



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, NOVEMBER 17, 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: November 17, 2021 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83545829892>

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, November 17, 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 October 20, 2021
- B. Approval of Bills and Payroll

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

5. EQUITY, DIVERSITY AND INCLUSION

- A. RETF
- B. Collection Advisory Committee
- C. Project Ready

6. BOARD PRESIDENT'S REPORT

- A. Meeting process changes
- B. Vision

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

8. STAFF REPORTS

- A. Administrative Services Report (Distributed in Advance)
- B. Development
 - 1. Friends of the Library Update
 - 2. Re-imagine Campaign

9. BOARD REPORTS

10. BOARD DEVELOPMENT

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- A. FY2022 Library Revenue Budget: Resolution 2021 – R1 providing for the budget and setting the annual tax levy for FY2022 (For Approval)
- B. FY2022 Library Revenue Budget: Resolution 2021 - R2 providing for the budget and setting the annual tax levy for FY2022 (For Approval)
- C. Approval of the 2022 Board Meeting Schedule (Karen Danczak Lyons)
- D. Approval of the 2022 Library Closing Schedule (Karen Danczak Lyons)
- E. Review of 2022 Per Capita Grant Application Requirements (Karen Danczak Lyons)
- F. Open + (Discussion and ACTION)
- G. *Illinois Libraries Presents* Intergovernmental Agreement (Discussion and Action) (Heather Norborg)
- H. Committee Assignments (Discussion)

13. EXECUTIVE SESSION (Personnel)

14. ADJOURNMENT

Next Meeting: December 15, 2021 at 6:30 pm in person and remote.

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



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, October 20, 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: Elizabeth Bird, Karen Danczak Lyons, Heather Norborg, John Devaney, Tim Longo and Renee Neumeier, Lea Farah Hernandez-Solis, David Jordan, Tyler Works

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: Eric Tanyavutti, Deshana Newman and Silvia Rodriguez.
Good evening,

I am Deshana Newman, an Evanston resident, Black person, avid reader, teacher, and a library patron. Historically, Black citizens have been denied access to public libraries in America. This country has created systemic barriers and hurdles for Black citizens to get access to books and the services that are offered at public libraries. EPL creates an image of being a library for all citizens however it is not a safe public institution for Black residents.

On the website, there is a perfunctory statement about Black Lives Matter in response to the police murder of George Floyd. An excerpt states "As rage sweeps across the country, we recognize that white people, privileged simply by the color of their skin, have an important role to play in creating a just and equitable society for everyone. Some of us are already active in this fight for racial justice. Others have just begun. Some have not yet started. We must all fight against racism. The time to act is now." This statement is only rhetoric and ideals.

Since 2019, there has not been any change in the relationship with Black Evanston residents. The EPL has caused more harm to the Black community than improvement. The EPL building is not a safe space because of the systemic behaviors of EPL library staff. An egregious example is of the book display which allowed the blue lives matter flag to be posted in a public space. The blue lives matter flag is a symbol of white supremacy and was prominently displayed at the US Capitol insurrection on January 6, 2021. The actions of the library do not align with the Black Lives Matter statement on the website. Thus, I am going to make the conclusion that Black Lives Don't Matter to Evanston Public Library.

If Black Lives Matter, then a staff member would not allow a book display that causes harm to Black community members to be created and exhibited. Evanston Black residents deserve protection from white supremacy in public spaces. We deserve the respect to have library employees advocate for us in meetings about what is displayed in our library. Black residents deserve action and not meaningless website statements and social media posts. Black residents deserve to interact and engage with Black librarians when we visit Evanston Public Library. All in all, Black residents deserve a better experience with our public library.

I am speaking on behalf of my fellow Black Evanston residents and demanding change at EPL. Until EPL takes actions by changing the systemic racism and practices, then Evanston Public Library is part of the problem.

Thank you,
Deshana Newman
Evanston resident

Hello, I'm Silvia Rodriguez, a neighbor from the 8th ward, and a frequent user of our public library. The public library is my family's happy place, so I was angered and saddened when I learned about a harmful experience my friend's children went through, when they were reading a children's book with both racist and sexist content. I am not surprised, as this has happened to my kids as well. My biracial, Latinx, disabled kids have had more than once experienced books that had ableist content, or content that misrepresented our culture. I would like to ask our library to revise the ways in which they select books for our children: we are always told our budget is smaller than the rest of the libraries in our area, so I believe it is especially important to not spend money on books that will cause harm to our youngest patrons. Please devise a new way to select the titles you add to our collection of kids books, for our kids' sakes. If you don't have the resources, there are many local organizations that can help with vetting, such as Young, Black and Lit, Semicolon Bookstore, and even some of our remarkable and very knowledgeable school librarians. There are so many good books out there, it's a true shame to keep adding books to our libraries that inflict pain. Thank you.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the July 21, 2021 Board Meeting

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

Public Hearing on the Fiscal Year 2022 Budget: By unanimous roll call vote, the public hearing was opened and then closed with no participants.

INFORMATION/COMMUNICATIONS: Together, We are the Library

A. Public Apology (Discussion)

Lifelong Literacy and Learning Manager Heather Norborg and Innovation and Digital Learning Manager Renee Neumeier reviewed the Police Reform book display sign featuring the thin blue line flag and the elements of the library's response. They detailed how the sign was changed, the calls and in person feedback EPL staff received and the process around issuing the apology. The EDI committee, managers, Director and Library Board President read, edited and approved the public apology.

B. Book Collection

Collection Development Manager Betsy Bird spoke about a book brought to the library's attention by a member of the Collection Advisory Group of Black Evanstonians. The book

“PopularMMOs: A Hole New World” contains problematic imagery and text. Bird suggested several ways of screening the children’s books purchased for the library as well as a QR code system, suggested by Craig Stevenson, that may provide a framework for parents and caregivers to talk about book content and imagery with their children.

Equity, Diversity and Inclusion (Joint Task Force):

A. Joint Task Force (Update). The committee agreed that the nature of the display signage and book discussed by the Collection Advisory Group of Black Evanstonians warranted discussion. The members of the task force discussed and agreed upon an apology letter as a necessity. The Racial Equity Task Force also discussed short and long term goals, and the Library’s new initiative to invite patrons to self-identify their race, ethnicity and language spoken at home.

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

Staff Report:

A. Administrative Services Report (written report provided in advance.)

Hiring activity continues as we look to fill attrition vacancies. Interviews and application review are in progress to fill positions that include Marketing and Communications Manager, Supervising Librarian for Robert Crown, Branch and Library Assistant. The all gender restroom on the 3rd floor is now open for public use.

Board Development:

A. Illinois Library Association Annual Conference (Discussion led by Trustees that attended). Trustee Fulce, Trustee Hayman and Trustee Soto attended several virtual sessions offered by conference. There are several sessions that are more meaningful than others but overall the conference was informative and worthwhile.

Unfinished Business:

A. Discussion of FY2022 Proposed Budget.

B. Approval of 2022 Proposed Library Expenditure Budget (ACTION). The motion to approve the 2022 Library Expenditure budget was made by Trustee Soto, seconded by Trustee Schapiro.

