



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, AUGUST 18, 2021

MAIN LIBRARY COMMUNITY MEETING ROOM

6:30 P.M.



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, August 18, 2021**

**Meeting of the Board
6:30 PM**

Main Library Community Meeting Room

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/ENo3s6XsH1X1pRdu5>
Written comments will be attached to the Board minutes and distributed to Trustees.

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

A. Approval of Minutes July 21, 2021

B. Approval of Bills and Payroll

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

A. Update: ABCD Workshops

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)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Proposed Policy Revisions: Donor Recognition and Gift Acceptance Policies (Discussion)

B. Expansion of library hours (Discussion and Action)

12. ADJOURNMENT

Next Meeting: September 08, 2021 at 6:30 pm in person and virtual

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, 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, 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, Tabitha Ledbetter and Lea Hernandez-Solis

Presiding Member: Tracy Fulce, President

Call to order/Declaration of Quorum: President Fulce called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

Citizen Comment:

Gay Riseborough, representing the Arts Council advocated for the acceptance of the *Enigma* sculpture as a donation to the public art collection at the Main Library if it cannot be displayed in the Reading Garden at Robert Crown Library branch.

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the June 16, 2021 Board Meeting**
Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, the consent agenda was approved by unanimous roll call vote.

INFORMATION/COMMUNICATIONS: Together, We are the Library

Executive Director Danczak Lyons welcomed the Library's new Social Worker, Tabitha Ledbetter who, by contract with AMITA Health, works closely with EPL's Safety/Security team.

Equity, Diversity and Inclusion (Joint Task Force):

- A. Joint Task Force (Update).**

Executive Director Danczak Lyons shared highlights from the Racial Equity Task Force meeting including discussion of the Asset Based Community Development workshops, and the anticipated participation from community members. Staff are making progress obtaining video footage collected at summer events for grant-funded marketing. The Teen Advisory board will be reconstituted in Fall to welcome underserved voices to the table. The Marketing Manager vacancy has been posted, and widely advertised to attract talented candidates.

Library Director's Report (written report provided in advance):

Executive Director Danczak Lyons reported that the Secretary of State announced a competitive grant award of nearly \$40K to EPL for the Cardboard Challenge. She welcomed Trustees and meeting attendees to the culminating event of the Film Festival challenge. She provided an update on progress with the marketing firm on aligning future programming for better visibility to the audiences we prioritize. Efforts to work with the City Clerk to highlight EPL for the newest community members, taking advantage of existing city processes, are underway. Lyons answered questions pertaining to items from the written report.

Staff Report:

A. Administrative Services Report

Assistant Director Campbell invited questions after providing a brief overview of the written report.

Board Development: None

Unfinished Business: None

New Business: None

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 7:07 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: August 12, 2021

Recommended Action

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

Payroll

July 5, 2021 through July 18, 2021	\$ 170,626.22
July 19, 2021 through August 1, 2021	\$ 166,894.08

Library Fund Bills List

July 13, 2021 (April 2021 Purchasing Card \$9,735.11)	\$ 98,414.62
July 27, 2021	\$ 70,604.92
August 10, 2021 (May 2021 Purchasing Card \$11,410.16)	\$ 70,014.58

Attachments: Bills Lists; Purchasing Card

BILLS LIST

PERIOD ENDING 07.13.2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY COMMUNITY SERVICE PROGRAM	07/13/2021	07/13/2021	113.75
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	<u>\$113.75</u>
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	ELL SUMMER PRIZE BOOKS	07/13/2021	07/13/2021	156.96
100474 - BAKER & TAYLOR	ELL SUMMER PRIZE BOOKS	07/13/2021	07/13/2021	754.71
100474 - BAKER & TAYLOR	ELL SUMMER PRIZE BOOKS	07/13/2021	07/13/2021	108.27
100474 - BAKER & TAYLOR	ELL SUMMER PRIZE BOOKS	07/13/2021	07/13/2021	3,243.23
100474 - BAKER & TAYLOR	ELL SUMMER PRIZE BOOKS	07/13/2021	07/13/2021	114.91
100474 - BAKER & TAYLOR	ELL SUMMER PRIZE BOOKS	07/13/2021	07/13/2021	185.44
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 6	<u>\$4,563.52</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	1,153.29
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	565.76
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	1,326.69
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	383.29
100474 - BAKER & TAYLOR	YA PRINT	07/13/2021	07/13/2021	44.55
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	1,341.25
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	687.91
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	190.44
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	765.30
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 9	<u>\$6,458.48</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	REFERENCE ONLINE BOOKS	07/13/2021	07/13/2021	1,456.00
103424 - MIDWEST TAPE	REFERENCE ONLINE BOOKS	07/13/2021	07/13/2021	4,461.57
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 2	<u>\$5,917.57</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	212.10
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	119.58
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	956.98
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	241.30
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	152.03
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	1,239.83
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	22.76
100474 - BAKER & TAYLOR	ADULT REFERENCE	07/13/2021	07/13/2021	464.60
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	150.50
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	1,866.79
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	283.51
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	426.74
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	517.95
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	171.02
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	1,811.83
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/13/2021	07/13/2021	71.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/13/2021	07/13/2021	275.92
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	359.98
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	788.24
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	607.09
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	555.43
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	95.94
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	578.62
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	1,120.80
276974 - OVER DRIVE, INC.	EBOOKS	07/13/2021	07/13/2021	722.97
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 25	<u>\$13,814.48</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	07/13/2021	07/13/2021	118.74
100474 - BAKER & TAYLOR	ADULT AV	07/13/2021	07/13/2021	69.22
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	56.97
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	30.79
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	24.04
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	94.97
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	29.59
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	48.48
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	80.46
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	31.09
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	77.18
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	34.54
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	30.79
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	37.54
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	220.26
103424 - MIDWEST TAPE	ADULT AV	07/13/2021	07/13/2021	90.72
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 19	<u>\$1,136.10</u>
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
103876 - OCLC, INC.	IT COMPUTER SOFTWARE	07/13/2021	07/13/2021	3,294.09
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	<u>\$3,294.09</u>
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY COMMUNITY SERVICE PROGRAM	07/13/2021	07/13/2021	81.25
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	<u>\$81.25</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	66.00
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	15.25
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	12.42
100474 - BAKER & TAYLOR	YA PRINT	07/13/2021	07/13/2021	756.06
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	49.16
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	162.98
100474 - BAKER & TAYLOR	YA PRINT	07/13/2021	07/13/2021	20.06
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	49.96
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	50.80
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	12.97
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	95.53
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	54.76
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	60.47
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	43.31
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	1,193.47
100474 - BAKER & TAYLOR	ADULT PRINT	07/13/2021	07/13/2021	191.13
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 16	<u>\$2,834.33</u>

BILLS LIST

PERIOD ENDING 07.13.2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	07/13/2021	07/13/2021	43.99
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	43.99
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 17	2,878.32
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
18398 - KHARI JELANI WHITMORE	PROFESSIONAL SERVICES	07/13/2021	07/13/2021	500.00
18376 - SALIHA ANSARI	PROFESSIONAL SERVICES	07/13/2021	07/13/2021	100.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	600.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	07/13/2021	07/13/2021	90.04
100474 - BAKER & TAYLOR	JUV PRINT	07/13/2021	07/13/2021	392.52
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	482.56
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 4	1,082.56
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/13/2021	07/13/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/13/2021	07/13/2021	398.86
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/13/2021	07/13/2021	398.86
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/13/2021	07/13/2021	108.05
11428 - PREMIERE MUSIC & FILM SYSTEMS, INC	UPGRADE AV EQUIPMENT IN THE MAIN COMMUNITY MEETING ROOM	07/13/2021	07/13/2021	3,185.79
11428 - PREMIERE MUSIC & FILM SYSTEMS, INC	SERVICE MAINTENANCE	07/13/2021	07/13/2021	412.50
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICE AGREEMENT	07/13/2021	07/13/2021	12,325.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	16,937.11
Account 64015 - NATURAL GAS				
102744 - NICOR	UTILITIES: NICOR	07/13/2021	07/13/2021	361.51
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	361.51
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 8	17,298.62
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX MAY 2021	07/13/2021	07/13/2021	58.00
	Account 56140 - FEES AND MERCHANDISE SALE Totals		Invoice Transactions 1	58.00
Account 62185 - CONSULTING SERVICES				
14818 - FISHEYE GRAPHIC SERVICES, INC.	2020 ANNUAL REPORT PRINT AND MAIL SERVICES	07/13/2021	07/13/2021	17,360.00
17682 - FREEMAN PICTURES, INC.	EPL REPAIR CLINIC PHOTOGRAPHY	07/13/2021	07/13/2021	127.50
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	07/13/2021	07/13/2021	500.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 3	17,987.50
Account 62295 - TRAINING & TRAVEL				
18409 - LAURA ANTOLIN	PETTY CASH REFUND REQUEST	07/13/2021	07/13/2021	99.51
108473 - EVANSTON COMMUNITY FOUNDATION	LEADERSHIP EVANSTON TUITION 2020-2021	07/13/2021	07/13/2021	1,500.00
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 2	1,599.51
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY COMMUNITY SERVICE PROGRAM	07/13/2021	07/13/2021	854.76
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	854.76
Account 65095 - OFFICE SUPPLIES				
162933 - CLIFFORD-WALD, A KIP COMPANY	POSTER PRINTING PAPER	07/13/2021	07/13/2021	134.68
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 1	134.68
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	07/13/2021	07/13/2021	6.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	07/13/2021	07/13/2021	85.35
103883 - OFFICE DEPOT	OFFICE SUPPLIES	07/13/2021	07/13/2021	22.98
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 3	115.32
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 11	20,749.77
	Department 48 - LIBRARY Totals		Invoice Transactions 104	77,388.51
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 104	77,388.51
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
100936 - CENTRAL LAKES CONSTRUCTION CO. INC.	BID 21-03 EPL ALL GENDER RESTROOM CONSTRUCTION	07/13/2021	07/13/2021	11,291.00
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 1	11,291.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 1	11,291.00
	Department 48 - LIBRARY Totals		Invoice Transactions 1	11,291.00
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 1	11,291.00
	* = Prior Fiscal Year Activity		Invoice Transactions 105	88,679.51

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.13.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-APRIL, 2021	9,735.11
VARIOUS	TWIN EAGLE	NATURAL GAS MAY, 2021	<u>471.40</u>
			<u>9,735.11</u>
		GRAND TOTAL	<u><u>98,414.62</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

BILLS LIST

PERIOD ENDING 08.10.2021

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				
100474 - BAKER & TAYLOR	SUMMER PRIZE READING BOOKS -ELL	07/27/2021	07/27/2021	838.01
Account 65100 - LIBRARY SUPPLIES Totals				838.01
Invoice Transactions 1				\$838.01
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	152.46
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	19.23
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	156.74
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	1,264.83
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	155.68
100474 - BAKER & TAYLOR	YA PRINT	07/27/2021	07/27/2021	122.01
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	127.63
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	2.97
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	9.46
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	07/27/2021	07/27/2021	177.93
Account 65630 - LIBRARY BOOKS Totals				\$2,188.94
Invoice Transactions 10				
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	07/27/2021	07/27/2021	132.45
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				132.45
Invoice Transactions 1				\$132.45
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				\$3,159.40
Invoice Transactions 12				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	LLL SUPPLIES	07/27/2021	07/27/2021	97.06
100474 - BAKER & TAYLOR	LLL SUPPLIES	07/27/2021	07/27/2021	47.72
Account 65100 - LIBRARY SUPPLIES Totals				\$144.78
Invoice Transactions 2				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	269.11
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	1,035.38
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	1,313.00
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	494.55
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	339.68
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	242.39
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	979.36
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	1,531.70
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	470.35
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	1,447.41
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	974.81
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	262.21
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	737.90
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	137.87
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/27/2021	07/27/2021	77.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/27/2021	07/27/2021	37.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/27/2021	07/27/2021	165.95
102217 - HAINES & COMPANY INC	0800884-IN	07/27/2021	07/27/2021	466.95
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	71.87
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	1,411.73
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	132.50
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	356.99
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	372.94
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	566.09
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	35.98
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	772.34
276974 - OVER DRIVE, INC.	EBOOKS	07/27/2021	07/27/2021	803.44
Account 65630 - LIBRARY BOOKS Totals				\$15,507.71
Invoice Transactions 27				
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	07/27/2021	07/27/2021	69.25
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	107.61
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	43.98
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	205.26
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	79.47
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	49.78
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	39.48
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	69.88
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	45.48
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	88.77
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	318.84
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	206.91
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	07/27/2021	07/27/2021	367.11
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$1,771.53
Invoice Transactions 17				
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				\$17,424.02
Invoice Transactions 46				
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
100474 - BAKER & TAYLOR	IT COMPUTER SOFTWARE	07/27/2021	07/27/2021	2,995.00
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	07/27/2021	07/27/2021	23,062.20
104897 - SPRINT	MOBILE HOTSPOTS	07/27/2021	07/27/2021	4,973.00
Account 62340 - IT COMPUTER SOFTWARE Totals				\$31,030.20
Invoice Transactions 3				
Business Unit 4820 - ACCESS SERVICES Totals				\$31,030.20
Invoice Transactions 3				
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	OFFICE SUPPLIES	07/27/2021	07/27/2021	103.95
Account 65100 - LIBRARY SUPPLIES Totals				\$103.95
Invoice Transactions 1				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	33.89
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	76.78
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	10.16
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	177.68
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	63.76
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	16.38
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	72.78

