

**evanston** public library



**EVANSTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
LIBRARY BOARD PACKET**

**Wednesday, July 20, 2022**

**6:30 pm**

**In person and remote meeting**

## **Remote Access Information**

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: July 20, 2022 06:30 PM Central Time (US and Canada)**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/87054769546>

+1 312 626 6799(Chicago) is the closest number.

The full list of US numbers:

- +1 3126266799 (Chicago)
- +1 6465588656 (New York)
- +1 3017158592 (Washington D.C.)
- +1 3462487799 (Houston)
- +1 6699009128 (San Jose)
- +1 2532158782 (Tacoma)

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, July 20, 2022**

**Meeting of the Board**

**6:30 PM**

**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 June 15, 2022**
  - B. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
  - Administrative Services Report (Distributed in Advance)**
- 8. BOARD REPORTS**
  - A. Development Committee**
  - B. Endowment Investment Committee**
  - C. Executive Committee**
  - D. Management & Policy Committee**
  - E. Board Development Committee**
  - F. Facilities Committee**
  - G. Transition Team/Interim Team/Search Team**
- 9. BOARD DEVELOPMENT**
- 10. UNFINISHED BUSINESS**
  - A. Library Cards and Accounts Policy (Action)**
  - B. MOU with Partners of the Evanston Public Library (Action)**
- 11. NEW BUSINESS**
  - A. Special Funds Policy (Discussion)**
  - B. Library Strategies Reports and next steps (Discussion)**
- 12. ADJOURNMENT**

**Next Meeting: August 17, 2022 at 6:30 pm: via Zoom and/or hybrid**

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, June 15, 2022**  
**Meeting of the Board**  
**6:30 PM**  
**Main Library, Community Meeting Room and Remote**

**Members Present**

Tracy Fulce, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shurbet and Terry Soto.

**Members Absent**

Adam Goodman and Esther Wallen

**Staff Present**

Dennis Leaks, Karen Danczak Lyons, Heather Norborg, Jan Bojda, Jenette Sturges, Jill Skwerski, John Devaney, Tim Longo, Renee Neumeier, Tyler Works, Lea Hernandez Solis, and Wynn Shawver.

**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 6:34 p.m. \*Hayman left the meeting at 7:14pm. \*Schapiro joined the meeting at 6:38pm.

**Citizen Comment**

None

**Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of the May 18, 2022 Board Meeting.**  
Upon motion made by Trustee Hayman and seconded by Trustee Soto, the consent agenda was approved.

**INFORMATION/COMMUNICATIONS**

- A. Proclamation**
- B. Update on Strategic Plan (Stu Wilson)**

**Equity, Diversity and Inclusion (Joint Task Force):**

- A. Racial Equity Task Force (Distributed in Advance)**

**BOARD PRESIDENT'S REPORT**

No report.

**Library Director's Report**

Written report provided in advance.

**Staff Report:**

Administrative Services Report (Distributed in Advance).

**Board Reports:**

- A. Development Committee**
- B. Endowment Investment Committee**
- C. Executive Committee**
- D. Management & Policy Committee**
- E. Board Development Committee**
- F. Facilities Committee - Automated Self Check Machine Purchase for Main Library Public Bid 22-03 (Discussion and Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Iles, approve the Automated Self Check Machine Purchase for Main Library Public Bid 22-03 with MK Solutions.
- G. Transition Team/Interim Team/Search Team**

**UNFINISHED BUSINESS**

- A. Services policy (Tim Longo) (Action).** Upon motion made by Trustee Lurie and seconded by Trustee Soto, to approve the revised Services Policy.
- B. Transitioning Policy (Karen Danczak Lyons) (Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Fulce, to approve the Transitioning Policy.
- C. MOU with Partners of the Evanston Public Library (Wynn Shawver) (Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Soto, to table the Memorandum Of Understanding with Partners of the Evanston Public Library until next month.

**New Business:**

- A. National Able lease renewal (Karen Danczak Lyons) (Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Fulce, to approve the National Able lease renewal
- B. Racial Equity Worksheet (Terry Soto) (Discussion).**
- C. Election of Officers (Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, to approve the election of officers that the nominating committee had proffered last month.
- D. Committee Selections (Discussion)**

**EXECUTIVE SESSION**

The proper motion to move into Executive Session was made by Trustee Shurbet, seconded by Trustee Fulce and approved by roll call vote in order to approve closed session minutes for distribution.

The motion to end the Executive Session was made by Trustee Schapiro seconded by Trustee Fulce, and approved by roll call vote. The meeting was adjourned at 8: 06 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Shurbet and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 8:08 p.m.

**Submitted by:** Terry Soto



# Memorandum

**evanston**  
public  
library

To: Evanston Public Library Board of Trustees  
Heather Norborg, Interim Executive Director

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

Subject: Library Fund Bills

Date: July 12, 2022

## **Recommended Action**

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

## **Payroll**

June 6, 2022 through June 19, 2022	\$ 267,005.85
June 20, 2022 through July 3, 2022	\$ 176,118.11

## **Library Fund Bills List**

June 14, 2022	\$ 137,399.48
June 27, 2022	\$ 61,758.23
(April 2022 Purchasing Card \$12,575.96)	

Attachment: Bills List; Purchasing Card

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 06.14.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 06/14/22 - 06/14/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA PRINT	06/14/2022	06/14/2022	2.09
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	151.11
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	1,619.27
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	1,449.20
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	1,137.60
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>\$4,359.27</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	JUV AV	06/14/2022	06/14/2022	105.96
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>\$105.96</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>\$4,465.23</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT ONLINE RESOURCES	06/14/2022	06/14/2022	7,111.00
18334 - KANOPY	MAIN ADULT ONLINE RESOURCES	06/14/2022	06/14/2022	1,382.00
103424 - MIDWEST TAPE	MAIN ADULT ONLINE RESOURCES	06/14/2022	06/14/2022	4,385.82
103731 - NEWS BANK INC	NEWSPAPER ARCHIVE DIGITIZATION	06/14/2022	06/14/2022	69,000.00
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>\$81,878.82</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100736 - BRODART COMPANY	20 qty ESTEY STEEL PERIODICAL DISPLAY SHELF	06/14/2022	06/14/2022	2,247.85
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>\$2,247.85</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	383.49
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	212.10
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	78.97
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	250.31
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	780.40
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	52.53
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	624.54
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	12.49
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	1,349.19
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	155.74
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	345.49
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	985.67
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	1,049.96
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	507.43
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	262.13
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/14/2022	06/14/2022	242.93
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/14/2022	06/14/2022	160.44
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/14/2022	06/14/2022	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/14/2022	06/14/2022	50.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/14/2022	06/14/2022	23.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	330.21
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	878.01
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	1,097.91
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	1,240.81
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	147.86
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	62.96
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	265.97
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	199.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	215.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	824.72
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	129.16
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	439.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	949.39
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/14/2022	06/14/2022	26.99
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>\$14,388.49</b>
<b>Account 65635 - PERIODICALS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	06/14/2022	06/14/2022	(67.00)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	06/14/2022	06/14/2022	(19.98)
<b>Account 65635 - PERIODICALS Totals</b>				<b>(\$86.98)</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	06/14/2022	06/14/2022	28.35
100474 - BAKER & TAYLOR	ADULT AV	06/14/2022	06/14/2022	99.61
100474 - BAKER & TAYLOR	ADULT AV	06/14/2022	06/14/2022	59.48
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	183.28
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	37.09
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	43.44
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	64.78
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	44.59
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	42.48
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	47.18
103424 - MIDWEST TAPE	ADULT AUDIO VISUAL	06/14/2022	06/14/2022	90.72
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	27.79
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	41.73
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	64.98
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	298.91
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	23.29
103424 - MIDWEST TAPE	ADULT AV	06/14/2022	06/14/2022	18.99
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>\$1,216.69</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
110018 - T-MOBILE USA	MOBILE HOTSPOTS 4/21/2022-5/20/2022	06/14/2022	06/14/2022	6,471.89
<b>Account 62340 - IT COMPUTER SOFTWARE Totals</b>				<b>\$6,471.89</b>
<b>Business Unit 4820 - ACCESS SERVICES Totals</b>				
<b>Business Unit 4820 - ACCESS SERVICES Totals</b>				<b>\$6,471.89</b>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	MAT CLEANING	06/14/2022	06/14/2022	108.05
151986 - CINTAS CORPORATION #769	MAT CLEANING	06/14/2022	06/14/2022	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/14/2022	06/14/2022	113.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/14/2022	06/14/2022	113.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/14/2022	06/14/2022	113.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/14/2022	06/14/2022	113.62
<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>				<b>\$670.58</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
105711 - 4IMPRINT, INC.	GLOWABLE PLANTER	06/14/2022	06/14/2022	1,621.06
100474 - BAKER & TAYLOR	SUMMER READING ENGAGEMENT SUPPLIES	06/14/2022	06/14/2022	87.97
14991 - D.I.M.E.	EVOLUTION OF HIPHOP PERFORMANCE	06/14/2022	06/14/2022	530.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>\$2,239.03</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA PRINT	06/14/2022	06/14/2022	10.73
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	275.32
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	69.76
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	668.82

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 06.14.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 06/14/22 - 06/14/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	31.07
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	49.17
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	80.23
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	54.88
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	101.78
100474 - BAKER & TAYLOR	JUV PRINT	06/14/2022	06/14/2022	118.22
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	93.74
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2022	06/14/2022	81.95
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 12	\$1,635.67
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 21	\$4,545.28
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	06/14/2022	06/14/2022	10.73
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$10.73
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 1	\$10.73
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/14/2022	06/14/2022	470.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/14/2022	06/14/2022	470.62
103357 - METROPOLITAN INDUSTRIES INC.	BUILDING MAINTENANCE SERVICES	06/14/2022	06/14/2022	780.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 3	\$1,721.24
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	UTILITIES-NICOR APR22	06/14/2022	06/14/2022	640.97
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$640.97
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/14/2022	06/14/2022	1,408.88
206940 - ULINE	FACE MASK BULK ORDER	06/14/2022	06/14/2022	325.25
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 2	\$1,734.13
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 6	\$4,096.34
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
Account 62185 - CONSULTING SERVICES				
12151 - MULTILINGUAL CONNECTIONS LLC	EPL JUNE CALENDAR SPANISH TRANSLATION	06/14/2022	06/14/2022	519.65
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	06/14/2022	06/14/2022	475.00
11982 - STEPHEN YOUNG	PIANO TUNING	06/14/2022	06/14/2022	250.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 3	\$1,244.65
<b>Account 62210 - PRINTING</b>				
14818 - FISHEYE GRAPHIC SERVICES, INC.	JUNE 2022 PROGRAM BOOKLET	06/14/2022	06/14/2022	1,010.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	WELCOME BOOKMARKS ENGLISH	06/14/2022	06/14/2022	195.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	TEEN SUMMER PUNCH CARD	06/14/2022	06/14/2022	28.00
	Account 62210 - PRINTING Totals		Invoice Transactions 3	\$1,233.00
<b>Account 65095 - OFFICE SUPPLIES</b>				
102520 - ILLINOIS PAPER DBA IMPACT NETWORKING LLC	COPY PAPER QUOTE QT26102	06/14/2022	06/14/2022	1,870.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/14/2022	06/14/2022	107.42
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/14/2022	06/14/2022	147.89
206940 - ULINE	OFFICE SUPPLIES	06/14/2022	06/14/2022	384.58
206940 - ULINE	OFFICE SUPPLIES	06/14/2022	06/14/2022	130.24
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 5	\$2,640.13
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 11	\$5,117.78
	Department 48 - LIBRARY Totals		Invoice Transactions 104	\$124,352.12
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 104	\$124,352.12
<b>* = Prior Fiscal Year Activity</b>				<b>\$124,352.12</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 06.14.2022 FY2022**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS			
	VARIOUS BMO	PURCHASING CARD- APRIL, 2022	12,575.96
	VARIOUS TWIN EAGLE	NATURAL GAS APRIL, 2022	<u>471.40</u>
			13,047.36
		<b>GRAND TOTAL</b>	<b><u>137,399.48</u></b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 06.28.2022 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 06/28/22 - 06/28/22

