

**evanston** public library



# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

**LIBRARY BOARD PACKET**

**Wednesday, December 20, 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: December 20, 2023 6:30 PM Central Time (US and Canada)**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/84110383686>

+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**

**December 20, 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 November 10, 2023**
  - B. Approval of Minutes November 30, 2023**
  - C. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
  - A. Administrative Services Report (Distributed in Advance)**
  - B. Collection Development Manager Report**
- 8. BOARD REPORTS**
  - A. Finance Committee**
  - B. Management Committee**
  - C. Facilities Committee**
- 9. UNFINISHED BUSINESS**
  - A. State Per Capita Grant Checklist (ACTION)**
- 10. NEW BUSINESS**
  - A. Approval of revised Re-evaluation of Library Material Policy (DISCUSSION & ACTION)**
  - B. Library Bylaws revision (DISCUSSION)**
- 11. EXECUTIVE SESSION - Closed Meeting Minutes Review**
- 12. ADJOURNMENT**

**Next Meeting: January 17, 2024 at 6:30 pm: via Zoom and/or hybrid**

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, November 15, 2023**  
**Library Board Meeting**  
**6:30 PM**  
**Main Library, Community Meeting Room and Remote**

**Members Present**

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto (attended virtually) and Esther Wallen.

**Members Absent**

Kathryn Hazelett and Russ Shurbet

**Staff Present**

Heather Norborg, Wynn Shawver, Jenette Sturges and Yolande Wilburn

**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 6:32 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 Wallen and seconded by Trustee Huggins, the consent agenda was approved.

**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 Wallen and seconded by Trustee Mills, approved Resolution 23: Providing for the budget and setting the annual tax levy FY2024.

**New Business**

- A. Approval of the 2024 Board Meeting Schedule (ACTION). Upon motion made by Trustee Wallen and seconded by Trustee Huggins, to approve the 2024 schedule of board meetings.
- B. Approval of the 2024 Library Closings Schedule (ACTION). Upon motion made by Trustee Mills and seconded by Trustee Wallen, to approve the 2024 schedule of board meetings.
- C. State Per Capita Grant Requirements Checklist (DISCUSSION)

**Executive Session**

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

The motion to end the Executive Session was made by Trustee Mills seconded by Trustee Shea, and approved by roll call vote. The meeting was adjourned at 8:15 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 8:17 p.m.

**Submitted by:** Terry Soto



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, November 30, 2023**  
**Finance Committee Meeting**  
**4:00 PM**  
**Main Library, Library Board Room and Remote**

**Members Present**

Tracy Fulce, Kathryn Hazelett and Michelle Mills.

**Members Absent**

none

**Staff Present**

Heather Norborg and Yolande Wilburn

**Presiding Member**

Michelle Mills

**Call to order/Declaration of Quorum**

Trustee Mills called the meeting to order when a quorum of Trustees was established at 4:01 p.m. (*Trustee Fulce arrived at 4:11 p.m.*)

**Citizen Comment**

none

**New Business**

New committee members introduction and discussion

**Adjournment**

The motion to adjourn was made by Trustee Hazelett and seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 4:55 p.m.

**Submitted by:** Michelle Mills



# Memorandum

To: Evanston Public Library Board of Trustees  
Yolande Wilburn, Executive Director

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

Subject: Library Fund Bills

Date: December 12, 2023

## **Recommended Action**

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

## **Payroll**

November 6, 2023 through November 19, 2023	\$ 170,176.31
November 20, 2023 through December 3, 2023	\$ 176,826.05

## **Library Fund Bills List**

November 14, 2023	\$ 134,325.58
November 24, 2023	\$ 31,469.32
November 28, 2023	\$ 3,086.44
December 12, 2023	\$ 71,529.06
October 2023 Purchasing Card	\$ 17,037.89

Attachement: Bills List; Purchasing Card

# Library Bills List

G/L Date Range 11/14/23 - 11/14/23

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
Department <b>48 - LIBRARY</b>				
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>				
Account <b>65100 - LIBRARY SUPPLIES</b>				
15946 - KIMBERLY DAUFELDT	PROGRAM SUPPLIES REIMBURSEMENT	10/31/2023	11/14/2023	326.78
			Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions <u>\$326.78</u>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/17/2023	11/14/2023	593.58
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/16/2023	11/14/2023	254.84
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/26/2023	11/14/2023	1,813.16
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/26/2023	11/14/2023	1,339.57
100474 - BAKER & TAYLOR	JUV PRINT	10/17/2023	11/14/2023	9.82
100474 - BAKER & TAYLOR	JUV PRINT	10/27/2023	11/14/2023	105.06
100474 - BAKER & TAYLOR	JUV PRINT	11/03/2023	11/14/2023	107.95
100474 - BAKER & TAYLOR	CROWN & JUV PRINT	11/02/2023	11/14/2023	654.58
206940 - ULINE	LEAP PROGRAM SUPPLIES	10/30/2023	11/14/2023	416.81
			Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions <u>\$5,295.37</u>
			Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals	Invoice Transactions <u>\$5,622.15</u>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account <b>62341 - INTERNET SOLUTION PROVIDERS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	MAIN ONLINE RESOURCES	11/01/2023	11/14/2023	2,542.00
101653 - ENCYCLOPAEDIA BRITANNICA INC.	MAIN ONLINE RESOURCES	10/22/2023	11/14/2023	6,600.00
16334 - KANOPY	MAIN ONLINE RESOURCES	10/31/2023	11/14/2023	1,758.00
103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	10/31/2023	11/14/2023	4,499.91
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	11/01/2023	11/14/2023	350.00
129101 - RECORD INFORMATION SERVICES, INC.	IT SOLUTIONS	10/10/2023	11/14/2023	770.00
			Account <b>62341 - INTERNET SOLUTION PROVIDERS</b> Totals	Invoice Transactions <u>\$16,519.91</u>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
20153 - JOHN ADAMS	PROFESSIONAL SERVICES PENNED@EPL WRITING WORKSHOP	11/07/2023	11/14/2023	300.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	INTERNET SOLUTION PROVIDER	10/24/2023	11/14/2023	1,375.00
			Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions <u>\$1,675.00</u>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/24/2023	11/14/2023	450.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/23/2023	11/14/2023	1,769.36
100474 - BAKER & TAYLOR	ADULT PRINT	10/18/2023	11/14/2023	385.18



100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/19/2023	11/14/2023	418.26
100474 - BAKER & TAYLOR	ADULT PRINT	10/19/2023	11/14/2023	136.49
100474 - BAKER & TAYLOR	ADULT PRINT	10/23/2023	11/14/2023	71.80
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2023	11/14/2023	629.23
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/06/2023	11/14/2023	722.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/06/2023	11/14/2023	877.76
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/06/2023	11/14/2023	615.72
100474 - BAKER & TAYLOR	ADULT PRINT	11/06/2023	11/14/2023	290.99
100474 - BAKER & TAYLOR	ADULT PRINT	10/26/2023	11/14/2023	268.47
100474 - BAKER & TAYLOR	ADULT PRINT	11/03/2023	11/14/2023	1,777.41
100474 - BAKER & TAYLOR	ADULT PRINT	11/01/2023	11/14/2023	130.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/31/2023	11/14/2023	1,774.37
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/31/2023	11/14/2023	359.03
100474 - BAKER & TAYLOR	ADULT PRINT	10/27/2023	11/14/2023	166.32
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/12/2023	11/14/2023	22.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/18/2023	11/14/2023	140.94
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/18/2023	11/14/2023	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/18/2023	11/14/2023	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/12/2023	11/14/2023	52.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/12/2023	11/14/2023	74.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/11/2023	11/14/2023	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/11/2023	11/14/2023	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2023	11/14/2023	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2023	11/14/2023	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2023	11/14/2023	19.49
102572 - INFORMATION TODAY INC	ADULT PRINT	10/17/2023	11/14/2023	483.53
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/19/2023	11/14/2023	171.49
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/19/2023	11/14/2023	112.25
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/19/2023	11/14/2023	1,255.39
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/19/2023	11/14/2023	185.90
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/23/2023	11/14/2023	4,455.62
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/23/2023	11/14/2023	2,338.45
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/23/2023	11/14/2023	957.46
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/27/2023	11/14/2023	98.88

276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/27/2023	11/14/2023	662.36
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/27/2023	11/14/2023	142.75
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/31/2023	11/14/2023	1,107.47
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/31/2023	11/14/2023	405.97
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/03/2023	11/14/2023	2,211.58
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/03/2023	11/14/2023	44.77
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/03/2023	11/14/2023	686.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/02/2023	11/14/2023	572.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/01/2023	11/14/2023	239.97
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/06/2023	11/14/2023	274.97

Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<hr/>	\$27,861.56
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Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	10/19/2023	11/14/2023	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	10/19/2023	11/14/2023	18.40
103424 - MIDWEST TAPE LLC	ADULT AV	10/19/2023	11/14/2023	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	10/19/2023	11/14/2023	91.29
103424 - MIDWEST TAPE LLC	ADULT AV	10/19/2023	11/14/2023	232.93
103424 - MIDWEST TAPE LLC	ADULT AV	10/26/2023	11/14/2023	18.43
103424 - MIDWEST TAPE LLC	ADULT AV	10/26/2023	11/14/2023	66.19
103424 - MIDWEST TAPE LLC	ADULT AV	10/26/2023	11/14/2023	82.29
103424 - MIDWEST TAPE LLC	ADULT AV	10/26/2023	11/14/2023	91.29
103424 - MIDWEST TAPE LLC	ADULT AV	10/26/2023	11/14/2023	25.22
103424 - MIDWEST TAPE LLC	ADULT AV	11/02/2023	11/14/2023	25.18
103424 - MIDWEST TAPE LLC	ADULT AV	11/02/2023	11/14/2023	34.97
103424 - MIDWEST TAPE LLC	ADULT AV	11/02/2023	11/14/2023	18.43
103424 - MIDWEST TAPE LLC	ADULT AV	11/02/2023	11/14/2023	185.26

Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions	<hr/>	\$939.49
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Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals	Invoice Transactions	<hr/>	\$46,995.96
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Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	IT COMPUTER SERVICES	10/17/2023	11/14/2023	5.28
110018 - T-MOBILE USA	MOBILE HOTSPOTS 09/21/23-10/20/23	10/20/2023	11/14/2023	2,530.06

Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions	<hr/>	\$2,535.34
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Account **65100 - LIBRARY SUPPLIES**

17642 - TEAM ONE REPAIR, INC.	ADHESIVE LABEL PAPER	11/02/2023	11/14/2023	585.00
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	07/01/2023	11/14/2023	522.05
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	08/01/2023	11/14/2023	344.75
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	09/01/2023	11/14/2023	512.20
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	10/01/2023	11/14/2023	512.20
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	11/01/2023	11/14/2023	106.23

Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<u>\$2,582.43</u>
Business Unit <b>4820 - ACCESS SERVICES</b> Totals	Invoice Transactions	<u>\$5,117.77</u>

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65002 - STATE GRANT EXPENSE**

18836 - MORGAN PATTEN	IN-PERSON MEMORY CAFE FACILITATOR	10/30/2023	11/14/2023	100.00
			Account <b>65002 - STATE GRANT EXPENSE</b> Totals	Invoice Transactions
				<u>\$100.00</u>

