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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, FEBRUARY 19, 2020

6:00 P.M.

COMMUNITY MEETING ROOM

MAIN LIBRARY, 1703 ORRINGTON AVENUE

evanston public library

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 19, 2020

Chat with a Trustee
6:00 P.M. – 6:30 P.M.

Meeting of the Board
6:30 PM

Main Library Community Meeting Room
AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT
Not to exceed 45 minutes

3. CONSENT AGENDA
A. Approval of Minutes January 15, 2020
B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS: *Together, We are the Library*
A. Robert Crown branch library (Update)

5. EQUITY, DIVERSITY AND INCLUSION
A. Joint Task Force (Update)
B. Report on 2019 EPL efforts

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

7. STAFF REPORTS
A. Administrative Services Report (Teri Campbell)
B. Transition procedures and policy (Heather Norborg and Renee Neumeier) (Discussion and Action)
C. 2019 Annual Report (Jill Schacter) (Discussion)

8. BOARD REPORTS

9. BOARD DEVELOPMENT
A. ILA Legislative Meetup observations
B. Retreat debrief

10. UNFINISHED BUSINESS

11. NEW BUSINESS
A. Approval of 2019 Illinois Public Library Annual Report (For Action)
B. All Gender Restroom and Nursing Room addition. 2020 Library CIP
C. Closed Session – Personnel (Library Director Evaluation and Contract)

12. ADJOURNMENT

Next Meeting: March 18, 2020 at 6:30 pm: Robert Crown Branch Library

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

Draft

MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, January 15, 2020
6:00 P.M.
Main Library, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, and Terry Soto.

Members Absent: Ruth Hays

Staff: Karen Danczak Lyons, Teri Campbell, Jill Skwerski, Kim Hegelund, Miguel Ruiz, Wynn Shawver, and John Devaney.

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:32 pm.

Citizen Comment: No comments.

Consent Agenda:

A. **Approval of the Bills and Payroll and Minutes of the August 21, 2019 Board Meeting-** Trustee Schapiro moved to approve the Bills and Payroll and Minutes of the August meeting. Trustee Hayman seconded, and it was approved by voice vote.

Information/Communications:

A. John Devaney updated the Board about the Robert Crown Community Center (RCCC) construction. The ice rinks held a soft opening Saturday, January 11th. The City of Evanston granted RCCC a Temporary Certificate of Occupancy while construction continues throughout the building. RCCC construction costs remain on budget. Director Danczak-Lyons announced that there will be a variety of welcoming opportunities including an Opening Ceremony & Invocation on March 14th.

Equity, Diversity and Inclusion:

A. Teri Campbell informed the Board that staff are reading the Foundations Module of Project READY with the goal of providing consistent learning opportunities and standard language with regard to matters of racial equity. Staff have access to internal discussion sessions to share insights. Trustees Hayman and Soto recommended and praised the curriculum.
B. Campbell shared that the Racial Equity Task Force (community advisory group) made recommendations regarding EPL presence in the 5th ward and introducing/welcoming the Latinx community to the library, and provided input on the organization's equity statement for consideration.

Library Director's Report (Distributed in Advanced):

A. Director Karen Danczak-Lyons updated the Board on searching for a future branch location to serve south Evanston in place of the Chicago Avenue-Main Street, including several sites suggested by COE.

Staff Report:

A. **Administrative Services:**
Campbell informed the board of hiring activity. EPL is welcoming back Miguel Ruiz as the RCCC Branch Manager, and it is extending offers on 5 other RCCC positions, plus 2 internships for ETHS students. Finances for 2019 are still being finalized, and are estimated to meet projection: revenue at 96% and expenditures at 91%.

Board Report/Development:

A. Shawver reported that Development met goals in every area, with revenue up from last year. Trustee Patel provided an update regarding recent Friends of EPL meetings (along with Iles), stating that the group has been re-energized.
B. Danczak-Lyons invited anyone to attend the annual Illinois Library Association Legislative Meet-Up on February, 17th, and the Evanston Community Foundation workshops (see memo in agenda packet). Trustee Hayman recommended the ECF workshops on May 18th and April 1st as relevant to the Board, and she reminded the board of their retreat on February 12th.

Unfinished Business: None

New Business:

A. Devaney recommended approval of a Janitorial Agreement with Total Building Service. TBS is one of 3 qualified bidders for this work. TBS is the same vendor that the Main Branch has had since 2009. TBS is a Woman-Owned Business Enterprise (WBE) and complies with the City of Evanston minority goals. The bid is higher this year because of prevailing wage increases.
    a. Trustee Schapiro moved to approve the Janitorial Agreement with TBS for FY2020 ($112,680), FY2021 ($121,740), and FY2022 ($126,240). Trustee Lurie seconded the motion, and it was approved unanimously by roll call vote.

Executive Session:

Trustee Iles calls to move into executive session at 7:11pm, seconded by Trustee Schapiro. Trustee Schapiro calls to move out of executive session at 8:22pm, seconded by Trustee Patel.

Adjournment:

The motion to adjourn was made by Trustee Patel and seconded by Trustee Lurie. Meeting adjourned at 8:22 pm.

Respectfully submitted by Teri Campbell

Library Director's Report
January 15, 2020

Updates:
I continue to look for alternative spaces in South Evanston. I also continue to have conversations with St. Francis Hospital and expect to have more information from their Facilities team this week.

A few 2019 statistics:

New library cards issued: **6,312**
Total circulations: 1,191,600 which includes:
Print circulation: 763,708 (this count includes all print items, not just books)
Audiobooks + DVDS circulations: 238,711
Overdrive/Libby usage : 120,278 checkouts (a 33% increase)
Hoopla usage: 24,832 checkouts (an increase of 7%)
Kanopy usage: 11,841

Established 2 new FBD sites at the Evanston Vet Center and Albany Care. (Jeff Balch)

December, 2019 film programs (Olivia Mo)
After Hours film *Once Upon a Time in Hollywood* (25 attendees)
Sunday Matinee film: *Judy* (42 attendees)

December 2 & 9, Four Lincoln Masterpieces: an NEO Mini-Course with David Zarefsky (125 attendees)

On December 3, Katy Jacob presented to a low-vision support group at the Levy Center about library resources.

December 16, No One Ever Sees Indians: Native Americans in Media: (24 attendees) Arapaho filmmaker and educator Ernest Whiteman, presented his lecture on Native Americans within media, primarily in film, through both a historical and contemporary lens. Mr. Whiteman's program attracted new patrons to the library. While speaking with one attendee briefly, he stated that he was excited to see multiple programs being offered by different presenters. (Jamillah Hinson)

December 17, Record Expungement and Sealing: Four people attended this legal information session which was located at Family Focus and presented in partnership with the Moran Center. This was the final program of the pilot period for the *Community Mobile Resource Center*. Though attendance was low, all of the individuals present were invested in the topic and asked excellent questions of the presenters at the end. I look forward to partnering with the Moran Center again in the future. (Susan Markwell with Jill Skwerski and Lorena Neal)

December 18, RedLine Songs of the Southern Plains: (33 attendees Elascha, with assistance from North Branch staff, hosted Haven sixth graders on a field trip to Central Street and the North Branch for book talks, card registration and materials checkout.

Winter Break programming at the branches included movies, crafts, Ozobots, and family board games. In addition to our regular storytimes we hosted: Winter, Elephant and Piggie and New Year's Eve storytimes.

Online Scam Awareness - Susan Markwell has created a series of signs for the 3rd floor computers, tables, and the branches which are a condensed and more visual interpretation of the Consumer Financial Protection Bureau's "How to spot frauds and scams" handout. We will also be hosting programs to raise awareness about Identity Theft and online scams.

Mission Impossible: James Baldwin (Heather Ross and others)
In addition to the discussion groups, we hosted a screening of a film version of *Go Tell It on the Mountain* on January 7. (71 attendees)

PhotoVoice
EPL continues to partner with KIDS Global Action Network, Inc and Chute Middle School on the *PhotoVoice Project*. Over the past 6 weeks, students in Chute Middle School's Advanced Media Arts class have explored themes of social justice and personal identity through a *PhotoVoice Project*. Now their work, depicting issues of climate change, immigration, racism, human rights, gun violence and other issues will be on display at the Evanston Public Library from December 20th through January 31st. KIDS Global Network, Inc. and Evanston Public Library partnered with Chute Media Arts teacher Sherri Kushner to bring *PhotoVoice* to the students. *PhotoVoice* is an internationally recognized participatory photography method in which the participants use cameras to document their lives and share their experiences; it is used in libraries and schools worldwide. There was a community gallery event on January 14th for the students and their families and community members were welcomed.

Upcoming events of Note:

Read 2020 Challenge: As we enter a new year and new decade, staff at the Evanston Public Library invite you to join us in a year-long reading challenge: **READ 2020**. With this challenge, we hope to move beyond the genres and authors we typically read, explore new territory, get outside of our comfort zones and expand our love of reading to include new voices and stories. We hope you will join us! (Katy Jacob)

Winter Reading (Early Literacy)

Parents and caregivers of children from birth through 3 years old, are invited to register and read to their young child. If they record fourteen days of reading during February, the child will be able to choose a board or picture book. Laura Antolin will again be taking this program out to interested Home Daycare Programs. (C Heneghan)

Drop-In Legal Self-Help Center: Tuesdays 1-3pm (Lorena Neal)

The Language Exchange: the first and second Saturdays of each month at the Main Library (Halka and Katy Jacob)

January 11: Bookmaking & Poetry Workshop with artist Lea Basile Lazarus and poet Sue Gundlach. Lazarus and Gundlach's work is on display in the 3rd floor exhibit space for the month of January. (Jamillah Hinson)

January 12: Chicago Quarterly Review Author Readings - Six standout contributors to the Chicago Quarterly Review will share their work. (Heather Ross)

January 18: Memory Cafe - Music modality with our partners at ITA. (Engagement Services)

January 20: The Global Wave of Mass Protests: A Panel Discussion - Please join us on Dr. Martin Luther King Jr. Day for this panel discussion examining the current wave of nonviolent mass movements throughout the world. (Lorena Neal)

January 20: Martin Luther King Day programs for Children at the Main Library - Join us in the Children's Room on Monday, January 20 to remember and celebrate the life of Dr. Martin Luther King, Jr. Get free books from our partner *Young, Black and Lit!*, enjoy a storytime, and listen to the *I Have A Dream* speech presented by Reverend Eddie P. Reeves!

January 20: Census Hiring Event - 11am - 4pm, Small Community Meeting Room (Engagement Services)

January 24 : Cardboard Carnival Showcase

Come play games at our first ever Cardboard Carnival. Local middle school students have been hard at work creating their own carnival games using cardboard, motors, and other everyday materials. Featuring ball tosses, marble runs, wire mazes, and more. Kids and families are invited to playtest their games, earn tickets, and turn them in for prizes. Lobby of Main Library

Janaury 27: ASL Storytime - CAMS will be piloting an American Sign Language storytime beginning January 27th. (Kerry Little)

January 31: Loft After Hours Lock In (Teen Services)
Group games, pizza and other activities. Teens grades 6-12 get free reign of the Main Library.

February 1: Vitalant community blood drive. (Engagement Services)

February 3: Identity Theft Solutions - Session participants will learn the methods that identity thieves use to access confidential information, tools for preventing ID theft, and steps to take should identity theft occur. (Susan Markwell)

February 3: EPL & MENA Present: A Tale of Two Camps - Yemeni Refugees & Ethiopian Migrants in the Horn of Africa (Lorena Neal)

February 8: Middle School YA Lit Fest (Teen Services)

Come hear YA authors speak about their books and writing careers, learn what it takes to be a writer and how the publishing world works. Grades 6-8. Presented by EPL and D65.

Authors: Guadalupe Garcia McCall, Padma Venkatraman, K. A. Holt, Kat Falls, Joelle Charbonneau, Lisa Jenn Bigelow, Jessie Ann Foley, Mary Winn Heider, Alyssa Wees, Rosario Munda and Mimi Yu

Sponsored by District 65, Evanston Public Library, Foundation 65, The Book Stall, Beth's Little Bake Shop, Dominos, Jewel Osco, Backlot Coffee.

February 12: River of Blood: American Slavery From People Who Lived It
Hosted by Dino Robinson, founder of Shorefront Legacy Center. Readings by actress Celeste Williams. With historian Adam Green, University of Chicago. Richard Cahan and Michael Williams, book editors. (Heather Ross)

February 19 & 26: Debt, Trade and U.S. Economic Leadership - this is the second mini-course in collaboration with the Northwestern Emeritus Organization. The course will be taught by Professor emeritus Robert Coen, former chair of the Department of Economics and former associate dean of the Weinberg College of Arts and Sciences of Northwestern University. The course has two sessions and attendance is required at both: “Some uncommon sense about the national debt” on the 19th and “The changing role of the U.S. in world trade and finance” on the 26th. (Jeff Garrett)

February 23: Winter Seed Sowing Workshop at Robert Crown (Julie Rand)

The Library launched a podcast: *The Check Out* on Tuesday, January 14
“Welcome to the The Checkout podcast of Evanston Public Library! It’s the people of Evanston, Illinois who make this community great. They’re active, engaged, and always working to make the community better. Many Evanstonians say there’s no other place they’d rather live! On *The Checkout*, we’ll be talking to people from across the diverse spectrum of those who live and work here. Along the way, you might also learn about the role the Library plays in the community. Your host is Jill Schacter, Community Engagment Coordinator at Evanston Public Library.”

Go to epl.org/thecheckout for more information.

Excerpts from Patron feedback:
From a volunteer: “Thank you for the wonderful opportunities you have given me over the last year. I cannot imagine a better place to engage the Evanston community than EPL.**”**

Re. FBD program: “I wanted to write and tell you how much I appreciate the free book stands at the Metra stop and Y. I grab a book from time to time and think it is a wonderful way to encourage reading. Thanks and keep up the good work.”

Re. 3rd floor Cozy Corner: “What a nice idea!”; “Perhaps a book of card games? Thank y’all for putting all this together. “I love the puzzles.”; “Some card games would be great! Thank you so much for the hard work!”

Re. general customer service at EPL: "Every time I interact with EPL, it is a delightful experience. You listened to my message and got right back to me!" - CPL patron with a question about Hoopla

National Able Network Resource Center - December, 2019 Statistics

	December Total	Revious months Number	Year to Date Total
ORIENTATIONS			
Evanston Public Library	8	71	79
Oakton Community College	24	114	138
TABE TESTING	22	63	85
ONE-ON-ONE RESUME ASSISTANCE	7	42	49
Workshops			
JSWT (Oakton Community College)	38	188	226
JUMPSTART WORKSHOPS			
Evanston Public Library		30	30
Oakton Community College	9		9
THE PATH WORKSHOP			
Evanston Public Library	8	46	54
Oakton Community College	26	93	119
RESOURCE ROOM (NEW CUSTOM	18	105	123
RESOURCE ROOM (REPEAT CUSTC	115	644	759
RESOURCE ROOM TOTAL	135	720	990
	December Total	**reviosu Months Tot**	**YTD**
	275	**1396**	**1671**

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Assessments, Metrics and Initiative results:

Computer/Internet Use		
	Dec-19	FYTD
Main	4,143	50,224
North Branch	250	3,156
CAMS	418	5,140
Computer Lab	135	1,736
Computer/Internet Use	4,946	60,256

Website Visits		
All Location	37,815	460,481

Wifi Users		
All Location	22,000	285,000

Library Visits		
Main	33,344	451,861
North Branch	3,376	44,744
CAMS	3,231	43,105
Overall Library Visits	39,951	539,710

We live in a very generous community as evidenced by approximately 300 volunteers giving over 11,000 hours of service to EPL during 2019.

