



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, OCTOBER 20, 2021

6:30 P.M.

IN PERSON AND REMOTE MEETING



The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

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

Topic: EPL Board Meeting

Time: Oct 20, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/6782025002?pwd=S3JBNVhvZjVIM2lvS1E5Q1BLS3hmZz09>

Meeting ID: 678 202 5002

Passcode: 0001

One tap mobile

+13126266799,,6782025002#,,,,*0001# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 678 202 5002

Passcode: 0001

Find your local number: <https://us06web.zoom.us/u/kc2oJsh0o>

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ENo3s6XsH1X1pRdu5>

Zoom Tips

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, October 20, 2021

1703 Orrington Avenue

In person and remote

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 September 8 and 22, 2021
- B. Approval of Bills and Payroll

4. Public Hearing: Truth in Taxation

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

- A. Public Apology (Discussion)
- B. Book Collection (Discussion)

6. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update)

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

8. STAFF REPORTS

- A. Administrative Services Report (Distributed in Advance)

9. BOARD REPORTS

10. BOARD DEVELOPMENT

- A. Illinois Library Association Annual Conference (Discussion lead by Trustees that attended)

11. UNFINISHED BUSINESS

- A. Discussion of FY2022 Proposed Budget
- B. Approval of 2022 Proposed Library Expenditure Budget (ACTION)
- C. Preliminary Tax Levy Estimate

12. NEW BUSINESS

- A. Services Policy Revision (ACTION)
- B. Open+ (Discussion)

13. EXECUTIVE SESSION (Personnel)

14. ADJOURNMENT

Next Meeting: November 17, 2021 at 6:30 pm in person and remote.

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 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, September 8, 2021
Special Budget Meeting
6:30 PM
Main Library, Community Meeting Room & 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, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro and Terry Soto

Members Absent: Adam Goodman

Staff Present: Karen Danczak Lyons, Teri Campbell 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 6:32 p.m.

Citizen Comment: None

New Business: (Discussion only)

- A. Proposed 2022 Base Budget**
- B. Proposed 2022 Adjustment Budget**
- C. Proposed 2022 Capital Budget**

Assistant Director Campbell presented the request to fund the Library for 2022 with operating, debt subsidy and capital requests based upon current and projected revenues and expenditures, priority initiatives and values and necessary capital investments. The budget request included a 3% overall increase over 2021, including a 3% property tax increase. Campbell explained the line items that drive the increase including a 3% contractual wage increase, new electrical costs and rebates, and known contractual increases. Trustees raised questions and asked for additional information in order to be prepared to take action.

Upon motion made by President Fulce, seconded by Trustee Iles and approved by a vote of 5 to 1, it was decided to add a new agenda item to move into Executive Session.

Executive Session – Personnel

Upon proper motion made by President Fulce seconded by Trustee Iles and approved by a vote of 5 to 1. Trustees commenced closed session discussion of a personnel matter.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by unanimous roll call vote. The meeting adjourned at 8:24 p.m.

Submitted by: Terry Soto / Teri Campbell



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 22, 2021
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room & Remote

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, Russ Shurbet, Terry Soto and Esther Wallen.

Members Absent: none

Staff Present: Karen Danczak Lyons, Laura Antolin, Jan Bojda, Teri Campbell, Tim Longo, Elacsha Madison, Tracy Olasimbo and Jill Skwerski.

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: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the August 18, 2021 Board Meeting

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

INFORMATION/COMMUNICATIONS: Together, We are the Library

A. Oath of Office

B. Summer of Engagement (Distributed in Advance)

Staff presented a summary of outreach engagement activities that occurred during the summer months, including EPL on the Fly; EPL in the Parks; My City, Your City, Our City; Teen Loft; and a variety of community fairs and festivals. In total, staff connected with about 6,300 people, gave away 3,500 books, 700 STEM kits, and registered around 50 new users.

C. October All Staff Day (Update)

Equity, Diversity and Inclusion (Joint Task Force):

A. Joint Task Force (Update).

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

Executive Director Danczak Lyons highlighted the following: EPL is staffing office hours at Fleetwood Jourdain twice a week to assist residents with applications for the Local Reparations Restorative Fund; Community Listening sessions continue - please invite your friends, family

and neighbors; Trustees and staff were encouraged to thank Assistant Director Teri Campbell for her dedication, leadership and contributions to EPL and the City of Evanston.

Staff Report:

A. Administrative Services Report

Board Report:

A. Facilities Committee

Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, and approved by roll call vote to approve the COE Project Change Order #1 for Schindler Elevator Corp for the board's approval.

Board Development:

A. State Per Capita Grant Requirement: REVIEW of Serving Our Public 4.0: Standards for Illinois Public Libraries © Illinois Library Association, 2019.

<https://www.ila.org/content/documents/serving-our-public.pdf>

B. Trustee Orientation and Board Retreat (Discussion)

Unfinished Business:

A. Proposed 2022 Budget (Discussion)

New Business:

A. Policy Revision Process (Discussion)

B. Services Policy Revision (Discussion)

Board and Library staff members Tim Longo and Karen Danczak Lyons discussed proposed changes to the Services Policy around data collection related to patron race/ethnicity and language spoken at home. This data would be voluntary and would be asked at time of library card registration/renewal for Evanston residents only. Multiple Board members asked questions regarding the ability for a patron to choose more than one option when answering the race/ ethnicity question. The Board will formally vote on the motion in October.

C. Executive Session - Personnel

President Fulce read the official language for convening a closed Executive Session. Motion made by Trustee Iles, seconded by Trustee Hayman and approved by roll call vote, the Trustees moved into closed Executive Session.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 10:46 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: October 15, 2021

Recommended Action

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

Payroll

| | |
|---|---------------|
| September 13, 2021 through September 26, 2021 | \$ 172,620.94 |
| September 27, 2021 through October 10, 2021 | \$ 170,892.70 |

Library Fund Bills List

| | |
|------------------|--------------|
| October 12, 2021 | \$ 79,808.61 |
|------------------|--------------|

Bills Lists attachment to follow

| 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 | | | | |
| 18440 - ANDREA TSURUMI | PROFESSIONAL SERVICES | 10/12/2021 | 10/12/2021 | 200.00 |
| 18611 - KENNEDY JOSEPH | PROGRAM SUPPLIES REIMBURSEMENT | 10/12/2021 | 10/12/2021 | 141.51 |
| 18284 - KRISTIN ELLIOTT HOOD DBA ZETTA ELLIOTT | PROFESSIONAL SERVICES | 10/12/2021 | 10/12/2021 | 600.00 |
| 206940 - ULINE | PAPER BAG SUPPLIES | 10/12/2021 | 10/12/2021 | 71.16 |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 1,012.67 |
| | | | | Invoice Transactions 4 |
| Account 65630 - LIBRARY BOOKS | | | | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 697.93 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 67.46 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 568.07 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 1,079.10 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 948.05 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 629.84 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 810.69 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 243.62 |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 50.30 |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 10/12/2021 | 10/12/2021 | 125.42 |
| Account 65630 - LIBRARY BOOKS Totals | | | | 5,220.48 |
| | | | | Invoice Transactions 10 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | |
| 324163 - FINDAWAY WORLD, LLC | JUV AV | 10/12/2021 | 10/12/2021 | 831.68 |
| 103424 - MIDWEST TAPE | JUV AV | 10/12/2021 | 10/12/2021 | 79.47 |
| 103424 - MIDWEST TAPE | JUV AV | 10/12/2021 | 10/12/2021 | 90.72 |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | 1,001.87 |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals | | | | 7,235.02 |
| | | | | Invoice Transactions 17 |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY | | | | |
| Account 62341 - INTERNET SOLUTION PROVIDERS | | | | |
| 16334 - KANOPY | ADULT ONLINE RESOURCES | 10/12/2021 | 10/12/2021 | 1,626.00 |
| 103424 - MIDWEST TAPE | ADULT ONLINE RESOURCES | 10/12/2021 | 10/12/2021 | 4,238.73 |
| 14337 - NUB GAMES, INC. | ADULT ONLINE RESOURCES | 10/12/2021 | 10/12/2021 | 395.00 |
| Account 62341 - INTERNET SOLUTION PROVIDERS Totals | | | | 6,259.73 |
| | | | | Invoice Transactions 3 |
| Account 65100 - LIBRARY SUPPLIES | | | | |
| 100474 - BAKER & TAYLOR | LLL SUPPLIES | 10/12/2021 | 10/12/2021 | 23.87 |
| 18529 - CHRISTOPHER HORACE | BRIDGING THE GAP PROGRAM | 10/12/2021 | 10/12/2021 | 1,300.00 |
| Account 65100 - LIBRARY SUPPLIES Totals | | | | 1,323.87 |
| | | | | Invoice Transactions 2 |
| Account 65630 - LIBRARY BOOKS | | | | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 448.69 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 483.76 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 85.00 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 141.06 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 426.31 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 989.90 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 31.46 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 945.58 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 190.82 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 653.24 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 330.41 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 184.01 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 123.35 |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 169.66 |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 10/12/2021 | 10/12/2021 | 152.94 |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH | ADULT PRINT | 10/12/2021 | 10/12/2021 | 321.91 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 37.93 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 778.15 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 485.32 |
| 276974 - OVER DRIVE, INC. | ADULT EBOOKS | 10/12/2021 | 10/12/2021 | 325.59 |
| 276974 - OVER DRIVE, INC. | ADULT EBOOKS | 10/12/2021 | 10/12/2021 | 1,369.38 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 152.47 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 26.43 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 107.50 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 139.15 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 55.00 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 563.16 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 1,541.81 |
| 276974 - OVER DRIVE, INC. | EBOOKS | 10/12/2021 | 10/12/2021 | 1,188.56 |
| Account 65630 - LIBRARY BOOKS Totals | | | | 12,448.55 |
| | | | | Invoice Transactions 29 |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | |
| 100474 - BAKER & TAYLOR | ADULT AV | 10/12/2021 | 10/12/2021 | 170.58 |
| 100474 - BAKER & TAYLOR | ADULT AV | 10/12/2021 | 10/12/2021 | 135.33 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 181.89 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 78.68 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 132.45 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 15.24 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 15.24 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 150.05 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 151.20 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 34.54 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 27.04 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 26.49 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 15.24 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 24.24 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 148.21 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 84.72 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 22.74 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 201.84 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 155.26 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 18.24 |
| 103424 - MIDWEST TAPE | ADULT AV | 10/12/2021 | 10/12/2021 | 149.05 |
| 276974 - OVER DRIVE, INC. | ADULT EBOOKS | 10/12/2021 | 10/12/2021 | 1,257.90 |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | | | 3,196.17 |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals | | | | 23,228.32 |
| | | | | Invoice Transactions 56 |