Account **65100 - LIBRARY SUPPLIES**

20145 - DJ SERGIO'S AUDIO SERVICES	DJ AT HHM EVENT	10/01/2023	11/14/2023	275.00
20140 - TAMEEKA MCFARLANE DBA MONKEE PAINT	RC PROGRAM EVENT PROFESSIONAL SERVICES	11/01/2023	11/14/2023	350.00
19067 - WILLIAM ESTRADA	RC PROGRAM PROFESSIONAL SERVICES	11/07/2023	11/14/2023	500.00

Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<u>\$1,125.00</u>
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/24/2023	11/14/2023	38.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/23/2023	11/14/2023	136.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/19/2023	11/14/2023	16.92
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/17/2023	11/14/2023	15.46
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/16/2023	11/14/2023	271.77
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/26/2023	11/14/2023	63.23
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	10/26/2023	11/14/2023	281.83
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/06/2023	11/14/2023	92.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/06/2023	11/14/2023	112.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/06/2023	11/14/2023	112.93
100474 - BAKER & TAYLOR	ADULT PRINT	11/06/2023	11/14/2023	32.21
100474 - BAKER & TAYLOR	ADULT PRINT	11/03/2023	11/14/2023	36.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/31/2023	11/14/2023	124.78
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/31/2023	11/14/2023	48.58
100474 - BAKER & TAYLOR	CROWN & JUV PRINT	11/02/2023	11/14/2023	100.56

Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<u>\$1,484.39</u>
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Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals	Invoice Transactions	<u>\$2,709.39</u>
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **62340 - IT COMPUTER SOFTWARE**

287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM APRIL-JUNE 2023	08/31/2023	11/14/2023	286.24
			Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions
				<u>\$286.24</u>

Account **65001 - FEDERAL GRANT EXPENSE**

206940 - ULINE	PNG PROGRAM SUPPLIES CARDBOARD CARNIVAL	10/31/2023	11/14/2023	1,049.31
			Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals	Invoice Transactions
				<u>\$1,049.31</u>

Account **65002 - STATE GRANT EXPENSE**

17174 - ELACSHA MADISON	STEM CAMP SUPPLIES REIMBURSEMENT	11/10/2023	11/14/2023	925.42
			Account <b>65002 - STATE GRANT EXPENSE</b> Totals	Invoice Transactions
				<u>\$925.42</u>

Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals	Invoice Transactions	<u>\$2,260.97</u>
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Business Unit **4840 - LIBRARY MAINTENANCE**

<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/24/2023	11/14/2023	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/25/2023	11/14/2023	124.92
151986 - CINTAS CORPORATION #769	CARPET CLEANING	10/19/2023	11/14/2023	535.84
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	11/01/2023	11/14/2023	210.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	10/20/2023	11/14/2023	225.00
14096 - SERVICE BUILDING MAINTENANCE, INC.	WINDOW CLEANING INSIDE AND OUT OF THE BUILDING	10/31/2023	11/14/2023	4,200.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	11/02/2023	11/14/2023	10,520.00
			<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>	<b>Invoice Transactions</b>
				<b>\$16,351.60</b>
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/26/2023	11/14/2023	20.00
			<b>Account 65040 - JANITORIAL SUPPLIES Totals</b>	<b>Invoice Transactions</b>
				<b>\$20.00</b>
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
100763 - BRUCKER COMPANY	BUILDING FILTER REPLACEMENT	10/31/2023	11/14/2023	2,734.33
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/02/2023	11/14/2023	124.92
206940 - ULINE	DISPOSABLE FACE MASK BULK	10/18/2023	11/14/2023	116.90
			<b>Account 65050 - BLDG MAINTENANCE MATERIAL Totals</b>	<b>Invoice Transactions</b>
				<b>\$2,976.15</b>
			<b>Business Unit 4840 - LIBRARY MAINTENANCE Totals</b>	<b>Invoice Transactions</b>
				<b>\$19,347.75</b>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	11/10/2023	11/14/2023	1,785.33
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	09/20/2023	11/14/2023	321.98
11982 - STEPHEN YOUNG	PIANO TUNING	11/10/2023	11/14/2023	250.00
			<b>Account 62185 - CONSULTING SERVICES Totals</b>	<b>Invoice Transactions</b>
				<b>\$2,357.31</b>
<b>Account 62272 - OTHER PROFESSIONAL SERVICES</b>				
20157 - FRIENDS OF THE CHICAGO RIVER	PROFESSIONAL SERVICES	11/08/2023	11/14/2023	200.00
			<b>Account 62272 - OTHER PROFESSIONAL SERVICES Totals</b>	<b>Invoice Transactions</b>
				<b>\$200.00</b>
<b>Account 62295 - TRAINING &amp; TRAVEL</b>				
17174 - ELACSHA MADISON	PLAYMAKE LEARN CONFERENCE IN MADISON	11/09/2023	11/14/2023	298.03
17174 - ELACSHA MADISON	WISCONSIN TRAVEL PROJECT NEXT GENERATION CONFERENCE	11/09/2023	11/14/2023	90.61
17174 - ELACSHA MADISON	ALA CONFERENCE TRAVEL REIMBURSEMENT	11/09/2023	11/14/2023	273.36
17174 - ELACSHA MADISON	150TH CELEBRATION MARKETING SUPPLIES	11/10/2023	11/14/2023	68.05
			<b>Account 62295 - TRAINING &amp; TRAVEL Totals</b>	<b>Invoice Transactions</b>
				<b>\$730.05</b>
<b>Account 65095 - OFFICE SUPPLIES</b>				
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	10/09/2023	11/14/2023	57.29
			<b>Account 65095 - OFFICE SUPPLIES Totals</b>	<b>Invoice Transactions</b>
				<b>\$57.29</b>
			<b>Business Unit 4845 - LIBRARY ADMINISTRATION Totals</b>	<b>Invoice Transactions</b>
				<b>\$3,344.65</b>
			<b>Department 48 - LIBRARY Totals</b>	<b>Invoice Transactions</b>
				<b>\$85,398.64</b>
			<b>Fund 185 - LIBRARY FUND Totals</b>	<b>Invoice Transactions</b>
				<b>\$85,398.64</b>

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

Department **48 - LIBRARY**

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

Account **65515 - OTHER IMPROVEMENTS**

13463 - GARLAND /DBS, INC.	SEWER COLLAPSE EMERGENCY REPAIR	10/31/2023	11/14/2023	24,574.00
13509 - VORIS MECHANICAL INC.	REPAIR SNOW MELT SYSTEM	09/11/2023	11/14/2023	24,352.94
Account <b>65515 - OTHER IMPROVEMENTS</b> Totals			Invoice Transactions	<u>\$48,926.94</u>
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> Totals			Invoice Transactions	<u>\$48,926.94</u>
Department <b>48 - LIBRARY</b> Totals			Invoice Transactions	<u>\$48,926.94</u>
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> Totals			Invoice Transactions	<u>\$48,926.94</u>
			Invoice Transactions	<u><u>\$134,325.58</u></u>

\* = Prior Fiscal Year Activity

# Library Bills List

G/L Date Range 11/24/23 - 11/24/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	JUV PRINT	11/16/2023	11/24/2023	12/12/2023	1,114.89
				Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions <b>1</b>
					\$1,114.89
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV PRINT & CROWN	11/13/2023	11/24/2023	12/12/2023	896.19
100474 - BAKER & TAYLOR	JUV PRINT & CROWN	11/15/2023	11/24/2023	12/12/2023	1,291.31
100474 - BAKER & TAYLOR	JUV PRINT & CROWN	11/13/2023	11/24/2023	12/12/2023	439.58
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	11/14/2023	11/24/2023	12/12/2023	186.03
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	BOOKS	11/16/2023	11/24/2023	12/12/2023	369.71
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	BOOKS	11/16/2023	11/24/2023	12/12/2023	353.37
14379 - GREY HOUSE PUBLISHING, INC.	JUV PRINT	11/03/2023	11/24/2023	12/12/2023	968.00
14379 - GREY HOUSE PUBLISHING, INC.	JUV PRINT	11/03/2023	11/24/2023	12/12/2023	833.00
				Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions <b>8</b>
					\$5,337.19
				Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals	Invoice Transactions <b>9</b>
					\$6,452.08
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
Account <b>62341 - INTERNET SOLUTION PROVIDERS</b>					
103424 - MIDWEST TAPE LLC	eBOOK	11/17/2023	11/24/2023	12/12/2023	4,500.00
103424 - MIDWEST TAPE LLC	eBOOK	11/17/2023	11/24/2023	12/12/2023	10,000.00
				Account <b>62341 - INTERNET SOLUTION PROVIDERS</b> Totals	Invoice Transactions <b>2</b>
					\$14,500.00
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	11/17/2023	11/24/2023	12/12/2023	1,294.83
100474 - BAKER & TAYLOR	ADULT PRINT	11/13/2023	11/24/2023	12/12/2023	201.59
100474 - BAKER & TAYLOR	ADULT PRINT	11/13/2023	11/24/2023	12/12/2023	47.26
100474 - BAKER & TAYLOR	ADULT PRINT	11/16/2023	11/24/2023	12/12/2023	1,269.43
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	11/16/2023	11/24/2023	12/12/2023	340.39
100474 - BAKER & TAYLOR	ADULT PRINT	11/16/2023	11/24/2023	12/12/2023	180.44
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/14/2023	11/24/2023	12/12/2023	183.67
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/14/2023	11/24/2023	12/12/2023	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/14/2023	11/24/2023	12/12/2023	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/09/2023	11/24/2023	12/12/2023	52.48

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/09/2023	11/24/2023	12/12/2023	72.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/15/2023	11/24/2023	12/12/2023	25.49
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	BOOKS	11/16/2023	11/24/2023	12/12/2023	62.90
276974 - OVER DRIVE, INC.	eBOOK	11/17/2023	11/24/2023	12/12/2023	208.89
276974 - OVER DRIVE, INC.	eBOOK	11/17/2023	11/24/2023	12/12/2023	837.48
276974 - OVER DRIVE, INC.	eBOOK	11/17/2023	11/24/2023	12/12/2023	990.81
276974 - OVER DRIVE, INC.	eBOOK	11/20/2023	11/24/2023	12/12/2023	159.62
276974 - OVER DRIVE, INC.	eBOOK	11/17/2023	11/24/2023	12/12/2023	787.74
276974 - OVER DRIVE, INC.	eBOOK	11/17/2023	11/24/2023	12/12/2023	1,309.61
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>Invoice Transactions 19</b>	<b>\$8,203.03</b>

**Account 65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	11/14/2023	11/24/2023	12/12/2023	120.36
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	258.20
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	100.94
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	34.97
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	124.88
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	22.18
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	148.83
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	11/16/2023	11/24/2023	12/12/2023	124.88
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>Invoice Transactions 11</b>	<b>\$1,046.14</b>

**Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals**      **Invoice Transactions 32**      **\$23,749.17**

**Business Unit 4825 - ENGAGEMENT SERVICES**

**Account 65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	11/17/2023	11/24/2023	12/12/2023	17.85
100474 - BAKER & TAYLOR	JUV PRINT & CROWN	11/13/2023	11/24/2023	12/12/2023	42.86
100474 - BAKER & TAYLOR	JUV PRINT & CROWN	11/15/2023	11/24/2023	12/12/2023	25.41
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	11/16/2023	11/24/2023	12/12/2023	16.95
100474 - BAKER & TAYLOR	JUV PRINT & CROWN	11/13/2023	11/24/2023	12/12/2023	1,154.21
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>Invoice Transactions 5</b>	<b>\$1,257.28</b>

