

**evanston** public library



# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

**LIBRARY BOARD PACKET**

Wednesday, February 21, 2024 at 6:30 pm  
Main Library, Falcon Room and via Zoom



## BOARD OF TRUSTEES MEETING

Wednesday, February 21, 2024 at 6:30 PM

Main Library, Falcon Room and remote

Zoom Link: <https://us06web.zoom.us/j/87537037812>

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/16fGTFeqEFR6tmro8>  
Written comments will be attached to the Board minutes and distributed to Trustees.

### MEETING 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 January 11, 2024
  - B. Approval of Minutes January 17, 2024
  - C. Approval of Bills and Payroll
  - D. FY2023 IPLAR Report Approval
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. Diversity Audit of Science Fiction & Fantasy collection
  - C. Development Report
8. **BOARD REPORTS**
  - A. Finance Committee
  - B. Management Committee
  - C. Facilities Committee
9. **UNFINISHED BUSINESS**
  - A. Library Bylaws Discussion
    - Duties
    - Operational Priorities
10. **NEW BUSINESS**
  - A. Approval of Agreement with Cherie Asante for Volunteer Management Services (Action)
11. **ADJOURNMENT**

**Next Meeting: March 20, 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.

**Evanston Public Library Board of Trustees**

# **FINANCE COMMITTEE MEETING MINUTES**

Thursday, January 11, 2024 at 4:00 PM

Main Library, Library Board Room and remote

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## **Members Present**

Tracy Fulce (arrived at 4:11pm), Kathryn Hazelett and Michelle Mills.

## **Members Absent**

none

## **Staff Present**

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 4:00 p.m.

## **Land Acknowledgement**

Read by Michelle Mills

## **Citizen Comment**

none

## **New Business**

- A. Review of financial projections
- B. Fund balance update
- C. 2024 Budget projection update

## **Adjournment**

MOTION: Moved by Trustee Hazelett seconded by Trustee Fulce, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 4:58 p.m.

## **Submitted by**

Michelle Mills

Evanston Public Library Board of Trustees

Evanston Public Library Board of Trustees

# MEETING MINUTES

Wednesday, January 17, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

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## Members Present

Arikpo Dada, Tracy Fulce, Kathryn Hazelett, Cate Huggins, Michelle Mills, Meghan Shea, Russ Shurbet, Terry Soto and Esther Wallen. *Dada attended virtually for 16 minutes and arrived in person at 6:51pm. Mills attended virtually. Huggins arrived at 7:15pm*

## Members Absent

none

## Staff Present

Elacsha Madison, Jenette Sturges, Heather Norborg, Ben Heet 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 6:35 p.m.

## Land Acknowledgement

Read by Trustee Fulce

## Citizen Comment

none

## Consent Agenda

- A. Approval of Finance Committee Meeting Minutes of December 15, 2023
- B. Approval of Regular Board Meeting Minutes of December 20, 2023
- C. Approval of the Bills and Payroll  
Motion: Moved by Trustee Wallen, seconded by Trustee Hazelett, to approve the bills and Payroll and minutes as amended.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

## 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

- A. Administrative Services Report (Distributed in Advance)

- B. WiFi Hotspots Presentation (Powerpoint presentation attached)
- C. Black History Month Programming Presentation (Powerpoint presentation attached)

#### **Board Reports**

- A. Finance Committee
- B. Management Committee
- C. Facilities Committee

#### **Unfinished Business**

none at this time

#### **New Business**

- A. Approval for Yearly Renewal of Siemens Building Automation Service (ACTION)  
MOTION Moved by Trustee Soto, seconded by Trustee Huggins, to approve Yearly Renewal of Siemens Building Automation Service.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

- B. Approval of Total Building Service contract yearly renewal (ACTION)  
MOTION Moved by Trustee Shurbet, seconded by Trustee Mills, to approve Total Building Service contract's yearly renewal.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

- C. Addition of new agenda item. (ACTION)  
MOTION Moved by Trustee Wallen, seconded by Trustee Shurbet, to amend the agenda to add a new agenda item adjusting the management report to reflect that bylaws are available for review in anticipation of future discussion.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

#### **Adjournment**

MOTION: Moved by Trustee Hazelett seconded by Trustee Dada, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 8:11 p.m.

Roll call vote taken. Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Shurbet, Trustee Soto and Trustee Wallen voted aye. No nays. Motion carried.

#### **Submitted by**

Terry Soto, Secretary  
Evanston Public Library Board of Trustees

## MEMORANDUM

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

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

**Subject:** Library Fund Bills

**Date:** February 21, 2024

**Recommended Action**

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

**Payroll**

|   |               |
|---|---------------|
| January 1, 2024 through January 14, 2024  | \$ 183,711.27 |
| January 15, 2024 through January 28, 2024 | \$ 190,459.36 |
| January 29, 2024 through January 11, 2024 | \$ 187,129.15 |

**Library Fund Bills List**

|                                   |              |
|-----------------------------------|--------------|
| December 23, 2023                 | \$ 16,616.34 |
| January 23, 2024                  | \$ 65,547.65 |
| February 13, 2024                 | \$ 57,074.47 |
| December 31, 2023 Purchasing Card | \$ 8,916.21  |

Attachment: Bills List; Purchasing Card

**Library Bills List**  
G/L Date Range 12/23/23 - 12/23/23

| Vendor  | Invoice Description                         | Invoice Date | G/L Date   | Payment Date            | Invoice Amount |
|---|---|--------------|------------|-------------------------|----------------|
| Fund 185 - LIBRARY FUND                                   |   |              |            |                         |                |
| Department 48 - LIBRARY                                   |   |              |            |                         |                |
| Business Unit 4805 - EARLY LEARNING & LITERACY            |   |              |            |                         |                |
| Account 65630 - LIBRARY BOOKS                             |   |              |            |                         |                |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/21/2023   | 12/23/2023 | 01/23/2024              | 879.53         |
| Account 65630 - LIBRARY BOOKS Totals                      |   |              |            | Invoice Transactions 1  | 879.53         |
| Account 65641 - AUDIO VISUAL COLLECTIONS                  |   |              |            |                         |                |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/21/2023   | 12/23/2023 | 01/23/2024              | 1,797.22       |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/21/2023   | 12/23/2023 | 01/23/2024              | 53.57          |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/21/2023   | 12/23/2023 | 01/23/2024              | 431.92         |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals           |   |              |            | Invoice Transactions 3  | 2,282.71       |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals     |   |              |            | Invoice Transactions 4  | 3,162.24       |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY         |   |              |            |                         |                |
| Account 65630 - LIBRARY BOOKS                             |   |              |            |                         |                |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH              | MAIN ADULT BOOKS                            | 12/28/2023   | 12/23/2023 | 01/23/2024              | 25.50          |
| Account 65630 - LIBRARY BOOKS Totals                      |   |              |            | Invoice Transactions 1  | 25.50          |
| Account 65641 - AUDIO VISUAL COLLECTIONS                  |   |              |            |                         |                |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/21/2023   | 12/23/2023 | 01/23/2024              | 1,842.66       |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals           |   |              |            | Invoice Transactions 1  | 1,842.66       |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals  |   |              |            | Invoice Transactions 2  | 1,868.16       |
| Business Unit 4825 - ENGAGEMENT SERVICES                  |   |              |            |                         |                |
| Account 65002 - STATE GRANT EXPENSE                       |   |              |            |                         |                |
| 19249 - CASSANDRA FOX                                     | IN-PERSON MEMORY CAFE FACILITATOR           | 12/28/2023   | 12/23/2023 | 01/23/2024              | 100.00         |
| Account 65002 - STATE GRANT EXPENSE Totals                |   |              |            | Invoice Transactions 1  | 100.00         |
| Account 65100 - LIBRARY SUPPLIES                          |   |              |            |                         |                |
| 18689 - BEATRIZ ECHEVERRIA                                | PROGRAM SUPPLIES REIMBURSEMENT              | 12/15/2023   | 12/23/2023 | 01/23/2024              | 9.48           |
| 270049 - Tracy Olasimbo                                   | RC COOKIE DECORATING SUPPLIES               | 12/27/2023   | 12/23/2023 | 01/23/2024              | 45.62          |
| 270049 - Tracy Olasimbo                                   | GINGERBREAD HOUSE COMPETITION REIMBURSEMENT | 12/27/2023   | 12/23/2023 | 01/23/2024              | 32.41          |
| Account 65100 - LIBRARY SUPPLIES Totals                   |   |              |            | Invoice Transactions 3  | 87.51          |
| Account 65641 - AUDIO VISUAL COLLECTIONS                  |   |              |            |                         |                |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/29/2023   | 12/23/2023 | 01/23/2024              | 385.26         |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/29/2023   | 12/23/2023 | 01/23/2024              | 1,178.53       |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/29/2023   | 12/23/2023 | 01/23/2024              | 3,144.01       |
| 276974 - OVER DRIVE, INC.                                 | MAIN EBOOKS                                 | 12/31/2023   | 12/23/2023 | 01/23/2024              | 467.95         |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals           |   |              |            | Invoice Transactions 4  | 5,175.75       |
| Business Unit 4825 - ENGAGEMENT SERVICES Totals           |   |              |            | Invoice Transactions 8  | 5,363.26       |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING        |   |              |            |                         |                |
| Account 65555 - IT COMPUTER HARDWARE                      |   |              |            |                         |                |
| 287918 - TODAY'S BUSINESS SOLUTIONS, INC.                 | BILL CHANGER KIOSK ANNUAL SERVICE           | 10/19/2023   | 12/23/2023 | 01/23/2024              | 1,075.00       |
| 287918 - TODAY'S BUSINESS SOLUTIONS, INC.                 | FAX PROGRAM JULY-SEPT 2023                  | 11/30/2023   | 12/23/2023 | 01/23/2024              | 445.60         |
| 20214 - VOLTANI INC. DBA CHARGETECH                       | INV#D241 CHARGING LOCKER                    | 12/05/2023   | 12/23/2023 | 01/23/2024              | 3,468.88       |
| Account 65555 - IT COMPUTER HARDWARE Totals               |   |              |            | Invoice Transactions 3  | 4,989.48       |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals |   |              |            | Invoice Transactions 3  | 4,989.48       |
| Business Unit 4840 - LIBRARY MAINTENANCE                  |   |              |            |                         |                |
| Account 62225 - BLDG MAINTENANCE SERVICES                 |   |              |            |                         |                |
| 19941 - PLUNKETT'S PEST CONTROL                           | PEST CONTROL                                | 12/08/2023   | 12/23/2023 | 01/23/2024              | 145.00         |
| Account 62225 - BLDG MAINTENANCE SERVICES Totals          |   |              |            | Invoice Transactions 1  | 145.00         |
| Account 65050 - BLDG MAINTENANCE MATERIAL                 |   |              |            |                         |                |
| 102137 - GRAINGER, INC., W.W.                             | STORAGE CABINET IN MAINTENANCE OFFICE       | 01/04/2024   | 12/23/2023 | 01/23/2024              | 789.11         |
| Account 65050 - BLDG MAINTENANCE MATERIAL Totals          |   |              |            | Invoice Transactions 1  | 789.11         |
| Business Unit 4840 - LIBRARY MAINTENANCE Totals           |   |              |            | Invoice Transactions 2  | 934.11         |
| Business Unit 4845 - LIBRARY ADMINISTRATION               |   |              |            |                         |                |
| Account 65095 - OFFICE SUPPLIES                           |   |              |            |                         |                |
| 103883 - ODP BUSINESS SOLUTIONS, LLC                      | OFFICE SUPPLIES                             | 12/20/2023   | 12/23/2023 | 01/23/2024              | 166.99         |
| 103883 - ODP BUSINESS SOLUTIONS, LLC                      | OFFICE SUPPLIES                             | 10/20/2023   | 12/23/2023 | 01/23/2024              | 132.10         |
| Account 65095 - OFFICE SUPPLIES Totals                    |   |              |            | Invoice Transactions 2  | 299.09         |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals        |   |              |            | Invoice Transactions 2  | 299.09         |
| Department 48 - LIBRARY Totals                            |   |              |            | Invoice Transactions 21 | 16,616.34      |
| Fund 185 - LIBRARY FUND Totals                            |   |              |            | Invoice Transactions 21 | 16,616.34      |
| * = Prior Fiscal Year Activity                            |   |              |            | Invoice Transactions 21 | 16,616.34      |

# Library Bills List

G/L Date Range 01/23/24 - 01/23/24

| Vendor   | Invoice Description               | Invoice Date | G/L Date   | Payment Date | Invoice Amount |
|--|-----------------------------------|--------------|------------|--------------|----------------|
| Fund 185 - LIBRARY FUND                                  |                                   |              |            |              |                |
| Department 48 - LIBRARY                                  |                                   |              |            |              |                |
| Business Unit 4805 - EARLY LEARNING & LITERACY           |                                   |              |            |              |                |
| Account 65630 - LIBRARY BOOKS                            |                                   |              |            |              |                |
| 100474 - BAKER & TAYLOR                                  | 2037976800                        | 01/11/2024   | 01/23/2024 | 01/23/2024   | 1,148.48       |
| 100474 - BAKER & TAYLOR                                  | JUV PRINT                         | 01/10/2024   | 01/23/2024 | 01/23/2024   | 173.71         |
| 100474 - BAKER & TAYLOR                                  | JUR AND CROWN PRINT               | 01/10/2024   | 01/23/2024 | 01/23/2024   | 37.11          |
| 100474 - BAKER & TAYLOR                                  | JUV AND YA PRINT                  | 01/05/2024   | 01/23/2024 | 01/23/2024   | 26.86          |
| 100474 - BAKER & TAYLOR                                  | JUV AND CROWN PRINT               | 01/08/2024   | 01/23/2024 | 01/23/2024   | 1,539.56       |
| 100474 - BAKER & TAYLOR                                  | JUV AND CRO                       | 01/08/2024   | 01/23/2024 | 01/23/2024   | 1,526.14       |
| 100474 - BAKER & TAYLOR                                  | JUV AND CROWN PRINT               | 01/08/2024   | 01/23/2024 | 01/23/2024   | 644.78         |
| Account 65630 - LIBRARY BOOKS Totals                     |                                   |              |            |              | \$5,096.64     |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals    |                                   |              |            |              | \$5,096.64     |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY        |                                   |              |            |              |                |
| Account 65628 - Library Electronic Resources             |                                   |              |            |              |                |
| 101955 - CANDID  | MAIN ONLINE RESOURCES             | 01/10/2024   | 01/23/2024 | 01/23/2024   | 2,995.00       |
| 294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES        | MAIN ONLINE RESOURCES             | 01/15/2024   | 01/23/2024 | 01/23/2024   | 1,160.00       |
| 101584 - EBSCO INDUSTRIES, INC. DBA EBSCO                | MAIN ONLINE RESOURCES             | 01/03/2024   | 01/23/2024 | 01/23/2024   | 675.00         |
| 16334 - KANOPY   | ADULT ONLINE RESOURCES            | 01/01/2024   | 01/23/2024 | 01/23/2024   | 1,730.00       |
| 104226 - PROQUEST INFO & LEARNING COMPANY                | ADULT ONLINE RESOURCES            | 01/01/2024   | 01/23/2024 | 01/23/2024   | 705.00         |
| Account 65628 - Library Electronic Resources Totals      |                                   |              |            |              | \$7,265.00     |
| Account 65630 - LIBRARY BOOKS                            |                                   |              |            |              |                |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/10/2024   | 01/23/2024 | 01/23/2024   | 115.42         |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/05/2024   | 01/23/2024 | 01/23/2024   | 66.67          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 525.33         |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 22.40          |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 22.40          |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 23.34          |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/09/2024   | 01/23/2024 | 01/23/2024   | 95.82          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 1,527.26       |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 13.88          |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 72.68          |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 72.05          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 1,057.64       |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 1,166.25       |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/05/2024   | 01/23/2024 | 01/23/2024   | 290.79         |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                       | 01/04/2024   | 01/23/2024 | 01/23/2024   | 188.37         |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                       | 01/02/2024   | 01/23/2024 | 01/23/2024   | 23.25          |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                       | 01/02/2024   | 01/23/2024 | 01/23/2024   | 23.25          |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                       | 01/05/2024   | 01/23/2024 | 01/23/2024   | 981.15         |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                       | 01/05/2024   | 01/23/2024 | 01/23/2024   | 1,511.39       |
| Account 65630 - LIBRARY BOOKS Totals                     |                                   |              |            |              | \$7,799.34     |
| Account 65641 - AUDIO VISUAL COLLECTIONS                 |                                   |              |            |              |                |
| 100474 - BAKER & TAYLOR                                  | ADULT AV                          | 01/11/2024   | 01/23/2024 | 01/23/2024   | 185.58         |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals          |                                   |              |            |              | \$185.58       |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals |                                   |              |            |              | \$15,249.92    |
| Business Unit 4820 - ACCESS SERVICES                     |                                   |              |            |              |                |
| Account 65100 - LIBRARY SUPPLIES                         |                                   |              |            |              |                |
| 121187 - UNIQUE MANAGEMENT SERVICES                      | COLLECTION FEE                    | 01/01/2024   | 01/23/2024 | 01/23/2024   | 167.45         |
| Account 65100 - LIBRARY SUPPLIES Totals                  |                                   |              |            |              | \$167.45       |
| Account 65555 - IT COMPUTER HARDWARE                     |                                   |              |            |              |                |
| 13544 - BIBLIOTHECA + 3M                                 | ACCESS SERVICES COMPUTER SOFTWARE | 01/08/2024   | 01/23/2024 | 01/23/2024   | 2,772.00       |
| 19060 - MK SOLUTIONS, INC.                               | IT COMPUTER SERVICES              | 01/02/2024   | 01/23/2024 | 01/23/2024   | 3,003.00       |
| Account 65555 - IT COMPUTER HARDWARE Totals              |                                   |              |            |              | \$5,775.00     |
| Business Unit 4820 - ACCESS SERVICES Totals              |                                   |              |            |              | \$5,942.45     |
| Business Unit 4825 - ENGAGEMENT SERVICES                 |                                   |              |            |              |                |
| Account 65630 - LIBRARY BOOKS                            |                                   |              |            |              |                |
| 100474 - BAKER & TAYLOR                                  | 2037976800                        | 01/11/2024   | 01/23/2024 | 01/23/2024   | 118.72         |
| 100474 - BAKER & TAYLOR                                  | JUV PRINT                         | 01/10/2024   | 01/23/2024 | 01/23/2024   | 96.11          |
| 100474 - BAKER & TAYLOR                                  | JUR AND CROWN PRINT               | 01/10/2024   | 01/23/2024 | 01/23/2024   | 14.12          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/05/2024   | 01/23/2024 | 01/23/2024   | 33.88          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 20.23          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 90.92          |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT             | 01/08/2024   | 01/23/2024 | 01/23/2024   | 89.72          |
| 100474 - BAKER & TAYLOR                                  | JUV AND CROWN PRINT               | 01/08/2024   | 01/23/2024 | 01/23/2024   | 177.83         |
| 100474 - BAKER & TAYLOR                                  | JUV AND CRO                       | 01/08/2024   | 01/23/2024 | 01/23/2024   | 245.06         |
| 100474 - BAKER & TAYLOR                                  | JUV AND CROWN PRINT               | 01/08/2024   | 01/23/2024 | 01/23/2024   | 93.10          |
| Account 65630 - LIBRARY BOOKS Totals                     |                                   |              |            |              | \$979.69       |
| Business Unit 4825 - ENGAGEMENT SERVICES Totals          |                                   |              |            |              | \$979.69       |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING       |                                   |              |            |              |                |
| Account 62340 - IT COMPUTER SOFTWARE                     |                                   |              |            |              |                |
| 103876 - OCLC, INC.                                      | IT COMPUTER SOFTWARE              | 01/01/2024   | 01/23/2024 | 01/23/2024   | 368.68         |
| 18932 - PATRON POINT, INC.                               | TRANSLATION SERVICES              | 01/10/2024   | 01/23/2024 | 01/23/2024   | 126.90         |
| 308112 - SENSOURCE INC.                                  | ANNUAL DATA HOSTING SERVICE FEE   | 01/01/2024   | 01/23/2024 | 01/23/2024   | 1,500.00       |
| Account 62340 - IT COMPUTER SOFTWARE Totals              |                                   |              |            |              | \$1,995.58     |



# Library Bills List

G/L Date Range 01/23/24 - 01/23/24

|   |  |            |            |                         |  |             |
|---|--|------------|------------|-------------------------|--|-------------|
| Account 65555 - IT COMPUTER HARDWARE                      |  |            |            |                         |  |             |
| 287918 - TODAY'S BUSINESS SOLUTIONS, INC.                 | SCAN EZ SOLUTION QUOTE MS112223EPLSS       | 01/02/2024 | 01/23/2024 | 01/23/2024              |  | 5,125.00    |
| Account 65555 - IT COMPUTER HARDWARE Totals               |  |            |            | Invoice Transactions 1  |  | \$5,125.00  |
| Account 65630 - LIBRARY BOOKS                             |  |            |            |                         |  |             |
| 100474 - BAKER & TAYLOR                                   | JUV AND YA PRINT                           | 01/05/2024 | 01/23/2024 | 01/23/2024              |  | 68.17       |
| Account 65630 - LIBRARY BOOKS Totals                      |  |            |            | Invoice Transactions 1  |  | \$68.17     |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals |  |            |            | Invoice Transactions 5  |  | \$7,188.75  |
| Business Unit 4840 - LIBRARY MAINTENANCE                  |  |            |            |                         |  |             |
| Account 62225 - BLDG MAINTENANCE SERVICES                 |  |            |            |                         |  |             |
| 100891 - CARRIER CORPORATION                              | AC CHILLER SERVICE                         | 01/01/2024 | 01/23/2024 | 01/23/2024              |  | 685.85      |
| 151986 - CINTAS CORPORATION #769                          | MAT SERVICE                                | 01/16/2024 | 01/23/2024 | 01/23/2024              |  | 535.84      |
| 151986 - CINTAS CORPORATION #769                          | MAT SERVICE                                | 01/02/2024 | 01/23/2024 | 01/23/2024              |  | 535.84      |
| 151986 - CINTAS CORPORATION #769                          | MAT SERVICE                                | 01/09/2024 | 01/23/2024 | 01/23/2024              |  | 535.84      |
| 19941 - PLUNKETT'S PEST CONTROL                           | PEST CONTROL                               | 01/01/2024 | 01/23/2024 | 01/23/2024              |  | 210.00      |
| 104595 - SCHINDLER ELEVATOR CORP                          | ELEVATOR SEMI-YEARLY SERVICE               | 01/01/2024 | 01/23/2024 | 01/23/2024              |  | 11,651.03   |
| 145106 - TOTAL BUILDING SERVICES                          | JANITORIAL SERVICES                        | 01/03/2024 | 01/23/2024 | 01/23/2024              |  | 10,520.00   |
| Account 62225 - BLDG MAINTENANCE SERVICES Totals          |  |            |            | Invoice Transactions 7  |  | \$24,674.40 |
| Account 65040 - JANITORIAL SUPPLIES                       |  |            |            |                         |  |             |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY                        | JANITORIAL SUPPLIES                        | 01/03/2024 | 01/23/2024 | 01/23/2024              |  | 1,388.28    |
| Account 65040 - JANITORIAL SUPPLIES Totals                |  |            |            | Invoice Transactions 1  |  | \$1,388.28  |
| Account 65050 - BLDG MAINTENANCE MATERIAL                 |  |            |            |                         |  |             |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY                        | JANITORIAL SUPPLIES                        | 01/05/2024 | 01/23/2024 | 01/23/2024              |  | 155.40      |
| Account 65050 - BLDG MAINTENANCE MATERIAL Totals          |  |            |            | Invoice Transactions 1  |  | \$155.40    |
| Business Unit 4840 - LIBRARY MAINTENANCE Totals           |  |            |            | Invoice Transactions 9  |  | \$26,218.08 |
| Business Unit 4845 - LIBRARY ADMINISTRATION               |  |            |            |                         |  |             |
| Account 62185 - CONSULTING SERVICES                       |  |            |            |                         |  |             |
| 18957 - CHERIE ASANTE                                     | EPL VOLUNTEER MANAGEMENT FEB 2024          | 01/16/2024 | 01/23/2024 | 01/23/2024              |  | 1,785.33    |
| Account 62185 - CONSULTING SERVICES Totals                |  |            |            | Invoice Transactions 1  |  | \$1,785.33  |
| Account 62290 - TUITION                                   |  |            |            |                         |  |             |
| 10812 - EVANSTON COMMUNITY FOUNDATION                     | TUITION FOR LEADERSHIP EVANSTON W SHAWVER  | 01/16/2024 | 01/23/2024 | 01/23/2024              |  | 1,500.00    |
| 108473 - EVANSTON COMMUNITY FOUNDATION                    | TUITION FOR LEADERSHIP EVANSTON T OLASIMBO | 01/16/2024 | 01/23/2024 | 01/23/2024              |  | 1,500.00    |
| Account 62290 - TUITION Totals                            |  |            |            | Invoice Transactions 2  |  | \$3,000.00  |
| Account 62295 - TRAINING & TRAVEL                         |  |            |            |                         |  |             |
| 307544 - Kate Jordan                                      | MILEAGE REIMBURSEMENT FOR QUATERLY VISITS  | 01/08/2024 | 01/23/2024 | 01/23/2024              |  | 86.79       |
| Account 62295 - TRAINING & TRAVEL Totals                  |  |            |            | Invoice Transactions 1  |  | \$86.79     |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals        |  |            |            | Invoice Transactions 4  |  | \$4,872.12  |
| Department 48 - LIBRARY Totals                            |  |            |            | Invoice Transactions 63 |  | \$65,547.65 |
| Fund 185 - LIBRARY FUND Totals                            |  |            |            | Invoice Transactions 63 |  | \$65,547.65 |
|   |  |            |            | Invoice Transactions 63 |  | \$65,547.65 |

