



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, DECEMBER 15, 2021

6:30 P.M.

IN PERSON AND REMOTE MEETING



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

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

Topic: EPL Board Meeting

Time: December 15, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85141967140>

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

Zoom Tips

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



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, December 15, 2021
1703 Orrington Avenue
In person and remote

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

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes November 17, 2021
- B. Approval of Bills and Payroll

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

5. EQUITY, DIVERSITY AND INCLUSION

- A. Racial Equity Task Force (Update)
- B. Collection Advisory Committee
- C. Project Ready

6. BOARD PRESIDENT'S REPORT

- A. Strategic Planning

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

8. STAFF REPORTS

- A. Administrative Services Report (Distributed in Advance)
- B. Liaison to Evanston Nursery and Pre-K Schools
- C. Liaison to School District 65 and Evanston Township High School District 202
- D. Liaison to Northwestern University
- E. Evanston Public Library Friends

9. BOARD COMMITTEE REPORTS

- A. Board Development Committee
- B. Development and Re-imagine Committee
- C. Endowment Investment Committee
- D. Executive Committee
- E. Facilities Committee
- F. Finance Committee
- G. Management, Policy and Director Evaluation Committee

11. UNFINISHED BUSINESS

- A. Per capita grant application (Discussion and ACTION)

12. NEW BUSINESS

- A. Approval of Agreement with Mary Kling for Volunteer Management Services (Action)
- B. Approval of Cooperative Computer Services (CCS) Annual Agreement (Action)
- C. Committee Assignments (Discussion)
- D. Closed Session - Review of Closed Session Minutes (Action)
- E. Board Strategic Vision (Action)

13. ADJOURNMENT

Next Meeting: January 19, 2022 at 6:30 pm in person and remote. The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, November 17, 2021
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, Library Trustees, staff and guests participated in this meeting remotely.

Members Present: Tracy Fulce, Adam Goodman, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shubet, Terry Soto and Esther Wallen.

Members Absent: none

Staff Present: Karen Danczak Lyons, Heather Norborg, John Devaney, Tim Longo, Renee Neumeier, Tyler Works, Wynn Shawver and Jill Skwerski.

Presiding Member: Tracy Fulce, President

Call to order/Declaration of Quorum: President Fulce called the meeting to order when a quorum of Trustees was established at 6:35 p.m.

Citizen Comment: none

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the October 20, 2021 Board Meeting

Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, the consent agenda was approved.

INFORMATION/COMMUNICATIONS: Together, We are the Library

Equity, Diversity and Inclusion (Joint Task Force):

A. RETF - Members of the Racial Equity Task Force introduced themselves to the Board and discussed the work of the Task Force.

B. Collection Advisory Committee - No members were in attendance.

C. Project Ready- An overview of Project Ready and the manner in which staff complete modules and attend discussions was shared.

BOARD PRESIDENT'S REPORT

A. The Evanston Public Library Board of Trustees should be diverse, well prepared, accountable to our community, exercising transparent, efficient, and effective oversight of the Library Director. We should define and implement policies aligned with the Bylaws that ensure an optimally run public institution.

B. Evanston Public Library makes measurable progress in becoming a more equitable institution that is consistently responsive to our diverse community.

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

Staff Report:

- A. Administrative Services Report (Distributed in Advance)**
- B. Development Update (Distributed in Advance)**

Board Development: No report.

Unfinished Business:

New Business:

- A. FY2022 Library Revenue Budget: Resolution 2021 – R1** providing for the budget and setting the annual tax levy for FY2022 (For Approval). Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, it was resolved to approve the FY2022 Library Revenue Budget R1 providing for a flat levy by unanimous voice vote.
- B. FY2022 Library Revenue Budget: Resolution 2021 - R2** providing for the budget and setting the annual tax levy for FY2022 (For Approval). Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, to approve FY2022 Library Revenue Budget R2 providing for a slight increase. The R2 motion does not pass.
- C. Approval of the 2022 Board Meeting Schedule (Karen Danczak Lyons).** Upon motion made by Trustee Lurie and seconded by Trustee Hayman, it was resolved to approve the 2022 Board meeting schedule by unanimous voice vote.
- D. Approval of the 2022 Library Closing Schedule (Karen Danczak Lyons).** Upon motion made by Trustee Soto and seconded by Trustee Fulce, it was resolved to approve the 2022 Library closing schedule by unanimous voice vote.
- E. Review of 2022 Per Capita Grant Application Requirements (Karen Danczak Lyons).**
- F. Open + (Discussion and ACTION).** Upon motion made by Trustee Goodman and seconded by Trustee Schapiro, it was resolved to approve Open+ service by unanimous voice vote
- G. Illinois Libraries Presents Intergovernmental Agreement (Discussion and Action) (Heather Norborg).** Upon motion made by Trustee Hayman and seconded by Trustee Schapiro, it was resolved to approve Illinois Libraries Present Intergovernmental Agreement by unanimous voice vote
- H. Committee Assignments (Discussion)**

EXECUTIVE SESSION (Personnel)

The motion to move into Executive Session was made by Trustee Iles, seconded by Trustee Schapiro, and approved by roll call vote.

The motion to end the Executive Session was made by Trustee Fulce, seconded by Trustee Iles, and approved by roll call vote.

Adjournment:

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Iles and approved by voice vote. The meeting adjourned at 10:37 p.m.

Submitted by: Terry Soto



Memorandum

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

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

Subject: Library Fund Bills

Date: December 7, 2021

Recommended Action

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

Payroll

October 25, 2021 through November 7, 2021	\$ 154,643.18
November 8, 2021 through November 21, 2021	\$ 158,094.45
November 22, 2021 through December 5, 2021	\$ 157,714.86

Library Fund Bills List

November 9, 2021	\$ 80,104.11
(August 2021 Purchasing Card \$4,440.05)	
November 23, 2021	\$ 60,868.53
(September 2021 Purchasing Card \$16,869.74)	

Attachement: Bills List; 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 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	LIBRARY SUPPLIES	11/09/2021	11/09/2021	101.42
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/09/2021	11/09/2021	69.93
Account 65100 - LIBRARY SUPPLIES Totals				\$171.35
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	913.86
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	730.29
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	46.58
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	474.77
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	489.13
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	62.27
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	869.14
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	1,175.82
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	612.64
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	830.94
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	19.23
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	8.93
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	29.28
Account 65630 - LIBRARY BOOKS Totals				\$6,262.88
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				\$6,434.23
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	11/09/2021	11/09/2021	1,811.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	11/09/2021	11/09/2021	4,241.56
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE LIBRARY RESOURCES	11/09/2021	11/09/2021	350.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$6,402.56
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	670.39
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	643.69
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	330.52
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	160.48
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	254.67
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	465.32
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	541.36
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	121.28
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	619.77
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	254.28
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	241.86
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	308.09
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	758.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/09/2021	11/09/2021	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/09/2021	11/09/2021	48.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/09/2021	11/09/2021	71.97
102572 - INFORMATION TODAY INC	ADULT REFERENCE	11/09/2021	11/09/2021	385.53
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,756.88
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,719.92
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	41.38
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	27.50
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,444.62
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	2,114.66
276974 - OVER DRIVE, INC.	ADULT EBOOKS	11/09/2021	11/09/2021	328.25
276974 - OVER DRIVE, INC.	ADULT EBOOKS	11/09/2021	11/09/2021	60.93
276974 - OVER DRIVE, INC.	ADULT EBOOKS	11/09/2021	11/09/2021	474.10
276974 - OVER DRIVE, INC.	ADULT EBOOKS	11/09/2021	11/09/2021	454.49
276974 - OVER DRIVE, INC.	ADULT EBOOKS	11/09/2021	11/09/2021	1,026.30
276974 - OVER DRIVE, INC.	ADULT EBOOKS	11/09/2021	11/09/2021	1,209.59
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,174.28
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,024.29
Account 65630 - LIBRARY BOOKS Totals				\$18,810.33
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	11/09/2021	11/09/2021	212.96
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	120.36
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	18.24
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	234.43
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	277.82
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	137.86
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	52.98
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	17.49
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	117.45
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	417.60
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	52.98
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	34.54
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	29.59
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	95.18
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	13.74
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	176.78
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	16.74
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	16.74
103424 - MIDWEST TAPE	ADULT AV	11/09/2021	11/09/2021	488.23
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$2,626.66
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				\$27,839.55
Business Unit 4820 - ACCESS SERVICES				
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	LIBRARY SUPPLIES	11/09/2021	11/09/2021	495.52
206940 - ULINE	OFFICE SUPPLIES	11/09/2021	11/09/2021	121.86
Account 65100 - LIBRARY SUPPLIES Totals				\$617.38
Business Unit 4820 - ACCESS SERVICES Totals				\$617.38
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/09/2021	11/09/2021	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/09/2021	11/09/2021	108.05
Account 62225 - BLDG MAINTENANCE SERVICES Totals				\$216.10
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	129.06
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	161.80
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	91.97
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	124.23
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	40.47
100474 - BAKER & TAYLOR	YA PRINT	11/09/2021	11/09/2021	5.94
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	12.74
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	30.51
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	68.14
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	463.94
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	194.87
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	71.11
100474 - BAKER & TAYLOR	YA PRINT	11/09/2021	11/09/2021	32.18
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	251.80
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	26.52
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	6.74
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	17.85
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	218.43

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 11.09.2021

Accounts Payable by G/L Distribution Report
 Payment Date Range 11/09/21 - 11/09/21

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	609.33
100474 - BAKER & TAYLOR	ADULT PRINT	11/09/2021	11/09/2021	116.33
100474 - BAKER & TAYLOR	JUV PRINT	11/09/2021	11/09/2021	345.74
Account 65630 - AUDIO VISUAL COLLECTIONS		Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 21
100474 - BAKER & TAYLOR	ADULT AV	11/09/2021	11/09/2021	43.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 1
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 24
100474 - BAKER & TAYLOR	YA PRINT	11/09/2021	11/09/2021	283.29
100474 - BAKER & TAYLOR	YA PRINT	11/09/2021	11/09/2021	273.78
100474 - BAKER & TAYLOR	YA PRINT	11/09/2021	11/09/2021	227.81
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,377.83
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	1,408.49
276974 - OVER DRIVE, INC.	EBOOKS	11/09/2021	11/09/2021	935.82
Account 65630 - LIBRARY BOOKS Totals		Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 6
Business Unit 4840 - LIBRARY MAINTENANCE		Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 6
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/09/2021	11/09/2021	419.54
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/09/2021	11/09/2021	419.54
103617 - NATIONAL AWARDS & FINE GIFTS	CUSTOM SIGNAGE	11/09/2021	11/09/2021	22.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	11/09/2021	11/09/2021	10,145.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 4
Business Unit 64005 - ELECTRICITY		Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 4
10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED SEPT 2021	11/09/2021	11/09/2021	97.84
10730 - MC SQUARED ENERGY	UTILITIES: MC- SQUARED SEPT 2021	11/09/2021	11/09/2021	10,885.62
Account 64005 - ELECTRICITY Totals		Business Unit 64005 - ELECTRICITY Totals		Invoice Transactions 2
Business Unit 4845 - LIBRARY ADMINISTRATION		Business Unit 64005 - ELECTRICITY Totals		Invoice Transactions 6
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROJECT WORK	11/09/2021	11/09/2021	200.00
18669 - OLUWAPELUMI OMIDJI	PROJECT GENERATION GRANT - PROFESSIONAL SERVICES	11/09/2021	11/09/2021	400.00
16999 - STEPHEN B. STARR DESIGN, INC.	DESIGN/PRODUCTION FEES 2021 REIMAGINE APPEAL	11/09/2021	11/09/2021	405.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	11/09/2021	11/09/2021	500.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	11/09/2021	11/09/2021	500.00
18391 - STRONG & STARLIKE CONSULTING, INC.	PROFESSIONAL SERVICES	11/09/2021	11/09/2021	7,615.00
Account 62210 - PRINTING		Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 6
14818 - FISHEYE GRAPHIC SERVICES, INC.	APPS BOOKMARKS PRINTING SERVICES	11/09/2021	11/09/2021	170.00
Account 62295 - TRAINING & TRAVEL		Account 62210 - PRINTING Totals		Invoice Transactions 1
18675 - KELLYE FLEMING	MILEAGE REIMBURSEMENT TRAVEL TO SPANISH LANGUAGE BOOKSTORE	11/09/2021	11/09/2021	23.20
Account 64540 - TELECOMMUNICATIONS - WIRELESS		Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	11/09/2021	11/09/2021	7.21
Account 65100 - LIBRARY SUPPLIES		Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/09/2021	11/09/2021	60.90
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/09/2021	11/09/2021	16.29
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/09/2021	11/09/2021	60.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/09/2021	11/09/2021	19.80
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/09/2021	11/09/2021	184.95
Account 65100 - LIBRARY SUPPLIES Totals		Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 5
Business Unit 4850 - LIBRARY GRANTS		Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 14
18669 - OLUWAPELUMI OMIDJI	PROJECT GENERATION GRANT - PROFESSIONAL SERVICES	11/09/2021	11/09/2021	400.00
Account 65100 - LIBRARY SUPPLIES		Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1
18669 - OLUWAPELUMI OMIDJI	PROJECT GENERATION GRANT - PROFESSIONAL SERVICES	11/09/2021	11/09/2021	400.00
Account 65630 - LIBRARY BOOKS		Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1
100474 - BAKER & TAYLOR	YA PRINT	11/09/2021	11/09/2021	33.22
Account 65630 - LIBRARY BOOKS Totals		Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1
Business Unit 4850 - LIBRARY GRANTS Totals		Department 48 - LIBRARY Totals		Invoice Transactions 3
Department 48 - LIBRARY Totals		Fund 185 - LIBRARY FUND Totals		Invoice Transactions 128
Fund 185 - LIBRARY FUND Totals		Invoice Transactions 128		\$75,664.06
* = Prior Fiscal Year Activity		Invoice Transactions 128		\$75,664.06

