

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, November 15, 2023

6:30 pm

Main Library, Community Meeting Room and via Zoom

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: Library Board Meeting

Time: November 15, 2023 6:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87328931929>

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

The full list of US numbers:

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

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

Zoom Tips

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



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, November 15, 2023

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. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**
 - Not to exceed 45 minutes
- 4. CONSENT AGENDA**
 - A. Approval of Minutes October 18, 2023**
 - B. Approval of Minutes October 23, 2023**
 - C. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
 - Administrative Services Report (Distributed in Advance)
- 8. BOARD REPORTS**
 - A. Finance Committee**
 - B. Management Committee**
 - C. Facilities Committee**
 - D. Development Committee**
- 9. UNFINISHED BUSINESS**
 - A. Resolution 2023 - R1 providing for the budget and setting the annual tax levy for FY2024 (ACTION)**
- 10. NEW BUSINESS**
 - A. Approval of the 2024 Board Meeting Schedule (ACTION)**
 - B. Approval of the 2024 Library Closings Schedule (ACTION)**
 - C. State Per Capita Grant Requirements Checklist (DISCUSSION)**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

Next Meeting: December 20, 2023 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, October 18, 2023
Library Board Meeting
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Kathryn Hazelett (not sworn yet), Michelle Mills, Meghan Shea, Terry Soto and Esther Wallen.

Members Absent

Russ Shurbet

Staff Present

Heather Norborg, Lea Hernandez-Solis, Wynn Shawver, Jan Bojda, Jill Skwerski and Jenette Sturges.

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 6:34 p.m.

Citizen Comment

none

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of September 18, 2023, September 20, 2023, and September 27, 2023. Upon motion made by Trustee Huggins and seconded by Trustee Dada, the consent agenda was approved.

Truth in Taxation Hearing

Equity, Diversity and Inclusion (Joint Task Force):

- A. Racial Equity Task Force (Distributed in Advance)

Library Director's Report

Written report provided in advance.

Staff Report:

Administrative Services Report (Distributed in Advance).

Board Reports:

- A. Development Committee

- B. Endowment Investment Committee
- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Facilities Committee
- G. Transition Team/Interim Team/Search Team

Unfinished Business

- A. **Approval of the 2024 Proposed Library Expenditure Budget (Action).** Upon motion made by Trustee Soto and seconded by Trustee Wallen, to approve of the 2024 Proposed Library Expenditure Budget.
- B. **Preliminary Tax Levy Estimate (Discussion).**
- C. **Executive Director Contract (Discussion & Action).** Upon motion made by Trustee Mills and seconded by Trustee Shea, to approve the Executive Director contract.

New Business

- A. **MOU Addendum for Parking Garage (Action).** Upon motion made by Trustee Shea and seconded by Trustee Huggins, to approve the MOU Addendum for the parking garage.

Executive Session

Motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Wallen about personnel.

The motion to end the Executive Session was made by Trustee Mills seconded by Trustee Huggins, and approved by roll call vote. The meeting was adjourned at 8:05 p.m.

Adjournment

The motion to adjourn was made by Trustee Mills and seconded by Trustee Shea and approved by voice vote. The meeting adjourned at 8:07 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Monday, October 23, 2023
Management Committee Meeting
12:00 PM
Main Library, Library Board Room and Remote

Members Present

Tracy Fulce (virtual), Michelle Mills, Russ Shurbet (virtual), and Esther Wallen

Members Absent

none

Staff Present

Heather Norborg

Presiding Member

Esther Wallen

Call to order/Declaration of Quorum

Esther Wallen called the meeting to order when a quorum of Trustees was established at 12:01 p.m.

Citizen Comment

none

New Business

- A. Bylaw review (discussion)
- B. Committee recruitment (discussion)
- C. ED Evaluation (discussion)

Adjournment

The motion to adjourn was made by Trustee Wallen and seconded by Trustee Shurbet and approved by voice vote. The meeting adjourned at 1:05 p.m.

Submitted by: Esther Wallen



Memorandum

To: Evanston Public Library Board of Trustees
Heather Norborg, Interim Executive Director

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

Subject: Library Fund Bills

Date: November 08, 2023

Recommended Action

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

Payroll

October 9, 2023 through October 22, 2023	\$ 190,885.67
October 23, 2023 through November 5, 2023 (Retro Pay \$236,410.93; Fitness Incentive \$8,000)	\$ 424,037.28

Library Fund Bills List

October 24, 2023	\$ 631,800.00
September 2023 Purchasing Card	\$ 11,602.47

Attachement: Bills List; Purchasing Card

Accounts Payable by G/L Distribution Report

G/L Date Range 10/24/23 - 10/24/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY SUMMER QUARTER INVOICE	10/10/2023	10/24/2023	10/24/2023	103.25
				Account 62506 - WORK- STUDY Totals	Invoice Transactions 1
					\$103.25
Account 65100 - LIBRARY SUPPLIES					
206940 - ULINE	ELL PROGRAM SUPPLIES CHINESE MID AUTUMN	10/06/2023	10/24/2023	10/24/2023	46.50
206940 - ULINE	ELL PROGRAM SUPPLIES LEAP PROGRAM	10/06/2023	10/24/2023	10/24/2023	84.40
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 2
					\$130.90
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	09/22/2023	10/24/2023	10/24/2023	18.76
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/27/2023	10/24/2023	10/24/2023	1,568.49
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	94.63
100474 - BAKER & TAYLOR	JUV PRINT	09/21/2023	10/24/2023	10/24/2023	354.95
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	09/20/2023	10/24/2023	10/24/2023	81.84
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	09/15/2023	10/24/2023	10/24/2023	17.21
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	09/16/2023	10/24/2023	10/24/2023	81.64
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/16/2023	10/24/2023	10/24/2023	109.01
100474 - BAKER & TAYLOR	JUV PRINT	09/18/2023	10/24/2023	10/24/2023	1,285.31
100474 - BAKER & TAYLOR	JUV PRINT	09/18/2023	10/24/2023	10/24/2023	1,813.21
100474 - BAKER & TAYLOR	JUV PRINT	10/03/2023	10/24/2023	10/24/2023	679.22
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/28/2023	10/24/2023	10/24/2023	857.74
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/02/2023	10/24/2023	10/24/2023	1,009.35
100474 - BAKER & TAYLOR	JUV PRINT	10/02/2023	10/24/2023	10/24/2023	588.43
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/02/2023	10/24/2023	10/24/2023	1,099.22
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/02/2023	10/24/2023	10/24/2023	103.97
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/03/2023	10/24/2023	10/24/2023	1,044.01
100474 - BAKER & TAYLOR	CROWN JUV PRINT	10/02/2023	10/24/2023	10/24/2023	689.72
100474 - BAKER & TAYLOR	YA AND JUV PRINT	10/10/2023	10/24/2023	10/24/2023	185.29
100474 - BAKER & TAYLOR	JUV PRINT	10/09/2023	10/24/2023	10/24/2023	418.23
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/09/2023	10/24/2023	10/24/2023	140.29
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/05/2023	10/24/2023	10/24/2023	1,066.96
100474 - BAKER & TAYLOR	JUV PRINT	09/28/2023	10/24/2023	10/24/2023	34.47
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/02/2023	10/24/2023	10/24/2023	1,162.83
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/03/2023	10/24/2023	10/24/2023	626.87
				Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 25
					\$15,131.65
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	09/21/2023	10/24/2023	10/24/2023	85.74
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	09/28/2023	10/24/2023	10/24/2023	51.98
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	09/28/2023	10/24/2023	10/24/2023	1,519.48
				Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 3
					\$1,657.20
				Business Unit 4805 - EARLY LEARNING & LITERACY Totals	Invoice Transactions 31
					\$17,023.00
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					