Agenda Item. 3B

Memorandum

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

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

Subject: Library Fund Bills

Date: February 13, 2020

Recommended Action

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

Payroll

January 6, 2020 through January 19, 2020	$ 164,726.97
January 20, 2020 through February 2, 2020	$ 161,258.57

Library Fund Bills List

January 28, 2020 FY2019	$ 41,527.21
January 28, 2020 FY2020	$ 38,093.35
February 11, 2020 FY2019	$ 13,642.11
(includes December 25 purchasing card expenses of $12,431.84)	
February 11, 2020 FY2020	$ 110,938.44

Attachments: Bills Lists, Purchasing card

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund **185 - LIBRARY FUND**				
Department **48 - LIBRARY**				
Business Unit **4805 - EARLY LEARNING & LITERACY**				
Account **62506 - WORK- STUDY**				
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	12/30/2019	01/28/2020	281.25
	Account **62506 - WORK- STUDY** Totals	Invoice Transactions 1		$281.25
Account **65100 - LIBRARY SUPPLIES**				
100474 - BAKER & TAYLOR	JUV LIBRARY SUPPLIES	12/30/2019	01/28/2020	34.04
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 1		$34.04
Account **65630 - LIBRARY BOOKS**				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/28/2020	589.03
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/28/2020	460.94
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	12/30/2019	01/28/2020	177.93
101598 - EDUCATIONAL DEVELOPMENT	JUV PRINT	12/30/2019	01/28/2020	61.96
14379 - GREY HOUSE PUBLISHING, INC.	JUV PRINT	12/30/2019	01/28/2020	873.50
186504 - THE COMIX REVOLUTION, INC.	JUV BOOKS	12/30/2019	01/28/2020	68.59
	Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 6		$2,231.95
Account **65641 - AUDIO VISUAL COLLECTIONS**				
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2019	01/28/2020	186.67
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/28/2020	20.98
103424 - MIDWEST TAPE	JUV AV	12/30/2019	01/28/2020	41.97
127266 - WESTON WOODS STUDIOS	JUV AV	12/30/2019	01/28/2020	59.90
127266 - WESTON WOODS STUDIOS	CREDIT	12/30/2019	01/28/2020	(22.45)
127266 - WESTON WOODS STUDIOS	JUV AV	12/30/2019	01/28/2020	378.35
	Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 6		$665.42
	Business Unit **4805 - EARLY LEARNING & LITERACY** Totals	Invoice Transactions 14		$3,212.66
Business Unit **4806 - LIFELONG LEARNING & LITERACY**				
Account **62341 - INTERNET SOLUTION PROVIDERS**				
16334 - KANOPY	ADULT ONLINE RESOURCES	12/30/2019	01/28/2020	1,300.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	12/30/2019	01/28/2020	4,315.13
	Account **62341 - INTERNET SOLUTION PROVIDERS** Totals	Invoice Transactions 2		$5,615.13
Account **62506 - WORK- STUDY**				
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	12/30/2019	01/28/2020	475.00
	Account **62506 - WORK- STUDY** Totals	Invoice Transactions 1		$475.00
Account **65100 - LIBRARY SUPPLIES**				
186654 - JO GAYLE	HENRY KISOR PRESENTATION	12/30/2019	01/28/2020	200.00
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 1		$200.00
Account **65630 - LIBRARY BOOKS**				
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	541.16
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	1,028.85
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	411.20
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	31.56
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	36.76
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	359.81
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	431.69
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	94.53
100932 - CENTER POINT INC	ADULT PRINT	12/30/2019	01/28/2020	136.62
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	178.43
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	50.23
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	182.18
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	23.99
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	47.23
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT	12/30/2019	01/28/2020	48.73
14379 - GREY HOUSE PUBLISHING, INC.	ADULT PRINT	12/30/2019	01/28/2020	665.00
122375 - LAW BULLETIN PUBLISHING COMPANY	ADULT PRINT	12/30/2019	01/28/2020	112.15
276974 - OVER DRIVE, INC.	EBOOKS	12/30/2019	01/28/2020	70.99
	Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 19		$4,523.08
Account **65635 - PERIODICALS**				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT PERIODICALS	12/30/2019	01/28/2020	24.41
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	12/30/2019	01/28/2020	(16.00)
	Account **65635 - PERIODICALS** Totals	Invoice Transactions 2		$8.41
Account **65641 - AUDIO VISUAL COLLECTIONS**				
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/28/2020	30.79
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/28/2020	22.74
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/28/2020	15.24
103424 - MIDWEST TAPE	ADULT AV	12/30/2019	01/28/2020	15.24
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/28/2020	26.99
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/28/2020	20.69
104325 - RECORDED BOOKS INC.	ADULT AV	12/30/2019	01/28/2020	7.95
	Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 7		$139.64
	Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals	Invoice Transactions 32		$10,961.26
Business Unit **4820 - ACCESS SERVICES**				
Account **52610 - LIBRARY FINES & FEES**				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	12/30/2019	01/28/2020	623.00
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	12/30/2019	01/28/2020	259.55
	Account **52610 - LIBRARY FINES & FEES** Totals	Invoice Transactions 2		$882.55
Account **62340 - IT COMPUTER SOFTWARE**				
104897 - SPRINT	MOBILE HOTSPOTS	12/30/2019	01/28/2020	3,727.21
	Account **62340 - IT COMPUTER SOFTWARE** Totals	Invoice Transactions 1		$3,727.21
Account **62506 - WORK- STUDY**				
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	12/30/2019	01/28/2020	1,773.74
	Account **62506 - WORK- STUDY** Totals	Invoice Transactions 1		$1,773.74
Account **65100 - LIBRARY SUPPLIES**				
324163 - FINDAWAY WORLD, LLC	COMMUNITY ENGAGEMENT AV	12/30/2019	01/28/2020	114.50
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 2		$114.50
	Business Unit **4820 - ACCESS SERVICES** Totals	Invoice Transactions 6		$6,498.00
Business Unit **4825 - ENGAGEMENT SERVICES**				
Account **64015 - NATURAL GAS**				
103744 - NICOR	NORTH BRANCH NATURAL GAS	12/30/2019	01/28/2020	63.45
103744 - NICOR	CAMS NATURAL GAS	12/30/2019	01/28/2020	108.19
	Account **64015 - NATURAL GAS** Totals	Invoice Transactions 2		$171.64
Account **65630 - LIBRARY BOOKS**				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/28/2020	41.90
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	33.33
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/28/2020	55.21
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	46.88
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2019	01/28/2020	29.94

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2019	01/28/2020	182.06
	Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 7		$389.32
	Business Unit **4825 - ENGAGEMENT SERVICES** Totals	Invoice Transactions 10		$560.96
Business Unit **4840 - LIBRARY MAINTENANCE**				
Account **62225 - BLDG MAINTENANCE SERVICES**				
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2019	01/28/2020	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2019	01/28/2020	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2019	01/28/2020	352.05
151986 - CINTAS CORPORATION #769	MAT SER	12/30/2019	01/28/2020	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2019	01/28/2020	210.00
101903 - FLADER PLUMBING & HEATING	NORTH BRANCH PLUMBING UPGRADE	12/30/2019	01/28/2020	4,460.00
10798 - JOHNSON CONTROLS SECURITY SOLUTIONS	SERVICE REPAIR	12/30/2019	01/28/2020	476.00
315451 - METRO DOOR AND DOCK, INC.	DOCK DOOR REPAIR	12/30/2019	01/28/2020	290.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	12/30/2019	01/28/2020	7,375.00
	Account **62225 - BLDG MAINTENANCE SERVICES** Totals	Invoice Transactions 9		$14,219.20
Account **62341 - INTERNET SOLUTION PROVIDERS**				
105394 - VERIZON WIRELESS	COMMUNICATION CHARGES	12/30/2019	01/28/2020	155.03
	Account **62341 - INTERNET SOLUTION PROVIDERS** Totals	Invoice Transactions 1		$155.03
	Business Unit **4840 - LIBRARY MAINTENANCE** Totals	Invoice Transactions 10		$14,374.23
Business Unit **4845 - LIBRARY ADMINISTRATION**				
Account **62185 - CONSULTING SERVICES**				
10460 - ANCEL,GLINK,DIAMOND,BUSH,DICIANNI & KRAFTHEFER, P.	LEGAL FEE	12/30/2019	01/28/2020	461.25
	Account **62185 - CONSULTING SERVICES** Totals	Invoice Transactions 2		$461.25
Account **62210 - PRINTING**				
14818 - FISHEYE GRAPHIC SERVICES, INC.	FORM PADS PRINTING	12/30/2019	01/28/2020	145.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD FOR K JACOB	12/30/2019	01/28/2020	28.00
	Account **62210 - PRINTING** Totals	Invoice Transactions 2		$173.00
Account **62315 - POSTAGE**				
103460 - MINUTEMAN PRESS	MAILING SERVICES	12/30/2019	01/28/2020	150.00
	Account **62315 - POSTAGE** Totals	Invoice Transactions 1		$150.00
Account **62380 - COPY MACHINE CHARGES**				
105654 - XEROX CORP.	COPIER SERVICE	12/30/2019	01/28/2020	16.80
105654 - XEROX CORP.	COPYING SERVICE	12/30/2019	01/28/2020	267.98
105654 - XEROX CORP.	COPYING SERVICE	12/30/2019	01/28/2020	16.80
105654 - XEROX CORP.	COPYING SERVICE	12/30/2019	01/28/2020	16.80
105654 - XEROX CORP.	COPYING SERVICE	12/30/2019	01/28/2020	16.80
105654 - XEROX CORP.	COPYING SERVICE	12/30/2019	01/28/2020	16.80
	Account **62380 - COPY MACHINE CHARGES** Totals	Invoice Transactions 6		$351.98
Account **62506 - WORK- STUDY**				
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	12/30/2019	01/28/2020	593.01
	Account **62506 - WORK- STUDY** Totals	Invoice Transactions 1		$593.01
Account **64540 - TELECOMMUNICATIONS - WIRELESS**				
105394 - VERIZON WIRELESS	COMMUNICATION CHARGES	12/30/2019	01/28/2020	180.96
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	12/30/2019	01/28/2020	18.95
	Account **64540 - TELECOMMUNICATIONS - WIRELESS** Totals	Invoice Transactions 2		$199.91
Account **65095 - OFFICE SUPPLIES**				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	17.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	21.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	436.64
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	94.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	27.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	13.23
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/30/2019	01/28/2020	13.29
	Account **65095 - OFFICE SUPPLIES** Totals	Invoice Transactions 7		$625.31
	Business Unit **4845 - LIBRARY ADMINISTRATION** Totals	Invoice Transactions 21		$2,554.46
Business Unit **4850 - LIBRARY GRANTS**				
Account **65100 - LIBRARY SUPPLIES**				
218833 - POSITIVE CONNECTIONS, INC.	K-TOUR	12/30/2019	01/28/2020	102.68
218833 - POSITIVE CONNECTIONS, INC.	K-TOUR BUS	12/30/2019	01/28/2020	100.42
218833 - POSITIVE CONNECTIONS, INC.	K-TOUR BUS	12/30/2019	01/28/2020	128.35
218833 - POSITIVE CONNECTIONS, INC.	K-TOUR BUS	12/30/2019	01/28/2020	102.68
218833 - POSITIVE CONNECTIONS, INC.	K-TOUR BUS	12/30/2019	01/28/2020	154.02
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 5		$588.15
	Business Unit **4850 - LIBRARY GRANTS** Totals	Invoice Transactions 5		$588.15
	Department **48 - LIBRARY** Totals	Invoice Transactions 98		$38,749.72
	Fund **185 - LIBRARY FUND** Totals	Invoice Transactions 98		$38,749.72
*** = Prior Fiscal Year Activity**		**Invoice 98**		**$38,749.72**

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 01.28.2020 FY2019

Accounts Payable by G/L Distribution Report

***ADVANCED CHECKS FOR PAY PERIOD ENDING 01.28.2020 FY2019**

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund **185 - LIBRARY FUND**				
Department **48 - LIBRARY**				
Business Unit **4845 - LIBRARY ADMINISTRATION**				
Account **62295 - TRAINING & TRAVEL**				
17088 - SKOKIE PUBLIC LIBRARY	*PLA REIMBURSEMENT- M. RUIZ	12/26/2019	01/15/2020	828.59
	Account **62295 - TRAINING & TRAVEL** Totals	Invoice Transactions	1	$828.59
	Business Unit **4845 - LIBRARY ADMINISTRATION** Totals	Invoice Transactions	1	$828.59
	Department **48 - LIBRARY** Totals	Invoice Transactions	1	$828.59
	Fund **185 - LIBRARY FUND** Totals	Invoice Transactions	1	$828.59
*** = Prior Fiscal Year Activity**		**Invoice Transactions**	**1**	**$828.59**

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.28.2020 FY2019

SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-DECEMBER, 2019	1,948.90
			1,948.90
			1,948.90
		GRAND TOTAL	**41,527.21**

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

Vendor	Invoice Description		G/L Date	Payment Date	Invoice Amount
Fund **185 - LIBRARY FUND**					
Department **48 - LIBRARY**					
Business Unit **4805 - EARLY LEARNING & LITERACY**					
Account **65100 - LIBRARY SUPPLIES**					
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING BOOKS FOR ME		02/11/2020	02/11/2020	78.00
17214 - VERNIER SOFTWARE & TECHNOLOGY	CODE-A-THON PROGRAM MATERIAL		02/11/2020	02/11/2020	790.07
		Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 2		$868.07
Account **65630 - LIBRARY BOOKS**					
100474 - BAKER & TAYLOR	JUV PRINT		02/11/2020	02/11/2020	1,065.44
100474 - BAKER & TAYLOR	JUV PRINT		02/11/2020	02/11/2020	1,211.92
100474 - BAKER & TAYLOR	JUV PRINT		02/11/2020	02/11/2020	1,277.23
100474 - BAKER & TAYLOR	JUV PRINT		02/11/2020	02/11/2020	1,563.22
		Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 4		$5,117.81
Account **65641 - AUDIO VISUAL COLLECTIONS**					
324163 - FINDAWAY WORLD, LLC	JUV AV		02/11/2020	02/11/2020	394.59
324163 - FINDAWAY WORLD, LLC	JUV AV		02/11/2020	02/11/2020	143.19
103424 - MIDWEST TAPE	JUV AV		02/11/2020	02/11/2020	30.48
103424 - MIDWEST TAPE	JUV AV		02/11/2020	02/11/2020	30.48
103424 - MIDWEST TAPE	JUV AV		02/11/2020	02/11/2020	57.96
		Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 5		$656.70
		Business Unit **4805 - EARLY LEARNING & LITERACY** Totals	Invoice Transactions 11		$6,642.58
Business Unit **4806 - LIFELONG LEARNING & LITERACY**					
Account **65100 - LIBRARY SUPPLIES**					
17178 - DNA	BOOKMAKING AND POETRY WORKSHOP		02/11/2020	02/11/2020	100.00
17224 - MASOOP BOLORFOROUSH	ART REIMBURSEMENT		02/11/2020	02/11/2020	60.00
		Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 2		$160.00
Account **65630 - LIBRARY BOOKS**					
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	1,351.63
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	509.83
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	117.79
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	102.31
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	1,186.95
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	516.85
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	37.89
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	289.32
120319 - GALE RESEARCH INC.	ADULT PRINT		02/11/2020	02/11/2020	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT		02/11/2020	02/11/2020	74.97
120319 - GALE RESEARCH INC.	ADULT PRINT		02/11/2020	02/11/2020	47.23
120319 - GALE RESEARCH INC.	ADULT PRINT		02/11/2020	02/11/2020	126.36
120319 - GALE RESEARCH INC.	ADULT PRINT		02/11/2020	02/11/2020	24.80
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	675.33
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	1,663.62
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	1,896.91
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	1,151.94
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	1,891.89
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	181.99
276974 - OVER DRIVE, INC.	EBOOKS		02/11/2020	02/11/2020	1,152.27
		Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 20		$13,071.85
Account **65641 - AUDIO VISUAL COLLECTIONS**					
100655 - BLACKSTONE PUBLISHING	ADULT AV		02/11/2020	02/11/2020	45.00
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	643.85
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	38.54
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	56.22
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	138.18
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	90.21
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	22.74
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	45.48
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	260.64
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	147.69
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	112.44
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	59.22
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	189.92
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	303.49
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	16.74
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	9.99
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	156.69
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	15.24
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	73.37
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	81.12
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	41.73
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	22.74
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	80.46
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	79.48
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	156.69
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	64.47
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	37.98
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	18.99
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	30.24
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	39.73
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	22.74
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	215.81
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	30.24
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	52.98
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	15.24
103424 - MIDWEST TAPE	ADULT AV		02/11/2020	02/11/2020	43.23
104325 - RECORDED BOOKS INC.	ADULT AV		02/11/2020	02/11/2020	67.44
		Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 37		$3,526.96
		Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals	Invoice Transactions 59		$16,758.81
Business Unit **4820 - ACCESS SERVICES**					
Account **62340 - IT COMPUTER SOFTWARE**					
137361 - COOPERATIVE COMPUTER SERVICES	CCS QUARTERLY MEMBERSHIP FEE		02/11/2020	02/11/2020	23,362.20
		Account **62340 - IT COMPUTER SOFTWARE** Totals	Invoice Transactions 1		$23,362.20
		Business Unit **4820 - ACCESS SERVICES** Totals	Invoice Transactions 1		$23,362.20
Business Unit **4825 - ENGAGEMENT SERVICES**					
Account **62375 - RENTALS**					
309006 - ESSKAY DEVELOPMENT LLC	MARCH 2020 RENT		02/11/2020	02/11/2020	4,900.31
		Account **62375 - RENTALS** Totals	Invoice Transactions 1		$4,900.31
Account **65100 - LIBRARY SUPPLIES**					
105711 - 4IMPRINT, INC.	GROCERY TOTE AND CANVAS BOAT TOTE BAG		02/11/2020	02/11/2020	489.43
101406 - DEMCO, INC.	OFFICE SUPPLIES		02/11/2020	02/11/2020	87.55
		Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 2		$576.98
Account **65630 - LIBRARY BOOKS**					
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	1,287.05
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,195.24
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,281.86
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	910.05
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	1,294.53
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	1,246.31
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	89.94
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	579.89
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,418.60
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,072.48
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,183.18
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,170.26