Vendor	Invoice Description	GL Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
<b>Department 48 - LIBRARY</b>				
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100474 - BAKER & TAYLOR	SUMMER READING ELL SUPPLIES	06/28/2022	06/28/2022	21.95
100474 - BAKER & TAYLOR	ELL SUPPLIES	06/28/2022	06/28/2022	99.99
Account 65100 - LIBRARY SUPPLIES Totals				<u>\$121.94</u>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	06/28/2022	06/28/2022	101.90
100474 - BAKER & TAYLOR	JUV PRINT	06/28/2022	06/28/2022	20.18
Account 65630 - LIBRARY BOOKS Totals				<u>\$122.08</u>
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				<u>\$244.02</u>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
103731 - NEWS BANK INC	ANNUAL SUBSCRIPTION EVANSTON REVIEW	06/28/2022	06/28/2022	15,335.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				<u>\$15,335.00</u>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	274.08
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	27.49
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	746.08
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	298.50
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	1,790.69
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	1,362.01
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/28/2022	06/28/2022	47.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/28/2022	06/28/2022	25.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/28/2022	06/28/2022	52.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/28/2022	06/28/2022	24.74
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/28/2022	06/28/2022	81.05
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/28/2022	06/28/2022	385.97
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/28/2022	06/28/2022	1,431.33
Account 65630 - LIBRARY BOOKS Totals				<u>\$6,547.14</u>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	06/28/2022	06/28/2022	3,382.80
103424 - MIDWEST TAPE	ADULT AV	06/28/2022	06/28/2022	136.20
103424 - MIDWEST TAPE	ADULT AV	06/28/2022	06/28/2022	26.49
103424 - MIDWEST TAPE	ADULT AV	06/28/2022	06/28/2022	13.74
103424 - MIDWEST TAPE	ADULT AV	06/28/2022	06/28/2022	49.23
103424 - MIDWEST TAPE	ADULT AV	06/28/2022	06/28/2022	25.18
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				<u>\$3,633.64</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				<u>\$25,515.78</u>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	BARCODE LABEL MAKER	06/28/2022	06/28/2022	1,114.17
10893 - LUCAS COLOR CARD	LIBRARY CARDS QUOTE 13033601	06/28/2022	06/28/2022	1,215.60
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	06/28/2022	06/28/2022	322.20
Account 65100 - LIBRARY SUPPLIES Totals				<u>\$2,651.97</u>
Business Unit 4820 - ACCESS SERVICES Totals				<u>\$2,651.97</u>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	84.49
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	65.98
100474 - BAKER & TAYLOR	ADULT PRINT	06/28/2022	06/28/2022	96.38
Account 65630 - LIBRARY BOOKS Totals				<u>\$246.85</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals				<u>\$246.85</u>
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/28/2022	06/28/2022	470.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/28/2022	06/28/2022	113.62
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	06/28/2022	06/28/2022	126.38
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	06/28/2022	06/28/2022	145.00
17077 - MURPHY SECURITY SOLUTIONS LLC	MAINTENANCE RENEWAL	06/28/2022	06/28/2022	20.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	06/28/2022	06/28/2022	10,520.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				<u>\$11,395.62</u>
<b>Account 64005 - ELECTRICITY</b>				
10730 - MC SQUARED ENERGY	ELECTRICITY	06/28/2022	06/28/2022	100.00
10730 - MC SQUARED ENERGY	ELECTRICITY	06/28/2022	06/28/2022	4,904.00
Account 64005 - ELECTRICITY Totals				<u>\$5,004.00</u>
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	UTILITIES-NICOR MAY22	06/28/2022	06/28/2022	482.40
Account 64015 - NATURAL GAS Totals				<u>\$482.40</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals				<u>\$16,882.02</u>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 56140 - FEES AND MERCHANDISE SALE</b>				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX MAY 2022	06/28/2022	06/28/2022	65.00
Account 56140 - FEES AND MERCHANDISE SALE Totals				<u>\$65.00</u>
<b>Account 62185 - CONSULTING SERVICES</b>				
18614 - ANEW COLLECTIVE CONSULTING LLC	DEI FACILITATION	06/28/2022	06/28/2022	1,450.00
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	06/28/2022	06/28/2022	1,733.33
102196 - GRUMMAN/BUTKUS ASSOCIATES	PROFESSIONAL SERVICES	06/28/2022	06/28/2022	640.00
18617 - SAXMAN CONSULTING LLC	LEADERSHIP TRAINING	06/28/2022	06/28/2022	1,450.00
Account 62185 - CONSULTING SERVICES Totals				<u>\$5,273.33</u>
<b>Account 62290 - TUITION</b>				
17174 - ELACSHA MADISON	TUITION REIMBURSEMENT SPRING - SUMMER 2022	06/28/2022	06/28/2022	6,873.00
Account 62290 - TUITION Totals				<u>\$6,873.00</u>
<b>Account 62295 - TRAINING &amp; TRAVEL</b>				
101776 - EVANSTON/NORTHSHORE YWCA	RE TOOLKIT ADMIN TEAM WORKSHOPS	06/28/2022	06/28/2022	3,000.00
18675 - KELLYE FLEMING	REIMBURSEMENT AIRFARE TO ALA CONFERENCE	06/28/2022	06/28/2022	503.96
Account 62295 - TRAINING & TRAVEL Totals				<u>\$3,503.96</u>
<b>Account 65095 - OFFICE SUPPLIES</b>				
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/28/2022	06/28/2022	226.93
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/28/2022	06/28/2022	65.16
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/28/2022	06/28/2022	90.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/28/2022	06/28/2022	14.60
206940 - ULINE	UTILITY WAGON	06/28/2022	06/28/2022	105.61
Account 65095 - OFFICE SUPPLIES Totals				<u>\$502.30</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				<u>\$16,217.59</u>
Department 48 - LIBRARY Totals				<u>\$61,758.23</u>
Fund 185 - LIBRARY FUND Totals				<u>\$61,758.23</u>
<b>* = Prior Fiscal Year Activity</b>				<b>Invoice Transactions 52</b>
				<b>\$61,758.23</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 06.28.2022 FY2022**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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**SUPPLEMENTAL BILLS LIST ATTACHMENT**

VARIOUS

**GRAND TOTAL 61,758.23**

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
CMO/FINANCE	TRIBUNE PUBLISHING COM	TX	75067	\$ 20.02	3/28/2022	62205 ADVERTISING	AD NOTICE RFP 22-03 SELF CHECK OUT MACHINES
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 29.99	3/28/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	3/28/2022	62340 IS SUPPORT FEES	ZOOM MONTHLY SUBSCRIPTION
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 76.22	3/28/2022	65025 FOOD	RC COMMITTEE REFRESHMENT AND FOOD
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 47.94	3/30/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60637	\$ 222.89	3/30/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 22.50	3/30/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES VIDEO GAME MARATHON
LIBRARY	WALMART.COM	AR	72716	\$ (249.99)	3/31/2022	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	D J DOWJONES NEWS	MA	01020	\$ 14.99	3/31/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 47.84	3/31/2022	65100 LIBRARY SUPPLIES	RC LIBRARY CARD FAIR ELEMENTARY SCHOOLS
LIBRARY	PAYPAL DOLLARTREED	VA	23320	\$ 105.68	4/1/2022	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	TRIBUNE PUBLISHING COM	TX	75067	\$ 250.00	4/1/2022	62205 ADVERTISING	LOCAL NEWSPAPER PROGRAM AD
LIBRARY	CHRONICLE PHILANT	DC	20037	\$ 69.00	4/1/2022	62295 TRAINING & TRAVEL	WEBINAR TRAINING JSHREVE
LIBRARY	WALMART.COM AA	AR	72716	\$ 467.52	4/4/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER READING
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 19.58	4/4/2022	65100 LIBRARY SUPPLIES	ELL STEAM PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 6.31	4/4/2022	65100 LIBRARY SUPPLIES	ELL STEAM PROGRAM SUPPLIES
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 9.99	4/4/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 70.97	4/4/2022	65100 LIBRARY SUPPLIES	RC MASCOT PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1H5QU2LJ0	WA	98109	\$ 33.74	4/4/2022	65100 LIBRARY SUPPLIES	RC MINI CRAFT SHOW SUPPLIES
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	4/4/2022	62340 IS SUPPORT FEES	EPL WEB HOST
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 18.00	4/4/2022	62340 IS SUPPORT FEES	EPL.ORG MONTHLY SUBSCRIPTION
LIBRARY	PAYPAL GLOCUSENCO	CA	95131	\$ 36.08	4/4/2022	65095 OFFICE SUPPLIES	ADMIN OFFICE SUPPLIES
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 220.00	4/4/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION
LIBRARY	GOOGLE ADS5543192693	CA	94043	\$ 59.80	4/4/2022	62205 ADVERTISING	ONLINE PROGRAM AD
LIBRARY	PAYPAL FABERCASTEL	OH	44125	\$ 1,069.74	4/4/2022	65100 LIBRARY SUPPLIES	AGE OPTION PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 1040	IL	60657	\$ 49.89	4/4/2022	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 141.00	4/5/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER READING
LIBRARY	PAYPAL DOLLARTREED	VA	23320	\$ 5.87	4/5/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 25.97	4/5/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 28.76	4/5/2022	65095 OFFICE SUPPLIES	WALL CLOCK 14 INCH ELECTRIC
LIBRARY	IN EVANSTON ROUNDTABL	IL	60201-4395	\$ 350.00	4/5/2022	62205 ADVERTISING	LOCAL NEWSPAPER PROGRAM AD
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	4/6/2022	62341 INTERNET SOLUTION PROVIDERS	PAYMENT PORTAL MONTHLY FEE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 22.98	4/6/2022	65050 BUILDING MAINTENANCE MATERIAL	6 SMALL EXTENSION CORDS
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 139.99	4/6/2022	65050 BUILDING MAINTENANCE MATERIAL	DREMEL ROTARY TOOL
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 42.30	4/7/2022	65050 BUILDING MAINTENANCE MATERIAL	2 ROLLS OF DUCT TAPE, 9 ADAPTER GROUND PLUGS
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 44.97	4/7/2022	65050 BUILDING MAINTENANCE MATERIAL	3 EXTENSION CORDS
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 105.94	4/7/2022	65050 BUILDING MAINTENANCE MATERIAL	4 EXTENSION CORDS
LIBRARY	AMERICAN 0012419130227	TX	76155	\$ 353.21	4/8/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE E BIRD
LIBRARY	AMERICAN 0012419133880	TX	76155	\$ 353.21	4/8/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE J IVERSON
LIBRARY	AMERICAN 0012419132236	TX	76155	\$ 353.21	4/8/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE S BATTLE
LIBRARY	MICHAELS #9490	TX	75063	\$ 53.96	4/11/2022	65100 LIBRARY SUPPLIES	KID DAY SUPPLIES
LIBRARY	PARTY CITY BOPIS	NJ	07866	\$ 26.47	4/11/2022	65100 LIBRARY SUPPLIES	KID DAY SUPPLIES
LIBRARY	FACEBK H5HTGBKU32	CA	94025	\$ 50.00	4/11/2022	62340 IS SUPPORT FEES	SOCIAL MEDIA AD
LIBRARY	AMZN MKTP US 1A7FW3XY1	WA	98109	\$ 122.90	4/11/2022	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES CODED BEATS
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 138.77	4/11/2022	65050 BUILDING MAINTENANCE MATERIAL	SHOWCASES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 200.80	4/11/2022	65050 BUILDING MAINTENANCE MATERIAL	4 SQUARE DRAIN GRATES, METAL ANGLE IRON
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 23.01	4/11/2022	65050 BUILDING MAINTENANCE MATERIAL	CORDLESS HAMMER DRILL, MASONRY BIT SET
LIBRARY	AMERICAN 0012419380351	TX	76155	\$ 353.21	4/11/2022	62295 TRAINING & TRAVEL	PAVER STONES, SMALL BROOM
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 220.00	4/11/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE K JOHNSON
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 479.00	4/11/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 715.00	4/11/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION
LIBRARY	PARTY CITY 15	IL	60714	\$ 249.50	4/11/2022	65100 LIBRARY SUPPLIES	ALA CONFERENCE REGISTRATION
LIBRARY	WALMART.COM AA	AR	72716	\$ 122.00	4/13/2022	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL PRIZES
LIBRARY	ULINE SHIP SUPPLIES	WI	53158	\$ 75.29	4/13/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER READING
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 30.97	4/13/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	75067	\$ 182.00	4/14/2022	65635 PERIODICALS	RC PROGRAM SUPPLIES MASCOT DAY
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	4/14/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 9.58	4/14/2022	65100 LIBRARY SUPPLIES	NEWSPAPER SUBSCRIPTION FOR MAIN AND RC
LIBRARY	FACEBK 36DPSCPU32	CA	94025	\$ 50.00	4/14/2022	62340 IS SUPPORT FEES	RC PROGRAM SUPPLIES COMIC DAY
LIBRARY	LETTUCE GROW	CA	90292	\$ 630.00	4/14/2022	65100 LIBRARY SUPPLIES	ONLINE SOCIAL MEDIA AD
LIBRARY	PAYPAL FLAGSIMPORT	CA	91761	\$ 220.65	4/15/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES AND EQUIPMENT
LIBRARY	AMZN MKTP US 1A5EX5EY2	WA	98109	\$ 25.13	4/18/2022	65630 LIBRARY BOOKS	TEEN PROGRAM SUPPLIES PRIDE PARTY
LIBRARY	AMZN MKTP US 1A7X41BZ0	WA	98109	\$ 51.07	4/18/2022	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	AMAZON.COM 1A06G1K30	WA	98109	\$ 219.16	4/18/2022	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	AMZN MKTP US 1A0FY3GY2	WA	98109	\$ 16.44	4/18/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 1A0NH00W1	WA	98109	\$ 28.99	4/18/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL WINDY CITY	IL	60061	\$ 38.14	4/18/2022	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES PRIDE PARTY
LIBRARY	AMZN MKTP US 1O6YK5GW1	WA	98109	\$ 29.96	4/18/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL BULKAPOTHEC	OH	44241	\$ 55.76	4/18/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 58.28	4/18/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 95.91	4/18/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	AMERICAN 0012421002272	TX	76155	\$ 317.20	4/18/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE T LONGO
LIBRARY	UNITED 01624064037503	TX	77002	\$ 448.15	4/18/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE W SHAWVER
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 435.00	4/18/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION W SHAWVER
LIBRARY	AMAZON.COM 1A4AZ71P2	WA	98109	\$ 110.00	4/18/2022	65095 OFFICE SUPPLIES	COFFEE URN REPLACEMENT
LIBRARY	AMZN MKTP US 1A6513IC0	WA	98109	\$ 97.95	4/19/2022	65100 LIBRARY SUPPLIES	ELL SUMMER READING SUPPLIES
LIBRARY	AMZN MKTP US 1O4JY2251	WA	98109	\$ 32.05	4/19/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	SP BIG DOT OF HAPPIN	WI	54751	\$ 29.73	4/19/2022	65100 LIBRARY SUPPLIES	TEEN PRIDE PARTY SUPPLIES
LIBRARY	AMZN MKTP US 1A8YE17S0	WA	98109	\$ 17.99	4/19/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 26.84	4/19/2022	65050 BUILDING MAINTENANCE MATERIAL	STAIR TREAD TAPE
LIBRARY	PARTY CITY 15	IL	60714	\$ 48.00	4/20/2022	65100 LIBRARY SUPPLIES	DIA DE LOS NINOS PROGRAM
LIBRARY	DOLLARTREE	IL	60202	\$ 5.00	4/20/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 23.75	4/20/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60637	\$ 32.05	4/20/2022	65100 LIBRARY SUPPLIES	CIRCULATION STICKERS
LIBRARY	AMZN MKTP US 1O05I4OQ0	WA	98109	\$ 22.72	4/20/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	JETS PIZZA IL-005 - EC	IL	60076	\$ 89.99	4/20/2022	65100 LIBRARY SUPPLIES	FOR FAMILY FOCUS CARDBOARD CARNIVAL TEEN
LIBRARY	FACEBK RS6RQBXT32	CA	94025	\$ 50.00	4/20/2022	62340 IS SUPPORT FEES	SOCIAL MEDIA PROGRAM AD
LIBRARY	AMZN MKTP US 1A4LQ37F2	WA	98109	\$ 190.97	4/20/2022	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1A6U38942	WA	98109	\$ 65.64	4/20/2022	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1A1IN5RR2	WA	98109	\$ 21.12	4/21/2022	65641 AUDIO VISUAL COLLECTIONS	ELL AV MATERIAL
LIBRARY	GFS STORE #1917	IL	60714	\$ 40.94	4/21/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1O41G3YT1	WA	98109	\$ 46.19	4/21/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL STAPLES INC	MA	01702	\$ 40.55	4/21/2022	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES
LIBRARY	PAYPAL STAPLES INC	MA	01702	\$ 15.93	4/21/2022	65100 LIBRARY SUPPLIES	TEEN SERVICE PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1O2XK6OU0	WA	98109	\$ 155.90	4/21/2022	65100 LIBRARY SUPPLIES	TEEN SUPPLIES CODED BEATS SHOWCASES
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 11.23	4/22/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ (68.97)	4/22/2022	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	SWEET TEMPTATIONS BAKE	IL	60202	\$ 282.00	4/22/2022	65025 FOOD	ALL STAFF DAY FOOD
LIBRARY	SQ RYAN OWEN PHOTOGRA	IL	60201	\$ 500.00	4/22/2022	62185 CONSULTING SERVICES	HUMAN LIBRARY PHOTOGRAPHY FEE
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	4/25/2022	62340 IS SUPPORT FEES	MONTHLY ONLINE STORAGE FEE
LIBRARY	EXXONMOBIL 96024591	IL	60201-3535	\$ 5.00	4/25/2022	65050 BUILDING MAINTENANCE MATERIAL	LIBRARY VAN WASH
	LIBRARY APRIL 2022 TOTAL			\$ 12,575.96			