| Vendor | Invoice Description | G/L Date | Payment Date | Invoice Amount | |
|---|---|------------|--------------------------|---------------------------------|--------------------|
| Business Unit 4820 - ACCESS SERVICES | | | | | |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 296184 - ACCO BRANDS USA, LLC DBA GBC DUNNING | QUOTE 00152699 GBC ULTIMA 65 EZLOAD READY | 10/12/2021 | 10/12/2021 | 2,370.85 | |
| 100736 - BRODART COMPANY | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 164.39 | |
| | Account 65100 - LIBRARY SUPPLIES Totals | | | <u>\$2,535.24</u> | |
| | Business Unit 4820 - ACCESS SERVICES Totals | | Invoice Transactions 2 | <u>\$2,535.24</u> | |
| Business Unit 4825 - ENGAGEMENT SERVICES | | | | | |
| Account 65050 - BLDG MAINTENANCE MATERIAL | | | | | |
| 151986 - CINTAS CORPORATION #769 | MAT SERVICE | 10/12/2021 | 10/12/2021 | 108.05 | |
| | Account 65050 - BLDG MAINTENANCE MATERIAL Totals | | Invoice Transactions 1 | <u>\$108.05</u> | |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 15006 - ALFONSO NIEVES RUIZ | PROFESSIONAL SERVICES - RC | 10/12/2021 | 10/12/2021 | 250.00 | |
| 101406 - DEMCO, INC. | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 355.90 | |
| 17174 - ELACSHA MADISON | BUTTON MAKER SUPPLIES | 10/12/2021 | 10/12/2021 | 551.69 | |
| 17174 - ELACSHA MADISON | ENGAGEMENT SUPPLIES FOR THE BOOK MOBILE | 10/12/2021 | 10/12/2021 | 1,510.02 | |
| 18326 - REBECA MENDOZA | YOGA SESSION PAYMENT | 10/12/2021 | 10/12/2021 | 150.00 | |
| | Account 65100 - LIBRARY SUPPLIES Totals | | Invoice Transactions 5 | <u>\$2,817.61</u> | |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 634.50 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 176.72 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 15.26 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 7.32 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 646.85 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 88.09 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 187.01 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 165.52 | |
| 100474 - BAKER & TAYLOR | ADULT PRINT | 10/12/2021 | 10/12/2021 | 96.34 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 178.04 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 66.31 | |
| 100474 - BAKER & TAYLOR | JUV PRINT | 10/12/2021 | 10/12/2021 | 101.98 | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 10/12/2021 | 10/12/2021 | 20.89 | |
| | Account 65630 - LIBRARY BOOKS Totals | | Invoice Transactions 13 | <u>\$2,384.83</u> | |
| Account 65641 - AUDIO VISUAL COLLECTIONS | | | | | |
| 100474 - BAKER & TAYLOR | ADULT AV | 10/12/2021 | 10/12/2021 | 22.00 | |
| | Account 65641 - AUDIO VISUAL COLLECTIONS Totals | | Invoice Transactions 1 | <u>\$22.00</u> | |
| | Business Unit 4825 - ENGAGEMENT SERVICES Totals | | Invoice Transactions 20 | <u>\$5,332.49</u> | |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING | | | | | |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 17174 - ELACSHA MADISON | REIMBURSEMENT SUMMER SUPPLIES AND KITS | 10/12/2021 | 10/12/2021 | 1,523.80 | |
| 17174 - ELACSHA MADISON | BUTTON MAKER SUPPLIES | 10/12/2021 | 10/12/2021 | 551.69 | |
| | Account 65100 - LIBRARY SUPPLIES Totals | | Invoice Transactions 2 | <u>\$2,075.49</u> | |
| Account 65630 - LIBRARY BOOKS | | | | | |
| 100474 - BAKER & TAYLOR | YA AND JUV PRINT | 10/12/2021 | 10/12/2021 | 263.43 | |
| | Account 65630 - LIBRARY BOOKS Totals | | Invoice Transactions 1 | <u>\$263.43</u> | |
| | Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals | | Invoice Transactions 3 | <u>\$2,338.92</u> | |
| Business Unit 4840 - LIBRARY MAINTENANCE | | | | | |
| Account 62225 - BLDG MAINTENANCE SERVICES | | | | | |
| 100763 - BRUCKER COMPANY | SERVICE MAINTENANCE | 10/12/2021 | 10/12/2021 | 875.00 | |
| 100891 - CARRIER CORPORATION | COMPRESSOR REPAIR | 10/12/2021 | 10/12/2021 | 3,650.00 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 10/12/2021 | 10/12/2021 | 108.05 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 10/12/2021 | 10/12/2021 | 419.54 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 10/12/2021 | 10/12/2021 | 419.54 | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 10/12/2021 | 10/12/2021 | 108.05 | |
| 151986 - CINTAS CORPORATION #769 | MAT SERVICE | 10/12/2021 | 10/12/2021 | 419.54 | |
| 101063 - CINTAS FIRST AID & SUPPLY | FIRST AID KIT SERVICE | 10/12/2021 | 10/12/2021 | 93.05 | |
| 315451 - METRO DOOR AND DOCK, INC. | LOADING DOCK REPAIR | 10/12/2021 | 10/12/2021 | 642.15 | |
| 145106 - TOTAL BUILDING SERVICES | JANITORIAL SERVICES 2021 | 10/12/2021 | 10/12/2021 | 10,145.00 | |
| | Account 62225 - BLDG MAINTENANCE SERVICES Totals | | Invoice Transactions 10 | <u>\$16,879.92</u> | |
| Account 64005 - ELECTRICITY | | | | | |
| 10730 - MC SQUARED ENERGY | UTILITIES: MC- SQUARED | 10/12/2021 | 10/12/2021 | 62.61 | |
| 10730 - MC SQUARED ENERGY | UTILITIES: MC- SQUARED | 10/12/2021 | 10/12/2021 | 7,703.22 | |
| | Account 64005 - ELECTRICITY Totals | | Invoice Transactions 2 | <u>\$7,765.83</u> | |
| Account 65050 - BLDG MAINTENANCE MATERIAL | | | | | |
| 151986 - CINTAS CORPORATION #769 | CARPET CLEANING | 10/12/2021 | 10/12/2021 | 171.64 | |
| 101104 - CLEMENT COMMUNICATIONS, INC. | OSHA PRINT | 10/12/2021 | 10/12/2021 | 214.99 | |
| 298493 - CONQUEST PEST SOLUTIONS | PEST CONTROL | 10/12/2021 | 10/12/2021 | 210.00 | |
| | Account 65050 - BLDG MAINTENANCE MATERIAL Totals | | Invoice Transactions 3 | <u>\$596.63</u> | |
| | Business Unit 4840 - LIBRARY MAINTENANCE Totals | | Invoice Transactions 15 | <u>\$25,242.38</u> | |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | |
| Account 62185 - CONSULTING SERVICES | | | | | |
| 11582 - MARY KLING | EPL VOLUNTEER MANAGEMENT | 10/12/2021 | 10/12/2021 | 1,888.75 | |
| 15823 - NESTOR GOMEZ | PROFESSIONAL SERVICES - RC | 10/12/2021 | 10/12/2021 | 250.00 | |
| 18391 - STRONG & STARLIKE CONSULTING, INC. | PROJECT MANAGEMENT & COMMUNITY | 10/12/2021 | 10/12/2021 | 7,550.50 | |
| | Account 62185 - CONSULTING SERVICES Totals | | Invoice Transactions 3 | <u>\$9,689.25</u> | |
| Account 65095 - OFFICE SUPPLIES | | | | | |
| 13549 - EVANSTON IMPRINTABLES | WELCOME BACK T-SHIRTS | 10/12/2021 | 10/12/2021 | 1,749.45 | |
| 16999 - STEPHEN B. STARR DESIGN, INC. | DESIGN/PRODUCTION FEE 2021 REIMAGINE APPEAL | 10/12/2021 | 10/12/2021 | 1,275.00 | |
| | Account 65095 - OFFICE SUPPLIES Totals | | Invoice Transactions 2 | <u>\$3,024.45</u> | |
| Account 65100 - LIBRARY SUPPLIES | | | | | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 47.38 | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 42.99 | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 11.99 | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 35.07 | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 635.97 | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 130.99 | |
| 103883 - OFFICE DEPOT | OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 143.88 | |
| 103883 - OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 10/12/2021 | 10/12/2021 | 134.27 | |
| | Account 65100 - LIBRARY SUPPLIES Totals | | Invoice Transactions 8 | <u>\$1,182.54</u> | |
| | Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | Invoice Transactions 13 | <u>\$13,896.24</u> | |
| | Department 48 - LIBRARY Totals | | Invoice Transactions 126 | <u>\$79,808.61</u> | |
| | Fund 185 - LIBRARY FUND Totals | | Invoice Transactions 126 | <u>\$79,808.61</u> | |
| * = Prior Fiscal Year Activity | | | | Invoice Transactions 126 | \$79,808.61 |

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.12.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|----------------|---------------|-------------|--------|
|----------------|---------------|-------------|--------|

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 79,808.61

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

Library Director's Report October 20, 2021

Updates:

The Community Listening sessions continue to welcome new voices to our conversations. We are meeting community members from throughout Evanston and sharing aspirations, needs and considering ways that EPL can support our residents.

