



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

January 19, 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: January 19, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82812475967>

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, January 19, 2021

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 December 15, 2021

Approval of Bills and Payroll

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

A. Evanston Community Foundation (Discussion)(Sol Anderson and Ralph Segall, ECF)

B. Trustee Orientation (Joseph Filapek, Director of Consulting and Continuing Education, RAILS)

5. EQUITY, DIVERSITY AND INCLUSION

A. Racial Equity Task Force (Distributed in Advance)

B. Collection Advisory Committee

C. Project Ready

6. Board President's Report

A. Committee membership

B. Strategic planning

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 (Discussion and Action)

C. Executive Committee

D. Facilities Committee

E. Management & Policy Committee

F. Development Committee (Margaret Lurie and Rachel Hayman)

ILA Legislative Meet Up

Monday, February 21, 2022

Presidents' Day North Suburban & Chicago

Library Legislative Zoom Meet-up

9:00-10:30 a.m.

10. UNFINISHED BUSINESS

11. NEW BUSINESS

A. Illinois Public Library Annual Report (Discussion)

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

12. ADJOURNMENT

Next Meeting: February 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, December 15, 2021
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, John Devaney, Tim Longo, Renee Neumeier, Tyler Works, Wynn Shawver and Jill Skwerski.

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

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

Citizen Comment

none

Consent Agenda

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

INFORMATION/COMMUNICATIONS

Together, We are the Library .

Equity, Diversity and Inclusion (Joint Task Force):

- A. Racial Equity Task Force (Update).** The minutes will be available at the next board meeting.
- B. Collection Advisory Committee.**
- C. Project Ready.**

BOARD PRESIDENT'S REPORT

- A. Strategic Planning**

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

Staff Report:

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

Board Committee Reports:

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

Unfinished Business:

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

New Business:

- A. Approval of Agreement with Mary Kling for Volunteer Management Services (Action).** Trustee Schapiro motioned for the approval of the agreement with Mary Kling for Volunteer Management Services for \$23,345. Shurbet seconded the motion and the Board unanimously approved by roll call vote.
- B. Approval of Cooperative Computer Services (CCS) Annual Agreement (Action)** Trustee Schapiro motioned for the approval of Cooperative Computer Services (CCS) annual agreement for library automation services in an amount of \$100,000. Shurbet seconded the motion and Trustees approved it by unanimous roll call vote.
- C. Committee Assignments (Discussion)**
- D. Closed Session - Review of Closed Session Minutes (Action)**
- E. Board Strategic Vision (Action)**

EXECUTIVE SESSION

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

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

Adjournment

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Schapiro and approved by voice vote. The meeting adjourned at 8:12 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: January 11, 2022

Recommended Action

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

Payroll

December 6, 2021 through December 19, 2021	\$ 162,378.39
December 20, 2021 through January 2, 2022	\$ 171,706.38

Library Fund Bills List

December 14, 2021	\$ 135,196.16
(October 2021 Purchasing Card \$16,142.55)	
January 11, 2021	\$ 107,120.21
(November 2021 Purchasing Card \$10,756.26)	

Attachement: Bills List; Purchasing Card

BILLS LIST

Payment Date Range 12/14/21 - 12/14/21

PERIOD ENDING 12.14.2021

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	12/14/2021	12/14/2021	34.63
100474 - BAKER & TAYLOR	ELL SUPPLIES	12/14/2021	12/14/2021	272.99
100474 - BAKER & TAYLOR	ELL SUPPLIES	12/14/2021	12/14/2021	1,854.79
179691 - MUDLARK THEATER COMPANY	STORY QUEST PROGRAM	12/14/2021	12/14/2021	1,000.00
Account 65100 - LIBRARY SUPPLIES Totals				3,162.41
Account 65630 - LIBRARY BOOKS				Invoice Transactions 4
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	1,554.09
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	1,094.27
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	462.53
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	758.74
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	1,107.23
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	732.07
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	1,420.93
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	1,204.98
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	359.08
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	550.39
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	72.98
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	806.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/14/2021	12/14/2021	1,234.75
Account 65630 - LIBRARY BOOKS Totals				11,358.46
Account 65641 - AUDIO VISUAL COLLECTIONS				Invoice Transactions 13
103424 - MIDWEST TAPE	JUV AV	12/14/2021	12/14/2021	2,649.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				2,649.99
Business Unit 4806 - LIFELONG LEARNING & LITERACY				Invoice Transactions 1
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	12/14/2021	12/14/2021	1,536.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	12/14/2021	12/14/2021	4,156.10
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				5,692.10
Account 65100 - LIBRARY SUPPLIES				Invoice Transactions 2
15973 - MELISSA HALKA	PROGRAM SUPPLIES REIMBURSEMENT	12/14/2021	12/14/2021	89.51
Account 65100 - LIBRARY SUPPLIES Totals				89.51
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	721.51
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	184.46
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	1,484.02
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	599.19
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	19.45
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	539.44
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	525.24
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	650.65
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	330.60
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	1,105.25
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	436.49
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	258.35
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	781.83
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	1,368.93
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	1,543.16
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	850.10
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	58.77
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	28.67
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	633.30
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	71.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	265.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	200.94
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	212.92
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	202.94
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	37.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	37.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/14/2021	12/14/2021	103.46
276974 - OVER DRIVE, INC.	EBOOKS	12/14/2021	12/14/2021	38.00
Account 65630 - LIBRARY BOOKS Totals				13,291.02
Account 65635 - PERIODICALS				Invoice Transactions 28
104226 - PROQUEST INFO & LEARNING COMPANY	MAGAZINE AND NEWSPAPER ANNUAL SUBSCRIPTIONS	12/14/2021	12/14/2021	2,909.50
Account 65635 - PERIODICALS Totals				2,909.50
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	12/14/2021	12/14/2021	280.71
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	90.17
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	393.92
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	40.09
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	186.54
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	132.45
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	18.99
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	56.97
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	37.98
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	27.24
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	561.90
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	19.98
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	108.16
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	40.09
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	132.45
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	28.54
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	109.95
103424 - MIDWEST TAPE	ADULT AV	12/14/2021	12/14/2021	106.20
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				2,387.57
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				24,369.70
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	12/14/2021	12/14/2021	4,973.00
Account 62340 - IT COMPUTER SOFTWARE Totals				4,973.00
Account 65100 - LIBRARY SUPPLIES				
296184 - ACCO BRANDS USA, LLC DBA GBC DUNNING	OFFICE SUPPLIES	12/14/2021	12/14/2021	448.05
101406 - DEMCO, INC.	OFFICE SUPPLIES	12/14/2021	12/14/2021	149.78
324163 - FINDAWAY WORLD, LLC	OFFICE SUPPLIES	12/14/2021	12/14/2021	34.95
103424 - MIDWEST TAPE	ACCESS SUPPLIES	12/14/2021	12/14/2021	339.98
17642 - TEAM ONE REPAIR, INC.	BULK ORDER RECEIPT TAPE	12/14/2021	12/14/2021	638.40
Account 65100 - LIBRARY SUPPLIES Totals				1,611.16
Business Unit 4825 - ENGAGEMENT SERVICES				Invoice Transactions 5
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	108.05
Account 62225 - BLDG MAINTENANCE SERVICES Totals				108.05
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	LABELS, BOOKMARKS AND OTHER SUPPLIES	12/14/2021	12/14/2021	151.53
179691 - MUDLARK THEATER COMPANY	STORY QUEST PROGRAM	12/14/2021	12/14/2021	1,000.00
18719 - NEW CITY PEACE EDUCATION COALITION, BACK OF THE YARDS,	XOCHITI-QUETZAL AZTEC DANCE - PROFESSIONAL SERVICES	12/14/2021	12/14/2021	400.00
Account 65100 - LIBRARY SUPPLIES Totals				1,551.53

BILLS LIST

Payment Date Range 12/14/21 - 12/14/21

PERIOD ENDING 12.14.2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	109.00	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	8.92	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	29.41	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	93.84	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	13.13	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	43.37	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	117.65	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	65.38	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	71.19	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	160.43	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	141.08	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	151.13	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	130.12	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	100.35	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	159.10	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	98.52	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	15.26	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	204.13	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	76.76	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	154.30	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	268.67	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	148.13	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	4.74	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/14/2021	12/14/2021	111.23	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	821.82	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	22.88	
100474 - BAKER & TAYLOR	ADULT PRINT	12/14/2021	12/14/2021	15.23	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 27	\$3,335.77
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	YA PRINT	12/14/2021	12/14/2021	438.20	
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	43.35	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 2	\$481.55
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 33	\$5,476.90
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
11009 - BLACKBAUD INC.	SOFTWARE YEARLY SUBSCRIPTION - DEVELOPMENT	12/14/2021	12/14/2021	400.00	
13657 - GLANTZ, INC	WEBSITE MAINTENANCE 2022 FIRST HALF	12/14/2021	12/14/2021	1,170.00	
18726 - GLOWFORGE, INC.	LAZER CUTTER MACHINE	12/14/2021	12/14/2021	4,990.00	
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 3	\$6,560.00
Account 65100 - LIBRARY SUPPLIES					
10007 - B&H PHOTO VIDEO	2 LG 86" NANOCCELL 4K UHD TRUMOTION TV/REG	12/14/2021	12/14/2021	3,593.98	
101450 - DIGI-KEY	85 CIRCUIT PLAYGRND EXPRSS BASE KIT	12/14/2021	12/14/2021	2,545.75	
171174 - ELACSHA MADISON	GAMING SUPPLIES	12/14/2021	12/14/2021	551.24	
18189 - MEGHAN HUTCH	ASSISTANCE WITH CODE IT CHALLENGE DROP IN SESSIONS	12/14/2021	12/14/2021	50.00	
18597 - OZILAMONT PHOTOGRAPHY AND MEDIA SOLUTIONS	PROFESSIONAL SERVICES - ECUADORIAN DANCER	12/14/2021	12/14/2021	150.00	
18188 - SAMANTHA WEBSTER	CODE IT CHALLENGE MENTORING	12/14/2021	12/14/2021	50.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 6	\$6,940.97
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	12/14/2021	12/14/2021	153.41	
276974 - OVER DRIVE, INC.	YA EBOOKS	12/14/2021	12/14/2021	2,493.97	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 2	\$2,647.38
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 11	\$16,148.35
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
123524 - CHICAGO SPRINKLER COMPANY	SERVICE REPAIR	12/14/2021	12/14/2021	189.00	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	108.05	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	356.25	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	502.27	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	69.15	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	108.05	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	108.05	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	108.05	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/14/2021	12/14/2021	135.09	
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	12/14/2021	12/14/2021	145.00	
14096 - SERVICE BUILDING MAINTENANCE, INC.	WINDOW CLEANING INSIDE AND OUT OF THE BUILDING	12/14/2021	12/14/2021	3,700.00	
253494 - SHINE ON GROUP, INC.	GUTTER CLEANING	12/14/2021	12/14/2021	1,255.00	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/14/2021	12/14/2021	232.50	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	12/14/2021	12/14/2021	10,145.00	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 14	\$17,161.46
Account 64005 - ELECTRICITY					
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED OCT 21	12/14/2021	12/14/2021	81.82	
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED OCT 21	12/14/2021	12/14/2021	8,466.28	
Account 64005 - ELECTRICITY Totals				Invoice Transactions 2	\$8,548.10
Account 64015 - NATURAL GAS					
103744 - NICOR	UTILITIES: NICOR OCT 21	12/14/2021	12/14/2021	388.01	
Account 64015 - NATURAL GAS Totals				Invoice Transactions 1	\$388.01
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/14/2021	12/14/2021	64.50	
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice Transactions 1	\$64.50
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 18	\$26,162.07
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	12/14/2021	12/14/2021	500.00	
18631 - INTERPRENET, LTD	PROFESSIONAL SERVICES	12/14/2021	12/14/2021	300.00	
18631 - INTERPRENET, LTD	PROFESSIONAL SERVICES	12/14/2021	12/14/2021	300.00	
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	12/14/2021	12/14/2021	1,945.42	
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	12/14/2021	12/14/2021	500.00	
18391 - STRONG & STARLIKE CONSULTING, INC.	PROJECT MANAGEMENT & COMMUNITY ENGAGEMENT SERVICES	12/14/2021	12/14/2021	5,045.50	
11982 - STEPHEN YOUNG	PIANO TUNING	12/14/2021	12/14/2021	120.00	
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 7	\$8,710.92
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING EPL BOOKMARKS	12/14/2021	12/14/2021	130.00	
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING GREAK BOOKS BOOKLET	12/14/2021	12/14/2021	485.00	
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING EPL BOOKMARKS	12/14/2021	12/14/2021	190.00	
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD PRINTING I WILLIAMS	12/14/2021	12/14/2021	28.00	
Account 62210 - PRINTING Totals				Invoice Transactions 4	\$833.00
Account 62360 - MEMBERSHIP DUES					
297948 - KAREN DANCZAK LYONS	PLA MEMBERSHIP FEE REIMBURSEMENT	12/14/2021	12/14/2021	133.00	
Account 62360 - MEMBERSHIP DUES Totals				Invoice Transactions 1	\$133.00
Account 65095 - OFFICE SUPPLIES					
14818 - FISHEYE GRAPHIC SERVICES, INC.	YEAR END CAMPAIGN LETTER PRINTING AND MAILING	12/14/2021	12/14/2021	7,319.00	
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 1	\$7,319.00
Account 65100 - LIBRARY SUPPLIES					
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	232.88	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	6.79	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	9.56	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	139.87	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	35.99	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	(58.79)	
103883 - OFFICE DEPOT	OFFICE SUPPLIES	12/14/2021	12/14/2021	49.26	
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/14/2021	12/14/2021	31.74	

BILLS LIST

Payment Date Range 12/14/21 - 12/14/21

PERIOD ENDING 12.14.2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/14/2021	12/14/2021	20.39
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/14/2021	12/14/2021	43.96
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/14/2021	12/14/2021	159.47
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/14/2021	12/14/2021	420.48
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/14/2021	12/14/2021	58.79
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 13	\$1,150.39
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 26	\$18,146.31
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
18669 - OLUWAPELUMI OMIJJI	PROJECT GENERATION GRANT - PROFESSIONAL SERVICES	12/14/2021	12/14/2021	400.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$400.00
Account 65100 - LIBRARY SUPPLIES				
100602 - BEST BUY	TWO TV MONITORS FOR THE 3RD FLOOR	12/14/2021	12/14/2021	3,599.98
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$3,599.98
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 2	\$3,999.98
	Department 48 - LIBRARY Totals		Invoice Transactions 165	\$118,058.33
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 165	\$118,058.33
			Invoice Transactions 165	\$118,058.33

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 12.14.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-OCTOBER, 2021	16,142.55
VARIOUS	TWIN EAGLE	NATURAL GAS OCTOBER, 2021	<u>995.28</u>
			<u>17,137.83</u>
		GRAND TOTAL	<u>135,196.16</u>

