



BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, January 15, 2025 at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/89597905312>



BOARD OF TRUSTEES MEETING

Wednesday, January 15, 2025 at 6:30 PM
Main Library, Community Meeting Room, and Remote
Zoom Link: <https://us06web.zoom.us/j/89597905312>

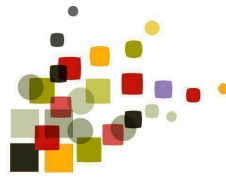
Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

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 December 18, 2024
 - B. Approval of Regular Board Meeting Minutes December 18, 2024
 - C. Approval of Bills and Payroll
- 5. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 6. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)
 - B. Development 2024 Fundraising Presentation by Wynn Shawver
- 7. BOARD REPORTS**
 - A. President's Report
 - B. Finance Committee
 - C. Management Committee
 - D. Facilities Committee
 - E. DEIB Committee
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - A. Approval for Yearly Renewal of Siemens Building Automation Service (ACTION)
- 10. EXECUTIVE SESSION**
 - A. Closed Session - Personnel (Executive Director Evaluation and Contract).
- 11. ADJOURNMENT**

Next Meeting: February 19, 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, December 18, 2024 at 5:00 PM

Main Library, Library Board Room, and remote

Members Present

Arikpo Dada, Tracy Fulce, and Michelle Mills.

Members Absent

Kathryn Hazelett

Staff Present

Heather Norborg and 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 Tracy Fulce

Citizen Comment

none

New Business

A. Envision Evanston 2045 (Discussion)

Executive Session

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

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

Adjournment

The motion to adjourn was made by Trustee Mills and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 5:58 p.m.

Submitted by

Arikpo Dada

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

MEETING MINUTES

Wednesday, December 18, 2024 at 6:30 PM

Main Library, Community Meeting Room, and remote

Members Present

Samia Amamoo, Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto, 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 6:30 p.m.

Land Acknowledgement

Read by Trustee Soto

Citizen Comment

Lorena Neal, Irene O’Neal

Written Comments and the AFSCME signature petition are attached

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

Motion: Trustee Mills moved, seconded by Trustee Huggins, to approve the consent agenda with corrections.

Correction: Michelle Mills read the Land Acknowledge under Management Committee Meeting Minutes on November 20, 2024.

Correction: November 20, 2024, Regular Board Meeting Minutes page 6 under unfinished business, “Only President shall be bonded, not the Vice President.”

Correction: The date of the Finance Committee Meeting Minutes should be December 10, 2024, not November 10, 2024.

Roll call vote taken Trustee Amamoo, Trustee Arikpo, Trustee Dada, Trustee Fulce, 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)
- B. New Website Presentation by Ellen Riggsbee.

Board Reports

- A. President's Report
- B. Finance Committee
- C. Management Committee
- D. Facilities Committee
- E. DEIB Committee

Unfinished Business

- A. State Per Capita Grant Checklist (Action).
Motion: Moved by Trustee Wallen, seconded by Trustee Dada, to approve the State Per capita grant checklist as amended.

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

New Business

- A. Envision Evanston 2045 (Discussion)
- B. Approval of the Janitorial RFP Selection (Action)
Motion: Moved by Trustee Huggins, seconded by Trustee Shea, to approve the Janitorial RFP Selection.

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

- C. Approval of additional funds for Johnson Controls Fire System Maintenance at the Main Library (Action).
Motion: Moved by Trustee Mills, seconded by Trustee Huggins, to approve the additional funds for Johnson Controls Fire System Maintenance at the Main Library.

Roll call vote taken Trustee Amamoo, Trustee Arikpo, Trustee Dada, Trustee Fulce, 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 at 7:13 pm.



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

Motion: Moved by Trustee Huggins, seconded by Trustee Shea, to move the closed meeting minutes review until the January meeting and to adjourn the executive meeting. *Mills left at 8:25 PM and was not present for the vote.*

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

Adjournment

MOTION: Moved by Trustee Soto and seconded by Trustee Huggins to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:32 p.m.

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

Submitted by

Esther Wallen, Secretary
Evanston Public Library Board of Trustees

Written Comments Submitted for 12/18/2024 Library Board Meeting

MaryKate Schneider:

I was an employee of Evanston Public Library for 3.5 years, and was forced to resign this fall because of the shift changes insisted on by library management. It was a months-long battle with admin to get them to comply with our contract and ensure that the majority of staff members were able to retain schedules that worked for them.

As a part-time staff member, I was not afforded the same protections as full-time employees around shift changes. Thus, management was able to find ways to insist on a schedule change that I had made clear I was unable to accommodate given my outside work and responsibilities. I emphasized this time and time again over the course of months, but was repeatedly told I had no other option but to “figure it out.” I was the only member of my department who was not given any viable scheduling options, and as such had no choice but to resign. I left an amazing team of colleagues and a job I loved, one I would not have otherwise left, solely because of these changes and the refusal to adapt to employee needs.