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 | 1,445 | 1,482 | | | | 11,167 |
| Robert Crown | 228 | 146 | 247 | 294 | 258 | 252 | 282 | 303 | 378 | | | | 2,388 |
| Computer Lab | - | - | - | - | - | - | - | | | | | | - |
| Overall Computer/Internet Use | 1,407 | 1,134 | 1,498 | 1,438 | 1,357 | 1,508 | 1,605 | 1,748 | 1,860 | - | - | - | 13,555 |
| Website Visits | | | | | | | | | | | | | |
| All Location | 34,058 | 30,600 | 35,361 | 32,729 | 32,469 | 31,980 | 31,284 | 29,975 | 30,348 | | | | 288,804 |
| Wifi Users | | | | | | | | | | | | | |
| All Location | 5,000 | 5,000 | 5,987 | 6,000 | 6,000 | 6,649 | 7,331 | 7,364 | 9,282 | | | | 58,613 |
| Library Visits | | | | | | | | | | | | | |
| Main | 10,563 | 9,372 | 12,161 | 11,888 | 11,363 | 14,126 | 14,488 | 14,938 | 15,588 | | | | 114,487 |
| Robert Crown | 574 | 1,434 | 3,367 | 3,121 | 3,611 | 4,106 | 4,042 | 4,209 | 5,514 | | | | 29,978 |
| Overall Library Visits | 11,137 | 10,806 | 15,528 | 15,009 | 14,974 | 18,232 | 18,530 | 19,147 | 21,102 | | | | 144,465 |

Chronology of events leading up to October 7 Public Apology:

Friday afternoon October 1: A book display of materials on police reform went up on the second floor of the Main Library with a sign using an image of a "Thin Blue Line" flag as the background to the words "Policing in America". This display was ahead of the upcoming event Police Reform: Progress & Pitfalls, but the sign did not provide this context.

Sunday, October 3: Another staff member told the person responsible for the related event that the image was offensive and the staff person who created the sign was told that it should be changed.

Monday morning, October 4: A new sign was put up, with a black and white American flag as the background.

Wednesday afternoon/evening, October 6: A complaint was received, by telephone, about the original sign. At this point, department management became aware of the issue and learned that the sign had been changed and was given a description of the original sign. Management requested that information about the upcoming program be added to the display asap.

Wednesday evening, October 6: Members of the EPL collection advisory committee discussed the Thin Blue Line flag image and why it is offensive.

Thursday morning, October 7: A third sign, which includes information about the Police Reform: Progress and Pitfalls program, with no image, was put up.

Thursday morning/mid-day, October 7: The EDI committee and management discussed the incident and drafted a public apology.

Thursday morning, October 7: Department management met with the staff responsible for the sign, discussed why it was inappropriate and offensive, and the impact that this has on the community and library colleagues.

Thursday morning, October 7: Department management instructed staff that all department signs must be submitted for approval by management at least one week before they are displayed.

Thursday afternoon, October 7: Department management told staff at the All Staff First Thursday meeting that the public apology was coming, explained what happened, and personally apologized to staff, especially Black staff, for not catching the image before it was displayed.

Thursday afternoon, October 7: Public apology was issued.

Next Steps:

- New procedures for creating display signage requires that all flyers, posters and signs created by staff are approved by management before posting.
- Continued cultural sensitivity training, via the Project Ready curriculum and discussion groups, for all staff and management.
- Continued, ongoing training and discussion with programming staff, using programming toolkit, to work towards creating culturally sensitive, equitable programs and related resources.

Collections Advisory Committee Discussion:

An issue that was raised at the Collection Advisory Group meeting was Anya's concerns with two items recently checked out from the library. The first was a picture book called WHAT JAMES SAID by Liz Rosenberg, illustrated by Matthew Myers, published in 2015. In this book a white girl believes that her Black friend said something mean about her. She punishes him with the silent treatment. Later when she learns that James, her friend, is innocent, she does not apologize in any way. This book received multiple starred reviews, presumably from predominantly white reviewers. There is one copy held by Evanston Public Library. The other book was POPULARMMOS PRESENTS A HOLE NEW WORLD by Pat and Jen from PopularMMOs, illustrated by Dani Jones, published in 2018. This is the first in a graphic novel series based off of a Minecraft YouTube series with "18 million subscribers and 10 billion combined views." One copy of this book was purchased in 2019 for the Main library. This book did not have any professional reviews. It is possible that it was either purchased in response to a patron request or because it was a New York Times bestseller at the time. Two additional copies were purchased for the Robert Crown branch library as well.

In this book, the two main characters interact with a Black character named Carter. Carter is immediately described at the beginning of the book as "not very smart". This character is

repeatedly set up as the dumb character in the series. There is also a character that is a double of the main character Jen. "Evil Jen" looks just like her, with one difference. Evil Jen has large lips, a fact that she says made her evil. "For my whole life, people made fun of me because of my lips. They said that, if not for my lips, I'd be the most beautiful person in the world. Years later I found out a person like that already existed." The book repeatedly makes the statement that large lips are ugly.

Demonstrable Anti-Racist Actions: After some research, we have discovered that many of these problems already exist in the online YouTube series as well. It appears that "Pat" has used the n-word in the past. In the video series the character of Carter is of a nondescript race. This was changed to Black for the book. Other staff members have located the sequels to this book and have discovered just as many racist elements.

As Anya mentioned in the meeting, simply taking these books out of the collection does not address the fundamental problems lying at the heart of this issue. For this reason we are considering the following steps. I would like to note that we feel that some of these steps would work best in stages, with some actions coming before others. If you have suggestions for the order in which to take these actions, we would like to hear them:

- Using the Collection Advisory Group Newsletter - Anya and I could dedicate an entire newsletter for the month of November to this topic. We could be in conversation and Anya could reprint much of what she wrote in a recent Facebook post about this book and finding books like these in a library collection.
- Graphic Novel Book Club - The adult graphic novel book club could discuss the PopularMMOs title. This would need to be led by an appropriate staff member.
- Collections Training - At this time School Library Journal/Library Journal offer a workshop called [Evaluating, Auditing and Diversifying Your Collection](#). This is an intense multi-week course. Topics include *Actively Anti-Racist Service to Leisure Readers*, *Stereotypes, Tropes, and Cultural Appropriation: A Collection Development Deep Dive*, *Reading, Writing, and Reviewing Diverse Books: A Conversation*, *Librarianship During a Racial Reckoning*, and more. I can forward you an email of a full course schedule. All staff members that do any kind of Collection Development would be required to attend this workshop. Four members of staff have taken this workshop so far. In November or December our children's book specialist also will conduct a front end equity audit of the books we ordered this year.
- Alerting the Publisher - When we looked into both of the books Anya brought up we did not find any online criticism. Indeed, even the site Commonsense Media, an online resource for parents to look into potentially problematic content, has nothing on either of these books. We have already alerted the publishers to these issues, alerting them to a discussion of this book at the upcoming library board meeting, inviting them to attend and hear what people have to say.
- The Collection Policy - The Collection Policy has not been updated in at least 6 years. It is found [here](#) on the library's website and needs to meet the needs of library patrons

today. We are looking into collection policies in other libraries with an eye to equity that will help guide us in changing what is currently stated there.

- Programming - Much of the problems with the PopularMMOs book stem from deep-seated racism in the gaming community. This book is just part of a larger cultural problem. We will look into programming around racism in gaming.
- Discussion Sheet / QR Code - There is a lot of content in a public library, much of it for children, that contains problematic content. What to do? Well, these books are owned by the library. As such, we can create discussion sheets and a statement to be placed inside the books, right at the beginning, that offer patrons a way of talking about these books with their kids. These sheets could also include QR codes that take the patrons to library pages that provide resources and context, explaining why these books have to be discussed. No library, to the best of my knowledge, has ever tried this before. It would allow the library to keep the books on hand but also inform the public as to why this material has serious issues and implications that cannot be ignored.

To tackle these steps we would divide into teams, working together to make progress. We welcome additional suggestions as well. Certainly, if you feel that there are gaps or places where we can do better, we want to hear it.

The EDI committee would like to meet with you as well. At this time, we want to center your concerns. The EDI committee has been working on its mission statement and would welcome your feedback if you'd like to look at it. We are able to make direct recommendations to the Administration. For our meeting with you, we would be in a listening space.

Additionally, we would like you to meet with the EDI committee and the Racial Equity Task Force as well, so that we might create actionable steps for the future.

This is a lot to take in. I cannot thank you enough for being honest with me in our last meeting. A lot of good can come out of this, and hopefully this will help us to do better in the future. Thank you.

Innovation and Digital Learning:

Y.O.U. :

Y.O.U. began bringing a group of students to the Main Library on Mondays and Wednesdays for STEM enrichment and to hang out in the Loft. Y.O.U. students will be taking part in the code challenge. EPL staff trained Y.O.U. staff at King Arts on implementing the *Code It! Challenge*.

Family Focus:

Each week for the duration of the summer EPL will be providing weekly STEM workshops to the teens at Family Focus in partnership with the National Society of Black Engineers and the LINKS foundation on Tuesdays. Students will work on the district's *Code It! Challenge* as well as learn the science behind animations and graphic designs. On Thursday's teens will learn about coding and digital music.

Taste of the Loft:

During the last two weeks of September, Teen Services partnered with the middle school librarians to give students a taste of the programs and activities that we offer in the Loft. Students were able to learn about Banned Books week, sign up for the Teen Advisory Board, learn about the upcoming *Code It! Challenge*, experiment with drumming and digital music, sign up for library cards, get books, and make buttons. Teens were ecstatic to hear that the Loft is back open. After doing the *Taste of the Loft* events we have been seeing more teens come into the space to hangout and use the various resources. At Bessie Rhodes we had 120 students participate, Haven 88, Nichols 140, Chute 130 and King Arts 125 students. The event was a major success. In the Spring we will be doing another round of events and this time ETHS and Park School are excited to participate as well.