BILLS LIST

PERIOD ENDING 08.10.2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	YA PRINT	07/27/2021	07/27/2021	41.68
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	87.88
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	133.96
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	151.14
100474 - BAKER & TAYLOR	ADULT PRINT	07/27/2021	07/27/2021	70.53
100474 - BAKER & TAYLOR	CROWN PRINT	07/27/2021	07/27/2021	10.16
100474 - BAKER & TAYLOR	JUV PRINT	07/27/2021	07/27/2021	31.16
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 14	\$977.94
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	07/27/2021	07/27/2021	96.18
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$96.18
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 16	\$1,178.07
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
18398 - KHARI JELANI WHITMORE	PROFESSIONAL SERVICES	07/27/2021	07/27/2021	500.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$500.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	07/27/2021	07/27/2021	360.90
100474 - BAKER & TAYLOR	CROWN PRINT	07/27/2021	07/27/2021	344.74
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$705.64
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 3	\$1,205.64
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES/AUG-OCT	07/27/2021	07/27/2021	590.49
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/27/2021	07/27/2021	108.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/27/2021	07/27/2021	398.86
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/27/2021	07/27/2021	108.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/27/2021	07/27/2021	398.86
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/27/2021	07/27/2021	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	07/27/2021	07/27/2021	10,145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	\$11,894.31
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/27/2021	07/27/2021	57.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/27/2021	07/27/2021	63.85
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 2	\$120.85
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 9	\$12,015.16
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	07/27/2021	07/27/2021	1,888.75
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$1,888.75
Account 62295 - TRAINING & TRAVEL				
18409 - LAURA ANTOLIN	PETTY CASH REFUND REQUEST	07/27/2021	07/27/2021	83.15
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1	\$83.15
Account 62360 - MEMBERSHIP DUES				
102512 - ILLINOIS LIBRARY ASSOCIATION	ILA MEMBERSHIP FEE	07/27/2021	07/27/2021	500.00
	Account 62360 - MEMBERSHIP DUES Totals		Invoice Transactions 1	\$500.00
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	07/27/2021	07/27/2021	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95
Account 65095 - OFFICE SUPPLIES				
206940 - ULINE	OFFICE SUPPLIES	07/27/2021	07/27/2021	72.98
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 1	\$72.98
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	07/27/2021	07/27/2021	69.42
103883 - OFFICE DEPOT	OFFICE SUPPLIES	07/27/2021	07/27/2021	60.24
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$129.66
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 7	\$2,693.49
Business Unit 4850 - LIBRARY GRANTS				
Account 65100 - LIBRARY SUPPLIES				
17911 - COURTNEY REED TANNER	PETTY CASH REFUND REQUEST	07/27/2021	07/27/2021	62.65
100474 - BAKER & TAYLOR	DISTRICT 65 ORDER LIBRARY GRANTS	07/27/2021	07/27/2021	593.02
100474 - BAKER & TAYLOR	DISTRICT	07/27/2021	07/27/2021	574.04
100474 - BAKER & TAYLOR	D65 ORDER	07/27/2021	07/27/2021	197.83
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$1,427.54
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 4	\$1,427.54
	Department 48 - LIBRARY Totals		Invoice Transactions 100	\$70,133.52
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 100	\$70,133.52
			Invoice Transactions 100	\$70,133.52

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.27.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS JUNE, 2021	<u>471.40</u>
			<u>471.40</u>
		GRAND TOTAL	<u><u>70,604.92</u></u>

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

BILLS LIST

PERIOD ENDING 08.10.2021

Vendor	Invoice Description	GL 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	08/10/2021	08/10/2021	1,362.30	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	1,209.02	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	196.21	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	1,110.98	
100474 - BAKER & TAYLOR	YA PRINT	08/10/2021	08/10/2021	122.49	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	19.23	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	17.77	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	51.08	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	356.62	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	589.45	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	465.84	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	93.75	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	24.27	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 13	\$5,619.01
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE	JUV AV	08/10/2021	08/10/2021	168.69	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 1	\$168.69
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 14	\$5,787.70
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
16334 - KANOPI					
103424 - MIDWEST TAPE	ADULT REFERENCE ONLINE	08/10/2021	08/10/2021	1,310.00	
	ADULT REFERENCE ONLINE	08/10/2021	08/10/2021	4,305.24	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 2	\$5,615.24
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	LIBRARY SUPPLIES LLL	08/10/2021	08/10/2021	121.39	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$121.39
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	38.20	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	1,071.53	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	87.00	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	266.09	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	585.05	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	1,046.82	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	51.30	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	621.99	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	273.10	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	449.21	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	1,075.63	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	1,336.36	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	249.72	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	276.84	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	92.89	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	134.68	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	1,214.06	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	555.22	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	995.28	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/10/2021	08/10/2021	71.97	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	749.01	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	261.41	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	472.71	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	589.75	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	675.44	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	55.18	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	320.26	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	106.27	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	231.49	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	08/10/2021	08/10/2021	116.47	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 30	\$14,072.93
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	233.04	
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	170.27	
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	102.25	
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	66.99	
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	59.82	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	33.34	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	15.24	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	295.68	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	117.71	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	51.72	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	43.98	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	330.10	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	108.96	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	81.72	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	105.96	
103424 - MIDWEST TAPE	ADULT AV	08/10/2021	08/10/2021	41.73	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 16	\$1,858.71
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 49	\$21,668.27
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
324163 - FINDAWAY WORLD, LLC					
206940 - ULINE	ACCESS SERVICES SUPPLIES	08/10/2021	08/10/2021	57.75	
	OFFICE SUPPLIES	08/10/2021	08/10/2021	35.97	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	\$93.72
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 2	\$93.72
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	15.81	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	15.82	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	107.46	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	16.38	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	25.87	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	75.04	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	85.27	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	105.07	
100474 - BAKER & TAYLOR	YA PRINT	08/10/2021	08/10/2021	35.67	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	14.69	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	89.27	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	43.19	
100474 - BAKER & TAYLOR	JUV PRINT	08/10/2021	08/10/2021	134.19	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	33.62	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	86.94	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	97.05	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	60.34	
100474 - BAKER & TAYLOR	ADULT PRINT	08/10/2021	08/10/2021	16.94	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 18	\$1,061.62
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	43.98	
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	16.49	
100474 - BAKER & TAYLOR	ADULT AV	08/10/2021	08/10/2021	44.00	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 3	\$104.47
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 21	\$1,166.09
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65100 - LIBRARY SUPPLIES					
18398 - KHARI JELANI WHITMORE					
	PROFESSIONAL SERVICES	08/10/2021	08/10/2021	250.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	\$250.00

BILLS LIST

PERIOD ENDING 08.10.2021

Account 65555 - IT COMPUTER HARDWARE 287918 - TODAY'S BUSINESS SOLUTIONS, INC.	OFFICE EQUIPMENT MAINTENANCE	08/10/2021	08/10/2021	445.44
	Account 65555 - IT COMPUTER HARDWARE Totals	Invoice Transactions 1		\$445.44
Account 65630 - LIBRARY BOOKS 100474 - BAKER & TAYLOR	YA PRINT	08/10/2021	08/10/2021	461.71
	Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 1		\$461.71
Business Unit 4840 - LIBRARY MAINTENANCE Account 62225 - BLDG MAINTENANCE SERVICES 100891 - CARRIER CORPORATION 151986 - CINTAS CORPORATION #769 151986 - CINTAS CORPORATION #769 151986 - CINTAS CORPORATION #769 315451 - METRO DOOR AND DOCK, INC.	SERVICE MAINTENANCE MAT SERVICE MAT SERVICE MAT SERVICE SERVICE REPAIR	08/10/2021 08/10/2021 08/10/2021 08/10/2021 08/10/2021	08/10/2021 08/10/2021 08/10/2021 08/10/2021 08/10/2021	592.25 398.86 108.05 108.05 360.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 5		\$1,567.21
Account 64005 - ELECTRICITY 10730 - MC SQUARED ENERGY 10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED JUN 21 UTILITIES: MC- SQUARED JUN 21	08/10/2021 08/10/2021	08/10/2021 08/10/2021	56.43 10,109.87
	Account 64005 - ELECTRICITY Totals	Invoice Transactions 2		\$10,166.30
Account 65040 - JANITORIAL SUPPLIES 10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/10/2021	08/10/2021	1,306.40
	Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1		\$1,306.40
Business Unit 4845 - LIBRARY ADMINISTRATION Account 62185 - CONSULTING SERVICES 11582 - MARY KLING 16877 - PACIFIC COMMUNITY SOLUTIONS, INC. 16999 - STEPHEN B. STARR DESIGN, INC. 102739 - STEVE JOHNSON CONNECTS 18391 - STRONG & STARLIKE CONSULTING, INC.	EPL VOLUNTEER MANAGEMENT COMMUNITY BUILDING AND ENGAGEMENT CAPACITY BUILDING PROFESSIONAL SERVICES PROFESSIONAL SERVICES PROJECT MANAGEMENT & COMMUNITY ENGAGEMENT SERVICES	08/10/2021 08/10/2021 08/10/2021 08/10/2021 08/10/2021	08/10/2021 08/10/2021 08/10/2021 08/10/2021 08/10/2021	1,888.75 1,600.00 90.00 500.00 9,812.50
	Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 5		\$13,891.25
Account 64540 - TELECOMMUNICATIONS - WIRELESS 14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	08/10/2021	08/10/2021	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals	Invoice Transactions 1		\$18.95
Business Unit 4850 - LIBRARY GRANTS Account 65100 - LIBRARY SUPPLIES 100474 - BAKER & TAYLOR	D65 ORDER	08/10/2021	08/10/2021	517.83
	Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1		\$517.83
	Business Unit 4850 - LIBRARY GRANTS Totals	Invoice Transactions 1		\$517.83
	Department 48 - LIBRARY Totals	Invoice Transactions 104		\$57,340.87
	Fund 185 - LIBRARY FUND Totals	Invoice Transactions 104		\$57,340.87

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 08.10.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-MAY, 2021	11,410.16
VARIOUS	TWIN EAGLE	NATURAL GAS JULY, 2021	<u>1,263.55</u>
			<u>12,673.71</u>
		GRAND TOTAL	<u>70,014.58</u>