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.09.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-AUGUST, 2021	<u>4,440.05</u>
			<u>4,440.05</u>
		GRAND TOTAL	<u><u>80,104.11</u></u>

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18390 - ANGELA LYONSMITH	COMMUNITY CARES PROJECT FINAL DATE	11/23/2021	11/23/2021	80.00
18490 - EBERE AGWUNCHA	ART TALKS TWO EVENTS	11/23/2021	11/23/2021	500.00
18611 - KENNEDY JOSEPH	PROGRAM SUPPLIES STEM PROGRAM	11/23/2021	11/23/2021	41.86
17641 - SCOTT STEVEN VRABLIK II	MINECRAFT MANIA WINTER BREAK	11/23/2021	11/23/2021	350.00
206940 - ULINE	PROGRAM SUPPLIES STORYWALK	11/23/2021	11/23/2021	185.22
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 5	\$1,157.08
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2021	11/23/2021	931.75
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2021	11/23/2021	614.14
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2021	11/23/2021	10.90
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2021	11/23/2021	13.49
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 4	\$1,570.28
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
129101 - RECORD INFORMATION SERVICES, INC.	ADULT ELECTRONIC RESOURCES	11/23/2021	11/23/2021	770.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1	\$770.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2021	11/23/2021	1,241.71
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2021	11/23/2021	1,179.63
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2021	11/23/2021	88.57
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2021	11/23/2021	258.93
276974 - OVER DRIVE, INC.	EBOOKS	11/23/2021	11/23/2021	988.15
276974 - OVER DRIVE, INC.	EBOOKS	11/23/2021	11/23/2021	63.56
276974 - OVER DRIVE, INC.	EBOOKS	11/23/2021	11/23/2021	670.65
276974 - OVER DRIVE, INC.	EBOOKS	11/23/2021	11/23/2021	918.24
276974 - OVER DRIVE, INC.	EBOOKS	11/23/2021	11/23/2021	77.61
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 9	\$5,487.05
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	55.33
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	109.77
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	226.41
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	79.47
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	43.33
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	52.47
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	107.70
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	24.24
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	32.73
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	142.68
103424 - MIDWEST TAPE	ADULT AV	11/23/2021	11/23/2021	209.50
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 11	\$1,083.63
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
104897 - SPRINT	MOBILE HOTSPOTS	11/23/2021	11/23/2021	4,973.00
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$4,973.00
Account 65100 - LIBRARY SUPPLIES				
102028 - GAYLORD BROS., INC.	OFFICE SUPPLIES	11/23/2021	11/23/2021	66.65
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$66.65
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/23/2021	11/23/2021	108.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 1	\$108.05
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	11/23/2021	11/23/2021	5.29
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$5.29
Account 65100 - LIBRARY SUPPLIES				
18689 - BEATRIZ ECHEVERRIA	PETTY CASH REFUND REQUEST	11/23/2021	11/23/2021	37.14
18675 - KELLYE FLEMING	PETTY CASH REFUND REQUEST	11/23/2021	11/23/2021	51.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$88.14
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2021	11/23/2021	11.29
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2021	11/23/2021	23.72
100474 - BAKER & TAYLOR	JUV PRINT	11/23/2021	11/23/2021	10.11
100474 - BAKER & TAYLOR	ADULT PRINT	11/23/2021	11/23/2021	10.11
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 4	\$55.23
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	CROWN AV	11/23/2021	11/23/2021	3,377.33
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$3,377.33
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	11/23/2021	11/23/2021	444.60
276974 - OVER DRIVE, INC.	EBOOKS	11/23/2021	11/23/2021	635.38
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$1,079.98
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	11/23/2021	11/23/2021	533.04
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/23/2021	11/23/2021	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/23/2021	11/23/2021	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	11/23/2021	11/23/2021	210.00
10798 - JOHNSON CONTROLS SECURITY SOLUTIONS	SERVICE MAINTENANCE	11/23/2021	11/23/2021	144.87
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 5	\$1,242.91
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/23/2021	11/23/2021	375.00
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$375.00
Account 65050 - BLDG MAINTENANCE MATERIAL				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/23/2021	11/23/2021	453.60
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	11/23/2021	11/23/2021	135.09
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	11/23/2021	11/23/2021	145.99
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals		Invoice Transactions 3	\$734.68
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	11/23/2021	11/23/2021	1,888.75
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$1,888.75

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 11.23.2021

Accounts Payable by G/L Distribution Report
 Payment Date Range 11/23/21 - 11/23/21

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
Account 62295 - TRAINING & TRAVEL					
18409 - LAURA ANTOLIN	WEBINAR L ANTOLIN	11/23/2021	11/23/2021	90.24	
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1	<u>\$90.24</u>	
Account 64540 - TELECOMMUNICATIONS - WIRELESS					
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	11/23/2021	11/23/2021	144.33	
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	11/23/2021	11/23/2021	200.00	
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	11/23/2021	11/23/2021	18.95	
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 3	<u>\$363.28</u>	
Account 65100 - LIBRARY SUPPLIES					
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/23/2021	11/23/2021	183.51	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/23/2021	11/23/2021	48.23	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	11/23/2021	11/23/2021	11.99	
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	11/23/2021	11/23/2021	92.63	
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	11/23/2021	11/23/2021	361.63	
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	11/23/2021	11/23/2021	148.46	
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 6	<u>\$846.45</u>	
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 11	<u>\$3,188.72</u>	
Business Unit 4850 - LIBRARY GRANTS					
Account 62185 - CONSULTING SERVICES					
18669 - OLUWAPELUMI OMIDIJI	PROJECT GENERATION GRANT - PROFESSIONAL SERVICES	11/23/2021	11/23/2021	400.00	
18669 - OLUWAPELUMI OMIDIJI	PROJECT GENERATION GRANT - PROFESSIONAL SERVICES	11/23/2021	11/23/2021	400.00	
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	<u>\$800.00</u>	
Account 65100 - LIBRARY SUPPLIES					
120319 - CENGAGE LEARNING INC./GALE RESEARCH	LIBRARY GRANTS IMLS	11/23/2021	11/23/2021	17,364.37	
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	<u>\$17,364.37</u>	
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 3	<u>\$18,164.37</u>	
	Department 48 - LIBRARY Totals		Invoice Transactions 66	<u>\$43,527.39</u>	
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 66	<u>\$43,527.39</u>	
* = Prior Fiscal Year Activity				Invoice Transactions 66	\$43,527.39

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.23.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-SEPTEMBER, 2021	16,869.74
VARIOUS	TWIN EAGLE	NATURAL GAS SEPTEMBER, 2021	471.40
			<u>17,341.14</u>
		GRAND TOTAL	<u>60,868.53</u>

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
ADMIN SVCS/INFO SYS	ABETECH INC	MN	55374	\$ 717.15	7/30/2021	65100 LIBRARY SUPPLIES	BARCODE LABELS PURCHASED ON LIBRARY BEHALF.
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 41.82	7/26/2021	65050 BUILDING MAINTENANCE MATERIAL	FORSTER BIT
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	7/26/2021	62340 IS SUPPORT FEES	PHOTO STORAGE MONTHLY FEE
LIBRARY	AMZN MKTP US 2P40P40U1	WA	98109	\$ 16.09	7/26/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	TARGET.COM	MN	55445	\$ 52.92	7/27/2021	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	AMZN MKTP US 2E1XB19X0	WA	98109	\$ 11.99	7/27/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 2E4VZ1QU2	WA	98109	\$ 14.96	7/27/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 14.38	7/28/2021	65050 BUILDING MAINTENANCE MATERIAL	1" FORSTER BIT
LIBRARY	SP CHRONICLE PHILANT	DC	20037	\$ 69.00	7/28/2021	62295 TRAINING & TRAVEL	WEBINAR TRAINING W SHAWVER
LIBRARY	WALMART.COM AW	AR	72716	\$ 151.97	7/28/2021	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 2P3CW9TP1	WA	98109	\$ 25.98	7/28/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 2P3CW9TP1	WA	98109	\$ 12.99	7/28/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 2P3CW9TP1	WA	98109	\$ 152.16	7/28/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	EINSTEIN BROS BAGELS13	IL	60201	\$ 76.99	7/29/2021	65025 FOOD	ENGAGEMENT PROGRAM REFRESHMENT AND SNACK
LIBRARY	WALMART.COM AU	AR	72716	\$ 47.76	7/29/2021	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM PROGRAM SUPPLIES
LIBRARY	SO CULTIVATE URBAN RA	IL	60202	\$ (45.00)	7/29/2021	65100 LIBRARY SUPPLIES	REFUND FOR ACCIDENTAL CHARGE
LIBRARY	SO CULTIVATE URBAN RA	IL	60202	\$ 90.00	7/29/2021	65100 LIBRARY SUPPLIES	ROBERT CROWN YOUTH PROGRAM
LIBRARY	SO BACKLOT COFFEE	IL	60201	\$ 54.00	7/30/2021	65025 FOOD	SNACKS FOR CYCLING CLUB TEENS
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 11.95	8/2/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PARTY CITY 15	IL	60714	\$ 20.93	8/2/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 80.84	8/2/2021	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF TERRY CLOTH TOWELS, 4 PACKS OF NITRILLE DIPPED GLOVES
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	8/2/2021	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION
LIBRARY	TARGET.COM	MN	55445	\$ (52.92)	8/2/2021	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	TEALICIOUS BUBBLE	IL	60201	\$ 18.71	8/2/2021	65025 FOOD	SNACKS FOR CYCLING CLUB TEENS
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	8/3/2021	62340 IS SUPPORT FEES	INTERNET SOLUTION PROVIDER MONTHLY FEE
LIBRARY	TARGET.COM	MN	55445	\$ 110.53	8/3/2021	65100 LIBRARY SUPPLIES	BOOK BAG DELIVERY TOTE BAGS
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	8/4/2021	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING PUBLIC MEETING ROOMS THRU COMMUNICO.
LIBRARY	WALMART.COM AU	AR	72716	\$ 12.18	8/4/2021	65100 LIBRARY SUPPLIES	LITTLE EXPLORERS PROGRAM SUPPLIES
LIBRARY	TARGET 00032839	IL	60201	\$ 5.03	8/4/2021	65100 LIBRARY SUPPLIES	CYCLING CLUB OUTRIDE GRANT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 29.98	8/4/2021	65040 JANITORIAL SUPPLIES	TWO 13GAL ACE TRASH BAGS 90 COUNT EACH
LIBRARY	POTBELLY #5	IL	60201	\$ 83.99	8/5/2021	65025 FOOD	PROGRAM REFRESHMENTS AND FOOD
LIBRARY	TARGET 00009274	IL	60202	\$ 65.04	8/5/2021	65100 LIBRARY SUPPLIES	ROBERT CROWN YOUTH PROGRAM SUPPLIES
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	8/6/2021	62340 IS SUPPORT FEES	EPL.ORG MONTHLY SUBSCRIPTION
LIBRARY	TARGET 00032839	IL	60201	\$ 19.99	8/10/2021	65095 OFFICE SUPPLIES	CELL PHONE CHARGER FOR SECURITY AND STORAGE BINS FOR ILL AND ELL
LIBRARY	TARGET 00032839	IL	60201	\$ 16.00	8/10/2021	65100 LIBRARY SUPPLIES	CELL PHONE CHARGER FOR SECURITY AND STORAGE BINS FOR ILL AND ELL
LIBRARY	TARGET 00032839	IL	60201	\$ 40.00	8/10/2021	65100 LIBRARY SUPPLIES	CELL PHONE CHARGER FOR SECURITY AND STORAGE BINS FOR ILL AND ELL
LIBRARY	GFS STORE #1915	IL	60202	\$ 38.96	8/10/2021	65025 FOOD	SNACKS FOR ADULT PROGRAM AT ROBERT CROWN
LIBRARY	WALMART.COM AY	AR	72716	\$ 28.22	8/11/2021	65100 LIBRARY SUPPLIES	YOUNG SCIENTIST PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 14.37	8/12/2021	65050 BUILDING MAINTENANCE MATERIAL	3 RECIPROCATING SAW BLADES
LIBRARY	JIMMY JOHNS - 44 - MOT	IL	60201	\$ 64.49	8/12/2021	65025 FOOD	PROGRAM REFRESHMENTS AND FOOD
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 39.90	8/12/2021	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM PROGRAM SUPPLIES
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 89.29	8/12/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 19.92	8/13/2021	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM PROGRAM SUPPLIES
LIBRARY	PAYPAL ABM BUTTON	TX	75074	\$ 372.06	8/13/2021	65100 LIBRARY SUPPLIES	RC BUTTON MAKER AND SUPPLIES
LIBRARY	AMZN MKTP US 2D92H4N60	WA	98109	\$ 26.43	8/16/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN PRIDE PARTY
LIBRARY	GFS STORE #1915	IL	60202	\$ 11.58	8/18/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 8.10	8/18/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 56.51	8/18/2021	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 2D6SK1ZK2	WA	98109	\$ 16.15	8/18/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 2D76158P1	WA	98109	\$ 15.68	8/18/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	SO LA COCINITA	IL	60601	\$ 155.25	8/18/2021	65025 FOOD	FOOD TRUCK CONTRACT FOR ROBERT CROWN SEPTEMBER WELCOME EVENT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 37.72	8/19/2021	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF AA BATTERIES, KEY CARABINER
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 23.76	8/19/2021	65100 LIBRARY SUPPLIES	DEDICATED TO THE DREAM PROGRAM SUPPLIES
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 21.98	8/20/2021	65050 BUILDING MAINTENANCE MATERIAL	1 GALLON GAS CAN, FUEL SIPHON
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 169.99	8/20/2021	65050 BUILDING MAINTENANCE MATERIAL	3 YEAR EXTENDED WARRANTY ON PRESSURE WASHER
LIBRARY	WALMART.COM AY	AR	72716	\$ 19.98	8/20/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES
LIBRARY	WALMART.COM AV	AR	72716	\$ 193.85	8/20/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES AND OFFICE SUPPLIES
LIBRARY	WALMART.COM AV	AR	72716	\$ 147.38	8/20/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES AND OFFICE SUPPLIES
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 300.00	8/23/2021	62295 TRAINING & TRAVEL	ALA CONFERENCE FOR TRUSTEES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 113.35	8/23/2021	65100 LIBRARY SUPPLIES	INTERNET ACCESS AT NORTH BRANCH FOR SECURITY
LIBRARY	AMAZON.COM 2D54B59N0	WA	98109	\$ 123.99	8/23/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	INT_COMB_ART	IL	60626	\$ 35.00	8/24/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL BLURB INC	WA	98168	\$ 82.49	8/24/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL UPS US SHIP	GA	30328	\$ 16.26	8/25/2021	62315 POSTAGE	RETURN SHIPPING
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	8/25/2021	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE
	LIBRARY AUGUST 2021 TOTAL			\$ 4,440.05			