Tracy Olasimbo:

I’m here today to share details and perspectives regarding the Union Contract, different forms of retaliation, and the impact it has had on our ability to work with the community. I would first like to state that as I stand here speaking to you all, my anxiety levels are extremely high as I am concerned that there could be retaliation and/or drastic changes that can impact myself as well as my colleagues. However, I do believe that it is important that what is happening is brought to light, especially since these efforts to evade following the contract, specifically honoring overtime and shift differential, are ongoing

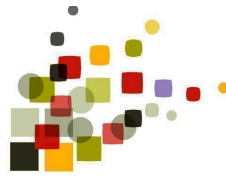
As conversations progressed over the past several months about the union contract and library policies, it was made very clear to us that leadership was not abiding by the agreed upon contract. We have always been told that overtime and shift differential is not a library policy, although the contract specifically states that these apply to library employees.



As staff began to ask questions, the retaliation began in the form of frequent schedule changes and policy changes, not to mention disparaging the union. Staff were given sudden shift change notifications, which led to conversations with union reps and leaders. Then there would be a labor management meeting, where the issues raised would seemingly be resolved. From there, library leadership made additional retaliatory policy changes around programs and schedules. For example, after a labor management meeting, staff, specifically those required to conduct community engagement and outreach, were told that if they attend a community program outside of our regular shift schedule, then they will have to work a full 7.5 hours shift instead of just a couple of hours for that specific community event. And to avoid overtime, we had to take a day off during that same week because adjusting for a few hours and receiving shift differential was no longer allowed. A colleague and I were invited to support a Ridgeville program on a Sunday morning for two hours, plus 30 minutes for setup and 30 minutes for cleanup. We were informed about this “new” policy that Tuesday and we decided to take off Thursday. We submitted our timesheets with the shift differential that Wednesday. Late Friday afternoon, our manager at the time emailed us to remove the shift differential for the Sunday event, as it was not approved to pay us. I contacted our Union president and informed her of what was going on. In the end, we had to get the City of Evanston Legal and Human Resources departments involved to ensure library leadership abided by the contract and paid the required overtime and shift differential. Even worse, my colleague didn’t find out until almost a month later that they were owed shift differential for that day.

Then guess what happened afterwards... We received more shift change notifications. Then there would be another labor management meeting that seems to resolve the issue, and within a week's time, staff would be hit with more policy changes or more shift change notifications. Then there would be another labor management meeting and this cycle would continue. It is all of this just to avoid paying the 5% shift differential for a few hours.

As a single mother, these continuous shift changes can be extremely difficult. With the new round of schedule shifts and program policy changes, I have to now close every Wednesday evening because I host a successful program the fourth Wednesday of each month. Now I have to find help to get my son to and from his



extracurricular activities, get dinner for him, etc. on four extra nights per month, instead of the library paying the \$5.28 I would earn for the shift differential for my once per month program. I have to come out of pocket far more than \$5.28 to hire help to support the needs of my son. Can you imagine many other staff members have to overcome similar inequities? Not to mention, It is clear that the changes were retaliatory, and not to support operational needs, as these changes leave many holes in our daily operations schedules. For example, we have one clerk scheduled to open every Saturday at Crown due to the schedule changes.

Now to the new program policies... We are now only allowed to host our own programs during our scheduled shift and during library hours. So, programs like Black Family Game Night, Latino Family Game Night, Sip & Paints, Celebrate the National Crown Act with EPL, Spa Day, community talks and other family programs that typically happened during the evening and weekend hours, can now only happen during my new schedule. I wonder what a Game Night would be like between the hours of 9:30pm - 5:30pm or on Wednesday night, which is also a school night? I wonder how many hair stylists and barbers, who donate their time, will be able to show up during their peak business hours? Programs that the community raves about and have brought community members closer to the library will no longer be able to happen or no longer have the same impact they once had. Celebrate the National Crown Act w/ EPL cost the library \$8.44 for me to host it on Sunday. The American Library Association has reached out to me about that specific program to discuss its uniqueness, and wanting me to provide a written tutorial on how to conduct a similar program, but under EPL's new policy, that program could not take place in our community anymore, all over \$8.44. What will happen to the End of Summer Bash that takes place on Saturday and garners more than hundred and fifty participants and brings so many community groups together? What about our Friday nights with DIME Dance that historically bring over 100 people? The library risks wasting years of hard work building community and increasing engagement, all to avoid paying a few extra dollars to the staff that makes this happen, as required under the contract.



Support the Evanston Library AFSCME Staff

AFSCME members have strong ties to the City of Evanston and care deeply about the community we serve through our work at the library. We support both our members and the patrons to have a safe library environment. We support the ability to continue providing the quality programming and events the Evanston community deserves. And we support our member's rights through the collective bargaining agreement and ask that Library Management respect these rights as well.

