



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

February 16, 2022

6:30 pm

In Person (Main Library, Community Meeting Room) and Remote Meeting

Remote Access Information

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

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

Topic: EPL Board Meeting

Time: February 16, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81983932755>

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

The full list of US numbers:

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

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

Zoom Tips

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



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, February 16, 2022

Meeting of the Board

6:30 PM

In person and remote

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

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

Approval of Minutes January 19, 2022

Approval of Bills and Payroll

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

A. Collection Policy (Betsy Bird) (Discussion)

B. Gift Acceptance Policy (Wynn Shawver) (Discussion)

C. Volunteer Efforts 2021 (Mary Kling) (Distributed in Advance)

D. Social Worker Update (Tabitha Ledbetter and Cindy Castro) (Distributed in Advance)

E. Report on 2021 EDI Efforts (Distributed in Advance)

F. Volunteers: setting expectations and valuing contributions (Discussion)

5. EQUITY, DIVERSITY AND INCLUSION

A. Racial Equity Task Force (Distributed in Advance)

B. Collection Advisory Committee

C. EDI Committee (refer to Directors report for update on Project Ready)

6. BOARD PRESIDENT'S REPORT

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

Includes updates from staff Liaisons.

8. STAFF REPORTS

Administrative Services Report (Distributed in Advance)

9. BOARD REPORTS

A. Development and Re-imagine Committee

B. Endowment Investment Committee

C. Executive Committee

D. Facilities Committee

E. Management & Policy Committee

F. Development Committee

ILA Legislative Meet Up (Discussion of Meet Up Observations)

10. UNFINISHED BUSINESS

A. Illinois Public Library 2021 Annual Report (Discussion and Action)

11. NEW BUSINESS

A. Leveraging racial equity in decision making

B. Strategic goals for the board for the year

C. Closed Session Closed Session – Personnel (Library Director Evaluation and Contract)

12. ADJOURNMENT

Next Meeting: March 16, 2022 at 6:30 pm: In person and remote

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



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, January 19, 2022
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

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

Members Absent

none

Staff Present

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

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:37 p.m.

Citizen Comment

none

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the November 17, 2021 Board Meeting.** Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, the consent agenda was approved.

INFORMATION/COMMUNICATIONS

Together, We are the Library .

- A. Evanston Community Foundation** - Guest speakers: Sol Anderson and Ralph Segall. An overview of the financial status of ECF and recommendations on how the Library funds will be managed if the board transfers the endowment funds to their stewardship.
- B. Trustee Orientation** - Speaker: Joseph Filapek, Director of Consulting and Continuing Education, RAILS. Topic: Advocates & Allies - Trustee Leadership for Today's Public Library. A refresher course for the trustees about their duties and responsibilities.

Equity, Diversity and Inclusion (Joint Task Force):

- A. Racial Equity Task Force (Update).** The minutes were included in the packet.
- B. Collection Advisory Committee.**

C. Project Ready.

BOARD PRESIDENT'S REPORT

- A. Committee membership**
- B. Strategic planning-** defer to February meeting

Library Director's Report

Written report provided in advance. Tyler Works presented a new format for data sharing in the Library Director's report and it will be launched soon.

Staff Report:

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

Board Committee Reports:

- A. Development and Re-imagine Committee:** Wynn Shawver reported that the campaign received a 10% increase compared to last year. Also, a 20% increase in grants. She will give a full report in the February board meeting.
- B. Endowment Investment Committee (Discussion and Action).** Trustee Schapiro motioned to move the endowment of the library to the Evanston Community Foundation (ECF) contingent on the Library Executive Director negotiating a letter of agreement in addition to an MOU that clarifies the process by which a recall of funds may be done. The Investment Committee must approve the final text of the documents. The Board will vote on the endowment transfer to ECF at a future meeting. The separate 2-year rolling endowment amount will remain in EPL's control. Lurie seconded the motion and the Board unanimously approved by roll call vote.
- C. Executive Committee.** No report
- D. Facilities Committee.** No report
- E. Management & Policy Committee.** No report
- F. Development Committee (Margaret Lurie and Rachel Hayman).** Rachel is looking for a training workshop for the Trustees. The topic is Board decision making through an Equity Lens. She asked the board for their full participation.

New Business:

- A. Illinois Public Library Annual Report (Discussion).** The report will be presented in the February Board Meeting. It is a State requirement and must be submitted in March.
- B. Closed Session Closed Session – Personnel (Library Director Evaluation and Contract)**

EXECUTIVE SESSION

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

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

Adjournment

The motion to adjourn was made by Trustee Goodman and seconded by Trustee Schapiro and approved by voice vote. The meeting adjourned at 10:17 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: February 9, 2022

Recommended Action

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

Payroll

January 3, 2022 through January 16, 2022	\$ 171,966.17
January 17, 2022 through January 30, 2022	\$ 167,080.52

Library Fund Bills List

January 25, 2022 (FY 2021)	\$ 74,043.85
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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 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	ELL SUPPLIES	12/30/2021	01/25/2022	18.06
15944 - JESSICA IVERSON	PROGRAM SUPPLIES REIMBURSEMENT	12/30/2021	01/25/2022	30.61
15944 - JESSICA IVERSON	PROGRAM SUPPLIES REIMBURSEMENT	12/30/2021	01/25/2022	38.03
Account 65100 - LIBRARY SUPPLIES Totals				
			Invoice Transactions 3	\$86.70
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,303.32
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	937.60
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	19.23
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	11.85
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,366.13
100474 - BAKER & TAYLOR	YA PRINT	12/30/2021	01/25/2022	72.64
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	963.43
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,163.16
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,087.50
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2021	01/25/2022	117.56
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,263.21
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	673.15
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,070.45
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,128.22
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	1,735.38
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	12/30/2021	01/25/2022	177.93
Account 65630 - LIBRARY BOOKS Totals				
			Invoice Transactions 16	\$13,090.76
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/25/2022	59.99
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/25/2022	59.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				
			Invoice Transactions 2	\$119.98
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				
			Invoice Transactions 21	\$13,297.44
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	12/30/2021	01/25/2022	1,814.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	12/30/2021	01/25/2022	4,529.21
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				
			Invoice Transactions 2	\$6,343.21
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	57.56
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	17.15
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	16.02
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	326.86
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	179.32
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	741.61
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	337.00
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	703.42
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	511.08
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	335.79
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	1,064.27
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	131.30
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	355.47
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	16.02
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	26.64
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2021	01/25/2022	71.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2021	01/25/2022	242.93
106459 - OMNIGRAPHICS INC	ADULT PRINT	12/30/2021	01/25/2022	240.75
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/25/2022	51.98
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	471.18
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	199.34
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	300.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	809.45
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	878.86
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	893.11
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/25/2022	2,121.90
Account 65630 - LIBRARY BOOKS Totals				
			Invoice Transactions 26	\$11,100.98
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	12/30/2021	01/25/2022	127.04
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/25/2022	64.47
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/25/2022	30.48
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/25/2022	69.34
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/25/2022	77.58
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				
			Invoice Transactions 5	\$368.91
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
			Invoice Transactions 33	\$17,813.10
Business Unit 4820 - ACCESS SERVICES				
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY WINTER QUARTER INVOICE	12/30/2021	01/25/2022	518.38
Account 62506 - WORK- STUDY Totals				
			Invoice Transactions 1	\$518.38
Business Unit 4820 - ACCESS SERVICES Totals				
			Invoice Transactions 1	\$518.38
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	48.59
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	138.81
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	186.35
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	219.55
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	84.54
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	43.14
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	123.09
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	76.16
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	91.71
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	246.63
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	168.85
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	175.74
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/25/2022	18.42
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/25/2022	73.67
Account 65630 - LIBRARY BOOKS Totals				
			Invoice Transactions 14	\$1,695.25
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	YA PRINT	12/30/2021	01/25/2022	11.88
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2021	01/25/2022	78.97
324163 - FINDAWAY WORLD, LLC	CROWN JUV AV	12/30/2021	01/25/2022	54.99
324163 - FINDAWAY WORLD, LLC	JUV CROWN AV	12/30/2021	01/25/2022	59.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				
			Invoice Transactions 4	\$205.83
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
			Invoice Transactions 18	\$1,901.08

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 01.25.2022 FY21

Accounts Payable by G/L Distribution Report

Payment Date Range 01/25/22 - 01/25/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	12/30/2021	01/25/2022	117.05
100474 - BAKER & TAYLOR	YA AND JUV PRINT	12/30/2021	01/25/2022	232.34
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 2	\$349.39
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 2	\$349.39
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	CHILLER SERVICE	12/30/2021	01/25/2022	592.25
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2021	01/25/2022	502.27
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/25/2022	108.05
101063 - CINTAS FIRST AID & SUPPLY	MAT SERVICE	12/30/2021	01/25/2022	68.30
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/30/2021	01/25/2022	210.00
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICE AGREEMENT	12/30/2021	01/25/2022	12,760.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	12/30/2021	01/25/2022	10,145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7	\$24,385.87
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/30/2021	01/25/2022	(160.23)
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/30/2021	01/25/2022	827.60
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/30/2021	01/25/2022	330.45
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/30/2021	01/25/2022	360.23
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 4	\$1,358.05
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 11	\$25,743.92
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	12/30/2021	01/25/2022	1,945.42
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	12/30/2021	01/25/2022	95.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	12/30/2021	01/25/2022	500.00
18391 - STRONG & STARLIKE CONSULTING, INC.	PROJECT MANAGEMENT & COMMUNITY ENGAGEMENT	12/30/2021	01/25/2022	5,427.50
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 4	\$7,967.92
Account 62290 - TUITION				
17174 - ELACSHA MADISON	TUITION REIMBURSEMENT 8/16-12/6/2021	12/30/2021	01/25/2022	2,997.00
	Account 62290 - TUITION Totals		Invoice Transactions 1	\$2,997.00
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY WINTER QUARTER INVOICE	12/30/2021	01/25/2022	497.25
	Account 62506 - WORK- STUDY Totals		Invoice Transactions 1	\$497.25
Account 65095 - OFFICE SUPPLIES				
103617 - NATIONAL AWARDS & FINE GIFTS	BULK ORDER TOTE BAGS	12/30/2021	01/25/2022	1,840.00
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 1	\$1,840.00
Account 65100 - LIBRARY SUPPLIES				
10172 - LEA FARAH HERNANDEZ-SOLIS	STAFF APPRECIATION GIFT CARD REIMBURSEMENT	12/30/2021	01/25/2022	180.00
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/25/2022	508.38
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/25/2022	29.99
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 3	\$718.37
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 10	\$14,020.54
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
18669 - OLUWAPELUMI OMIDIJI	D65 EVANSTEM	12/30/2021	01/25/2022	400.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$400.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	\$400.00
	Department 48 - LIBRARY Totals		Invoice Transactions 97	\$74,043.85
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 97	\$74,043.85
			Invoice Transactions 97	\$74,043.85

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.25.2022 FY2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 74,043.85

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director
Elizabeth Bird, Collection Development Manager

Subject: Approval of 2022 Collection Development Policy

Date: February 16, 2022

Recommended Action:

Staff recommends approval of the newly revised Collection Development Policy. This policy has been vetted by the Library's internal EDI committee, as well as the Admin Team.

Summary:

The Collection Development Policy is designed to support the Library's mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. To remain relevant to the changing needs of both library users and the Library itself, this policy should be reviewed and updated regularly. This policy was last updated more than seven years ago. With the necessary changes, it is our hope that it will now reflect the Library's dedication to equity, diversity, and to serving the needs of all users of the Evanston Public Library.

Attachments: Collection Development Policy (final draft)
Collection Development Policy (with edits)

Collection Development Policy

3. Materials Selection Policy

3.1 Purpose

The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions are made. A policy cannot replace the expertise of professional library staff, but stating goals and indicating boundaries will assist them in both choosing from an array of materials and electronic resources and withdrawing or canceling materials and electronic resources which are no longer useful.

3.2 Responsibility for Selection

The selection of library materials and certain electronic resources within the framework of a Library Board-approved selection policy is an administrative function and is one of the duties and responsibilities of the Library Executive Director. They shall delegate this responsibility to appropriately trained and skilled staff members, who will be guided by this policy, literary standards, selection tools, the interests of library patrons, and the needs of the community and its individual members.

3.3 Objectives

The collections and electronic resources of the Evanston Public Library are the principal means by which the Library fulfills its mission as stated by the Library Board in its [Mission Statement](#). The Library seeks to develop a meaningful collection that is positioned to meet the needs of the community and supports equity, diversity, and inclusion. The Library will strive to provide materials and electronic resources that:

- A. Enrich, entertain, and serve the varied interests of community residents;

- B. Provide community residents with reliable information sources for their personal needs; and
- C. Reflect the diverse religious, racial, ethnic, and cultural backgrounds of our community and our world.

The Library Board recognizes that many materials and electronic resources are controversial and that any given item may offend some patrons. Selection decisions are not made on the basis of anticipated approval or disapproval, but on the ability of the item to serve the needs and interests of Evanston residents. The Evanston Public Library Board of Trustees is bound by the democratic principles expressed by the First Amendment to the U. S. Constitution and endorses the American Library Association's "[Library Bill of Rights](#)," and incorporates it as part of this policy.

3.4 Guidelines for Selection

Selection is a critical and interpretive process. Reviews are the principal tool used in the selection of library materials and electronic resources. Staff members selecting library materials and electronic resources are also assisted by bibliographic publications, authoritative discussions of the subject, publisher and vendor advertising and demonstrations, popular demand, and requests of library patrons. In selecting materials for the Evanston Public Library the following criteria will be used as they apply:

- A. Comprehensiveness and depth of treatment; clarity, accuracy, objectivity and logic of presentation; artistic quality and/or literary style as established by reviews in standard selection sources
- B. Permanence, current relevance, or social significance of the content
- C. Reputation of author, producer, or publisher
- D. Contribution to the diversity of viewpoints on controversial issues
- E. Suitability of the physical format for library use
- F. Local interest and popularity
- G. Reference value

Selection of digital content can vary among the vendors who supply digital content to the library. In instances when individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor.

3.5 Youth Materials

Materials especially suited to young people from infancy through sixth grade are housed in the Youth Service areas of the Library. A collection of materials for young people of middle school and high school age is also housed in the Library's Teen Services room (The Loft). These materials are carefully selected for younger patrons using the same general guidelines as the adult collections. The assignment of maturity or reading levels to youth materials is done according to publisher and reviewer recommendations as an aid to library patrons. It is not intended to restrict any person in their use of the Library. All library collections and resources are available to any Evanston cardholder. Parents/caregivers/guardians have the responsibility for the guidance of their child's use of the Library and its resources. The Library does not collect textbooks, academic, or technical materials unless they are considered useful generally or supportive to the Library's [Strategic Plan](#).