\* = Prior Fiscal Year Activity

## Library Bills List

G/L Date Range 02/13/24 - 02/13/24

| Vendor   | Invoice Description                             | Invoice Date | G/L Date   | Payment Date | Invoice Amount          |
|--|---|--------------|------------|--------------|-------------------------|
| Fund 185 - LIBRARY FUND                                  |   |              |            |              |                         |
| Department 48 - LIBRARY                                  |   |              |            |              |                         |
| Business Unit 4805 - EARLY LEARNING & LITERACY           |   |              |            |              |                         |
| Account 65630 - LIBRARY BOOKS                            |   |              |            |              |                         |
| 100474 - BAKER & TAYLOR                                  | JUV PRINT                                       | 01/30/2024   | 02/13/2024 | 02/13/2024   | 1,452.63                |
| 100474 - BAKER & TAYLOR                                  | YA AND JUV PRINT                                | 01/26/2024   | 02/13/2024 | 02/13/2024   | 8.81                    |
| Account 65630 - LIBRARY BOOKS Totals                     |   |              |            |              | Invoice Transactions 2  |
| Business Unit 4805 - EARLY LEARNING & LITERACY Totals    |   |              |            |              | Invoice Transactions 2  |
|  |   |              |            |              | \$1,461.44              |
|  |   |              |            |              | \$1,461.44              |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY        |   |              |            |              |                         |
| Account 65100 - LIBRARY SUPPLIES                         |   |              |            |              |                         |
| 17676 - JULIE RAND                                       | REIMBURSEMENT PROGRAM SUPPLIES WINTER SOWING    | 01/25/2024   | 02/13/2024 | 02/13/2024   | 79.82                   |
| Account 65100 - LIBRARY SUPPLIES Totals                  |   |              |            |              | Invoice Transactions 1  |
|  |   |              |            |              | \$79.82                 |
| Account 65628 - Library Electronic Resources             |   |              |            |              |                         |
| 101584 - EBSCO INDUSTRIES, INC. DBA EBSCO                | MAIN ONLINE RESOURCES                           | 02/01/2024   | 02/13/2024 | 02/13/2024   | 2,040.00                |
| 16334 - KANOPY   | MAIN ONLINE RESOURCES                           | 01/31/2024   | 02/13/2024 | 02/13/2024   | 1,873.00                |
| Account 65628 - Library Electronic Resources Totals      |   |              |            |              | Invoice Transactions 2  |
|  |   |              |            |              | \$3,913.00              |
| Account 65630 - LIBRARY BOOKS                            |   |              |            |              |                         |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT                           | 01/30/2024   | 02/13/2024 | 02/13/2024   | 486.95                  |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT                           | 01/30/2024   | 02/13/2024 | 02/13/2024   | 230.41                  |
| 100474 - BAKER & TAYLOR                                  | CROWN AND ADULT PRINT                           | 01/29/2024   | 02/13/2024 | 02/13/2024   | 86.25                   |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT                           | 01/23/2024   | 02/13/2024 | 02/13/2024   | 1,941.55                |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                                     | 01/23/2024   | 02/13/2024 | 02/13/2024   | 101.75                  |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                                     | 01/24/2024   | 02/13/2024 | 02/13/2024   | 1,948.59                |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                                     | 01/22/2024   | 02/13/2024 | 02/13/2024   | 898.03                  |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                                     | 01/16/2024   | 02/13/2024 | 02/13/2024   | 247.42                  |
| 100474 - BAKER & TAYLOR                                  | ADULT PRINT                                     | 01/19/2024   | 02/13/2024 | 02/13/2024   | 182.56                  |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT                           | 01/19/2024   | 02/13/2024 | 02/13/2024   | 297.50                  |
| 100474 - BAKER & TAYLOR                                  | ADULT AND CROWN PRINT                           | 01/18/2024   | 02/13/2024 | 02/13/2024   | 626.95                  |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                                     | 01/18/2024   | 02/13/2024 | 02/13/2024   | 77.97                   |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                                     | 01/17/2024   | 02/13/2024 | 02/13/2024   | 100.46                  |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                                     | 01/29/2024   | 02/13/2024 | 02/13/2024   | 24.74                   |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                                     | 01/10/2024   | 02/13/2024 | 02/13/2024   | 51.73                   |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                                     | 01/10/2024   | 02/13/2024 | 02/13/2024   | 52.48                   |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH             | ADULT PRINT                                     | 01/11/2024   | 02/13/2024 | 02/13/2024   | 109.48                  |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/16/2024   | 02/13/2024 | 02/13/2024   | 371.49                  |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/12/2024   | 02/13/2024 | 02/13/2024   | 1,278.23                |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/12/2024   | 02/13/2024 | 02/13/2024   | 1,043.10                |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/19/2024   | 02/13/2024 | 02/13/2024   | 734.25                  |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/19/2024   | 02/13/2024 | 02/13/2024   | 1,459.03                |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/26/2024   | 02/13/2024 | 02/13/2024   | 403.30                  |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/26/2024   | 02/13/2024 | 02/13/2024   | 595.63                  |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/26/2024   | 02/13/2024 | 02/13/2024   | 724.55                  |
| 276974 - OVER DRIVE, INC.                                | MAIN EBOOKS                                     | 01/26/2024   | 02/13/2024 | 02/13/2024   | 145.95                  |
| Account 65630 - LIBRARY BOOKS Totals                     |   |              |            |              | Invoice Transactions 26 |
|  |   |              |            |              | \$14,220.35             |
| Account 65641 - AUDIO VISUAL COLLECTIONS                 |   |              |            |              |                         |
| 100474 - BAKER & TAYLOR                                  | ADULT AV  | 01/22/2024   | 02/13/2024 | 02/13/2024   | 48.33                   |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/24/2024   | 02/13/2024 | 02/13/2024   | 99.65                   |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/24/2024   | 02/13/2024 | 02/13/2024   | 70.29                   |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/24/2024   | 02/13/2024 | 02/13/2024   | 167.58                  |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/24/2024   | 02/13/2024 | 02/13/2024   | 283.31                  |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/24/2024   | 02/13/2024 | 02/13/2024   | 308.18                  |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/18/2024   | 02/13/2024 | 02/13/2024   | 29.61                   |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/18/2024   | 02/13/2024 | 02/13/2024   | 33.36                   |
| 103424 - MIDWEST TAPE LLC                                | ADULT AV  | 01/18/2024   | 02/13/2024 | 02/13/2024   | 320.16                  |
| Account 65641 - AUDIO VISUAL COLLECTIONS Totals          |   |              |            |              | Invoice Transactions 9  |
| Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals |   |              |            |              | Invoice Transactions 38 |
|  |   |              |            |              | \$19,573.64             |
| Business Unit 4820 - ACCESS SERVICES                     |   |              |            |              |                         |
| Account 62340 - IT COMPUTER SOFTWARE                     |   |              |            |              |                         |
| 137361 - COOPERATIVE COMPUTER SERVICES                   | CCS MEMBERSHIP FEE JAN 2024-MAR 2024            | 01/15/2024   | 02/13/2024 | 02/13/2024   | 22,461.94               |
| 110018 - T-MOBILE USA                                    | MOBILE HOTSPOTS 12/21/2023-1/20/2024            | 01/21/2024   | 02/13/2024 | 02/13/2024   | 828.76                  |
| Account 62340 - IT COMPUTER SOFTWARE Totals              |   |              |            |              | Invoice Transactions 2  |
|  |   |              |            |              | \$23,290.70             |
| Account 65100 - LIBRARY SUPPLIES                         |   |              |            |              |                         |
| 101406 - DEMCO, INC.                                     | OFFICE SUPPLIES                                 | 01/10/2024   | 02/13/2024 | 02/13/2024   | 197.45                  |
| 102137 - GRAINGER, INC., W.W.                            | BULK ORDER BATTERIES                            | 01/17/2024   | 02/13/2024 | 02/13/2024   | 104.16                  |
| 270049 - Tracy Olasimbo                                  | REIMBURSEMENT PROGRAM SUPPLIES HHM LATINO       | 01/01/2024   | 02/13/2024 | 02/13/2024   | 100.00                  |
| 206940 - ULINE   | JANITORIAL SUPPLIES AND ACCESS SERVICE SUPPLIES | 01/19/2024   | 02/13/2024 | 02/13/2024   | 916.24                  |
| Account 65100 - LIBRARY SUPPLIES Totals                  |   |              |            |              | Invoice Transactions 4  |
| Business Unit 4820 - ACCESS SERVICES Totals              |   |              |            |              | Invoice Transactions 6  |
|  |   |              |            |              | \$24,608.55             |
| Business Unit 4825 - ENGAGEMENT SERVICES                 |   |              |            |              |                         |
| Account 65001 - FEDERAL GRANT EXPENSE                    |   |              |            |              |                         |
| 105668 - MCGAW YMCA                                      | AHA FACILITATOR EVENT 1/11/2024                 | 01/24/2024   | 02/13/2024 | 02/13/2024   | 100.00                  |
| 17770 - HEIDI MOKRZYCKI                                  | IN-PERSON MEMORY CAFE FACILITATOR 01/20/2024    | 01/24/2024   | 02/13/2024 | 02/13/2024   | 100.00                  |
| 19494 - SHAWN SHEEHY                                     | PROFESSIONAL SERVICES - AGE OPTION PROGRAM      | 01/17/2024   | 02/13/2024 | 02/13/2024   | 200.00                  |
| Account 65001 - FEDERAL GRANT EXPENSE Totals             |   |              |            |              | Invoice Transactions 3  |
|  |   |              |            |              | \$400.00                |

|   |   |            |            |                          |             |
|---|---|------------|------------|--------------------------|-------------|
| Account 65100 - LIBRARY SUPPLIES                          |   |            |            |                          |             |
| 20303 - DOUBLE CLUTCH BREWING COMPANY                     | BLACK HISTORY MONTH PROGRAM                           | 01/29/2024 | 02/13/2024 | 02/13/2024               | 150.00      |
| 18675 - KELLYE FLEMING                                    | REIMBURSEMENT PROGRAM SUPPLIES PENGUIN NAMING CONTEST | 01/18/2024 | 02/13/2024 | 02/13/2024               | 25.00       |
| 270049 - Tracy Olasimbo                                   | REIMBURSEMENT PROGRAM SUPPLIE SIP & PAINT             | 01/25/2024 | 02/13/2024 | 02/13/2024               | 75.97       |
| 270049 - Tracy Olasimbo                                   | REIMBURSEMENT PROGRAM SUPPLIES TEEN SNACK AND PAINT   | 01/25/2024 | 02/13/2024 | 02/13/2024               | 7.47        |
| Account 65100 - LIBRARY SUPPLIES Totals                   |   |            |            | Invoice Transactions 4   | \$258.44    |
| Account 65630 - LIBRARY BOOKS                             |   |            |            |                          |             |
| 100474 - BAKER & TAYLOR                                   | ADULT AND CROWN PRINT                                 | 01/30/2024 | 02/13/2024 | 02/13/2024               | 71.76       |
| 100474 - BAKER & TAYLOR                                   | JUV PRINT   | 01/30/2024 | 02/13/2024 | 02/13/2024               | 54.07       |
| 100474 - BAKER & TAYLOR                                   | ADULT AND CROWN PRINT                                 | 01/30/2024 | 02/13/2024 | 02/13/2024               | 62.15       |
| 100474 - BAKER & TAYLOR                                   | CROWN AND ADULT PRINT                                 | 01/29/2024 | 02/13/2024 | 02/13/2024               | 22.59       |
| 100474 - BAKER & TAYLOR                                   | ADULT AND CROWN PRINT                                 | 01/23/2024 | 02/13/2024 | 02/13/2024               | 115.94      |
| 100474 - BAKER & TAYLOR                                   | ADULT AND CROWN PRINT                                 | 01/18/2024 | 02/13/2024 | 02/13/2024               | 66.67       |
| Account 65630 - LIBRARY BOOKS Totals                      |   |            |            | Invoice Transactions 6   | \$393.18    |
| Business Unit 4825 - ENGAGEMENT SERVICES Totals           |   |            |            | Invoice Transactions 13  | \$1,051.62  |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING        |   |            |            |                          |             |
| Account 65630 - LIBRARY BOOKS                             |   |            |            |                          |             |
| 100474 - BAKER & TAYLOR                                   | YA AND JUV PRINT                                      | 01/26/2024 | 02/13/2024 | 02/13/2024               | 15.46       |
| Account 65630 - LIBRARY BOOKS Totals                      |   |            |            | Invoice Transactions 1   | \$15.46     |
| Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals |   |            |            | Invoice Transactions 1   | \$15.46     |
| Business Unit 4840 - LIBRARY MAINTENANCE                  |   |            |            |                          |             |
| Account 62225 - BLDG MAINTENANCE SERVICES                 |   |            |            |                          |             |
| 151986 - CINTAS CORPORATION #769                          | CARPET CLEANING                                       | 01/30/2024 | 02/13/2024 | 02/13/2024               | 535.84      |
| 315451 - METRO DOOR AND DOCK, INC.                        | GARAGE DOOR SERVICE                                   | 01/21/2024 | 02/13/2024 | 02/13/2024               | 679.58      |
| 19941 - PLUNKETT'S PEST CONTROL                           | PEST CONTROL  | 02/01/2024 | 02/13/2024 | 02/13/2024               | 210.00      |
| 19941 - PLUNKETT'S PEST CONTROL                           | PEST CONTROL  | 01/12/2024 | 02/13/2024 | 02/13/2024               | 145.00      |
| Account 62225 - BLDG MAINTENANCE SERVICES Totals          |   |            |            | Invoice Transactions 4   | \$1,570.42  |
| Account 64005 - ELECTRICITY                               |   |            |            |                          |             |
| 10730 - MC SQUARED ENERGY                                 | MC SQUARED 12.16.2024                                 | 01/16/2024 | 02/13/2024 | 02/13/2024               | 7,514.08    |
| Account 64005 - ELECTRICITY Totals                        |   |            |            | Invoice Transactions 1   | \$7,514.08  |
| Account 65040 - JANITORIAL SUPPLIES                       |   |            |            |                          |             |
| 206940 - ULINE  | JANITORIAL SUPPLIES AND ACCESS SERVICE SUPPLIES       | 01/19/2024 | 02/13/2024 | 02/13/2024               | 259.00      |
| Account 65040 - JANITORIAL SUPPLIES Totals                |   |            |            | Invoice Transactions 1   | \$259.00    |
| Account 65050 - BLDG MAINTENANCE MATERIAL                 |   |            |            |                          |             |
| 102137 - GRAINGER, INC., W.W.                             | JANITORIAL SUPPLIES                                   | 01/24/2024 | 02/13/2024 | 02/13/2024               | 303.42      |
| Account 65050 - BLDG MAINTENANCE MATERIAL Totals          |   |            |            | Invoice Transactions 1   | \$303.42    |
| Business Unit 4840 - LIBRARY MAINTENANCE Totals           |   |            |            | Invoice Transactions 7   | \$9,646.92  |
| Business Unit 4845 - LIBRARY ADMINISTRATION               |   |            |            |                          |             |
| Account 62185 - CONSULTING SERVICES                       |   |            |            |                          |             |
| 12151 - MULTILINGUAL CONNECTIONS LLC                      | TRANSLATION SERVICES                                  | 01/30/2024 | 02/13/2024 | 02/13/2024               | 95.00       |
| Account 62185 - CONSULTING SERVICES Totals                |   |            |            | Invoice Transactions 1   | \$95.00     |
| Account 62225 - BLDG MAINTENANCE SERVICES                 |   |            |            |                          |             |
| 151986 - CINTAS CORPORATION #769                          | CARPET CLEANING                                       | 01/16/2024 | 02/13/2024 | 02/13/2024               | 535.84      |
| Account 62225 - BLDG MAINTENANCE SERVICES Totals          |   |            |            | Invoice Transactions 1   | \$535.84    |
| Account 65095 - OFFICE SUPPLIES                           |   |            |            |                          |             |
| 206940 - ULINE  | JANITORIAL SUPPLIES AND ACCESS SERVICE SUPPLIES       | 01/19/2024 | 02/13/2024 | 02/13/2024               | 86.00       |
| Account 65095 - OFFICE SUPPLIES Totals                    |   |            |            | Invoice Transactions 1   | \$86.00     |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals        |   |            |            | Invoice Transactions 3   | \$716.84    |
| Department 48 - LIBRARY Totals                            |   |            |            | Invoice Transactions 70  | \$57,074.47 |
| Fund 185 - LIBRARY FUND Totals                            |   |            |            | Invoice Transactions 131 | \$0.00      |
|   |   |            |            | Invoice Transactions 131 | \$0.00      |
| * = Prior Fiscal Year Activity                            |   |            |            |                          |             |