**Business Unit 4825 - ENGAGEMENT SERVICES Totals**      **Invoice Transactions 5**      **\$1,257.28**

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

**Account 65630 - LIBRARY BOOKS**

101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	BOOKS	11/16/2023	11/24/2023	12/12/2023	10.79
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Account **65630 - LIBRARY BOOKS** Totals

Invoice Transactions **1**

\$10.79

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

Invoice Transactions **1**

\$10.79

Department **48 - LIBRARY** Totals

Invoice Transactions **47**

\$31,469.32

Fund **185 - LIBRARY FUND** Totals

Invoice Transactions **47**

\$31,469.32

Invoice Transactions **47**

\$31,469.32

\* = Prior Fiscal Year Activity



# Library Bills List

G/L Date Range 11/28/23 - 11/28/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>					
Account <b>65002 - STATE GRANT EXPENSE</b>					
20165 - PAUL CZAJKOWSKI	AHA FACILITATOR EVENT	11/14/2023	11/28/2023	11/28/2023	100.00
	Account <b>65002 - STATE GRANT EXPENSE</b> Totals		Invoice Transactions	1	\$100.00
	Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals		Invoice Transactions	1	\$100.00
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>					
Account <b>62225 - BLDG MAINTENANCE SERVICES</b>					
151986 - CINTAS CORPORATION #769	CARPET CLEANING	11/13/2023	11/28/2023	11/28/2023	535.84
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	11/10/2024	11/28/2023	11/28/2023	145.00
	Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals		Invoice Transactions	2	\$680.84
Account <b>65040 - JANITORIAL SUPPLIES</b>					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/13/2023	11/28/2023	11/28/2023	509.10
	Account <b>65040 - JANITORIAL SUPPLIES</b> Totals		Invoice Transactions	1	\$509.10
Account <b>65050 - BLDG MAINTENANCE MATERIAL</b>					
104509 - RUSSO POWER EQUIPMENT	BULK ORDER CALCIUM CHLORIDE SALES QUOTE SQ20041192	10/10/2022	11/28/2023	11/28/2023	852.50
	Account <b>65050 - BLDG MAINTENANCE MATERIAL</b> Totals		Invoice Transactions	1	\$852.50
	Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		Invoice Transactions	4	\$2,042.44
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62290 - TUITION</b>					
18611 - KENNEDY JOSEPH	TUITION REIMBURSEMENT SPRING 2023	11/13/2023	11/28/2023	11/28/2023	944.00
	Account <b>62290 - TUITION</b> Totals		Invoice Transactions	1	\$944.00
	Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		Invoice Transactions	1	\$944.00
	Department <b>48 - LIBRARY</b> Totals		Invoice Transactions	6	\$3,086.44
	Fund <b>185 - LIBRARY FUND</b> Totals		Invoice Transactions	6	\$3,086.44
			Invoice Transactions	6	\$3,086.44

\* = Prior Fiscal Year Activity

# Library Bills List

G/L Date Range 12/12/23 - 12/12/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>					
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV PRINT	11/27/2023	12/12/2023	12/12/2023	109.88
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/27/2023	12/12/2023	12/12/2023	1,005.95
100474 - BAKER & TAYLOR	JUV PRINT	11/27/2023	12/12/2023	12/12/2023	1,547.14
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	1,104.98
100474 - BAKER & TAYLOR	JUR AND CROWN PRING	11/28/2023	12/12/2023	12/12/2023	355.49
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/22/2023	12/12/2023	12/12/2023	294.32
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	CROWN AND JUV PRINT	11/21/2023	12/12/2023	12/12/2023	23.38
Account <b>65630 - LIBRARY BOOKS</b> Totals Invoice Transactions 7					\$4,441.14
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals Invoice Transactions 7					\$4,441.14
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
Account <b>62341 - INTERNET SOLUTION PROVIDERS</b>					
16334 - KANOPY	MAIN ONLINE RESOURCES	11/30/2023	12/12/2023	12/12/2023	1,673.00
Account <b>62341 - INTERNET SOLUTION PROVIDERS</b> Totals Invoice Transactions 1					\$1,673.00
<b>Account 65100 - LIBRARY SUPPLIES</b>					
20208 - COURTNEY P. JOSEPH	ART DISPLAY PROFESSIONAL SERVICES	11/30/2023	12/12/2023	12/12/2023	500.00
20184 - SAMANDAR GHAUS	POETRY WORKSHOP PROFESSIONAL SERVICES	11/28/2023	12/12/2023	12/12/2023	320.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 2					\$820.00
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/28/2023	12/12/2023	12/12/2023	649.57
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	442.33
100474 - BAKER & TAYLOR	ADULT PRINT	11/27/2023	12/12/2023	12/12/2023	219.98
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	104.50
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	750.77
100474 - BAKER & TAYLOR	MAIN SO PRINT	11/22/2023	12/12/2023	12/12/2023	394.91
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2023	12/12/2023	12/12/2023	207.66
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2023	12/12/2023	12/12/2023	432.77
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/20/2023	12/12/2023	12/12/2023	1,733.44
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/17/2023	12/12/2023	12/12/2023	48.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/17/2023	12/12/2023	12/12/2023	23.24

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/17/2023	12/12/2023	12/12/2023	22.50
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/28/2023	12/12/2023	12/12/2023	24.95
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	492.22
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	79.49
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	44.63
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	78.99
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	501.47
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	1,573.17
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2023	12/12/2023	12/12/2023	1,934.31
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice Transactions 20		<hr/> \$9,758.90

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	187.81
103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	162.65
103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	120.65
103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	79.83
103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	126.72
103424 - MIDWEST TAPE LLC	ADULT AV	11/27/2023	12/12/2023	12/12/2023	24.43
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals			Invoice Transactions 7		<hr/> \$740.45

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 30 

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\$12,992.35

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

19589 - MOBILE BEACON	REPLACEMENT HOTSPOTS 80 DEVICES	11/30/2023	12/12/2023	12/12/2023	14,344.00
110018 - T-MOBILE USA	MOBILE HOTSPOTS 10/21/2023-11/20/2023	11/21/2023	12/12/2023	12/12/2023	2,829.07
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals			Invoice Transactions 2		<hr/> \$17,173.07

Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	GENERAL OFFICE SUPPLIES	11/16/2023	12/12/2023	12/12/2023	254.21
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			Invoice Transactions 1		<hr/> \$254.21

Business Unit **4820 - ACCESS SERVICES** Totals Invoice Transactions 3 

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\$17,427.28

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65002 - STATE GRANT EXPENSE**

307544 - Kate Jordan	MEMORY CAFE REIMBURSEMENT	11/28/2023	12/12/2023	12/12/2023	74.48
Account <b>65002 - STATE GRANT EXPENSE</b> Totals			Invoice Transactions 1		<hr/> \$74.48

Account **65100 - LIBRARY SUPPLIES**

18689 - BEATRIZ ECHEVERRIA	REPAIR CAFE SNACKS	11/19/2023	12/12/2023	12/12/2023	39.99
18689 - BEATRIZ ECHEVERRIA	REPAIR CAFE SNACKS	11/27/2023	12/12/2023	12/12/2023	39.63

132303 - Carmen Francellino	TEA & TALK REIMBURSEMENT SUPPLIES	11/22/2023	12/12/2023	12/12/2023	18.99
19698 - DAISY TELLEZ	DIVERSION EN ESPANOL REIMBURSEMENT	11/27/2023	12/12/2023	12/12/2023	11.99
19698 - DAISY TELLEZ	DIVERSION EN ESPANOL REIMBURSEMENT	11/20/2023	12/12/2023	12/12/2023	36.18
19699 - KATRINA MORAVEC	TEEN PROGRAM SUPPLIES REIMBURSEMENT	11/29/2023	12/12/2023	12/12/2023	19.96
19699 - KATRINA MORAVEC	TEEN PROGRAM SUPPLIES REIMBURSEMENT	11/29/2023	12/12/2023	12/12/2023	18.15
19699 - KATRINA MORAVEC	SNACK AND PAINT REIMBURSEMENT	11/29/2023	12/12/2023	12/12/2023	14.98
19067 - WILLIAM ESTRADA	MOBILE STREET ART CAFE	08/03/2023	12/12/2023	12/12/2023	500.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			Invoice Transactions 9		\$699.87

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	JUV PRINT	11/27/2023	12/12/2023	12/12/2023	117.74
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/27/2023	12/12/2023	12/12/2023	490.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/28/2023	12/12/2023	12/12/2023	274.57
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	506.88
100474 - BAKER & TAYLOR	JUR AND CROWN PRING	11/28/2023	12/12/2023	12/12/2023	245.62
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	27.67
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	283.47
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/27/2023	12/12/2023	12/12/2023	58.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2023	12/12/2023	12/12/2023	32.78
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	11/22/2023	12/12/2023	12/12/2023	47.14
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2023	12/12/2023	12/12/2023	33.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/20/2023	12/12/2023	12/12/2023	134.17
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/21/2023	12/12/2023	12/12/2023	347.25
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	CROWN AND JUV PRINT	11/21/2023	12/12/2023	12/12/2023	11.69
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice Transactions 14		\$2,610.88

Business Unit **4825 - ENGAGEMENT SERVICES** Totals Invoice Transactions 24 \$3,385.23

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

Account **62340 - IT COMPUTER SOFTWARE**

13657 - GLANTZ, INC	WEBSITE MAINTENANCE JAN 2024-JUNE 2024	11/28/2023	12/12/2023	12/12/2023	1,857.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	COMMUNICO 12/15/2023 TO 12/14/2023	11/28/2023	12/12/2023	12/12/2023	15,000.00
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals			Invoice Transactions 2		\$16,857.00

Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals Invoice Transactions 2 \$16,857.00

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	11/05/2023	12/12/2023	12/12/2023	567.81
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100763 - BRUCKER COMPANY	MAINTENANCE REPAIR SERVICE	11/30/2023	12/12/2023	12/12/2023	375.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/28/2023	12/12/2023	12/12/2023	535.84
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	11/30/2023	12/12/2023	12/12/2023	120.58
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	12/01/2023	12/12/2023	12/12/2023	210.00
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals			Invoice Transactions 5		<u>\$1,809.23</u>
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals			Invoice Transactions 5		<u>\$1,809.23</u>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62185 - CONSULTING SERVICES</b>					
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	12/05/2023	12/12/2023	12/12/2023	1,785.33
Account <b>62185 - CONSULTING SERVICES</b> Totals			Invoice Transactions 1		<u>\$1,785.33</u>
Account <b>62210 - PRINTING</b>					
14818 - FISHEYE GRAPHIC SERVICES, INC.	REIMAGINE CAMPAIGN PRINTING/MAILING	11/24/2023	12/12/2023	12/12/2023	6,145.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	OPEN HOUSE PRINTING/MAILING	11/24/2023	12/12/2023	12/12/2023	1,763.80
14818 - FISHEYE GRAPHIC SERVICES, INC.	REIMAGINE FOR YEAR END MAILING	11/24/2023	12/12/2023	12/12/2023	2,382.43
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING 101 GREAT BOOKS BOOKLET	11/24/2023	12/12/2023	12/12/2023	1,290.00
Account <b>62210 - PRINTING</b> Totals			Invoice Transactions 4		<u>\$11,581.23</u>
Account <b>62225 - BLDG MAINTENANCE SERVICES</b>					
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	10/01/2023	12/12/2023	12/12/2023	210.00
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals			Invoice Transactions 1		<u>\$210.00</u>
Account <b>62360 - MEMBERSHIP DUES</b>					
100255 - AMERICAN LIBRARY ASSOC.	ANNUAL MEMBERSHIP DUES	12/05/2023	12/12/2023	12/12/2023	795.00
Account <b>62360 - MEMBERSHIP DUES</b> Totals			Invoice Transactions 1		<u>\$795.00</u>
Account <b>65095 - OFFICE SUPPLIES</b>					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/03/2023	12/12/2023	12/12/2023	41.99
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/06/2023	12/12/2023	12/12/2023	193.90
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/03/2023	12/12/2023	12/12/2023	9.38
Account <b>65095 - OFFICE SUPPLIES</b> Totals			Invoice Transactions 3		<u>\$245.27</u>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals			Invoice Transactions 10		<u>\$14,616.83</u>
Department <b>48 - LIBRARY</b> Totals			Invoice Transactions 81		<u>\$71,529.06</u>
Fund <b>185 - LIBRARY FUND</b> Totals			Invoice Transactions 81		<u>\$71,529.06</u>





