

**evanston** public library

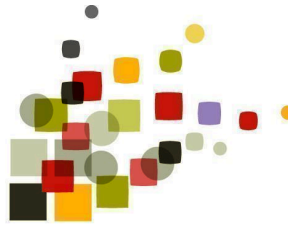


# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, August 21, 2024 at 6:30 pm  
Main Library, Community Meeting Room and via Zoom

Zoom Link: <https://us06web.zoom.us/j/88430600377>



## BOARD OF TRUSTEES MEETING

Wednesday, August 21, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

Zoom Link: <https://us06web.zoom.us/j/88430600377>

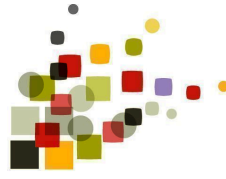
Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>  
Written comments will be attached to the Board minutes and distributed to Trustees.

### MEETING AGENDA

1. **CALL TO ORDER / DECLARATION OF QUORUM**
2. **LAND ACKNOWLEDGMENT**
3. **CITIZEN COMMENT**  
Not to exceed 45 minutes
4. **OATH OF OFFICE**
  - a. New Library Board Member: Samia Amanoo
5. **CONSENT AGENDA**
  - a. Approval of Finance Committee Meeting Minutes August 13, 2024
  - b. Approval of Regular Board Meeting Minutes July 17, 2024
  - c. Approval of Bills and Payroll
6. **LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
  - a. Mid-Year Development Update by Wynn Shawver
7. **STAFF REPORTS**
  - a. Administrative Services Report (Distributed in Advance)
8. **BOARD REPORTS**
9. **UNFINISHED BUSINESS**
  - a. Discussion of Bylaws
  - b. Board Committee Assignments (Discussion)
10. **NEW BUSINESS**
  - a. Voting for committee assignments
11. **EXECUTIVE SESSION**
12. **ADJOURNMENT**

**Next Meeting: September 4, 2024 (Special Budget Meeting) 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

Tuesday, August 13, 2024 at 9:30 AM

Main Library, Library Board Room and remote

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## Members Present

Kathryn Hazelett and Michelle Mills

## Members Absent

Tracy Fulce

## Staff Present

Yolande Wilburn, Sameer Notta, Jennifer Shreve and Wynn Shawver

## Presiding Member

Michelle Mills

## Call to order/Declaration of Quorum

Trustee Hazelett called the meeting to order when a quorum of Trustees was established at 9:30 a.m.

## Land Acknowledgement

Read by Kathryn Hazelett

## Citizen Comment

none

## New Business

- A. Review upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Mid-Year Development Update by Wynn Shawver

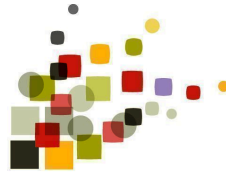
## Adjournment

MOTION: Moved by Trustee Mills seconded by Trustee Hazelett, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 10:30 a.m.

## Submitted by

Michelle Mills

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

# MEETING MINUTES

Wednesday, July 17, 2024 at 6:30 PM

Main Library, Community Meeting Room and remote

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**Members Present**

Arikpo Dada, Tracy Fulce, Cate Huggins, Kathryn Hazelett, Michelle Mills, Meghan Shea, Terry Soto and Esther Wallen.

**Members Absent**

None

**Staff Present**

Heather Norborg, Sameer Notta 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 6:33 p.m.

**Land Acknowledgement**

Read by Trustee Fulce

**Citizen Comment**

None

**Consent Agenda**

- A. Approval of Regular Board Meeting Minutes May 15, 2024
- B. Approval of Finance Committee Meeting Minutes July 9, 2024
- C. Approval of Bills and Payroll

Motion: Moved by Trustee Soto, seconded by Trustee Hazelett to approve the consent agenda.

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

**Amended Agenda Items**

- A. Approval to amend the agenda to approve the election of board officers.

Motion: Moved by Trustee Wallen, seconded by Trustee Huggins to approve the election of board officers.

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

- B. Approval to amend the agenda to include the Finance Committee report.  
Motion: Moved by Trustee Hazelett, seconded by Trustee Shea to approve to include the Finance Committee report,

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

**Equity, Diversity and Inclusion (Joint Task Force):**

- A. Racial Equity Task Force (No report)

**Library Director's Report**

- A. Mid-Year Budget Review Presentation by Sameer Notta
- B. Mid-Year Development postponed to the August meeting

**Staff Report**

- A. Administrative Services Report (Distributed in Advance)
- B. Presentation: Matt Weis, President & CEO of National Able Network, Inc.

**Board Reports**

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

**Unfinished Business**

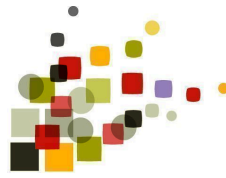
- A. Nominating Committee slate of candidates (Discussion and Approval)  
Motion: Moved by Trustee Huggins, seconded by Trustee Mills to approve the Nominating Committee slate of candidates. (Trustee Fulce as President, Trustee Dada as Vice-President, Trustee Wallen as Secretary and Trustee Hazelett as Treasurer.)

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

**New Business**

- A. National Able lease renewal (Discussion and Action)  
Motion: Moved by Trustee Wallen, seconded by Trustee Mills to renew the National Able lease.

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



B. Moody Nolan Contract for Facility & Programming Assessment, with Construction Budget

Motion: Moved by Trustee Hazelett, seconded by Trustee Shea to approve the Moody Nolan contract for Facility and Programming Assessment with a Construction Budget estimate.

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

**Executive Session**

Motion: Moved by Trustee Fulce, seconded by Trustee Mills to go into executive session for personnel matters.

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

Motion: Moved by Trustee Mills, seconded by Trustee Huggins to out into executive session for personnel matters.

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

**Adjournment**

MOTION: Moved by Trustee Shea seconded by Trustee Mills, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 8:59 p.m.

Roll call vote taken Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Hazelett, Trustee Mills, Trustee Shea, 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 Library Board of Trustees  
Yolande Wilburn, Executive Director

**From:** Sameer Notta, Finance Manager  
Lea Hernandez-Solis, Office Coordinator

**Subject:** Library Fund Bills

**Date:** August 21, 2024

**Recommended Action**

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

**Payroll**

July 1, 2024 through July 14, 2024	\$ 202,512.71
July 15, 2024 through July 28, 2024	\$ 201,295.22

**Library Fund Bills List**

July 23, 2024	\$ 67,742.12
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Attachment: Bills List