C. Preliminary Tax Levy Estimate. Two tax levy ordinances will be presented to the Board:
1) An ordinance that proposes the 2021 net levy for the Library Fund of \$7,252,000 (no increase over the 2020 property tax levy).
2) An ordinance that represents a .03% increase over the previous year. The proposed corporate and special purpose property taxes to be levied for tax year 2020 (fiscal year 2021) equals \$7,734,243 (net levy) which represents a .03% increase over the previous year.

New Business:

A. Services Policy Revision (FOR ACTION).

Upon motion made by Trustee Hayman and seconded by Trustee Lurie, the Services Policy Revision was approved by roll call vote.

B. Open+ (Discussion). The board discusses a proposed user agreement for the Open+ Self Service Library program that is coming soon at the Robert Crown Branch Library.

EXECUTIVE SESSION (Personnel)

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

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

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 11:11 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: November 8, 2021

Recommended Action

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

Payroll

October 11, 2021 through October 24, 2021	\$ 159,134.95
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Library Fund Bills List

October 26, 2021	\$ 96,242.25
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Attachement: Bills List

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENT	10/26/2021	10/26/2021	126.75
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$126.75
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	ELL SUPPLIES	10/26/2021	10/26/2021	30.63
18616 - JARRETT DAPIER	PROFESSIONAL SERVICES	10/26/2021	10/26/2021	200.00
18517 - SALLY IS SARAH PRODUCTIONS.LLC	CALVIN CAN'T FLY PROGRAM	10/26/2021	10/26/2021	350.00
186504 - THE COMIX REVOLUTION, INC.	COMICS FOR A PROGRAM	10/26/2021	10/26/2021	290.73
206940 - ULINE	SHOPPING BAG BULK ORDER	10/26/2021	10/26/2021	198.82
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 5	\$1,070.18
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	28.37
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	21.32
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	9.46
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	9.46
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	51.96
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	518.65
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	129.66
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	724.39
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	951.21
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 9	\$2,444.48
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	10/26/2021	10/26/2021	49.99
324163 - FINDAWAY WORLD, LLC	JUV AV	10/26/2021	10/26/2021	59.99
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	\$109.98
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
101653 - ENCYCLOPAEDIA BRITANNICA INC.	IN 69248 ONLINE SUBSCRIPTION	10/26/2021	10/26/2021	6,385.00
102568 - INFO USA MARKETING, INC. DBA INFO GROUP	REFERENCE SOLUTIONS USA PACKAGE SEPT2021-SEPT2022	10/26/2021	10/26/2021	10,200.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 2	\$16,585.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND YA PRINT	10/26/2021	10/26/2021	492.66
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	753.54
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	386.52
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	633.90
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	19.01
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	405.68
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	303.74
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	27.10
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	942.21
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	978.96
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	99.51
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	82.96
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	91.24
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	36.60
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	39.06
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	599.49
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	314.35
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	619.69
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	766.42
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	212.14
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	42.81
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	153.35
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/26/2021	10/26/2021	29.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/26/2021	10/26/2021	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/26/2021	10/26/2021	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/26/2021	10/26/2021	30.99
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	566.46
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	160.50
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	19.54
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	404.46
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	954.33
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	988.57
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	1,210.48
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	1,552.86
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	GALE VIRTUAL REFERENCE	10/26/2021	10/26/2021	82.50
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 35	\$14,100.58
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	10/26/2021	10/26/2021	176.14
100474 - BAKER & TAYLOR	ADULT AV	10/26/2021	10/26/2021	87.67
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	65.97
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	81.72
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	69.72
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	17.49
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	53.73
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	93.45
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	483.13
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	36.48
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	74.77
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	30.48
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	108.16
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	37.98
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	44.19
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	91.86
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	28.54
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	70.13
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	26.49
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	60.48
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	211.92
103424 - MIDWEST TAPE	ADULT AV	10/26/2021	10/26/2021	26.49
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 24	\$2,011.22
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	10/26/2021	10/26/2021	23,062.20
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	10/26/2021	10/26/2021	4,973.00
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 2	\$28,035.20
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	10/26/2021	10/26/2021	143.05
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$143.05
Business Unit 4820 - ACCESS SERVICES Totals				
			Invoice Transactions 3	\$28,178.25

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	10/26/2021	10/26/2021	197.68	
297376 - KELLYE S FLEMING	PROGRAM SUPPLIES REIMBURSEMENT	10/26/2021	10/26/2021	90.00	
18644 - MARYKATE SCHNEIDER	PROGRAM SUPPLIES REIMBURSEMENT	10/26/2021	10/26/2021	12.13	
206940 - ULINE	OFFICE SUPPLIES	10/26/2021	10/26/2021	24.00	
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$323.81	
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND YA PRINT	10/26/2021	10/26/2021	775.99	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	129.82	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	212.26	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	15.82	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	434.88	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	222.87	
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	29.92	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	39.30	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	93.76	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	25.89	
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	598.05	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	285.33	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	31.08	
100474 - BAKER & TAYLOR	JUV PRINT	10/26/2021	10/26/2021	166.30	
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 14	\$3,061.27	
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	8.92	
100474 - BAKER & TAYLOR	ADULT AV	10/26/2021	10/26/2021	22.00	
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	\$30.92	
Business Unit 4825 - ENGAGEMENT SERVICES Totals					
			Invoice Transactions 20	\$3,416.00	
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
11009 - BLACKBAUD INC.	DEVELOPMENT SOFTWARE	10/26/2021	10/26/2021	11,014.32	
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$11,014.32	
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND YA PRINT	10/26/2021	10/26/2021	23.81	
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2021	10/26/2021	323.47	
276974 - OVER DRIVE, INC.	EBOOKS	10/26/2021	10/26/2021	4,983.88	
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 3	\$5,331.16	
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals					
			Invoice Transactions 4	\$16,345.48	
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGE/NOV-JAN	10/26/2021	10/26/2021	590.49	
100891 - CARRIER CORPORATION	CHILLER SERVICE	10/26/2021	10/26/2021	592.25	
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/26/2021	10/26/2021	419.54	
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/26/2021	10/26/2021	108.05	
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/26/2021	10/26/2021	419.54	
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/26/2021	10/26/2021	145.00	
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE EXIT DOOR REPAIR	10/26/2021	10/26/2021	691.60	
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	\$2,966.47	
Account 64015 - NATURAL GAS					
103744 - NICOR	UTILITIES: NICOR	10/26/2021	10/26/2021	334.83	
103744 - NICOR	UTILITIES: NICOR AUG 21	10/26/2021	10/26/2021	329.15	
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 2	\$663.98	
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/26/2021	10/26/2021	608.16	
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$608.16	
Business Unit 4840 - LIBRARY MAINTENANCE Totals					
			Invoice Transactions 10	\$4,238.61	
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
18631 - INTERPRENET, LTD	SPANISH TRANSLATION SERVICE	10/26/2021	10/26/2021	375.00	
18631 - INTERPRENET, LTD	SPANISH TRANSLATION SERVICE	10/26/2021	10/26/2021	375.00	
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	10/26/2021	10/26/2021	233.62	
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 3	\$983.62	
Account 62295 - TRAINING & TRAVEL					
18632 - FACE TO FACE COMMUNICATIONS & TRAINING, INC.	PROFESSIONAL SERVICES	10/26/2021	10/26/2021	5,000.00	
18326 - REBECA MENDOZA	TWO YOGA SESSION ALL STAFF DAY	10/26/2021	10/26/2021	300.00	
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 2	\$5,300.00	
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENT	10/26/2021	10/26/2021	243.75	
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$243.75	
Account 64540 - TELECOMMUNICATIONS - WIRELESS					
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	10/26/2021	10/26/2021	18.95	
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95	
Account 65100 - LIBRARY SUPPLIES					
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/26/2021	10/26/2021	48.45	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/26/2021	10/26/2021	8.85	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/26/2021	10/26/2021	123.69	
16015 - BLUE SKY MARKETING GROUP	CAR SIGN MAGNET	10/26/2021	10/26/2021	745.72	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/26/2021	10/26/2021	54.73	
206940 - ULINE	UTILITY WAGON FOR ENGAGEMENT EVENTS	10/26/2021	10/26/2021	87.96	
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 6	\$1,069.40	
Business Unit 4845 - LIBRARY ADMINISTRATION Totals					
			Invoice Transactions 13	\$7,615.72	
Department 48 - LIBRARY Totals					
			Invoice Transactions 128	\$96,242.25	
Fund 185 - LIBRARY FUND Totals					
			Invoice Transactions 128	\$96,242.25	
* = Prior Fiscal Year Activity				Invoice Transactions 128	\$96,242.25