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	PROJECT NUMBER	BUSINESS UNIT	Account Holder Last Name	Account Holder First Name
LIBRARY	AMZN MKTP US 0U1DM1S23	WA	98109	\$ 211.91	3/26/2021	65100 LIBRARY SUPPLIES	MOVIE CHALLENGE EQUIPMENT PROGRAM SUPPLIES	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 13.76	3/29/2021	65050 BUILDING MAINTENANCE MATERIAL	TORX SCREW DRIVER KIT, DRY LOCK LUBRICANT	-	185.48.4840	Galvin	Todd
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 37.96	3/29/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US 3F2SY6AY3	WA	98109	\$ 48.28	3/29/2021	65100 LIBRARY SUPPLIES	RC SPRING PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	KIWICO, INC.	CA	95014	\$ 1,473.15	3/29/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR FAMILY FOCUS STEM PROGRAM, FAMILY FOCUS REIMBURSEMENT	-	185.48.4850	Neumeier	Renee
LIBRARY	AMAZON.COM 666129FB3	WA	98109	\$ 14.99	3/29/2021	65630 LIBRARY BOOKS	EARLY LEARNING PRINT	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	JOANN STORES #2117	IL	60647	\$ 779.33	3/31/2021	65100 LIBRARY SUPPLIES	TEST DIVAS SEWING SUPPLIES	-	185.48.4850	Neumeier	Renee
LIBRARY	CUPITOL COFFEE EATERY	IL	60201	\$ 170.12	4/1/2021	65025 FOOD	FOOD FOR ALL STAFF DAY	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	TARGET 0032839	IL	60201	\$ 27.49	4/1/2021	65095 OFFICE SUPPLIES	WEBCAM FOR MAINTENANCE OFFICE COMPUTER	-	185.48.4845	Galvin	Todd
LIBRARY	AMZN MKTP US AR0T63UW3	WA	98109	\$ 21.32	4/1/2021	65630 LIBRARY BOOKS	JUV PRINT	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	4/2/2021	62340 IS SUPPORT FEES	WEBSITE MAINTENANCE FEE	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	CUPITOL COFFEE EATERY	IL	60201	\$ 25.05	4/2/2021	65025 FOOD	COFFEE FOR THE ALL STAFF DAY	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	TST SOUL & SMOKE KITCH	IL	60201	\$ 164.82	4/2/2021	65025 FOOD	STAFF DAY LUNCHEON	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 37.00	4/2/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US D87W02ID3	WA	98109	\$ 21.64	4/2/2021	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	4/5/2021	62340 IS SUPPORT FEES	MONTHLY ONLINE SUBSCRIPTION	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	4/5/2021	62340 IS SUPPORT FEES	ONLINE SERVICE SUBSCRIPTION	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	4/5/2021	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS SECURING ONLINE ROOM RENTAL THRU COMMUNICO.	-	185.48.4845	Campbell	Teri
LIBRARY	VALLI PRODUCE	IL	60202	\$ 8.98	4/5/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4805	Antolin	Laura
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 23.92	4/6/2021	65100 LIBRARY SUPPLIES	FAMILY FOCUS STEM PROGRAMMING TEEN FOR PERLER BEAD PEG BOARDS ONLY	-	185.48.4835	Neumeier	Renee
LIBRARY	SO ALLEY GALLERY INC	IL	60201	\$ 161.64	4/7/2021	65095 OFFICE SUPPLIES	ARTWORK FRAMING	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HH3H232J3	WA	98109	\$ 43.24	4/7/2021	65095 OFFICE SUPPLIES	REPLACEMENT LAPTOP BATTERY	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 57.44	4/7/2021	65100 LIBRARY SUPPLIES	ONLY	-	185.48.4835	Neumeier	Renee
LIBRARY	WALMART.COM AU	AR	72716	\$ 44.34	4/7/2021	65100 LIBRARY SUPPLIES	RC ART BAR SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 7.66	4/8/2021	65050 BUILDING MAINTENANCE MATERIAL	PAINT MIXER	-	185.48.4840	Galvin	Todd
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 52.59	4/8/2021	65100 LIBRARY SUPPLIES	ART BAR SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	GIH GLOBALINDUSTRIALEQ	FL	33144	\$ 118.64	4/8/2021	65100 LIBRARY SUPPLIES	COVID SUPPLIES - SUMMER OUTREACH PROGRAMMING	115999	185.48.4825	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 159.37	4/9/2021	65050 BUILDING MAINTENANCE MATERIAL	2 BUCKETS OF QUICKCRETE CONCRETE PATCHER, TROWEL, EDGER	-	185.48.4840	Galvin	Todd
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 4.98	4/9/2021	65100 LIBRARY SUPPLIES	RC ART BAR SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 838.92	4/12/2021	65050 BUILDING MAINTENANCE MATERIAL	13 HORSEPOWER 4400 PSI PRESSURE WASHER	-	185.48.4840	Galvin	Todd
LIBRARY	TANK DEPOT	FL	33060	\$ 505.33	4/12/2021	65050 BUILDING MAINTENANCE MATERIAL	200 GALLON POLY TANK FOR PRESSURE WASHING RIG MOTOR OIL FOR PRESSURE WASHER, PUMP OIL(PRESSURE WASHER) PUMP MAINTAINER, TURBO NOZZLE	-	185.48.4840	Galvin	Todd
LIBRARY	LOWES #01748	IL	60712	\$ 152.12	4/12/2021	65050 BUILDING MAINTENANCE MATERIAL	PRESSURE WASHER QUICK CONNECT COUPLERS, FUEL STABILIZER	-	185.48.4840	Galvin	Todd
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 26.81	4/12/2021	65050 BUILDING MAINTENANCE MATERIAL	CELLPHONE ACCESSORIES FOR SECURITY AND MAINTENANCE	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US KJ6AC93K3	WA	98109	\$ 93.21	4/12/2021	65095 OFFICE SUPPLIES	LAPTOP REPLACEMENT CHARGER	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AV	AR	72716	\$ 24.99	4/13/2021	65555 PERSONAL COMPUTER EQ		-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	YWCA EVANSTONNORTH SHO	IL	60201	\$ 1,030.00	4/15/2021	62295 TRAINING & TRAVEL	EQUITY SUMMIT REGISTRATION FOR 10 STAFF MEMBERS	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	DISPLAYS2GO	MA	02720	\$ 104.00	4/15/2021	65100 LIBRARY SUPPLIES	RC WINDOW SIGN HOLDER	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	KIWICO, INC.	CA	95014	\$ (4.25)	4/15/2021	65100 LIBRARY SUPPLIES	SALES TAX REFUND	-	185.48.4835	Neumeier	Renee
LIBRARY	AMZN MKTP US JZ0Y54GB3	WA	98109	\$ 51.36	4/15/2021	65630 LIBRARY BOOKS	JUV PRINT	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 3247T0QR3	WA	98109	\$ 22.77	4/16/2021	65100 LIBRARY SUPPLIES	PASSIVE PROGRAM CATERPILLAR TO BUTTERFLY DISPLAY	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	KIWICO, INC.	CA	95014	\$ 349.30	4/16/2021	65100 LIBRARY SUPPLIES	STEM KITS FOR FAMILY FOCUS TEEN PROGRAMMING	-	185.48.4835	Neumeier	Renee
LIBRARY	LOMOGRAPHY	NY	11201	\$ 1,237.78	4/16/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR FAMILY FOCUS STEM PROGRAMS TEENS	-	185.48.4835	Neumeier	Renee
LIBRARY	LOMOGRAPHY	NY	11201	\$ 204.80	4/16/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR FAMILY FOCUS STEM WORKSHOPS TEEN	-	185.48.4835	Neumeier	Renee
LIBRARY	KIWICO, INC.	CA	95014	\$ (69.44)	4/16/2021	65100 LIBRARY SUPPLIES	TAX REFUND	-	185.48.4835	Neumeier	Renee
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 28.76	4/19/2021	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF 2032 LITHIUM BATTERIES FOR CHILDREN'S DEPARTMENT DOORBELL SYSTEM	-	185.48.4840	Galvin	Todd
LIBRARY	MICHAELS #9490	TX	75063	\$ 6.58	4/19/2021	65100 LIBRARY SUPPLIES	PAINT CAPS	-	185.48.4825	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US 0L3WK2K23	WA	98109	\$ 25.86	4/19/2021	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US F21Y64DL3	WA	98109	\$ 33.94	4/19/2021	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US N03Z28PK3	WA	98109	\$ 120.65	4/19/2021	65630 LIBRARY BOOKS	EARLY LEARNING PRINT	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	4/21/2021	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET CONNECTION	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	DOLLARTREE	IL	60202	\$ 14.00	4/21/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4805	Antolin	Laura
LIBRARY	PAYPAL ETSY	CA	95131	\$ 14.33	4/21/2021	65100 LIBRARY SUPPLIES	RC MENTAL AWARENESS PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL ETSY.COM	CA	95131	\$ 16.51	4/21/2021	65100 LIBRARY SUPPLIES	RC MENTAL AWARENESS PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL NEWEGGCOM	CA	91745	\$ 198.19	4/21/2021	65100 LIBRARY SUPPLIES	RC REPLACEMENT COMPUTER MOUSE	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	SQ SCRIBE VIDEO CENTE	PA	19104	\$ 79.00	4/21/2021	65630 LIBRARY BOOKS	ADULT AUDIO BOOK	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AX	AR	72716	\$ 62.63	4/22/2021	65100 LIBRARY SUPPLIES	LIVE BUTTERFLY EXHIBIT SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 18.90	4/22/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	-	185.48.4805	Antolin	Laura
LIBRARY	WALMART.COM AZ	AR	72716	\$ 26.95	4/22/2021	65100 LIBRARY SUPPLIES	RC ART BAR SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AX	AR	72716	\$ (1.98)	4/22/2021	65100 LIBRARY SUPPLIES	RC ART BAR SUPPLIES CREDIT	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	AMERICAN LIBRARY ASSOC	GA	30004	\$ 109.12	4/22/2021	65100 LIBRARY SUPPLIES	RC POSTER FOR DISPLAY	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	11TH NATIONAL CONFEREN	NY	10032	\$ 150.00	4/23/2021	62295 TRAINING & TRAVEL	CAMPBELL REGISTRATION FEE FOR NATIONAL CONFERENCE OF AFRICAN AMERICAN LIBRARIANS	-	185.48.4845	Campbell	Teri
LIBRARY	BLACK CAUCUS AMERICAN	OH	10016	\$ 60.00	4/23/2021	62360 MEMBERSHIP DUES	INSTITUTION MEMBERSHIP FEE BLACK CAUCUS OF AMERICAN LIBRARY ASSOCIATION	-	185.48.4845	Campbell	Teri
LIBRARY	UNIVERSITY OF IOWA	CT	06511	\$ 15.41	4/23/2021	65100 LIBRARY SUPPLIES	INTERLIBRARY LOAN PROCESSING FEE	-	185.48.4820	Hernandez-Solis	Lea
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 78.99	4/23/2021	65635 PERIODICALS	RC NEWSPAPER SUBSCRIPTION	-	185.48.4825	Hernandez-Solis	Lea
	LIBRARY 2021 APRIL TOTAL			\$ 9,735.11							

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	PROJECT NUMBER	BUSINESS UNIT	ACCOUNT LAST NAME	ACCOUNT FIRST NAME
ADMIN SVCS/INFO SYS	SOUNDTRAP	NY	10011	\$ 249.00	5/20/2021	65100 LIBRARY SUPPLIES	42866 SOUND TRAP SOFTWARE SUBSCRIPTION OZIVELL ECFORD EPL	-	185.48.4835	Milano	Jim
LIBRARY	UPS 12RE07130397488207	GA	30328	\$ 4.61	4/26/2021	62315 POSTAGE	RETURN ITEM	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	4/26/2021	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 205.74	4/26/2021	65095 OFFICE SUPPLIES	SUMMER READING T-SHIRT REFUND TO FOLLOW	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 105.77	4/26/2021	65100 LIBRARY SUPPLIES	RC COLOR WALK SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ 660.40	4/27/2021	65100 LIBRARY SUPPLIES	SOUND SPEAKER FOR OUTREACH	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	BESTBUYCOM806450863370	MN	55423	\$ 292.17	4/27/2021	65100 LIBRARY SUPPLIES	WIRELESS MICROPHONE AND ACCESORIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	CAROLINA BIOLOGIC SUPP	NC	27215	\$ 87.87	4/28/2021	65100 LIBRARY SUPPLIES	RC LIVE BUTTERFLY EXHIBIT	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 26.05	4/30/2021	65050 BUILDING MAINTENANCE MATERIAL	BALL VALVE, REDUCING COUPLING, NIPPLE, HOSE ADAPTER	-	185.48.4840	Galvin	Todd
LIBRARY	THE WEBSTRAUNT STORE	PA	17602	\$ 82.68	4/30/2021	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM SUPPLIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	WHEEL & SPROCKET - EV	IL	60201	\$ 46.97	4/30/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN CYCLING CLUB	-	185.48.4835	Neumeier	Renee
LIBRARY	GOOGLE GSUITE EPL_ORG	CA	94043	\$ 12.00	5/3/2021	62340 IS SUPPORT FEES	GOOGLE MONTHLY FEE	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	5/3/2021	62340 IS SUPPORT FEES	ZOOM MONTHLY SUBSCRIPTION	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	5/3/2021	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY SUBSCRIPTION	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 67.86	5/3/2021	65050 BUILDING MAINTENANCE MATERIAL	1" NIPPLE, MAGNIFYING GLASS, CARPET CLEANING SOLUTION, WINDEX GLASS CLEANER	-	185.48.4840	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 222.34	5/3/2021	65050 BUILDING MAINTENANCE MATERIAL	CEDAR PLANKING, NITRILE GLOVES, TARP, SANDING SPONGES, SPRAY PAINT, RUST REFORMER	-	185.48.4840	Galvin	Todd
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ (61.40)	5/3/2021	65100 LIBRARY SUPPLIES	CREDIT	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	\$ 32.73	5/3/2021	65100 LIBRARY SUPPLIES	INNOVATION & DIGITAL BOOKS	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AX	AR	72716	\$ 8.99	5/3/2021	65100 LIBRARY SUPPLIES	LIFELONG LEARNING SUPPLIES	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 1W02N43N3	WA	98109	\$ 110.16	5/3/2021	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	\$ 10.91	5/3/2021	65630 LIBRARY BOOKS	INNOVATION AND DIGITAL BOOK	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	SP CHRONICLE PHILANT	DC	20037	\$ 69.00	5/4/2021	62295 TRAINING & TRAVEL	WEBINAR TRAINING FOR W SHAWVER	-	185.48.4845	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 101.85	5/4/2021	65050 BUILDING MAINTENANCE MATERIAL	HINGES, HASPS, SCRAPER BLADES, GOO GONE, NUTS & BOLTS	-	185.48.4840	Galvin	Todd
LIBRARY	AUTOZONE 6054	IL	60202	\$ 129.97	5/4/2021	65050 BUILDING MAINTENANCE MATERIAL	STROBE LIGHTS, TRAILER JACK, PHONE CHARGER	-	185.48.4840	Galvin	Todd
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	5/5/2021	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS SEEKING TO RENT ROOMS THRU COMMUNICO RESERVATION SYSTEM.	-	185.48.4845	Campbell	Teri
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 43.15	5/5/2021	65050 BUILDING MAINTENANCE MATERIAL	DEEP SOCKET SET	-	185.48.4840	Galvin	Todd
LIBRARY	TARGET.COM	MN	55445	\$ 12.13	5/5/2021	65100 LIBRARY SUPPLIES	EC ART BAR DECORATIONS	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 2L52S7EH1	WA	98109	\$ 1,344.93	5/5/2021	65100 LIBRARY SUPPLIES	MOVIE CHALLENGE EQUIPMENT	-	185.48.4835	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 4.39	5/5/2021	65100 LIBRARY SUPPLIES	RC ART BAR DECORATIONS	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US X14K657P3	WA	98109	\$ 12.44	5/5/2021	65100 LIBRARY SUPPLIES	RC COLOR YOUR ROOM PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL ETSY.COM	NY	11201	\$ 11.68	5/5/2021	65100 LIBRARY SUPPLIES	RC SUMMER ART BAR DECORATIONS	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL PARTYCITYCO	IL	60563	\$ 33.00	5/5/2021	65100 LIBRARY SUPPLIES	RC SUMMER ART BAR DECORATIONS	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	DISPLAYS2GO	MA	02720	\$ 97.63	5/5/2021	65100 LIBRARY SUPPLIES	RC WINDOW SIGN HOLDERS	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL ARTEZA LLC	FL	33181	\$ (13.63)	5/6/2021	65100 LIBRARY SUPPLIES	CREDIT SALES TAX REFUND	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	PAYPAL ARTEZA LLC	FL	33181	\$ 146.56	5/6/2021	65100 LIBRARY SUPPLIES	EARLY LEARNING PROGRAM SUPPLIES	-	185.48.4805	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AU	AR	72716	\$ 84.91	5/6/2021	65100 LIBRARY SUPPLIES	RC ART BAR PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 2L58G61W1	WA	98109	\$ 12.99	5/6/2021	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 278.40	5/7/2021	65050 BUILDING MAINTENANCE MATERIAL	65 BAGS OF MULCH	-	185.48.4840	Galvin	Todd
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 26.38	5/7/2021	65050 BUILDING MAINTENANCE MATERIAL	U-BOLTS	-	185.48.4840	Galvin	Todd
LIBRARY	WALMART.COM AU	AR	72716	\$ 19.26	5/7/2021	65100 LIBRARY SUPPLIES	RC COLOR MY ROOM PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 76.47	5/7/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR FAMILY FOCUS STEM SERIES TEEN	-	185.48.4835	Neumeier	Renee
LIBRARY	AMZN MKTP US 100K61JQ3	WA	98109	\$ 55.84	5/7/2021	65630 LIBRARY BOOKS	ADULT PRINT	-	185.48.4806	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 16.97	5/10/2021	65040 JANITORIAL SUPPLIES	HDX 2PLY PAPER TOWEL (12 ROLL) 2X6 TREATED LUMBER, 4XX CEDAR TIMBER, CARRIAGE BOLT PACK, NUT PACK, WASHER PACK	-	185.48.4840	Wade	Rav
LIBRARY	THE HOME DEPOT #8598	IL	606590000	\$ 95.29	5/10/2021	65050 BUILDING MAINTENANCE MATERIAL	KEY COPY WITH ELECTRONIC CHIP FOR EPL BUS	-	185.48.4840	Galvin	Todd
LIBRARY	JOHNSON LOCKSMITH INC	IL	60201	\$ 30.00	5/10/2021	65050 BUILDING MAINTENANCE MATERIAL	MOBILE JOB BOX, 36" PRESSURE WAND, O-RING KIT	-	185.48.4840	Galvin	Todd
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 115.91	5/10/2021	65050 BUILDING MAINTENANCE MATERIAL	CREDIT	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ (12.13)	5/10/2021	65100 LIBRARY SUPPLIES	FOR FAMILY FOCUS TEEN STEM PROGRAM, SEWING MACHINE COVER ONLINE	-	185.48.4835	Neumeier	Renee
LIBRARY	WALMART.COM AV	AR	72716	\$ 42.30	5/10/2021	65100 LIBRARY SUPPLIES	RC COLOR ROOM PROGRAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ (4.39)	5/10/2021	65100 LIBRARY SUPPLIES	RETURN ITEM	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 49.21	5/11/2021	65100 LIBRARY SUPPLIES	RC ART BAR PRORAM SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea
LIBRARY	PAYPAL ETSY	NY	11201	\$ 29.66	5/11/2021	65100 LIBRARY SUPPLIES	RC MENTAL HEALTH AWARENESS SUPPLIES	-	185.48.4825	Hernandez-Solis	Lea