# Library Bills List

G/L Date Range 07/23/24 - 07/23/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
<b>Department 48 - LIBRARY</b>					
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>					
<b>Account 65002 - STATE GRANT EXPENSE</b>					
16302 - FRANCES COLLINS	PROFESSIONAL SERVICES ABC BOOSTERS GRANT	07/10/2024	07/23/2024	07/23/2024	7,500.00
317625 - LARA GALICIA	PROFESSIONAL SERVICES ABC BOOSTERS GRANT	07/10/2024	07/23/2024	07/23/2024	7,500.00
103883 - ODP BUSINESS SOLUTIONS, LLC	ABC BOOSTERS PROGRAM SUPPLIES	07/01/2024	07/23/2024	07/23/2024	449.50
<b>Account 65002 - STATE GRANT EXPENSE Totals</b>				<b>Invoice 3</b>	<b>\$15,449.50</b>
				<b>Transactions</b>	
<b>Account 65100 - LIBRARY SUPPLIES</b>					
107741 - SCHOLASTIC INC.	CHILDREN'S SUPPLIES	06/27/2024	07/23/2024	07/23/2024	252.27
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>Invoice 1</b>	<b>\$252.27</b>
				<b>Transactions</b>	
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/25/2024	07/23/2024	07/23/2024	210.23
100474 - BAKER & TAYLOR	JUV AND YA PRINT	07/02/2024	07/23/2024	07/23/2024	14.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	146.46
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	929.52
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/08/2024	07/23/2024	07/23/2024	957.37
103004 - LECTORUM PUBLICATIONS, INC	MAIN JUV	06/21/2024	07/23/2024	07/23/2024	113.39
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>Invoice 6</b>	<b>\$2,371.22</b>
				<b>Transactions</b>	
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE LLC	JUV AV	06/26/2024	07/23/2024	07/23/2024	91.29
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	06/28/2024	07/23/2024	07/23/2024	56.99
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>Invoice 2</b>	<b>\$148.28</b>
				<b>Transactions</b>	
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>Invoice 12</b>	<b>\$18,221.27</b>
				<b>Transactions</b>	
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
<b>Account 65100 - LIBRARY SUPPLIES</b>					
15923 - BOOKED LLC	BIG READ GRANT THE TALE OF GENJI	07/12/2024	07/23/2024	07/23/2024	288.00
20706 - DROPN PEARLS HAIR ARTISTRY, LLC	PROFESSIONAL SERVICES RACIAL HEALING CIRCLE	05/31/2024	07/23/2024	07/23/2024	125.00
20706 - DROPN PEARLS HAIR ARTISTRY, LLC	PROFESSIONAL SERVICES RACIAL HEALING CIRCLE	05/31/2024	07/23/2024	07/23/2024	125.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>Invoice 3</b>	<b>\$538.00</b>
				<b>Transactions</b>	
<b>Account 65628 - Library Electronic Resources</b>					
16334 - KANOPY	MAIN ONLINE RESOURCES	06/30/2024	07/23/2024	07/23/2024	1,605.00
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	07/11/2024	07/23/2024	07/23/2024	350.00
<b>Account 65628 - Library Electronic Resources Totals</b>				<b>Invoice 2</b>	<b>\$1,955.00</b>
				<b>Transactions</b>	
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/25/2024	07/23/2024	07/23/2024	842.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/25/2024	07/23/2024	07/23/2024	476.27
100474 - BAKER & TAYLOR	ADULT PRINT	06/20/2024	07/23/2024	07/23/2024	422.92
100474 - BAKER & TAYLOR	ADULT PRINT	06/20/2024	07/23/2024	07/23/2024	1,379.52
100474 - BAKER & TAYLOR	ADULT PRINT	07/02/2024	07/23/2024	07/23/2024	95.58
100474 - BAKER & TAYLOR	ADULT PRINT	07/02/2024	07/23/2024	07/23/2024	774.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	706.40
100474 - BAKER & TAYLOR	ADULT PRINT	06/26/2024	07/23/2024	07/23/2024	91.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	284.07
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/27/2024	07/23/2024	07/23/2024	470.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/26/2024	07/23/2024	07/23/2024	1,124.92
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2024	07/23/2024	07/23/2024	821.89
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2024	07/23/2024	07/23/2024	409.33



100474 - BAKER & TAYLOR	ADULT PRINT	07/05/2024	07/23/2024	07/23/2024	156.12
100474 - BAKER & TAYLOR	ADULT PRINT	06/27/2024	07/23/2024	07/23/2024	96.70
100474 - BAKER & TAYLOR	ADULT PRINT	07/08/2024	07/23/2024	07/23/2024	38.49
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/08/2024	07/23/2024	07/23/2024	834.12
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/05/2024	07/23/2024	07/23/2024	376.97
100474 - BAKER & TAYLOR	ADULT PRINT	07/05/2024	07/23/2024	07/23/2024	251.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/05/2024	07/23/2024	07/23/2024	1,311.87
100474 - BAKER & TAYLOR	ADULT PRINT	07/05/2024	07/23/2024	07/23/2024	521.76
15923 - BOOKED LLC	BIG READ GRANT THE TALE OF GENJI	07/12/2024	07/23/2024	07/23/2024	864.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/25/2024	07/23/2024	07/23/2024	24.80
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/25/2024	07/23/2024	07/23/2024	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/25/2024	07/23/2024	07/23/2024	49.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/25/2024	07/23/2024	07/23/2024	242.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/25/2024	07/23/2024	07/23/2024	240.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/02/2024	07/23/2024	07/23/2024	29.99
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/21/2024	07/23/2024	07/23/2024	513.04
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/21/2024	07/23/2024	07/23/2024	1,787.70
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/21/2024	07/23/2024	07/23/2024	316.47
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/21/2024	07/23/2024	07/23/2024	145.14
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/30/2024	07/23/2024	07/23/2024	140.09
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/30/2024	07/23/2024	07/23/2024	2,086.06
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/27/2024	07/23/2024	07/23/2024	2,044.40
276974 - OVER DRIVE, INC.	MAIN EBOOKS	06/27/2024	07/23/2024	07/23/2024	503.25
276974 - OVER DRIVE, INC.	MAIN EBOOKS	07/05/2024	07/23/2024	07/23/2024	936.43
276974 - OVER DRIVE, INC.	MAIN EBOOKS	07/05/2024	07/23/2024	07/23/2024	736.09
276974 - OVER DRIVE, INC.	MAIN EBOOKS	07/05/2024	07/23/2024	07/23/2024	535.52
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/24/2024	07/23/2024	07/23/2024	93.80
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	07/28/2024	07/23/2024	07/23/2024	380.98

Account **65630 - LIBRARY BOOKS** Totals Invoice 41  
Transactions \$23,180.86

**Account 65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	482.79
103424 - MIDWEST TAPE LLC	ADULT AV	06/26/2024	07/23/2024	07/23/2024	71.68
103424 - MIDWEST TAPE LLC	ADULT AV	06/26/2024	07/23/2024	07/23/2024	113.96
103424 - MIDWEST TAPE LLC	ADULT AV	06/26/2024	07/23/2024	07/23/2024	31.65
103424 - MIDWEST TAPE LLC	ADULT AV	06/26/2024	07/23/2024	07/23/2024	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	06/26/2024	07/23/2024	07/23/2024	76.29
103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	109.72
103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	77.44
103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	27.47
103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	54.86
103424 - MIDWEST TAPE LLC	ADULT AV	07/03/2024	07/23/2024	07/23/2024	26.68

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice 12  
Transactions \$1,114.65

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice 58  
Transactions \$26,788.51

**Business Unit 4820 - ACCESS SERVICES**

**Account 62340 - IT COMPUTER SOFTWARE**

19589 - MOBILE BEACON	ACCESS SOFTWARE	07/08/2024	07/23/2024	07/23/2024	1,375.00
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Account **62340 - IT COMPUTER SOFTWARE** Totals Invoice 1  
Transactions \$1,375.00