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.26.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
-----------------------	----------------------	--------------------	---------------

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 96,242.25

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

Library Director's Report
November 17, 2021

Updates:

- All Staff Day: Our fall All Staff Day included a plenary session on customer service and sessions that included clear language (oral and written), project management and team building, Project Ready, safety and security and therapy dogs. My thanks to Trustees Shurbet and Soto for joining us.
- In discussion with the staff EDI Committee, we are exploring Project Ready and beyond (Project Ready cohorts, book discussions and staff development in addition to Project Ready).

Innovation and Digital Learning:

- Over 150 D65 students have signed up for the *Code- It- Challenge*, the first Saturday live stream had over 40 youth in attendance
- 16 Black and Latine youth are taking part in the Saturday mentorship sessions with McCormick Engineering students and students from the NU chapter
- Partnerships with English and Humanities teachers at ETHS have been reestablished, the teen engagement coordinator met with 4 classes to provide an overview of Library services and the Loft, connections were also made with the Hub staff and with the Lit Lab at ETHS.
- An in person teen listening session was held on 11/4, close to 30 youth have registered for the event, teen services staff and staff from other departments will be facilitating the session.
- The Digital Music Assistant has connected with the D65 music department and will begin planning in school collaborations with them.
- The teen services team and the youth STEM librarian will be submitting an application for the National Makerspace Charter Group, which will be revamping the guidelines and national resources for makerspaces in libraries.
- Teen services staff has been working with the Chute Middle School Librarian and staff from Oakton on a middle school knitting group that's been hosted at Robert Crown

- EvanSTEM and EPL partnered on their STEM parent/caregiver advisory group meeting, the majority of the parents are Black and Latinx, they provided a lot of great feedback and helped promote the *Code-It-Challenge*.

Lifelong Learning and Literacy:

- LLL Legal Literacy Librarian Lorena Neal presented the program **Bridging The Justice Gap: Connecting Public Library Patrons to Legal Information and Services** to the Illinois Library Association (ILA) conference on Oct. 12, along with Amy Clark of Illinois Legal Aid Online (ILAO). The program was attended by 46 people, and we received very positive feedback from attendees at the conclusion of the program. Next step: Lorena will be offering a 4 session Civil Legal Justice series for EPL staff and staff from other area libraries in early 2022.
- LLL Business & Financial Literacy Librarian Susan Markwell attended the **Midwest Business Librarians Summit** at Purdue University, the **Evanston Chamber of Commerce Business After Hours (BAH)** event on 10/13 and the **Evanston Chamber of Commerce Latinx Leadership Business Development Group** on 10/20 to make connections and partnerships for future programming and collaboration.
- Law At The Library Program on **How To Find A Lawyer When You Can't Afford One** on October 26 (24 attendees). This program is now being presented on Zoom, in collaboration with the Chicago Public Library and the Chicago Bar Association. I have also invited other CCS libraries to advertise this program to their patrons, and several have expressed an interest in doing so. Several patrons have requested the materials from this program, and I have sent those out. (Lorena Neal)
- **Career Counseling** October 12th and 25th (3 attendees) Volunteer Darryl Grant had three individuals book Career Counseling appointments this month, which is a slight increase over previous months, but not yet to the point we were at before the pandemic. One of the attendees requested a virtual session so we had a chance to try out our Zoom setup in the Seminar Room, which worked well. (Susan Markwell)
- **eBooks Demystified**: Zoom - 10/17 - 7 attendees. Powerpoint presentation, then Q & A. People who attend these 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)
- **Understanding the Maze of Medicare**: 10/7 and 10/27, 8 participants each time (Irene Williams)

- **Mental Health is Essential**_Tuesday October 12th 2021 7:00 – 8:00 Zoom 23 participants. Facilitators were the Rev. Eddie L Journey, Ph.D Candidate, LMHC (Second Baptist Church), Mirka Gallo - Clinical Social Worker of United Catholic Youth Ministries and Allison Herman, Director of Education at Hope For The Day. Peer educator in mental health, suicide prevention, and LGBTQ+ communities. Great presenters. Participants had a lot of questions. (Irene Williams)
- **Foster Senior Group** meetings 10/06, 10/13, 10/20, 10/27, weekly Zoom gathering. 32-40 people in attendance (Bridget Petrites)
 - [Stitching Time w/ Cozbi A. Cabrera 10/24](#) This event was in conjunction with Lincolnwood library. It was led by Eti from Lincolnwood, Brian Wilson, and Sally Battle. Linda Balla and the St. Mary's Quilting group were instrumental in prepping materials. The hope was for this to be an intergenerational program. I connected with Foster Senior Club members that might be interested and made sure they had supplies and brought some materials to the Mason Park First Friday event on 10/01 to hand out.
 - **BINGO** with Kim Holmes Ross 10/25 - last Monday monthly BINGO (seniors love BINGO)
 - (10/14) Bridget Petrites met with a member of the Foster Senior Club, to help her with her new laptop. Until then, she had been borrowing a laptop and hotspot from the library. She has grown more confident with the technology, so her family got her a laptop. We went over getting on Zoom meetings, as well as connecting to wifi. Next up, we're tackling Uber, as well as getting on to her Sunday church service.
- **Fika**, Mon-Sat, 8-15 participants each day (October 1 - 30); free form discussions over Zoom; in partnership with the Thomas Memorial Library in Cape Elizabeth, ME (Olivia Mo)
- [Memory Cafe](#): 10/07, 10/14, 10/28 weekly Zoom gathering of those experiencing memory changes. Attendance varied from 5-8. The armchair travel to Hawaii (10/14) was particularly successful. The location was chosen by two attendees.