Timestamp	Please sign the petition to show your support!
12/10/2024 10:11:35	Eileen Oneil
12/10/2024 10:51:49	Yes
12/10/2024 10:51:50	K. Donohue
12/10/2024 10:52:42	Alec Schueneman
12/10/2024 10:56:25	Mariana Bojorquez
12/10/2024 10:57:32	Naomi Garcia
12/10/2024 11:00:51	Dave Brischetto
12/10/2024 11:03:08	Bradley kolff
12/10/2024 11:15:25	Nela Saric
12/10/2024 11:29:50	Chris Bain
12/10/2024 11:32:51	Karina Andrus



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Timestamp	Please sign the petition to show your support!
12/10/2024 12:36:18	Jocelyn Velazquez
12/10/2024 12:58:08	Khalid Lastic
12/10/2024 13:06:21	MG
12/10/2024 13:06:58	Mitzi Gibbs
12/10/2024 13:07:59	danimalwar@gmail.com
12/10/2024 13:09:26	Martin Melendez Jr
12/10/2024 13:09:31	I, Gerald Franklin, support the Evanston Library workers.
12/10/2024 13:11:21	Angeline M Tomcik
12/10/2024 13:12:20	Dan Kwiecinski
12/10/2024 13:15:25	Chorine Alston
12/10/2024 13:19:21	Jermaine Erving



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Timestamp	Please sign the petition to show your support!
12/10/2024 13:24:15	Renee Schodosky
12/10/2024 13:26:38	Joseph Cesario
12/10/2024 13:29:21	Kevin Villegas
12/10/2024 13:29:23	Jorge Rosales
12/10/2024 13:29:41	Lorena Neal
12/10/2024 13:30:07	Daniel C Kriho
12/10/2024 13:36:41	Tracy Olasimbo
12/10/2024 13:47:37	Mark Burnley
12/10/2024 13:55:11	Jon Hahn
12/10/2024 14:00:01	Daniel Kwiecinski
12/10/2024 14:31:35	Jo Machado



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Timestamp	Please sign the petition to show your support!
12/10/2024 14:56:24	Jaime Avila
12/10/2024 14:56:48	Lisa M. Dallas
12/10/2024 15:17:28	David Evans
12/10/2024 15:49:48	Edgar mancera
12/10/2024 15:59:06	Don Davis
12/10/2024 15:59:11	Todd R. Galvin
12/10/2024 15:59:27	James Kraatz
12/10/2024 16:02:05	Adam Theis
12/10/2024 16:11:50	Willie Dixon
12/10/2024 16:16:04	Dejuan Hammell
12/10/2024 16:19:03	Higinio Valenzuela



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Timestamp	Please sign the petition to show your support!
12/10/2024 16:22:46	Yes, support
12/10/2024 16:24:05	Yes
12/10/2024 17:01:40	Brian Wormington
12/10/2024 17:07:17	Andrew Watkins
12/10/2024 17:08:13	Uri Pachter
12/10/2024 17:27:09	Ray Wade
12/10/2024 17:55:02	Tera Davis
12/10/2024 18:02:30	R Sindelar
12/10/2024 22:43:43	Michael Griffith
12/11/2024 1:01:32	Chappell Arnold
12/11/2024 5:11:22	Jake Brown



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Timestamp	Please sign the petition to show your support!
12/11/2024 6:22:28	Yes
12/11/2024 6:32:40	Jonathan Mancera
12/11/2024 6:52:41	Brian Bonner
12/11/2024 8:20:51	Mark Turenne, Jr.
12/11/2024 9:03:25	Aaron L Perrin
12/11/2024 9:23:35	Ivery brown
12/11/2024 9:46:19	Tony Galati
12/11/2024 10:24:26	Nani Boyce
12/11/2024 12:11:14	Michele Ho
12/11/2024 12:49:08	Antoinette C Prichett
12/11/2024 14:05:42	Mike Deleskiewicz



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Timestamp	Please sign the petition to show your support!
12/11/2024 14:12:49	John Diaz
12/11/2024 14:34:24	D. Cooley
12/11/2024 14:55:10	Nichalos Hayes
12/11/2024 17:38:03	Ingrid Eckersberg
12/12/2024 4:57:11	Donavon Pommells
12/12/2024 8:51:43	Robert pompey
12/12/2024 14:27:12	Antonio Guzman
12/13/2024 9:08:12	Wenneth Ogunremi
12/13/2024 9:08:29	Tony Galati
12/13/2024 10:12:27	Eric Parker
12/13/2024 15:44:10	Kenneth Powell



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Timestamp	Please sign the petition to show your support!
12/13/2024 18:26:25	Louis cifuentes
12/14/2024 13:08:20	Heather Lindahl
12/14/2024 13:23:01	Katy Jacob
12/14/2024 17:53:10	Linda Smith Balla
12/15/2024 11:57:03	Patricia Denson
12/15/2024 13:43:45	Mario Wilson Sr
12/16/2024 9:29:37	Tera Davis
12/16/2024 9:36:17	Brennan McCarthy
12/16/2024 9:52:26	Kelly Young
12/16/2024 9:59:43	Yes
12/16/2024 11:04:27	Please respect all the rights and well being of all the employes. Cam Bergendorff