16334 - KANOPY	MAIN ADULT ONLINE RESOURCES	09/30/2023	10/24/2023	10/24/2023	1,789.00
103424 - MIDWEST TAPE LLC	MAIN ADULT ONLINE RESOURCES	09/30/2023	10/24/2023	10/24/2023	4,499.90
103519 - MORNINGSTAR	MAIN ONLINE RESOURCES	09/23/2023	10/24/2023	10/24/2023	2,880.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 3	\$9,168.90
Account 65630 - LIBRARY BOOKS					
19371 - BACKSTAGE LIBRARY WORKS	MAIN STANDING ORDER REFERENCE	08/31/2023	10/24/2023	10/24/2023	190.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	1,033.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	799.70
100474 - BAKER & TAYLOR	ADULT PRINT	09/28/2023	10/24/2023	10/24/2023	234.77
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/26/2023	10/24/2023	10/24/2023	1,399.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/27/2023	10/24/2023	10/24/2023	608.92
100474 - BAKER & TAYLOR	ADULT PRINT	09/22/2023	10/24/2023	10/24/2023	440.93
100474 - BAKER & TAYLOR	ADULT PRINT	09/28/2023	10/24/2023	10/24/2023	271.48
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	1,496.83
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/16/2023	10/24/2023	10/24/2023	1,849.07
100474 - BAKER & TAYLOR	ADULT PRINT	09/15/2023	10/24/2023	10/24/2023	106.26
100474 - BAKER & TAYLOR	ADULT PRINT	09/15/2023	10/24/2023	10/24/2023	43.19
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/20/2023	10/24/2023	10/24/2023	806.11
100474 - BAKER & TAYLOR	ADULT PRINT	09/18/2023	10/24/2023	10/24/2023	95.38
100474 - BAKER & TAYLOR	ADULT PRINT	09/18/2023	10/24/2023	10/24/2023	225.02
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/20/2023	10/24/2023	10/24/2023	410.17
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/26/2023	10/24/2023	10/24/2023	271.65
100474 - BAKER & TAYLOR	ADULT PRINT	09/25/2023	10/24/2023	10/24/2023	269.90
100474 - BAKER & TAYLOR	ADULT PRINT	09/21/2023	10/24/2023	10/24/2023	503.82
100474 - BAKER & TAYLOR	ADULT PRINT	09/20/2023	10/24/2023	10/24/2023	71.93
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	506.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/20/2023	10/24/2023	10/24/2023	1,332.84
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	1,044.98
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	1,509.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	1,830.36
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/16/2023	10/24/2023	10/24/2023	914.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/12/2023	10/24/2023	10/24/2023	577.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/17/2023	10/24/2023	10/24/2023	404.14
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2023	10/24/2023	10/24/2023	647.07
100474 - BAKER & TAYLOR	ADULT PRINT	09/28/2023	10/24/2023	10/24/2023	130.01
100474 - BAKER & TAYLOR	ADULT PRINT	09/28/2023	10/24/2023	10/24/2023	110.27
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/03/2023	10/24/2023	10/24/2023	135.11
100474 - BAKER & TAYLOR	ADULT PRINT	10/05/2023	10/24/2023	10/24/2023	178.89
100474 - BAKER & TAYLOR	ADULT PRINT	10/12/2023	10/24/2023	10/24/2023	266.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/11/2023	10/24/2023	10/24/2023	198.38
100474 - BAKER & TAYLOR	ADULT PRINT	10/10/2023	10/24/2023	10/24/2023	207.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/10/2023	10/24/2023	10/24/2023	1,388.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/10/2023	10/24/2023	10/24/2023	1,456.75
100474 - BAKER & TAYLOR	ADULT PRINT	10/04/2023	10/24/2023	10/24/2023	164.96
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/04/2023	10/24/2023	10/24/2023	1,260.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/03/2025	10/24/2023	10/24/2023	1,365.48
100474 - BAKER & TAYLOR	ADULT PRINT	10/05/2023	10/24/2023	10/24/2023	131.06
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/20/2023	10/24/2023	10/24/2023	62.97

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/27/2023	10/24/2023	10/24/2023	39.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/20/2023	10/24/2023	10/24/2023	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/20/2023	10/24/2023	10/24/2023	77.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/26/2023	10/24/2023	10/24/2023	78.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/26/2023	10/24/2023	10/24/2023	114.75
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/25/2023	10/24/2023	10/24/2023	22.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/10/2023	10/24/2023	10/24/2023	84.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/10/2023	10/24/2023	10/24/2023	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/09/2023	10/24/2023	10/24/2023	304.39
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/09/2023	10/24/2023	10/24/2023	29.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/10/2023	10/24/2023	10/24/2023	29.24
102572 - INFORMATION TODAY INC	ADULT PRINT	09/12/2023	10/24/2023	10/24/2023	395.31
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/22/2023	10/24/2023	10/24/2023	84.11
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/22/2023	10/24/2023	10/24/2023	90.40
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/22/2023	10/24/2023	10/24/2023	622.65
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/25/2023	10/24/2023	10/24/2023	202.44
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/20/2023	10/24/2023	10/24/2023	279.96
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/19/2023	10/24/2023	10/24/2023	714.97
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/15/2023	10/24/2023	10/24/2023	346.50
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/15/2023	10/24/2023	10/24/2023	133.15
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/15/2023	10/24/2023	10/24/2023	139.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/15/2023	10/24/2023	10/24/2023	956.81
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/30/2023	10/24/2023	10/24/2023	482.76
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/30/2023	10/24/2023	10/24/2023	1,273.50
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/29/2023	10/24/2023	10/24/2023	515.74
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/29/2023	10/24/2023	10/24/2023	577.79
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/29/2023	10/24/2023	10/24/2023	224.95
276974 - OVER DRIVE, INC.	MAIN EBOOKS	09/29/2023	10/24/2023	10/24/2023	43.24
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/13/2023	10/24/2023	10/24/2023	52.44
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/13/2023	10/24/2023	10/24/2023	526.79
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/13/2023	10/24/2023	10/24/2023	169.49
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/13/2023	10/24/2023	10/24/2023	1,248.49
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/02/2023	10/24/2023	10/24/2023	251.62
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/04/2023	10/24/2023	10/24/2023	183.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/06/2023	10/24/2023	10/24/2023	1,034.16
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/06/2023	10/24/2023	10/24/2023	465.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/05/2023	10/24/2023	10/24/2023	67.88
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/09/2023	10/24/2023	10/24/2023	172.49
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/20/2023	10/24/2023	10/24/2023	60.29
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/21/2023	10/24/2023	10/24/2023	15.97

19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/19/2023	10/24/2023	10/24/2023	102.58
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/19/2023	10/24/2023	10/24/2023	71.09
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/19/2023	10/24/2023	10/24/2023	81.00
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/19/2023	10/24/2023	10/24/2023	126.00
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/19/2023	10/24/2023	10/24/2023	325.21
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	10/16/2023	10/24/2023	10/24/2023	31.37
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	10/16/2023	10/24/2023	10/24/2023	29.52

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions **90**

 \$39,958.54

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	09/19/2023	10/24/2023	10/24/2023	90.59
100474 - BAKER & TAYLOR	ADULT AV	10/03/2023	10/24/2023	10/24/2023	177.80
100474 - BAKER & TAYLOR	ADULT AV	10/05/2023	10/24/2023	10/24/2023	39.42
103424 - MIDWEST TAPE LLC	ADULT AV	09/21/2023	10/24/2023	10/24/2023	97.41
103424 - MIDWEST TAPE LLC	ADULT AV	09/21/2023	10/24/2023	10/24/2023	60.86
103424 - MIDWEST TAPE LLC	ADULT AV	09/21/2023	10/24/2023	10/24/2023	61.29
103424 - MIDWEST TAPE LLC	ADULT AV	09/21/2023	10/24/2023	10/24/2023	27.47
103424 - MIDWEST TAPE LLC	ADULT AV	09/21/2023	10/24/2023	10/24/2023	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	09/21/2023	10/24/2023	10/24/2023	16.18
103424 - MIDWEST TAPE LLC	ADULT AV	09/27/2023	10/24/2023	10/24/2023	13.93
103424 - MIDWEST TAPE LLC	ADULT AV	09/27/2023	10/24/2023	10/24/2023	88.83
103424 - MIDWEST TAPE LLC	ADULT AV	09/27/2023	10/24/2023	10/24/2023	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	09/27/2023	10/24/2023	10/24/2023	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	09/27/2023	10/24/2023	10/24/2023	42.43
103424 - MIDWEST TAPE LLC	ADULT AV	10/12/2023	10/24/2023	10/24/2023	87.22
103424 - MIDWEST TAPE LLC	ADULT AV	10/12/2023	10/24/2023	10/24/2023	297.96
103424 - MIDWEST TAPE LLC	ADULT AV	10/12/2023	10/24/2023	10/24/2023	80.04
103424 - MIDWEST TAPE LLC	ADULT AV	10/12/2023	10/24/2023	10/24/2023	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	10/12/2023	10/24/2023	10/24/2023	121.72
103424 - MIDWEST TAPE LLC	ADULT AV	10/12/2023	10/24/2023	10/24/2023	121.72
103424 - MIDWEST TAPE LLC	ADULT AV	10/04/2023	10/24/2023	10/24/2023	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	10/04/2023	10/24/2023	10/24/2023	98.33
103424 - MIDWEST TAPE LLC	ADULT AV	10/04/2023	10/24/2023	10/24/2023	82.29
103424 - MIDWEST TAPE LLC	ADULT AV	10/04/2023	10/24/2023	10/24/2023	17.68
103424 - MIDWEST TAPE LLC	ADULT AV	10/04/2023	10/24/2023	10/24/2023	38.37
103424 - MIDWEST TAPE LLC	ADULT AV	10/04/2023	10/24/2023	10/24/2023	120.69

