

evanston public library

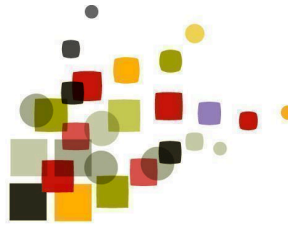


EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, December 18, 2024 at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/85654827209>



BOARD OF TRUSTEES MEETING

Wednesday, December 18, 2024 at 6:30 PM

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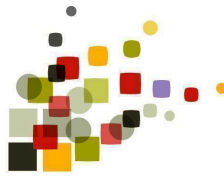
Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

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 Management Committee Meeting Minutes November 20, 2024
 - B. Approval of Regular Board Meeting Minutes November 20, 2024
 - C. Approval of Finance Committee Meeting Minutes December 10, 2024
 - D. Approval of Facilities Committee Meeting Minutes December 11, 2024
 - E. Approval of Bills and Payroll
5. **LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
6. **STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)
 - B. New Website Presentation by Ellen Riggsbee.
7. **BOARD REPORTS**
 - A. President's Report
 - B. Finance Committee
 - C. Management Committee
 - D. Facilities Committee
 - E. DEIB Committee
8. **UNFINISHED BUSINESS**
 - A. State Per Capita Grant Checklist (Action)
9. **NEW BUSINESS**
 - A. Envision Evanston 2045 (Discussion)
 - B. Approval of the Janitorial RFP Selection (Action).
 - C. Approval of additional funds for Johnson Controls Fire System Maintenance at the Main Library (Action).
10. **EXECUTIVE SESSION**
 - A. Closed Meeting Minutes Review
 - B. Closed Session - Personnel (Executive Director Evaluation and Contract).
11. **ADJOURNMENT**

Next Meeting: January 15, 2025, at 6:30 pm via Zoom and 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 before the meeting to arrange the accommodation if possible.



Evanston Public Library Board of Trustees

MANAGEMENT COMMITTEE MEETING MINUTES

Wednesday, November 20, 2024 at 5:00 PM

Main Library, Library Board Room, and remote

Members Present

Arikpo Dada, Tracy Fulce, Kathryn Hazelett, and Michelle Mills.

Members Absent

none

Staff Present

Yolande Wilburn

Call to order/Declaration of Quorum

Trustee Dada called the meeting to order when a quorum of Trustees was established at 5:00 pm.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

Amended Agenda Item

Motion: Moved by Trustee Dada, seconded by Trustee Mills, to amend the agenda to add Approval of 2024 Library Closures.

New Business

- A. Policy Issues (Discussion)
 - a. Timeline
 - b. Guideline
- B. Roberts Rules of Order (Discussion)
- C. Library Board Policies Ethics and Conduct (Discussion)
- D. Strategic Plan Draft (Discussion)
- E. State Per Capita Grant Requirements Checklist (Discussion)
- F. Library Cards and Accounts Policy 2024 Update (Discussion)
- G. Amend 2024 Library Closures Dates (Discussion)

Executive Session

Motion: Moved by Trustee Dada, seconded by Trustee Fulce, to move into Executive Session.

Motion: Moved by Trustee Hazelett, seconded by Trustee Mills, to move out of the Executive Session.

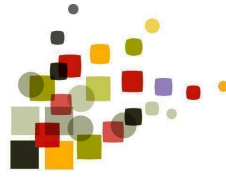
Adjournment

The motion to adjourn was made by Trustee Hazelett and seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 6:27 p.m.

Submitted by

Arikpo Dada

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

MEETING MINUTES

Wednesday, November 20, 2024 at 6:30 PM

Main Library, Community Meeting Room, and remote

Members Present

Samia Amamoo, Arikpo Dada, Tracy Fulce, Kathryn Hazelett, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto (Virtually), and Esther Wallen.

Members Absent

None

Staff Present

Ellen Riggsbee, 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 6:38 p.m.

Land Acknowledgement

Read by Trustee Shea

Citizen Comment

None

Consent Agenda

- A. Approval of Management Committee Meeting Minutes October 16, 2024
- B. Approval of Regular Board Meeting Minutes October 16, 2024
- C. Approval of Finance Committee Meeting Minutes November 12, 2024
- D. Approval of Bills and Payroll

Motion: Moved by Trustee Hazelett, seconded by Trustee Mills, to amend the consent agenda.

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

Library Director's Report

(Distributed in Advance)

Staff Report

- A. Administrative Services Report (Distributed in Advance)

Board Reports

- A. President's Report

- B. Finance Committee
- C. Management Committee
 - Roberts Rules of Order. Trustee Dada led it.
- D. Facilities Committee
- E. DEIB Committee

Unfinished Business

- A. Amend bylaws to state the president shall be bonded (Action)
Motion: Moved by Trustee Mills, seconded by Trustee Hazelett, to amend bylaws to state the president shall be bonded, not the Vice President.

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

- B. Approval of Strategic Plan (Action)
Motion: Moved by Trustee Shea, seconded by Trustee Mills, to approve the strategic plan.

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

- C. Final Budget Presentation by Sameer Notta
- D. Resolution 2024 - R1 providing for the budget and setting the annual tax levy for FY2025.
Motion: Moved by Trustee Hazelett, seconded by Trustee Mills, to approve the Resolution 2024 - R1.

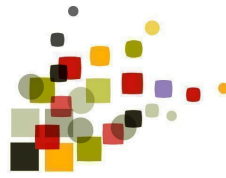
Roll call vote taken Trustee Amamoo, Trustee Arikpo, Trustee Dada, Trustee Fulce, Trustee Hazelett, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

New Business

- A. State Per Capita Grant Requirements Checklist (Discussion)
- B. Library Board Policies Ethics and Conduct (Discussion)
- C. Library Cards and Accounts Policy 2024 Update (Action)
Motion: Moved by Trustee Mills, seconded by Trustee Huggins, to approve the library cards and account policy 2024 update.

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

- D. Amend 2024 Library Closures Dates (Action)
Motion: Moved by Trustee Wallen, seconded by Trustee Mills, to approve amending the 2024 Library Closure Dates to include a late opening on December 17, 2024.



Roll call vote taken Trustee Amamoo, Trustee Arikpo, Trustee Dada, Trustee Fulce, 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. Trustee Amamoo left the meeting at 8:18 pm.

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

Motion: Moved by Trustee Huggins, seconded by Trustee Mills, to adjourn the executive session.

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

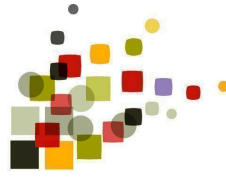
Adjournment

MOTION: Moved by Trustee Hazelett and seconded by Trustee Mills to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:34 p.m.

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

Submitted by

Esther Wallen, Secretary
Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

FINANCE COMMITTEE MEETING MINUTES

Tuesday, December 10, 2024 at 4:30 PM

Main Library, Library Board Room and remote

Members Present

Tracy Fulce (virtual) and Michelle Mills

Members Absent

Kathryn Hazelett

Staff Present

Sameer Notta, Wynn Shawver, Jenniefer Shreve, and Yolande Wilburn

Presiding Member

Michelle Mills

Call to order/Declaration of Quorum

Trustee Mills called the meeting to order when a quorum of Trustees was established at 4:38 p.m.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

none

New Business

- A. Review upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Annual Report 2024 Presentation by Ellen Riggsbee.

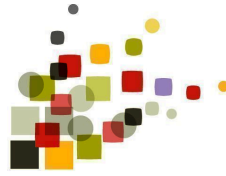
Adjournment

MOTION: Moved by Trustee Fulce seconded by Trustee Mills, to adjourn. A voice vote was taken. All ayes. No nays. Motion carried. The meeting adjourned at 5:41 p.m.

Submitted by

Michelle Mills

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

FACILITIES COMMITTEE MEETING MINUTES

Wednesday, December 11, 2024 at 4:15 PM

Main Library, Library Board Room and remote

Members Present

Catie Huggins and Meghan Shea

Members Absent

none

Staff Present

Yolande Wilburn

Presiding Member

Catie Huggins

Call to order/Declaration of Quorum

Trustee Huggins called the meeting to order when a quorum of Trustees was established at 4:15 p.m.

Land Acknowledgement

Read by Catie Huggins

Citizen Comment

none

New Business

- A. Janitorial RFP Selection (Discussion).
- B. Johnson Controls Main Library Sprinkler Compliance (Discussion).

Adjournment

The motion to adjourn was made by Trustee Shea seconded by Trustee Huggins and approved by voice vote. The meeting adjourned at 5:30 p.m.

Submitted by

Catie Huggins

Evanston Public Library Board of Trustees

MEMORANDUM

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Bills

Date: December 18, 2024

Recommended Action

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

Payroll

November 4, 2024, through November 17, 2024,	\$ 197,941.68
November 18, 2024, through December 1, 2024,	\$ 200,757.63

Library Fund Bills List

November 26, 2024,	\$ 72,056.84
December 1, 2024,	\$ 134,100.27

Purchasing Card

September 25, 2024,	\$ 7,622.28
October 25, 2024,	\$ 10,245.84

Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 11/26/24 - 11/26/24

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 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/04/2024	11/26/2024	11/26/2024	546.68
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/05/2024	11/26/2024	11/26/2024	201.09
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/07/2024	11/26/2024	11/26/2024	93.20
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$840.97
 Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/23/2024	11/26/2024	11/26/2024	419.73
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/25/2024	11/26/2024	11/26/2024	1,421.20
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/29/2024	11/26/2024	11/26/2024	839.85
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/30/2024	11/26/2024	11/26/2024	1,147.81
100474 - BAKER & TAYLOR	JUV PRINT	10/30/2024	11/26/2024	11/26/2024	606.60
100474 - BAKER & TAYLOR	2038627046	10/30/2024	11/26/2024	11/26/2024	95.72
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/30/2024	11/26/2024	11/26/2024	1,551.66
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/31/2024	11/26/2024	11/26/2024	215.79
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/01/2024	11/26/2024	11/26/2024	995.46
100474 - BAKER & TAYLOR	JUV PRINT	11/05/2024	11/26/2024	11/26/2024	766.93
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/06/2024	11/26/2024	11/26/2024	1,695.33
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/06/2024	11/26/2024	11/26/2024	43.38
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/07/2024	11/26/2024	11/26/2024	1,661.41
19521 - PLAYAWAY PRODUCTS LLC	JUV AND YA AV	11/06/2024	11/26/2024	11/26/2024	29.70
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 14					\$11,490.57
 Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	JUV AND YA AV	11/06/2024	11/26/2024	11/26/2024	3.96
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	10/18/2024	11/26/2024	11/26/2024	185.69
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$189.65
 Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 19					\$12,521.19
 Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65628 - Library Electronic Resources					
19203 - DATABASEUSA.COM LLC	ANNUAL DATABASE SUBSCRIPTION	09/01/2024	11/26/2024	11/26/2024	6,900.00
16334 - KANOPY	ONLINE RESOURCES	10/31/2024	11/26/2024	11/26/2024	1,566.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	10/31/2024	11/26/2024	11/26/2024	5,499.97
129101 - RECORD INFORMATION SERVICES, INC.	ONLINE RESOURCES	11/04/2024	11/26/2024	11/26/2024	770.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 4					\$14,735.97
 Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/23/2024	11/26/2024	11/26/2024	1,719.25
100474 - BAKER & TAYLOR	ADULT PRINT	10/24/2024	11/26/2024	11/26/2024	52.16
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/28/2024	11/26/2024	11/26/2024	543.67
100474 - BAKER & TAYLOR	ADULT PRINT	10/29/2024	11/26/2024	11/26/2024	31.01
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/29/2024	11/26/2024	11/26/2024	1,058.52
100474 - BAKER & TAYLOR	ADULT PRINT	10/30/2024	11/26/2024	11/26/2024	150.73
100474 - BAKER & TAYLOR	ADULT PRINT	10/31/2024	11/26/2024	11/26/2024	106.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/31/2024	11/26/2024	11/26/2024	1,012.25
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/04/2024	11/26/2024	11/26/2024	130.85
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/04/2024	11/26/2024	11/26/2024	1,003.55
100474 - BAKER & TAYLOR	ADULT PRINT	11/05/2024	11/26/2024	11/26/2024	653.67
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/05/2024	11/26/2024	11/26/2024	384.53
100474 - BAKER & TAYLOR	ADULT PRINT	11/07/2024	11/26/2024	11/26/2024	115.60

