Golem and The Jinni](#)), 6/22/21, 45 attendees, Zoom, Collaboration with Highland Park Public Library, Glencoe Public Library, Wilmette Public Library, Mount Prospect Public Library and The Book Stall.

Heather Ross will represent EPL in the planning discussions for **Illinois Libraries Present-- Joint Programming Group**, which is a new group of Illinois libraries forming to collaborate on larger author events.

Open Communities Workshops: Housing Pre-Purchase Workshop series (June 14-17, 10 people), and Housing Post-Purchase Workshop (June 22, 9 people), presented in partnership with Open Communities. [Lorena Neal & Susan Markwell]

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

Understanding the Maze of Medicare, June 30, 4 attendees (Heather Norborg)

Independent broker Eric Slaughter presented the basics of Medicare, including explanations of all of the various plans and parts and recommendations for things to consider when you are approaching retirement. He answered attendees' questions about their specific circumstances.

Book Discussions in June:

Readability Book Group: every Monday, Wednesday and Friday, between 9-12 people each session, book group with adults with intellectual and developmental disabilities, done on Zoom, in partnership with Center for Independent Futures. [Jeny Mills]

Science Fiction & Fantasy Book Group: June 2, 18 in attendance, discussing *My Favorite Thing Is Monsters* by Emil Ferris, via Zoom. [Lorena Neal]

Outcomes: We were fortunate enough to be joined by the author herself, who engaged us all in a fascinating discussion of the history of Chicago, the othering of the disabled and other marginalized groups, the artistic process, and other topics too numerous to mention! Our next book is *The Luminous Dead*, by Caitlin Starling, on July 7.

Outside the Lines Book Club 6/24: 2 participants for June [Katy Jacob & Kellye Fleming]

True Crime Book Club 6/22: 7 participants for June [Katy Jacob] A lot of positive comments from the attendees.

Upcoming events of Note:
Lifelong Learning & Literacy:

July SCORE Webinar: July 27th from 6:30-7:30 PM [Susan Markwell]

“How to Maximize the Impact of Your Marketing Plan”

SCORE will host this webinar on behalf of the business librarian group consisting of EPL, Skokie, Glenview, and Wilmette.

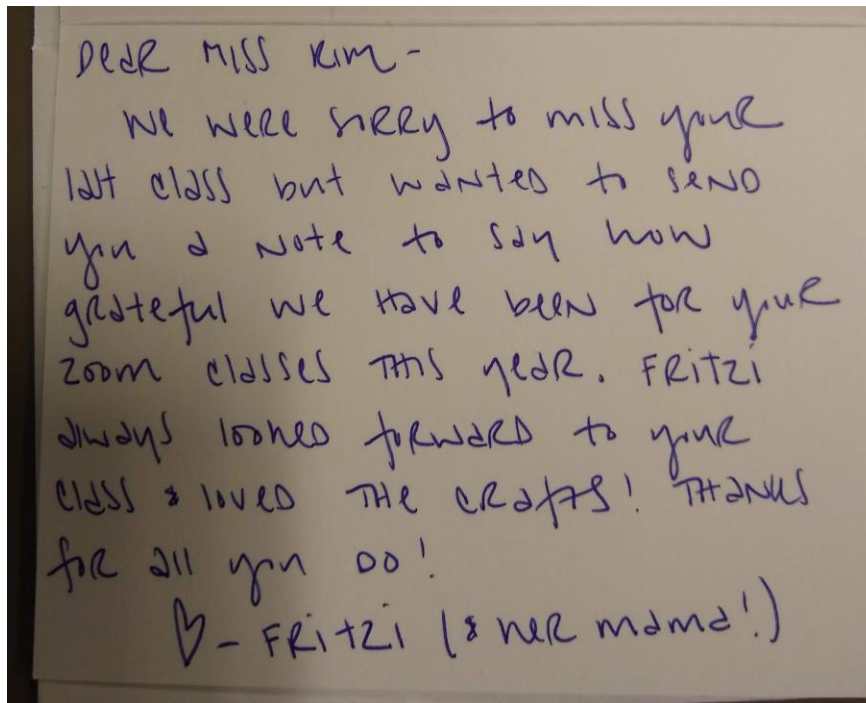
Patron feedback:

From: ELL

-I'm writing with such chagrin that I am afraid Miles is going to miss the session today! We are having a bit of a pink eye issue (I think) and the doctor can only see us at 11. I am so sorry, he was so very excited to receive his dino bag yesterday – it made him feel so important and special to receive a delivery. It was quite a lovely surprise. I am so grateful for the opportunity to sign up – and I want you to know these resources will still go to good use.

I apologize for this last minute conflict and want you to know how deeply we appreciate you and the work of your team.

With apologies and gratitude,
Lindsay (for Miles Faiella)



- (about Little Explorers) Thank you so much for planning and delivering the materials for this activity. My son Tiago really enjoyed it! You guys really go above and beyond for the kids! Stay safe, Melissa Ortiz
-photo sent by another Little Explorers parent with the comment "We loved this! Thank you again."



More feedback:

This was verbal feedback relayed from one ELL Staff member to another.

Hi Martha,

I wanted to let you know that Friday, I had a mom sign up her two kids for Summer Reading and she wanted to know if you specifically would be planning any summer programs. I gave her the summer program brochure but mentioned that your schedule had changed a bit so you were doing less programming. She said that she always looks forward to the programs you run and said how good you were at them and how much they enjoyed them. I wish I could remember her name - I think the last name was something that looked Polish that started with a W (Wezgryn maybe?) - but either way, I thought you would like to know! It's always nice to receive compliments from patrons!

Louise

From Sally Battle here is some patron feedback from families participating in the Dedicated to the Dream program series:

- *I think the staff videos were the most helpful and beneficial. It helped create openness that staff could share on video to help encourage group sharing and set a standard of engagement. Thank you very much, our family is eager to learn and hopefully grow.*
- *I think the staff did such a wonderful job of sharing foundational understandings/agreements, personal stories (thank you), and program details-- so many voices contributed so collaboratively, and the pacing felt smooth and brisk, even when adjustments were being made to accommodate time limits. I'm looking forward to learning with my family in this space.*
- *I'm super excited for this program, and the orientation was helpful in the way that race support groups are helpful. But it missed the mark because the elephant in the room was the fact that we'll be having all these future conversations with our kids (ack!) I don't feel better prepared for that.*
- *Truly grateful for this work. Both my husband and I have participated in work like this and our son is having a great experience at his school (Baker) but to be able to have structured conversations with other families and not just within our own family or him with teachers/classmates feels really important.*
- *I loved Sally/Cozbi's conversation about drawing children's attention to their own skin tone and "allowing our breath to be taken away by the chroma", drawing from that the celebration of the beautiful range of skin tones. I'm grateful for guidance that will move us into learning about how false meaning has been ascribed to those tones, and understanding the need to notice, name, and resist the many messages built on that false and dangerous foundation.*

From Early Learning and Literacy

Highlights:

Wilson attended ALA where he is chair of the Legacy Committee that awards which serves as a lifetime achievement award from ALSC for authors' of books for children.

Meyer learned how to send the Kid's E-newsletter so that it may continue in Jill Schacter's absence.

Joseph and Loft staff, Ecford are growing an audience for their Drumming Circles. They are working on plans to heed participants' requests for these to continue into the fall.

Joseph is in early discussions with representatives of Evanston's Fight for Black Lives group involving partnering around their community gardens

Antolin leads our summer engagement in EPL on the Fly, bringing our Summer Reading Challenge to children in summer camps participating in over 18 events. She continues to partner with D65 Early Childhood on Project LENA.