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	WALMART.COM AV	AR	72716	\$ (96.32)	8/26/2021	65100 LIBRARY SUPPLIES	REFUND
LIBRARY	CURTS CAFE	IL	60201	\$ 295.00	8/27/2021	65025 FOOD	MEETING REFRESHMENTS AND FOOD PROVIDED
LIBRARY	SQ EVANSTON CHICKEN S	IL	60201	\$ 100.28	8/30/2021	65100 LIBRARY SUPPLIES	SNACKS CYCLING JUSTICE RIDE GRANT JUSTICE RIDE
LIBRARY	AO SUSHI - EVANSTON	IL	60202	\$ 121.28	8/30/2021	65100 LIBRARY SUPPLIES	SNACKS FOR JUSTICE BIKE RIDE - GRANT JUSTICE RIDE
LIBRARY	PAYPAL.LOC.GOV.HIS	OH	45206	\$ 125.00	8/31/2021	62295 TRAINING & TRAVEL	WEBINAR M BOJORQUEZ
LIBRARY	DNH.GODADDY.COM	AZ	85284	\$ 10.17	8/31/2021	62340 IS SUPPORT FEES	DOMAIN REGISTRATION
LIBRARY	LEMOI.ACE.HARDWARE	IL	60201	\$ 42.99	9/1/2021	65050 BUILDING MAINTENANCE MATERIAL	9LB SLEDGE HAMMER
LIBRARY	PAYPAL.ENCOREDATAB	CA	95131	\$ 550.70	9/1/2021	65100 LIBRARY SUPPLIES	ELECTRONIC DEVICE
LIBRARY	PAYPAL.ENCOREDATAB	CA	95131	\$ (51.20)	9/1/2021	65100 LIBRARY SUPPLIES	TAX CREDIT
LIBRARY	GOOGLE.GSUITE.EPL.ORG	CA	94043	\$ 12.00	9/2/2021	62340 IS SUPPORT FEES	EPL.ORG GMAIL MONTHLY SUBSCRIPTION
LIBRARY	GRAINGER	IL	60045-5202	\$ 1,449.60	9/2/2021	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL
LIBRARY	ZOOM.US.888-799-9666	CA	95113	\$ 49.00	9/3/2021	62340 IS SUPPORT FEES	ONLINE MONTHLY SUBSCRIPTION
LIBRARY	WP.ENGINE	TX	78701	\$ 115.00	9/3/2021	62340 IS SUPPORT FEES	WEBSITE COUNTER MONTHLY SUBSCRIPTION
LIBRARY	LANDS.END.BUS.OUTFITTE	WI	53595	\$ 299.55	9/3/2021	65020 CLOTHING	SECURITY UNIFORM
LIBRARY	SWEETWATER.SOUND	IN	46818	\$ 228.97	9/3/2021	65050 BUILDING MAINTENANCE MATERIAL	SPEAKER WALL MOUNTS (2) AND TWO 50 FOOT XLR MICROPHONE CABLES
LIBRARY	TARGET.COM	MN	55445	\$ 2.10	9/3/2021	65100 LIBRARY SUPPLIES	MID AUTUMN PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 63.75	9/3/2021	65100 LIBRARY SUPPLIES	MID-AUTUMN FESTIVAL PROGRAM SUPPLIES
LIBRARY	BSA.Scoutingsupplies	NC	28241	\$ 52.37	9/3/2021	65100 LIBRARY SUPPLIES	RC BLOCK PARTY PROGRAM SUPPLIES
LIBRARY	HOUSE.OF.RENTAL	IL	60077-1201	\$ 1,224.00	9/3/2021	65100 LIBRARY SUPPLIES	RC TENT FOR THE BLOCK PARTY
LIBRARY	REFORMA	DC	20011	\$ 100.00	9/6/2021	62360 MEMBERSHIP DUES	MEMBERSHIP SUBSCRIPTION
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	9/6/2021	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING PUBLIC MEETING ROOMS THRU COMMUNICO.
LIBRARY	MCMaster-CARR	IL	60126	\$ 75.90	9/6/2021	65050 BUILDING MAINTENANCE MATERIAL	TWO CASES OF STRETCH WRAP
LIBRARY	WALMART.COM.AZ	AR	72716	\$ 67.97	9/6/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 165.69	9/6/2021	65100 LIBRARY SUPPLIES	TECH DESK DEVICE CHARGERS
LIBRARY	TARGET.COM	MN	55445	\$ 361.05	9/6/2021	65100 LIBRARY SUPPLIES	TECH DESK DEVICE CHARGERS
LIBRARY	AMZN.MKTP.US.251WC8E42	WA	98109	\$ 16.15	9/6/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	OSCARTHEFOX.COM	CA	94158	\$ 16.53	9/6/2021	65630 LIBRARY BOOKS	JUV PRINT
LIBRARY	PEETS.#04304	IL	60201	\$ 28.79	9/8/2021	65025 FOOD	BEVERAGE FOR STAFF FIRST DAY BACK TO NORMAL HOURS
LIBRARY	EINSTEIN.BROS.BAGELS13	IL	60201	\$ 44.86	9/8/2021	65025 FOOD	BREAKFAST FOR STAFF FIRST DAY BACK TO NORMAL HOURS
LIBRARY	WALMART.COM.AV	AR	72716	\$ 307.62	9/8/2021	65100 LIBRARY SUPPLIES	GAME CONTROLLER AND OTHER SUPPLIES
LIBRARY	AMZN.MKTP.US.2G3DP7ZH1	WA	98109	\$ 72.72	9/8/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	WALMART.COM.AZ	AR	72716	\$ 15.38	9/8/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	LEMOI.ACE.HARDWARE	IL	60201	\$ 7.27	9/9/2021	65050 BUILDING MAINTENANCE MATERIAL	CABLE STAPLES
LIBRARY	NINTENDO.AMERICAS	WA	98052	\$ 21.24	9/9/2021	65100 LIBRARY SUPPLIES	RENEWAL OR NINTENDO ONLINE
LIBRARY	AMZN.MKTP.US.2G8K82ZG1	WA	98109	\$ 113.56	9/9/2021	65630 LIBRARY BOOKS	YA PRINT
LIBRARY	LEMOI.ACE.HARDWARE	IL	60201	\$ 37.97	9/10/2021	65040 JANITORIAL SUPPLIES	VIVA MSC TOWELS 6PK AND MOP WETJET 15PK
LIBRARY	SEED.SAVERS.EXCHANGE.I	IA	52101	\$ 15.00	9/10/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	MICHAELS.STORES.3849	IL	60077	\$ 80.44	9/10/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SEWING PROGRAM
LIBRARY	LEMOI.ACE.HARDWARE	IL	60201	\$ 30.66	9/13/2021	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF ZIPTIES
LIBRARY	THE.HOME.DEPOT.#1902	IL	602020000	\$ 476.31	9/13/2021	65050 BUILDING MAINTENANCE MATERIAL	2 PIECES OF 4X8 LEXAN, NITRILLE SAFETY GLOVES, LEXAN CUTTING TOOL
LIBRARY	THE.HOME.DEPOT.#1902	IL	60202	\$ (334.00)	9/13/2021	65050 BUILDING MAINTENANCE MATERIAL	RETURNED UNUSED LEXAN PIECES WHICH WERE THE WRONG SIZE
LIBRARY	THE.HOME.DEPOT.#1902	IL	602020000	\$ 225.97	9/13/2021	65050 BUILDING MAINTENANCE MATERIAL	SNEEZE GAURD, 4X8 FT LEXAN
LIBRARY	THE.HOME.DEPOT.#1902	IL	602020000	\$ 44.44	9/13/2021	65050 BUILDING MAINTENANCE MATERIAL	SNEEZE GAURDS, NITRILLE GLOVES, SANITIZER
LIBRARY	LOT.A.EPS	IL	60666	\$ 3.00	9/13/2021	65095 OFFICE SUPPLIES	PARKING WILL REIUMBURSE
LIBRARY	CONTAINERSTORE.COM	TX	75019	\$ 27.52	9/13/2021	65100 LIBRARY SUPPLIES	CONTAINER SUPPLIES FOR RC
LIBRARY	CONTAINERSTORE.COM	TX	75019	\$ 133.77	9/13/2021	65100 LIBRARY SUPPLIES	CONTAINER SUPPLIES FOR RC
LIBRARY	PAYPAL.MICHAELS	TX	75063	\$ 29.94	9/13/2021	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	VALLI.PRODUCE	IL	60202	\$ 92.61	9/13/2021	65100 LIBRARY SUPPLIES	REFRESHMENTS AND SNACKS FOR THE BLOCK PARTY
LIBRARY	VALLI.PRODUCE	IL	60202	\$ 113.19	9/13/2021	65100 LIBRARY SUPPLIES	REFRESHMENTS AND SNACKS FOR THE BLOCK PARTY
LIBRARY	WALGREENS.#4218	IL	60202	\$ 24.00	9/13/2021	65100 LIBRARY SUPPLIES	REFRESHMENTS AND SNACKS FOR THE BLOCK PARTY
LIBRARY	WALGREENS.#4218	IL	60202	\$ 39.98	9/13/2021	65100 LIBRARY SUPPLIES	REFRESHMENTS AND SNACKS FOR THE BLOCK PARTY
LIBRARY	WALMART.COM.AV	AR	72716	\$ 14.18	9/14/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	ILLINOIS.LIBRARY.ASSOC	IL	60654	\$ 150.00	9/15/2021	62295 TRAINING & TRAVEL	ALA TRUSTEE CONFERENCE
LIBRARY	PAYPAL.CHEWY.INC	FL	33004	\$ 28.42	9/15/2021	65095 OFFICE SUPPLIES	THERAPY DOG PROGRAM SUPPLIES
LIBRARY	B&H.PHOTO.800-606-6969	NY	10001	\$ 149.85	9/15/2021	65100 LIBRARY SUPPLIES	AGE OPTION GRANT SUPPLIES
LIBRARY	PAYPAL.BEDBATHBEY	NJ	07083	\$ 27.24	9/15/2021	65100 LIBRARY SUPPLIES	SEWFLY PROGRAM SUPPLIES
LIBRARY	PAYPAL.JOANN	OH	44236	\$ 52.30	9/15/2021	65100 LIBRARY SUPPLIES	SEWFLY PROGRAM SUPPLIES
LIBRARY	PAYPAL.OWLLABSINC	MA	02143	\$ 1,273.94	9/16/2021	65100 LIBRARY SUPPLIES	MEETING CONFERENCE DEVICE
LIBRARY	PAYPAL.OWLLABSINC	MA	02143	\$ (74.94)	9/16/2021	65100 LIBRARY SUPPLIES	TAX CREDIT

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	SWEETWATER SOUND	IN	46818	\$ 789.00	9/16/2021	65555 PERSONAL COMPUTER EQ	DIGITAL MIXER FOR COMMUNITY ROOM SOUND SYSTEM
LIBRARY	AMAZON.COM 2G2CF6ST1	WA	98109	\$ 39.98	9/17/2021	65095 OFFICE SUPPLIES	TRUSTEE BOOK
LIBRARY	SMILEMAKERS INC	SC	29307	\$ 95.89	9/17/2021	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 272.85	9/20/2021	65050 BUILDING MAINTENANCE MATERIAL	2 FLAGS
LIBRARY	VANILLAGIFT.COM	GA	30303	\$ 167.70	9/20/2021	65100 LIBRARY SUPPLIES	COMMUNITY LISTENING GIFT CARDS FOR PARTICIPANTS
LIBRARY	AMZN MKTP US 2G3UC4SR0	WA	98109	\$ 21.98	9/20/2021	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 113.35	9/21/2021	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY	STARBUCKS STORE 00243	IL	60201	\$ 100.00	9/21/2021	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SERVICES SCHOOL VISITS
LIBRARY	JOANN STORES #957	IL	60714	\$ 221.62	9/21/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR SEWING KITS AND STEM ACTIVITIES TEEN SERVICES
LIBRARY	SMILEMAKERS INC	SC	29307	\$ (8.91)	9/21/2021	65100 LIBRARY SUPPLIES	TAX CREDIT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 23.16	9/22/2021	65050 BUILDING MAINTENANCE MATERIAL	PROPANE TORCH AND CYLINDER
LIBRARY	AMZN MKTP US 2C7Z62411	WA	98109	\$ 13.01	9/22/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 2G7MD4WW0	WA	98109	\$ 9.27	9/22/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 2C88T5CD1	WA	98109	\$ 37.94	9/22/2021	65630 LIBRARY BOOKS	YA PRINT
LIBRARY	WALMART.COM AA	AR	72716	\$ 17.82	9/23/2021	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	AMZN MKTP US 2G42X48A2	WA	98109	\$ 47.94	9/23/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	VISTAPR VISTAPRINT.COM	MA	02451	\$ 189.98	9/24/2021	62210 AUDITING	OUTDOOR BUILDING HOURS SIGNAGES
ADMIN SVCS/INFO SYS	DMI DELL K-12/GOVT	TX	78682	\$ 3,495.90	9/20/2021	65555 PERSONAL COMPUTER EQ	45249 LIBRARY RC LAPTOPS 3
ADMIN SVCS/INFO SYS	CDW GOVT #K502921	IL	60061	\$ 189.90	9/10/2021	65100 LIBRARY SUPPLIES	45305 CHARGER FOR LIBRARY
ADMIN SVCS/INFO SYS	DMI DELL K-12/GOVT	TX	78682	\$ 1,165.30	9/14/2021	65555 PERSONAL COMPUTER EQ	45317 LAPTOP FOR HEATHER NORBORG
ADMIN SVCS/INFO SYS	DMI DELL K-12/GOVT	TX	78682	\$ 1,165.30	9/20/2021	65555 PERSONAL COMPUTER EQ	45376 LAPTOP KAREN D LYONS
	LIBRARY SEPTEMBER 2021 TOTAL			\$ 16,869.74			



To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Project Ready Update
Date: December 10, 2021

This memo provides an update on Project Ready participation.