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/08/2024	11/26/2024	11/26/2024	1,922.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/28/2024	11/26/2024	11/26/2024	88.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/06/2024	11/26/2024	11/26/2024	53.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/25/2024	11/26/2024	11/26/2024	20.99
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/08/2024	11/26/2024	11/26/2024	322.30
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/08/2024	11/26/2024	11/26/2024	2,902.71
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/08/2024	11/26/2024	11/26/2024	376.81
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/31/2024	11/26/2024	11/26/2024	920.29
276974 - OVER DRIVE, INC.	MAIN BOOKS	10/31/2024	11/26/2024	11/26/2024	53.50
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/31/2024	11/26/2024	11/26/2024	52.80
276974 - OVER DRIVE, INC.	MAIN EBOOKS	10/31/2024	11/26/2024	11/26/2024	380.75
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	10/30/2024	11/26/2024	11/26/2024	412.09
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	10/30/2024	11/26/2024	11/26/2024	60.26

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 26 \$14,529.79

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	10/24/2024	11/26/2024	11/26/2024	217.08
103424 - MIDWEST TAPE LLC	ADULT AV	11/08/2024	11/26/2024	11/26/2024	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	11/08/2024	11/26/2024	11/26/2024	124.72
103424 - MIDWEST TAPE LLC	ADULT AV	11/08/2024	11/26/2024	11/26/2024	138.40
103424 - MIDWEST TAPE LLC	ADULT AV	11/08/2024	11/26/2024	11/26/2024	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2024	11/26/2024	11/26/2024	60.11
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2024	11/26/2024	11/26/2024	54.86

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 7 \$641.03

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 37 \$29,906.79

Business Unit **4820 - ACCESS SERVICES**

Account **65100 - LIBRARY SUPPLIES**

121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	11/01/2024	11/26/2024	11/26/2024	78.80
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Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions 1 \$78.80

Business Unit **4820 - ACCESS SERVICES** Totals Invoice Transactions 1 \$78.80

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65100 - LIBRARY SUPPLIES**

18836 - MORGAN PATTEN	PROFESSIONAL SERVICES DAY OF THE DEATH FACE PAIN	11/01/2024	11/26/2024	11/26/2024	100.00
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Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions 1 \$100.00

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/23/2024	11/26/2024	11/26/2024	36.09
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/23/2024	11/26/2024	11/26/2024	511.88
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/25/2024	11/26/2024	11/26/2024	90.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/28/2024	11/26/2024	11/26/2024	214.23
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/29/2024	11/26/2024	11/26/2024	518.76
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/29/2024	11/26/2024	11/26/2024	54.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/30/2024	11/26/2024	11/26/2024	66.03
100474 - BAKER & TAYLOR	2038627046	10/30/2024	11/26/2024	11/26/2024	4.75
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/30/2024	11/26/2024	11/26/2024	29.28
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/31/2024	11/26/2024	11/26/2024	16.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	10/31/2024	11/26/2024	11/26/2024	35.52
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/01/2024	11/26/2024	11/26/2024	195.64
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/04/2024	11/26/2024	11/26/2024	115.14
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/04/2024	11/26/2024	11/26/2024	111.88
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/05/2024	11/26/2024	11/26/2024	16.38

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/06/2024	11/26/2024	11/26/2024	29.36
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/07/2024	11/26/2024	11/26/2024	121.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/08/2024	11/26/2024	11/26/2024	82.69
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	CROWN YA	10/29/2024	11/26/2024	11/26/2024	65.22
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 19	\$2,317.33
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN AV JUV	10/29/2024	11/26/2024	11/26/2024	59.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 1	\$59.99
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 21	\$2,477.32
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	SERVICE AND MAINTENANCE AGREEMENT 12/8/2024 THRU 12/7/2025	10/21/2024	11/26/2024	11/26/2024	1,075.00
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 1	\$1,075.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/06/2024	11/26/2024	11/26/2024	121.54
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN YA	10/29/2024	11/26/2024	11/26/2024	82.43
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 2	\$203.97
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	JUV AND YA AV	11/06/2024	11/26/2024	11/26/2024	1,880.45
19521 - PLAYAWAY PRODUCTS LLC	JUV AND YA AV	11/06/2024	11/26/2024	11/26/2024	278.46
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 2	\$2,158.91
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 5	\$3,437.88
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/12/2024	11/26/2024	11/26/2024	347.07
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/05/2024	11/26/2024	11/26/2024	347.07
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/22/2024	11/26/2024	11/26/2024	347.07
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	11/05/2024	11/26/2024	11/26/2024	150.80
145106 - TOTAL BUILDING SERVICES	JANITORIAL ANNUAL SERVICE CONTRACT 2024	11/05/2024	11/26/2024	11/26/2024	10,520.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 5	\$11,712.01
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 5	\$11,712.01
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20869 - JOERG METZNER PHOTOGRAPHY	GENERAL PR/MARKETING PHOTOS OF EPL	11/12/2024	11/26/2024	11/26/2024	1,550.00
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 1	\$1,550.00
Account 62295 - TRAINING & TRAVEL					
19292 - KASANDRA TREJO	TRAVEL REIMBURSEMENT ABOS 2024 CONFERENCE IN INDIANAPOLIS	10/26/2024	11/26/2024	11/26/2024	575.10
Account 62295 - TRAINING & TRAVEL Totals				Invoice Transactions 1	\$575.10
Account 65095 - OFFICE SUPPLIES					
17407 - LAUREN MILLER	MEETING ROOM CANCELLATION REFUND	09/04/2024	11/26/2024	11/26/2024	180.00
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES CREDIT	10/22/2024	11/26/2024	11/26/2024	(32.24)
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	09/04/2024	11/26/2024	11/26/2024	199.99
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 3	\$347.75

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice Transactions 5 \$2,472.85

Department **48 - LIBRARY** Totals Invoice Transactions 93 \$62,606.84

Fund **185 - LIBRARY FUND** Totals Invoice Transactions 165 \$0.00

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD**

Department **48 - LIBRARY**

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

Account **65515 - OTHER IMPROVEMENTS**

20747 - MOODY NOLAN, INC. FACILITY & PROGRAMMING ASSESMENT 10/31/2024 11/26/2024 11/26/2024 9,450.00
W/CONSTRUCTION BUDGET ESTIMATE

Account **65515 - OTHER IMPROVEMENTS** Totals Invoice Transactions 1 \$9,450.00

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT** Totals Invoice Transactions 1 \$9,450.00

Department **48 - LIBRARY** Totals Invoice Transactions 1 \$9,450.00

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals Invoice Transactions 2 \$0.00

* = Prior Fiscal Year Activity

Invoice Transactions 167 \$0.00

Library Bills List

G/L Date Range 12/10/24 - 12/10/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/14/2024	12/10/2024	12/10/2024	41.28
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/22/2024	12/10/2024	12/10/2024	183.23
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					\$224.51
 Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/08/2024	12/10/2024	12/10/2024	1,026.31
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/12/2024	12/10/2024	12/10/2024	1,084.87
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/14/2024	12/10/2024	12/10/2024	108.31
100474 - BAKER & TAYLOR	JUV PRINT	11/14/2024	12/10/2024	12/10/2024	486.62
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	1,104.74
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	960.26
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	745.94
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	814.11
100474 - BAKER & TAYLOR	JUV PRINT	11/22/2024	12/10/2024	12/10/2024	20.78
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/27/2024	12/10/2024	12/10/2024	133.51
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 10					\$6,485.45
 Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/11/2024	12/10/2024	12/10/2024	56.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/11/2024	12/10/2024	12/10/2024	181.97
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/13/2024	12/10/2024	12/10/2024	51.98
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/19/2024	12/10/2024	12/10/2024	54.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/22/2024	12/10/2024	12/10/2024	213.92
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 5					\$559.85
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 17					\$7,269.81
 Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65001 - FEDERAL GRANT EXPENSE					
20925 - ANN HUDSON	PROFESSIONAL SERVICES A BIG READ EVENT	11/25/2024	12/10/2024	12/10/2024	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$100.00
 Account 65628 - Library Electronic Resources					
318690 - CONSUMER'S CHECKBOOK	MAIN ONLINE RESOURCES	11/26/2024	12/10/2024	12/10/2024	400.00
16334 - KANOPY	ONLINE RESOURCES	11/30/2024	12/10/2024	12/10/2024	1,736.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/25/2024	12/10/2024	12/10/2024	10,000.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/25/2024	12/10/2024	12/10/2024	10,000.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/30/2024	12/10/2024	12/10/2024	5,499.90
Account 65628 - Library Electronic Resources Totals Invoice Transactions 5					\$27,635.90
 Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	11/11/2024	12/10/2024	12/10/2024	215.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/13/2024	12/10/2024	12/10/2024	308.31
100474 - BAKER & TAYLOR	ADULT PRINT	11/14/2024	12/10/2024	12/10/2024	264.58
100474 - BAKER & TAYLOR	ADULT PRINT	11/14/2024	12/10/2024	12/10/2024	156.76
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	753.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/19/2024	12/10/2024	12/10/2024	163.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/21/2024	12/10/2024	12/10/2024	2,016.15
100474 - BAKER & TAYLOR	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	126.48
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	802.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	356.34

100474 - BAKER & TAYLOR	ADULT PRINT	11/22/2024	12/10/2024	12/10/2024	1,089.43
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	1,081.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	1,829.54
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	245.11
100474 - BAKER & TAYLOR	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	387.43
100474 - BAKER & TAYLOR	MAIN PRINT	11/25/2024	12/10/2024	12/10/2024	165.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	1,074.91
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/07/2024	12/10/2024	12/10/2024	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/25/2024	12/10/2024	12/10/2024	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/20/2024	12/10/2024	12/10/2024	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	54.73
102572 - INFORMATION TODAY INC	REFERENCE ADULT PRINT	10/31/2024	12/10/2024	12/10/2024	493.03
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/15/2024	12/10/2024	12/10/2024	551.30
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/15/2024	12/10/2024	12/10/2024	1,077.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/15/2024	12/10/2024	12/10/2024	444.01
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/19/2024	12/10/2024	12/10/2024	231.62
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	813.39
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	275.85
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	1,355.40
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	1,162.26
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/25/2024	12/10/2024	12/10/2024	114.99
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/13/2024	12/10/2024	12/10/2024	417.52
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/13/2024	12/10/2024	12/10/2024	41.35
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	21.30

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 34 \$18,271.53

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	11/12/2024	12/10/2024	12/10/2024	69.18
100474 - BAKER & TAYLOR	ADULT AV	11/21/2024	12/10/2024	12/10/2024	83.29
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	64.09
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	95.15
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	220.19
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	42.86
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	268.71
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	110.47
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2014	12/10/2024	12/10/2024	183.76
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	115.83
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	91.29
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	30.47

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 14 \$1,413.65

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 54 \$47,421.08

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

13544 - BIBLIOTHECA + 3M	QUO-US20067 ANNUAL RENEWAL SELF CHECK KIOSK	11/12/2024	12/10/2024	12/10/2024	2,910.60
101141 - INSIGHT PUBLIC SECTOR, INC.	CARD MAKER MACHINE AND OTHER PARTS	11/08/2024	12/10/2024	12/10/2024	1,290.00
19589 - MOBILE BEACON	RENEWAL MOBILE HOTSPOTS REF#A-118296-20241122-1314	11/22/2024	12/10/2024	12/10/2024	9,600.00

Account **62340 - IT COMPUTER SOFTWARE** Totals Invoice Transactions 3 \$13,800.60

Account 65100 - LIBRARY SUPPLIES					
107143 - COMPUTYPE INC. - 139154	ACCESS SERVICES	08/17/2023	12/10/2024	12/10/2024	389.70
107143 - COMPUTYPE INC. - 139154	OFFICE SUPPLIES	11/19/2024	12/10/2024	12/10/2024	723.37
101406 - DEMCO, INC.	LIBRARY SUPPLIES	11/15/2024	12/10/2024	12/10/2024	64.93
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$1,178.00

Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 6 \$14,978.60

Business Unit 4825 - ENGAGEMENT SERVICES

Account 65001 - FEDERAL GRANT EXPENSE

307544 - Kate Jordan	REIMBURSEMENT PROGRAM SUPPLIES VIRTUAL MEMORY CAFE	10/31/2024	12/10/2024	12/10/2024	11.03
15436 - KATHY HAYES	FACILITATOR FOR AHA! 11/14/2024 AGE OPTIONS GRANT	11/19/2024	12/10/2024	12/10/2024	100.00
20811 - KDM ENTERTAINEMENT	OASIS FACILITATOR DECEMBER 21 AGE OPTIONS GRANT	11/25/2024	12/10/2024	12/10/2024	300.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 3					\$411.03