Account <b>65100 - LIBRARY SUPPLIES</b>					
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/24/2024	07/23/2024	07/23/2024	110.86
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	07/01/2024	07/23/2024	07/23/2024	147.75
	<b>Account 65100 - LIBRARY SUPPLIES</b> Totals			Invoice 2	<u>\$258.61</u>
				Transactions	
	<b>Business Unit 4820 - ACCESS SERVICES</b> Totals			Invoice 3	<u>\$1,633.61</u>
				Transactions	
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>					
<b>Account 65001 - FEDERAL GRANT EXPENSE</b>					
20708 - DION STEELE	PROFESSIONAL SERVICES ENGAGEMENT PRESENTER	07/09/2024	07/23/2024	07/23/2024	250.00
12176 - DBA REBUILDING EXCHANGE EVANSTON REBUILDING WAREHOUSE DBA REBUILDING EXCHA	PROFESSIONAL SERVICES GROUP EVENTS	06/26/2024	07/23/2024	07/23/2024	400.00
	<b>Account 65001 - FEDERAL GRANT EXPENSE</b> Totals			Invoice 2	<u>\$650.00</u>
				Transactions	
<b>Account 65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	06/21/2024	07/23/2024	07/23/2024	24.46
20703 - DAVIS EDUCATIONAL CONSULTING, LLC	PROFESSIONAL SERVICES ENGAGEMENT PROGRAM	06/20/2024	07/23/2024	07/23/2024	350.00
289146 - FLEETWOOD-JOURDAIN THEATRE	REIMBURSEMENT PROGRAM FOOD SHARE	07/11/2024	07/23/2024	07/23/2024	147.50
20702 - JOSE CABRERA ORTEGA	PROFESSIONAL SERVICES ZUMBA EVENT	07/08/2024	07/23/2024	07/23/2024	120.00
18675 - KELLYE FLEMING	RC PROGRAM SUPPLIES TWEEN COOKING CLUB REIMBURSEMENT	07/14/2024	07/23/2024	07/23/2024	24.94
18675 - KELLYE FLEMING	RC PROGRAM SUPPLIES TWEEN COOKING CLUB REIMBURSEMENT	07/16/2024	07/23/2024	07/23/2024	26.46
	<b>Account 65100 - LIBRARY SUPPLIES</b> Totals			Invoice 6	<u>\$693.36</u>
				Transactions	
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/25/2024	07/23/2024	07/23/2024	35.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/25/2024	07/23/2024	07/23/2024	233.70
100474 - BAKER & TAYLOR	ADULT PRINT	06/20/2024	07/23/2024	07/23/2024	33.90
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	264.35
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	99.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	45.59
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/02/2024	07/23/2024	07/23/2024	49.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/27/2024	07/23/2024	07/23/2024	15.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/26/2024	07/23/2024	07/23/2024	34.18
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2024	07/23/2024	07/23/2024	67.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2024	07/23/2024	07/23/2024	35.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/05/2024	07/23/2024	07/23/2024	49.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/05/2024	07/23/2024	07/23/2024	62.89
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/08/2024	07/23/2024	07/23/2024	18.40
	<b>Account 65630 - LIBRARY BOOKS</b> Totals			Invoice 14	<u>\$1,045.72</u>
				Transactions	
	<b>Business Unit 4825 - ENGAGEMENT SERVICES</b> Totals			Invoice 22	<u>\$2,389.08</u>
				Transactions	
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>					
<b>Account 62340 - IT COMPUTER SOFTWARE</b>					
103876 - OCLC, INC.	IT SOFTWARE	07/01/2024	07/23/2024	07/23/2024	3,750.09
	<b>Account 62340 - IT COMPUTER SOFTWARE</b> Totals			Invoice 1	<u>\$3,750.09</u>
				Transactions	
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV AND YA PRINT	07/02/2024	07/23/2024	07/23/2024	30.12
	<b>Account 65630 - LIBRARY BOOKS</b> Totals			Invoice 1	<u>\$30.12</u>
				Transactions	
	<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals			Invoice 2	<u>\$3,780.21</u>
				Transactions	

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/01/2024	07/23/2024	07/23/2024	342.33
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/09/2024	07/23/2024	07/23/2024	342.33
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	07/15/2024	07/23/2024	07/23/2024	40.93
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	06/17/2024	07/23/2024	07/23/2024	145.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	07/01/2024	07/23/2024	07/23/2024	218.40
145106 - TOTAL BUILDING SERVICES	JANITORIAL ANNUAL SERVICE CONTRACT 2024	07/03/2024	07/23/2024	07/23/2024	10,520.00

Account **62225 - BLDG MAINTENANCE SERVICES** Totals Invoice 6  
Transactions \$11,608.99

Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	07/11/2024	07/23/2024	07/23/2024	1,597.74
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Account **65040 - JANITORIAL SUPPLIES** Totals Invoice 1  
Transactions \$1,597.74

Business Unit **4840 - LIBRARY MAINTENANCE** Totals Invoice 7  
Transactions \$13,206.73

Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62295 - TRAINING & TRAVEL**

13722 - ELIZABETH BIRD	ALA CONFERENCE 2024 REIMBURSEMENT	07/05/2024	07/23/2024	07/23/2024	1,063.56
20656 - VIVICA PARTNERS LLC	PROFESSIONAL SERVICES	05/29/2024	07/23/2024	07/23/2024	50.00

Account **62295 - TRAINING & TRAVEL** Totals Invoice 2  
Transactions \$1,113.56

Account **62506 - WORK- STUDY**

10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY SPRING QUARTER APRIL 1 - JUNE 30, 2024	06/28/2024	07/23/2024	07/23/2024	374.50
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Account **62506 - WORK- STUDY** Totals Invoice 1  
Transactions \$374.50

Account **65095 - OFFICE SUPPLIES**

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/20/2024	07/23/2024	07/23/2024	23.19
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/20/2024	07/23/2024	07/23/2024	170.97
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/20/2024	07/23/2024	07/23/2024	40.49

Account **65095 - OFFICE SUPPLIES** Totals Invoice 3  
Transactions \$234.65

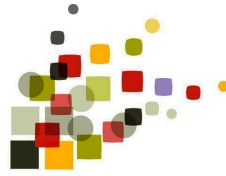
Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice 6  
Transactions \$1,722.71

Department **48 - LIBRARY** Totals Invoice 110  
Transactions \$67,742.12

Fund **185 - LIBRARY FUND** Totals Invoice 110  
Transactions \$67,742.12

Invoice 110  
Transactions \$67,742.12

\* = Prior Fiscal Year Activity



Library Director's Report  
August 2024

Updates:

- Lifelong Learning and Literacy wrapped up the Mission Impossible year-long book group, which spent the 2023-2024 year reading Salman Rushdie's *Satanic Verses* and *Midnight's Children*. The 2024-2025 Mission Impossible groups will be reading Murasaki Shikibu's early novel *The Tale of Genji*, continuing our efforts to expand our thought of "classic" literature by exploring classical works from literary traditions beyond American and European.
- Congratulations to Susan and her team on applying for and receiving the \$13,000 Big Read grant to support programming on joy and gratitude, which ties into Ross Gay's poetry anthology *Catalog of Unabashed Gratitude*. This is EPL's first Big Read grant award since 2016.
- The Big Read, funded by the NEA, kicks off on September 21 and runs all school year long with workshops designed to inspire joy and creativity. Drop by to join us in joyful art and poetry activities, snacks and drinks, and to pick up a free copy of Ross Gay's poetry book "Catalog of Unabashed Gratitude" on Saturday, September 21, from 1–4 pm.
- National Black-owned Business Month continues through August 31. If you still need to get your punch card, there is still time to stop by any library location and pick one up. Then, you can visit and learn more about Black-owned businesses and the economic impact they have on communities. Twenty-five businesses are participating (many located in the 5th and 8th wards).
- The new Innovation Station is in its soft opening. It's a maker studio with a 3D printer, sewing machines, laser cutter, and more, plus an emerging adult space on the Main Library's third floor. Elacsha's team is hosting a series of smaller workshops to give folks a chance to try it out. **On Saturday, August 17**, a Cricut 101 workshop takes place from *11:00 am to 1:00 pm*. *Patrons can* design and print custom mugs.