LLL Book Discussions in October:

- **10 Mission Impossible: Gabriel Garcia Marquez** discussion groups met this month to discuss *No One Writes to the Colonel* (138 participants) (Heather Ross coordinator, multiple staff and volunteer discussion leaders)
- **Science Fiction & Fantasy Book Group**: October 6, 17 in attendance, discussing *Dune* by Frank Herbert, via Zoom. We discussed this classic work in anticipation of the new movie adaptation coming out in October. The group continues to enjoy engagement on

our Facebook page. We will discuss *The Power* by Naomi Alderman on Nov. 3. (Lorena Neal)

- **Readability Book Group:** every Monday, between 9 and 12 people per meeting, book group for adults with disabilities, Zoom, in partnership with Center for Independent Futures - We have been growing in number, so much so that I am beginning to think about how we might be able to accommodate such a large group going forward. Our participants are very much enjoying *THE KINGDOM* by Jess Rothenberg and looking forward to our author talkback at the end of the session. (Jeny Mills)
- **Better Off Read Book Discussion Group** 10/25 - *The Job* by Steve Osborne. This was the second time we've met in person since 02/2020. We had 17 participants and the author attended for a portion of the evening, so we were able to ask him questions. (Bridget Petrites)
- **True Crime Book Group:** Zoom - 10/27 - 4 attendees This month we discussed *American Sherlock* by Kate Winkler Dawson. Reception on this book was lukewarm across the board. All attendees were core group members - some of the core group had emailed me to let me know they would be unable to attend this month. We will soon be choosing our books for the first half of next year so we talked a lot about what types of books the group enjoys. Very positive feedback about book choices - especially regarding the variety of the book choices this year. (Katy Jacob)
- **Wider Net Book Group:** Virtual, 10/18 - 12 attendees discussed *Kim Jiyoung, Born 1982* by Cho Nam-ju. The group found this slim volume about a South Korean young mother who suffers from dissociative episodes postpartum quite compelling. Discussion ranged from the culturally specific to the universal elements of the story, which recounts her childhood, school years and early adulthood and the misogyny and microaggressions she contends with along the way. (Heather Norborg)
- **History Book Group:** Steven Ross's *HITLER IN LOS ANGELES*. October 4 in person (11 participants) and October 11 virtual (4 participants) The material covered-- Nazi/fascist activity in southern California during the 1930s and 40s--was new to most everyone, even if there was some criticism of the book itself. (Jeff Garrett)

Engagement Services:

- Monthly, Mission Impossible - Marquez, Spanish session has 17 sign ups currently and had a successful first session in October.
- EPL/CPL Immigration Information and Services zoom sessions are ongoing and have attendance of 4-7 people each session. Zoom sessions are monthly until January.

- 4th Thursday, Mental Health sessions are ongoing, in-person now. October session focused on grief counseling and coping mechanisms with JourneyCare and AMITA facilitating.
- Oct. 25, Dia de Muertos craft session sponsored by NU - NU invited EPL to campus to facilitate a craft activity for Dia de Muertos, sponsored by them. Kennedy from Children's was present for this event as well.
- Nov. 2, Dia de Muertos program - shoebox altar making crafts, collaboration with Mudlark doing improv, LE creating flowers for patrons, and NU doing face painting. Pictures provided below.



- **Story Quest-10/19**, 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 will read, discuss, and act our way through 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. 10 were in attendance for our first session. The energy and excitement was high.

- **Dedicated to the Dream**-10/10, co-facilitated a family session on culture with Sally B., Tracy O., and Jess I. There were approximately 7 families in attendance. Families started the process of building a family culture tree.
- Rainbow Therapy Dogs visited Crown on 10/16. Staff announced the visit to those in the ice arena, and had a nice response with several families dropping in while they waited on a skater. Next visit is scheduled for 11/6.
- The inaugural issue of EPL's newest literary magazine *10th Ward Lit* launched in October. The magazine, edited by Kellye Fleming (Crown staff), is dedicated to showcasing the talented and diverse voices of writers all over Evanston. Submissions for the next issue are now being accepted at: eplart@cityofevanston.org. More information about the magazine can be found [here](#).
- Library staff participated in an October Repair Cafe, hosted at the Robert Crown Center as part of a multi-organization collaboration. Repair Cafes offer a space for people to come together and fix things, rather than throwing them in the trash. The next Cafe is slated to take place at Crown on 12/9.
- Throughout Hispanic Heritage Month, a variety of themed crafts were shared as grab and go kits as well as drop-in activities. Among the most successful was the mola kit craft. Mola is an indigenous textile folk art from Panama that is traditionally made from layers of colored fabric to create patterns, often featuring geometric shapes and animals like birds, turtles, or fish. For Hispanic Heritage Month, we featured a take-home craft kit containing four varying animal templates, construction paper, yarn, pipe cleaners, and beads so people could create their own mola for home or display at Crown. We put together at least two-hundred and fifty kits from September 15th through October 15th in response to patron demand, and all were taken almost as soon as they were put out. Drop by Crown to see the results!
- In partnership with Illinois Humanities, Crown hosted a virtual program, *No One Ever Sees Indians*, featuring Ernest M. Whiteman III. The Northern Arapaho writer and artists discussed the many representations of Native Americans in media and how these representations inform audiences' perceptions of Native peoples and issues. The program was held on 10/12 and had 18 attendees.

Early Learning and Literacy

- October 16, 2021 - **Graphic Novel Book Club** - Sheets by Brenna Thummler. Jessica ran the virtual group discussion, read the graphic novel and wrote [discussion questions](#) prior to the event. Five children attended.
- Oct 12, 2021 - attended Caldecott Club with Brian, Laura, and Eti Berland from Lincolnwood. 14 children and 3 parents attended, everyone was engaged, and it was a terrific program.
- Oct 1 - Nov 7 - **Make Your Own Pumpkin Book Character**- 160 pumpkins gifted (K. Joseph, Steimle)
- Oct 1 - **Taste of the Loft** - 30 participants (K. Joseph)

- Oct 4 - **Peers Services** - 40 pumpkins (K. Joseph)
- Oct 7 - **Young and the Restless** - 8 participants (K. Joseph)
- Oct 14 - **Young Scientists Book Club** - 5 participants (K. Joseph)
- Oct 19 - **Story Quest** - 10 participants (K. Joseph)
- Oct 25 - **NU Shoebox Altar Event** - 5 participants (K. Joseph)
- Oct 28 - **Code It Girls Mentor Session** - 0 participants (K. Joseph)
- Oct 28 - **Family Reading Night** - 12 participants (K. Joseph, L. Tripp, B. Wilson, K. Daufeldt)
- Oct 30 - **Code It Livestream** - 24 participants (K. Joseph)
- **10/1/21 First Friday at Mason Park w/ Mariana, Bridget**
Gave away books, frisbees, kits, library bags
Attendance = 200 (L. Antolin)
- 10/5/21 and 10/6/21 **Delivery of LENA Start tote bags, device and book**
Delivery to 8 families (L. Antolin)
- 10/6/21 **LENA Start Cohort 3, Session 1**
Attendance = 9 families (12 adults) (L. Antolin)
- 10/11/21 **Delivery of LENA Start device and book**
Delivery to 9 families (L. Antolin)
- 10/12/21 **JEH Latinx Celebration**
Bookmarks, library cards Attendance = 38 (L. Antolin)
- 10/13/21 **Y.O.U. Dawes**
Book checkout - 12 books Attendance = 18 (L. Antolin)
- 10/15/21 **Y.O.U. Walker** Book checkout - 13 books
Attendance = 15 (L. Antolin)
- 10/13/21 **LENA Start Cohort 3, Session 2**
Attendance = 9 families (12 adults) (L. Antolin)
- 10/16/21 **GF Microwave Cooking** Daufeldt, Antolin
Attendance = 8 (4 kids; 4 adults)(L. Antolin)
- 10/18/21 **Delivery of LENA Start device and book**
Delivery to 8 families (L. Antolin)