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 LAST NAME	ACCOUNT FIRST NAME
LIBRARY	ART.COM ALLPOSTERS.COM	OH	43137	\$ 53.07	9/27/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION BOOK MOBILE PROP	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US T95UN5ZE2	WA	98109	\$ 167.93	9/27/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION SUPPLIES EASEL STANDS AND HOOKS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 437.28	9/29/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION T-SHIRTS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SP NATIONS PHOTO LAB	MD	21030	\$ 418.60	10/2/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION EXHIBIT PRESENTATION SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 74.38	10/2/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION LAWN SIGNS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	STICKER MULE	NY	12010	\$ 650.48	10/2/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION MARKETING MATERIALS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SP TABLECLOTHSFACTOR	CA	91746	\$ 185.34	10/3/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION RECEPTION SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	POPCORNOPOLIS LLC - WH	CA	90245	\$ 635.82	10/4/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION GIVEAWAYS PROMO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SQ FLOWERSFLOWERS	IL	60201	\$ 110.25	10/4/2023	65095 OFFICE SUPPLIES	REIMAGINE CAMPAIGN RECEPTION FLOWERS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 517.00	10/5/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION CANVAS BAG GIVEAWAYS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SP NATIONS PHOTO LAB	MD	21030	\$ 16.00	10/5/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION EXPEDITE SHIPPING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 368.86	10/5/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION GIVEAWAY ITEMS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	ETSY.COM - MULTIPLE SH	NY	11201	\$ 122.27	10/5/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION RECEPTION SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SP BROWN DOG GADGETS	WI	53005	\$ 191.14	10/9/2023	65095 OFFICE SUPPLIES	150 CELEBRATION PROGRAM SUPPLIES/MARKETING SWAG.	185.48.4845	-	Madison	Elacsha
LIBRARY	AMZN MKTP US TE6M85NY0	WA	98109	\$ 69.96	10/9/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION RECEPTION FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 115.84	10/9/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION RECEPTION DRINKS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	BENNISONS BAKERY INC	IL	60201	\$ 409.42	10/10/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION RECEPTION FOOD	185.48.4845	-	Devaney	John
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 74.37	10/10/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION YARD SIGN FULL PAYMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 517.00	10/11/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION CANVAS BAG	185.48.4845	-	Devaney	John
LIBRARY	BENNISONS BAKERY INC	IL	60201	\$ 218.48	10/11/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION RECEPTION FOOD	185.48.4845	-	Devaney	John
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 368.86	10/13/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION T-SHIRTS FULL PAYMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	POTBELLY #5	IL	60201	\$ 246.12	10/16/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION FOOD FOR STAFF AND VOLUNTEERS	185.48.4845	-	Devaney	John
LIBRARY	AMAZON.COM TP6362J62	WA	98109	\$ 17.95	10/16/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION SNACK FOR STAFF	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	VISTAPRINT	MA	02451	\$ 732.99	10/19/2023	65095 OFFICE SUPPLIES	150TH CELEBRATION MUGS FOR GIVEAWAYS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 32.16	10/20/2023	65095 OFFICE SUPPLIES	COFFEE PODS FOR STAFF ROOM	185.48.4845	-	Hernandez-Solis	Lea
	LIBRARY OCTOBER 2023 TOTAL			\$ 17,037.89							





**EVANSTON PUBLIC LIBRARY**  
**Racial Equity Task Force Meeting Minutes**  
**December 12, 2023**

Members present: Yolande Wilburn, Heather Norborg, Brenda Williams, Yesenia Cancel, Janice Mejia, Max Weinberg, Terry Soto, Carmen Francellno (notetaker)

Meeting opened by Terry reading the Land Acknowledgement.

Yolande introduced herself to the group and each member introduced themselves.

Janice Mejia's graduate student group gave a presentation of the research project they conducted last quarter at EPL, interviewing library stakeholders and researching alternatives to the Dewey Decimal System. Their recommendations included improved signage, the addition of more return bins in the bookstacks so that patrons don't attempt to reshelve items themselves, and adding additional graphical stickers to spine labels to assist patrons in understanding the content.

Members of the RETF asked the students questions about their presentation.

Yolande and Heather also answered RETF group members' questions about the Dewey Decimal System and cataloging systems in libraries.

The group started a discussion about the 2018 Equity Assessment and the current RETF charge. Members have begun to add suggestions a draft of the RETF charge. Topics discussed included whether the term "taskforce" is appropriate, the 2018 specific focus on the African American and Latinx communities and whether to expand that focus without diluting it, how to prioritize areas that the group advises on versus projects that the group participates or takes the lead on, how to have more staff voices heard in the process, and what the reporting structure should look like. This topic will continue to be discussed at the next meeting.

## Library Director's Report December 20, 2023

### **Updates:**

#### **Upcoming Programs of Note:**

- On December 26, Family Engagement Coordinator Carmen Francellno will represent EPL as a partner at the [Kwanzaa celebration](#), which will be held here at the Robert Crown Community Center starting at 6pm.
- On January 5, the Engagement team at the Robert Crown Branch Library will host a family-friendly [Gingerbread House Competition](#).
- On January 15, patrons in grades 5-12 and adults can participate in our MLK Day of Service activity in the [morning](#) or [afternoon](#) to help create reusable sanitary pads for the Girls 4 Girls Ghana organization. Hosted by the IDL team.
- On January 16, the LLL team is hosting a [Racial Healing Circle](#) program at Robert Crown in observance of National Day of Racial Healing.
- In January, our [Virtual Thursday Tech Tutorials](#) begin again, with a series of workshops to help folks learn to use their Apple or Android devices and other tech topics. This series is designed for older adults, but all are welcome. Organized by IDL.
- The LLL team also recently brought back the [in-person Language Cafe program](#), which was very popular pre-Covid. It meets at the Main Library on the second Saturday of every month.

[101 Great Books For Kids 2023](#) was released at the end of November. This annual list is compiled by a committee of EPL staff from all departments, who read hundreds of books throughout the entire year to find these great recommendations.

### **Data Dashboard:**

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

### **Patron Feedback of Note:**

Email received for work done by Katy Jacob (Lifelong Learning & Literacy):

“Dear LitMatch Team,

Thank you for the wonderful suggestions; I loved There, There and Paper Girls! I'm looking forward to reading more suggestions on the list as time allows and I can weave the titles in alongside the many books I own that I've yet to read.

Just wanted to let you know you nailed it.

Thank you again,

(name withheld)”

More than one patron has commented that they enjoy the Library's new Happy Birthday email message, including a parent who commented to ELL staff that their child enjoyed getting this message.

Our partners at Impact Behavioral Health (who regularly visit the Library to connect with patrons who may be eligible for their services) sent this message of thanks to the Library:



Coming up on Thanksgiving, we on the SNAP/TANF team at Impact have been thinking about what we are thankful for this year, and we could not be more thankful for you over at Evanston Library. We could not do the work that we do without you. Thank you so much for your support as we work to get our program off the ground, and we look forward to our continued partnership – through the next two years of this study and beyond.



Best wishes,

Abigail, Amanda,  
Jana, and Rose

**Press Mentions:**

[Onetime 'library kid' is the new Evanston Public Library director.](#) Evanston Roundtable. Dec. 5, 2023.

[Evanston, Wilmette charge Skokie man in bombing threat spree.](#) Evanston Review. Nov. 28, 2023.

[Skokie man facing additional charges in north suburban bomb threats.](#) Chicago Sun-Times. Nov. 27, 2023.

[Skokie man charged in bomb threats.](#) Evanston Now. Nov. 27, 2023.

[Skokie man accused of bomb threats to Evanston locations.](#) Evanston Roundtable. Nov. 27, 2023

[Skokie man charged with making false bomb threats against library, fast-food restaurant in Chicago suburb.](#) CBS2. Nov. 27, 2023.

[For giving, or just checking out: EPL serves up '101 Great Books for Kids' list.](#) Evanston Roundtable. Nov. 24, 2023.

[How the Evanston ADA Committee supports people with disabilities.](#) Daily Northwestern. Nov. 15, 2023.

[Support Evanston families by donating to the Mayor's Holiday Food, Book and Toy Drive.](#) Evanston Roundtable. Nov. 13, 2023.

[District 65 plans to increase property tax levy by 5% maximum.](#) Evanston Roundtable. Nov. 8, 2023

[The Daily Explains: What's in Evanston's proposed 2024 budget?](#) Daily Northwestern. Nov. 8, 2023

[Residents voice concerns on property tax hikes at City Council 'Truth in Taxation' hearing.](#) Daily Northwestern. Nov. 7, 2023.

[Main Library's underground garage reopens with free parking – if you're a library patron.](#) Evanston Roundtable. Nov. 1, 2023.

## **Development Update:**

### **Individual Giving Update for December 2023 with a Spotlight on Giving Tuesday**

Before the launch of the 2023 Reimagine Campaign, the Library had approximately \$155,000 in unrestricted donations. On December 11, we were at 85% of our goal with \$345,000 from 975 individuals. Despite our successful \$150,000 anniversary campaign this summer, we will realize our first decline in giving in 9 years, closing the year approximately 6 to 7% below goal. While this decline is on track with national trends in giving, Development staff believe strategic planning with identified funding priorities should better steward our donors and foster continued philanthropic growth. We continue to maintain a broad and notably loyal donor base.

Giving Tuesday activity was a reflection of the nationwide trend for the year. Donations sparked mid-morning with the announcement of a match challenge—an immediate increase in giving continued through midnight.

**The total giving processed on November 28 is just above \$45,000 from 242 donors. The Giving Tuesday total includes the \$10,000 match challenge pledge received from Paul and Margaret Lurie on the morning of Giving Tuesday.** We received an unexpected \$10,000 donation the following day and a handful of incredible 4-5 figure gifts this year, demonstrating budding opportunities for support.

The Reimagine Campaign was to raise about 65% of the year's \$400,000 goal between November 1 and December 31. The Campaign was to last no more than 5 years (2020 - 2024) and sunset with the completion of the strategic planning process. The launch of our future vision and priorities will inform fundraising goals and campaign branding.

Unrestricted individual donations are reported monthly on the Budget Performance Report under Library Donations, and Development maintains a comprehensive history in Raiser's Edge. Annual appeals scheduled for Q1 2024 include a message of gratitude, a lapsed donor appeal, and our Annual Report appeal.