Library Director's Report August 18, 2021

Updates:

- West Des Moines Public Library met with us via Zoom to discuss our Social Worker in the Library program as they prepare to launch a pilot at their library. My thanks to Cindy Castro, Tabitha Ledbetter and Dennis Leaks for joining the conversion.
- We provided the Jr. Wildkits players and coaches with a tour of the Robert Crown branch library. Miguel Ruiz and our staff warmly welcomed the team and answered questions while highlighting the programs and services at our branch library.
- We have begun our Asset Based Community Development workshop series with just over 40 participants in the first Workshop. Participants are mapping assets and learning more about the application of ABCD concepts to community conversations.

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	1,323						8,240
Robert Crown	228	146	247	294	258	252	282						1,707
Computer Lab	-	-	-	-	-	-	-						-
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	1,357	1,508	1,605	-	-	-	-	-	9,947
Website Visits													
All Location	34,058	30,600	35,361	32,729	32,469	31,980	31,284						228,481
Wifi Users													
All Location	5,000	5,000	5,987	6,000	6,000	6,649	6,500						41,136
Library Visits													
Main	10,563	9,372	12,161	11,888	11,363	14,126	14,488						83,961
Robert Crown	574	1,434	3,367	3,121	3,611	4,106	4,042						20,255
Overall Library Visits	11,137	10,806	15,528	15,009	14,974	18,232	18,530						104,216

Innovation and Digital Learning Updates:

African Drum Programming and Instruction

This summer Ozivell Ecford led drum circles that focused on creating education and appreciation of African and Latin percussion, music, and culture, as well as teaching leadership, active listening, teamwork, and self-confidence. On Mondays, the sessions held in the Robert Crown branch library were for 3rd-5th grade and were co-facilitated with Kennedy Joseph (ELL). By the end of the summer, the class was packed with about 15 students and 8 parents/caregivers in attendance. Chi Williams joined to help facilitate the last 4 classes.

Staff received a lot of positive feedback and enthusiasm about these sessions from parents and caregivers. They have requests that EPL try to continue this programming in the fall and perhaps expand it to younger ages.

Chi and Ozivell led drumming sessions on Wednesdays at Fleetwood Jourdain and Family Focus for 5th -8th grade. On average 15 students usually took part. Elacsha was also there with the mobile library. Staff is hoping to deepen these partnerships next summer so the programming and visits are more embedded into Family Focus and Fleetwood Jourdain's summer programming.

On Fridays, Oz held a program for high school students at the Robert Crown branch library. Only a few students showed up for these sessions so Oz was able to give them more one-on-one instruction on drumming.

Oz worked with Melanie West (Northwestern University, YMCA) to train STEAMBassadors (young adults who are summer interns focused on STEM programming with youth) in African and Latin percussion. This instruction also included information on how to work with students using a trauma informed lens. In that "train the trainer" session Ozivell helped to train about 20 instructors.

TunePad Music Programming

EPL continues to work with Dr. Michael Horn's Tidal Lab team at Northwestern University on developing programming pathways for TunePad. TunePad combines music mixing with Python coding. Oz and Dr. Horn trained STEAMBassadors on TunePad and how to use it with youth. Ozivell attended various other events with Dr. Horn to promote EPL and Tunepad. Michael brought out his famous synthesizer and Tunepad software to the First Friday event in July. Michael, Ozivell, and Michael's interns trained youth of all ages on Tunepad and in general music-making at this event.

Ozivell also created an event called "When Coded Beats Come Alive". This was a two-hour event where teens could come and learn to code in Tunepad and then have their musical compositions played back to them by a live band. The event was a success. Michael's team and the teens who attended expressed joyful feelings in having their compositions brought to life before their very eyes. Ozivell has gotten a request for the event to happen again.

Teen Services STEM program at Family Focus

Family Focus received a grant from the National Society of Black Engineers and LINKS to start a NSBE Jr. chapter in the 5th ward to develop STEM programming for 10 teens grades 6th-8th. During the summer, Elacsha Madison has facilitated weekly STEM workshops for 10 teens in person at Family Focus. Over the last couple of months, teens have been learning the science behind robotics and how to make movies. During the fall teens will learn the science behind photography and build a camera. Collette Allen, the former Director of Family Focus has praised the library's eagerness and ability to lead these STEM workshops on such short notice while Family Focus undergoes an administration transition. Dawana Goens, the Senior Research Manager at Northwestern's LINK chapter stated that she loves the library and everything that they have done to help our young people be successful this summer "the library rocks".

Teen Services out at the parks

During the months of June and July each week teen services staff including Elacsha Madison, Ozivell Ecford, Chi Williams and Courtney Reed- Tanner went out to parks in the 5th and 9th wards to give them a taste of the programs and activities that we offer in the Loft. Programs were targeted to 6th-12th graders. In addition, 5th graders going into 6th grade were encouraged to come to these events, meet the EPL staff and get acclimated to programming. Over the course of the summer over 100 books were distributed and 240 STEM kits were shared. Each week, teens looked forward to locating the mobile library and finding out what STEM kit was being offered for the week. Teens enjoyed the crafts and DIY projects offered as well. Thanks to the backup generator on the mobile library, staff was able to facilitate 4 sewing workshops outside of the van, 4 perler bead sessions and over 500 buttons were made by teens in the park this summer.

Taste of The Loft at ETHS

During the summer, Teen Services went out to ETHS to give them a taste of the programs and activities that we offer in the Loft. These visits were with many of the special education groups at ETHS. In the past these groups would visit the Loft during the summer, but this summer Elacsha Madison brought the Library and the Loft to them. Elacsha setup several visits outside ETHS for these students and teachers. Teens were able to register for summer reading, sign up for library cards, and learn about our summer programs. In total more than 100 students and 15 teachers participated and 75 books were distributed over 4 visits. Kiwana Brown the Director of Academic Supports thanked EPL for coming out and providing engaging activities for the students. She wants to build a better relationship between the students, school, and Library for the upcoming school year and stressed the importance of spreading the word to the teachers about all of the valuable resources the library has to offer. Teachers Kara Isaac and Michelle Lyle shared that the students were sad that they weren't able to visit the Library like they had in the past, but the mobile library was a great way to bring the library to them. They are looking forward to visiting both the Main Library and the Robert Crown branch library this school year and making the *Taste of The Loft* a regular drop-in program at the school.

Minecraft:

Tyler Works with assistance from Kennedy Joseph and the Northwestern University tiilt Lab led Minecraft Club virtually from June 8 - July 27. Each session offered participants entering grades 6-8 the opportunity to participate in both "Creative" and "Survival" worlds. The club focused on bringing youth passionate about Minecraft to build and explore together. The club averaged 18 participants for each session, and the club organizers observed youth collaboratively building, teaching each other new skills, and exploring new areas, such as using coding to automate building and resource gathering. Working with our partners at EvanSTEM, organizers were able to identify that 60% of registered participants were BIPOC youth.

Data and Motion - Bike Club:

Tyler Works and Courtney Reed-Tanner did a pilot project with Courtney's advanced bike club to introduce them to data literacy concepts through biking. Tyler and Courtney worked with the Northwestern University tiilt Lab to provide each participant with a MOOV fitness tracker which allowed youth to track data related to their bike rides, such as distance, speed, and cadence. Staff encouraged participants to use the fitness tracker inbetween bike club sessions for solo activities. Staff and youth discussed different ride data and reviewed graphs to reinforce data literacy concepts. Bike club averaged 4 participants per week (all female identifying youth.) Tyler and Courtney will continue to refine using data collection devices with the bike club working in partnership with the tiilt Lab.

Lifelong Learning July updates:

Birdwatching Backpacks: In July we launched a pilot to circulate 3 birdwatching backpacks. These have two pairs of binoculars, a guide to birds of Illinois and a laminated tip sheet made by EPL librarian Julie Rand for places to see birds in Evanston, how to use the binoculars, recommended apps, etc. After being marketed in the newsletter, the kits have a hold list. We will monitor and get feedback on the kits. We are tentatively planning a bird walk program in the fall for fall migration. (Julie Rand)

Memory Cafe: 07/01, 07/08, 07/15, 07/22 weekly Zoom gathering of those experiencing memory changes. Attendance varied from 5-8. Armchair travel was successful. This was a suggestion by the group of programs they enjoyed after we did a virtual global garden tour. It really generates a great deal of discussion. (Bridget Petrites & Paula Shapiro)

July SCORE Webinar: July 27th from 6:30-7:30 PM
“How to Maximize the Impact of Your Marketing Plan”

36 individuals attended this webinar, out of a total of 104 who registered. SCORE does record webinars and makes the recording available to registered users, even if they are unable to attend. (Susan Markwell, in collaboration with other area libraries and SCORE)

Foster Senior Group : 07/07, 07/14, 07/21, 07/28, weekly Zoom gathering. 32-40 people in attendance. (Tech hosted by Bridget Petrites and Paula Shapiro)

Book Discussion Groups in July:

7/7 - Science Fiction & Fantasy Book Group: 13 in attendance, discussing *The Luminous Dead* by Caitlin Starling. The group enjoyed this claustrophobic sci-fi horror tale, and will be reading *The Memory Police* by Yoko Ogawa for our August meeting. The group continues to enjoy engagement on our Facebook page. (Lorena Neal)

7/19 - Wider Net Book Club 12 people attended *The Food Explorer* by Daniel Stone. Very good discussion! (Paula Shapiro)

7/26 - Better Off Read Book Discussion Group read *This Is How You Lose the Time War* - 12 participants including a new attendee. A good stretch of a read: LGBTQIA+, epistolary, SciFi. A group member emailed the next day to say how much they enjoyed the group and that they were rereading the book. (Bridget Petrites)

7/27 - True Crime Book Group: 11 participants. Several new attendees, core group returned as well. Great discussion. Excited to see the uptick in attendance. One new attendee called in which was challenging for her to know when/when not to talk but it still worked out okay. (Katy Jacob)

7/29 - Outside the Lines Book Group: 1 participant (6 registered) Looking at ways to get the word out and increase attendance, including flyers at businesses that may be visited by those interested in graphic novels. (Katy Jacob & Kellye Fleming)

TMAC Book Club *Felix Ever After* by Kacen Callender

9 people via zoom partnering with [TMAC](#).