3.6 Format

The Evanston Public Library began as a collection of books and other printed materials and these remain the cornerstone of the Library's collections. Almost from its beginning, however, the Library collected informational and cultural resources in audio and visual formats as well, and such resources represent an important component of the Library's collections. Today, the Library also provides access to a variety of electronic resources that don't exist as a physical presence in the Library's facilities. Selection criteria for non-book formats are generally the same as for print materials. These materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

The Library recognizes the importance of acquiring materials in formats that can be utilized by Evanston residents with disabilities. The Library will seek to match community demand with the existing collections of such materials, and will be alert for new formats that could be of use to disabled residents.

3.7 Collection Maintenance

The Library regularly withdraws materials that are out of date, no longer of interest, duplicated, worn, or mutilated. Weeding the collection in this manner serves three purposes. First, it keeps the collection useful to library patrons by withdrawing those materials that are too dated or damaged to be useful. Second, it makes it easier for patrons to use the collection by eliminating the necessity of sorting through those items that are no longer of interest or use. Third, it maintains the Library's collections at sizes appropriate to the Library's facilities. Frequency of circulation, community interest and needs, and the availability of newer and more useful works are the primary considerations when making decisions to withdraw library materials.

3.8 Re-evaluation of Library Material

When a member of the community has a question or an objection concerning the presence of a book or other item in the collection, library staff will give serious consideration to each patron's opinion and inform the person of the Library's Materials Selection Policy, especially the Guidelines for Selection. If this discussion does not satisfy the patron and the patron would like the inclusion of the item in the Library's collection to be reconsidered, the patron should be given the "Resident's Request for Re-evaluation of Library Material" form. The form should be completed as fully as possible and returned to the Library executive Director.

The Library executive Director will convene a Materials Evaluation Committee consisting of the manager of the department where the concern originated, the staff person responsible for selection in this area, the Collection Development Manager, one other member of the staff, and the Library Executive Director. All members of the Committee will read, view, or listen to and evaluate the material in question. Review sources will also be examined.

The Committee will then meet to discuss and evaluate the material, and the Library Executive Director will prepare a report summarizing the Committee's evaluation. A copy of this report will be sent to the person who submitted the "Resident's Request for Re-evaluation of Library Material" form.

If the patron is not satisfied with the Materials Evaluation Committee's report, they can request a hearing with the Library Board. The members of the Board will be sent copies of the Committee's report and the "Resident's Request for Re-evaluation of Library Material" form prior to the Board meeting at which the hearing is scheduled.

3.9 Reference Collection

Reference materials, by their nature, are intended for use in the Library by all our patrons and must be available at all times the Library is open. Consequently, reference materials, including magazines (except for those subscriptions specifically purchased for circulation), cannot be checked out of the Library. In order to facilitate access, the Library will subscribe to or purchase online versions of standard reference and periodical resources whenever feasible.

3.10 Gifts and Donations

The Library accepts gifts and donations of materials in accordance with the [Gift Acceptance Policy](#) and our collection management strategy.

3.11 Use Limitations

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

3.12 Interlibrary Loan

Items that are not in the Library's collection or in the CCS consortium may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Evanston Public Library's materials may be lent to other organizations that also participate in the networks.

3.13 Policy Amendment and Review

The current policy was approved by the Library Directors and its Board on March 16, 2022. An attorney or other qualified individual and the Board will review this policy no less frequently than every five years in order to ensure accurate reflection of current laws.



Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Approval of Library Gift Acceptance Policy 2022

Date: February 16, 2022

Recommended Action:

Staff recommends approval of the revised Gift Acceptance Policy for the Evanston Public Library.

Summary:

As a unit of local government, the Evanston Public Library encourages the proposal and acceptance of tax deductible contributions for the purposes of furthering the Library's mission. The revised [Library's Gift Acceptance Policy](#) is set forth:

- (a) to inform the Library's donors and prospective donors;

- (b) to spell out hereinafter the working rules for the acceptance of gifts and pledges for Evanston Public Library (the Library; and

- (c) to protect the Library, its Board of Trustees (the Board), staff and volunteers from inappropriate or undesirable gifts and pledges.

Development Staff are available to meet with any prospective donor(s) and their financial advisors, without obligation, to discuss areas of interest, the plans of the Library, types of gift commitments, options for payment, estate planning, and the tax planning consequences of a possible gift commitment so as to provide every possible assistance to a prospective donor.

Gifts to the Library must be made in the name of Evanston Public Library. All gifts to the Library must be directed to and received by the Office of Development where they will be accepted, acknowledged and administered in accordance with [the policies](#) of the Library.

No proposal of donations or gifts of funds or real property for the benefit of the Library will be made by anyone without the approval of the Director of Development or their designee. Gifts will not be accepted if restrictions require overly burdensome administration. All gifts that require expenditure of funds require the approval of the Board.

A gift is generally defined as an irrevocable voluntary transfer of assets from a person or an organization to the Library. Gifts are usually in the form of, but are not limited to, cash, securities, real estate, or personal property. Commitments to the Library and/or payment of same may take the form of one, or a combination, of the following:

- Cash and other outright contributions
- Pledges
- Securities or other personal assets
- Deferred or planned gifts including:
 - Trusts
 - Annuities
 - Insurance policies
 - Gifts of real estate such as gift of residence with or without a retained life interest
 - Bequest intentions

The Library reserves the right to accept or decline any commitment that is offered. Although representatives of the Library will provide all appropriate assistance, the final responsibility regarding asset evaluations, tax deductibility, and/or similar federal, state and/or local legal compliance issues rests with the donor(s) and/or with such financial advisors as the donor(s) secure. The Library recommends that all donors consult with their legal tax counsel when planning all gifts, especially non-cash gifts or future planned gifts.

The [current policy](#) as posted on our website was revised through discussion and review by the current Library Administrative Team, with input from Trustee Adam Goodman and is scheduled for review by the Library Board in February 2022 and recommended for approval in March, 2022. An attorney or other qualified individual and the Board will review this policy no less frequently than every five years in order to ensure accurate reflection of current laws. Any prospective gifts not covered by this policy should come before the Board.

Gift Acceptance

4.5 Gift Acceptance Policy

The Evanston Public Library (“the Library”) is a unit of local government and as such, encourages the proposal and acceptance of tax-deductible contributions to the Library for the purposes of furthering the Library’s mission. This policy is set forth: (a) to inform the Library’s donors and prospective donors; (b) to spell out hereinafter the working rules for the acceptance of gifts and pledges; and (c) to protect the Library, its Board of Trustees (the Board), staff and volunteers from inappropriate or undesirable gifts and pledges.

4.5.1 General Procedures and Guidelines

The Library welcomes expressions of interest and financial support, regardless of size or form, from any individual, family, business, corporation, foundation, or similar source.

The Library accepts both restricted as well as unrestricted gifts providing that donor restrictions do not significantly diminish the gift’s value to the Library.

Development Staff are available to meet with any prospective donor(s) and their financial advisors, without obligation, to discuss areas of interest, the plans of the Library, types of gift commitments, and options for payment. The Executive Director or designee will have authority to sign all giving agreements on behalf of the Library. Any agreement that does not meet the requirements of the current guidelines requires the approval of the Board.

Gifts to the Library should be made in the name of Evanston Public Library. All gifts to the Library should be directed to and received by the Office of Development where they will be accepted, acknowledged and administered in accordance with the policies of the Library.

Commented [1]: A list of current EPL Policies is found on our website under "Board Policies", (**Fundraising Related Policies):

- Collection Policy
- **Special Fund Policy
- **Gift Acceptance Policy
- **Donor Recognition Policy
- Services Policy
- Personnel Policy
- Facilities Policy
- Library Bylaws

The following is the complete list of items under "Policies" on our website:

- Policies
- Transparency/ FOIA
 - Strategic Planning
 - Vision & Mission
 - Equity Assessment
 - 2018 EDI Efforts
 - 2019 EDI Efforts
 - 2020 EDI Efforts
 - Equity Statement
 - Transitioning Policy

Commented [2]: The COE definition of terms is not exactly same or in conflict: "Donations" are cash, tangible property, or in-kind contributions which provide assistance to the City. Donations do not constitute a business relationship since no reciprocal consideration is sought. Donations generally qualify for a tax receipt. "Gifts" are any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

Commented [3]: Inserted this language in response to the regular questions received on the topic. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

Commented [4]: It is a newer intention of this policy to direct all gift management to the Office of Development which did not exist when the original policy was made. The Office of Development now manages procedures that engage the Executive Director, Assistant Director, Board, volunteers or staff as appropriate.

Gift agreements, Named Endowed Funds, etc. must be approved and signed by the Executive Director.

Commented [5]: All references to gender specific terms have been removed.

No proposal of donations or gifts of funds or real property for the benefit of the Library may be made by anyone without the approval of the Director of Development or their designee.

Donors will be notified by the Library if they receive any benefits in exchange for the gift that will impact the value of the gift.

4.5.2 Definition of Acceptable Gift Types and Forms

A gift is generally defined as an irrevocable voluntary transfer of assets from a person or an organization to the Library. Gifts are usually in the form of, but are not limited to, cash, securities, real estate, or personal property. Commitments to the Library and/or payment of same may take the form of one, or a combination, of the following:

- Cash and other outright contributions
- Pledges for current year and multi-year commitments
- Securities or other personal assets
- Deferred or planned gifts including:
 - Trusts
 - Annuities
 - Insurance policies
 - Gifts of real estate such as gift of residence with or without a retained life interest
 - Bequest intentions

The Library reserves the right to accept or decline any commitment that is offered.

Commented [6]: Ever changing priorities of the institution may be addressed in the gift agreement, ensuring that the Exec Dir and the donor review and agree upon this at the time of gift.

4.5.3 Pledges

Major and/or multi-year pledges are made in writing and commit to a specific dollar amount that will be paid according to a fixed time schedule.

4.5.4 Planned Giving

The Executive Director or designee has authority to sign planned giving agreements on behalf of the Library. Any agreement that does not meet the requirements of the current guidelines requires the approval of the Board.

The Library will use the accepted IRS policies for determining the value of planned gifts.

4.5.5 Matching Gifts

Individuals making gifts and pledges that are eligible for matching gifts are encouraged to utilize these programs to maximize the value of their gift or pledge to the Library. A donor whose gift is matched by their company will be recognized for the total amount of their individual gift plus the matching portion on their gift record. The Library will recognize an individual donor for the matching gift associated with their personal gift at the time the matching gift form is received by the Library.

4.5.6 Gift Reporting

All gifts and pledges will be reported to internal and external constituencies of the Library on an on-going basis according to the gift acceptance and recognition policies of the Library.

The total of outright gifts and written pledges received will be reported at face value according to generally accepted accounting principles. A signed pledge card or letter of intent must be filed with the Director of Development before a pledge commitment is reflected on reports. Verbal pledges will not be reported for financial purposes or in reporting fundraising efforts.

The value of any canceled or unfulfilled pledges will be subtracted from totals after two years of non-response to pledge reminders.

Gifts will be valued on the date the donor(s) relinquish the control of the assets in favor of the Library.

In cases where gifts are made with assets other than cash, the decision on when to liquidate, report, credit and recognize these assets will be made on a case-by-case basis by the Executive Director or designee.

4.5.7 Publicly-traded Securities

Gifts of publicly-traded securities will be reported, credited, and recognized at the average of the high and low market value on the day electronic transfer is received by the Library. Such securities will be conveyed to the Library for sale, consistent with the established policies of the Library.

Commented [7]: in this case, "average" and "mean" are the same, and IRS definitions specify average, so I do not recommend changing this to "mean".

4.5.8 Closely Held Stock

Gifts of closely held stock exceeding \$10,000 in value are reported at the fair market value placed on them by a qualified independent appraiser. Gifts of closely held stock valued at \$10,000 or less will be receipted at the per-share cash purchase price of the most recent transaction. Normally, this will be the buy-back transaction of the donor. If no buy-back is consummated, a gift of closely held stock may be credited at the value determined by a qualified independent appraiser. Appraisals will be at the expense of the donor. All such gifts of closely-held stock will be held until liquidated, at which time the funds will be used consistent with the gift intentions of the donor and the established policies of the Library.

4.5.9 Real Estate

Outright gifts of real estate will be credited, recognized, and/or commemorated at fair market value at the time it is transferred to the Library, less any encumbrances.

4.5.10 Tangible Personal Property

Outright gifts of tangible personal property for which donors qualify for a charitable gift deduction under current IRS rules will be credited, recognized, and/or commemorated at the appraised value of the property at the time it is transferred to the Library, less any encumbrances, so long as the property has been held by the donor for more than one year. If the donor has held the property for less than one year it will be reported, credited, and recognized at the level of the original cost basis. Appraisals will be at the expense of the donor. Gifts of personal property (jewelry, paintings, antiques, rare books, etc.) exceeding \$5,000 in value will be reported at the fair market value placed on them by an independent, expert appraiser at the time the donor relinquishes control in favor of the Library. Appraisals will be at the expense of the donor. Gifts of \$5,000 and under may be reported at the value declared by the donor or a qualified expert.

The Library's acceptance of such gifts cannot involve significant additional expense for their present or future use, display, maintenance, or administration. Unless otherwise authorized by the Board, the Library will seek to liquidate such assets.

The Library will not accept gifts of tangible personal property (such as books, paintings, etc.) if such gifts are to be made on the condition, understanding, or expectation that the gifted items will be loaned to the donor or to persons designated by the donor for life or for an extended period of time as determined by the donor.

4.5.11 In-Kind Gifts

Gifts of materials, products or services, will be accepted when the form of the gift is immediately available and is either directly usable for the mission of the Library or can be used in direct support of an official Library service. Donated services must either create or enhance the non-financial assets of the Library or require skills that would typically need to be purchased if not provided by donation. It is the sole responsibility of the donor to determine the value of the gift for their tax purposes. The Library will count the gift the same as cash at the fair-market value which will be determined in consultation with the donor. The same rules for tax deductibility that apply for gifts of tangible personal property apply to gifts in-kind of materials, products or services.

4.5.12 Insurance

Fully paid up, or otherwise vested, insurance policies for which the Library is owner and sole beneficiary will be credited and recorded as future expectancies of the Library at the unrealized death benefit (face value) of the policy in cases when the insured is age 65 or greater and at the replacement value for donors younger than 65 or discounted per schedule of actuarial life expectancy at the time of the donation.

Gifts of whole life insurance to the Library will be made by either designating the Library as the beneficiary of the policy or as both owner and beneficiary. When the gift is irrevocable because the Library is the owner and beneficiary, the donor will receive gift credit for the cash surrender value as well as the discounted present value of the unrealized death benefit minus the cash surrender value at the time the policy is transferred. As payments are made to the Library for the policy premiums, they will also be credited to the donor. The Library will report the cash value of the policy as gift income at the time the policy is transferred. The Library will report payments made by the donor for policy premiums as gift income at the time they are received.