Upcoming Programs of Note:

- Visit a full service summer library pop-up booth at the Church & Dodge Market on Sunday, September 8, 1-3pm or at the annual PEER Services Step Up for Recovery event, Sunday, October 6, 1-3pm (lakefront at Davis St).
- National Voters Registration Day is Tuesday, September 17th. EPL is partnering with the League of Women Voters - Evanston/Northshore to host a table in the lobby to support new voters, voters needing to file an address change, or to get answers about general election questions.

Patron Feedback of Note:

We received a compliment in the children's room from a patron. She is staying in Evanston due to a family situation. She said that she really appreciated seeing so many books on display with Black children on the cover. She said that the library she usually would go to in her home city did not have such displays. And that growing up she was a library kid who rarely saw herself on the cover of books. It meant a lot to her to see this. Bernadette, told staff that she is friends with



actress Sharon Washington who wrote a library-themed theater piece called Feeding the Dragon. She stated, "The publishing industry still has a long way to go, but I have been happy to see more titles during the past decade, making compliments like this possible."

Early Literacy and Learning Librarian Brian, sends a big thank you to "my" ELL colleagues for making sure the display features these terrific titles when refilling.

**Data Dashboard:**

<https://lookerstudio.google.com/u/0/reporting/071b2ae1-260b-43ca-8de4-57c7cd77cb5c/page/LeliC>

**Press Mentions:**

[Evanston Literary Walking Tour highlights Main Street bookstores](#). Evanston Roundtable. Aug. 11, 2024.

[‘Still too tall’ some neighbors say](#). Evanston Now. Aug. 8, 2024.

[Envision Evanston update, traffic concerns addressed at 1st Ward Meeting](#). Evanston Roundtable. Aug. 7, 2024

[Artist making 10,000 birds for display to highlight Chicago bird-building collisions](#). The Pantagraph. July 27, 2024.

[Books on Wheels brings the world to homebound residents](#). Evanston Roundtable. July 22, 2024.

[Connections for the Homeless hosts third annual block party](#). Evanston Roundtable. July 21, 2024.

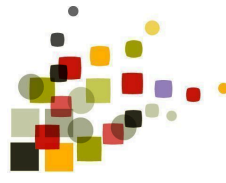
[Cultivating an Inclusive Collection at Evanston Public Library](#). collectionHQ Case Study. July 2024.

[The rats of Evanston: Searching for Solutions](#). Evanston Roundtable. July 17, 2024.

[Groups aid those coping with dementia](#). Evanston Roundtable. July 15, 2024.

[RoundTable joins EPL local news archive](#). Evanston Roundtable. July 12, 2024.

[Newly hatched peregrine falcons take tricky first flights](#). Evanston Roundtable. July 8, 2024.



[Turning dead birds into art.](#) Evanston Roundtable. July 5, 2024.

[Library celebrates National Black Business Month next month with punch-card program.](#)

Evanston Roundtable. July 3, 2024.

[‘Sorry! No Internet: Many city sites go offline after cable accident.](#) Evanston Roundtable. July 5, 2024.

[CNN Chief Climate Correspondent Bill Weir discusses his new book, ‘Life as we know it \(can\) be.’](#) Daily Northwestern. June 26, 2024.

[Evanston hosts chair of the Prairie Band Potawatomi Nation.](#) Evanston Roundtable. June 24, 2024.

[Artistic pathways to adult literacy with Evanston Public Library.](#) Illinois Humanities. June 19, 2024.

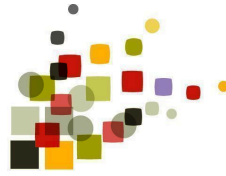
[Chicago Bar Association for host virtual LGBTQ+ legal-planning workshop.](#) Windy City Times. June 20, 2024.

[Bea Echeverria: A legacy of community building and climate action.](#) Evanston Roundtable. June 20, 2024.

**Development Update:**

**2024 Non Tax Revenue Activity**

As of August 9, we have received 40% of the annual goal for new non tax revenue in comparison to last year at this time when we were at 34%. We project to meet our overall goals in grant revenue and slightly exceed our annual goal in individual giving this year, ending the year approximately 7% higher than last year in new non tax revenue received. We are reviewing our existing procedures and campaigns and refining our strategic plans for expansion and improvement. We are refining our alignment of our grant applications with our budgeting process in order to increase our activity. We continue to analyze donor segmentation to increase leadership, monthly and loyal donor giving, donor acquisition and donor retention.



2024 Year-to-Date Comparisons and Projections	Revenue Received 1/1/23 - 7/30/23	Revenue Received 1/1/24 - 7/30/24
56011 - Donations	\$92,249	\$106,194
55201 - Fed Grants	\$24,683	\$11,433
55245 - Per Capita	\$115,212	\$115,993
57551 - Library Grants	\$12,390	\$23,398
<b>Totals</b>	<b>\$244,534</b>	<b>\$257,018</b>
<i>Percent to Budget</i>	<i>34.19%</i>	<i>39.53%</i>

2024 Year-to-Date Comparisons and Projections	Year End 2023	2024 Adopted Budget	Year End Projection 2024
56011 - Donations	\$403,878	\$400,000	\$413,096
55201 - Fed Grants	\$60,398	\$85,000	\$80,820
55245 - Per Capita	\$115,212	\$115,213	\$115,993
57551 - Library Grants	\$43,325	\$50,000	\$56,398
<b>Totals</b>	<b>\$622,813</b>	<b>\$650,213</b>	<b>\$666,307</b>
<i>Percent to Budget</i>	<i>87.08%</i>	<i>100.00%</i>	<i>102.48%</i>

**The Friends of the Evanston Public Library**

The Friends have officially closed their efforts. We received their final substantive distribution of revenue received. We are grateful for their many years of support and their dedicated service to the Evanston Public Library.

**The Partners of the Evanston Public Library (PEPL)**

The PEPL are officially in their second year of operation, and they are raising awareness and support for EPL Collections. The PEPL welcome new members and are actively recruiting board leadership. They schedule Pop Up events on location and send out marketing messages to recruit interest. The most recent PEPL Pop Up occurred on August 10th from 10-1 at Robert Crown and at Elk’s Park during the Summer End Bash. The PEPL’s second annual Read-A-Thon is scheduled for September 21st in collaboration with the Big Read Kick Off. Our theme for the 2024 Big Read is “A Year of Joy and Gratitude” and is dedicated to exploring the themes in Ross Gay’s Catalog of Unabashed Gratitude.

# MEMORANDUM

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

**From:** Yolande Wilburn, Executive Director

**Subject:** Administrative Services Update

**Date:** August 21, 2024

This memo provides an update on significant administrative activities.

**Human Resources**

Safety Manager Position:

- Temporarily filled through a three-month contract with GovTemps during the recruitment process for a permanent hire.

Marketing and Communications Manager Position:

- Part-time temporary hire to maintain communications while recruiting for a full-time permanent position.

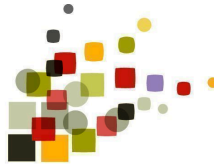
Facilities Manager Position:

- Similar temporary contract approach to the Safety Manager, ensuring operational continuity.