Background

One of the recommendations of our 2018 EDI audit was:

- Offer professional development experiences that enhance the cultural competence of EPL staff

After reviewing various programs and approaches, EPL began using **Project Ready** as the basis for our ongoing, interactive coursework to lay the foundation for common understanding and discussion of equity, diversity and inclusion.

From the **Project Ready** website: <https://ready.web.unc.edu/>

*This site hosts a series of free, online professional development modules for school and public youth services librarians, library administrators, and others interested in improving their knowledge about **race and racism, racial equity, and culturally sustaining pedagogy**. The primary focus of the Project READY curriculum is on improving relationships with, services to, and resources **for youth of color and Native youth**.*

Beginning in January, 2020, staff were assigned one module per month and were invited to participate monthly in staff facilitated discussions on the information studied in each month's module. The subsequent modules build upon the foundation created by the previous month's content.

In 2020, 92 staff participated in Project Ready (40 full time and 52 part time staff).

During 2021, staff were given the opportunity to repeat the first modules to reinforce their understanding or proceed to the subsequent modules. Once again, staff facilitated monthly discussions of the two modules studied each month.

In 2021, 93 staff participated in two or more modules (42 full time and 51 part time staff). As of November 30, staff completed modules 10 and 21 at the rate of offering two modules per month.

Staff feedback

The following is a sample of comments from staff:

"What I heard this staff member say was not specifically about Project Ready, it was during a conversation about the difficulty our patrons have navigating certain systems. They said "I think this is because of racism. Structural racism." To me this signaled a perspective shift or at least an increase in comfort with naming racism as a root cause for certain problems. I am extrapolating that this shift may have been informed by PR because prior to the pandemic shutdown (when they completed all of the PR modules) I had never heard this person explicitly attribute societal problems to racism before. While they are opposed to repeating modules, they did characterize it as "high-quality" curriculum "equivalent to a college level course."

This represents some of the responses to the survey question

What actions will you take to increase racial equity in your life and work as a result of Project READY? :

- I am practicing calling out white supremacy with other white people and having more conversations about race.
- I will reflect on past actions. I will work to become a white ally. I will think more deeply before I act.
- I will be more considerate and listen more and deal with my own uncomfortableness when it comes to certain issues I need to face.
- I will work to further develop a racial equity lens/tool to apply to my decisions, asking myself "who would benefit from this decision? who would be burdened?" I will work to expand my network to include more voices of BIPOC community members and examine my actions/decisions to ensure that their impact is one of an ally not of a white savior. I will work to amplify the voices of and work of BIPOC-led organizations and movements and use my power at the library to support this work.
- Opening myself up to reading more books with characters outside of my race as well as by authors outside of my race for suggestions for the collection. Also, working on being a better listener.
- The way I interact with patrons
- Get the WIFI user agreement and startup guide translated into Spanish!
- Educate myself as if I were in a graduate-degree program.
- There are many ways that I strive to increase my awareness and practice of racial equity in my life and in my work. Right now, I have been focusing on creating a more equitable curriculum for my youth programs so that they are inclusive to the needs, barriers, and strengths of young women of color.
- Provide better customer service to all, read American history books to gain better understanding of racial injustice
- Continuing to seek out #ownvoice books, movies, podcasts, articles, studies, etc. I need to deepen my understanding and appreciation for cultures and experiences and racial identities other than my own, AND I want to work on building a positive racial identity as a white woman.
- Project Ready has been invaluable. I have been more aware of where I spend my money, and have made a point of seeking out ownvoices content in books, movies, shows, and social media. I have done a lot of the additional suggested reading, and tried to fold all of what I have learned into my daily life. I love that the library has taken the time to engage in this curriculum and hope this rigorous EDI work continues.
- awareness. Continuing to learn and question. Reflect it in my work.
- After participating in Project Ready as a white person, I am much more reflective on how whiteness and white supremacy manifest in my life, in ways that both benefit and harm

me. A large part of my work is to develop a positive racial identity and a positive relationship with my privilege so I can use it for good.

- I will continue to participate in discussions. I will work to challenge the status quo and will offer new ideas for ways to increase racial equity.
- I believe I will speak more to micro aggression that occurred at the workplace or in my daily life. Maybe even start a conversation with people who say these things but aren't aware they are doing them. In the past it would bother me but I never spoke up.

As reported in our 2020 Annual report:

“It has provided a platform to facilitate conversation with colleagues, and I believe this is enabling us all to raise awareness and recognition of institutionalized racism.” — Equity training participant

- “[This training] helped encourage me throughout the year to seek out more books and resources about race in the US. “
- “This has really enabled me to think about the impact of my words and actions and how I can use my work to help combat racism.”
- “The training has made me more mindful of how our language, programs, services, and even the collection itself, impacts our surrounding community.”
- “It’s hard to have meaningful conversations regarding issues of race/equity when everyone is at a different place on their journey.”

88% of staff say training has improved their understanding of racial equity. 68% of staff say they’ve used this new understanding in their work.

Additional Indicators:

- Program participation is increasingly diverse. Working with partners, especially for STEM programs, invitations are sent to underrepresented youth including female identifying students and Black and Latino youth.
- Staff rarely call the Evanston Police Department; working with our Social Worker and parents and guardians EPL negotiates agreements on library use that minimizes the number of library service suspensions.
- Reviewing our work through a racial equity lens, we continue to modify our procedures to reduce barriers.

Next steps

- The Administrative team is working with Anew Collective Consulting on a series of DEIJ Leadership sessions to explore Diversity, Equity, Inclusion and Justice as a leadership team.
- A survey of staff participation in professional development is being compiled which include participation in such programs as SEED and Beyond Diversity. After review of the survey results, we will coordinate participation in additional training in 2022 for staff at all levels.

Members of the EDI Committee are discussing next steps which may include:

- Adding facilitated book discussions with staff to augment the PR material
- Experimenting with the creation of cohorts as an approach to group learning.

Library Director's Report December 15, 2021

Updates:

- The City Council passed the Library's tax levy unanimously.
- Our pilot program with Rainbow Therapy Dogs has concluded. Their leadership will be surveying the therapists and we will discuss next steps. Please see the following link to a story about a session at Robert Crown:
<https://evanstonroundtable.com/2021/12/02/the-dogtor-will-see-you-now/>
- I am delighted to welcome Jennette Sturges as our new Marketing and Communications Manager. Jenette brings her experience working in the public sector and successfully creating campaigns that have the data to prove impact and strategies that effectively communicate with residents.
- A team of community based organizations is working with Family Focus to explore the future uses of the Family Focus facility as part of a larger Foster Campus concept. I am participating in these discussions and all partners recognize and support that a 5th ward branch must be part of the larger vision.

Early Learning and Literacy

- ELL/Family Center LENA
(Antolin, 2 sessions, 16 families)
- All By Myself (Daufeldt, 3 sessions)
17 kids, 17 adults, 34 total attendees
- Microwave Cooking Class: Breakfast (Antolin, Daufeldt)
16 kids, 10 adults, 16 total attendees
- Little Explorers: Space (Antolin, Daufeldt)
9 kids, 10 adults, 19 total attendees
Laura and I did our first in-person program. Parents were grateful to be with us in person, and everyone had fun exploring Space!
- Virtual author program with Jarrett Dapier and Andrea Tsurumi. (Wilson)
8 children; 13 adults
- Graphic Novel Book Club (Iverson)
6 children
- Dedicated to The Dream
9 families - around 20 attendees total

Passive Programs:

- Grab and Go Crafts continue to be popular. 200 kits were assembled by Balla and other ELL Team members.
- Make Your Own Pumpkin - Oct 1 - Nov 7 - (Joseph/Steimle)
160 pumpkins given out , 25 submissions for display
// 130 activity sheets given out
- CSI Make & Take - 70 kits
- 4 StoryWalks

Engagement Services

Bojorquez:

- Searching for bilingual Spanish home/mortgage/renters to go alongside EPL's homeowners programming. This is a program two patrons have asked for.
- Meeting with Susan Markwell and credit union bank First Northern to restart financial literacy classes in January/February, a mix of in-person and virtual, twice a week (same topic; one in person, one virtual)
- Continuing Chicago Public Library/EPL partnership in order to host Immigration/Green Card/DACA information sessions for the community, twice a month for 6 months, both in English and Spanish.
- Salud Mental es esencial is continuing strong; we get approximately 9-10 residents who attend. The December session is a Town Hall.
- In the Arts Council Working Group- NU Good neighbor funds committee to discuss equity regarding application form/distribution of funds; we've reached the final stage in the drafting process. The grant is being evaluated by the Arts Council.
- Invisible/Visible community art project is in its first stage; grant has been submitted and we will hear back from the EAC in a few short weeks for approval.
- Hora de Aventura/Naturaleza storytime will now have Paola, a bilingual Spanish community member who will read nature-themed stories to kids and include a craft.
- Mission Impossible Spanish Group continues to go strong; consistent 10 member who attend to discuss Marquez's 100 Years of Solitude in Spanish

Francellno:

- **Story Quest**-11/2, 11/16, 11/30 Story Quest is a hybrid book/drama club aimed toward connecting kids' imaginations and literacy skills. Each session includes games, storytelling, and improv. Together we are reading and discussing the middle grade fantasy novel Amari and the Night Brothers by B.B. Alston. This program is a partnership between EPL and Mudlark Theater. Kennedy J. from ELL and I are working on this together. We have 13 participants registered for the series. Our attendance numbers have remained steady at 11.
- **Dedicated to the Dream**-10/10, co-facilitated a family session on perspective with Sally B. and Tracy O. There were approximately 8 families in attendance. Families made color changing slime and were asked to make a Barbara Hepworth style sculpture out of clay that will serve as a reminder that we can always see things from different perspectives.
- **Kwanzaa program**- continue to partner with Tim Rhoze from Fleetwood Jourdain Theatre and Ozivell in IDL to put together a Kwanzaa program that will include drumming, storytelling, and African dancing. We will also have business vendors and an arts & crafts table. The program is scheduled for Sunday, December 26th at Robert Crown.
- **EPL/Oakton**-attended a meeting with Jill S., Heather N. and staff from Oakton Community College to discuss having an enrollment or information session for interested adult students.

Crown:

- Hiring updates - Our new Supervising Librarian, Amilcar Perez, will join EPL on January 3 to take the helm at Crown. Mr. Perez joins us from the Forest Park Public Library. An

offer is in the works to hire a new PT Branch Assistant, bringing us closer to being fully staffed after a series of departures and promotions. Interviews are underway to fill 2 PT clerk vacancies.

- Staff continue to meet regularly with the Parks & Rec/Youth & Young Adult and EPL Teen Services team to work together towards creating a safe and welcoming after school environment. Jointly, we've initiated regular supervision of the 40-60 middle schoolers who frequent the Crown facility, including the library. We are working with input from the students to create both programming opportunities along with space to "chill" while being respectful of everyone visiting Crown.
- Staff have purchased a Nintendo Switch, controllers, and games to host a winter break gaming tournament. Daily programming is being planned throughout the break, including craft activities such as friendship bracelets, community chain art, native Illinois animals coloring station, Cartas a los Reyes Magos and a movie marathon.
- Plans are underway for a puzzle exchange in the Crown lobby. This event will provide residents the opportunity to bring a puzzle they've done and exchange it for a new challenge. Details forthcoming for an early 2022 event date.
- Join us for a joint community gathering event on Thursday, 12/23, 5-9pm as we transition the First Friday events indoors for the colder weather. The library will be offering crafts for all ages and giveaway books to read over the winter break. Many more activities (skating, cookie decorating) and refreshments will be offered by the Community Services team.