# BMO Credit Card Statement for the Period ending December 25, 2023

|                         |                             |                |                   |                    |              |                                  |                                     |  |                     |               |                 |                          |                           |
|-------------------------|-----------------------------|----------------|-------------------|--------------------|--------------|----------------------------------|-------------------------------------|--|---------------------|---------------|-----------------|--------------------------|---------------------------|
| LIBRARY                 | SP LETSTICKTOGETHER         | NY             | 10014             | \$                 | 53.29        | 12/1/2023                        | 65100 LIBRARY SUPPLIES              | ELL OFFICE SUPPLIES  | 185 48 4805         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | AMZN MKTP US LQ42J2I3       | WA             | 98109             | \$                 | 59.96        | 12/13/2023                       | 65100 LIBRARY SUPPLIES              | ELL PROGRAM ACTIVITY SUPPLIES                                      | 185 48 4805         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | SQ SEMICOLON BOOKS          | IL             | 60642             | \$                 | 223.84       | 12/21/2023                       | 65100 LIBRARY SUPPLIES              | BOOKS PURCHASE FOR A PROGRAM GIVEAWAY                              | 185 48 4805         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | TRILICE                     | MX             | 11800             | \$                 | 52.09        | 11/28/2023                       | 65630 LIBRARY BOOKS                 | ADULT MAIN BOOK PURCHASE FROM FIL                                  | 185 48 4806         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | AMERICAN LIBRARY ASSOC      | IL             | 60601-7616        | \$                 | 79.00        | 11/28/2023                       | 62295 TRAINING & TRAVEL             | ALA REGISTRATION WEBINAR B PETRITES                                | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | CHICAGO SUN-TIMES CIRC      | IL             | 60654             | \$                 | 20.00        | 12/1/2023                        | 65635 PERIODICALS                   | MONTHLY NEWSPAPER SUBSCRIPTION                                     | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | GAN USATODAYCIRC            | IN             | 46038             | \$                 | 29.00        | 12/5/2023                        | 65635 PERIODICALS                   | MONTHLY NEWSPAPER SUBSCRIPTION                                     | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | D J WALL-ST-JOURNAL         | NJ             | 08852             | \$                 | 54.99        | 12/6/2023                        | 65635 PERIODICALS                   | NEWSPAPER SUBSCRIPTION   | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | AMAZON.COM P12QE5173        | WA             | 98109             | \$                 | 46.80        | 12/12/2023                       | 65630 LIBRARY BOOKS                 | ADULT PRINT  | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | D J BARRONS                 | NJ             | 08852             | \$                 | 29.99        | 12/15/2023                       | 65635 PERIODICALS                   | MONTHLY NEWSPAPER SUBSCRIPTION                                     | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | AMAZON.COM FS3FD6B43        | WA             | 98109             | \$                 | 22.74        | 12/18/2023                       | 65630 LIBRARY BOOKS                 | ADULT PRINT  | 185 48 4806         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | BESTBUY.COM08066829112      | MN             | 55423             | \$                 | 53.10        | 12/7/2023                        | 65100 LIBRARY SUPPLIES              | ACCESS MONITOR STANDS  | 185 48 4820         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | EDICIONES TECOLOTE 3        | MX             | 11850             | \$                 | 67.14        | 11/27/2023                       | 65630 LIBRARY BOOKS                 | BOOK PURCHASES FROM GUADALAJARA BOOK FAIR - CROWN CHILDREN'S       | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | PAYCLIP NETIZENDIGITA       | MX             | 03230             | \$                 | 152.80       | 11/27/2023                       | 65630 LIBRARY BOOKS                 | CROWN CHILDREN'S BOOK PURCHASE FROM FIL                            | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | MCDONALDS OTERO             | MX             | 45089             | \$                 | 19.57        | 11/27/2023                       | 62295 TRAINING & TRAVEL             | DINNER FOR FIL - MB/RS   | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | HOT GUADALAJARA PZA         | MX             | 45050             | \$                 | 254.85       | 11/27/2023                       | 62295 TRAINING & TRAVEL             | EXTRA 3 DAYS @ HOTEL FOR BOOK FAIR                                 | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | VALENTINA PARRILLA          | MX             | 44100             | \$                 | 17.49        | 11/27/2023                       | 62295 TRAINING & TRAVEL             | LUNCH @FIL - MB/RS   | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | DBC BLICK ART MATERIAL      | IL             | 61401             | \$                 | 46.51        | 11/27/2023                       | 65100 LIBRARY SUPPLIES              | RC OFFICE SUPPLIES   | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | VOCES EN TINTA I            | MX             | 06600             | \$                 | 141.34       | 11/28/2023                       | 65630 LIBRARY BOOKS                 | CROWN CHILDREN'S BOOKS - BOUGHT AT GUADALAJARA BOOK FAIR           | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | CXC DTERAN                  | -              | 11560             | \$                 | 437.09       | 11/29/2023                       | 65630 LIBRARY BOOKS                 | CROWN CHILDREN'S BOOKS PURCHASE FROM FIL                           | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | SORIANA312 PLAZA SOL        | -              | 45050             | \$                 | 55.85        | 11/30/2023                       | 62295 TRAINING & TRAVEL             | LUGGAGE TO CARRY BACK BOOKS FIL - MB/RS                            | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | MICHAELS #9490              | TX             | 75063             | \$                 | 20.12        | 12/4/2023                        | 65100 LIBRARY SUPPLIES              | ENGAGEMENT KWANZAA CRAFT SUPPLIES                                  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | WALMART.COM                 | AR             | 72716             | \$                 | 17.26        | 12/4/2023                        | 65100 LIBRARY SUPPLIES              | RC OFFICE SUPPLIES   | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | WALMART.COM                 | AR             | 72716             | \$                 | 38.62        | 12/11/2023                       | 65100 LIBRARY SUPPLIES              | RC GENERAL SUPPLIES  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | PAPA JOHNS 5056             | IL             | 60201             | \$                 | 44.94        | 12/12/2023                       | 65100 LIBRARY SUPPLIES              | PIZZA FOR DIVERSION EN ESPANOL PROGRAM AT RC - DT                  | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | TARGET.COM                  | MN             | 55445             | \$                 | 55.30        | 12/12/2023                       | 65100 LIBRARY SUPPLIES              | RC PROGRAM SUPPLIES  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | WALMART.COM                 | AR             | 72716             | \$                 | 102.83       | 12/12/2023                       | 65100 LIBRARY SUPPLIES              | RC PROGRAM SUPPLIES  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | MICHAELS #9490              | TX             | 75063             | \$                 | 38.92        | 12/18/2023                       | 65100 LIBRARY SUPPLIES              | ENGAGEMENT KWANZAA PROGRAM SUPPLIES                                | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | PAPA JOHNS 5056             | IL             | 60201             | \$                 | 58.44        | 12/18/2023                       | 65100 LIBRARY SUPPLIES              | PIZZA FOR RC PROGRAM - KM/KF                                       | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | PAPA JOHNS 5056             | IL             | 60201             | \$                 | 105.91       | 12/18/2023                       | 65100 LIBRARY SUPPLIES              | PIZZA FOR RC PROGRAM - KM/KF                                       | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | WALMART.COM                 | AR             | 72716             | \$                 | 54.55        | 12/18/2023                       | 65100 LIBRARY SUPPLIES              | RC PROGRAM AND OFFICE SUPPLIES                                     | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | MICHAELS.COM                | TX             | 75063             | \$                 | 26.49        | 12/19/2023                       | 65100 LIBRARY SUPPLIES              | ENGAGEMENT KWANZAA PROGRAM SUPPLIES                                | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | PAPA JOHNS 5056             | IL             | 60201             | \$                 | 40.96        | 12/20/2023                       | 65100 LIBRARY SUPPLIES              | ENGAGEMENT PROGRAM FOOD  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | SAMSLUB.COM                 | AR             | 72712             | \$                 | 23.25        | 12/20/2023                       | 65100 LIBRARY SUPPLIES              | RC PROGRAM SNACKS  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | SWEET TEMPTATIONS BAKE      | IL             | 60202             | \$                 | 130.00       | 12/20/2023                       | 65100 LIBRARY SUPPLIES              | ROSCA FOR KING'S DAY CELEBRATION AT CROWN - MB                     | 185 48 4825         | -             | Bojorquez       | Mariana P                |                           |
| LIBRARY                 | TARGET.COM                  | MN             | 55445             | \$                 | 12.34        | 12/21/2023                       | 65100 LIBRARY SUPPLIES              | RC PROGRAM SUPPLIES  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | SAMSLUB.COM                 | AR             | 72712             | \$                 | 31.86        | 12/22/2023                       | 65100 LIBRARY SUPPLIES              | RC PROGRAM SNACKS  | 185 48 4825         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | AMZN MKTP US 2444V6953      | WA             | 98109             | \$                 | 46.80        | 11/27/2023                       | 65100 LIBRARY SUPPLIES              | IDL OFFICE SUPPLIES  | 185 48 4835         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 17.94        | 11/27/2023                       | 65001 FEDERAL GRANT EXPENSE         | SEW IT SUPPLIES (FABRIC) FUNDING THROUGH PNG TOTAL SPENT 594.72 SP | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 23.92        | 11/27/2023                       | 65001 FEDERAL GRANT EXPENSE         | SEW IT SUPPLIES (FABRIC) FUNDING THROUGH PNG TOTAL SPENT 594.72 SP | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | TARGET 00009274             | IL             | 60202             | \$                 | 19.98        | 11/27/2023                       | 65100 LIBRARY SUPPLIES              | TECH SUPPLIES, 2 PAIRS OF HEADPHONES FOR PATRON COMPUTERS.         | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | SP SPHEROLITTEBITS          | CO             | 80301             | \$                 | 1,083.49     | 11/29/2023                       | 65100 LIBRARY SUPPLIES              | TEEN SERVICES PROGRAM SUPPLIES SPHERO REPLACEMENTS                 | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 91.12        | 12/1/2023                        | 65001 FEDERAL GRANT EXPENSE         | NSBE JR. SUPPLIES FROM LEFTOVER PNG MONEY FROM THE SUMMER. TOT     | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 314.77       | 12/1/2023                        | 65001 FEDERAL GRANT EXPENSE         | SEW IT SUPPLIES (FABRIC) FUNDING THROUGH PNG TOTAL SPENT 594.72 SP | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 23.92        | 12/1/2023                        | 65001 FEDERAL GRANT EXPENSE         | SEWING SUPPLIES. REFUND WILL BE COMING SHORTLY SOME OF THE SUPPL   | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | TOMATEFRESHKITCHEN.COM      | IL             | 60201             | \$                 | 163.46       | 12/1/2023                        | 65100 LIBRARY SUPPLIES              | STAFF RETIREMENT CELEBRATION.                                      | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | WP ENGINE                   | TX             | 78701             | \$                 | 290.00       | 12/4/2023                        | 65100 LIBRARY SUPPLIES              | EPL MONTHLY WEBSITE MAINTENANCE AND STORAGE. TECH BUDGET.          | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | GOOGLE GSUITE_EPL.ORG       | CA             | 94043             | \$                 | 54.00        | 12/4/2023                        | 65100 LIBRARY SUPPLIES              | GOOGLE WEBHOST MONTHLY FEE   | 185 48 4835         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 60.35        | 12/4/2023                        | 65001 FEDERAL GRANT EXPENSE         | NSBE JR. SUPPLIES FROM LEFTOVER PNG MONEY FROM THE SUMMER. TOT     | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 1,399.98     | 12/4/2023                        | 65001 FEDERAL GRANT EXPENSE         | NSBE JR. SUPPLIES FROM LEFTOVER PNG MONEY FROM THE SUMMER. TOT     | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | (23.92)      | 12/4/2023                        | 65001 FEDERAL GRANT EXPENSE         | REFUND ON PART OF ORDER DUE TO MISSING SUPPLIES.                   | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 15.58        | 12/4/2023                        | 65001 FEDERAL GRANT EXPENSE         | SEW IT SUPPLIES (FABRIC) FUNDING THROUGH PNG TOTAL SPENT 594.72 SP | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | PAYFLOW/PAYPAL              | NE             | 68126             | \$                 | 30.30        | 12/5/2023                        | 62340 IT COMPUTER SOFTWARE          | MONTHLY FEE COMMUNICO PAYMENT TRANSACTION                          | 185 48 4835         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | AMZN MKTP US BJK6D56Q3      | WA             | 98109             | \$                 | 209.86       | 12/11/2023                       | 65100 LIBRARY SUPPLIES              | IDL TECHNOLOGY SUPPLIES  | 185 48 4835         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 74.99        | 12/11/2023                       | 65001 FEDERAL GRANT EXPENSE         | NSBE JR. SUPPLIES FROM LEFTOVER PNG MONEY FROM THE SUMMER. TOT     | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | CRICUT                      | UT             | 84095             | \$                 | 9.99         | 12/18/2023                       | 65001 FEDERAL GRANT EXPENSE         | CRICUT SUBSCRIPTION FOR QUARTERLY CHALLENGES THROUGH PNG.          | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 25.60        | 12/18/2023                       | 65001 FEDERAL GRANT EXPENSE         | SEW IT SUPPLIES (FABRIC) FUNDING THROUGH PNG TOTAL SPENT 594.72 SP | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | B&H PHOTO 800-606-6969      | NY             | 10001             | \$                 | 14.95        | 12/19/2023                       | 65100 LIBRARY SUPPLIES              | IDL OFFICE SUPPLIES  | 185 48 4835         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | JOANN STORES JOANN.COM      | OH             | 44236             | \$                 | 21.52        | 12/21/2023                       | 65001 FEDERAL GRANT EXPENSE         | SEW IT SUPPLIES (FABRIC) FUNDING THROUGH PNG TOTAL SPENT 594.72 SP | 185 48 4835         | -             | Madison         | Elacsha                  |                           |
| LIBRARY                 | THE HOME DEPOT #1902        | IL             | 602020000         | \$                 | 121.50       | 12/8/2023                        | 65050 BUILDING MAINTENANCE MATERIAL | WRENCH SOCKET SETLOCK FOR KARINA                                   | 185 48 4840         | -             | Parker          | Eric                     |                           |
| LIBRARY                 | THE HOME DEPOT #1902        | IL             | 602020000         | \$                 | 154.37       | 12/15/2023                       | 65040 JANITORIAL SUPPLIES           | TOOLS  | 185 48 4840         | -             | Parker          | Eric                     |                           |
| LIBRARY                 | CHICAGO MAIN NEWSSTAND      | IL             | 60202             | \$                 | 6.45         | 12/19/2023                       | 65095 OFFICE SUPPLIES               | ONE NEW YORK TIMES NEWSPAPER                                       | 185 48 4840         | -             | Wade            | Ray                      |                           |
| LIBRARY                 | AMAZON.COM U05SN4AQ3        | WA             | 98109             | \$                 | 46.38        | 11/27/2023                       | 65095 OFFICE SUPPLIES               | OFFICE SUPPLIES  | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | WALMART.COM                 | AR             | 72716             | \$                 | 64.05        | 12/4/2023                        | 65095 OFFICE SUPPLIES               | RC OFFICE SUPPLIES   | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | TARGET.COM                  | MN             | 55445             | \$                 | 20.00        | 12/11/2023                       | 65095 OFFICE SUPPLIES               | HOLIDAY PARTY SUPPLIES   | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | TARGET.COM                  | MN             | 55445             | \$                 | 33.00        | 12/11/2023                       | 65095 OFFICE SUPPLIES               | HOLIDAY STAFF PARTY SUPPLIES                                       | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | PANINOS PIZZERIA            | IL             | 60202             | \$                 | 75.73        | 12/11/2023                       | 65025 FOOD                          | LUCEON SAMPLE FOR HOLIDAY PARTY                                    | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | SAMSLUB.COM                 | AR             | 72712             | \$                 | 61.50        | 12/11/2023                       | 65095 OFFICE SUPPLIES               | RC AND MAIN OFFICE SUPPLIES/SNACKS                                 | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | GOTPRINT.COM                | CA             | 91505-1073        | \$                 | 180.14       | 12/12/2023                       | 62210 PRINTING                      | EPL STICKER BULK ORDER   | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | USPS PO 1626220204          | IL             | 60201             | \$                 | 462.00       | 12/20/2023                       | 62275 POSTAGE CHARGEBACKS           | BULK ORDER POSTAGES  | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | BLICK ART 800 447 1892      | IL             | 60201             | \$                 | 99.76        | 12/20/2023                       | 65095 OFFICE SUPPLIES               | RAFFLE GIFTS FOR HOLIDAY PARTY                                     | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | BOOKENDS & BEGINNINGS       | IL             | 60201-3775        | \$                 | 52.99        | 12/20/2023                       | 65095 OFFICE SUPPLIES               | RAFFLE GIFTS FOR THE HOLIDAY PARTY                                 | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | TRADER JOE S #702           | IL             | 60202             | \$                 | 56.89        | 12/21/2023                       | 65025 FOOD                          | HOLIDAY PARTY FOOD   | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | JEWEL OSCO 3428             | IL             | 60202             | \$                 | 40.53        | 12/22/2023                       | 65025 FOOD                          | HOLIDAY PARTY DRINKS AND OTHER SUPPLIES                            | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| LIBRARY                 | CLUCKERS CHARCOAL           | IL             | 60091             | \$                 | 753.09       | 12/22/2023                       | 65025 FOOD                          | HOLIDAY PARTY FOOD   | 185 48 4845         | -             | Hernandez-Solis | Lea                      |                           |
| REPORTS TO INTERMEDIATE | MERCHANT NAME               | MERCHANT STATE | MERCHANT ZIP CODE | TRANSACTION AMOUNT | POSTING DATE | COST ALLOCATION - EXPENSE OBJECT |                                     |  | EXPENSE DESCRIPTION | BUSINESS UNIT | PROJECT NUMBER  | ACCOUNT HOLDER LAST NAME | ACCOUNT HOLDER FIRST NAME |
|                         | LIBRARY DECEMBER 2023 TOTAL |                |                   | \$ 8,862.92        |              |                                  |                                     |  |                     |               |                 |                          |                           |
|                         |                             |                |                   |                    |              |                                  |                                     |  |                     |               |                 |                          |                           |
|                         |                             |                |                   |                    |              |                                  |                                     |  |                     |               |                 |                          |                           |
|                         |                             |                |                   |                    |              |                                  |                                     |  |                     |               |                 |                          |                           |
|                         |                             |                |                   |                    |              |                                  |                                     |  |                     |               |                 |                          |                           |

# MEMORANDUM

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

**From:** Yolande Wilburn, Executive Director

**Subject:** FY2023 IPLAR Report Approval

**Date:** February 21, 2024

**Recommended Action**

Staff recommend approval of the FY2023 IPLAR Report submission.

**Summary**

The Illinois Public Library Annual Report (IPLAR) is an annual report required by the Illinois Secretary of State. Non-compliance/non-submission of a web based IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include but are not limited to: Public Library Per Capita and Equalization Grant, Public Library Construction Program grants, and Library Services and Technology Act (LSTA) grants. The report is due before March 1, 2024 and requires the signature of the Executive Director, the Library Board President and the Library Board Secretary.

Library staff have compiled the data in the attached report for FY2023.

## ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2024

## EVANSTON PUBLIC LIBRARY

**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

|   |                         |
|---|-------------------------|
| 1.1 ISL Control # [PLS 151, PLS 701]  | 30265                   |
| 1.2 ISL Branch # [PLS 151, PLS 701]   | 00                      |
| 1.3a FSCS ID [PLS 150, PLS 700]   | IL0172                  |
| 1.3b FSCS_SEQ [PLS 700]   | 002                     |
| 1.4a Legal Name of Library [PLS 152]  | Evanston Public Library |
| 1.4b If the library's name has changed, then enter the updated answer here.               |                         |
| 1.4c Was this an official name change?  |                         |
| 1.5a Facility Street Address [PLS 153]  | 1703 Orrington Avenue   |
| 1.5b If the facility's street address has changed, then enter the updated answer here.    |                         |
| 1.5c Was this a physical location change?   |                         |
| 1.6a Facility City [PLS 154]  | Evanston                |
| 1.6b If the facility's city has changed, then enter the updated answer here.              |                         |
| 1.7a Facility Zip [PLS 155]   | 60201                   |
| 1.7b If the facility's zip code has changed, then enter the updated answer here.          |                         |
| 1.8a Mailing Address [PLS 157]  | 1703 Orrington Avenue   |
| 1.8b If the facility's mailing address has changed, then enter the updated answer here.   |                         |
| 1.9a Mailing City [PLS 158]   | Evanston                |
| 1.9b If the facility's mailing city has changed, then enter the updated answer here.      |                         |
| 1.10a Mailing Zip [PLS 159]   | 60201                   |
| 1.10b If the facility's mailing zip code has changed, then enter the updated answer here. |                         |
| 1.11a Library Telephone Number [PLS 162]  | 8474488600              |
| 1.11b If the telephone number has changed, then enter the updated answer here.            |                         |
| 1.12a Library FAX Number  | 8478660313              |
| 1.12b If the fax number has changed, then enter the updated answer here.                  |                         |
| 1.13 Website  | http://epl.org          |

**Library Director's Information**

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

|                                |                             |
|--------------------------------|-----------------------------|
| 1.14 Name                      | Yolande Wilburn             |
| 1.15 Title                     | Executive Director          |
| 1.16 Library Director's E-mail | ywilburn@cityofevanston.org |

**Library Information**

Please provide the requested information about the library type.

|  |      |
|--|------|
| 1.17a Type of library  | City |
| 1.17b If the library type has changed, then enter the updated answer here. |      |
| 1.18 Is the main library a combined public and school library?             | No   |

|  |    |
|--|----|
| 1.19 Does your library contract with another library to RECEIVE ALL your library services? | No |
|--|----|

## Contract for Services

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

|  |  |
|--|--|
| Number of contracting libraries:         |  |
| Legal name of library you contract with: |  |

## Administrative Information

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

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

## Federal Public Library Criteria

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

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

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

## SERVICE OUTLETS (2.1 - 2.16)

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

**785-1168, pburg@ilsos.gov) so that it can be added.**

|   |          |
|---|----------|
| <b>2.1a Total number of bookmobiles [PLS 211 &amp; PLS 712]</b>                     | <b>0</b> |
| <b>2.1b Total number of branch libraries [PLS 210]</b>                              | <b>1</b> |
| <b>2.2a Are any of the branch libraries a combined public and school library?</b>   | No       |
| <b>2.2b If YES, provide the name of the branch or branches in the box provided.</b> |          |

## Service Outlet Name

| Location                    | <b>2.3a Branch or Bookmobile Legal Name [PLS 702]</b> | <b>2.3b If the outlet's legal name has changed, then enter the updated answer here.</b> | <b>2.3c Was this an official name change?</b> |
|-----------------------------|---|---|---|
| ROBERT CROWN BRANCH LIBRARY | ROBERT CROWN BRANCH LIBRARY                           |   |   |
| EVANSTON P.L.               | EVANSTON PUBLIC LIBRARY                               |   |   |

## ISL Control Number

| Location                    | <b>2.4 ISL Control # [PLS 701]</b> | <b>2.5 ISL Branch # [PLS 701]</b> |
|-----------------------------|------------------------------------|-----------------------------------|
| ROBERT CROWN BRANCH LIBRARY | 30265                              | 3026504                           |
| EVANSTON P.L.               | 30265                              | 3026500                           |

## Street Address

| Location                    | <b>2.6a Street Address [PLS 703]</b> | <b>2.6b If the outlet's street address has changed, then enter the updated answer here.</b> | <b>2.6c Was this a physical location change?</b> |
|-----------------------------|--------------------------------------|---|--|
| ROBERT CROWN BRANCH LIBRARY | 1801 MAIN STREET                     |   |  |
| EVANSTON P.L.               | 1703 ORRINGTON AVENUE                |   |  |

## Address

| Location                    | <b>2.7a City [PLS 704]</b> | <b>2.7b If the outlet's city has changed, then enter the updated answer here.</b> | <b>2.8a Zip Code [PLS 705]</b> | <b>2.8b If the outlet's zip code has changed, then enter the updated answer here.</b> |
|-----------------------------|----------------------------|---|--------------------------------|---|
| ROBERT CROWN BRANCH LIBRARY | EVANSTON                   |   | 60201                          |   |
| EVANSTON P.L.               | EVANSTON                   |   | 60201                          |   |

## County & Phone

| Location                    | <b>2.9a County [PLS 707]</b> | <b>2.9b If the outlet's county has changed, then enter the updated answer here.</b> | <b>2.10a Telephone [PLS 708]</b> | <b>2.10b If the outlet's phone number has changed, then enter the updated answer here.</b> |
|-----------------------------|------------------------------|---|----------------------------------|--|
| ROBERT CROWN BRANCH LIBRARY | Cook                         |   | 8474488101                       |  |
| EVANSTON P.L.               | Cook                         |   | 8474488600                       |  |

## Square Feet

| Location                    | <b>2.11a Square Footage of Outlet [PLS 711]</b> | <b>2.11b If the facility's square footage has changed, then enter the updated answer here.</b> | <b>2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.</b> |
|-----------------------------|---|--|--|
| ROBERT CROWN BRANCH LIBRARY | 6,000   |  |  |



|               |         |  |  |
|---------------|---------|--|--|
| EVANSTON P.L. | 112,000 |  |  |
|---------------|---------|--|--|

## IDs

## Hours and Attendance

| Location                    | 2.12 Total public service hours<br>PER YEAR for this service outlet<br>[PLS 713] | 2.13 Total number of weeks, during the fiscal<br>year, this service outlet was open for service to<br>the public [PLS 714] | 2.14 Total annual<br>attendance/visits in the<br>outlet |
|-----------------------------|--|--|---|
| ROBERT CROWN BRANCH LIBRARY | 3,201  | 52   | 140,762   |
| EVANSTON P.L.               | 3,224  | 52   | 272,391   |

## ANNUAL REPORT DATA (3.1 - 3.7)

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

|   |                             |
|---|-----------------------------|
| 3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206] | 01/01/2023                  |
| 3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]   | 12/31/2023                  |
| 3.3 Number of months in this fiscal year          | 12                          |
| 3.4 Name of person preparing this annual report   | Heather Norborg             |
| 3.5 Telephone Number of Person Preparing Report   | 847-448-8641                |
| 3.6 FAX Number                                    | 847-866-0313                |
| 3.7 E-Mail Address                                | hnorborg@cityofevanston.org |

## REFERENDA (4.1 - 4.7)

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

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

### Referendum 1

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

### Referendum 2

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

### Referendum 3

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

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

## Referendum 4

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

## Referendum 5

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

## CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

|   |     |
|---|-----|
| 5.1 Total number of board seats   | 9   |
| 5.2 Total number of vacant board seats  | 0   |
| 5.2b Please explain   |     |
| 5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired. | Yes |
| 5.4 IF NO, please explain   |     |

## First Member

|                                 |                           |
|---------------------------------|---------------------------|
| 5.5 Name                        | Michelle Mills            |
| 5.6 Trustee Position            | Treasurer                 |
| 5.7 Present Term Ends (mm/year) | 6/30/2026                 |
| 5.8 Telephone Number            | 410-575-3660              |
| 5.9 E-mail Address              | mmills@cityofevanston.org |
| 5.10 Home Address               |                           |
| 5.11 City                       | Evanston                  |
| 5.12 State                      | IL                        |
| 5.13 Zip Code                   | 60602                     |

## Second member

|                                 |                          |
|---------------------------------|--------------------------|
| 5.5 Name                        | Meghan Shea              |
| 5.6 Trustee Position            | Other                    |
| 5.7 Present Term Ends (mm/year) | 6/30/2024                |
| 5.8 Telephone Number            | 646-337-0810             |
| 5.9 E-mail Address              | mshea@cityofevanston.org |
| 5.10 Home Address               |                          |
| 5.11 City                       | Evanston                 |

|                      |              |
|----------------------|--------------|
| <b>5.12 State</b>    | <b>IL</b>    |
| <b>5.13 Zip Code</b> | <b>60602</b> |

### Third member

|  |                                  |
|--|----------------------------------|
| <b>5.5 Name</b>                        | <b>Tracy Fulce</b>               |
| <b>5.6 Trustee Position</b>            | President                        |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>06/30/2026</b>                |
| <b>5.8 Telephone Number</b>            | <b>847-563-8854</b>              |
| <b>5.9 E-mail Address</b>              | <b>tfulce@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               |                                  |
| <b>5.11 City</b>                       | <b>Evanston</b>                  |
| <b>5.12 State</b>                      | <b>IL</b>                        |
| <b>5.13 Zip Code</b>                   | <b>60202</b>                     |

### Fourth member

|  |                                     |
|--|-------------------------------------|
| <b>5.5 Name</b>                        | <b>Kathryn Hazelett</b>             |
| <b>5.6 Trustee Position</b>            | Other                               |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>6/30/2024</b>                    |
| <b>5.8 Telephone Number</b>            | <b>501-920-4727</b>                 |
| <b>5.9 E-mail Address</b>              | <b>KHazelett@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               |                                     |
| <b>5.11 City</b>                       | <b>Evanston</b>                     |
| <b>5.12 State</b>                      | <b>IL</b>                           |
| <b>5.13 Zip Code</b>                   | <b>60202</b>                        |

### Fifth member

|  |                                 |
|--|---------------------------------|
| <b>5.5 Name</b>                        | <b>Arikpo Dada</b>              |
| <b>5.6 Trustee Position</b>            | Other                           |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>06/30/2025</b>               |
| <b>5.8 Telephone Number</b>            | <b>312-428-1550</b>             |
| <b>5.9 E-mail Address</b>              | <b>adada@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               |                                 |
| <b>5.11 City</b>                       | <b>Evanston</b>                 |
| <b>5.12 State</b>                      | <b>IL</b>                       |
| <b>5.13 Zip Code</b>                   | <b>60202</b>                    |

### Sixth member

|  |                                    |
|--|------------------------------------|
| <b>5.5 Name</b>                        | <b>Catie Huggins</b>               |
| <b>5.6 Trustee Position</b>            | Other                              |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>6/30/2026</b>                   |
| <b>5.8 Telephone Number</b>            | <b>314-856-2552</b>                |
| <b>5.9 E-mail Address</b>              | <b>chuggins@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               |                                    |
| <b>5.11 City</b>                       | <b>Evanston</b>                    |
| <b>5.12 State</b>                      | <b>IL</b>                          |

|                      |              |
|----------------------|--------------|
| <b>5.13 Zip Code</b> | <b>60201</b> |
|----------------------|--------------|

## Seventh member

|  |                                    |
|--|------------------------------------|
| <b>5.5 Name</b>                        | <b>Russ Shurbet</b>                |
| <b>5.6 Trustee Position</b>            | Other                              |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>06/2024</b>                     |
| <b>5.8 Telephone Number</b>            | <b>773-934-6757</b>                |
| <b>5.9 E-mail Address</b>              | <b>RShurbet@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               |                                    |
| <b>5.11 City</b>                       | <b>Evanston</b>                    |
| <b>5.12 State</b>                      | <b>IL</b>                          |
| <b>5.13 Zip Code</b>                   | <b>60201</b>                       |

## Eighth member

|  |                                   |
|--|-----------------------------------|
| <b>5.5 Name</b>                        | <b>Esther Wallen</b>              |
| <b>5.6 Trustee Position</b>            | Vice-President                    |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>06/30/2024</b>                 |
| <b>5.8 Telephone Number</b>            | <b>847-448-8650</b>               |
| <b>5.9 E-mail Address</b>              | <b>EWallen@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               | <b>1703 Orrington Avenue</b>      |
| <b>5.11 City</b>                       | <b>Evanston</b>                   |
| <b>5.12 State</b>                      | <b>IL</b>                         |
| <b>5.13 Zip Code</b>                   | <b>60201</b>                      |

## Ninth member

|  |                                 |
|--|---------------------------------|
| <b>5.5 Name</b>                        | <b>Terry Soto</b>               |
| <b>5.6 Trustee Position</b>            | Secretary                       |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>06/30/2025</b>               |
| <b>5.8 Telephone Number</b>            | <b>847-338-0917</b>             |
| <b>5.9 E-mail Address</b>              | <b>tsoto@cityofevanston.org</b> |
| <b>5.10 Home Address</b>               | <b>1703 Orrington Ave.</b>      |
| <b>5.11 City</b>                       | <b>Evanston</b>                 |
| <b>5.12 State</b>                      | <b>IL</b>                       |
| <b>5.13 Zip Code</b>                   | <b>60202</b>                    |

## FACILITY/FACILITIES (6.1-6.3b)

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

|  |              |
|--|--------------|
| <b>6.1 Does the library address the environmental needs of patrons on the autism spectrum?</b> | No           |
| <b>6.1b If so, please describe</b>   |              |
| <b>6.2 Total Number of Meeting Rooms</b>   | <b>5</b>     |
| <b>6.2b Total number of times meeting room(s) used by the public during the fiscal year</b>    | <b>220</b>   |
| <b>6.3 Total Number of Study Rooms</b>   | <b>12</b>    |
| <b>6.3b Total number of times study room(s) used by the public during the fiscal year</b>      | <b>8,082</b> |

## ASSETS AND LIABILITIES (7.1 - 7.13)

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

### Property

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

|  |              |
|--|--------------|
| 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? | \$20,000,000 |
| 7.2 During the last fiscal year, did the library acquire any real and/or personal property?  | No           |