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	258.64
100474 - BAKER & TAYLOR	ELL SUPPLIES	12/30/2021	01/11/2022	112.98
100474 - BAKER & TAYLOR	JUV SUPPLIES	12/30/2021	01/11/2022	79.86
15946 - KIMBERLY DAUFELDT	REIMBURSEMENT : PROGRAM SUPPLIES	12/30/2021	01/11/2022	103.99
Account 65100 - LIBRARY SUPPLIES Totals				\$555.47
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,262.36
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	11.26
100474 - BAKER & TAYLOR	JUV REFERENCE	12/30/2021	01/11/2022	98.98
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	504.99
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	9.46
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,360.63
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,064.06
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	794.46
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	141.13
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	240.24
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	158.30
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,347.00
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	12.04
100474 - BAKER & TAYLOR	CROWN AND YA PRINT	12/30/2021	01/11/2022	952.11
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	919.45
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	28.49
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	1,409.92
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	1,256.14
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	52.54
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	725.85
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	841.71
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	12/30/2021	01/11/2022	109.58
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,652.76
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	557.98
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	1,438.10
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	390.08
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,332.92
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	15.06
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	2,237.33
100474 - BAKER & TAYLOR	JUV & YA PRINT	12/30/2021	01/11/2022	97.10
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	223.74
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	824.63
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	164.99
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	1,014.40
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,149.26
100474 - BAKER & TAYLOR	2036322063	12/30/2021	01/11/2022	1,040.77
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	1,154.04
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	1,046.72
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	1,245.10
Account 65630 - LIBRARY BOOKS Totals				\$28,885.68
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	3,412.33
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	56.23
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	264.15
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	1,720.11
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	49.99
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	89.98
324163 - FINDAWAY WORLD, LLC	JUV AV	12/30/2021	01/11/2022	54.99
103424 - MIDWEST TAPE	JUV AV	12/30/2021	01/11/2022	89.18
103424 - MIDWEST TAPE	JUV AV	12/30/2021	01/11/2022	350.86
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$6,087.82
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				\$35,528.97
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
318690 - CONSUMER'S CHECKBOOK	ADULT ONLINE RESOURCES	12/30/2021	01/11/2022	380.00
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT ONLINE RESOURCES	12/30/2021	01/11/2022	2,384.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$2,764.00
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	12/30/2021	01/11/2022	578.39
Account 65100 - LIBRARY SUPPLIES Totals				\$578.39
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	823.45
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	1,172.91
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	1,077.43
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	16.02
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	739.82
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	1,707.52
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	267.86
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	11.26
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	191.93
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	150.65
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	408.59
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	582.66
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	320.98
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	591.97
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	213.49
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	195.25
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	492.53
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	21.33
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	592.10
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	526.74
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	361.33
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	1,707.48
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	935.00
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	54.64
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2021	01/11/2022	23.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2021	01/11/2022	49.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2021	01/11/2022	73.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/30/2021	01/11/2022	125.95
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	147.45
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	12/30/2021	01/11/2022	540.00
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	535.89

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	34.45	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	84.39	
276974 - OVER DRIVE, INC.	EBOOKS	12/30/2021	01/11/2022	2,983.41	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	983.12	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	99.28	
276974 - OVER DRIVE, INC.	ADULT EBOOKS	12/30/2021	01/11/2022	30.00	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 37	<u>\$18,874.33</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT AV	12/30/2021	01/11/2022	189.76	
100474 - BAKER & TAYLOR	ADULT AV	12/30/2021	01/11/2022	113.18	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	198.91	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	327.12	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	69.08	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	22.74	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	27.04	
103424 - MIDWEST TAPE	ADULT VISUAL	12/30/2021	01/11/2022	54.08	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	99.46	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	354.61	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	22.74	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	22.74	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	26.49	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	18.34	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	53.48	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	1,786.28	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	450.36	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	18.24	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	87.21	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	37.98	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	15.24	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	81.68	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	150.76	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	132.45	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	106.51	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	56.97	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	42.28	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	263.97	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	36.48	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	57.08	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	34.98	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	482.95	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	153.95	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	46.98	
103424 - MIDWEST TAPE	ADULT AV	12/30/2021	01/11/2022	793.20	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 35	<u>\$6,435.32</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 75	<u>\$28,652.04</u>
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/11/2022	108.05	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/11/2022	108.05	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/11/2022	108.05	
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 3	<u>\$324.15</u>
Account 64015 - NATURAL GAS					
103744 - NICOR	NATURAL GAS	12/30/2021	01/11/2022	134.69	
Account 64015 - NATURAL GAS Totals				Invoice Transactions 1	<u>\$134.69</u>
Account 65100 - LIBRARY SUPPLIES					
102137 - GRAINGER, INC., W.W.	PROGRAM SUPPLIES	12/30/2021	01/11/2022	32.16	
18748 - MARGOTH MORENO	PROFESSIONAL SERVICES - RC HISPANIC HERITAGE MONTH	12/30/2021	01/11/2022	150.00	
206940 - ULINE	RC PROGRAMMING SUPPLIES	12/30/2021	01/11/2022	132.03	
206940 - ULINE	RC PROGRAM SUPPLIES	12/30/2021	01/11/2022	390.90	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 4	<u>\$705.09</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	233.37	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	83.38	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	655.89	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	249.18	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	49.71	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	291.32	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	23.72	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	459.18	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	19.78	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	27.21	
100474 - BAKER & TAYLOR	CROWN AND YA PRINT	12/30/2021	01/11/2022	152.76	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	44.96	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	276.14	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	386.77	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	111.94	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	115.26	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	59.86	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	24.71	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	689.46	
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	12/30/2021	01/11/2022	19.65	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	253.97	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	969.53	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	282.64	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	47.92	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	111.72	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	51.67	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	2.97	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	70.63	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	575.84	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	266.49	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	202.18	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	169.03	
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	107.08	
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	230.44	
100474 - BAKER & TAYLOR	2036322063	12/30/2021	01/11/2022	14.30	
100474 - BAKER & TAYLOR	ADULT PRINT	12/30/2021	01/11/2022	199.09	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	223.51	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	12/30/2021	01/11/2022	186.20	
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 38	<u>\$7,939.46</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	30.37	

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	CROWN AND ADULT AV	12/30/2021	01/11/2022	180.89
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/30/2021	01/11/2022	22.00
324163 - FINDAWAY WORLD, LLC	JUV CROWN AV	12/30/2021	01/11/2022	59.99
324163 - FINDAWAY WORLD, LLC	CROWN JUV AV	12/30/2021	01/11/2022	54.99
324163 - FINDAWAY WORLD, LLC	CROWN JUV AV	12/30/2021	01/11/2022	59.99
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 6	\$408.23
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 52	\$9,511.62
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
10007 - B&H PHOTO VIDEO	2 LG NANO TVS	12/30/2021	01/11/2022	3,393.98
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$3,393.98
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	226.13
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	77.94
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	12/30/2021	01/11/2022	297.07
100474 - BAKER & TAYLOR	JUV & YA PRINT	12/30/2021	01/11/2022	219.81
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 4	\$820.95
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 5	\$4,214.93
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/11/2022	356.25
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/11/2022	356.25
151986 - CINTAS CORPORATION #769	CARPET CLEANING	12/30/2021	01/11/2022	502.27
104668 - SERVICE BUILDING MAINTENANCE INC	WINDOW CLEANING	12/30/2021	01/11/2022	3,700.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 4	\$4,914.77
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 12.15.2021	12/30/2021	01/11/2022	99.11
10730 - MC SQUARED ENERGY	MC SQUARED 12.15.2021	12/30/2021	01/11/2022	7,388.94
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$7,488.05
Account 64015 - NATURAL GAS				
103744 - NICOR	NICOR NOV21	12/30/2021	01/11/2022	571.17
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$571.17
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	12/30/2021	01/11/2022	68.69
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/30/2021	01/11/2022	1,412.02
206940 - ULINE	COVID - SURGICAL MASK	12/30/2021	01/11/2022	173.38
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 3	\$1,654.09
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 10	\$14,628.08
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
10460 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.	LEGAL FEES	12/30/2021	01/11/2022	1,395.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$1,395.00
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	WELCOME BOOKMARKS PRINTING	12/30/2021	01/11/2022	95.00
	Account 62210 - PRINTING Totals		Invoice Transactions 1	\$95.00
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
18489 - VERIZON CONNECT	AVL TRACKERS FY2021	12/30/2021	01/11/2022	265.00
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$265.00
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/11/2022	66.49
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/11/2022	169.42
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/11/2022	178.15
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/11/2022	58.49
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	12/30/2021	01/11/2022	14.88
206940 - ULINE	OFFICE SUPPLIES	12/30/2021	01/11/2022	390.90
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 6	\$878.33
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 9	\$2,633.33
Business Unit 4850 - LIBRARY GRANTS				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	12/30/2021	01/11/2022	16.48
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 1	\$16.48
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	\$16.48
	Department 48 - LIBRARY Totals		Invoice Transactions 204	\$95,185.45
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 204	\$95,185.45
			Invoice Transactions 204	\$95,185.45

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.11.2022 FY2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-NOVEMBER, 2021	10,756.26
VARIOUS	TWIN EAGLE	NATURAL GAS NOVEMBER, 2021	<u>1,178.50</u>
			<u>11,934.76</u>
		GRAND TOTAL	<u>107,120.21</u>

Prepared by _____
Accounts Payable Coordinator Date _____

Approved by _____
Library Administrative Services Manager Date _____

Approved by _____
Library Director Date _____

Approved by _____
Library Board Treasurer Date _____

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
ADMIN SVCS/INFO SYS	IDU INSIGHT PUBLIC SEC	AZ	85283	\$ 2,326.89	10/6/2021	65555 PERSONAL COMPUTER EQ	3 ASUS CHROMEBOOK COMPUTERS. 45848 JILL SKWERSKI
ADMIN SVCS/INFO SYS	AMAZON.COM 2Y18A41Q0 A	WA	98109	\$ 849.00	10/20/2021	65555 PERSONAL COMPUTER EQ	IPAD FOR LIBRARY. TODD GAVIN 45787
LIBRARY	WALMART.COM AA	AR	72716	\$ 56.96	9/27/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES LONG ROAD TO THE CIRCUS CRAFTIVITY/STITCHING
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	9/27/2021	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE MONTHLY SUBSCRIPTION
LIBRARY	AMZN MKTP US 2C4QE9CM2	WA	98109	\$ 26.25	9/27/2021	65040 JANITORIAL SUPPLIES	KIDS FACE MASK
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 16.75	9/27/2021	65040 JANITORIAL SUPPLIES	HDX WET FLOOR CLOTHS 28 CT AND RESOLVE URINE DETROYER 32OZ
LIBRARY	AMZN MKTP US 2C2P58TC0	WA	98109	\$ 136.48	9/27/2021	65050 BUILDING MAINTENANCE MATE	ONLINE EQUIPMENT AND DEVICES FOR THE COMMUNITY MEETING ROOM
LIBRARY	AMZN MKTP US 2C9ZC4AG0	WA	98109	\$ 61.00	9/27/2021	65050 BUILDING MAINTENANCE MATE	ONLINE EQUIPMENT AND DEVICES FOR THE COMMUNITY MEETING ROOM
LIBRARY	AMZN MKTP US 2C6WZ83R0	WA	98109	\$ 73.07	9/27/2021	65095 OFFICE SUPPLIES	MASSAGER FOR STAFF IN THE BREAKROOM
LIBRARY	VANILLAGIFT.COM	GA	30303	\$ 139.75	9/27/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING GIFTCARDS FOR THE PARTICIPANTS
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60637	\$ 28.78	9/28/2021	65100 LIBRARY SUPPLIES	BANNED BOOKS DISPLAY SUPPLIES
LIBRARY	TARGET 00032839	IL	60201	\$ 21.74	9/28/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 2C84C3110	WA	98109	\$ 97.57	9/28/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	WALMART.COM AA	AR	72716	\$ 25.50	9/28/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - GATHER AT THE GARDEN
LIBRARY	PAYPAL USPOSTALSER	DC	20260	\$ 234.00	9/28/2021	62275 POSTAGE CHARGEBACKS	ROLL OF STAMPS FOR DEVELOPMENT MAILING
LIBRARY	SAMSLUB.COM	AR	72712	\$ 82.53	9/28/2021	65095 OFFICE SUPPLIES	PLATES UTENSILS AND SUGAR ETC
LIBRARY	PAYPAL KEITH	TX	75074	\$ 49.66	9/29/2021	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELSSTO	TX	75063	\$ 32.98	9/29/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - LONG ROAD TO THE CIRCUS PROMO ACTIVITY
LIBRARY	THE WEBSTAIRANT STORE	PA	17602	\$ 96.03	9/29/2021	65100 LIBRARY SUPPLIES	GENERAL CRAFT SUPPLIES FOR ELL
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 6.47	9/29/2021	65040 JANITORIAL SUPPLIES	ENERGIZER 357 3 PACK
LIBRARY	PAYPAL MICHAELSSTO	TX	75063	\$ 23.94	9/30/2021	65100 LIBRARY SUPPLIES	LONG ROAD TO THE CIRCUS PROGRAM PROMO SUPPLIES
LIBRARY	AMZN MKTP US	WA	98109	\$ (47.94)	9/30/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US 2C3ZK1T12	WA	98109	\$ 35.98	9/30/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	VALLI PRODUCE	IL	60202	\$ 15.00	9/30/2021	65100 LIBRARY SUPPLIES	PROGRAM GIFT CARD
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 44.56	9/30/2021	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SEWING PROGRAMS
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 55.21	9/30/2021	65100 LIBRARY SUPPLIES	TEEN SEWING CLUB
LIBRARY	AMZN MKTP US 2C9FV9J12	WA	98109	\$ 30.98	9/30/2021	65100 LIBRARY SUPPLIES	GENERAL SUPPLIES FOR ADMINISTRATION
LIBRARY	AMZN MKTP US 2C9MO7082	WA	98109	\$ 27.87	10/1/2021	65100 LIBRARY SUPPLIES	LLL PRINT
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 36.78	10/1/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES - GATHER AT THE GARDEN
LIBRARY	WALMART.COM AA	AR	72716	\$ 18.99	10/4/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - LONG ROAD TO THE CIRCUS
LIBRARY	WALMART.COM AA	AR	72716	\$ 25.68	10/4/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - LONG ROAD TO THE CIRCUS
LIBRARY	AMAZON.COM 2C9IS7BB2	WA	98109	\$ 238.53	10/4/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	AMZN MKTP US 2C7Z55G62	WA	98109	\$ 13.18	10/4/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	WALGREENS #15364	IL	60202	\$ 25.95	10/4/2021	65100 LIBRARY SUPPLIES	PROGRAM GIFT CARD
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	10/4/2021	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION EPL.ORG ACCOUNT
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	10/4/2021	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	10/4/2021	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 13.75	10/4/2021	65050 BUILDING MAINTENANCE MATE	30LB FISHING LINE, 4 PACKS OF SMALL EYE RINGS FOR HANGING DECORATIONS
LIBRARY	PAYPAL USPSNCMS	DC	20260	\$ 234.00	10/4/2021	62275 POSTAGE CHARGEBACKS	BULK MAILING STAMPS FOR DEVELOPMENT
LIBRARY	TAMALITO	IL	60626	\$ 99.00	10/4/2021	65025 FOOD	RC PROGRAM FOOD AND REFRESHMENT
LIBRARY	THE SUPREME BURRITO 1	IL	60202	\$ 88.50	10/4/2021	65025 FOOD	RC EVENT FOOD AND BEVERAGE
LIBRARY	B&H PHOTO MOTO	NY	10001	\$ 123.68	10/4/2021	65095 OFFICE SUPPLIES	TABLETOP MICROPHONE FOR ONLINE MEETING IN THE COMMUNITY MEETING ROOM
LIBRARY	B&H PHOTO MOTO	NY	10001	\$ 1,465.10	10/4/2021	65095 OFFICE SUPPLIES	TABLETOP MICROPHONE FOR ONLINE MEETING IN THE COMMUNITY MEETING ROOM
LIBRARY	AMZN MKTP US 272NA9FL1	WA	98109	\$ 14.80	10/5/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	YOFRESH YOGURT CAFE	IL	60202	\$ 50.00	10/5/2021	65100 LIBRARY SUPPLIES	GIFT CARD FOR BLACK BUSINESS MONTH
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ (13.93)	10/6/2021	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	10/6/2021	62340 IS SUPPORT FEES	PAYPAL MONTHLY FEE
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 65.82	10/6/2021	65050 BUILDING MAINTENANCE MATE	DAWN DISH SOAP, BOUNTY TOWELS, SWIFFER WET PACK
LIBRARY	AMZN MKTP US 279LG3TU1	WA	98109	\$ 23.28	10/7/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES CODE CHALLENGE
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/7/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	AMZN MKTP US 273TR61L1	WA	98109	\$ 29.98	10/8/2021	65100 LIBRARY SUPPLIES	LLL OFFICE SUPPLIES
LIBRARY	TST SOUL & SMOKE KITC	IL	60201	\$ 50.00	10/8/2021	65100 LIBRARY SUPPLIES	STORE GIFTCARD FOR BLACK BUSINESS MONTH
LIBRARY	AMZN MKTP US 276BU7AR0	WA	98109	\$ 27.25	10/8/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES - CODE IT CHALLENGE
LIBRARY	AMZN MKTP US 2781N5JV0	WA	98109	\$ 33.51	10/8/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES - CODE IT CHALLENGE
LIBRARY	GUJAR CENTER #337	IL	60035	\$ 299.99	10/8/2021	65050 BUILDING MAINTENANCE MATE	COMMUNITY ROOM
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 30.66	10/8/2021	65050 BUILDING MAINTENANCE MATE	TOGGLE BOLTS, KNEELING PAD
LIBRARY	TARGET 00032839	IL	60201	\$ 150.00	10/8/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD - PHYSICAL GIFT CARD
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 46.97	10/11/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - STEM WALK
LIBRARY	MICHAELS #9490	TX	75063	\$ 118.20	10/11/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD SUPPLIES
LIBRARY	AMZN MKTP US 278FX5M00	WA	98109	\$ 29.93	10/11/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES - CODE IT CHALLENGE
LIBRARY	LOWES #01748	IL	60712	\$ 44.94	10/11/2021	65050 BUILDING MAINTENANCE MATE	AA BATTERIES, 9VOLT BATTERIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 9.98	10/12/2021	65050 BUILDING MAINTENANCE MATE	GORILLA GLUE SUPER GLUE PACKS
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 249.00	10/12/2021	65050 BUILDING MAINTENANCE MATE	EGO 5 AMP HOUR RECHARGEABLE BATTERY
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 1,318.59	10/12/2021	65095 OFFICE SUPPLIES	DESKTOP MICROPHONES FOR THE COMMUNITY MEETING ROOM
LIBRARY	DOLLAR TREE	IL	60645	\$ 31.00	10/13/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD KIT - MASK
LIBRARY	DOLLAR TREE	IL	60053	\$ 68.00	10/13/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD - OFRENDA
LIBRARY	DOLLARTREE	IL	60077	\$ 34.00	10/13/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 35.00	10/13/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD SUPPLIES
LIBRARY	DOLLARTREE	IL	60076	\$ 43.00	10/13/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD SUPPLIES
LIBRARY	JOANN STORES #957	IL	60714	\$ 191.26	10/13/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD
LIBRARY	EXXONMOBIL 96024591	IL	60201-3535	\$ 5.00	10/13/2021	65050 BUILDING MAINTENANCE MATE	CARWASH FOR LIBRARY VAN
LIBRARY	TARGET 00032839	IL	60201	\$ 25.00	10/13/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARD
LIBRARY	TARGET 00009274	IL	60202	\$ 25.95	10/14/2021	65100 LIBRARY SUPPLIES	THANK YOU CARDS IDL
LIBRARY	GRAINGER	IL	60045-5202	\$ 362.40	10/14/2021	65050 BUILDING MAINTENANCE MATE	PORTABLE AIR CLEANER FOR STAFF DESK
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 149.87	10/14/2021	65050 BUILDING MAINTENANCE MATE	5 TOILET SEATS, DURA KNIT CUT PROOF GLOVES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 52.74	10/15/2021	65050 BUILDING MAINTENANCE MATE	STEEL STEP DRILL BIT
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ 1,318.59	10/15/2021	65095 OFFICE SUPPLIES	DESKTOP MICROPHONES FOR THE COMMUNITY MEETING ROOM
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ 180.26	10/15/2021	65100 LIBRARY SUPPLIES	IMLS CARES ACT GRANT - LAPTOP BAGS FOR THE JOB SEARCH KIT
LIBRARY	AMZN MKTP US 2733U5S02	WA	98109	\$ 29.99	10/18/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - STEM WALK
LIBRARY	AMZN MKTP US 270YK5YS0	WA	98109	\$ 15.18	10/18/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	AMZN MKTP US 2Y2LA0LY1	WA	98109	\$ 40.43	10/18/2021	65050 BUILDING MAINTENANCE MATE	4 10FOOT USB TYPE A TO A CABLES