The New fulltime Library Clerk at the main library started on August 12, 2024. This was an internal promotion for one of our part-time Library clerks.

Access Services	PT Library Clerk (3)	Candidates Selected; Pending HR
Administration	FT Marketing Manager	Posting after JD Review
Administration	FT Social Worker	Held
Early Learning & Literacy	PT Library Assistant (2)	Interviews in Progress
Engagement Services	FT Assistant Branch Mgr	Reposting Soon
Engagement Services	PT Library Clerk	Posting Soon
Innovation & Digital Lrng	FT Teen Librarian	Interviews in Progress
Innovation & Digital Lrng	FT Library Assistant (2)	Interviews in Progress
Maintenance/Safety	FT Facilities Manager	Posting Soon
Maintenance/Safety	FT Safety Manager	Posting Soon
Lifelong Lrng & Literacy	FT Librarian	Interviews in Progress
Lifelong Lrng & Literacy	PT Library Assistant	Posting Soon
Substitute Lists	PT Seasonal	Posting in the Future





# MEMORANDUM

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## Financial Resources

The Library Fund financial report for the period ending July 31st is included for your review. For the operating fund, revenue collection is at 49% of budget projection and expenditures 47%. Capital fund expenditures total 46% of the budget.

## Facilities Update

Facilities-related updates for the month are highlighted below.

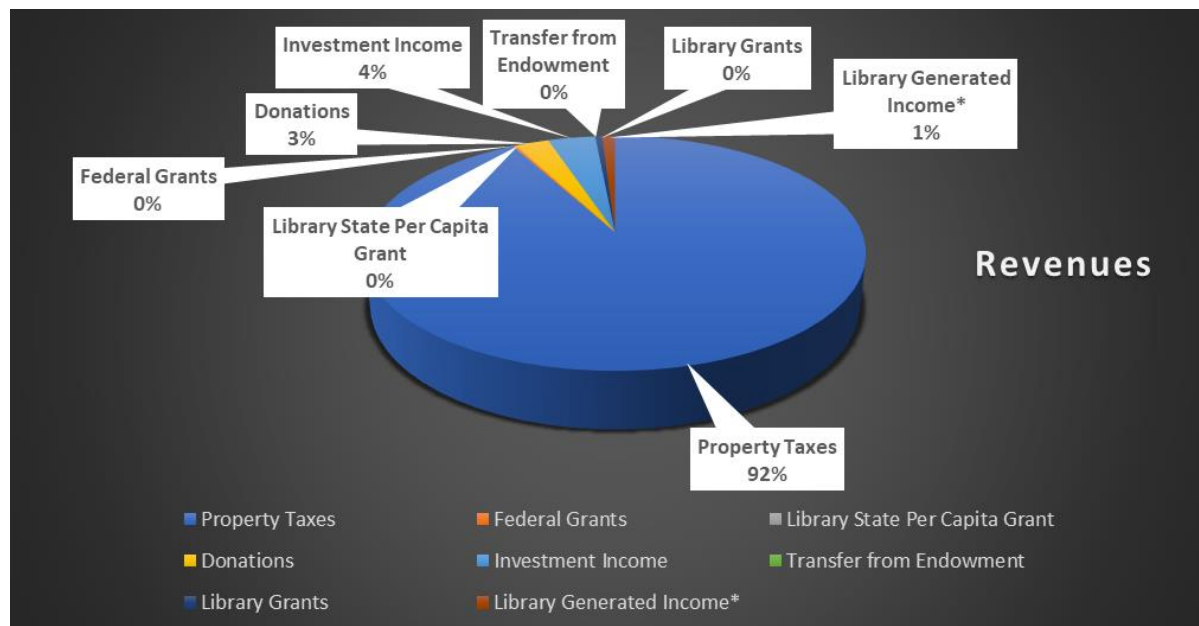
- **Main Library Closure:** Due to electrical issues, the Main Library closed on August 1, 2024. ComEd worked with City facilities and resolved the issue around 9:15 pm. A big thank you to Eric Parker, Pedro Ulloa, and Sean Ciolek for all the great work in getting us back online, and Assistant City Manager Carina Sanchez and our administrative team, Cynthia Vargas, Communications and Engagement Manager, for helping to get the word out and ensuring that all staff and patrons cleared the building. And a big thank you to the Marche Pernell and the Crown Branch team for picking up the load while the Main Library was closed.
- **Roof Replacement and Capital Planning:** The Library met with the Moody Nolan team to walk the facility and begin conducting the facility assessment on infrastructure and renovation needs on August 15. Additional meetings are needed to complete the work and determine preliminary budget numbers before the September 4 special budget meeting.
- **Janitorial Contract:** The Library Executive Director has begun work on the Request for Proposals for Janitorial Services at the Main and Robert Crown Library locations. The current contract expires at the end of January.
- **Landscaping:** The Brighview landscaping project is well underway. Mesh screening has been placed in the flower beds to prevent rodent infestation. The beds have been weeded and replanted. A sprinkler head was found to be broken and repairs will take place.
- **Shelving Removal Progress:** Continues.
- **Deep Carpet Cleanings:** Administration is working on scheduling deep cleaning for the carpets at The Main and the Robert Crown Branch. Main is included in the current cleaning contract however a new quote was obtained for Crown Branch.
- **Maintenance Checklist Items:** We will work to update checklist items once the temporary Safety Manager is in place.

# Financial Report As of July 2024

## Revenues

	YTD	2024 Budget	Deviation	Budget Utilized
Property Taxes	\$4,111,873	\$8,213,664	4,101,791	50%
Federal Grants	\$11,433	\$85,000	73,567	13%
Library State Per Capita Grant	\$0	\$115,213	115,213	0%
Donations	\$114,981	\$400,000	285,019	29%
Investment Income	\$162,053	\$25,000	(137,053)	648%
Transfer from Endowment	\$0	\$216,999	216,999	0%
Library Grants	\$23,398	\$50,000	26,602	47%
Library Generated Income*	\$44,047	\$64,794	20,747	68%
<b>Total</b>	<b>\$4,467,785</b>	<b>\$9,170,670</b>	<b>4,702,885</b>	<b>49%</b>

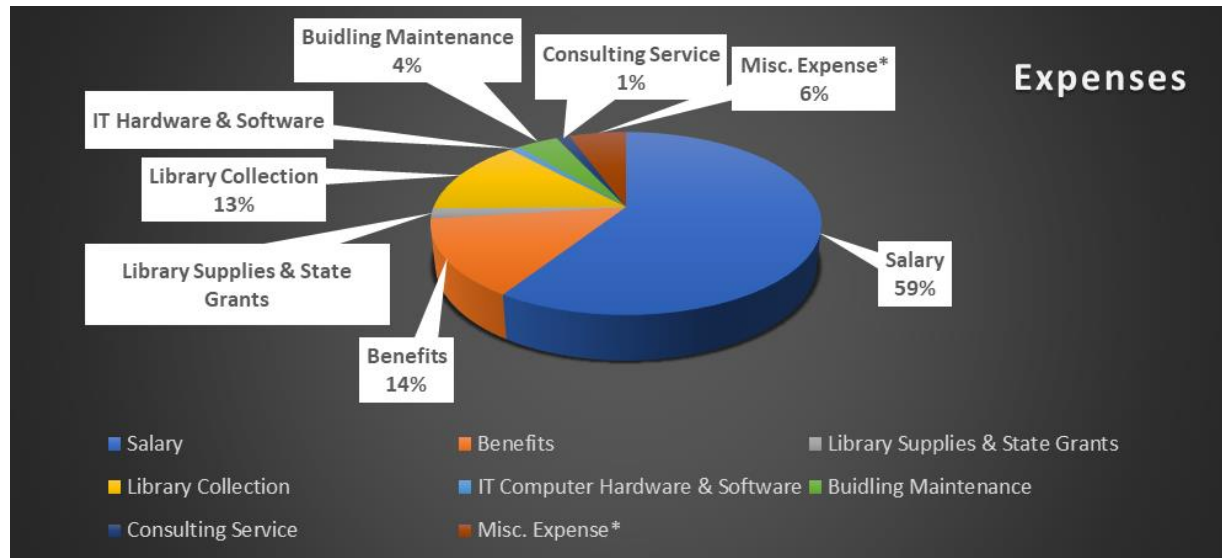
*\*Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income*