The book club was well attended and had an unusually lively discussion. Despite being a group for adults, I think the YA theme spoke to a lot of the participants.

Readability Book Group: Mondays, Wednesday and Fridays, between 8-12 people per meeting, book group for adults with intellectual and developmental disabilities, Zoom, in partnership with Center for Independent Futures. We finished reading the Fox and O'Hare series by Janet Evanovich and various co-authors. The participants really enjoyed the series as it covered a lot of genres (mystery, humor,

adventure, romance). There was a lot of discussion about whether the books would be made into movies and who we thought would play whom.

Engagement Services

Dedicated to the Dream- Supported the second outdoor in-person family meet up 7/8. Five participating families attended. Helped co-facilitate along with staff from ELL and Crown the first virtual family meeting 7/18. Families shared a little about themselves and learned the mirror, windows, and doors concept and how it can connect to race and culture. Francellno

Intergenerational Storytelling program- Partnering with Tim Rhoze from FJT, Dr. Stephanie Davenport of ASE (Chicago affiliate of the National Association of Black Storytellers), and Pim in LLL on this five week pilot program. The first session was 7/14. The last session is 8/11. Two senior and two teenage participants are paired together to share personal stories and learn from each other. There will be a culminating presentation (TBD). Francellno

Infant Welfare Society of Evanston- Attended virtual parent meeting for participants in their early head start program, shared library programs and information. Followed up to offer a library card sign-up time for families, made three new library cards for Evanston residents. Francellno

Getting to Know the Library- Hosted our most successful event, which was a basketball tournament at Mason Park in partnership with Powerhouse Sports. 80 attendees participated. We have three more summer events in August to get through - 8/13, Evolution of Hip Hop; 8/21, Anti Racist AF Craft; 8/28, Ultimate Frisbee event. Bojorquez

Latino Amigos de la Biblioteca Group set to get together at the end of August. This is a pilot collaboration with D65 and is our first attempt at a “friends group”. Bojorquez

My City Collaboration The block party collaboration hit a few snags this month, with one event rained out after just an hour or so, and one event canceled. On the upside, the re-scheduled 9th Ward Fest was held 7/24 at Kamen Park. The final event of the summer is forthcoming on 8/14 at the Bethel AME Health Fair and Back to School Jam. As a result of being out in the community at a variety of events, we’ve been invited to many additional community events including Jamaican Independence Day, Haitian Congress Back to School event, and the 2nd Baptist Wellness Fair and Back to School event. Skwerski/Bojorquez/Francellno

Parks Visits - EPL on the Fly visits to the park continued through early August. Many visits, including Leider Park and Twiggs Park, were quite successful with around 30 attendees who were able to check out library books, grab a STEM kit to go, and participate in storytimes with D65 librarians and a community art project with a local artist. Full roundup of all summer outreach activities will be offered at the September meeting. Skwerski

HIV/STI Mobile Testing- Collaboration with Howard-Brown Health. Visited at Robert Crown lot to offer community screening. Hoping to again offer onsite screenings at Main Branch beginning in September. This is an ongoing collaboration, interrupted during the pandemic during which time Evanston residents were able to request screening kits via mail. Skwerski

Mental Health is Essential- Malik Turley joined the English language session this month and presented on the topic of mind-body connection. The Spanish language sessions began meeting in person, utilizing the hour to walk and talk. Both sessions are seeing steady attendance of between 20-30. This monthly collaboration with the Mayor's Mental Health Task Force will continue at least until the end of the year. Skwerski

ELL July Updates:

ELL team members have been out at a variety of events throughout the summer. Joseph worked with Ozviel Eckford on Drumming Circles which have been successful and will be continued into the Fall. Joseph also worked with the Loft staff and the citywide Film It team on the challenge.

Antolin led the charge, as she does every summer, with EPL On the Fly where she distributed craft and STEM kits and over 200 free books to young readers. Here are a few photos she shared:



Mason Park



Brummel Park 7/26/21 Ms. Carrie's Home Daycare

Antolin spoke to the Lighthouse Rotary Club about her work at the library and in the community. She reports that the members were extremely engaged. She continues to work with JEH early childhood families on Project LENA.

With input from the ELL Team Battle and Steimle are working monthly scavenger hunts and developing other non-toy and game ways to engage families who visit the Main Library Children's Room.

The first Zoom meeting of our Dedicated to the Dream program was held. This is a program designed to support families in exploring identities and talking about race with their elementary school aged children. The EPL team is Sally Battle, Jessica Iverson, Kellye Fleming, and Tracy Olasimbo. Author Cozbi Cabrera has contributed much to the program, too.

Battle and Joseph created punch cards for Black Owned Business Week and partnered with Dr. Jean Murphy, educator and now owner of Yo Fresh on a bibliography of children's books.

Engagement Services:

Mudlark partnership-continue to work with staff at Mudlark to create a book/drama club. This will be a targeted program that will engage 10-12 youth. We plan to launch the pilot program in the fall.
Francellno

D65 BPAC Ice Cream Back to School Event, 8/15 Bojorquez

RC Community Block Party, 9/11 - creating Latino-centered trivia for the event, part of our "Hispanic Heritage Month programming" Bojorquez

Oakton Community College GED + Import/Export Info Session, 8/24 at Robert Crown Library. New partnership with Oakton to offer concurrent GED and progress towards earning a certificate in Import/Export. Most sessions will be held virtually, with hopes of offering once weekly in person sessions. Skwerski

Lifelong Learning:

Workshop for job seekers on Applicant Tracking Systems and how to make sure your resume is seen - coming later in August! (Susan Markwell and Sergio Gonzalez)

Law At The Library (Lorena Neal) series will be rebooting in partnership with Chicago Bar Association and the Chicago Public Library. One program per month, on Zoom The proposed schedule for the coming year is:

- Sept 28 - Employment Issues And COVID-19: What You Need To Know
- Oct 26 - How To Find A Lawyer When You Can't Afford One (ProBono Month)
- Nov 30 - Changes to Tax Law: Know Before You File!
- Jan 25 - Raise your score: Steps for cleaning up your credit
- Feb 22 - Tips on Buying and Selling a House
- March 29 - Planning Ahead: Wills, Trusts, and Estate Planning
- April 26 - How to Start a Business
- May 31 - Landlord/Tenant (tentative)
- June 28 - LGBTQIA+ Law (Pride Month)

Police Reform: Progress and Pitfalls: A Mini-Course Offered by the NU Emeriti Organization and EPL, Tuesday, Nov 2, 7-8:30pm (Jeff Garrett)

No issue has dominated the news during the last year and a half like the nature of policing. Are police abuses endemic to the system? What are the realistic prospects for reform? Join us for this non-credit, no-charge single-session mini-course on the issues involved with police reform. It will be taught by Professor Emeritus Wesley Skogan of Northwestern's Department of Political Science and Institute for Policy Research. Prof. Skogan is the author of numerous books on policing with an emphasis on Chicago. A reading list along with selected readings will be provided in advance. The class will take place on Zoom.

A potential tie-in program that we are in the planning process for is an event with Malcolm Wright (Richard Wright's grandson) about the recent, previously unpublished, novel *The Man Who Lived Underground* by Richard Wright. This book is an extremely powerful and disturbing story about police brutality which publishers would not accept during Wright's lifetime and, apparently, was the work that meant more to Wright than any other ("I have never written anything in my life that stemmed more from sheer inspiration"). Details to come. (Heather Ross)

Robert Crown Branch Library

Adult Programs:

- **In-house Sewing Machine Use (Bea Echeverria).** We made a couple of sewing machines available to patrons who would want to use them at Robert Crown. While the program was not successful, its promotion on Facebook has sparked interest amongst the Latinx community for

classes on how to use a sewing machine. I am in the process of finding a Spanish speaking teacher to organize a couple of classes

- **Movies at Dusk (Bea):** We have received feedback from patrons saying that this is a very cool program but that it needs to happen earlier, around 8pm. We are limited by how sunlight affects visibility, so on our next event, we are going to try having it around 8pm to see how that affects participation, as well as visibility.

Youth Programs:

- Book Bundle - 14 book bundles, with 3 books in each bag. (Livia Pierre/Kellye Fleming)
- Vending machine books were added to our collection (Livia/Kellye)
- Craft - 3D caterpillar (Livia)
- Activity sheet - 10 activity pages English and Spanish (Livia)
- Juana and Lucas Book Discussion (Bea) Helped Jessica Iverson lead this book discussion for elementary school children.

Marketing (Daisy Tellez):

- **Black Business Month:** In collaboration with Tracy Olasimbo and Kellye. I created the Black Business Month flyer that highlights Evanston's Black owned Business. It promotes our Black business raffle and instructions on how to participate. Compiled the information from the Google form and created a "punch card".
- **Hispanic Heritage Month:** Created the Artesania note card template. Note card includes space for details about the Artesania such as name, origin, type, history and lending family name.

Outreach:

- Meeting with staff from Saint Nicolás (Bea)
- Boletín en español 857 subscribers, 21% unique opens (Bea)
- 5th Ward meeting to talk about Repair Café (Bea)

Professional Development

Daisy participated in STEM Program Professional Development Sessions, 4 sessions so far and STEM activities

Patron feedback:

8/2 email from a patron: "I'm writing to give a round of applause to your staff member Bridget (Petrites, LLL). She helped me figure out a problem I was having with a DVD collection of Broadway musicals. I had just about given up viewing half of them but she figured out what to do."

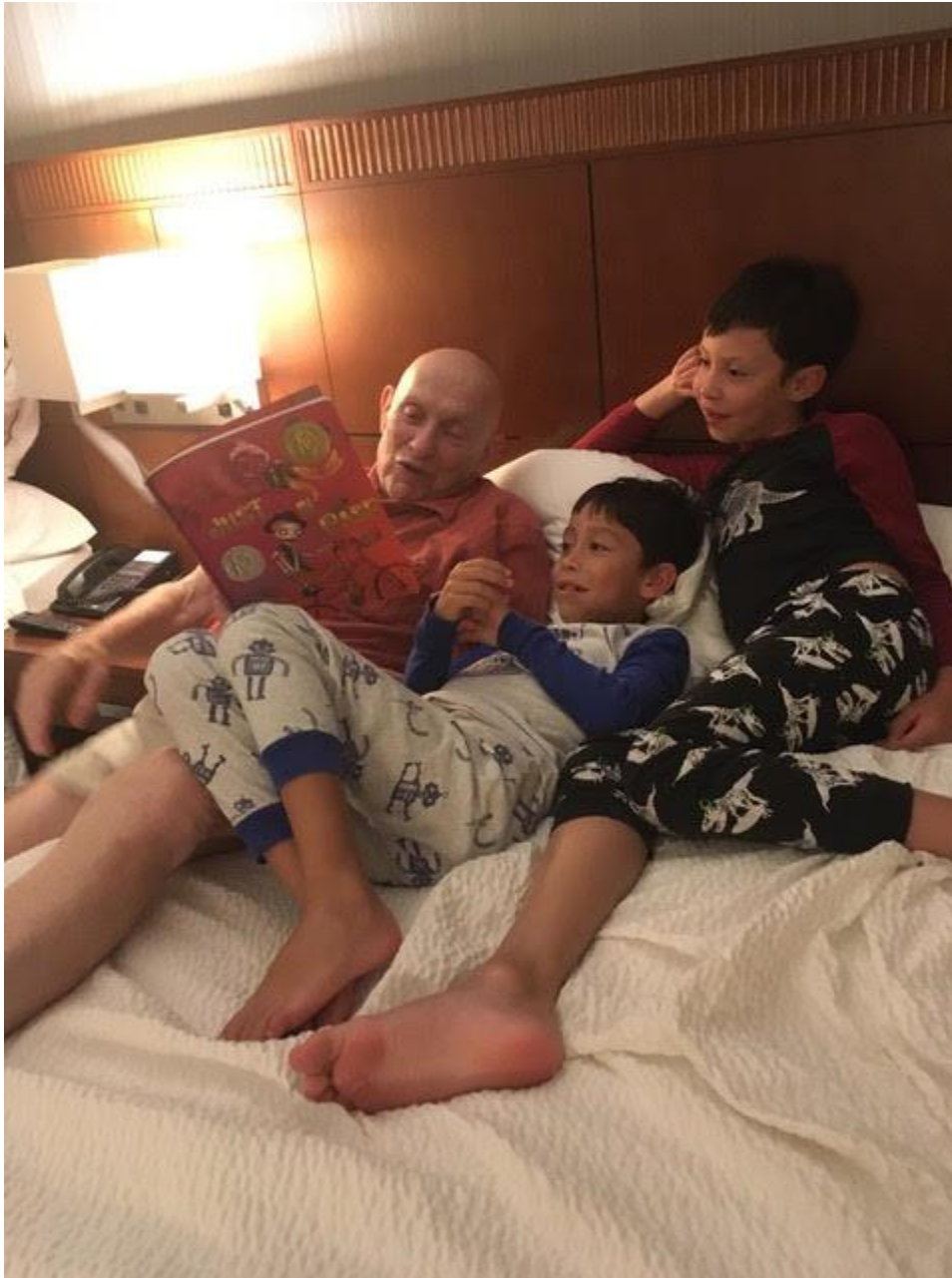
Dear EPL Summer Reading Challenge,

Here we are with our grandfather, reading our free book from EPL, "Just In Case," by Yuyi Morales.