Engagement Services:

Juneteenth celebration - Staff participated in the parade via the EPL truck and attended the Juneteenth celebration at Ingraham Park on 6/19. Gave out approximately 400 brand new books, 80 STEM kits and Juneteenth buttons. Engaged community members in a Black history trivia game that focused on Evanston, Juneteenth, and general Black history. Prizes for the trivia game included gift cards to four local Black businesses. (Skwerski/Francellno)

Dedicated to the Dream-6/10-First in-person outdoor meet up for participants. This offered an opportunity for participants to meet each other and the planning team. Approximately five families attended. 6/28-Co-facilitated the parent orientation (virtual). Shared expectations and engaged parents in discussion about their first experiences with race. Approximately eight families attended. (Francellno)

Mudlark partnership-working with staff at Mudlark to create a book/drama club. This will be a targeted program that will engage 10-12 youth. Start date is undetermined at this time. (Francellno)

DACA, Immigration, Green Card and Naturalization online sessions planned in collaboration with Homeland Security and CPL. This is a partnership with CPL, so it will be advertised to all CPL libraries and branches and the sessions have been created for the rest of the year. Bojorquez will host Spanish sessions and Mariella Colon (CPL) will host the English sessions. (Bojorquez)

Earlier Saturday park events with Tracy Olasimbo have been rescheduled successfully to August (as they were rained out in June) but the rest of the Saturday events should progress

smoothly. The double dutch park event we had on Juneteenth was successful; we had a good group of 12 kids turn out to compete/learn about double dutch and I handed out other flyers/resources to parents. (Bojorquez)

Mariana Bojorquez has been nominated by Paulina Martinez, former Assistant to the City Manager, to be a board member at the LGHN (Local Government Hispanic Network). Documents of interest have been submitted and she will be notified shortly at a conference if accepted.

Parks visits and block parties continue, with events in the 5th Ward on 7/17 and the (rescheduled) 9th Ward Fest at Kamen Park on 7/24. July 2 First Friday at Mason Park was well attended (+/-250), followed by a block party event at Beck Park on 7/10 (+/-100). The books and STEM kits - especially the magnetic slime, are well received and much appreciated. As we dig into the remaining events for this summer, Heather Norborg has written a grant to potentially fund similar projects next summer. (ES Team)

Mental Health is Essential programming continues in English (2nd Tuesday) and Spanish (4th Thursday) each month. After discussion with the lead team, it was decided that these programs will remain virtual (Zoom) through December 2021. (Skwerski)

Oakton Community College partnership that will provide access to a pilot program where individuals can earn an Import/Export certificate while preparing for their GED will be unveiled in August, and run through Spring 2022. Details forthcoming. (Skwerski)

Robert Crown Branch

Patron Feedback: We've received a lot of positive feedback from patrons regarding the children's programming for June, particularly the Art Bar and Gather in the Garden. However, as we move further into Phase 5 of Restore Illinois, more and more patrons have been inquiring about both expanding hours and the desire for more consistency in those hours. (MKS)

Adult Programs:

- **En Pantalla Mexico (BE)** Screening and Discussion (the latter only for adult content) documentaries and/or films made in Mexico.
- **Climate Action Programs** Climate Action Programs are presentations, workshops and other events that promote awareness over the need to take action in order to reduce our carbon footprint. We aim to make Climate Action accessible and engaging to everybody by providing fun programs that spark curiosity and a desire to take better care of ourselves and our planet.
 - **Make your own Bug Spray (all ages) (BE)** There were around 100 participants who made their own insect repellent out of essential oils and other natural

ingredients. They were also given a booklet with other natural remedies that could be made at home. The booklet also had info on the health and environmental benefits of making your own products. We got great feedback