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Timestamp	Please sign the petition to show your support!
12/16/2024 11:09:09	Lamar Nicholson
12/16/2024 14:52:29	Martha Meyer
12/16/2024 15:08:39	Renee Schodosky
12/16/2024 16:32:36	Eric Parker
12/16/2024 19:58:42	Hiranmayi Bhatt
12/16/2024 20:17:11	Marlene A. Meyer
12/16/2024 23:18:58	Yes
12/17/2024 10:21:27	Maribel Rivera
12/17/2024 11:39:43	Sergio Gonzalez
12/17/2024 13:19:55	Clio Reid
12/17/2024 13:59:06	Robert Szczerba



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Timestamp	Please sign the petition to show your support!
12/17/2024 15:25:06	Rachel stams
12/17/2024 22:07:23	David Schousboe
12/18/2024 4:23:31	Norh Robinson III
12/18/2024 6:05:35	Jonathan Mancera
12/18/2024 7:55:42	Brian E. Wilson
12/18/2024 8:48:10	Caroline Nakic
12/18/2024 9:26:57	Irene Williams
12/18/2024 9:27:06	Heather Ross
12/18/2024 10:10:05	Bridget Petrites
12/18/2024 14:11:32	William Turner
12/18/2024 14:26:46	Yes



MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator
Subject: Library Fund Bills
Date: January 7, 2025

Recommended Action

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

Payroll

December 2, 2024, through December 15, 2024,	\$ 207,852.04
December 16, 2024, through December 29, 2024,	\$ 206,377.00

Library Fund Bills List

December 7, 2024,	\$ 117,823.21
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Purchasing Card

November 30, 2025,	\$ 10,802.22
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Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 12/07/24 - 12/07/24

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	12/23/2024	12/07/2024	01/14/2025	32.93	
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	12/06/2024	12/07/2024	01/14/2025	34.39	
15944 - JESSICA IVERSON	MID-AUTUMN FESTIVAL PROGRAMMING SUPPLIES	12/23/2024	12/07/2024	01/14/2025	68.87	
15944 - JESSICA IVERSON	TRUNK-OR-TREAT PROGRAMMING SUPPLIES	12/23/2024	12/07/2024	01/14/2025	13.89	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice 4 Transactions	\$150.08
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/20/2024	12/07/2024	01/14/2025	33.27	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/19/2024	12/07/2024	01/14/2025	411.82	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/18/2024	12/07/2024	01/14/2025	1,427.21	
100474 - BAKER & TAYLOR	Juv & Crown Print	11/27/2024	12/07/2024	01/14/2025	1,360.12	
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/02/2024	12/07/2024	01/14/2025	1,660.92	
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/03/2024	12/07/2024	01/14/2025	459.96	
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/03/2024	12/07/2024	01/14/2025	1,341.39	
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/04/2024	12/07/2024	01/14/2025	895.80	
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/05/2024	12/07/2024	01/14/2025	554.35	
100474 - BAKER & TAYLOR	YA & JUV PRINTS	12/10/2024	12/07/2024	01/14/2025	18.88	
14379 - GREY HOUSE PUBLISHING, INC.	JUV REFERENCE	12/13/2024	12/07/2024	01/14/2025	968.00	
14379 - GREY HOUSE PUBLISHING, INC.	JUV REFERENCE	12/13/2023	12/07/2024	01/14/2025	842.50	
105634 - WORLD BOOK, INC.	JUV PRINT	11/26/2024	12/07/2024	01/14/2025	1,259.00	
Account 65630 - LIBRARY BOOKS Totals					Invoice 13 Transactions	\$11,233.22
Account 65641 - AUDIO VISUAL COLLECTIONS						
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	12/04/2024	12/07/2024	01/14/2025	47.73	
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	12/03/2024	12/07/2024	01/14/2025	51.98	
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/26/2024	12/07/2024	01/14/2025	56.99	
19521 - PLAYAWAY PRODUCTS LLC	YA AND JUV AV	12/03/2024	12/07/2024	01/14/2025	.99	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice 4 Transactions	\$157.69
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice 21 Transactions	\$11,540.99
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 65100 - LIBRARY SUPPLIES						
19059 - BRIDGET PETRITES	REIMBURSEMENT FOOD FOR NSAP MEETING	12/13/2024	12/07/2024	01/14/2025	57.00	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice 1 Transactions	\$57.00
Account 65628 - Library Electronic Resources						
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ONLINE RESOURCES	12/18/2024	12/07/2024	01/14/2025	2,669.00	
Account 65628 - Library Electronic Resources Totals					Invoice 1 Transactions	\$2,669.00