We are having a good time playing the summer reading game. Thank you for the book. It is about the alphabet. We like it a lot.

Sincerely,

*Carlos Ramirez
Oliver Ramirez
c/o Anita Gewurz
Evanston IL 60201*





Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: August 13, 2021

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we look to fill attrition vacancies. Interviews and application review are in progress to fill positions that include Marketing and Communications Manager, Library Services Coordinator, Branch and Library Assistant, and Safety Substitute.

At least, four (4) new staff members will join the EPL team this month. The Safety/Security and Facilities department welcomes two permanent employees. Fortunately, Abah Antonio will reprise his role, along with Andre Poster as Safety Monitor. Tanya Mushinsky will work with Access Services as a Shelver. The Lifelong Learning & Literacy Librarian focusing on Health and Wellness will also join the organization at the end of this month.

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 54% of budget projection and expenditures 56%. Capital fund encumbrances and expenditures total 98% of budget.

Facilities Update

Library Maintenance will be advertising three publically bid CIP construction projects in early September for year-end completion 2021. Maintenance continues to dismantle the Periodicals section and rearrange the library storage areas with limited manpower.

Newly remodeled areas (All Gender Restroom and Family Lounge) are waiting for long-lead time fixture items that are necessary for completion, but still on back order.



Budget Performance Report

Fiscal Year to Date 07/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.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	25.06	.00	136.24	(136.24)	+++	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	121,733.72	268,266.28	31	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	(58.00)	.00	11.99	(11.99)	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.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	4,395.96	10,604.04	29	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	2,992.71	2,007.29	60	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	10,099.98	37,124.02	21	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	33,584.74	116,415.26	22	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	(\$32.94)	\$0.00	\$4,521,059.85	\$3,820,164.15	54%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	231,386.86	.00	1,840,875.70	1,343,394.31	58	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	94,519.57	.00	709,015.16	669,686.99	51	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	8,328.50	.00	50,222.74	24,777.26	67	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	433.12	.00	7,445.38	9,254.62	45	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	158.38	.00	12,375.48	(12,375.48)	+++	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	337,153.58	283,383.90	54	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	193.42	.00	1,298.39	963.61	57	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,800.00	2,000.00	58	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,225.00	875.00	58	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	25,542.11	.00	199,088.73	154,245.06	56	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	20,044.88	.00	156,032.97	124,462.35	56	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	4,687.94	.00	36,491.67	29,785.94	55	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	19,876.25	57,338.74	65,858.97	117,302.29	51	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	28,831.42	72,805.00	147,374.41	(22,179.41)	111	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 07/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	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	2,823.80	.00	7,247.66	17,752.34	29	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	2,718.00	2,722.00	50	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	.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	34,500.29	1,095.00	131,812.85	86,292.15	61	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	6,160.92	.00	144,611.48	110,388.52	57	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	560.00	.00	934.37	1,165.63	44	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	1,049.76	.00	3,342.69	3,957.31	46	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	30.00	.00	2,468.53	3,231.47	43	5,893.90
64005	ELECTRICITY	.00	.00	.00	.00	.00	30,077.06	(30,077.06)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	1,625.06	.00	10,366.58	18,133.42	36	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	113.70	1,886.30	6	3,022.85
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	583.95
65025	FOOD	10,000.00	.00	10,000.00	289.99	.00	289.99	9,710.01	3	2,945.79
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	120.85	.00	4,595.88	7,404.12	38	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,732.73	.00	9,177.55	25,822.45	26	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	533.24	.00	2,586.07	67,413.93	4	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	13,623.24	15,536.59	81,686.42	32,776.99	75	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	24.99	.00	22,451.21	7,548.79	75	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	43,338.84	.00	265,579.72	250,820.28	51	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	78.99	.00	3,566.79	5,933.21	38	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	3,180.25	.00	28,002.58	66,997.42	29	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	.00	.00	140,448.00	140,453.00	50	.00
EXPENSE TOTALS		\$8,235,344.36	\$0.00	\$8,235,344.36	\$594,118.37	\$149,052.33	\$4,469,745.32	\$3,616,546.71	56%	\$7,470,168.17
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	(32.94)	.00	4,521,059.85	3,820,164.15	54%	8,199,295.12
EXPENSE TOTALS		8,235,344.36	.00	8,235,344.36	594,118.37	149,052.33	4,469,745.32	3,616,546.71	56%	7,470,168.17
Fund 185 - LIBRARY FUND Totals		\$105,879.64	\$0.00	\$105,879.64	(\$594,151.31)	(\$149,052.33)	\$51,314.53	\$203,617.44		\$729,126.95



Budget Performance Report

Fiscal Year to Date 07/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	482,243.00	.00	482,243.00	.00	.00	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	124,950.26	124,949.74	50	215,447.05
	EXPENSE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$124,950.26	\$357,292.74	26%	\$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	124,950.26	357,292.74	26%	438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,049.74	(\$75,049.74)		\$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	11,291.00	55,147.16	386,219.11	7,633.73	98	94,525.25
	EXPENSE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$11,291.00	\$55,147.16	\$386,219.11	\$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	11,291.00	55,147.16	386,219.11	7,633.73	98%	94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$11,291.00)	(\$55,147.16)	(\$386,219.11)	\$441,366.27		(\$94,525.25)
Grand Totals										
	REVENUE TOTALS	9,272,467.00	.00	9,272,467.00	(32.94)	.00	4,721,059.85	4,551,407.15	51%	8,679,440.12
	EXPENSE TOTALS	9,166,587.36	.00	9,166,587.36	605,409.37	204,199.49	4,980,914.69	3,981,473.18	57%	8,002,788.47
Grand Totals		\$105,879.64	\$0.00	\$105,879.64	(\$605,442.31)	(\$204,199.49)	(\$259,854.84)	\$569,933.97		\$676,651.65

Endowment for the Evanston Public Library
Holdings as of July 2021

	Symbol	Shares/Quantity	Price	Value as of July 31, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5245.182	\$406.07	\$2,129,911.05	41.71%	
Vanguard Small-Cap Index Fund	VSMAX	3926.261	\$106.39	\$417,714.91	8.18%	
Vanguard REIT Index Fund	VGSLX	1262.529	\$150.67	\$190,225.24	3.72%	
Vanguard Total International Stock Index Fund	VTIAX	15448.840	\$34.79	\$537,465.14	10.52%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7218.380	\$42.27	\$305,120.92	5.97%	70.1%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$468,677.80	\$468,677.80	9.18%	
iShares Silver Trust	SLV	4788.000	\$23.63	\$113,140.44	2.22%	
SPDR Gold Trust	GLD	625.000	\$169.82	\$106,137.50	2.08%	13.5%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$116.965	\$166,953.50	3.27%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$119.121	\$161,480.42	3.16%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$153.171	\$190,671.85	3.73%	10.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.990	29,056.79	\$319,334.07	6.25%	6.3%
				\$5,106,832.85		100.0%

Cash Equivalents	13.5%
US Treasury Inflation Protected Securities	10.2%
Corporate Bonds	6.3%
Domestic Equities	53.6%
International Equities	16.5%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons
Executive Director

Subject: Review of Gift Acceptance and Donor Recognition Policy Revisions

Date: August 13, 2021

For Discussion:

An effective gift acceptance policy and donor recognition policy should steward interest in the Library by managing expectations of donors, provide guidance for Library staff and Board for all gift related conversations, and illuminating opportunities for support while also properly acknowledging generosity. The Library Executive Director and Board should review our policies regularly to ensure that they continue to accomplish these goals for the Library.

Please review the Donor Recognition Policy and Gift Acceptance Policy as revised for approval in September. The City of Evanston Legal Department is the primary legal advisor to the Library and will review recommended revisions prior to final adoption.

Donor Recognition

4.6 Donor Recognition Policy

Donor recognition is a crucial component of fundraising. Through proper recognition, the Evanston Public Library can acknowledge financial support in a consistent and meaningful way, steward existing donors, and cultivate new relationships. Visible and tangible recognition for gifts allows the Evanston Public Library to recognize its most generous donors and provides examples of generosity for others. The Evanston Public Library will, however, respect and abide by a donor's wish to remain anonymous.

Library staff and volunteers will use the donor recognition policy to guide recognition discussions with prospective donors.

4.6.1 Donor Recognition Objectives

The donor recognition policy is intended to:

- Provide appropriate, timely and donor-centered recognition of all charitable donations
- Cultivate future support among the current donor base
- Stimulate interest and support among potential donors

4.6.2 General Recognition Practices

Donors to Evanston Public Library will be offered the opportunity to name physical spaces, objects, programs and endowment funds. The level of gift required will be determined by the Board and specified on a menu of giving opportunities. The period of time a donor's name will be attached to a specific space or program will be agreed upon

and documented in a gift agreement at the time the gift is made. This period may be in perpetuity, a designated number of years or the lifetime of the donor(s).

Evanston Public Library will take appropriate means to ensure that all programs and facilities are maintained at the highest standard of excellence through annual operating support, supplemented by endowment funds.

Recognition policies apply to gifts or pledges received or committed from individuals, corporations, foundations and/or selected government entities recognized as a single donor. Gifts from a group of family members may be recognized for the combined total of gifts from the individual family members. Individuals will be recognized for gifts received from corporations to match their personal contribution. This may include a gift from a privately held company owned by the individual or a family foundation.

In cases where support is received from a corporation or government agency composed of numerous individuals, recognition will be given to the corporation or government agency rather than the numerous individuals in the organization, unless otherwise negotiated as part of the gift agreement.

Gifts received in full will be recognized for the amount received. Gifts pledged over a period of five years or less may be recognized at the full commitment amount upon receipt of appropriate gift documentation as part of a specified campaign effort.

Gifts of stock will be valued according to Evanston Public Library's gift accounting policies. The recognition level will be determined by the Director of Development or his/her designee.

Deferred revocable gifts from which funds will be received at a future date will be recorded as future expectancies of Evanston Public Library at the value established in writing by the donor through a bequest intention form, a deferred pledge agreement, a

contract to make a will, a letter, or a copy of appropriate sections of the will or of the insurance or trust document, etc. Such revocable gift commitments will be permanently commemorated, subject to the donor's specific request and intent, only when the funds are irrevocably committed to Evanston Public Library or when the gift matures.

Only gifts accepted in accordance with Evanston Public Library's gift acceptance guidelines will qualify for recognition.

Exceptions to the stated recognition policy may be appropriate and may be approved by the Library Board. Considerations will include the programmatic and aesthetic standards of Evanston Public Library, current needs of the Library's constituencies, the financial viability of the institution and the contributions and intentions of donors, past and present.

4.6.3 Annual Giving

Recognition will be in proportion to the value of the contribution, whether the gift is unrestricted or designated for a particular program. A donor's recognition level for annual giving will be based on the total of operating gifts, regardless of designation. Donor recognition will honor individual donor's wishes regarding confidentiality; donors requesting anonymity for specific gifts or for all their giving will be recognized as "anonymous" in any displays and publications. Grants from foundations and corporations for program support or general operating support will be recognized for gift amounts received within the fiscal year they are received

Gifts in kind will be recognized separately from monetary gifts except in instances where the fair market value of the in-kind gift is clearly established by a receipt or appraisal. In those instances, the gift will be recognized at its fair market value

Program or Event Sponsorships will be recognized based on the sponsorship amount less the cost of sponsor benefits and will be determined on a case-by-case basis.