Vendor	Invoice Description		G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	327.79
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	269.67
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	656.21
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	632.94
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	1,328.88
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	1,101.08
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	585.70
100474 - BAKER & TAYLOR	CROWN YA PRINT		02/11/2020	02/11/2020	530.79
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	309.02
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,318.04
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,106.07
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,306.81
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	82.71
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	66.17
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	750.46
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,128.82
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	295.70
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	511.98
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	731.71
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	372.52
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,492.72
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,092.34
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	985.63
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	890.57
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,315.43
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	667.05
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	796.13
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	76.43
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	794.99
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	1,101.59
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	256.19
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	217.19
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	430.08
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	1,326.45
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	65.25
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	115.77
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	1,371.85
100474 - BAKER & TAYLOR	CROWN YA PRINT		02/11/2020	02/11/2020	1,145.23
100474 - BAKER & TAYLOR	CROWN JUV PRINT		02/11/2020	02/11/2020	17.24
100474 - BAKER & TAYLOR	CROWN ADULT AV		02/11/2020	02/11/2020	46.67
100474 - BAKER & TAYLOR	CROWN YA PRINT		02/11/2020	02/11/2020	954.80
100474 - BAKER & TAYLOR	CROWN YA PRINT		02/11/2020	02/11/2020	1,155.41
100474 - BAKER & TAYLOR	CROWN JUV SPANISH PRINT		02/11/2020	02/11/2020	552.68
100474 - BAKER & TAYLOR	CROWN YA PRINT		02/11/2020	02/11/2020	170.07
100474 - BAKER & TAYLOR	CROWN YA PRINT		02/11/2020	02/11/2020	60.21
100474 - BAKER & TAYLOR	YA BOOKS FOR CROWN		02/11/2020	02/11/2020	223.02
100474 - BAKER & TAYLOR	CROWN YA BOOKS		02/11/2020	02/11/2020	1,160.24
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	8.77
100474 - BAKER & TAYLOR	CROWN CREDIT		02/11/2020	02/11/2020	(8.77)
100474 - BAKER & TAYLOR	CROWN ADULT PRINT		02/11/2020	02/11/2020	15.36
100474 - BAKER & TAYLOR	CREDIT		02/11/2020	02/11/2020	(15.36)
100474 - BAKER & TAYLOR	ADULT AV PRINT		02/11/2020	02/11/2020	13.63
100474 - BAKER & TAYLOR	CROWN CREDIT		02/11/2020	02/11/2020	(13.63)
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	219.08
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	400.59
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	451.37
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	354.91
100474 - BAKER & TAYLOR	JUV PRINT		02/11/2020	02/11/2020	26.30
		Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 70		$46,075.94
		Business Unit **4825 - ENGAGEMENT SERVICES** Totals	Invoice Transactions 73		$51,553.23
Business Unit **4835 - INNOVATION & DIGITAL LEARNING**					
Account **65630 - LIBRARY BOOKS**					
100474 - BAKER & TAYLOR	YA PRINT		02/11/2020	02/11/2020	14.16
		Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 1		$14.16
		Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals	Invoice Transactions 1		$14.16
Business Unit **4840 - LIBRARY MAINTENANCE**					
Account **62225 - BLDG MAINTENANCE SERVICES**					
151986 - CINTAS CORPORATION #769	MAT SERVICE		02/11/2020	02/11/2020	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE		02/11/2020	02/11/2020	352.05
		Account **62225 - BLDG MAINTENANCE SERVICES** Totals	Invoice Transactions 2		$704.10
Account **65040 - JANITORIAL SUPPLIES**					
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID SUPPLIES		02/11/2020	02/11/2020	70.44
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES		02/11/2020	02/11/2020	71.23
		Account **65040 - JANITORIAL SUPPLIES** Totals	Invoice Transactions 2		$141.67
		Business Unit **4840 - LIBRARY MAINTENANCE** Totals	Invoice Transactions 6		$845.77
Business Unit **4845 - LIBRARY ADMINISTRATION**					
Account **62185 - CONSULTING SERVICES**					
101882 - FIRST NIGHT EVANSTON	FIRST NIGHT SALE AT THE LIBRARY		02/11/2020	02/11/2020	1,300.00
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE		02/11/2020	02/11/2020	1,861.00
		Account **62185 - CONSULTING SERVICES** Totals	Invoice Transactions 2		$3,161.00
Account **62295 - TRAINING & TRAVEL**					
10642 - BRIAN WILSON	ALA MIDWINTER 2020 CONFERENCE		02/11/2020	02/11/2020	1,898.25
		Account **62295 - TRAINING & TRAVEL** Totals	Invoice Transactions 1		$1,898.25
Account **62380 - COPY MACHINE CHARGES**					
105654 - XEROX CORP.	COPIER CHARGES		02/11/2020	02/11/2020	16.80
105654 - XEROX CORP.	COPIER CHARGES		02/11/2020	02/11/2020	16.80
		Account **62380 - COPY MACHINE CHARGES** Totals	Invoice Transactions 2		$33.60
Account **65095 - OFFICE SUPPLIES**					
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	436.64
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	27.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	52.66
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	140.17
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	49.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	63.56
103883 - OFFICE DEPOT	OFFICE SUPPLIES		02/11/2020	02/11/2020	163.86
		Account **65095 - OFFICE SUPPLIES** Totals	Invoice Transactions 7		$934.86
Account **65100 - LIBRARY SUPPLIES**					
105711 - 4IMPRINT, INC.	GROCERY TOTE AND CANVAS BOAT TOTE BAG		02/11/2020	02/11/2020	1,500.53
		Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 1		$1,500.53
		Business Unit **4845 - LIBRARY ADMINISTRATION** Totals	Invoice Transactions 13		$7,528.24
Business Unit **4850 - LIBRARY GRANTS**					
Account **62185 - CONSULTING SERVICES**					
16979 - MARCUS PRINCE	NORTHWESTERN GRANT - TEEN SERVICES		02/11/2020	02/11/2020	1,080.00
		Account **62185 - CONSULTING SERVICES** Totals	Invoice Transactions 1		$1,080.00
Account **65100 - LIBRARY SUPPLIES**					
100474 - BAKER & TAYLOR	ADULT PRINT		02/11/2020	02/11/2020	168.53
17154 - FTW ROBOTICS, LLC	NW GRANT SUPPLIES		02/11/2020	02/11/2020	1,904.92
		Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 3		$3,153.45
		Business Unit **4850 - LIBRARY GRANTS** Totals	Invoice Transactions 4		$4,233.45
		Department **48 - LIBRARY** Totals	Invoice Transactions 168		$110,938.44
		Fund **185 - LIBRARY FUND** Totals	Invoice Transactions 168		$110,938.44
*** = Prior Fiscal Year Activit**			**Invoice 168**		**$110,938.44**

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.11.2020 FY2020

SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
			0.00
		GRAND TOTAL	**110,938.44**

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

Vendor	Invoice Description		G/L Date	Payment Date	Invoice Amount
Fund **185 - LIBRARY FUND**					
Department **48 - LIBRARY**					
Business Unit **4840 - LIBRARY MAINTENANCE**					
Account **64015 - NATURAL GAS**					
103744 - NICOR	UTILITIES: NICOR		12/30/2019	02/11/2020	604.04
103744 - NICOR	UTILITIES: NICOR		12/30/2019	02/11/2020	606.23
		Account **64015 - NATURAL GAS** Totals	Invoice 2		$1,210.27
		Business Unit **4840 - LIBRARY MAINTENANCE** Totals	Invoice 2		$1,210.27
		Department **48 - LIBRARY** Totals	Invoice 2		$1,210.27
		Fund **185 - LIBRARY FUND** Totals	Invoice 2		$1,210.27
*** = Prior Fiscal Year Activity**			**Invoice 2**		**$1,210.27**

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.11.2020 FY2019

SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURHASING CARD-DECEMBER, 2019	12,431.84
			12,431.84
			12,431.84
		GRAND TOTAL	**13,642.11**

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund **185 - LIBRARY FUND**				
Department **48 - LIBRARY**				
Business Unit **4805 - EARLY LEARNING & LITERACY**				
Account **65641 - AUDIO VISUAL COLLECTIONS**				
103424 - MIDWEST TAPE	JUV AV	01/28/2020	01/28/2020	118.04
103424 - MIDWEST TAPE	JUV AV	01/28/2020	01/28/2020	105.96
103424 - MIDWEST TAPE	JUV AV	01/28/2020	01/28/2020	132.45
103424 - MIDWEST TAPE	JUV AV	01/28/2020	01/28/2020	264.90
103424 - MIDWEST TAPE	JUV AV	01/28/2020	01/28/2020	158.94
103424 - MIDWEST TAPE	JUV AV	01/28/2020	01/28/2020	105.96
	Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 6		$886.25
	Business Unit **4805 - EARLY LEARNING & LITERACY** Totals	Invoice Transactions 6		$886.25
Business Unit **4806 - LIFELONG LEARNING & LITERACY**				
Account **62341 - INTERNET SOLUTION PROVIDERS**				
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	01/28/2020	01/28/2020	705.00
	Account **62341 - INTERNET SOLUTION PROVIDERS** Totals	Invoice Transactions 1		$705.00
Account **65100 - LIBRARY SUPPLIES**				
12645 - BELINDA W. POTOMA	PROFESSIONAL FEE - LYRIC OPERA	01/28/2020	01/28/2020	50.00
16243 - CHRISTINE CASEY	PROFESSIONAL FEE - LYRIC OPERA	01/28/2020	01/28/2020	50.00
16853 - MARY KIME	PROFESSIONAL FEE - LYRIC OPERA	01/28/2020	01/28/2020	50.00
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 3		$150.00
Account **65630 - LIBRARY BOOKS**				
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2020	01/28/2020	717.78
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2020	01/28/2020	2,310.63
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2020	01/28/2020	389.46
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2020	01/28/2020	879.41
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2020	01/28/2020	238.61
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2020	01/28/2020	30.78
	Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 6		$4,566.67
Account **65641 - AUDIO VISUAL COLLECTIONS**				
100655 - BLACKSTONE PUBLISHING	ADULT AV	01/28/2020	01/28/2020	33.30
100655 - BLACKSTONE PUBLISHING	ADULT AV	01/28/2020	01/28/2020	247.48
103424 - MIDWEST TAPE	ADULT AV	01/28/2020	01/28/2020	21.99
103424 - MIDWEST TAPE	ADULT AV	01/28/2020	01/28/2020	26.49
103424 - MIDWEST TAPE	ADULT AV	01/28/2020	01/28/2020	100.95
103424 - MIDWEST TAPE	ADULT AV	01/28/2020	01/28/2020	777.04
103424 - MIDWEST TAPE	ADULT AV	01/28/2020	01/28/2020	207.44
	Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 7		$1,414.69
	Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals	Invoice Transactions 17		$6,836.36
Business Unit **4820 - ACCESS SERVICES**				
Account **65100 - LIBRARY SUPPLIES**				
104719 - SHOWCASES	LIBRARY SUPPLIES	01/28/2020	01/28/2020	151.20
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 1		$151.20
	Business Unit **4820 - ACCESS SERVICES** Totals	Invoice Transactions 1		$151.20
Business Unit **4825 - ENGAGEMENT SERVICES**				
Account **62375 - RENTALS**				
309006 - ESSKAY DEVELOPMENT LLC	FEB 2020 RENT FOR CAMS	01/28/2020	01/28/2020	4,900.31
	Account **62375 - RENTALS** Totals	Invoice Transactions 1		$4,900.31
Account **65630 - LIBRARY BOOKS**				
100474 - BAKER & TAYLOR	JUV PRINT	01/28/2020	01/28/2020	391.62
	Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 1		$391.62
	Business Unit **4825 - ENGAGEMENT SERVICES** Totals	Invoice Transactions 2		$5,291.93
Business Unit **4835 - INNOVATION & DIGITAL LEARNING**				
Account **62340 - IT COMPUTER SOFTWARE**				
319766 - FARONICS TECHNOLOGIES USA, INC.	DEEP FREEZE RENEWAL	01/28/2020	01/28/2020	689.85
11577 -REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	COMMUNICO CLOUD PLATFORM 12/31/19 TO 12/30/20	01/28/2020	01/28/2020	15,000.00
	Account **62340 - IT COMPUTER SOFTWARE** Totals	Invoice Transactions 2		$15,689.85
Account **65100 - LIBRARY SUPPLIES**				
205019 - ANN COVODE	REIMBURSEMENT: PHOTO MOUNTING SUPPLIES	01/28/2020	01/28/2020	220.59
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 1		$220.59
Account **65630 - LIBRARY BOOKS**				
100474 - BAKER & TAYLOR	YA PRINT	01/28/2020	01/28/2020	272.52
	Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 1		$272.52
	Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals	Invoice Transactions 4		$16,182.96
Business Unit **4840 - LIBRARY MAINTENANCE**				
Account **62225 - BLDG MAINTENANCE SERVICES**				
151986 - CINTAS CORPORATION #769	MAT SERVICE	01/28/2020	01/28/2020	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	01/28/2020	01/28/2020	145.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR MAINTENANCE	01/28/2020	01/28/2020	5,584.92
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	01/28/2020	01/28/2020	685.20
	Account **62225 - BLDG MAINTENANCE SERVICES** Totals	Invoice Transactions 4		$6,767.17
Account **65050 - BLDG MAINTENANCE MATERIAL**				
151986 - CINTAS CORPORATION #769	FIRST AID SUPPLIES	01/28/2020	01/28/2020	64.15
	Account **65050 - BLDG MAINTENANCE MATERIAL** Totals	Invoice Transactions 1		$64.15
	Business Unit **4840 - LIBRARY MAINTENANCE** Totals	Invoice Transactions 5		$6,831.32
Business Unit **4845 - LIBRARY ADMINISTRATION**				
Account **62185 - CONSULTING SERVICES**				
16999 - STEPHEN B. STARR DESIGN, INC.	EPL 2019 ANNUAL REPORT DESIGN	01/28/2020	01/28/2020	833.33
	Account **62185 - CONSULTING SERVICES** Totals	Invoice Transactions 1		$833.33
	Business Unit **4845 - LIBRARY ADMINISTRATION** Totals	Invoice Transactions 1		$833.33
Business Unit **4850 - LIBRARY GRANTS**				
Account **65100 - LIBRARY SUPPLIES**				
16979 - MARCUS PRINCE	NORTHWESTERN GRANT - COMPUTER SCIENCE FOR ALL #8	01/28/2020	01/28/2020	1,080.00
	Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 1		$1,080.00
	Business Unit **4850 - LIBRARY GRANTS** Totals	Invoice Transactions 1		$1,080.00
	Department **48 - LIBRARY** Totals	Invoice Transactions 37		$38,093.35
	Fund **185 - LIBRARY FUND** Totals	Invoice Transactions 37		$38,093.35
*** = Prior Fiscal Year Activity**		**Invoice Transactions 37**		**$38,093.35**

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.28.2020

SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
			0.00
		GRAND TOTAL	**38,093.35**

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	$ 1,342.33	12/20/2019	65100 LIBRARY SUPPLIES	LAPTOP FOR ELACSHA MADISON TKT 33002
LIBRARY	APPLE.COM/BILL	CA	95014	$ 2.11	11/27/2019	65100 LIBRARY SUPPLIES	APP FOR TEEN SERVICES PROGRAMMING
LIBRARY	PLA	MD	21703	$ 305.00	11/29/2019	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR J SKWERSKI
LIBRARY	PLA	MD	21703	$ 305.00	11/29/2019	62295 TRAINING & TRAVEL	PLA CONFERENCE REGISTRATION H. ROSS
LIBRARY	PLA	MD	21703	$ 500.00	11/29/2019	62295 TRAINING & TRAVEL	PLA CONFERENCE REGISTRATION FOR T.LONGO
LIBRARY	PLA	MD	21703	$ 500.00	11/29/2019	62295 TRAINING & TRAVEL	PLA CONFERENCE REGISTRATION H.NORBORG
LIBRARY	AMAZON.COM	WA	98109	$ (0.76)	11/29/2019	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMAZON.COM OV3S885T3	WA	98109	$ 14.67	11/29/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	FACEBK 6Y9NFNWG42	CA	94025	$ 63.08	12/3/2019	62205 ADVERTISING	PROGRAM ADVERTISING
LIBRARY	WP ENGINE	TX	78701	$ 115.00	12/3/2019	62340 IS SUPPORT FEES	MONTHLY WEB HOST SUBCRIPTION
LIBRARY	MICHAELS STORES 3849	IL	60077	$ 26.04	12/3/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	$ 44.94	12/3/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	LIBROS DEL ZORRO ROJO	MX	53950	$ 57.45	12/3/2019	65630 LIBRARY BOOKS	BOOKS
LIBRARY	GOOGLE LLC	CA	94043	$ 12.00	12/4/2019	62340 IS SUPPORT FEES	WEBSITE HOST MONTHLY SUBSCRIPTION
LIBRARY	PAYFLOW/PAYPAL	NE	68126	$ 30.00	12/4/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE USING COMMUNICO.
LIBRARY	EDIT TELEVISA VT	MX	06100	$ 143.02	12/4/2019	65630 LIBRARY BOOKS	BOOKS
LIBRARY	UNITED 01624847284874	TX	77002	$ 496.60	12/5/2019	62295 TRAINING & TRAVEL	TICKETS FOR RENEE NEUMEIER FOR SXSW EDU
LIBRARY	LEVELUPPOTBELLY894433	MA	02114	$ 203.58	12/5/2019	65025 FOOD	FOOD AND REFRESHMENTS FOR EPL FRIENDS GROUP
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	$ 211.78	12/5/2019	65100 LIBRARY SUPPLIES	SUMMER LEARNING MATERIALS
LIBRARY	PAYPAL EUROGRAPHIC	CA	95131	$ 65.62	12/5/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL HEALTHCAREP	CA	95131	$ 961.20	12/5/2019	65100 LIBRARY SUPPLIES	MEMORY CAFE GRANT
LIBRARY	AEROMEXI79791977688	MX	06500	$ 30.92	12/6/2019	62295 TRAINING & TRAVEL	BAGGAGE FOR RETURN FLIGHT FROM BOOK FAIR
LIBRARY	RUSSO POWER EQUIPMENT	IL	60176	$ 948.38	12/6/2019	65050 BUILDING MAINTENANCE MATERIAL	WINTER SALTS PELADOW
LIBRARY	COST PLUS WLD #147	IL	60201	$ 32.13	12/9/2019	65100 LIBRARY SUPPLIES	SNACKS FOR ANIME CLUB TEEN SERVICES
LIBRARY	BLICK ART 800 447 1892	IL	60201	$ 51.20	12/9/2019	65100 LIBRARY SUPPLIES	AGE OPTION GRANT
LIBRARY	TARGET 00032839	IL	60201	$ 170.97	12/9/2019	65100 LIBRARY SUPPLIES	RAILS PARTNERSHIP GRANT
LIBRARY	VALLI PRODUCE	IL	60202	$ 6.25	12/9/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	GFS STORE #1915	IL	60202	$ 12.48	12/9/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	WALMART.COM	AR	72716	$ 86.41	12/9/2019	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	BEST ALZ PRODUCTS BEST	IL	60030	$ 546.24	12/10/2019	65100 LIBRARY SUPPLIES	RAILS PARTNERSHIP GRANT SUPPLIES
LIBRARY	22 - LOU MALNATIS PIZZ	IL	60201	$ 139.66	12/11/2019	65025 FOOD	EDI COMMITTEE MEETING FOOD
LIBRARY	BECKY & ME TOYS	IL	60201	$ 61.95	12/11/2019	65100 LIBRARY SUPPLIES	RAILS PARTNERSHIP GRANT
LIBRARY	TARGET 00032839	IL	60201	$ 132.05	12/11/2019	65100 LIBRARY SUPPLIES	AGE OPTIONS 2019 SUPPLIES
LIBRARY	TARGET 00032839	IL	60201	$ 50.00	12/11/2019	65100 LIBRARY SUPPLIES	2 GIFT CARDS FOR ETHS COMPUTER CLASSES
LIBRARY	BLICK ART 800 447 1892	IL	60201	$ 40.21	12/11/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR SEWING AND BLOCK PRINTING PROGRAM STEM GRANT ITEST
LIBRARY	BARNES & NOBLE #2236	IL	60201	$ 36.90	12/12/2019	65100 LIBRARY SUPPLIES	RAILS PARTNERSHIP GRANT
LIBRARY	JEWEL-OSCO	IL	60202	$ 21.96	12/12/2019	65100 LIBRARY SUPPLIES	REFRESHMENTS AND DESSERTS FOR ETHS COMPUTER CLASS GRADUATION
LIBRARY	PAYPAL BATTERY JUN	CT	06475	$ 24.21	12/13/2019	65050 BUILDING MAINTENANCE MATERIAL	COUNTER BATTERIES
LIBRARY	RAVENSBURGER COM	NH	03858	$ 165.40	12/13/2019	65100 LIBRARY SUPPLIES	AGE OPTIONS GRANT
LIBRARY	PAYPAL ADAFRUITIND	NY	10013	$ 76.14	12/13/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES - GIRLS STEM PROGRAM
LIBRARY	PAYPAL LIGHTHOUSE	WA	99022	$ 15.94	12/13/2019	65100 LIBRARY SUPPLIES	YA PROGRAM - GIRLS STEM PROGRAM
LIBRARY	COMCAST CHICAGO CS 1X	IL	60173	$ 759.12	12/16/2019	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	JOANN STORES #2113	IL	60004	$ 64.38	12/16/2019	65100 LIBRARY SUPPLIES	AGE OPTION GRANT SUPPLIES
LIBRARY	BLICK ART 800 447 1892	IL	60201	$ 79.36	12/16/2019	65100 LIBRARY SUPPLIES	AGE OPTIONS 2019 GRANT SUPPLIES
LIBRARY	WALMART.COM	AR	72716	$ 8.79	12/16/2019	65100 LIBRARY SUPPLIES	COMPUTER ACCESSORIES
LIBRARY	PAYPAL MICHAELS	TX	75063	$ 24.09	12/16/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL AMAX INC	CA	95131	$ 54.95	12/16/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1M07M30D3	WA	98109	$ 7.20	12/16/2019	65100 LIBRARY SUPPLIES	LANGUAGE CAFE SUPPLIES
LIBRARY	BEST ALZ PRODUCTS BEST	IL	60030	$ (35.74)	12/17/2019	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	WHOLEFDS EVN 10076	IL	60201	$ 66.41	12/18/2019	65025 FOOD	MOBILE RESOURCE CENTER REFRESHMENTS
LIBRARY	WALMART.COM	AR	72716	$ 39.99	12/18/2019	65095 OFFICE SUPPLIES	STAFF ROOM HOT WATER KETTLE
LIBRARY	TARGET 00032839	IL	60201	$ 30.64	12/18/2019	65100 LIBRARY SUPPLIES	SNACKS FOR SAFE SPACES AND OTHER TEEN PROGRAMS
LIBRARY	PAYPAL JUST EAT IT	CA	95131	$ 265.00	12/19/2019	65100 LIBRARY SUPPLIES	MOVIE LICENSE FEE
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	$ 49.00	12/20/2019	62295 TRAINING & TRAVEL	WEBINAR FOR R. NEUEIMER
LIBRARY	UNITED 01624867844073	TX	77002	$ 251.60	12/20/2019	62295 TRAINING & TRAVEL	AIRFARE FOR H NORBORG - PLA CONFERENCE
LIBRARY	TARGET 00032839	IL	60201	$ 12.02	12/20/2019	65100 LIBRARY SUPPLIES	SNACKS FOR FINALS WEEK EVENTS TEENS
LIBRARY	UNITED 01624870453990	TX	77002	$ 400.60	12/23/2019	62295 TRAINING & TRAVEL	AIRFARE FOR T.LONGO - PLA CONFERENCE
LIBRARY	COMCAST CHICAGO	IL	60173	$ 241.85	12/23/2019	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET SOLUTION PROVIDER
LIBRARY	PIZZA HUT 032443	IL	60201	$ 22.41	12/23/2019	65025 FOOD	PIZZA FOR SAFE SPACES MEETING TEENS
LIBRARY	TARGET 00032839	IL	60201	$ 30.00	12/23/2019	65100 LIBRARY SUPPLIES	GIFT CARDS FOR SUPER SMASH BROTHERS TOURNAMENT TEENS
LIBRARY	PAYPAL ALPHABETSOU	CA	95131	$ 17.99	12/23/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	USPS PO 1626227500	IL	60010	$ 550.00	12/24/2019	62275 POSTAGE CHARGEBACKS	MAILING STAMPS
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	$ 8.27	12/24/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES - GIRLS STEM
LIBRARY	PAYPAL USPS STORE	DC	20260	$ 79.80	12/24/2019	65100 LIBRARY SUPPLIES	CHILDREN'S KLEAP POST OFFICE PRORGAM