#### **Grant Activity Update for December 2023:**

In 2023, the Grant Pipeline Report identified 134 grant opportunities totaling \$20,680,000 for qualification. We submitted twenty requests totaling \$583,000. Evanston Public Library received ten of those grants totaling \$219,000. These include the Illinois State Library (ISL) FY23 Per Capita grant for \$115,000; the ISL Project Next Generation STEM grant for \$39,000; Evanston/Skokie District 65 Summer Learning 2023 grant for \$25,000; and AgeOptions (Area Agency on Aging) for \$7,500. We have received \$183,000 in grant payments to date, with an additional \$34,000 anticipated by December 31.

Currently, there are four active grant proposals awaiting response totaling \$136,000: 1) and 2) Two requests to Evanston/Skokie School District 65 for summer learning 2024, \$44,000 in support of STEM camps for 5th & 6th graders within Innovation and Digital Learning and \$37,000 in support of ABC Boosters in Early Learning and Literacy, which targets rising Kindergarteners. Both renewal requests are for programs funded through District 65 in 2023, and both 2024 requests were approximately a 40% increase from last year. Announcement of the Awards are expected before the end of 2023; 3) Family Caregiver Alliance's FY23 Innovations in Alzheimer's Caregiving Award, with one national prize of \$20,000, in support of the Memory Cafe within Engagement Services; 4) National Endowment for the Arts, submitted in July, for \$35,000 to support Black arts programming in 2024, including community performances of *1619: The Journey of a People*, *The Musical* within Engagement Services. Decisions on this grant will be announced in April 2024.

Three potential planned proposals will be due in January 2024:

1. Illinois State Library for our annual Per Capita grant of \$115,000 (information enclosed in the board packet).
2. National Endowment for the Arts Big Read program. Maximum award of \$20,000 to support programming in Lifelong Learning around a specific book.
3. Illinois Department of Commerce and Economic Opportunity. The maximum award is \$100,000 to support digital literacy.

Not yet qualified for approach, these are three noteworthy opportunities identified for possible submission in 2024:

1. ISL's Public Library Construction grant with a potential grant of up to \$2 million is due in April.
2. National Science Foundation's Racial Equity in STEM with a maximum grant of \$5 million over five years, due in October.
3. Northshore University Hospital's Community Investment Fund with a maximum award of \$650,000, due in November 2024.

Grant payments are reported monthly within the Budget Performance Report, and Development maintains a comprehensive history in Raiser's Edge. With consideration towards strategic planning and at the direction of the executive director, Development will review the existing grant management process and revise it as needed to align with current policies and procedures in 2024.



# Memorandum

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Library Director

Subject: Administrative Services Update

Date: December 12, 2023

This memo provides an update on significant administrative activities.

## **Human Resources**

Recruitment activity in the last month includes:

- Katrina Moravec accepted a promotion to the full-time Branch Assistant - Tween & STEM Focus in Engagement Services. Her start date was November 20, 2023.
- Karina Andrus accepted a promotion to the full-time Library Assistant - Copy Cataloger position in Access Services. Their start date was November 20, 2023.
- Kennedy Joseph accepted a promotion to the full-time Teen Engagement Coordinator position in Innovation & Digital Learning. Their start date was December 4, 2023.
- Job offers are being processed for
  - part-time clerk in Access Services
  - part-time clerk in Engagement Services
  - part-time shelver in Access Services
- Interviews are complete for the full-time Administrative Lead position in Administration and a job offer is being made to the top candidate.
- Interviews are in progress for the Facilities Manager position in Maintenance and the Branch Manager position in Engagement Services.
- Applications are being accepted for
  - Assistant Director in Administration
  - a full-time Library Assistant - Teen & Emerging Adult Programming Focus in Innovation & Digital Learning
  - a full-time Library Assistant - Childrens & STEM Focus in Early Learning & Literacy
  - two part-time Library Assistants in Innovation & Digital Learning

## **Financial Resources**

The Library Fund financial report for the period ending November 30<sup>st</sup> is included for your review. For the operating fund, revenue collection is at 74% of budget projection and expenditures 85%. Capital fund expenditures total 88% of the budget.

## **Facilities Update**

No update this month.



# Budget Performance Report

Fiscal Year to Date 11/30/23

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 <b>185 - LIBRARY FUND</b>										
REVENUE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>										
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	(300.00)	300.00	+++	.00
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$300.00)	\$300.00	+++	\$0.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	7,535,472.00	.00	7,535,472.00	1,277,886.32	.00	5,352,713.31	2,182,758.69	71	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	9,349.20	.00	9,349.20	(9,349.20)	+++	6,126.35
55201	Federal Grants	100,000.00	.00	100,000.00	9,456.76	.00	20,589.83	79,410.17	21	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	34,131.45	.00	223,459.94	176,540.06	56	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	680.70	.00	4,494.17	505.83	90	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(164.00)	164.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	22,737.52	.00	248,049.83	(226,449.83)	1148	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	2,815.58	.00	28,885.95	(6,885.95)	131	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	1,242.57	.00	3,818.54	(818.54)	127	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	573.38	.00	11,431.16	(2,431.16)	127	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	30.00	.00	4,734.65	(3,734.65)	473	2,765.84
57545	RENTAL INCOME	20,394.00	.00	20,394.00	5,200.50	.00	18,838.50	1,555.50	92	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	14,007.50	85,992.50	14	41,727.49
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$8,577,332.00	\$0.00	\$8,577,332.00	\$1,364,103.98	\$0.00	\$6,249,988.76	\$2,327,343.24	73%	\$8,353,864.89
Department <b>48 - LIBRARY</b> Totals		\$8,577,332.00	\$0.00	\$8,577,332.00	\$1,364,103.98	\$0.00	\$6,249,688.76	\$2,327,643.24	73%	\$8,353,864.89
<b>REVENUE TOTALS</b>		\$8,577,332.00	\$0.00	\$8,577,332.00	\$1,364,103.98	\$0.00	\$6,249,688.76	\$2,327,643.24	73%	\$8,353,864.89
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>										
61010	REGULAR PAY	395,172.00	.00	395,172.00	77,055.89	.00	439,368.33	(44,196.33)	111	402,006.44
61050	PERMANENT PART-TIME	201,509.00	.00	201,509.00	17,178.52	.00	180,917.01	20,591.99	90	200,548.34
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	250.00	.00	1,885.00	4,115.00	31	2,805.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	1,087.53	(1,087.53)	+++	1,087.53
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	622.67	(622.67)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,238.12	(1,238.12)	+++	2,746.06
61510	HEALTH INSURANCE	73,765.00	.00	73,765.00	6,147.16	.00	67,618.76	6,146.24	92	68,269.97
61615	LIFE INSURANCE	261.00	.00	261.00	16.84	.00	169.07	91.93	65	283.10
61710	IMRF	19,005.00	.00	19,005.00	2,990.25	.00	19,810.34	(805.34)	104	27,124.48
61725	SOCIAL SECURITY	36,995.00	.00	36,995.00	5,921.70	.00	37,892.81	(897.81)	102	36,710.87
61730	MEDICARE	8,652.00	.00	8,652.00	1,384.93	.00	8,862.05	(210.05)	102	8,585.62
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	114.34
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	437.50	462.50	49	.00





# Budget Performance Report

Fiscal Year to Date 11/30/23

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>										
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	824.80	(824.80)	+++	.00
65100	LIBRARY SUPPLIES	17,400.00	.00	17,400.00	1,950.71	.00	21,925.22	(4,525.22)	126	25,992.76
65503	FURNITURE / FIXTURES / EQUIPMENT	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000.00
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	16,467.32	.00	114,061.14	57,338.86	67	134,197.79
65641	AUDIO VISUAL COLLECTIONS	5,000.00	.00	5,000.00	.00	.00	12,226.68	(7,226.68)	245	11,390.29
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>		<b>\$936,559.00</b>	<b>\$0.00</b>	<b>\$936,559.00</b>	<b>\$129,363.32</b>	<b>\$0.00</b>	<b>\$908,947.03</b>	<b>\$27,611.97</b>	<b>97%</b>	<b>\$922,862.59</b>
Totals										
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>										
61010	REGULAR PAY	464,223.20	.00	464,223.20	80,410.41	.00	458,926.94	5,296.26	99	383,966.98
61050	PERMANENT PART-TIME	263,100.00	.00	263,100.00	24,869.16	.00	259,518.67	3,581.33	99	239,637.88
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	85.00	.00	1,260.00	4,740.00	21	7,485.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	1,101.93	(1,101.93)	+++	819.17
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,777.25
61510	HEALTH INSURANCE	73,212.00	.00	73,212.00	6,101.06	.00	67,111.66	6,100.34	92	67,758.22
61615	LIFE INSURANCE	213.00	.00	213.00	11.88	.00	127.39	85.61	60	199.67
61710	IMRF	24,074.44	.00	24,074.44	3,484.74	.00	23,816.79	257.65	99	29,045.63
61725	SOCIAL SECURITY	45,094.39	.00	45,094.39	6,539.74	.00	43,834.85	1,259.54	97	38,361.14
61730	MEDICARE	10,546.72	.00	10,546.72	1,529.46	.00	10,251.74	294.98	97	8,971.54
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	535.50
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	31,019.91	.00	281,006.88	(751.88)	100	304,828.95
62506	WORK- STUDY	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,675.00	.00	5,352.39	9,647.61	36	10,618.04
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	45,471.85	.00	324,596.51	10,403.49	97	313,420.52
65635	PERIODICALS	6,000.00	.00	6,000.00	.00	.00	6,424.09	(424.09)	107	5,687.61
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,617.43	.00	26,476.88	4,523.12	85	31,911.41
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>		<b>\$1,554,718.75</b>	<b>\$0.00</b>	<b>\$1,554,718.75</b>	<b>\$203,815.64</b>	<b>\$0.00</b>	<b>\$1,509,806.72</b>	<b>\$44,912.03</b>	<b>97%</b>	<b>\$1,445,024.51</b>
Totals										
Business Unit <b>4820 - ACCESS SERVICES</b>										
61010	REGULAR PAY	675,467.00	.00	675,467.00	105,732.68	.00	687,020.58	(11,553.58)	102	625,739.47
61050	PERMANENT PART-TIME	269,724.00	.00	269,724.00	22,233.75	.00	238,898.54	30,825.46	89	239,169.51
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	511.00	.00	3,579.00	1,421.00	72	20,793.50
61110	OVERTIME PAY	.00	.00	.00	.00	.00	952.22	(952.22)	+++	952.22
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	241.68	(241.68)	+++	12,938.26
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,602.85	(1,602.85)	+++	986.58
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	2,100.49
61510	HEALTH INSURANCE	140,643.00	.00	140,643.00	11,893.16	.00	130,824.76	9,818.24	93	125,841.62
61615	LIFE INSURANCE	339.00	.00	339.00	26.03	.00	264.42	74.58	78	401.36
61710	IMRF	27,656.00	.00	27,656.00	3,820.49	.00	27,402.64	253.36	99	36,787.20