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

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

### Fiscal Accumulations

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

|  |  |
|--|--|
| 7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?                      | Yes  |
| 7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. | <p>\$4,200,000 The Evanston Public Library Fund Balance Policy, adopted in November of 2022, states: Library Fund The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 6 months (50%) of anticipated operating expenses for the budget year in the Library Fund. In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 6 months (50%) recommended maximum, the budget may be structured in a deficit, at the board's discretion. Capital Improvement Fund The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.</p> |

### Liabilities

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

|  |             |
|--|-------------|
| 7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? | Yes         |
| 7.11 IF YES, what is the total amount of the outstanding liabilities?                                  | \$5,486,150 |

**7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.**

The library holds a balance on general obligation bonds used to finance past year's capital projects. The balance as of 12/31/2023 for each outstanding liability is: 2013B: \$57,632 2016A: \$470,000 2017A: \$1,070,000 2017B: \$305,474 2018B: \$1,987,018 2019B: \$1,596,027 TOTAL: \$5,486,150

## OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

**NOTE:** Round answers to the nearest whole dollar.

### Local Government

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

|   |                    |
|---|--------------------|
| <b>8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)</b>          | <b>\$7,632,769</b> |
| <b>8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?</b>  | No                 |
| <b>8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)</b> | <b>\$0</b>         |

### State Government

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

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

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

|  |                  |
|--|------------------|
| <b>8.2 Per capita grant</b>                      | <b>\$115,212</b> |
| <b>8.3 Equalization aid grant</b>                | <b>\$0</b>       |
| <b>8.4 Personal property replacement tax</b>     | <b>\$0</b>       |
| <b>8.5 Other State Government funds received</b> | <b>\$0</b>       |
| <b>8.6 If Other, please specify</b>              |                  |

|   |                  |
|---|------------------|
| <b>8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]</b> | <b>\$115,212</b> |
|---|------------------|

## Federal Government

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

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

|   |                               |
|---|-------------------------------|
| <b>8.8 LSTA funds received</b>  | <b>\$48,421</b>               |
| <b>8.9 E-Rate funds received</b>  | <b>\$0</b>                    |
| <b>8.10 Other federal funds received</b>                                | <b>\$11,976</b>               |
| <b>8.11 If Other, please specify</b>                                    | <b>Age Options, IMLS, NSF</b> |
| <b>8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]</b> | <b>\$60,397</b>               |

## Other Income

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

|   |                  |
|---|------------------|
| <b>8.13 Monetary Gifts and Donations</b>                                  | <b>\$403,878</b> |
| <b>8.14 Other receipts intended to be used for operating expenditures</b> | <b>\$553,873</b> |
| <b>8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]</b>              | <b>\$957,751</b> |
| <b>8.16 Other non-capital receipts placed in reserve funds</b>            | <b>\$0</b>       |

## Total Operating Receipts

|   |                    |
|---|--------------------|
| <b>8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]</b> | <b>\$8,766,129</b> |
|---|--------------------|

## Safeguarding of Library Funds

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

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

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

|  |                               |
|--|-------------------------------|
| <b>8.18a The library safeguards its funds using which option?</b>  | Insurance Policy/Instrument   |
| <b>8.18b Proof of Certificate of Insurance for Library Funds</b>   | <b>Certificate.pdf</b>        |
| <b>8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?</b>              | <b>\$5,000,000</b>            |
| <b>8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?</b> | Yes                           |
| <b>8.21 The designated custodian of the library's funds is:</b>  | Municipal Corporate Authority |

## OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

**NOTE:** Round answers to the nearest whole dollar.

## STAFF EXPENDITURES (9.1-9.3)

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

**NOTE:** Round answers to the nearest whole dollar.

|  |             |
|--|-------------|
| 9.1 Salaries and wages for all library staff [PLS 350]   | \$4,676,240 |
| 9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351] | \$1,143,424 |
| 9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.                                      |             |
| 9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]   | \$5,819,664 |

## COLLECTION EXPENDITURES (10.1 - 10.4)

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

**NOTE:** Round answers to the nearest whole dollar.

|   |                      |
|---|----------------------|
| 10.1 Printed Materials (books, newspapers, etc.) [PLS 353]        | \$551,638            |
| 10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]    | \$341,406            |
| 10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]    | \$56,010             |
| 10.3b Please list the types of materials purchased in 10.3a       | CDs, DVDs, Playaways |
| 10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356] | \$949,054            |

## OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

**NOTE:** Round answers to the nearest whole dollar.

|  |             |
|--|-------------|
| 11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357] | \$1,266,514 |
|--|-------------|



|   |             |
|---|-------------|
| 11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358] | \$8,035,232 |
|---|-------------|

## CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

### Capital Revenue

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

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

**NOTE:** Round answers to the nearest whole dollar.

|   |     |
|---|-----|
| 12.1a Local Government: Capital Income from Bond Sales            | \$0 |
| 12.1b Local Government: Other                                     | \$0 |
| 12.1c Total Local Government (12.1a + 12.1b) [PLS 400]            | \$0 |
| 12.2 State Government [PLS 401]                                   | \$0 |
| 12.3 Federal Government [PLS 402]                                 | \$0 |
| 12.4 Other Capital Revenue [PLS 403]                              | \$0 |
| 12.5 If Other, please specify                                     |     |
| 12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404] | \$0 |

### Capital Expenditures

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

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

**NOTE: Round answers to the nearest whole dollar.**

**12.7 Total Capital Expenditures [PLSC 405]**

**\$1,192,903**

## **PERSONNEL (13.1 - 13.46)**

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

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

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

### **Group A**

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

|         |                                       |                                     |                         |                              |
|---------|---------------------------------------|-------------------------------------|-------------------------|------------------------------|
| Summary | 22                                    | 22                                  | \$1,073.81              | 751.25                       |
|         | <b>13.1 Position Title</b>            | <b>13.2 Primary Work Area</b>       | <b>13.3 Hourly Rate</b> | <b>13.4 Total Hours/Week</b> |
|         | Executive Director                    | Library Director                    | \$85.13                 | 37.50                        |
|         | Assistant Director                    | Assistant Library Director          | \$68.38                 | 37.50                        |
|         | Early Learning & Literacy Manager     | Children's Services                 | \$60.70                 | 37.50                        |
|         | Lifelong Learning & Literacy Manager  | Adult Services                      | \$44.58                 | 37.50                        |
|         | Engagement Services Manager           | Other Type of Librarian             | \$55.99                 | 37.50                        |
|         | Innovation & Digital Learning Manager | Young Adult Services                | \$49.15                 | 37.50                        |
|         | Branch Manager                        | Other Type of Librarian             | \$43.01                 | 37.50                        |
|         | Access Services Manager               | Other Type of Librarian             | \$50.62                 | 37.50                        |
|         | Collection Development Manager        | Collection Development Acquisitions | \$49.68                 | 37.50                        |
|         | Youth Engagement Librarian            | Children's Services                 | \$51.34                 | 37.50                        |
|         | Librarian I                           | Children's Services                 | \$47.26                 | 37.50                        |
|         | Librarian I                           | Children's Services                 | \$45.48                 | 37.50                        |
|         | Librarian I                           | Children's Services                 | \$47.26                 | 18.75                        |
|         | Librarian I                           | Adult Services                      | \$44.58                 | 37.50                        |
|         | Librarian I                           | Adult Services                      | \$44.58                 | 37.50                        |
|         | Librarian I                           | Adult Services                      | \$37.77                 | 37.50                        |
|         | Librarian I                           | Adult Services                      | \$44.58                 | 18.75                        |
|         | Librarian I                           | Adult Services                      | \$39.30                 | 18.75                        |
|         | Librarian I                           | Adult Services                      | \$42.77                 | 20.00                        |
|         | Latino Engagement Librarian           | Other Type of Librarian             | \$39.30                 | 37.50                        |
|         | Data & Technology Librarian           | Automation/Technology/Systems       | \$44.58                 | 37.50                        |

|  |                |                      |         |       |
|--|----------------|----------------------|---------|-------|
|  | Teen Librarian | Young Adult Services | \$37.77 | 37.50 |
|--|----------------|----------------------|---------|-------|

## Group A Total

|  |       |
|--|-------|
| 13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250] <sup>1</sup> | 18.78 |
|--|-------|

## Group A hidden group hours

## Group B

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

|                      |                     |                        |                      |                  |                        |
|----------------------|---------------------|------------------------|----------------------|------------------|------------------------|
| Summary <sup>1</sup> |                     |                        |                      |                  | 0.00                   |
|                      | 13.6 Position Title | 13.7 Primary Work Area | 13.8 Education Level | 13.9 Hourly Rate | 13.10 Total Hours/Week |
|                      | not applicable      |                        |                      |                  | 0.00                   |

## Group B Total

|   |       |
|---|-------|
| 13.11 Total Group B: FTE Other Librarians (13.10/40) <sup>2</sup> | 0.00  |
| 13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]               | 18.78 |

## Group C

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

|   |          |
|---|----------|
| 13.13 Total hours worked in a typical week by all Group C employees | 1,785.75 |
| 13.14 Minimum hourly rate actually paid                             | \$17.41  |
| 13.15 Maximum hourly rate actually paid                             | \$60.20  |
| 13.16 Total FTE Group C employees (13.13 / 40)                      | 44.64    |

## Group D

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

|   |         |
|---|---------|
| 13.17 Total hours worked in a typical week by all Group D employees | 120.00  |
| 13.18 Minimum hourly rate actually paid                             | \$14.04 |
| 13.19 Maximum hourly rate actually paid                             | \$17.94 |
| 13.20 Total FTE Group D employees (13.17 / 40)                      | 3.00    |

## Group E

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

|   |         |
|---|---------|
| 13.21 Total hours worked in a typical week by all Group E employees | 385.00  |
| 13.22 Minimum hourly rate actually paid                             | \$22.05 |
| 13.23 Maximum hourly rate actually paid                             | \$62.16 |
| 13.24 Total FTE Group E employees (13.21 / 40)                      | 9.63    |

|   |              |
|---|--------------|
| <b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]</b> | <b>57.27</b> |
| <b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]</b>                                       | <b>76.05</b> |

## Librarian Vacancies

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

|         |                             |                                |                                  |                               |   |  |                                    |
|---------|-----------------------------|--------------------------------|----------------------------------|-------------------------------|---|--|------------------------------------|
| Summary | 1                           | 1                              | 1                                | 37.50                         | 50  | \$81,435.78                              | \$1                                |
|         | <b>13.27 Position Title</b> | <b>13.28 Primary Work Area</b> | <b>13.29 Education Level</b>     | <b>13.30 Total Hours/Week</b> | <b>13.31 Number of Weeks Vacant during report period.</b> | <b>13.32 Annual Salary Range Minimum</b> | <b>13.33 Annual Salary Maximum</b> |
|         | Branch Manager              | Other Type of Librarian        | Master's Degree (ALA accredited) | 37.50                         | 50  | \$81,435.78                              | \$1                                |

## Newly Created Librarian Positions

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

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

## Eliminated Librarian Positions

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

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

## LIBRARY VISITS (14.1 - 14.1a)

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

|  |                |
|--|----------------|
| <b>14.1 Total annual visits/attendance in the library [PLS 501] <sup>3</sup></b> | <b>413,153</b> |
| <b>14.1a Library Visits Reporting Method [PLS 501a]</b>                          | Annual Count   |

## PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

### Synchronous Programs:

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs. Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

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

#### Self-Directed Activities:

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

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

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

|                       | 15.1 Synchronous Programs (All Group Programs by Age) | 15.2 Attendance | 15.3 Self Directed Activities | 15.4 Self Directed Activity Participants |
|-----------------------|---|-----------------|-------------------------------|--|
| Children (0-5)        | 410   | 10,347          | 7                             | 655                                      |
| Children (6-11)       | 217   | 3,281           | 34                            | 4,279                                    |
| Young Adults (12-18)  | 305   | 5,769           | 52                            | 1,022                                    |
| Adults (19 and older) | 861   | 9,526           | 3                             | 9  |
| General Interest      | 171   | 7,013           | 17                            | 581                                      |
| Total                 | 1,964   | 35,936          | 113                           | 6,546                                    |
|                       |   |                 |                               |  |

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

|  | 15.29 Program Sessions | 15.30 Program Attendance |
|--|------------------------|--------------------------|
| Synchronous In-Person Onsite Program Sessions  | 1,033                  | 17,204                   |
| Synchronous In-Person Offsite Program Sessions | 553                    | 13,896                   |
| Synchronous Virtual Program Sessions           | 378                    | 4,836                    |
| Total  | 1,964                  | 35,936                   |

### Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

|  |     |
|--|-----|
| 15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620] | 30  |
| 15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]  | 190 |

### Special Programming

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

## REGISTERED USERS (16.1 - 16.4)

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

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

|  |            |
|--|------------|
| 16.1 Total Number of Unexpired Resident Cards  | 25,207     |
| 16.2a Total Number of Unexpired Non-resident Cards   | 10         |
| 16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?  | 0          |
| 16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?   | 0          |
| 16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?               | \$2,228.10 |
| 16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]   | 25,217     |
| 16.4 Is your library's registered user/patron file purged a minimum of one time every three years?                                   | Yes        |
| 16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504] | No         |
| 16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?                            | No         |

## RESOURCES OWNED (17.1 - 17.9)

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

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

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

|   |         |
|---|---------|
| 17.1 Print Materials [PLS 450]  | 320,915 |
| 17.2 Current Print Serial Subscriptions   | 53      |
| 17.3 Total Print Materials (17.1+17.2)  | 320,968 |
| 17.4 E-books Held at end of the fiscal year [PLS 451]                               | 186,753 |
| 17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]     | 16,410  |
| 17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453] | 124,757 |
| 17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]          | 31,805  |
| 17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]      | 18,048  |
| 17.6c Other Circulating Physical Items [PLS 462]                                    | 1,732   |
| 17.6d Total Physical Items in Collection [PLS 461]                                  | 370,862 |

## Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts,

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

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

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

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

|   |    |
|---|----|
| 17.7 Local/Other Cooperative agreements [PLS 456]         | 82 |
| 17.8 State (state government or state library) [PLS 457]  | 16 |
| 17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458] | 98 |

## USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

|  |           |
|--|-----------|
| 18.1 Number of adult materials loaned                      | 603,213   |
| 18.2 Number of young adult materials loaned                | 43,039    |
| 18.3 Number of children's materials loaned [PLS 551]       | 354,880   |
| 18.4 Total number of materials loaned (18.1 + 18.2 + 18.3) | 1,001,132 |

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

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

|  |           |
|--|-----------|
| 18.5 Books- Physical   | 580,004   |
| 18.6 Videos/DVDs- Physical                                     | 85,314    |
| 18.7 Audios (include music)- Physical                          | 22,229    |
| 18.8 Magazines/Periodicals- Physical                           | 88        |
| 18.9 Other Items- Physical [PLS 561]                           | 11,403    |
| 18.10 Physical Item Circulation (18.5-18.9) [PLS 553]          | 699,038   |
| 18.11 Use of Electronic Materials [PLS 552]                    | 302,094   |
| 18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]   | 1,001,132 |
| 18.13 Successful Retrieval of Electronic Information [PLS 554] | 203,864   |
| 18.14 Electronic Content Use (18.11+18.13) [PLS 555]           | 505,958   |
| 18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]       | 1,204,996 |
| 18.16 Interlibrary Loans Provided TO other libraries [PLS 575] | 42,356    |

|  |
|--|
| 18.17 Interlibrary Loans Received FROM other libraries [PLS 576] |
|--|

|        |
|--------|
| 53,574 |
|--------|

## PATRON SERVICES (19.1-19.2)

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

### Reference Transactions

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

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

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

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

|  |
|--|
| 19.1 Total Annual Reference Transactions [PLS 502] |
|--|

|        |
|--------|
| 51,766 |
|--------|



19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Estimate Based on Typical Week(s)

## One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials

568

## AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library

202

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

53

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

No

## INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

Other (specify)

21.2b If Other, please specify

100

21.3 What is the monthly cost of the library's internet access?

-1 Unknown

21.4 Number of Internet Computers Available for Public Use [PLS 650]

53

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

40,704

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

Annual Count

21.6 Wireless Sessions Per Year [PLS 652]

180,000

21.6a Reporting Method for Wireless Sessions [PLS 652a]

Annual Estimate Based on Typical Week(s)

21.7 Does your library utilize Internet filters on some or all of the public access computers?

Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

21.9 Number of website visits or sessions to your library website [PLS 653]

567,478 --Select--

## E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

22.3 If NO, why did your library NOT participate in the E-rate program?

Our internet access is provided by the City of Evanston.

## STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year?

\$28,048

|  |                 |
|--|-----------------|
| <b>(Round answer to the nearest whole dollar.)</b>   |                 |
| <b>23.2 Does the above amount include travel expenses?</b>   | Yes             |
| <b>23.3 How many hours of training did employees receive this year?</b>  | <b>1,650.00</b> |
| <b>23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?</b> | No              |
| <b>23.5 Would you like to receive autism training at your library?</b>   | Yes             |

## COMMENTS AND SUGGESTIONS (24.1-24.3)

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

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

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

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

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

**NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.**

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

## IPLAR CERTIFICATION

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

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

|                  | Electronic Signature | Date |
|------------------|----------------------|------|
| Library Director |                      |      |
| President        |                      |      |
| Secretary        |                      |      |

## IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

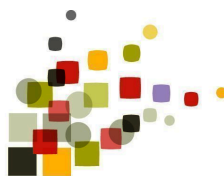
**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock,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

<sup>1</sup>, 13.5 Our FT work week is 37.5 hours, not 40 (0-2024-02-01)

<sup>2</sup>, 13.11 We do not have any employees that fit this category (0-2024-02-12)

<sup>3</sup>, 14.1 413,153 (0-2024-02-06)

evanston public library



## Evanston Public Library Racial Equity Task Force

# MEETING MINUTES

Wednesday, February 13, 2023

### Members Present

Michelle Khuu, Melissa Raman Molitor, Janice Meija Aranda, Yesenia Cancel, Esther Wallen, Brenda Williams, Max Weinberg, Michelle Judon

### Members Absent

Joyce Miller Bean, Terry Soto, Tiffany Edwards

### Staff Present

Yolande Wilburn, Heather Norborg, and Lorena Neal.

### Land Acknowledgement

Read by Heather Norborg

### Summary

Yolande Wilburn led the group through a discussion of the first 3 sections of the draft **RETF 2024-2027 EDI Action Plan**, including Background, Values and Priority Populations. RETF members gave feedback on the content and wording used in these 3 sections of the draft. This work will continue at the March 12, 2024 RETF meeting. Yolande will also get staff input, with the goal of bringing a draft to the Library Board at the March 20, 2024 Board meeting.

## Library Director's Report February 21, 2024

### **Updates:**

#### **Directors Meet & Greets:**

The first of two Directors Meet & Greets held on Thursday, February 15, was met with resounding success. The event served as a platform for fostering community engagement and collaboration. Notable attendees included State Senator Laura Fine, alongside numerous esteemed community partners. Their presence contributed significantly to the constructive dialogue and exchange of ideas. The second event takes place on Thursday, February 22, at the Crown Center Library Branch from 6:00 pm to 8:00 pm.

#### **Racial Equity Task Force Update:**

The Racial Equity Task Force (RETF) has made significant strides in advancing the Equity Action Plan. The first draft of the plan has been meticulously crafted and presented to the task force for review. While the initial draft lays a solid foundation, ongoing work is underway as the task force collaboratively refines and enhances the plan to ensure its effectiveness.

Following thorough deliberations and revisions within the task force, the draft will go to Library staff for their valuable insights and input. This inclusive approach underscores our commitment to harnessing diverse perspectives and expertise in shaping a comprehensive and impactful Equity Action Plan.

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

- If you haven't made it to a Black History Month program yet, a couple highlights still to come:
  - [Books & Badges with NOBLE](#) (National Organization of Black Law Enforcement), Feb. 24, 1:30 p.m.
  - [Mental Health in Black Communities: A Panel Discussion](#), Feb. 27, 6:30 p.m.
  - ['Don't Sweat the Technique: A Performer's Guide to Rap and Hip Hop'](#) Author Discussion with Melissa L. Foster, Feb. 29, 6:30 p.m.
- Now's a great time to make an appointment at our [Repair Cafe](#), which has added new services including sock darning, musical instrument repair and more. March 9, 10 a.m.
- Meet the 35 best nature books of the year at the [3rd Annual Blueberry Awards Announcement Party](#) with EPL and Ecology Center staff and Evanston's Sustainability & Resilience Manager Cara Pratt, March 14, 7 p.m. This year, the Blueberry Committee has also organized a press preview event prior to the announcements to draw wider attention to the awards.

### **Data Dashboard:**

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

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

Response from happy patron about the Birthday message from EPL.

*This is great!!!! The Evanston Library really is the best.*

*These are the types of things that make people smile and value a great resource and amazing staff.*

*Keep up the great work, and please extend my thanks to your wonderful staff for all of their hard work and ideas!*

We got the following bits of feedback

- *"My daughter (16) and I fell in love with storytelling at the 2 (3?) festivals you hosted. This year we went to the National Storytelling Festival in Jonesborough, TB. It was awesome. We hope you'll host another one here. "*
- *"Love the idea of free Narcan but the box is empty."*
- *"Thank you so much for opening up the parking under the library. It is a real help! I'm having walking issues and I'm glad I don't have to walk to the Self Park down the street when the weather is bad anymore. The free parking is a bonus. Thank you.*
- *A patron praised the children's collection, saying that her friend checked out 37 books. She calls the library "a haven." And that the staff in the children's room was terrific.*

### **Press Mentions:**

[EPL to host discussion on organ donation and the Black community](#). Evanston Roundtable. Feb. 12, 2024.

[It's the Year of the Dragon!](#) Evanston Now. Feb. 11, 2024.

[Lunar New Year brings Evanston's Asian American community together](#). Daily Northwestern. Feb. 11, 2024.

[Evanston historian, debutantes look back on Black cotillion tradition](#). Evanston Review. Feb. 7, 2024.

[The Aux co-founders seek investors to join Black-led effort](#). Evanston Roundtable. Feb. 8, 2024.

[Learn about the AUX with Tiffany Holmes on Feb. 7](#). Evanston Roundtable. Feb. 5, 2024.

[Evanston community hosts events for Black History Month](#). Daily Northwestern. Jan. 31, 2024.

[Natural Habitat Evanston announces new series on nature](#). Evanston Roundtable. Jan. 31, 2024.

[Voter Participation Action Coalition discusses election-year updates and mobilization strategy.](#) Daily Northwestern. Jan. 30, 2024.

[North Shore celebrates Black History Month.](#) Evanston Review. Jan. 31, 2024.

[Library's free Wi-Fi lending program has a hot market.](#) Evanston Roundtable. Jan. 31, 2024.

[Things to do in Evanston during Black History Month](#) Evanston Roundtable. Jan. 28, 2024.

[Shorefront exhibit explores 12 years of Norshore Twelve cottillions.](#) Evanston Roundtable. Jan. 24, 2024.

[Richard Hunt's Evanston presence includes fifth artwork.](#) Evanston Roundtable. Jan. 24, 2024.

[Library seeks to rescue books from the 'Dead' zone.](#) Evanston Roundtable. Jan. 23, 2024.

[Northwestern News Report.](#) Jan. 23, 2024

[Evanston celebrates MLK Day despite the cold.](#) Evanston Roundtable. Jan. 17, 2023.

[Amid statewide law prohibiting book bans, Evanston Public Library diversifies collection.](#) Daily Northwestern. Jan. 8, 2024.

## **Development Update:**

### **2023 Year End Unrestricted and Restricted Giving Totals**

|                    |   |           |
|--------------------|---|-----------|
| Per Capita Grant   | - | \$115,212 |
| Federal Grants     | - | \$ 60,397 |
| Non Federal Grants | - | \$ 44,624 |
| Unrestricted       | - | \$403,878 |

An analysis of donation trends reveals a peak in gift volume from November through the first one to two months of the year. As of February 16, 2024, the Library has received \$31,381 in unrestricted donations, underscoring the ongoing generosity of our community members.

EPL is fortunate to possess a steadfast donor base, indicative of the community's strong support for the Evanston Public Library. Despite some sectors witnessing a decline in individual giving trends, significant potential exists for growth in support of our institution.

Over the past month, Development made progress in formalizing grant procedures. A new grant "Hot List" process evolved to track grant stages from identification through disqualification or

award and reporting, ensuring seamless cross-departmental coordination. The "Hot List" is reviewed monthly with the Executive Director, Assistant Director, Grant Associate, and Development Manager before moving on to the programming teams. It serves as a strategic tool to assess opportunities and allocate resources effectively.



# MEMORANDUM

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

**From:** Yolande Wilburn, Executive Director

**Subject:** Administrative Services Update

**Date:** February 21, 2024

This memo provides an update on significant administrative activities.

## **Human Resources**

Heather Norborg was named Assistant Director on February 12, 2024.

The recruitments for key positions continue.

- Facilities Manager reposted until 02/24/2024.
- Engagement - Crown Branch Manager Interviews are in progress.
- Early Learning & Literacy Library Assistant interviews ongoing.
- Innovation & Digital Learning Library Assistant interviews ongoing.
- Interview scheduling begins for the following positions.
  - Finance Manager
  - Safety Manager
  - Security Monitor

## **Financial Resources**

The Library Fund financial report for the period ending December 31, 2023 is included for your review. For the operating fund, revenue reached 102% of budget projection and expenditures 93%. Capital fund expenditures reached 125% of budget projection at year end.