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions **26**

 \$1,931.49

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions **119**

 \$51,058.93

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	10/01/2023	10/24/2023	10/24/2023	22,461.94
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19060 - MK SOLUTIONS, INC.	SOFTWARE FEE FOR SELF-CHECKOUT MACHINES	10/12/2023	10/24/2023	10/24/2023	488.33
110018 - T-MOBILE USA	MOBILE HOTSPOTS 08/21/23-09/20/23	09/21/2023	10/24/2023	10/24/2023	2,803.23
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 3	<hr/> \$25,753.50
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	09/01/2023	10/24/2023	10/24/2023	81.77
206940 - ULINE	OFFICE SUPPLIES	09/27/2023	10/24/2023	10/24/2023	80.17
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	<hr/> \$161.94
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 5	<hr/> \$25,915.44
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65002 - STATE GRANT EXPENSE					
20029 - ROLINDA STEVENSON	PROFESSIONAL SERVICES AHA FACILITATOR	10/19/2023	10/24/2023	10/24/2023	100.00
19494 - SHAWN SHEEHY	HALLOWEEN POP UP CARD MAKING	10/16/2023	10/24/2023	10/24/2023	200.00
Account 65002 - STATE GRANT EXPENSE Totals				Invoice Transactions 2	<hr/> \$300.00
Account 65100 - LIBRARY SUPPLIES					
105711 - 4IMPRINT, INC.	PROMOTIONAL PENS BULK ORDER	09/28/2023	10/24/2023	10/24/2023	406.99
132303 - Carmen Francellno	REIMBURSEMENT PROGRAM SUPPLIES	10/23/2023	10/24/2023	10/24/2023	19.99
19699 - KATRINA MORAVEC	REIMBURSEMENT PROGRAM SUPPLIES	10/18/2023	10/24/2023	10/24/2023	75.97
20092 - RYOKO DOWLING	PROFESSIONAL SERVICES SHASHIKO EMBROIDERY	10/04/2023	10/24/2023	10/24/2023	150.00
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM SNACKS	09/28/2023	10/24/2023	10/24/2023	26.53
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM SNACKS	09/28/2023	10/24/2023	10/24/2023	13.98
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM SNACKS	09/28/2023	10/24/2023	10/24/2023	19.80
270049 - Tracy Olasimbo	NOCHE DE JUEGOS PROGRAM SNACKS	09/28/2023	10/24/2023	10/24/2023	52.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 8	<hr/> \$765.26
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	78.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	101.14
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/26/2023	10/24/2023	10/24/2023	32.77
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/27/2023	10/24/2023	10/24/2023	48.66
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/26/2023	10/24/2023	10/24/2023	374.50
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/27/2023	10/24/2023	10/24/2023	33.90
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	28.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/16/2023	10/24/2023	10/24/2023	133.36
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/20/2023	10/24/2023	10/24/2023	40.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/20/2023	10/24/2023	10/24/2023	15.81
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/26/2023	10/24/2023	10/24/2023	15.82
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	09/20/2023	10/24/2023	10/24/2023	7.73
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	16.92
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	09/15/2023	10/24/2023	10/24/2023	8.92
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/20/2023	10/24/2023	10/24/2023	49.99
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	09/16/2023	10/24/2023	10/24/2023	11.89
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/16/2023	10/24/2023	10/24/2023	26.28
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/18/2023	10/24/2023	10/24/2023	76.81
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/16/2023	10/24/2023	10/24/2023	104.86
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/12/2023	10/24/2023	10/24/2023	15.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/17/2023	10/24/2023	10/24/2023	16.38
100474 - BAKER & TAYLOR	ADULT PRINT	09/29/2023	10/24/2023	10/24/2023	15.82
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/28/2023	10/24/2023	10/24/2023	763.73
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/02/2023	10/24/2023	10/24/2023	44.55

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/02/2023	10/24/2023	10/24/2023	92.23
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/02/2023	10/24/2023	10/24/2023	172.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/03/2023	10/24/2023	10/24/2023	27.03
100474 - BAKER & TAYLOR	CROWN JUV PRINT	10/02/2023	10/24/2023	10/24/2023	24.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/11/2023	10/24/2023	10/24/2023	16.92
100474 - BAKER & TAYLOR	YA AND JUV PRINT	10/10/2023	10/24/2023	10/24/2023	125.38
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/05/2023	10/24/2023	10/24/2023	131.25
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/04/2023	10/24/2023	10/24/2023	84.20
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/03/2025	10/24/2023	10/24/2023	84.18
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/02/2023	10/24/2023	10/24/2023	126.87
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/03/2023	10/24/2023	10/24/2023	180.16

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 35	\$3,128.02
Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions 45	\$4,193.28

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **62340 - IT COMPUTER SOFTWARE**

18932 - PATRON POINT, INC.	INTERNET SOLUTION PROVIDER	10/01/2023	10/24/2023	10/24/2023	148.20
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Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1	\$148.20
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/29/2023	10/24/2023	10/24/2023	198.20
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	09/20/2023	10/24/2023	10/24/2023	209.80
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	09/15/2023	10/24/2023	10/24/2023	33.32
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	09/16/2023	10/24/2023	10/24/2023	167.05
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/16/2023	10/24/2023	10/24/2023	526.09
100474 - BAKER & TAYLOR	JUV AND YA PRINT	10/02/2023	10/24/2023	10/24/2023	222.49
100474 - BAKER & TAYLOR	YA AND JUV PRINT	10/10/2023	10/24/2023	10/24/2023	382.87
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	09/15/2023	10/24/2023	10/24/2023	1,089.74

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 8	\$2,829.56
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 9	\$2,977.76

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

100891 - CARRIER CORPORATION	AC CHILLER SERVICE	10/01/2023	10/24/2023	10/24/2023	685.85
100891 - CARRIER CORPORATION	BUILDING MATERIAL FILTERS	07/01/2023	10/24/2023	10/24/2023	685.85
151986 - CINTAS CORPORATION #769	CARPET CLEANING	09/27/2023	10/24/2023	10/24/2023	124.92
151986 - CINTAS CORPORATION #769	CARPET CLEANING	09/21/2023	10/24/2023	10/24/2023	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	09/28/2023	10/24/2023	10/24/2023	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/12/2023	10/24/2023	10/24/2023	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/05/2023	10/24/2023	10/24/2023	534.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	09/14/2023	10/24/2023	10/24/2023	535.84
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE AND MAINTENANCE AGREEMENT	09/18/2023	10/24/2023	10/24/2023	8,634.54
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	10/03/2023	10/24/2023	10/24/2023	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	10/02/2023	10/24/2023	10/24/2023	10,520.00
13509 - VORIS MECHANICAL INC.	BUILDING REPAIR	05/24/2023	10/24/2023	10/24/2023	896.12

Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 12	\$24,370.48
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Account **64005 - ELECTRICITY**

10730 - MC SQUARED ENERGY	MC SQUARED 08.25.2003	09/20/2023	10/24/2023	10/24/2023	9,040.17
10730 - MC SQUARED ENERGY	MC SQUARED 09.23.2023	09/23/2023	10/24/2023	10/24/2023	7,658.93

Account 64005 - ELECTRICITY Totals	Invoice Transactions 2	\$16,699.10
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Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/28/2023	10/24/2023	10/24/2023	719.92
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/29/2023	10/24/2023	10/24/2023	387.57

Account 65050 - BLDG MAINTENANCE MATERIAL		Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 2	\$1,107.49
100763 - BRUCKER COMPANY	BUILDING MATERIAL FILTERS	10/10/2023	10/24/2023	10/24/2023	212.89
		Account 65050 - BLDG MAINTENANCE MATERIAL Totals		Invoice Transactions 1	\$212.89
		Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 17	\$42,389.96
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	10/05/2023	10/24/2023	10/24/2023	1,785.33
20043 - MICHELLE RENE PETERSEN ENTERPRISES	PROFESSIONAL SERVICES ALL STAFF DAY OCTOBER 2023	09/24/2023	10/24/2023	10/24/2023	1,585.81
20091 - OSWALD RAMSAY - OZZIE RAMSAY PHOTOGRAPHY LLC	PROFESSIONAL SERVICES EVENT PHOTOGRAPHY	10/18/2023	10/24/2023	10/24/2023	500.00
20062 - YOLANDE WILBURN	TRAVEL REIMBURSEMENT	10/02/2023	10/24/2023	10/24/2023	276.56
		Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 4	\$4,147.70
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	ANNIVERSARY LOCAL AUTHORS BOOKLET PRINTING	10/09/2023	10/24/2023	10/24/2023	595.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	ANNIVERSARY PROGRAM AND BROCHURES PRINTING	10/11/2023	10/24/2023	10/24/2023	410.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING BOOKMARKS	10/09/2023	10/24/2023	10/24/2023	195.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARDS PRINTING	10/09/2023	10/24/2023	10/24/2023	160.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	ANNIVERSARY BANNER AND STICKER SHEET PRINTING	10/11/2023	10/24/2023	10/24/2023	815.00
		Account 62210 - PRINTING Totals		Invoice Transactions 5	\$2,175.00
Account 62295 - TRAINING & TRAVEL					
132798 - Gabriela Mansera	CCS MEETING TRAVEL REIMBURSEMENT	10/17/2023	10/24/2023	10/24/2023	27.51
19292 - KASANDRA TREJO	ABOS CONFERENCE REIMBURSEMENT	10/17/2023	10/24/2023	10/24/2023	477.62
109417 - Laura D. Antolin	ABOS CONFERENCE REIMBURSEMENT	10/17/2023	10/24/2023	10/24/2023	242.00
		Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 3	\$747.13
Account 65095 - OFFICE SUPPLIES					
20061 - BALLOON BABY PARTY HIRE	150 ANNIVERSARY CELEBRATION SUPPLIES	10/16/2023	10/24/2023	10/24/2023	523.50
20093 - JENNIFER SHREVE	REIMAGINE FUNDRAISING EVENT SUPPLIES	10/10/2023	10/24/2023	10/24/2023	51.87
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	09/12/2023	10/24/2023	10/24/2023	276.90
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	10/03/2023	10/24/2023	10/24/2023	56.99
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	10/03/2023	10/24/2023	10/24/2023	42.77
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	10/03/2023	10/24/2023	10/24/2023	151.98
		Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 6	\$1,104.01
		Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 18	\$8,173.84
		Department 48 - LIBRARY Totals		Invoice Transactions 244	\$151,732.21
		Fund 185 - LIBRARY FUND Totals		Invoice Transactions 244	\$151,732.21
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD					
Account 10060.001 - FIRST BANK COE ACCOUNTS PAYABLE					
18307 - ANCHOR MECHANICAL INC.	MAIN LIBRARY BOILER UPGRADE 2023 CIP 23-07/480031	10/09/2023	10/24/2023	10/24/2023	(397,800.00)
19562 - COMPASS CONCRETE MAINTENANCE, INC.	EMERGENCY REPAIR	09/25/2023	10/24/2023	10/24/2023	(4,000.00)
19641 - VERDE ENERGY EFFICIENCY EXPERTS	FINAL PROJECT INSTALLATION OF LED LIGHTING	08/28/2023	10/24/2023	10/24/2023	(230,000.00)
		Account 10060.001 - FIRST BANK COE ACCOUNTS PAYABLE Totals		Invoice Transactions 3	(\$631,800.00)
Account 21115 - ACCOUNTS PAYABLE					
18307 - ANCHOR MECHANICAL INC.	MAIN LIBRARY BOILER UPGRADE 2023 CIP 23-07/480031	10/09/2023	10/24/2023	10/24/2023	.00
19562 - COMPASS CONCRETE MAINTENANCE, INC.	EMERGENCY REPAIR	09/25/2023	10/24/2023	10/24/2023	.00