Where the Library is named as the beneficiary, but the gift is revocable because the donor still owns the policy, premium payments made directly to the insurance company will be credited and recognized to the donor if the donor sends evidence to the Library of the payment of the policy. The gift will be tracked internally as a revocable bequest. No gift income will be reported.

Gifts of term life insurance will be tracked internally as revocable bequests, however no gift income will be reported, credited, or recognized unless the policy is executed. Because of the time limits on this type of insurance policy, no donor credit will be given unless the policy is executed.

4.5.13 Bequests

Bequest intentions, commitments of unpaid insurance policies, and other revocable deferred gifts will be recorded as future expectancies of the Library at the value established in writing by the donor through a bequest intention form, a deferred pledge agreement, a contract to make a will, a letter, or a copy of appropriate sections of the will or of the insurance or trust document, or similar.

Such revocable gift commitments will be reported, credited, and recognized, subject to the donor's specific request and intent, only when the funds are irrevocably committed to the Library or when the gift matures.

Bequest intentions for which the donor does not indicate a specific gift value and/or does not provide an estimate of residuary bequest will be credited as future expectancies with no dollar value or payment schedule.

Bequests will be credited to campaign attainment figures as specified by the donor at the time of documentation. Such bequests will be credited, recognized and/or commemorated at the value established at the time of probate and/or at the fair market value on the date of the transfer of the asset(s). New bequest expectancies will be tracked and donors will be recognized at the face value of the bequest for stewardship purposes. Non-binding, revocable expectancies will not count toward campaign attainment figures.

4.5.14 Gifts Requiring the Expenditure of Funds

All gifts that will, or may, require expenditure of funds either at the time of the gift or at some future date (e.g., assets that require care, maintenance, security, etc. that may impose obligations on the Library) will require the approval of the Board.

4.5.15 Gift Receipt Date

For purposes of current income tax deductions such gifts will acknowledge the charitable deduction value as established by law.

The date of any contribution is defined as the date the asset(s) is irrevocably transferred to the Library. In some instances, determining that date may be difficult or impossible in the absence of relevant physical evidence. If property is personally delivered to the Library by the donor, the gift date is defined as the date of delivery of the gift. Gifts received by Library staff should be delivered to the Development Office on the date of receipt or on the next day of business following receipt. Gifts of tangible property, no matter how delivered, will be documented as received upon arrival at the Library. A gift of real estate is accepted at the time a properly executed deed to the property is delivered by the donor to the Library or the date the deed is recorded by the Office of the Recorder of Deeds (or similar office) in the country in which the property is located, whichever is first.

4.5.16 Named Endowment Funds

For the purposes of this policy statement, “endowment fund” refers to any fund, or any part thereof, not wholly expendable by the Library on a current basis under the terms of the applicable gift instrument. The Library endowment may be defined as a special reserve of money and/or assets that were given with some form of stipulation or restriction on the use of the earnings generated by the endowed fund. The endowment funds are invested in a manner conducive to appreciation of capital and in accordance with the Library Investment Policy established by the [Investment Committee](#).

Endowment funds are traditionally invested for long-term growth, but must also provide sufficient income for immediate needs. Gifts to support the endowment may be used to establish a special endowment fund or may be added to an existing endowment fund. When establishing an endowed fund, an Endowed Fund Agreement is used to specify the name of the donor(s) and the amount of the gift, the name of the fund and the donor’s intended purpose for the use of the earnings. This Agreement is dated and executed with the signature of the Executive Director or their designee and the donor(s) or their approved designates.

In designating an endowment gift for a specific purpose, the donor is encouraged: (a) to describe that purpose as broadly as possible and (b) to avoid detailed limitations and restrictions. In the event the specific purpose is no longer applicable, the Library will apply the funds in a manner consistent with donor intentions and the Library mission as approved by the Board. All agreements relating to endowed funds should provide a balance between the specific terms as to how the Library will administer the endowed fund and flexibility as to the future conditions which may impact the intended use of the funds.

Types of Endowment

Endowments have commonly been defined as either a “pure endowment,” or a fund that has been invested in perpetuity restricting that the principal may never be

invaded); a “quasi-endowment” which is also a fund in perpetuity, however in accordance with the donor’s intentions the principal may be accessed with Board approval); and a “term endowment” involving donor and donee agreed upon restrictions of the use of principal which will lapse after a donor-designated period of time or event. Today, in accordance with accounting practices established by the Financial Accounting Standards Board of Trustees (FASB), when referring to endowment funds the following definitions are in effect: "permanently restricted," which are permanently limited by donor-imposed stipulations; "temporarily restricted," whose use by the organization is limited by donor imposed requirements that may expire within an established period of time or can be fulfilled and/or removed by actions of the Board; and "unrestricted" funds that have neither been permanently restricted or temporarily restricted by donor-imposed stipulations.

As funds are received with the intention of designated support of the endowment, the donor agreement accompanying the funds must accurately reflect the donor’s intentions and the appropriate nature of the endowed fund. The understanding and proper use of these terms is critical for accounting and fundraising purposes. Each endowment fund must be supported by such documentation.

Minimum to Establish a Named Endowed Fund of the Library

Gifts to establish a named endowment fund for specific purposes must meet the minimum dollar requirement as established in the Library’s [Donor Recognition Policy](#). The principal amount of the original gift need not meet the minimum dollar requirement if the donor agrees to fully fund the endowment at the minimum dollar requirement within a period of time less than five years specified by the donor and approved by the Executive Director. The minimum dollar requirement to establish a named endowed fund from this date forward is \$50,000.

The Library reserves the right to review the minimum amounts required for named endowments periodically and to amend the minimum amount required so as to ensure that endowment proceeds are sufficient to fund the intended purpose(s) of the endowment. When the Library acts to increase the minimum amount required to establish a particular named endowment fund, such action will not be retroactive to

funds already established and named.

4.5.17 Donor Responsibilities

Although representatives of the Library will provide all appropriate assistance, the final responsibility regarding asset evaluations, tax deductibility, and/or similar federal, state, and/or local legal compliance issues rests with the donor(s) and/or with such advisors as the donor(s) secure. The Library recommends that all donors consult with their legal tax counsel when planning all gifts, especially non-cash gifts or future planned gifts.

4.5.18 Policy Amendment and Review

The current policy was approved by the Library Directors and its Board in March, 2022. An attorney or other qualified individual and the Board will review this policy no less frequently than every five years in order to ensure accurate reflection of current laws. Any prospective gifts not covered by this policy must come before the Board for consideration.

Commented [8]: Insert date once approved.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director
Mary Kling, Volunteer Services Coordinator

Subject: 2021 Volunteer Services Annual Report

Date: February 16, 2021

Volunteer Services: Even with the lower number of available opportunities due to Covid-19 protocols, EPL volunteers managed to give 3,910 hours during 2021 to enhance library services. Volunteer highlights include the volunteer work of George Lowman, our Tech Help with Seniors presenter, who recorded a total of 976 hours while preparing and presenting a full schedule of online classes for patrons; the work of our tireless Board of Trustees; and the work of long-time volunteer, Helga Binder, who logged over 300 hours to assist the Early Learning and Literacy Department. We are grateful to everyone who generously donated their time and energy to promote EPL's mission.

Department	Hours
Board of Trustees	400
Book Repair	42
Books on Wheels	300
Children's	540
Circulation	30
Collection Weeding	338
Collections Advisory Committee	50
Concierge	72
Development	288
Flyer Delivery	24
Innovation and Digital Learning	210
Mission Impossible Leaders	240
Northwestern Groups	6

Agenda Item 4C

Racial Equity Task Force	192
Robert Crown Branch	202
Tech Help with Seniors	976
TOTAL	3910



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director
Cindy Solorzano Castro, AMITA Health
Tabitha Ledbetter, AMITA Health

Subject: 2021 Social Worker in the Library Metrics

Date: February 16, 2021

Attached please find the 2021 metrics for the Evanston Public Library's Social Worker in the Library program.

Attachment: 2021 SWIL metrics



Evanston Public Library, Social Worker in the Library (SWIL)
January 1st- December 31st, 2021

Metrics:

Total encounters (remote/in-person): 322

Housing Status: 77% housed; 22% homeless; 1% Unknown

Gender: 58% Female, 42% Male

Age Groups: 2% (18-24); 12% (25-34); 14% (35-44); 10% (45-54); 26% (55-64); 34% (65+);
2% Unknown

Race: 52% African American; 33% White; 7% Latinx; 4% Middle Eastern; 1% Asian, 3%
Unknown

Referrals:

PCP/Medical Homes: 6

BH/SA: 27

Housing: 94

Housing applications: 6

Identifying documents: 12

Legal: 21

Jobs: 30

Food: 13

Transportation: 16

SNAP: 19

Medicaid: 9

SSI/SSDI: 10

Other Resources: 56

Support Services/Follow up: 284

Miscellaneous:

This year the social worker:

- Provided 5,915 minutes (~100 hours) of direct Staff Support to EPL staff including consultations/processing
- Participated in 4,795 minutes (~80 hours) of Networking, development programming, including the bi-weekly Direct Service Call with fellow SWILs across the country

Programs: Mental Health is Essential: participates and will be coordinating with the Health and Wellness Librarian this series through EPL/Evanston Mental Health Task Force.

Story Quest: a book/theater group for 3rd-5th graders, have been meeting every other week for several months, social worker role is to provide support at times when the subject matter is heavy, challenging, or overwhelming for the students

Summary by quarter

The social worker in the library position was vacant for several months as we tried to find the right candidate for this position. We did have some coverage during the 1st quarter from the beginning of January through the 19th of February. Though coverage was provided during this time, it was decided that it would not be advertised as it was only short term and could do a disservice to the community if it appeared up and running again. Regardless, the library social worker was still able to provide in person services twice a week for library patrons and virtual appointments over the phone three days a week (due to COVID restrictions). EPL library staff was aware of the library social worker and often made referrals for patrons to meet with them. Library staff also contacted the library social worker when they were having personal issues themselves and needed a listening ear. The library social worker mainly assisted patrons with navigating the shelter system and assistance with job applications and resumes. The covering library social worker quickly became familiar with other local social service agencies, such as Connections for the Homeless, and referred to them often. During the remainder of the 1st quarter and throughout the 2nd quarter, AMITA health continued to monitor the library social work cell phone and returned voicemail phone calls once a week.

A new Social Worker began at Evanston Public Library at the beginning of the 3rd quarter (started on-site at EPL on Thursday, July 8th). During the 3rd quarter, Social Worker was onsite at EPL Main Branch four days and worked remotely one day. The Social Worker spent much of the first month of this quarter meeting EPL staff in all departments, orienting staff to social worker services and how to utilize the social worker. The Social Worker also developed relationships with EPL staff to encourage staff to reach out to Social Worker for personal support, consultation on patron interactions, or to refer patrons for services.



The Social Worker attended a Back-to-School Block Party put on by Bethel A.M.E. Church as well as the Robert Crown Center Block Party to promote Social Worker in the Library program and network with community-based organizations. The Social Worker has built relationships with several community-based organizations, including Connections for the Homeless, Interfaith Action of Evanston, Impact Behavioral Health Partners, Trilogy, Evanston/Skokie District 65 Family Center, Childcare Network of Evanston (CNE), Northwestern University, and the McGaw YMCA. The Social Worker participated in the Mental Health is Essential Series through EPL/Evanston Mental Health Task Force and will begin to help coordinate this program with the EPL Health and Wellness Librarian in the next Quarter. Additionally, the Social Worker has participated in AMITA clinical meetings, Direct Service Calls with other Library Social Workers across the country, and a social worker in the library informational meeting with the Des Moines Public Library. Social worker participated in narcan training by Chicago Recovery Alliance and AMITA Health and CRA provided the library social workers with a preliminary supply of nasal Narcan.

The Social Worker began working directly and in-person with patrons on her first day onsite at EPL, and she has been steadily meeting and working with patrons while onsite at EPL, as well as through email and phone calls. The Social Worker has encountered patrons with a variety of questions and concerns, such as ongoing high anxiety/concerns about the pandemic, social isolation, housing, utility and rental assistance, access to mental health and substance abuse programs, locating legal resources, applying and paying for college, understanding insurance and government benefits, and applying for jobs.

The Social Worker works closely with the Safety Monitors, reference librarians, and Tech Desk staff at EPL to identify patrons in need of additional support and to locate available resources. The Social Worker has provided direct support to EPL staff on multiple occasions regarding SNAP benefits, accessing counseling services, talking through personal challenges, and navigating ongoing anxieties around the pandemic and shifting work schedules. The Social Worker supports staff and patrons via phone and email when working remotely, as well as using remote days to complete documentation, update resources, attend webinars, and work through the Project Ready modules. The Social Worker has spent one afternoon at the new Robert Crown Branch and will begin one afternoon per week at this branch beginning next Quarter.

During the 4th quarter, the Social Worker was onsite at the EPL Main Branch three and a half days, onsite at the EPL Robert Crown Branch a half day, and works remotely one day. The Social Worker has further developed relationships with EPL staff throughout this Quarter and has encouraged staff to reach out for personal support, consultation on patron interactions, or to refer patrons for services. The Social Worker works closely with the Safety Monitors and staff at all the service desks at EPL to identify patrons in need of additional support and to locate



available resources. The Social Worker has provided direct support to EPL staff on multiple occasions regarding housing, SNAP benefits, accessing counseling services, talking through personal challenges, processing through a tough patron interaction, and navigating ongoing anxieties around the pandemic and close contact with the public. The EPL Teen Loft staff have utilized Social Worker regularly for consultation on several circumstances with teens they work with who may not be interested in or willing to work with the Social Worker directly. The Social Worker attended the EPL All-Staff Day this Quarter to build relationships with staff and increase presence in the library. The Social Worker has worked with the Robert Crown Branch staff as well the broader Robert Crown Community Center staff to address concerns around behaviors of teens in the library and community center and working towards providing additional support and programming for youth.

The Social Worker continues to build relationships with community-based organizations, including Connections for the Homeless, Interfaith Action of Evanston, Impact Behavioral Health Partners, Trilogy, Peer Services, Moran Center, National Able Network, The Evanston/North Shore YWCA, and Senior Connections. The Social Worker partnered with Northwestern University Student Enrichment Services to support students with applying for SNAP benefits as well as accessing other community resources. The Social Worker supported 2 Northwestern University students directly apply for SNAP and 3 others via email with the resources needed to apply for SNAP independently. Additionally, the Social Worker has participated in AMITA clinical meetings, Community Partners meetings, Direct Service Calls with other Library Social Workers across the country, Evanston Homelessness Task Force meetings, and LAN meetings,

The Social Worker has been working with patrons directly while onsite at EPL, as well as through email and phone calls. Patron encounters include a variety of questions and concerns, such as ongoing high anxiety/concerns about the pandemic, social isolation, housing, utility and rental assistance, access to mental health and substance abuse programs, locating legal resources, applying and paying for college, understanding insurance and government benefits, and applying for jobs.