4.6.4 Physical Space Recognition

Physical recognition of gifts to Evanston Public Library will be approved by the Executive Director of the Library, based on factors including, but not limited to, the prominence, size and location of spaces and facilities, gift size and pledge payment period, and donor interests. Recognition may be revised as appropriate to reflect institutional priorities and to promote philanthropic support for Evanston Public Library's fund raising programs. Exceptions may be approved on a case-by-case basis by the Library Board.

The wording on physical recognition plaques will be developed collaboratively by Evanston Public Library staff and each respective benefactor to ensure consistency and appropriateness. The Library encourages consistency in plaque wording length and plaque size. Physical recognition may memorialize or honor an individual or individuals, or other entity, as desired by a donor and approved by the Evanston Public Library.

Evanston Public Library will provide physical donor recognition for contributions upon receipt of a gift or appropriate gift documentation. Gifts of the level required to name spaces, (a minimum of \$25,000) may be recognized in appropriate site-specific locations in addition to a centralized benefactor recognition display. In addition, these gifts may be recognized on Library directional signage as appropriate.

Other forms of physical recognition may be developed as deemed appropriate by the Library based on extraordinary support. In some cases, and for gifts of particular significance, recognition of a donor may be provided on Evanston Public Library signage beyond a site-specific plaque. Named spaces may be offered only if the space or artifact that is funded will not create confusion on the part of staff and visitors. Recognition on signage may not apply if the naming detracts from the stated purpose of the space or artifact.

Gifts from donors toward spaces and facilities may be recognized through plaques or other signage and placed in appropriate site-specific locations. For example, the *Jane*

Smith Reference Desk or the Reference Desk – funded by a generous gift from Jane Smith.

The Library Executive Director and Board may choose to honor the support and dedication of individuals and/or groups to the Library's mission, vision and commitment to equity by naming spaces or programs in recognition of their support. Such recognition is at their direction and does not require a monetary donation.

4.6.5 Program Recognition

Benefactors of gifts to name programs or initiatives at the minimum gift level established for physical recognition may receive recognition in the physical space of the Library and/or in Library publications.

4.6.6 Endowment Recognition

Benefactors of endowment gifts may be recognized through the establishment of named funds if the fund will maintain the minimum qualifying gift value (\$50,000) for a period of five years or more.

Gifts of less than \$50,000 to the endowment will be placed in the unrestricted endowment account. Donors will be recognized at the level appropriate with their gift.

4.6.7 Renaming Procedures

When it is necessary for Evanston Public Library to renovate, enhance or relocate a space or program that has previously been named, Evanston Public Library will give the donor(s):

The right of first refusal to make an additional gift to Evanston Public Library to name the new space or program (the amount requested for the new gift being the naming “price” for the new project less the value of the original gift); OR the opportunity to name another space at Evanston Public Library comparably priced at the value of the original gift; OR the opportunity to have the original gift recognized on a plaque within or near the location of their original named space.

If Evanston Public Library is unable to contact the donors or their heirs after reasonable attempts, the Board of Trustees or its duly designated committee and the Executive Director of Evanston Public Library, in consultation with the Director of Development, will determine the most appropriate means of recognizing the original gift. Evanston Public Library retains the right to seek additional donors in cases where further support from the original donor is not possible, and associate the name(s) of the new donor(s) to the renovated facility along with the name of the original donors.

4.6.8 Donor Recognition Boards

Donor recognition boards or other recognition vehicles may be created to recognize Lifetime Giving, Annual Giving and Campaign Giving. Individual, corporate, foundation, government and other benefactors may be recognized on the donor recognition boards according to the level of their respective support.

4.6.9 Publications

Evanston Public Library may publish additional donor lists or rosters as deemed appropriate.

Other publications, such as newsletters, brochures and the annual report, may provide additional opportunities for donor recognition. When appropriate, donors may be recognized in publications that feature information on facilities or endowments they have supported.

All anonymous donors will be collectively listed as anonymous under their specific levels and areas of support.

4.6.10 Other Recognition

For gifts of particular significance, recognition in publications and media such as newspaper, magazines, television, etc. may be actively sought on behalf of Evanston Public Library and the donor with the permission of the donor.

Evanston Public Library may organize and conduct recognition events to honor support of the Evanston Public Library as appropriate.

4.6.11 Awards and Gifts

Commemorative objects of minimum value may be distributed to donors and volunteers to reflect appreciation for their support.

Gift Acceptance

4.5 Gift Acceptance Policy

The following policies and procedures are set forth: (a) to spell out hereinafter the working rules for the acceptance of gifts and pledges for the Evanston Public Library (the Library); (b) to protect the Library, its Board of Trustees (the Board), staff and volunteers from inappropriate or undesirable gifts and pledges; and (c) to inform the Library's donors and prospective donors.

4.5.1 General Procedures and Guidelines

The Library welcomes expressions of interest and financial support, regardless of size or form, from any individual, family, business, corporation, foundation, or similar source.

The Library accepts both restricted as well as unrestricted gifts providing that donor restrictions do not significantly diminish the value of the gift.

The development staff are available to meet with any prospective donor(s) and their financial advisors, without obligation, to discuss areas of interest, the plans of the Library, types of gift commitments, options for payment, estate planning, and the tax planning consequences of a possible gift commitment so as to provide every possible assistance to a prospective donor.

However, unrestricted gifts of cash or negotiable securities are the forms of donor commitment that will have the greatest impact on the Library and its future plans.

Gifts to the Library should be made in the name of Evanston Public Library. All gifts to the Library should be directed to the Executive Director and the Director of

Development where they will be accepted, acknowledged and administered in accordance with the policies of the Board.

No solicitation of donations or gifts of funds or real property for the benefit of the Library shall be made by anyone without the approval of the Executive Director or the Director of Development.

Donors will be notified by the Library if they receive any benefits in exchange for the gift that are more than 2% of their gift.

4.5.2 Definition of Acceptable Gift Types and Forms

A gift is generally defined as an irrevocable voluntary transfer of assets from a person or an organization to the Library. Gifts are usually in the form of, but are not limited to, cash, securities, real estate, or personal property. Commitments to the Library and/or payment of same may take the form of one, or a combination, of the following:

- Cash and other outright contributions

- Pledges for current year and multi-year commitments

- Appreciated securities or other personal assets

- Deferred or planned gifts including:
 - Trusts

 - Annuities

- Insurance policies
- Gift of real estate such as gift of residence with or without a retained life interest
- Bequest intentions

Requests by donors for anonymity will be honored. The Board, and/or the Executive Director reserve the right to accept (or, in cases where absolutely necessary, to decline) any commitment that is offered to them. They also reserve the right to determine how any commitment will be credited and/or how such commitments will be recognized.

4.5.3 Pledges

Pledges should be made in writing and should commit to a specific dollar amount that will be paid according to a fixed time schedule.

4.5.4 Planned Giving

The Executive Director or designates shall have authority to sign planned giving agreements on behalf of the Library. Any agreement that does not meet the requirements of the current guidelines shall require the approval of the Board.

The Library will use the accepted IRS formula (and accounting rules) for determining present value of future planned gifts.

4.5.5 Matching Gifts

A donor whose gift is matched by his/her company will be recognized for the total amount of his/her individual gift plus the matching portion on their gift record. The Library will credit an individual donor for the matching gift associated with their personal

gift at the time the matching gift is received by the Library. At this time the corporation will also be recognized with the matching gift so that it can be stewarded appropriately.

Individuals making gifts and pledges that are eligible for matching gifts are encouraged to utilize these programs to maximize the value of their gift or pledge to the Library, however, a matching gift cannot be used to fulfill a pledge commitment as the donor has no control over whether that match will be made nor can they legally obligate the company or entity to honor that pledge.

4.5.6 Gift Reporting

All gifts and pledges that fall under the basic principles listed above will be reported to all internal and external constituencies of the Library on an on-going basis according to the gift acceptance policies herein.

The total of outright gifts and written pledges received will be reported at face value. A signed pledge card or letter of intent must be filed with the Executive Director before a pledge commitment is reflected on reports. Verbal pledges made by telephone as part of an active Library campaign will be allowed. No other verbal pledge commitments will be included in reported totals.

The value of any canceled or unfulfilled pledges must be subtracted from totals after two years of non-response to pledge reminders.

Gifts shall be valued on the date the donor(s) relinquished the control of the assets to the Library.

In cases where gifts are made with assets other than cash, the decision on when to liquidate, report, credit and recognize these assets will be made on a case-by-case basis.

4.5.7 Publicly-traded Securities

Gifts of publicly-traded securities will be reported, credited and recognized at the average of the high and low market value on the day the electronic transfer is received by the Library. Such securities will be conveyed to the Library for sale, consistent with the established policies of the Library.

4.5.8 Closely Held Stock

Gifts of closely held stock exceeding \$10,000 in value should be reported at the fair market value placed on them by a qualified independent appraiser. Gifts of closely held stock valued at \$10,000 or less will be receipted at the per- share cash purchase price of the most recent transaction. Normally, this will be the buy-back transaction of the donor. If no buy-back is consummated, a gift of closely held stock may be credited at the value determined by a qualified independent appraiser. Appraisals shall be done at the expense of the donor. All such gifts of closely-held stock will be held until liquidated, at which time the funds will be used consistent with the gift intentions of the donor and the established policies of the Library.

4.5.9 Real Estate

Outright gifts of real estate will be credited, recognized and/or commemorated at fair market value at the time it is transferred to the Library, less any encumbrances. The fair market value of the property shall be determined by a qualified independent appraiser in the employ of the donor.

4.5.10 Tangible Personal Property

Outright gifts of tangible personal property for which donors qualify for a charitable gift deduction under current IRS rules will be credited, recognized and/or commemorated at

the appraised value of the property at the time it is transferred to the Library, less any encumbrances, so long as the property has been held by the donor for more than one year. If the donor has held the property for less than one year it will be reported, credited and recognized at the level of the original cost basis. Appraisals shall be done at the expense of the donor. Gifts of personal property (jewelry, paintings, antiques, rare books, etc.) exceeding \$5,000 in value shall be reported at the fair market value placed on them by an independent, expert appraiser at the time the donor relinquished control in favor of the Library. Appraisals shall be done at the expense of the donor. Gifts of \$5,000 and under may be reported at the value declared by the donor or a qualified expert.

Generally, the Library's acceptance of such gifts cannot involve significant additional expense for their present or future use, display, maintenance, or administration. Unless otherwise authorized by the Board, the Library may seek to liquidate such assets.

The Library will not accept gifts of tangible personal property (such as books, paintings, etc.) if such gifts are to be made on the condition, understanding, or expectation that the gifted items will be loaned to the donor or to persons designated by the donor for life or for an extended period of time as determined by the donor.

4.5.11 In-Kind Gifts

Gifts of materials, products or services, will be accepted when the form of the gift is immediately available and is either directly usable for the mission of the Library or can be used in direct support of an official Library event. Donated services must either create or enhance the non-financial assets of the Library or require skills that would typically need to be purchased if not provided by donation. It is the sole responsibility of the donor to determine the value of the gift for their tax purposes. The Library will count the gift the same as cash at the fair-market value which will be determined in consultation with the donor. The same rules for tax deductibility that apply for gifts of tangible personal property apply to gifts in-kind of materials, products or services.

4.5.12 Insurance

Fully paid up, or otherwise vested, insurance policies for which the Library is owner and sole beneficiary will be credited and recorded as “future” expectancies of the Library at the unrealized death benefit (face value) of the policy and based upon current schedule of actuarial life expectancy at the time of the donation.

Gifts of whole life insurance to the Library will be made by either designating the Library as the beneficiary of the policy or as both owner and beneficiary. When the gift is irrevocable because the Library is the owner and beneficiary, the donor shall receive gift credit for the cash surrender value as well as the discounted present value of the unrealized death benefit minus the cash surrender value at the time the policy is transferred. As payments are made to the Library for the policy premiums, they will also be credited to the donor. The Library will report the cash value of the policy as gift income at the time the policy is transferred. The Library will report payments made by the donor for policy premiums as gift income at the time they are received.

Where the Library is named as the beneficiary, but the gift is revocable because the donor still owns the policy, premium payments made directly to the insurance company will be credited and recognized to the donor if the donor sends evidence to the Library of the payment via a cancelled check. The gift will be tracked internally like revocable bequests. No gift income will be reported.

Gifts of term life insurance will be tracked internally like revocable bequests, however no gift income will be reported, credited or recognized unless the policy is executed. Because of the time limits on this type of insurance policy, no donor credit will be given unless the policy is executed.

4.5.13 Bequests

Bequest intentions, commitments of unpaid insurance policies, and other revocable deferred gifts will be recorded as “future” expectancies of the Library at the value established in writing by the donor through a bequest intention form, a deferred pledge agreement, a contract to make a will, a letter, or a copy of appropriate sections of the will or of the insurance or trust document, etc.

Such revocable gift commitments will be reported, credited and recognized, subject to the donor’s specific request and intent, only when the funds are irrevocably committed to the Library or when the gift matures.

Bequest intentions for which the donor does not indicate a specific gift value and/or does not provide an estimate of residuary bequest will be credited as future expectancies with no dollar value or payment schedule.

Bequests will be credited to campaign attainment figures as specified by the donor at the time of documentation. Such bequests will be credited, recognized and/or commemorated at the value established at the time of probate and/or at the fair market value on the date of the transfer of the asset(s).