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
ADMIN SVCS/INFO SYS	SEARCHWPV.COM - DE	FL	33418	\$ 199.00	8/24/2023	62340 IT COMPUTER SOFTWARE	WORDPRESS SEARCHWPV PLUGIN RENEWAL. EPL.	185.48.4835		Milano	Jim
LIBRARY	FTF FINANCIAL TIMES	NY	10013	\$ 74.75	7/27/2023	65635 PERIODICALS	MONTHLY NEWS PAPER SUBSCRIPTION	185.48.4806		Hernandez-Solis	Lea
LIBRARY	JIMMY JOHNS - 0562	IL	60202	\$ 74.99	7/27/2023	65100 LIBRARY SUPPLIES	FOOD FOR TEA AND TALK - TOICF	185.48.4825		Bojorquez	Mariana P
LIBRARY	AMZN MKTP US T69XR7HR1	WA	98109	\$ 251.25	7/27/2023	65050 BUILDING MAINTENANCE MATERIAL	MAINTENANCE SUPPLIES AND PARTS	185.48.4840		Devaney	John
LIBRARY	CREATIVE SAFETY SUPPLY	OR	97007	\$ 14.87	7/27/2023	62210 PARK MNTNCE & FURNITURE REPLACEM	CIRCULATION SIGNAGE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	WJSJ/BARRONS SUBSCRIPTI	NJ	08852	\$ 29.99	7/28/2023	65635 PERIODICALS	NEWS PAPER MONTHLY SUBSCRIPTION	185.48.4806		Hernandez-Solis	Lea
LIBRARY	TARGET 0009274	IL	60202	\$ 26.99	7/28/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835		Madison	Elascha
LIBRARY	WALGREENS #2619	IL	60201	\$ 5.49	7/28/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65	185.48.4835		Madison	Elascha
LIBRARY	DOMINOS 9175	IL	60201	\$ 185.62	7/28/2023	65100 LIBRARY SUPPLIES	FAMILY STEM NIGHT EVENT IDL SUPPLY BUDGET	185.48.4835		Madison	Elascha
LIBRARY	TARGET 0009274	IL	60202	\$ 74.99	7/28/2023	65100 LIBRARY SUPPLIES	IDL GAMING SUPPLIES, PSS REMOTE REPLACEMENT	185.48.4835		Madison	Elascha
LIBRARY	TARGET.COM	MN	55445	\$ 13.14	7/28/2023	65095 OFFICE SUPPLIES	OFFICE SUPPLIES	185.48.4845		Hernandez-Solis	Lea
LIBRARY	PAYPAL ILHOLCAUST	IL	60077	\$ 220.00	7/31/2023	65100 LIBRARY SUPPLIES	TICKETS TO HOLCAUSET MUSEUM	185.48.4806		Hernandez-Solis	Lea
LIBRARY	SP ATCG COMICS	NM	87102	\$ 39.59	7/31/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806		Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 13.39	7/31/2023	65100 LIBRARY SUPPLIES	RC PROGRAM - BE	185.48.4825		Bojorquez	Mariana P
LIBRARY	AMZN MKTP US THOZJ25N0	WA	98109	\$ 44.94	8/1/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4800		Hernandez-Solis	Lea
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 13.85	8/1/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805		Hernandez-Solis	Lea
LIBRARY	GRAINGER	IL	60045-5202	\$ 1,019.01	8/1/2023	65050 BUILDING MAINTENANCE MATERIAL	NEW VACUUM FOR RC	185.48.4840		Devaney	John
LIBRARY	TARGET.COM	MN	55445	\$ 47.18	8/1/2023	65095 OFFICE SUPPLIES	CREDIT	185.48.4845		Hernandez-Solis	Lea
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 47.18	8/2/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805		Antohn	Laura
LIBRARY	AMZN MKTP US TH3N426S0	WA	98109	\$ 13.74	8/2/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4805		Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TH150BM01	WA	98109	\$ 216.11	8/2/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806		Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TH51X1DG2	WA	98109	\$ 30.14	8/2/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806		Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TH6K27732	WA	98109	\$ 6.88	8/2/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806		Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	8/2/2023	65635 PERIODICALS	MONTHLY NEWS PAPER SUBSCRIPTION	185.48.4806		Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPLORG	CA	94043	\$ 54.00	8/2/2023	62340 IT COMPUTER SOFTWARE	GOOGLE WEB HOST MONTHLY FEE	185.48.4835		Hernandez-Solis	Lea
LIBRARY	GIORDANOS OF EVANSTON	IL	60201	\$ 99.77	8/2/2023	65025 FOOD	LUNCHEON FOR SECURITY CREW	185.48.4845		Devaney	John
LIBRARY	AMZN MKTP US TH9J688T1	WA	98109	\$ 26.99	8/3/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805		Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	8/3/2023	62340 IT COMPUTER SOFTWARE	LIBRARY WEB ENGINE	185.48.4835		Madison	Elascha
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	8/3/2023	62340 IT COMPUTER SOFTWARE	MONTHLY SERVICE FEE	185.48.4835		Hernandez-Solis	Lea
LIBRARY	NINTENDO CB102988908	WA	98052	\$ 15.93	8/3/2023	65100 LIBRARY SUPPLIES	GAMING SUPPLIES FOR NATIVE AMERICAN HERITAGE MON	185.48.4835		Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 144.06	8/3/2023	65050 BUILDING MAINTENANCE MATERIAL	GLUE BOARD FIRE EXTINGUISHER	185.48.4840		Parker	Eric
LIBRARY	JEWEL OSCO #3428	IL	60202	\$ 27.99	8/3/2023	65025 FOOD	BEVERAGE FOR SECURITY CREW LUNCHEON	185.48.4845		Devaney	John
LIBRARY	AMAZON.COM TH9J08BW1	WA	98109	\$ 64.99	8/3/2023	65095 OFFICE SUPPLIES	OFFICE SUPPLIES FOR STAFF	185.48.4845		Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TH4CO89S1	WA	98109	\$ 38.99	8/4/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES MID AUTUMN FESTIVAL	185.48.4805		Hernandez-Solis	Lea
LIBRARY	AMAZON.COM TH6T77ZU1	WA	98109	\$ 26.95	8/4/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806		Hernandez-Solis	Lea
LIBRARY	AMAZON.COM TH7RB1Y0	WA	98109	\$ 56.85	8/4/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806		Hernandez-Solis	Lea
LIBRARY	SP TFD SUPPLIES	IL	62208	\$ 330.00	8/4/2023	65100 LIBRARY SUPPLIES	BULK ORDER HEADPHONES FOR PATRONS	185.48.4835		Hernandez-Solis	Lea
LIBRARY	NYTIMES	NY	10018	\$ 552.50	8/7/2023	65635 PERIODICALS	QUARTERLY NEWS PAPER SUBSCRIPTION	185.48.4806		Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 63.42	8/7/2023	65100 LIBRARY SUPPLIES	PROGRAM SNACKS	185.48.4825		Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 36.91	8/7/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825		Hernandez-Solis	Lea
LIBRARY	JOANN STORES #2386	IL	60607	\$ 193.96	8/7/2023	65001 FEDERAL GRANT EXPENSE	SEW IT SUPPLIES. SEWING KITS FUNDING THROUGH PNG	185.48.4835		Madison	Elascha
LIBRARY	POTBELLY # 5 ECOMM	IL	60201	\$ 146.89	8/7/2023	65025 FOOD	RC STAFF LUNCHEON	185.48.4845		Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TA0AO8590	WA	98109	\$ 31.00	8/8/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES MID AUTUMN FESTIVAL	185.48.4805		Hernandez-Solis	Lea
LIBRARY	POTBELLY # 5 ECOMM	IL	60201	\$ 158.57	8/8/2023	65025 FOOD	RC STAFF LUNCHEON	185.48.4845		Hernandez-Solis	Lea
LIBRARY	AMAZON.COM TA30Z5M11	WA	98109	\$ 20.99	8/9/2023	65630 LIBRARY BOOKS	ELL BOOKS	185.48.4805		Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 312.64	8/9/2023	65001 FEDERAL GRANT EXPENSE	TEEN SERVICES SEWING SUPPLIES FOR SEW IT CHALLENGE	185.48.4835		Madison	Elascha
LIBRARY	SOUTHWES 5262487556636	TX	75235	\$ 1,028.96	8/9/2023	62185 CONSULTING SERVICE	CANDIDATE AIR TRAVEL EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 165.27	8/10/2023	65001 FEDERAL GRANT EXPENSE	TEEN SERVICES SEWING SUPPLIES FOR SEWING CHALLENGE	185.48.4835		Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 81.46	8/10/2023	65040 JANITORIAL SUPPLIES	3PK FRUIT FLY GOODBYE @ 15.99 EA PLUS DURACELL BATT	185.48.4840		Wade	Ray
LIBRARY	UNITED 01623180572672	TX	77002	\$ 530.40	8/10/2023	62185 CONSULTING SERVICE	CANDIDATE AIR TRAVEL EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	UNITED 01623180960763	TX	77002	\$ 93.95	8/10/2023	62185 CONSULTING SERVICE	CANDIDATE AIR TRAVEL EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	UNITED 01642283041722	TX	77002	\$ 13.00	8/10/2023	62185 CONSULTING SERVICE	CANDIDATE AIR TRAVEL EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 117.24	8/11/2023	65001 FEDERAL GRANT EXPENSE	TEEN SERVICES SEWING SUPPLIES FOR SEWING CHALLENGE	185.48.4835		Madison	Elascha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 320.54	8/11/2023	65001 FEDERAL GRANT EXPENSE	TEEN SERVICES SEWING SUPPLIES FOR SEWING CHALLENGE	185.48.4835		Madison	Elascha
LIBRARY	GRAINGER	IL	60045-5202	\$ 727.66	8/11/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES AND PARTS	185.48.4840		Devaney	John
LIBRARY	SP NOIR DEBENE CHOC	IL	60201	\$ 25.96	8/11/2023	65095 OFFICE SUPPLIES	CANDIDATE WELCOME BAG GOODIES	185.48.4845		Hernandez-Solis	Lea
LIBRARY	HILTON HOTELS	IL	60201-3828	\$ 170.61	8/14/2023	62185 CONSULTING SERVICE	CANDIDATE ACCOMMODATION EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 90.17	8/14/2023	65025 FOOD	STAFF FOOD	185.48.4845		Hernandez-Solis	Lea
LIBRARY	SP LETSTICKTOGETHER	NY	10014	\$ 51.20	8/15/2023	65100 LIBRARY SUPPLIES	ACTIVITY PUZZLE FOR PATRON AND STAFF	185.48.4805		Hernandez-Solis	Lea
LIBRARY	UNIVERSITY OF MAINE E-	ME	04469	\$ 55.00	8/15/2023	65100 LIBRARY SUPPLIES	ILL FINES AND FEES PAYMENT	185.48.4820		Hernandez-Solis	Lea
LIBRARY	BESTBUYCOM806785229847	MN	55423	\$ 79.31	8/15/2023	65100 LIBRARY SUPPLIES	COMPUTER CLEANING SUPPLIES	185.48.4835		Hernandez-Solis	Lea
LIBRARY	GRANT STATION.COM	MN	55424	\$ 69.00	8/15/2023	62295 TRAINING & TRAVEL	WEBINAR TRAINING	185.48.4845		Hernandez-Solis	Lea
LIBRARY	SP LETSTICKTOGETHER	NY	10014	\$ 51.20	8/15/2023	65095 OFFICE SUPPLIES	ACTIVITY PUZZLE FOR PATRON AND STAFF	185.48.4845		Hernandez-Solis	Lea
LIBRARY	WJSJ/BARRONS SUBSCRIPTI	NJ	08852	\$ 54.99	8/16/2023	65635 PERIODICALS	MONTHLY NEWS PAPER SUBSCRIPTION	185.48.4806		Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 39.45	8/16/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SCRAPBOOKING	185.48.4825		Hernandez-Solis	Lea
LIBRARY	GOOGLE ADS5543192693	TX	94043	\$ (3.51)	8/16/2023	62340 IT COMPUTER SOFTWARE	CREDIT	185.48.4835		Hernandez-Solis	Lea
LIBRARY	BESTBUYCOM806785229847	MN	55423	\$ 19.91	8/16/2023	65100 LIBRARY SUPPLIES	TECH SUPPLIES	185.48.4835		Hernandez-Solis	Lea
LIBRARY	HOMEDEPOT.COM	GA	303300000	\$ 12.08	8/16/2023	65100 LIBRARY SUPPLIES	TECH SUPPLIES	185.48.4835		Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602010000	\$ 39.56	8/16/2023	65100 LIBRARY SUPPLIES	TECH SUPPLIES	185.48.4835		Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 13.43	8/17/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SCRAPBOOKING	185.48.4825		Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 17.99	8/17/2023	65100 LIBRARY SUPPLIES	TEEN SNACK AND PAINT PROGRAM	185.48.4825		Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 3.96	8/17/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR END OF SUMMER BON FIRE AT R	185.48.4835		Madison	Elascha
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 28.74	8/17/2023	65040 JANITORIAL SUPPLIES	3 EA BATTERY 3V 2025 PK2	185.48.4840		Wade	Ray
LIBRARY	SAMSClub.COM	AR	72712	\$ 39.95	8/17/2023	65095 OFFICE SUPPLIES	BULK ORDER ADMIN SUPPLIES	185.48.4845		Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 42.51	8/17/2023	65095 OFFICE SUPPLIES	GENERAL ADMIN SUPPLIES	185.48.4845		Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 11.99	8/18/2023	65100 LIBRARY SUPPLIES	FESTIVAL OF FLOWERS MB	185.48.4825		Bojorquez	Mariana P
LIBRARY	MICHAELS #9490	TX	75063	\$ 67.94	8/18/2023	65100 LIBRARY SUPPLIES	FESTIVAL OF FLOWERS MB	185.48.4825		Bojorquez	Mariana P
LIBRARY	UNITED 01623199944306	TX	77002	\$ 556.60	8/18/2023	62185 CONSULTING SERVICE	CANDIDATE AIR TRAVEL EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	JEWEL-OSCO.COM #3428	IL	60202	\$ 15.66	8/21/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ANIME CLUB	185.48.4805		Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 127.06	8/21/2023	65040 JANITORIAL SUPPLIES	2PK GG FRUIT FLY GOODBYE 32OZ. 2PK FORMULA 409 32OZ	185.48.4840		Wade	Ray
LIBRARY	HILTON HOTELS	IL	60201-3828	\$ 217.69	8/21/2023	62185 CONSULTING SERVICE	CANDIDATE ACCOMMODATION EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	HILTON HOTELS	IL	60201-3828	\$ 199.23	8/21/2023	62185 CONSULTING SERVICE	CANDIDATE HOTEL ACCOMMODATION EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	RESERVATIONS.HERSHEYPA	PA	17033	\$ 220.89	8/21/2023	62295 TRAINING & TRAVEL	ACCOMMODATION RESERVATION FOR K TREJO CONFERENCE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	UNITED 01623205638025	TX	77002	\$ 551.00	8/21/2023	62295 TRAINING & TRAVEL	CANDIDATE AIR TRAVEL EXPENSE	185.48.4845		Hernandez-Solis	Lea
LIBRARY	WPENGINE.COM										