## Expenses

	YTD	2024 Budget	Deviation	Budget Utilized
Salary	\$2,722,730	\$5,881,652	3,158,922	46%
Benefits	\$635,602	\$1,421,376	785,774	45%
Library Supplies & State Grants	\$84,560	\$220,142	135,582	38%
Library Collection	\$611,979	\$1,154,800	542,821	53%
IT Computer Hardware & Software	\$45,913	\$78,000	32,087	59%
Buidling Maintenance	\$185,422	\$507,077	321,655	37%
Consulting Service	\$60,099	\$153,000	92,901	39%
Misc. Expense*	\$257,871	\$525,100	267,229	49%
<b>Total</b>	<b>\$4,604,176</b>	<b>\$9,941,147</b>	<b>5,336,971</b>	<b>46%</b>

*\*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies*



# Budget Performance Report

Date Range 01/01/24 - 07/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 185 - LIBRARY FUND</b>							
<b>REVENUE</b>							
Department <b>48 - LIBRARY</b>							
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>							
51015	PROPERTY TAXES	8,213,664.00	.00	.00	4,111,873.37	4,101,790.63	50
53200	BEV SNACK VENDING MACHINE	400.00	50.17	.00	1,501.64	(1,101.64)	375
55201	Federal Grants	85,000.00	.00	.00	11,432.65	73,567.35	13
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	.00	.00	115,213.00	0
56011	DONATIONS	400,000.00	(9,940.00)	.00	114,981.12	285,018.88	29
56045	MISCELLANEOUS REVENUE	5,000.00	.00	.00	1,806.71	3,193.29	36
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(139.00)	139.00	+++
56501	INVESTMENT INCOME	25,000.00	.00	.00	162,052.63	(137,052.63)	648
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	.00	.00	216,999.00	0
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	.00	13,895.57	8,104.43	63
57526	LIBRARY BOOK SALE	3,000.00	.00	.00	3,077.50	(77.50)	103
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	.00	4,945.01	5,054.99	49
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	.00	6,825.00	(2,825.00)	171
57545	RENTAL INCOME	20,394.00	.00	.00	12,134.50	8,259.50	60
57551	LIBRARY GRANTS	50,000.00	9,940.00	.00	23,398.36	26,601.64	47
Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b>		<b>\$9,170,670.00</b>	<b>\$50.17</b>	<b>\$0.00</b>	<b>\$4,467,785.06</b>	<b>\$4,702,884.94</b>	<b>49%</b>
Department <b>48 - LIBRARY Totals</b>		<b>\$9,170,670.00</b>	<b>\$50.17</b>	<b>\$0.00</b>	<b>\$4,467,785.06</b>	<b>\$4,702,884.94</b>	<b>49%</b>
<b>REVENUE TOTALS</b>		<b>\$9,170,670.00</b>	<b>\$50.17</b>	<b>\$0.00</b>	<b>\$4,467,785.06</b>	<b>\$4,702,884.94</b>	<b>49%</b>
<b>EXPENSE</b>							
Department <b>48 - LIBRARY</b>							
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>							
61010	REGULAR PAY	462,899.42	36,936.53	.00	243,137.81	219,761.61	53
61050	PERMANENT PART-TIME	230,710.94	15,566.22	.00	117,879.26	112,831.68	51
61060	SEASONAL EMPLOYEES	5,000.00	280.00	.00	1,415.00	3,585.00	28
61510	HEALTH INSURANCE	78,922.00	6,482.46	.00	39,798.62	39,123.38	50
61513	VISION INSURANCE	.00	3.16	.00	9.48	(9.48)	+++
61615	LIFE INSURANCE	204.89	15.69	.00	108.97	95.92	53
61710	IMRF	19,429.19	1,462.72	.00	10,082.48	9,346.71	52
61725	SOCIAL SECURITY	43,004.10	3,193.89	.00	21,995.56	21,008.54	51
61730	MEDICARE	10,058.31	746.95	.00	5,144.17	4,914.14	51
62506	WORK- STUDY	900.00	.00	.00	.00	900.00	0
65002	STATE GRANT EXPENSE	.00	15,449.50	.00	15,449.50	(15,449.50)	+++
65100	LIBRARY SUPPLIES	28,000.00	2,117.02	.00	6,611.81	21,388.19	24
65555	IT COMPUTER HARDWARE	8,300.00	.00	.00	.00	8,300.00	0
65630	LIBRARY BOOKS	150,000.00	4,779.80	.00	49,373.19	100,626.81	33
65635	PERIODICALS	.00	.00	.00	29.00	(29.00)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	205.27	.00	4,908.50	5,091.50	49
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY Totals</b>		<b>\$1,047,428.85</b>	<b>\$87,239.21</b>	<b>\$0.00</b>	<b>\$515,943.35</b>	<b>\$531,485.50</b>	<b>49%</b>
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>							
61010	REGULAR PAY	473,636.00	25,231.87	.00	194,147.07	279,488.93	41
61050	PERMANENT PART-TIME	317,845.00	22,983.15	.00	175,593.55	142,251.45	55
61060	SEASONAL EMPLOYEES	5,000.00	145.00	.00	250.00	4,750.00	5
61415	TERMINATION PAYOUTS	.00	976.06	.00	976.06	(976.06)	+++

61510	HEALTH INSURANCE	78,330.00	4,431.60	.00	31,949.22	46,380.78	41
61615	LIFE INSURANCE	159.00	2.74	.00	38.04	120.96	24
61710	IMRF	23,033.00	1,431.49	.00	10,786.26	12,246.74	47
61725	SOCIAL SECURITY	49,073.00	2,983.92	.00	22,463.28	26,609.72	46
61730	MEDICARE	11,477.00	697.84	.00	5,253.50	6,223.50	46
65002	STATE GRANT EXPENSE	5,500.00	.00	.00	.00	5,500.00	0
65100	LIBRARY SUPPLIES	15,000.00	563.42	.00	8,063.05	6,936.95	54
65628	Library Electronic Resources	320,000.00	1,955.00	.00	200,251.45	119,748.55	63
65630	LIBRARY BOOKS	335,000.00	29,795.96	.00	192,226.84	142,773.16	57
65635	PERIODICALS	6,500.00	.00	.00	5,501.49	998.51	85
65641	AUDIO VISUAL COLLECTIONS	31,000.00	1,918.83	.00	11,144.09	19,855.91	36

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals  
**\$1,671,553.00**      **\$93,116.88**      **\$0.00**      **\$858,643.90**      **\$812,909.10**      **51%**