**EVANSTON PUBLIC LIBRARY**  
**Racial Equity Task Force Meeting Minutes**  
**June 14, 2022**

**Members Present:**

Joyce Miller-Bean, Terry Soto, Esther Wallen, Michelle Judon, Karen Danczak-Lyons, Heather Norborg

**Updates**

Joyce Miller-Bean has agreed to serve as community co-chair of the taskforce. Heather Norborg will serve as staff co-chair. They will meet to develop procedures and a schedule for setting meeting agendas, getting input from members, organizing notes and minutes, etc.

Joyce Miller-Bean would like to ask the taskforce members to think about the areas of equity and the equity-related issues that they would like to focus on in the next year.

The group discussed the topic of the intersectionality of racial equity issues that impact LGBTQia community members and community members with disabilities, for example.

Heather gave an update on the library's plans to pilot a way to collect demographic data from program attendees.

The question was raised of where to find an archive of what the taskforce has already done, what ideas they have already considered and what equity accomplishments the Library has already completed. Also how to include the Library's Marketing and Communications Manager to more effectively communicate our EDI work.

The question of the status of the Land Acknowledgement was raised. Karen reported that the Board asked for the Library to develop, in addition to a written land acknowledgement, something that could be read out loud before a public program. This sits with the internal EDI committee currently.

Library Director's Report  
July 20, 2022

**Updates:**

- ELL and Crown members of the *Dedicated to the Dream* team presented a panel hosted by Betsy Bird at the American Library Association annual conference in DC. It was well attended and garnered a post on the Association for Library Services to Children (ALSC) [blog](#).
- Teen Services hosted its annual Pride Party in the Robert Crown Reading Garden. 30 teens learned how to vogue, participated in a fashion show, made nail polish and more. The event was teen led, with the exceptional assistance of Morgan Patten.
- LLL Librarian Lorena Neal appeared on the WBEZ program "Reset" on June 30 to talk about legal programming and Pride Month at the library, as well as the ERASE event taking place later that day. The segment can be heard [here](#), with Lorena's part starting at around the 7:20 mark.

**Data Dashboard**

<https://datastudio.google.com/reporting/071b2ae1-260b-43ca-8de4-57c7cd77cb5c>

**Staff reports:**

- **Liaison to Evanston Nursery and Pre-K schools [Laura Antolin]**
  - Book Bag deliveries continue at 5 Preschool and Daycare Centers (Baby Toddler Nursery-Infant Welfare Society of Evanston, Teen Baby Nursery-Infant Welfare Society of Evanston, Toddler Town, KinderCare, YMCA HeadStart at Family Focus) and at 13 Home Daycares for a total of 26 bags monthly. One volunteer helped with delivery to 8 Daycare Homes; the other volunteer delivered to an additional 4 Daycare home delivery in light of one volunteer's quarantining due to Covid. Participants in this program continue to be extremely grateful for the book deliveries and children are visibly excited when new books arrive.
  - ABC Boosters has been active at all sites - (JEH, Learning Bridge Early Childhood Center, Fleetwood-Jourdain Summer Discovery camp and YMCA HeadStart classrooms at Family Focus). Approximately 120 rising kindergarteners are working with 18 teens on early literacy skill-building under the supervision of 3 D65 teachers who are Site Coordinators. The last week of ABC Boosters will be the week of July 11. All students will receive Family Literacy kits to continue practicing skills during the summer before school starts.

- Work with NU, School of Communication:
  - Making Stories Come Alive (3-5 Bilingual storytime with Parents) will be presented on Saturday, July 9 at the Main Library in the Community Room. Two more sessions will be offered - Tuesday, July 12 at Robert Crown and Saturday, July 30 at the Main Library. This is a pilot program we are hosting for families in partnership with NU.
  
- LENA Start Grant with The Family Center:
  - The final session of the Spring LENA Start Parent workshops was held on June 22, 2022. Six families completed the 10 week sessions and graduated from the program. All parents remarked on how the program had helped them learn to talk with their children in different ways and situations and that they appreciated receiving the tips, strategies and books. We are planning to hold our next group in September.
  
- Talk Read Sing text Messages - Continue to send out twice weekly Talk Read Sing early literacy text messages/email messages in English and Spanish to families with children 0-3, through govDelivery. We now reach 1554 English speaking families and 777 Spanish speaking families messages in English and Spanish.
  
- Additional non-preschool activities:
  - Participated w/ engagement staff at Bessie Rhodes Summer Intensive Learning Summer program on June 21 and 28, offering books to students attending this summer school as well as information about EPL programs and signed up a family for summer reading.
  - Delivered Summer Reading Challenge books and READ-O sheets to D65 Summer Camp, Ridgeville Summer camp, Y-Readers at Washington School, Summer Intensive Learning at D65 and Fleetwood-Jourdain Summer Discovery camp.
  
- **Liaison to School District 65 and Evanston Township High School District 202 [Elacsha Madison]**
  - Teen Services recently conducted 2 summer visits to ETHS to discuss library services, register students for library cards, and give them a Taste of the Loft. EPL serviced 100 students.
  - ETHS ESL class visited Robert Crown for a tour, scavenger hunt of services, and library cards. 15 library cards were made and all students were able to check out books, use the 3D printer, and make buttons.
  - ETHS Reading Class visited the Teen Loft for a tour of the branch, discussed library services, and utilized resources in the Loft. 10 library cards were made and 20 students were serviced.

- Throughout the summer, Teen Services is working with Family Focus and Evanston Grows to help distribute books and veggies grown in the garden bed and hydroponic system out into the 5th ward.
- Teen Services with the assistance of Kennedy Joseph in ELL partnered with Northwestern's Digital DIVAS to host a family fun night in the Robert Crown Reading Garden. 30 people attended and participated in family lego challenges.
- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Jill Skwerski]**
  - Renee Neumeier met with Nichole Pinkard to discuss coordinating on fall programming for teens at Robert Crown. Elacsha Madison will work with Arikpo Dada from the Office of Community Education Partnerships on this project.
  - So far, there are 6 students registered for the OCC STEAM camp at Crown later in July. This is a free, 2 week camp featuring units on deep space exploration, construction projects, along with interwoven, "civic behavior, team spirit and work, patience, and ability to be guided." Skwerski, Francellno

**Upcoming events of Note:**

**Focus on Health & Wellness programming:**

- Blood Drive: Saturday, July 23 at the Main Library; partnership with Vitalent and State Representative Robyn Gabel
- Free HIV/STI Testing: July 28 and every 4th Tuesday of the month at the Main Library; partnership with Howard Brown Area Health
- EPL at Erie Family Health Center: July 27 and every 2nd & 4th Wednesday of the month; partnership with Erie Family Health Center
- Understanding the Maze of Medicare: August 10 and every 2nd Wednesday of the month (virtual)
- Narcan Training: August 3 at the Fleetwood Jourdain Community Center; partnership with PEER Services
- Virtual Memory Cafe: every Thursday; partnership with the Levy Senior Center
- Free CPR classes to resume in Fall 2022; partnership with Northwestern's Red Cross Training Corps Student Group

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With our partners at Mudlark Theater, a \$4000 grant awarded through the Evanston Arts Council will be used to continue the **Storyquest** program. This program, piloted last year, invites students to read and discuss a book and then create a dramatic interpretation to perform. It is open to 3rd - 5th graders, specifically those who identify as BIPOC. Francellno

EPL is a co-sponsor of the first ever Connections Family Fest and block party. This event is open to all and is happening in Foster Field on Saturday, July 23, 12-4pm. Skwerski

In partnership with Ainhoa Garcia from Realy of Chicago, a First Time Homebuyer class, entirely in Spanish, was held at Crown. 14 patrons, all Spanish speakers, attended this session that covered topics such as: steps to purchasing homes, how to quickly accumulate credit and get paperwork all in order, financing options for those with ITIN numbers and realtor red flags for buyers so they can protect themselves from shady practices. Planning is underway for additional sessions in the coming months. Bojorquez.