Teen Advisory Board

We are excited to have our first TAB meeting. We had 65 teens at their schools show interest. This Wednesday from 4:30pm- 5:30pm we will have an informational session. Meetings will take place once a month at the library and once a month at the teens school. We are also excited that a lot of our teens will also be attending the teen listening session scheduled for Thursday November 4th from 4:30-6pm.

Code It! Challenge:

Staff from Innovation and Digital Learning, Early Literacy and Learning and Robert Crown have been working with EvanSTEM, Family Focus and NU to launch the city wide *Code It! Challenge* for grades 5-8. We're intentionally focusing this program on Black and Latine youth and girls. The staff involved are racially diverse to ensure that youth see themselves reflected when they attend live streams, watch tutorials or come to a drop in help session. 65 students have already registered and more than 50% are youth of color. In order to reach more girls we will be offering girl only drop in help sessions and will be working with Digital Divas and other community partners to create joint programming tailored to girls. Check out <https://codeitchallenge.org/> to register and learn more about the program. A community wide showcase will be held in December at Robert Crown Community Center and Library.

New partnerships

- Peer Services- developing plans to work their teen group
- Erie Health going to work on connecting EPL with the Latinx youth they serve and partner on programming

Lifelong Learning & Literacy update:

LLL librarians have been assisting patrons in finding documents to prove their residency or their ancestors' residency to support their applications for the City of Evanston Local Reparations Restorative Housing Program. Heather Norborg, Susan Markwell, Carmen Francellino and Jill Skwerski staff twice weekly office hours at Fleetwood Jourdain to assist applicants with

completing and submitting their applications. Between these two efforts, we have assisted close to 100 individuals so far.

SCORE mentoring:

Our regular SCORE mentors provided 18 hours of mentoring during the month of September. (Susan Markwell)

Career Counseling:

Our volunteer career counselor, Darryl Grant, had one Career Counseling session during the month of September, but he also shared with us the news that one of his Career Counseling clients has recently secured a job at the Chicago Methodist Senior Services. (Susan Markwell)

1:1 Legal Information appointments

In September, there were 9 appointments, and several follow-up emails. (Lorena Neal)

Gary Ginsberg's First Friends. Author event in collaboration with Highland Park Public Library and several other public libraries. September 13, 7 PM; Attendees: 301 (Heather Ross)

eBooks Demystified: September 19, 10 participants, This went really well. Several people asked questions and there was a lot of positive feedback. I did a survey and most people who attended did not currently use our ebooks so it was appropriately tailored to complete beginners. This will be repeated once a month. (Katy Jacob)

Fika, every Mon-Sat, 8-15 participants each day (September 1 - 30); free form discussions over Zoom; in partnership with the Thomas Memorial Library in Cape Elizabeth, ME Casual, daily, virtual social space allowing for exchange of ideas and information. (Olivia Mo)

Memory Cafe: 09/02, 09/09, 09/23, 09/30 weekly Zoom gathering of those experiencing memory changes. Attendance varied from 5-8. Joan Ente from Renewal Memory Care, one of our community partners, co-hosted on 9/30 to talk baseball. Pun intended, the 5th Thursday is a real curveball. We used it as an opportunity to springboard and talk about sports-related memories. Though we only had one baseball fan, the group really enjoyed sharing sporting stories. (Bridget Petrites)

Foster Senior Group : 09/01, 09/08, 09/22, 09/29, weekly Zoom gathering. EPL Tech hosts with 32-40 people in attendance. We talked about breakout rooms in preparation for the EPL Community Listening event on the 29th (Bridget Petrites)

Law At The Library: Employment & COVID-19 on September 28. 10 attendees. This program is now being presented on Zoom, in collaboration with the Chicago Public Library and the

Chicago Bar Association. I have also invited other CCS libraries to advertise this program to their patrons, and several have expressed an interest in doing so. The Zoom format proved to be successful in bringing this program to a larger audience more effectively, for both speakers and attendees. We hope to increase attendance with more marketing and library partnerships. (Lorena Neal)

Book Discussions:

[Mission Impossible: Gabriel Garcia Marquez](#) - This year's Mission Impossible series has begun. There are 10 groups, facilitated by library staff and volunteers, including one Spanish-language group. (Heather Ross)

Readability Book Group: once a week on Mondays, between 6 and 12 people per meeting, book group for adults with disabilities, Zoom, in partnership with Center for Independent Futures. The participants are enjoying our read for the next three months, *THE KINGDOM* by Jess Rothenberg. It's a mix of sci-fi, mystery and a bit of a love story, so there's something there for everyone. They were very excited to hear that at the end of the session, we will be able to meet with the author via Zoom and they will be able to ask her questions about the book. (Jeny Mills)

Better Off Read Book Discussion Group 09/27 - *When No One Is Watching* by Alyssa Cole This was the first we've met in person since 02/2020. We had 14 participants. It was thrilling. There were a few issues regarding sound (masks, muffling, distance, fan) but it was a lively discussion and we even had a new member. (Bridget Petrites)

True Crime Book Group: 9/28 4 participants (Katy Jacob)

Science Fiction & Fantasy Book Group: September 1, 14 in attendance, discussing *A Memory of Empire* by Arkady Martine, via Zoom. A recent award winner, with historical allusions to many empires and their issues. The group continues to enjoy engagement on our Facebook page. We will discuss *Dune* by Frank Herbert on October 6, in preparation for the new movie release later that month. (Lorena Neal)

Wider Net Book Group: 9/20, 10 attendees, discussing *The Nightingale* by Kristen Hannah. A lively discussion of this WWII novel concentrated on the women of the resistance in France. Next month we will read *Kim Jiyoung, Born 1982* by Nam-ju Cho. "A fierce international bestseller that launched Korea's new feminist movement, *Kim Jiyoung, Born 1982* follows one woman's psychic deterioration in the face of rigid misogyny." (Heather Norborg)

Upcoming events of Note:

Staff will be attending the final meeting of 101 Great Books committee in order to finalize the list before the winter gift-giving season.

Lifelong Learning & Literacy:

October 26 at 6pm: [Law @ the Library - How to Find a Lawyer When you Can't Afford One](#)
Learn about resources on how to find a free or low-cost lawyer. This program is presented in partnership with the Chicago Bar Association and the Chicago Public Library. (Lorena Neal)

October 27 & November 10 at 7pm: [Understanding the Maze of Medicare](#) These monthly sessions cover the 'ABC & D's' of Medicare, Medicare Supplement and Medicare Advantage. (Irene Williams)

November 2 at 7pm: [Police Reform: Progress and Pitfalls - A Mini-Course Offered by the NU Emeriti Organization and EPL](#) Join us for this non-credit, no-charge single-session mini-course on the issues involved with police reform. It will be taught by Prof. 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. (Jeff Garrett)

November 2 at 7pm: [Navigating Your Job Search: Looking for a Job Today](#) Presented in collaboration with Wilmette Public Library, Glenview Public Library, Morton Grove Public Library, Skokie Public Library, Lincolnwood Public Library, and Niles-Maine District Library. (Susan Markwell)

November 3 at 6:30pm [LinkedIn for Business](#) Program presented in partnership by Glenview, Evanston, Skokie & Wilmette Public Libraries and the Glenview, Evanston, Skokie, and Wilmette/Kenilworth Chambers of Commerce. (Susan Markwell)

November 9 at 7pm: [Navigating Your Job Search: Resumes & Marketing Materials](#) Presented in collaboration with Wilmette Public Library, Glenview Public Library, Morton Grove Public Library, Skokie Public Library, Lincolnwood Public Library, and Niles-Maine District Library. (Susan Markwell)

November 10 at noon: [Richard Wright's grandson talks about Wright's lost book The Man Who Lived Underground](#) Malcolm Wright in conversation with leading scholar Farah Jasmine Griffin: A discussion of Wright's powerful novel about police brutality that is as relevant today as when it was originally written. (Heather Ross)

November 15th at 4:30PM [Ten Free Financial Planning Apps for Android or iOS](#)

Are you struggling to keep your financial goals on track, or just looking for a handy way to be more organized about tracking your spending? Chances are good that there's an app to help you do just that. This virtual program will highlight 10 free financial planning apps available on both Android and iOS for those who are ready to step beyond the spreadsheet. Whether you're a power-budgeter or someone who thinks you could save some money if you paid closer attention to your expenses, you'll hopefully leave this session with an app or two to fit your financial needs. (Susan Markwell)

November 16 at 7pm: [Navigating Your Job Search - Informational Interviewing](#) Presented in collaboration with Wilmette Public Library, Glenview Public Library, Morton Grove Public Library, Skokie Public Library, Lincolnwood Public Library, and Niles-Maine District Library. (Susan Markwell)

November 23 at 7pm: [Navigating Your Job Search - Interviewing in the Virtual Age](#) Presented in collaboration with Wilmette Public Library, Glenview Public Library, Morton Grove Public Library, Skokie Public Library, Lincolnwood Public Library, and Niles-Maine District Library. (Susan Markwell)

November 29th at 4:30PM [Budgeting for the Holidays \(and Beyond\)](#) The holiday season can be stressful (and expensive!) for a number of reasons. Planning ahead can help ease some of the burdens of gift-giving, traveling, and leisure spending. This session will highlight some practical tips to help save money during the holiday season and beyond. Many of these skills will also be useful when saving toward large planned expenses, such as vacations, weddings, and birthdays. (Susan Markwell)

Patron feedback:

ELL

From Natasha Brown, IWSE, 9/30/21 (live, outdoor storytime)

Hi Laura,(Antolin)

THANK YOU SO MUCH for reading and leading us in songs and stories. I think the families really enjoyed it.

Reported by Liz Steimle:

I helped a teacher out on the phone. The next day she said to Laura, "I don't know who I talked to on the phone yesterday, but they were so helpful!" Laura pointed to me and the patron expressed gratitude for my customer service.

Feedback Received

A latina co-worker was very complimentary. She said the posters were beautiful. She didn't know they were up and when she was walking by she noticed them. She stopped, read them and felt good. Very proud.