# Budget Performance Report

Fiscal Year to Date 11/30/23

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - ACCESS SERVICES</b>										
61725	SOCIAL SECURITY	58,603.00	.00	58,603.00	7,852.22	.00	55,934.07	2,668.93	95	53,942.55
61730	MEDICARE	13,707.00	.00	13,707.00	1,836.43	.00	13,081.35	625.65	95	12,615.59
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(4,146.50)
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	2,535.34	14,344.00	116,629.51	52,926.49	71	135,776.50
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	30,939.33	(30,939.33)	+++	24,576.63
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	1,201.60	1,798.40	40	1,396.27
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	2,582.43	1,405.30	14,418.88	(3,824.18)	132	25,959.30
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	.00	.00	.00	+++	36,745.68
Business Unit <b>4820 - ACCESS SERVICES Totals</b>		\$1,390,039.00	\$0.00	\$1,390,039.00	\$159,023.53	\$15,749.30	\$1,322,991.43	\$51,298.27	96%	\$1,352,576.23
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>										
61010	REGULAR PAY	475,122.00	.00	475,122.00	76,235.40	.00	473,868.21	1,253.79	100	409,917.15
61050	PERMANENT PART-TIME	223,870.00	.00	223,870.00	16,115.67	.00	195,891.27	27,978.73	88	180,649.63
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	283.00	.00	578.00	9,422.00	6	2,654.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	1,138.43	(1,138.43)	+++	1,617.63
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	12,593.83	(12,593.83)	+++	1,346.53
61510	HEALTH INSURANCE	105,250.00	.00	105,250.00	7,905.52	.00	88,147.57	17,102.43	84	85,165.19
61615	LIFE INSURANCE	304.00	.00	304.00	13.00	.00	137.16	166.84	45	231.36
61710	IMRF	23,138.00	.00	23,138.00	3,056.82	.00	22,491.02	646.98	97	27,151.54
61725	SOCIAL SECURITY	43,338.00	.00	43,338.00	5,728.05	.00	40,955.26	2,382.74	95	35,547.85
61730	MEDICARE	10,136.00	.00	10,136.00	1,339.64	.00	9,578.27	557.73	94	8,313.62
62225	BLDG MAINTENANCE SERVICES	5,000.00	.00	5,000.00	.00	.00	445.00	4,555.00	9	6,172.67
62340	IT COMPUTER SOFTWARE	14,695.00	.00	14,695.00	.00	.00	5,420.00	9,275.00	37	26,125.38
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	(647.24)
64015	NATURAL GAS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	180.30
65100	LIBRARY SUPPLIES	50,000.00	.00	50,000.00	1,125.00	.00	26,137.44	23,862.56	52	23,959.28
65503	FURNITURE / FIXTURES / EQUIPMENT	1,000.00	.00	1,000.00	.00	.00	511.62	488.38	51	.00
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	3,307.09	.00	27,480.12	7,519.88	79	38,267.00
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	327.62
65641	AUDIO VISUAL COLLECTIONS	12,000.00	.00	12,000.00	.00	.00	5,113.55	6,886.45	43	5,779.67
Business Unit <b>4825 - ENGAGEMENT SERVICES Totals</b>		\$1,010,853.00	\$0.00	\$1,010,853.00	\$115,109.19	\$0.00	\$910,486.75	\$100,366.25	90%	\$852,759.18
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>										
61010	REGULAR PAY	415,927.00	.00	415,927.00	45,866.04	.00	338,982.09	76,944.91	82	380,982.64
61050	PERMANENT PART-TIME	241,617.20	.00	241,617.20	18,240.51	.00	179,065.89	62,551.31	74	193,495.77
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,210.00	.00	9,485.00	(4,485.00)	190	10,055.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	462.41	(462.41)	+++	462.41
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,764.63	(2,764.63)	+++	9,120.21



# Budget Performance Report

Fiscal Year to Date 11/30/23

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>										
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	532.83	(532.83)	+++	.00
61510	HEALTH INSURANCE	84,701.88	.00	84,701.88	3,229.18	.00	45,562.82	39,139.06	54	63,934.72
61615	LIFE INSURANCE	257.00	.00	257.00	6.59	.00	56.85	200.15	22	233.03
61710	IMRF	20,298.00	.00	20,298.00	2,109.01	.00	17,096.77	3,201.23	84	27,217.97
61725	SOCIAL SECURITY	40,768.59	.00	40,768.59	4,005.71	.00	32,173.48	8,595.11	79	35,970.82
61730	MEDICARE	9,535.05	.00	9,535.05	936.80	.00	7,524.43	2,010.62	79	8,412.50
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	89.91
62340	IT COMPUTER SOFTWARE	72,654.00	.00	72,654.00	286.24	.00	50,027.54	22,626.46	69	57,110.33
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	30,888.57
65100	LIBRARY SUPPLIES	13,530.00	.00	13,530.00	33.42	.00	6,730.79	6,799.21	50	24,979.15
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	.00	17,387.50	10,836.00	8,426.50	77	46,442.39
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	10.79	.00	18,842.18	1,157.82	94	20,892.35
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	159.96	2,340.04	6	58.83
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals		\$963,438.72	\$0.00	\$963,438.72	\$75,934.29	\$17,387.50	\$720,303.67	\$225,747.55	77%	\$910,346.60
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61010	REGULAR PAY	378,642.00	.00	378,642.00	54,120.40	.00	359,961.18	18,680.82	95	350,719.71
61050	PERMANENT PART-TIME	64,775.00	.00	64,775.00	.00	.00	62,911.76	1,863.24	97	72,343.80
61060	SEASONAL EMPLOYEES	16,575.00	(16,575.00)	.00	.00	.00	4,063.00	(4,063.00)	+++	19,643.50
61110	OVERTIME PAY	10,000.00	.00	10,000.00	431.99	.00	10,393.45	(393.45)	104	8,645.73
61415	TERMINATION PAYOUTS	.00	.00	.00	7,464.14	.00	7,472.02	(7,472.02)	+++	5,953.07
61510	HEALTH INSURANCE	97,079.00	.00	97,079.00	8,357.01	.00	86,050.29	11,028.71	89	76,661.29
61615	LIFE INSURANCE	275.00	.00	275.00	.12	.00	85.11	189.89	31	274.34
61626	CELL PHONE ALLOWANCE	825.00	.00	825.00	.00	.00	717.00	108.00	87	900.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	360.00
61710	IMRF	14,678.00	.00	14,678.00	2,052.74	.00	14,606.46	71.54	100	20,450.63
61725	SOCIAL SECURITY	28,604.61	.00	28,604.61	3,738.11	.00	26,369.32	2,235.29	92	27,209.41
61730	MEDICARE	6,690.25	.00	6,690.25	874.24	.00	6,167.00	523.25	92	6,363.51
62225	BLDG MAINTENANCE SERVICES	227,295.00	.00	227,295.00	17,032.44	31,560.00	234,736.22	(39,001.22)	117	239,446.67
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
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,983.00	457.00	92	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,477.00	408.00	92	4,884.96
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	(23,286.96)	23,286.96	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	23,286.96	(23,286.96)	+++	.00
64005	ELECTRICITY	120,000.00	.00	120,000.00	.00	.00	74,676.22	45,323.78	62	89,498.92
64015	NATURAL GAS	32,400.00	.00	32,400.00	865.10	.00	10,097.29	22,302.71	31	24,447.75



# Budget Performance Report

Fiscal Year to Date 11/30/23

Include Rollup Account and Rollup to Object Account

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Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	529.10	.00	11,469.53	6,907.47	62	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	3,828.65	.00	24,032.90	10,967.10	69	16,772.30
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	40.70
Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b>		\$1,065,357.86	(\$16,575.00)	\$1,048,782.86	\$100,154.04	\$31,560.00	\$945,041.25	\$72,181.61	93%	\$979,482.67
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	757,543.00	.00	757,543.00	32,759.89	.00	331,187.63	426,355.37	44	424,670.16
61050	PERMANENT PART-TIME	80,546.00	.00	80,546.00	3,751.14	.00	51,317.19	29,228.81	64	78,672.16
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	12,199.35	(12,199.35)	+++	94,401.72
61510	HEALTH INSURANCE	84,439.00	.00	84,439.00	1,336.54	.00	30,742.26	53,696.74	36	46,956.97
61615	LIFE INSURANCE	278.00	.00	278.00	15.16	.00	176.18	101.82	63	423.54
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	300.00	.00	300.00	4,500.00	6	2,400.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	159.00	.00	999.00	201.00	83	894.00
61710	IMRF	27,741.00	.00	27,741.00	1,208.53	.00	13,064.73	14,676.27	47	27,911.07
61725	SOCIAL SECURITY	48,388.00	.00	48,388.00	2,298.77	.00	24,110.43	24,277.57	50	34,029.89
61730	MEDICARE	12,153.00	.00	12,153.00	537.63	.00	5,638.70	6,514.30	46	8,465.88
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	2,357.31	.00	74,755.85	60,244.15	55	153,388.75
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	.00	.00	27,781.38	17,218.62	62	9,672.27
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	1,505.26	(1,505.26)	+++	.00
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	200.00	.00	200.00	84,800.00	0	(2,939.14)
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	944.00	.00	944.00	14,056.00	6	7,817.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	730.05	.00	25,996.97	(996.97)	104	30,139.09
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	1,485.79	(485.79)	149	4,760.28
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	11.99
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	3,600.00	.00	3,600.00	.00	.00	1,069.29	2,530.71	30	3,237.25
62705	CREDIT CARD FEES	5,700.00	.00	5,700.00	433.99	.00	4,815.58	884.42	84	4,479.26
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	57.29	5,142.76	18,803.60	26,053.64	48	26,780.19
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	171.58	(171.58)	+++	635.87
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	270,413.00	24,587.00	92	289,328.04
Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b>		\$1,696,063.00	\$0.00	\$1,696,063.00	\$71,672.30	\$5,142.76	\$899,122.54	\$791,797.70	53%	\$1,254,337.68
Business Unit <b>4850 - LIBRARY GRANTS</b>										
62185	CONSULTING SERVICES	.00	.00	.00	.00	(3,400.00)	100.00	3,300.00	+++	17,171.75



# Budget Performance Report

Fiscal Year to Date 11/30/23

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
<b>Fund 185 - LIBRARY FUND</b>										
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4850 - LIBRARY GRANTS</b>										
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	115.00
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	2,436.24	(2,436.24)	+++	30,892.51
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$3,400.00)	\$2,536.24	\$863.76	+++	\$48,179.26
Department <b>48 - LIBRARY</b> Totals		\$8,617,029.33	(\$16,575.00)	\$8,600,454.33	\$855,072.31	\$66,439.56	\$7,219,235.63	\$1,314,779.14	85%	\$7,765,568.72
<b>EXPENSE TOTALS</b>		\$8,617,029.33	(\$16,575.00)	\$8,600,454.33	\$855,072.31	\$66,439.56	\$7,219,235.63	\$1,314,779.14	85%	\$7,765,568.72
Fund <b>185 - LIBRARY FUND</b> Totals										
<b>REVENUE TOTALS</b>		8,577,332.00	.00	8,577,332.00	1,364,103.98	.00	6,249,688.76	2,327,643.24	73%	8,353,864.89
<b>EXPENSE TOTALS</b>		8,617,029.33	(16,575.00)	8,600,454.33	855,072.31	66,439.56	7,219,235.63	1,314,779.14	85%	7,765,568.72
Fund <b>185 - LIBRARY FUND</b> Totals		(\$39,697.33)	\$16,575.00	(\$23,122.33)	\$509,031.67	(\$66,439.56)	(\$969,546.87)	\$1,012,864.10		\$588,296.17
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50	506,626.00
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
Department <b>48 - LIBRARY</b> Totals		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
<b>REVENUE TOTALS</b>		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>										
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
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
Department <b>48 - LIBRARY</b> Totals		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
<b>EXPENSE TOTALS</b>		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals										
<b>REVENUE TOTALS</b>		507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50%	506,626.00
<b>EXPENSE TOTALS</b>		507,913.00	.00	507,913.00	.00	.00	116,091.50	391,821.50	23%	504,987.64
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,864.50	(\$137,864.50)		\$1,638.36
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>										
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00