With the addition of Kate Jordan to the Engagement Services team, and her focus on services to older adults, EPL is now hosting a monthly dementia caregiver support group. The group meets in person monthly, with the next session on Tuesday, July 19th, at 6:30pm. Facilitated by our partners at the Alzheimer's Association, the focus of the meetings is on building a support network, talking through issues and ways of coping, learning about community resources, and more. Jordan



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Heather Norborg, Interim Executive Director  
Subject: Administrative Services Update  
Date: July 7, 2022

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 the progress to fill the following positions:

- Tim Longo resigned to accept the Executive Library Director position at Grayslake Library, last day was July 1.
- Betsy Bird named Interim Access Services Manager effective July 4, following Tim's resignation.
- Yannick Glover was hired as part-time 20 hours Safety Monitor at Robert Crown Branch Library effective July 4.
- Martin Melendez was hired as a full-time Custodian I in Maintenance, start date is July 18.
- Part-time Branch Library Clerk position posted July 5 thru July 24 as a result of Lauren Gray's departure

Weekly PCR COVID-19 testing is being conducted at Main Library and Robert Crown every Monday, administered by NorthShore Clinical Labs.

Continuing with Project Ready, Elevating Equity curriculum in July, planning sessions in progress.

## **Financial Resources**

The Library Fund financial report for the period ending June 30<sup>th</sup> is included for your review. For the operating fund, revenue collection is at 51% of budget projection and expenditures 44%. Capital fund expenditures total 91% of the budget.

## **Facilities Update**

Preliminary work/engineering continues on the main building fan project. Exterior building Maintenance continues as weather permits.



# Budget Performance Report

Fiscal Year to Date 06/30/22

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	45,155.54	.00	4,052,831.32	3,199,168.68	56	7,369,039.12
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	4,466.46
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	181.90	(181.90)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	23,130.30	141,869.70	14	220,170.88
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	.00	109,866.00	0	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	124,610.65	275,389.35	31	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	992.34	9,007.66	10	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(65.00)	.00	(63.65)	63.65	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	2.63	.00	6,245.39	8,754.61	42	10,403.29
57002	TRANSFER FROM ENDOWMENT	217,911.00	.00	217,911.00	.00	.00	.00	217,911.00	0	250,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	14,754.92	245.08	98	21,668.58
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	1,725.41	3,274.59	35	3,539.78
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	4,915.97	84.03	98	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	344.55	4,655.45	7	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	6,600.00	13,200.00	33	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	54,039.36	70,960.64	43	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$45,093.17	\$0.00	\$4,290,308.46	\$4,054,268.54	51%	\$8,538,110.32
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	247,311.05	.00	1,449,409.14	1,974,040.93	42	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	93,945.62	.00	565,680.79	860,053.93	40	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	4,085.00	.00	32,679.50	14,320.50	70	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	1,004.03	.00	4,546.66	12,153.34	27	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	96,127.31	.00	98,080.92	(98,080.92)	+++	25,432.54
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,732.64	(3,732.64)	+++	3,431.10
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	2,100.49	.00	2,100.49	(2,100.49)	+++	4,143.16
61510	HEALTH INSURANCE	666,411.46	.00	666,411.46	50,205.50	.00	301,039.26	365,372.20	45	596,612.43
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	698.37
61615	LIFE INSURANCE	2,409.52	.00	2,409.52	199.51	.00	1,161.19	1,248.33	48	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,400.00	2,400.00	50	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,050.00	1,050.00	50	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	360.00	180.00	67	540.00
61710	IMRF	222,232.66	.00	222,232.66	20,574.97	.00	106,803.03	115,429.63	48	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	24,366.65	.00	127,320.50	170,314.37	43	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	6,205.98	.00	30,283.93	39,905.09	43	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	6,517.98	13,400.00	83,965.07	148,134.93	40	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	617.00	7,383.00	8	39.00
62210	PRINTING	8,000.00	.00	8,000.00	1,233.00	.00	2,033.08	5,966.92	25	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	13,787.44	(15,196.00)	90,603.51	122,592.49	38	280,787.42
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00



# Budget Performance Report

Fiscal Year to Date 06/30/22

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	2,939.14	(2,939.14)	+++	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	468.00
62290	TUITION	15,000.00	.00	15,000.00	6,873.00	.00	6,873.00	8,127.00	46	6,206.50
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	3,503.96	.00	8,208.31	16,791.69	33	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,719.98	2,720.02	50	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,442.48	2,442.52	50	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	292.00	708.00	29	423.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	6,471.89	17,003.00	71,768.62	132,428.38	40	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	97,213.82	23,585.65	235,631.37	(4,217.02)	102	235,440.73
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,416.00	684.00	67	1,417.37
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	221.01
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	1,015.63	6,284.37	14	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	1,988.75	3,711.25	35	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	5,004.00	.00	42,675.70	73,091.30	37	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	3,227.29	.00	10,374.56	18,125.44	36	18,254.79
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	1,723.10	276.90	86	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	253.70	9,746.30	3	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,734.13	.00	4,577.36	7,422.64	38	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	15,445.07	19,554.93	44	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	3,142.43	4,394.15	12,064.95	33,540.90	33	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	3,660.81	.00	47,716.36	77,283.64	38	196,972.20
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,463.52
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	2,193.78	15,274.44	27,531.78	39	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	27,310.23	.00	194,841.13	344,558.87	36	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	(86.98)	95.89	3,378.80	6,025.31	37	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	4,956.29	.00	20,941.35	51,058.65	29	70,665.20
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	144,664.02	144,663.98	50	.00
<b>EXPENSE TOTALS</b>		<b>\$8,550,722.32</b>	<b>\$0.00</b>	<b>\$8,550,722.32</b>	<b>\$756,221.48</b>	<b>\$45,476.47</b>	<b>\$3,753,092.53</b>	<b>\$4,752,153.32</b>	<b>44%</b>	<b>\$7,538,306.46</b>
Fund <b>185 - LIBRARY FUND</b> Totals										
<b>REVENUE TOTALS</b>		<b>8,344,577.00</b>	<b>.00</b>	<b>8,344,577.00</b>	<b>45,093.17</b>	<b>.00</b>	<b>4,290,308.46</b>	<b>4,054,268.54</b>	<b>51%</b>	<b>8,538,110.32</b>
<b>EXPENSE TOTALS</b>		<b>8,550,722.32</b>	<b>.00</b>	<b>8,550,722.32</b>	<b>756,221.48</b>	<b>45,476.47</b>	<b>3,753,092.53</b>	<b>4,752,153.32</b>	<b>44%</b>	<b>7,538,306.46</b>
<b>Fund 185 - LIBRARY FUND Totals</b>		<b>(\$206,145.32)</b>	<b>\$0.00</b>	<b>(\$206,145.32)</b>	<b>(\$711,128.31)</b>	<b>(\$45,476.47)</b>	<b>\$537,215.93</b>	<b>(\$697,884.78)</b>		<b>\$999,803.86</b>



# Budget Performance Report

Fiscal Year to Date 06/30/22

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
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
51015	PROPERTY TAXES	506,625.00	.00	506,625.00	.00	.00	253,313.00	253,312.00	50	482,243.00
	<b>REVENUE TOTALS</b>	<b>\$506,625.00</b>	<b>\$0.00</b>	<b>\$506,625.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$253,313.00</b>	<b>\$253,312.00</b>	<b>50%</b>	<b>\$482,243.00</b>
<b>EXPENSE</b>										
68305	DEBT SERVICE- PRINCIPAL	264,706.00	.00	264,706.00	.00	.00	.00	264,706.00	0	232,343.00
68315	DEBT SERVICE- INTEREST	241,919.00	.00	241,919.00	119,322.45	.00	119,322.45	122,596.55	49	249,900.89
	<b>EXPENSE TOTALS</b>	<b>\$506,625.00</b>	<b>\$0.00</b>	<b>\$506,625.00</b>	<b>\$119,322.45</b>	<b>\$0.00</b>	<b>\$119,322.45</b>	<b>\$387,302.55</b>	<b>24%</b>	<b>\$482,243.89</b>
<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>										
	<b>REVENUE TOTALS</b>	<b>506,625.00</b>	<b>.00</b>	<b>506,625.00</b>	<b>.00</b>	<b>.00</b>	<b>253,313.00</b>	<b>253,312.00</b>	<b>50%</b>	<b>482,243.00</b>
	<b>EXPENSE TOTALS</b>	<b>506,625.00</b>	<b>.00</b>	<b>506,625.00</b>	<b>119,322.45</b>	<b>.00</b>	<b>119,322.45</b>	<b>387,302.55</b>	<b>24%</b>	<b>482,243.89</b>
<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$119,322.45)</b>	<b>\$0.00</b>	<b>\$133,990.55</b>	<b>(\$133,990.55)</b>		<b>(\$0.89)</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>										
<b>REVENUE</b>										
56060	BOND PROCEEDS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0	.00
	<b>REVENUE TOTALS</b>	<b>\$480,000.00</b>	<b>\$0.00</b>	<b>\$480,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$480,000.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>EXPENSE</b>										
65515	OTHER IMPROVEMENTS	680,000.00	.00	680,000.00	.00	512,190.50	104,032.09	63,777.41	91	405,832.11
	<b>EXPENSE TOTALS</b>	<b>\$680,000.00</b>	<b>\$0.00</b>	<b>\$680,000.00</b>	<b>\$0.00</b>	<b>\$512,190.50</b>	<b>\$104,032.09</b>	<b>\$63,777.41</b>	<b>91%</b>	<b>\$405,832.11</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>										
	<b>REVENUE TOTALS</b>	<b>480,000.00</b>	<b>.00</b>	<b>480,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>480,000.00</b>	<b>0%</b>	<b>.00</b>
	<b>EXPENSE TOTALS</b>	<b>680,000.00</b>	<b>.00</b>	<b>680,000.00</b>	<b>.00</b>	<b>512,190.50</b>	<b>104,032.09</b>	<b>63,777.41</b>	<b>91%</b>	<b>405,832.11</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>		<b>(\$200,000.00)</b>	<b>\$0.00</b>	<b>(\$200,000.00)</b>	<b>\$0.00</b>	<b>(\$512,190.50)</b>	<b>(\$104,032.09)</b>	<b>\$416,222.59</b>		<b>(\$405,832.11)</b>
<b>Grand Totals</b>										
	<b>REVENUE TOTALS</b>	<b>9,331,202.00</b>	<b>.00</b>	<b>9,331,202.00</b>	<b>45,093.17</b>	<b>.00</b>	<b>4,543,621.46</b>	<b>4,787,580.54</b>	<b>49%</b>	<b>9,020,353.32</b>
	<b>EXPENSE TOTALS</b>	<b>9,737,347.32</b>	<b>.00</b>	<b>9,737,347.32</b>	<b>875,543.93</b>	<b>557,666.97</b>	<b>3,976,447.07</b>	<b>5,203,233.28</b>	<b>47%</b>	<b>8,426,382.46</b>
<b>Grand Totals</b>		<b>(\$406,145.32)</b>	<b>\$0.00</b>	<b>(\$406,145.32)</b>	<b>(\$830,450.76)</b>	<b>(\$557,666.97)</b>	<b>\$567,174.39</b>	<b>(\$415,652.74)</b>		<b>\$593,970.86</b>

Endowment for the Evanston Public Library  
 Holdings as of June 30, 2022

	Symbol	Shares/Quantity	Price	Value as of April 2022	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5299.044	\$349.37	\$0.00	0.00%	
Vanguard Small-Cap Index Fund	VSMAX	3965.937	\$84.40	\$0.00	0.00%	
Vanguard REIT Index Fund	VGSLX	1289.300	\$129.05	\$0.00	0.00%	
Vanguard Total International Stock Index Fund	VTIAX	15790.774	\$27.63	\$0.00	0.00%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7374.550	\$34.56	\$0.00	0.00%	0.0%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$485,809.28	\$485,809.28	50.59%	
iShares Silver Trust	SLV	4788.000	\$19.40	\$0.00	0.00%	
SPDR Gold Trust	GLD	625.000	\$168.70	\$0.00	0.00%	50.6%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$105.953	\$162,476.95	16.92%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$106.063	\$154,465.18	16.08%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$117.813	\$157,557.72	16.41%	49.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.230	10.08	\$0.00	0.00%	0.0%
				\$960,309.13		100.0%

Cash Equivalents	50.6%
US Treasury Inflation Protected Securities	49.4%
Corporate Bonds	0.0%
Domestic Equities	0.0%
International Equities	0.0%
	<u>100.0%</u>



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Approval of 2022 Library Cards and Accounts Policy  
**Date:** July 20, 2022

## **Recommendation:**

Staff recommends the approval of the new Library cards and Accounts Policy. This policy has been vetted by members of the Library's Administration Team.