Account 65100 - LIBRARY SUPPLIES

132303 - Carmen Francellino	PROGRAM REIMBURSEMENT TEA AND TALK OCT 2024	11/15/2024	12/10/2024	12/10/2024	46.35
132303 - Carmen Francellino	PROGRAM REIMBURSEMENT TEA AND TALK NOVEMBER 2024	11/22/2024	12/10/2024	12/10/2024	171.44
18836 - MORGAN PATTEN	KARLA ARENTI AUTHOR VISIT PROGRAM REIMBURSEMENT	12/03/2024	12/10/2024	12/10/2024	100.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$317.79

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/08/2024	12/10/2024	12/10/2024	48.62
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/12/2024	12/10/2024	12/10/2024	44.22
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/13/2024	12/10/2024	12/10/2024	73.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	20.00
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	162.35
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	309.09
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	52.40
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	107.44
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/19/2024	12/10/2024	12/10/2024	16.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/21/2024	12/10/2024	12/10/2024	174.52
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	107.81
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	51.98
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	35.58
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	203.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	33.90
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	178.82
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 16					\$1,620.30

Account 65641 - AUDIO VISUAL COLLECTIONS

19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV AV	11/11/2024	12/10/2024	12/10/2024	56.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/19/2024	12/10/2024	12/10/2024	54.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$111.98

Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 24 \$2,461.10

Business Unit 4835 - INNOVATION & DIGITAL LEARNING

Account 62340 - IT COMPUTER SOFTWARE

102539 - IMAGING OFFICE SYSTEMS	ANNUAL SERVICE AGREEMENT SCANPRO	11/13/2024	12/10/2024	12/10/2024	695.00
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					\$695.00

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/14/2024	12/10/2024	12/10/2024	183.13
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/27/2024	12/10/2024	12/10/2024	305.44
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	YA BOOKS	11/13/2024	12/10/2024	12/10/2024	12.74

\$501.31

\$1,196.31

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

20510 - BRIGHTVIEW LANDSCAPES, LLC	WINTERIZE IRRIGATION	11/22/2024	12/10/2024	12/10/2024	1,510.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/18/2024	12/10/2024	12/10/2024	347.07
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/22/2024	12/10/2024	12/10/2024	347.07
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/03/2024	12/10/2024	12/10/2024	347.07
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	11/20/2024	12/10/2024	12/10/2024	83.99
19563 - ELIZABETH STEIMLE	REIMBURSEMENT PROGRAM SUPPLIES	11/30/2024	12/10/2024	12/10/2024	49.22
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE CALL FLOW TEST STANDPIPES	11/26/2024	12/10/2024	12/10/2024	7,673.44
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE CALL INSPECTION WET SYSTEM AND VALVE	11/27/2024	12/10/2024	12/10/2024	9,114.26
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	12/01/2024	12/10/2024	12/10/2024	218.40

\$19,690.52

Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/22/2024	12/10/2024	12/10/2024	1,109.05
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\$1,109.05

\$20,799.57

Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62185 - CONSULTING SERVICES**

20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 9/28/2024-11/2/2024	11/18/2024	12/10/2024	12/10/2024	16,852.06
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 9/28/2024-11/2/2024	11/18/2024	12/10/2024	12/10/2024	8,370.90
103688 - NEIGER DESIGN, INC.	EPL REBRANDING PROJECT	11/20/2024	12/10/2024	12/10/2024	4,179.56

\$29,402.52

Account **62210 - PRINTING**

14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL REIMAGINE CAMPAIGN 2024 PRINT COMPONENTS	11/30/2024	12/10/2024	12/10/2024	8,823.46
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\$8,823.46

Account **62295 - TRAINING & TRAVEL**

307544 - Kate Jordan	MILEAGE REIMBURSEMENT OUTREACH	11/25/2024	12/10/2024	12/10/2024	89.84
20062 - YOLANDE WILBURN	LIBRARY JOURNAL LIBRARY DIRECTORS SUMMIT CONFERENCE REIMBURSEMENT	11/15/2024	12/10/2024	12/10/2024	237.73

\$327.57

Account **62315 - POSTAGE**

19579 - FEDEX FREIGHT	SHIPPING ACCT#1398-1481-9	11/13/2024	12/10/2024	12/10/2024	63.99
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\$63.99

Account **65095 - OFFICE SUPPLIES**

103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/04/2024	12/10/2024	12/10/2024	290.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/03/2024	12/10/2024	12/10/2024	43.99
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/14/2024	12/10/2024	12/10/2024	53.28
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/12/2024	12/10/2024	12/10/2024	235.39
206940 - ULINE	OFFICE SUPPLIES	11/11/2024	12/10/2024	12/10/2024	140.23

\$762.89

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice Transactions 12

\$39,380.43

Business Unit **4850 - LIBRARY GRANTS**

Account **62225 - BLDG MAINTENANCE SERVICES**

100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QUARTERLY CHARGES	11/10/2024	12/10/2024	12/10/2024	593.37
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Account **62225 - BLDG MAINTENANCE SERVICES** Totals Invoice Transactions 1

\$593.37

Business Unit **4850 - LIBRARY GRANTS** Totals Invoice Transactions 1

\$593.37

Department **48 - LIBRARY** Totals Invoice Transactions 128

\$134,100.27

Fund **185 - LIBRARY FUND** Totals Invoice Transactions 238

\$0.00

* = Prior Fiscal Year Activity

Invoice Transactions 238

\$0.00

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
ADMIN SVCS/INFO SYS	SEARCHWP.COM - DE	FL	33401	\$ 199.00	8/26/2024	62340 IT COMPUTER SOFTWARE	WP FORMS RENEWAL TYLER WORKS	185.48.4835	-	Milano	Jim
ADMIN SVCS/INFO SYS	WPFORMS.COM SOFTWARE	FL	33401	\$ 199.00	8/26/2024	62340 IT COMPUTER SOFTWARE	WP FORMS RENEWAL EPL	185.48.4835	-	Milano	Jim
LIBRARY	WALMART.COM	AR	72716	\$ 21.40	8/28/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES NASA KITS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	DNH GODDADDY.COM	AZ	85284	\$ 23.17	8/26/2024	65100 LIBRARY SUPPLIES	CODE IT CHALLENGE WEBSITE DOMAIN	185.48.4835	-	Madison	Elascha
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	8/27/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	8/27/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	EB PROJECT MANAGEMENT	CA	94105	\$ 272.94	8/28/2024	62295 TRAINING & TRAVEL	ONLINE COURSE REGISTRATION FOR C FRANCELINO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK RK3PE5Z0Q	WA	98109	\$ 32.97	8/29/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TRADER JOE S #702	IL	60202	\$ 153.70	8/29/2024	65001 FEDERAL GRANT EXPENSE	ENGAGEMENT PROGRAM SUPPLIES AGE OPTIONS GRANT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHN'S 5056	IL	60201	\$ 8.81	8/29/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD FOR TEENS	185.48.4825	-	Marche	Lea
LIBRARY	TRADER JOE S #702	IL	60202	\$ 153.71	8/30/2024	65001 FEDERAL GRANT EXPENSE	ENGAGEMENT PROGRAM SUPPLIES AGE OPTIONS GRANT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 6.99	9/2/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SELF DIRECTED CRAFT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM RK6BT57L1	WA	98109	\$ 264.76	9/2/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 64.80	9/2/2024	62340 IT COMPUTER SOFTWARE	EPL WEBHOST MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	DNH GODDADDY.COM	AZ	85284	\$ 23.17	9/2/2024	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL CHALLENGE WEBSITE DOMAIN.	185.48.4835	-	Madison	Elascha
LIBRARY	AMAZON MKTPL RK4B20MK1	WA	98109	\$ 43.77	9/2/2024	65100 LIBRARY SUPPLIES	ILL GENERAL SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 290.00	9/2/2024	62340 IT COMPUTER SOFTWARE	LIBRARY MONTHLY STORAGE AND WEBSITE MAINTENANCE. WP ENG	185.48.4835	-	Madison	Elascha
LIBRARY	AMAZON.COM ZT4WE3VJ2	WA	98109	\$ 19.99	9/4/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	9/4/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 24.54	9/4/2024	65100 LIBRARY SUPPLIES	DAY OF THE DEAD	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 30.00	9/4/2024	62340 IT COMPUTER SOFTWARE	MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES #957	IL	44906	\$ 1,500.00	9/4/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE PROGRAM SUPPLIES AND SEWING MACHINES. F	185.48.4835	-	Madison	Elascha
LIBRARY	MICHAELS STORES 5151	IL	60053	\$ 356.26	9/4/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE PROGRAM SUPPLIES. FUNDING THROUGH PNGG	185.48.4835	-	Madison	Elascha
LIBRARY	DOLLAR TREES	IL	60053	\$ 76.75	9/4/2024	65100 LIBRARY SUPPLIES	INNOVATION STATION BASIC PROGRAM SUPPLIES	185.48.4835	-	Madison	Elascha
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60628	\$ 77.25	9/5/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT GIVEAWAY BOOKMARKS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	MORELIA SUPERMARKET #	IL	60645	\$ 23.42	9/5/2024	65100 LIBRARY SUPPLIES	HHM PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	MICHAELS #9490	TX	75063	\$ 12.99	9/5/2024	65100 LIBRARY SUPPLIES	HHM PROGRAMMING	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET.COM	MN	55445	\$ 35.81	9/5/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBELSTEMERS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	DOLLARTREE	IL	60202	\$ 3.75	9/5/2024	65100 LIBRARY SUPPLIES	BUTTON BAG SUPPLIES FOR TEEN LOFT AND INNOVATION STATION.	185.48.4835	-	Madison	Elascha
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 356.12	9/5/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES AND MATERIAL FOR INNOVATION STATION.	185.48.4835	-	Madison	Elascha
LIBRARY	TARGET.COM	MN	55445	\$ 5.00	9/5/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4806	-	Antolin	Laura
LIBRARY	MICHAELS.COM	TX	75063	\$ 20.44	9/6/2024	65100 LIBRARY SUPPLIES	DAY OF THE DEAD CRAFT	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	AMAZON MKTPL ZT76S4GP1	WA	98109	\$ 30.93	9/6/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SNACK AND PAINT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK Z8BLT2FW2	WA	98109	\$ 43.98	9/9/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL ZT2PLO1H0	WA	98109	\$ 122.86	9/9/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES HHM SIP & PAINT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 69.77	9/9/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES TWEEN ANIME	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TARGET 0009274	IL	60202	\$ 101.93	9/9/2024	65100 LIBRARY SUPPLIES	TEEN LEGO CHALLENGE PROGRAM SUPPLIES	185.48.4835	-	Madison	Elascha
LIBRARY	SAMSClub.COM	AR	72712	\$ 59.94	9/21/2024	65095 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 70.00	9/10/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	TARGET.COM	MN	55445	\$ 35.00	9/10/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	TARGET.COM	MN	55445	\$ 35.00	9/10/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	WALMART.COM	AR	72716	\$ 28.87	9/10/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES YA COLLAB	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES #957	IL	44906	\$ 87.20	9/10/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE PROGRAM SUPPLIES (STABILIZER AND PUNCH N	185.48.4835	-	Madison	Elascha
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 26.00	9/11/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 41.97	9/11/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES HHM BUSINESS MONTH	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 63.26	9/11/2024	65050 BUILDING MAINTENANCE MATERIAL	BUILDING TOOLS AND MATERIALS	185.48.4840	-	Wade	Ray
LIBRARY	SDI INNOVATIONS	IN	47909	\$ 294.00	9/12/2024	65100 LIBRARY SUPPLIES	IDL STATION SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 12.99	9/16/2024	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	D J WSJ	NJ	08852	\$ 64.99	9/16/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	NAVY PIER PARKING	IL	60611	\$ 37.00	9/16/2024	62295 TRAINING & TRAVEL	PARKING FOR NSBE JR. YEARLY EVENT AND TRAINING.	185.48.4845	-	Madison	Elascha
LIBRARY	USPS PO 162622024	IL	60201	\$ 292.00	9/16/2024	62315 POSTAGE	BULK ORDER STAMPS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 114.95	9/17/2024	65100 LIBRARY SUPPLIES	LLL PROGRAM SUPPLIES BIG READ	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CRICUT.COM	UT	84095	\$ 9.99	9/17/2024	65001 FEDERAL GRANT EXPENSE	MONTHLY CRICUT SUBSCRIPTION. INCLUDED WITH CRICUT MACHINE	185.48.4835	-	Madison	Elascha
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	9/20/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WORLD MARKET #147	IL	60201	\$ 29.54	9/20/2024	65100 LIBRARY SUPPLIES	ADULT ANIME CLUB PROGRAM SUPPLIES.	185.48.4835	-	Madison	Elascha
LIBRARY	WORLD MARKET #147	IL	60201	\$ 25.88	9/20/2024	65100 LIBRARY SUPPLIES	TEEN ANIME CLUB PROGRAM SUPPLIES.	185.48.4835	-	Madison	Elascha
LIBRARY	MEKATOS COLOMBIAN BAKE	IL	60625-2222	\$ 36.38	9/23/2024	65001 FEDERAL GRANT EXPENSE	SUPPLIES FOR OASIS PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	7-ELEVEN 27100	IL	60645	\$ 3.26	9/23/2024	65001 FEDERAL GRANT EXPENSE	SUPPLY FOR OASIS PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	AMAZON MKTPL WC3BN4273	WA	98109	\$ 9.99	9/23/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES VISION BOARD SOIREE	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 35.97	9/23/2024	65100 LIBRARY SUPPLIES	SUPPLIES FOR PLAZITA PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	PARTY CITY 168	IL	60062	\$ 21.99	9/23/2024	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAM SUPPLIES GRAND OPENING	185.48.4835	-	Madison	Elascha
LIBRARY	AMAZON MARK 3Q65X2543	WA	98109	\$ 27.95	9/24/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL LZ5BS00K3	WA	98109	\$ 35.57	9/24/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 530E01CW3	WA	98109	\$ 17.96	9/24/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 9UEMH0EJ3	WA	98109	\$ 15.99	9/24/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US DP1C27AM3	WA	98109	\$ 23.47	9/24/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HCQSK1C33	WA	98109	\$ 33.94	9/24/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL W06ZT5HT3	WA	98109	\$ 86.95	9/24/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES GAME NIGHT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SHERWIN WILLIAMS 70370	IL	60201	\$ 151.42	9/24/2024	65050 BUILDING MAINTENANCE MATERIAL	BUILDING PAINT MATERIALS	185.48.4840	-	Melendez	Martin
LIBRARY	CHICAGO MAIN NEWSSTAND	IL	60202	\$ 8.45	9/25/2024	65635 PERIODICALS	DAILY NEWSPAPER	185.48.4806	-	Wade	Ray
LIBRARY	CHICAGO MAIN NEWSSTAND	IL	60202	\$ 8.45	9/25/2024	65635 PERIODICALS	DAILY NEWSPAPER NO DELIVERY	185.48.4806	-	Melendez	Martin
LIBRARY	AMAZON MKTPL LW3LL4VL3	WA	98109	\$ 8.99	9/25/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES VISION BOARD SOIREE	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL WD73V3W33	WA	98109	\$ 598.02	9/25/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES VISION BOARD SOIREE	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA E591K4DN3	WA	98109	\$ 349.99	9/25/2024	65040 JANITORIAL SUPPLIES	RC VACUUM REPLACEMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM 2C8183903	WA	98109	\$ 29.99	9/25/2024	65095 OFFICE SUPPLIES	OFFICE SUPPLIES - KETTLE REPLACEMENT	185.48.4845	-	Hernandez-Solis	Lea
	LIBRARY SEPTEMBER 2024 TOTAL			\$ 7,622.28							