# Budget Performance Report

Fiscal Year to Date 11/30/23

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
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>		\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
		Totals								
Department <b>48 - LIBRARY</b>		\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
		<b>REVENUE TOTALS</b>								
		\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>										
65515	<b>OTHER IMPROVEMENTS</b>	950,000.00	.00	950,000.00	48,926.94	259,826.50	1,192,903.05	(502,729.55)	153	173,737.09
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>		\$950,000.00	\$0.00	\$950,000.00	\$48,926.94	\$259,826.50	\$1,192,903.05	(\$502,729.55)	153%	\$173,737.09
		Totals								
Department <b>48 - LIBRARY</b>		\$950,000.00	\$0.00	\$950,000.00	\$48,926.94	\$259,826.50	\$1,192,903.05	(\$502,729.55)	153%	\$173,737.09
		<b>EXPENSE TOTALS</b>								
		\$950,000.00	\$0.00	\$950,000.00	\$48,926.94	\$259,826.50	\$1,192,903.05	(\$502,729.55)	153%	\$173,737.09
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> Totals										
		<b>REVENUE TOTALS</b>								
		950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
		<b>EXPENSE TOTALS</b>								
		950,000.00	.00	950,000.00	48,926.94	259,826.50	1,192,903.05	(502,729.55)	153%	173,737.09
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> Totals		\$0.00	\$0.00	\$0.00	(\$48,926.94)	(\$259,826.50)	(\$1,192,903.05)	\$1,452,729.55		(\$173,737.09)
Grand Totals										
		<b>REVENUE TOTALS</b>								
		10,035,245.00	.00	10,035,245.00	1,364,103.98	.00	6,503,644.76	3,531,600.24	65%	8,860,490.89
		<b>EXPENSE TOTALS</b>								
		10,074,942.33	(16,575.00)	10,058,367.33	903,999.25	326,266.06	8,528,230.18	1,203,871.09	88%	8,444,293.45
Grand Totals		(\$39,697.33)	\$16,575.00	(\$23,122.33)	\$460,104.73	(\$326,266.06)	(\$2,024,585.42)	\$2,327,729.15		\$416,197.44

**Evanston Public Library Endowment Fund  
Statement of Activity  
October 01, 2023 through October 31, 2023**

Beginning Balance		3,835,938.77
<b>Revenue</b>		
Investment results	-78,483.50	
<b>Total Revenues</b>		-78,483.50
<b>Distributions/Grants and Expenses</b>		
Foundation support charge	-2,076.43	
<b>Total Distributions</b>		-2,076.43
<b>Ending Balance</b>		<b>3,755,378.84</b>

Endowment for the Evanston Public Library  
 Holdings as of November 2023

	Symbol	Shares/Quantity	Price	Value as of November 30, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$299,114.02	\$299,114.02	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%
				\$299,114.02		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%





# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Yolande Wilburn, Executive Director  
**Subject:** State Per Capita Grant application requirements review  
**Date:** December 20, 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, including feedback from the November Board Meeting:

	Note	In Progress towards Standards	Notes	
				<b>Governance and Administration Checklist</b>
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.	-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	-Library develops an orientation program for new board members.
yes				-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.
				<b>Personnel Checklist</b>
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.
				<b>Access Checklist</b>
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.
				<b>Safety Checklist</b>
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.
				<b>Ongoing Building Maintenance Checklist</b>
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.
				<b>Building Periodic Repair Checklist</b>
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.
				<b>Collection Management Checklist</b>
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.
				<b>System Member Responsibilities and Resource Sharing Checklist</b>

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.
					<b>Reader's Advisory Service Checklist</b>
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.
					<b>Programming Checklist</b>
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.
				<b>Youth/Young Adult Services Checklist</b>
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.
				<b>Technology Checklist</b>
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).
					<b>Marketing, Promotion, and Collaboration Checklist</b>
			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
yes				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.



# Memorandum

**To:** Evanston Public Library Board of Trustees

**From:** Yolande Wilburn, Executive Director

**Subject:** Approval of revised Re-evaluation of Library Material Policy

**Date:** December 20, 2023

A new requirement for this year's State Per Capita Grant is certification that the library meets 75 ILCS 10/8.7. It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

The Evanston Public Library's existing Board Policy *3.3 Materials Collection Policy - Objectives* includes the following language: "The Library Board recognizes that many materials and electronic resources are controversial and that any given item may offend some patrons. "Controversial" in this case is defined as "giving rise or likely to give rise to public disagreement." Selection decisions are not made on the basis of anticipated approval or disapproval, but on the ability of the item to serve the needs and interests of Evanston residents. The Evanston Public Library Board of Trustees is bound by the democratic principles expressed by the First Amendment to the U. S. Constitution and endorses the American Library Association's "**Library Bill of Rights**," and incorporates it as part of this policy."

In order to be in full compliance with this new requirement, Evanston Public Library staff also recommend updating the Board Policy *3.8 Re-evaluation of Library Materials* with the addition of the following sentence: "The Evanston Public Library, shall protect the intellectual freedom of the library user, and shall prevent censorship of its library

## **Agenda Item 10.A**

materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.”

### **3.8 Re-evaluation of Library Material**

The Evanston Public Library, shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.

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

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

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

If the patron is not satisfied with the Materials Evaluation Committee's report, they can request that the Library Board review whether or not the Library Executive Director and Committee followed proper procedures. The members of the Board will be sent copies of the Committee's report and the "Resident's Request for Re-evaluation of Library Material" form prior to the Board meeting at which the review is scheduled.

## Bylaws of the Evanston Public Library

Amended 5/21/2019

**Commented [1]:** To be changed when review is complete.

### 1.1 Name and Use of the Library

### 1.2 Library Mission

### 1.3 Board of Trustees

#### 1.3.1 Responsibilities of the Board

#### 1.3.2 Qualification, Appointment, and Tenure

#### 1.3.3 Orientation

#### 1.3.4 Resignation or Removal from the Board

#### 1.3.5 Conflict of Interest

**Commented [2]:** Clarify verbiage stating at end of every term must reapply and be reappointed at mayor's discretion.

Also consider president, past president, future president

### 1.4 Board Officers

#### 1.4.1 Election and Term of Office

#### 1.4.2 Resignation, Removal and Vacancies

### 1.5 Duties of Officers

#### 1.5.1 President

#### 1.5.2 Vice-President

#### 1.5.3 Secretary

#### 1.5.4 Treasurer

### 1.6 Meetings of the Board of Trustees

#### 1.6.1 Annual Meeting

#### 1.6.2 Regular Meetings

#### 1.6.3 Special Meetings

## 1.7 Board Meeting Rules

- 1.7.1 Quorum
- 1.7.2 Remote Participation at Meetings
- 1.7.3 Conduct of Meeting
- 1.7.4 Agenda
- 1.7.5 Suspension of the Rules
- 1.7.6 Citizen Participation
- 1.7.7 Motions
- 1.7.8 Closed Sessions
- 1.7.9 Adjournment
- 1.7.10 Robert's Rules of Order
- 1.7.11 Trustee Participation

## 1.8 Board Committees

- 1.8.1 Executive Committee
- 1.8.2 Standing Committees
- 1.8.3 Board Nominating Committee
- ~~1.8.4 Investment Committee~~
- 1.8.5 Special Committees
- 1.8.6 Quorum for a Committee
- 1.8.7 Committee Reports

## 1.9 ~~Executive Director~~Library Director

- 1.9.1 Duties of the ~~Executive Director~~Library Director
- 1.9.2 ~~Executive Director~~Library Director Performance Evaluation

## 1.10 Amendment of Bylaws

### **Bylaws of the Evanston Public Library**

#### **1.1 Name and Use of the Library**

The name of this municipal body shall be the "Evanston Public Library" (hereafter referred to as the "Library").



In accordance with Illinois State Law, the Library shall be forever for the use of residents and taxpayers of the City of Evanston and other patrons, as authorized by law, subject to such reasonable rules and regulations as the Library Board of Trustees (hereafter referred to as the "Board") may adopt in order to render the use of the Library of the greatest benefit to the greatest number of Evanston residents and taxpayers.

**Commented [3]:** Can this be split divided into two sentences?

### 1.2 Library Mission

The mission of the Evanston Public Library is to [be the heart of our diverse community](#) by promoting the development of independent, self-confident, and literate citizens and [providing equitable through the provision of open](#) access to cultural, intellectual and informational resources.

### 1.3 Board of Trustees

The Board shall have all of the powers of a board of public library trustees granted under 75 ILCS (Illinois Compiled Statutes) 5/4-1 et seq. In accordance with the obligations described in Illinois Library Law, the Library shall be governed by a Board of nine Trustees.

#### 1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board. Subject to existing statutes, the powers of the Board include, but are not limited to: 1) determining rules and regulations governing library services; 2) exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift or endowment funds provided for library purposes; 3) determining the property tax levy required to support the Library within the law; and 4) hiring, evaluating and, if necessary, dismissing the [Executive Library](#) Director.

The Board may adopt such policies, rules and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

#### 1.3.2 Qualification, Appointment, and Tenure

Consistent with the Illinois Local Library Act and the Evanston City Code, the Mayor of the City of Evanston, with the approval of the City Council, annually appoints, before the first of July each year, Library Trustees chosen from city residents with reference to their fitness for such office. Trustees appointed by the Mayor shall hold office for three years and will serve through June 30 and thereafter until a successor has been appointed. Trustees are eligible to be re-appointed by the Mayor to additional three-year terms. Subject to reappointment by the Mayor and approval by the City Council, there are no limits to the number of terms a Trustee may serve. In the event of a Trustee leaving the Board prior to the end of his/her term, a Trustee will be appointed to

complete the term and then be eligible to complete additional full three-year terms. The Trustees shall take their oath of office as prescribed by Illinois law.

### 1.3.3 Orientation

The Evanston Public Library Board of Trustees will conduct a formal orientation for all new Library Board members.

**Commented [4]:** We need to develop a more robust training that explicitly outlines the purpose, decorum, Robert's Rules, and the difference between governance and operations.

### 1.3.4 Resignation or Removal from the Board

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the Mayor of the vacancy.

Section 1-6-5 of the Evanston City Code states that the Mayor may remove a Trustee from the Board "for cause upon report of such action to the City Council in executive session. Cause shall be determined by the Mayor and may include, but shall not be limited to: absenteeism; conflict of interest; incapacitation, physical or mental; conviction of a criminal offense; incompetence or inattention to assigned duties."

### 1.3.5 Conflict of Interest

Any conflict of interest on the part of any Trustee shall be disclosed to the Board when the interest becomes a matter of Board action. Any Trustee having a conflict of interest shall not vote or use his personal influence on the matter, and shall not be counted in determining the quorum for the meeting for that vote. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. Any new Trustee will be advised of this policy upon assuming the duties of office.

Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties in addition to any applicable provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.).

## 1.4 Board Officers

The Officers of the Library shall consist of a President, a Vice-President, Secretary and a Treasurer. No Trustee shall hold more than one office at any one time.