For next quarter/new year, the Social Worker plans to start attending department meetings regularly to provide support and training where needed, as well as listen to concerns and remind staff of Social Worker services and support available. We will also be welcoming an MSW intern to EPL, that is trilingual (English/Spanish/Portuguese) to help provide services, she is being transferred from our library social work program at Chicago branches.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director

Subject: EDI Assessment Recommendations: 2021 efforts

Date: February 16, 2021

EDI Assessment Recommendations: 2021 efforts

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

- The Evanston Public Library Board approved our Equity statement at the April 2020 board meeting. Please refer to [the statement](#) in both English and Spanish.

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

- Evanston Public Library participated in mandatory, yearlong training using the [Project Ready](#) curriculum that began in January 2020 and continued through 2021.
- In addition to Project Ready, Library staff attended numerous professional development workshops and seminars on EDI topics such as “Becoming a Trans Inclusive Library” from the University of Illinois, “We Know Equity, Diversity, and Inclusion are Important...Now What?” and “Creating Pathways to Civil Legal Justice” from WebJunction, and Racial Healing Circle training from the YWCA.
- Staff annual review goals reflect a commitment to completing EDI training and reviewing their work through an equity lens. EPL will be repeating Project Ready’s initial modules for new staff. Existing staff wishing reinforcement of the content may repeat modules and/or continue their learning through the study of additional modules.
- At the Robert Crown Branch, our Branch Assistant was selected to join RAILS’ EDI committee and is presenting on inclusive programming for its Reaching Forward Conference. Our Branch Assistant also participated in a YWCA workshop on Power, Privilege and Oppression, is a board member of Environmental Justice Evanston (EJE), and attends monthly meetings of a local White Anti-Racist Group.
- The Administrative team began working with the *Anew Collective* consulting group to build their racial literacy skills, consciousness, and capacity as a collective of leaders through an intersectional lens.

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

- Led by a bilingual Supervising Librarian, our Robert Crown branch library staff reflects and serves our diverse community in English and Spanish.
- Our recruitment efforts expanded to place job notifications with Illinois Library Association, American Library Association Black Caucus and REFORMA (Latinx Caucus) and locally with partners such as Cherry Preschool, Evanston Township High School, and Youth Job Center which serve our diverse students and families.
- BIPOC staff enrolled in accredited MLIS programs and participated in tuition reimbursement. Across the library profession, MLIS degree requirements are an often-cited barrier to equitable representation in leadership roles.
- Job descriptions have been rewritten to attract a more diverse pool of applicants.
- Two new Family Engagement Coordinator positions were staffed to connect with and foster deeper engagement with Evanston's Black and Latinx communities.
- We added a new paid intern position for the Citywide STEM challenge that is specifically for Black and Latinx young adults.

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

- The Racial Equity Task Force (RETF) comprises 8 community members, 2 library trustees, and is supported by 4 staff persons. The Task Force met monthly in 2021, advising the library on approaches to encouraging library cardholders to voluntarily share their race/ethnicity and language spoken at home with the Library.

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

- Staff are discussing metrics that can be tracked that reflect improvement over time.
- In 2021, EPL worked with our computer consortium to customize our patron database and invite new library cardholders and those renewing their cards to voluntarily share their race/ethnicity/language spoken at home during the registration process. This data will be protected and used in aggregate to track our efforts to better serve our Black and Latine community members.
- The metrics program collectionHQ is used by the library for collections. In 2021, it introduced a way to evaluate DEI metrics. We can now see which items slated for removal fall into DEI categories (Black authors, Indigenous content, etc.) and can instead highlight them in displays so that they circulate. We are currently inputting additional information to make these DEI metrics as accurate as possible.

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

- We continued discussions with groups seeking to redefine the future of the Family Focus facility.
- We continued to provide an electronic pop-up library at Fleetwood Jourdain Community Center.

Agenda Item 4E

- EPL has enhanced our presence in the 5th Ward through partnerships with Y.O.U., Bethel African Methodist Episcopal Church, Evanston Own It, Fleetwood-Jourdain Community Center, Family Focus, Gibbs-Morrison Cultural Center, Freedom School, Teen Baby Nursery (IWSE), Home Daycare Provider Book Bag Delivery (4 daycare homes), YMCA Headstart, EvanSTEM, Connections for the Homeless, Over the Rainbow/Hill Apartments, Jacob Blake Manor, and Ebenezer Primm Tower.
- We provided Foster Seniors Group with hardware and training to support their virtual meetings during the pandemic.
- EPL staffed twice weekly (10 hours per week) office hours at Fleetwood Jourdain for assisting residents with their local reparations applications.
- Our 11 Community Listening sessions welcomed community members from all wards, though the highest representation was from the 5th ward. Residents from the 8th, 9th and 2nd wards were also well represented. We are centering the voices of our community members in our work and co-creating the future of the Library with our residents.

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

- EPL created the Collection Advisory Committee to advise and aid in the purchase of materials to better serve the Black community (<https://www.epl.org/announcing-the-collection-advisory-committee-of-evanston-public-library/>). On the advice of this committee we began purchasing materials from local Black-owned bookstore Semicolon. The committee also helped to select materials to give away at outdoor events over the summer.
- In 2018, we began to track book purchases of Black authors and subject matter. The total number of purchased titles (not number of copies) was 447. This did not include Urban and Romance titles. In 2019, we expanded to include those genres as well. In 2020, the number of purchased titles was 485. This in spite of a 35% budget decrease. In 2021, we began tracking Black, Latinx, Indigenous, and LGBTQIA+ titles purchased.
- The 101 Great Books for Kids 2021 list (<https://www.epl.org/announcing-evanston-public-librarys-101-great-books-for-kids-list-of-2021/>) was released in October 2021. This list exemplifies the wide diversity and variety of children's literature published that year.
- We conducted a diversity audit of the Adult Fiction section giving us a baseline to improve upon in the future.

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

- We recruited and hired a bilingual Supervising Librarian who is leading the diverse team at Robert Crown Branch Library. We also hired staff for two new Family Engagement positions serving our Black and Latinx families.

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

Agenda Item 4E

- We continued to work with the Racial Equity Task Force, and piloted new ways to communicate with Black and Latinx residents.
- Staff recorded episodes of The Checkout podcast, featuring the diverse spectrum of Evanston people living and/or working in Evanston and thereby giving voice to the community.
- Through a competitive grant and working with the Racial Equity Task Force, EPL is creating a series of videos to promote library materials and services to our Black and Latinx community.

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

- Work of the Engagement team, marketing, and Executive Director focus upon deeper engagement with all Evanston residents especially the Black and Latinx community members.
- Continue to work with the Racial Equity Task Force and seek new ways to communicate with Black and Latinx residents.
- Strategic messaging revised to focus on and promote equitable access to literacy and other resources and equity in who, where and how we serve the community.
- In partnership with EvanSTEM and District 65, we focus marketing to and participation in STEM programs to BIPOC and female students.
- External communications extend broadly through the variety of channels available in Evanston, including those intended for and/or reaching Black and Latinx residents.
- Increased communications in Spanish, including a new Spanish-language newsletter with increased Spanish programming and content to feature and produce.



EVANSTON PUBLIC LIBRARY

RACIAL EQUITY TASK FORCE

Meeting Minutes

Tuesday, January 11, 2022

Members Present

Terry Sotto, Esther Wallen, Michelle Judon, Gulnaz Saiyed, Lorena Neal, Karen Danczak Lyons

Updates

- Training has begun to prepare Circulation staff for the race/ethnicity/language spoken data collection initiative. Suggestions from staff are being addressed and incorporated.
- Preparation for the start of Open+ hours at the Robert Crown branch library continues with an anticipated launch at the end of the first quarter.
- The videos will be shared with RETF for their review and comment at a future meeting. The videos will be submitted to the funder per grant requirements.
- EPL continues to seek volunteers for the first 501(c)3 leadership committee. Volunteers will be representative of Evanston's population and could include teen representatives.
- Exploration of options for the co-location of the 5th ward branch continues. RETF discussed options for raising visibility, soliciting input and engaging 5th ward residents. Suggestions included: connecting with the faith based community and attending services; when partnering with Family Focus on programs, highlight EPL's work and invite residents to share their suggestions.
- Invited RETF to attend the Community Shareback session on January 20th.

Library Director's Report February 16, 2022

Updates:

- On January 20th we hosted the Community Share back session which allowed over 100 attendees to consider the feedback we received, reflect upon the themes we heard and provide additional insights. Video clips and summaries are being finalized and will be available on our website soon.
- I am reviewing two frameworks that could be applied to our work:

I have discussed their toolkit with the **Alliance for Research in Chicagoland Communities (ARCC)** and will have additional conversations about producing a workshop for EPL staff on the application of their toolkit to our work.

https://docs.google.com/document/d/17a7m_SPsTupX_oJSc5fcGGCt4ArHxsdvb7twF27e6ck/edit

In addition, The Joint ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force is seeking feedback from the library community on their initial draft framework. Along with the Admin team, I will be reviewing this draft and providing comments as we consider the application of this framework to work at EPL.

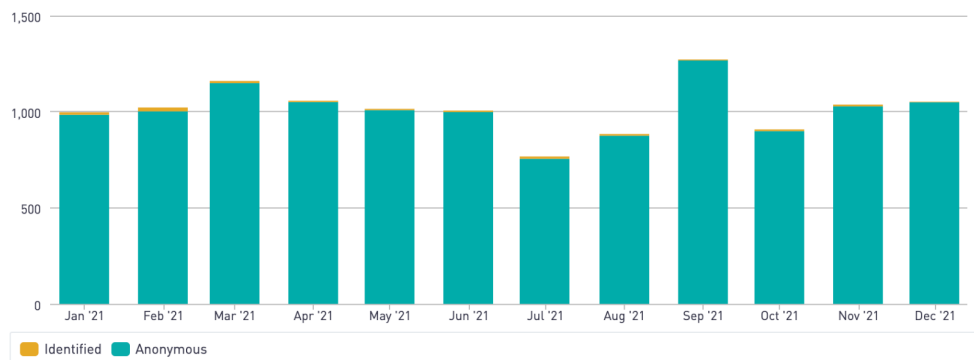
<https://acrl.ala.org/RacialEquityFramework/>

The **Evanston Care Network** is a partnership between the Evanston Public Library, the City of Evanston, 311, AMITA St. Francis and the Evanston Community Foundation. EPL staff serve as Project Manager (Heather Norborg) and Community Outreach Lead (Jill Skwerski) for the project.

Evanston Care Network 2021 Usage:

There were 11,664 visitors to the Evanston Care Network in 2022::

Users | 2021-01-01 to 2021-12-31



○

63

Distinct Identified Users

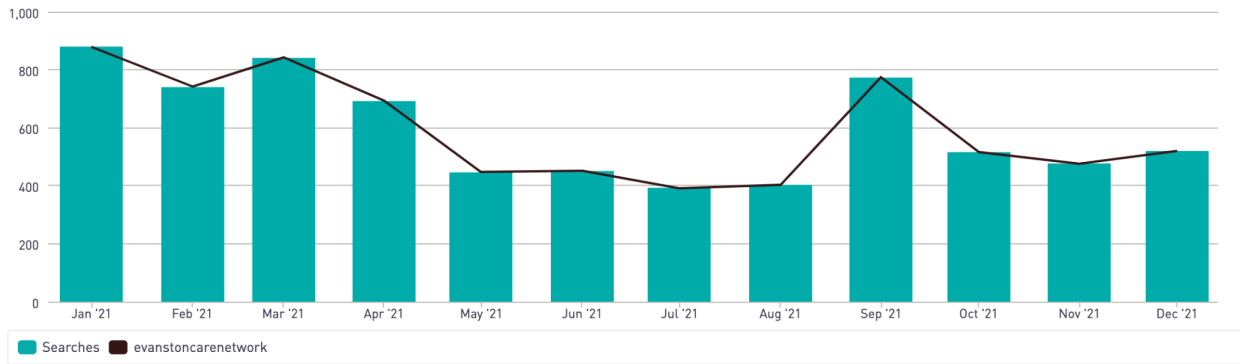
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11,601

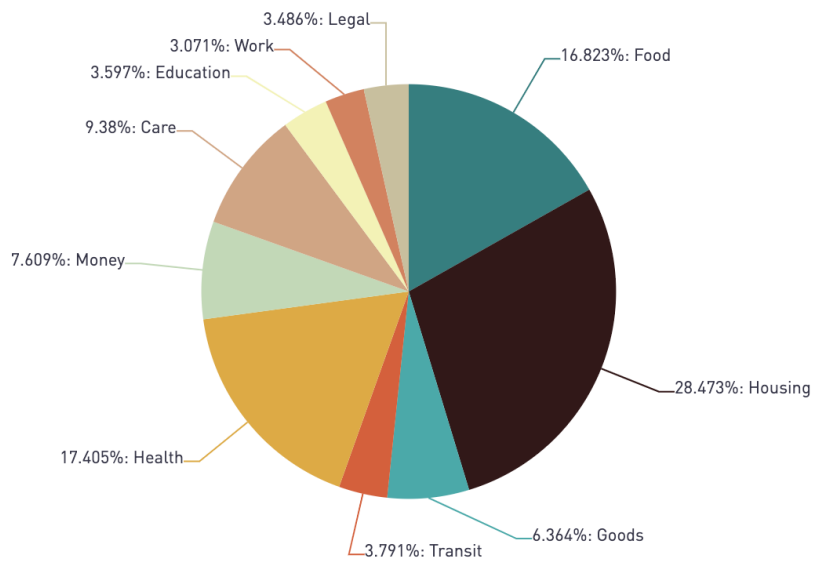
Distinct Anonymous Users

They performed 7,132 searches:

① Searches | 2021-01-01 to 2021-12-31



① Searches by Category | 2021-01-01 to 2021-12-31



① Most Common Search Terms | 2021-01-01 to 2021-12-31

TERM	DOMAIN	SEARCHES
help find housing	housing	198
food pantry	food	185
help pay for housing	housing	119
emergency food	food	107
temporary shelter	housing	96
food delivery	food	91
housing vouchers	housing	73
counseling	health	70
financial aid & loans	money	63
long-term housing	housing	58
meals	food	58
help pay for utilities	housing	57
job placement	work	54
individual counseling	health	52
dental care	health	48

Visitors to the Evanston Care Network looked for assistance available in these geographic areas:

① Top 10 Counties | 2021-01-01 to 2021-12-...