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/18/2024	12/07/2024	01/14/2025	964.60
100474 - BAKER & TAYLOR	ADULT PRINT	12/16/2024	12/07/2024	01/14/2025	408.26
100474 - BAKER & TAYLOR	ADULT PRINT	12/26/2024	12/07/2024	01/14/2025	365.94
100474 - BAKER & TAYLOR	ADULT PRINT	12/26/2024	12/07/2024	01/14/2025	50.24
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/04/2024	12/07/2024	01/14/2025	773.17
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/04/2024	12/07/2024	01/14/2025	363.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/09/2024	12/07/2024	01/14/2025	791.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/09/2024	12/07/2024	01/14/2025	488.40
100474 - BAKER & TAYLOR	ADULT PRINT	12/03/2024	12/07/2024	01/14/2025	201.52
100474 - BAKER & TAYLOR	ADULT PRINT	12/09/2024	12/07/2024	01/14/2025	340.07
100474 - BAKER & TAYLOR	ADULT PRINT	12/16/2024	12/07/2024	01/14/2025	167.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/16/2024	12/07/2024	01/14/2025	26.90
100474 - BAKER & TAYLOR	BOOKS, REFERENCE: DICTIONARIES	12/09/2024	12/07/2024	01/14/2025	132.72
100474 - BAKER & TAYLOR	ADULT PRINT	12/13/2024	12/07/2024	01/14/2025	65.76
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/18/2024	12/07/2024	01/14/2025	102.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/05/2024	12/07/2024	01/14/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/05/2024	12/07/2024	01/14/2025	53.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	12/19/2024	12/07/2024	01/14/2025	55.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/01/2024	12/07/2024	01/14/2025	27.50
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/01/2024	12/07/2024	01/14/2025	506.42
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/29/2024	12/07/2024	01/14/2025	221.86
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/29/2024	12/07/2024	01/14/2025	1,872.01
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/29/2024	12/07/2024	01/14/2025	183.80
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/30/2024	12/07/2024	01/14/2025	346.80
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/30/2024	12/07/2024	01/14/2025	603.65
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/30/2024	12/07/2024	01/14/2025	61.20
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/20/2024	12/07/2024	01/14/2025	164.96
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/06/2024	12/07/2024	01/14/2025	1,047.97
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/06/2024	12/07/2024	01/14/2025	2,163.96
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/06/2024	12/07/2024	01/14/2025	312.03
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/10/2024	12/07/2024	01/14/2025	224.99
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/13/2024	12/07/2024	01/14/2025	288.75
276974 - OVER DRIVE, INC.	MAIN EBOOK	12/13/2024	12/07/2024	01/14/2025	625.45
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/13/2024	12/07/2024	01/14/2025	2,160.81
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/20/2024	12/07/2024	01/14/2025	1,088.33
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/27/2024	12/07/2024	01/14/2025	395.57
276974 - OVER DRIVE, INC.	MAIN EBOOKS	12/27/2024	12/07/2024	01/14/2025	593.43
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	12/18/2024	12/07/2024	01/14/2025	187.98
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	12/09/2024	12/07/2024	01/14/2025	93.89
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	12/09/2024	12/07/2024	01/14/2025	47.79
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/26/2024	12/07/2024	01/14/2025	1,449.70
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/26/2024	12/07/2024	01/14/2025	84.92

19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	12/09/2024	12/07/2024	01/14/2025	686.07
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	12/09/2024	12/07/2024	01/14/2025	92.42
Account 65630 - LIBRARY BOOKS Totals				Invoice 44 Transactions	\$20,962.02
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	12/03/2024	12/07/2024	01/14/2025	76.58
103424 - MIDWEST TAPE LLC	ADULT AV	12/03/2024	12/07/2024	01/14/2025	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	12/03/2024	12/07/2024	01/14/2025	18.43
103424 - MIDWEST TAPE LLC	ADULT AV	12/03/2024	12/07/2024	01/14/2025	86.79
103424 - MIDWEST TAPE LLC	ADULT AV	12/07/2024	12/07/2024	01/14/2025	31.18
103424 - MIDWEST TAPE LLC	ADULT AV	12/07/2024	12/07/2024	01/14/2025	11.68
103424 - MIDWEST TAPE LLC	ADULT AV	12/07/2024	12/07/2024	01/14/2025	93.54
103424 - MIDWEST TAPE LLC	ADULT AV	12/07/2024	12/07/2024	01/14/2025	93.70
103424 - MIDWEST TAPE LLC	ADULT AV	12/12/2024	12/07/2024	01/14/2025	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	12/12/2024	12/07/2024	01/14/2025	144.65
103424 - MIDWEST TAPE LLC	ADULT AV	12/12/2024	12/07/2024	01/14/2025	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	12/12/2024	12/07/2024	01/14/2025	147.41
103424 - MIDWEST TAPE LLC	ADULT AV	12/12/2024	12/07/2024	01/14/2025	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	12/19/2024	12/07/2024	01/14/2025	76.18
103424 - MIDWEST TAPE LLC	ADULT AV	12/19/2024	12/07/2024	01/14/2025	38.36
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice 15 Transactions	\$933.15
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice 61 Transactions	\$24,621.17
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
20462 - BIBLIOCOMMONS CORP.	ACCESS SOFTWARE	11/29/2024	12/07/2024	01/14/2025	2,934.00
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice 1 Transactions	\$2,934.00
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	12/16/2024	12/07/2024	01/14/2025	268.31
101141 - INSIGHT PUBLIC SECTOR, INC.	OFFICE SUPPLIES	12/20/2024	12/07/2024	01/14/2025	40.00
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION SERVICES	12/01/2024	12/07/2024	01/14/2025	98.50
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 3 Transactions	\$406.81
Business Unit 4820 - ACCESS SERVICES Totals				Invoice 4 Transactions	\$3,340.81
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
19168 - CHERYL BEVERLY	ARTIST TALK PROGRAM - PROFESSIONAL SERVICES	10/02/2024	12/07/2024	01/14/2025	150.00
12176 - DBA REBUILDING EXCHANGE EVANSTON REBUILDING WAREHOUSE DBA REBUILDING EXCHA	SCRAPTACULAR EVENT AGE OPTIONS	12/04/2024	12/07/2024	01/14/2025	200.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice 2 Transactions	\$350.00
Account 65100 - LIBRARY SUPPLIES					
20940 - ALAN J. EPSTEIN	PROGRAM PHOTOGRAPHER & VIDEOGRAPHY	12/16/2024	12/07/2024	01/14/2025	100.00
101406 - DEMCO, INC.	OFFICE SUPPLIES	12/10/2024	12/07/2024	01/14/2025	88.45
16858 - JEANETTE MCCRAY	PROFESSIONAL SERVICES - BARBER SERVICES FOR TEEN SELF-CARE DAY	12/05/2024	12/07/2024	01/14/2025	150.00
19699 - KATRINA MORAVEC	REBEL STEAMERS REIMBURSEMENT	12/12/2024	12/07/2024	01/14/2025	49.14
19699 - KATRINA MORAVEC	TEEN SCENE PROGRAMMING REIMBURSEMENT	12/12/2024	12/07/2024	01/14/2025	21.95
19132 - Yeefah Thurman	PROGRAM PLANNING AND FACILITATION 12/8/2024	12/16/2024	12/07/2024	01/14/2025	150.00