Please also note the financial report for the period ending January 31<sup>st</sup> for your review detailing Operating Fund revenue collection and expenditures for 2024.

## **Facilities Update**

The City and Library facilities teams met to do a close out walk through with Anchor on the boiler project. The Anchor team will need to obtain state inspection before the final close out is complete.

The Facilities Team has designated several parking spaces within the underground garage as a staging area in preparation for commencing a library-wide cleanup project to remove old shelving and furniture items. The spots will remain blocked until the cleanup is complete over the next two months.



# Budget Performance Report

Fiscal Year to Date 12/31/23

Include Rollup Account and Rollup to Object Account

| Account                 | Account Description                  | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|-------------------------|--------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 185 - LIBRARY FUND |                                      |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE                 |                                      |                |                   |                |                            |                  |                  |                           |               |                  |
| 51015                   | PROPERTY TAXES                       | 7,535,472.00   | .00               | 7,535,472.00   | 2,280,055.44               | .00              | 7,632,768.75     | (97,296.75)               | 101           | 7,348,374.51     |
| 52610                   | LIBRARY FINES & FEES                 | .00            | .00               | .00            | .00                        | .00              | 9,349.20         | (9,349.20)                | +++           | 6,126.35         |
| 53200                   | BEV SNACK VENDING MACHINE            | 400.00         | .00               | 400.00         | 25.95                      | .00              | 372.60           | 27.40                     | 93            | 454.84           |
| 55201                   | Federal Grants                       | 100,000.00     | .00               | 100,000.00     | 39,807.94                  | .00              | 60,397.77        | 39,602.23                 | 60            | 125,772.01       |
| 55245                   | LIBRARY STATE PER CAPITA GRANT       | 109,866.00     | .00               | 109,866.00     | (28,107.93)                | .00              | 115,212.25       | (5,346.25)                | 105           | 115,212.25       |
| 56011                   | DONATIONS                            | 400,000.00     | .00               | 400,000.00     | 171,249.15                 | .00              | 394,709.09       | 5,290.91                  | 99            | 359,774.48       |
| 56045                   | MISCELLANEOUS REVENUE                | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | 4,494.17         | 505.83                    | 90            | 6,194.53         |
| 56140                   | FEES AND MERCHANDISE SALE            | .00            | .00               | .00            | (76.00)                    | .00              | (240.00)         | 240.00                    | +++           | (178.65)         |
| 56501                   | INVESTMENT INCOME                    | 21,600.00      | .00               | 21,600.00      | 14,186.68                  | .00              | 262,236.51       | (240,636.51)              | 1214          | 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      | 2,630.30                   | .00              | 31,516.25        | (9,516.25)                | 143           | 25,133.90        |
| 57526                   | LIBRARY BOOK SALE                    | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | 3,818.54         | (818.54)                  | 127           | 3,604.07         |
| 57535                   | LIBRARY COPY MACH. CHG               | 9,000.00       | .00               | 9,000.00       | 1,337.38                   | .00              | 12,768.54        | (3,768.54)                | 142           | 12,542.72        |
| 57540                   | LIBRARY MEETING RM RENTAL            | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 4,734.65         | (3,734.65)                | 473           | 2,765.84         |
| 57545                   | RENTAL INCOME                        | 20,394.00      | .00               | 20,394.00      | .00                        | .00              | 18,838.50        | 1,555.50                  | 92            | 20,067.00        |
| 57551                   | LIBRARY GRANTS                       | 100,000.00     | .00               | 100,000.00     | 29,617.26                  | .00              | 43,324.76        | 56,675.24                 | 43            | 41,727.49        |
| REVENUE TOTALS          |                                      | \$8,577,732.00 | \$0.00            | \$8,577,732.00 | \$2,510,726.17             | \$0.00           | \$8,760,761.58   | (\$183,029.58)            | 102%          | \$8,354,319.73   |
| EXPENSE                 |                                      |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010                   | REGULAR PAY                          | 3,562,096.20   | .00               | 3,562,096.20   | 276,053.29                 | .00              | 3,365,368.25     | 196,727.95                | 94            | 2,978,002.55     |
| 61050                   | PERMANENT PART-TIME                  | 1,345,141.20   | .00               | 1,345,141.20   | 107,345.17                 | .00              | 1,275,865.50     | 69,275.70                 | 95            | 1,204,517.09     |
| 61060                   | SEASONAL EMPLOYEES                   | 48,575.00      | (16,575.00)       | 32,000.00      | 2,735.50                   | .00              | 23,585.50        | 8,414.50                  | 74            | 63,436.00        |
| 61110                   | OVERTIME PAY                         | 10,000.00      | .00               | 10,000.00      | (4,186.07)                 | .00              | 10,949.90        | (949.90)                  | 109           | 13,584.69        |
| 61415                   | TERMINATION PAYOUTS                  | .00            | .00               | .00            | 2,421.28                   | .00              | 38,315.46        | (38,315.46)               | +++           | 125,537.04       |
| 61420                   | ANNUAL SICK LEAVE PAYOUT             | .00            | .00               | .00            | .00                        | .00              | 3,373.80         | (3,373.80)                | +++           | 3,732.64         |
| 61430                   | COMP / VACATION PAYOUTS              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 2,100.49         |
| 61510                   | HEALTH INSURANCE                     | 659,089.88     | .00               | 659,089.88     | 74,546.02                  | .00              | 590,604.14       | 68,485.74                 | 90            | 534,587.98       |
| 61615                   | LIFE INSURANCE                       | 1,927.00       | .00               | 1,927.00       | 103.80                     | .00              | 1,119.98         | 807.02                    | 58            | 2,046.40         |
| 61625                   | AUTO ALLOWANCE                       | 4,800.00       | .00               | 4,800.00       | 300.00                     | .00              | 600.00           | 4,200.00                  | 12            | 2,400.00         |
| 61626                   | CELL PHONE ALLOWANCE                 | 2,025.00       | .00               | 2,025.00       | 159.00                     | .00              | 1,875.00         | 150.00                    | 93            | 1,794.00         |
| 61630                   | SHOE ALLOWANCE                       | 540.00         | .00               | 540.00         | .00                        | .00              | 540.00           | .00                       | 100           | 360.00           |
| 61710                   | IMRF                                 | 156,590.44     | .00               | 156,590.44     | 17,371.95                  | .00              | 155,660.70       | 929.74                    | 99            | 195,688.52       |
| 61725                   | SOCIAL SECURITY                      | 301,791.59     | .00               | 301,791.59     | 23,105.94                  | .00              | 284,376.16       | 17,415.43                 | 94            | 261,772.53       |
| 61730                   | MEDICARE                             | 71,420.02      | .00               | 71,420.02      | 5,403.79                   | .00              | 66,507.33        | 4,912.69                  | 93            | 61,728.26        |
| 62185                   | CONSULTING SERVICES                  | 135,000.00     | .00               | 135,000.00     | 1,785.33                   | (3,400.00)       | 76,641.18        | 61,758.82                 | 54            | 170,560.50       |
| 62205                   | ADVERTISING                          | 4,000.00       | .00               | 4,000.00       | 122.00                     | .00              | 157.77           | 3,842.23                  | 4             | 1,455.61         |
| 62210                   | PRINTING                             | 45,000.00      | .00               | 45,000.00      | 11,581.23                  | .00              | 39,362.61        | 5,637.39                  | 87            | 9,672.27         |
| 62225                   | BLDG MAINTENANCE SERVICES            | 232,295.00     | .00               | 232,295.00     | 16,860.94                  | 21,040.00        | 253,547.42       | (42,292.42)               | 118           | 241,472.84       |
| 62235                   | OFFICE EQUIPMENT MAINT               | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 1,232.50         | (232.50)                  | 123           | .00              |
| 62245                   | OTHER EQMT MAINTENANCE               | 2,277.00       | .00               | 2,277.00       | .00                        | .00              | .00              | 2,277.00                  | 0             | .00              |



# Budget Performance Report

Fiscal Year to Date 12/31/23

Include Rollup Account and Rollup to Object Account

| Account                        | Account Description              | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--------------------------------|----------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 185 - LIBRARY FUND        |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE                        |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 62272                          | OTHER PROFESSIONAL SERVICES      | 85,000.00      | .00               | 85,000.00      | .00                        | .00              | 200.00           | 84,800.00                 | 0             | (2,849.23)       |
| 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      | 2,640.00                   | .00              | 3,584.00         | 11,416.00                 | 24            | 7,817.00         |
| 62295                          | TRAINING & TRAVEL                | 25,000.00      | .00               | 25,000.00      | 447.36                     | .00              | 28,047.67        | (3,047.67)                | 112           | 30,253.43        |
| 62305                          | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00       | .00               | 5,440.00       | 453.00                     | .00              | 5,436.00         | 4.00                      | 100           | 5,439.96         |
| 62309                          | RENTAL OF AUTO REPLACEMENT       | 4,885.00       | .00               | 4,885.00       | 407.00                     | .00              | 4,884.00         | 1.00                      | 100           | 4,884.96         |
| 62315                          | POSTAGE                          | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | 1,485.79         | (485.79)                  | 149           | 4,760.28         |
| 62340                          | IT COMPUTER SOFTWARE             | 271,249.00     | .00               | 271,249.00     | 38,905.05                  | .00              | 188,537.14       | 82,711.86                 | 70            | 219,674.70       |
| 62341                          | INTERNET SOLUTION PROVIDERS      | 280,255.00     | .00               | 280,255.00     | 6,172.97                   | .00              | 341,406.14       | (61,151.14)               | 122           | 359,646.91       |
| 62360                          | MEMBERSHIP DUES                  | 2,075.00       | .00               | 2,075.00       | 795.00                     | .00              | 2,454.00         | (379.00)                  | 118           | 2,006.00         |
| 62380                          | COPY MACHINE CHARGES             | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             | .00              |
| 62506                          | WORK- STUDY                      | 8,500.00       | .00               | 8,500.00       | .00                        | .00              | 2,708.39         | 5,791.61                  | 32            | 4,633.52         |
| 62705                          | CREDIT CARD FEES                 | 5,700.00       | .00               | 5,700.00       | 613.58                     | .00              | 5,429.16         | 270.84                    | 95            | 4,479.26         |
| 64005                          | ELECTRICITY                      | 120,000.00     | .00               | 120,000.00     | 15,193.52                  | .00              | 89,869.74        | 30,130.26                 | 75            | 89,498.92        |
| 64009                          | UTILITIES - COE WATER            | 11,000.00      | .00               | 11,000.00      | .00                        | .00              | 9,528.89         | 1,471.11                  | 87            | 7,454.59         |
| 64015                          | NATURAL GAS                      | 33,900.00      | .00               | 33,900.00      | 3,823.70                   | .00              | 13,920.99        | 19,979.01                 | 41            | 24,628.05        |
| 64540                          | TELECOMMUNICATIONS - WIRELESS    | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 4,739.83         |
| 65001                          | FEDERAL GRANT EXPENSE            | 21,590.00      | .00               | 21,590.00      | 4,832.29                   | .00              | 23,471.33        | (1,881.33)                | 109           | .00              |
| 65002                          | STATE GRANT EXPENSE              | 13,300.00      | .00               | 13,300.00      | 174.48                     | .07              | 24,590.43        | (11,290.50)               | 185           | .00              |
| 65020                          | CLOTHING                         | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,827.52         |
| 65025                          | FOOD                             | 7,000.00       | .00               | 7,000.00       | 1,950.05                   | .00              | 6,626.90         | 373.10                    | 95            | 8,186.46         |
| 65040                          | JANITORIAL SUPPLIES              | 18,377.00      | .00               | 18,377.00      | 1,227.12                   | .00              | 12,696.65        | 5,680.35                  | 69            | 7,598.90         |
| 65050                          | BLDG MAINTENANCE MATERIAL        | 35,000.00      | .00               | 35,000.00      | 3,125.23                   | .00              | 27,779.94        | 7,220.06                  | 79            | 16,772.30        |
| 65095                          | OFFICE SUPPLIES                  | 50,000.00      | .00               | 50,000.00      | 1,685.51                   | 4,493.45         | 28,449.23        | 17,057.32                 | 66            | 26,820.89        |
| 65100                          | LIBRARY SUPPLIES                 | 107,930.00     | .00               | 107,930.00     | 8,762.74                   | 389.70           | 88,323.37        | 19,216.93                 | 82            | 143,036.91       |
| 65503                          | FURNITURE / FIXTURES / EQUIPMENT | 1,500.00       | .00               | 1,500.00       | .00                        | .00              | 511.62           | 988.38                    | 34            | 1,000.00         |
| 65555                          | IT COMPUTER HARDWARE             | 36,650.00      | .00               | 36,650.00      | 17,251.98                  | 11,940.00        | 28,087.98        | (3,377.98)                | 109           | 83,188.07        |
| 65630                          | LIBRARY BOOKS                    | 561,400.00     | .00               | 561,400.00     | 60,281.46                  | .00              | 545,506.69       | 15,893.31                 | 97            | 506,777.66       |
| 65635                          | PERIODICALS                      | 6,500.00       | .00               | 6,500.00       | 741.23                     | .00              | 7,279.30         | (779.30)                  | 112           | 6,015.23         |
| 65641                          | AUDIO VISUAL COLLECTIONS         | 50,500.00      | .00               | 50,500.00      | 12,032.45                  | .00              | 56,009.52        | (5,509.52)                | 111           | 49,140.20        |
| 66131                          | TRANSFER TO GENERAL FUND         | 295,000.00     | .00               | 295,000.00     | 24,583.00                  | .00              | 294,996.00       | 4.00                      | 100           | 289,328.04       |
| EXPENSE TOTALS                 |                                  | \$8,669,919.33 | (\$16,575.00)     | \$8,653,344.33 | \$741,807.89               | \$34,463.22      | \$8,031,504.07   | \$587,377.04              | 93%           | \$7,781,209.77   |
| Fund 185 - LIBRARY FUND Totals |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE TOTALS                 |                                  | 8,577,732.00   | .00               | 8,577,732.00   | 2,510,726.17               | .00              | 8,760,761.58     | (183,029.58)              | 102%          | 8,354,319.73     |
| EXPENSE TOTALS                 |                                  | 8,669,919.33   | (16,575.00)       | 8,653,344.33   | 741,807.89                 | 34,463.22        | 8,031,504.07     | 587,377.04                | 93%           | 7,781,209.77     |
| Fund 185 - LIBRARY FUND Totals |                                  | (\$92,187.33)  | \$16,575.00       | (\$75,612.33)  | \$1,768,918.28             | (\$34,463.22)    | \$729,257.51     | (\$770,406.62)            |               | \$573,109.96     |



# Budget Performance Report

Fiscal Year to Date 12/31/23

Include Rollup Account and Rollup to Object Account

| Account  | Account Description     | Adopted<br>Budget | Budget<br>Amendments | Amended<br>Budget | Current Month<br>Transactions | YTD<br>Encumbrances | YTD<br>Transactions | Budget - YTD<br>Transactions | % Used/<br>Rec'd | Prior Year Total |
|--|-------------------------|-------------------|----------------------|-------------------|-------------------------------|---------------------|---------------------|------------------------------|------------------|------------------|
| Fund 186 - LIBRARY DEBT SERVICE FUND             |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE  |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 51015  | PROPERTY TAXES          | 507,913.00        | .00                  | 507,913.00        | 253,956.00                    | .00                 | 507,912.00          | 1.00                         | 100              | 506,626.00       |
|  | REVENUE TOTALS          | \$507,913.00      | \$0.00               | \$507,913.00      | \$253,956.00                  | \$0.00              | \$507,912.00        | \$1.00                       | 100%             | \$506,626.00     |
| EXPENSE  |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 68305  | DEBT SERVICE- PRINCIPAL | 275,730.00        | .00                  | 275,730.00        | 275,730.00                    | .00                 | 275,730.00          | .00                          | 100              | 264,706.00       |
| 68315  | DEBT SERVICE- INTEREST  | 232,183.00        | .00                  | 232,183.00        | 116,091.51                    | .00                 | 232,183.01          | (.01)                        | 100              | 240,281.64       |
|  | EXPENSE TOTALS          | \$507,913.00      | \$0.00               | \$507,913.00      | \$391,821.51                  | \$0.00              | \$507,913.01        | (\$0.01)                     | 100%             | \$504,987.64     |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals      |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
|  | REVENUE TOTALS          | 507,913.00        | .00                  | 507,913.00        | 253,956.00                    | .00                 | 507,912.00          | 1.00                         | 100%             | 506,626.00       |
|  | EXPENSE TOTALS          | 507,913.00        | .00                  | 507,913.00        | 391,821.51                    | .00                 | 507,913.01          | (.01)                        | 100%             | 504,987.64       |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals      |                         | \$0.00            | \$0.00               | \$0.00            | (\$137,865.51)                | \$0.00              | (\$1.01)            | \$1.01                       |                  | \$1,638.36       |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD        |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE  |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 56060  | BOND PROCEEDS           | 950,000.00        | .00                  | 950,000.00        | .00                           | .00                 | .00                 | 950,000.00                   | 0                | .00              |
|  | REVENUE TOTALS          | \$950,000.00      | \$0.00               | \$950,000.00      | \$0.00                        | \$0.00              | \$0.00              | \$950,000.00                 | 0%               | \$0.00           |
| EXPENSE  |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 65515  | OTHER IMPROVEMENTS      | 950,000.00        | .00                  | 950,000.00        | .00                           | (8,844.50)          | 1,192,903.05        | (234,058.55)                 | 125              | 173,737.09       |
|  | EXPENSE TOTALS          | \$950,000.00      | \$0.00               | \$950,000.00      | \$0.00                        | (\$8,844.50)        | \$1,192,903.05      | (\$234,058.55)               | 125%             | \$173,737.09     |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
|  | REVENUE TOTALS          | 950,000.00        | .00                  | 950,000.00        | .00                           | .00                 | .00                 | 950,000.00                   | 0%               | .00              |
|  | EXPENSE TOTALS          | 950,000.00        | .00                  | 950,000.00        | .00                           | (8,844.50)          | 1,192,903.05        | (234,058.55)                 | 125%             | 173,737.09       |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals |                         | \$0.00            | \$0.00               | \$0.00            | \$0.00                        | \$8,844.50          | (\$1,192,903.05)    | \$1,184,058.55               |                  | (\$173,737.09)   |
| Grand Totals                                     |                         |                   |                      |                   |                               |                     |                     |                              |                  |                  |
|  | REVENUE TOTALS          | 10,035,645.00     | .00                  | 10,035,645.00     | 2,764,682.17                  | .00                 | 9,268,673.58        | 766,971.42                   | 92%              | 8,860,945.73     |
|  | EXPENSE TOTALS          | 10,127,832.33     | (16,575.00)          | 10,111,257.33     | 1,133,629.40                  | 25,618.72           | 9,732,320.13        | 353,318.48                   | 97%              | 8,459,934.50     |
| Grand Totals                                     |                         | (\$92,187.33)     | \$16,575.00          | (\$75,612.33)     | \$1,631,052.77                | (\$25,618.72)       | (\$463,646.55)      | \$413,652.94                 |                  | \$401,011.23     |



# Budget Performance Report

Fiscal Year to Date 01/31/24

Include Rollup Account and Rollup to Object Account

| Account                 | Account Description                  | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|-------------------------|--------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 185 - LIBRARY FUND |                                      |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE                 |                                      |                |                   |                |                            |                  |                  |                           |               |                  |
| 51015                   | PROPERTY TAXES                       | 8,213,664.00   | .00               | 8,213,664.00   | .00                        | .00              | .00              | 8,213,664.00              | 0             | 7,632,768.75     |
| 52610                   | LIBRARY FINES & FEES                 | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 9,349.20         |
| 53200                   | BEV SNACK VENDING MACHINE            | 400.00         | .00               | 400.00         | 1,332.74                   | .00              | 1,332.74         | (932.74)                  | 333           | 372.60           |
| 55201                   | Federal Grants                       | 85,000.00      | .00               | 85,000.00      | .00                        | .00              | .00              | 85,000.00                 | 0             | 60,397.77        |
| 55245                   | LIBRARY STATE PER CAPITA GRANT       | 115,213.00     | .00               | 115,213.00     | .00                        | .00              | .00              | 115,213.00                | 0             | 115,212.25       |
| 56011                   | DONATIONS                            | 400,000.00     | .00               | 400,000.00     | .00                        | .00              | .00              | 400,000.00                | 0             | 394,709.09       |
| 56045                   | MISCELLANEOUS REVENUE                | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | .00              | 5,000.00                  | 0             | 4,494.17         |
| 56140                   | FEES AND MERCHANDISE SALE            | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | (240.00)         |
| 56501                   | INVESTMENT INCOME                    | 25,000.00      | .00               | 25,000.00      | 22,821.10                  | .00              | 22,821.10        | 2,178.90                  | 91            | 262,236.51       |
| 57002                   | TRANSFER FROM ENDOWMENT              | 216,999.00     | .00               | 216,999.00     | .00                        | .00              | .00              | 216,999.00                | 0             | 166,460.00       |
| 57515                   | LIBRARY MATERIAL REPLACEMENT CHARGES | 22,000.00      | .00               | 22,000.00      | .00                        | .00              | .00              | 22,000.00                 | 0             | 31,516.25        |
| 57526                   | LIBRARY BOOK SALE                    | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             | 3,818.54         |
| 57535                   | LIBRARY COPY MACH. CHG               | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             | 12,768.54        |
| 57540                   | LIBRARY MEETING RM RENTAL            | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | .00              | 4,000.00                  | 0             | 4,734.65         |
| 57545                   | RENTAL INCOME                        | 20,394.00      | .00               | 20,394.00      | .00                        | .00              | .00              | 20,394.00                 | 0             | 18,838.50        |
| 57551                   | LIBRARY GRANTS                       | 50,000.00      | .00               | 50,000.00      | .00                        | .00              | .00              | 50,000.00                 | 0             | 43,324.76        |
| REVENUE TOTALS          |                                      | \$9,170,670.00 | \$0.00            | \$9,170,670.00 | \$24,153.84                | \$0.00           | \$24,153.84      | \$9,146,516.16            | 0%            | \$8,760,761.58   |
| EXPENSE                 |                                      |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010                   | REGULAR PAY                          | 4,409,138.85   | .00               | 4,409,138.85   | 129,034.01                 | .00              | 129,034.01       | 4,280,104.84              | 3             | 3,365,368.25     |
| 61050                   | PERMANENT PART-TIME                  | 1,427,512.87   | .00               | 1,427,512.87   | 51,051.25                  | .00              | 51,051.25        | 1,376,461.62              | 4             | 1,275,865.50     |
| 61060                   | SEASONAL EMPLOYEES                   | 35,000.00      | .00               | 35,000.00      | 2,240.50                   | .00              | 2,240.50         | 32,759.50                 | 6             | 23,585.50        |
| 61110                   | OVERTIME PAY                         | 10,000.00      | .00               | 10,000.00      | 509.85                     | .00              | 509.85           | 9,490.15                  | 5             | 10,949.90        |
| 61415                   | TERMINATION PAYOUTS                  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 38,315.46        |
| 61420                   | ANNUAL SICK LEAVE PAYOUT             | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 3,373.80         |
| 61510                   | HEALTH INSURANCE                     | 803,519.44     | .00               | 803,519.44     | 25,881.30                  | .00              | 25,881.30        | 777,638.14                | 3             | 590,604.14       |
| 61615                   | LIFE INSURANCE                       | 1,237.56       | .00               | 1,237.56       | 106.56                     | .00              | 106.56           | 1,131.00                  | 9             | 1,119.98         |
| 61625                   | AUTO ALLOWANCE                       | .00            | .00               | .00            | 300.00                     | .00              | 300.00           | (300.00)                  | +++           | 600.00           |
| 61626                   | CELL PHONE ALLOWANCE                 | 1,008.00       | .00               | 1,008.00       | 159.00                     | .00              | 159.00           | 849.00                    | 16            | 1,875.00         |
| 61630                   | SHOE ALLOWANCE                       | 540.00         | .00               | 540.00         | .00                        | .00              | .00              | 540.00                    | 0             | 540.00           |
| 61710                   | IMRF                                 | 165,382.32     | .00               | 165,382.32     | 5,122.88                   | .00              | 5,122.88         | 160,259.44                | 3             | 155,660.70       |
| 61725                   | SOCIAL SECURITY                      | 360,679.81     | .00               | 360,679.81     | 11,029.89                  | .00              | 11,029.89        | 349,649.92                | 3             | 284,376.16       |
| 61730                   | MEDICARE                             | 84,658.27      | .00               | 84,658.27      | 2,579.57                   | .00              | 2,579.57         | 82,078.70                 | 3             | 66,507.33        |
| 62185                   | CONSULTING SERVICES                  | 153,000.00     | .00               | 153,000.00     | (572.17)                   | .00              | (572.17)         | 153,572.17                | 0             | 76,641.18        |
| 62205                   | ADVERTISING                          | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             | 157.77           |
| 62210                   | PRINTING                             | 48,000.00      | .00               | 48,000.00      | 180.14                     | .00              | 180.14           | 47,819.86                 | 0             | 39,362.61        |
| 62225                   | BLDG MAINTENANCE SERVICES            | 305,060.00     | .00               | 305,060.00     | 24,674.40                  | 28,943.03        | 24,674.40        | 251,442.57                | 18            | 253,547.42       |
| 62235                   | OFFICE EQUIPMENT MAINT               | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 1,232.50         |
| 62245                   | OTHER EQMT MAINTENANCE               | 2,277.00       | .00               | 2,277.00       | .00                        | .00              | .00              | 2,277.00                  | 0             | .00              |
| 62272                   | OTHER PROFESSIONAL SERVICES          | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 200.00           |