Business Unit **4820 - ACCESS SERVICES**

61010	REGULAR PAY	788,008.13	59,647.90	.00	420,953.43	367,054.70	53
61050	PERMANENT PART-TIME	278,352.02	19,402.11	.00	145,188.08	133,163.94	52
61060	SEASONAL EMPLOYEES	5,000.00	175.00	.00	3,052.00	1,948.00	61
61110	OVERTIME PAY	.00	.00	.00	253.98	(253.98)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	6,093.89	(6,093.89)	+++
61430	COMP / VACATION PAYOUTS	.00	.00	.00	851.91	(851.91)	+++
61510	HEALTH INSURANCE	177,406.00	14,783.84	.00	96,094.96	81,311.04	54
61513	VISION INSURANCE	76.00	6.32	.00	44.24	31.76	58
61615	LIFE INSURANCE	319.51	28.58	.00	200.22	119.29	63
61710	IMRF	27,865.06	2,082.89	.00	15,007.57	12,857.49	54
61725	SOCIAL SECURITY	66,114.30	4,699.67	.00	34,375.17	31,739.13	52
61730	MEDICARE	15,463.03	1,099.10	.00	8,039.35	7,423.68	52
62340	IT COMPUTER SOFTWARE	183,900.00	27,006.33	.00	75,998.97	107,901.03	41
62506	WORK- STUDY	3,000.00	.00	.00	.00	3,000.00	0
65100	LIBRARY SUPPLIES	15,000.00	310.00	3,455.00	9,455.84	2,089.16	86
65555	IT COMPUTER HARDWARE	.00	.00	.00	7,834.24	(7,834.24)	+++

Business Unit **4820 - ACCESS SERVICES** Totals  
**\$1,560,504.05**      **\$129,241.74**      **\$3,455.00**      **\$823,443.85**      **\$733,605.20**      **53%**

Business Unit **4825 - ENGAGEMENT SERVICES**

61010	REGULAR PAY	654,189.43	50,100.53	.00	323,310.29	330,879.14	49
61050	PERMANENT PART-TIME	249,125.62	10,819.67	.00	93,144.09	155,981.53	37
61060	SEASONAL EMPLOYEES	5,000.00	273.00	.00	2,285.50	2,714.50	46
61110	OVERTIME PAY	.00	.00	.00	271.59	(271.59)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	514.31	(514.31)	+++
61510	HEALTH INSURANCE	150,948.44	9,964.14	.00	61,337.28	89,611.16	41
61513	VISION INSURANCE	111.00	9.49	.00	66.43	44.57	60
61615	LIFE INSURANCE	159.02	20.18	.00	108.05	50.97	68
61710	IMRF	25,740.00	1,772.82	.00	12,141.78	13,598.22	47
61725	SOCIAL SECURITY	56,005.70	3,632.16	.00	24,996.18	31,009.52	45
61730	MEDICARE	13,098.64	849.46	.00	5,845.87	7,252.77	45
62295	TRAINING & TRAVEL	.00	.00	.00	760.34	(760.34)	+++
62340	IT COMPUTER SOFTWARE	2,600.00	.00	.00	.00	2,600.00	0
65001	FEDERAL GRANT EXPENSE	43,500.00	650.00	.00	3,209.68	40,290.32	7
65002	STATE GRANT EXPENSE	.00	.00	.00	200.00	(200.00)	+++
65100	LIBRARY SUPPLIES	38,000.00	2,425.40	245.79	22,947.72	14,806.49	61
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	.00	.00	3,500.00	0
65630	LIBRARY BOOKS	35,000.00	2,068.57	.00	24,361.97	10,638.03	70
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	.00	.00	1,500.00	0
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	167.82	(167.82)	+++

Business Unit **4825 - ENGAGEMENT SERVICES** Totals  
**\$1,278,477.85**      **\$82,585.42**      **\$245.79**      **\$575,668.90**      **\$702,563.16**      **45%**

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

61010	REGULAR PAY	461,668.40	24,483.17	.00	158,136.89	303,531.51	34
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61050	PERMANENT PART-TIME	256,962.39	17,024.58	.00	133,469.20	123,493.19	52
61060	SEASONAL EMPLOYEES	5,000.00	1,185.00	.00	10,813.00	(5,813.00)	216
61415	TERMINATION PAYOUTS	.00	236.84	.00	8,606.42	(8,606.42)	+++
61510	HEALTH INSURANCE	80,278.00	4,198.80	.00	25,386.85	54,891.15	32
61513	VISION INSURANCE	114.00	3.16	.00	22.12	91.88	19
61615	LIFE INSURANCE	59.38	9.39	.00	65.19	(5.81)	110
61710	IMRF	20,913.04	1,214.75	.00	8,472.50	12,440.54	41
61725	SOCIAL SECURITY	44,555.33	2,605.00	.00	18,945.03	25,610.30	43
61730	MEDICARE	10,420.49	609.25	.00	4,430.70	5,989.79	43
62340	IT COMPUTER SOFTWARE	55,000.00	27,411.09	3,739.00	50,890.81	370.19	99
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	.00	2,647.04	27,994.96	9
65002	STATE GRANT EXPENSE	31,500.00	426.47	.00	8,085.08	23,414.92	26
65100	LIBRARY SUPPLIES	13,000.00	3,159.92	.00	7,723.87	5,276.13	59
65555	IT COMPUTER HARDWARE	44,000.00	.00	(5,125.00)	33,169.89	15,955.11	64
65630	LIBRARY BOOKS	20,000.00	41.41	.00	1,441.19	18,558.81	7
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	.00	.00	2,500.00	0
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>		<b>\$1,076,613.03</b>	<b>\$82,608.83</b>	<b>(\$1,386.00)</b>	<b>\$472,305.78</b>	<b>\$605,693.25</b>	<b>44%</b>
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>							
61010	REGULAR PAY	632,362.19	43,764.86	.00	245,989.78	386,372.41	39
61050	PERMANENT PART-TIME	.00	.00	.00	2,608.23	(2,608.23)	+++
61060	SEASONAL EMPLOYEES	10,000.00	.00	.00	844.15	9,155.85	8
61110	OVERTIME PAY	10,000.00	.00	.00	1,202.45	8,797.55	12
61510	HEALTH INSURANCE	119,281.00	11,280.86	.00	58,368.62	60,912.38	49
61513	VISION INSURANCE	112.00	12.46	.00	87.22	24.78	78
61615	LIFE INSURANCE	113.92	8.33	.00	25.51	88.41	22
61630	SHOE ALLOWANCE	540.00	.00	.00	690.00	(150.00)	128
61710	IMRF	18,402.44	1,273.59	.00	7,293.90	11,108.54	40
61725	SOCIAL SECURITY	39,240.03	2,553.30	.00	14,774.74	24,465.29	38
61730	MEDICARE	9,178.00	597.15	.00	3,455.41	5,722.59	38
62225	BLDG MAINTENANCE SERVICES	305,060.00	14,922.67	98,346.84	142,220.61	64,492.55	79
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	.00	1,324.00	953.00	58
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	453.00	.00	3,171.00	2,269.00	58
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	407.00	.00	2,849.00	2,036.00	58
64005	ELECTRICITY	100,000.00	.00	.00	7,514.08	92,485.92	8
64015	NATURAL GAS	32,400.00	119.43	.00	9,713.96	22,686.04	30
65040	JANITORIAL SUPPLIES	19,265.00	1,597.74	.00	10,493.91	8,771.09	54
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	.00	6,528.36	30,221.64	18
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	2,363.35	.00	2,363.35	(2,363.35)	+++
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		<b>\$1,346,306.58</b>	<b>\$79,353.74</b>	<b>\$98,346.84</b>	<b>\$521,518.28</b>	<b>\$726,441.46</b>	<b>46%</b>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>							
61010	REGULAR PAY	936,375.28	64,413.31	.00	398,010.51	538,364.77	43
61050	PERMANENT PART-TIME	94,516.90	7,920.65	.00	31,368.10	63,148.80	33
61510	HEALTH INSURANCE	118,354.00	8,312.78	.00	40,729.01	77,624.99	34
61513	VISION INSURANCE	38.00	9.49	.00	34.78	3.22	92
61615	LIFE INSURANCE	221.84	46.77	.00	262.53	(40.69)	118
61625	AUTO ALLOWANCE	.00	300.00	.00	2,100.00	(2,100.00)	+++
61626	CELL PHONE ALLOWANCE	1,008.00	159.00	.00	1,113.00	(105.00)	110
61710	IMRF	29,999.59	2,104.93	.00	12,084.42	17,915.17	40
61725	SOCIAL SECURITY	62,687.35	4,391.61	.00	25,291.19	37,396.16	40
61730	MEDICARE	14,962.80	1,027.06	.00	5,914.90	9,047.90	40
62185	CONSULTING SERVICES	153,000.00	50,000.00	.00	60,098.70	92,901.30	39
62205	ADVERTISING	2,000.00	.00	.00	237.00	1,763.00	12
62210	PRINTING	48,000.00	.00	.00	10,522.40	37,477.60	22