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	NATIONS PHOTO LAB, LLC	MD	21031	\$ 80.42	8/22/2023	65095 OFFICE SUPPLIES	ADMIN PHOTO PRINTS FOR PROMOTIONS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	HOMEDEPOT.COM	GA	30339-0000	\$ 38.22	8/23/2023	65100 LIBRARY SUPPLIES	TECH SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ (36.91)	8/24/2023	65100 LIBRARY SUPPLIES	RETURN ITEM CREDIT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WSJ/BARRONS SUBSCRIPTI	NJ	08852	\$ 29.99	8/25/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
	LIBRARY AUGUST 2023 TOTAL			\$ 11,602.47							

Library Director's Report November 15, 2023

Updates:

Youth Engagement Librarian Laura Antolin was one of six winners of the annual Carol Hole Conference Attendance Award from the Association of Bookmobile and Outreach Services. Winners received free conference registration and \$500 towards travel and accommodations expenses for the annual conference, which was held in Hershey, Pennsylvania this year.

Illinois Libraries Present, a collaborative effort among many Illinois libraries, of which EPL is a founding member and EPL Librarian Heather Ross is a leader, received a 2023 ILA Hugh C. Atkinson Memorial Award for Interlibrary Cooperation at the recent Illinois Library Association conference.

The Library was closed on October 26 for our twice annual All Staff Day. In the morning, staff heard from Michelle Peterson, a regional library speaker on customer service - both internal and external, followed by team meetings and afternoon breakout sessions that highlighted programs we offer to the public, taught staff about technology and updates to our digital library, and offered opportunities to get to know colleagues from other departments.

Following last month's approval of the revised MOU with the City, the underground parking garage at the Main Library reopened to the public on October 30. There are designated spots for staff use and the public spots are limited to 4 hours per day, at no charge.

Latino Engagement Librarian Mariana Bojorquez and the Robert Crown Branch Library staff hosted a great Dia de los Muertos event on Nov 1, 2023, which filled the entire branch library space:







More visitors to the Crown Library ofrenda:



Staff also created an ofrenda for Dia de los Muertos at the Main Library:



Data Dashboard

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

Staff reports:

Spotlight on Data

EPL Data & Technology Librarian Tyler Works will give the Board an overview of the data dashboard and data visualizations.

Press Mentions:

[Gathering fosters hope for climate activists.](#) Evanston Now. Oct. 30, 2023.