# Budget Performance Report

Fiscal Year to Date 01/31/24

Include Rollup Account and Rollup to Object Account

| Account                              | Account Description              | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--------------------------------------|----------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 185 - LIBRARY FUND              |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE                              |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 62275                                | POSTAGE CHARGEBACKS              | .00            | .00               | .00            | 462.00                     | .00              | 462.00           | (462.00)                  | +++           | .00              |
| 62290                                | TUITION                          | 15,000.00      | .00               | 15,000.00      | 3,000.00                   | .00              | 3,000.00         | 12,000.00                 | 20            | 3,584.00         |
| 62295                                | TRAINING & TRAVEL                | 30,000.00      | .00               | 30,000.00      | 513.55                     | .00              | 513.55           | 29,486.45                 | 2             | 28,047.67        |
| 62305                                | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00       | .00               | 5,440.00       | 453.00                     | .00              | 453.00           | 4,987.00                  | 8             | 5,436.00         |
| 62309                                | RENTAL OF AUTO REPLACEMENT       | 4,885.00       | .00               | 4,885.00       | 407.00                     | .00              | 407.00           | 4,478.00                  | 8             | 4,884.00         |
| 62315                                | POSTAGE                          | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             | 1,485.79         |
| 62340                                | IT COMPUTER SOFTWARE             | 265,500.00     | .00               | 265,500.00     | 2,025.88                   | .00              | 2,025.88         | 263,474.12                | 1             | 188,537.14       |
| 62341                                | INTERNET SOLUTION PROVIDERS      | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 341,406.14       |
| 62360                                | MEMBERSHIP DUES                  | 2,000.00       | .00               | 2,000.00       | .00                        | .00              | .00              | 2,000.00                  | 0             | 2,454.00         |
| 62506                                | WORK- STUDY                      | 7,500.00       | .00               | 7,500.00       | .00                        | .00              | .00              | 7,500.00                  | 0             | 2,708.39         |
| 62705                                | CREDIT CARD FEES                 | 5,000.00       | .00               | 5,000.00       | 758.10                     | .00              | 758.10           | 4,241.90                  | 15            | 5,429.16         |
| 64005                                | ELECTRICITY                      | 100,000.00     | .00               | 100,000.00     | .00                        | .00              | .00              | 100,000.00                | 0             | 89,869.74        |
| 64015                                | NATURAL GAS                      | 32,400.00      | .00               | 32,400.00      | .00                        | .00              | .00              | 32,400.00                 | 0             | 13,920.99        |
| 65001                                | FEDERAL GRANT EXPENSE            | 74,142.00      | .00               | 74,142.00      | 2,055.76                   | .00              | 2,055.76         | 72,086.24                 | 3             | 23,471.33        |
| 65002                                | STATE GRANT EXPENSE              | 37,000.00      | .00               | 37,000.00      | .00                        | .00              | .00              | 37,000.00                 | 0             | 24,590.43        |
| 65025                                | FOOD                             | 2,500.00       | .00               | 2,500.00       | 926.24                     | .00              | 926.24           | 1,573.76                  | 37            | 6,626.90         |
| 65040                                | JANITORIAL SUPPLIES              | 19,265.00      | .00               | 19,265.00      | 1,542.65                   | .00              | 1,542.65         | 17,722.35                 | 8             | 12,696.65        |
| 65050                                | BLDG MAINTENANCE MATERIAL        | 36,750.00      | .00               | 36,750.00      | 276.90                     | .00              | 276.90           | 36,473.10                 | 1             | 27,779.94        |
| 65095                                | OFFICE SUPPLIES                  | 54,000.00      | .00               | 54,000.00      | 384.13                     | 5,000.00         | 384.13           | 48,615.87                 | 10            | 28,449.23        |
| 65100                                | LIBRARY SUPPLIES                 | 109,000.00     | .00               | 109,000.00     | 1,888.48                   | 1,560.00         | 1,888.48         | 105,551.52                | 3             | 88,323.37        |
| 65503                                | FURNITURE / FIXTURES / EQUIPMENT | 3,500.00       | .00               | 3,500.00       | .00                        | .00              | .00              | 3,500.00                  | 0             | 511.62           |
| 65555                                | IT COMPUTER HARDWARE             | 52,300.00      | .00               | 52,300.00      | 10,900.00                  | (5,125.00)       | 10,900.00        | 46,525.00                 | 11            | 28,087.98        |
| 65628                                | Library Electronic Resources     | 320,000.00     | .00               | 320,000.00     | 7,265.00                   | .00              | 7,265.00         | 312,735.00                | 2             | .00              |
| 65630                                | LIBRARY BOOKS                    | 540,000.00     | .00               | 540,000.00     | 14,863.84                  | .00              | 14,863.84        | 525,136.16                | 3             | 545,506.69       |
| 65635                                | PERIODICALS                      | 6,500.00       | .00               | 6,500.00       | 133.98                     | .00              | 133.98           | 6,366.02                  | 2             | 7,279.30         |
| 65641                                | AUDIO VISUAL COLLECTIONS         | 45,000.00      | .00               | 45,000.00      | 185.58                     | .00              | 185.58           | 44,814.42                 | 0             | 56,009.52        |
| 66131                                | TRANSFER TO GENERAL FUND         | 350,000.00     | .00               | 350,000.00     | 29,166.00                  | .00              | 29,166.00        | 320,834.00                | 8             | 294,996.00       |
| EXPENSE TOTALS                       |                                  | \$9,930,696.12 | \$0.00            | \$9,930,696.12 | \$329,505.27               | \$30,378.03      | \$329,505.27     | \$9,570,812.82            | 4%            | \$8,021,975.18   |
| Fund 185 - LIBRARY FUND Totals       |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE TOTALS                       |                                  | 9,170,670.00   | .00               | 9,170,670.00   | 24,153.84                  | .00              | 24,153.84        | 9,146,516.16              | 0%            | 8,760,761.58     |
| EXPENSE TOTALS                       |                                  | 9,930,696.12   | .00               | 9,930,696.12   | 329,505.27                 | 30,378.03        | 329,505.27       | 9,570,812.82              | 4%            | 8,021,975.18     |
| Fund 185 - LIBRARY FUND Totals       |                                  | (\$760,026.12) | \$0.00            | (\$760,026.12) | (\$305,351.43)             | (\$30,378.03)    | (\$305,351.43)   | (\$424,296.66)            |               | \$738,786.40     |
| Fund 186 - LIBRARY DEBT SERVICE FUND |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE                              |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 51015                                | PROPERTY TAXES                   | 574,677.00     | .00               | 574,677.00     | .00                        | .00              | .00              | 574,677.00                | 0             | 507,912.00       |
| REVENUE TOTALS                       |                                  | \$574,677.00   | \$0.00            | \$574,677.00   | \$0.00                     | \$0.00           | \$0.00           | \$574,677.00              | 0%            | \$507,912.00     |
| EXPENSE                              |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 68305                                | DEBT SERVICE- PRINCIPAL          | 353,392.00     | .00               | 353,392.00     | .00                        | .00              | .00              | 353,392.00                | 0             | 275,730.00       |



# Budget Performance Report

Fiscal Year to Date 01/31/24

Include Rollup Account and Rollup to Object Account

| Account  | Account Description    | Adopted<br>Budget | Budget<br>Amendments | Amended<br>Budget | Current Month<br>Transactions | YTD<br>Encumbrances | YTD<br>Transactions | Budget - YTD<br>Transactions | % Used/<br>Rec'd | Prior Year Total |
|--|------------------------|-------------------|----------------------|-------------------|-------------------------------|---------------------|---------------------|------------------------------|------------------|------------------|
| Fund 186 - LIBRARY DEBT SERVICE FUND             |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| EXPENSE  |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 68315  | DEBT SERVICE- INTEREST | 221,285.00        | .00                  | 221,285.00        | .00                           | .00                 | .00                 | 221,285.00                   | 0                | 232,183.01       |
| EXPENSE TOTALS                                   |                        | \$574,677.00      | \$0.00               | \$574,677.00      | \$0.00                        | \$0.00              | \$0.00              | \$574,677.00                 | 0%               | \$507,913.01     |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals      |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE TOTALS                                   |                        | 574,677.00        | .00                  | 574,677.00        | .00                           | .00                 | .00                 | 574,677.00                   | 0%               | 507,912.00       |
| EXPENSE TOTALS                                   |                        | 574,677.00        | .00                  | 574,677.00        | .00                           | .00                 | .00                 | 574,677.00                   | 0%               | 507,913.01       |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals      |                        | \$0.00            | \$0.00               | \$0.00            | \$0.00                        | \$0.00              | \$0.00              | \$0.00                       |                  | (\$1.01)         |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD        |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE  |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 56060  | BOND PROCEEDS          | 550,000.00        | .00                  | 550,000.00        | .00                           | .00                 | .00                 | 550,000.00                   | 0                | .00              |
| REVENUE TOTALS                                   |                        | \$550,000.00      | \$0.00               | \$550,000.00      | \$0.00                        | \$0.00              | \$0.00              | \$550,000.00                 | 0%               | \$0.00           |
| EXPENSE  |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 65515  | OTHER IMPROVEMENTS     | 550,000.00        | .00                  | 550,000.00        | (9,920.00)                    | 268,671.00          | (9,920.00)          | 291,249.00                   | 47               | 1,192,903.05     |
| EXPENSE TOTALS                                   |                        | \$550,000.00      | \$0.00               | \$550,000.00      | (\$9,920.00)                  | \$268,671.00        | (\$9,920.00)        | \$291,249.00                 | 47%              | \$1,192,903.05   |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE TOTALS                                   |                        | 550,000.00        | .00                  | 550,000.00        | .00                           | .00                 | .00                 | 550,000.00                   | 0%               | .00              |
| EXPENSE TOTALS                                   |                        | 550,000.00        | .00                  | 550,000.00        | (9,920.00)                    | 268,671.00          | (9,920.00)          | 291,249.00                   | 47%              | 1,192,903.05     |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals |                        | \$0.00            | \$0.00               | \$0.00            | \$9,920.00                    | (\$268,671.00)      | \$9,920.00          | \$258,751.00                 |                  | (\$1,192,903.05) |
| Grand Totals                                     |                        |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE TOTALS                                   |                        | 10,295,347.00     | .00                  | 10,295,347.00     | 24,153.84                     | .00                 | 24,153.84           | 10,271,193.16                | 0%               | 9,268,673.58     |
| EXPENSE TOTALS                                   |                        | 11,055,373.12     | .00                  | 11,055,373.12     | 319,585.27                    | 299,049.03          | 319,585.27          | 10,436,738.82                | 6%               | 9,722,791.24     |
| Grand Totals                                     |                        | (\$760,026.12)    | \$0.00               | (\$760,026.12)    | (\$295,431.43)                | (\$299,049.03)      | (\$295,431.43)      | (\$165,545.66)               |                  | (\$454,117.66)   |

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

|  |            |                     |
|--|------------|---------------------|
| Beginning Balance                        |            | 3,987,546.91        |
| <b>Revenue</b>                           |            |                     |
| Investment results                       | 167,973.99 |                     |
| <b>Total Revenues</b>                    |            | 167,973.99          |
| <b>Distributions/Grants and Expenses</b> |            |                     |
| Foundation support charge                | -2,162.86  |                     |
| <b>Total Distributions</b>               |            | -2,162.86           |
| <b>Ending Balance</b>                    |            | <b>4,153,358.04</b> |



Endowment for the Evanston Public Library  
Holdings as of January 2024

|   | Symbol | Shares/Quantity | Price        | Value<br>as of January 31, 2024 | % of portfolio | % of portfolio<br>by asset class                |
|---|--------|-----------------|--------------|---------------------------------|----------------|---|
| Vanguard Federal Money Market Fund            | VMFXX  | 1.000           | \$301,803.20 | \$301,803.20                    | 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%  |
|   |        |                 |              | \$301,803.20                    |                | 100.0%  |
|   |        |                 |              |                                 |                | Cash Equivalents 100.0%                         |
|   |        |                 |              |                                 |                | US Treasury Inflation Protected Securities 0.0% |
|   |        |                 |              |                                 |                | 100.0%  |

## Equity Audit of the Evanston Public Library Science Fiction & Fantasy Collection

To: Evanston Public Library Board of Trustees

Cc: Yolande Wilburn, Heather Norborg, Susan Markwell, Elizabeth Bird, Tyler Works

From: Lorena Neal

Date: February 16, 2024

I have been responsible for collecting and maintaining the adult print Science Fiction and Fantasy collection at the Evanston Public Library (EPL) Main branch since shortly after I was hired as a librarian in the Adult Services (now Lifelong Learning & Literacy, or LLL) department in January of 2015.<sup>1</sup> Since taking on this responsibility, I have been consciously working on evaluating and improving representation and diversity among the authors featured in this collection, in the interests of creating a collection that contains both “windows and mirrors” for the Evanston community. The concept of “windows and mirrors” was first articulated by Emily Style, who noted that readers need to be able to “look through window frames in order to see the realities of others and into mirrors in order to see her/his own reality reflected.”<sup>2</sup> While keeping this goal in mind over the years, I had never formally tracked the specific numbers of individual authors with diverse backgrounds, or the number of total works by these authors in our collection.

In 2018, EPL contracted with DeEtta Jones and Associates to conduct an Equity, Diversity, and Inclusion (EDI) Needs Assessment. This assessment included eleven recommendations, including “Create and use metrics to assess and adjust efforts in support of the Library’s EDI values” and “Expand book collections that reflect the needs and interests of the Black and Latinx communities.” On March 16, 2022, the EPL Director and its Board adopted updated [Collections Policies](#). As part of EPL’s Equity, Diversity and Inclusion (EDI) committee, I worked on drafting the updated policies, including the Objectives in section 3.3, which are to:

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

In light of the recommendations in the Needs Assessment and the adoption of the new Collections Policies, I took the month-long Library Journal course in *How To Build Diverse Collections* in March 2022 to learn how to conduct an official equity audit, and then conducted such an audit of the adult print Science Fiction & Fantasy collection at the Main branch of the Evanston Public Library to evaluate this collection and how it has developed between 2014 (the year before I began formally managing the collection) and the end of 2022 (the most recent year for which complete data was available).

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<sup>1</sup> I actually made my first assessment of this collection in the autumn of 2013, when I worked as a MLIS practicum student at EPL. One of my projects was a list of suggested books to update the SFF collection, although this list appears to be lost to the mists of time/the changes in computer systems since then. Note that I do not manage or collect our digital science fiction and fantasy offerings, and this report does not include data about that collection.

<sup>2</sup> Style, Emily. *Listening for All Voices*, Oak Knoll School monograph, Summit, NJ, 1988. (accessed at <https://nationalseedproject.org/Key-SEED-Texts/curriculum-as-window-and-mirror>)

## I. Background

### A. Demographics

According to the U.S. Census, as of July 2022, the racial and ethnic background of the United States was as follows:<sup>3</sup>

| Race and Hispanic Origin                                     |       |
|--|-------|
| White alone, percent   | 75.5% |
| Black or African American alone, percent(a)                  | 13.6% |
| American Indian and Alaska Native alone, percent(a)          | 1.3%  |
| Asian alone, percent(a)                                      | 6.3%  |
| Native Hawaiian and Other Pacific Islander alone, percent(a) | 0.3%  |
| Two or More Races, percent                                   | 3.0%  |
| Hispanic or Latino, percent(b)                               | 19.1% |
| White alone, not Hispanic or Latino, percent                 | 58.9% |

“Female persons” are listed as 50.4% of the national population.<sup>4</sup>

The Human Rights Campaign Foundation (HRC), an LGBTQ+ advocacy group, issued a report on December 9, 2021, which analyzed data collected by the [U.S. Census Bureau’s Household Pulse](#) survey on the number of U.S. residents who identified as LGBTQ+. <sup>5</sup> Their analysis found that:

✚ Approximately 8% of respondents to the Household Pulse Survey self-selected that they were lesbian, gay, bisexual or transgender. This suggests that 20 million adults identify as lesbian, gay, bisexual or transgender.

✚ An additional 2% of participants identify with a sexual orientation that is something else other than lesbian, gay, bisexual or straight. These individuals may identify as pansexual, asexual, or a host of many other identities, but it remains unclear.

The data on transgender participants also suggest that more than 2 million adults (more than 1%) in America could identify as transgender, a number higher than previous estimates of 1.4 million.

✚ An additional 2% of participants said that none of the terms “cisgender male,”

<sup>3</sup> <https://www.census.gov/quickfacts/fact/table/US/PST045222>

<sup>4</sup> Ibid.

<sup>5</sup> “We Are Here: Understanding the Size of the LGBTQ+ Community,” Human Rights Campaign Foundation, December 9, 2021. Accessed 12/12/23 at <https://hrc-prod-requests.s3-us-west-2.amazonaws.com/We-Are-Here-120821.pdf>

“cisgender female” or “transgender” described their gender. We could suspect that some individuals identify as non-binary, genderqueer or genderfluid, though we don’t know exactly.”

For Evanston specifically, our racial and ethnic demographics are as follows:<sup>6</sup>

| Race and Hispanic Origin                                     |       |
|--|-------|
| White alone, percent   | 61.6% |
| Black or African American alone, percent(a)                  | 16.5% |
| American Indian and Alaska Native alone, percent(a)          | 0.3%  |
| Asian alone, percent(a)                                      | 9.2%  |
| Native Hawaiian and Other Pacific Islander alone, percent(a) | 0.0%  |
| Two or More Races, percent                                   | 8.7%  |
| Hispanic or Latino, percent(b)                               | 11.3% |
| White alone, not Hispanic or Latino, percent                 | 58.4% |

For gender, this same source reports that 51.5% of Evanston residents identify as female, meaning that 48.5% identify as male or another gender.<sup>7</sup>

There is no specific data about the percentage of Evanston residents who identify as LGBTQIA+. However, a 2018 survey by the Chicago Department of Public Health estimated that 7.5 percent of Chicago’s adult population identifies as LGBTQIA+,<sup>8</sup> and a 2021 survey of LGBT Adults in Large US Metropolitan Areas by the Williams Institute at the UCLA School of Law estimated that 4.1% of adults in the Chicago-Naperville-Elgin, IL-IN-WI Metro Area identified as LGBT,<sup>9</sup> so this gives us a general range for the LGBTQIA+ population in Evanston.

## B. Publishing Trends

The books that are available for libraries to purchase for their collections are necessarily limited, in part, by the books that are published in any given year. In 2020, the New York Times published a study in which they estimated how many fiction books released by large publishing houses between 1950 and 2018 were written by people of color. Of the 7,124 books for which

<sup>6</sup> <https://www.census.gov/quickfacts/fact/table/evanstoncityillinois/RHI225222>

<sup>7</sup> Ibid.

<sup>8</sup> Ali, Tanveer. "146,000 Chicago adults identify as LGBTQ: city study." Chicago Sun-Times (IL), sec. News, 26 Mar. 2018. NewsBank: Access World News – Historical and Current, [https://infoweb.newsbank.com/apps/news/openurl?ctx\\_ver=z39.88-2004&rft\\_id=info%3Aid/infoweb.newsbank.com&svc\\_dat=WORLDNEWS&req\\_dat=0F8EB5A82EA7BFCD&rft\\_val\\_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft\\_dat=document\\_id%3Anews/16AE7E85CCA0E900](https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Aid/infoweb.newsbank.com&svc_dat=WORLDNEWS&req_dat=0F8EB5A82EA7BFCD&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Anews/16AE7E85CCA0E900). Accessed 19 Dec. 2023.

<sup>9</sup> Conron, K.J., Luhur, W., & Goldberg, S.K. [Estimated number of US LGBT adults in Large Metropolitan Statistical Areas \(MSA\)](#). (December 2020). The Williams Institute, UCLA, Los Angeles, CA.

they were able to identify the author's race, only 5 percent were written by people of color.<sup>10</sup> The same article noted that "The heads of the "big five" publishing houses are white. So are 85 percent of the people who acquire and edit books, according to a 2019 industry survey."<sup>11</sup>

With respect to the science fiction and fantasy genres specifically, author Jessica V. Aragon reports that she spent a year (from October 2022 to October 2023) recording every English language fiction deal announced in Publisher's Marketplace. Upon researching the over 4000 authors who were recorded as having received publishing deals in that time frame, Aragon concluded that 87% of the contracted Horror authors, 86% of Fantasy writers, 77% of Science Fiction authors, and 73% of Paranormal/Urban Fantasy authors were white.<sup>12</sup> While this certainly shows some improvement over the numbers from the New York Times article, it is clear that publishing is still far from representative of America's cultural diversity, and even further from representing the cultural diversity of Evanston specifically.

The publishing problem is compounded by disparities in marketing budgets for and compensation of authors who are Black, Indigenous, and People of Color (BIPOC), as shown in a recent Author's Guild survey.<sup>13</sup> In addition, many major book-selling outlets, like Barnes & Noble, frequently advertise lists like their "[Best Teen and YA Books of 2023](#)," which feature only white authors.<sup>14</sup> Other popular book marketing tools, such as "BookTok" (the community on TikTok devoted to discussing books) also reflect strong racial biases, with the algorithm promoting white content creators and white authors over BIPOC creators and authors.<sup>15</sup>

## **II. Methodology:**

Tyler Works, EPL's Data & Technology Librarian, created a list of all individual authors, their books, and circulation data in the adult print Science Fiction section at the Main branch of EPL as of June 2022 - before I began my annual collection maintenance process for that year. In addition to Science Fiction, this collection also includes books that are often categorized as Fantasy, Horror, Paranormal/Urban Fantasy, and other speculative fiction. Collectively, I will refer to this collection as "SFF" (for "Science Fiction & Fantasy") going forward.

The first step in evaluating the diversity of this collection was to see whether information on author demographics was readily knowable through an accessible and authoritative database. NoveList is a subscription database offered to all EPL patrons, which provides book and author

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<sup>10</sup> Wezerek, Gus. Opinion Today: Why is Publishing so White?. New York: New York Times Company, 2020. ProQuest. Web. 7 Dec. 2023.

<sup>11</sup> Ibid.

<sup>12</sup> [https://twitter.com/JVA\\_writes/status/1710395678478729600](https://twitter.com/JVA_writes/status/1710395678478729600). Note that not every author who received a publishing deal in this timeframe has necessarily had a book published yet. I sent an inquiry to Jessica Aragon asking as to whether she would be willing to share her research, but received no reply.

<sup>13</sup> AG in Action: Advocating for BIPOC Authors at the Association of American Publishers' DEI Summit, November 17, 2023, accessed at <https://authorsguild.org/news/ag-in-action-advocating-for-bipoc-authors-at-aap-dei-summit/>

<sup>14</sup> As noted by author Gabi Burton: [https://twitter.com/query\\_queen339/status/1710048809454072026](https://twitter.com/query_queen339/status/1710048809454072026)

<sup>15</sup> <https://www.thecut.com/2022/11/booktok-racial-bias-tiktok-algorithm.html>

reviews, reading guides, and read alike lists, among other resources and information.<sup>16</sup> One of the services offered is demographic information on authors. As this is a fairly extensive database, which draws from verified publisher information, I decided that this would serve as our authoritative source for demographic information for every author that appeared in both our SFF collection and the NoveList database.

One of Tyler's summer interns, Audrey Kwok, used the NoveList database to gather demographic information on each of the authors represented in EPL's print SFF collection. Audrey looked for information on gender, race/ethnicity, and sexuality, along with any clarifying notes, and entered this information into the spreadsheet Tyler had created. For those authors who did not appear in the NoveList database, or whose demographic information there was incomplete, I took responsibility for researching any details available through other sources. These sources included author and publisher websites, author social media accounts, and interviews with authors. As a result, we were able to make the following comparison of the collection - as analyzed by NoveList in June 2022, and after my extensive research into the backgrounds of all the authors (and after the annual process of adding and removing books in the collection) at the end of 2022:

|                               | Unique Authors | Gender Identity Unknown | Racial/Ethnic Identity Unknown | Identified as LGBTQIA+ |
|-------------------------------|----------------|-------------------------|--------------------------------|------------------------|
| NoveList analysis (June 2022) | 1528           | 270                     | 951                            | 61                     |
| Full 2022 collection research | 1591           | 12                      | 1019                           | 104                    |

A more complete breakdown of this data follows in the next section. However, the process of categorizing authors by gender, race/ethnicity, and sexuality raised several important questions as to how these characteristics would be determined. For example, the spreadsheets we used did not allow us to mark more than one race/ethnicity for a single author (for example, Ailette de Bodard, who is identified as "American, French, Multiracial, Vietnamese" by NoveList).<sup>17</sup> There were two possible solutions to this issue. The first was to add a "multi-racial" option specifically for these authors. The second was to evaluate which racial/ethnic identity the author most often reflected in their work, and the identity by which society in general most often perceived them. Since most of these multiracial authors were white and another racial/ethnic identity, their writing and general perception in society was most often influenced by or associated with their

<sup>16</sup> NoveList can be accessed via this webpage, either with an EPL card number, or from any computer inside one of our branches: <https://www.epl.org/category/resources/resources-books-literature/>

<sup>17</sup>

<https://search-ebscohost-com.evanston.idm.oclc.org/login.aspx?direct=true&db=neh&tg=UI&an=1135564&site=novp-live>

non-white identity. Therefore, we decided to place authors in this category under their non-white identity, if known, and note their precise racial/ethnic identities in the notes of the spreadsheet.