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			12,812
Robert Crown	228	146	247	294	258	252	282	303	378	459			2,847
Computer Lab	-	-	-	-	-	-	-	-	-	-			-
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	1,357	1,508	1,605	1,748	1,860	2,104	-	-	15,659
Website Visits													
All Location	34,058	30,600	35,361	32,729	32,469	31,980	31,284	29,975	30,348	31,612			320,416
Wifi Users													
All Location	5,000	5,000	5,987	6,000	6,000	6,649	7,331	7,364	9,282	9,500			68,113
Library Visits													
Main	10,563	9,372	12,161	11,888	11,363	14,126	14,488	14,938	15,588	18,053			132,540
Robert Crown	574	1,434	3,367	3,121	3,611	4,106	4,042	4,209	5,514	7,564			37,542
Overall Library Visits	11,137	10,806	15,528	15,009	14,974	18,232	18,530	19,147	21,102	25,617	-	-	170,082

370 new library cards issued during October 2021.

Upcoming events of Note:

Lifelong Learning and Literacy:

1. [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*) A discussion of *The Man Who Lived Underground* by Richard Wright **11/10 at 12 pm, Virtual** (Heather Ross)
2. The next Law at the Library program is on November 30, covering **Changes To Tax Law**
3. [My Name Is Inanna \(Red Tape Theatre Event\) play discussion](#) with the playwright, Ezzat Goushegir (Evanston resident), the Artistic Director of Red Tape Theatre, and the lead actor.
 - o Planning for an event on Dec. 1st. - details still pending, Virtual
4. [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
 - o Book Launch for Evanston author (Pulitzer Prize finalist)
 - o Midwest Address Author Event
5. [Poetry Night with the Grandparents of Fleetwood Jourdain](#) 12/14 at 7 pm, Virtual
 - o Co-sponsored by Northlight Theater and Fleetwood Jourdain

6. *Financial Literacy Fundamentals:*

A series of virtual programs on basic financial literacy topics, held every other Monday from 4:30 to 5:30 PM beginning on November 15th:

November 15th 4:30-5:30 PM [Ten Free Financial Planning Apps for Android or iOS](#) Are you struggling to keep your financial goals on track, or just looking for a handy way to be more organized about tracking your spending? Chances are good that there's an app to help you do just that. This virtual program will highlight 10 free financial planning apps available on both Android and iOS for those who are ready to step beyond the spreadsheet. Whether you're a power-budgeter or someone who thinks you could save some money if you paid closer attention to your expenses, you'll hopefully leave this session with an app or two to fit your financial needs. Presenter: Susan Markwell, EPL

November 29th 4:30-5:30 PM [Budgeting for the Holidays \(and Beyond\)](#) The holiday season can be stressful (and expensive!) for a number of reasons. Planning ahead can help ease some of the burden of gift-giving, traveling, and leisure spending. This session will highlight some practical tips to help save money (or at least stay on budget) during the holiday season and beyond. Many of these skills would also be useful when saving toward large planned expenses, such as vacations, weddings, and birthdays. Presenter: Susan Markwell, EPL

December 13th 4:30-5:30 PM **Save Money Every Day** We all want to save money. Sales, coupons, and rewards programs all offer opportunities for us to do just that, but keeping track of it all can get confusing. This session looks at a number of ways to save a few dollars in everyday scenarios. Whether at the grocery store, the gas pump, the movie theater, or online, there are a few insider tricks and some very helpful tools to make everyday savings a little more achievable. Presenter: Susan Markwell, EPL

Engagement Services:

- Mission Impossible Marquez Spanish Reading Group, 11/4 at 630pm
- Planning for Winter Latino programming including posada programming, passive kits and culturally relevant coloring sheets for kids, book lists for parents.
- **Kwanzaa program**- partnering with Tim Rhoze from FJT and Ozivell in IDL to put together a Kwanzaa program that will include drumming, storytelling, and African dancing. The plan is to also have business vendors and an arts & crafts table. The program is scheduled for Sunday, December 26th at Robert Crown.

- **Abridged version of Dedicated to the Dream**-Along w/ Sally B., Kennedy J., Jess I., we are in talks to offer a shorter version of Dedicated to the Dream that will focus specifically on skin positivity. The plan is to work with the 3rd-5th grade group of students who attend Family Focus after school.
- Next Community Blood drive with Vitalant is scheduled for Saturday, 1/22.
- Working with the team at Oakton Community College to offer in person enrollment for spring semester classes onsite at both Crown and Main.
- Winter break gaming tournament at Crown. Details forthcoming.
- During the month of December, Crown staff will be providing grab and go craft kits for kids and adults. Details forthcoming.

Early Learning and Literacy

Birding & Art Program, (M Meyer, K. Daufeldt, Julie Rand and Libby Hill of Northshore Birding).

Last Stop on Market Street Theater Event in the works.

Patron feedback:

Lifelong Learning and Literacy:

Email to Heather Ross about a reference interaction:

Thank you so very much for your help in this important matter. Maybe before this year ends I can give a donation to the Evanston Public Library.

Bye for now,

(name withheld for privacy)

In-person interaction with Lorena Neal:

Several patrons who came in for help with their reparations applications expressed appreciation for the work the library staff was doing to assist them, and were impressed by the collections we had available. One woman told me that she had been to the library many years before, and the librarians then made her feel unwelcome, but that my helpfulness and respect towards her had changed her mind about the library, and she would be visiting more often in the future.

In-person interaction with Bridget Petrites:

10/29 helped a patron locate some very specific DVDs (PD James, but with Martin Shaw as Inspector Adam Dalgleish) We chatted mysteries for a few minutes. Diane Davis (Access Services) was also helping her. Patron left saying it was the most kinship she'd felt in two years.

Early Learning and Literacy

King Arts PTA

Hi Laura,

Thank you so much for organizing the EPL contributions to King Arts School's first ever Dream Week!! The kids were so excited to have their own book bags and bookmarks to color! I'll have to show you my daughter's -- she worked really, really hard on her bookmarks.

Through our combined efforts we raised [\\$13,727](#) and our scholars logged 731,665 minutes for the Dream Week read-a-thon, dance-a-thon, music-a-thon, and art-a-thon.

I have a stack of library card forms that are ready for you. Should I drop them at the library, mail to you, or do you want to pick them up from my house?

Thanks again!!!

Betsy

From our outdoor Young and the Restless:

“Thank you so much for doing this program! My child was mesmerized!”

Thank you for doing this! This is the first time my child has done anything like this.”

“We haven’t gotten out much because of the pandemic. This is the first time my child has been around other children.”