[Library Board approves contract with new executive director.](#) Evanston Roundtable. Oct. 20, 2023.

[Santa Cruz Public Libraries director announces retirement.](#) Press Banner (Santa Cruz). Oct. 20, 2023.

[A new era for Evanston Public Library](#). Evanston Roundtable. Oct. 14, 2023.

[City Council discusses proposed 2024 budget, increased property tax levy](#). Daily Northwestern. Oct. 17, 2023.

[Drawing Demo with award-winning children's author/illustrator Oct. 17](#). Journal & Topics. Oct. 16, 2023.

[Get a flower, give a flower on Oct. 18](#). Evanston Roundtable. Oct. 16, 2023.

[Evanston Public Library celebrates 150 years of public service](#). Evanston Review. Oct. 16, 2023.

[Officials banking on property tax hike, reserve funds to balance '24 budget](#). Evanston Roundtable. Oct. 11, 2024.

[Evanston 2024 proposed city budget sees \\$51.8M increase from 2023](#). Daily Northwestern. Oct. 11, 2023.

[Residents, EPL prepare for Saturday's partial solar eclipse](#). Daily Northwestern. Oct. 12, 2023.

[On the books: ETHS hosts literary fest](#). Evanston Roundtable. Oct. 10, 2023.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: November 8, 2023

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we look to fill attrition vacancies. Interview and application review are in progress.

- Interviews have been completed for the FT Branch Assistant in Engagement, PT Library Clerk and PT Library Shelver positions in Access. Job offers are being made.
- Interviews are scheduled for the FT Teen Engagement Coordinator in IDL.
- Applications are being reviewed for a PT Library Clerk in Engagement and the FT Administrative Lead in Administration.
- Applications are being accepted for Robert Crown Branch Manager and Facilities Manager positions.

Financial Resources

The Library Fund financial report for the period ending October 31st is included for your review. For the operating fund, revenue collection is at 57% of budget projection and expenditures 75%. Capital fund expenditures total 79% of the budget.

Facilities Update

No report this month.



Budget Performance Report

Fiscal Year to Date 10/31/23

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	7,535,472.00	.00	7,535,472.00	.00	.00	4,074,826.99	3,460,645.01	54	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	49,744.01	.00	.00	.00	+++	6,126.35
55201	Federal Grants	100,000.00	.00	100,000.00	(39,240.99)	.00	11,133.07	88,866.93	11	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	143,320.18	(33,454.18)	130	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	(18,380.00)	.00	178,366.78	221,633.22	45	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	3,237.47	1,762.53	65	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(68.00)	.00	(164.00)	164.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	23,241.95	.00	225,312.31	(203,712.31)	1043	68,818.53
57002	TRANSFER FROM ENDOWMENT	250,000.00	.00	250,000.00	.00	.00	166,460.00	83,540.00	67	217,929.86
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	(513.97)	.00	23,618.55	(1,618.55)	107	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	2,575.97	424.03	86	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	(710.79)	.00	9,868.10	(868.10)	110	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	4,674.65	(3,674.65)	467	2,765.84
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	13,638.00	6,756.00	67	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	13,707.50	86,292.50	14	41,727.49
REVENUE TOTALS		\$8,577,332.00	\$0.00	\$8,577,332.00	\$14,072.21	\$0.00	\$4,870,575.57	\$3,706,756.43	57%	\$8,353,864.89
EXPENSE										
61010	REGULAR PAY	3,562,096.20	.00	3,562,096.20	262,272.06	.00	2,617,134.25	944,961.95	73	2,978,002.55
61050	PERMANENT PART-TIME	1,345,141.20	.00	1,345,141.20	99,033.18	.00	1,066,131.58	279,009.62	79	1,204,517.09
61060	SEASONAL EMPLOYEES	48,575.00	(16,575.00)	32,000.00	2,374.00	.00	18,511.00	13,489.00	58	63,436.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	677.78	.00	14,703.98	(4,703.98)	147	13,584.69
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	28,430.04	(28,430.04)	+++	125,537.04
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,373.80	(3,373.80)	+++	3,732.64
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	2,100.49
61510	HEALTH INSURANCE	659,089.88	.00	659,089.88	45,949.10	.00	471,088.49	188,001.39	71	534,587.98
61615	LIFE INSURANCE	1,927.00	.00	1,927.00	98.65	.00	926.56	1,000.44	48	2,046.40
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	2,400.00
61626	CELL PHONE ALLOWANCE	2,025.00	.00	2,025.00	159.00	.00	1,557.00	468.00	77	1,794.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	360.00
61710	IMRF	156,590.44	.00	156,590.44	11,696.03	.00	119,566.17	37,024.27	76	195,688.52
61725	SOCIAL SECURITY	301,791.59	.00	301,791.59	21,883.94	.00	225,185.92	76,605.67	75	261,772.53
61730	MEDICARE	71,420.02	.00	71,420.02	5,118.07	.00	52,664.41	18,755.61	74	61,728.26
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	4,147.70	(3,400.00)	71,314.27	67,085.73	50	170,560.50
62205	ADVERTISING	4,000.00	.00	4,000.00	.00	.00	35.77	3,964.23	1	1,455.61
62210	PRINTING	45,000.00	.00	45,000.00	2,175.00	.00	27,781.38	17,218.62	62	9,672.27
62225	BLDG MAINTENANCE SERVICES	232,295.00	.00	232,295.00	24,370.48	42,080.00	219,654.04	(29,439.04)	113	241,472.84
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	1,232.50	(232.50)	123	.00
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	.00	.00	.00	85,000.00	0	(2,849.23)



Budget Performance Report

Fiscal Year to Date 10/31/23

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										
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	7,817.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	747.13	.00	23,631.96	1,368.04	95	30,253.43
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,530.00	910.00	83	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,070.00	815.00	83	4,884.96
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	1,442.24	(442.24)	144	4,760.28
62340	IT COMPUTER SOFTWARE	271,249.00	.00	271,249.00	25,901.70	.00	145,685.51	125,563.49	54	219,674.70
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	9,168.90	.00	304,213.26	(23,958.26)	109	359,646.91
62360	MEMBERSHIP DUES	2,075.00	.00	2,075.00	.00	.00	1,409.00	666.00	68	2,006.00
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62506	WORK- STUDY	8,500.00	.00	8,500.00	103.25	.00	2,708.39	5,791.61	32	4,633.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	14.54	.00	3,965.11	1,734.89	70	4,479.26
64005	ELECTRICITY	120,000.00	.00	120,000.00	16,699.10	.00	74,676.22	45,323.78	62	89,498.92
64009	UTILITIES - COE WATER	11,000.00	.00	11,000.00	1,601.61	.00	8,119.42	2,880.58	74	7,454.59
64015	NATURAL GAS	33,900.00	.00	33,900.00	838.66	.00	9,152.48	24,747.52	27	24,628.05
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65001	FEDERAL GRANT EXPENSE	21,590.00	.00	21,590.00	.00	.00	14,508.06	7,081.94	67	.00
65002	STATE GRANT EXPENSE	13,300.00	.00	13,300.00	300.00	.07	23,290.53	(9,990.60)	175	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	3,803.17	3,196.83	54	8,186.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	1,107.49	.00	10,884.28	7,492.72	59	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	212.89	852.50	18,020.47	16,127.03	54	16,772.30
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	1,104.01	5,200.05	19,106.71	25,693.24	49	26,820.89
65100	LIBRARY SUPPLIES	107,930.00	.00	107,930.00	1,164.08	389.70	67,916.13	39,624.17	63	143,036.91
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	511.62	988.38	34	1,000.00
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	.00	.00	10,836.00	25,814.00	30	83,188.07
65630	LIBRARY BOOKS	561,400.00	.00	561,400.00	61,047.77	.00	419,246.05	142,153.95	75	506,777.66
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	6,369.10	130.90	98	6,015.23
65641	AUDIO VISUAL COLLECTIONS	50,500.00	.00	50,500.00	3,588.69	.00	41,329.65	9,170.35	82	49,140.20
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	245,830.00	49,170.00	83	289,328.04
EXPENSE TOTALS		\$8,669,919.33	(\$16,575.00)	\$8,653,344.33	\$628,997.81	\$45,122.32	\$6,405,086.52	\$2,203,135.49	75%	\$7,781,209.77
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,577,332.00	.00	8,577,332.00	14,072.21	.00	4,870,575.57	3,706,756.43	57%	8,353,864.89
EXPENSE TOTALS		8,669,919.33	(16,575.00)	8,653,344.33	628,997.81	45,122.32	6,405,086.52	2,203,135.49	75%	7,781,209.77
Fund 185 - LIBRARY FUND Totals		(\$92,587.33)	\$16,575.00	(\$76,012.33)	(\$614,925.60)	(\$45,122.32)	(\$1,534,510.95)	\$1,503,620.94		\$572,655.12
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50	506,626.00