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	AMZN MKTP US 2Y4W85EN1	WA	98109	\$ 16.25	10/19/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES - CODE IT CHALLENGE
LIBRARY	PAYPAL BAKINGBETHL	CA	95131	\$ 331.24	10/19/2021	65025 FOOD	ALL STAFF DAY AM FOOD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/19/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	GFS STORE #1915	IL	60202	\$ 54.95	10/20/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 42.25	10/20/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMAZON.COM 2Y3SP4030 A	WA	98109	\$ 112.88	10/20/2021	65100 LIBRARY SUPPLIES	LLL PRINT
LIBRARY	AMZN MKTP US 2Y4VR1XS1	WA	98109	\$ 14.87	10/20/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	USPS PO 1626220202	IL	60202	\$ 348.00	10/20/2021	62315 POSTAGE	US FLAG COIL/100 QTY 6 (POSTAGE STAMPS)
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 7.66	10/20/2021	65040 JANITORIAL SUPPLIES	SPONGE SCRUB MLTPRPS 6PK
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 50.98	10/20/2021	65100 LIBRARY SUPPLIES	REIMAGINE CAMPAIGN SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	10/20/2021	65100 LIBRARY SUPPLIES	COMMUNITY LISTENING STIPEND GIFT CARD
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 82.00	10/21/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - CURIOUS KIDS
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 11.92	10/21/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - CURIOUS KIDS
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 50.93	10/21/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - CURIOUS KIDS
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 113.35	10/21/2021	62225 BLDG MAINT SVCS	NB INTERNET FOR THE SECURITY ALARM
LIBRARY	PINTO THAI KITCHEN	IL	60201-2277	\$ 897.35	10/21/2021	65025 FOOD	ALL STAFF DAY LUNCH
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 31.31	10/22/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - STORYWALK
LIBRARY	AMZN MKTP US 2Y5CY1QN1	WA	98109	\$ 18.47	10/22/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	VALLI PRODUCE	IL	60202	\$ 201.70	10/22/2021	65025 FOOD	ALL STAFF DAY SNACKS, BEVERAGES AND SUPPLIES
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ (122.59)	10/22/2021	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	WALMART.COM AA	AR	72716	\$ 380.77	10/25/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - CURIOUS KIDS
LIBRARY	AMZN MKTP US 2Y06U0VV2	WA	98109	\$ 34.73	10/25/2021	65630 LIBRARY BOOKS	BOOKS
LIBRARY	AMZN MKTP US 2Y0ZP9PJ2	WA	98109	\$ 28.99	10/25/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	AMZN MKTP US 2Y4JR1UC1	WA	98109	\$ 16.36	10/25/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	10/25/2021	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE MONTHLY FEE
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 96.41	10/25/2021	65025 FOOD	ALL STAFF DAY COFFEE
	LIBRARY OCTOBER 2021 TOTAL			\$ 16,142.55			

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
ADMIN SVCS/INFO SYS	AMAZON.COM 1D21J3H73	WA	98109	\$ 849.00	11/25/2021	65100 LIBRARY SUPPLIES	IPAD FOR TODD GALVIN
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 38.49	10/26/2021	65100 LIBRARY SUPPLIES	LLL ART TALK PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 2Y1SR7Q82	WA	98109	\$ 28.45	10/26/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US	WA	98109	\$ (0.41)	10/26/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US	WA	98109	\$ (0.73)	10/26/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US	WA	98109	\$ (0.68)	10/26/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US	WA	98109	\$ (1.84)	10/26/2021	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US 2Y81796F2	WA	98109	\$ 92.26	10/26/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	DISPLAYS2GO	MA	02720	\$ 90.85	10/26/2021	65095 OFFICE SUPPLIES	OFFICE SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 18.04	10/27/2021	65100 LIBRARY SUPPLIES	ELL STORYWALK PROGRAM SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 18.04	10/27/2021	65100 LIBRARY SUPPLIES	ELL STORYWALK PROGRAM SUPPLIES
LIBRARY	LOWES #00907	NC	28659	\$ 153.91	10/27/2021	65100 LIBRARY SUPPLIES	ELL STORYWALK PROGRAMS SUPPLIES
LIBRARY	AMZN MKTP US 7W47145F3	WA	98109	\$ 12.50	10/27/2021	65630 LIBRARY BOOKS	LLL BOOKS
LIBRARY	AMZN MKTP US 760F96DX3	WA	98109	\$ 362.59	10/27/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	AMZN MKTP US YW1NQ7I03	WA	98109	\$ 23.94	10/27/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	MICHAELS #9490	TX	75063	\$ 77.95	10/27/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD
LIBRARY	AMAZON.COM 2Y1D64U72	WA	98109	\$ 21.06	10/28/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	PAYPAL PERIGOLD	MA	02116	\$ 74.38	10/28/2021	65100 LIBRARY SUPPLIES	LIBRARY OF THINGS
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 32.99	10/28/2021	65100 LIBRARY SUPPLIES	RC ART TALK PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 231.60	10/28/2021	65100 LIBRARY SUPPLIES	GIFTCARDS FOR PRIZES
LIBRARY	PAYPAL OFFBEATENPA OF	MO	64068	\$ 52.91	10/28/2021	65100 LIBRARY SUPPLIES	LIBRARY OF THINGS PROGRAM SUPPLIES
LIBRARY	LOWES #00907	NC	28659	\$ 138.52	10/29/2021	65100 LIBRARY SUPPLIES	ELL STORYWALK PROGRAM SUPPLIES
LIBRARY	PAYPAL SWEETWATER	IN	46818	\$ 98.99	10/29/2021	65100 LIBRARY SUPPLIES	RC LIBRARY OF THINGS PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 327.67	10/29/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	APPLE.COM/US	CA	95014	\$ 105.19	10/29/2021	62340 IS SUPPORT FEES	APPLE DEVELOPER YEARLY FEE
LIBRARY	PAYPAL ACMETOOLS	CA	95131	\$ 116.30	10/29/2021	65100 LIBRARY SUPPLIES	LIBRARY THINGS PROGRAM SUPPLIES
LIBRARY	AMERLIBASSOC ECOMMERCE	IL	60601-7616	\$ 79.00	10/29/2021	62295 TRAINING & TRAVEL	WEBINAR H ROSS
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 52.15	11/1/2021	65100 LIBRARY SUPPLIES	ELL STORY WALK PROGRAM SUPPLIES
LIBRARY	LOWES #00907	NC	28659	\$ 15.39	11/1/2021	65100 LIBRARY SUPPLIES	ELL STORYWALK PROGRAM SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 56.17	11/1/2021	65100 LIBRARY SUPPLIES	ELL STORYWALK PROGRAM SUPPLIES
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 29.78	11/1/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMAZON.COM NS8TW0Z83	WA	98109	\$ 56.48	11/1/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	BEST BUY 00003137	IL	60202	\$ 220.44	11/1/2021	65050 BUILDING MAINTENANCE MATERIAL	LAPTOP CASE AND PROTECTOR
LIBRARY	BEST BUY 00003137	IL	60202	\$ (143.33)	11/1/2021	65050 BUILDING MAINTENANCE MATERIAL	RETURN OF LAPTOP CASE
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ (18.04)	11/2/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - STORYWALK
LIBRARY	AMZN MKTP US 1L0RK2GW3	WA	98109	\$ 30.86	11/2/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	MORELIA SUPERMARKET #	IL	60645	\$ 44.50	11/2/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD CANDY
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	11/2/2021	62340 IS SUPPORT FEES	GOOGLE MONTHLY SUBSCRIPTION
LIBRARY	WALMART.COM AA	AR	72716	\$ 69.00	11/3/2021	65095 OFFICE SUPPLIES	RC BULK HEADPHONES
LIBRARY	MICHAELS #9490	TX	75063	\$ 11.95	11/3/2021	65100 LIBRARY SUPPLIES	DAY OF THE DEAD
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	11/3/2021	62340 IS SUPPORT FEES	WEB HOST MONTHLY SUBSCRIPTION
LIBRARY	SHINDIGZ	IN	46802	\$ 61.82	11/3/2021	62295 TRAINING & TRAVEL	WEBINAR R SINDELAR
LIBRARY	WALMART.COM AA	AR	72716	\$ 32.99	11/4/2021	65100 LIBRARY SUPPLIES	LLL PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 129.99	11/4/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 38.12	11/5/2021	65100 LIBRARY SUPPLIES	LLL PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 289.50	11/5/2021	65095 OFFICE SUPPLIES	GIFTCARDS TEEN COMMUNITY LISTENING SESSION
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 57.90	11/5/2021	65095 OFFICE SUPPLIES	GIFTCARDS TEEN LISTENING SESSION
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 289.50	11/5/2021	65095 OFFICE SUPPLIES	GIFTCARDS TEEN LISTENING SESSION
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 294.43	11/5/2021	65095 OFFICE SUPPLIES	GIFTCARDS TEEN LISTENING SESSION
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 88.00	11/5/2021	65095 OFFICE SUPPLIES	PIZZA FOR TEEN COMMUNITY LISTENING SESSION
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ (18.04)	11/8/2021	65100 LIBRARY SUPPLIES	CREDIT RETURN
LIBRARY	WALMART.COM AA	AR	72716	\$ 19.98	11/8/2021	65100 LIBRARY SUPPLIES	LLL OFFICE SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 129.46	11/8/2021	65100 LIBRARY SUPPLIES	RC GAMING PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 462.00	11/8/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES OFFICE SUPPLIES
LIBRARY	PURE ELECTRIC	IL	60645	\$ 343.55	11/8/2021	65050 BUILDING MAINTENANCE MATERIAL	4 CASES OF U-SHAPED FLUORESCENT BULBS
LIBRARY	GFS STORE #1915	IL	60202	\$ 35.98	11/8/2021	65095 OFFICE SUPPLIES	TWO PLASTIC CONTAINERS 25 COUNT EACH
LIBRARY	AMAZON.COM JN0Q35SI3	WA	98109	\$ 148.80	11/9/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	PAYPAL MALKAZOID	CA	95131	\$ 500.00	11/9/2021	65100 LIBRARY SUPPLIES	PROFESSIONAL FEE - EVENT AT THE LIBRARY HONORARIUM
LIBRARY	WALMART.COM AA	AR	72716	\$ 39.07	11/10/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES
LIBRARY	PAYPAL MALKAZOID	CA	95131	\$ 25.00	11/10/2021	65100 LIBRARY SUPPLIES	PROFESSIONAL FEE - EVENT AT THE LIBRARY HONORARIUM
LIBRARY	GAYLORD BROS INC	NY	13212	\$ 66.65	11/10/2021	65100 LIBRARY SUPPLIES	ACCESS OFFICE SUPPLIES
LIBRARY	CONSTRUCTIVE PLAYTHING	MO	64030	\$ 101.42	11/11/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES
LIBRARY	AMAZON.COM JN12U9Q23	WA	98109	\$ 42.00	11/11/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	AMZN MKTP US 8Z9HW2A23	WA	98109	\$ 11.03	11/11/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	AMZN MKTP US KT9VC8AD3	WA	98109	\$ 11.98	11/11/2021	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	SP CHRONICLE PHILANT	DC	20037	\$ 69.00	11/11/2021	62295 TRAINING & TRAVEL	WEBINAR J SHREVE
LIBRARY	LIBRARYWORKS.COM	MD	20814	\$ 49.00	11/11/2021	65100 LIBRARY SUPPLIES	WEBINAR H NORBORG
LIBRARY	CONSTRUCTIVE PLAYTHING	MO	64030	\$ (9.43)	11/12/2021	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	AMAZON.COM XU8YC4XD3	WA	98109	\$ 104.52	11/15/2021	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	WALMART.COM AA	AR	72716	\$ 478.80	11/15/2021	65100 LIBRARY SUPPLIES	RC OFFICE AND PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 7P4NB8L3	WA	98109	\$ 21.98	11/15/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 14.99	11/15/2021	65095 OFFICE SUPPLIES	ONE EXTENSION CORD 25 FEET
LIBRARY	WWW.CHARGETECH.COM	CA	92072	\$ 58.17	11/16/2021	65100 LIBRARY SUPPLIES	RC DEVICE UNIVERSAL CHARGES
LIBRARY	WALMART.COM AA	AR	72716	\$ 79.51	11/17/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 30.00	11/17/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARD

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/17/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 67.07	11/18/2021	65100 LIBRARY SUPPLIES	ELL CURIOUS KIDS SUBSCRIPTION KIT SUPPLIES
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 103.06	11/18/2021	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS SUBSCRIPTION CLUB
LIBRARY	BEST BUY 00003137	IL	60202	\$ 270.06	11/18/2021	65100 LIBRARY SUPPLIES	PS5 GAMES TEEN SERVICES
LIBRARY	WWW.CHARGETECH.COM	CA	92072	\$ 103.57	11/19/2021	65100 LIBRARY SUPPLIES	RC CHARGER FOR DEVICES
LIBRARY	PLAYSTATIONNETWORK	CA	94404	\$ 66.14	11/19/2021	65100 LIBRARY SUPPLIES	PS5 GAME TEEN SERVICES
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 38.31	11/19/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PRORAM SUPPLIES - CODE IT CHALLENGE
LIBRARY	PAYPAL USPS STORE	DC	20260	\$ 350.00	11/19/2021	65095 OFFICE SUPPLIES	US STAMPS FOR MAILING
LIBRARY	AMAZON.COM KR9ON2CC3	WA	98109	\$ 30.18	11/22/2021	65641 AUDIO VISUAL COLLECTIONS	LLL AV MATERIAL
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 113.35	11/22/2021	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH ALARM CONNECTION
LIBRARY	AMAZON.COM BH4JE4LQ3	WA	98109	\$ 13.78	11/22/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	PLAYSTATION NETWORK	CA	94404	\$ 38.58	11/22/2021	65100 LIBRARY SUPPLIES	PS5 GAME TEEN SERVICES
LIBRARY	DOLLARTREE	IL	60202	\$ 67.00	11/23/2021	65100 LIBRARY SUPPLIES	SEWING KIT SUPPLIES TEEN SERVICES
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 763.10	11/24/2021	65020 CLOTHING	UNIFORMS FOR SECURITY AND MAINTENANCE
LIBRARY	TEC-TERMSYNC	IL	60438	\$ 98.95	11/24/2021	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/24/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/24/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/24/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/24/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	11/24/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND GIFTCARDS
LIBRARY	AMERICAN BIRDING ASSOC	CO	80919	\$ 82.93	11/25/2021	65100 LIBRARY SUPPLIES	LLL BIRD WATCHING KIT
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	11/25/2021	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE MONTHLY SUBSCRIPTION
LIBRARY	PLAYSTATION NETWORK	CA	94404	\$ 46.28	11/25/2021	65100 LIBRARY SUPPLIES	PS5 GAME TEEN SERVICES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 19.98	11/25/2021	65040 JANITORIAL SUPPLIES	2 EACH SCOTT PAPER TOWEL 6PK
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 155.94	11/25/2021	65050 BUILDING MAINTENANCE MATERIAL	STEEL KITCHEN WASTE CONTAINER, KITCHEN WASTE BAGS
	TOTAL LIBRARY NOVEMBER 2021			\$ 10,756.26			

1560 Sherman Avenue

Suite 535

Evanston, Illinois 60201

847.492.0990 voice

847.492.0904 fax

info@evanstonforever.org

evanston!communityfoundation

August 31, 2021

Board of Directors

Lisa Altenbernd, *past chair*
 Paul Brenner
 Matt Feldman, *treasurer*
 Linda Gerber
 Sandeep Ghaey, *secretary*
 Sarah Gordon
 David Graham
 Lee Hart
 Carolyn Lickeman
 Tania Margonza
 Minya Nance
 Laura-Min Proctor
 Sharon Robinson
 Bart Rocca
 Marcel Sallis
 Gene Servillo
 Larry Singer, *chair*
 Michael Walker
 Bryant Wallace
 Todd Wiener
 Judy Witt

Leadership Network

Ann Mammel Balusek
 Marjorie Benton
 Karl Berolzheimer
 Paul J. Finnegan
 Joseph P. Flanagan
 Kendal Gladish
 Joan Gunzberg
 Kirk Hoopingamer
 Judy Kemp
 Ken Lehman
 Jay Lytle
 Mark McCarville
 Kevin Mott
 Eleanor Revelle
 Penelope Sachs
 Sara L. Schastok
 Ralph Segall
 Ingrid Stafford
 Ronna Stamm
 Larry Ter Molen
 Elizabeth Tisdahl

President & CEO

Sol N. Anderson

Karen Danczak Lyons, Executive Director
 Evanston Public Library
 1703 Orrington Avenue
 Evanston, IL 60201
 via email: kdanczaklyons@cityofevanston.org

Dear Karen:

Our team is looking forward to meeting with you and the Evanston Public Library's Investment Committee on September 8. As you suggested, we've connected with EPL's Treasurer, Ben Shapiro, and the background he shared on your endowment, investment process, priorities, and concerns was very helpful in creating context for our upcoming conversation.

An organization endowment for EPL at ECF represents a unique opportunity to expand the ongoing partnership between our organizations. As Evanston's community foundation, ECF is an endowment resource for the Evanston community, and particularly for the nonprofit organizations vital to ensuring a vibrant, inclusive and equitable Evanston. We currently hold 39 funds for 22 Evanston-serving nonprofits with assets representing 21% of ECF's \$36 million portfolio. ECF's investment council manages the portfolio of funds, freeing our nonprofit fundholders to focus on their mission-related work. ECF's portfolio has averaged an 8.96% annual return since its inception in 1988, and the fees our fundholders provide ECF support our work throughout Evanston.

As background for our meeting, we've attached an overview of ECF's organization endowment funds, a sample fund agreement, our Investment and Spending Policy, and our 2021 Investment Briefing presentation. The sample fund agreement is annotated to explain provisions required of community foundations by the Treasury Department. You'll note in the sample agreement that in order for ECF to invest endowment funds for others, we are legally required to control the assets. Our fund agreements for organization endowments are unique, however, in that they can provide for ECF to return all or part of the assets in an organization fund to the organization.

Our president, Sol Anderson, Matt Feldman, our treasurer, and Ralph Segall, chair of our investment council, will represent ECF on September 8. Sadly, I'm unable to join the meeting, but would be pleased to respond to any questions or provide additional information either before I leave Evanston on September 3 or upon my return on September 13th.

My best regards,



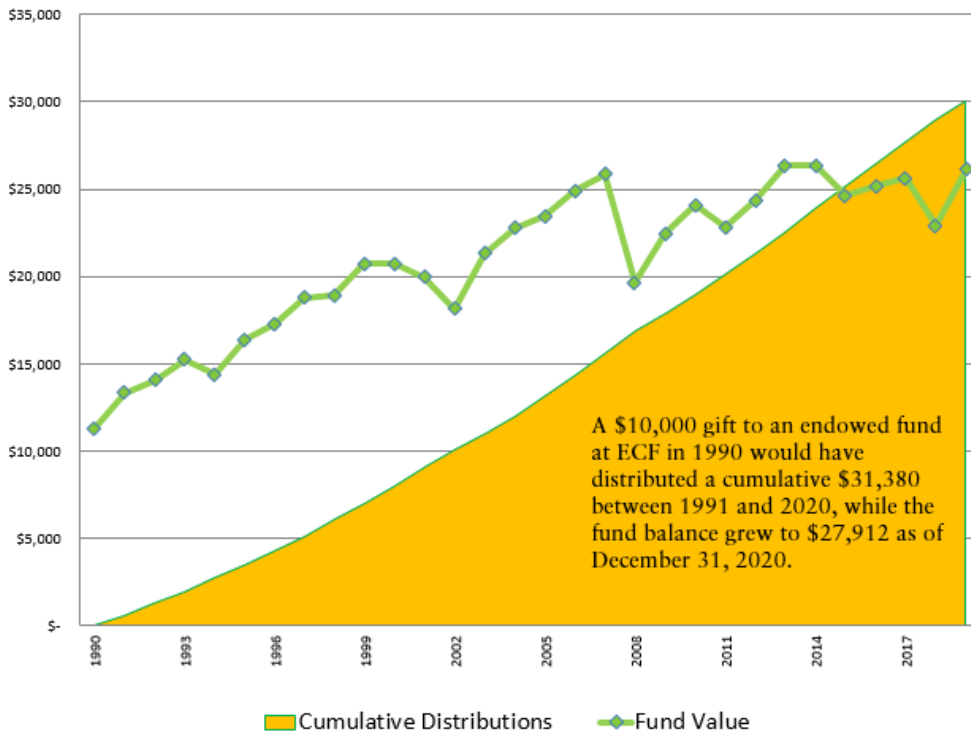
Jan Fischer
 Chief Financial Officer

SUPPORTING OUR COMMUNITY’S NONPROFIT ORGANIZATIONS IN ACHIEVING SUSTAINABILITY

Among the key aspects of Evanston Community Foundation’s mission are building permanent resources to benefit our community and ensuring Evanston has a thriving nonprofit sector. The Foundation’s endowment funds for organizations connect these priorities by supporting the sustainability of Evanston’s nonprofits. Organizational endowments build long-term resources *and* generate annual distributions to support programs, operations, grants or other priorities. We also offer non-endowed funds for operating reserves and strategic projects. ECF currently holds 39 funds with assets of \$7.6 million for the following 22 organizations:

- | | |
|--|-----------------------------|
| Center for Independent Futures | Literature for All of Us |
| Center for Women’s History & Leadership | North End Mother’s Club |
| Warren “Billy” Cherry Scholarship Fund | Open Communities |
| Chicago Zen Center | Wise Up/North Shore Village |
| Chessmen Club of the North Shore (2 funds) | PTA Equity Project Fund |
| ETHS Educational Foundation (13 funds) | Rotary Club of Evanston |
| Evanston Environmental Association (3 funds) | Roycemore School (2 funds) |
| Evanston Fourth of July Association | Second Baptist Church |
| Evanston History Center | Shorefront (2 funds) |
| Evanston Symphony Orchestra Association | Tree House Human Society |
| Five Pearlz Foundation | Youth Job Center |

Our investment policies are designed to ensure a steady stream of annual distributions while preserving fund principal. The Foundation’s historical average investment return for the period 1988 through 2020 is 8.96%. The graphic below illustrates how ECF’s portfolio performance supports our endowed funds, depicting cumulative distributions and principal growth over time.



All financial assets of the Foundation are commingled for investment purposes. Consistent with ECF’s goal of preserving, in perpetuity, the purchasing power of the assets entrusted to us, our investment policies take a long-term view of the investment time horizon.

The Foundation’s investment council recognizes that investment markets are cyclical and is willing to maintain its investment themes for sufficient periods to capture the full cyclical values.

WORKING WITH THE EVANSTON COMMUNITY FOUNDATION

ECF manages organization endowment funds for our community's nonprofits for the good of their constituents and our broader community. Through participation in the Foundation's portfolio and adoption of our spending policy, an organization realizes the benefits of participating in a \$36 million, diversified portfolio and its long-term investment strategies, without the time commitment often associated with investment management and administration.

ADVANTAGES TO YOU

- Organizational endowments are excellent vehicles to receive bequests.
- All gifts to your fund are designated for your organization's use only. Although fund assets are co-mingled for investment, your fund will not be used for other purposes.
- Your fund reaps the advantages of investment in a larger pool of assets, which can lead to greater growth over time and lower investment fees.
- The Foundation handles investment management and oversight via ECF's Investment & Spending Policy, all accounting and financial reporting, and the annual audit.
- Your organization receives a distribution annually according to the Foundation's Investment and Spending Policy, within a range of 3.5 - 6%, set annually by the Foundation board. Our current spending rate is 5% per year, intended to cover an annual distribution and the cost of fund support (1% or less, depending upon fund size)▪ The Foundation will provide fund activity statements periodically as requested by an organization, although most of our fundholders use our portal to track their fund investment results and access monthly statements.
- Gifts of marketable securities may be directed by your donors to your fund at ECF — more advantageous for tax purposes than selling securities and contributing the proceeds.
- If ECF ceases to exist, the fund assets will be returned to your organization. If your organization ceases to exist and there is no successor organization, ECF will continue to manage the fund assets, and distribute the annual spending, in a manner consistent with the tax exempt purpose of your organization.

OTHER THINGS TO KNOW

Your organization will show the fund as an asset on your balance sheet, in accordance with accounting principles, and correspondingly, ECF will record your endowment as a liability. While ECF recommends adherence to our current 5% spending policy to determine the amount of annual distributions, our fund agreements provide for an organization to

- request distributions in excess of the annual spending recommended by ECF
- recommend the fund be terminated, with all fund assets issued to the organization

date

Sol Anderson
President and Chief Executive Officer
Evanston Community Foundation
1560 Sherman Avenue, Suite 535
Evanston, IL 60201

Dear Sol:

Before *date*, Nonprofit Organization ("Nonprofit") will contribute \$10,000 to establish an organizational endowment fund with the Evanston Community Foundation ("Foundation" or "ECF"). Both Nonprofit and the Foundation are qualified charitable organizations. Nonprofit and ECF agree as follows:

Commented [JF1]: \$10,000 is the current minimum to establish a fund.