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
COMOFINANCE	TRIBUNE PUBLISHING.COM	IL	60664	\$ 18.31	10/1/2024	62205 ADVERTISING	AD NOTICE RFP 24-43 JANITORIAL MAIN LIBRARY ROBERT CROWN BRANCH	185.48.4845	-	NUNEZ	TAMMI
LIBRARY	AMAZON MKTPL R65KA3703	WA	98109	\$ 309.25	9/26/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US TB0ST6A63	WA	98109	\$ 7.19	9/26/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 26.97	9/26/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4825	-	PERNELLE	MARCHE
LIBRARY	JIMMY JOHNS 562 - ECOM	IL	60202	\$ 182.33	9/26/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD TEA & TALK	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SHERWIN WILLIAMS 70370	IL	60201	\$ 20.04	9/26/2024	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIALS SUPPLIES	185.48.4840	-	MELLENDEZ	MARTIN
LIBRARY	TECHSOUP	CA	94107	\$ 236.00	9/27/2024	62340 IT COMPUTER SOFTWARE	MICROSOFT DATABASE INSTALLED TO DEVELOPMENT	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON.COM 187L63E3E	WA	98109	\$ 34.99	9/27/2024	65095 OFFICE SUPPLIES	WATER KETTLE REPLACEMENT	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALGREENS #4218	IL	60202	\$ 7.00	9/30/2024	65100 LIBRARY SUPPLIES	FOR GAME NIGHT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 57.49	9/30/2024	65100 LIBRARY SUPPLIES	GAME NIGHT PROGRAM	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	ROCKYS TACOS SUPER TO	IL	60626	\$ 218.82	9/30/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4825	-	PERNELLE	MARCHE
LIBRARY	TARGET 00032839	IL	60201	\$ 20.00	9/30/2024	65100 LIBRARY SUPPLIES	CHALK MARKERS. INNOVATION STATION SUPPLIES.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	NINTENDO CD1278372239	WA	98052	\$ 19.99	10/1/2024	65100 LIBRARY SUPPLIES	NINTENDO MANAGEMENT SYSTEM.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMAZON MKTPL SK0JP8783	WA	98109	\$ 17.99	10/2/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MKTPL ZY9P86223	WA	98109	\$ 24.95	10/2/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 64.80	10/2/2024	62340 IT COMPUTER SOFTWARE	MONTHLY FEE WEB HOST	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP GLOWFORGE STORE	WA	98134	\$ 328.98	10/2/2024	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LAKESHORE LEARNING MAT	CA	90985	\$ 184.96	10/3/2024	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GAN USA TODAYCIRC	IN	46038	\$ 24.10	10/3/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WP ENGINE	TX	73701	\$ 290.00	10/3/2024	62340 IT COMPUTER SOFTWARE	EPL MONTHLY WEBSITE MAINTENANCE	185.48.4835	-	MADISON	ELACSHA
LIBRARY	PAYFLOW.PAYPAL	NE	68128	\$ 30.00	10/3/2024	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION FEE	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	UPS 1ZRE07130398069357	GA	30328	\$ 17.86	10/3/2024	62315 POSTAGE	ILL SHIPPING	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MKTPL 5Z5DC1RJ3	WA	98109	\$ 20.41	10/4/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	FOODLESS #0558	IL	60202	\$ 20.09	10/4/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS	185.48.4825	-	PERNELLE	MARCHE
LIBRARY	TARGET.COM	MN	60714	\$ 21.59	10/4/2024	65001 FEDERAL GRANT EXPENSE	ENGAGEMENT SUPPLIES AGE OPTIONS GRANT	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO SUNTIMES CIRC	IL	60664	\$ 26.00	10/7/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MEWARDS MORTON GROVE I	IL	60053	\$ 82.57	10/7/2024	65001 FEDERAL GRANT EXPENSE	ENGAGEMENT PROGRAM SUPPLIES AGE OPTIONS GRANT	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET PLUS	MN	37086	\$ 10.27	10/7/2024	65001 FEDERAL GRANT EXPENSE	ENGAGEMENT PROGRAM SUPPLIES AGE OPTIONS GRANT	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSLUB.COM	AR	72712	\$ 33.46	10/7/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD AND SNACKS LA PALAZITA	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 23.57	10/7/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 79.79	10/7/2024	65050 BUILDING MAINTENANCE MATERIAL	SURGE PROTECTORS/FIRE EXTINGUISHER	185.48.4840	-	PARKER	ERIC
LIBRARY	AMAZON.COM LD7999073	WA	98109	\$ 20.45	10/7/2024	65095 OFFICE SUPPLIES	REPLACEMENT CELLPHONE CASE FOR SAFETY	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	TX	75063	\$ 35.85	10/9/2024	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US V30CX8H03	WA	98109	\$ 46.20	10/9/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US 1G4YY5X43	WA	98109	\$ 13.79	10/10/2024	65630 LIBRARY BOOKS	ELL BOOKS	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON.COM 9R9N0UJC3	WA	98109	\$ 19.99	10/11/2024	65630 LIBRARY BOOKS	ELL PRINT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US F77E810F3	WA	98109	\$ 22.92	10/11/2024	65630 LIBRARY BOOKS	ELL PRINT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP GLOWFORGE STORE	WA	98134	\$ 129.00	10/11/2024	65100 LIBRARY SUPPLIES	ILL INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 193.08	10/11/2024	65040 JANITORIAL SUPPLIES	BUILDINGS JANITORIAL SUPPLIES	185.48.4840	-	MELLENDEZ	MARTIN
LIBRARY	SAMSLUB.COM	AR	72712	\$ 51.96	10/11/2024	65095 OFFICE SUPPLIES	GENERAL SUPPLIES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	TX	75063	\$ 35.85	10/14/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SELF DIRECTED CRAFT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON.COM 400566S23	WA	98109	\$ 87.04	10/14/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US D5E0H8RZ3	WA	98109	\$ 29.09	10/14/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J WJSJ	NJ	08852	\$ 64.99	10/14/2024	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DOLLARTREE	IL	60202	\$ 7.50	10/14/2024	65100 LIBRARY SUPPLIES	DAY OF THE DEAD	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	JOANN STORES #957	IL	44906	\$ 478.21	10/14/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. REFUND ORIGINATED FROM THIS PURCHASE. ITEM WAS THEM ORDERED ONLINE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMAZON.COM AL6AP10T3	WA	98109	\$ 39.90	10/15/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ 155.75	10/15/2024	65095 OFFICE SUPPLIES	POSTER PRINTER TONER	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CRICUT	UT	84095	\$ 384.72	10/16/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	TECHSOUP	CA	94107	\$ 236.00	10/16/2024	62340 IT COMPUTER SOFTWARE	DEVELOPMENT SOFTWARE	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	FOODLESS #0558	IL	60202	\$ 57.55	10/17/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS	185.48.4825	-	PERNELLE	MARCHE
LIBRARY	CRICUT	UT	84095	\$ 9.99	10/17/2024	65001 FEDERAL GRANT EXPENSE	CRICUT MONTHLY MEMBERSHIP.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 191.94	10/17/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 1 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	10/18/2024	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 70.36	10/18/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 2 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 85.40	10/18/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 3 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 187.44	10/18/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 4 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 31.99	10/18/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 5 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	USPS.COM POSTAL STORE	MO	64181	\$ 732.55	10/18/2024	62315 POSTAGE	BULK ORDER STAMPS FOR DEVELOPMENT FUNDRAISING	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JOANN STORES #957	IL	44906	\$ (398.00)	10/21/2024	65001 FEDERAL GRANT EXPENSE	JOANN REFUND. ITEMS WERE BROKEN. REPLACEMENTS WERE PURCHASED ON JOANN'S WEBSITE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 399.99	10/21/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. CRICUT MACHINES. FUNDING THROUGH THE PNG GRANT. 3 ITEMS 1 RECEIPT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 398.00	10/21/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. CRICUT MACHINES. FUNDING THROUGH THE PNG GRANT. 3 ITEMS 1 RECEIPT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 109.35	10/21/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 6 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 12.15	10/21/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 7 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 434.17	10/21/2024	65001 FEDERAL GRANT EXPENSE	SEW IT CHALLENGE SUPPLIES. TRANSACTION BROKEN UP 8 OF 8 RECEIPTS. NO TAXES CHARGED 1,122.80 SPENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WYNDHAM INDIANAPOLIS W	IN	46241-5013	\$ 975.78	10/21/2024	62295 TRAINING & TRAVEL	ABOS CONFERENCE ACCOMMODATION K TR EJO	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WYNDHAM INDIANAPOLIS W	IN	46241-5013	\$ 487.89	10/21/2024	62295 TRAINING & TRAVEL	TRAVEL LOGGING - ABOS CONFERENCE	185.48.4845	-	ANTOLIN	LAURA
LIBRARY	SO THE FAT SHALLOT -L	IL	60814	\$ 1,418.75	10/21/2024	65025 FOOD	STAFF DEVELOPMENT DAY LUNCH FOOD	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DOLLARTREE	IL	60202	\$ 18.75	10/22/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	SO THE FAT SHALLOT -L	IL	60614	\$ 150.00	10/22/2024	65025 FOOD	STAFF DEVELOPMENT DAY ADDITIONAL FOOD ORDER	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK UB1NH26X3	WA	98109	\$ 44.48	10/22/2024	65095 OFFICE SUPPLIES	OFFICE SUPPLIES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DOLLARTREE	IL	60202	\$ 6.25	10/23/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	CHICAGO MAIN NEWSSTAND	IL	60202	\$ 2.45	10/23/2024	65635 PERIODICALS	NEWSPAPER MISSED DELIVERY	185.48.4806	-	MELLENDEZ	MARTIN
LIBRARY	SAMS CLUB #4444	IL	60202	\$ 365.71	10/24/2024	65025 FOOD	STAFF DEVELOPMENT DAY GROCERIES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WYHOLEFDS EVN 10076	IL	60201	\$ 58.54	10/24/2024	65025 FOOD	STAFF DEVELOPMENT DAY GROCERIES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SQ COLECTIVO COFFEE R	IL	60201	\$ 5.00	10/24/2024	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT DAY GIFT CARDS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SQ COLECTIVO COFFEE R	IL	60201	\$ 5.00	10/24/2024	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT DAY GIFT CARDS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SQ COLECTIVO COFFEE R	IL	60201	\$ 5.00	10/24/2024	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT DAY GIFT CARDS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SQ COLECTIVO COFFEE R	IL	60201	\$ 5.00	10/24/2024	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT DAY GIFT CARDS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SQ COLECTIVO COFFEE R	IL	60201	\$ 5.00	10/24/2024	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT DAY GIFT CARDS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SQ COLECTIVO COFFEE R	IL	60201	\$ 5.00	10/24/2024	6					