Lifelong Learning & Literacy:

Foster Senior Group : 11/03, 11/10, 11/17, weekly Zoom gathering. 32-40 people in attendance. **11/17** -this was a particularly memorable meeting. In honor of the upcoming Thanksgiving holiday, they did not have their typical meeting. Instead, it was games, comedy, and sharing. Lunch was delivered to the club members in Evanston, and they even had one dropped off at the library for me. I also helped FSG members outside of regular meeting times with their technology needs (updating their phones, installing the Uber app so that they can get around, making a booster shot appointment, taking photos - see below - and practicing zoom) (Bridget Petrites)



Fika, Mon-Sat, 8-15 participants each day (November 1 - 30); free form discussions over Zoom; in partnership with the Thomas Memorial Library in Cape Elizabeth, ME. Virtual social space allows for the exchange of ideas and information across geographic boundaries. (Olivia Mo)

Career Counseling with volunteer Daryll Grant, 2 participants one of whom was a returning participant and one was new. (Susan Markwell)

Police Reform: Progress and Pitfalls: November 2, 2021, a single-session mini-course offered in partnership with the **Northwestern Emeriti Organization (NEO)**, 45 participants (via

Zoom). This mini-course was taught by Prof. emer. Wesley Skogan of Northwestern's Institute for Policy Research, author of several books on policing in Chicago as well as books about policing in the UK and France. [Readings](#) were sent out in advance of the session and a chat log annotated with comments from Prof. Skogan was distributed to all participants afterward. (Jeff Garrett)

Mental Health is Essential Tuesday November 9th 2021 30 Participants
Topic: Coping With Grief Facilitated by: **Maureen Burns, Northside Clinical Health Worker, Journey Care Foundation** Great presenter and important topic. Participants had a lot of questions at the end. (Irene Williams)

The Lost Book of Richard Wright Event: Malcolm Wright (Richard Wright's grandson) in Conversation with Farah Jasmine Griffin (author of *Read Until You Understand: The Profound Wisdom of Black Life and Literature*) **11/10 at 12 pm**, Virtual Attendance: 109
Participant feedback: "The discussion was fascinating and very absorbing. Thank you for making it available as part of the Library's programming." ; "Thank you so much for this enlightening and engaging event." ; "Wondering if there is a recording of this program available? It was great and I would like to share." ; "Today's webinar was absolutely stunning. My thanks to you. So grateful..." (Heather Ross)

Understanding the Maze of Medicare Wednesday November 10th 2021 11 participants
Participants were engaged with the speaker. Some were repeat attendees. Good questions asked at the end of the session. **Eric Slaughter, Broker, Ciregroup** (Irene Williams)

Financial Literacy FUNDamentals: 10 Free Financial Planning Apps for Android and iOS
Monday, November 15th 2 attendees *Description:* I presented details on 10 free financial planning apps. I also talked about security and answered questions from attendees. Though it was a small group, I felt that the two attendees both learned about a new app or two that they were interested in trying. They were engaged throughout my presentation and did not shy away from asking questions. (Susan Markwell)

eBooks Demystified: Zoom - 11/21 - 6 attendees Powerpoint presentation, then Q & A. People who attend these monthly sessions tend to be primarily those who have not yet used our econtent. At the end of every session there are always several people who thank me and tell me it was really helpful. (Katy Jacob)

Law At The Library: Changes in Tax Law Tuesday, November 30, 24 participants. Virtual program in collaboration with the Chicago Public Library and the Chicago Bar Association. Several patrons have requested and been sent the materials from this program. The next program is on January 25, covering Cleaning Up Your Credit. (Lorena Neal)

November Book Discussions:

Mission Impossible: Gabriel Garcia Marquez had 7 discussion group meetings in November. 80 participants.

Science Fiction & Fantasy Book Group: November 6, 15 in attendance, discussing *The Power* by Naomi Alderman, via Zoom. We discussed this provocative feminist story and had many interesting debates. The group continues to enjoy engagement on our Facebook page. We will discuss *Six of Crows* by Leigh Bardugo on Dec. 1. (Lorena Neal)

TMAC Book Group: 11/26/21, 2 attendees, monthly book club where TGNC patrons read TGNC authors, zoom, partner TransMasculine Alliance Chicago, *Nina Here Nor There: My Journey Beyond Gender* by Nick Krieger, attendance was low due to the Thanksgiving holiday. The Daily Northwestern [wrote an article](#) about this group. (Pim Halka)

Better Off Read Book Discussion Group 11/29 - *The Only Good Indians* by Stephen Graham Jones_This was the third time we've met in person since 02/2020. We had 10 participants. It was the first time the group has read something in the horror genre. One of the members had a connection with the author. Her son had interviewed him, as they both work for the University of Colorado Boulder. (Bridget Petrites)

History Book Group: *Khrushchev: The Man and His Era*: November 8 (in person--10 participants) & 15 (Zoom--9 participants) This book discussion was originally announced as hybrid, but the technology for that is not yet in place. Since I didn't want to disappoint group members who would attend in person but not on Zoom--or vice versa--I scheduled two meetings, a week apart. The Khrushchev biography by William Taubman--a Pulitzer Prize winner--is over 800 pages long, so we discussed only the first 400 pages. Following the two discussions, we voted to read the second half of the book for a later meeting (March 2022). The book was very popular with group members, several of whom had already read it to the end for this first discussion. (Jeff Garrett)

True Crime Book Group: Zoom - 11/23 - 5 attendees This month we discussed *The Good Girls: An Ordinary Killing* by Sonia Faliero. Reception on this book was pretty positive across the board. One new attendee - some of the core group had emailed me to let me know they would be unable to attend this month. The holidays will impact attendance. We chose books for the first 6 months of 2022. (Katy Jacob)

Outside the Lines Graphic Novel Book Group: Zoom 11/18 - 1 attendee This month we discussed *This Place: 150 Years Retold*, a collection of comic short stories by various Indigenous authors. We had a lot of fun in this meeting despite only having one person. (Katy Jacob & Kellye Fleming)

Wider Net Virtual Book Group: 11/15 - 12 attendees. This month we discussed *This Tender Land* by William Kent Kruger. Attendees' opinions were split on the novel. The subject was interesting (orphans at a boarding school for Native American children running away and traveling across the country during the Depression) but the writing style and characterization was considered hackneyed by many. Attendees made recommendations for other titles with similar themes or plots. Next month we are reading *Black Bottom Saints* by Alice Randall. (Heather Norborg)

Innovation and Digital Learning

Citywide Code it Challenge

- Teen services staff in partnership with D65, EvanSTEM, Family Focus, Y.O.U. and NU have continued to run drop-in sessions, live streams and mentor sessions for code it challenge participants.
- On the November D65 half day EPL and D65 partnered on a series of afternoon workshops at Robert Crown Community Center and Branch Library.
- 68 youth in grades 5-8 have submitted their final projects
- Along with drop in sessions EPL staff found that participants needed more one on one support so Crown staff and IDL staff offer after school and weekend sessions to help

students with their games , these sessions were first made available to Family Focus and YOU youth

- EPL staff has been running weekly sessions with Y.O.U. King Arts program and Family Focus’s middle school program 2 times per week to help those students create projects.
- The final showcase will be held at Robert Crown on Dec 11th.

Cardboard Challenge

- EPL, D65, NU and Family Focus started planning for the cardboard carnival which will kick off in January.
- IDL staff and EvanSTEM coordinator Kirby Callam met with the STEM parent/caregiver advisory meeting.
- IDL staff met with YOU to discuss partnering with them on recruiting high school students in their program to be mentors for the cardboard carnival.
- EPL will partner with YOU on offering the cardboard carnival to their Chute cohort.
- IDL staff and D65 staff met with the STEM parent/caregiver advisory group to discuss the structure of the cardboard challenge and get their input and feedback.

Engagement

- IDL staff will be delivering digital music programming and other arts programming at the ETHS alternative high school starting on December 13th.
- IDL staff will be working with NU’s TIDAL lab to bring Tunepad programming to D65 computer science classes after winter break.
- Teen services staff ran a teen listening session where over 30 teens attended; it was a huge success.
- Teen services staff met with EPL Crown staff, COE Crown staff and COE youth and young adult staff to discuss serving teens at Robert Crown.

Zoom Integration

- EPL received a \$25,000 grant from RAILS to transform our meeting rooms so they can support patrons who are running virtual programs and meetings. Dave Jordan and Renee Neumeier are working with City IT and EPL Maintenance staff to coordinate the purchases and installation of equipment.

National Makerspace Charter Group

- EPL is a finalist to be a part of the National Makerspace Charter Group.

Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	1,179	988	1,251	1,144	1,099	1,256	1,323	1,445	1,482	1,645	1,633		14,445
Robert Crown	228	146	247	294	258	252	282	303	378	459	427		3,274
Computer Lab	-	-	-	-	-	-	-	-	3	16	21		40
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	1,357	1,508	1,605	1,748	1,863	2,120	2,081	-	17,759

Website Visits													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
All Location	34,058	30,600	35,361	32,729	32,469	31,980	31,284	29,975	30,348	31,612	30,297		350,713

Wifi Users													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
All Location	5,000	5,000	5,987	6,000	6,000	6,649	7,331	7,364	9,282	9,500	9,500		77,613

Library Visits													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	10,563	9,372	12,161	11,888	11,363	14,126	14,488	14,938	15,588	18,053	17,452		149,992
Robert Crown	574	1,434	3,367	3,121	3,611	4,106	4,042	4,209	5,514	7,564	9,768		47,310
Overall Library Visits	11,137	10,806	15,528	15,009	14,974	18,232	18,530	19,147	21,102	25,617	27,220	-	197,302

392 library cards issued during November 2021.

Upcoming events of Note:

Lifelong Learning & Literacy:

December 16: Professor Paul Gowder of Northwestern University's Pritzker School of Law will be presenting a virtual program on **Critical Race Theory and America's Legal Tradition** (Lorena Neal)

Upcoming author events: (Heather Ross)

- [A Panel Discussion of Red Tape Theatre's current production, with Evanston Playwright Ezzat Goushegir 12/1 at 6:30 pm, Virtual](#)
- [The Shattering: America in the 1960s](#): Kevin Boyle discusses his new book with Peter Slevin **12/2 at 5:30 pm, In Person Community Meeting Room**
 - Book Launch for Evanston author (Pulitzer Prize finalist)
 - Midwest Address Author Event
 - Registration is full (60 person limit) as of 11/30.
- [Poetry Night with the Grandparents of Family Focus 12/14 at 7 pm, Virtual](#)
 - Co-sponsored by Northlight Theater (Ruben Carrazza) and Fleetwood Jourdain
- [Silvia Morena-Garcia with Gus Moreno 1/26 at 7 pm, Virtual](#)
 - First Illinois Libraries Presents (ILP) program
- [Jasmine Guillory 2/16 at 7 pm, Virtual](#)
 - An ILP program

Early 2022 Health & Wellness planning: Irene Williams is working with the City of Evanston Health Department and the Evanston Health Advisory Council on a public program on **the dangers of flavored tobacco** featuring a speaker from the African American tobacco Control Leadership Council. Details to come.

The next **EPL-NEO mini-course** will take place on two evenings in January, the 18th and 25th. Prof. emer. Holly Clayson will offer two sessions on [Perspectives on French Impressionism](#). Like Prof. Skogan, she is nationally and internationally recognized in her field. The [Spring Qtr mini-course](#) will be taught by Prof. emer. Jerry Goldman, an expert on the U.S. Supreme Court. (Jeff Garrett)

In April & May 2022, the Main Library will host the **traveling Smithsonian exhibit [The Bias Inside Us](#)**, which is "about the science and history of bias and what people can do about it" and primarily intended for 11 to 25 year olds.. We are currently planning complementary programs with a cross-departmental committee led by Pim Halka. More information to come!

Patron feedback:

To [Laura Antolin](#) :

From Xiomara Alfaro, The Family Center

Family Fun Night in November

to Laura

You're welcome!

You did such a great job that night, we are so grateful to you!!!

From Enas Qureshi:

*Saturday Clinic Volunteer
Feedback*

Good Morning,

HUGE thank you for being involved in our first Pediatric Vaccine Clinic on Saturday! Based on feedback from parents, partners and leadership, the event went well.

I think working with this age group brought out a very caring side of all of us. I personally loved being there.

I want to know your thoughts, areas you believe we can improve, successes and more. Please shoot me an email if you have feedback. We're hoping to run another clinic Thursday- sign up email is coming soon.

Sincere appreciation for this incredible team,

Enas Qureshi, LEHP

Public Health Preparedness Specialist

Health & Human Services Department

City of Evanston

To: Kim Daufeldt

For Microwave Cooking:

“Thank you for today- Vivian had a great time!! These are always such wonderful experiences.”

“Thank you for another great session! We really enjoy these - outstanding program!”

“Haley enjoyed the breakfast cookie so much, she made it for herself again today. Thanks again!”

Response from a storytime patron who emailed me a reference question:

“Hello Kim!