## **Summary**

The Library Cards and Accounts Policy is a new policy, formerly a portion of the Services Policy. Library Staff recommend approval of this new, separate policy for clarity of communication around issues related to who is eligible for an Evanston Public Library card, what documentation is required to apply for or renew a library card, under what circumstances an account can be suspended, as well as details about fees associated with lost materials. The new policy has been updated with an equity focus, by removing barriers to participation in the library such as requiring two forms of identification to obtain or renew a library card and increasing the term of library cards for patrons residing in temporary housing to three years, which is in alignment with other Evanston residents.

## 7.0 Library Cards and Accounts

### 7.1.1 Evanston Residents

Evanston Public Library cards are free of charge to all Evanston residents living in zip codes 60201, 60202 and 60208. To verify residence, current government-issued photo identification with the resident's home address must be provided. A current school issued ID from an educational institution located in Evanston may be provided in place of government issued identification when necessary.

If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current utility bill; a current title/lease/renter's agreement; current account statement from bank/credit card/phone/etc; or mail postmarked within the last 30 days to the resident's home address. An account statement or bill must be not more than sixty days old.

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. Applicants 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.

Children under the age of 14 must be accompanied by a parent or legal guardian, who must present photo identification as described above.

These cards will be valid for three-years. Library cards issued to Evanston residents will automatically renew every 3 years so long as the patron maintains residency in Evanston. Patrons may need to provide current photo identification as listed above in order to renew their library card if the Library is unable to verify their residency.

## **7.1.2 Residents of Temporary Housing in Evanston**

Clients of temporary housing in Evanston must present valid picture identification as listed in 7.1.1 and a letter from the local organization indicating they are a client.

These cards will be valid for three years.

## **7.1.3 University and College Students**

College and university students who do not have a permanent residence in Evanston must provide both their temporary Evanston residency and permanent residency when not at school.

These cards will be valid for one year.

## **7.1.4 Library Card Terms**

Each library cardholder must safeguard their own library card. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. A patron may grant permission to other individuals who may use their library card for checking out materials or managing activity of the account. Cardholders are responsible for all materials checked out on their library cards.

# **7.2 Types of Library Cards & Accounts**

## **7.2.1 City of Evanston Employee Cards**

An Evanston library card may be issued to each non-resident employee of the City of Evanston. This card will become void when the employee no longer works for the City of Evanston. This card is only valid at Evanston Public Library Branches.

## **7.2.2 Non-Resident Taxpayers**

Library cards are available without charge to people who pay Evanston property taxes, but do not live within the City limits including; an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Evanston. Only one card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards are valid for one year and may only be used at the Evanston Public Library.

### **7.2.3 Business Borrowing Privileges**

Library borrowing privileges may be extended to businesses located in Evanston. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Evanston. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

### **7.2.4 Organizational Borrowing Privileges**

Not-for-profit organizations and units of local government located in Evanston may obtain library-borrowing privileges by presenting a letter on organizational letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

### **7.2.5 School Borrowing Privileges**

Library borrowing privileges may be extended to District 65 schools, Evanston Township High School and other schools located in Evanston. To receive a school card, the school principal shall complete an application form, attach a list of teachers and/or staff eligible to use the card and return the form to the Library. These cards are only valid for use at the Evanston Public Library. The school card will expire at the end of the school year.

### **7.2.6 Non-Resident "Fee" Cards**

Non-residents may purchase a library card for use at the Evanston Public Library if such non-residents are eligible for an Evanston Public Library card under the current [State of Illinois rules and regulations](#) governing the issuing of such cards. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director calculates said fee annually and reports it to the Library Board at the April meeting. When necessary the Library Board will adjust the non-resident fee to equal or exceed the fee determined by the Illinois State Library formula.

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston. Such cards may only be valid for one year and may only be used at the Evanston Public Library.

### **7.2.7 Registration of Reciprocal Borrowers**

The Evanston Public Library will register for use any currently valid library card from a Reaching Across Illinois Library System (RAILS) library or from any library having reciprocal borrowing agreements with RAILS or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must also present valid photo identification.

## 7.3 Account Suspensions, Denials and Appeals

### 7.3 .1 Library Card Account Suspension

The Evanston Public Library reserves the right to suspend the Library card account for violation of library rules or in other instances determined by the Library's Administration.

### 7.3.2 Appeals

Anyone who believes that they have been unfairly suspended or denied a library card and is not satisfied by the decision made by the Library Director or designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

## 7.4 Fees and Issues with Library Materials

### 7.4.1 Borrowers with Overdue Items or Bills

The Library notifies patrons by email or phone call prior to an item's due date and notifies patrons by email or phone call when items are overdue. These notices are sent as a courtesy to patrons and bills or fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

Bills or Fees may be waived by the Access Services Manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

Patrons are not permitted to check out physical library materials or renew their library account when they have long-overdue materials, owe bills or fees that total \$10.00 or

more. Library materials are considered lost when they are 45 days overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within 365 days after items are billed. The processing fee is not refundable.

The Library makes use of a collection service to obtain the return of or payment for billed library materials. Accounts will be sent to collections if the total amount billed is over \$25 and an additional \$10 collection service fee will be applied

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may deny borrowing privileges until those materials are returned or the debt is paid.

#### **7.4.2 Borrowers with Damaged or Missing Materials**

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Access Services Manager or their designee determines the charge for damage that can be repaired. Patrons may replace lost or damaged books owned by the Evanston Public Library with a new book that is an exact ISBN match. Replacement items must be new and not used or marked. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

The Evanston Public Library does not accept replacements for non-print material.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items plus a processing fee. Suspension of Library privileges and legal action may be taken if the damage is extensive.



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Approval of MOU with Partners of Evanston Public Library  
**Date:** 7/20/2022

## **Recommended Action**

Staff recommends the approval of the Memorandum of Understanding with the Partners of the Evanston Public Library (PEPL). This MOU has been vetted by members of the Library's Administration Team, members of the EPL Board, the leadership of the PEPL and the City of Evanston Legal Department.

## **Summary**

As a unit of government, the Evanston Public Library (EPL) is not a 501(c)3 and may benefit from a relationship with a supportive grassroots organization. Now, as a grassroots organization is forming under the name the Partners of the Evanston Public Library (PEPL), staff recommends that the Board and Library leadership approve the Memorandum of Understanding designed to guide the relationship and a mutual understanding between the EPL and the PEPL for the purposes of furthering the Library's current mission and vision.

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**EVANSTON PUBLIC LIBRARY (EPL)**  
**and the**  
**PARTNERS of the EVANSTON PUBLIC LIBRARY (PEPL)**

This Memorandum of Understanding (“MOU”) is made and entered into by and between the Evanston Public Library (“Library”), a municipal public library established by the Illinois Local Library Act, and Partners of the Evanston Public Library, LLC (“PEPL”), an Illinois not-for-profit corporation, hereinafter referred to collectively as the “Parties”.

***Purpose***

The Library and the PEPL share the goals of: advancing equitable access to all forms of literacy; raising awareness of the Library’s programs, services, and resources; engaging the community in the Library’s work and reducing barriers to participation; and increasing philanthropic support and partnerships for the Library in order to strengthen the Library’s work in the community. The purpose of this MOU, then, is to codify the rights, duties and obligations between the Library and the PEPL as they collaborate to foster community engagement in the Library’s work.

***Background***

The Library aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources. The Library Board of Trustees envisions a community in which the Library engages all residents in reaching their aspirations. The Library’s staff, collections, programs, technology and leadership help ensure that:

- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
- Every child experiences the pleasure of reading and the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills, including functional literacy
- Our community celebrates, appreciates and supports its diversity in all of its forms
- Those in need can find assistance and information with ease
- Every resident experiences the pleasure of reading and the joy of lifelong learning

The Library endorses and embraces the [American Library Association's Equity of Access Statement](#):

The mission of the PEPL is to provide resources that support the Library in its work by deepening engagement, raising funds and increasing awareness in the community to sustain and improve collections, services, programs and activities of the Library. As a non-profit, 501(c)3 organization, it is a legally distinct entity and is not a part of the Library.

### ***Roles and Responsibilities***

The Library agrees

- to include the PEPL in the long-term planning process to ensure that the PEPL are aware of the mission, vision, goals, and barriers of the Library;
- to share the Library's strategic initiatives with the PEPL at least once per year and discuss with the PEPL how their volunteers and funds raised might help advance these initiatives;
- to provide PEPL with a "wishlist" each year that indicates the anticipated needs for the PEPL support;
- to provide the PEPL with general news and updates for promotion; and
- to make the appropriate staff liaisons available based on shared projects and immediate goals.

The PEPL agrees

- that the organization is established for the purpose to publicly support the Library and its policies;
- that any and all gifts made to the PEPL will be in turn received by the Library and must be made in accordance with the current gift acceptance policy of Library;
- that the organization will report and deliver funds raised by the PEPL no less frequently than quarterly to support Library programs and services as defined by the Library, and cannot negotiate restricted contributions without explicit approval from the Library Executive Director or designee in the form of a written gift agreement, and in accordance with the Library's [Gift Acceptance Policy](#); and
- to record and report to the Library at least once per year all constituency lists used for fundraising, advocacy and engagement for the Library.

The Parties agree to meet quarterly to review ongoing needs and priorities and identify, evaluate and revise roles and responsibilities as needed.

***Points of Contact***

The Library Point-of-Contact is the Executive Director of the Library or their designee.

The PEPL Point-of-Contact is the President of the PEPL or their designee.

***Term***

This MOU shall be effective upon execution by both Parties and shall be in effect for a term of two (2) years unless extended by mutual written agreement of the Parties, or until terminated as set forth herein. Should either Party cease to exist due to dissolution or reorganization, this MOU shall terminate.

Either Party shall have the right to terminate this MOU by giving thirty (30) days written notice to the other Party of its intent to terminate. Upon termination, the PEPL agrees to cease use of the name, symbols or other identifiers associated with the Library.

***Severability***

If any provision of this MOU shall be adjudged to be unlawful or contrary to public policy, then the provision shall be deemed null and void and severable from the remaining provisions, and shall in no way affect the validity of this MOU.

***Assignment***

No Party may assign or transfer its rights and obligations under this MOU without the prior written consent of the other Party.

***Compliance With Laws***

The Parties will observe all the applicable laws and regulations during the execution of the activities implemented under the provisions of this MOU.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the Library has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records arising from this MOU that are within the PEPL's control, the PEPL shall promptly provide all requested records to the Library so that the Library may comply with the request within the required timeframe. The Library and the PEPL shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable. PEPL shall indemnify and defend the Library from and against all claims arising from the Library's exceptions to disclosing certain records which the Library may designate as proprietary or confidential. Compliance by the Library with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with

jurisdiction over the Library, shall not be a violation of this Section.

***Venue and Consent to Jurisdiction***

If a lawsuit is related to the performance or non-performance of this MOU, each Party hereto agrees to submit to the jurisdiction of the Circuit Court of Cook County.

***Personal Liability***

No employee, officer, elected or appointed official or agent of a Party shall be individually or personally liable in connection with this MOU.

***Entirety***

This MOU, including any attachments and amendments, embodies the entire and complete agreement and understanding between the Parties and supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the Parties.