1. The Fund shall be known as the **Nonprofit Organization Fund** of the Evanston Community Foundation ("the Fund") and shall be identified as such in the course of its administration. The Fund shall be for the benefit of Nonprofit and any future affiliates, and will be used to support its charitable purpose.
2. An initial contribution of \$10,000 from Nonprofit represents the initial property of the Fund. Subsequent contributions to the Fund may be made by Nonprofit and any other donors.
3. The Fund shall include the initial deposit, any additional property as may from time to time be transferred to and accepted by the Foundation for inclusion in the Fund, and all undistributed net investment income earned by the Fund. The Fund shall be the exclusive property of the Foundation, subject to its control and held by it in its corporate capacity for the sole benefit of Nonprofit, and shall not be deemed a trust fund held by it in a trustee capacity.
4. The assets of the Fund may be commingled with the other assets of ECF, invested and administered by the Foundation in accordance with its governing instruments and the investment policies, practices and procedures adopted by the Board of Directors from time to time. The Fund's assets shall be accounted for separately.
5. Distributions from the Fund to Nonprofit shall be made in accordance with the Foundation's Investment and Spending Policy in effect from time to time. The annual net spending amount as calculated by the Foundation shall be offered to Nonprofit within six months of the close of the Foundation's fiscal year. The Foundation's fiscal year currently ends December 31. Nonprofit may elect to receive the annual spending amount in full or in part; it may also elect to receive no distribution in a given year. Annual spending amounts not taken as distributions remain in the Fund.
6. Distributions in excess of the Foundation's spending policy may be made to Nonprofit in any year as determined by the ECF board of directors. From time to time Nonprofit may, by recommendation of its board of directors, request such distributions. Such recommendations shall be solely advisory and not binding upon the Foundation; however, the Foundation will give them due consideration.
7. The Fund may be charged regularly for direct and indirect expenses attributable to the maintenance of funds of this type and in accordance with the policies of the Foundation from time to time in effect. The current, usual foundation support charge is 1% per year. Direct expenses would include credit card processing fees attributable to Fund contributions.
8. If Nonprofit, in the reasonable opinion of the Foundation's board, should become insolvent, cease charitable activities, or lose its exemption from income taxation, or if Nonprofit dissolves with no tax exempt successor, the Fund will cease to be administered under the terms of this agreement. At such time, the Fund assets will either become part of the Foundation's unrestricted endowment or such other fund as is most appropriate, or will be disposed of in a manner consistent with both the tax exempt purposes of the Foundation and Nonprofit.

Commented [JF2]: This phrase enables the fund to accept gifts of stock, bequests or other gifts from supporters of your organization

Commented [JF3]: Under Dept of Treasury regulations, community foundations must control fund assets in order to invest them for the benefit of other organizations. Because the assets are held solely for your organization's benefit, accounting rules specify your organization will present the fund as an asset in its financial reports, while ECF reports the fund as a liability.

Commented [JF4]: In order to preserve fund assets in perpetuity, ECF's board sets the spending policy annually in the range of 3.5% and 6%. The current spending rate of 5% has been in effect for the past twenty years.

At the current rate, the net distribution offered each year to your organization would be 5% of the three year average fund balance, reduced by the annual fund support charge as described in Section 7.

Commented [JF5]: Most NPOs opt to include this clause, as it provides flexibility to request more than the annual net spending. However, depending upon the size and frequency of these special distributions, it is possible they will intrude on the fund's principal and cumulative net investment results, reducing the regular distribution amounts in future years.

Commented [JF6]: The support charge decreases as fund assets increase beyond \$1 million.

9. ECF may, in its discretion at any time, distribute all or any part of the Fund, whether principal or income, or both, to Nonprofit. Should ECF determine at any time for any reason that continuance of the Fund as a component part of ECF is inadvisable, ECF may distribute the entirety of the Fund to Nonprofit.
10. The Fund will be administered subject to the provisions of the Foundation's Articles of Incorporation and Bylaws as presently in effect as each may from time to time be amended, including those provisions which may permit the Foundation's board to amend, modify or vary any of the purposes, directions, restrictions, or conditions set forth herein, if in the sole judgment of the board such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable purpose of the Foundation. Nonprofit will be notified promptly of any decision made by the Foundation to exercise its variance power.
- If the Foundation ceases to be a qualified charitable organization or if the Foundation proposes to dissolve, the assets of the fund shall, after payment of any liabilities properly chargeable to the Fund, revert to Nonprofit. If Nonprofit is not then a qualified charitable organization, the assets of the Fund shall be distributed in such manner and to such qualified charitable organization or organizations serving purposes similar to those of Nonprofit and consistent with both the tax exempt purposes of the Foundation and Nonprofit.
11. It is intended that the Fund shall be a component part of the Foundation and that nothing in this agreement shall affect the tax exempt status of the Foundation as a qualified charitable organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, and as an organization that is not a private foundation within the meaning of Section 509(a) of the Code. This agreement shall be interpreted in a manner consistent with this intention, and the Foundation is authorized to amend this Agreement to conform to the provisions of any applicable federal or state law or government regulation in order to carry out the foregoing intention.
12. The Foundation will provide fund reports to Nonprofit annually, and upon request, presenting the balance of the Fund and a summary of fund activity, including distributions and net investment results, for the preceding period. . In lieu of receiving statements directly from ECF, Nonprofit may elect to use ECF's fundholder portal to access and view fund activity, monthly statements, donations, donor details and distributions.

This letter will constitute our entire agreement concerning the **Nonprofit Organization Fund** of the Evanston Community Foundation.

Dated this ____ day of _____, 20xx:

By:

Nonprofit Organization Executive Director

Nonprofit Organization Board Officer

ACCEPTED as of the date set forth above by

Sol Anderson, President & CEO

Commented [JF7]: Section 9 enables ECF to return the entirety of the fund assets to your organization. To ensure compliance with Treasury regulations, this language creates a procedural formality in which your organization's board requests a distribution of all fund assets, and ECF's board can approve the distribution request.

Commented [JF8]: This 'variance power' language is unique to community foundations and intended to be a benefit for those administering the fund in the future; it is also required by Dept of Treasury regulations. The classic example is that of a fund established in the early 1900s, to benefit the organization of local lamplighters. With the disappearance of the lamplighter occupation, rather than pursuing a request through the courts, the ECF board would be able to approve another beneficiary group to benefit from the original fund by assuming the authority granted in this clause.

EVANSTON COMMUNITY FOUNDATION
 INVESTMENT AND SPENDING POLICY
Ratified by ECF board on May 13, 2020

INTRODUCTION

This policy is adopted by the Board of Directors (the Board) of the Evanston Community Foundation (ECF) to codify the principles to be followed by the Investment Council (the Council) in the execution of its responsibilities. Both the Council and the Board are obliged to discharge their ongoing fiduciary responsibility to evaluate the performance of ECF's assets and its spending and, at least annually, to re-adopt this Policy with such changes as may be appropriate.

INVESTMENT OBJECTIVE

The principal investment objective of ECF is to preserve, in perpetuity, the purchasing power of its assets and to provide a growing stream of income to cover expenses and fund grants and programs. ECF is indifferent as to whether this objective is met through current income or appreciation in value of assets. The focus is on total return. ECF expects, over time, to achieve an annual total return which exceeds budgeted spending plus an amount equal to inflation (increase in the Consumer Price Index) during the preceding year. Over a market cycle this objective will insure that the investment strategies, budgeted spending and inflation expectations are coordinated sufficiently to preserve the purchasing power of ECF assets.

SPENDING OBJECTIVE (SPENDING RATE)

The annual spending objective for ECF operations is a maximum of 6% and a minimum of 3.5% of the three-year moving average of the market value of the board-designated endowment funds intended to be permanent and subject to this Policy (the Spending Objective). The Board determines the percentage to be used for the spending objective as part of ECF's annual budget process. For purposes of developing the annual budget, the three-year average will be calculated using monthly data for the previous two calendar years and an estimate for the current year using the monthly data through September 30. However, the spending objective drawn from the board-designated endowment funds will be calculated using the fund balances as of December 31 of each year in the calculation.

In addition to the Spending Objective, ECF may spend funds which do not affect the board-designated endowment funds, such as contributions for current grantmaking, programs or administrative expenses; income from fees and tuition; grants from donor advised funds; distributions from agency funds; charitable gift annuity payments; and other amounts determined by the Board to be allocated to the budget.

To preserve its strategic objectives, ECF may make multi-year grants if the length of commitments and dollar amounts are consistent with the need to limit financial exposure and maintain flexibility in spending.

Other endowed funds of ECF are subject to the same spending objective as the board-designated endowment funds, unless otherwise specified in the fund agreements. These funds include board-directed field of interest, donor-designated, and organizational endowment ("agency") funds. Policy guidelines for other endowed funds appear on page 4.

MEMBERSHIP

Council membership includes the ECF board chair, immediate past-chair, one or more vice-chairs and the Treasurer, if they are able to serve. The president and senior finance staff shall be ex-officio members. The Council may include members of the community who need not be ECF board members, as specified in ECF's bylaws. In considering members, the board chair shall strive to appoint members with the skills needed to perform the function of the Council and assist the board with its oversight of the investment function.

OPERATING POLICY

The Board has fiduciary responsibility for ECF assets. At least annually, it receives an investment report submitted by the Council for the Board's review and approval.

The Council is delegated responsibility to manage the assets of ECF and meets not less often than four times each year. In discharging its responsibilities, the Council is authorized, within the parameters of this Policy, to engage and discharge investment managers and make asset allocation decisions. The Council may also recommend, for Board approval, the establishment of reserves, special funding requirements, conditions upon which funds should be accepted, and other related matters.

PRUDENT MANAGEMENT

The Board and Council acknowledge the Uniform Prudent Management of Institutional Funds Act (UPMIFA) adopted in Illinois effective June 30, 2009 (760 ILCS 50/1) and affirm that all action taken with respect to investment and spending of ECF assets will be in accordance with its provisions.

The Treasurer and/or such other persons as may be designated by the Council or the Board are responsible for implementing decisions of the Council and the Board with respect to custody and investment of the assets of ECF in accordance with this Policy.

In discharging their responsibilities with respect to investment and application of assets of ECF, the Board and its Councils, officers and employees will act as prudent investors in accordance with this Policy. They will display the skill and prudence which an ordinarily capable and careful person would use in the conduct of his/her own business of like character. With respect to investing funds, they will use the care and skill of a reasonably prudent investor while recognizing the inevitability of assumption of risk. In this Policy and its implementation, ECF seeks a prudent balance between investment risk and potential return.

PORTFOLIO ACCOUNTING

Accounting for portfolio contributions and withdrawals and calculation of investment rates of return are in accordance with standards adopted by CFA Institute. Allocation of investment fees and expenses is based upon actual results for each fiscal year using monthly data.

FUND ACCOUNTING

Net investment results are allocated monthly among all ECF funds participating in the portfolio, using the funds' average daily balances.

PERFORMANCE TARGETS

ECF currently evaluates the performance of its investment portfolio against specific performance targets as described below.

<i>Asset Class</i>	<i>Benchmark</i>
Equities	Blend comprising 80% of the Wilshire 5000 Index and 20% of the MSCI-ACWI, a global equity index
Fixed Income	Blend comprising 80% of the Barclays Capital Aggregate Bond Index and 20% of the J. P. Morgan Global Bond Index
Other	CPI +5%

The risk and return profiles of each mutual fund or other commingled holding shall be reviewed regularly against their peer groups using standard statistical sources (e.g. Lipper or Morningstar).

DIVERSIFICATION POLICY

Diversification across and within asset classes is the primary means by which the Investment Council expects the portfolio to avoid undue risk of large losses over long time periods. To protect the ECF portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the Investment Council will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

A) With the exception of fixed income investments explicitly guaranteed by the U.S. Government or its agencies, no single investment security, whether purchased or received by gift, shall represent more than 5% of total portfolio assets. Similarly, no more than 5% of the securities of any one issuer, measured at market, may be held in the portfolio, again, excluding issues of the U.S. Government or its agencies.

B) With regard to those investments in the ECF portfolio that are held in the form of diversified investment company assets ("open-end funds"), investment pools, or exchange-traded funds ("ETFs"), no holding shall comprise more than 10% of total portfolio assets, measured at market. The one exception to this guideline is a passively managed investment vehicle (created by a nationally recognized sponsor of such vehicles) seeking to match the returns on a broadly diversified market index, which shall not comprise more than 20% of total portfolio assets, measured at market. This exception applies only to open-end funds and not to ETF's.

C) If the Investment Council determines that a portfolio of individually managed securities is appropriate, then it will develop and operate such a portfolio under (or provide to the investment manager) a set of separate guidelines addressing portfolio diversification and concentration of risk.

ASSET ALLOCATION

ECF recognizes that asset allocation is the single largest determinant of a portfolio's long-term return. Accordingly, consistent with the prudent investor concept, ECF is deliberate in the formulation of its long-term strategic asset mix. It relies on (1) optimization modeling using the expected returns, standard deviations and correlations of and between various asset classes, (2) the experience and judgment of the members of the Council and its advisors, and (3) review of the asset allocation strategies of other successful peer institutions. The underlying premise for this process is that equities continue as the dominant asset class, but that further diversification can reduce volatility (risk) and improve long-term returns.

Approved asset classes are presented below. All asset classes need not be utilized at any one time, and the Council may modify the list from time to time. The principles in this Policy, coupled with the liquidity of investments, make it unnecessary to have an allocation for cash.

Equities	45 - 65%
Domestic (minimum of 30%)	
Foreign, including Emerging Markets (maximum of 20%)	
Fixed Income	15 - 35%
Domestic (minimum of 15%)	
Foreign, including Emerging Markets (maximum of 10%)	
Other*	0 - 20%
Real Estate	
Commodity Indexes	
Hedge Funds	
Private Equity	

* The Other category includes investments that are not projected to provide risk/reward profiles similar to equities or fixed income. Investments in Other will be limited to the sub-classes specified above. The maximum investment in any of the specified sub-classes is 10%.

In the ordinary course, gifts of securities or other property will be sold at the earliest opportunity, and the proceeds will be invested consistent with the strategies established in this Policy. However, the Council may decide to retain a gift of marketable securities if it meets the criteria established in this policy. In the event ECF accepts gifts of non-marketable securities, real or other property that cannot be liquidated on a current basis, the value of such property will not be included in the investment pool and will be excluded from ECF's investment return calculations, until such time as it is sold and the proceeds from its sale are received.

All financial assets of ECF are commingled for investment management purposes, but in special circumstances, such as the establishment of an annuity or life income fund, assets may be segregated and invested in an appropriate manner to match the required income stream as determined by the Council. At the end of the term, the remaining assets will be reallocated in accordance with this Policy.

At its discretion, ECF may elect to meet the short-term investment objectives of certain donors, agencies, and qualified organizations by agreeing to credit them with a rate of return equivalent to a short term investment benchmark, such as 90-day Treasury Bills, such arrangements being limited to no more than 10% of the Foundation's total Endowment at any time. The Foundation's usual and customary fees and pro rata expense sharing arrangements will apply to these funds.

ALTERNATIVE INVESTMENTS

Alternative Investments generally employ non-traditional investment strategies utilizing equities, debt instruments, and commodities in public, but most frequently in private, markets. Alternative Investments have the potential for greater diversification, as well as an enhanced opportunity for return or the mitigation of risk or volatility compared to direct investments in public markets such as stocks, mutual funds, or exchange-traded funds.

Recognizing both the potential benefits and limitations of Alternative Investments, a prudent deployment of a portion of the ECF portfolio in Alternative Investment strategies, subject to appropriate due diligence

and ongoing monitoring of such investments, should provide net benefits for the portfolio over the long term. Eligible Alternative Investment strategies may include all categories of illiquid investments: debt- or equity-focused, real estate, private equity, venture capital, commodities, and hedge funds. These examples provided are not meant to be exhaustive or to act as a limitation.