A family made a point to stop and tell me how much they appreciated doing the seek and find. They "learned a lot". One of the children told me about how he learned about the 3 gold medal winning paralympians.

A family stopped to tell me how their daughter loved the posters so much she wanted one for her room :) I told them about the website and they were eager to print out their own.

A ELL staff member emailed me this :

"It's a very popular offering! I think our favorite instance of patrons yesterday were a Chinese mom and son who came in both weekend days to work on the HHM hunt".

From Sally Battle-feedback on [video](#) from Dedicated to the Dream participants:

Yes! We paused several times to check for thoughts/understanding, which really helped to share the different perceptions of all of the different ages here. Also SO helpful to pause and process the difficult feelings (mentioned below)-- we maybe wouldn't have had a window to do that if the story had been read live. I LOVED the chance to do this pre-work at our own pace.

I thought it was lovely, an artful and joyful way to engage deeply with the science of difference and similarity, and humans' history of interpreting/wielding difference for the purposes of gaining power and resources

My child learned something new - 100%

I learned something new - 100%

From Kim Daufeldt and Laura Antolin's Virtual Microwave Cooking Class:

--Nora had a blast - she'll be a regular at any cooking classes in the future for sure. Thank you!

--WOW! This was our first cooking class and it far exceeded our expectations - THANK YOU!!
Everything was delicious and super fun for Reba to cook on her own. Looking forward to joining you again.

ELL Updates:

Resuming program flyers. Louise Tripp is managing flyers for two months of upcoming children's events.

We are managing a monthly display of staff recommendations and a companion book list *Squawker's Libr-eyrie - EPL's kid picks list* with forms for patron's to add their recommendations.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: October 15, 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, Supervising Librarian for Robert Crown, Branch and Library Assistant.

Mary Kate Schneider was promoted to Branch Assistant in Robert Crown effective 9/13/2021
Bill Ohms was promoted to Library Services Coordinator effective 9/13/2021

Louis Cifuntes joined the organization as a Security Monitor Substitute effective 9/13/2021.

Financial Resources

The Library Fund financial report for the period ending September 30th is included for your review. For the operating fund, revenue collection is at 74% of budget projection and expenditures 71%. Capital fund encumbrances and expenditures total 105% of the budget.

Facilities Update

EPL facilities continue to operate with very limited staff. We are currently winterizing our building systems and preparing our snow fighting equipment for the colder weather. Schindler elevator modernization project will begin in early November. We are experiencing what are considered "normal supply chain delays" for 2021 on many parts for the project. Our All Gender Restroom located on the 3rd floor is up and running, it's well used by both patrons and staff. We are receiving some very positive feedback about the space.



Budget Performance Report

Fiscal Year to Date 09/30/21

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|-------------------------|--------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 185 - LIBRARY FUND | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 7,252,000.00 | .00 | 7,252,000.00 | 1,488,881.99 | .00 | 5,451,370.72 | 1,800,629.28 | 75 | 7,268,891.26 |
| 52610 | LIBRARY FINES & FEES | .00 | .00 | .00 | 31.39 | .00 | 4,509.40 | (4,509.40) | +++ | 22,320.17 |
| 53200 | BEV SNACK VENDING MACHINE | .00 | .00 | .00 | .00 | .00 | 171.83 | (171.83) | +++ | 149.90 |
| 55201 | Federal Grants | 145,000.00 | .00 | 145,000.00 | .00 | .00 | 122,680.49 | 22,319.51 | 85 | 121,938.15 |
| 55245 | LIBRARY STATE PER CAPITA GRANT | 93,000.00 | .00 | 93,000.00 | .00 | .00 | 109,866.85 | (16,866.85) | 118 | 93,107.50 |
| 56011 | DONATIONS | 390,000.00 | .00 | 390,000.00 | .00 | .00 | 166,900.32 | 223,099.68 | 43 | 371,734.19 |
| 56045 | MISCELLANEOUS REVENUE | 10,000.00 | .00 | 10,000.00 | .00 | .00 | 12,051.48 | (2,051.48) | 121 | 22,848.09 |
| 56140 | FEES AND MERCHANDISE SALE | .00 | .00 | .00 | .00 | .00 | 2.99 | (2.99) | +++ | 222.42 |
| 56501 | INVESTMENT INCOME | 15,000.00 | .00 | 15,000.00 | 563.03 | .00 | 8,240.48 | 6,759.52 | 55 | 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 | 7,665.09 | 7,334.91 | 51 | 5,704.20 |
| 57526 | LIBRARY BOOK SALE | 5,000.00 | .00 | 5,000.00 | .00 | .00 | 2,851.85 | 2,148.15 | 57 | 5,011.43 |
| 57535 | LIBRARY COPY MACH. CHG | 5,000.00 | .00 | 5,000.00 | .00 | .00 | 4,686.91 | 313.09 | 94 | 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 | 14,566.31 | 32,657.69 | 31 | 28,065.96 |
| 57551 | LIBRARY GRANTS | 150,000.00 | .00 | 150,000.00 | .00 | .00 | 23,190.19 | 126,809.81 | 15 | 24,879.36 |
| REVENUE TOTALS | | \$8,341,224.00 | \$0.00 | \$8,341,224.00 | \$1,489,476.41 | \$0.00 | \$6,178,754.91 | \$2,162,469.09 | 74% | \$8,199,295.12 |
| EXPENSE | | | | | | | | | | |
| 61010 | REGULAR PAY | 3,184,270.01 | .00 | 3,184,270.01 | 238,405.13 | .00 | 2,313,367.40 | 870,902.61 | 73 | 3,041,389.43 |
| 61050 | PERMANENT PART-TIME | 1,378,702.15 | .00 | 1,378,702.15 | 87,144.03 | .00 | 884,635.99 | 494,066.16 | 64 | 1,109,869.51 |
| 61060 | SEASONAL EMPLOYEES | 75,000.00 | .00 | 75,000.00 | 4,736.99 | .00 | 62,241.72 | 12,758.28 | 83 | 48,431.72 |
| 61110 | OVERTIME PAY | 16,700.00 | .00 | 16,700.00 | 1,330.60 | .00 | 9,344.99 | 7,355.01 | 56 | 6,043.01 |
| 61415 | TERMINATION PAYOUTS | .00 | .00 | .00 | 7,282.14 | .00 | 21,396.85 | (21,396.85) | +++ | 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 | 46,508.42 | .00 | 431,407.15 | 189,130.33 | 70 | 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 | 188.16 | .00 | 1,679.53 | 582.47 | 74 | 2,288.61 |
| 61625 | AUTO ALLOWANCE | 4,800.00 | .00 | 4,800.00 | 400.00 | .00 | 3,600.00 | 1,200.00 | 75 | 4,800.00 |
| 61626 | CELL PHONE ALLOWANCE | 2,100.00 | .00 | 2,100.00 | 175.00 | .00 | 1,575.00 | 525.00 | 75 | 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 | 26,140.17 | .00 | 250,598.55 | 102,735.24 | 71 | 328,629.90 |
| 61725 | SOCIAL SECURITY | 280,495.32 | .00 | 280,495.32 | 20,343.81 | .00 | 196,280.94 | 84,214.38 | 70 | 253,617.17 |
| 61730 | MEDICARE | 66,277.61 | .00 | 66,277.61 | 4,757.88 | .00 | 45,904.51 | 20,373.10 | 69 | 59,654.54 |
| 62185 | CONSULTING SERVICES | 240,500.00 | .00 | 240,500.00 | 17,850.85 | 31,818.50 | 97,601.07 | 111,080.43 | 54 | 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 | 278.00 | .00 | 1,692.99 | 6,307.01 | 21 | 1,217.11 |
| 62225 | BLDG MAINTENANCE SERVICES | 198,000.00 | .00 | 198,000.00 | 52,418.62 | 41,665.00 | 201,360.24 | (45,025.24) | 123 | 211,505.71 |
| 62235 | OFFICE EQUIPMENT MAINT | 10,000.00 | .00 | 10,000.00 | .00 | 2,277.00 | .00 | 7,723.00 | 23 | .00 |
| 62245 | OTHER EQMT MAINTENANCE | 1,300.00 | .00 | 1,300.00 | .00 | .00 | 2,277.00 | (977.00) | 175 | .00 |