- **In-house Sewing Machine Loan (BE)** Two sewing machines were made available at RC for patrons to use in the multipurpose room. Users needed to be proficient in the use of the machine and had to sign a waiver. A lot of people found it attractive but I think no one signed up. We will try again in September with more marketing efforts
 - **Intergenerational sewing: Make your own Tote Bag (all ages) (BE and AM)** We piloted a program where 2 people of different generations came together so that one could share their sewing skills with the other while making a tote bag with our sewing machines and other supplies. Amanda did a great job at supervising participants. We have scheduled another event in September
 - **Repair Clinic (BE)** Around 47 people signed up to have their items repaired but we had around 50% attendance, probably due to rain and because the reminder had been sent 5 days in advance. We had some walk-ins, too. It was a great event and participants as well as volunteers had a great time fixing stuff and building community. Participants were very happy to know that the event would be happening on a regular basis at the library.
- **Pride book/film brochure (KF/MB)** All ages book and film brochure highlighting LGBT titles available at EPL. Also included a list of local resources on the back.
 - **10th Ward Lit (KF/BE)** The submission deadline for the 10th Ward Lit magazine was extended to the end of July to allow for more submissions. Estimated publication is for mid-August.

Teen Programs:

- **Teen Summer Nights: (KF):** Assisted IDL during the anime teen night. We screened anime, discussed the latest shows and made buttons out of old manga.
- **Outside the Lines: Graphic Novel Book Club (KF):** This month we read Gender Queer by Maia Kobabe. One person attended.
- **Youth Programs: We Are Water (BE)** In collaboration with NU and Lakedance Collective, this program provided children with craft supplies to express their perceptions of Lake Michigan and water in general through art. The informal feedback collected by the researcher will help her provide additional context to the city once other data is analyzed.
- **Mini Mondays: Outdoor, Social-Distanced Storytime for Babies and Toddlers (RS):** Four sessions, neighborhood location storytime. Focusing on early literacy skills of talk, read, and sing. Created very happy babies and toddlers, and provided informal connections for parents emerging from the days of Covid.

- **Gather in the Garden: (RS)** Informal playtime utilizing the amazing space that is our Reading Garden. Playtime encourages the use of collaboration and talk, building early literacy skills and school readiness. Set up by Sally Battle.
- **PJ Stortime: (RS)** Outdoor pajama night storytime in our reading garden. Attended by families from the neighborhood. Gentle way to connect with the community and promote enjoyment of reading.
- **Summer Reading Program: (Everyone)** Patrons have been more than willing to sign up for the summer reading program, especially patrons with children. Desk staff has been great at this! As far as prize books, we are going through board books fast!
- **Art Bar: (RS, Everyone)** Sally Battle set up a passive program - an Art Bar with various projects we can rotate throughout the summer. We have made mini paintings, wooden keychains, beautiful watercolor paper bookmarks, and used up our supply of mini terracotta pots very quickly! We are using compostable milk paint, and patrons can make the project in the garden or take the project home. We've seen lots of families on Thursday for Gather in the Garden who spend the morning playing, reading, and making art.
- **DIY Comic Book kit (KF)** A six page comic book template for kids to create their own comic book. So far very popular, over 45 have been taken.
- **Activity sheet:** 10 pages English and Spanish with activities for kids to make at home or at the Reading Garden. (LP)
- **Father's Day** coloring card and help with Father's Day booklist for the newsletter. (LP)
- Setup and collect books for the District 65 summer reading list and Award 2022 book display. (LP)
- Set up the YA and Juneteenth book display. (LP)
- **Dedicated to the Dream:** (TO/KF) Program led by Sally Battle. Held the first in-person family meet-and-greet to introduce families to each other and the facilitators. Had the first parent orientation for families interested in participating in the program. There was a great turnout and families were eager to participate.
- **Juneteenth Booklist** (TO)
- **Story Walk - Yoga & Colors:** (SB, BE, TO)
- **Movies at Dusk:** (DT, BE) Bea organized family friendly screenings at the Reading Garden. I will be showing two movies. Showings will be at 8:45pm-11:00pm and patrons register at epl.org.