62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	535.84	(535.84)	+++
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	95.00	(95.00)	+++
62290	TUITION	15,000.00	.00	.00	7,516.78	7,483.22	50
62295	TRAINING & TRAVEL	30,000.00	1,113.56	.00	13,521.88	16,478.12	45
62315	POSTAGE	3,000.00	.00	.00	101.38	2,898.62	3
62340	IT COMPUTER SOFTWARE	24,000.00	.00	.00	.00	24,000.00	0
62360	MEMBERSHIP DUES	2,000.00	.00	.00	1,096.99	903.01	55
62506	WORK- STUDY	3,600.00	374.50	.00	785.75	2,814.25	22
62703	BANK FEES	.00	.00	.00	119.38	(119.38)	+++
62705	CREDIT CARD FEES	5,000.00	.00	.00	2,217.28	2,782.72	44
64009	UTILITIES - COE WATER	10,000.00	.00	.00	4,682.50	5,317.50	47
65025	FOOD	2,500.00	280.98	.00	2,801.59	(301.59)	112
65095	OFFICE SUPPLIES	54,000.00	234.65	1,941.99	10,011.29	42,046.72	22
65100	LIBRARY SUPPLIES	.00	.00	.00	165.98	(165.98)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	29,166.00	.00	204,162.00	145,838.00	58
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,263.76	\$169,855.29	\$1,941.99	\$835,580.18	\$1,122,741.59	43%
Business Unit 4850 - LIBRARY GRANTS							
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	1,071.68	(1,071.68)	+++
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$1,071.68	(\$1,071.68)	+++
Department 48 - LIBRARY Totals		\$9,941,147.12	\$724,001.11	\$102,603.62	\$4,604,175.92	\$5,234,367.58	47%
EXPENSE TOTALS		\$9,941,147.12	\$724,001.11	\$102,603.62	\$4,604,175.92	\$5,234,367.58	47%
Fund 185 - LIBRARY FUND Totals							
REVENUE TOTALS		9,170,670.00	50.17	.00	4,467,785.06	4,702,884.94	49%
EXPENSE TOTALS		9,941,147.12	724,001.11	102,603.62	4,604,175.92	5,234,367.58	47%
Fund 185 - LIBRARY FUND Totals		(\$770,477.12)	(\$723,950.94)	(\$102,603.62)	(\$136,390.86)	(\$531,482.64)	
Fund 186 - LIBRARY DEBT SERVICE FUND							
REVENUE							
Department 48 - LIBRARY							
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN							
51015	PROPERTY TAXES	574,677.00	.00	.00	287,338.00	287,339.00	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$0.00	\$287,338.00	\$287,339.00	50%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$0.00	\$287,338.00	\$287,339.00	50%
REVENUE TOTALS		\$574,677.00	\$0.00	\$0.00	\$287,338.00	\$287,339.00	50%
EXPENSE							
Department 48 - LIBRARY							
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN							
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	.00	.00	353,392.00	0
68315	DEBT SERVICE- INTEREST	221,285.00	.00	.00	110,642.00	110,643.00	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$0.00	\$110,642.00	\$464,035.00	19%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$0.00	\$110,642.00	\$464,035.00	19%
EXPENSE TOTALS		\$574,677.00	\$0.00	\$0.00	\$110,642.00	\$464,035.00	19%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals							
REVENUE TOTALS		574,677.00	.00	.00	287,338.00	287,339.00	50%
EXPENSE TOTALS		574,677.00	.00	.00	110,642.00	464,035.00	19%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$176,696.00	(\$176,696.00)	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD							
REVENUE							
Department 48 - LIBRARY							
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT							
56060	BOND PROCEEDS	550,000.00	.00	.00	.00	550,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
Department 48 - LIBRARY Totals		\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%

<b>REVENUE TOTALS</b>	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
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**EXPENSE**

Department **48 - LIBRARY**

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

65515	OTHER IMPROVEMENTS	550,000.00	106,827.57	152,421.43	110,059.57	287,519.00	48
	Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>	\$550,000.00	\$106,827.57	\$152,421.43	\$110,059.57	\$287,519.00	48%
	Department <b>48 - LIBRARY</b> <b>Totals</b>	\$550,000.00	\$106,827.57	\$152,421.43	\$110,059.57	\$287,519.00	48%
	<b>EXPENSE TOTALS</b>	\$550,000.00	\$106,827.57	\$152,421.43	\$110,059.57	\$287,519.00	48%

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** **Totals**

	<b>REVENUE TOTALS</b>	550,000.00	.00	.00	.00	550,000.00	0%
	<b>EXPENSE TOTALS</b>	550,000.00	106,827.57	152,421.43	110,059.57	287,519.00	48%
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> <b>Totals</b>		\$0.00	(\$106,827.57)	(\$152,421.43)	(\$110,059.57)	\$262,481.00	

Grand Totals

<b>REVENUE TOTALS</b>	10,295,347.00	50.17	.00	4,755,123.06	5,540,223.94	46%
<b>EXPENSE TOTALS</b>	11,065,824.12	830,828.68	255,025.05	4,824,877.49	5,985,921.58	46%
Grand Totals	(\$770,477.12)	(\$830,778.51)	(\$255,025.05)	(\$69,754.43)	(\$445,697.64)	



**Evanston Public Library Endowment Fund  
Statement of Activity  
June 01, 2024 through June 30, 2024**

Beginning Balance		4,366,119.78
<b>Revenue</b>		
Investment results	6,116.18	
<b>Total Revenues</b>		6,116.18
<b>Distributions/Grants and Expenses</b>		
Foundation support charge	-2,365.09	
<b>Total Distributions</b>		-2,365.09
<b>Ending Balance</b>		<b>4,369,870.87</b>

Endowment for the Evanston Public Library  
 Holdings as of July 2024

	Symbol	Shares/Quantity	Price	Value as of July 31, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$313,332.33	\$313,332.33	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%
				\$313,332.33		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%