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: November 08, 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:

- Scheduling interviews for 20 hrs. Branch Assistant position at Robert Crown
- Posting was closed for two Branch Clerk (20 hrs. each) positions at Robert Crown, resumes forwarded to the hiring manager, interviews will follow
- Public Services Substitute position posted through 11/7/21, interviews will follow
- HR is contacting candidates from the qualified list for the 20 hr. Library Clerk position in Access
- Offer is being made to a candidate for the Marketing & Communications Manager position vacated by Jill Schacter
- Offer is being made to a candidate for the Supervising Librarian at Robert Crown vacated by Miguel Ruiz

Continuing to offer monthly Project Ready sessions: Module 10 (Unpacking Whiteness) and 21 (Assessing your Current Practice) during November, a total of 7 sessions, including two BIPOC.

Financial Resources

The Library Fund financial report for the period ending October 31st is included for your review. For the operating fund, revenue collection is at 74% of budget projection and expenditures 80%. Capital fund encumbrances and expenditures total 105% of the budget.

Facilities Update

The Facilities team is very busy staying on top of library duties/needs while being short two full-time workers. Maintenance is busy preparing for our extensive passenger elevator upgrade which is scheduled to kick off during the second week of December. RCCC branch is scheduled for a thorough carpet cleaning just after Thanksgiving. The team is gathering goods for our Holiday Rails Sale which will be scheduled for early January.



Budget Performance Report

Fiscal Year to Date 10/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	5,451,370.72	1,800,629.28	75	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	36.46	.00	208.29	(208.29)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	.00	.00	122,680.49	22,319.51	85	121,938.15
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	109,866.85	(16,866.85)	118	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	170,513.40	219,486.60	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	447.52	.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	9,901.46	5,098.54	66	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	6,108.62	(1,108.62)	122	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	15,149.64	32,074.36	32	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	\$483.98	\$0.00	\$6,187,093.38	\$2,154,130.62	74%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	338,519.42	.00	2,651,886.82	532,383.19	83	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	133,085.71	.00	1,017,721.70	360,980.45	74	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	6,656.00	.00	68,897.72	6,102.28	92	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	1,256.91	.00	10,601.90	6,098.10	63	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	11,981.24	.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	336.88	.00	336.88	(336.88)	+++	.00
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	46,239.75	.00	477,646.90	142,890.58	77	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	187.76	.00	1,867.29	394.71	83	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	4,000.00	800.00	83	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,750.00	350.00	83	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	36,857.02	.00	287,455.57	65,878.22	81	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	29,349.31	.00	225,630.25	54,865.07	80	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	6,968.15	.00	52,872.66	13,404.95	80	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	10,672.87	24,268.00	108,273.94	107,958.06	55	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	39.00	7,961.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	1,692.99	6,307.01	21	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	19,846.39	31,520.00	221,206.63	(54,726.63)	128	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 10/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	2,277.00	(977.00)	175	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	890.85
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	3,209.50	11,790.50	21	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	5,300.00	1,800.00	16,711.61	6,488.39	74	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,530.00	910.00	83	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,070.00	815.00	83	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	49.52	950.48	5	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	39,049.52	1,095.00	189,335.27	28,769.73	87	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	22,844.73	.00	211,572.07	43,427.93	83	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	370.50	.00	3,713.19	3,586.81	51	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	329.32	.00	3,819.20	1,880.80	67	5,893.90
64005	ELECTRICITY	.00	.00	.00	7,765.83	.00	69,163.17	(69,163.17)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	663.98	.00	13,102.49	15,397.51	46	19,515.83
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	961.51
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	18.95	.00	170.55	1,829.45	9	3,022.85
65020	CLOTHING	.00	.00	.00	.00	.00	1,057.35	(1,057.35)	+++	583.95
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	608.16	.00	7,093.69	4,906.31	59	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	704.68	.00	13,894.27	21,105.73	40	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	3,024.45	.00	7,244.86	62,755.14	10	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	13,606.78	7,508.32	129,662.54	(7,170.86)	106	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	22,896.65	7,103.35	76	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	45,254.78	.00	380,600.81	135,799.19	74	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	6,372.16	.00	44,358.21	50,641.79	47	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	234,080.00	46,821.00	83	.00
EXPENSE TOTALS		\$8,225,344.36	\$0.00	\$8,225,344.36	\$812,714.25	\$68,468.32	\$6,538,328.27	\$1,618,547.77	80%	\$7,467,222.38
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	483.98	.00	6,187,093.38	2,154,130.62	74%	8,199,295.12
EXPENSE TOTALS		8,225,344.36	.00	8,225,344.36	812,714.25	68,468.32	6,538,328.27	1,618,547.77	80%	7,467,222.38
Fund 185 - LIBRARY FUND Totals		\$115,879.64	\$0.00	\$115,879.64	(\$812,230.27)	(\$68,468.32)	(\$351,234.89)	\$535,582.85		\$732,072.74



Budget Performance Report

Fiscal Year to Date 10/31/21

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	482,243.00	.00	482,243.00	.00	.00	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	483.98	.00	6,669,336.38	2,603,130.62	72%	8,679,440.12
EXPENSE TOTALS		9,156,587.36	.00	9,156,587.36	812,714.25	152,605.48	7,049,497.64	1,954,484.24	79%	7,999,842.68
Grand Totals		\$115,879.64	\$0.00	\$115,879.64	(\$812,230.27)	(\$152,605.48)	(\$380,161.26)	\$648,646.38		\$679,597.44

Endowment for the Evanston Public Library
 Holdings as of October 2021

	Symbol	Shares/Quantity	Price	Value as of October 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5262.252	\$425.48	\$2,238,982.98	42.76%	
Vanguard Small-Cap Index Fund	VSMAX	3936.489	\$109.99	\$432,974.43	8.27%	
Vanguard REIT Index Fund	VGSLX	1270.356	\$154.50	\$196,270.00	3.75%	
Vanguard Total International Stock Index Fund	VTIAX	15531.591	\$34.90	\$542,052.53	10.35%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7284.055	\$42.04	\$306,221.67	5.85%	71.0%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$473,296.05	\$473,296.05	9.04%	
iShares Silver Trust	SLV	4788.000	\$22.09	\$105,766.92	2.02%	
SPDR Gold Trust	GLD	625.000	\$166.65	\$104,156.25	1.99%	13.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.061	\$166,955.81	3.19%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$116.928	\$161,132.63	3.08%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$151.109	\$191,219.37	3.65%	9.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.860	29,180.17	\$316,896.60	6.05%	6.1%
				\$5,235,925.24		100.0%

Cash Equivalents	13.0%
US Treasury Inflation Protected Securities	9.9%
Corporate Bonds	6.1%
Domestic Equities	54.8%
International Equities	16.2%
	<u>100.0%</u>



To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director
Wynn Shawver, Director of Development

Subject: Development Update

Date: November 12, 2021

This memo provides an update on significant development activities.

Development Committee

Wynn Shawver is managing the committee which is scheduled to meet in early December to review scope of responsibilities which may include the following:

- Support the creation and ongoing work of a new 501(c)3.
- ReImagine Campaign committee work.
- Special events/activities to steward and cultivate new donors and volunteers.
- Engage in community feedback to inform activities, policies and procedures that build a culture of philanthropy within the Library's mission, for example: fundraising readiness assessment and campaign feasibility study.

Friends of the Library

Ancel Glink has assisted many libraries in the creation of 501(c)3 organizations to organize volunteer groups that support library fundraising and advocacy in alignment with the library's mission, vision and priorities.