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	THE RECYCLERY COLLECTI	IL	60626	$ 900.00	12/24/2019	65100 LIBRARY SUPPLIES	BIKES FOR BIKE MAINTENANCE CAMP FOR UPPER ELEMENTARY AND TEENS FUNDED FUNDED BY NSF ITEST GRANT
LIBRARY	PAYPAL CS CINEMARK	CA	95131	$ 50.00	12/24/2019	65100 LIBRARY SUPPLIES	ADULT SERVICES PROGRAM PRIZES
LIBRARY	PAYPAL REI	WA	98032	$ 197.48	12/24/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES - GIRLS STEM PROGRAM
LIBRARY	MCMASTER-CARR	IL	60126	$ 172.95	12/25/2019	65050 BUILDING MAINTENANCE MATERIAL	IN LINE PARTICULATE FILTERS FOR BOILER AND CHILLER UNITS
LIBRARY	PAYPAL DROPBOX	CA	94107	$ 11.99	12/25/2019	65095 OFFICE SUPPLIES	MONTHLY PHOTO STORAGE SPACE
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	$ 23.63	12/25/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES - GIRLS STEM PROGRAM
	LIBRARY DECEMBER 2019 TOTAL			**$ 12,431.84**			

EDI Assessment Recommendations: 2019 efforts

1. *Issue a statement that explicitly recognizes historic racism in Evanston and commits the Library to social justice. (**Ongoing**)*

- EDI Staff Committee drafted a statement to be considered by EPL Board and in consultation with Dr. Pat Efiom - City of Evanston's Equity and Empowerment Coordinator. Please note: Dr. Efiom and the Equity Commission are drafting a statement on behalf of the City of Evanston to be presented for consideration in October, 2019.
- Racial Equity Task Force was consulted on the draft of this statement.

2. *Invest in cultural competence development for EPL leadership and staff. **(Ongoing)***

- December, 2019 launched a mandatory, yearlong training using the *Project Ready* curriculum that began in January, 2020.
- Staff goals reflect a commitment to completing EDI training and reviewing their work through an equity lens.

3. *Develop a talent management plan that identifies goals for hiring, developing, and promoting people of color. (**Ongoing**)*

- Recruitment efforts expanded to place job notifications with Illinois Library Association, American Library Association Black Caucus and REFORMA (Latinx Caucus) and locally with partners such as Cherry Preschool, Evanston Township High School and Youth Job Center which serve our diverse students and families.
- Diverse staff enrolled in accredited MLIS programs and participated in tuition reimbursement.
- Job descriptions have been rewritten to attract a more diverse pool of applicants.

4. *Create a group focused on equity and race composed of Library staff and community members. (**Ongoing**)*

- Attracted over 40 residents interested in joining our EDI Task Force, interviewed and met with more than 20 residents before selecting the first cohort.
- Established the Racial Equity Task Force (RETF) comprised of 8 community members, 2 library trustees, and 4 staff persons. The RETF began meeting as often as twice per month in the fall.

5. *Create and use metrics to assess and adjust efforts in support of the Library's EDI values. (**Ongoing**)*

- Staff are discussing metrics that can be tracked that reflect improvement over time.
- Surveying other public libraries to review their approaches. Pat Efiom and the Equity Commission will be presenting a metrics methodology for consideration in October, 2019.

6. *Create an innovative approach to space and services in Fifth Ward. (**Ongoing**)*

- Presented library program highlights (Summer Reading Program and Tech Training) to *Evanston Own It* Ministers
- Engaged in conversations about library service in the Fifth ward with residents and business leaders during door to door visits; at Junior WildKits Awards Ceremony; small group conversations at First Slice and with volunteer coaches that support athletes in a number of sports.
- Shared inventory of EPL programs produced in the 5th Ward with Alderman.
- Continued discussions with groups seeking to redefine the future of Family Focus facility.
- Continued to provide an electronic Pop-Up library at Fleetwood Jourdain Community Center.
- EPL has an enhanced our presence in the 5th Ward through partnerships with Y.O.U., Bethel African Methodist Episcopal Church, Evanston Own It, Fleetwood-Jourdain Community Center, Family Focus, Gibbs-Morrison Cultural Center, Freedom School, Teen Baby Nursery (IWSE), Home Daycare Provider Book Bag Delivery (4 daycare homes), YMCA Headstart, EvanSTEM, and Connections for the Homeless, Jacob Blake Manor, and Ebenezer Primm Tower.
- Provided access to library services via the mobile library at church picnics (Bethel AME, 1st Church of God), block parties, and Jr. Wildkits practices and home games.
- Successfully piloted Neighborhood Resource Center at Family Focus location. Included kickoff event and 3 subsequent learning sessions on topics of law. Additional sessions scheduled through summer 2020 at Family Focus, with 2nd location in 9th Ward in planning phase.
- Began weekly after school programming with Family Focus middle school students. Activities include book discussions and arts projects.
- Planned to launch digital music workshops after school with middle school students at Family Focus to begin in March 2020.
- Produced middle school arcade design STEM camp session at Foster building in partnership with Family Focus and MetaMedia @ Foster.

7. *Expand book collections that reflect the needs and interests of the Black and Latinx communities. (**Ongoing**)*

- In 2018 began to track book purchases of Black authors and subject matter. The total number of purchased titles (not number of copies) was 447. This did not include Urban and Romance titles. In **2019** we expanded to include those genres as well.
- The 101 Great Books for Kids 2019 list (https://www.epl.org/the-101-great-books-for-kids-2019-edition-is-here/) was released in November of 2019. This list exemplifies the wide diversity and variety of children's literature published that year.
- To better meet the needs of our Spanish-speaking populations, two staff members will be placed in charge of our Spanish language collections. Mariana Priscilla Bojorquez, our Latino Outreach Librarian, will be purchasing Adult materials. She has already made a trip to the Guadalajara Book Fair in Mexico to find materials.
- Betsy served on the library's inaugural EDI Committee and will continue to do so in the future.
- Betsy wrote a blog post about solving the problem of finding books by people with lived experience (a.k.a. #ownvoices). You may view the post here: http://blogs.slj.com/afuse8production/2019/01/02/the-real-way-to-get-ownvoices-books-into-the-hands-of-readers-but-its-not-sexy/
- Opening Day collection of materials from Robert Crown branch will include both English and Spanish languages and culturally inclusive books and materials.
- All displays are made with an eye on being equitable. After making a display on Indigenous #ownvoices, a patron wrote to us saying, "I am writing to extend appreciation, gratitude and delight about my experience today. As I entered the library and headed toward the kids section, I stopped in my tracks because the carousel "Decolonize your bookshelf" caught my attention. . . . To see this collection, front and center, in a month other than November (Native Heritage month) warms my heart and spirit and I know will delight other Native and Indigenous people who may see their reflection, inspire future writers and readers, and feel welcomed in this space. Personally, and on behalf of the Center for Native American and Indigenous Research, thank you for helping create visibility and making space for Native and Indigenous writers. It means so much."

8. *Continue supporting culture-specific engagement specialists. (**Ongoing**)*

- Hired new Latino Engagement Librarian.
- Submitted grant proposal to fund additional support for culture-specific engagement work.
- Recruited and hired bi-lingual Supervising Librarian to lead team at Robert Crown Branch Library. (Additional Spanish speaking support staff offer letters are forthcoming.)

9. *Shift the focus of communications from the multitude of programs and services to engagement. (**Ongoing**)*

- In small group discussions, partner meetings and one-on-one conversations throughout Evanston, residents and partners were invited to co-create library services in the 5th ward, at Robert Crown and at all library locations.
- Worked with Racial Equity Task Force, and sought new ways to communicate with Black and LatinX residents.
- Began recording of episodes of The Checkout podcast, featuring the diverse spectrum of Evanston people living and/or working in Evanston and thereby giving voice to the community.

10. *Embed EDI into the Library's ongoing communication strategy. (**Ongoing**)*

- Work of the Engagement team, marketing and Library Director focused upon deeper engagement with all Evanston residents especially the Black and Latinx community members.
- Worked with Racial Equity Task Force and sought new ways to communicate with Black and LatinX residents.
- Hosted pop-up library at St. Francis Hospital in an effort to explore equitable access to services in the 8th Ward.

Library Director's Report
February 19, 2020

Updates:

- The current issue of *Public Libraries* magazine explores Equity, Diversity, Inclusion and Social Justice. Our work is featured in the article "Stepping Forward and Turning Outward for Racial Equity." I am proud of the work that EPL continues to do and the progress being made.
- I will be sharing our EDI work on a national webinar in March that is being produced by library vendor Cengage.
- My thanks to Trustee Ben Schapiro for joining me at the ILA Legislative breakfast in Buffalo Grove. As a result of a conversation at my table with Representative Gong Gershowitz's staff, EPL will begin to host regular "office hours" for a number of local elected officials at EPL.

Cardboard Carnival

On Saturday, January 25, the library hosted the "Cardboard Carnival" event in the lobby and children's area. The event featured carnival style games created by middle school students using cardboard, programmable microcontrollers, sensors, motors, and other everyday materials. Children and families were invited to play the games and vote on their favorites with over 100 people in attendance. The event was a partnership between EvanSTEM, MetaMedia, NU Engineering Gradstudent Association, and the Library.

Library staff were involved with the creation of this event from the beginning. Tyler Works worked with Kirby Callam on the development of the initial idea and planning. Tyler also worked with Kirby and NU Gradstudents and PhD candidates to plan monthly workshops targeted towards 7th and 8th graders underrepresented in STEM fields where NU and middle students work in small groups on their cardboard games together. MetaMedia primarily planned workshops for underrepresented 6th graders. In addition to these targeted programs, Tyler and Kirby also planned workshops at the main library. These workshops were open to all middle school students. The Cardboard Carnival served as a successful model for potential future events that includes both targeted programming and citywide participation with a showcase open to the public.

January 4 & January 11: Language Cafe: 25 Adults & 30 Adults respectively. (Halka & Katy Jacob) Several people attended both January meetings as well as several new faces at both.

January 7: Go Tell It On the Mountain Movie Screening, 79 Adults, Main Library (Heather Ross). Many more people attended than signed up. There was applause after the movie. People talked about it in comparison to the novel. One person (who was not part of Mission Impossible) approached me and told me how grateful she was that we were showing this film. She had read the book herself. She did not know anything about Mission Impossible. I told her about it and gave her my card, and I encouraged her to join one of the groups for future Baldwin discussions. She was very excited.

January 7: Keepin It Real: Brain on Fire: 3 Adults, discussed the book *Brain on Fire* by Susannah Cahalan. (Katy Jacob)
Two new faces, one regular. One woman came because she had read the book (and loved it) a year or two earlier. Another woman came because she has early onset dementia and found the subject matter fascinating. We also went over some info about Read 2020 and 2 of the 3 people in attendance also took a book with them for Read 2020. Sending reminder emails to attempt to boost attendance.

January 8: SciFi Book Group: (Lorena Neal) 11 adults met at The Celtic Knot for our 4th Annual "New Year, New Books" meeting, where members (and newcomers) can share their recommendations for their favorite sci-fi and fantasy books. It was a lively and fun discussion. As usual, I took notes on all of the recommendations, and published the results on our blog: https://eplscififantasy.wordpress.com/2020/01/16/4th-annual-new-year-new-books-recommendations/ The group continues to enjoy engaging in our Facebook group on topics related to the books we have read and other science fiction/fantasy news.

January 12: Chicago Quarterly Review Author Reading, 61 Adults, Main Library (Heather Ross) After the event, a patron said: "Where can I find out about more events like this?" I told him how to get to our events page on the library's website.

January 18: Bookmaking & Poetry Workshop: 10 attendees, 6 adults and 4 children. (Jamillah Hinson)
Artist Lea Basile Lazarus and poet Sue Gundlach held a workshop that allowed attendees to create their own poetry, work with found poetry, and create books or zines about their experiences. This program, and the accompanying exhibition, was part of the City's 100th Anniversary of the ratification of the 19th amendment, specifically focusing on community unrest and resistance. This program touched on both Access and Learning & Literacy, in relation to how we can express thoughts and opinions in ways outside of traditional speech or writing. A few of the participants were active in community organizing. Lea Basile brought in some of her classes to tour the exhibit after the workshop.

January 20: Northwestern/CIAS: 109 attendees (Lorena Neal)
On January 20, (Martin Luther King Day), Lorena Neal worked with Danny Postel, the Assistant Director for the Center for International and Area Studies at Northwestern (and our MENA contact), to present a panel discussion on current non-violent protest movements around the world. Mr. Postel moderated the panel, which included Loubna El Amine, who teaches political science at Northwestern, discussing the protests in her native Lebanon; Daniel Borzutzky, who teaches writing and Latin American and Latino Studies at UIC, discussing the protests in his native Chile; and William Hurst, who teaches political science at Northwestern, discussing the protests in Hong Kong; Kaveh Ehsani, Assistant Professor International Studies and Critical Ethnic Studies at DePaul, discussing his native Iran (as well as Iraq); and Shailja Sharma, who is Professor of International Studies, Refugee and Forced Migration Studies, Critical Ethnic Studies, and Global Asian Studies at DePaul University, discussing the recent protests in India. The program was attended by 109 people, and many expressed their appreciation for the opportunity to learn more about the international protest movements, and for the quality of the participating panelists. Northwestern is turning the program into a podcast, which Lorena will share as soon as it is available. There were also several requests from attendees for copies of

her opening remarks on Martin Luther King Day, which should be included in the podcast, and which I can provide the text for when the podcast is ready for distribution.

January 27: Youth Technology Corps students installed 2 rebuilt desktop computers at both Jacob Blake Manor and Ebenezer Primm Tower as part of an ongoing partnership between the ETHS student organization and EPL.

February 3: Identity Theft Solutions in partnership with First Northern Credit Union, 10 attendees (Susan Markwell) Everyone who attended seemed to have a personal anecdote to share about identity theft, and presenter Pete Punito led a discussion group around tactics for protecting one's information and money, and what to do if you suspect your information has been compromised. There were many good questions and discussions.