With regard to setting an appropriate asset allocation range for Alternative Investments, the current "Other" segment of the ECF Asset Allocation matrix provides for maximum exposure of 20% of the overall market value of the ECF Portfolio in liquid alternatives. Up to half of the "Other" segment, or 10% of the ECF Portfolio, may be allocated to illiquid Alternative Investments. The balance of the "Other" segment remains allocated for appropriate liquid investments. In determining the size of any specific investment under this Policy, reference should be made to the total subscription amount of the Alternative Investment strategy, as opposed to the initial investment amount. There is no timeline to reach the 10% limit, as commitments should be made on an opportunistic basis.

INVESTMENT TIME HORIZON

Consistent with the objective of ECF to preserve, in perpetuity, the purchasing power of its assets, it is appropriate to take a long-term view with regard to the investment time horizon. ECF recognizes that investment markets are cyclical and is willing to commit to investment themes for sufficient periods to capture the full cyclical values.

MANAGERS

In the ordinary course of portfolio management, the Council does not handle individual security selection. External professional managers are engaged to provide day-to-day oversight and make individual investment decisions with respect to assets assigned to them. In some instances, this may be accomplished by an investment in a mutual fund or other commingled vehicle. In other cases, it may be accomplished by hiring a Qualified Professional Asset Manager to manage a separate portfolio.

OTHER ENDOWED FUNDS

1. Other endowed funds, including board-directed field of interest, donor-designated, and organizational endowment funds that have been in existence three years or more are subject to the Spending Objective set forth in this Policy. Such funds which have been in existence for less than three years are subject to the Spending Objective applied to the average fund balances for the periods the funds have been in existence. Distributions from these funds will be made after deducting allocated investment expenses and agreed upon fees.
2. Subject to governing accounting principles, the Leadership Fund (a Field of Interest Fund supports ECF's Leadership Evanston programming) is subject to the same principles applicable to the board-designated endowment funds. Although the Leadership Fund agreement provides that it shall pay a pro rata share of general operating expenses of ECF, the fund is subject to application of the Spending Objective, allocation of investment expenses, and annual fees in the same manner as other funds.
3. Charitable gift annuity agreements will be negotiated taking into account the guidelines established by the American Council on Gift Annuities, as well as by this Policy with respect to allocation of investment expenses and fees. Any additional fees and/or special arrangements necessitated by the unique nature of the annuity agreements will be evaluated by the Council.

4. Pass-through Funds (funds which are contributed with the understanding they will be expended currently) will be accepted with the understanding that they are subject to allocation of investment expenses and payment of such fees as may be agreed upon, including an annual fee of not less than 0.5% of the amount received.

DEFINITIONS – TYPES OF ENDOWED FUNDS

- **Board-designated endowment funds** – ‘unrestricted’ funds designated by the ECF board to grow in perpetuity while generating annual spending allowances (distributions) to support Foundation operations, grantmaking, and programs.
- **Board-directed field of interest funds** – funds established by donor(s) to support a broadly defined need or program area, for example, *arts education for youth*. Fund agreements include donor instructions for the program area to be supported by the fund’s annual spending amounts, and ECF determines the specific recipient organizations/projects.
- **Donor designated funds** – donor establishes the fund to benefit a specific organization, and annual spending allowances (distributions) are offered to the organization.
- **Organizational endowments** – other nonprofit organizations place their endowment funds with ECF, and these funds become the property of ECF. Spending allowances generated by the funds are offered to the organizations annually.

evanston!communityfoundation

WELCOME TO ECF'S
ANNUAL INVESTMENT BRIEFING

March 3, 2021

**WE'RE
HERE
FOR
GOOD**

Helping Evanston thrive now and forever as a vibrant, inclusive, and equitable community.

The Evanston Community Foundation builds, connects, and distributes resources and knowledge through local organizations for the common good.

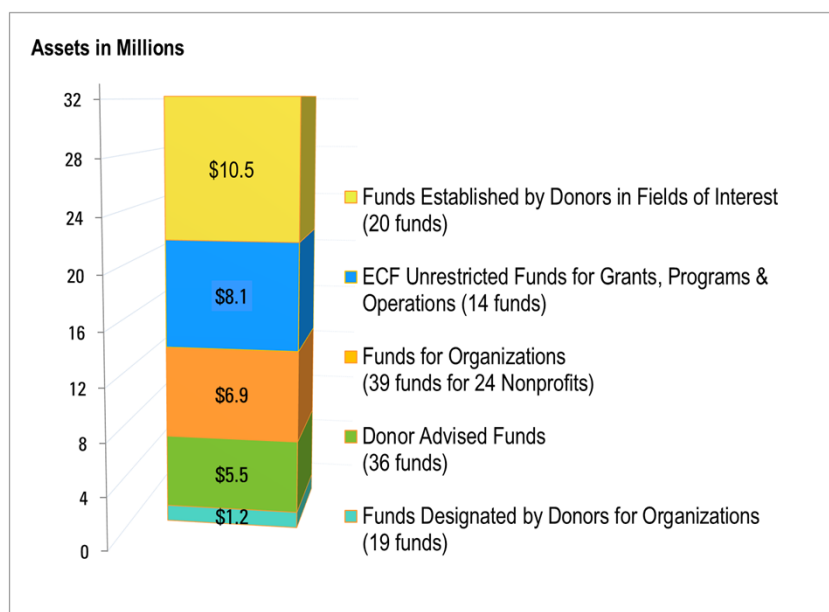
•2

Investing in Evanston

Community foundations develop assets for their communities, establishing and investing funds to pursue opportunities and address community challenges, today . . . and in perpetuity

- ❖ Funds established by donors support ECF *and* nonprofits serving Evanston and beyond, while realizing donors' philanthropic goals
- ❖ Organizational endowments established by nonprofits provide annual distributions to support their initiatives, programs & operations and offer *their* donors a home for bequest and stock gifts
- ❖ ECF's own funds generate distributions for our grants and the entirety of our work for the good of Evanston

Funds Participating in the Portfolio



2020 INVESTMENT COUNCIL

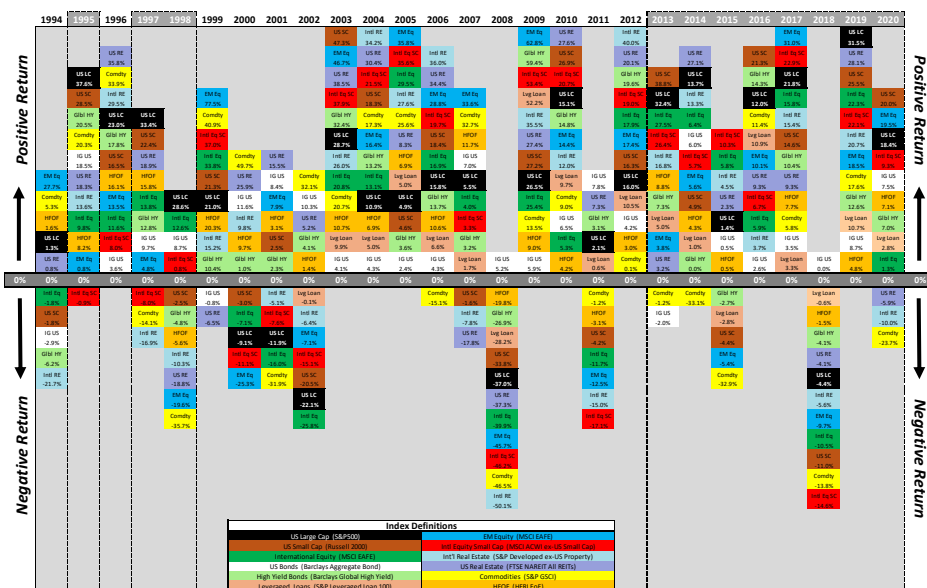
JOINED COUNCIL

Ralph Segall, Chair	1988	Chief Investment Officer, Segall, Bryant & Hamill (<i>former ECF Chair</i>)
Lisa Altenbernd	2018	Community volunteer (<i>ECF Chair</i>)
Bill Blanchard	2012	Financial Advisor, Private Wealth Management, UBS (<i>former ECF Treasurer</i>)
Michael Brody	2015	Partner, Jenner & Block LLP (<i>former ECF Chair</i>)
Diana Cohen	2008	Community volunteer (<i>ECF Past Chair</i>)
William Goldstein	2001	President, Chesley, Taft & Associates, LLC
Matt Feldman	2019	Former President & CEO, Federal Home Loan Bank of Chicago (<i>ECF Treasurer</i>)
Paul Harvey	2017	Former Global Head – Equity Trading, UBS Global Asset Management
John McCarthy	2007	Chief Investment Officer, Centaur Capital Partners, Inc. (<i>former ECF Treasurer</i>)
Mark McCarville	2003	Partner, Braydon Partners (<i>former ECF Treasurer</i>)
Laura-Min Proctor	2019	Wealth Advisor, William Blair & Co
Larry Singer	2020	Community volunteer (<i>ECF Vice Chair</i>)
Ingrid Stafford	2001	Former VP for Financial Operations and Treasurer, Northwestern University (<i>former ECF board member</i>)

Average Council Tenure of Current Members: 11 years

Cumulative Professional Investment Experience of Current Members: 350 years

Asset Class Returns by Calendar Year through 2020



Overall Portfolio Results for 2020

	TOTAL PORTFOLIO Calendar Year 2020	
Beginning Value	\$	28,637,453
Add: Contributions	\$	1,909,829
Less: Withdrawals	\$	<u>(1,910,000)</u>
Adjusted Value	\$	28,637,282
Value at 12/31/20	\$	<u>32,236,878</u>
Net Change In Investment Value	\$	<u>3,599,596</u>
Percentage Change in Value		12.42%

Portfolio Results for 2020 – Performance vs. Benchmarks

Asset Category	Allocation	Allocation	2020 Rate
<i>Category Benchmark</i>	Range	at 12/31/20	of Return
Cash	0%	7%	
<i>90 Day T-Bills</i>			0.77%
Domestic Fixed Income	15% - 35%	18%	7.54%
<i>Barclay Aggregate</i>			7.51%
Foreign Fixed Income	0% - 10%	2%	1.52%
<i>JP Morgan Global Non-US</i>			9.54%

Portfolio Results for 2020 – Performance vs. Benchmarks, continued

Asset Category Category Benchmark	Allocation Range	Allocation at 12/31/20	2020 Rate of Return
Domestic Equity	30% - 65%	49%	16.67%
<i>Wilshire 5000</i>			20.89%
Foreign Equity	0% - 20%	17%	18.81%
<i>ACWI-ex U.S.</i>			9.54%
Other	0% - 20%	9%	18.10%
<i>Constructed Benchmark *</i>			6.30%
Total Account			12.42%
<i>Blended Benchmark **</i>			8.86%

*Constructed Benchmark = CPI plus 5%

** Blended Benchmark is a weighted average of the category benchmarks

2020 Council Activity

- Four Council Meetings One live (January); Three via Zoom, One remote vote
- Moderate pace of activity in 2020 despite highly volatile markets
 - Two new holdings introduced; two holdings eliminated entirely*
 - Turnover Ratio: 10%*

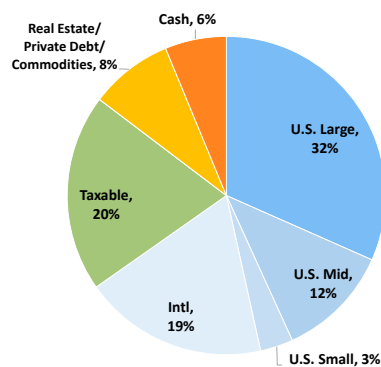
	New Holdings	Addition to Existing Holdings	Trim of Existing Holdings	Sold Entirely
Domestic Fixed Income		Baird Core Plus Vang Short Term Bond Vang Total Bonmd		i-shares Total Corp Bond
Foreign Fixed Income				
Domestic Equities	Diamond Hill Large Cap Distillate Fund. ETF	MSCI Multi-Factor ETF Lyrical US Value Schwab Total Market	Akre Focus Fund Lyrical US Value	
Foreign Equities		Harding Lovener Interna'l		Frontier Global Equity

*Trading activity excludes sales of appreciated stock gifts & maintenance trades such as rollovers of short term treasury bills.

ECF Portfolio – Allocation as of January 31, 2021

Current Allocation

Broad Allocation				Equity				Fixed Income		Alternatives	Cash
Equity	Fixed Income	Alts.	Cash	U.S. Large	U.S. Mid	U.S. Small	Intl	Taxable	Muni	Real Estate/ Private Debt/ Commodities	Cash
65%	20%	8%	6%	32%	12%	3%	19%	20%	0%	8%	6%



Investment Committee Performance Measurement

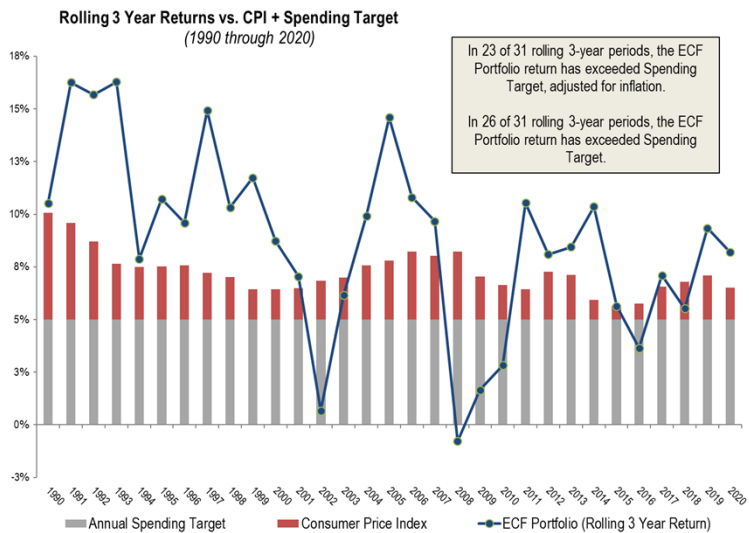
We evaluate returns against four standards:

How are we doing

1. Compared to Our Spending Target
2. Against “The Markets” - A Passive Index
3. Against Our Peers - An Active Index
4. Based on the Risks We Are Incurring

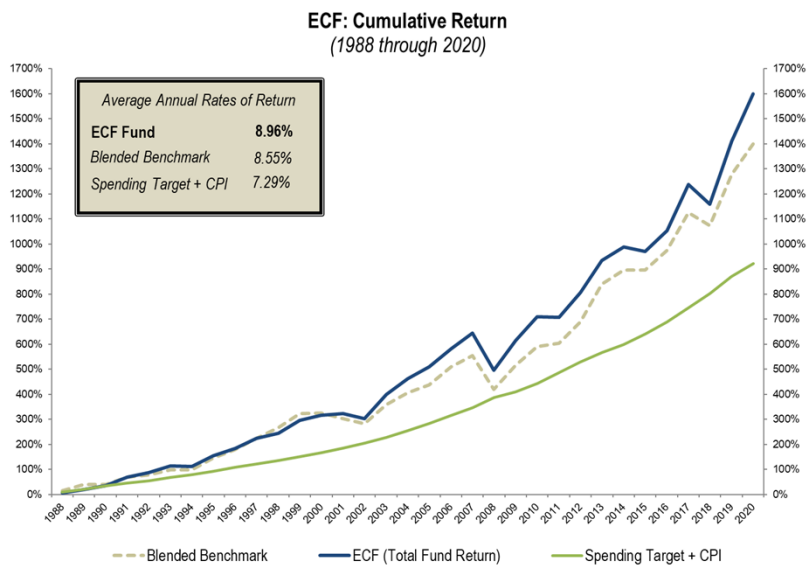
Investment Committee Performance Measurement