COUNTY	SEARCHES
Cook, IL	6,835
Lake, IL	75
Dupage, IL	38
Champaign, IL	28
Los Angeles, CA	16
Bibb, GA	14
Mclean, IL	12
Kane, IL	10
Dane, WI	7
Will, IL	7

① Top 10 Cities | 2021-01-01 to 2021-12-31

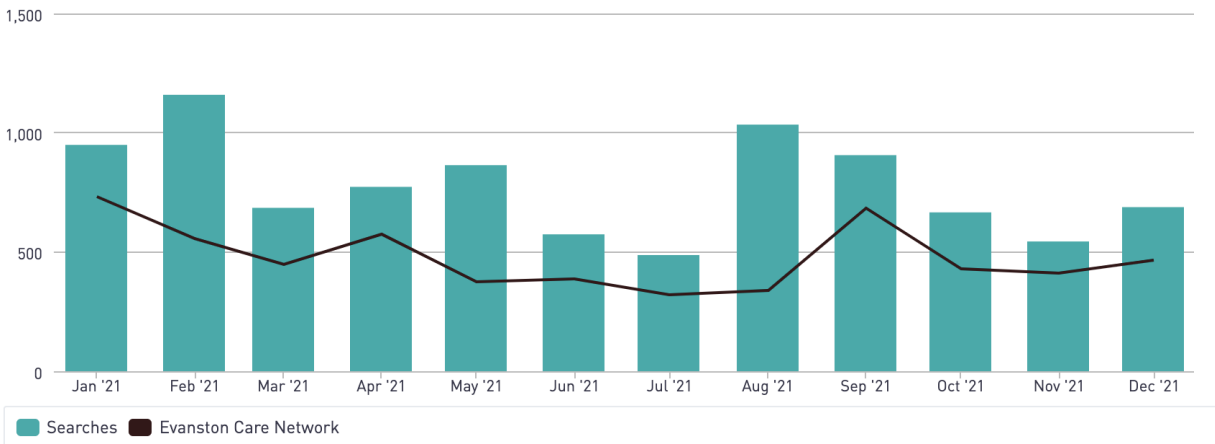
CITY	SEARCHES
Evanston, IL	5,741
Chicago, IL	472
Wheeling, IL	161
Skokie, IL	130
Morton Grove, IL	41
Glenview, IL	34
Wilmette, IL	29
Urbana, IL	28
Palatine, IL	27
Arlington Heights, IL	21

① Top 10 Zip Codes | 2021-01-01 to 2021-1...

ZIP CODE	CITY	SEARCHES
60201	Evanston, IL	3,316
60202	Evanston, IL	2,354
60090	Wheeling, IL	161
60626	Chicago, IL	111
60077	Skokie, IL	79
60645	Chicago, IL	62
60203	Evanston, IL	59
60076	Skokie, IL	51
60649	Chicago, IL	45
60053	Morton Grove, IL	41

There were 9,329 searches for assistance available in 60201, 60202 and 60203 across all FindHelp sites. 5,729 of those searches happened on the Evanston Care Network.

① Searches | 2021-01-01 to 2021-12-31



Data Dashboard

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

Staff reports:

- **Liaison to Evanston Nursery and Pre-K schools [Laura Antolin]**
 - Book Bag deliveries continue at 5 Preschool and Daycare Centers (Baby Toddler Nursery-IWSE, Teen Baby Nursery-IWSE, Toddler Town, KinderCare, YMCA HeadStart at Family Focus)) and at 13 Home Daycares for a total of 26 bags monthly. Two volunteers continue to help with delivery to 12 Daycare Homes.
 - 2021-2022 school year Programming:
We are still considering in-person STEAM sessions at The Family Center on a month to month basis depending on Covid numbers.
 - The Family Center (at JEH)
 - In-person programming:
Plans for STEAM Club in 2 toddler classrooms: (January 19, 2022 deferred), February 16, 2022, March 16, 2022, April 20, 2022
 - Early Childhood preschool at JEH
 - Virtual STEAM Club w/Ms. Laura
 - January 19, 2022
Attendance = 9 kids; 8 adults
 - February 16, 2022, March 16, 2022, April 20, 2022.
 - Virtual PACT w/Ms. Laura

- January 20,2022
Attendance = 3 kids; 3 adults
- February 17, 2022, March 17, 2022, April 21, 2022.

- LENA Start Grant w/The Family Center:

We are continuing to work on refining and expanding our reach for recruitment with the plan to start the next cohort in April.

- EC2C Healthy Start Committee:

The next meeting will be February 14. Continue to send out twice weekly Talk Read Sing text messages/email messages in English and Spanish through govDelivery which continues to increase, now reaching 1484 English speaking families and 720 Spanish speaking families. Although this effort goes out under both EPL and EC2C logos, it is an EPL effort.

- Early Intervention Screening - exploring partnership with Northwestern University:

Initial conversation with Dr. Marisha Speights Atkins, Assistant Professor and Director: Pediatric Speech Technologies & Acoustics Research Lab. We are working on putting together in person opportunities for early screening (using ASQ3b and other tools) for speech and hearing utilizing NU students who need clinical hours. We are talking about holding these at Main and possibly out in the community in conjunction with mini-workshops to help parents identify concerns and possibly activities with parents and children. In early talking stages with the hopes of piloting something by late spring.

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

- EPL is partnering with Northwestern and D65 to bring TunePad into the classroom. We have partnered with 5th grade coding teacher: Melissa Smoller to bring the art of Music Production and Python coding to 3 of her classes at 3 elementary schools: Dawes, Lincoln, and Washington. The class starts on Monday February 7, and ends on April 8, 2022. The classes meet on Mondays, Thursdays, and Fridays. from 9 AM to 10 AM virtually.
- If you enjoyed the Code It challenge, then you're in luck! EPL, EVANSTEM, and D65 are preparing for the Cardboard Carnival Challenge that will officially kickoff on February 26th. EPL staff and community partners have been working on making tutorials and supply kits. Youth will have access to online resources, mentors, and one on one drop in sessions at Family Focus, Robert Crown, and Main. So gather all of your recycling goods and see what fun games you can come up with.
- Family Focus will go back to in person programs February 7th. EPL will continue NSBE Jr. on February 8th. This month teens will do a series of art and hands-on activities around black love, mental health and future possibilities.

- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Heather Norborg, Jill Skwerski]**

- Oakton Community College (OCC) partnership is moving forward with 2 initiatives. The first is a continued collaboration around workforce development. OCC has received a Workforce Equity grant that will allow them

to support 180 students with full tuition and a \$1000 stipend to complete certification in one of six possible training pathways. EPL will help recruit, promote, and support the program, with particular focus on neighborhoods in the 5th and 8th Wards, per stipulations in the funding agreement. More details forthcoming from OCC. (Skwerski)

- Crown branch staff will be partnering with OCC to bring a free, one week, full or ½ day STEM camp to Crown this summer. This program will support up to 20 students ages 9 -12 with a focus on providing opportunities to Black, Latine, Indigenous, Asian and other students of color. Planning is just underway, more details to come. (Skwerski, Francellno)
- NU students from the CodeID campus organization will be piloting a monthly coding class for 5th - 8th graders at Crown, beginning in late February. The group hopes to connect and mentor up to 15 students each month through the end of the academic year and beyond. EPL will also connect CODEID with researchers at NU who can support their work and loop them in about mentorship and support opportunities through other EPL STEM programming (Skwerski, Neumeier)
- Innovation and Digital Learning Staff and partnering with NU's TIDAL Lab on the Motorola Solutions Grant to fund digital music programming for 5th graders in D65
- NU's Office of Community Education Partnerships is leading a group of community based organizations in a discussion around data sharing.
- The Science in Society Research Center is connecting EPL and D65 staff with Microsoft to discuss how Microsoft might be able to support EPL and D65's citywide coding challenges.
- Northwestern Emeriti Organization (Norborg) - The January NEO / EPL mini-course "[Perspectives on French Impressionism](#)" with Professor Hollis Clayson had 190 live attendees. All 300+ registrants were emailed the recording of both sessions as well as written answers by Professor Clayson to questions and comments from participants. The third and final mini-course of this academic year will be April 26 & May 3 on [SCOTUS: Law & Politics](#) with Professor Jerry Goldman

Project Ready

The Project Ready committee is working on new ways to apply the knowledge we've gained over the last two years, as well as provide classic Project Ready modules for new staff and staff members that would like to go over the material again.

For the months of March and April the Project Ready committee will host an all library book discussion of Bryan Stevenson's book [JUST MERCY](#). The committee selected this title thanks in large part to its high quality content, the ease with which you can get a copy (all e-copies are available instantly on Overdrive/Libby until the end of April), and the fact that it pairs well with the [Creative Pathways to Legal Justice](#) course that some staff members are participating in.

Staff will be able to sign up for JUST MERCY discussion groups in both March and April. By participating in both discussion sections, staff will be fulfilling two of the four Project Ready annual requirements.

There are fifteen physical copies of [JUST MERCY](#) in the Main location of EPL. EPL has also set up Overdrive/Libby so that the ebook and e-audiobook of the title is available to everyone until mid-April.

Upcoming events of Note:

- Among many opportunities to celebrate Black history and culture this month, EPL is hosting the second of two programs with Northwestern University Journalism Professor and former news reporter, Dr. Ava Thompson Greenwell on 2/24: **Ladies Leading: The Black Women Who Control Television News: Thursday, February 24, 7 pm. [Learn more and register.](#)** (Francellno)
- **Upcoming Illinois Libraries Presents Author Events** (Ross):
 - [Jasmine Guillory with Morgan Rogers](#) 2/16 at 7pm
 - [Jenny Lawson with R. Eric Thomas](#) 3/30 at 7pm
 - [Nick Offerman](#) (Where the Deer and the Antelope Play) 4/27
 - [Michelle Zauner](#) (*Crying in H Mart*) May tentative
- [Kwame Onwuachi](#) (My America, Notes from a Young Black Chef) 6/15

Development

Development Committee

The Development Committee met on February 10, 2022. Membership includes Co-Chairs Margaret Lurie and Rachel Hayman, and members Susan Munro, Pat Broughton and Julie Farley. This was the first meeting, notes not yet available at the time this report is presented to the Board.

Potential New 501(c)3

A group of volunteers is forming to create a new 501(c)3 in support of the Library. This group has not yet formed, but the volunteers are organizing their structure with the intention of ensuring diverse representation from across the community.

Nontax Fund Development Activity and Analysis

Fundraising at the Evanston Public Library has been trending up steadily since 2014. The most recent 4 year trends are provided here. Over the past four years, Library Donations are up 33% and overall philanthropic activity is up 20%. We attribute success to the operationalization of our grant procedures and increased strategic individual solicitation activities. Development has created grant management guidelines, provides orientations to

all staff regularly, and supports all grant development, applications and reporting. Development co-creates these together with staff in order to ensure that procedures are customized to the needs of the operations of the Library.

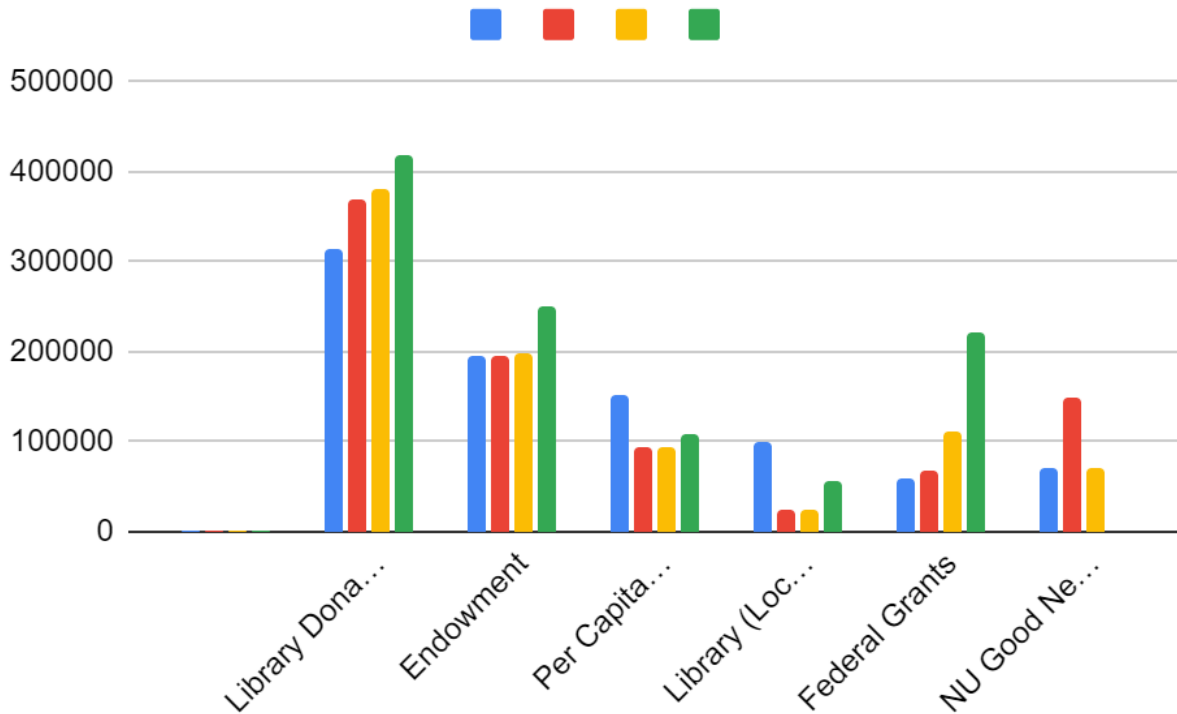
Development is currently creating a Program Proposal Form for programs that are not yet funded. Examples of resources previously created for use across the Library include:

- Glossary of Fundraising Terms
- Contact List Request Form
- Gift-In-Kind Form
- Grant Pre-Proposal Form
- Grant Process
- Change in Grant Information Form
- Grant Timeline
- New Partner Information Form
- Partnership Termination Form
- Response from Funder Form
- Volunteer Update Form

One example of improvement to our individual solicitation process is found in the redesign and restructure of the annual campaign. The Fund for Excellence formerly counted any contribution to the Library received at any time for any reason. We have gradually changed the campaign to leverage the effort at the end of the year, making space for other appeals throughout the year. We now raise more in the last 2 months of the year than we previously raised in an entire year under the previous model. This strategy also allows us to roll out specific/restricted campaigns for new priority projects such as a new collection at Robert Crown. Today, the year end campaign is called the Reimagine Campaign, and it is intended to serve as a bridge while our strategic planning process is completed. Ideally, when we emerge from strategic planning, we will launch a new annual campaign brand that connects with the future strategic plan and vision for the Library.