270049 - Tracy Olasimbo	TEA & TALK REIMBURSEMENT FOR CROWN	12/13/2024	12/07/2024	01/14/2025	67.24
270049 - Tracy Olasimbo	CELEBRATE THE NATIONAL CROWN ACT WITH EPL	12/13/2024	12/07/2024	01/14/2025	21.99
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 8 Transactions	<u>\$648.77</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/19/2024	12/07/2024	01/14/2025	853.37
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/19/2024	12/07/2024	01/14/2025	11.24
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/18/2024	12/07/2024	01/14/2025	37.79
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	12/18/2024	12/07/2024	01/14/2025	160.55
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	12/17/2024	12/07/2024	01/14/2025	847.77
100474 - BAKER & TAYLOR	Juv & Crown Print	11/27/2024	12/07/2024	01/14/2025	119.68
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/02/2024	12/07/2024	01/14/2025	91.89
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/03/2024	12/07/2024	01/14/2025	46.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/04/2024	12/07/2024	01/14/2025	65.88
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/03/2024	12/07/2024	01/14/2025	263.56
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/04/2024	12/07/2024	01/14/2025	103.97
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/04/2024	12/07/2024	01/14/2025	139.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/09/2024	12/07/2024	01/14/2025	77.81
100474 - BAKER & TAYLOR	JUV & CROWN PRINT	12/05/2024	12/07/2024	01/14/2025	8.92
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/09/2024	12/07/2024	01/14/2025	16.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	12/16/2024	12/07/2024	01/14/2025	25.43
Account 65630 - LIBRARY BOOKS Totals				Invoice 16 Transactions	<u>\$2,870.51</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice 26 Transactions	<u>\$3,869.28</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
13657 - GLANTZ, INC	WEBSITE MAINTENANCE FEE	12/03/2024	12/07/2024	01/14/2025	708.90
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	AGREEMENT SCANS TRANSLATION AND PICTURE	12/13/2024	12/07/2024	01/14/2025	2,010.00
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice 2 Transactions	<u>\$2,718.90</u>
Account 65002 - STATE GRANT EXPENSE					
20941 - KIRBY G. CALLAN	PROFESSIONAL SERVICES NSBE MENTOR STIPEND/PNG GRANT	12/17/2024	12/07/2024	01/14/2025	1,575.00
Account 65002 - STATE GRANT EXPENSE Totals				Invoice 1 Transactions	<u>\$1,575.00</u>
Account 65100 - LIBRARY SUPPLIES					
17174 - ELACSHA MADISON	SCP , FILM IT AND SUPPLIES FOR INNOVATION STATION	12/17/2024	12/07/2024	01/14/2025	845.40
102137 - GRAINGER, INC., W.W.	IDL GENERAL SUPPLIES	12/12/2024	12/07/2024	01/14/2025	284.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 2 Transactions	<u>\$1,129.40</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND YA PRINT	12/20/2024	12/07/2024	01/14/2025	70.75
100474 - BAKER & TAYLOR	YA & JUV PRINTS	12/10/2024	12/07/2024	01/14/2025	33.91
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN YA	12/18/2024	12/07/2024	01/14/2025	37.49
Account 65630 - LIBRARY BOOKS Totals				Invoice 3 Transactions	<u>\$142.15</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	YA AND JUV AV	12/03/2024	12/07/2024	01/14/2025	63.74
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice 1 Transactions	<u>\$63.74</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice 9 Transactions	<u>\$5,629.19</u>
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/17/2024	12/07/2024	01/14/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/10/2024	12/07/2024	01/14/2025	347.07