1. How Are We Doing Compared to Our Spending Target?



Investment Committee Performance Measurement

2. How Are We Doing Against 'The Markets'



Investment Committee Performance Measurement

3. How Are We Doing Against Our Peers?

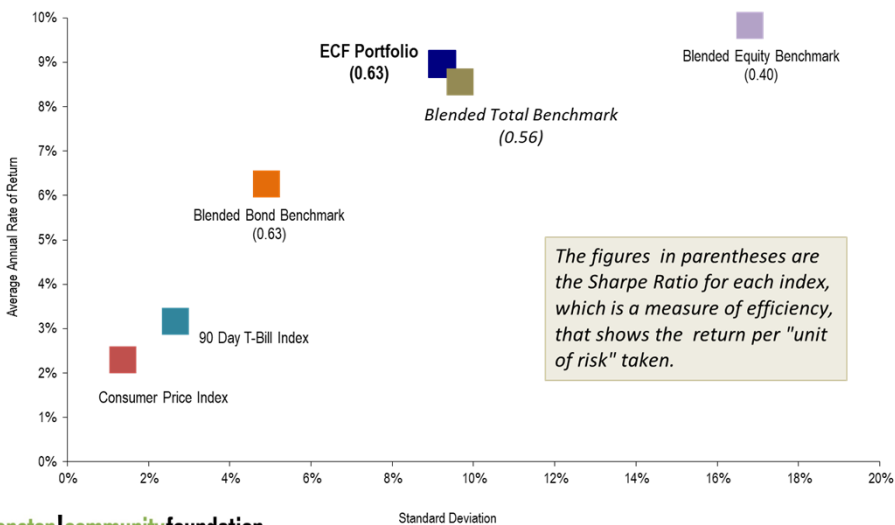
Periods Ending December 31, 2020	Last Year	Three Years	Five Years	Ten Years
ECF (\$32.2mm)	12.4%	8.3%	12.2%	8.2%
COF Survey: All Community Foundations	11.8%	7.6%	9.3%	7.4%
COF Survey: Community Foundations \$25.0 - \$49.9mm	10.3%	7.1%	9.2%	7.3%

COF = Council on Foundations

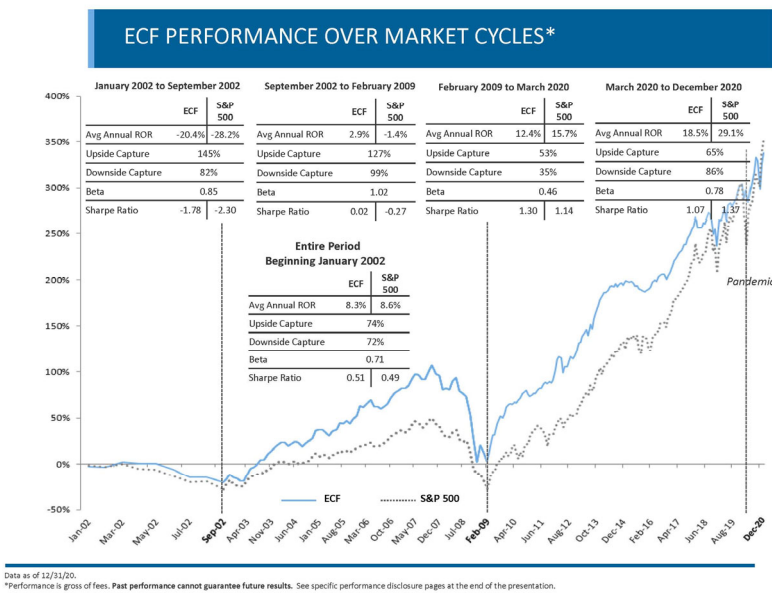
Investment Committee Performance Measurement

4. How Are We Doing Based On The Risks We Are Incurring?

Risk-Reward Analysis (1988 through 2020)



ECF Performance Over Market Cycles

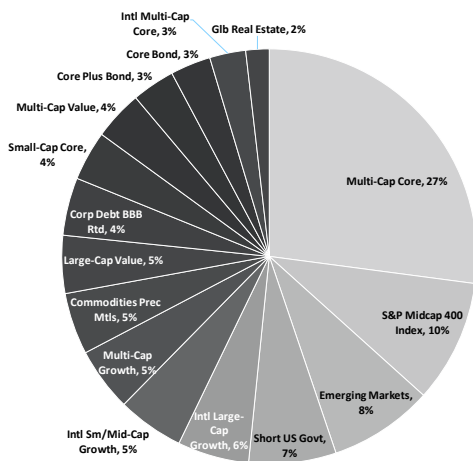


ECF Portfolio – Mutual Fund & ETF Holdings

As of January 31, 2021

Fund Holdings

\$27,686,268



Indirect Holdings	14,409
# Holdings Overlap in 4+ Funds	1,685
# Holdings Overlap in 3 Funds	770
# Holdings Overlap in 2 Funds	512
Beta	1.0
Fees & Expenses	
# of Funds Held	22
Weighted Average Turnover	23%
Weighted Average Expense	0.46%
Annual Fund Fees:	\$128,250

Investment Portfolio: Summary of Expenses

ABOVE THE LINE

These expenses & fees are already accounted for in ECF's reported investment returns

Expenses Paid to Fund Managers	46 basis points*
Brokerage Commissions	< 0.001 basis points

BELOW THE LINE

Foundation Support Charge	100 basis points
---------------------------	------------------

✓The usual Foundation Support Charge of 100 basis points provides a meaningful contribution to ECF's operating budget, supporting our programs and operations.

*basis point = 1/100 of a percent

Note: Above the line expense ratio is based upon portfolio structure as of January 31, 2021

ECF Portfolio: Cash & Fixed Income Holdings as of December 31, 2020

	Market Value	% total portfolio	2020 Rate of Return
CASH AND EQUIVALENTS			
US TREASURY NOTE DUE 10/31/21	801,887	2.49%	
CASH	1,361,293	4.23%	
Subtotal Cash and Equivalents	2,163,180	6.71%	
FIXED INCOME			
Domestic Fixed			
LOOMIS SAYLES INVESTMENT GRADE BOND	1,250,742	3.88%	11.1%
US TREASURY INFL IDX 2.5% DUE 01/15/29	198,972	0.62%	9.0%
BAIRD CORE PLUS BOND INST	930,975	2.89%	8.7%
VANGUARD TOTAL BOND MKT INDEX ADMIR	877,235	2.72%	7.7%
<i>Barclays Agg Bond Index</i>			7.5%
US TREASURY INFL IDX 0.125% 01/15/23	292,990	0.91%	3.9%
US TREASURY NT 6% DUE 02/15/26	224,574	0.70%	3.3%
VANGUARD ST TREASURY INDEX ADMIR	1,881,485	5.84%	3.0%
MCCORMICK & CO I3.9% DUE 07/08/21	5,050	0.02%	-1.4%
Subtotal Domestic Fixed	5,662,022	17.58%	
Foreign Fixed			
<i>JPM Global Bond ex US</i>			9.5%
DFA FIVE-YEAR GLOBAL FIXED-INCOME I	513,026	1.59%	1.5%
Total Fixed Income	6,175,048	19.17%	

ECF Portfolio: Equity Holdings as of December 31, 2020

	Market Value	% total portfolio	2020 Rate of Return
EQUITY			
Domestic Equity			
			<i>Wilshire 5000 Index</i> 20.9%
AKRE FOCUS INSTL	1,443,883	4.48%	20.7%
VANGUARD TOTAL STOCK MKT INDEX ADMIR	1,810,053	5.62%	20.6%
SCHWAB US BROAD MARKET ETF	2,398,041	7.44%	20.3%
ISHARES RUSSELL 3000 ETF	2,108,300	6.54%	20.1%
DISTILLATE US FUND ETF	1,213,088	3.77%	19.3%
ISHARES CORE S&P MID CAP ETF	2,611,328	8.11%	13.1%
ISHARES CORE S&P SMALL CAP ETF	1,010,900	3.14%	10.8%
DIAMOND HILL LARGE CAP	1,273,034	3.95%	8.9%
LYRICAL US VALUE EQUITY INSTITUTIONAL	1,074,934	3.34%	8.6%
ISHARES MSCI INTL MULTI-FACTOR ETF	780,582	2.42%	2.6%
SCHWAB US LARGE CAP ETF	22,283	0.07%	N/A
Subtotal Domestic Equity	15,746,428	48.81%	
FOREIGN EQUITY			
WASATCH EMERGING MARKETS SMALL CAP INV	1,394,364	4.33%	32.6%
HARDING LOEWNER INTERNATIONAL INSTL	1,554,460	4.83%	20.3%
VANGUARD INTERNATIONAL EXPLORER INV	1,448,775	4.50%	15.0%
			<i>MSCI ACWI ex US</i> 9.5%
ARTISAN GLOBAL VALUE INVESTOR	1,003,382	3.11%	6.5%
Subtotal Foreign Equity	5,400,981	16.77%	
Total Equity	21,147,409	65.58%	

ECF Portfolio: Alternatives as of December 31, 2020

	Market Value	% total portfolio	2020 Rate of Return
ALTERNATIVES			
SPDR GOLD SHARES ETF	1,371,410	4.26%	24.8%
WHI REAL ESTATE PTNRS IV LTD PARTNERSHIP D	395,239	1.23%	11.1%
			<i>Blended Benchmark</i> 6.3%
ARES CAPITAL CORP	472,920	1.47%	-0.9%
BROOKFIELD GLOBAL LISTED REAL ESTATE	511,672	1.59%	-11.0%
Alternatives	2,751,241	8.54%	
TOTAL PORTFOLIO	32,236,878	100.00%	



SUMMARY OF INVESTMENT RESULTS

PRINCIPAL RECONCILIATION

	TOTAL ENDOWMENT	
	Fourth Quarter 2021	Calendar Year
Investment Results		
Beginning Value	\$ 34,673,192	\$ 32,236,878
Add: Contributions	\$ 830,564	\$ 1,061,770
Deduct: Withdrawals	\$ (250,000)	\$ (1,102,775)
Adjusted Value	\$ 35,253,756	\$ 32,195,873
Value at December 31, 2021	\$ 37,038,066	\$ 37,038,066
Net Change In Investment Value (Total Return)	\$ 1,784,310	\$ 4,842,193
Percentage Change in Value	5.06%	15.03%

PERFORMANCE VS. BENCHMARKS

	Balance	Allocation Range	Target Allocation	Current Allocation	Quarter to Date	Year to Date	Last 3 Years
Cash	\$ 2,221,880	0%	0%	6%			
<i>90 Day T-Bills</i>					0.00%	0.05%	1.09%
Domestic Fixed Income	\$ 6,305,577	15%-35%	25%	17%	-0.16%	0.04%	4.40%
<i>Barclay Aggregate</i>					0.10%	-1.54%	4.79%
Foreign Fixed Income	\$ -	0%-10%	5%	0%	0.00%	0.44%	1.70%
<i>JP Morgan Global Non-US</i>					-1.45%	-8.17%	1.86%
Domestic Equity	\$ 19,099,445	30%-65%	47%	52%	8.57%	26.37%	18.34%
<i>Wilshire 5000</i>					9.58%	26.70%	26.11%
Foreign Equity	\$ 5,726,771	0%-20%	10%	15%	2.68%	13.72%	15.64%
<i>ACWI-ex U.S.</i>					3.14%	12.62%	14.07%
Other	\$ 3,684,393	0%-20%	10%	10%	8.45%	19.92%	18.90%
<i>Constructed Benchmark</i>					2.85%	11.70%	8.40%
Total Account	\$ 37,038,066				5.06%	15.03%	18.44%
<i>Blended Benchmark</i>					5.04%	14.26%	15.30%
<i>CPI (lagged 1 month)</i>					1.60%	6.70%	3.40%



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
Tuesday, December 14, 2021

Members Present

Joyce Miller- Bean, Terry Soto, Esther Wallen, Karen Danczak-Lyons, Mireya Dominguez, Mariana Bojorquez

Updates from Karen -

- Video editing underway and the 3 videos will be created by the end of the month or early in January.
- Race/ethnicity/ language data collection initiative: Thanks to Joyce, Terry, Esther and Linnea for feedback on the training script. Training of staff will be aided by Terry, Joyce, and staff from other areas of the library playing the part of patrons for practice during in person training. Training sessions will be scheduled in January.
- New Marketing Director Jeanette Sturges is requesting quotes from community members to help explain the importance of the data collection initiative including how capturing the race/ethnicity/language spoken data will help EPL determine the progress made on racial equity at the library.
- New Supervising Librarian for Robert Crown: Robert Crown staff will be trained together after new employees begin.
- EPL is actively pursuing the creation of a 501(c)3 to support the library through advocacy, friend raising and fundraising. A group of volunteers will come together to guide the work of a new 501(c) 3. EPL is actively looking for volunteers. Wynn Shawver can share more information with RETF.

Esther asked for a brief update on the first group of volunteers. The original “Classic Friends” had become inactive and had expressed an interest in transitioning the EPLF leadership to a new group of volunteers. EPL gathered new community members and convened meetings jointly with the Classic Friends and the two groups were working towards a peaceful transition of power. In the midst of the transition, the Library Board voted to permanently close two branches. Joint meetings between the Classic and New Friends became contentious and personal. As a transition is not possible, the Library will create a new 501(c)3. EPL can file the required application once we have a name for the new 501(c)3, and at least 3 volunteers who agree to serve as the President, Secretary and Treasurer. Letters have been sent to the Classic Friends but no response has been received. Mireya asked if we could open the selection of a name for the 501(c)3 to the public to contribute name suggestions as a way to encourage the Classic Friends to

respond. If that option is not possible: naming the new 501(c)3 as the City of Evanston Public Library would be doable. Joyce agrees. Teen involvement in the new 501(c)3 is important, too.

- How can the library help the community have access to resources about equity, diversity, and inclusion? A document created by the Early Learning and Literacy staff was shared. The booklet helps adults as they have conversations with kids about race and racism; it includes books for different ages and resources to talk about representation, diversity, building positive identities, accurate history, learning about change makers, taking action, and continuing conversations. More information for caregivers is accessible through a QR code included in the material. A similar resource guide will be created for adult materials.
- The RETF Jamboard is available to assist with the creation of short-term and long-term goals. Extra notes are also located in the RETF chat group for review and editing by RETF members.
- Discussion of the creation of new library cards: Who are the new residents that we are welcoming? What more information do we know about them? Once we can capture the voluntary data from patrons, we will have a clearer picture.
- Goals -Library card campaign: First, EPL will begin the voluntary race/ethnicity/language data gathering initiative. Then the Library will launch and publicize the library card campaign. RETF is in agreement with this approach.
- Hearing from community members who are not currently library card holders during the Listening Sessions has been important too. The Community Shareback session will be produced the evening of January 20th.
- 5th ward library: Linnea continues to work on this initiative with local residents. Through various Community Listening sessions, we are hearing from 5th ward residents and will continue to share the results. We have welcomed residents from all 9 wards to the listening sessions, to date more than 100 residents with the 5th ward having the highest participation level.
- Terry expressed that it is valuable to have RETF give feedback to draft press releases, on an on-going basis, to help as EPL continues to build trust and relationships.
- RETF members are welcome to attend all board meetings. The Task Force members agreed to have the minutes from the RETF meeting included in the Board packet each month beginning with the January board packet, and will become part of the public record.