This brings us to another issue, that of the racial/ethnic “unknowns.” For some authors, racial/ethnic identity was not explicitly stated in any resource checked. A small subset of these authors are those who are writing under a pseudonym, and have deliberately chosen to obscure everything about their identity (as is the case for the 12 remaining authors for whom gender is unknown). The majority of the racial/ethnic “unknowns,” however, are authors who appear to be white, but do not explicitly state this as part of their identity.

In NoveList, for example, BIPOC authors are almost always identified with their race as part of the “author characteristics” section of their page, and often in the descriptive paragraphs about their writing. N. K. Jemisin, for example, is characterized as “Female, United States, African American, American.”<sup>18</sup> Ken Liu is characterized as “Male, United States, China, American, Asian American, Chinese.”<sup>19</sup> On the other hand, David Brin, a well-known author of classic science fiction, who both appears to be white and is generally regarded by the SFF community as white, is described simply as “Male, United States, American.”<sup>20</sup>

The history and development of racial identity and of whiteness as a concept is beyond the scope of this report. However, we can speculate as to why many apparently white authors are not identified specifically as white, either in their own personal biographies, or by others in the field of publishing. The first reason may be that “white” is seen as the “default” race in American society. Whiteness is “normal,” and so only deviations from whiteness are specifically noted in many descriptions of race.<sup>21</sup> Furthermore, despite the Census data shown above, only about 40 percent of white people in America acknowledge some degree of white identity when asked how they identify themselves - most are more inclined to describe their identity by their immigrant heritage (e.g., “Irish” or “German-American”).<sup>22</sup> This leads us to the second reason some white authors may be reluctant to be labeled as white - identifying specifically as white may be linked in some people’s minds to identifying and sympathizing with white supremacy and racist identity politics.<sup>23</sup>

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<sup>18</sup>

<https://search-ebshost-com.evanston.idm.oclc.org/login.aspx?direct=true&db=neh&tg=UI&an=1130112&site=novp-live>

<sup>19</sup>

<https://search-ebshost-com.evanston.idm.oclc.org/login.aspx?direct=true&db=neh&tg=UI&an=1164089&site=novp-live>

<sup>20</sup>

<https://search-ebshost-com.evanston.idm.oclc.org/login.aspx?direct=true&db=neh&tg=UI&an=1000523&site=novp-live>

<sup>21</sup> For a fuller discussion of this concept, see Project READY, the online professional development curriculum used by EPL employees, particularly Module 10:

<https://ready.web.unc.edu/section-1-foundations/module-10-2/>

<sup>22</sup> See Ibid.; “How Donald Trump Played the (White) Race Card and Reshaped the Democratic Party”. Newsweek. 2019-03-06.

<sup>23</sup> Ibid.

In our analysis, we have officially categorized people as “white” only if they have personally identified themselves as such, or if NoveList has specifically labeled them as white (see, e.g., George R. R. Martin<sup>24</sup>). However, it is our assessment that the vast majority of those who are categorized as “unknown” because we could not find specific racial/ethnic information, are, in fact, white (based on author pictures and other available demographic information). Therefore, we have created two sets of data visualizations for the next section - one that keeps “Unknown” as a separate category from “White,” and one that combines the “Unknown” authors with the “White” authors. We believe this second set of data most accurately represents the racial/ethnic identity of the authors in our collection, based on other available data (such as the publishing industry analysis mentioned above).

Another issue we noted with the NoveList descriptions was that they seemed to identify BIPOC authors more reliably if they were American than if they were from another country. For example, author Oghenechovwe Donald Ekpeki, a Black author from Nigeria, is characterized in NoveList as “Male, Nigeria, Nigerian, West African.”<sup>25</sup> The same is true for many other non-American BIPOC authors.

With respect to LGBTQIA+ authors, we relied entirely on the author’s own self-identification. While the number of LGBTQIA+ authors represented in the SFF collection is approximately 6.77%, which is within the demographic range predicted above, it is likely that this is, in fact, an undercount, as some authors may not feel comfortable publicly identifying as LGBTQIA+, or may consider their sexuality to be private information. Indeed, this is an identity that may evolve over an author’s lifetime, or that they may choose to reveal only when and if they feel it is important to do so.

### **III. Analysis**

Tyler used the information we gathered to generate interactive charts in Looker Studio that represent the changes in our SFF collection from 1990 (when EPL first automated its catalog<sup>26</sup>) through the end of 2022. The link to these interactive charts will be provided to you at the Board meeting on February 21, 2024. The charts show significant changes in the diversity of the collection over that time period. While you will be welcome to explore the data sets in many different ways with the Looker Studio link, a few samples below show the overall results.

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<sup>24</sup>

<https://search-ebscohost-com.evanston.idm.oclc.org/login.aspx?direct=true&db=neh&tg=UI&an=1013915&site=novp-live>

<sup>25</sup>

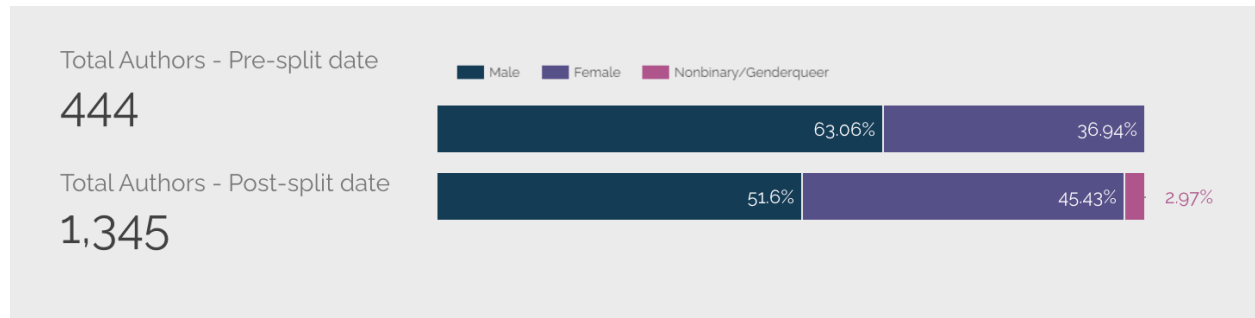
<https://search-ebscohost-com.evanston.idm.oclc.org/login.aspx?direct=true&db=neh&tg=UI&an=1212960&site=novp-live>

<sup>26</sup> Any materials EPL had in its collection pre-1990 will have a first available date of 1990 in the catalog.

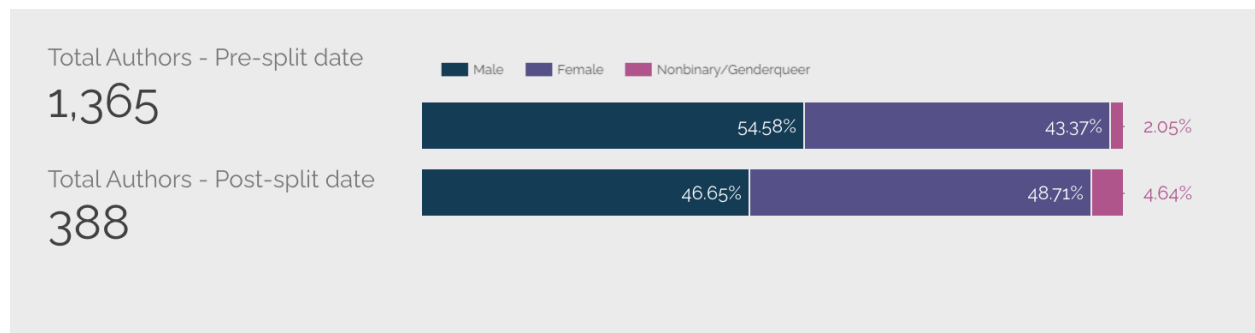


### A. Gender as percent of collection:

This image shows the gender representation in the SFF collection from books that remain in the collection from 2014 (the “Pre-split date” authors) vs. the authors in the collection from 2015 - 2022 combined (the “Post-split date” authors).<sup>27</sup>



As you can see, there was a significant shift towards gender equity in the collection over that time frame. For the year 2022 itself, the shift is even more marked. The image below shows all books in the SFF collection published before 2022 (the “Pre-split date”) vs. those books that were published and added to the collection in 2022 (the “Post-split date”).



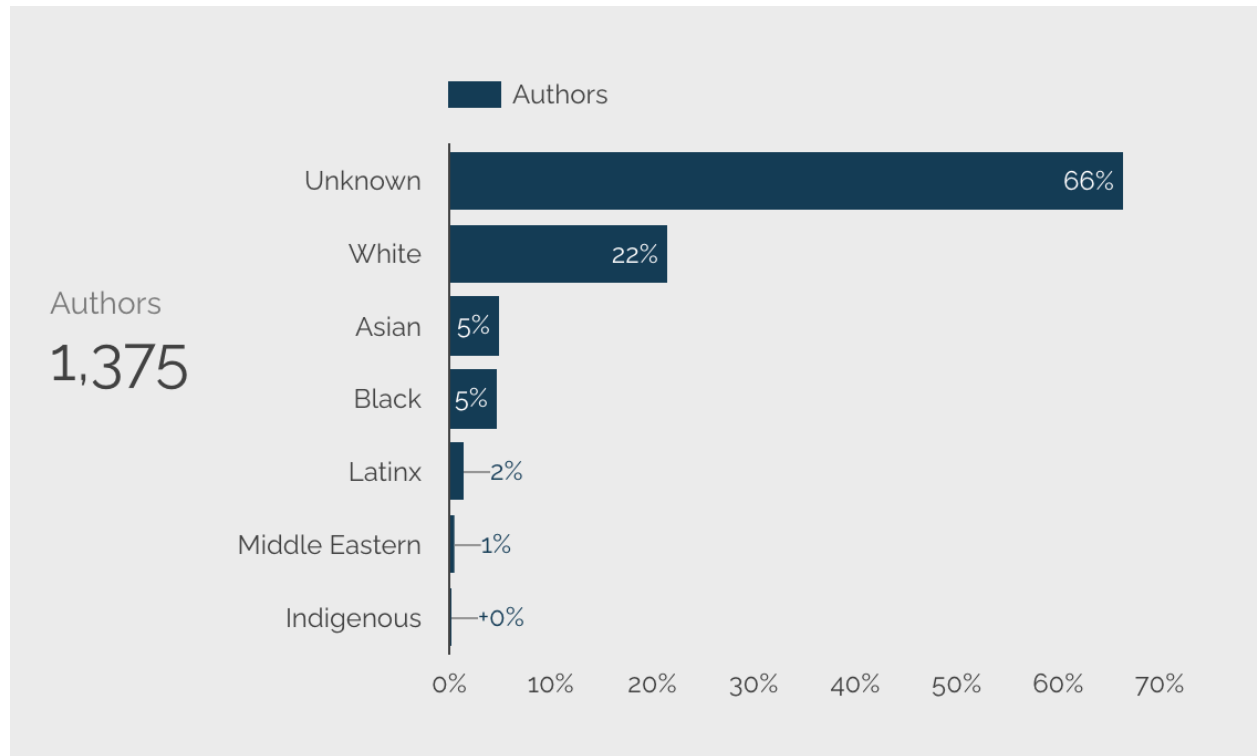
This image shows the overall gender representation among all of the authors in the collection as of the end of 2022:



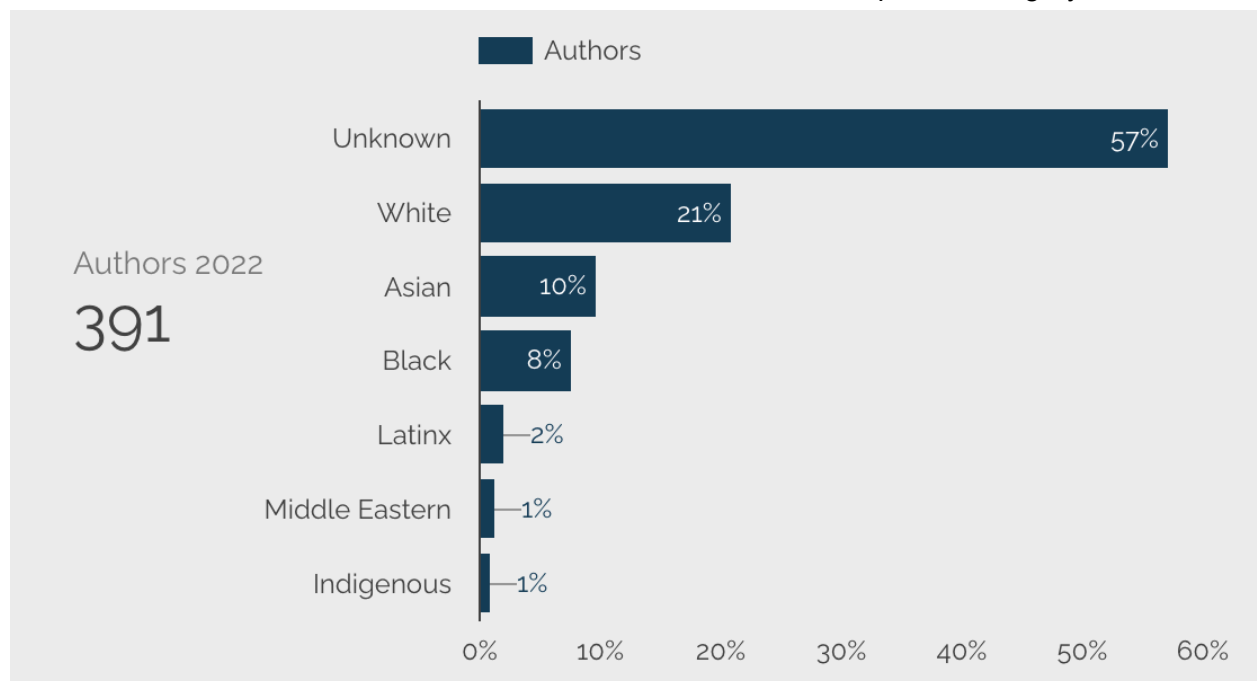
<sup>27</sup> The collection in 2014 wasn't limited to 444 authors. Due to weeding, attrition, etc., this is the number of books from that time period that remain in the collection.

## B. Race/Ethnicity as percent of collection:

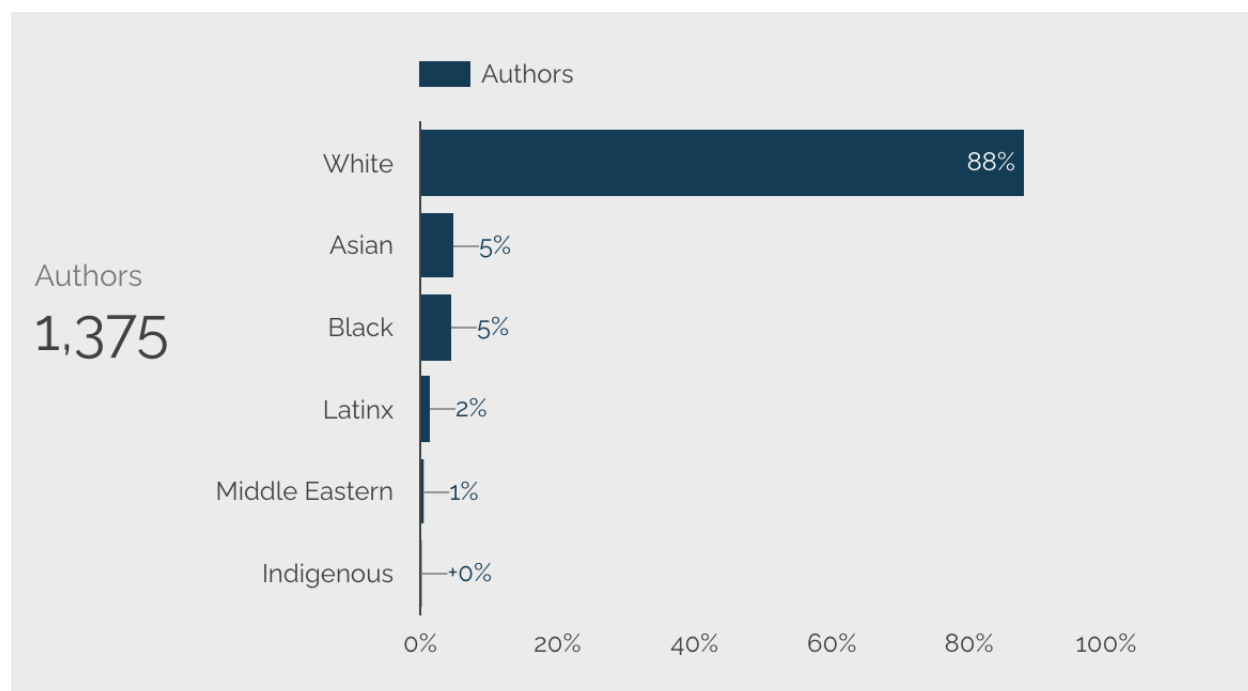
If we input the data collected on race and ethnicity with the “unknowns” left as their own category, this is what the items added to the SFF collection prior to 2022 look like:



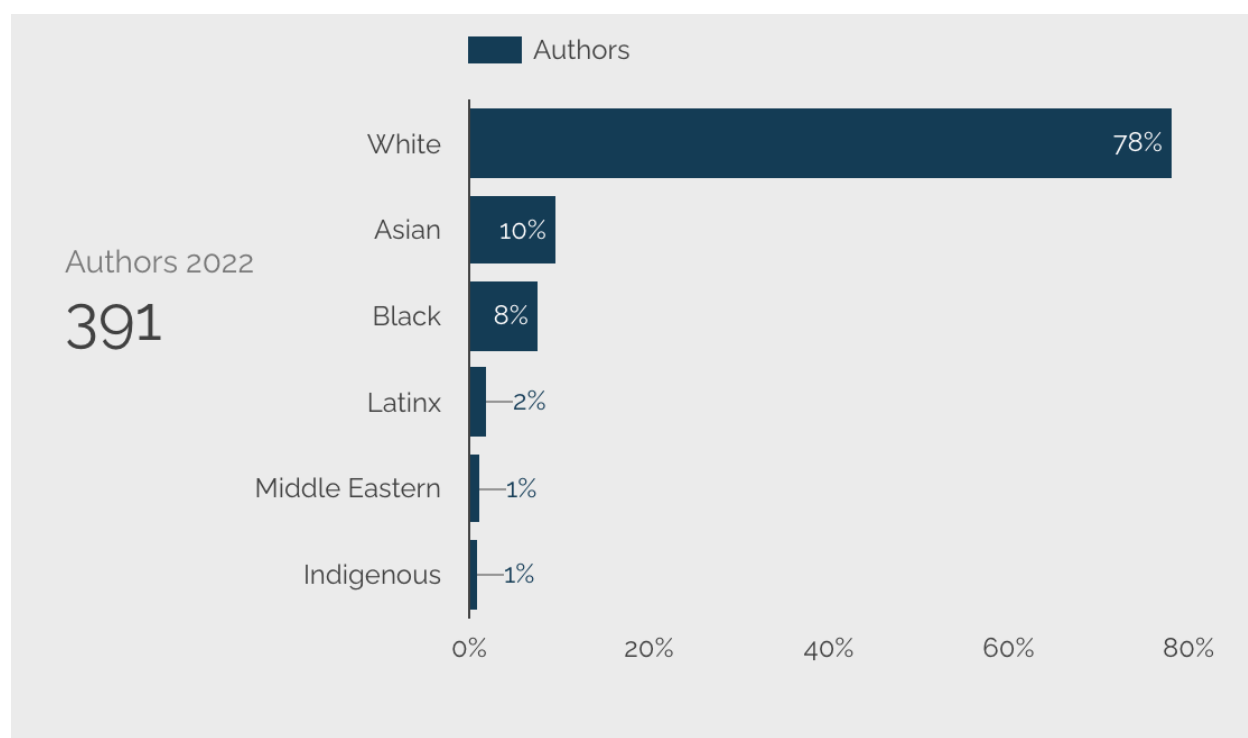
These are the items added in 2022 with the “unknowns” left as a separate category:



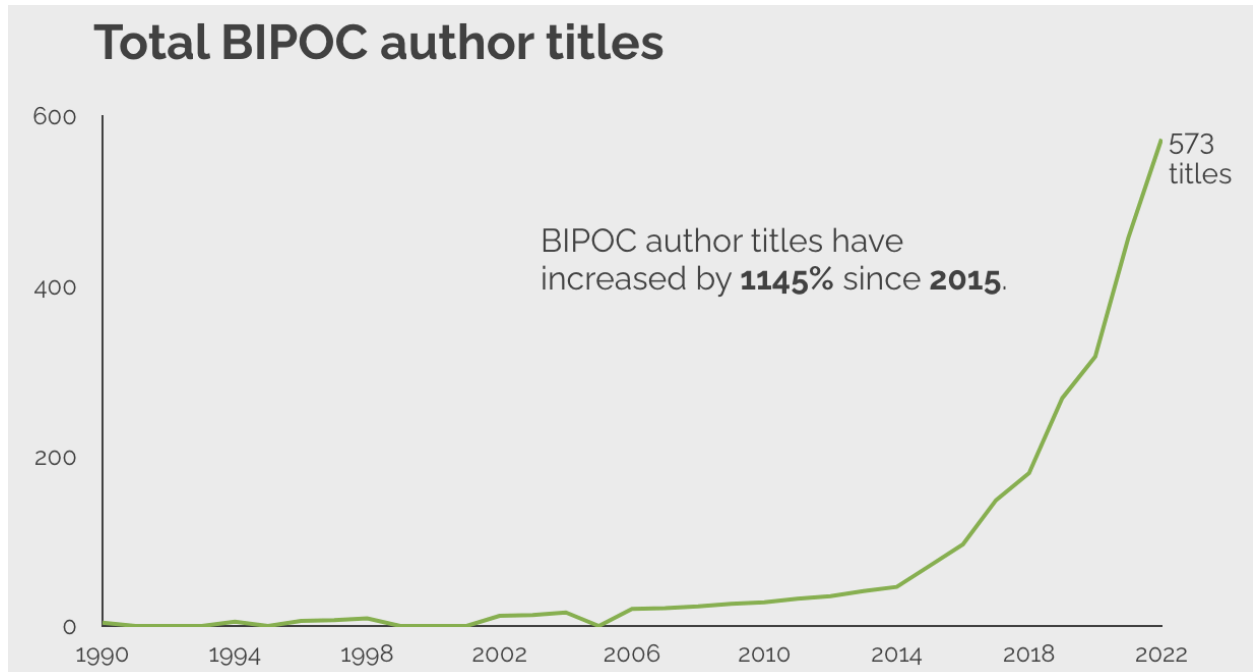
If we assume that the “unknowns” are predominantly white and combine those two categories, as discussed in the Methodology section above, this is the racial/ethnic breakdown of the SFF collection prior to 2022:



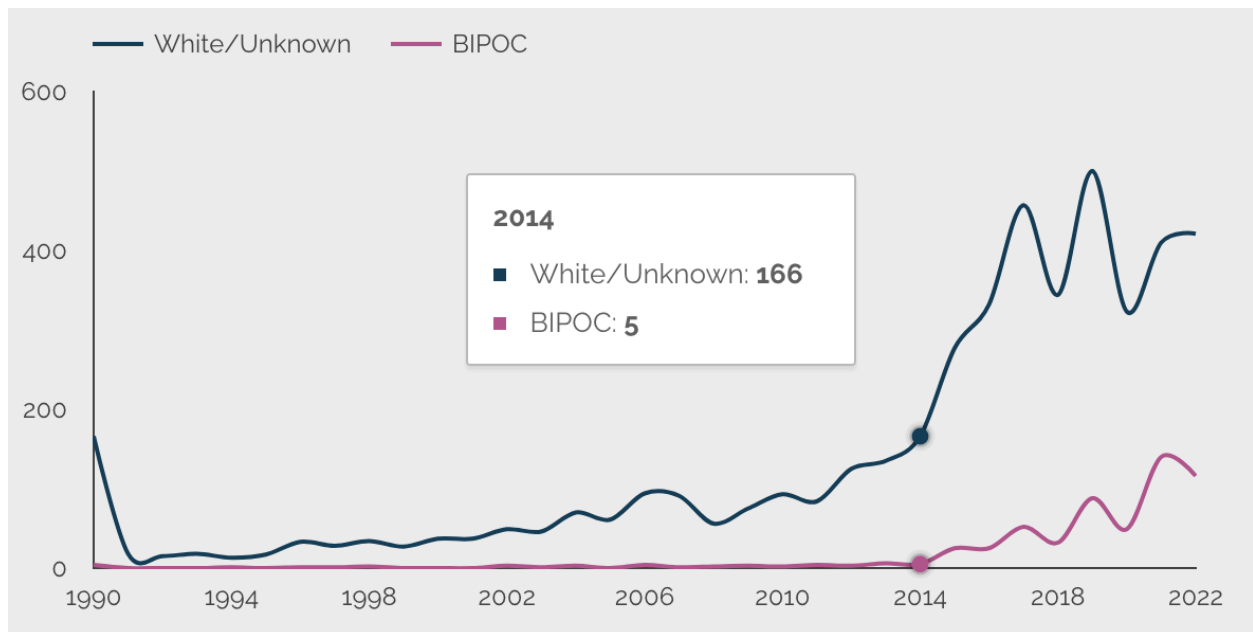
And these are the authors published and added to the collection in 2022:

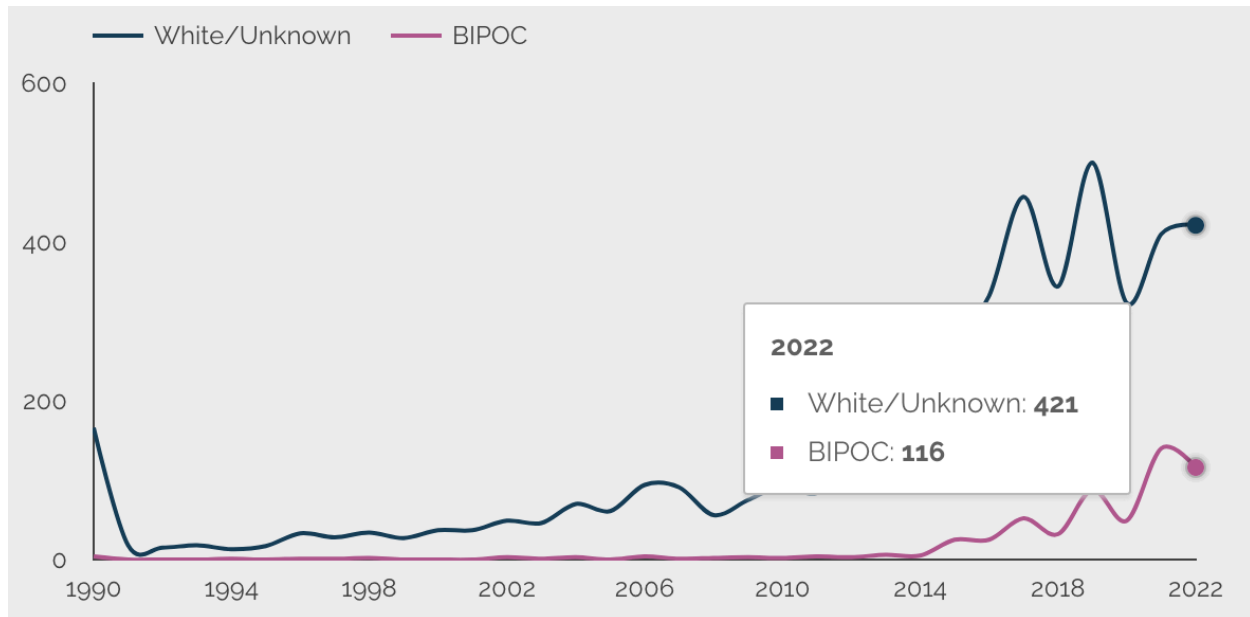


This graph shows the cumulative number of books by BIPOC authors in the SFF collection over time:



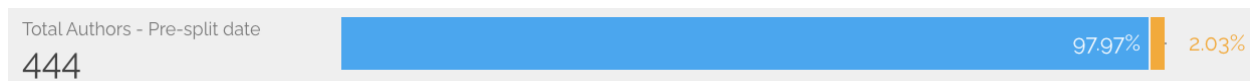
And these graphs show the number of individual titles by BIPOC authors added to the SFF collection in each individual year:



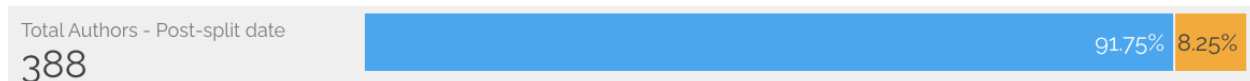


### C. LGBTQIA+ authors as percent of collection:

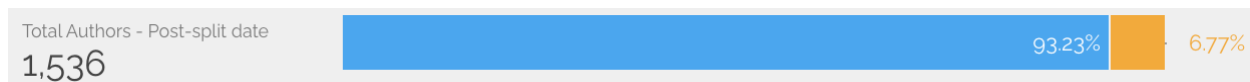
This bar depicts the percentage of identifiable LGBTQIA+ authors in the SFF collection in 2014 (as represented in yellow) :



This is the percentage of LGBTQIA+ authors published and added to the SFF collection in the year 2022:



This is the total number/percentage of LGBTQIA+ authors represented in the SFF collection overall:



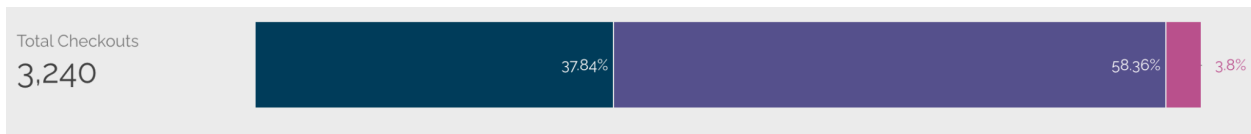
### D. Number of checkouts

Having more diverse authors added to the SFF collection is one thing; whether our community of readers is interested in these books and checks them out is another. Our research shows that the community has responded positively to the more diverse options available to them.

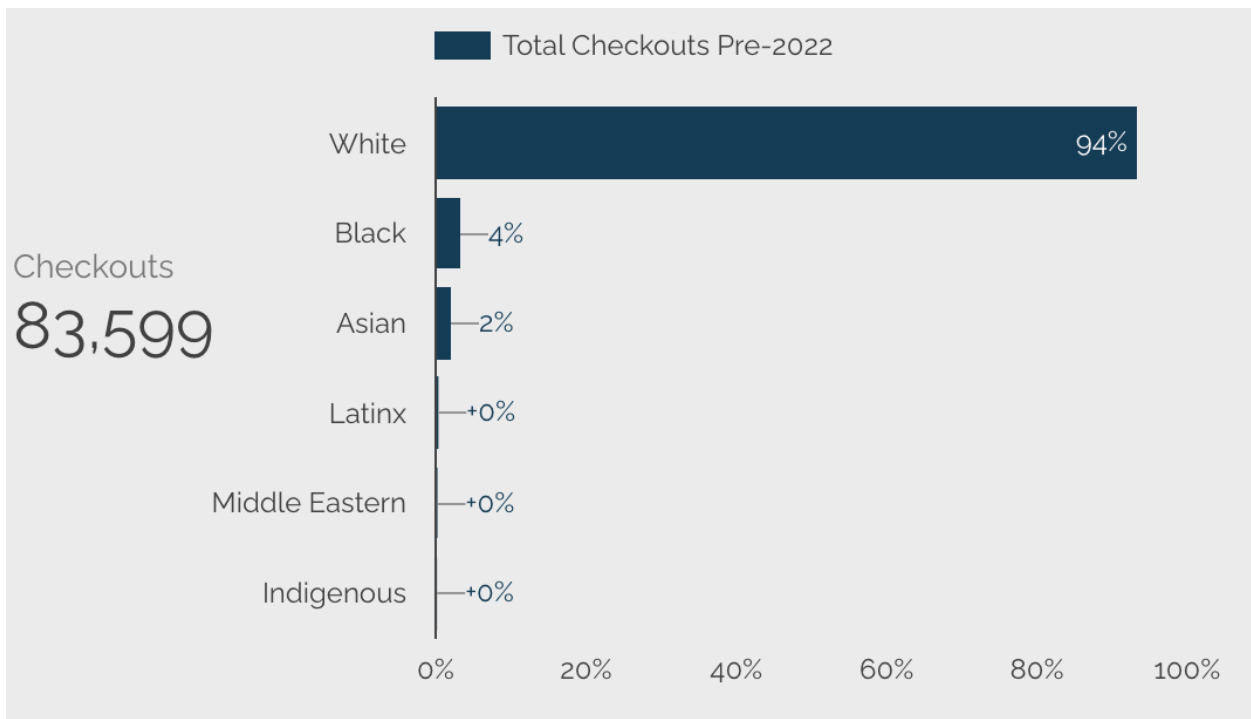
Prior to 2014, this was the breakdown of books from the SFF collection that had been checked out, by gender of the author (with dark blue representing male and purple representing female).

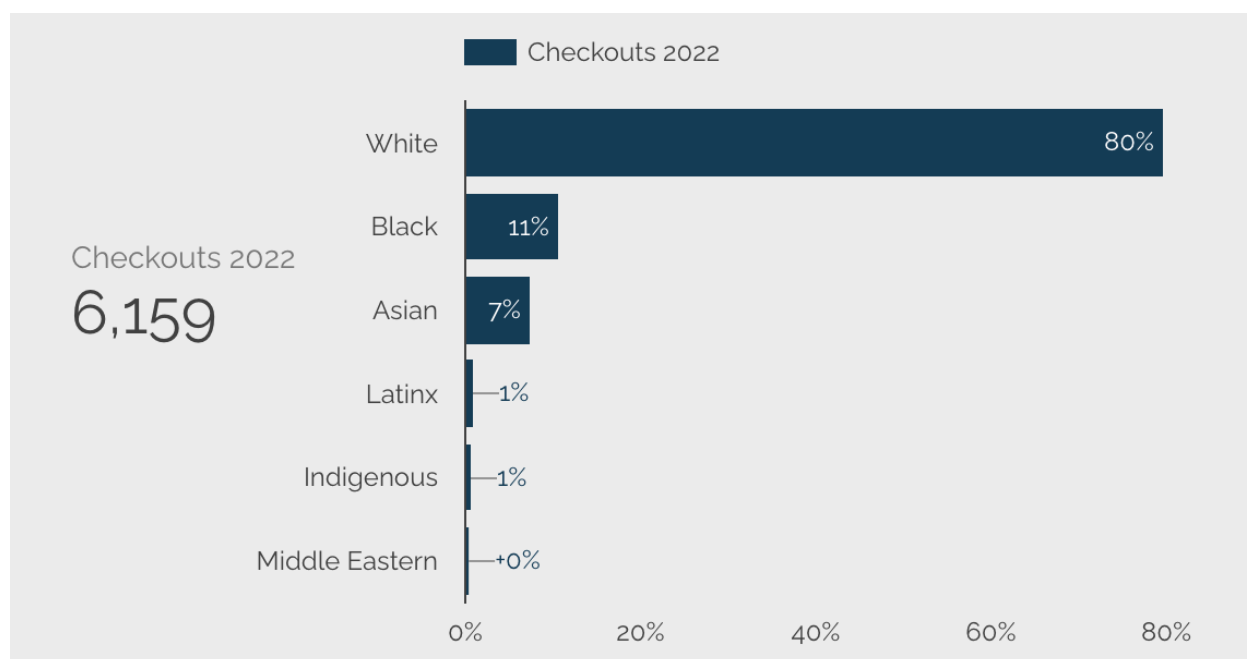


This is the same breakdown of SFF authors checked out in the year 2022 (with the addition of a pink bar representing non-binary/genderfluid authors, who were not represented in the pre-2014 collection):



Looking at the books checked out from a racial/ethnic perspective, we can see that our readers have also checked out more of these books as they have become available:





## IV. Conclusions and Considerations

### A. NoveList and CollectionHQ Undercount Diverse Authors

All of the data generated by this research process has been provided to Betsy Bird, EPL's Collection Development and Materials Manager, so that she could update the author information in CollectionHQ and improve the accuracy of its analysis of our collection. One of the key results of this exercise was to demonstrate the limits of this and other commonly available categorization and analysis databases for the purpose of identifying author demographics. The deficiencies of NoveList were discussed above. As for CollectionHQ, it currently lists 875 SFF authors in our collection with DEI information (*i.e.*, that are part of a traditionally marginalized group). Over half (52%) of this DEI information for our SFF authors resulted from our staff's personal research, not from the BISAC Subject Headings (the US standard topical categorization used by companies throughout the publishing supply chain) or the Library of Congress, from which Collection HQ draws its DEI information.

Given this conclusion, one issue for the Board and administration of EPL to consider is the pros and cons of having staff personally conduct diversity audits on the EPL collection, since the commercially and publicly available databases were off by such a significant amount. The equity audit process is time-intensive, but gives better data. Some possible questions that may be pertinent in considering this issue may include:

1. Are the funds invested (as measured in staff time) worth the data returns?
2. If so, should EPL adopt uniform procedures for staff to use in classifying authors by certain marginalized identities, and which identities are EPL interested in tracking?

3. Are there other outside research sources on these issues that we have not used or considered thus far, and what are the costs and benefits of any such systems vs. doing the work in house?

### **B. Patrons Are Responding to More Diverse Offerings**

The increased diversity in the authors that are part of the EPL SFF collection is matched by the increased diversity in materials checked out by our patrons, which certainly serves as encouragement to continue our efforts in support of the Library's EDI values and expanding our book collections to reflect the needs and interests of our diverse community. And yet, it is important to remember that, as impressive as some of the numbers are (a 1145% increase in titles by BIPOC authors over an eight year period!), the end result is a collection that still does not match the demographic diversity of Evanston itself. Part of the solution to this issue is beyond EPL's control, as we cannot collect books that are never published in the first place. However, staff with collection development responsibilities should certainly be mindful of the limitations of the publishing industry, as well as those of the book marketers and reviewers from whom we get so much of our information about forthcoming books available for our consideration. To that end, possible questions for further deliberation include:

1. What training should staff with collection management responsibilities receive?
2. What strategies and resources can EPL staff use to discover diverse authors that are not promoted or reviewed by major industry sources?

I look forward to the Board's and the Administration's thoughts on these considerations, as well as the other information contained in this report.



## **Evanston Public Library Board of Trustees Operational Priorities**

As President of the Board of Trustees, I will present the following priorities to the full Board for discussion and action at our meeting in August 2022. We originally discussed these priorities in November 2021 and again in December 2021. I will ask the Trustees to make a motion and have us vote on approval of these priorities to focus our work, hold ourselves accountable to measurable accomplishments, and guide our work as we transition.

### **The Purpose of these Priorities**

These recommended priorities are grounded in our foundational statements and seek to bring clarity to how the Board, as representatives of the community, can continue supporting and guiding the library in embodying our core beliefs.

### **Basis for the Priorities**

The Bylaws for the Board of Trustees of the Evanston Public Library assign legal and financial oversight of the Library to the Board. The Board determines policies, rules and regulations governing library services; exercises exclusive control of all expenditures; determines the property tax levy within the law; and hires, evaluates, and if necessary, dismisses the Library Director. This plan seeks to strengthen the Board's capacity to hold EPL accountable for becoming a more efficient, effective, and equitable institution through transparent rules and oversight.

### **Mission**

Evanston Public Library aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources.

## **Vision Statement**

The Evanston Public Library Board of Trustees envisions a community in which the Library engages all residents in reaching their aspirations. The Library's staff, collections, programs, technology and leadership help ensure that:

- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy
- Our community celebrates, appreciates and supports its diversity in all of its forms
- Those in need can find assistance and information with ease
- Every resident experiences the pleasure of reading and the joy of lifelong learning

## **Equity of Access**

Equity of access means that all people have the information they need – regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers. It means they are able to obtain information in a variety of formats – electronic, as well as print. It also means they are free to exercise their right to know without fear of censorship or reprisal.

In addition to these efforts supporting equity of access, ALA also actively prioritizes access to information.

## **Vision**

1. Evanston Public Library makes **measurable progress** in becoming a **more equitable institution** that is **consistently responsive** to our **diverse community**.
  - a. EPL develops a formal annual community needs and satisfaction assessment process to gather input from community stakeholders to guide the development, growth and improvement of library operations. This transparent process will produce an assessment report presented to the Board each August to be used in formulating the Director's annual library plan which will drive the annual budget. This process should be sustainable with in-house resources, not reliant on outside consultants and become an institutionalized practice.
  - b. Develop and implement a demographic data collection plan and protocols to be consistently implemented and used as the basis for an annual stakeholder diversity report submitted to the Board each August. We use data to drive decisions, put processes in place to collect data, and identify disparate patterns of impact for mitigation. The Board should understand to what extent users of diverse demographics are applying for cards, using materials, attending events, renting space, and are reported for safety concerns.
  - c. An annual planning sequence and protocol is developed and formalized to leverage stakeholder input in developing the Director's annual library plan which then becomes a basis for the annual budget. The transparent planning process will support the growth of the library and is driven by community need. Each year the Director will conduct a community needs and satisfaction assessment, report out on that data to the Board, using the data to formulate a responsive annual plan, and then develop a budget that supports this plan.

2. The Evanston Public Library Board of Trustees should be diverse, well prepared, accountable to our community, exercising transparent, efficient, and effective oversight of the Library director. We define policies aligned with the Bylaws that ensure an optimally run, public institution.
  - a. Develop a formal, documented, transparent new Trustee orientation process to prepare all Trustees to optimally contribute. An equitable institution has a Board of Trustees that reflects the diversity of the community. Because of oppressive systems, community members have more or less access to the experiences, knowledge, and training that would prepare them to effectively contribute to the oversight of the Library. A standardized orientation process will be presented to the Board for approval that assess the areas of learning needed by each new Trustee as a basis to develop their orientation plan. The Director should engage Trustees in identifying training needs for successful onboarding.
  - b. Develop and implement a protocol by which all Committee and Task Force recommendations are delivered on a regular basis to the Board for comment and approval with tracking and reporting of implementation and impact. The intent of this objective is to institutionalize the knowledgeable sharing process and ensure we hold ourselves accountable to reviewing, discussing, and implementing appropriate recommendations.
  - c. Board operations handbook is developed documenting all key information needed by Board members to support optimal participation. Solicit input from the Board on all information needed to successfully engage as a Board member. Provide this to new Trustees during the onboarding process.

#### [Timeline and Accountability Leads](#)



# MEMORANDUM

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

**From:** Yolande Wilburn, Executive Director

**Subject:** Approval of Agreement with Cherie Asante for Volunteer Management Services

**Date:** 02-21-2024

**Recommended Action**

I recommend Board approval of the annual renewal of the Volunteer Management Services Agreement with Cherie Asante at a cost of \$8,912.40 effective January 1, 2024 through May 31, 2024. The proposed agreement is attached.

# CITY OF EVANSTON

## PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for Evanston Public Library Volunteer Management and Recruitment ("EPL Volunteer Management").

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this 1st day of January, 2024, between the Evanston Public Library, an Illinois municipal public library with a main library and administrative offices located at 1703 Orrington Avenue, and a branch at 1801 Main Street in Evanston Illinois (hereinafter referred to as the "Library"), and Cherie Asante, with her residence located at 3233 Harrison Street, Evanston, IL 60201 (hereinafter referred to as the "Consultant"). Compensation for all basic Services ("the Services") provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$8,912.40 per five months at \$21.22/hour, 20 hrs per week, 420 hrs per five months.

### I. COMMENCEMENT DATE

**Consultant shall commence the Services on January 1, 2024 or no later than three (3) DAYS AFTER The Library executes and delivers this Agreement to Consultant.**

### II. COMPLETION DATE

Consultant shall complete the Services by May 31, 2024. No renewal shall begin until agreed to in writing by both parties prior to the completion date of the Agreement.

### III. PAYMENTS

**The Library shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A – Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the Library in writing in advance.**

#### **IV. DESCRIPTION OF SERVICES**

Consultant shall perform the services (the "Services") set forth here: Services are those as defined in Exhibit A. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit B).

#### **V. GENERAL PROVISIONS**

**A. Services.** Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by the Library, or by others at Library's direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of the Library while working and to perform its Services in a manner which does not unreasonably interfere with the Library's business and operations, or the business and operations of other tenants and occupants in the Library which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of Library or other parties that may be affected in connection therewith. If requested by the Library, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the Library, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for confirming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker's Compensation Insurance. Nothing in

this Agreement does not accord any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Library. Consultant acknowledges and agrees that should Consultant or its sub consultants provide false information, or fail to be or remain in compliance with this Agreement, the Library may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

Consultant evaluates all aspects of programs and services through an equity lens and seeks to provide services to diverse Evanston Residents in a manner that is consistently equitable and inclusive.

The Consultant shall obtain prior approval from the Library prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this Agreement, the sub consultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the Library's prior written consent. The Consultant shall be responsible for the accuracy and quality of any sub consultant's work.

All sub consultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every sub consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the Library, other Library contractors, the City of Evanston, other municipalities and local government officials, public utility companies, and others, as may be directed by the Library. This shall include attendance at meetings, discussions and hearings as requested by the Library. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the Library in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified in writing and after approved by both



parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

**B. Representation and Warranties.** Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

**C. Termination.** Library may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the Library terminates this agreement, the Library will make payment to Consultant for Services performed prior to termination. Payments made by the Library pursuant to this Agreement are subject to sufficient appropriations made by the Evanston Public Library and appropriations approved by Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the Evanston Public Library and approved by the City Council, the Library's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the Library shall have the right terminate this Agreement without prior written notice. Consultant may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Library. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the Library any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the Library related to the Services herein.

**D. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of the Evanston Public Library or City of Evanston. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of the Evanston Public Library or City of Evanston. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of the Evanston Public Library or City of Evanston.

Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

**E. Conflict of Interest.** Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of the Library or City of Evanston in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to the Library and consented to in writing to the Library.

**F. Ownership of Documents and Other Materials.** All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of the Library, and the Library shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of the Library, during any stage of the Services, Consultant shall promptly deliver all such materials to the Library. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of the Library, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.

**G. Payment.** Invoices for payment shall be submitted by Consultant to Library at the address set forth above, together with reasonable supporting documentation, Library may require such additional supporting documentation as Library reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after Library's receipt of an invoice and all such supporting documentation.

**H. Right to Audit.** Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by Library or Library's authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide Library an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of Library's expenses for and in connection with the audit respecting such invoice.

**I. Indemnity.** Consultant shall defend, indemnify and hold harmless the Library and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the Library, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the Library and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the Library and City of Evanston has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit

related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel and the Library, if the settlement requires any action on the part of the City or the Library.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The Library and City of Evanston, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-Consultants' work. Acceptance of the work by the Library will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

**J. Confidentiality.** In connection with this Agreement, Library may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for Library. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by Library as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for Library to any person, firm or corporation or use the same in any manner whatsoever without first obtaining Library's written approval, and (iii) not to disclose to Library any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the Library has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the Library that it has received a

Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the Library so that the Library may comply with the request within the required timeframe. The Library and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the Library from and against all claims arising from the Library's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the Library with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the Library and the City, shall not be a violation of this Section.

**K. Use of Library's Name or Picture of Property.** Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of Library's name nor the name of any affiliate of the Library or City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

**L. No Assignments or Subcontracts.** Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without Library's express prior written approval. Any attempt to do so without the Library's prior consent shall, at Library's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of Library.

**M. Compliance with Applicable Statutes, Ordinances and Regulations.** In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the Library deems it reasonably necessary for security reasons, the Library may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the Library does not pass the background check.

**N. Liens and Encumbrances.** Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmens' or other such lien claims, or rights to place a lien upon Library or City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by Library. Consultant shall protect Library and City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any sub Consultant, supplier or materialmen, or other person, firm or corporation, upon Library or City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

**O. Notices.** Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to Library as follows: Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois 60201, Attention: Library Director and to Consultant at the address first above set forth, or at such other address or addresses as Library or Consultant may from time to time designate by notice given as above provided.

**P. Attorney's Fees.** In the event that the Library commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the Library shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

**Q. Waiver.** Any failure or delay by Library to enforce the provisions of this Agreement shall in no way constitute a waiver by Library of any contractual right hereunder, unless such waiver is in writing and signed by Library.

**R. Severability.** In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

**S. Choice of Law.** The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The Library shall not enter into binding arbitration to resolve any dispute under this Agreement. The Library does not waive tort immunity by entering into this Agreement.

**T. Time.** Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the Library.

**V. Survival.** Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the Library, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

**A.** That it will not discriminate against any employee or applicant for employment or volunteer because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications and volunteer position descriptions to determine if minority persons or women are underutilized and will take appropriate affirmative action to

rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

**B.** That, in all solicitations or advertisements for employees or volunteers placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

## **VII. SEXUAL HARASSMENT POLICY**

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

- A.** The illegality of sexual harassment;
- B.** The definition of sexual harassment under State law;
- C.** A description of sexual harassment utilizing examples;
- D.** The Consultant's internal complaint process including penalties;
- E.** Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and
- F.** Protection against retaliation as provided to the Department of Human Rights.

## **VIII. CONSULTANT CERTIFICATIONS**

**A.** Consultant acknowledges and agrees that should Consultant or its sub consultant provide false information, or fail to be or remain in compliance with the Agreement, the Library may void this Agreement.



**B.** Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 et seq.) and applicable rules in performance under this Agreement.

**C.** If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

**D.** Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

**E.** In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

**F.** Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

**G.** If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

**H.** Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

## **IX. INTEGRATION**

This Agreement, together with Exhibits A, and B sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set

forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

**IN WITNESS WHEREOF**, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

**CONSULTANT:**

**Evanston Public Library  
1703 ORRINGTON AVENUE  
EVANSTON, IL 60201**

By \_\_\_\_\_

By: Yolande Wilburn

Its: \_\_\_\_\_

Its: Executive Director

FEIN Number: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_