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	AEROGARDEN.COM	OH	43040	\$ (31.44)	10/25/2024	65002 STATE GRANT EXPENSE	AEROGARDEN REFUND	185.48.4835	-	MADISON	ELACSHA
LIBRARY	SO BAGEL ART CAFE	IL	60202	\$ 31.13	10/25/2024	65025 FOOD	STAFF DEVELOPMENT DAY BREAKFAST	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	POTBELLY #5	IL	60201	\$ 80.00	10/25/2024	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT DAY GIFTCARDS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
	LIBRARY OCTOBER 2024 TOTAL			\$ 10,245.84							



**Library Director's Report
December 2024**

Updates:

Illinois Library Association Legislative North Suburban and Chicago Meetup was attended by Executive Director Wilburn, Board President Fulce, Vice President Dada, and Trustee Huggins. Legislators from across the region voiced their support for libraries, intellectual freedom, and the 2025 legislative priorities:

- Fully fund state appropriations for the Illinois Secretary of State Grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems.
- Amend the Open Meetings Act to adjust current statutory dollar amounts for posting from \$75,000 and \$150,000 to \$125,000 and \$200,000, respectively, to account for inflation and reduce small public employer administrative burdens.
- Amend the Illinois Century Network Act to establish schools and libraries as primary anchor institutions for connection to the high-speed internet network.
- The Association of Illinois School Library Educators (AISLE) proposal for the creation of the "Licensed School Librarian Task Force" to make legislative recommendations that Illinois elementary and high schools ensure budget appropriations to employ licensed school librarians.

Cook County Language Access Summit was attended by Executive Director Wilburn. The City of Evanston also sent representatives from various departments, including Council member Geracaris. The symposium brought together government and non-profit organizations to support language justice.

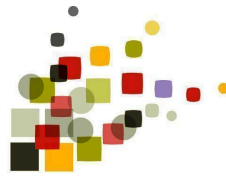
Mayor's Food, Toy, and Book Giveaway Each year, EPL donates books to help our colleagues at Parks & Recreation ensure that each family gift bag includes books. This year, over 200 books were donated by EPL to the effort. Additionally, Engagement Services staff helped sort all community donated books so that they could be distributed appropriately by age group.

Upcoming Programs of Note:

Spotlight on Health & Wellness offerings in the new year:

Adult Mental Health First Aid in Spanish Saturday, January 4 Adult Mental Health First Aid teaches you how to identify, understand, and respond to the signs of a mental health or substance use problem in adults ages 18 and older.

Wits Workout Tuesday January 7 and every first Tuesday of the month Wits Workout combines intellectually-stimulating exercises, social interaction, and education about brain health in a friendly, engaging, and FUN way!



Try Dry January 2025 Free Weekly Support Group January 8 - 29 in collaboration with Mindful Heart Counseling. Don't go it alone. Start the year off right by taking a break from alcohol. A safe space to share experiences, find motivation, and connect with others on the same journey towards a healthier lifestyle.

aha! (Active Healthy Aging) Thursday January 9 and every second Thursday of the month FREE group fitness sessions for Older Adults ages 60+ with Evanston area fitness professionals.

OAsis - Learning, Creating Connecting for Older Adults Saturday January 18. Focus on 3D printed assistive devices (bag carriers and key turners) and the unveiling of virtual reality headsets for virtual travel, learning, and enjoyment!

Patron Feedback of Note:

We received this note of appreciation from our partners at FirstRepair, who recently launched the Repairs Resource Center:

Thank you again for your assistance with the Resource Center library this week! The Resource Center grand opening today [Thursday, 12/4/24] was a joy to host, and we are gratified by the many compliments on the library. Thank you for making this possible!

*With appreciation,
Victoria, on behalf of the FirstRepair team*

Additionally, at the Repairs Town Hall held on Thursday, 12/5/24 at Second Baptist Church, people from across the United States stopped by the EPL table to thank library staff for the support given during the repairs application process and on an ongoing basis.

We received a letter from Mrs. Wallace detailing the values that the library strives to achieve as we move forward in the new year with a new strategic plan. The Executive Director will read excerpts from the letter.

Data Dashboard:

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

Press Mentions:

[Alders Warm to Sharing Space with Library](#)

[Council Bytes: Options for Civic Center](#)

[National reparations symposium kicks off here Wednesday](#)

[Reparations town hall panelists reflect on their work, path forward](#)

[Price and parking top resident concerns for new city hall](#)

[Evanston Public Library celebrates National Crown Act on Dec. 8](#)

Development Update:

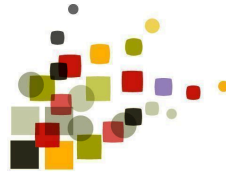
2024 Non-Tax Revenue Activity:

2024 Year-to-Date Comparison		
	Revenue Received 1/1/23 - 12/11/23	Revenue Received 1/1/24 - 12/11/24
Library Donations (56011)	\$302,743	\$300,495
Federal Grants (55201)	\$49,117	\$67,455
IL State Library Per Capita Grant (55245)	\$115,212	\$115,993
Local Library Grants (57551)	\$19,316	\$54,549
Totals	\$486,388	\$537,492
<i>Percent to Budget</i>	<i>68.01%</i>	<i>82.66%</i>

As we enter the final month of 2024, the Development department has achieved 83% of the total annual goal, an increase from 68% at this point last year. This growth puts the library on track to meet the overall fundraising goals for 2024.

Giving Tuesday 2024

This year, the Development Department introduced a new strategy featuring an expanded \$50,000 match challenge by launching the challenge from November 26 to Giving Tuesday (December 3), we intended to secure our Giving Tuesday donors early, prior to competing requests.



The Reimagine Campaign Committee pooled their commitments to create the \$50,000 challenge. In an effort to acquire new donors and grow our monthly giving program, we offered three different ways to qualify for matching funds:

- First-time gifts were eligible for a 2:1 match (up to \$10,000).
- New monthly donors unlocked an additional \$250 per gift (up to \$5,000).
- All other donations were matched 1:1 (up to \$35,000).

Early results show approximately \$67,000 was raised from 387 donors responding to the \$50,000 match challenge. The total does not include the \$50,000 match pool.

As of the date of this report, additional contributions postmarked by December 3 are still being processed. Final details will be shared in January.

The Final Push: Reimagine Campaign

The **Reimagine Campaign** continues through **December 31, 2024**, and Development is focused on closing the year strong with additional donor challenges and incentives. The final push will be critical to achieving the goal.

A big thank you to all of our donors for their unwavering support and commitment to the Evanston Public Library.

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: December 18, 2024

This memo provides an update on significant administrative activities.

Human Resources

Crown	FT Library Assistant	Closed 12/03/2024
Innovation & Digital Learning	PT Library Assistant	Closed Interviews Pending
Maintenance	FT Facilities Manager	Interim Fill Pending
Lifelong Learning & Literacy	FT Librarian I	Closed 11/29/2024

Full-Time Library Clerk (Access Services) begins on Monday, 12/16/2024.
Full-Time Safety Monitor (Maintenance/Safety) begins on Monday, 12/16/2024.
Part-Time Library Assistants (2) (Innovation & Digital Learning) has new hires beginning 12/30/2024 and another 01/02/2025.

Financial Resources

The Financial Report for the Library Fund for the period ending November 30th is provided for your review. For the Operating Fund, revenue collections are at 101% of the projected budget, while expenditures are at 76%. In the Capital Fund, expenditures total 66% of the budget.

Facilities Update

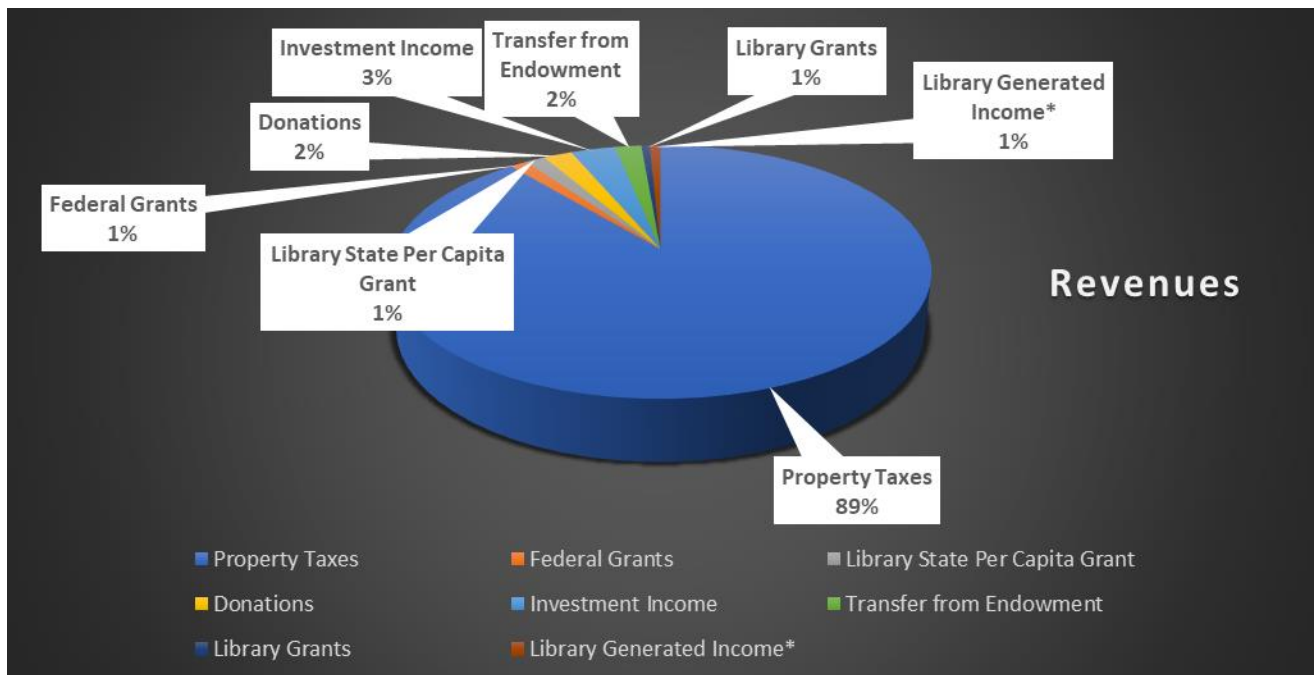
The Facilities Committee met on Wednesday, December 11, 2024, at 4:15 PM. Items discussed for board approval are included in today's packet.