SCORE Small Business Mentoring - During the month of January, there were 19 mentoring sessions credited to Evanston Public Library. This continues to be a popular service - our mentors were recently interviewed by the Daily Northwestern https://dailynorthwestern.com/2020/01/09/city/business-mentors-offer-free-advising-sessions-to-evanston-small-business-managers/

Readability: 10-11 adults meet weekly on Monday afternoons (Jeny Mills)
Readability is a read-aloud book group for adults with developmental disabilities that was initially formed in conjunction with Center For Independent Futures. We began the book ASH PRINCESS by Laura Sebastian this month, which the group is enjoying. We had a group discussion at the beginning of this session about expanding our reading selections beyond fiction and perhaps exploring some titles that are history or biography. We will add some non-fiction choices when deciding on our next title.

READ 2020: 19 patrons have completed the January challenge as of 2/3/2020. (Katy Jacob) Received requests for a digital list - did this for February. Have recently received requests to have the list available prior to the beginning of the month.

Free Book Distribution: We distributed 1600 books to the FBD sites in January. We added one new site this month - a laundromat on Howard Street.

Legal Self-Help Center: 9 attendees in January (Lorena Neal)
Weekly drop-in time for assistance with Illinois Legal Aid Online (ILAO) on Tuesdays from 1-3 PM, through February 25. This project is intended to increase patron awareness of EPL's partnership with Illinois Legal Aid Online, and to assist patrons with navigating the ILAO website. This website can be used to research the law, legal rights, and how to go to court, as well as to generate forms to be filed in Illinois courts. During January, we had 9 patrons attend. Lorena was able to spend extended time (45 minutes to 1 hour) with each patron, and answer many of their legal information questions.

Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	FYTD
Main	4,489												4,489
North Branch	250												250
CAMS	432												432
Computer Lab	100												100
Overall Computer/Internet Use	**5,271**	-	-	-	-	-	-	-	-	-	-	-	**5,271**
Website Visits													
All Location	47,442												**47,442**
Wifi Users													
All Location	25,000												**25,000**
Library Visits													
Main	37,542												37,542
North Branch	3,373												3,373
CAMS	3,402												3,402
Overall Library Visits	**44,317**												**44,317**

Upcoming events of Note:

February 18: Community Partners for Affordable Housing will host an informational session for those seeking affordable rental and ownership opportunities in Evanston and across the metro area. (Skwerski)

February 19 & 26: NEO mini-course “Debt, Trade and U.S. Economic Leadership” with Robert Coen, former chair of the Department of Economics and former associate dean of the Weinberg College of Arts and Sciences (Jeff Garrett)

February 23: Winter Seed Sowing - Get a start on spring by starting seeds outside in milk jugs (Julie Rand)

February 28: EPL & MENA Present: Author Ian Lustick (Bess W. Heyman Chair in the Political Science Department of the University of Pennsylvania) to discuss his new book *Paradigm Lost: From Two-State Solution to One-State Reality*. (Lorena Neal)

February 29: EPL & Wise Up present: “Voice Your Choices” Linda Rockwell, MPA, who currently serves as Veterans Program Manager for JourneyCare Hospice & Palliative Care will speak on the importance of and options for Advance Healthcare Directives.

March 4 & 5: 2 days of informational sessions on the property tax assessment appeal process with staff from the Office of the Cook County Commissioner. (Susan Markwell)

March 11: EPL will host a north shore Census Bureau training session, presented by Kira O’Bradovic from the US Census. The session is meant to inform library staff, COE staff, and staff from other nearby organizations how best to get a complete count during the 2020 Census. (Skwerski)

March 17: Second session of the Neighborhood Resource Center, based in the 5th Ward at Family Focus location. This is the first class of a 3-part series on personal finance, and will focus

on Estate Planning: Living Wills and Trusts, which is a topic that the community requested through feedback gathered at the first sessions. (Skwerski)

Robert Crown Community Center financial literacy program planning - (Susan Markwell) We have several financial literacy programs lined up for March and April at Robert Crown, most of which are currently being offered in Spanish. March 5th we'll have the Cook County Commissioner's office for property tax appeals, March 25th we'll be partnering with Evanston Community Bank and Trust to offer a program on "Building Your Financial Future" with a focus on college savings, and April 8th we'll be holding a "Credit Card Makeover" program with First Northern Credit Union.

Smithsonian- We applied for and were accepted as a host site for the Smithsonian's traveling exhibition, *The Bias Inside Us*. It will be at the library from November 2020 until January 2021. We are planning partner programs with organizations around the city, including Shorefront Legacy Center and the Illinois Holocaust Museum. (Jamillah Hinson and Elascha Madison)

Excerpts from Patron feedback:
From LLL Librarian Heather Ross: One of the patrons who won a gift card for our Community Picks Film Recommendation raffle, told me how wonderful our library was. He said: "I have been to a lot of libraries, and yours is the best. The movies you show are amazing. Even the staff go out of their way to help people." And he named several instances when staff got up and walked patrons over to the stacks or helped them on computers.

From an email to LLL Library Susan Markwell:
"Good evening Susan, Thank you! You have discovered what my husband and I had long forgotten...that he used his email address to initially help me set up my hoopla account.
I cannot tell you what your help means to me. While I have long enjoyed EPL physical books, I have come to especially rely on your audio books as a busy new mom. I find hoopla to be a wonderful alternative to Amazon audible. Thank you very much not only for your time this past Saturday, but also for your thoughtful follow up to bring resolution to my problem. I just borrowed a new title and I'm excited to start listening to it tonight! Thank you again for your help."

LLL Librarian Lorena Neal received an email from one of my science fiction & fantasy group regulars, who was unable to attend the New Year, New Books meeting due to illness, but wanted to share her recommendations for the list I was compiling. She said "Thank you, as always, for creating such an amazing group. It's really one of the highlights of my month to get to talk about books with the club every month and it's really thanks to you for being our fearless leader and building such a nice community space that it works so well."

From an email sent by a Children's volunteer:

"That *(Drag Queen Story Time)* was such an amazing morning. I had a lot of fun listening to the stories and doing the crafts with children. I always enjoy the time volunteering in EPL! I will also be there for this Friday's event."

From another Children's volunteer: "It was a great morning, and so much fun to see the kids dancing, doing the craft and enjoying the story time. We saw two girls meet doing the craft, and by the end I think their parents were exchanging information for a playdate! EPL is a very special place."

The Check Out Podcast

Total Downloads: 688 since launching on January 14, 2020, 3 episodes now released and available for streaming

Growing list of community recommendations for guests

National Able Network Resource Center- January, 2020 Statistics

ORIENTATIONS	January Total	Previous Months #'s	Year to Date Total
Evanston Public Library	17	79	96
Oakton Community College	20	138	158
TABE TESTING	20	85	105
ONE-ON-ONE RESUME ASSISTANCE	9	49	58
Workshops			
JSWT (Oakton Community College)	51	226	277
JUMPSTART WORKSHOPS			
Evanston Public Library	6	30	36
Oakton Community College		9	9
THE PATH WORKSHOP			
Evanston Public Library	12	54	66
Oakton Community College	26	119	145
RESOURCE ROOM (NEW CUSTOMERS)	28	123	151
RESOURCE ROOM (REPEAT CUSTOMERS)	122	759	881
RESOURCE ROOM TOTAL	150	990	1140
	311	1671	1982

Agenda Item 7.A

Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Director

Subject: Administrative Services Update

Date: February 14, 2020

This memo provides an update on significant administrative activities.

Human Resources

In Access Services, Keelin Molloy has joined the team as a Clerk. Interviews are underway for a Library Assistant, while a second one is posted for the Early Learning & Literacy department. In Engagement Services there is considerable movement. Robert Crown staffing is nearing completion. Rosario Camargo, Beatriz Echeverria and Kellye Fleming have accepted positions as Branch Assistants; and Daisy Tellez and Rolinda Stevenson as Clerks. Interviews are underway for two Library Interns. Elsewhere in the branch system, a Branch Assistant, Clerk, and Community Engagement Library Assistant vacancy are in process. The Lifelong Learning & Literacy team welcomed Halka. In addition, we have posted a call for Public Service Substitutes in order to cover public desk emergencies and vacancies on a regular basis.

Financial Resources

The Library Fund financial report for the period ending December 31st is included in this meeting packet for your review. As we close out the 2019 budget and prepare to report final review and expenditure numbers, note that revenue exceeded expenditure levels in the three funds as follows:

The financial report for the period ending January 31st is also attached for your review which includes expenditures at approximately 5% of budget projection.

A summary of the Endowment portfolio as of January 31st is included for your reference.

Facilities Update

Robert Crown Community Center construction is steadily advancing and on budget. EPL move-in is underway. Our shelving delivery/installation is largely complete with the collection materials scheduled for arrival. The City of Evanston has scheduled an Opening Ceremony and Invocation for Saturday, March 14th. EPL will host welcoming opportunities for the community beginning early March.

Budget Performance Report

Fiscal Year to Date 12/31/19

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	6,750,000.00	.00	6,750,000.00	14,945.06	.00	6,739,361.91	10,638.09	100	6,649,933.45
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	(52,461.49)
52610	LIBRARY FINES & FEES	85,000.00	.00	85,000.00	3,141.36	.00	84,204.02	795.98	99	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	43.52	.00	445.19	(445.19)	+++	331.95
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	9,100.00
55201	Federal Grants	30,000.00	.00	30,000.00	8,808.15	.00	57,222.43	(27,222.43)	191	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	93,107.50	(107.50)	100	93,107.00
56011	DONATIONS	383,500.00	.00	383,500.00	141,416.39	.00	383,085.36	414.64	100	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	19,260.69	(19,260.69)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(103.55)	.00	3,080.84	(3,080.84)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	7,089.98	.00	108,898.11	(98,898.11)	1089	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	195,000.00	.00	195,000.00	771.00	100	210,380.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	150,000.00	.00	100	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,540.09	.00	953.42	11,046.58	8	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	585.95	.00	8,536.36	1,463.64	85	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	1,425.45	.00	18,161.78	(161.78)	101	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	988.66	.00	12,685.20	314.80	98	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	2,185.33	.00	27,541.01	7,458.99	79	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	6,599.00	.00	54,439.00	45,561.00	54	88,675.00
	REVENUE TOTALS	$7,945,271.00	$0.00	$7,945,271.00	$396,165.39	$0.00	$7,955,982.82	($10,711.82)	100%	$7,652,364.65
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	222,556.82	.00	2,656,265.80	38,146.20	99	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	95,006.64	.00	1,273,692.45	92,439.55	93	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	10,485.00	.00	100,766.56	(55,766.56)	224	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	2,546.62	.00	17,030.75	(7,030.75)	170	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	11,120.76	.00	30,359.85	(30,359.85)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	911.79	(911.79)	+++	4,262.52
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	(5,027.23)	.00	4,671.58	(4,671.58)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	48,611.48	.00	515,775.02	15,784.98	97	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	185.51	.00	546.17	(546.17)	+++	320.72

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.97	.00	2,113.65	(53.65)	103	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	400.00	.00	6,900.00	6,300.00	52	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	330.03	.00	3,688.20	(1,138.20)	145	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	540.00	(75.00)	116	465.00
61710	IMRF	237,070.00	.00	237,070.00	21,804.73	.00	234,394.22	2,675.78	99	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,767.62	.00	241,574.18	3,737.82	98	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,572.20	.00	56,977.97	1,437.03	98	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	8,453.25	.00	62,952.29	113,747.71	36	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	100.00	.00	1,318.07	6,681.93	16	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	936.00	.00	2,162.83	5,837.17	27	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	41,015.32	4,748.58	253,941.48	(45,990.06)	122	157,653.18
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	7.52
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	3,623.12	.00	5,073.84	(2,473.84)	195	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	1,758.00	.00	15,324.00	(5,324.00)	153	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	7,216.43	.00	31,030.15	10,969.85	74	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	5,439.96	.04	100	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.07	.00	4,884.94	.06	100	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	1,199.93	.00	1,815.57	2,684.43	40	2,079.84
62340	IT COMPUTER SOFTWARE	212,600.00	.00	212,600.00	7,673.23	6,250.00	160,193.92	46,156.08	78	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	18,707.55	27,823.58	218,463.01	(46,286.59)	123	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	664.00	.00	2,139.00	(39.00)	102	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,839.26	.00	59,623.26	(13,385.26)	129	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	1,013.89	.00	6,706.11	6,193.89	52	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	5,111.60	.00	9,435.83	(735.83)	108	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	710.38	.00	6,923.34	(1,223.34)	121	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	5,341.10	.00	23,896.51	6,003.49	80	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	3,158.10	(3,158.10)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	402.24	.00	2,568.58	(568.58)	128	2,170.15
65025	FOOD	.00	.00	.00	1,067.53	.00	15,407.35	(15,407.35)	+++	.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,039.67	.00	10,285.36	1,714.64	86	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	3,639.11	.00	25,319.64	4,680.36	84	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	21,903.32	10,306.56	77,172.92	2,520.52	97	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	20,732.13	1,417.50	116,931.29	75,501.21	61	91,454.67

65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47
65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	2,348.36	3,151.64	43	1,179.38
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	4.95	6,995.05	0	.00
65555	IT COMPUTER HARDWARE	49,000.00	.00	49,000.00	6,991.18	2,600.53	36,111.67	10,287.80	79	12,674.98
65628	Library Electronic Resources	.00	.00	.00	.00	.00	26,838.59	(26,838.59)	+++	38,243.64
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	52,054.68	.00	502,111.91	96,088.09	84	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	8.41	.00	18,692.45	4,007.55	82	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	19,637.56	.00	95,516.77	46,283.23	67	104,588.81
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	999.00	.00	999.00	(999.00)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	87,456.00	.00	100	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	270,000.00	.00	100	270,000.00
	EXPENSE TOTALS	$7,771,945.00	$0.00	$7,771,945.00	$699,023.44	$53,146.75	$7,308,455.24	$410,343.01	95%	$7,190,072.61
	Fund **185 - LIBRARY FUND** Totals									
	REVENUE TOTALS	7,945,271.00	.00	7,945,271.00	396,165.39	.00	7,955,982.82	(10,711.82)	100%	7,652,364.65
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	699,023.44	53,146.75	7,308,455.24	410,343.01	95%	7,190,072.61
	Fund **185 - LIBRARY FUND** Totals	$173,326.00	$0.00	$173,326.00	($302,858.05)	($53,146.75)	$647,527.58	($421,054.83)		$462,292.04
Fund **186 - LIBRARY DEBT SERVICE FUND**										
REVENUE										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99	333,896.13
	REVENUE TOTALS	$353,437.00	$0.00	$353,437.00	$0.00	$0.00	$350,000.00	$3,437.00	99%	$333,896.13
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	182,561.00	.00	182,561.00	.00	100	231,831.00
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	43,389.35	.00	86,778.70	84,097.30	51	101,573.11
	EXPENSE TOTALS	$353,437.00	$0.00	$353,437.00	$225,950.35	$0.00	$269,339.70	$84,097.30	76%	$333,404.11
	Fund **186 - LIBRARY DEBT SERVICE FUND** Totals									
	REVENUE TOTALS	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99%	333,896.13
	EXPENSE TOTALS	353,437.00	.00	353,437.00	225,950.35	.00	269,339.70	84,097.30	76%	333,404.11
	Fund **186 - LIBRARY DEBT SERVICE FUND** Totals	$0.00	$0.00	$0.00	($225,950.35)	$0.00	$80,660.30	($80,660.30)		$492.02
Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD**										
REVENUE										
56060	BOND PROCEEDS	1,835,000.00	.00	1,835,000.00	.00	.00	1,564,031.67	270,968.33	85	2,031,842.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	329,233.98	(329,233.98)	+++	125,885.91
	REVENUE TOTALS	$1,835,000.00	$0.00	$1,835,000.00	$0.00	$0.00	$1,893,265.65	($58,265.65)	103%	$2,157,727.91

EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	20,418.12	(20,418.12)	+++	30,699.56
65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	.00	(225,108.24)	538,877.13	271,231.11	54	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	.00	.00	1,250,000.00	.00	100	1,250,000.00
68315	DEBT SERVICE- INTEREST	.00	.00	.00	.00	.00	.00	.00	+++	26,631.00
	EXPENSE TOTALS	$1,835,000.00	$0.00	$1,835,000.00	$0.00	($225,108.24)	$1,809,295.25	$250,812.99	86%	$1,497,577.48
	Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals									
	REVENUE TOTALS	1,835,000.00	.00	1,835,000.00	.00	.00	1,893,265.65	(58,265.65)	103%	2,157,727.91
	EXPENSE TOTALS	1,835,000.00	.00	1,835,000.00	.00	(225,108.24)	1,809,295.25	250,812.99	86%	1,497,577.48
	Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals	$0.00	$0.00	$0.00	$0.00	$225,108.24	$83,970.40	($309,078.64)		$660,150.43
	Grand Totals									
	REVENUE TOTALS	10,133,708.00	.00	10,133,708.00	396,165.39	.00	10,199,248.47	(65,540.47)	101%	10,143,988.69
	EXPENSE TOTALS	9,960,382.00	.00	9,960,382.00	924,973.79	(171,961.49)	9,387,090.19	745,253.30	93%	9,021,054.20
	Grand Totals	$173,326.00	$0.00	$173,326.00	($528,808.40)	$171,961.49	$812,158.28	($810,793.77)		$1,122,934.49

Budget Performance Report

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **185 - LIBRARY FUND**										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	.00	7,252,000.00	0	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	14.98	.00	14.98	(14.98)	+++	445.19
55201	Federal Grants	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	57,222.43
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	.00	390,000.00	0	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	183.00	.00	183.00	9,817.00	2	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	.00	.00	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	6,009.49	.00	6,009.49	8,990.51	40	108,898.11
57002	TRANSFER FROM ENDOWMENT	205,948.00	.00	205,948.00	.00	.00	.00	205,948.00	0	195,000.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.34	.00	5,833.34	64,166.66	8	150,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	953.42
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	8,536.36
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	18,161.78
57540	LIBRARY MEETING RM RENTAL	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	27,541.01
57551	LIBRARY GRANTS	106,000.00	.00	106,000.00	.00	.00	.00	106,000.00	0	54,439.00
	REVENUE TOTALS	$8,317,948.00	$0.00	$8,317,948.00	$12,040.81	$0.00	$12,040.81	$8,305,907.19	0%	$7,955,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	141,635.66	.00	141,635.66	2,902,174.77	5	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	63,149.30	.00	63,149.30	1,394,134.80	4	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	3,464.00	.00	3,464.00	50,536.00	6	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	1,372.21	.00	1,372.21	18,877.79	7	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	30,359.85
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	2,689.94	.00	2,689.94	(2,689.94)	+++	911.79
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	4,671.58
61510	HEALTH INSURANCE	593,815.52	.00	593,815.52	29,435.69	.00	29,435.69	564,379.83	5	515,775.02
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	546.17
61615	LIFE INSURANCE	2,118.84	.00	2,118.84	187.45	.00	187.45	1,931.39	9	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	400.00	4,400.00	8	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	175.00	1,925.00	8	3,688.20