In order to increase donor retention and acquisition we are identifying affinity groups to solicit rather than limiting our efforts to those individuals who have already given. In order to decrease donor attrition and increase gift size and quantity, we are increasing our stewardship efforts to thank our supporters and engage them in a meaningful way to connect them to our work.

4 Year Comparison of Philanthropy by Revenue Type



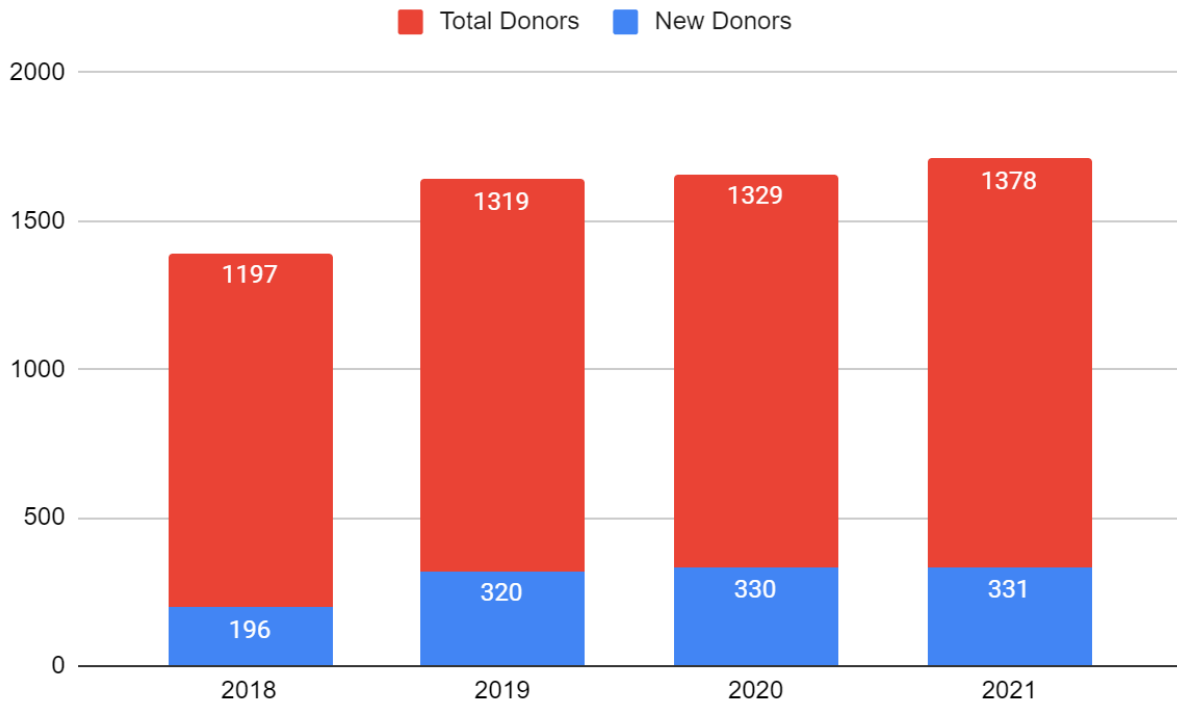
4 Year Comparison of Non Tax Revenue by Budget Line Item

Budget Line Item	2018	2019	2020	2021
Library Donations	\$313,910.06	\$369,991.98	\$380,319.36	\$418,028.67
Endowment	\$195,771.00	\$195,000.00	\$199,414.25	\$250,000.00
Per Capita Grant	\$150,941.41	\$93,107.50	\$93,107.50	\$109,866.85
Library (Local) Grants	\$98,606.00	\$23,840.00	\$25,879.36	\$57,247.18
Federal Grants	\$59,117.49	\$68,722.41	\$112,938.15	\$220,170.88
NU Good Neighbor Fund	\$70,000.00	\$150,000.00	\$70,000.00	\$0.00
Endowment	\$195,771.00	\$195,000.00	\$199,414.25	\$250,000.00
Total	\$1,084,116.96	\$1,095,661.89	\$1,081,072.87	\$1,305,313.58

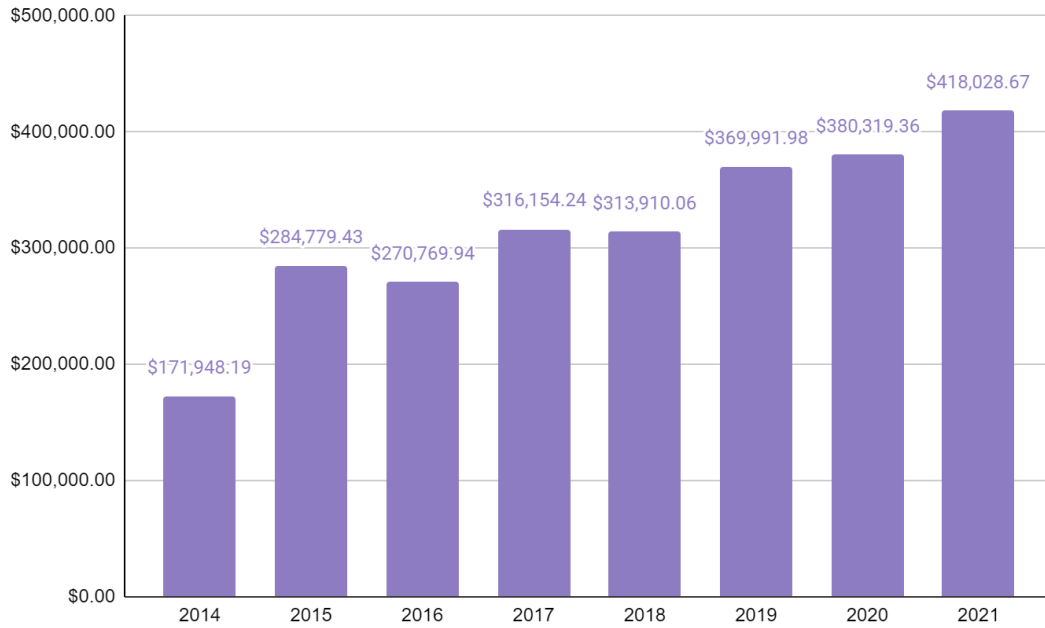
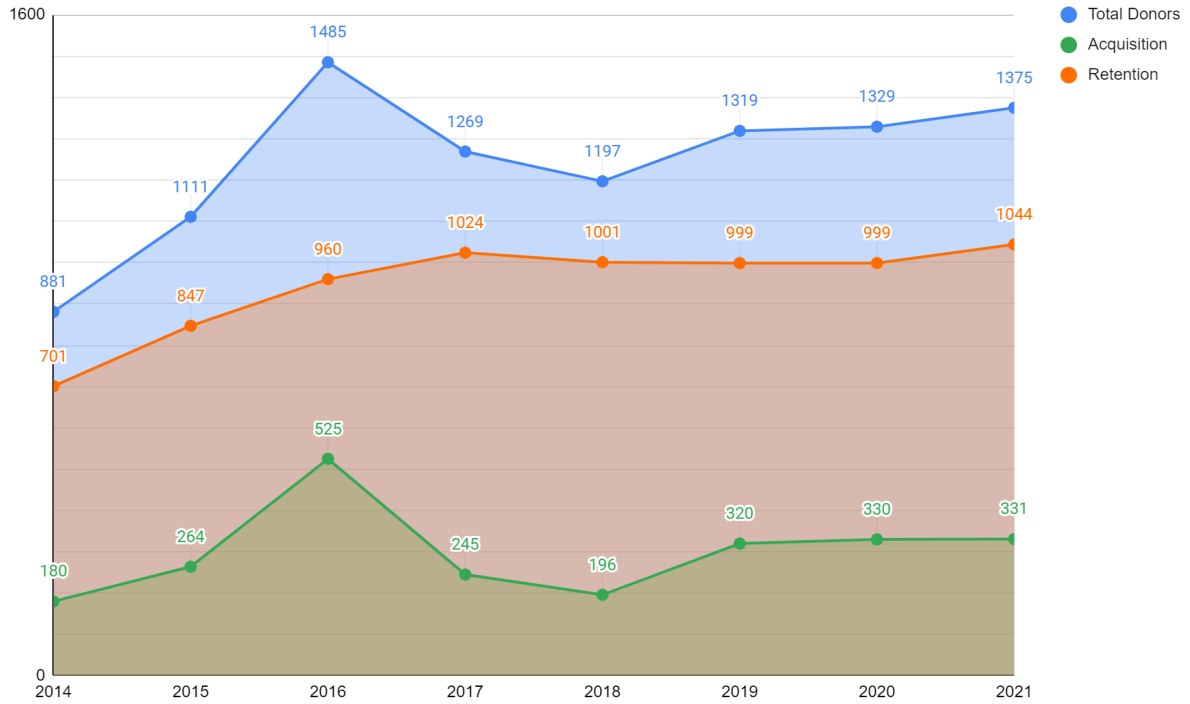
4 Year Comparison of Donor Acquisition

Year	New Donors	Total Donors	Percent	New Donor Revenue	Total Revenue	Percent	Retained in Next Year	Revenue from Retained
2018	196	1197	16%	\$17,464	\$313,910	6%	63	\$8,423
2019	320	1319	24%	\$24,957	\$369,991	7%	91	\$10,390
2020	330	1329	25%	\$28,120	\$380,319	7%	107	\$13,470
2021	331	1378	24%	\$69,614	\$418,028	17%	NA	NA

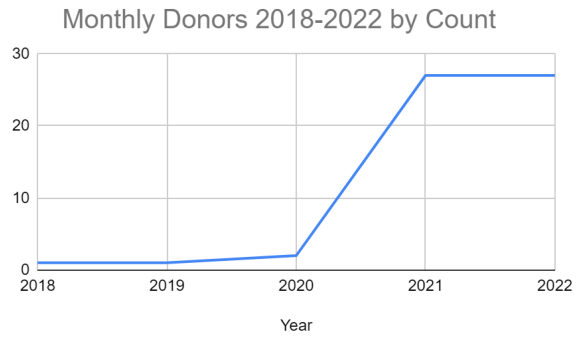
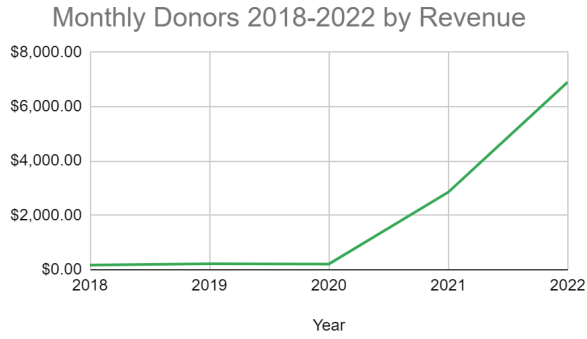
4 Year Comparison of Donor Acquisition



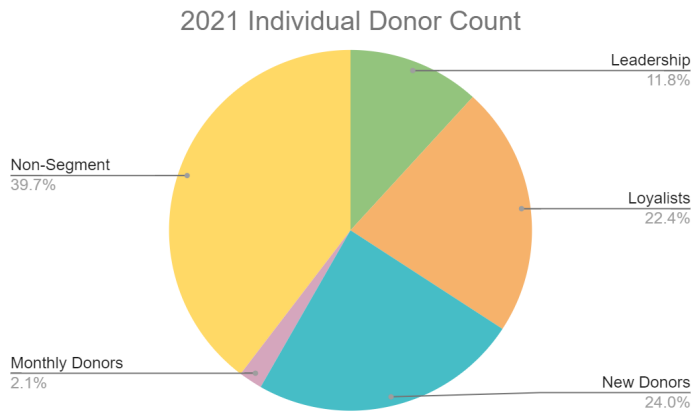
7 Year Review Individual Donor Acquisition and Retention vs. Total Funds Raised



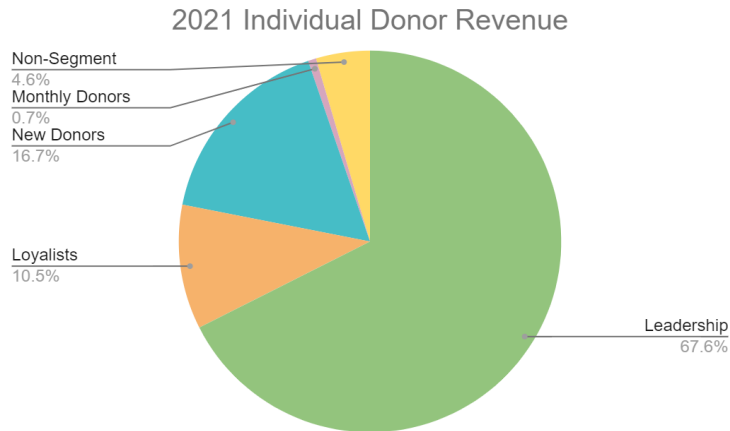
4 Year Comparison of Monthly Donors (Program introduced in 2021)



Individual Donors by Recognition Groups



Revenue Totals by Recognition Group



Recommendations

As we continue to strengthen and improve our efforts, our highest priority is to find meaningful ways to show gratitude and engage our many supporters. We are mindful of doing so with an equity lens. This will require having a cohesive stewardship strategy that recognizes the contributions of all of our constituencies: partners, volunteers, patrons, and all members of our community who have an interest at the Library - known and unknown at this time. This strategy has been described as moving away from donor or organization centric fundraising towards a more collective shared emphasis. We share in a collective vision for this organization and we share in many ways supporting its future. Read why the [donor-centric model must evolve](#).

A few additional resources for discussion on this topic include:

Recording: [Me vs. we: Fundraising for the collective good](#).

Understand how the fundraising sector has been constructed over the last 100 years: [Stifled generosity: How philanthropy has fueled the accumulation and privatization of wealth](#)

Explore how [philanthropy benefits the super-rich](#)

Examine the data: [Fundraisers | Data USA](#)

Learn about [the definition of equity in fundraising](#).

Find out more about [the disparity in how donors prioritize giving when analyzed by ethnicity](#).

Discover how there is [much more to doing good work than “making a difference.”](#)

Dig into a [graphic re-visioning of nonprofit overhead](#).

“There is enough of everything for everyone.” [Learn more about the fear of the fixed pie](#).



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: February 9, 2022

This memo provides an update on significant administrative activities.

Human Resources

We are continuing with hiring activities to fill priority vacancies that are necessary to fulfill our strategic plan. We have concluded the first round of interviews for the vacant Assistant Library Director position.

The following positions have been filled:

Khari Whitmore joined Innovation and Digital Learning as a part-time Teen Services Library Assistant on January 31, 2022.

Lauren Gray joined the Engagement Services team as a part-time Branch Clerk at Robert Crown on January 31, 2022.