Financial Report November 2024

Revenues

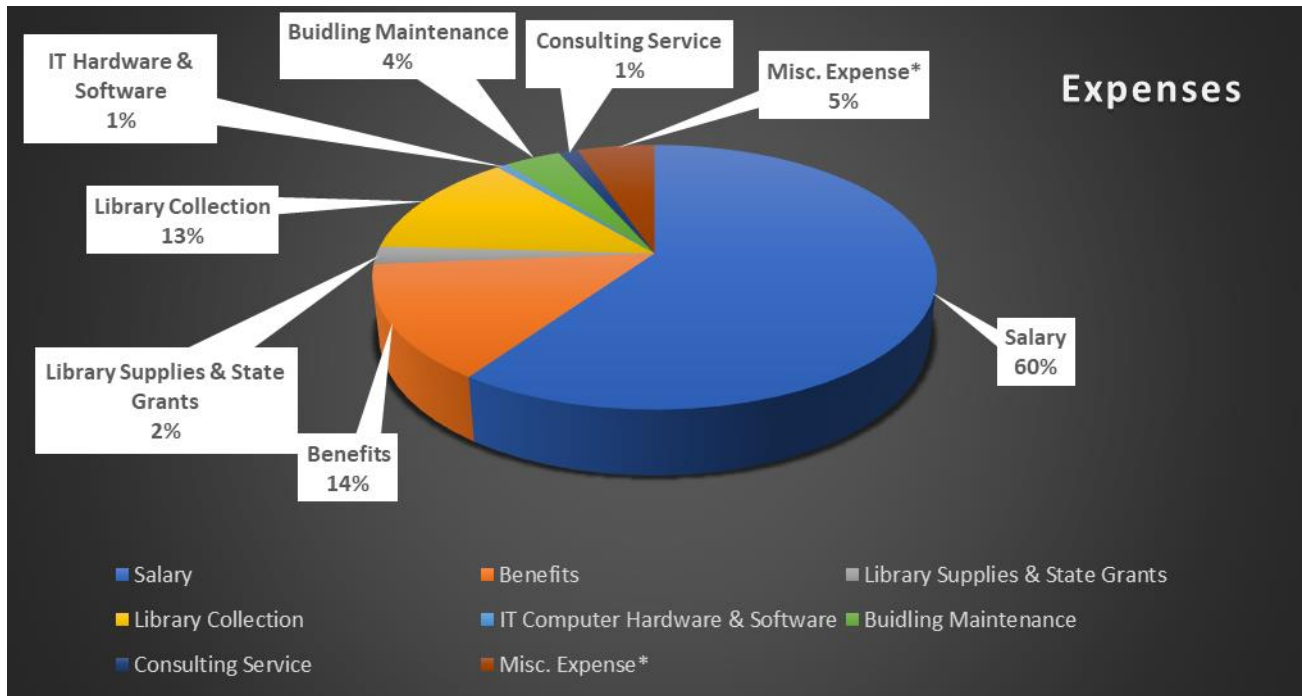
	YTD	2024 Budget	Deviation	Budget Utilized
Property Taxes	\$8,245,299	\$8,213,664	(31,635)	100%
Federal Grants	\$113,955	\$85,000	(28,955)	134%
Library State Per Capita Grant	\$129,193	\$115,213	(13,980)	112%
Donations	\$188,285	\$400,000	211,715	47%
Investment Income	\$293,294	\$25,000	(268,294)	1173%
Transfer from Endowment	\$173,570	\$216,999	43,429	80%
Library Grants	\$54,449	\$50,000	(4,449)	109%
Library Generated Income*	\$70,951	\$64,794	(6,157)	110%
Total	\$9,268,997	\$9,170,670	(98,327)	101%

*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	\$4,509,700	\$5,881,652	1,371,952	77%
Benefits	\$1,061,536	\$1,421,376	359,840	75%
Library Supplies & State Grants	\$165,039	\$220,142	55,103	75%
Library Collection	\$982,753	\$1,154,800	172,047	85%
IT Computer Hardware & Software	\$53,268	\$78,000	24,732	68%
Buidling Maintenance	\$290,824	\$507,077	216,253	57%
Consulting Service	\$99,583	\$153,000	53,417	65%
Misc. Expense*	\$398,287	\$525,100	126,813	76%
Total	\$7,560,990	\$9,941,147	2,380,157	76%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				





Budget Performance Report

Date Range 01/01/24 - 11/30/24

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
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,213,664.00	.00	8,213,664.00	.00	.00	8,245,298.87	(31,634.87)	100
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	63.65	.00	1,634.61	(1,234.61)	409
55201	Federal Grants	85,000.00	.00	85,000.00	.00	.00	113,955.34	(28,955.34)	134
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	115,213.00	.00	.00	129,193.35	(13,980.35)	112
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	188,284.77	211,715.23	47
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	110.00	.00	4,548.17	451.83	91
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(139.00)	139.00	+++
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	293,294.24	(268,294.24)	1173
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	216,999.00	.00	.00	173,570.00	43,429.00	80
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	22,575.01	(575.01)	103
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	(83.00)	.00	5,206.17	(2,206.17)	174
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	.00	.00	9,666.84	333.16	97
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	8,235.00	(4,235.00)	206
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	19,224.50	1,169.50	94
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	54,448.93	(4,448.93)	109
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$90.65	\$0.00	\$9,268,996.80	(\$98,326.80)	101%
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$90.65	\$0.00	\$9,268,996.80	(\$98,326.80)	101%
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	\$90.65	\$0.00	\$9,268,996.80	(\$98,326.80)	101%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	462,899.42	.00	462,899.42	37,031.63	.00	407,691.89	55,207.53	88
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	17,660.45	.00	183,405.45	47,305.49	79
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	60.00	.00	3,750.00	1,250.00	75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	6,319.85	(6,319.85)	+++
61510	HEALTH INSURANCE	78,922.00	.00	78,922.00	9,077.30	.00	73,512.98	5,409.02	93
61513	VISION INSURANCE	.00	.00	.00	6.01	.00	30.67	(30.67)	+++
61615	LIFE INSURANCE	204.89	.00	204.89	15.90	.00	172.36	32.53	84
61710	IMRF	19,429.19	.00	19,429.19	1,526.64	.00	16,615.06	2,814.13	86
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	3,291.32	.00	36,400.64	6,603.46	85
61730	MEDICARE	10,058.31	.00	10,058.31	769.74	.00	8,513.08	1,545.23	85
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	16,622.09	(16,622.09)	+++
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	840.97	.00	12,661.20	15,338.80	45
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	6,928.00	1,372.00	83
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	19,780.76	.00	105,005.37	44,994.63	70
65635	PERIODICALS	.00	.00	.00	.00	.00	29.00	(29.00)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	3,060.15	.00	8,296.12	1,703.88	83
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,047,428.85	\$0.00	\$1,047,428.85	\$93,120.87	\$0.00	\$885,953.76	\$161,475.09	85%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	473,636.00	.00	473,636.00	32,205.36	.00	317,493.89	156,142.11	67
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	17,096.21	.00	274,862.01	42,982.99	86
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	250.00	4,750.00	5
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,664.48	(1,664.48)	+++
61510	HEALTH INSURANCE	78,330.00	.00	78,330.00	5,099.42	.00	50,677.35	27,652.65	65
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	6.32	(6.32)	+++
61615	LIFE INSURANCE	159.00	.00	159.00	9.92	.00	77.29	81.71	49
61710	IMRF	23,033.00	.00	23,033.00	1,434.68	.00	17,252.16	5,780.84	75
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	2,972.86	.00	35,916.81	13,156.19	73
61730	MEDICARE	11,477.00	.00	11,477.00	695.26	.00	8,399.88	3,077.12	73
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	10,500.00	(10,500.00)	+++
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	.00	.00	12,410.09	2,589.91	83
65628	Library Electronic Resources	320,000.00	.00	320,000.00	14,735.97	.00	268,658.39	51,341.61	84



Budget Performance Report

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Include Rollup Account and Rollup to Object Account

65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	34,354.97	.00	320,045.61	14,954.39	96
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	7,867.03	(1,367.03)	121
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,598.00	.00	17,385.11	13,614.89	56
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,671,553.00	\$0.00	\$1,671,553.00	\$110,205.81	\$0.00	\$1,343,466.42	\$328,086.58	80%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	788,008.13	.00	788,008.13	65,036.46	.00	718,650.35	69,357.78	91
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	21,817.88	.00	232,040.91	46,311.11	83
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	688.45	.00	5,636.45	(636.45)	113
61110	OVERTIME PAY	.00	.00	.00	.00	.00	253.98	(253.98)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	6,093.89	(6,093.89)	+++
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	2,943.13	(2,943.13)	+++
61510	HEALTH INSURANCE	177,406.00	.00	177,406.00	16,060.92	.00	159,823.70	17,582.30	90
61513	VISION INSURANCE	76.00	.00	76.00	9.48	.00	79.00	(3.00)	104
61615	LIFE INSURANCE	319.51	.00	319.51	29.15	.00	316.22	3.29	99
61710	IMRF	27,865.06	.00	27,865.06	2,382.77	.00	25,493.92	2,371.14	91
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	5,194.67	.00	57,580.44	8,533.86	87
61730	MEDICARE	15,463.03	.00	15,463.03	1,214.89	.00	13,466.39	1,996.64	87
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	15.26	.00	136,725.60	47,174.40	74
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	404.24	5,227.00	12,406.28	(2,633.28)	118
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	2,910.60	.00	(2,910.60)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,560,504.05	\$0.00	\$1,560,504.05	\$112,854.17	\$8,137.60	\$1,371,510.26	\$180,856.19	88%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	654,189.43	.00	654,189.43	50,726.77	.00	545,650.06	108,539.37	83
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	9,050.76	.00	134,576.24	114,549.38	54
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,787.50	2,212.50	56
61110	OVERTIME PAY	.00	.00	.00	.00	.00	271.59	(271.59)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,096.68	(1,096.68)	+++
61510	HEALTH INSURANCE	150,948.44	.00	150,948.44	9,964.14	.00	101,193.84	49,754.60	67
61513	VISION INSURANCE	111.00	.00	111.00	9.49	.00	104.39	6.61	94
61615	LIFE INSURANCE	159.02	.00	159.02	20.53	.00	189.54	(30.52)	119
61710	IMRF	25,740.00	.00	25,740.00	1,739.55	.00	19,846.63	5,893.37	77
61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	3,544.37	.00	40,778.16	15,227.54	73
61730	MEDICARE	13,098.64	.00	13,098.64	828.92	.00	9,536.79	3,561.85	73
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	760.34	(760.34)	+++
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65001	FEDERAL GRANT EXPENSE	43,500.00	.00	43,500.00	.00	.00	26,966.80	16,533.20	62
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	305.55	(305.55)	+++
65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	700.75	245.79	27,370.29	10,383.92	73
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	4,113.71	.00	37,911.56	(2,911.56)	108
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	116.98	.00	1,098.81	401.19	73
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	167.82	(167.82)	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$1,278,477.85	\$0.00	\$1,278,477.85	\$80,815.97	\$245.79	\$950,612.59	\$327,619.47	74%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	461,668.40	.00	461,668.40	37,259.46	.00	282,676.15	178,992.25	61
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	13,433.62	.00	209,820.56	47,141.83	82
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	2,623.00	.00	18,662.00	(13,662.00)	373
61415	TERMINATION PAYOUTS	.00	.00	.00	476.33	.00	9,082.75	(9,082.75)	+++
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	7,054.83	.00	45,038.08	35,239.92	56
61513	VISION INSURANCE	114.00	.00	114.00	15.62	.00	47.22	66.78	41
61615	LIFE INSURANCE	59.38	.00	59.38	9.65	.00	103.29	(43.91)	174
61710	IMRF	20,913.04	.00	20,913.04	1,489.01	.00	14,332.19	6,580.85	69
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	3,216.68	.00	31,628.01	12,927.32	71
61730	MEDICARE	10,420.49	.00	10,420.49	752.24	.00	7,396.88	3,023.61	71
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	1,437.72	3,201.00	59,888.03	(8,089.03)	115
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	13,614.80	17,027.20	44
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	.00	.00	11,679.92	19,820.08	37
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	20,335.72	(7,335.72)	156
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	(5,125.00)	31,219.89	17,905.11	59