***Counterparts***

This MOU may be executed in one or more counter parties, each of which shall be deemed an original.

***Signatories:***

\_\_\_\_\_

President  
Evanston Public Library Board

\_\_\_\_\_

Date

\_\_\_\_\_

President  
Partners of Evanston Public Library

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director  
Evanston Public Library

\_\_\_\_\_

Date

Approved as to form:  
City of Evanston Corporation Counsel

\_\_\_\_\_



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Discussion of Revised Special Funds Policy  
**Date:** 7/20/2022

## **Summary**

In light of the recent transfer of the Evanston Public Library Endowment to the Evanston Community Foundation (ECF), the Special Funds policy has been revised. The revision removes all language that was relevant when the EPL Board committee was directly managing the endowment, such as that related to investment strategies, portfolios, and collateralization. The revised policy is in alignment with the agreement between EPL and ECF.

## **4.0 Special Funds**

### **4.1 Endowment**

The Evanston Public Library established the Library Endowment in 1907 to provide, in perpetuity, a reliable source of income to support special projects and the acquisition of Library materials, equipment and capital improvements. It was expressed by the Board of Trustees that the Endowment supplement and enhance the Library's collections, operations and facilities, never to diminish in any way the funding for the Library that is provided by federal, state or local governments. The Endowment Fund has grown to include numerous distinct funds, most of which were established in honor or memory of an individual.

#### **4.1.1 Investment Management**

The Library Endowment will be administered by an Investment Manager, chosen at the direction of the Executive Director or their designee and in coordination with the Finance Committee of the Board of Trustees and voted on by the Board of Trustees.

The Investment Manager will manage investments based on the terms of their investment policy statement as agreed to by the Executive Director and the Board of Trustees.

#### **4.1.2 Payout**

Distributions from the Fund to the Library shall be made in accordance with the Investment Manager's Investment and Spending Policy as agreed to by the Executive Director and the Board of Trustees.

### **4.1.3 Fund Reporting**

The Executive Director or their designee will monitor monthly fund statements and fund activity and review these with the Finance Committee. The Investment Manager will provide fund reports to the Library Board annually.



# Memorandum

**To:** Evanston Public Library Board of Trustees

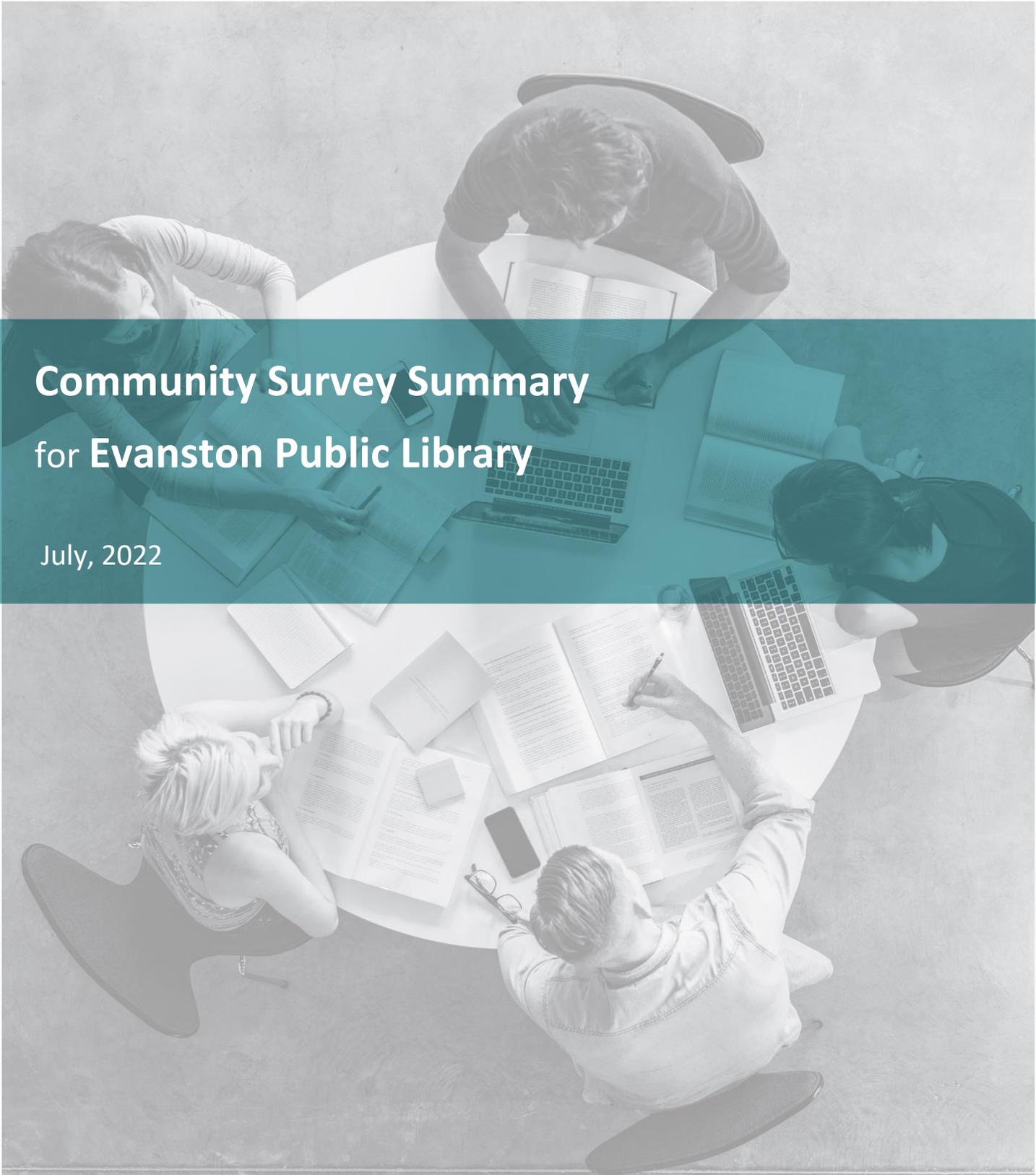
**From:** Heather Norborg, Interim Executive Director

**Subject:** Discussion of Library Strategies Reports and Next Steps

**Date:** 7/20/2022

## **Summary**

In November 2020, EPL hired Library Strategies to conduct a strategic planning process. In June 2022, when former Executive Director Danczak-Lyons announced her retirement, the EPL Board decided to pause the strategic planning process until a new permanent Executive Director was hired. Two reports are attached from Library Strategies. The first, "EPL Community Survey Report", is a report on the results of the Community Survey conducted in May and June of 2022. The second, "EPL Summary Report 7.22", is a summary of Library Strategies work to-date.



## Community Survey Summary for Evanston Public Library

July, 2022

## Background

As part of the community engagement phase of the long-range planning process for Evanston Public Library, Library Strategies designed and administered an online questionnaire (distributed April 2022-May 2022). The survey was distributed to the community by the Library in English and Spanish versions and through multiple outlets.

Specifically, this questionnaire aimed to capture satisfaction with and perceptions of the Library – and pinpoint unmet or under-met needs. In total, 1435 residents participated in the questionnaire, representing an excellent response rate of 5.1% of the households in Evanston. Respondents were ensured anonymity, to encourage candor and a high response rate. While the broad distribution strategies used precludes truly “random” results, this large respondent pool allows us to extrapolate many trends and community perceptions.

Nonetheless, in assessing the survey, one must take into account that respondents skewed toward regular library users, women, people with higher levels of education, and seniors, although a good cross-section of all demographics participated. However, cross-tabulations were run for various demographics, including by ward, and while there were few significant differences between various groups, any significant differences are noted below.

Following this summary section, a more detailed summary of each question follows. The raw data from the survey was also provided to the Library, and it is recommended that staff management reviews responses in addition to this summary. This report focuses on overall trends and key takeaways from a majority or noteworthy minority of respondents related to strategic issues, but many individual responses are worthy of note.

## Key Takeaways

The following areas of concern or other takeaways emerged repeatedly, usually across more than one question:

- There is a high level of satisfaction with the Library and services it offers. The Library is greatly appreciated across the community.
- The staff at Evanston Public Library rates very highly with users across the board. They’re doing a great job, especially children’s librarians.

- Users have seen and been grateful for the moves Evanston Public Library is making toward a more equitable and inclusive library community and hope they keep up the good work and continued outreach. More community engagement, outreach, and focus on access and inclusion are desired. Equity and diversity are stronger issues for members of the Black community and people of color, as well as those with less than a college degree, but is widely supported by all respondents.
- Parking rises to a level of great concern for many of the respondents, nearly one-quarter. Some of this concern related to having to pay for parking at a free public institution, specifically the Main Library. Some of the concern is a reaction to a lack of parking at Robert Crown.
- Users appreciate the addition of the Robert Crown branch, but still express dissatisfaction with the way the branch rearranging happened. Users who previously had a branch nearby (Wards 6 and 7) report often using the library in other communities like Wilmette or Skokie now. There is an overall desire among respondents to have Library services nearby and embedded in local neighborhoods, and these desires take different forms, such as more branch libraries, return to a bookmobile, more off-site activities, and community outreach and partnerships.
- Books and other traditional library services remain a priority for the majority of respondents. Increased demand for online and streaming services is projected by many into the future.
- There is an interest in the Library having new and emerging technologies. Compared to the overall responses, access to up-to-date technology is stronger among Black respondents, other communities of color, and respondents with educational attainment of some college or less.
- Programs are appreciated by library users. A greater variety of programs and events for all ages, especially reflecting the cultural, racial and ethnic diversity of Evanston is desired. Many would like to see more children's programming at a time convenient for working adults and adult programming for a younger audience.
- Numerous respondents would like the website and catalog to be easier to use and more intuitive.
- More active promotion and marketing, both in the library and through a medium like email messages tailored to particular interests were suggested multiple times. The

newsletter is perhaps the most useful form of promotion done by the library.

- Evanstonians know they have access to many resources and perspectives for a community their size, and would love to have more interaction with Northwestern and various arts/cultural organizations and other community partners through the Library.
- Users miss being able to sit and read. The lack of space generated by additional teen and children's spaces and the removal of spaces due to Covid have definitely effected the way many use the library.
- Respondents are always looking forward to what new, creative idea will come out of the library. They're aware of changing library use and are interested to see what comes next.

## Demographics and Library Usage

More than half of survey respondents use the library once a month or more. The majority use the Main branch, 43% use Robert Crown, and online services are well-used by nearly half of those who responded.

Demographic data shows that respondents to the survey skew older, 60+, female, and with higher-than-average educational levels. Despite the skewing in the overall survey, there were significant responses from all major demographic groups.

The age of the Black respondents who, while still mostly female, was considerably younger than other respondents (between the ages of 20 – 50). This group, as might be expected, is more likely to use children's materials and be familiar with current youth offerings.

Most respondents visit the Main Library or use online resources. There were no significant differences in visit frequency by ethnicity, age, or educational level, but white users were slightly more likely to use the library's online resources.

Cumulatively, communities of color and respondents who self-identify as multiracial make up 23% of the survey sample set, which is lower than city demographics indicate. Specific details about responses filtered by race/ethnicity, and by Ward, where they differed significantly from overall responses, can be found in the question-by-question breakdown that follows.

## Question-by-Question Breakdown

### **[Q3] If you rarely or never use the Evanston Public Library or its resources, why not?**

Overall, transportation issues, inconvenient locations, and parking were the impediments to use most frequently mentioned. The most common response to this question, regardless of demographic, was that parking at the Main Library should be free, at least for the first hour. “It makes it difficult to even want to come pick up materials,” said one library user.

Many are still using the physical library less due to Covid or the lack of a nearby branch.

As is usual for these surveys, there were many who stated that they used to use the library more, but their children have aged out of programming, or they “feel like [they] have to sift through kids’ programming to get to programming for me” and lose interest.

Ward 6 and 7 users, in particular, had a lot to say about the lack of a nearby EPL branch and preferred the Wilmette library. Skokie’s library location also rated highly among those who no longer have a nearby EPL branch.

### **[Q4] Please indicate whether you are satisfied with various aspects of Library operations.**

Generally, satisfaction levels are quite high. Library users have very good things to say about the helpfulness and friendliness of the staff. “I consider some of the library staff at the main branch to be like friends.”

When users run into technological difficulties, staff have been on top of things, and been very willing to spend the time needed to provide assistance.

Evanston’s Black library users are more likely to use and be familiar with the library’s tech offerings, meeting rooms and study spaces and would like tech spaces available to the younger population currently available for adults.