I just wanted to say a quick thank you for your help finding the potty training and robot books! They are a huge hit!! Samuel is even reading the 'How to Pee' book to himself right now. :)

Many thanks again and have a wonderful Thanksgiving,

Lindsay Tryba”

From Sally Battle

Patron Feedback for Curious Kids program

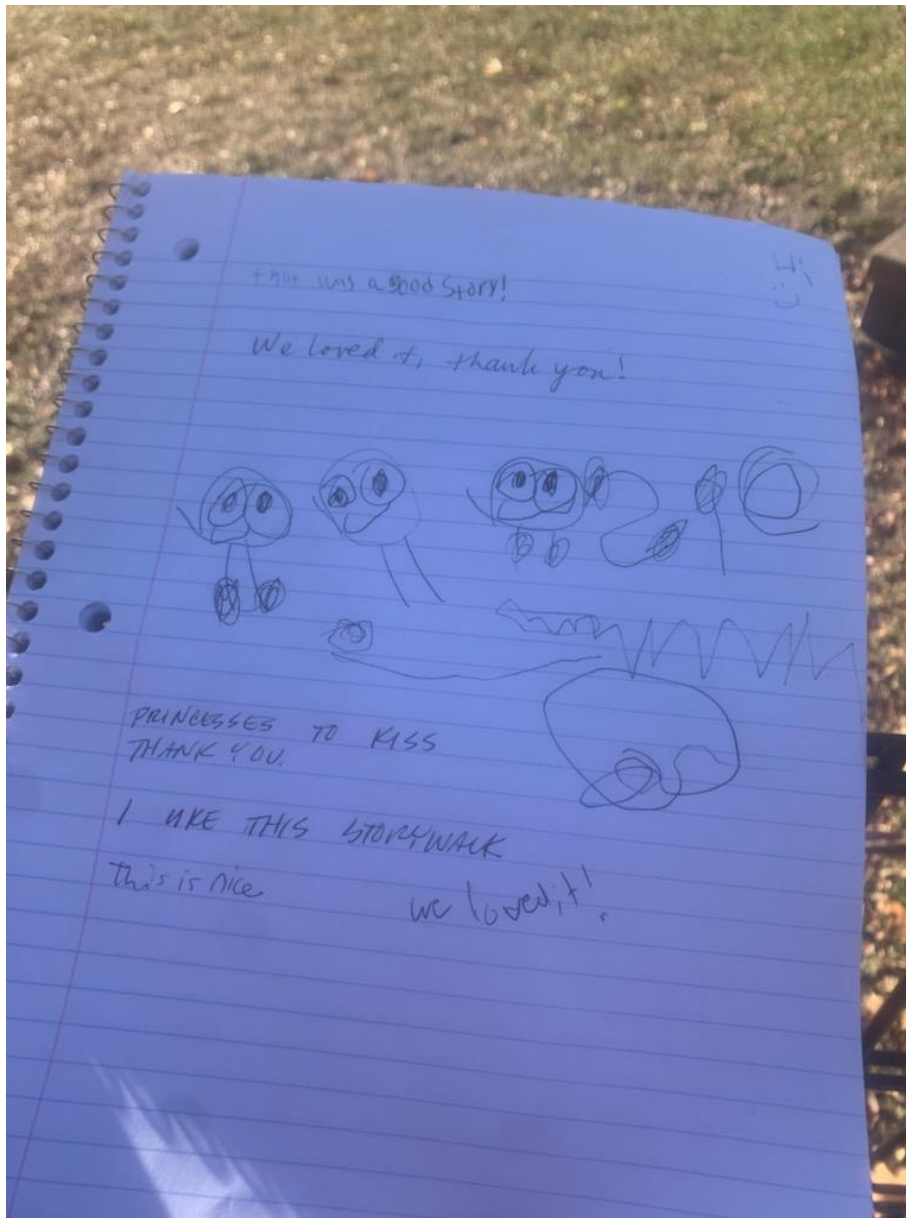
- “I wish that every kid in Evanston tries these kits :)”
- “Loved the subscription concept, and free is so greatly appreciated.”
- “Our girls didn't know I signed them up for this. They were super excited when it was delivered, and got started as soon as their kit arrived! “
- 90% of participants who filled in the survey report “I learned a lot of new things”
- “Loved that these are themed and organized by the library, thank you so much!”
- “I really like all the stuff that was Inside the bag.”
- “These are fun. I want to do more crafts.”
- Several participants wished for more crafts



Patron Feedback for Dedicated to The Dream program

- “We have deeply benefited from the approach offered by this program, which is different from how I would have approached many of the topics-- your gentle, curious, and deeply engaging dialogue has allowed us to get much deeper and more nuanced than we'd been able to get following my lead.”
- “My kids have been saying "There is no recipe for race" using the language that was provided when we were mixing paint pigments and discussing "natural sunscreen." They now have a handle on those words and can call back to mind the lesson where they learned what it meant. I love that we have that and would love additional tangible/quodable messaging of justice.”
- “I also really appreciate all the different modalities that we have touched and nurtured throughout this course, from physical movement to rhyme and rhythm to science/art experimentation and expression, all with a very shiny "cool" factor (everything is so beautifully curated and packaged and prepared), and with a consistent and solid message tying everything together.”
- “Additionally, I very much appreciate how much effort you all have put into making such sophisticated and involved activities accessible so that we are spending our Sundays with you deeply participating with our children-- so many barriers were lifted by your thoughtful preparation and accommodations. You made it so easy to engage!”

One sample of Storywalk feedback from Penny Park:



Feedback from the Storywalk at the Ecology Center:

"This was great. We got a lot of great feedback from people. They really enjoyed having this and mentioned they'd like to see more of this. We'd be interested in getting a more permanent display going." --Matt Poole, Ecology Center

From Liz Steimle:

A patron came in today to tell us that they were giving thanks for the library today. She wanted us all to know how important and impactful we are for her and her family of three kids. She said our work is so important and meaningful and that the library enriches their life.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: December 8, 2021

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we look to fill attrition vacancies. Interviews and application review are in progress to fill positions that include:

Diane Davis retired from a part time shelver position; her last day of work was November 29, 2021.

Jenette Sturges joined the Library as the full time Marketing and Communication Manager effective December 6, 2021.

Panichaya Wongtrakul will join the Access team as a 20 hour per week Library Clerk on December 8, 2021.

Pim Halka resigned as the Exhibits and Creative Programs Library Assistant position, his last day is December 17, 2021h

Liliana Lule has accepted the 20 hour per week Branch Assistant position at Robert Crown with a start date of December 20, 2021.

Amilcar Perez will join the Robert Crown team as a Supervising Librarian with a start date of January 3, 2022.

Interviews are being set up for two open Branch Clerk positions (20 hours each) at Robert Crown.

Interviews are taking place for the Public Service Substitute position

Current postings:

Teen Services Library Assistant, 24 hours, closed on 11/28, reviewing resumes

Assistant Library Director, posted on 11/22 for 4 weeks, closing 12/19/21

Library Assistant - Acquisitions, 25 hours, posted on 11/22 for 4 weeks, closing 12/12/21

Continue to self-administer weekly COVID-19 testing at EPL

Financial Resources

The Library Fund financial report for the period ending November 30th is included for your review. For the operating fund, revenue collection is at 96% of budget projection and expenditures 87%. Capital fund encumbrances and expenditures total 105% of the budget.

Facilities Update

Our elevator upgrade project will begin w/o 1/17/2022. EPL is experiencing normal construction material delays that are plaguing most of the construction industry today. January public bid advertisements will include two construction bids, plus one professional services bid for HVAC engineering.

Facilities maintenance is anxiously awaiting the arrival of two new book drop vessels this month.



Budget Performance Report

Fiscal Year to Date 11/30/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	7,254,222.18	(2,222.18)	100	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	4,509.40	(4,509.40)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	35.87	.00	244.16	(244.16)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	.00	.00	144,158.49	841.51	99	121,938.15
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	109,866.85	(16,866.85)	118	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	172,247.02	217,752.98	44	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	12,051.48	(2,051.48)	121	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	2.99	(2.99)	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.00	8,688.00	6,312.00	58	26,949.16
57002	TRANSFER FROM ENDOWMENT	209,000.00	.00	209,000.00	.00	.00	250,000.00	(41,000.00)	120	199,414.25
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	12,557.99	2,442.01	84	5,704.20
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	2,851.85	2,148.15	57	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	6,713.71	(1,713.71)	134	5,010.66
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,048.42
57545	NORTH BRANCH RENTAL INCOME	47,224.00	.00	47,224.00	.00	.00	19,032.97	28,191.03	40	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	23,190.19	126,809.81	15	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$35.87	\$0.00	\$8,020,337.28	\$320,886.72	96%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	220,513.28	.00	2,872,400.10	311,869.91	90	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	86,369.20	.00	1,104,090.90	274,611.25	80	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	3,862.00	.00	72,759.72	2,240.28	97	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	968.15	.00	11,570.05	5,129.95	69	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	33,378.09	(33,378.09)	+++	53,004.57
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,431.10	(3,431.10)	+++	2,689.94
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	336.88	(336.88)	+++	.00
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	46,239.75	.00	523,886.65	96,650.83	84	541,206.82
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	133.94
61615	LIFE INSURANCE	2,262.00	.00	2,262.00	173.69	.00	2,040.98	221.02	90	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	4,400.00	400.00	92	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,925.00	175.00	92	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	540.00
61710	IMRF	353,333.79	.00	353,333.79	23,995.57	.00	311,451.14	41,882.65	88	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	17,943.71	.00	243,573.96	36,921.36	87	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	4,387.76	.00	57,260.42	9,017.19	86	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	12,708.75	16,653.00	120,982.69	102,864.31	57	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	39.00	7,961.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	170.00	.00	1,862.99	6,137.01	23	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	12,573.14	40,271.00	233,779.77	(76,050.77)	138	211,505.71
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	2,277.00	.00	7,723.00	23	.00



Budget Performance Report

Fiscal Year to Date 11/30/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	2,277.00	(977.00)	175	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	890.85
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	3,209.50	11,790.50	21	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	113.44	1,800.00	17,194.05	6,005.95	76	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,983.00	457.00	92	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,477.00	408.00	92	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	65.78	934.22	7	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	4,973.00	1,095.00	194,508.25	23,596.75	89	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	7,172.56	.00	218,744.63	36,255.37	86	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,184.37	915.63	56	1,513.00
62375	RENTALS	.00	.00	.00	.00	.00	.00	.00	+++	49,003.10
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	221.01	9,778.99	2	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	3,713.19	3,586.81	51	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	3,849.20	1,850.80	68	5,893.90
64005	ELECTRICITY	.00	.00	.00	10,983.46	.00	80,146.63	(80,146.63)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	1,000.57	.00	14,103.06	14,396.94	49	19,515.83
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	961.51
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	370.49	.00	541.04	1,458.96	27	3,022.85
65020	CLOTHING	.00	.00	.00	.00	.00	1,057.35	(1,057.35)	+++	583.95
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	797.68	9,202.32	8	2,945.79
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	375.00	.00	7,498.67	4,501.33	62	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	734.68	.00	15,010.05	19,989.95	43	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	.00	1,840.00	7,264.85	60,895.15	13	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	21,054.34	23,683.32	152,393.60	(46,076.92)	135	122,071.01
65125	OTHER COMMODITIES	.00	.00	.00	.00	.00	.00	.00	+++	4,366.67
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	1,463.52	36.48	98	775.00
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	30,000.00	.00	30,000.00	.00	.00	23,075.65	6,924.35	77	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	40,825.69	.00	421,933.98	94,466.02	82	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	.00	3,617.98	5,882.02	38	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	7,131.61	.00	51,489.82	43,510.18	54	69,665.24
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	344,050.00
66131	TRANSFER TO GENERAL FUND	280,901.00	.00	280,901.00	23,408.00	.00	257,488.00	23,413.00	92	.00
	EXPENSE TOTALS	\$8,235,344.36	\$0.00	\$8,235,344.36	\$549,482.84	\$87,619.32	\$7,092,018.30	\$1,055,706.74	87%	\$7,470,168.17
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	8,341,224.00	.00	8,341,224.00	35.87	.00	8,020,337.28	320,886.72	96%	8,199,295.12
	EXPENSE TOTALS	8,235,344.36	.00	8,235,344.36	549,482.84	87,619.32	7,092,018.30	1,055,706.74	87%	7,470,168.17
Fund 185 - LIBRARY FUND Totals										
	\$105,879.64	\$0.00	\$105,879.64	(\$549,446.97)	(\$87,619.32)	\$928,318.98	(\$734,820.02)			\$729,126.95



Budget Performance Report

Fiscal Year to Date 11/30/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	482,243.00	.00	482,243.00	.00	.00	482,243.00	.00	100	480,145.00
	REVENUE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$482,243.00	\$0.00	100%	\$480,145.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	232,343.00	.00	232,343.00	.00	.00	.00	232,343.00	0	222,648.00
68315	DEBT SERVICE- INTEREST	249,900.00	.00	249,900.00	.00	.00	124,950.26	124,949.74	50	215,447.05
	EXPENSE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$124,950.26	\$357,292.74	26%	\$438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	482,243.00	.00	482,243.00	.00	.00	482,243.00	.00	100%	480,145.00
	EXPENSE TOTALS	482,243.00	.00	482,243.00	.00	.00	124,950.26	357,292.74	26%	438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$357,292.74	(\$357,292.74)		\$42,049.95
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0	.00
	REVENUE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$0.00	\$0.00	\$0.00	\$449,000.00	0%	\$0.00
EXPENSE										
65515	OTHER IMPROVEMENTS	449,000.00	.00	449,000.00	.00	84,137.16	386,219.11	(21,356.27)	105	94,525.25
	EXPENSE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$0.00	\$84,137.16	\$386,219.11	(\$21,356.27)	105%	\$94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0%	.00
	EXPENSE TOTALS	449,000.00	.00	449,000.00	.00	84,137.16	386,219.11	(21,356.27)	105%	94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$84,137.16)	(\$386,219.11)	\$470,356.27		(\$94,525.25)
Grand Totals										
	REVENUE TOTALS	9,272,467.00	.00	9,272,467.00	35.87	.00	8,502,580.28	769,886.72	92%	8,679,440.12
	EXPENSE TOTALS	9,166,587.36	.00	9,166,587.36	549,482.84	171,756.48	7,603,187.67	1,391,643.21	85%	8,002,788.47
Grand Totals		\$105,879.64	\$0.00	\$105,879.64	(\$549,446.97)	(\$171,756.48)	\$899,392.61	(\$621,756.49)		\$676,651.65

Endowment for the Evanston Public Library
 Holdings as of November 2021

	Symbol	Shares/Quantity	Price	Value as of November 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5262.252	\$422.51	\$2,223,354.09	43.03%	
Vanguard Small-Cap Index Fund	VSMAX	3936.489	\$105.23	\$414,236.74	8.02%	
Vanguard REIT Index Fund	VGSLX	1270.356	\$151.13	\$191,988.90	3.72%	
Vanguard Total International Stock Index Fund	VTIAX	15531.591	\$33.36	\$518,133.88	10.03%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7284.055	\$40.68	\$296,315.36	5.73%	70.5%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$478,423.56	\$478,423.56	9.26%	
iShares Silver Trust	SLV	4788.000	\$21.06	\$100,835.28	1.95%	
SPDR Gold Trust	GLD	625.000	\$165.50	\$103,437.50	2.00%	13.2%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$114.857	\$167,130.71	3.23%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$116.523	\$161,028.95	3.12%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$154.654	\$196,259.01	3.80%	10.1%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.690	29,221.69	\$316,178.71	6.12%	6.1%
				\$5,167,322.69		100.0%

Cash Equivalents	13.2%
US Treasury Inflation Protected Securities	10.1%
Corporate Bonds	6.1%
Domestic Equities	54.8%
International Equities	15.8%
	<u>100.0%</u>



To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Serving our Public 4.0 - Standards for Illinois Public Libraries
Date: December 10, 2021

Background:

The application for our annual Per Capita Grant (anticipated at \$109,866) includes a full review of the updated state standards for public libraries. The following is an outline of each area and information about our current efforts to meet the standards. Please reference the shared spreadsheet for additional detail:

https://docs.google.com/spreadsheets/d/1bf1JLtnjjet57YV8UsA3bjNM8H_p-BwijBsfOEYcB9A/edit#gid=0

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. (150 word limit per standard)

Chapter 1: Core Standards

There are no checklists in this chapter.