61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	366,000.91	.00	366,000.91	17,342.69	.00	17,342.69	348,658.22	5	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	13,441.03	.00	13,441.03	261,897.25	5	241,574.18
61730	MEDICARE	64,955.16	.00	64,955.16	3,143.44	.00	3,143.44	61,811.72	5	56,977.97
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	833.33	.00	833.33	152,166.67	1	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	6,767.17	112,680.00	6,767.17	74,552.83	62	253,941.48
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	419.35	.00	419.35	2,180.65	16	5,073.84
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	15,324.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	.00	.00	.00	42,000.00	0	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.34	.00	453.34	4,986.66	8	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	407.09	4,477.91	8	4,884.94
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,815.57
62340	IT COMPUTER SOFTWARE	228,600.00	.00	228,600.00	15,689.85	.00	15,689.85	212,910.15	7	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	705.00	.00	705.00	234,295.00	0	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	4,900.31	.00	4,900.31	54,839.69	8	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	.00	.00	.00	12,900.00	0	6,706.11
62506	WORK- STUDY	9,700.00	.00	9,700.00	.00	.00	.00	9,700.00	0	9,435.83
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	1,121.92	.00	1,121.92	4,578.08	20	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	.00	.00	.00	29,900.00	0	23,896.51
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	3,158.10
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,568.58
65025	FOOD	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	15,407.35
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	64.15	.00	64.15	29,935.85	0	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	.00	11,000.00	.00	59,000.00	16	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	1,601.79	3,894.88	1,601.79	232,253.33	2	116,931.29
65125	OTHER COMMODITIES	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	2,348.36
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	4.95
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	36,111.67

65628	Library Electronic Resources	.00	.00	.00	.00	.00	.00	.00	+++	26,838.59
65630	LIBRARY BOOKS	591,300.00	.00	591,300.00	5,230.81	.00	5,230.81	586,069.19	1	502,111.91
65635	PERIODICALS	18,700.00	.00	18,700.00	.00	.00	.00	18,700.00	0	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	2,300.94	.00	2,300.94	118,399.06	2	95,516.77
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	.00	.00	.00	.00	+++	999.00
66025	TRANSFER TO DEBT SERVICE - ERI	.00	.00	.00	.00	.00	.00	.00	+++	87,456.00
66131	TRANSFER TO GENERAL FUND	274,050.00	.00	274,050.00	22,837.50	.00	22,837.50	251,212.50	8	270,000.00
	EXPENSE TOTALS	$8,376,378.24	$0.00	$8,376,378.24	$339,768.96	$127,574.88	$339,768.96	$7,909,034.40	6%	$7,308,455.24
	Fund **185 - LIBRARY FUND** Totals									
	REVENUE TOTALS	8,317,948.00	.00	8,317,948.00	12,040.81	.00	12,040.81	8,305,907.19	0%	7,955,982.82
	EXPENSE TOTALS	8,376,378.24	.00	8,376,378.24	339,768.96	127,574.88	339,768.96	7,909,034.40	6%	7,308,455.24
	Fund **185 - LIBRARY FUND** Totals	($58,430.24)	$0.00	($58,430.24)	($327,728.15)	($127,574.88)	($327,728.15)	$396,872.79		$647,527.58
Fund **186 - LIBRARY DEBT SERVICE FUND**										
REVENUE										
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0	350,000.00
	REVENUE TOTALS	$480,144.00	$0.00	$480,144.00	$0.00	$0.00	$0.00	$480,144.00	0%	$350,000.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	222,648.00	.00	222,648.00	.00	.00	.00	222,648.00	0	182,561.00
68315	DEBT SERVICE- INTEREST	257,496.00	.00	257,496.00	.00	.00	.00	257,496.00	0	86,778.70
	EXPENSE TOTALS	$480,144.00	$0.00	$480,144.00	$0.00	$0.00	$0.00	$480,144.00	0%	$269,339.70
	Fund **186 - LIBRARY DEBT SERVICE FUND** Totals									
	REVENUE TOTALS	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0%	350,000.00
	EXPENSE TOTALS	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0%	269,339.70
	Fund **186 - LIBRARY DEBT SERVICE FUND** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$80,660.30

Budget Performance Report

Fiscal Year to Date 01/31/20

Include Rollup Account and Rollup to Object Account

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD**											
REVENUE											
56060	BOND PROCEEDS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0	1,564,031.67
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	329,233.98
	REVENUE TOTALS	$543,000.00	$0.00	$543,000.00	$0.00	$0.00	$0.00	$543,000.00	0%	$1,893,265.65
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	20,418.12
65515	OTHER IMPROVEMENTS	543,000.00	.00	543,000.00	.00	41,631.84	.00	501,368.16	8	538,877.13
66020	TRANSFERS TO OTHER FUNDS	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00
	EXPENSE TOTALS	$543,000.00	$0.00	$543,000.00	$0.00	$41,631.84	$0.00	$501,368.16	8%	$1,809,295.25
Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals										
	REVENUE TOTALS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0%	1,893,265.65
	EXPENSE TOTALS	543,000.00	.00	543,000.00	.00	41,631.84	.00	501,368.16	8%	1,809,295.25
Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals		$0.00	$0.00	$0.00	$0.00	($41,631.84)	$0.00	$41,631.84		$83,970.40
	Grand Totals									
	REVENUE TOTALS	9,341,092.00	.00	9,341,092.00	12,040.81	.00	12,040.81	9,329,051.19	0%	10,199,248.47
	EXPENSE TOTALS	9,399,522.24	.00	9,399,522.24	339,768.96	169,206.72	339,768.96	8,890,546.56	5%	9,387,090.19
	Grand Totals	($58,430.24)	$0.00	($58,430.24)	($327,728.15)	($169,206.72)	($327,728.15)	$438,504.63		$812,158.28

Endowment for the Evanston Public Library
Holdings as of January 2020

	Symbol	Shares/Quantity	Price	Value as of January 31, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6399.659	$298.02	$1,907,226.38	43.0%	
Vanguard Small-Cap Index Fund	VSMAX	3851.573	$77.76	$299,498.32	6.8%	
Vanguard REIT Index Fund	VGSLX	1195.904	$133.12	$159,198.74	3.6%	
Vanguard Total International Stock Index Fund	VTIAX	14933.679	$28.88	$431,284.65	9.7%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7020.901	$35.09	$246,363.42	5.6%	68.6%
Vanguard Federal Money Market Fund	VMFXX	1.000	$448,250.39	$448,250.39	10.1%	
IShares Silver Trust	SLV	4788.000	$16.82	$80,534.16	1.8%	
SPDR Gold Trust	GLD	625.000	$149.33	$93,331.25	2.1%	14.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	$112.753	$153,857.10	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	$112.952	$146,377.88	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	$137.793	$163,977.80	3.7%	10.5%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.800	$28,165.37	$304,186.00	6.9%	6.9%
				$4,434,086.07		100.0%

Cash Equivalents	14.0%
US Treasury Inflation Protected Securities	10.5%
Corporate Bonds	6.9%
Domestic Equities	53.4%
International Equities	15.3%
	100.0%

Agenda Item 7B

Memorandum

evanston public library

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons
Executive Director

Subject: Transition Procedures and Policy

Date: February 14, 2020

The Administrative Team of the Evanston Public Library believes that human diversity leads to innovation. We value and support our employees' lived experiences and respect their right to work openly and authentically as themselves. In order to create a safe and productive workplace environment for all employees and potential employees, we recommend the Library Board adopt the Evanston Public Library Workplace Transition Policy. With this proposed policy, we are explicitly stating that our employees have the right to assert their gender identity, characteristics, or expression without fear of consequences by the Evanston Public Library and that we will support our employees before, during and after their gender transition. It is our intention to extend these same courtesies to our patrons.

This document is adapted from Mozilla workplace transition policy guidelines

Evanston Public Library's Workplace Transition Policy

Human diversity leads to innovation, which is a key value of our work at the Evanston Public Library. We know that there's no one way to be transgender and there's no one right way to come out at work. However, know that we will support you through this process in a way that is comfortable for you. We will protect your privacy and confidentiality. We will also protect people who report to you.

The intended audiences for this document are Evanston Public Library employees transitioning their gender in the workplace, managers and colleagues of people who are transitioning, and interested Evanstonians.

Definitions and concepts

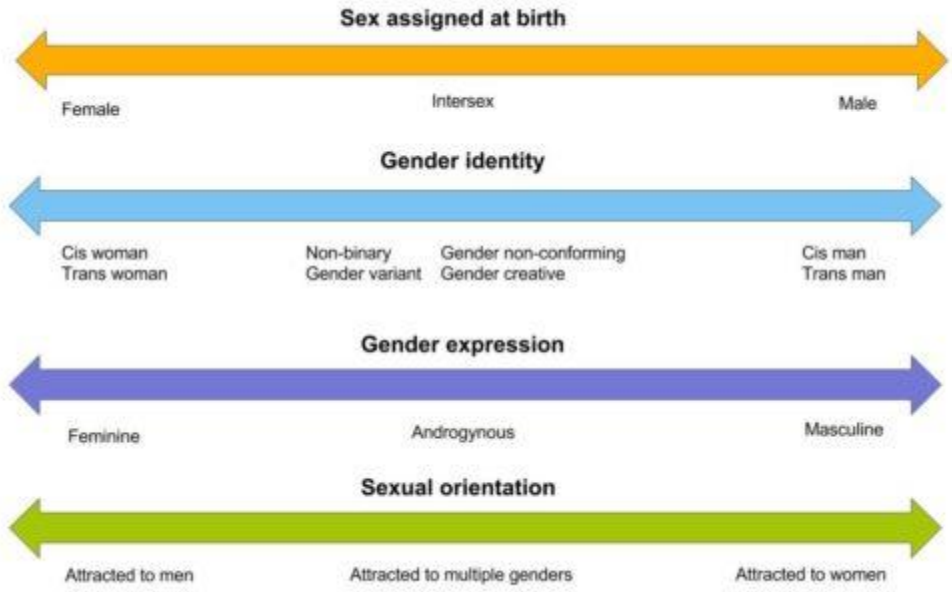
These definitions, adapted from the Berkeley Lab Workplace Gender Transition Guidelines, are not intended to label employees, but rather to assist in understanding this policy and the legal obligations of employers. Employees may or may not use these terms to describe themselves. For more information on terminology, visit the National Center for Transgender Equality's website. Evanston Public Library recognizes that the terms and definitions around gender and identity are themselves fluid and changing and support an individual's right to choose the best language to describe themself.

- **Gender identity:** A person's internal, deeply felt sense of being male, female, or something other or in-between, regardless of the sex they were assigned at birth. Everyone has a gender identity.
- **Gender expression:** An individual's characteristics and behaviors (such as appearance, dress, mannerisms, speech patterns, and social interactions) that may be perceived as masculine, feminine, both, or neither.
- **Cisgender:** An umbrella term that describes people whose gender identity and/or expression corresponds to their sex assigned at birth.
- **Transgender:** An umbrella term used to describe people whose gender identity and/or expression is different from their sex assigned at birth.
    - A person whose sex assigned at birth was female but who identifies as male is a transgender man.
    - A person whose sex assigned at birth was male but who identifies as female is a transgender woman.
    - Some people described by this definition don't consider themselves transgender—they may use other words, or may identify simply as

a man or woman. **Evanston Public Library prohibits discrimination on the basis of gender, sex, and gender expression regardless of whether someone identifies as transgender.**

- **Gender non-conforming:** This term refers to individuals whose gender identity or expression exists outside of the gender binary of woman or man. This includes, for example, nonbinary, gender-fluid, gender creative, genderqueer, gender non-conforming, and agender people.

This figure, produced by TransFocus, illustrates the spectrums of sex assigned at birth, gender identity, gender expression, and sexual orientation.



It is important to note that everyone has a:

- Sex assigned at birth
- Gender identity
- Gender expression
- Sexual orientation

Here are a few more definitions:

- **Transition:** The process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This may or may not include changes in name and pronoun, bathroom and facility usage, participation in activities such as sports teams, hormone therapy, gender confirmation surgeries, or other medical procedures. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include coming out (telling family, friends, and coworkers); changing the name and/or sex on legal documents; and, for many transgender people, accessing medical treatment such as hormones and surgery.
- **Sexual orientation:** Refers to the identities or groups of identities you are attracted to sexually. Straight, gay, and bisexual are some ways to describe sexual orientation. It is important to note that sexual orientation is distinct from gender identity and expression. Transgender people can be gay, lesbian, bisexual, or straight, just like cisgender people.
- **LGBT:** A common abbreviation that refers to the lesbian, gay, bisexual, and transgender community.

Reporting harassment

Discrimination based on gender identity or expression is not tolerated at Evanston Public Library. Derogatory, hurtful, or harmful language is not tolerated. This includes deliberately referring to someone by a gender that they do not identify with, and/or questioning the legitimacy of an individual's gender identity. This could also include being dead named (using someone's birth name instead of their chosen name) or not respecting a person's pronouns. If you experience or witness harassment, please report it.

Rights and responsibilities

There are rights, expectations, and responsibilities of each party associated with a transition in the workplace. It is essential that open and honest communication be established to build trust for each party. With each right also comes responsibility or an expectation. A successful transition in the workplace can occur only with commitment and understanding of each involved part.

Transitioning individual

If you are the transitioning employee, you have the right to work openly and authentically. This means that you may express your gender identity, characteristics, or expression without fear of consequences by the Evanston Public Library.

It is important for you to advocate for yourself. You are not required to tell anyone at the Evanston Public Library; however, if you choose to disclose, the first step is to inform key personnel who can assist you. Your initial point of contact may be your supervisor, another member of the Administrative Team or the library's social worker. Note that if you choose to disclose, at some point, your immediate supervisor, manager, or HR representative will become part of your support team.

Remember, Evanston Public Library employees are covered under the City of Evanston's Healthy Workplace policy and Personnel Manual (section 3.4), but Evanston Public Library must be aware of your situation in order to provide support. Explain your intentions, needs, and concerns to your supervisor or support person. In reporting any situation where you are not feeling comfortable at work, it helps your manager or support person to understand what result or change you wish to see. In addition, the library's social worker can support you with resources or by being an additional support and resource for your manager and team.

Managers

Evanston Public Library's culture supports diversity and inclusion. If someone who reports to you informs you of their desire to transition, or if an individual in your workplace is currently in the transition process, your support is critical. Below are tips to reflect your support:

- If you are unfamiliar with the transition process, use the coaching and resources available to you through the Admin Team to become familiar with this process.
- For supervisors, you should also use these guidelines to further educate your staff.

- Listen carefully to what the individual is telling you and how they'd like to be treated (Do they want to keep their transition as quiet as possible or do they wish to celebrate publicly?)
- When meeting with the transitioning individual about their needs and concerns, remain respectful and open-minded.

If you oversee, manage or lead an employee who is transitioning, it is important that you demonstrate an understanding of (and use a sensitive approach to) their needs and concerns. It may be challenging for transitioning individuals to make themselves vulnerable to a person upon whom their job depends. Make it clear that you will not gossip and only share information where there is a legitimate need to know. Managers should use discretion and be as confidential and discreet as possible. For example, if you need to contact Human Resources, do not copy extraneous people to the email. Before referring to your employee by their new name or pronouns on an email list or other communication channel, confirm with them that this is appropriate. Explain questions and concerns you might have and ask their opinion on matters covered in subsequent sections of this document and the "Creating a Plan" Worksheet. Be prepared to have open conversations with your staff to answer any of their questions regarding the transition process.

Evanston Public Library requires all managers and colleagues to use the transitioning individual's correct gender pronouns. Please note that pronouns are not limited to "she" or "he," but can also include other non-binary pronouns such as "they" or "ze."

Developing a plan
Discuss the expected timeline with the transitioning employee:

- When the individual will begin their transition at work. This will probably be the point at which the individual begins to present in accordance with their gender identity, including change of name, pronouns, dress, grooming, appearance, and restroom use.
- When to inform various stakeholders.
- Anticipated time off required for medical treatment, if known. Since benefits may vary depending on coverage, contact the Human Resources department for more information.

Addressing concerns of coworkers and patrons
If you are a supervisor, you can reference the guidelines contained in this document when communicating about transition-related topics with your team. If additional questions or concerns arise that are not covered by these guidelines, you can use the

Additional Resources at the end of this document, as well as speak to the other members of the Admin Team about the specific questions. If patrons have concerns, they should be directed to a member of the Admin Team.

Co-workers

Evanston Public Library's workplace values require that all employees treat one another with dignity and respect. This includes the requirement that all managers and colleagues use a transitioning individual's correct gender pronouns. Please note that pronouns are not limited to "she" or "he," but can also include other non-binary pronouns such as "they" or "ze."

All EPL employees should familiarize themselves with the points made in the brochure Tips for Working with Transgender Co-workers.

If an employee has questions or concerns about the topics covered in this document, they should speak to their supervisor or another member of the Admin Team. They should not expect a transitioning colleague to answer their questions about transgender issues.

Specific policies and guidelines

Privacy
Transgender employees have the right to discuss their gender identity or expression openly, or to keep that information private. The transgender employee gets to decide when, with whom, and how much to share their private information.

We expect Evanston Public Library employees to respect the privacy of all individuals, including transgender individuals.

Management and coworkers should not disclose information that may reveal an employee's transgender status or gender non-conforming presentation to others who do not have a legitimate need to know. For example, a transitioning employee may choose to disclose to coworkers but keep this information private from library patrons.