Areas for improvement were consistent with the reasons for using the library less – parking and locations are inconvenient. Many did not know there were drop box locations where Central used to be.

The website is a frequent area of irritation – receiving descriptors like “cluttered” and “clunky.” Many users pointed out the inefficiency of the search feature – the way it is both dated and requires too much precision. A calendar view for events would be appreciated, as well.

Users would love to have more places available to sit and read. They understand the expansion of the areas for children and youth, and Covid precautions, but miss being able to spend time in the library.

**[Q5] Please check whether or not you are satisfied with the various aspects of Library collections and resources.**

Collection satisfaction is high across the board. Library users appreciate having access to extensive materials through interlibrary loan.

Many would like to see in-library or website features on how to use and access various resources and library services, to counteract lack of awareness. This response is especially common among younger users, who were also the majority of respondents without a college degree.

Many users would like larger ebook collections and greater consistency across the available platforms.

It is important to many library users that other languages spoken and read receive the same level of collection heft as Spanish. Collections for Filipino and Vietnamese speakers received special call-out. Children's language-learning materials would also be used by many respondents.

**[Q6] Please check whether or not you are satisfied with various aspects of Library programs, events, and outreach .**

Awareness and program attendance is low in the survey as a whole, but the younger users with families tend to have a closer relationship to library programs and events.

More active promotion of many library services would be helpful. There were several responses that indicated that the user had not heard of something until it had already passed. Home delivery services are not widely publicized. Many were unaware of streaming options, as well.

There were plenty of hopes, in answer to this question, as well as in response to question 8 later, indicating that programs for younger adults with socializing options would garner high attendance.

"The range of programs seems narrow," remarked one respondent, and context points to "narrow" meaning age range *and* subject matter.

The newsletter is widely praised as a good way of doing promotion, but promotion gets lost on the website.

**[Q7] Is your community and its interests well-represented in Library services, resources and staff?**

Generally, the answer to this question is yes, but it does benefit from breakdowns by demographics.

Those without a college degree are more likely to say they are only somewhat represented – 37% to a nearly 80% representation of those with college degrees.

Black respondents are fairly evenly split on feeling represented – 53% yes, 46% somewhat or no.

Communities wishing for more representation include: Slavic language speakers, Hebrew language learners/Jewish population, Evanston’s Black and Asian-American communities hoping for greater representation on staff, and young adults interested in social programming.

Representative comments included:

“More Black Librarians, like the entire department to focus on Hispanic issues in Evanston.”

“How about more connections for people with disabilities?”

“Minorities and lower income Evanstonians are not what come to mind when I picture the Main Library.”

“Skokie is more proactive with marketing and communication and really working to educate parents from different backgrounds, teaching through book clubs how to engage as a community.”

Attention to LGBTQ community is appreciated and noticed.

**[Q8] What are 2 or 3 library programs or services that would most impact members of your community?**

The top responses relate to cultural programs and programs generally (28% total responses) and technology support and access (13%). Youth support, the opportunity to socialize/be in the community, and book collections all received about 9% of responses.

The word cloud below was helpful in parsing the high volume of repeated response.

support cultural opinion learning great employment ages language materials  
 online new opportunities social worker sure time don t things classes Evanston  
 resources Business tech computers computers employment use available  
 help Maybe computer none access work socialize cultural  
 assistance Youth make Tech think N socializing adults  
 support opportunities library NA  
 employment services lectures  
 technology computers computers cultural  
 Youth support see programs  
 computers youth cultural programs ebooks  
 opportunities socialize t know books need  
 technology educational services book groups  
 community meetings book clubs training reading Free  
 seniors one know home events discussions kids also  
 running business outreach support talks groups socialization children  
 speakers starting running related Language related book discussions  
 activities build good loved teens workshops etc offering social topics people  
 collection idea children programs

**[Q9] Are there community assets that the Library could develop to build new partnerships or collaborate with on programs and services?**

Northwestern University was the top response in answer to this question, but most revolved around more general community needs: mental health, housing agencies, senior centers, art programs with local artists, organizations for new Americans, NGOs.

Other specifics with repeated mentions include: Howard Brown, The Watershed, Citizens Climate Lobby, Off Campus Writers’ Workshop, Interfaith Action, Citizens Greener, Asian American Foundation, History Center, Churches in Ward 5, Mitchell Museum.

**[Q10] Are you aware of any barriers that prevent people from using the Library’s programs or services?**

The main barriers mentioned were related to parking, transportation, lack of awareness of library offerings, and Covid. They were not significantly different across demographics.

However some additional, specific barriers that might be worth addressing are:

- The library collection’s organization is daunting for those who are unfamiliar with it.
- Showing ID with vax cards might self-out a trans person who does not want this. (Respondent indicated their trans identity.)
- The lack of walkability near current branch locations.

- Renewing or getting a library card with a piece of mail needed. Many younger adults are processing all of their bills online.

**[Q11/12] Please indicate which of the following library services currently are important to your family/will be important in five years.**

Answers to questions 11 and 12 were paired to judge respondents' perceptions of which Library services they, or their family, are more likely to use in the future.

Across all of the service areas, respondents perceive increased use, except for books or audio books, which saw a 2% decline, while still remaining as the clear primary use of the Library. Children's programming also saw a perceived 1% decline in use, but this is probably due to the age of the children in the households currently and is paired with a significant increase in perceived use of teen programming (plus 8%).

The areas that respondents indicated they are most likely to increase their use in the future were:

1. Downloadable/streaming videos or music (18% increase)
2. Access to emerging or new technologies (15% increase)
3. Large print materials (11% increase)
4. eBooks or eAudiobooks (10% increase)
5. Adult programs or events (9% increase)
6. Teen programs or events (8% increase)
7. Library services at community sites, outside of Library buildings (8% increase)

**[Q13] What would increase your satisfaction with the library's collection, programs, and community outreach?**

Responses to this question raised many typical points, chief among them being: more copies of popular books, a larger ebook selection, better awareness and promotion of available resources, and the answer of the satisfied patron: "Everything is great, but my needs are few."

Other areas receiving repeated mention:

- Many of those affected by branch closures would like to see more bookmobile or pop-up library options in their area.
- Black library users, and other communities of color, want to see themselves reflected in library staff and desire more international cultural representation.
- A collection of graphic novels for adults.
- More children's programming at Robert Crown.
- Seamless integration of Libby and Overdrive.
- A website that doesn't baffle and frustrate.

- Even more programs to engage readers across age groups – author visits, literacy programming, storytelling.
- More precise signage to help acquaint users with layout (in multiple languages).
- “Fun adult programs with socializing.”
- Free parking (for at least the first hour).
- Increased awareness starting at the grade school level, so the awareness gap shrinks.
- More dialogues and presentations from scholars.

**[Q14] Please indicate which areas of Library work are most important to you, with 1 being the most important, and 8 being the least important.**

There were eight potential Library priorities – covering both Library services and community engagement - identified during the community listening sessions. Respondents were asked to rank the areas on an eight point scale. An average score of 8 would be the highest possible score, with 1 the lowest. The average scores give an indication of relative importance for the respondents. The ranked priorities of respondents, regarding the previously identified areas were, in order from highest priority to lowest follows.

1. Books, information and related resources (score = 7.31)
2. Access, equity, and diversity (score = 5.57)
3. Events, classes, and programs (score = 5.18)
4. Community building, outreach, and engagement (score = 4.84)
5. Facilities – new or enhancements (score = 3.66)
6. Technology and technology assistance (score = 3.63)
7. Strategic partnerships in the community (score = 3.14)
8. Marketing and communications about the Library (score = 2.66)

The order of priorities were the same across demographic groups, although with Black and other respondents of color, and those with some college or less, ranked Books and Access more closely together than other demographics. Those with college degrees and white respondents skewed closer to the general survey result for Books and for Access, with a slightly higher ranking for Books than overall respondents.

**[Q15] Please rate the priorities related to Library services and resources.**

There were four Library service/resource priorities identified during the community listening sessions. Respondents were asked to rank the areas on a four point scale. An average score of 4 would be the highest possible score, with one the lowest. The ranked priorities of respondents regarding the previously identified service/resource areas were, in order from highest priority to lowest:

1. Books, information and related resources (score = 3.78)

2. Events, classes, and programs (score = 2.60)
3. Technology and technology assistance (score = 1.91)
4. Facilities – new or enhancements (score = 1.71)

Differences across demographics were not significant.

**[Q16] Please rate the priorities related to community outreach and engagement:**

There were four community outreach and engagement priorities identified during the community listening sessions. Respondents were asked to rank the areas on a four point scale. An average score of 4 would be the highest possible score, with one the lowest. The ranked priorities of respondents regarding the previously identified community outreach and engagement areas were, in order from highest priority to lowest:

1. Access, equity, and diversity (score = 3.19)
2. Community building, outreach, and engagement (score = 2.98)
3. Strategic partnerships in the community (score = 2.01)
4. Marketing and communications about the Library (score = 1.83)

Weights across demographic groups are all very similar for this set of priorities, but respondents with some college or less were more likely to weight access, equity and diversity more strongly by comparison to other respondents. Black and white respondents weight access and community building very close, with marketing and partnerships being less important. Further context for this rating is in the answers to question 17, and a number of respondents noted that all of these areas are intertwined.

**[Q17] Please provide any comments you might have on these community related priorities.**

The comments on these priorities revolved around several key themes, of which the following direct quotes are most representative:

“The Library is a key community center for Evanston but not enough people know that it is. Marketing of inclusion is a key.”

“While I believe the library has come a long way with addressing access, equity and diversity, there is still much that can be done to increase the interaction with the black and brown community. It will require a higher level of visibility within those communities. In addition to an increased marketing effort to inform those communities on the services and resources that are available.”

“Difficult to rank between strategic partnerships in the community and community building. They seem to be interrelated and almost a subset of Access, equity, and diversity.”

“Through a focus on strategic community outreach (by humans) and engagement (by humans) and partnerships in the community equity and diversity and access will improve. Having programs and regular presence in neighborhoods will build trust and knowledge about the library and its services. The goals should be those rather than an abstract equity goal. Do the work of trust building and access and the equity will follow.”

**[Q18] Please add any additional comments that you feel would help plan the future of services and community offerings from the Evanston Public Library:**

Responses indicate there is excitement about the idea of having greater community engagement through partnerships with organizations around Evanston. A suggestion to create broader engagement was: “I’m not aware of how the Library board works, but perhaps some kind of rotating task force where reps from different aspects of the city are asked to join in. Set up more as conversations than meetings (to help increase input and engagement without overwhelm), small groups could provide info about their area and ideas about connections, programming, etc. Ask teachers, business owners, baristas, city staff, etc., for a short session or limited participation.”

There is enthusiasm for the non-traditional library items – tool lending and other Library of Things standards.

Tech-for-fun options for all age groups was reiterated in response to this question.

More outreach to the local writers, artists and musicians for activities such as workshops, meet-ups, exhibitions, and performance opportunities.

Users would love to see the library as a hub for various kinds of learning, tapping into connections with education facilities from pre-K to University.

Keep up the mix of programming attendance options (in-person and remote), as Covid still circulates, and for accessibility reasons.

Library users are interested in the data gathered by the library – both from this survey and from what is gathered on an ongoing basis. Feedback to users and the broader community is desired.

“Some of the people who are not traditional library users don’t know of the value of the community aspects of the library. It’s not just a building with books, CD’s and computers. It’s reflective of the culture of the community of Evanston. And it’s a safe place to be part of that community.”

A grayscale photograph of a library interior. In the foreground, a young woman with long dark hair and glasses is sitting at a wooden table, reading an open book. To her left, there is a stack of books. In the background, there are bookshelves and a desk lamp. A teal semi-transparent banner is overlaid on the middle of the image, containing the title and date.

**STRATEGIC PLANNING SUMMARY REPORT**  
*for the* **EVANSTON PUBLIC LIBRARY**

July, 2022

## INTRODUCTION

The Evanston Public Library engaged Library Strategies Consulting Group to conduct a comprehensive strategic planning process in November, 2020. The process was projected to take six months. Due to numerous, largely external factors – notably the Covid pandemic – the project experienced numerous delays and significant process changes. Nonetheless, the planning project brought new directions in community listening and engagement to the Library and resulted in many noteworthy findings.