Chapter 2: Governance and Administration

"Library has a mission statement and a long-range/strategic plan." The Trustees and Administration are in the process of updating a multi-year strategic plan.

Chapter 3: Personnel

"Library has staffing levels that are sufficient to carry out the library's mission."

EPL is perpetually hiring personnel to fill vacancies that sometimes leave areas understaffed, however budgeted staffing levels are sufficient to complete its core mission.

Chapter 4: Access

"The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan." This will be reviewed during the strategic planning process.

"The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons." Staff are investigating ways to better serve any deficiencies including staff training and equipment.

"The library's lighting levels comply with lighting standards." Lighting levels are under review.

Agenda Item 12.E

Chapter 5: Building Infrastructure and Maintenance

“Emergency generators should be checked for proper operation every week, and serviced as required by the manufacturer.” EPL Main Library does not have any back-up generators as the estimated cost would approximate \$2 million.

Chapter 6: Safety

“The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.”

While EPL staff are not trained to administer NARCAN, Evanston paramedics are and can be called on-site quickly.

Chapter 7: Collections Management

Meets all standards

Chapter 8: System Members Responsibilities and Resource Sharing

Meets all standards

Chapter 9: Public Services: References and Reader’s Advisory Services

“Staff members who are responsible for reader’s advisory service in their library join at least one community organization, club, or council” - in progress. Currently, many of the staff who provide reader’s advisory services do attend community meetings, such as the Foster Senior Group and various book clubs. We will work to have more staff attend more group meetings.

Chapter 10: Programming

“Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.” Staff will work to make this more clear on marketing materials. Registration form includes language asking for accommodation.

Chapter 11: Youth/Young Adult Services

“The library provides staff trained to assist youth with adaptive equipment and software as needed for accessibility of resources.”

Adaptive computer stations are available in the computer lab on the 3rd floor of the Main Library, but not on the 1st floor and not at Crown branch. The Windows operating system now has accessibility options built in that improve the experience for patrons with a wide range of accessibility challenges.

Chapter 12: Technology

Meets all standards

Chapter 13: Marketing, Promotion and Collaboration

Staff are investigating ways to better serve those with low-vision and the blind.

Recommended Action:

Approve the Per Capita Grant application which is now due to the Secretary of State’s Office on or before January 15, 2021. This due date is before the January regular Board meeting date.

Agenda Item 11 A

			In Progress towards Standards		
yes	Note		x	Note	
y					Governance and Administration Checklist
y					--Library has an elected or appointed board of trustees.
y					-Library has a qualified library administrator.
y					-Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
y					-Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
y					-Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
y			x	updating	-Library has a mission statement and a long-range/strategic plan.
y					-Library maintains an understanding of the community by surveys, hearings, and other means.
y					-Library board reviews library policies on a regular basis.
y					-Library board members participate in local, state, regional, and national decisions making that will benefit libraries.
					-Library develops an orientation program for new board members.
y					-Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
y					-Library keeps adequate records of library operations and follows proper procedures for disposal of records.
y					-Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
y					-Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
y	COE is self-insured				-Library maintains insurance covering property and liability, including volunteer liability.
					-Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.
					Personnel Checklist
y					-Library has a board-approved personnel policy.
	adequate position #s		x	regular attrition	-Library has staffing levels that are sufficient to carry out the library's mission.
y					-Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
y					-Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
y					-Library salaries and fringe benefits account for up to 70 percent of total operations budget
y					-Library gives each new employee a thorough orientation.
y					-Library evaluates staff annually.
y					-Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
y					-Library provides staff access to library literature and other professional development materials
y					-Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
y					-The library complies with state and federal laws that affect library operations.

					Access Checklist
Y				Constantly under review	-The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
Y	Reviewed in 2018				-At least once every five years, the board directs a review of the library's long-term space needs.
			x	aware, will develop training around this	-The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons.
			x	in the community we can deliver services	-The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
Y					-The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
Y					-The library has the minimum required number of parking spaces.
Y					-The library's entrance is easily identified, clearly visible, and well lighted.
Y					-The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
Y					-The library has adequate internal signage.
Y				Under review in 2021	-The library's lighting levels comply with lighting standards.
Y					-All signage is in compliance with applicable federal, state, and local regulations.
Y					-The library building supports the implementation of current and future telecommunications and electronic information technologies.
Y					-The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
Y					-Space is allocated for child and family use with furniture and equipment designed for use by children.
Y					-The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
Y					-Shelving in the areas serving young children is scaled to their needs.
					Safety Checklist
Y					-The library provides a list of emergency call numbers at all staff phones in the library.
Y					-The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
Y					-The library has an emergency manual and disaster plan.
Y				No NARCAN	-The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
Y					-The library provides a call list and contact information that is reviewed biannually.
Y					-Emergency medical supplies are stored in a designated location and are accessible to staff.
Y					-Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
Y					-A prioritization list shows what should be salvaged in order of importance.
Y					-A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
Y					-A procedure exists for letting staff know when it is unsafe to enter the building. -The library has a designated tornado shelter.
Y					-Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
Y					-The library provides adequate security for staff, users, and collections.

Y					-The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
Y					-At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
Y					-Copies of the emergency manual and disaster plan are provided to community safety personnel.
			x		-A policy for security camera usage has been adopted and signage is posted.
					Ongoing Building Maintenance Checklist
Y					-The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
Y					-Elevators should be maintained at least annually, and should comply with applicable codes for safety.
Y					maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced)
Y					-The building facade should be inspected once a year.
Y					-Parking lot resealing and restriping should be performed every one to three years.
Y					-HVAC systems should be inspected and maintained at least twice a year (before summer and winter)
Y					-Alarm system should be checked for proper operation at least once a year.
Y					building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
Y					-Emergency lighting should be checked once a month.
Y					-Systems should be inspected as required by code, but at least once per year.
Y					-Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
Y					rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
Y					-Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
Y					-Landscaping sprinklers should be checked and maintained twice a year.
Y					-Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
Y					-Hard surface flooring should receive thorough cleaning and/or polishing once per year
Y					-Window cleaning should be performed at least once per year.
Y					-Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
Y					-Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
				N/A	-Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
Y					-Snow removal should be performed on an as-needed basis (either self-performed or contracted).
Y					-Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
Y					-Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.
					Building Periodic Repair Checklist
Y					-Tuck pointing of masonry: On an as-needed basis.

Y						-Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
Y						-Interior painting and wall coverings: On an as-needed basis.
Y						-Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
Y						-Wood and trim components: On an as-needed basis.
Y						-Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
Y						-Windows: Replace broken seals broken glass, caulking and glazing as needed.
Y						-Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
Y						-Landscaping: Inspect trees and sod replacement every one to two years. L Graffiti removal: Perform on an as-needed basis.
						-Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
Y						-Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.
						Collection Management Checklist
Y						-The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
Y						-Library budgets should put priority on purchasing materials that best serve their community. - The library has a written collection development policy approved by the board.
Y						-The library has a written collection development policy approved by the board
Y						-Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
Y						-Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
Y						-The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
Y						-The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
Y						-The library publicizes and promotes interlibrary loan to its patrons.
Y						-Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.
						System Member Responsibilities and Resource Sharing Checklist
Y	members may not be aware					-Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
Y						-Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
Y						-The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
Y						advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library
Y						-The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
NA						Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.
						Reader's Advisory Service Checklist
x						-All basic services are available when the library is open.

x						-The library has competently trained staff that has thorough knowledge of popular authors and titles.
x						-The library maintains a well-rounded collection of both fiction and nonfiction titles.
x						-The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
x						-The library maintains a basic collection of reader's advisory reference materials. - All staff members attend at least one relevant continuing education event each year.
x						-All staff members attend at least one relevant continuing education event each year.
			x	community meetings, but not all staff		-Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
x						-Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
x						-The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
						Programming Checklist
x						-Library programs are provided free of charge, or on a cost recovery basis.
x						-Library programs are located in a physically accessible location
			x	more clear on marketing materials. Registration		-Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
x						-The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
x						-The library presents educational, cultural, and recreational programs that reflect community needs and interests.
x						-Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
x						-The library provides outreach programs to specific populations who cannot visit the library.
x						-The library has programming that seeks to serve children and their caregivers.
x						- The library has programming that seeks to serve young adults.
x						-The library has programming that seeks to serve adults and senior citizens.
x	Offered through teacher services and LLL staff					-The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
x						-The library is encouraged to partner with other organizations to offer programs.
						Youth/Young Adult Services Checklist
x						-All basic youth services are available when the library is open.
x						-The library provides staff trained in serving youth.
			x	youth are addressed in existing policies		-The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
x						-The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
						-The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
			x	3, but not on 1, may need new table at		-The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
x						-The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
x						-The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

x						• a photocopier;
x						• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
x						• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
x						• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
x						• up-to-date computers for staff and public access with sufficient capacity to meet needs;
x						• up-to-date printers for staff and public access with sufficient capacity to meet needs;
x						• up-to-date antivirus and Internet security software protection installed on every library computer;
x						• up-to-date Internet browsers, web applications, and plug-ins;
x						• a valid email address, accessible via the library's website, for the library administrator; and
x						• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act
x						-The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
x						-The wait time for patron workstations does not exceed 15 to 30 minutes.
x						-The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
x						The library provides 24/7 remote access to library services and resources through:
x						• a web-accessible library catalog;
x						• a web-accessible library catalog;
x						• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
x						• appropriate regional, state, national, and international bibliographic databases;
x						• other authenticated electronic resources that are available for direct patron use; and
x						• virtual reference service, and/or text messaging services, and/or a library email account.
x						The library staff must be:
x						• computer literate;
x						• trained to use and assist patrons in the use of electronic resources and materials; and
x						• accessible via email and/or through messaging services.
x						-The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
x						The library provides web links and access to regional and/or statewide initiatives including:
x						• regional library system consortial web-based catalogs;
x						• the CARLI academic library catalog (I-Share);
x						• Illinois State Library-sponsored databases/e-resources;
x						• other electronic collections as available; and
x						• virtual reference service.
x						-As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

x						-The library has a board-adopted Internet acceptable use policy.
x						-The Internet acceptable use policy is reviewed annually.
x						The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
x						-The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
x						-The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
x						-The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
x						• wireless access (Wi-Fi);
x						• Internet connectivity upgrades sufficient for patron and staff use;
x						• networking (local area vs. wide area);
x						• library Intranet;
x						• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
x						• patron self-checkout functionality;
x						• new technologies/potential services; for example, social networking, makerspace, and mobile apps;
x						• current and functional meeting room technology;
x						• adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
x						• ongoing staff continuing education/training related to all aspects of technological services.
x						-The library protects the integrity, safety, and security of its technological environment.
x						-The library's automated catalog and its components comply with current state, national, and international standards.
x						Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).
						Marketing, Promotion, and Collaboration Checklist
yes						-The library has a communications plan that supports the library's long-range/strategic plan.
yes						-The library staff and trustees participate in two or more cooperative activities with other community organizations.
yes						-The library's services and programs are promoted in the community. Check the applicable publicity methods.
						x
yes						<input type="checkbox"/> brochures
yes						<input type="checkbox"/> website
yes						<input type="checkbox"/> newsletter
yes						<input type="checkbox"/> posters
yes						<input type="checkbox"/> banners
yes						<input type="checkbox"/> displays
yes						<input type="checkbox"/> podcasting

yes					O presentations
yes					O speeches
no				promotional strategy as of yet but considering	O billboards
yes				videos	O other
yes					-The library maintains at least one social media account.
yes					-The library invites local, state, and federal officials to visit the library.
yes					-The library's website is updated at least monthly.
?					-The board, administration, and staff conduct an annual library walk-through.
yes					- The board, administration, and appropriate staff visit other libraries.
yes					-The budget includes funds for public relations and marketing activities.
?			x	better serve those with low-vision and the blind	-The library's promotional methods and services are ADA compliant.
Yes					-A designated staff member coordinates the library's marketing efforts.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

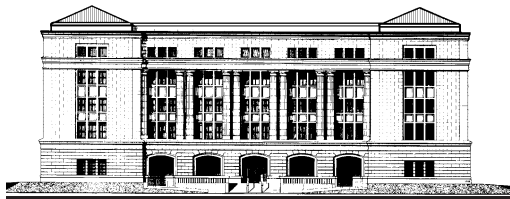
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Library Name: _____ City: _____

Control Number: _____ Branch Number: _____

Fiscal Year 2020 Exact amount of Per Capita Grant received: _____

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVDs, CDs, etc.*)

Programs (*summer reading, Mom & Tot, educational, instructional, etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Continuing Education (*staff and/or board*)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.) Must be specific.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Volunteer Management Services Agreement
Date: December 10, 2021

The work of the Evanston Public Library is supported by our amazing volunteers. Mary Kling has been managing this important program for several years; first as a Volunteer and now through an annual professional services contract. Volunteers of all ages are encouraged to share their time and talent to the benefit of library patrons and staff.