Names and pronouns
An employee should be addressed by the name and pronoun that correspond to the employee's gender identity, upon request; a court-ordered name or gender change is not required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that

does not correspond to the employee's gender identity) can constitute harassment and is a violation of EPL's policies. If you are unsure what pronoun a transitioning coworker might use, you can politely ask your coworker how they would like to be addressed.

Official records
Evanston Public Library will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Evanston Public Library may also not be legally able to change some records. Many records, however, can be changed to reflect a person's name without proof of a legal name change. For specifics, see Creating a Plan worksheet.

We will update any photographs that the transitioning employee identifies in the workplace that are Evanston Public Library's possession and that Evanston Public Library has the right to unilaterally alter, so the transitioning employee's gender identity and expression are represented. If a new or transitioning employee has questions about library records or ID documents, the employee should contact the Assistant Director.

Restroom access
At Evanston Public Library locations, transitioning employees have the right to use the restroom that corresponds to the employee's gender identity or gender expression, regardless of the employee's sex assigned at birth. The transitioning employee knows their gender better than the person objecting does.

Creating a plan

A plan can help facilitate a smooth transition process. The Creating a Plan (CAP) Worksheet lists potential items of consideration for the transitioning employee, along with estimated timelines. Please note that not all gender transition "steps" occur in the same way, or in the same order. Some items in the CAP sheet may happen in a different way or order, depending on the individual's particular situation. The CAP sheet merely functions as an overview of various steps that an individual might consider in the gender transition process. It is not intended as a definitive document or a checklist that requires strict adherence.

Putting together a stakeholders list
If you are a transitioning individual, you might consider the following questions related to stakeholders:

- Who are all the people (internal and external) that you may need to engage at some point during your transition?
- When do they need to be engaged?
- Are there any specific issues that must be addressed sooner rather than later?

Creating a timeline
As a transitioning employee, it can be useful to review a list of possible action items to consider before transitioning. These steps can be tailored according to the individual's own time frame and are just a suggestion of one way to approach transitioning at work. If you are a transitioning employee and need assistance with developing your plan, contact your supervisor or the library's social worker.

At some point in the process, the transitioning individual may want to legally change their name. For more information on legal identity change in the US, refer to the document ID Please from the Transgender Law Center.

Creating a plan worksheet

The Creating a Plan worksheet, based on Appendix A of the Berkeley Lab Guidelines, is a list of potential items to consider, along with estimated timelines. Please note that not all gender transition "steps" occur in the same way, or in the same order. Some items in the Creating a Plan (CAP) sheet may occur in a different way or order, depending on the individual's particular situation. The CAP worksheet merely functions as an overview of various steps that an individual might consider in the gender transition process. It is not intended as a definitive document or a checklist that requires strict adherence.

Additional considerations when creating your plan

The following are additional considerations for the transitioning employee:

- Which of these possible steps are important to you? Do you want to come out at work? Not telling people is an option, too.
- Consider any unintended consequences. For example, a new subscriber ID from your insurance company may result in cancellation of pending claims, preauthorization approvals, or dependent claims, and/or may impact your selected primary care physician.
- When will you need to process any necessary changes to other items, such as professional licenses, publications, degrees, credentials, etc.?

- Search for your current name in various Evanston Public Library web pages or other references. Which references would you like to have altered or removed?
- Informing your supervisor: if and when you feel comfortable and safe to come out. Not telling people at work is an option, too.
- Informing the people you work with: if and when you feel comfortable and safe to come out. Not telling people at work is an option, too. How would you like your team to find out about your transition (for example, a letter, a face-to-face meeting, individual discussions, your supervisor explaining)? If in person, who do you want in the room?
- Coming out—telling everyone who works with you (collaborators, patrons, external partners, relevant communities): if and when you feel comfortable and safe to come out. Not telling people at work is an option, too. How would you like to inform your stakeholders, patrons, and/or partners?

Additional resources

- The National Center for Transgender Equality has an excellent guide on how to be a good ally.
- The National Center for Transgender Equality also has an excellent resource for understanding, and being supportive and inclusive of non-binary people.
- The Transgender Law Center has a good 2-page PDF brochure with tips for working with transgender coworkers.
- Sage Sharp has a blog post on coming out as non-binary. Sage is an inclusion consultant who was a Linux kernel developer for 10 years. Toward the end, they have an excellent section about how to talk about their new name and pronouns.
- A site from Mozilla's Bugmaster Emma Humphries on people, names, systems, and software. In particular, her 2015 Open Source Bridge talk titled Design for Renaming is excellent. Emma has a call to action about improving systems to make it easier for people to change their names and to have those changes be consistent throughout various systems.
- Gender-Neutral Pronoun 'They' Adopted by Associated Press
- This 11-minute TED talk by author Ivan E. Coyote titled "Why we need gender-neutral bathrooms" is helpful.
- These guidelines from the United Nations on gender inclusive language is a useful resource on speaking and writing in a way that does not discriminate against a particular sex, social gender or gender identity, and does not perpetuate gender stereotypes. Given the key role of language in shaping cultural and social attitudes, using gender-inclusive language is a powerful way to promote gender equality and eradicate gender bias.

Key Terms

Gender Identity
A person's internal, deeply-felt sense of being male, female, something other, or in-between. We all have a gender identity.

Gender Expression
An individual's characteristics and behaviors such as appearance, dress, mannerisms, speech patterns, and social interactions that are perceived as masculine or feminine.

Transgender
An umbrella term that describes people whose gender identity and/or gender expression is different from their birth assigned gender. Transgender women are people who transition from male-to-female (MTF). Transgender men are people who transistion from female-to-male (FTM).

Gender Non-Conforming
Gender non-conforming people have, or are perceived to have, gender characteristics that do not conform to traditional or societal expectations.

Transition
The process of changing genders from one's birth assigned gender to one's gender identity. There are many different ways to transition. For some people, it is a complex process that takes place over a long period of time, while for others it is a one- or two-step process that happens more quickly. Transition may include social aspects such as:

- "Coming out": telling one's family, friends, and/or co-workers
- Legal aspects changing one's name and/or sex on legal documents
- Medical aspects such as accessing hormone therapy or possibly medically necessary surgical procedures.

Not all transgender people access medical care as part of their gender transition. Whether they do so does not make their gender transition any less real.

Transgender Law Center changes law, policy, and attitudes so that all people can live safely, authentically, and free from discrimination regardless of their gender identity or expression.

If you are looking for additional support hiring or working with transgender professionals contact the nation's first transgender employment program, **Transgender Economic Empowerment Initiative** (TEEI). Visit www.teeisf or call 415-865-5632.

To learn more or to get help, please contact Transgender Law Center at www.transgenderlawcenter.org.

Transgender Law Center
info@transgenderlawcenter.org
p 415.865.0176 f 877.847.1278
www.transgenderlawcenter.org

Photos credit: Eugenie FitzGerald
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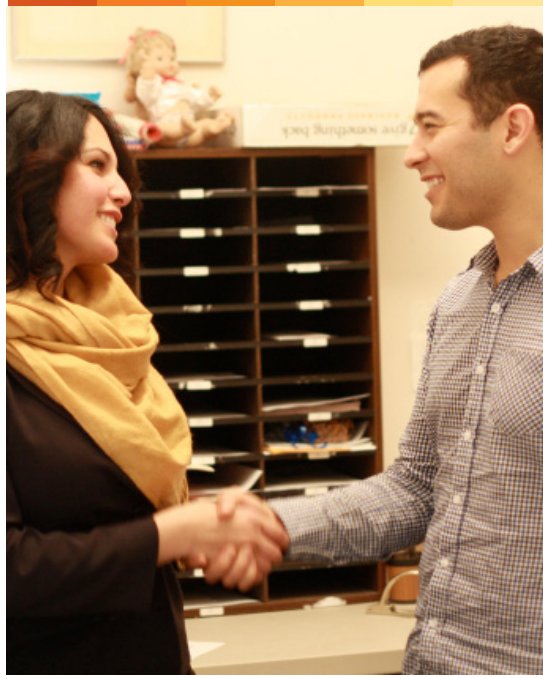
Tips for Working with Transgender Coworkers

An information and resource publication for employees



Transgender Law Center
Making Authentic Lives Possible

Tips for Working with Transgender Coworkers

Transgender people are employed in every industry and profession throughout the country, and deserve a safe and inclusive workplace. Although employment discrimination based on gender identity is illegal almost everywhere, many transgender people still face harassment and unfair treatment on the job. Helping to ensure that your workplace is free of discrimination and harassment is very simple. The following tips can help you comply with the law while making your workspace safe and welcoming for all employees.

1. DEMONSTRATE RESPECT. Transgender coworkers do not expect any special treatment. They simply want to be respected. Treating a transgender coworker with respect means addressing them by the name and pronoun that reflects their gender identity. Unless they tell you otherwise, transgender women want to be referred to with the pronouns "she" and "her" and transgender men want to be referred to with the pronouns "he" and "him." If you are unsure of what pronoun to use, you can politely ask your coworker how they would like to be addressed. Also, just like all coworkers, transgender people do not want other employees talking about them behind their backs or making fun of them. Treat your coworkers the way you would want to be treated at work.

2. RECOGNIZE THE DIFFERENCE BETWEEN YOUR PERSONAL VALUES AND THE COMMUNITY VALUES OF YOUR WORKPLACE. Some people have political, cultural, and/or religious objections to someone being transgender. Being professional and respectful to a transgender coworker does not require abandoning these beliefs. It does, however, mean that you may not act upon them in the workplace and instead that you uphold common workplace values of dignity and respect for all your coworkers. Transgender and non-transgender employees want to be treated respectfully; the best way to do that is to separate out private values from workplace conduct.

3. RESPECT YOUR COWORKER'S CONFIDENTIALITY AND PRIVACY. Many non-transgender people have a lot of questions about their transgender coworker's gender transition. However, it is inappropriate to ask a coworker – transgender or not – questions about their private medical history, such as whether they have had surgery. It is likely that some coworkers feel comfortable enough with one another to discuss private issues, but it is important that you not assume that your transgender coworker will want to discuss their private health care matters with you if you ask. Instead allow your coworker to initiate any conversation about their transition. And if they do share such information with you. remember to keep it private and not discuss it with others unless you are told that it is OK to do so.

4. DON'T ASSUME THAT YOUR TRANSGENDER COWORKERS KNOW EVERYTHING ABOUT ALL TRANSGENDER ISSUES. While some transgender coworkers may have a special interest in discussing transgender-related issues, others may not. It might make sense to you to discuss a news story or movie about a transgender issue with your coworker. The same might be true if you have a question about a transgender civil rights or medical issue. Before doing so, however, make sure that your coworker really wants to discuss these things. What you may find is that they have other shared interests with you that they'd much rather discuss. Just because someone is transgender does not mean that they wish to discuss every transgender-related issue that may arise.

5. HELP COWORKERS WHO ARE HAVING TROUBLE WITH ANOTHER EMPLOYEE'S TRANSITION. Sometimes one of your non-transgender coworkers may have difficulty showing respect to their transgender coworker. Others may mistakenly use the transgender coworker's old name out of habit and may need to be gently reminded about the new name or pronoun. Other times, the person may have trouble separating their personal values from the community values of the workplace. In those instances, it is helpful if you talk to them about how their behavior affects not only your transgender coworker, but you as well. This will help them understand that their actions have larger consequences than they may know.

Agenda Item 11.A

Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Library Director

Subject: Approval of 2019 Illinois Public Library Annual Report

Date: February 14, 2020

The Illinois State Library is the agency charged by the Illinois Compiled Statutes (ILCS) to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. This information is collected through each library's Illinois Public Library Annual Report (IPLAR) and is due by March 31st.

The draft IPLAR for 2019 and the accompanying ILLINET report are attached for the Board's consideration. I recommend approval of the IPLAR and ILLINET report for submission to the Illinois State Library.

INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY FY 2019 (July 1, 2018 - June 30,
EVANSTON PUBLIC LIBRARY

ILLINET

ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY

PURPOSES

The Illinois State Library, a division of the Illinois Office of the Secretary of State, is the agency responsible for the collection, comparison, and analysis of statewide interlibrary loan and reciprocal borrowing statistical data. Annually the Illinois State Library prepares and distributes the ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey in order to collect statewide interlibrary loan and reciprocal borrowing transaction data. The data collected is compared and analyzed for use within Illinois.

Illinois citizens are uniquely advantaged in the resource sharing model created and enhanced by Illinois libraries. The infrastructure upon which this system of resource sharing has been established is called ILLINET (The Illinois Library and Information Network). ILLINET is the cooperative multitype (academic, public, school, and special) network of Illinois libraries that work toward a common goal: optimizing resource sharing through seamless boundaries in order to provide quality service to the end user. Statewide resource sharing is further enhanced via the statewide delivery infrastructure, ILDS (The Illinois Library Delivery Service) and regional library system delivery.

The monitoring of the interlibrary loan and reciprocal borrowing traffic that flows seamlessly from library to library is paramount in measuring and evaluating the: (1) number of requests initiated, filled, and unfilled; (2) methods of requesting as borrowers and lenders; (3) impact of resource sharing options [interlibrary loan and reciprocal borrowing]; (4) effectiveness of statewide delivery; (5) trends that provide directions for addressing statewide needs, initiatives, and programs; and, (6) collaborative efforts of every individual Illinois library as a proactive partner in sharing resources throughout the multitype Illinois library community.

Fiscal Year Start Date (year-mm-dd)	**2018-07-01**
Fiscal Year End Date (year-mm-dd)	**2019-06-30**

IDENTIFICATION

1.1 ISL Control #	**30265**
1.2 ISL Branch #	**0**
1.3a Legal Name of Institution	**Evanston Public Library**
1.3b If this locked question's answer has changed, then enter the updated answer here.	
1.4a Mailing Address	**1703 Orrington Avenue**
1.4b If this locked question's answer has changed, then enter the updated answer here.	**1703 Orrington Ave**
1.5a Facility City	**Evanston**
1.5b If this locked question's answer has changed, then enter the updated answer here.	
1.6a Facility Zip	**60201**
1.6b If this locked question's answer has changed, then enter the updated answer here.	
1.7a Phone (including area code)	**(847) 448-8600**
1.7b If this locked question's answer has changed, then enter the updated answer here.	**8474488656**
1.8a Library FAX Number	**(847) 866-0313**
1.8b If this locked question's answer has changed, then enter the updated answer here.	
1.9a Regional Library System	RAILS
1.9b If this locked question's answer has changed, then enter the updated answer here.	
1.10a Type of library	Public
1.10b If this locked question's answer has changed, then enter the updated answer here.	
1.11 Name of person completing this form	**Teresa Campbell**
1.12 E-mail address	**tcampbell@cityofevanston.org**

REQUESTS: (BORROWING)

2.1 Did your library REQUEST materials through interlibrary loan?	Yes

If no, check all of the reasons that apply:

2.2 Not enough staff to handle interlibrary loan	
2.2 Our patrons have not requested materials we do not own	
2.2 Staff does not know how to request materials through interlibrary loan	
2.2 We purchase materials on demand when requested by our patrons	
2.2 Other	
2.2 Other, please explain.	

DETAILS CONCERNING MATERIALS REQUESTED THROUGH INTERLIBRARY LOAN

2.3 What was the total number of items requested by your library?	105,355

ITEMS RECEIVED VIA ILL

Estimate if necessary, details about Returnables and Non-returnables requested via Interlibrary Loan. The auto-calculate function will perform the mathematical totals for 2.6, 2.9 through 2.12. Remember to use 0 (zero, not alpha "o") as appropriate

IN-STATE

2.4 Returnables	70,189
2.5 Non-returnables	22
2.6 TOTAL (2.4 + 2.5)	70,211

OUT-OF-STATE

2.7 Returnables	1,403
2.8 Non-returnables	8
2.9 TOTAL OUT-OF-STATE (2.7 + 2.8)	1,411

TOTALS

2.10 Total Returnables (2.4 + 2.7)	71,592
2.11 Total Non-Returnables (2.5 + 2.8)	30
2.12 TOTAL (2.10 + 2.11)	71,622
2.13 Comments	

SUPPLYING: (LENDING)

3.1 Did your library SUPPLY materials through interlibrary loan?	Yes

If no, check all of the reasons that apply:

3.2 Not enough staff to handle interlibrary loan	
3.2 Other libraries have not sent us interlibrary loan requests	
3.2 Staff does not know how to handle interlibrary loan requests	
3.2 Our holdings are not available in a shared online catalog and/or OCLC	
3.2 Other	
3.2 Other, please explain.	

DETAILS CONCERNING REQUESTS RECEIVED:

3.3 What was the total number of interlibrary loan requests RECEIVED by your library?	81,159

ITEMS SUPPLIED VIA ILL

Estimate if necessary, details about Returnables and Non-Returnables supplied via Interlibrary Loan. The auto-calculate function will perform the mathematical totals for 3.6, 3.9 through 3.12. Remember to use 0 (zero, not alpha "o")as appropriate.

IN-STATE

3.4 Returnables	44,653

3.5 Non-returnables	**0**
3.6 TOTAL (3.4 + 3.5)	**44,653**

OUT-OF-STATE

3.7 Returnables	**704**
3.8 Non-returnables	**4**
3.9 TOTAL (3.7 + 3.8)	**708**

TOTALS

3.10 Total Returnables (3.4 + 3.7)	**45,357**
3.11 Total Non-Returnables (3.5 + 3.8)	**4**
3.12 TOTAL (3.10 + 3.11)	**45,361**
3.13 Comments	

RECIPROCAL BORROWING

Reciprocal borrowing is made possible through cooperative arrangements among participating libraries and occurs when a patron physically goes to another library to borrow material.