Budget Performance Report

Fiscal Year to Date 09/30/21

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---------------------------------------|----------------------------------|-----------------------|-------------------|-----------------------|----------------------------|----------------------|-----------------------|---------------------------|---------------|-----------------------|
| Fund 185 - LIBRARY FUND | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| 62275 | POSTAGE CHARGEBACKS | 2,600.00 | .00 | 2,600.00 | .00 | .00 | .00 | 2,600.00 | 0 | 890.85 |
| 62290 | TUITION | 15,000.00 | .00 | 15,000.00 | 3,209.50 | .00 | 3,209.50 | 11,790.50 | 21 | 1,758.00 |
| 62295 | TRAINING & TRAVEL | 25,000.00 | .00 | 25,000.00 | 3,756.95 | 1,800.00 | 11,411.61 | 11,788.39 | 53 | 17,519.54 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00 | .00 | 5,440.00 | 453.00 | .00 | 4,077.00 | 1,363.00 | 75 | 5,440.00 |
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.00 | .00 | 4,885.00 | 407.00 | .00 | 3,663.00 | 1,222.00 | 75 | 4,885.00 |
| 62315 | POSTAGE | 1,000.00 | .00 | 1,000.00 | .00 | .00 | 49.52 | 950.48 | 5 | 1,464.88 |
| 62340 | IT COMPUTER SOFTWARE | 219,200.00 | .00 | 219,200.00 | 18,169.95 | 1,095.00 | 150,285.75 | 67,819.25 | 69 | 153,753.30 |
| 62341 | INTERNET SOLUTION PROVIDERS | 255,000.00 | .00 | 255,000.00 | 38,087.63 | .00 | 188,727.34 | 66,272.66 | 74 | 246,426.95 |
| 62360 | MEMBERSHIP DUES | 2,100.00 | .00 | 2,100.00 | 250.00 | .00 | 1,184.37 | 915.63 | 56 | 1,513.00 |
| 62375 | RENTALS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 49,003.10 |
| 62380 | COPY MACHINE CHARGES | 10,000.00 | .00 | 10,000.00 | .00 | .00 | 221.01 | 9,778.99 | 2 | 4,980.81 |
| 62506 | WORK- STUDY | 7,300.00 | .00 | 7,300.00 | .00 | .00 | 3,342.69 | 3,957.31 | 46 | 2,597.19 |
| 62705 | BANK SERVICE CHARGES | 5,700.00 | .00 | 5,700.00 | 338.05 | .00 | 3,489.88 | 2,210.12 | 61 | 5,893.90 |
| 64005 | ELECTRICITY | .00 | .00 | .00 | 21,153.98 | .00 | 61,397.34 | (61,397.34) | +++ | 32,002.48 |
| 64015 | NATURAL GAS | 28,500.00 | .00 | 28,500.00 | 657.73 | .00 | 11,967.11 | 16,532.89 | 42 | 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 | 151.60 | 1,848.40 | 8 | 3,022.85 |
| 65020 | CLOTHING | .00 | .00 | .00 | .00 | .00 | 1,057.35 | (1,057.35) | +++ | 583.95 |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 566.28 | .00 | 6,485.53 | 5,514.47 | 54 | 16,284.24 |
| 65050 | BLDG MAINTENANCE MATERIAL | 35,000.00 | .00 | 35,000.00 | 2,041.38 | .00 | 13,189.59 | 21,810.41 | 38 | 33,835.77 |
| 65095 | OFFICE SUPPLIES | 70,000.00 | .00 | 70,000.00 | 115.40 | 1,749.45 | 4,220.41 | 64,030.14 | 9 | 44,402.54 |
| 65100 | LIBRARY SUPPLIES | 130,000.00 | .00 | 130,000.00 | 20,273.57 | 11,133.58 | 116,055.76 | 2,810.66 | 98 | 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 | 1,463.52 | .00 | 1,463.52 | 36.48 | 98 | 775.00 |
| 65550 | AUTOMOTIVE EQUIPMENT | 7,000.00 | .00 | 7,000.00 | .00 | .00 | .00 | 7,000.00 | 0 | .00 |
| 65555 | IT COMPUTER HARDWARE | 30,000.00 | .00 | 30,000.00 | .00 | .00 | 22,896.65 | 7,103.35 | 76 | 10,885.25 |
| 65630 | LIBRARY BOOKS | 516,400.00 | .00 | 516,400.00 | 47,143.52 | .00 | 335,346.03 | 181,053.97 | 65 | 478,060.12 |
| 65635 | PERIODICALS | 9,500.00 | .00 | 9,500.00 | .00 | .00 | 3,617.98 | 5,882.02 | 38 | 14,733.05 |
| 65641 | AUDIO VISUAL COLLECTIONS | 95,000.00 | .00 | 95,000.00 | 7,851.60 | .00 | 37,986.05 | 57,013.95 | 40 | 69,665.24 |
| 66019 | COMPONENT UNIT DISBURSEMENT | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 344,050.00 |
| 66131 | TRANSFER TO GENERAL FUND | 280,901.00 | .00 | 280,901.00 | 23,408.00 | .00 | 210,672.00 | 70,229.00 | 75 | .00 |
| EXPENSE TOTALS | | \$8,225,344.36 | \$0.00 | \$8,225,344.36 | \$697,325.81 | \$91,538.53 | \$5,725,142.62 | \$2,408,663.21 | 71% | \$7,467,222.38 |
| Fund 185 - LIBRARY FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 8,341,224.00 | .00 | 8,341,224.00 | 1,489,476.41 | .00 | 6,178,754.91 | 2,162,469.09 | 74% | 8,199,295.12 |
| EXPENSE TOTALS | | 8,225,344.36 | .00 | 8,225,344.36 | 697,325.81 | 91,538.53 | 5,725,142.62 | 2,408,663.21 | 71% | 7,467,222.38 |
| Fund 185 - LIBRARY FUND Totals | | \$115,879.64 | \$0.00 | \$115,879.64 | \$792,150.60 | (\$91,538.53) | \$453,612.29 | (\$246,194.12) | | \$732,072.74 |



Budget Performance Report

Fiscal Year to Date 09/30/21

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--|-------------------------|---------------------|-------------------|---------------------|----------------------------|-----------------------|-----------------------|---------------------------|---------------|----------------------|
| Fund 186 - LIBRARY DEBT SERVICE FUND | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 482,243.00 | .00 | 482,243.00 | 282,243.00 | .00 | 482,243.00 | .00 | 100 | 480,145.00 |
| REVENUE TOTALS | | \$482,243.00 | \$0.00 | \$482,243.00 | \$282,243.00 | \$0.00 | \$482,243.00 | \$0.00 | 100% | \$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 | 282,243.00 | .00 | 482,243.00 | .00 | 100% | 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 | \$282,243.00 | \$0.00 | \$357,292.74 | (\$357,292.74) | | \$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 | .00 | 84,137.16 | 386,219.11 | (21,356.27) | 105 | 94,525.25 |
| EXPENSE TOTALS | | \$449,000.00 | \$0.00 | \$449,000.00 | \$0.00 | \$84,137.16 | \$386,219.11 | (\$21,356.27) | 105% | \$94,525.25 |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals | | | | | | | | | | |
| REVENUE TOTALS | | 449,000.00 | .00 | 449,000.00 | .00 | .00 | .00 | 449,000.00 | 0% | .00 |
| EXPENSE TOTALS | | 449,000.00 | .00 | 449,000.00 | .00 | 84,137.16 | 386,219.11 | (21,356.27) | 105% | 94,525.25 |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$84,137.16) | (\$386,219.11) | \$470,356.27 | | (\$94,525.25) |
| Grand Totals | | | | | | | | | | |
| REVENUE TOTALS | | 9,272,467.00 | .00 | 9,272,467.00 | 1,771,719.41 | .00 | 6,660,997.91 | 2,611,469.09 | 72% | 8,679,440.12 |
| EXPENSE TOTALS | | 9,156,587.36 | .00 | 9,156,587.36 | 697,325.81 | 175,675.69 | 6,236,311.99 | 2,744,599.68 | 70% | 7,999,842.68 |
| Grand Totals | | \$115,879.64 | \$0.00 | \$115,879.64 | \$1,074,393.60 | (\$175,675.69) | \$424,685.92 | (\$133,130.59) | | \$679,597.44 |

Endowment for the Evanston Public Library
 Holdings as of September 2021

| | Symbol | Shares/Quantity | Price | Value as of September 2021 | % of portfolio | % of portfolio by asset class |
|--|--------|-----------------|--------------|-------------------------------|----------------|----------------------------------|
| Vanguard S&P 500 Index Fund | VFIAX | 5262.252 | \$397.63 | \$2,092,429.26 | 41.63% | |
| Vanguard Small-Cap Index Fund | VSMAX | 3936.489 | \$104.84 | \$412,701.51 | 8.21% | |
| Vanguard REIT Index Fund | VGSLX | 1270.356 | \$144.31 | \$183,325.07 | 3.65% | |
| Vanguard Total International Stock Index Fund | VTIAX | 15531.591 | \$34.00 | \$528,074.09 | 10.51% | |
| Vanguard Emerging Markets Stock Index Fund | VEMAX | 7284.055 | \$41.57 | \$302,798.17 | 6.02% | 70.0% |
| Vanguard Federal Money Market Fund | VMFXX | 1.000 | \$473,292.03 | \$473,292.03 | 9.42% | |
| IShares Silver Trust | SLV | 4788.000 | \$20.52 | \$98,249.76 | 1.95% | |
| SPDR Gold Trust | GLD | 625.000 | \$164.22 | \$102,637.50 | 2.04% | 13.4% |
| US Treasury TIPS Notes, maturing 1/25, 2.375% | | 100000.000 | \$114.792 | \$166,229.14 | 3.31% | |
| US Treasury TIPS Notes, maturing 1/26, 2.0% | | 100000.000 | \$116.600 | \$160,356.48 | 3.19% | |
| US Treasury TIPS Notes, maturing 2/40, 2.125% | | 100000.000 | \$148.315 | \$187,305.53 | 3.73% | 10.2% |
| Vanguard Short-Term Investment Grade Bond Fund | VFSUX | 10.930 | 29,139.39 | \$318,493.54 | 6.34% | 6.3% |
| | | | | \$5,025,892.08 | | 100.0% |

| | |
|--|---------------|
| Cash Equivalents | 13.4% |
| US Treasury Inflation Protected Securities | 10.2% |
| Corporate Bonds | 6.3% |
| Domestic Equities | 53.5% |
| International Equities | 16.5% |
| | <u>100.0%</u> |



To: Evanston Public Library Board of Trustees
 From: Karen Danczak Lyons, Executive Director
 Subject: FY2022 Proposed Library Expenditure Budget
 Date: October 15, 2021

This memo will provide you with information on the expenditures in the Library's Proposed Library Expenditure Budget for FY2022.