New bequest expectancies will be tracked and donors will be recognized at the face value of the bequest for stewardship purposes. Non-binding, revocable expectancies will not count toward campaign attainment figures.

4.5.14 Gifts Requiring the Expenditure of Funds

All gifts that will, or may, require expenditure of funds either at the time of the gift or at some future date (e.g., non-performing assets gifted to fund a charitable trust or

charitable gift annuity, bargain sales, or outright gifts such as real estate that may impose present obligations on the Library) shall require the approval of the Board.

4.5.15 Life Income Agreements

Gift annuities, irrevocable charitable remainder trusts, and similar life income agreement commitments (whether administered by the Library or by others on behalf of the Library) will be credited, recognized and/or commemorated as follows:

At the fair market value of the asset (on the date of transfer, less an encumbrance) being used to “fund” the life income agreement in the case of charitable remainder unitrusts, annuity trusts, and charitable gift annuities for donors age 65 or greater by the end date of a campaign, and at the charitable remainder value for donors younger than age 65, or in the case of charitable lead trusts, at the total anticipated payout over the pledge payment period plus (for commitments made during a campaign period) the present value of any remaining income interest.

Generally speaking, the Library does not encourage donors to place encumbered assets into a trust.

4.5.16 Gift Receipt Date

For purposes of current income tax deductions such gifts will acknowledge the charitable deduction value as established by law.

The date of any contribution may be defined as the date the asset(s) is irrevocably transferred to the Library. In some instances determining that date may be difficult. Determining the date of a gift may be impossible in the absence of relevant physical evidence. For this reason it is important that the donor and all staff involved make every attempt to save all envelopes (with postmarks intact) and other evidence to document gift dates, without exception. If property is personally delivered to the Library by the

donor, the gift date is defined as the date of delivery of the gift. Gifts received by Library staff should be delivered to the Development Office on the date of receipt or on the next day of business following receipt. Gifts of tangible personal property, no matter how delivered, will be documented as received upon arrival at the Library. A gift of real estate is effected at the time a properly executed deed to the property is delivered by the donor to the Library or the date the deed is recorded in to the Office of the Recorder of Deeds (or similar office) in the country in which the property is located, whichever is first.

4.5.17 Endowed Funds and the Library Endowment

For the purposes of this policy statement, "endowment fund" shall refer to any fund, or any part thereof, not wholly expendable by the Library on a current basis under the terms of the applicable gift instrument. The Library endowment may be defined as a special reserve of money and/or assets that were given with some form of stipulation or restriction on the use of the earnings generated by the endowed fund. The endowment funds have been invested in a manner conducive to appreciation of capital and in accordance with the Library Investment Policy established by the Investment Committee. Endowment funds are traditionally invested for long-term growth, but must also provide sufficient income for immediate needs. Gifts to support endowment may be used to establish a special endowment fund or may be added to an existing endowment fund. When establishing an endowed fund, an Endowed Fund Agreement should be used to specify the name of the donor(s) and the amount of the gift, the name of the fund and the donor's purpose for use of the earnings. This Agreement is dated and executed with the signature of the Executive Director or his/her designate and the donor(s) or their approved designates.

In designating an endowment gift for a specific purpose, the donor is encouraged: (a) to describe that purpose as broadly as possible and (b) to avoid detailed limitations and restrictions. In the event the specific purpose is no longer applicable, the Library will apply the funds in a manner consistent with donor intentions and the Library mission. All agreements relating to endowed funds should provide a balance between the specific

terms as to how the Library will administer the endowed fund, and flexibility as to future conditions which may impact the donor's intent for the funds.

Types of Endowment

In the past, endowments have commonly been defined as either a “pure endowment” or a fund that has been invested in perpetuity restricting that the principal may never be invaded); a “quasi-endowment” which is also a fund in perpetuity, however in accordance with the donor’s intentions the principal may be accessed with Board approval), and a “term endowment” involving donor and donee agreed upon restrictions of the use of principal which will lapse after a donor-designated period of time or event. Today, in accordance with accounting practices established by the Financial Accounting Standards Board of Trustees (FASB), when referring to endowment funds the following definitions are in effect: "permanently restricted" which are permanently limited by donor-imposed stipulations; "temporarily restricted" whose use by the organization is limited by donor imposed requirements that may expire within an established period of time or can be fulfilled and/or removed by actions of the Board; and "unrestricted" funds that have neither been permanently restricted or temporarily restricted by donor-imposed stipulations.

The understanding and proper use of these terms is critical not only for accounting purposes, but also for fundraising purposes. As funds are received with the intention of designated support of the endowment, the donor agreement accompanying the funds must accurately reflect the donor’s intentions and the appropriate nature of the endowed fund. Each endowment fund must be supported by such documentation.

Minimum to Establish a Named Endowed Fund of the Library

Gifts to establish a named endowment fund for specific purposes must meet the minimum dollar requirement as established in the Library’s Donor Recognition Policy. The principal amount of the original gift need not meet the minimum dollar requirement if the donor agrees to fully fund the endowment at the minimum dollar requirement within a specified and reasonable period of time. The minimum dollar requirements

established for a named endowment fund (\$50,000) shall not apply to any named endowment fund(s) already established at the time these policies are adopted.

The Library reserves the right to review the minimum amounts required for named endowments periodically and to amend the minimum amount required so as to ensure that endowment proceeds are sufficient to fund the intended purpose(s) of the endowment. If, and when the Library acts to increase the minimum amount required to establish a particular named endowment fund, such action shall not be retroactive to funds already established and named.

4.5.17 Donor Responsibilities

Although representatives of the Library will provide all appropriate assistance, the ultimate responsibility regarding asset evaluations, tax deductibility, and/or similar federal, state and/or local legal compliance issues rests with the donor(s) and/or with such financial advisors as the donor(s) shall secure. The Library recommends that all donors consult with their legal tax counsel when planning all gifts, especially non-cash gifts or future planned gifts.

The Library will not knowingly seek, nor accept, any commitment regardless of size, designation or other condition that it believes is not in the potential donor's best interest.

4.5.18 Policy Amendment and Review

The current policy was approved by the Library Directors and its Board on October 20, 2021. An attorney or other qualified individual and the Board will review this policy no less frequently than every five years in order to ensure accurate reflection of current laws.



Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Proposed expansion and alignment of public service hours

Date: August 13, 2021

Recommendation Action

Staff seeks direction from the Evanston Public Library Board of Trustees before the expansion and alignment of public service hours described below is implemented.

Effective Tuesday, September 7, 2021, the public service hours at both the Main Library and the Robert Crown Branch library* will be:

- Monday - Thursday 10:00 AM - 8:00 PM
- Friday and Saturday 9:00 AM - 6:00 PM
- Sunday Noon - 6:00 PM

* The launch of Open+ self service hours will begin later this fall. Additional self-service hours at the Robert Crown branch library will be:

- Monday - Friday 7:00 AM - 9:00 AM
- Friday - Sunday 6:00 PM - 9:00 PM.

Note: This schedule will provide flexibility for staff and support the continuation of additional services outside the walls of the libraries and virtually and continue the focus upon improved equity of service.

Funding Source

No additional funding is required.

Summary

Prior to closing for the pandemic, both the main library and Robert Crown branch library's hours of operation were:

Agenda Item 11.B

- Monday - Thursday 9:00 Am - 9:00 PM
- Friday and Saturday 9:00 am - 6:00PM
- Sunday Noon - 6:00 PM

As we have emerged from the pandemic, additional library public service hours have been added. While wearing masks and maintaining social distance, the library is open for browsing, materials pickup, and computer use. Current hours of in-library service are:

- Hours at Main Library: Mon 12-6 / Tues 2-8 / Wed 12-6 / Thurs 2-8 / Fri 12-6 / Sat 12-6 /Sun 12-6. 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 10-3 / Fri 1-6 / Sat 10-3 / Sun 1-6.

A review of foot traffic, computer usage and in-library circulation data reveals that usage levels are far below pre-pandemic levels. This data mirrors the experience of other north suburban libraries.

Data is included in two formats: comparing 2019/2020/2021 data samples and a link to bar charts reflecting 2018/2019 hourly door counts.

Computer Sessions	Main Aug 2019	Main Aug 2020	Main Aug 2021	Crown Aug 2020
(sessions/open hour)	14.69	5.18		1.5
total sessions	4673	349		108

Library Visits by Day Main	Hours	2019	2020	Full day traffic 2019	2021	% change in same 4 hours (2021)	% change in same 4 hours (2020)	% change in full day (2021)	% change in full day (2020)
11-Aug	4-8 pm	485	281	1715	214	44.12%	57.94%	12.48%	16.39%
12-Aug	2-6 pm	532	307	1405	317	59.59%	57.71%	22.56%	21.85%
13-Aug	4-8 pm	479	237	1634		0.00%	49.37%	0.00%	14.48%
14-Aug	2-6 pm	525	308	1283		0.00%	58.63%	0.00%	23.98%
15-Aug	2-6 pm	556	306	1182		0.00%	55.09%	0.00%	25.90%
18-Aug	4-8 pm	471	349	1479		0.00%	74.18%		23.61%
19-Aug	2-6 pm	493	395	1450		0.00%	80.10%		27.22%
20-Aug	4-8 pm	421	405	1474		0.00%	96.08%		27.44%
21-Aug	2-6 pm	511	247	1235		0.00%	48.24%		19.96%
22-Aug	2-6 pm	522	306	1107		0.00%	58.58%		27.60%
25-Aug	4-8 pm	445	324	1375		0.00%	72.81%		23.56%
26-Aug	2-6 pm	481	299	1363		0.00%	62.16%		21.94%
27-Aug	4-8 pm	443	240	1366		0.00%	54.18%		17.57%
28-Aug	2-6 pm	487	261	1062		0.00%	53.59%		24.58%
29-Aug	2-6 pm	558	389	1234		0.00%	69.71%		31.52%

Library Visits by Day Crown	2020	2021
1-Aug	65	149
2-Aug	36	118
3-Aug	44	122
8-Aug	45	151
9-Aug	39	132
10-Aug	37	113
15-Aug	41	
16-Aug	33	
17-Aug	40	
22-Aug	82	
23-Aug	40	
24-Aug	57	
29-Aug	186	
30-Aug	155	
31-Aug	118	

Estimates

Aug total
2020

The door count data for 2018/2019 compiled by Tyler Works is found through this link: [2018/2019 Hourly Door Count Report](#)

Note about door count totals:

The old door count used a sensor that incremented whenever it was broken either by an entrance or an exit during a given hour. It then divided that number by 2 to get an hourly visits estimate, so we don't know specifically what the hourly ratio is for entering and exiting. I think it is safe to assume that during a closing hour we would have more exits than entrances.

The library's new door count system does count "Ins" and "Outs." I reviewed this data and calculated the average ins and out ratio for closing hours in 2020/2021 and it was largely consistent across different days and closing times with little variation. On average 60% of people were exiting the building and 40% were entering the building. It was 3% higher for evening closing hours though on Tuesday and Thursdays

Overview of the steps taken:

- I randomly selected 24 days for each day of the week across 2018/2019
- Dave pulled the hourly stats for each of these days.
- I segmented the data based on opening and closing hours and days of the week
- Calculated averages across these different segments

The services provided to our community members are not defined by our library locations nor service within our buildings. During the pandemic our business model expanded to include virtual programs, expanded telephone services, the creation of an "electronic" library card, "Grab and Go" craft and activity kits, and Job Search Tech kits. As we add public service hours at both locations and throughout Evanston, we continue

to view our work through a racial equity lens. This year a greatly expanded Summer of Engagement program series is being produced in parks serving areas of Evanston that have traditionally been underserved.

Highlights from June and July engagement programs include:

- # books distributed
 - Teen Services: 180
 - Engagement Services: 1600
- # STEM kits shared
 - Teen Services: 240
 - Engagement Services 500
- # of programs produced throughout Evanston
 - Engagement Services 53
 - Teen Services 77
- # of new library cards issued at Summer Engagement events
 - Teen Services 10
 - Engagement Services 30

With the continued need to guard against Covid, virtual programs and limited in- library usage of study and meeting rooms will continue.

Meeting room usage:

After September 7th, reservations for meeting rooms will be accepted. Depending upon the room setup, the number of patrons accommodated while maintaining social distances within the **main library** will be:

- Main Community Room: 48 patrons seated in chairs at a 6' distance. A maximum of 39 patrons seated 3 per table with a maximum of 13 tables.
- Falcon Room: 32 patrons seated in chairs at a 6' distance. A maximum of 30 patrons seated 2 per each small table.
- Friedberg Room: 16 patrons at a 6' distance. A maximum of 20 patrons with tables.
- Teen Loft: Maintaining 6' social distance: Attic/Basement - 6 patrons. Open area near the windows: 15 patrons. Gaming area - 10 patrons.
- Small meetings rooms (various sizes): Maintaining a 6' distance results in a maximum of 2 or 3 patrons depending upon the room size.

Reservation of the **Robert Crown branch library** Multi-Purpose Room while maintaining 6' social distance: 16 patrons seated and 12 patrons seated at tables.