Community Engagement:

- **Outreach:** EPL in the Parks with Jill S and Laura, 6-17 (RS), made library cards, checked out books, discussed books, and signed kids up for summer reading. Also gave away cool things, like foldable frisbees.
- **Attended Ward 2 Meeting (TO)**

- **Attended Ward 8 Meeting (TO)**
- **Juneteenth City of Evanston Event: (TO/CF/PIM)** EPL had a table at the event with family activities.
 - Black Trivia - jeopardy like game where participants could win a Juneteenth Cola or gift certificate to one of Evanston's Black-owned businesses
 - Juneteenth art making - people were able to create, color or select an image to create their own button with the button maker.
 - Book giveaway

Other: Boletin en Español now has 828 subscribers



Memorandum

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

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we post more positions. Our highly skilled and valued employees are finding positions that closely align with their aspirations. Interviews and application review are in progress to fill positions that include Branch and Library Assistant and Safety/Security Monitor. An offer was extended for a vacant Librarian position.

We welcomed Tabitha as our new Social Worker through AMITA Healthcare last week.

Financial Resources

The Library Fund financial report for the period ending June 30th is included for your review. For the operating fund, revenue collection is at 47% of budget projection and expenditures 45%. Capital fund encumbrances and expenditures total 98% of budget.

Facilities Update

Library maintenance continues with the bidding process for the remainder of the 2021 Capital Improvement Plan.

Work on the All Gender Restroom and Family Lounge is wrapping up. Project completion is on target August 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 06/30/21

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	3,959,722.74	3,292,277.26	55	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	4,478.01	(4,478.01)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	18.18	.00	111.18	(111.18)	+++	149.90
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	26,249.22	(26,249.22)	+++	.00
55201	Federal Grants	145,000.00	.00	145,000.00	.00	.00	90,783.49	54,216.51	63	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	111,786.50	278,213.50	29	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	8,691.93	1,308.07	87	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	69.99	(69.99)	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	1,261.02	.00	6,102.54	8,897.46	41	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	2,928.56	12,071.44	20	5,704.20
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	2,076.58	2,923.42	42	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	2,692.06	2,307.94	54	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	9,516.65	37,707.35	20	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	31,834.74	118,165.26	21	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$1,279.20	\$0.00	\$4,507,044.19	\$3,834,179.81	54%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	262,423.83	.00	1,609,488.84	1,574,781.17	51	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	91,383.81	.00	614,495.59	764,206.56	45	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	5,390.00	.00	41,894.24	33,105.76	56	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	1,097.45	.00	7,012.26	9,687.74	42	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	684.73	.00	12,217.10	(12,217.10)	+++	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	49,849.02	.00	287,304.56	333,232.92	46	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	191.95	.00	1,104.97	1,157.03	49	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,400.00	2,400.00	50	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,050.00	1,050.00	50	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	540.00
61710	IMRF	353,333.79	.00	353,333.79	25,538.79	.00	173,546.62	179,787.17	49	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	19,840.99	.00	135,988.09	144,507.23	48	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	4,640.23	.00	31,803.73	34,473.88	48	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	16,021.88	67,198.74	45,982.72	127,318.54	47	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	39.00	7,961.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	1,414.99	6,585.01	18	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	15,048.44	88,315.79	118,542.99	(8,858.78)	104	211,505.71
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	2,277.00	.00	7,723.00	23	.00