4.1 Did your library PARTICIPATE in reciprocal borrowing?	Yes
4.2 If YES, report the number of materials LOANED via reciprocal borrowing.	**66,934**

If no, check all of the reasons that apply:

4.2 No agreement in place	
4.2 Holdings are not discoverable	
4.2 No borrowers	
4.2 Security reasons	
4.2 Other	
4.2 Other, please explain	

DELIVERY

4.3 Does your library utilize Illinois library delivery services: (IHLS, RAILS, or ILDS)	Yes
4.4 If yes, what is the current weekly frequency of your library's delivery?	5x week
4.5 Is this frequency enough to satisfy the needs of your patrons?	Yes
4.6 What is your overall satisfaction level with your delivery service?	Medium
4.7 Additional comments about delivery are welcomed	

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020

EVANSTON PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	**30265**
1.2 ISL Branch # [PLSC 151, PLSC 701]	**0**
1.3a FSCS ID [PLSC 150, PLSC 700]	**IL0172**
1.3b FSCS_SEQ [PLSC 700]	**002**
1.4a Legal Name of Library [PLSC 152]	**Evanston Public Library**
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	**1703 Orrington Avenue**
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	**Evanston**
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	**60201**
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	**1703 Orrington Avenue**
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	**Evanston**
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	**60201**
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	**(847) 448-8600**
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	**(847) 866-0313**
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	**http://epl.org**

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	**Karen Danczak-Lyons**
1.15 Title	**Library Director**
1.16 Library Director's E-mail	**kdanczaklyons@cityofevanston.org**

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	**Cook**
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	**74,486**
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	**0**
2.1b Total number of branch libraries [PLSC 210]	**2**
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
EVANSTON P.L.	EVANSTON PUBLIC LIBRARY		
NORTH BRANCH	NORTH BRANCH		
CHICAGO AVE/MAIN ST BRANCH	Chicago Avenue/Main Street Branch		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
EVANSTON P.L.	30265	3026500
NORTH BRANCH	30265	3026502
CHICAGO AVE/MAIN ST BRANCH	30265	3026503

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
EVANSTON P.L.	1703 ORRINGTON AVENUE		
NORTH BRANCH	2026 CENTRAL ST.		
CHICAGO AVE/MAIN ST BRANCH	900 CHICAGO AVENUE, SUITE 102		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
EVANSTON P.L.	EVANSTON		60201	
NORTH BRANCH	EVANSTON		60201	
CHICAGO AVE/MAIN ST BRANCH	EVANSTON		60202	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
EVANSTON P.L.	Cook		8474488600	
NORTH BRANCH	Cook		847-866-5007	
CHICAGO AVE/MAIN ST BRANCH	Cook		847-905-0764	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
EVANSTON P.L.	112,000		
NORTH BRANCH	3,510		
CHICAGO AVE/MAIN ST BRANCH	691		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
EVANSTON P.L.	3,615	52	451,861
NORTH BRANCH	2,142	52	44,744
CHICAGO AVE/MAIN ST BRANCH	2,142	52	43,105

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	1/1/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2019
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Karen Danczak Lyons
3.5 Telephone Number of Person Preparing Report	847-448-8655
3.6 FAX Number	847-866-0313
3.7 E-Mail Address	kdanczaklyons@cityofevanston.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	**0**
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	**Benjamin H. Schapiro**
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	**06/2021**
5.8 Telephone Number	**847-826-1083**

5.9 E-mail Address	**bschapiro@cityofevanston.org**
5.10 Home Address	**1127 Dewey Avenue**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

Second member

5.5 Name	**Rachel Hayman**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**06/2021**
5.8 Telephone Number	**847-226-5623**
5.9 E-mail Address	**rhayman@cityofevanston.org**
5.10 Home Address	**618 Sheridan Square #2**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

Third member

5.5 Name	**Vaishali Patel**
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	**06/2020**
5.8 Telephone Number	**847-859-3676**
5.9 E-mail Address	**vpatel@cityofevanston.org**
5.10 Home Address	**2026 Grant Street**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60201**

Fourth member

5.5 Name	**Margaret Lurie**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**06/2020**
5.8 Telephone Number	**847-492-9821**
5.9 E-mail Address	**mlurie@cityofevanston.org**
5.10 Home Address	**641 Sheridan Square**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

Fifth member

5.5 Name	**Adam Goodman**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**06/2022**
5.8 Telephone Number	**847-323-6107**

5.9 E-mail Address	**agoodman@cityofevanston.org**
5.10 Home Address	**811 Colfax St**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60201**

Sixth member

5.5 Name	**Shawn Iles**
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	**06/2020**
5.8 Telephone Number	**847-859-2179**
5.9 E-mail Address	**siles@cityofevanston.org**
5.10 Home Address	**647 Judson Avenue**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

Seventh member

5.5 Name	**Denia Hester**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**06/2022**
5.8 Telephone Number	**847-612-6963**
5.9 E-mail Address	**dhester@cityofevanston.org**
5.10 Home Address	**1585 Ridge Avenue Apt. 503**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

Eighth member

5.5 Name	**Ruth Hays**
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	**06/2021**
5.8 Telephone Number	**224-420-2798**
5.9 E-mail Address	**rhays@cityofevanston.org**
5.10 Home Address	**821 Washington Street, #1S**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

Ninth member

5.5 Name	**Terry Soto**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**06/2022**

5.8 Telephone Number	**847-338-0917**
5.9 E-mail Address	**tsoto@cityofevanston.org**
5.10 Home Address	**1703 Orrington Ave.**
5.11 City	**Evanston**
5.12 State	**IL**
5.13 Zip Code	**60202**

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	**112,000**
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	**4**
6.3b Total number of times meeting room(s) used by the public during the fiscal year [1]	**731**
6.4a Total Number of Study Rooms	**10**
6.4b Total number of times study room(s) used by the public during the fiscal year [2]	**4,920**

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	**$20,000,000**
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	**Per the City of Evanston's most recent Comprehensive Annual Financial Report (CAFR), EPL has a net position of**

	$1,503,154 as an operating reserve for significant unanticipated expenses.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	**$6,010,449**
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	**See page 5 (page 34 of the PDF) of the City of Evanston's 2018 CAFR linked here: https://www.cityofevanston.org/home/showdocument?id=49510**

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	**$6,739,362**
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	**$0**

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	**$93,107**
8.3 Equalization aid grant	**$0**
8.4 Personal property replacement tax	**$0**
8.5 Other State Government funds received	**$0**
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	**$93,107**

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	**$0**
8.9 E-Rate funds received	**$0**
8.10 Other federal funds received	**$57,222**
8.11 If Other, please specify	**IMLS, NSF, Age Options**
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	**$57,222**

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	**$782,524**
8.14 Other receipts intended to be used for operating expenditures	**$283,767**
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	**$1,066,291**
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	**$7,955,982**

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	

8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	**$10,000,000**
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	**$4,047,320**
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	**$1,098,888**
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	**$5,146,208**

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	**$435,000**
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	**$327,000**
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	**$98,000**
10.3b Please provide an explanation of the other types of material expenditures.	**0**
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	**$860,000**

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$1,313,785
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$7,319,993

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$543,000
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$543,000
12.2 State Government [PLSC 401]	$0
12.3 Federal Government [PLSC 402]	$0
12.4 Other Capital Revenue [PLSC 403]	$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$543,000

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$501,368

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	22	22	$835.97	732.50
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Collection Development Manager	Collection Development Acquisitions	**$37.46**	**37.50**
	Manager of Access Services	Collection Development Acquisitions	**$42.01**	**37.50**
	Youth Engagement Librarian	Children\'s Services	**$48.82**	**37.50**
	Manager of Early Learning & Literacy	Children\'s Services	**$37.04**	**37.50**
	Librarian	Children\'s Services	**$33.70**	**37.50**
	Librarian	Children\'s Services	**$38.61**	**18.75**
	Librarian	Children\'s Services	**$38.61**	**37.50**
	Branch Manager	Other Type of Librarian	**$45.48**	**37.50**
	Latino Engagement Librarian	Other Type of Librarian	**$29.88**	**37.50**
	Manager of Engagement Services	Other Type of Librarian	**$44.59**	**37.50**
	Manager of Innovation & Digital Learning	Young Adult Services	**$37.18**	**37.50**
	Librarian	Young Adult Services	**$31.75**	**37.50**
	Virtual Services Librarian	Automation/Technology/Systems	**$42.90**	**37.50**
	Executive Director	Library Director	**$84.70**	**37.50**
	Manager of Lifelong Learning & Literacy	Adult Services	**$37.71**	**37.50**
	Librarian	Adult Services	**$21.22**	**18.75**
	Librarian	Adult Services	**$29.88**	**37.50**
	Librarian	Adult Services	**$30.49**	**37.50**
	Librarian	Adult Services	**$33.04**	**18.75**
	Librarian	Adult Services	**$29.88**	**20.00**
	Librarian	Adult Services	**$29.27**	**18.75**
	Librarian	Adult Services	**$31.75**	**37.50**

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	**18.31**

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11] [PLSC 251]	18.31

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,305.25
13.14 Minimum hourly rate actually paid	$14.64
13.15 Maximum hourly rate actually paid	$65.35
13.16 Total FTE Group C employees (13.13 / 40)	32.63

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	160.00
13.18 Minimum hourly rate actually paid	$11.63
13.19 Maximum hourly rate actually paid	$14.85
13.20 Total FTE Group D employees (13.17 / 40)	4.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	245.00
13.22 Minimum hourly rate actually paid	$18.37
13.23 Maximum hourly rate actually paid	$49.99
13.24 Total FTE Group E employees (13.21 / 40)	6.13
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	42.76
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	61.07

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,615
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	4,284
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	7,899
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	539,710

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,452	30,765	15	1,500
Young Adult	257	3,408	643	1,508
Other	577	7,468		
Total	2,286	41,641	658	3,008
15.17a Did the library provide any special programming for patrons on the autism spectrum?	No			
15.17b Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	35,461
16.2a Total Number of Unexpired Non-resident Users Cards	4
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$832.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	35,465
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLSC 450]	379,452
17.2 Current Print Serial Subscriptions [PLSC 460]	215
17.3 Total Print Materials (17.1+17.2)	379,667
17.4 E-books Held at end of the fiscal year [PLSC 451] [3]	38,267
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	20,667
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	24,606
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	33,955
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] [4]	9,907

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	55
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	68

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	497,260
18.2 Number of young adult materials loaned	31,477
18.3 Number of children's materials loaned [PLSC 551]	452,891
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	981,628

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical	728,750
18.6 Videos/DVDs- Physical	199,386
18.7 Audios (include music)- Physical	45,438
18.8 Magazines/Periodicals- Physical	24
18.9 Other Items- Physical	8,030
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	981,628
18.11 Use of Electronic Materials [PLSC 552]	156,951
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,138,579
18.13 Successful Retrieval of Electronic Information [PLSC 554]	
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	156,951
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,138,579
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	38,740
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	61,406

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] [5]	46,592

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	**628**

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	**221**
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	**121**
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	**100 Mbps**
21.3 What is the monthly cost of the library's internet access?	**-1 Unknown**
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	**98**
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	**60,270**
21.6 Wireless Sessions Per Year [PLSC 652]	**285,000**
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	**460,481** --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	**We revisit this opportunity every year, however our municipality, the City of Evanston, enjoys a sizable internet bulk discount that includes every location. It is not yet possible to differentiate our costs from that of the entire municipality. The added cost of doing so may negate the E-rate discount.**

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	**$51,131**
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	**2,500.00**
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	**-1 No Comments**
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	**-1 No Comments**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	**-1 No Comments**

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	**Not Applicable**
25.2 If NO, please list and explain any errors or discrepancies.	**-1 Not Applicable**
25.3 First board member completing the audit	**-1 Not Applicable**
25.4 Second board member completing the audit	**-1 Not Applicable**
25.5 Date the Secretary's Audit was completed	**-1 Not Applicable**

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	**Karen Danczak Lyons**	
President	**Shawn Iles**	
Secretary	**Vaishali Patel**	

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

[1], 6.3b Doubled from last year due to implementation of new room reservation software (*0-2020-02-12*)

[2], 6.4b Increase from last year due to increase in available study rooms (*0-2020-02-12*)

[3], 17.4 Our E-book and e-audiobook numbers went down due to MyMediaMall changing to Digital Library of Illinois. (*0-2020-02-17*)

[4], 17.6b Our downloadable videos went up due to implementation of Kanopy service. (*0-2020-02-17*)

[5], 19.1 Estimated from sampling data. (*0-2020-02-17*)

Memorandum

evanston public library

To: Evanston Public Library Board of Trustees
Evanston Public Library Facilities Committee

From: Karen Danczak Lyons, Library Executive Director
John Devaney, Facilities Manager

Subject: All Gender Restroom and Nursing Room addition.
2020 Library CIP

Date: February 17, 2020

Recommended Action:
Staff recommends the Library Board and Library Facilities Committee authorize the Library Director to execute a single-source agreement with Wight & Company 211 N. Clinton Street, Chicago, IL 60061 in the amount of $40,600 (includes $2,000 in possible reimbursable charges) for architectural & engineering services. Wight & Company's scope would include the creation of permit and construction documentation for the addition/creation of new spaces at the Main Library.

Funding Source:
Funding will be from the 2020 CIP: General Obligation Bond Fund. Account 187.48.4862.65515-480020.

Livability Benefit:
Health & Safety:
Improve restroom availability by offering an All-Gender single use restroom. This restroom will reside on the 3rd floor.

Offer a single use Family Lounge that would provide a quiet and private space for caregivers or nursing mothers. This area will reside within the Children's department on the 1st floor..

Built Environment:
Offer new experiences and accommodations at the Main Library.

Background:
In 2016 through the City of Evanston's RFQ process Evanston Public Library awarded

Wight & Company a contract to develop permit/construction documentation, and provide construction administration services for a major remodel at the Main Library. Wight & Company produced the full set of construction documents for the intended project therefore fulfilling that portion of their contract. Seeing the remodel was placed on an indefinite hold, Wight's contract was modified to reflect the scope that they had completed up to and until the decision was formally made. Wight & Company had no opportunity to perform any construction administrative services.

Wight's performance on the project development services was timely, extremely well done, and delivered within the allotted budget. EPL's best interests were always a priority for Wight.

The additional spaces will enable library staff and patrons to utilize these newly developed spaces on an immediate basis, based upon availability.

Attachments:
WIGHT & COMPANY - Proposal dated 2/17/20

February 17, 2020

Mr. John Devaney
Manager
Evanston Public Library
1703 Orrington Ave.
Evanston, IL 60201

EVANSTON PUBLIC LIBRARY
PROPOSAL FOR RENOVATION – RESTROOM, CONFERENCE ROOM, & FAMILY LOUNGE.

Dear Mr. Devaney,

Wight & Company (Wight) is pleased to submit this proposal to the **EVANSTON PUBLIC LIBRARY (EPL)** to provide architectural & engineering services for the renovation scope noted herewith. Our proposal is presented in four parts:

PROJECT
UNDERSTANDING SCOPE
OF SERVICES SCHEDULE
COMPENSATION

PROJECT UNDERSTANDING

Evanston Public Library would like to convert the existing Copy Room 104 in the First Floor Children's area to a Family Lounge based on the design documents issued by Wight & Company in 2018. They would also like to provide a new All-Gender restroom on the 3rd floor of the Library by modifying the existing conference room 312 to accommodate this restroom. Conference room 312 would also be updated as part of this renovation.

SCOPE OF SERVICES

Wight shall provide architectural & engineering permit and construction documentation for the scope of work is outlined below:

Family Lounge
Located on the 1st Floor near the Children's area, Copy Room 104 shall be converted into a Family Lounge that shall serve as an area for Nursing Mother or Caregivers. Scope shall include new millwork, sink, baby changing table, interior finish selections (walls, flooring, ceiling, lighting), new door & hardware, and furniture recommendations for the Library to procure.

All Gender Restroom
Convert part of Conference Room 312 into an All-Gender restroom to serve the public. Scope shall include new bathroom fixtures/accessories meeting the Illinois Accessibility code, interior finish selection (wall/floor tile, paint, ceiling, lighting), ceiling & lighting modifications in the public corridor, security cameras, new door & hardware.

Conference Room 312
Modify the remaining area of the Conference Room to a small meeting room with glass partitions. Scope shall include new interior finish selections (walls, floor, ceiling, lighting), a new glass wall with glass door & hardware and furniture recommendations for the Library to procure.

SCHEDULE

Wight is prepared to start the work on this project one week following receipt of a signed authorization to proceed.

COMPENSATION

Wight proposes to provide the Architectural and Engineering services included in this proposal for a Fixed Fee of **Thirty-Eight Thousand Six Hundred dollars** ($38,600) for permit and construction design and documentation. Construction Administration shall be provided at an hourly rate not to exceed **Ten Thousand dollars** ($10,000) per the attached Professional Services Rate Schedule.

In addition to the fee compensation, EPL shall reimburse Wight for reimbursable expenses which shall be billed at one point one (1.10) times the direct cost of the items noted below:

1. CAD plots, color reproductions, and delivery costs of drawings and reports.
2. Supplies, materials, and costs related to specific reports and presentations.
3. Travel shall be billed for parking and taxi fare or cost/mile at prevailing IRS rates.

For reimbursable expenses Wight & Company recommends that **Two Thousand Dollars** ($2,000) be budgeted for expenses.

Payment is due within 30 days from invoice date, with interest charges of 1.5% per month applied to all balances over 45 days from invoice date. The terms of this proposal are valid if accepted within 10 days from the date of issuance.

Thank you for the opportunity to submit this proposal. Upon execution of this agreement, please return one original signed copy to this office. Should you have any questions or comments, please feel free to contact Lisa Schmidt at 312.877.0138.

Respectfully submitted,

Lisa Schmidt, AIA, LEED AP
Senior Lead Design Architect

Floyd D. Anderson, AIA
Principal

WIGHT & COMPANY
211 N. Clinton Street
Chicago, IL 60661

For **Evanston Public Library**

_____ _____
Authorized Signature Date

_____
Name (printed)

2020 PROFESSIONAL SERVICES RATE SCHEDULE

Architecture

Principal	$300.00 per hour
Project Executive	$280.00 per hour
Director	$280.00 per hour
Design Principal	$260.00 per hour
Project Director	$250.00 per hour
Senior Project Manager	$235.00 per hour
Project Manager	$205.00 per hour
Senior Interior Designer	$205.00 per hour
Senior Project Architect	$185.00 per hour
Project Architect	$170.00 per hour
Architect	$150.00 per hour
Architectural Intern II	$130.00 per hour
Architectural Intern I	$115.00 per hour
Interior Designer	$130.00 per hour
Intern	$75.00 per hour
Executive Assistant	$125.00 per hour
Project Coordinator	$95.00 per hour