During the project, as the process proceeded toward the community input phase, it became clear that additional, more extensive community engagement and outreach were needed and desired by the community. This work was beyond the scope of the original project and proposal, as well as beyond the expertise of Library Strategies.

Thus, on the advice of Library Strategies, Strong & Starlike were engaged to conduct a more extensive community listening process, with a particular focus on historically underserved communities in Evanston. (It should be noted that the head of Strong & Starlike, Tisidra Jones, was also a lead consultant with Library Strategies and one of the original project team members along with Stu Wilson and Toni Garvey.) Additionally, the Library engaged Community Pacific Solutions to develop an additional framework for community work using the Asset Based Community Development approach. Following the work of the other consultants, Library Strategies re-engaged the process, using the results of their work, to move to final creation of strategic and implementation plans.

However, at this juncture, the strategic planning project has not moved to conclusion due to the retirement of the Library Director, and the desire for a new Director to be part of the creation of a plan that includes their vision and direction for the Library. This report, then, is a summary of the work that was done to-date. It is intended as an overview, providing information on what was done and accomplished, and highlighting the areas or themes that have emerged from the community, staff, and Library leadership. Additional reports and summaries, from all three consultant firms, provide additional depth and details for the Library, and form the basis for the key highlights discussed in this report.

## THE PLANNING PROCESS

As part of Evanston Public Library's ongoing strategic planning process, the three consultants conducted or facilitated numerous processes. Here is a summary of the major efforts and activities undertaken:

- **Review of Library Data and Materials** – The lead consultants requested numerous background materials and statistics from the Library, such as usage trends, PR materials, budgets, and staffing structures. These materials were reviewed to get a context for the rest of the project. Given extensive work by Library Strategies with other libraries nationally, the materials were also informally compared to other libraries of comparable size.
- **Meetings with Planning Committee, EDI Taskforce, and Lead Administrative Staff** – Library Strategies assisted in the creation of the Planning Committee with representatives from staff, Board, and the community. Lead consultants met numerous times with the Planning Committee, as well as with the Director and Administrative Staff, and the Library's EDI Taskforce. These groups provided invaluable insight into the issues and challenges facing the Library as well as helping direct the process.
- **Staff Survey** – Library Strategies conducted an anonymous online survey of the staff in early 2021. Approximately 75% of all staff participated in the survey, which focused on qualitative questions and responses. A summary report on the staff survey was provided to the Library Director, as well as the complete set of responses (with no indicators of who responded to ensure anonymity).
- **Asset Based Community Development (ABCD) Workshops** - Community Pacific Solutions conducted a series of workshops with staff to provide training and an understanding of the ABCD framework for community engagement. Selected staff participated in these workshops, and provided additional feedback to consultants.
- **Community Listening** - Strong & Starlike conducted an extensive process of community engagement, listening, and sharebacks, primarily through remote focus groups. Library staff provided the contacts and outreach to facilitate the creation of the focus groups, which focused on input from historically underrepresented demographics. An extensive report on this process was provided by Strong & Starlike and includes valuable insights on the major themes and areas heard in the engagement process.
- **Community Survey** – A 24-question, anonymous survey was conducted by Library Strategies in April and May, 2022. The survey was distributed by the Library and was posted online, distributed through community groups, and was available in print

versions. All versions were available in both English and Spanish. The survey garnered 1,435 responses – an excellent response equaling approximately 5% of all households in Evanston. A report on the survey was recently provided to the Library, and anonymous raw data and responses were provided to staff leadership.

As of July, 2022, the community engagement processes, internal reviews and inputs have been completed. The listening processes and community survey have provided broad input, spotlighting needs and desires of historically underserved communities. ABCD has provided a framework for the Library to build on advancing partnerships with the community.

Typically, the process would now move to finalizing a strategic plan and a staff implementation or work plan. With that final phase awaiting a new Director (or an alternative course), the Library nonetheless has had significant input from key stakeholders, and numerous takeaways and directions have emerged.

## EMERGENT THEMES AND DIRECTIONS

In reviewing all of the inputs, reports and assessments, a number of themes or planning directions have become apparent. These areas can form the core of the Library's directions in the interim until a plan is finalized, and many, if not most, of these areas would likely appear as goals or strategies in a new strategic plan for the Library.

The themes arising from the planning process - in no particular order - are:

### EPL IS AN EXCELLENT, LEADING INSTITUTION

The Library is well-loved and used by the community. The staff feel positive about the Library and its role in the community. The Library is well-organized, has a strong Board and leadership, is well-funded, offers a vast array of services and resources, has good facilities, is innovative, is responsive to the community, and is recognized nationally as a superior Library. In consultant reviews, Library Strategies was impressed with all aspects of the Library's operations. That said, the Evanston Public Library often suffers in comparison to nearby libraries, such as Skokie or Arlington Heights, which are among the highest funded libraries in the country. Even with "competitive" libraries nearby and the never-ending need for improvements, one should not lose sight of the fact that the Evanston Public Library is a superior institution, and that was reflected across all inputs.

### ACCESS, EQUITY, DIVERSITY AND INCLUSION

The Library has made major strides forward in recent years in its efforts to expand access, and work toward goals of equity, diversity and inclusion (EDI). The majority of staff and community members feel that the Library is welcoming to all. Nonetheless, all of the constituents – community members across all demographics, staff, leadership – all recognize the need to continue this work across all aspects of the Library. This includes continuing to build the diversity of staff, collections and other resources; being responsive to varied and changing community needs; recognizing and addressing historically underserved populations; providing on-going staff training and development; and being reflective of the entire community in its operations.

One critical aspect of access issues facing the Library is related to facilities and their locations, community transportation, hours, and parking. Access to the resources in the library facilities is highly desired by the community, and many members of the community particularly would like access near to where they live. This is compounded

by difficulties with parking at, and transportation to, both current facilities. To address these challenges, the Library should look to a variety of possible solutions, such as adding one or more branches (for instance, in Ward 5), mobile van or bookmobile service, added programs or services at community sites, kiosk or locker systems in community locations, working to alleviate parking and transportation difficulties, as well as additional options.

## **COMMUNITY BUILDING, OUTREACH & ENGAGEMENT**

Another theme, related to access and EDI, is the need to continue building relationships across the community through outreach and engagement. Once again, the Library has made great strides in this area in recent years, and the community has been appreciative of its work. But all constituencies have recognized the need for the Library to re-double its work in this arena to be more fully integrated into all corners of Evanston, and attuned to the changing needs of diverse communities. The ABCD framework and training provided by Pacific Community Solutions is a significant tool for advancing this work, but outreach and engagement perspectives should also be increased across all aspects of Library operations.

## **STRATEGIC PARTNERSHIPS**

Another aspect of community outreach and the ABCD method is to develop additional or deeper strategic partnerships with other organizations. This strategy would allow the Library to further connect and engage in the community, and allow the Library to do more through resource sharing. Northwestern University was most commonly mentioned for partnerships, but in this process, a very large number of community assets were identified that have the potential for possible engagement and partnerships (Strong & Starlike and Pacific Community Solutions provided information on these community assets in Evanston).

## **IMPROVEMENTS IN LIBRARY SERVICES AND RESOURCES**

In the community survey, the majority of respondents across all demographics expressed continued support for the Library being a place of books and traditional library services. While expressing overall satisfaction with Library services and

resources, community members identified a number of areas where improvements could be made:

- Better reflecting the community in collections and resources, especially in historically underrepresented communities, and further expansion of resources in multiple languages. There is a strong desire for more user-directed resources.
- Making the website and online catalog easier to use
- Offering more downloadable and streaming materials
- Expanding and diversifying programming to better reflect the community and include all age groups (children’s programming, but especially teen and adult programming). The schedule and/or location of programming could also be altered to allow more working families and others to participate. Areas expressed by community members where they would like to see a programming focus include housing, homelessness and home ownership; climate change; civic engagement; mental health; literacy and student supports; art and music.
- Offering easy access to new and emerging technologies
- Advancing the Library as a place for social gathering, especially for seniors
- Creating venues for broader sharing of community information
- Developing an art/technology makerspace, and offering non-traditional “Library of Things,” collections such as tools or seeds

## **MARKETING & COMMUNICATIONS**

Both staff and community members indicated that there is a lack of awareness of many Library offerings, activities and services. Advancing marketing through diversification of messages and venues, combined with outreach and targeting specific communities, is a priority for increasing use and engagement. Regular sharing of information, listening sessions and feedback opportunities, and being fully transparent are strong community values. The Library has done an excellent job in this area, and made recent advances, but a new level, and perhaps new approach tied in with furthering access, EDI, and community outreach/engagement is definite direction in the future.

In addition to external marketing, promotion and outreach, staff expressed concerns regarding internal communications. A significant number of staff noted a desire for improved inter-departmental communication, and administration to staff communication.

## **RESOURCES, STAFFING, AND INTERNAL IMPROVEMENTS**

While well-funded and staffed compared to many national peers, the Evanston Public Library lags behind nearby libraries in funding and resources. Many community and staff members are familiar with these nearby systems (especially Skokie) and the resources and services offered and expect the same level of service at Evanston. Thus, there is pressure – both internal and external – to expand offerings and activities at EPL without comparable funding or staffing. The Library’s staff expressed concern about “doing more” without the adequate resources. Thus, increases in public and/or private funding should be examined. Alternatively, adding or changing services or facilities should be undertaken carefully to ensure adequate staffing and resources.

Multiple staffing expressed the need for more staff and increasing the number of full-time rather than part-time staff. Comments on improved or increased training or professional development were also common, although a large percentage of respondents felt they receive adequate training and opportunities for professional development. Attention to staff levels and supports is an ongoing strategic challenge.

Finally, the possible new directions identified in this process may translate into staff doing more of different kinds of work (outreach, community engagement, ABCD work, different programming, etc.) and may also necessitate increasing staff in certain areas, such as marketing. Depending on the Library’s strategic choices, these changes may call for the Library to look at various staff organizational changes.

## INTERIM RECOMMENDATIONS

Library Strategies agrees on pausing the final stage of the planning process until a new Director is on-board. It is important that a director's vision and direction is incorporated into a strategic plan, and that they are fully committed to its implementation.

However, there was extensive engagement with the community and staff during this process. Community expectations were created that the Library would move forward with actions put forth in the plan. As outlined above, numerous clear themes for the Library emerged in the process, and although not formulated into a strategic document, give many directions for the Library to take action in the coming months.

Library Strategies recommendations for continuing the planning work in the interim include:

- **Building the ABCD framework** developed through work with the staff. This work is important for community building and creating strategic partnerships, as well as working with the strong assets in Evanston.
- **Advancing ongoing community listening & engagement.** Staff have been doing this work and there should be a continuing commitment of resources and energy to these efforts.
- **Continuing EDI work across the organization**, both internally facing (increasing staff diversity, more training, etc.) and externally (more user-driven input and decision making in services and resources).
- **Strengthening how the Library tells its story.** Advances can be made to marketing and promoting the Library, both to previously underserved audiences, and to raise awareness of the many, varied resources available to residents.
- **Making service improvements where reasonable.** Some aspects of specific library services, such as diversifying the collection and program offerings, and improving the website, may be able to be addressed in the interim.
- **Exploring solutions to increased access.** Community members are strongly interested in having more Library service near to where they live. This was seen in the desire for added facilities, a bookmobile, outreach to community sites, and challenges around parking and transportation to current facilities. It is likely that solutions to these desires and challenges will be multi-faceted and not "one size fits all," but the Library needs to continue working on solutions and developing plans through engagement of the diverse communities in Evanston.

- **Recognize resource limits.** Until more resources can be developed, be cognizant of the limitations of staff and other assets. Begin to consider what you may have to stop doing as you look to adding new functions or services.

## CONCLUSION

The strategic planning process for the Evanston Public Library has been robust over the last two years, despite the difficulties of Covid. It has produced a wealth of specific information as well as major directional areas for the Library. Additionally, the Library has engaged and worked with the community in new and important ways, and has a framework in the ABCD method to expand on this work.

As a community, Evanston is moving forward on addressing equity, diversity, inclusion and access in critical and vital new ways. The Library has an important leadership role to play in the City to advance EDI work and serve as model for other public agencies.

Good libraries evolve to meet the changing needs of their users but also the broader community. The planning process has been an important step in moving forward in the Library's next phase of evolution. The staff, board, and community all appear to be aligned to continue this work, even in the interim before a new Director is hired. Under a new leader, the directional areas and themes brought out in the process can then be honed into a sharper shape and focus for the community and the Evanston Public Library.