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65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	8,133.56	.00	18,291.00	1,709.00	91
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	2,158.91	.00	2,158.91	341.09	86
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,076,613.03	\$0.00	\$1,076,613.03	\$78,060.63	(\$1,924.00)	\$775,975.40	\$302,561.63	72%
Business Unit 4840 - LIBRARY MAINTENANCE		<i>Totals</i>							
61010	REGULAR PAY	632,362.19	.00	632,362.19	28,153.97	.00	392,592.25	239,769.94	62
61050	PERMANENT PART-TIME	.00	.00	.00	516.81	.00	3,125.04	(3,125.04)	+++
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	844.15	9,155.85	8
61110	OVERTIME PAY	10,000.00	.00	10,000.00	.00	.00	1,565.54	8,434.46	16
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,234.92	(2,234.92)	+++
61510	HEALTH INSURANCE	119,281.00	.00	119,281.00	7,844.20	.00	92,998.58	26,282.42	78
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	130.74	(18.74)	117
61615	LIFE INSURANCE	113.92	.00	113.92	.20	.00	26.43	87.49	23
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	690.00	(150.00)	128
61710	IMRF	18,402.44	.00	18,402.44	834.32	.00	11,650.73	6,751.71	63
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	1,675.76	.00	23,584.95	15,655.08	60
61730	MEDICARE	9,178.00	.00	9,178.00	391.93	.00	5,515.85	3,662.15	60
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	13,743.06	65,123.97	234,626.30	5,309.73	98
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	1,324.00	953.00	58
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,983.00	457.00	92
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,477.00	408.00	92
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	7,514.08	92,485.92	8
64015	NATURAL GAS	32,400.00	.00	32,400.00	517.93	.00	12,356.90	20,043.10	38
65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	853.30	.00	18,015.43	1,249.57	94
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	.00	.00	7,527.67	29,222.33	20
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	2,363.35	(2,363.35)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,346,306.58	\$0.00	\$1,346,306.58	\$55,400.78	\$65,123.97	\$828,146.91	\$453,035.70	66%
Business Unit 4845 - LIBRARY ADMINISTRATION		<i>Totals</i>							
61010	REGULAR PAY	936,375.28	.00	936,375.28	56,875.89	.00	666,369.89	270,005.39	71
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	7,921.04	.00	66,974.16	27,542.74	71
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,950.88	(7,950.88)	+++
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	7,644.96	.00	71,976.67	46,377.33	61
61513	VISION INSURANCE	38.00	.00	38.00	6.33	.00	63.26	(25.26)	166
61615	LIFE INSURANCE	221.84	.00	221.84	39.91	.00	429.03	(207.19)	193
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	3,300.00	(3,300.00)	+++
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	117.00	.00	1,623.00	(615.00)	161
61710	IMRF	29,999.59	.00	29,999.59	1,502.88	.00	20,208.47	9,791.12	67
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	3,935.26	.00	44,284.47	18,402.88	71
61730	MEDICARE	14,962.80	.00	14,962.80	920.35	.00	10,356.88	4,605.92	69
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	14,419.44	.00	99,582.99	53,417.01	65
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	237.00	1,763.00	12
62210	PRINTING	48,000.00	.00	48,000.00	160.00	9,065.00	12,603.40	26,331.60	45
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	95.00	(95.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	10,156.78	4,843.22	68
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	1,023.17	.00	19,112.58	10,887.42	64
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	458.70	2,541.30	15
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	.00	.00	13,752.15	10,247.85	57
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	811.00	.00	2,407.99	(407.99)	120
62506	WORK- STUDY	3,600.00	.00	3,600.00	.00	.00	785.75	2,814.25	22
62703	BANK FEES	.00	.00	.00	.00	.00	177.04	(177.04)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	2,918.08	2,081.92	58
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	8,152.66	1,847.34	82
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	2,801.59	(301.59)	112
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	167.75	.00	17,554.58	36,445.42	33
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	165.98	(165.98)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	320,826.00	29,174.00	92
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,263.76	\$0.00	\$1,960,263.76	\$125,010.98	\$9,065.00	\$1,405,324.98	\$545,873.78	72%
Department 48 - LIBRARY Totals		\$9,941,147.12	\$0.00	\$9,941,147.12	\$655,469.21	\$80,648.36	\$7,560,990.32	\$2,299,508.44	77%
EXPENSE TOTALS		\$9,941,147.12	\$0.00	\$9,941,147.12	\$655,469.21	\$80,648.36	\$7,560,990.32	\$2,299,508.44	77%



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Fund 185 - LIBRARY FUND Totals									
	REVENUE TOTALS	9,170,670.00	.00	9,170,670.00	90.65	.00	9,268,996.80	(98,326.80)	101%
	EXPENSE TOTALS	9,941,147.12	.00	9,941,147.12	655,469.21	80,648.36	7,560,990.32	2,299,508.44	77%
Fund 185 - LIBRARY FUND Totals									
		(\$770,477.12)	\$0.00	(\$770,477.12)	(\$655,378.56)	(\$80,648.36)	\$1,708,006.48	(\$2,397,835.24)	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
	Department 48 - LIBRARY Totals	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
	REVENUE TOTALS	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	353,392.00	353,392.00	.00	353,392.00	.00	100
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	110,642.00	.00	221,284.00	1.00	100
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$574,677.00	\$0.00	\$574,677.00	\$464,034.00	\$0.00	\$574,676.00	\$1.00	100%
	Department 48 - LIBRARY Totals	\$574,677.00	\$0.00	\$574,677.00	\$464,034.00	\$0.00	\$574,676.00	\$1.00	100%
	EXPENSE TOTALS	\$574,677.00	\$0.00	\$574,677.00	\$464,034.00	\$0.00	\$574,676.00	\$1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100%
	EXPENSE TOTALS	574,677.00	.00	574,677.00	464,034.00	.00	574,676.00	1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
		\$0.00	\$0.00	\$0.00	(\$464,034.00)	\$0.00	\$0.00	\$0.00	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
	Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
	REVENUE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	550,000.00	.00	550,000.00	9,450.00	193,230.97	167,250.03	189,519.00	66
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	\$550,000.00	\$0.00	\$550,000.00	\$9,450.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
	Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$9,450.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
	EXPENSE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$9,450.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
	REVENUE TOTALS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0%
	EXPENSE TOTALS	550,000.00	.00	550,000.00	9,450.00	193,230.97	167,250.03	189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
		\$0.00	\$0.00	\$0.00	(\$9,450.00)	(\$193,230.97)	(\$167,250.03)	\$360,481.00	
Grand Totals									
	REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	90.65	.00	9,843,672.80	451,674.20	96%
	EXPENSE TOTALS	11,065,824.12	.00	11,065,824.12	1,128,953.21	273,879.33	8,302,916.35	2,489,028.44	78%
Grand Totals									
		(\$770,477.12)	\$0.00	(\$770,477.12)	(\$1,128,862.56)	(\$273,879.33)	\$1,540,756.45	(\$2,037,354.24)	



**Evanston Public Library Consolidated Endowment Fund
Statement of Activity
October 01, 2024 through October 31, 2024**

Beginning Balance		4,480,300.35
Revenue		
Investment results	-50,718.92	
Total Revenues		-50,718.92
Distributions/Grants and Expenses		
Foundation support charge	-2,425.96	
Total Distributions		-2,425.96
Ending Balance		4,427,155.47

Endowment for the Evanston Public Library
 Holdings as of Novemebr 2024

	Symbol	Shares/Quantity	Price	Value as of November 30, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$307,027.96	\$307,027.96	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%
				\$307,027.96		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

MEMORANDUM

Agenda Item 8.A

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

From: Heather Norborg, Assistant Director

Subject: State Per Capita Grant Requirements Checklist

Date: December 18, 2024

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

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

The attached spreadsheet reflects the updated progress report, with feedback from the November 2024 Library Board meeting taken into consideration.

Agenda Item 8.A

YES	Note		In Progress towards Standards	Notes	
					Governance and Administration Checklist
x					-Library has an elected or appointed board of trustees.
x					-Library has a qualified library administrator.
x					-Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
x					-Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
x					-Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
x					-Library has a mission statement and a long-range/strategic plan.
x					-Library maintains an understanding of the community by surveys, hearings, and other means.
x					-Library board reviews library policies on a regular basis.
x					-Library board members participate in local, state, regional, and national decision making that will benefit libraries.
			x	Board Management Committee is working on updating the existing orientation process	-Library develops an orientation program for new board members.
x					-Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
x					-Library keeps adequate records of library operations and follows proper procedures for disposal of records.
x					-Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
x					-Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
x					-Library maintains insurance covering property and liability, including volunteer liability.
			x	In progress, as part of the Strategic Plan.	-Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.
					Personnel Checklist
x					-Library has a board-approved personnel policy.
x					-Library has staffing levels that are sufficient to carry out the library's mission.
x					-Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
x					-Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
			x	2025 salaries and fringe benefits account for 76% of total operations budget	-Library salaries and fringe benefits account for up to 70 percent of total operations budget
x					-Library gives each new employee a thorough orientation.

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

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

x				-Other unique features, such a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
NA				-Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
x				-Snow removal should be performed on an as-needed basis (either self-performed or contracted).
x				-Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
x				-Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.
				Building Periodic Repair Checklist
x				-Tuck pointing of masonry: On an as-needed basis.
x				-Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
x				-Interior painting and wall coverings: On an as-needed basis.
x				-Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
x				-Wood and trim components: On an as-needed basis.
x				-Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
x				-Windows: Replace broken seals broken glass, caulking and glazing as needed.
x				-Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
x				-Landscaping: Inspect trees and sod replacement every one to two years.
x				-Graffiti removal: Perform on an as-needed basis.
x				-Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
x				-Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.
				Collection Management Checklist
x	FY2025: 9%			-The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
x				-Library budgets should put priority on purchasing materials that best serve their community.
x				-The library has a written collection development policy approved by the board
x				-Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
x				-Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
x				-The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
x				-The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
x				-The library publicizes and promotes interlibrary loan to its patrons.
x				-Library staff is trained in and follows policies and procedures related to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.
				System Member Responsibilities and Resource Sharing Checklist

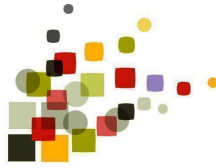
x					-Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
x					-Library resources, information, and expertise are available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

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

x					-The shelving used for housing children's materials is appropriately sized to allow for easier access.
x					-The library provides early literacy programming, including regular story time, for children and families.
x					-The library provides programming which facilitates play and fun for children and families.
x					-The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
x					-The library provides a summer reading opportunity to encourage reading and learning during the summer.
x					-The library provides a welcoming environment for young adults both individually and in groups.
x					-The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
x					-The library provides materials both physical and digital for young adults that are intended for them.
x					-The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.
					Technology Checklist
x					-Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
					The library has:
x					• a telephone, with a listing in the phone book;
x					• a telephone voice mail and/or answering machine;
x					• a fax and/or scanner;
x					• a photocopier;
x					• effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
x					• library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
x					• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
x					• up-to-date computers for staff and public access with sufficient capacity to meet needs;
x					• up-to-date printers for staff and public access with sufficient capacity to meet needs;
x					• up-to-date antivirus and Internet security software protection installed on every library computer;
x					• up-to-date Internet browsers, web applications, and plug-ins;
x					• a valid email address, accessible via the library's website, for the library administrator; and
x					• a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act
x					-The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
x					-The wait time for patron workstations does not exceed 15 to 30 minutes.
x					-The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
					The library provides 24/7 remote access to library services and resources through:
x					• a web-accessible library catalog;
x					• an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
x					• appropriate regional, state, national, and international bibliographic databases;
x					• other authenticated electronic resources that are available for direct patron use; and

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

x					-The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).
					Marketing, Promotion, and Collaboration Checklist
x					-The library has a communications plan that supports the library's long-range/strategic plan.
x					-The library staff and trustees participate in two or more cooperative activities with other community organizations.
					-The library's services and programs are promoted in the community. Check the applicable publicity methods.
x					<input type="checkbox"/> brochures
x					<input type="checkbox"/> website
x					<input type="checkbox"/> newsletter
x					<input type="checkbox"/> posters
					<input type="checkbox"/> banners
x					<input type="checkbox"/> displays
					<input type="checkbox"/> podcasting
x					<input type="checkbox"/> presentations
x					<input type="checkbox"/> speeches
				Evanston has a ban on billboards in the city	<input type="checkbox"/> billboards
					<input type="checkbox"/> other
x					-The library maintains at least one social media account.
			x	2024: local officials have visited	-The library invites local, state, and federal officials to visit the library.
x					-The library's website is updated at least monthly.
x					-The board, administration, and staff conduct an annual library walk-through.
x					- The board, administration, and appropriate staff visit other libraries.
x					-The budget includes funds for public relations and marketing activities.
x					-The library's promotional methods and services are ADA compliant.
x					-A designated staff member coordinates the library's marketing efforts.