Ancel Glink will provide the Library with:

- An overview of the process including timeline
- Draft Articles of Incorporation for our new 501(c)3
- Draft bylaws
- Assistance with filing all necessary applications

The Development Committee will review the Bylaws and Memorandum of Understanding prior to recommending these items for discussion and approval by the

full Board. The Development Committee and Director of Development will assist with identifying interested volunteers and soliciting potential names for this new entity.

Annual Relmage Fundraising Campaign

In 2020, the Library transitioned from the Fund for Excellence Campaign to the Relmage Campaign in an effort to better align the fundraising identity with the current work of the Library. The Relmage Campaign bridges past fundraising initiatives to support priorities that will emerge from the strategic planning process that is set to begin in 2022. The Relmage Campaign is specifically a fundraising campaign and its success will rely upon a cohesive marketing, programming and fundraising approach across the Library.

In recent years, the annual fundraising campaign has more than doubled both its revenue and donor count by modifying and improving existing strategies. For example, the Fund for Excellence Campaign was a simple singular direct mail piece sent to approximately 4,000 recipients. In 2021 the annual campaign strategy was received by 8,500 and includes:

- targeted email and direct-mail solicitation strategies with targeted asks
- coordinated social media
- acquisition strategies
- monthly giving
- individual prospect management

The Relmage Campaign is intended to have a beginning and an end as follows:

- Relmage 2020: Year 1: Theme: “Join Us....”
Begin to engage new voices in preparation for strategic planning.
- Relmage 2021: Year 2: Theme: “Power of Community”.
Continue to engage new voices in preparation for strategic planning.
- Relmage 2022: Year 3: Theme: Will state future vision/will align with the strategic plan.
Build support for the strategic plan and set the stage for our future.
- Relmage 2023: Year 4: Theme: statement of vision/will launch our goals as defined in the strategic plan. This will be the 150 year anniversary of our establishment. This presents an appropriate public milestone to launch a special campaign.
- Relmage (Or other name) 2024: The launched major campaign can take over for a defined period of time, potentially with a defined multi-year goal.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Resolution 2022 – R1 providing for the budget and setting the annual tax levy for FY2022

Date: November 8, 2021

I recommend Library Board approval of the fiscal year 2022 revenue budget as follows:

Fiscal Year 2021 Revenue	Amount	% of Total
Property Tax Levy - Operating	7,252,000	77.50%
Bonds Proceeds - Capital Improvement	480,000	5.13%
Property Tax Levy - Debt Service	533,289	5.70%
Donations - unrestricted	400,000	4.27%
Transfer from Endowment Income	217,911	2.33%
Library Grants	125,000	1.34%
Federal Grant(s)	165,000	1.76%
State Library Per Capita Grant	109,866	1.17%
North Branch Rental Income	19,800	0.21%
Library Material Replacement Charges	15,000	0.16%
Investment Income	15,000	0.16%
Miscellaneous Revenue	10,000	0.11%
Library Copy Machine Charges	5,000	0.05%
Library Meeting Room Rental	5,000	0.05%
Library Book Sale	5,000	0.05%
TOTAL	9,357,866	100.00%

CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2021-R1

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022
AND ENDING DECEMBER 31, 2022

WHEREAS, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

WHEREAS, for the budget year FY 2022, beginning January 1, 2022 and ending December 31, 2022, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 17, 2021, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2022 and ending December 31, 2022; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2022 is in the public interest and in the interest of the Library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2022:

Fiscal Year 2021 Revenue	Amount	% of Total
Property Tax Levy - Operating	7,252,000	77.50%
Bonds Proceeds - Capital Improvement	480,000	5.13%
Property Tax Levy - Debt Service	533,289	5.70%
Donations - unrestricted	400,000	4.27%
Transfer from Endowment Income	217,911	2.33%
Library Grants	125,000	1.34%
Federal Grant(s)	165,000	1.76%
State Library Per Capita Grant	109,866	1.17%
North Branch Rental Income	19,800	0.21%
Library Material Replacement Charges	15,000	0.16%
Investment Income	15,000	0.16%
Miscellaneous Revenue	10,000	0.11%
Library Copy Machine Charges	5,000	0.05%
Library Meeting Room Rental	5,000	0.05%
Library Book Sale	5,000	0.05%
TOTAL	9,357,866	100.00%

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$7,476,289 (budgeted tax revenue of \$7,252,000 plus a 3% loss in collection factor) for the fiscal year January 1, 2022 to December 31, 2022. Any unused portions on December 31, 2022 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 17th day of November, 2021.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Resolution 2022 – R2 providing for the budget and setting the annual tax levy for FY2022

Date: November 8, 2021

I recommend Library Board approval of the fiscal year 2022 revenue budget as follows:

Fiscal Year 2021 Revenue	Amount	% of Total
Property Tax Levy - Operating	7,400,000	77.85%
Bonds Proceeds - Capital Improvement	480,000	5.05%
Property Tax Levy - Debt Service	533,289	5.61%
Donations - unrestricted	400,000	4.21%
Transfer from Endowment Income	217,911	2.29%
Library Grants	125,000	1.31%
Federal Grant(s)	165,000	1.74%
State Library Per Capita Grant	109,866	1.16%
North Branch Rental Income	19,800	0.21%
Library Material Replacement Charges	15,000	0.16%
Investment Income	15,000	0.16%
Miscellaneous Revenue	10,000	0.11%
Library Copy Machine Charges	5,000	0.05%
Library Meeting Room Rental	5,000	0.05%
Library Book Sale	5,000	0.05%
TOTAL	9,505,866	100.00%

CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2021-R2

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2022
AND ENDING DECEMBER 31, 2022

WHEREAS, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

WHEREAS, for the budget year FY 2022, beginning January 1, 2022 and ending December 31, 2022, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 17, 2021, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2022 and ending December 31, 2022; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2022 is in the public interest and in the interest of the Library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2022:

Fiscal Year 2021 Revenue	Amount	% of Total
Property Tax Levy - Operating	7,400,000	77.85%
Bonds Proceeds - Capital Improvement	480,000	5.05%
Property Tax Levy - Debt Service	533,289	5.61%
Donations - unrestricted	400,000	4.21%
Transfer from Endowment Income	217,911	2.29%
Library Grants	125,000	1.31%
Federal Grant(s)	165,000	1.74%
State Library Per Capita Grant	109,866	1.16%
North Branch Rental Income	19,800	0.21%
Library Material Replacement Charges	15,000	0.16%
Investment Income	15,000	0.16%
Miscellaneous Revenue	10,000	0.11%
Library Copy Machine Charges	5,000	0.05%
Library Meeting Room Rental	5,000	0.05%
Library Book Sale	5,000	0.05%
TOTAL	9,505,866	100.00%

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$7,628,866 (budgeted tax revenue of \$7,400,000 plus a 3% loss in collection factor) for the fiscal year January 1, 2022 to December 31, 2022. Any unused portions on December 31, 2022 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 17th day of November, 2021.

ROLL CALL VOTE AYES NAYS:

Fulce	—	—
Goodman	—	—
Hayman	—	—
Iles	—	—
Lurie	—	—
Schapiro	—	—
Shurbet	—	—
Soto	—	—
Wallen	—	—

ABSENT OR
NOT VOTING:

Certified:

Attest:

Tracy Fulce

Terry Soto

President, Board of Library Trustees

Secretary, Board of Library Trustees



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Library Board Meeting Schedule for 2022

Date: November 05, 2021

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2022 Board meeting dates are on the third Wednesday of the month with the exception of the December meeting.