Ana Ariza, currently an intern at Robert Crown, will join the Engagement Services team as a part-time Branch Clerk on February 14, 2022.

Four Public Service substitutes were hired to fill vacancies during staff's vacation and sick time: Nile Arena, Karina Andrus, Meghan Lloyd, Angela Thomas.

Offer has been made to a final candidate for the full-time Library Assistant-Acquisitions position in Access Services. Awaiting response.

Interviews are being set up for the part-time Engagement Services Library Assistant vacant position.

Penny Wongratul resigned the part-time Library Clerk position in Access Services, last day of work is February 12, 2022

Financial Resources

The Library Fund financial report for the period ending December 30th is included for your review. For the operating fund, revenue reached 101% of budget projection and expenditures 96%. Capital fund expenditures total 97% of budget at year end, however funding carries over until approved projects are completed and closed.

Please also note the financial report for the period ending January 31st for your review detailing Operating Fund revenue collection and expenditures for 2022.

Facilities Update

Main Library elevator controls upgrade project is well underway. The project is currently concentrating on our largest elevator car, Car#2. Maintenance will need the larger car in full operation soon in order to accommodate the movement of the very large crates that contain the display items for the upcoming Smithsonian exhibit “The Bias Inside Us” which will go on display early April.

COE advertised Capital Improvement Project 22-07 for public bid on 2/10/2022. This is a large mechanical project that includes the replacement of the main building ventilation fans along with their electrical structures. This project will run well into the Q3 of 2022. Long mechanical equipment lead times are normal the last couple of years but things are improving.

Library maintenance is still operating minus one FTE; this position is expected to be filled in April, 2022.

The maintenance team is dedicating much time to snow duties this season.



Budget Performance Report

Fiscal Year to Date 12/31/21

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	4,120.75	.00	7,298,616.48	(46,616.48)	101	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	(42.94)	.00	4,466.46	(4,466.46)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	42.87	.00	287.03	(287.03)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	49,443.60	.00	220,170.88	(75,170.88)	152	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	135,785.32	.00	369,326.61	20,673.39	95	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	2,883.84	.00	14,935.32	(4,935.32)	149	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(45.00)	.00	3.85	(3.85)	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	837.28	.00	10,403.29	4,596.71	69	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	1,528.93	.00	16,787.51	(1,787.51)	112	5,704.20
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	3,539.78	1,460.22	71	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	977.62	.00	8,943.63	(3,943.63)	179	5,010.66
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	130.12	.00	714.11	4,285.89	14	3,048.42
57545	NORTH BRANCH RENTAL INCOME	47,224.00	.00	47,224.00	3,883.33	.00	25,149.63	22,074.37	53	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	33,678.00	.00	58,247.18	91,752.82	39	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$233,223.72	\$0.00	\$8,391,458.61	(\$50,234.61)	101%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	118,150.01	.00	2,990,550.11	193,719.90	94	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	95,994.06	.00	1,200,084.96	178,617.19	87	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	3,730.32	.00	76,490.04	(1,490.04)	102	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	11,207.86	.00	22,777.91	(6,077.91)	136	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	(7,945.55)	.00	25,432.54	(25,432.54)	+++	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	3,806.28	.00	4,143.16	(4,143.16)	+++	.00
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	73,241.52	.00	596,612.43	23,925.05	96	541,206.82
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	698.37	(698.37)	+++	133.94
61615	LIFE INSURANCE	2,262.00	.00	2,262.00	174.11	.00	2,215.09	46.91	98	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	4,800.00	.00	100	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	2,100.00	.00	100	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	32,787.76	.00	344,238.90	9,094.89	97	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	12,407.20	.00	255,981.16	24,514.16	91	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	3,092.79	.00	60,353.21	5,924.40	91	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	19,673.84	9,580.00	140,656.53	90,263.47	62	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	928.00	.00	2,980.97	5,019.03	37	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	47,007.65	16,281.00	280,787.42	(99,068.42)	150	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 12/31/21

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	468.00	.00	468.00	2,132.00	18	890.85
62290	TUITION	15,000.00	.00	15,000.00	2,997.00	.00	6,206.50	8,793.50	41	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	716.86	1,800.00	18,185.91	5,014.09	80	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	5,436.00	4.00	100	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,884.00	1.00	100	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	348.00	.00	413.78	586.22	41	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	12,007.16	16,095.00	206,701.58	(3,596.58)	102	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	16,469.40	.00	235,327.38	19,672.62	92	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	133.00	.00	1,417.37	682.63	67	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	1,015.63	.00	4,728.82	2,571.18	65	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	339.86	.00	4,544.39	1,155.61	80	5,893.90
64005	ELECTRICITY	.00	.00	.00	16,036.15	.00	96,182.78	(96,182.78)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	3,450.87	.00	17,553.93	10,946.07	62	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	4,218.22	.00	4,759.26	(2,759.26)	238	3,022.85
65020	CLOTHING	.00	.00	.00	763.10	.00	2,120.00	(2,120.00)	+++	583.95
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	3,153.75	.00	10,690.39	1,309.61	89	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	2,197.61	.00	20,540.78	14,459.22	59	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	20,186.35	.00	27,522.60	42,477.40	39	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	32,135.00	32,636.86	190,312.25	(92,949.11)	171	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	18,473.95	24,240.95	(12,714.90)	142	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	114,829.44	.00	537,017.82	(20,617.82)	104	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	2,909.50	.00	6,527.48	2,972.52	69	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	19,175.38	.00	70,665.20	24,334.80	74	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	280,896.00	5.00	100	.00
EXPENSE TOTALS		\$8,225,344.36	\$0.00	\$8,225,344.36	\$692,649.13	\$97,143.81	\$7,796,217.60	\$331,982.95	96%	\$7,467,222.38
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	233,223.72	.00	8,391,458.61	(50,234.61)	101%	8,199,295.12
EXPENSE TOTALS		8,225,344.36	.00	8,225,344.36	692,649.13	97,143.81	7,796,217.60	331,982.95	96%	7,467,222.38
Fund 185 - LIBRARY FUND Totals		\$115,879.64	\$0.00	\$115,879.64	(\$459,425.41)	(\$97,143.81)	\$595,241.01	(\$382,217.56)		\$732,072.74



Budget Performance Report

Fiscal Year to Date 12/31/21

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	232,343.00	.00	232,343.00	.00	100	222,648.00
68315	DEBT SERVICE- INTEREST	249,900.00	.00	249,900.00	124,950.63	.00	249,900.89	(.89)	100	215,447.05
EXPENSE TOTALS		\$482,243.00	\$0.00	\$482,243.00	\$357,293.63	\$0.00	\$482,243.89	(\$0.89)	100%	\$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	357,293.63	.00	482,243.89	(.89)	100%	438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	(\$357,293.63)	\$0.00	(\$0.89)	\$0.89		\$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	233,223.72	.00	8,873,701.61	398,765.39	96%	8,679,440.12
EXPENSE TOTALS		9,156,587.36	.00	9,156,587.36	1,049,942.76	181,280.97	8,664,680.60	310,625.79	97%	7,999,842.68
Grand Totals		\$115,879.64	\$0.00	\$115,879.64	(\$816,719.04)	(\$181,280.97)	\$209,021.01	\$88,139.60		\$679,597.44



Budget Performance Report

Fiscal Year to Date 01/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	.00	7,252,000.00	0	7,298,616.48
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	4,466.46
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	34.58	.00	34.58	(34.58)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	.00	165,000.00	0	220,170.88
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	.00	109,866.00	0	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	.00	400,000.00	0	369,326.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	.00	.00	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	512.30	.00	512.30	14,487.70	3	10,403.29
57002	TRANSFER FROM ENDOWMENT	217,911.00	.00	217,911.00	.00	.00	.00	217,911.00	0	250,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	16,787.51
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,539.78
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	.00	19,800.00	0	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$546.88	\$0.00	\$546.88	\$8,344,030.12	0%	\$8,391,458.61
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	117,785.08	.00	117,785.08	3,305,664.99	3	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	46,208.15	.00	46,208.15	1,379,526.57	3	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	2,735.50	.00	2,735.50	44,264.50	6	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	629.80	.00	629.80	16,070.20	4	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	25,432.54
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	3,732.64	.00	3,732.64	(3,732.64)	+++	3,431.10
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	4,143.16
61510	HEALTH INSURANCE	666,411.46	.00	666,411.46	24,592.68	.00	24,592.68	641,818.78	4	596,612.43
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	698.37
61615	LIFE INSURANCE	2,409.52	.00	2,409.52	183.60	.00	183.60	2,225.92	8	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	400.00	4,400.00	8	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	175.00	1,925.00	8	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	222,232.66	.00	222,232.66	7,935.78	.00	7,935.78	214,296.88	4	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	10,330.13	.00	10,330.13	287,304.74	3	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	2,415.89	.00	2,415.89	67,773.13	3	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	.00	12,000.00	.00	233,500.00	5	140,656.53
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	39.00
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	.00	.00	.00	198,000.00	0	280,787.42
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00



Budget Performance Report

Fiscal Year to Date 01/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	468.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	6,206.50
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	18,185.91
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	453.33	4,986.67	8	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	407.08	4,477.92	8	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	413.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	.00	.00	.00	221,200.00	0	206,701.58
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	135.72	.00	135.72	254,864.28	0	235,327.38
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	1,417.37
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	221.01
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	.00	7,300.00	0	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	658.85	.00	658.85	5,041.15	12	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	.00	.00	.00	115,767.00	0	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	.00	.00	.00	28,500.00	0	17,553.93
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	344.64	.00	344.64	1,655.36	17	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	2,880.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	10,690.39
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	20,540.78
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	.00	8,000.00	.00	42,000.00	16	27,522.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	190,312.25
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,463.52
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	.00	.00	.00	539,400.00	0	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	.00	.00	.00	72,000.00	0	70,665.20
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	24,110.67	265,217.33	8	280,896.00
EXPENSE TOTALS		\$8,550,722.32	\$0.00	\$8,550,722.32	\$243,234.54	\$20,000.00	\$243,234.54	\$8,287,487.78	3%	\$7,799,098.13
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	546.88	.00	546.88	8,344,030.12	0%	8,391,458.61
EXPENSE TOTALS		8,550,722.32	.00	8,550,722.32	243,234.54	20,000.00	243,234.54	8,287,487.78	3%	7,799,098.13
Fund 185 - LIBRARY FUND Totals		(\$206,145.32)	\$0.00	(\$206,145.32)	(\$242,687.66)	(\$20,000.00)	(\$242,687.66)	\$56,542.34		\$592,360.48
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	506,625.00	.00	506,625.00	.00	.00	.00	506,625.00	0	482,243.00



Budget Performance Report

Fiscal Year to Date 01/31/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
	REVENUE TOTALS	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$0.00	\$506,625.00	0%	\$482,243.00
	EXPENSE									
68305	DEBT SERVICE- PRINCIPAL	264,706.00	.00	264,706.00	.00	.00	.00	264,706.00	0	232,343.00
68315	DEBT SERVICE- INTEREST	241,919.00	.00	241,919.00	.00	.00	.00	241,919.00	0	249,900.89
	EXPENSE TOTALS	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$0.00	\$506,625.00	0%	\$482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	506,625.00	.00	506,625.00	.00	.00	.00	506,625.00	0%	482,243.00
	EXPENSE TOTALS	506,625.00	.00	506,625.00	.00	.00	.00	506,625.00	0%	482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$0.89)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
	REVENUE									
56060	BOND PROCEEDS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0	.00
	REVENUE TOTALS	\$480,000.00	\$0.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	0%	\$0.00
	EXPENSE									
65515	OTHER IMPROVEMENTS	680,000.00	.00	680,000.00	.00	.00	.00	680,000.00	0	386,219.11
	EXPENSE TOTALS	\$680,000.00	\$0.00	\$680,000.00	\$0.00	\$0.00	\$0.00	\$680,000.00	0%	\$386,219.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0%	.00
	EXPENSE TOTALS	680,000.00	.00	680,000.00	.00	.00	.00	680,000.00	0%	386,219.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		(\$200,000.00)	\$0.00	(\$200,000.00)	\$0.00	\$0.00	\$0.00	(\$200,000.00)		(\$386,219.11)
Grand Totals										
	REVENUE TOTALS	9,331,202.00	.00	9,331,202.00	546.88	.00	546.88	9,330,655.12	0%	8,873,701.61
	EXPENSE TOTALS	9,737,347.32	.00	9,737,347.32	243,234.54	20,000.00	243,234.54	9,474,112.78	3%	8,667,561.13
	Grand Totals	(\$406,145.32)	\$0.00	(\$406,145.32)	(\$242,687.66)	(\$20,000.00)	(\$242,687.66)	(\$143,457.66)		\$206,140.48

Endowment for the Evanston Public Library
 Holdings as of January 2022

	Symbol	Shares/Quantity	Price	Value as of January 2022	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5281.422	\$417.05	\$2,202,617.05	42.94%	
Vanguard Small-Cap Index Fund	VSMAX	3955.640	\$99.80	\$394,772.87	7.70%	
Vanguard REIT Index Fund	VGSLX	1282.288	\$150.85	\$193,433.14	3.77%	
Vanguard Total International Stock Index Fund	VTIAX	15765.919	\$33.23	\$523,901.49	10.21%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7354.399	\$41.17	\$302,780.61	5.90%	70.5%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$483,590.70	\$483,590.70	9.43%	
iShares Silver Trust	SLV	4788.000	\$20.80	\$99,590.40	1.94%	
SPDR Gold Trust	GLD	625.000	\$168.09	\$105,056.25	2.05%	13.4%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$112.381	\$165,607.56	3.23%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.609	\$159,073.46	3.10%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$145.094	\$186,555.67	3.64%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.770	29,406.07	\$312,586.50	6.09%	6.1%
				\$5,129,565.70		100.0%

Cash Equivalents	13.4%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	6.1%
Domestic Equities	54.4%
International Equities	16.1%
	<u>100.0%</u>

EVANSTON PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30265
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0172
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Evanston Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1703 Orrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Evanston
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60201
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1703 Orrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Evanston
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60201
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8474488600
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478660313
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://epl.org

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	78,110
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 - 2.16)

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

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712] ¹	0
2.1b Total number of branch libraries [PLSC 210] ²	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ROBERT CROWN BRANCH LIBRARY	ROBERT CROWN BRANCH LIBRARY		
EVANSTON P.L.	EVANSTON PUBLIC LIBRARY		
NORTH BRANCH	³ NORTH BRANCH	4	5
CHICAGO AVE/MAIN ST BRANCH	⁶ Chicago Avenue/Main Street Branch	7	8