MEMORANDUM

Agenda Item 9.B

To: Evanston Public Library Board of Trustees

From: Yolande Wilburn, Executive Director
Sameer Notta, Finance Manager

Subject: Janitorial RFP Selection (Approval)

Date: December 18, 2024

Recommendation Action

Staff recommends the approval of the awarding of the Contract for Janitorial Services at the Main Library and Robert Crown Branch Library to Total Building Service(TBS) in an amount not to exceed \$448,268.76 for three years beginning February 1, 2025, with the option to extend for two additional one-year terms.

Background

TBS has been serving as the Library's janitorial contractor for the past five years. They achieved an average score of 59.29, the highest among the nineteen proposals we received. The contract covers the daily cleaning of both the Main Library and Robert Crown branch as well as periodic deep cleaning. The new contract has a not to exceed the amount of \$448,268.76 for a three-year term.

Funding Source:

Funding will come from the 2025 maintenance operating budget. Account 187.48.4840.62225.

Company	Total Average Scores
Total Building Services	59.29
Apache Service Supply	58.61
Second City	55.53
Tidy Up Experts	55.03
Eco Clean	53.18
United Maintenance Company	52.55
Northshore Cleaning	49.42
Slate	48.64
Emeric Facility	48.33
Allied Universal	44.97
Tidy Queen	44.22
Executive Building Maintenance	43.99
Complete Cleaning Company	43.24
Ace Home Care	41.73
Smith Maintenance	38.94
Citywide Jani	37.65
Sunflower Construction Cleaning	36.00
Eluzai	Non-Responsive
P.C.S.I	Non-Responsive

**Library Janitorial
RFP Ratings**

Score Out Of:	30	30	20	10	10	
Firm	Qualification and Expertise Average Score	Price Average Score	Organisation and Completeness of Proposal Average Score	Willingness to Execute Average Score	M/W/D/EBE Participation Average Score	Total AverageScore
Ace Home Care	22.50	16.10	19.00	10.00	0.00	41.73
Allied Universal	20.00	21.46	17.00	8.00	10.00	44.97
Apache Service Supply	30.00	27.92	20.00	10.00	10.00	58.61
Citywide Jani	10.00	21.48	15.00	10.00	10.00	37.65
Complete Cleaning Company	18.00	24.86	12.00	10.00	10.00	43.24
Executive Building Maintenance	15.00	24.98	16.00	10.00	10.00	43.99
Eco Clean	29.00	29.27	11.50	10.00	10.00	53.18
Eluzai	Non-Responsive					
Emeric Facility	20.00	30.00	12.50	10.00	10.00	48.33
NorthShore Cleaning	29.00	25.13	17.50	0.00	5.00	49.42
P.C.S.I	Non-Responsive					
Second City	30.00	26.29	17.50	10.00	9.00	55.53
Slate	30.00	16.46	19.00	10.00	5.00	48.64
Smith Maintenance	15.00	25.91	7.50	10.00	10.00	38.94
Sunflower Construction Cleaning	15.00	15.00	15.00	10.00	8.00	36.00
Tidy Queen	19.00	27.83	10.00	10.00	9.00	44.22
Tidy Up Experts	30.00	22.55	20.00	10.00	10.00	55.03
Total Building Services	30.00	28.93	20.00	10.00	10.00	59.29
United Maintenance Company	30.00	22.82	16.00	10.00	10.00	52.55

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Johnson Controls Purchase Order (Approval)
Date: December 18, 2024

Recommendation Action

Approve the increase to the purchase order for Johnson Controls.

Background

Johnson Controls manages the testing and maintenance of the Main Library Emergency Fire Systems. A recent audit by FM Insurance revealed several deficiencies that need to be resolved to achieve reduced insurance rates and be in compliance.

The initial total purchase order for Johnson Controls was \$22,185.11. However, to comply with additional work, which includes the dry sprinkler system test, fire pump test, and removal of run timers, the purchase order must be increased to \$25,811.78.

Funding Source:

Funding will come from the 2024 maintenance operating budget. Account 187.48.4840.62225.

Evanston Public Library- - CPQ-771964

Planned Service Agreement



Johnson Controls Fire Protection LP
14200 E Exposition Ave
Aurora CO80012-2540
USA

Proposal Presented On:
12-02-2024



SERVICE SOLUTION

Customer #: 488273
City Of Evanston
Date: 2-Dec-24
Proposal #: CPQ-771964
Term: 1-Sep-24 to 31-Aug-25
External Contract #:
Subscription ERP #:

Billing Customer:
 Evanston Public Library
 1703 Orrington Ave

 EVANSTON, IL 60201-3886

Service Location:
 Evanston Public Library
 1703 Orrington Ave,
 Evanston, IL 60201-3827

Johnson Controls Fire Protection LP
Sales Representative:
 Jeff Wood
 14200 E Exposition Ave
 Aurora CO 80012-2540
 jeff.1.wood@jci.com

INVESTMENT SUMMARY

(Service Solution Valid for 30 Days)

SERVICE/PRODUCT DESCRIPTION	QUANTITY	FREQUENCY	INVESTMENT
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SYSTEM-SP-DRY SPRINKLER

DRY SPRINKLER SYSTEM

Est. First Inspection: January

Dry System Test & Inspect(Includes Tamper, Pressure Switch, Low Air, Gate Valve, Valve Trim, Main Drain Valve, Fire Dept. Plastic Caps, Full Trip Test)	1	Annual	
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SPRINKLER ESSENTIAL SERVICE OFFER Total: \$1,569.05

SYSTEM-SP-FIRE PUMP

FIRE PUMP SYSTEM

Est. First Inspection: January

Fire Pump - Electric With Flow Meter	1	Annual	
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SPRINKLER ESSENTIAL SERVICE OFFER Total: \$1,373.81

SYSTEM-SP-DRY SPRINKLER

DRY SPRINKLER SYSTEM

Est. First Inspection: January

5 -YEAR sprinkler inspections [Obstruction and Internal] PER SYSTEM	1	Every 5 Years	
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SERVICE SOLUTION

SPRINKLER ESSENTIAL SERVICE OFFER Total: \$314.29

SYSTEM-SP-STANDPIPE

STANDPIPE SYSTEM

Est. First Inspection: January

Standpipe flow tests

1

Every 5 Years

SPRINKLER ESSENTIAL SERVICE OFFER Total: \$157.14

SYSTEM-SP-BACKFLOW

BACKFLOW SYSTEM

Est. First Inspection: January

Backflow Preventer-Domestic

1

Annual

SPRINKLER ESSENTIAL SERVICE OFFER Total: \$212.38

Subtotal Contract Value (less tax): \$3,626.67

Total Estimated Tax: \$0.00

Total Contract Value with Estimated Tax : \$3,626.67

Johnson Controls has not included an estimate for all state and local sales tax for this quote based on the understanding that a valid exemption and/or resale certificate is received by Johnson Controls from Purchaser. Otherwise, actual sales tax due will be calculated and billed



SERVICE SOLUTION

SUMMARY OF SERVICES

The summary of services is intended to cover the following locations:

Location	Address	City	State	Zip	Sprinkler
Evanston Public Library	1703 Orrington Ave,	Evanston	IL	60201-3827	\$3,626.67
Offering Total					\$3,626.67

SPRINKLER ESSENTIAL SERVICE OFFER

SYSTEM-SP-DRY SPRINKLER

SYSTEM-SP-FIRE PUMP

SYSTEM-SP-STANDPIPE

SYSTEM-SP-BACKFLOW

TEST AND INSPECTION:

Inspections and diagnostic tests for the accessible fire sprinkler devices listed and currently connected to fire sprinkler system. Tests will be scheduled in advance.

DOCUMENTATION:

Accessible components and devices logged for: Test results Any discrepancies found noted Inspection documentation provided to Customer. NOTE: Certain additional services may be required by the Authority Having Jurisdiction. AHJ or internal organizational requirements may be more restrictive than state/provincial requirements. Building owners and managers should make themselves aware of applicable codes and references in order to ensure that contracted Services fulfill requirements.

Backflow Preventer-Domestic

SYSTEM-SP-BACKFLOW

In addition to the forward flow test required, For employees that are certified in backflow preventers, a back flow test meeting the requirements of the local water purveyor is to be performed annually

5 -YEAR sprinkler inspections [Obstruction and Internal] PER SYSTEM

SYSTEM-SP-DRY SPRINKLER

5 -YEAR sprinkler inspections [Obstruction and Internal] PER SYSTEM

Fire Pump - Electric With Flow Meter

SYSTEM-SP-FIRE PUMP

Annual fire pump test includes: an inspection of the pump equipment (pump, driver, controller, piping, valves, etc.); installing calibrated test gauges (suction & discharge); flowing water thru the flow meter (header requires the use of a flow device); w ater is flowed at three critical points: churn (no flow), rated (100%), and peak (150%), the following readings are taken at each point, discharge pressure, suction pressure, RPM's, volts and amps*; the net pressure is calculated (discharge - suction = ne t)

SERVICE SOLUTION

*Volts and amp readings are required (electric pumps only) and to be performed by a qualified person or a subcontractor.

Standpipe flow tests

SYSTEM-SP-STANDPIPE

Standpipe flow tests

Customer Portal (Basic)

SYSTEM-SP-DRY SPRINKLER

SYSTEM-SP-FIRE PUMP

SYSTEM-SP-STANDPIPE

SYSTEM-SP-BACKFLOW

Basic Customer Portal functionality will be provided.



SERVICE SOLUTION

This Service Solution (the "Agreement") sets forth the Terms and Conditions for the provision of equipment and services to be provided by Johnson Controls Fire Protection LP ("Company") to **City Of Evanston** and is effective **1-Sep-24** (the "Effective Date") to **31-Aug-25** (the "Initial Term"). Customer agrees that initial inspections may be performed within 45 days from the Effective Date.

PAYMENT FREQUENCY: Annual In Advance

Signature : _____
Date : _____

PAYMENT TERMS: Net 30

For applicable taxes, please see Section 3 of the Terms & Conditions

PAYMENT AMOUNT: \$3,626.67 - **Proposal #:** CPQ-771964

PAYMENT SUMMARY:

Year	PSA Charges
1	\$3,626.67

CUSTOMER ACCEPTANCE: In accepting this Agreement, Customer agrees to the Terms and Conditions on the following pages and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes in the system requested by Customer after the execution of Agreement shall be paid for by Customer and such changes shall be authorized in writing.

ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.


SERVICE SOLUTION

Unless otherwise agreed to by the parties, pricing is based upon the following billing and payment terms: Invoices will be delivered via Email (), payment is Net 30, and invoices are to be paid via Electronic Funds Transfer. Johnson Controls Electronic Funds Transfer transfer details will be forth coming upon contractual agreement.

This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing: NO: This signed contract satisfies requirement
 YES: Please reference this PO Number: _____

<p>City Of Evanston</p> <p>Signature: <u></u></p> <p>Print Name: <u>Yolande Wilburn</u></p> <p>Title: <u>Executive Director</u></p> <p>Phone #: <u>847-448-8655</u></p> <p>Fax #: _____</p> <p>Email: <u>ywilburn@cityofevanston.org</u></p> <p>Date: <u>12/02/24</u></p>	<p>Johnson Controls Fire Protection LP</p> <p>Authorized Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Phone #: _____</p> <p>Fax #: _____</p> <p>License #: _____ (if applicable)</p> <p>Date: _____</p>
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SERVICE SOLUTION

SCOPE OF SERVICE AND BASE TERMS AND CONDITIONS: In accepting this Agreement, Customer agrees to the Terms and Conditions found at <https://johnsoncontrols.com/buildings/legal/fire-service-psa-terms-august-8-2023> (the "Service Terms"). Where services include, use, implement, and deploy software and hosted software products, such software related to these services are governed by Company's standard terms for software found at <https://www.johnsoncontrols.com/techterms> (the "Software Terms"). Both the Service Terms and Software Terms, as in effect from time to time, are fully incorporated into this agreement by reference (collectively, the "Terms and Conditions"). Attention is directed to the Customer's commitments and obligations to Company, limitation of liability, warranty, indemnity and other terms and conditions contained therein. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of Agreement shall be authorized in writing by the parties. This Planned Service Agreement, Terms and Conditions, and any schedules attached hereto are incorporated by reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of the Parties.

Any additional work or services outside the scope of the Agreement and performed by Company at the direction of Customer shall be subject to the Company's standard customer terms and conditions found at <https://www.johnsoncontrols.com/customerterms>, which are also incorporated herein by reference.

This proposal is valid for thirty (30) days from the proposal date. In accepting this proposal, Customer agrees to the Terms and Conditions Covering the Agreement herein and understand they shall prevail over any variation in terms and conditions on any Purchase Order or other documents Customer may issue.