**Commented [5]:** Possibly add role for Immediate Past President

### 1.4.1 Election and Term of Office

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring, and one of whom shall be appointed as the chairperson. The Nominating Committee shall present its recommendations at the May meeting, listing the names of

one or more candidates for each office, provided the consent of such nominees shall have been obtained. Additional nominations, with the consent of the nominees, may be made from the floor.

The President, Vice-President, Secretary and Treasurer shall be elected by the majority of those Trustees present and voting at the regular June meeting each year. The terms of newly elected officers shall begin on July 1. Officers shall serve a term of one year or until their successors are duly elected. No Trustee shall hold more than one office at any one time.

#### **1.4.2 Resignation, Removal and Vacancies**

Any officer may resign from office at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any officer duly elected or appointed may be removed by a majority of a quorum of the eligible voting members whenever in its judgment the best interests of the Library would be served thereby.

Except as provided for in section 1.5.2, a vacancy in an office shall be filled by a vote of the Board, and the Trustee elected shall serve for the remainder of the term of the officer he or she replaces. No name shall be placed in nomination without the consent of the nominee.

### **1.5 Duties of Officers**

#### **1.5.1 President**

The President shall preside at all meetings of the Board, appoint committees as needed, nominate all committee members and Board representatives for Board approval, serve as an ex-officio member with vote of all committees, serve as principal Board liaison to the ~~Executive Director~~ Library Director, sign official documents including contracts, and assume such other duties as directed by the Board. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest. The President shall be bonded.

**Commented [6]:** This needs to be consistent and stated in all officer positions. Currently, it is only stated in president and treasurer positions.

#### **1.5.2 Vice-President**

In the absence or inability of the President to act, or due to a vacancy in the office of the President, the duties of the President shall be performed by the Vice-President. The Vice-President shall be the Chair of the Management Committee. The Vice-President shall be bonded.

### **1.5.3 Secretary**

The Secretary and President shall sign such official papers as are necessary, including, but not limited to contracts, grant applications, and leases. The Secretary shall monitor the official manual of Board-approved bylaws and policies. In the absence of the President and Vice-President, the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

### **1.5.4 Treasurer**

The Treasurer shall serve as the Board's financial officer and Chair of the Finance Committee ~~and representative on the Investment Committee~~. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall have submitted at the annual meeting of the Board a detailed statement showing all receipts and disbursements during the preceding year. The Treasurer shall cause to have prepared all financial reports required to be submitted to the local, state or federal governments. The Treasurer shall be bonded. In the absence of the Treasurer or when s/he is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall perform any other duties as may be assigned by the Board.

## **1.6 Meetings of the Board of Trustees**

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

### **1.6.1 Annual Meeting**

The first regular meeting after February 1 will be the annual meeting of the Board at which the Annual Report will be presented. The report shall include a summary of the year's work, statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and all other information required by State Statutes.

### **1.6.2 Regular Meetings**

Each November a regular monthly meeting schedule for the subsequent calendar year will be established by the Board.

### **1.6.3 Special Meetings**

Special meetings of the Board may be called by the President, or upon the written request of three Trustees, given proper notice as specified in the Open Meetings Act. Notices shall be sent at least three days before the meeting, and no business shall be transacted other than stated in the notice.

## 1.7 Board Meeting Rules

### 1.7.1 Quorum

For the transaction of business at any meeting of the Board, five Trustees who are present shall constitute a quorum. A meeting can continue, but no action can take place, if a quorum is not present.

~~Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices.~~

Commented [7]: Use the language from the current statute

### 1.7.2 Remote Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, family emergency or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

~~Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices.~~

### 1.7.3 Conduct of Meeting

The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to: (1) remove the offenders, (2) clear the board room of all spectators, or (3) suspend or adjourn the meeting.

### 1.7.4 Agenda

The first order of business shall be the President's ascertaining if there is a quorum present. If so, the President shall call the meeting to order. The Board shall proceed to conduct the business before it normally in the following order:

- [Land Acknowledgement](#)
- [Citizen Comment](#)
  - Approval of the [Consent Agenda and/or](#) minutes of the preceding meeting

- [Executive Director/Library Director's Report or Information/Communications](#)
- [Staff Reports](#) ~~Unfinished Business~~
- [Presidential Report](#)

● Committee Reports

- [Staff Reports](#)
- [Unfinished Business](#)

New Business

Executive session (if applicable)

- Adjournment

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The President may vary the order of business.

**1.7.5 Suspension of the Rules**

Any rule or policy of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of those present ~~shall so~~ approve.

**1.7.6 Citizen Participation**

The Board shall provide a period not to exceed 45 minutes at the beginning of the order of business for citizen comment. Prior to the beginning of the meeting, interested citizens should indicate their desire to speak by signing their name and address on a form. The President will allocate the 45 minute period equally among those ~~persons~~ ~~persons, and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker.~~ [persons](#) ~~and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker.~~ A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. Speakers will not be permitted to cede time to another speaker. The business of the Board shall commence no later than forty-five (45) minutes after the beginning of Citizen Comment.

Board standing committees shall provide opportunities for citizen comment at the beginning of each meeting. For all standing committees of the Board, a period of twenty minutes shall be provided for public comment, and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker. The committee chair of the standing committees will allocate time among the speakers to ensure that ~~P~~public comment does not exceed the allotted time provided above.

### 1.7.7 Motions

A motion is not before the Board until it has been seconded. A motion may be withdrawn by the proposer at any time before a vote is called.

All authorizations to spend money shall be passed only by a roll call vote duly recorded.

An amendment to modify an original motion shall be in order, but no amendment shall be made that changes the intent of the original motion.

A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the bylaws.

All motions involving the hiring or dismissal of the ~~Executive Director~~ Library Director must be approved by six Trustees.

### 1.7.8 Closed Sessions

All meetings of the Board and its committees shall be open to the public and to the press except closed sessions as authorized by the Open Meetings Act (5 ILCS 120/2(c) et seq.)

The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months and shall only be destroyed after the Board has approved and made public the minutes of the closed session.

Under the Open Meetings Act, the minutes of all closed sessions will be reviewed by the Board at their regular June and December meetings as to whether or not the minutes should remain sealed or can be publicly disclosed (5 ILCS 120/2.06).

### 1.7.9 Adjournment

A motion to adjourn the Board shall always be in order except while a vote is being

**Commented [8]:** We have been using the verbiage "Executive Session." Should we use that verbiage here?

**Commented [9]:** The language in the OMA is "closed" so we could probably mirror that language, but I don't know that we have to since the exceptions are read verbatim when we do it

**Commented [10]:** Flagging

taken. A motion to adjourn cannot be amended or debated, but a motion to adjourn to a specific date or time may be amended and debated.

#### **1.7.10 Robert's Rules of Order**

The rules of parliamentary procedure in the latest edition of Robert's Rules of Order shall govern the Board in all cases.

#### **1.7.11 Trustee Participation**

Trustees are expected to attend and participate in all regular board meetings and to fulfill their committee obligations. If a Trustee attends fewer than six meetings per year, the Board President shall request that the Mayor remove the Trustee in question from the Board in accordance with appropriate statutes and City ordinances.

### **1.8 Board Committees**

#### **1.8.1 Executive Committee**

The officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings.

#### **1.8.2 Standing Committees**

The Finance Committee shall determine the financial needs of the Library and work with the Executive Director in the preparation and presentation of the annual budget. The Finance Committee shall be chaired by the Treasurer.

The Management Committee shall formulate policies regarding the management of the Library including board development, managerial, and operational matters. This Committee shall review and revise, as necessary, the Bylaws and Board adopted policies in the first quarter of even-numbered years. The Management Committee shall be chaired by the Vice-President.

The Facilities Committee shall review facility operating and capital plans, review facility operating and capital budgets, formulate facility policies and make facility recommendations to the Board. The Chair of the Facilities Committee shall be appointed by the President.

The Development Committee shall enhance the Library's ability to conduct its mission, as defined in the Strategic Plan, by identifying, evaluating and periodically reviewing cooperative ventures between the Library and other organizations that share the Library's mission or goals. The Development Committee shall work with the executive director or designee to promote fundraising. The committee would be composed of two trustees and the Executive Director~~Library Director~~ or designee. The chair of the Development Committee is the Vice-President.

**Commented [11]:** Suggest not having a Development Committee and deleting this paragraph since library now has a Development team. Board should support library's Development team efforts and provide direction as appropriate.



### 1.8.3 Board Nominating Committee

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring. The Nominating Committee will select potential Board officers (see section 1.4.1 of the bylaws).

### 1.8.4 Investment Committee

The Endowment of the Evanston Public Library will be invested and administered by a three member Investment Committee appointed for two-year terms by the Board in February of odd-numbered years. This Committee shall be composed of the Board Treasurer and two qualified individuals. The President of the Board will appoint the chair of the Investment Committee. Decisions will be made by a simple majority of Investment Committee members. The Investment Committee will manage investments based on the terms of the investment policy statement and the needs of the Library.

**Commented [12]:** Delete this paragraph since ECF is doing this

### 1.8.5 Special Committees

Other committees may be designated by a resolution adopted by a majority of the Board present at a meeting at which a quorum is present. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any committee member may be removed by the person or persons authorized to appoint committee members whenever, in their judgment, the best interests of the Library shall be served by such removal.

**Commented [13]:** Perhaps RETF and Collection Advisory would fall under this as we develop strategic plan. Perhaps a DEIA.

### 1.8.6 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

### 1.8.7 Committee Reports

Minutes will be kept of all committee meetings and will be presented at the next regularly scheduled Board meeting.

## 1.9 ExecutiveLibrary Director

### 1.9.1 Duties of the ExecutiveLibrary Director

The Board shall select, appoint, and evaluate a qualified librarian ("ExecutiveLibrary Director") who will be the Library's chief executive officer and be responsible for the day-to-day administration and operation of the Library under the general policies approved by the Board and the policies of the City of Evanston.

The ExecutiveLibrary Director shall be responsible to the Board pursuant to the provisions of the Local Library Act, 75 ILCS 5/1-0.1 et seq.

The ExecutiveLibrary Director will report directly to the Board, execute the policies adopted by the Board, and shall be authorized to develop the library program, establish

the organizational structure, purchase materials and services, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The [ExecutiveLibrary](#) Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The [ExecutiveLibrary](#) Director shall attend all meetings of the Board. The [ExecutiveLibrary](#) Director shall make a monthly report to the Board and submit an annual report at the first regular meeting after February 1.

In a manner consistent with the Library's Personnel Policies and collective bargaining agreement, the [ExecutiveLibrary](#) Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. Library staff will be hired and terminated by the [Executive DirectorLibrary Director](#) with approval by the City's Human Resources Manager. The [ExecutiveLibrary](#) Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

The [ExecutiveLibrary](#) Director is responsible to the Board for all properties and funds belonging to the Library.

The [ExecutiveLibrary](#) Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

#### **1.9.2 ~~Executive DirectorLibrary Director~~ Performance Evaluation**

The Board of Trustees shall formally evaluate the performance of the [Executive DirectorLibrary Director](#) at least once each year.

#### **1.10 Amendment of the Bylaws**

These bylaws may be amended with one month's notice in writing of the proposed amendment at any regular meeting of the Board of Trustees, by a two-thirds affirmative vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.

Amended May 21, 2019

**Commented [14]:** To be changed when review is complete.