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
ROBERT CROWN BRANCH LIBRARY	30265	3026504
EVANSTON P.L.	30265	3026500
NORTH BRANCH	⁹ 30265	¹⁰ 3026502
CHICAGO AVE/MAIN ST BRANCH	¹¹ 30265	¹² 3026503

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ROBERT CROWN BRANCH LIBRARY	1801 MAIN STREET		
EVANSTON P.L.	1703 ORRINGTON AVENUE		
NORTH BRANCH	¹³ 2026 CENTRAL STREET	14	15
CHICAGO AVE/MAIN ST BRANCH	¹⁶ 900 CHICAGO AVENUE, SUITE 102	17	18

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ROBERT CROWN BRANCH LIBRARY	EVANSTON		60201	
EVANSTON P.L.	EVANSTON		60201	
NORTH BRANCH	¹⁹ EVANSTON	²⁰	²¹ 60201	²²
CHICAGO AVE/MAIN ST BRANCH	²³ EVANSTON	²⁴	²⁵ 60202	²⁶

County & Phone

Location	2.9a County	2.9b If the outlet's county has	2.10a Telephone	2.10b If the outlet's phone number
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	[PLSC 707] changed, then enter the updated answer here.	[PLSC 708] has changed, then enter the updated answer here.
ROBERT CROWN BRANCH LIBRARY	Cook	847-448-8101
EVANSTON P.L.	Cook	8474488600
NORTH BRANCH	27 ^{Cook} 28	29 ⁸⁴⁷⁻⁸⁶⁶⁻⁵⁰⁰⁷ 30
CHICAGO AVE/MAIN ST BRANCH	31 ^{Cook} 32	33 ⁸⁴⁷⁻⁹⁰⁵⁻⁰⁷⁶⁴ 34

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ROBERT CROWN BRANCH LIBRARY	6,000		
EVANSTON P.L.	112,000		
NORTH BRANCH	35 ^{3,510}	36	37
CHICAGO AVE/MAIN ST BRANCH	38 ⁶⁹¹	39	40

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
ROBERT CROWN BRANCH LIBRARY	41 ^{2,431}	52	161,097	0	0
EVANSTON P.L.	42 ^{2,466}	52	55,039	0	0
NORTH BRANCH	43	44	45		46
CHICAGO AVE/MAIN ST BRANCH	47	48	49	50	51

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2021
3.3 Number of months in this fiscal year	
3.4 Name of person preparing this annual report	
3.5 Telephone Number of Person Preparing Report	
3.6 FAX Number	
3.7 E-Mail Address	

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

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

First Member

5.5 Name	Benjamin H. Schapiro
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2021
5.8 Telephone Number	847-826-1083
5.9 E-mail Address	bschapiro@cityofevanston.org
5.10 Home Address	1127 Dewey Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Second member

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

Third member

5.5 Name	Tracy Fulce
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-563-8854
5.9 E-mail Address	tfulce@cityofevanston.org
5.10 Home Address	1002 Pitner Avenue
5.11 City	Evanston

5.12 State	IL
5.13 Zip Code	60202

Fourth member

5.5 Name	Margaret Lurie
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-492-9821
5.9 E-mail Address	mlurie@cityofevanston.org
5.10 Home Address	641 Sheridan Square
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Fifth member

5.5 Name	Adam Goodman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-323-6107
5.9 E-mail Address	agoodman@cityofevanston.org
5.10 Home Address	811 Colfax St
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60201

Sixth member

5.5 Name	Shawn Iles
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	847-859-2179
5.9 E-mail Address	siles@cityofevanston.org
5.10 Home Address	647 Judson Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Seventh member

5.5 Name	Russ Shurbet
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	773-934-6757
5.9 E-mail Address	RShurbet@cityofevanston.org
5.10 Home Address	1611 Thelin Ct,
5.11 City	

	Evanston
5.12 State	IL
5.13 Zip Code	60201

Eighth member

5.5 Name	Esther Wallen
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	847-448-8650
5.9 E-mail Address	EWallen@cityofevanston.org
5.10 Home Address	1703 Orrington Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60201

Ninth member

5.5 Name	Terry Soto
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	847-338-0917
5.9 E-mail Address	tsoto@cityofevanston.org
5.10 Home Address	1703 Orrington Ave.
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.1b If so, please describe	
6.2 Total Number of Meeting Rooms	5
6.2b Total number of times meeting room(s) used by the public during the fiscal year	28
6.3 Total Number of Study Rooms	16
6.3b Total number of times study room(s) used by the public during the fiscal year	1,733

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	

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

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

Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$7,298,616
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8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	

State Government

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

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

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

8.2 Per capita grant	\$109,867
8.3 Equalization aid grant	
8.4 Personal property replacement tax	
8.5 Other State Government funds received	
8.6 If Other, please specify	\$57,247.18
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$109,867

Federal Government

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

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

8.8 LSTA funds received	
8.9 E-Rate funds received	
8.10 Other federal funds received	\$220,171
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$220,171

Other Income

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

8.13 Monetary Gifts and Donations	\$418,029
8.14 Other receipts intended to be used for operating expenditures	\$250,000
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$668,029
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$8,296,682
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Safeguarding of Library Funds

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

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

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

8.18a The library safeguards its funds using which option?	
8.18b Proof of Certificate of Insurance for Library Funds	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	
8.21 The designated custodian of the library's funds is:	

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$4,315,335
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$1,437,316
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$5,752,651

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$387,000
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$357,000
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$95,000
10.3b Please provide an explanation of the other types of material expenditures.	
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$839,000

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,204,566
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$7,796,217

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$441,091
12.1b Local Government: Other	
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$441,091
12.2 State Government [PLSC 401]	
12.3 Federal Government [PLSC 402]	
12.4 Other Capital Revenue [PLSC 403]	
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$441,091

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	23	23	\$921.99	770.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$88.57	37.50
	Manager, Early Learning & Literacy	Children's Services	\$50.80	37.50
	Librarian II, Youth Engagement	Children's Services	\$38.99	37.50
	Librarian I	Children's Services	\$38.99	37.50
	Librarian I	Children's Services	\$38.99	18.75
	Librarian I	Children's Services	\$38.99	37.50
	Manager, Lifelong Learning & Literacy	Adult Services	\$40.02	37.50
	Librarian I	Adult Services	\$37.41	37.50
	Librarian I	Adult Services	\$37.41	18.75
	Librarian I	Adult Services	\$34.37	20.00
	Librarian I	Adult Services	\$33.03	37.50
	Librarian I	Adult Services	\$31.09	37.50
	Librarian I	Adult Services	\$33.03	18.75
	Librarian I	Adult Services	\$30.45	18.75

Manager, Access Services	Collection Development Acquisitions	\$43.71	37.50
Collection Manager	Collection Development Acquisitions	\$38.98	37.50
Circulation Manager	Circulation	\$29.30	37.50
Manager, Engagement Services	Other Type of Librarian	\$46.86	37.50
Supervising Librarian	Other Type of Librarian	\$37.22	37.50
Librarian I, Latino Engagement	Other Type of Librarian	\$31.72	37.50
Manager, Innovation & Digital Literacy	Young Adult Services	\$41.64	37.50
Librarian I, Virtual Services	Automation/Technology/Systems	\$44.61	37.50
Librarian I, Teen Services	Young Adult Services	\$35.81	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] ⁵²	19.25
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Group A hidden group hours

Group B

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

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

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	19.25

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	2,043.25
13.14 Minimum hourly rate actually paid	\$15.23
13.15 Maximum hourly rate actually paid	\$68.00
13.16 Total FTE Group C employees (13.13 / 40) ⁵³	51.08

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	165.00
13.18 Minimum hourly rate actually paid	\$11.93
13.19 Maximum hourly rate actually paid	\$15.23
13.20 Total FTE Group D employees (13.17 / 40) ⁵⁴	4.13

Group F

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	282.50
13.22 Minimum hourly rate actually paid	\$18.73
13.23 Maximum hourly rate actually paid	\$55.49
13.24 Total FTE Group E employees (13.21 / 40) ⁵⁵	7.06
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252] ⁵⁶	62.27
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253] ⁵⁷	81.52

Librarian Vacancies

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

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

Newly Created Librarian Positions

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

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

Eliminated Librarian Positions

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

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

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	216,136
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs

sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

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

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

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	184	3,923	-1 Unknown	-1 Unknown
Children (6-11)	153	3,512	34	4,163
Children's Total	337	7,435	34	4,163
Young Adults (12-18)	321	4,829	101	4,584
Adults (19 and older)	913	12,289	19	1,697
General Interest	135	5,765	21	1,157
Total	1,706	30,318	175	11,601

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	514	11,456
Synchronous In-Person Offsite Program Sessions	115	2,580
Synchronous Virtual Program Sessions	1,076	16,282
Total	1,705	30,318

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	115
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	6,848

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
15.39b Please describe the programming provided.	

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	30,493
16.2a Total Number of Unexpired Non-resident Cards	9
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$1,971.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	30,502
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	341,500
17.2 Current Print Serial Subscriptions	0
17.3 Total Print Materials (17.1+17.2)	341,500
17.4 E-books Held at end of the fiscal year [PLSC 451]	131,982
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	18,606
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	76,200
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	33,851
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	21,636
17.6c Other Circulating Physical Items [PLSC 462]	1,516
17.6d Total Physical Items in Collection [PLSC 461]	395,473

Electronic Collections

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

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	58
17.8 State (state government or state library) [PLSC 457]	
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	58

USE OF RESOURCES (18.1 - 18.17)

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

18.1 Number of adult materials loaned	554,234
18.2 Number of young adult materials loaned	49,672
18.3 Number of children's materials loaned [PLSC 551]	404,074
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,007,980

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

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

18.5 Books- Physical	641,947
18.6 Videos/DVDs- Physical	88,510
18.7 Audios (include music)- Physical	25,022
18.8 Magazines/Periodicals- Physical	0
18.9 Other Items- Physical [PLSC 561]	2,819
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	758,298
18.11 Use of Electronic Materials [PLSC 552]	250,039
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,008,337
18.13 Successful Retrieval of Electronic Information [PLSC 554]	235,649
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	485,688
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,243,986
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	36,004
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	57,818

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	33,280
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	423
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AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	276
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	144
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	-1 Unknown
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	118
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	19,799
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLSC 652]	85,368
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	380,287 --Select--

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$18,186
23.2 Does the above amount include travel expenses?	
23.3 How many hours of training did employees receive this year?	1,210.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	
23.5 Would you like to receive autism training at your library?	

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

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

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

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

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 2.1a 1 (0-2022-02-08)

², 2.1b 1 (0-2022-02-08)

³, 2.3a PERMENANTLY CLOSED (0-2022-02-09)

⁴, 2.3b PERMENANTLY CLOSED (0-2022-02-08)

⁵, 2.3c PERMENANTLY CLOSED (0-2022-02-09)

⁶, 2.3a PERMENANTLY CLOSED (0-2022-02-09)

⁷, 2.3b PERMENANTLY CLOSED (0-2022-02-08)

⁸, 2.3c PERMENANTLY CLOSED (0-2022-02-09)

⁹, 2.4 PERMENANTLY CLOSED (0-2022-02-09)

¹⁰, 2.5 PERMENANTLY CLOSED (0-2022-02-09)

¹¹, 2.4 PERMENANTLY CLOSED (0-2022-02-09)

¹², 2.5 PERMENANTLY CLOSED (0-2022-02-09)

- 13, 2.6a PERMENANTLY CLOSED (0-2022-02-09)
- 14, 2.6b PERMENANTLY CLOSED (0-2022-02-09)
- 15, 2.6c PERMENANTLY CLOSED (0-2022-02-09)
- 16, 2.6a PERMENANTLY CLOSED (0-2022-02-09)
- 17, 2.6b PERMENANTLY CLOSED (0-2022-02-09)
- 18, 2.6c PERMENANTLY CLOSED (0-2022-02-09)
- 19, 2.7a PERMENANTLY CLOSED (0-2022-02-09)
- 20, 2.7b PERMENANTLY CLOSED (0-2022-02-09)
- 21, 2.8a PERMENANTLY CLOSED (0-2022-02-09)
- 22, 2.8b PERMENANTLY CLOSED (0-2022-02-09)
- 23, 2.7a PERMENANTLY CLOSED (0-2022-02-09)
- 24, 2.7b PERMENANTLY CLOSED (0-2022-02-09)
- 25, 2.8a PERMENANTLY CLOSED (0-2022-02-09)
- 26, 2.8b PERMENANTLY CLOSED (0-2022-02-09)
- 27, 2.9a PERMENANTLY CLOSED (0-2022-02-09)
- 28, 2.9b PERMENANTLY CLOSED (0-2022-02-09)
- 29, 2.10a PERMENANTLY CLOSED (0-2022-02-09)
- 30, 2.10b PERMENANTLY CLOSED (0-2022-02-09)
- 31, 2.9a PERMENANTLY CLOSED (0-2022-02-09)
- 32, 2.9b PERMENANTLY CLOSED (0-2022-02-09)
- 33, 2.10a PERMENANTLY CLOSED (0-2022-02-09)
- 34, 2.10b PERMENANTLY CLOSED (0-2022-02-09)
- 35, 2.11a PERMENANTLY CLOSED (0-2022-02-09)
- 36, 2.11b PERMENANTLY CLOSED (0-2022-02-09)
- 37, 2.11c PERMENANTLY CLOSED (0-2022-02-09)

- 38, 2.11a PERMENANTLY CLOSED (0-2022-02-09)
- 39, 2.11b PERMENANTLY CLOSED (0-2022-02-09)
- 40, 2.11c PERMENANTLY CLOSED (0-2022-02-09)
- 41, 2.12 We are open more hours in 2021 (0-2022-02-09)
- 42, 2.12 the library is open more hours in 2021 (0-2022-02-09)
- 43, 2.12 PERMENANTLY CLOSED (0-2022-02-09)
- 44, 2.13 PERMENANTLY CLOSED (0-2022-02-09)
- 45, 2.14 PERMENANTLY CLOSED (0-2022-02-09)
- 46, 2.16 PERMENANTLY CLOSED (0-2022-02-09)
- 47, 2.12 PERMENANTLY CLOSED (0-2022-02-09)
- 48, 2.13 PERMENANTLY CLOSED (0-2022-02-09)
- 49, 2.14 PERMENANTLY CLOSED (0-2022-02-09)
- 50, 2.15 PERMENANTLY CLOSED (0-2022-02-09)
- 51, 2.16 PERMENANTLY CLOSED (0-2022-02-09)
- 52, 13.5 20.19 (0-2022-02-04)
- 53, 13.16 41.39 (0-2022-02-04)
- 54, 13.20 3.50 (0-2022-02-04)
- 55, 13.24 6.63 (0-2022-02-04)
- 56, 13.25 51.51 (0-2022-02-04)
- 57, 13.26 71.70 (0-2022-02-04)