I recommend Board approval of the following Board meetings for 2022:

January 19th
February 16th
March 16th
April 20th
May 18th
June 15th
July 20th
August 17th
September 21st (Public Hearing on budget)
October 19th (Truth in Taxation Hearing)
November 16th (Adoption of Tax Levy)
December 14th*

*The third Wednesday in December occurs during Hanukkah. Our December meeting will be held the second week of December.



evanston
public
library

To: Evanston Public Library Board of Trustees
From: Danczak Lyons, Executive Director
Subject: 2022 Library Holiday and Closing Schedule
Date: November 12, 2021

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2022.

2022 Library Holiday Schedule

Saturday, January 1 New Year's Day observed*
Sunday, April 17 Easter Sunday
Thursday, April 28 Staff Development Day (all day)
Monday, May 30 Memorial Day observed*
Monday, July 4 Independence Day observed*
Monday, September 5 Labor Day observed*
Thursday, October 27 Staff Development Day (all day)
Thursday, November 24 Thanksgiving Day observed*
Saturday, December 24 Christmas Eve (close at 3:00 pm)
Sunday, December 25 Christmas Day
Monday, December 26 Christmas Day observed*
Saturday, December 31 New Year's Eve (close at 5:00 pm)

*Paid holidays: Holiday time off with pay is granted for full-time and eligible part time employees for January 1, May 30, July 4, September 5, November 24 and December 26.

Holiday pay is not granted for April 17, December 24 & 25 and December 31.



To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Review of 2022 Per Capita Grant Application Requirements
Date: November 09, 2021

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community.

The following information fulfills these requirements for the 2022 Per Capita Grant application:

Library staff has reviewed and drafted a report on progress in meeting the requirements delineated in *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014*.

The attached spreadsheet reflects the updated progress report for Board review:

		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.
y				-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	not sure if all staff are 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	Determining where else 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.

				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.		-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	on 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				-The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
x				-The library's programming is designed to reflect the needs and interests of youth in the community.
x				-Library programs are provided free of charge or on a cost-recovery basis.
x				-The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
x				-The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
x				-The library strives to partner with youth-facing organizations in the community.
x				-The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
x				-The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
x				-Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
x				-Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
x				-The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
x				-The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
x				-The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
x				-The library strives to partner with and support local schools, including private schools and homeschoolers.
x				-Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
x				-The library provides a space specifically for use by children and families.
x				-The shelving used for housing children's materials is appropriately sized to allow for easier access.
x				-The library provides early literacy programming, including regular story time, for children and families.
x				-The library provides programming which facilitates play and fun for children and families.
x				-The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
x				-The library provides a summer reading opportunity to encourage reading and learning during the summer.
x				-The library provides a welcoming environment for young adults both individually and in groups.
x				-The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
x				-The library provides materials both physical and digital for young adults that are intended for them.
x				-The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.
				Technology Checklist
				-Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
				The library has:
x				• a telephone, with a listing in the phone book;
x				• a telephone voice mail and/or answering machine;
x				• a fax and/or scanner;
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				-The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the 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				O brochures
yes				O website
yes				O newsletter
yes				O posters
yes				O banners
yes				O displays
yes				O podcasting
yes				O presentations
yes				O speeches
no			promotional strategy as of yet but	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	investigating ways to 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.



To: Evanston Public Library Board of Trustees

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

Subject: Open + Library Service Implementation

Date: November 17, 2021

Recommendation

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

Funding Source

No additional funding is required.

Summary

The Evanston Public Library opened the Robert Crown Branch in February of 2020. The implementation of expanded self-service library hours using a system called [Open +](#) was planned for April 2020. However, the forced closure of all Library locations due to Covid-19 put the plans for Open + on pause. Library staff are now ready to implement Library Express services using Open + at Robert Crown with a go live date of January 2022.

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

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

Library Express User Agreement

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

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

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

Agreements. I understand that:

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

Waiver of Liability.

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

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



To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director
Heather Norborg, Lifelong Learning and Literacy Manager

Subject: Intergovernmental Agreement with Northbrook Public Library for the Illinois Libraries Present Pilot Project

Date: November 8, 2021

Recommendation:

Staff recommends the approval of the Intergovernmental Agreement with Northbrook Public Library for the Illinois Libraries Present Pilot Project.

Funding Source:

Lifelong Learning and Literacy 2022 programming budget

Summary:

The pandemic has been challenging, but has also opened up doors to new opportunities. For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We are offering public libraries in Illinois the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines our responsibilities.

The cost to Evanston Public Library for the pilot program from January-June 2022 is \$1,150.

Evanston Public Library staff sit on the programming committee of Illinois Libraries Present to choose the topics and speakers for the pilot program.

The goals of Illinois Libraries Present are

- To **provide high-quality, high-profile events** that highlight national names and social justice/DEI issues, that would otherwise be cost-prohibitive for single libraries to hold on their own
- To **reduce costs and maximize reach** by taking advantage of both virtual event platforms and the collective buying power of Illinois public libraries.

Agenda Item 12.G

- To **allow access for all libraries as equitably as possible**, by aligning each library's cost to participate with the size of their operating budget
- To **define clear and distinct roles** among Illinois Libraries Present committees and the participating libraries, including patron contact points, marketing, invoicing, etc.

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this _____, 202__, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and _____ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programming, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.


H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY


Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.
Payment is due within 30 days of the program date and payable to _____.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____DATE: _____

CONTRACTOR: _____DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy




ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXccMj7LC6rfkfxlWGQ-q07zjFQzOnGnx

"ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.
2021-10-07 - 9:02:58 PM GMT



To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Review of Committee Assignments

Date: November 12, 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).

Board Committee Responsibilities

Executive Committee

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

Finance Committee

This Committee may meet to discuss finance related topics.

Management Committee

This Committee discusses topics related to the performance of the Executive Director.

Facilities Committee

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 Committee

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.

Endowment Investment Committee

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

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.

Reimagine Campaign Committee

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

Liaison to Evanston Nursery and Pre-K Schools

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

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 Evanston Northwestern University

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

Evanston Public Library Friends

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 Taskforce

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

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.

Executive Director Evaluation Committee

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.

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)

Finance Committee

Benjamin Schapiro (Chair as Treasurer)
Tracy Fulce (Ex-Officio)

Management Committee

Adam Goodman (Chair)
Margaret Lurie

Facilities Committee

Benjamin Schapiro
Vacancy
Vacancy

Development Committee

Margaret Lurie (Chair)
Rachel Hayman

Endowment Investment Committee

Benjamin Schapiro (Chair as Treasurer)
Tracy Fulce
Peter Hemwall

Board Development Committee

Rachel Hayman
Vacancy

Liaison to Evanston Nursery and Pre-K Schools

Rachel Hayman

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

Vacancy

Liaison to Northwestern University

Adam Goodman

Evanston Public Library Friends

Vacancy

Equity Diversity and Inclusion Task Force

Esther Wallen

Terry Soto

Board Nominating Committee

Appointed each April

Director Evaluation Committee

Adam Goodman (Chair)

To be appointed