A few of the activities supported by our Volunteers include:

- Act as shelf readers and collection weeders,
- Greet patrons at our Concierge desk in the main library,
- Provide child care during community listening sessions,
- Assist with mass mailings
- Join us as “books” for the Human Library
- Deliver books/DVDs to patrons through our Books on Wheels program
- Assist in a variety of ways at Robert Crown Branch Library
- Clean DVDs after they are returned
- Deliver books to Home Day Care centers

Along with recruitment, intake, skills matching and background checks, Mary Kling is our main point of contact for all Volunteer programs. Mary has developed an excellent rapport with a variety of Northwestern University student organizations.

Recommended Action:

I recommend Board approval of the annual renewal of the Volunteer Management Services Agreement with Mary Kling at a cost of \$23,345 effective January 1, 2022. The proposed agreement is attached.

CITY OF EVANSTON

PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for Evanston Public Library Volunteer Management and Recruitment (“EPL Volunteer Management”).

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this 15th day of December, 2021, between the Evanston Public Library, an Illinois municipal public library with a main library and administrative offices located at 1703 Orrington Avenue, and a branch at 1801 Main Street in Evanston Illinois (hereinafter referred to as the “Library”), and Mary Kling, with her residence located at 5000 Oakton St., #204, Skokie, IL 60077 (hereinafter referred to as the “Consultant”). Compensation for all basic Services (“the Services”) provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$23,345.

I. COMMENCEMENT DATE

Consultant shall commence the Services on January 1, 2022 or no later than three (3) DAYS AFTER The Library executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by December 31, 2022 . This Agreement may be renewed annually after an initial term for up to three (3) one year extensions. No renewal shall begin until agreed to in writing by both parties prior to the completion date of the Agreement.

III. PAYMENTS

The Library shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A – Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the Library in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the "Services") set forth here: Services are those as defined in Exhibit A. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit B).

V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by the Library, or by others at Library's direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of the Library while working and to perform its Services in a manner which does not unreasonably interfere with the Library's business and operations, or the business and operations of other tenants and occupants in the Library which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of Library or other parties that may be affected in connection therewith. If requested by the Library, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the Library, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker's Compensation Insurance. Nothing in

this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its sub consultants provide false information, or fail to be or remain in compliance with this Agreement, the Library may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

Consultant evaluates all aspects of programs and services through an equity lens and seeks to provide services to diverse Evanston Residents in a manner that is consistently equitable and inclusive.

The Consultant shall obtain prior approval from the Library prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this Agreement, the sub consultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the Library's prior written consent. The Consultant shall be responsible for the accuracy and quality of any sub consultant's work.

All sub consultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every sub consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the Library, other Library contractors, the City of Evanston, other municipalities and local government officials, public utility companies, and others, as may be directed by the Library. This shall include attendance at meetings, discussions and hearings as requested by the Library. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the Library in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified in writing and after approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective

unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

B. Representation and Warranties. Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

C. Termination. Library may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the Library terminates this agreement, the Library will make payment to Consultant for Services performed prior to termination. Payments made by the Library pursuant to this Agreement are subject to sufficient appropriations made by the Evanston Public Library and appropriations approved by Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the Evanston Public Library and approved by the City Council, the Library's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the Library shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the Library any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the Library related to the Services herein.

D. Independent Consultant. Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of the Evanston Public Library or City of Evanston. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of the Evanston Public Library or City of Evanston. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of the Evanston Public Library or City of Evanston. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws,

ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

E. Conflict of Interest. Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of the Library or City of Evanston in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to the Library and consented to in writing to the Library.

F. Ownership of Documents and Other Materials. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of the Library, and the Library shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of the Library, during any stage of the Services, Consultant shall promptly deliver all such materials to the Library. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of the Library, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.

G. Payment. Invoices for payment shall be submitted by Consultant to Library at the address set forth above, together with reasonable supporting documentation, Library may require such additional supporting documentation as Library reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after Library's receipt of an invoice and all such supporting documentation.

H. Right to Audit. Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by Library or Library's authorized employees,

agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide Library an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of Library's expenses for and in connection with the audit respecting such invoice.

I. Indemnity. Consultant shall defend, indemnify and hold harmless the Library and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the Library, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the Library and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the Library and City of Evanston has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel and the Library, if the settlement requires any action on the part of the City or the Library.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The Library and City of Evanston, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-Consultants' work. Acceptance of the work by the Library will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

J. Confidentiality. In connection with this Agreement, Library may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for Library. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by Library as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for Library to any person, firm or corporation or use the same in any manner whatsoever without first obtaining Library's written approval, and (iii) not to disclose to Library any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the Library has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the Library that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the Library so that the Library may comply with the request within the required timeframe.

The Library and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the Library from and against all claims arising from the Library's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the Library with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the Library and the City, shall not be a violation of this Section.

K. Use of Library's Name or Picture of Property. Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of Library's name nor the name of any affiliate of the Library or City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

L. No Assignments or Subcontracts. Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without Library's express prior written approval. Any attempt to do so without the Library's prior consent shall, at Library's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of Library.

M. Compliance with Applicable Statutes, Ordinances and Regulations. In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the Library deems it reasonably necessary for security reasons, the Library may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the Library does not pass the background check.

N. Liens and Encumbrances. Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmens' or other such lien claims, or rights to place a lien upon

Library or City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by Library. Consultant shall protect Library and City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any sub Consultant, supplier or materialmen, or other person, firm or corporation, upon Library or City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

O. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to Library as follows: Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois 60201, Attention: Library Director and to Consultant at the address first above set forth, or at such other address or addresses as Library or Consultant may from time to time designate by notice given as above provided.

P. Attorney's Fees. In the event that the Library commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the Library shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

Q. Waiver. Any failure or delay by Library to enforce the provisions of this Agreement shall in no way constitute a waiver by Library of any contractual right hereunder, unless such waiver is in writing and signed by Library.

R. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

S. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out

or due to this Agreement shall be in Cook County, Illinois. The Library shall not enter into binding arbitration to resolve any dispute under this Agreement. The Library does not waive tort immunity by entering into this Agreement.

T. Time. Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the Library.

V. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

VI. EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the Library, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

A. That it will not discriminate against any employee or applicant for employment or volunteer because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications and volunteer position descriptions to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees or volunteers placed by it on its behalf, it will state that all applicants will be afforded equal

opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

VII. SEXUAL HARASSMENT POLICY

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

- A.** The illegality of sexual harassment;
- B.** The definition of sexual harassment under State law;
- C.** A description of sexual harassment utilizing examples;
- D.** The Consultant's internal complaint process including penalties;
- E.** Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and
- F.** Protection against retaliation as provided to the Department of Human Rights.

VIII. CONSULTANT CERTIFICATIONS

A. Consultant acknowledges and agrees that should Consultant or its sub consultant provide false information, or fail to be or remain in compliance with the Agreement, the Library may void this Agreement.

B. Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 *et seq.*) and applicable rules in performance under this Agreement.

C. If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

D. Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

E. In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

F. Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

G. If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

H. Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

IX. INTEGRATION

This Agreement, together with Exhibits A, and B sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party

due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT:

**Evanston Public Library
1703 ORRINGTON AVENUE
EVANSTON, IL 60201**

By _____

By: _____

Its: _____

Its: Executive Director _____

FEIN Number: _____

Date: _____

Date: _____



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director

Subject: Approval of 2022 Purchase of Library Automation Services
From Cooperative Computer Services (CCS)

Date: December 15, 2021

Recommended Action:

Staff recommends approval of the single source purchase of library automation services not to exceed (\$78,000) and OCLC cataloguing records (\$22,000) from [Cooperative Computer Services](#) (3355J N. Arlington Heights Rd., Arlington Heights, IL) for FY2022.

Funding Source:

Funding in the amount of \$100,000 will be from the Library Fund's Access Services IT Computer Software account (185.48.4820.62340).

Summary:

Cooperative Computer Services (CCS) is a partnership providing the Polaris integrated library automation system (ILS) for the Evanston Public Library and 27 other CCS member public libraries located in the north and northwest suburbs of Chicago. This shared resource allows the member libraries to recognize significant cost savings through group purchasing power. CCS is an Intergovernmental Instrumentality formed under the Illinois state constitution to administer the system on behalf of its member libraries, which fund virtually all activities. The City of Evanston entered into an intergovernmental agreement with CCS in 2005.

In Evanston, CCS supports approximately 42,000 registered borrowers and the circulation of 733,500 items(2020 data) through the Library's selection of materials, cataloging, public catalogs, circulation (including payment of bills and fees), interlibrary loan, other resource sharing activities and access to databases inside and outside the Library by providing technical support for the computer hardware and software infrastructure, thus saving the Library the costs of maintaining a separate standalone system.

CCS libraries check out almost thirteen million items a year using the system, and send almost seven hundred thousand books and other media back and forth to serve the needs of customers. This ILS is fully compatible with the City's computing infrastructure and uses a web-based architecture that has a minimal impact on the City's technology resources. This purchase covers the Evanston Public Library's annual share of these services.

The primary users are the library customers and staff who depend upon this automated system to provide the online catalog of materials and circulation system. Customers and staff use the online catalog both in the library and remotely to determine if the library owns an item, whether it is checked out or available and where it is located; and the online circulation feature provides the mechanism for checking materials in and out, and placing holds or renewing online. Because all the members of the consortium share the same ILS, Evanston customers and staff have immediate access to the catalogs of all the member libraries, greatly expanding the number of available books and other materials than would otherwise be available if the library had a standalone automation system.

Legislative History:

The City Council approved an intergovernmental agreement with Cooperative Computer Services for the provision of library automation services in 2005.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Review of Committee Assignments
Date: December 10, 2021

Annually, the Library Board reviews Board Committee and Liaison assignments (descriptions and existing assignments attached).

After discussion with Trustees, the Board President will confirm assignments that will expire each June. After the annual election of officers, Committee and Liaison assignments will be confirmed for the following 12 months (July-June).

Evanston Public Library
Board of Trustees
Committee Membership 2021-2022

Executive Committee

Tracy Fulce (Chair as President)
Rachel Hayman (as Vice President)
Terry Soto (as Secretary)
Benjamin Schapiro (as Treasurer)

This Committee is composed of the four officers elected annually by the Board of Trustees.

Finance Committee

Benjamin Schapiro (Chair as Treasurer)
Tracy Fulce (Ex-Officio)
Staff Lead: Karen Danczak Lyons

This Committee may meet to discuss finance related topics.

Management & Policy Committee

Adam Goodman (Chair)
Margaret Lurie

This Committee discusses topics related to the performance of the Executive Director. The Trustee chairing the Management Committee manages the annual evaluation process including distributing the evaluation instrument, compiling and sharing responses and leading discussions with the Board and Executive Director.

Facilities Committee

Benjamin Schapiro
Vacancies (2)
Staff Lead: John Devaney

The Facilities Committee reviews major maintenance and construction contracts, the building reserve analysis and capital plans in preparation for making recommendations to the full Board.

Development and Re-imagine Committee

Margaret Lurie (Chair)
Rachel Hayman (Co-Chair of Re-Imagine Campaign Campaign)
Staff Lead: [Wynn Shawver](#)

Members of the Committee work closely with the Library's Development staff to review the annual giving campaign, explore ways to cultivate and retain donors, expand ways to encourage giving and review strategy.

Trustees serving on the Development Committee serve as Co-Chairs of the Reimagine Campaign, the Library's annual fundraising campaign.

Endowment Investment Committee

Benjamin Schapiro (Chair as Treasurer)
Tracy Fulce
Peter Hemwall
Staff lead: *Karen Danczak Lyons*

The President and Treasurer attend quarterly meetings with the Executive Director, Assistant Director and fund manager(s) to review performance and asset allocation.

Board Development Committee

Rachel Hayman
Vacancy

Trustees serving on this committee review board development opportunities, attend library and library board related webinars and conference sessions and report results to the entire Board.

Liaison to Evanston Nursery and Pre-K Schools

Rachel Hayman
Staff lead: *Laura Antolin*

Working with Library staff from the Early Learning and Literacy team, this liaison shares information about library services, programs and resources with families and community based organizations that serve our youngest children.

Liaison to School District 65 and Evanston Township High School District 202

Vacancy

Staff lead: Elacsha Madison

Working with Library staff from the Early Learning and Literacy, Innovation and Digital Literacy and Engagement teams, this liaison shares information about library services, programs and resources with families and staff served by Districts 65 and 202. The Liaison is welcome to attend programs and events throughout Evanston with staff.

Liaison to Northwestern University and Higher Education

Adam Goodman

Staff lead: Renee Neumeier, Heather Norborg, [Jill Skwerski](#)

Working with Library staff from the Lifelong Learning and Literacy, Innovation and Digital Learning and Engagement teams, this liaison shares information about library services, programs and resources with Northwestern University leadership, faculty, staff and students.

Evanston Public Library Friends/ New 501(c)(3)

EPL Friends Board contact: Shawn Iles

Staff lead: Karen Danczak Lyons

New 501(c)3 Name TBD

Board contact: TBD

Staff contacts: Wynn Shawver and Karen Danczak Lyons

Liaison with the Evanston Public Library Friends and any group of volunteers aligned with EPL to support advocacy, friend- and fund- raising on behalf of the Library.

Racial Equity Task Force

Esther Wallen

Terry Soto

Staff lead: Karen Danczak Lyons

Two trustees will participate in the work of the Racial Equity Task Force, a group of Evanston community member volunteers that work with EPL staff on issues related to racial equity.

Board Nominating Committee

Appointed each April

This Committee is appointed annually in April by the President and charged with creating a slate of officers for consideration by the full Board. The slate is presented to the full Board in May and voted upon in June. The new slate of officers assume their responsibilities in July and serve for one year.