City of Evanston, IL

Expense Budget Worksheet Report

| Account Number | Account Description | 2021 Adopted Budget | 2022 Proposed Budget |
|---|----------------------------------|---------------------|----------------------|
| Fund: | | | |
| 185 - LIBRARY FUND | | | |
| EXPENSES | | | |
| Department: | | | |
| 48 - LIBRARY | | | |
| Business Unit: | | | |
| 4805 - EARLY LEARNING & LITERACY | | | |
| 61010 | REGULAR PAY | 382,847.0000 | 393,647.0000 |
| 61050 | PERMANENT PART-TIME | 197,383.0000 | 204,131.0000 |
| 61060 | SEASONAL EMPLOYEES | 7,000.0000 | 6,000.0000 |
| 61110 | OVERTIME PAY | 1,000.0000 | 1,000.0000 |
| 61510 | HEALTH INSURANCE | 81,816.0000 | 86,220.0000 |
| 61615 | LIFE INSURANCE | 279.0000 | 285.0000 |
| 61710 | IMRF | 45,108.0000 | 27,478.0000 |
| 61725 | SOCIAL SECURITY | 35,975.0000 | 37,063.0000 |
| 61730 | MEDICARE | 8,414.0000 | 8,669.0000 |
| 62506 | WORK- STUDY | 900.0000 | 900.0000 |
| 65100 | LIBRARY SUPPLIES | 19,000.0000 | 19,000.0000 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 500.0000 | 500.0000 |
| 65630 | LIBRARY BOOKS | 151,400.0000 | 159,400.0000 |
| 65635 | PERIODICALS | 500.0000 | 500.0000 |
| 65641 | AUDIO VISUAL COLLECTIONS | 15,000.0000 | 7,000.0000 |

Agenda Item 11.B

| | | |
|--|--------------|--------------|
| Business Unit Total: 4805 - EARLY LEARNING & LITERACY | \$947,122.00 | \$951,793.00 |
|--|--------------|--------------|

Business Unit:

4806 - LIFELONG LEARNING & LITERACY

| | | | |
|---|-----------------------------|-----------------------|-----------------------|
| 61010 | REGULAR PAY | 378,519.0000 | 396,435.0000 |
| 61050 | PERMANENT PART-TIME | 278,509.0000 | 294,114.0000 |
| 61060 | SEASONAL EMPLOYEES | 12,000.0000 | 11,000.0000 |
| 61110 | OVERTIME PAY | 1,400.0000 | 1,400.0000 |
| 61510 | HEALTH INSURANCE | 90,068.4800 | 93,407.0000 |
| 61615 | LIFE INSURANCE | 140.0000 | 138.0000 |
| 61710 | IMRF | 53,089.0000 | 33,423.0000 |
| 61725 | SOCIAL SECURITY | 40,736.0000 | 42,814.0000 |
| 61730 | MEDICARE | 9,528.0000 | 10,013.0000 |
| 62341 | INTERNET SOLUTION PROVIDERS | 250,000.0000 | 250,000.0000 |
| 62506 | WORK- STUDY | 900.0000 | 900.0000 |
| 65100 | LIBRARY SUPPLIES | 20,000.0000 | 20,000.0000 |
| 65630 | LIBRARY BOOKS | 310,000.0000 | 325,000.0000 |
| 65635 | PERIODICALS | 6,000.0000 | 6,000.0000 |
| 65641 | AUDIO VISUAL COLLECTIONS | 65,000.0000 | 50,000.0000 |
| Business Unit Total: 4806 - LIFELONG LEARNING & LITERACY | | \$1,515,889.48 | \$1,534,644.00 |

Business Unit:

4820 - ACCESS SERVICES

| | | | |
|--|----------------------|-----------------------|-----------------------|
| 61010 | REGULAR PAY | 675,299.0000 | 642,059.0000 |
| 61050 | PERMANENT PART-TIME | 322,899.6500 | 346,532.0000 |
| 61060 | SEASONAL EMPLOYEES | 6,000.0000 | 5,000.0000 |
| 61110 | OVERTIME PAY | 2,300.0000 | 2,300.0000 |
| 61510 | HEALTH INSURANCE | 128,255.0000 | 138,944.0000 |
| 61513 | VISION INSURANCE | 0.0000 | 38.0000 |
| 61615 | LIFE INSURANCE | 473.0000 | 410.0000 |
| 61710 | IMRF | 68,648.9000 | 40,987.0000 |
| 61725 | SOCIAL SECURITY | 61,888.9700 | 60,283.0000 |
| 61730 | MEDICARE | 14,474.5900 | 14,099.0000 |
| 62340 | IT COMPUTER SOFTWARE | 176,200.0000 | 176,200.0000 |
| 62506 | WORK- STUDY | 3,000.0000 | 3,000.0000 |
| 65100 | LIBRARY SUPPLIES | 12,000.0000 | 12,000.0000 |
| Business Unit Total: 4820 - ACCESS SERVICES | | \$1,471,439.11 | \$1,441,852.00 |

Business Unit:

4825 - ENGAGEMENT SERVICES

| | | | |
|-------|---------------------|--------------|--------------|
| 61010 | REGULAR PAY | 439,558.1600 | 480,401.6700 |
| 61050 | PERMANENT PART-TIME | 193,596.5000 | 226,366.1700 |
| 61060 | SEASONAL EMPLOYEES | 15,000.0000 | 15,000.0000 |
| 61110 | OVERTIME PAY | 2,000.0000 | 2,000.0000 |
| 61510 | HEALTH INSURANCE | 91,386.0000 | 97,123.3200 |
| 61513 | VISION INSURANCE | 0.0000 | 113.8800 |
| 61615 | LIFE INSURANCE | 260.0000 | 339.1200 |
| 61710 | IMRF | 51,159.7300 | 33,479.8400 |
| 61725 | SOCIAL SECURITY | 39,256.3100 | 43,819.6900 |
| 61730 | MEDICARE | 9,181.9000 | 10,248.1100 |

Agenda Item 11.B

| | | | |
|--|----------------------------------|---------------------|---------------------|
| 62225 | BLDG MAINTENANCE SERVICES | 5,000.0000 | 5,000.0000 |
| 62340 | IT COMPUTER SOFTWARE | 1,000.0000 | 1,000.0000 |
| 62341 | INTERNET SOLUTION PROVIDERS | 5,000.0000 | 5,000.0000 |
| 64015 | NATURAL GAS | 1,500.0000 | 1,500.0000 |
| 65100 | LIBRARY SUPPLIES | 12,000.0000 | 12,000.0000 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 1,000.0000 | 1,000.0000 |
| 65550 | AUTOMOTIVE EQUIPMENT | 7,000.0000 | 7,000.0000 |
| 65630 | LIBRARY BOOKS | 35,000.0000 | 35,000.0000 |
| 65635 | PERIODICALS | 3,000.0000 | 3,000.0000 |
| 65641 | AUDIO VISUAL COLLECTIONS | 12,000.0000 | 12,000.0000 |
| Business Unit Total: 4825 - ENGAGEMENT SERVICES | | \$923,898.60 | \$991,391.80 |

Business Unit:

4835 - INNOVATION & DIGITAL LEARNING

| | | | |
|--|--------------------------|---------------------|---------------------|
| 61010 | REGULAR PAY | 386,685.0000 | 410,375.4000 |
| 61050 | PERMANENT PART-TIME | 161,404.0000 | 203,237.5500 |
| 61060 | SEASONAL EMPLOYEES | 5,000.0000 | 5,000.0000 |
| 61510 | HEALTH INSURANCE | 70,468.0000 | 71,051.0000 |
| 61513 | VISION INSURANCE | 0.0000 | 226.0000 |
| 61615 | LIFE INSURANCE | 277.0000 | 287.6400 |
| 61710 | IMRF | 44,287.0000 | 29,699.1000 |
| 61725 | SOCIAL SECURITY | 33,982.0000 | 38,043.9600 |
| 61730 | MEDICARE | 7,949.0000 | 8,897.4200 |
| 62185 | CONSULTING SERVICES | 500.0000 | 500.0000 |
| 62340 | IT COMPUTER SOFTWARE | 42,000.0000 | 44,000.0000 |
| 65100 | LIBRARY SUPPLIES | 17,000.0000 | 17,000.0000 |
| 65555 | IT COMPUTER HARDWARE | 30,000.0000 | 45,000.0000 |
| 65630 | LIBRARY BOOKS | 20,000.0000 | 20,000.0000 |
| 65641 | AUDIO VISUAL COLLECTIONS | 3,000.0000 | 3,000.0000 |
| Business Unit Total: 4835 - INNOVATION & DIGITAL LEARNING | | \$822,552.00 | \$896,318.07 |

Business Unit:

4840 - LIBRARY MAINTENANCE

| | | | |
|-------|----------------------------------|--------------|--------------|
| 61010 | REGULAR PAY | 378,968.8500 | 400,023.0000 |
| 61050 | PERMANENT PART-TIME | 85,997.0000 | 70,794.0000 |
| 61110 | OVERTIME PAY | 10,000.0000 | 10,000.0000 |
| 61510 | HEALTH INSURANCE | 84,306.0000 | 95,691.1400 |
| 61513 | VISION INSURANCE | 0.0000 | 112.0000 |
| 61615 | LIFE INSURANCE | 245.0000 | 349.7600 |
| 61626 | CELL PHONE ALLOWANCE | 900.0000 | 900.0000 |
| 61630 | SHOE ALLOWANCE | 540.0000 | 540.0000 |
| 61710 | IMRF | 35,990.1600 | 22,787.7200 |
| 61725 | SOCIAL SECURITY | 28,918.0400 | 29,280.2200 |
| 61730 | MEDICARE | 6,763.1200 | 6,848.4900 |
| 62225 | BLDG MAINTENANCE SERVICES | 193,000.0000 | 193,000.0000 |
| 62235 | OFFICE EQUIPMENT MAINT | 10,000.0000 | 10,000.0000 |
| 62245 | OTHER EQMT MAINTENANCE | 1,300.0000 | 1,300.0000 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.0000 | 5,440.0000 |