Budget Performance Report

Fiscal Year to Date 06/30/21

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										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	2,277.00	(977.00)	175	.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	1,752.00	.00	4,423.86	20,576.14	18	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	2,718.00	2,722.00	50	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	2,442.00	2,443.00	50	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	44.91	955.09	4	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	21,643.56	1,095.00	97,312.56	120,792.44	45	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	27,327.38	.00	138,450.56	116,549.44	54	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	55.37	.00	374.37	1,725.63	18	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	.00	.00	221.01	9,778.99	2	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	2,292.93	5,007.07	31	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	317.73	.00	2,438.53	3,261.47	43	5,893.90
64005	ELECTRICITY	.00	.00	.00	8,601.28	.00	30,077.06	(30,077.06)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	698.13	.00	8,741.52	19,758.48	31	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	94.75	1,905.25	5	3,022.85
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	583.95
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	289.97	.00	4,475.03	7,524.97	37	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	2,421.10	.00	7,444.82	27,555.18	21	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	.00	.00	2,052.83	67,947.17	3	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	5,255.85	9,816.88	68,063.18	52,119.94	60	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	.00	22,426.22	7,573.78	75	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	74,081.18	.00	222,240.88	294,159.12	43	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	.00	3,487.80	6,012.20	37	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	4,045.11	.00	24,822.33	70,177.67	26	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	140,448.00	140,453.00	50	.00
EXPENSE TOTALS		\$8,225,344.36	\$0.00	\$8,225,344.36	\$663,461.73	\$168,703.41	\$3,875,626.95	\$4,181,014.00	49%	\$7,467,222.38
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	1,279.20	.00	4,507,044.19	3,834,179.81	54%	8,199,295.12
EXPENSE TOTALS		8,225,344.36	.00	8,225,344.36	663,461.73	168,703.41	3,875,626.95	4,181,014.00	49%	7,467,222.38
Fund 185 - LIBRARY FUND Totals		\$115,879.64	\$0.00	\$115,879.64	(\$662,182.53)	(\$168,703.41)	\$631,417.24	(\$346,834.19)		\$732,072.74



Budget Performance Report

Fiscal Year to Date 06/30/21

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	93,601.45	66,438.16	374,928.11	7,633.73	98	94,525.25
EXPENSE TOTALS		\$449,000.00	\$0.00	\$449,000.00	\$93,601.45	\$66,438.16	\$374,928.11	\$7,633.73	98%	\$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	93,601.45	66,438.16	374,928.11	7,633.73	98%	94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$93,601.45)	(\$66,438.16)	(\$374,928.11)	\$441,366.27		(\$94,525.25)
Grand Totals										
REVENUE TOTALS		9,272,467.00	.00	9,272,467.00	1,279.20	.00	4,707,044.19	4,565,422.81	51%	8,679,440.12
EXPENSE TOTALS		9,156,587.36	.00	9,156,587.36	757,063.18	235,141.57	4,250,555.06	4,670,890.73	49%	7,999,842.68
Grand Totals		\$115,879.64	\$0.00	\$115,879.64	(\$755,783.98)	(\$235,141.57)	\$456,489.13	(\$105,467.92)		\$679,597.44

Endowment for the Evanston Public Library
 Holdings as of June 2021

	Symbol	Shares/Quantity	Price	Value as of June 30, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5245.182	\$396.66	\$2,080,553.89	41.06%	
Vanguard Small-Cap Index Fund	VSMAX	3926.261	\$107.94	\$423,800.61	8.36%	
Vanguard REIT Index Fund	VGSLX	1262.529	\$144.23	\$182,094.56	3.59%	
Vanguard Total International Stock Index Fund	VTIAX	15448.840	\$35.24	\$544,417.12	10.74%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7218.380	\$45.10	\$325,548.94	6.43%	70.2%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$465,634.96	\$465,634.96	9.19%	
iShares Silver Trust	SLV	4788.000	\$24.22	\$115,965.36	2.29%	
SPDR Gold Trust	GLD	625.000	\$165.63	\$103,518.75	2.04%	13.5%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$116.211	\$164,597.77	3.25%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$117.660	\$158,270.34	3.12%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$149.230	\$184,337.07	3.64%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.960	28,018.02	\$318,037.44	6.28%	6.3%
				\$5,066,776.81		100.0%

Cash Equivalents	13.5%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	6.3%
Domestic Equities	53.0%
International Equities	17.2%
	<u>100.0%</u>