Budget Performance Report

Fiscal Year to Date 10/31/23

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 186 - LIBRARY DEBT SERVICE FUND										
	REVENUE TOTALS	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
	EXPENSE									
68305	DEBT SERVICE- PRINCIPAL	275,730.00	.00	275,730.00	.00	.00	.00	275,730.00	0	264,706.00
68315	DEBT SERVICE- INTEREST	232,183.00	.00	232,183.00	.00	.00	116,091.50	116,091.50	50	240,281.64
	EXPENSE TOTALS	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50%	506,626.00
	EXPENSE TOTALS	507,913.00	.00	507,913.00	.00	.00	116,091.50	391,821.50	23%	504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,864.50	(\$137,864.50)		\$1,638.36
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
	REVENUE									
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
	REVENUE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
	EXPENSE									
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	631,800.00	259,826.50	1,143,976.11	(453,802.61)	148	173,737.09
	EXPENSE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$631,800.00	\$259,826.50	\$1,143,976.11	(\$453,802.61)	148%	\$173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
	EXPENSE TOTALS	950,000.00	.00	950,000.00	631,800.00	259,826.50	1,143,976.11	(453,802.61)	148%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		\$0.00	\$0.00	\$0.00	(\$631,800.00)	(\$259,826.50)	(\$1,143,976.11)	\$1,403,802.61		(\$173,737.09)
Grand Totals										
	REVENUE TOTALS	10,035,245.00	.00	10,035,245.00	14,072.21	.00	5,124,531.57	4,910,713.43	51%	8,860,490.89
	EXPENSE TOTALS	10,127,832.33	(16,575.00)	10,111,257.33	1,260,797.81	304,948.82	7,665,154.13	2,141,154.38	79%	8,459,934.50
	Grand Totals	(\$92,587.33)	\$16,575.00	(\$76,012.33)	(\$1,246,725.60)	(\$304,948.82)	(\$2,540,622.56)	\$2,769,559.05		\$400,556.39

**Evanston Public Library Endowment Fund
Statement of Activity
September 01, 2023 through September 30, 2023**

Beginning Balance		3,965,216.94
Revenue		
Investment results	-127,132.64	
Total Revenues		-127,132.64
Distributions/Grants and Expenses		
Foundation support charge	-2,145.53	
Total Distributions		-2,145.53
Ending Balance		3,835,938.77

Endowment for the Evanston Public Library
 Holdings as of October 2023

	Symbol	Shares/Quantity	Price	Value as of October 31, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$293,691.17	\$293,691.17	100.00%	100.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$0.000	\$0.00	0.00%	0.0%
				\$293,691.17		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Approval of the FY2024 Library Revenue Budget
Date: Nov. 15, 2023

I recommend Library Board approval of the fiscal year 2024 revenue budget as follows:

Fiscal Year 2024 Revenue	Amount	% of total
Property Tax Levy - Operating	\$8,213,664	74.23%
Bond Proceeds - Capital Improvement	\$550,000	4.97%
Property Tax Levy - Debt Service	\$574,677	5.19%
Donations - unrestricted	\$400,000	3.61%
Transfer from Endowment Income	\$216,999	1.96%
Applied Library Fund Balance	\$770,470	6.96%
Library Grants	\$50,000	0.45%
State Library Per Capita Grant	\$115,213	1.04%
Federal Grants	\$85,000	0.77%
Miscellaneous Revenue	\$5,000	0.05%
Investment Income	\$25,000	0.23%
Library Material Replacement Charges	\$22,000	0.20%
Library Book Sale	\$3,000	0.03%
Library Copy Machine Charges	\$10,000	0.09%
Library Meeting Room Rentals	\$4,000	0.04%
Rental Income (National Able)	\$20,802	0.19%
TOTAL	\$11,065,82	

**CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2023-R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024
AND ENDING DECEMBER 31, 2024**

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

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

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

WHEREAS, for the budget year FY 2024, beginning January 1, 2024 and ending December 31, 2024, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 15, 2023, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2024 and ending December 31, 2024; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2024 is in the public interest and in the interest of the Library and its patrons;

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

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

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2024:

Fiscal Year 2024 Revenue	Amount
Property Tax Levy - Operating	\$8,213,664
Bond Proceeds - Capital Improvement	\$550,000
Property Tax Levy - Debt Service	\$574,677
Donations - unrestricted	\$400,000
Transfer from Endowment Income	\$216,999
Applied Library Fund Balance	\$770,470
Library Grants	\$50,000
State Library Per Capita Grant	\$115,213
Federal Grants	\$85,000
Miscellaneous Revenue	\$5,000
Investment Income	\$25,000
Library Material Replacement Charges	\$22,000
Library Book Sale	\$3,000
Library Copy Machine Charges	\$10,000
Library Meeting Room Rentals	\$4,000
Rental Income (National Able)	\$20,802
TOTAL	\$11,065,825

Fiscal Year 2024 Expenditures	Amount
Early Learning & Literacy	\$1,047,429
Lifelong Learning & Literacy	\$1,671,553
Access Services	\$1,560,504
Engagement Services	\$1,278,478
Innovation & Digital Learning	\$1,076,613
Maintenance	\$1,346,307

Administration	\$1,960,264
Debt Service	\$574,677
Capital Improvements	\$550,000
TOTAL	\$11,065,825

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

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

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

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

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

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$8,467,695 (budgeted tax revenue of \$8,213,664 plus a 3% loss in collection factor) for the fiscal year January 1, 2024 to December 31, 2024. Any unused portions on December 31, 2024 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 15th day of November, 2023.

ROLL CALL VOTE	AYES	NAYS:
Dada	_____	_____
Fulce	_____	_____
Hazelett	_____	_____
Huggins	_____	_____
Mills	_____	_____

Shea
Shurbet
Soto
Wallen

ABSENT OR
NOT VOTING:

Certified:

Attest:

Tracy Fulce
President, Board of Library Trustees

Terry Soto
Secretary, Board of Library Trustees



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: 2024 Library Board Meeting Schedule
Date: November 15, 2023

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m.

The proposed 2024 Board meeting dates are on the third Wednesday of the month with the exception of the first September special meeting for the budget and the June meeting, which will be held on the fourth Wednesday of the month due to the Juneteenth holiday.

I recommend Board approval of the following Board meetings for 2024:

January 17th

February 21st

March 20th

April 17th

May 15th

June 26th

July 17th

August 21st

September 4th (Special Budget meeting)

September 18th (Public Hearing on budget)

October 16th (Truth in Taxation Hearing)

November 20th (Adoption of Tax Levy)

December 18th



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: 2024 Library Closings Schedule
Date: November 15, 2023

I recommend that the Board approve closing the Library on the following dates in 2024:

2024 Library Closing Schedule:

Monday, January 1	New Year's Day*
Monday, January 15	Martin Luther King, Jr. Day Crown Branch only**
Thursday, April 25	Staff Development Day (all day)
Monday, May 27	Memorial Day*
Wednesday, June 19	Juneteenth*
Thursday, July 4	Independence Day*
Monday, September 2	Labor Day*
Thursday, October 24	Staff Development Day (all day)
Thursday, November 28	Thanksgiving Day*
Friday, November 29	Day after Thanksgiving Crown Branch only**
Tuesday, December 24	Christmas Eve*
Wednesday, December 25	Christmas Day*
Tuesday, December 31	New Year's Eve (Close at 5pm)
Wednesday, Jan 1, 2025	New Year's Day*

*Paid holidays: Holiday time off with pay is granted for full-time and eligible part time employees for January 1, May 27, June 19, July 4, September 2, November 28, December 24, December 25 and January 1, 2025.

Holiday pay is not granted for January 15, November 29 or December 31.

**The Robert Crown building is scheduled to be closed on these days, so the Crown Branch Library cannot be open. Crown Branch Library staff will have the option to either work at Main or in another capacity, use paid time off, take the day unpaid, or make up the hours per the Union contract.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: State Per Capita Grant application requirements review
Date: November 15, 2023

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

The following information fulfills these requirements for the 2023 Per Capita Grant application:

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

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

	Note	In Progress towards Standards	Notes	
				Governance and Administration Checklist
yes				-Library has an elected or appointed board of trustees.
yes				-Library has a qualified library administrator.
yes				-Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
yes				-Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
yes				-Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
		x	The library has paused its strategic planning process during the director search.	
yes				-Library has a mission statement and a long-range/strategic plan.
yes				-Library maintains an understanding of the community by surveys, hearings, and other means.
yes				-Library board reviews library policies on a regular basis.
		x		-Library board members participate in local, state, regional, and national decisions making that will benefit libraries.
		x	Board Management Committee is working on updating the existing orientation process	
		x		-Library develops an orientation program for new board members.
		x		-Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
yes				-Library keeps adequate records of library operations and follows proper procedures for disposal of records.
yes				-Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
yes				-Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
yes				-Library maintains insurance covering property and liability, including volunteer liability.
		x		-Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.
				Personnel Checklist
yes				-Library has a board-approved personnel policy.
yes				-Library has staffing levels that are sufficient to carry out the library's mission.
yes				-Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
yes				-Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
71.50%				-Library salaries and fringe benefits account for up to 70 percent of total operations budget
yes				-Library gives each new employee a thorough orientation.
yes				-Library evaluates staff annually.