151986 - CINTAS CORPORATION #769	MAT SERVICE	12/23/2024	12/07/2024	01/14/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/30/2024	12/07/2024	01/14/2025	435.79
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	12/23/2024	12/07/2024	01/14/2025	99.05
315451 - METRO DOOR AND DOCK, INC.	GARAGE DOOR REPAIRS	12/12/2024	12/07/2024	01/14/2025	435.76
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	12/03/2024	12/07/2024	01/14/2025	150.80
145106 - TOTAL BUILDING SERVICES	JANITORIAL ANNUAL SERVICE CONTRACT 2024	12/03/2024	12/07/2024	01/14/2025	10,520.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice 8 Transactions	<u>\$12,860.05</u>
Account 65050 - BLDG MAINTENANCE MATERIAL					
103617 - NATIONAL AWARDS & FINE GIFTS	SIGNAGES OFFICE	12/18/2024	12/07/2024	01/14/2025	422.00
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice 1 Transactions	<u>\$422.00</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice 9 Transactions	<u>\$13,282.05</u>
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	LEGAL SERVICES	12/10/2024	12/07/2024	01/14/2025	1,901.25
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES	12/12/2024	12/07/2024	01/14/2025	3,045.90
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES	12/12/2024	12/07/2024	01/14/2025	11,451.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	12/27/2024	12/07/2024	01/14/2025	95.00
Account 62185 - CONSULTING SERVICES Totals				Invoice 4 Transactions	<u>\$16,493.15</u>
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	BOOKLET FOR 101 GREAT BOOKS	12/06/2024	12/07/2024	01/14/2025	860.00
Account 62210 - PRINTING Totals				Invoice 1 Transactions	<u>\$860.00</u>
Account 62295 - TRAINING & TRAVEL					
17296 - HEATHER ROSS	NORTH SUBURBAN ADULT PROGRAMMING MEETING	12/11/2024	12/07/2024	01/14/2025	34.12
Account 62295 - TRAINING & TRAVEL Totals				Invoice 1 Transactions	<u>\$34.12</u>
Account 62315 - POSTAGE					
19579 - FEDEX FREIGHT	SHIPPING	12/18/2024	12/07/2024	01/14/2025	5.12
Account 62315 - POSTAGE Totals				Invoice 1 Transactions	<u>\$5.12</u>
Account 65095 - OFFICE SUPPLIES					
10172 - LEA FARAH HERNANDEZ-SOLIS	POINSENTTIA AROUND THE SERVICE DESK	12/09/2024	12/07/2024	01/14/2025	115.62
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/27/2024	12/07/2024	01/14/2025	231.71
Account 65095 - OFFICE SUPPLIES Totals				Invoice 2 Transactions	<u>\$347.33</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice 9 Transactions	<u>\$17,739.72</u>
Department 48 - LIBRARY Totals				Invoice 139 Transactions	<u>\$80,023.21</u>
Fund 185 - LIBRARY FUND Totals				Invoice 139 Transactions	<u>\$80,023.21</u>
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 W/CONSTRUCTION BUDGET ESTIMATE	08/31/2024	12/07/2024	01/14/2025	37,800.00
Account 65515 - OTHER IMPROVEMENTS Totals				Invoice 1 Transactions	<u>\$37,800.00</u>
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals				Invoice 1 Transactions	<u>\$37,800.00</u>
Department 48 - LIBRARY Totals				Invoice 1 Transactions	<u>\$37,800.00</u>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals				Invoice 1 Transactions	<u>\$37,800.00</u>

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	AMZN MKTP US 5387N2MD3	WA	98109	\$ 29.94	11/22/2024	65630 LIBRARY BOOKS	ELL PRINT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 0G3YD3323	WA	98109	\$ 14.99	11/25/2024	65095 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES FOR THE FALCON ROOM	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	60194	\$ 9.99	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60560	\$ 9.99	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60173	\$ 19.98	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60148	\$ 29.97	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	AMAZON MARK ZO4D85213	WA	98109	\$ 146.64	11/25/2024	65100 LIBRARY SUPPLIES	IDL GENERAL OFFICE SUPPLIES INNOVATION STATION AND TECH DESK	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 36.52	11/25/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEMERS	185.48.4825	-	Hernandez-Solis	Lea
	LIBRARY NOVEMBER 2024 TOTAL			\$ 10,802.22							

Library Director's Report January 2025

Updates:

EPL partnered with Mental Health First Aid (MHFA), taught by Josefina Alvarez, an experienced educator and mental health advocate with interests in community education, public policy, and DEI, and a local community member, Cynthia Lara, who is also a volunteer of COFI (Community Organizing and Family Issues). The training, Mental Health First Aid for Adults for Spanish-Speaking Communities, taught people how to recognize the signs of a mental health or substance use problem in adults 18 and older, how to offer and provide initial help, and how to guide a person to appropriate care if needed. Topics covered included anxiety, depression, psychosis, and addictions. 23 community members participated in the all-day class which was held on 1/4/25, in Spanish, at Crown and was free of charge. Each person received a certificate of completion at the end of class.