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|---|---------------------------------|-----------------------|-----------------------|
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.0000 | 4,885.0000 |
| 64005 | ELECTRICITY | 0.0000 | 115,767.0000 |
| 64015 | NATURAL GAS | 27,000.0000 | 27,000.0000 |
| 64505 | TELECOMMUNICATIONS | 3,500.0000 | 3,500.0000 |
| 65040 | JANITORIAL SUPPLIES | 12,000.0000 | 12,000.0000 |
| 65050 | BLDG MAINTENANCE MATERIAL | 35,000.0000 | 35,000.0000 |
| Business Unit Total: 4840 - LIBRARY MAINTENANCE | | \$924,753.17 | \$1,045,218.33 |
| Business Unit: | | | |
| 4845 - LIBRARY ADMINISTRATION | | | |
| 61010 | REGULAR PAY | 542,393.0000 | 700,509.0000 |
| 61050 | PERMANENT PART-TIME | 138,913.0000 | 80,560.0000 |
| 61060 | SEASONAL EMPLOYEES | 30,000.0000 | 5,000.0000 |
| 61510 | HEALTH INSURANCE | 74,238.0000 | 83,975.0000 |
| 61615 | LIFE INSURANCE | 588.0000 | 600.0000 |
| 61625 | AUTO ALLOWANCE | 4,800.0000 | 4,800.0000 |
| 61626 | CELL PHONE ALLOWANCE | 1,200.0000 | 1,200.0000 |
| 61710 | IMRF | 55,051.0000 | 34,378.0000 |
| 61725 | SOCIAL SECURITY | 39,739.0000 | 46,331.0000 |
| 61730 | MEDICARE | 9,967.0000 | 11,414.0000 |
| 62185 | CONSULTING SERVICES | 235,000.0000 | 235,000.0000 |
| 62205 | ADVERTISING | 8,000.0000 | 8,000.0000 |
| 62210 | PRINTING | 8,000.0000 | 8,000.0000 |
| 62275 | POSTAGE CHARGEBACKS | 2,600.0000 | 2,600.0000 |
| 62290 | TUITION | 15,000.0000 | 15,000.0000 |
| 62295 | TRAINING & TRAVEL | 25,000.0000 | 25,000.0000 |
| 62315 | POSTAGE | 1,000.0000 | 1,000.0000 |
| 62360 | MEMBERSHIP DUES | 2,100.0000 | 2,100.0000 |
| 62380 | COPY MACHINE CHARGES | 10,000.0000 | 10,000.0000 |
| 62506 | WORK- STUDY | 2,500.0000 | 2,500.0000 |
| 62705 | BANK SERVICE CHARGES | 5,700.0000 | 5,700.0000 |
| 64009 | UTILITIES - COE WATER | 26,400.0000 | 26,400.0000 |
| 64540 | TELECOMMUNICATIONS - WIRELESS | 2,000.0000 | 2,000.0000 |
| 65025 | FOOD | 10,000.0000 | 10,000.0000 |
| 65095 | OFFICE SUPPLIES | 70,000.0000 | 50,000.0000 |
| 66131 | TRANSFER TO GENERAL FUND | 280,901.0000 | 289,328.0000 |
| 66132 | TRANSFER TO HUMAN SERVICES FUND | 70,000.0000 | 80,000.0000 |
| Business Unit Total: 4845 - LIBRARY ADMINISTRATION | | \$1,671,090.00 | \$1,741,395.00 |
| Business Unit: | | | |
| 4850 - LIBRARY GRANTS | | | |
| 62185 | CONSULTING SERVICES | 5,000.0000 | 10,000.0000 |
| 65100 | LIBRARY SUPPLIES | 50,000.0000 | 45,000.0000 |
| Business Unit Total: 4850 - LIBRARY GRANTS | | \$55,000.00 | \$55,000.00 |
| Department Total: 48 - LIBRARY | | \$8,331,744.36 | \$8,657,612.20 |
| EXPENSES Total | | \$8,331,744.36 | \$8,657,612.20 |



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Preliminary Tax Levy Estimate

Date: October 15, 2021

For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2020:

- The corporate and special purpose property taxes extended or abated for tax year 2020 (FY2021) equaled \$7,476,289.
- The proposed corporate and special purpose property taxes to be levied for tax year 2021 (FY2022) equals \$7,630,928. This represents a 2.07% increase over the previous year.
- The property taxes extended for debt service for tax year 2020 equaled \$507,624.
- The estimated property taxes to be levied for debt service for tax year 2021 equals \$533,289. This represents a 5.06% increase over the previous year.
- The total property taxes extended or abated for tax year 2020 equaled \$7,983,913.
- The estimated total property taxes to be levied for tax year 2021 equals \$8,164,217. This represents a 2.26% increase over the previous year.



To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director
Tim Longo, Access Services Manager

Subject: Proposed Services Policy Additions

Date: October 20, 2021

Recommendation Action

Staff recommends that the Evanston Public Library Board of Trustees authorize the addition of the **voluntary** reporting of race/ethnicity and primary language spoken at home during registration or renewal of library cards. Patrons who choose not to self-report will still be issued library cards or have their cards renewed. This action will only apply to Evanston residents and not reciprocal borrowers.

Funding Source

No additional funding is required.

Proposed changes to Library Services Policy

[Section 5.1.1](#) of EPL's Services Policy reads as follows:

At the time of registration for a borrower's card, the applicant will provide the following information: legal name, street address (PO Boxes are not accepted), and signature. Patrons may choose to include date of birth. Additionally, to receive some notifications a telephone number, email address, and wireless carrier information may need to be provided.

Proposed changes to Policy:

At the time of registration for a library card, the applicant will provide the following information: legal name, street address (PO Boxes are not acceptable), and signature. **Patrons may choose to include date of birth, as well as demographic information related to race/ethnicity and language spoken at home.** Additionally, to receive some notifications a telephone number, email address, and wireless carrier information may need to be provided.

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[Section 5.3.1](#) of EPL's Services Policy reads as follows:

The Evanston Public Library looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower. All applicants for the renewal of a library card are required to meet the same identification requirements as a new applicant, as described in the applicable section. Reciprocal Borrowers must be in good standing at their home library.

Proposed changes to Policy:

The Evanston Public Library looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower (**including voluntary information related to date of birth, race/ethnicity and language spoken at home**). All applicants for the renewal of a library card are required to meet the same identification requirements as a new applicant, as described in the applicable section. Reciprocal Borrowers must be in good standing at their home library.



To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director
Tim Longo, Access Services Manager

Subject: Open + Library Service Implementation

Date: October 20, 2021

Recommendation

Staff recommends the approval of a user agreement form to be signed by Evanston Public Library cardholders who desire access to Library Express services at the Robert Crown Library Branch.

Funding Source

No additional funding is required.

Summary

The Evanston Public Library opened the Robert Crown Branch in February of 2020. The implementation of expanded self-service library hours using a system called [Open +](#) was planned for April 2020. However, the forced closure of all Library locations due to Covid-19 put the plans for Open + on pause. Library staff are now ready to implement Library Express services using Open + at Robert Crown with a go live date before the end of year.

With this new service, EPL cardholders in good standing who are 16 years or older may opt in to receive a pin code that will allow them access to use the Crown Library during “Express Hours”, from 7AM to 9AM every weekday and from 6pm to 9pm Friday through Sunday. Users will be educated by a library staff member on the use of the system and the [Library’s Rules of Use](#) at the time they receive their Library Express pin code. Registration for this service will be available in person at all EPL locations and online. Users who do not adhere to the Library’s Rules of Use can have their Library Express access revoked. While this new service will enable Evanston residents to have expanded hours of access to the Robert Crown Library and receive basic library services such as access to computers and WIFI and the checkout of materials, the full scope of library services, which are only available when library staff is present, will not be available during Express Hours of service.

Below is the proposed user agreement that will be required for Library Express access at the Robert Crown Library:

Good standing is defined as having an unexpired library card and not currently on the library suspended patron list. Outstanding library fees or overdue/lost materials will have no bearing on eligibility for this service.

Library Express User Agreement

The purpose of this service is to allow access to the Robert Crown Library during specified service hours when staffing is not available. Using this service is a privilege for EPL cardholders, and the success of this service depends on the users' responsibility. Please read and sign this User Agreement for conditions of participation, clear expectations, and applicable rules. Feel free to ask any questions before signing. This agreement must be renewed on an annual basis. Your access may expire if not renewed in a timely manner.

Conditions of Participation. I understand in order to participate in this service:

- I must be a resident of Evanston
- My library card must be in good standing, and
- I must be 16 years of age or older

Agreements. I understand that:

- I and any minors I bring with me will be on camera while using this service.
- I must only grant entry to myself and any minor I am responsible for while using this service. Any other adult must have a signed User Agreement on file and must gain entry using his/her/their own pin code.
- This service is self-directed and in-person library staff assistance will not be available to me.
- Emergencies may occur and an emergency line to dial 911 for help is available to me at all times.
- I must adhere to all library rules of use (copy provided at time of signature and posted at site).
- No animals are permitted in the library except service animals as defined by Illinois state law.
- If announcements are made during the course of express hours, all individuals agree to comply with any directions
- All library policies are in effect during express hours including the library's Rules of Use and the Computer, Internet and Wireless Access Policy listed on the website: www.epl.org
- I will not have access to the meeting rooms within the Library and will not enter areas marked as "for library staff only".
- If I fail to comply with any terms of this agreement, my privileges may be revoked. If your privileges are revoked, you may submit a written request for reconsideration with any applicable supporting documentation within 20 days of the date of the revocation letter to the Library's Executive Director. You hold the burden of proof. The Library's Executive Director will review the request, any supporting documentation, and the facts and circumstances relating to the revocation and decide to uphold, modify, or overturn the decision within 30 days following receipt of your timely written request.

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Waiver of Liability.

I understand that in addition to the potential for exposure to COVID-19 and other viral and bacterial infections or disease, there is the potential for harm, illness, or injury in accessing an unstaffed building. I voluntarily accept and solely assume all risk of damages, illness, or injury incurred or suffered by me or any minors for which I am responsible while using this service. I hereby waive, release, and agree to hold harmless and discharge the City of Evanston, and its elected and appointed officials, officers, directors, commissioners, agents, employees, volunteers, representatives, successors, and assigns, to the fullest extent allowed by law from any and all claims, suits, actions, expenses, damages, and losses without limitation for personal or bodily injury, wrongful death, and property damage occurring, arising from, related to or resulting from using this service. Please present a valid photo ID or Evanston Public Library card before signing.

Once registered, customers may obtain self-service access that includes use of computers, printing, materials selection, check-out and holds pick-up. This service is not available on certain holidays or on days when the Robert Crown Community Center is closed.