yes				-Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
yes				-Library provides staff access to library literature and other professional development materials
yes				-Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
yes				-The library complies with state and federal laws that affect library operations.
				Access Checklist
yes				-The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
		x	to be done in 2024	-At least once every five years, the board directs a review of the library's long-term space needs.
yes				-The staff are familiar with the requirements contained in the Americans with Disabilities Act (ADA) and work to address deficiencies in order to provide universal access to all patrons.
yes				-The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
yes				-The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
yes				-The library has the minimum required number of parking spaces.
yes				-The library's entrance is easily identified, clearly visible, and well lighted.
yes				-The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
yes				-The library has adequate internal signage.
yes				-The library's lighting levels comply with lighting standards.
yes				-All signage is in compliance with applicable federal, state, and local regulations.
yes				-The library building supports the implementation of current and future telecommunications and electronic information technologies.
yes				-The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
yes				-Space is allocated for child and family use with furniture and equipment designed for use by children.
yes				-The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
yes				-Shelving in the areas serving young children is scaled to their needs.
				Safety Checklist
yes				-The library provides a list of emergency call numbers at all staff phones in the library.
yes				-The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
yes				-The library has an emergency manual and disaster plan.
yes				-The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
yes				-The library provides a call list and contact information that is reviewed biannually.
yes				-Emergency medical supplies are stored in a designated location and are accessible to staff.
yes				-Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
yes				-A prioritization list shows what should be salvaged in order of importance.

yes				-A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
yes				-A procedure exists for letting staff know when it is unsafe to enter the building. -The library has a designated tornado shelter.
yes				-Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
yes				-The library provides adequate security for staff, users, and collections.
yes				-The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
yes				-At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
yes				-Copies of the emergency manual and disaster plan are provided to community safety personnel.
yes				-A policy for security camera usage has been adopted and signage is posted.
				Ongoing Building Maintenance Checklist
yes				-The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
yes				-Elevators should be maintained at least annually, and should comply with applicable codes for safety.
yes				-Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced)
yes				-The building facade should be inspected once a year.
yes				-Parking lot resealing and restriping should be performed every one to three years.
yes				-HVAC systems should be inspected and maintained at least twice a year (before summer and winter)
yes				-Alarm system should be checked for proper operation at least once a year.
yes				-Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
yes				-Emergency lighting should be checked once a month.
yes				- Systems should be inspected as required by code, but at least once per year.
yes				-Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
yes				-Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
yes				-Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
yes				-Landscaping sprinklers should be checked and maintained twice a year.
yes				-Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
yes				-Hard surface flooring should receive thorough cleaning and/or polishing once per year
yes				-Window cleaning should be performed at least once per year.
yes				-Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
yes				-Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

yes				-Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
yes				-Snow removal should be performed on an as-needed basis (either self-performed or contracted).
yes				-Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
yes				-Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.
				Building Periodic Repair Checklist
yes				-Tuck pointing of masonry: On an as-needed basis.
yes				-Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
yes				-Interior painting and wall coverings: On an as-needed basis.
yes				-Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
yes				-Wood and trim components: On an as-needed basis.
yes				-Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
yes				-Windows: Replace broken seals broken glass, caulking and glazing as needed.
yes				-Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
yes				-Landscaping: Inspect trees and sod replacement every one to two years. L Graffiti removal: Perform on an as-needed basis.
yes				-Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
yes				-Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.
				Collection Management Checklist
yes				-The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
yes				-Library budgets should put priority on purchasing materials that best serve their community. - The library has a written collection development policy approved by the board.
yes				-The library has a written collection development policy approved by the board
yes				-Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
yes				-Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
yes				-The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
yes				-The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
yes				-The library publicizes and promotes interlibrary loan to its patrons.
yes				-Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.
				System Member Responsibilities and Resource Sharing Checklist

yes					-Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
yes					-Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
yes					-The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
			x	staff participate at regional level; in progress towards state level	-The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
yes					-The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
yes					-If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.
					Reader's Advisory Service Checklist
yes					-All basic services are available when the library is open.
yes					-The library has competently trained staff that has thorough knowledge of popular authors and titles.
yes					-The library maintains a well-rounded collection of both fiction and nonfiction titles.
yes					-The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
yes					-The library maintains a basic collection of reader's advisory reference materials. - All staff members attend at least one relevant continuing education event each year.
yes					-All staff members attend at least one relevant continuing education event each year.
					-Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.
yes					-Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
yes					-The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
					Programming Checklist
yes					-Library programs are provided free of charge, or on a cost recovery basis.
yes					-Library programs are located in a physically accessible location
yes					-Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
yes					-The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
yes					-The library presents educational, cultural, and recreational programs that reflect community needs and interests.
yes					-Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
yes					-The library provides outreach programs to specific populations who cannot visit the library.

yes					-The library has programming that seeks to serve children and their caregivers.
yes					- The library has programming that seeks to serve young adults.
yes					-The library has programming that seeks to serve adults and senior citizens.
yes					-The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
yes					-The library is encouraged to partner with other organizations to offer programs.
					Youth/Young Adult Services Checklist
Yes					-All basic youth services are available when the library is open.
yes					-The library provides staff trained in serving youth.
yes					-The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
yes					-The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
			x	ELL staff attend trainings on these topics	
					-The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
yes					-The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
yes					-The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
yes					-The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
yes					-The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
yes					-The library's programming is designed to reflect the needs and interests of youth in the community.
yes					-Library programs are provided free of charge or on a cost-recovery basis.
yes					-The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
yes					-The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
yes					-The library strives to partner with youth-facing organizations in the community.
yes					-The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
yes					-The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
yes					-Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
yes					-Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
yes					-The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
yes					-The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

yes				-The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
yes				-The library strives to partner with and support local schools, including private schools and homeschoolers.
yes				-Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
yes				-The library provides a space specifically for use by children and families.
				-The shelving used for housing children's materials is appropriately sized to allow for easier access.
yes				-The library provides early literacy programming, including regular story time, for children and families.
yes				-The library provides programming which facilitates play and fun for children and families.
yes				-The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
yes				-The library provides a summer reading opportunity to encourage reading and learning during the summer.
yes				-The library provides a welcoming environment for young adults both individually and in groups.
yes				-The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
yes				-The library provides materials both physical and digital for young adults that are intended for them.
yes				-The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.
				Technology Checklist
yes				-Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
				The library has:
yes				• a telephone, with a listing in the phone book;
yes				• a telephone voice mail and/or answering machine;
yes				• a fax and/or scanner;
yes				• a photocopier;
yes				• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
yes				• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
yes				• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
yes				• up-to-date computers for staff and public access with sufficient capacity to meet needs;
yes				• up-to-date printers for staff and public access with sufficient capacity to meet needs;
yes				• up-to-date antivirus and Internet security software protection installed on every library computer;
yes				• up-to-date Internet browsers, web applications, and plug-ins;
yes				• a valid email address, accessible via the library's website, for the library administrator; and
yes				• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act
yes				-The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
yes				-The wait time for patron workstations does not exceed 15 to 30 minutes.
yes				-The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

yes				The library provides 24/7 remote access to library services and resources through:
yes				• a web-accessible library catalog;
yes				• a web-accessible library catalog;
yes				• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
yes				• appropriate regional, state, national, and international bibliographic databases;
yes				• other authenticated electronic resources that are available for direct patron use; and
yes				• virtual reference service, and/or text messaging services, and/or a library email account.
				The library staff must be:
yes				• computer literate;
yes				• trained to use and assist patrons in the use of electronic resources and materials; and
yes				• accessible via email and/or through messaging services.
yes				-The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
				The library provides web links and access to regional and/or statewide initiatives including:
yes				• regional library system consortial web-based catalogs;
yes				• the CARLI academic library catalog (I-Share);
yes				• Illinois State Library-sponsored databases/e-resources;
yes				• other electronic collections as available; and
yes				• virtual reference service.
yes				-As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
yes				-The library has a board-adopted Internet acceptable use policy.
yes				-The Internet acceptable use policy is reviewed annually.
yes				The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
yes				-The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
yes				-The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
yes				-The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
yes				• wireless access (Wi-Fi);
yes				• Internet connectivity upgrades sufficient for patron and staff use;
yes				• networking (local area vs. wide area);
yes				• library Intranet;
yes				• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
yes				• patron self-checkout functionality;
yes				• new technologies/potential services; for example, social networking, makerspace, and mobile apps;
yes				• current and functional meeting room technology;

yes				• adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
yes				• ongoing staff continuing education/training related to all aspects of technological services.
yes				-The library protects the integrity, safety, and security of its technological environment.
yes				-The library's automated catalog and its components comply with current state, national, and international standards.
yes				-The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).
				Marketing, Promotion, and Collaboration Checklist
		x	The library has paused its strategic planning process during the director search. A communications plan will follow when strategic planning nears completion.	-The library has a communications plan that supports the library's long-range/strategic plan.
yes				-The library staff and trustees participate in two or more cooperative activities with other community organizations.
yes				-The library's services and programs are promoted in the community. Check the applicable publicity methods.
				x
yes				<input type="checkbox"/> brochures
yes				<input type="checkbox"/> website
yes				<input type="checkbox"/> newsletter
yes				<input type="checkbox"/> posters
		x	150th anniversary banner	<input type="checkbox"/> banners
yes				<input type="checkbox"/> displays
		x		<input type="checkbox"/> podcasting
yes				<input type="checkbox"/> presentations
yes				<input type="checkbox"/> speeches
		x	Evanston has a ban on billboards in the city	<input type="checkbox"/> billboards
yes	regular audience sharing w/ partner orgs			<input type="checkbox"/> other
yes				-The library maintains at least one social media account.
		x	2023: local officials have visited	-The library invites local, state, and federal officials to visit the library.
yes	daily			-The library's website is updated at least monthly.
yes				-The board, administration, and staff conduct an annual library walk-through.

			x	select staff have been visiting other libraries in 2023	- The board, administration, and appropriate staff visit other libraries.
yes					-The budget includes funds for public relations and marketing activities.
yes					-The library's promotional methods and services are ADA compliant.
yes					-A designated staff member coordinates the library's marketing efforts.