Library Director's Report January 19, 2022

Updates:

- This monthly report is being revamped and will continue to be refined after we complete our strategic plan. We are reviewing the data that we collect and considering how the 2021 data may be used as a baseline by which to measure our progress. At our January meeting, Tyler Works will present the dashboard he created that can be accessed through the link below. I appreciate the thoughtful collaboration of Tyler Works, Jenette Sturges and Renee Neumeier on this new approach. We look forward to your feedback.

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

Computer/Internet Use													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	1,179	988	1,251	1,144	1,099	1,256	1,323	1,445	1,482	1,645	1,633	1,594	16,039
Robert Crown	228	146	247	294	258	252	282	303	378	459	427	486	3,760
Computer Lab	-	-	-	-	-	-	-	-	3	16	21	20	60
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	1,357	1,508	1,605	1,748	1,863	2,120	2,081	2,100	19,859

Website Visits													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
All Location	34,058	30,600	35,361	32,729	32,469	31,980	31,284	29,975	30,348	31,612	30,297	29,574	380,287

Wifi Users													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
All Location	5,000	5,000	5,987	6,000	6,000	6,649	7,331	7,364	9,282	9,500	9,500	9,500	87,113

Library Visits													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	10,563	9,372	12,161	11,888	11,363	14,126	14,488	14,938	15,588	18,053	17,452	16,111	166,103
Robert Crown	574	1,434	3,367	3,121	3,611	4,106	4,042	4,209	5,514	7,564	9,768	8,469	55,779
Overall Library Visits	11,137	10,806	15,528	15,009	14,974	18,232	18,530	19,147	21,102	25,617	27,220	24,580	221,882

Staff reports:

- Liaison to Evanston Nursery and Pre-K schools [Laura Antolin]**
Regular monthly storytimes at Baby Toddler Nursery and Teen Baby Nursery (IWSE) and at Learning Bridge have not resumed since the start of the pandemic. Interaction has been limited at area Preschools and at JEH due to the pandemic and to the recent upsurge.

Monthly Book Bag deliveries stopped in March 2020 and started up again in September 2020. 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:

While in-person activities happened in October and November 2021 at The Family Center and at JEH, there is no information yet about whether any in-person programs will happen in January 2022.

Head Start families at JEH

- In-person program:
 - Latinx celebration, October 12, 2021

The Family Center (at JEH)

- In-person programming:
 - Family Fun Night, November 12, 2021
 - STEAM Club in 2 toddler classrooms: October 20, 2021, November 17, 2021
 - Plans for STEAM Club in 2 toddler classrooms: January 19, 2022, February 16, 2022, March 16, 2022, April 20, 2022

Arrangements for virtual programming at JEH for Head Start families started up in October of 2020 and ran through April 2021, with materials delivered to homes for each STEAM Club w/Ms. Laura and PACT program. Virtual programming continues for these programs in 2021-2022:

- Virtual STEAM Club w/Ms. Laura
 - October 20, 2021 (delivery of materials to homes on October 19)
 - November 17, 2021 (delivery of materials to homes on November 17)
 - Plans for virtual STEAM Club w/Ms. Laura: January 19, 2022; February 16, 2022, March 16, 2022, April 20, 2022.
- Virtual PACT with Ms. Laura
 - November 18, 2021
 - Plans for virtual PACT w/Ms. Laura: January 20, 2022, February 17, 2022, March 17, 2022, April 21, 2022.

LENA Start Grant w/The Family Center:

We have partnered with The Family Center on the LENA Start Grant from fall 2020 through the present. LENA Start offers parents the use of a “talk pedometer” in order to understand and increase talk, conversational turns and reading with their children 0-3 years old. Parents attend 10 weekly parent sessions and follow a curriculum created by LENA and based on brain research. Parents receive a LENA tote bag, workbook for the LENA device, t-shirt, a free board book weekly and use of the LENA device over the 10- week period.

Continue to work on recruiting families for our 4th parent cohort to hopefully start in January 2022. We have successfully run three 10-week LENA Start Parent Sessions in English (co-facilitating with Ketia Kachoris, Social Worker at The Family Center) and one 10-week LENA Start Parent Session in Spanish (with Xiomara Alfar, Home Visiting Manager at The Family Center with help from Tracy Olasimbo; Xiomara will conduct sessions by herself in 2022). Recruitment includes reaching CNE, Early Childhood Directors’ Council, Learning Bridge, Cherry preschool, IWSE, Family Focus. Ketia and I spoke with Katharine Correll, fundraising staff at LENA Start, in December

2021 and will continue to investigate possible funding opportunities for 2023 and beyond. I will connect Katharine with Wynn Shawver and Jennifer Shreve in January 2022.

EC2C Healthy Start Committee:

Continue to attend virtual meetings when they occur and to discuss ways to make transitions easier for families with young children. Continue to send out twice weekly Talk Read Sing text messages/email messages in English and Spanish through govDelivery reaching 1458 English speaking families and 694 Spanish speaking families. Although this effort goes out under both EPL and EC2C, it has been primarily an EPL effort.

Introduction of ASQII and Early Intervention screening has been on hold until we are able to offer in-person opportunities to parents. This may be reconsidered in 2022.

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

Due to the pandemic and flu season, District 65 and ETHS has limited visitor access to the building. As a result, Teen Services has been doing virtual programming to support the “Code It Challenge” for middle schoolers and online knitting and crocheting workshops. In January, teen services will be helping ETHS classes with resume preparations and mock interviews. Teen Services provided a wide variety of programs during the winter break to Evanston youth and despite the pandemic, teens still came out and participated in Loft programs.

A new partnership was started with the alternative ETHS high school PEER Services and EPL. Teen services staff will be doing sessions two times per month in person or virtually. The majority of the students being served are Black or Latine. The expected outcomes of this partnership are:

- Students will learn skills or become more proficient in expressing their thoughts and feelings.
- Students will learn about social contracts and emotional intelligence.
- Students will learn job readiness skills, how to create a cover letter and resume, how to answer top interview questions, how to follow up after an interview.
- Students will be notified and given access to all appropriate resources that the library has access to in order to help them in the community. Not all resources are free. Students will be responsible for any resource that requires payment, should they choose to use them.

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

Oakton Community College partnership (Skwerski):

- A scheduled virtual information session with Oakton Community College staff saw no attendance, despite several registrations. This event occurred the same day that ETHS experienced a lockdown, which perhaps affected attendance.

- The GED/college certificate program has seen slow but steady enrollment. Oakton staff are updating the program offering to include possible certification in both import/export and are adding CDL as a second option to see if that draws increased interest.
- Oakton is looking to partner with an Evanston organization to offer a Summer 2022 Youth STEAM camp for Black and Brown families. This is an equity-led initiative and their goal is to specifically target and offer subsidized programming for Black and Brown Evanston youth between the ages of 8 and 12. Preliminary conversation is underway to determine if perhaps Crown would be a good location to host this initiative.

Northwestern University Science and Society Research Center

- Met with Emily Mathews and Michael Kennedy to discuss AIM Higher grant opportunity, This grant would help fund EPL and EvanSTEM's citywide STEM Challenges.

Northwestern University - Digital Divas

- Teen services has been working with Digital Divas team on regular weekly programming for the winter/spring, this will include their participation in the Cardboard Challenge

Northwestern University - Northwestern Emeriti Organization (Norborg)

- We continue to partner with NEO on three mini-courses per academic year.
- The first mini-course this year was "Police Reform: Progress & Pitfalls" with Professor Wesley Skogan, on November 2. 45 people attended.
- The next NEO / EPL mini-course is January 18 & 25 "[Perspectives on French Impressionism](#)" with Professor Hollis Clayton
 - There was [an article](#) about this mini-course in the January 9 issue of the Roundtable
- The third and final mini-course of this academic year will be April 26 & May 3 on [SCOTUS: Law & Politics](#) with Professor Jerry Goldman

Northwestern University - other (Norborg)

- Professor Paul Gowder of Northwestern University's Pritzker School of Law presented the virtual program "Critical Race Theory and America's Legal Tradition" on December 16. It was based on his new book, *The Rule of Law in the United States: An Unfinished Project of Black Liberation*. 56 people attended. There was a lively question and answer session afterwards, and several requests for the recorded version of the program, which is on YouTube on the library's channel. Post-program comments included:
 - "It was so very, very beautiful, informative and I enjoyed every time of the event. This was like a personal holiday gift to me and will enjoy for quite some time."
 - "Thank you, this was an excellent program and certainly of high relevance these days."
 - "Thank you for the great program last night. I love when we have academic's present. Always gives me things to think about."

Upcoming events of Note:

- A CBS news crew will be onsite at Crown on 1/12/2022 filming a clip about the Repair Clinic. Bea Echevarria, Branch Assistant at Crown, runs the clinic in conjunction with Citizens for Greener Evanston, and will be interviewed as part of the clip.
- Wednesday, January 26 is the first Illinois Libraries Present author program: [An Evening with Sylvia Moreno-Garcia](#)



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: January 19, 2022

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity is again underway to fill priority vacancies that are necessary to fulfill our strategic plan. Application review and Interviews are in progress to fill multiple positions that include Assistant Library Director, Library Assistant, Acquisitions, Teen Services Library Assistant, two Branch Clerks at Robert Crown, Public Service Substitute to fill in during vacation and sick leaves.

Jenette Sturges joined the administration department as a Marketing & Communication Manager on December 6, 2021.

Penny Wongtrakul joined the Access department on December 8, 2021 as a part-time Library Clerk.

Liliana Lule joined Robert Crown facility on December 20, 2021 as a part-time Branch Assistant.

Amilcar Perez will be joining Robert Crown facility on January 3, 2022 as a Supervising Librarian.

Don Westphal, a Custodian II, in the Maintenance department retired on December 22, 2021 after being with the main Library for 21 years.

Financial Resources

The Library Fund financial report for the period ending December 30th is included for your review. For the operating fund, revenue has reached 98% of budget projection and expenditures 94%. Capital fund encumbrances total 105% of budget.

Facilities Update

The Facilities team continues to support public operations at the Main Library and Robert Crown prioritizing safety with PPE supplies for staff and patrons and necessary building alterations. Along with regular maintenance activity.

Maintenance staff is preparing for snow command and upcoming building construction.

A major elevator controls upgrade will begin the week of 1/17/22. EPL maintenance and COE purchasing department will be publically bidding two library CIP projects during the month of February.

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	.00	.00	4,509.40	(4,509.40)	+++	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	24,500.00	.00	195,227.28	(50,227.28)	135	121,938.15
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	109,866.85	(16,866.85)	118	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	233,541.29	156,458.71	60	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	12,051.48	(2,051.48)	121	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(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	.00	.00	15,258.58	(258.58)	102	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	.00	.00	7,966.01	(2,966.01)	159	5,010.66
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	583.99	4,416.01	12	3,048.42
57545	NORTH BRANCH RENTAL INCOME	47,224.00	.00	47,224.00	.00	.00	21,266.30	25,957.70	45	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	24,569.18	125,430.82	16	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$29,455.90	\$0.00	\$8,187,690.79	\$153,533.21	98%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	107,110.88	.00	2,979,510.98	204,759.03	94	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	89,151.51	.00	1,193,242.41	185,459.74	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	10,368.13	.00	21,938.18	(5,238.18)	131	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	48,648.84	.00	572,019.75	48,517.73	92	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	24,897.51	.00	336,348.65	16,985.14	95	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	11,285.00	.00	254,858.96	25,636.36	91	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	2,830.31	.00	60,090.73	6,186.88	91	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	11,305.92	11,607.50	132,288.61	96,603.89	60	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	22,621.78	26,426.00	256,401.55	(84,827.55)	143	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	.00	.00	3,209.50	11,790.50	21	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	209.82	1,800.00	17,678.87	5,521.13	78	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	8,569.45	.00	227,427.43	27,572.57	89	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	.00	.00	3,713.19	3,586.81	51	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	643.94	.00	4,848.47	851.53	85	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	2,272.37	.00	16,375.43	12,124.57	57	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	265.00	.00	806.04	1,193.96	40	3,022.85
65020	CLOTHING	.00	.00	.00	763.10	.00	2,120.00	(2,120.00)	+++	583.95
65025	FOOD	10,000.00	.00	10,000.00	1,714.20	.00	2,880.53	7,119.47	29	2,945.79
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,795.70	.00	9,332.34	2,667.66	78	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	18,346.35	1,840.00	25,682.60	42,477.40	39	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	31,307.26	33,175.23	189,484.51	(92,659.74)	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	88,593.06	.00	510,781.44	5,618.56	99	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	18,480.66	.00	69,970.48	25,029.52	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		\$8,235,344.36	\$0.00	\$8,235,344.36	\$560,816.37	\$111,694.68	\$7,665,551.17	\$458,098.51	94%	\$7,470,168.17
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	29,455.90	.00	8,187,690.79	153,533.21	98%	8,199,295.12
EXPENSE TOTALS		8,235,344.36	.00	8,235,344.36	560,816.37	111,694.68	7,665,551.17	458,098.51	94%	7,470,168.17
Fund 185 - LIBRARY FUND Totals		\$105,879.64	\$0.00	\$105,879.64	(\$531,360.47)	(\$111,694.68)	\$522,139.62	(\$304,565.30)		\$729,126.95

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	29,455.90	.00	8,669,933.79	602,533.21	94%	8,679,440.12
EXPENSE TOTALS		9,166,587.36	.00	9,166,587.36	918,110.00	195,831.84	8,534,014.17	436,741.35	95%	8,002,788.47
Grand Totals		\$105,879.64	\$0.00	\$105,879.64	(\$888,654.10)	(\$195,831.84)	\$135,919.62	\$165,791.86		\$676,651.65

Endowment for the Evanston Public Library
 Holdings as of December 2021

	Symbol	Shares/Quantity	Price	Value as of December 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5281.422	\$439.83	\$2,322,927.84	43.55%	
Vanguard Small-Cap Index Fund	VSMAX	3955.640	\$108.37	\$428,672.71	8.04%	
Vanguard REIT Index Fund	VGSLX	1282.288	\$164.27	\$210,641.45	3.95%	
Vanguard Total International Stock Index Fund	VTIAX	15765.919	\$34.20	\$539,194.43	10.11%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7354.399	\$41.00	\$301,530.36	5.65%	71.3%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$480,443.62	\$480,443.62	9.01%	
iShares Silver Trust	SLV	4788.000	\$21.51	\$102,989.88	1.93%	
SPDR Gold Trust	GLD	625.000	\$170.96	\$106,850.00	2.00%	12.9%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.891	\$167,072.40	3.13%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$115.727	\$161,228.54	3.02%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$153.113	\$195,883.58	3.67%	9.8%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.770	29,369.06	\$316,304.18	5.93%	5.9%
				\$5,333,738.98		100.0%

Cash Equivalents	12.9%
US Treasury Inflation Protected Securities	9.8%
Corporate Bonds	5.9%
Domestic Equities	55.5%
International Equities	15.8%
	<u>100.0%</u>