As a result of feedback from the group, a session of Mental Health First Aid for Adolescents for Spanish-Speaking Communities will be offered on 5/3/25 at Crown.

Upcoming Programs of Note:

Paper Art: Year of the Snake Cards with Shawn Sheehy

Saturday, January 18, 2025 4:00 PM

For 8 to 10 year olds. Meet a paper and book artist and learn how to create a pop-up card!

MLK Day of Celebration and Service

Monday, January 20, 2025 10:00 AM – 5:00 PM

For younger kids and families: Drop-in to celebrate the life of Dr. Martin Luther King, Jr. with us in the Children's Room, Main Library. Make courage bracelets and get well cards for children at Lurie Children's Hospital and Ronald McDonald House; Make peace trees and write your hopes for the new year; watch movies and listen to Rev. Reeves' moving interpretation of Dr. King's "I Have A Dream" speech

For older kids, teens and adults: Join us in the Community Meeting Room, Main Library from 10am-1pm or 2pm-5pm to help create reusable sanitary pads for the Girls 4 Girls Ghana organization. More than 20% of girls in Ghana miss school due to lack of supplies for menstrual cycles. All materials will be provided, including scissors and sewing equipment. There are a lot of jobs for everyone, but sewers are also strongly encouraged to attend! Feel free to bring your own sewing machine.

National Day of Racial Healing Circle

Tuesday, January 21 5:30pm–7:30pm

This circle will help participants navigate emotions tied to the challenges and transitions we face in the coming year—whether those feelings are of hope, fear, or uncertainty—and offer tools for moving forward. It's a space to explore how this moment intersects with personal values, community challenges, and hopes for the future.

Let's Learn and Sing in Japanese! / にほんごでうたお!



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Wednesday, January 22 10:15am–11:00am

For kids ages 0 to 5. Sing and move to seasonal songs and nursery rhymes and hear stories and learn about Japanese culture.

Love and Laughs with Michelle Buteau

Thursday, January 23 7:00pm–8:00pm Online event

Spend an evening with the very talented and funny Michelle Buteau, an American stand-up comedian, actress, television host, producer, and podcast host.

Patron Feedback of Note:

The Director received a letter in December signing the praises of our staff. The patron expressed their gratitude for the help provided by the Innovation and Digital Literacy Team, which then led them to other team members providing excellent service and resulted in their making a donation to the Library.

Thank you to all our staff for creating an atmosphere where people feel welcome and supported.

Data Dashboard:

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

Press Mentions:

[City community centers serve as warming centers during winter months](#)

[Proposed Clark Street high-rise sparks debate](#)

[EPL Cookbook & Puzzle swap gathers community of problem solvers](#)

Legislative Update:

Director Wilburn attended the Rails Advocacy Committee meeting in January. The committee was impressed that so many of the Evanston Public Library Trustees attended the Legislative Breakfast in December.

Rockton Public Library Director Megan Gove spoke on the issues Rockton Public Library has faced over the last 14 months as a result of a teen-developed program that involved having a Drag Queen present a PowerPoint presentation and discussion on their journey.

Rails noted that the Regional Rapid Response Team is available to libraries facing intellectual freedom issues regarding collections or programs through the Illinois Library Association website: <https://www.ila.org/advocacy/advocacy-policies-and-procedures>.

The committee asked that RAILS consider making it a legislative priority to mandate that all library board members commit to upholding intellectual freedom values outlined in the ALA Library Bill of Rights as a requirement for taking the position. The committee also advocated for more Board



Agenda Item 5

training to ensure trustees understand their role in ensuring intellectual freedom at the libraries they serve.

ALA will hold a legislative advocacy fly-in to Washington, DC, in April this year. It is an opportunity for ILA and other organizations to meet with Federal legislators to advocate for the 2025 priorities.

2025 ILA Legislative Priorities

- **Funding Libraries:** Fully fund FY2026 library grant programs and increase per capita and per-student grant rates to address rising costs.
- **Compensation Reporting Requirements:** Adjust reporting thresholds under the Open Meetings Act to \$125,000 and \$200,000 to account for inflation and ease small employer burdens.
- **Libraries Connected Broadband:** Amend the Illinois Century Network Act to prioritize schools and libraries as key institutions for high-speed internet access.
- **Licensed School Librarians Task Force:** Create a task force to ensure schools budget for and employ Licensed School Librarians with state and local resources.



MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: January 15, 2025

This memo provides an update on significant administrative activities.

Human Resources

Early Learning & Literacy	FT ELL Manager	Vacant 01/01/2025
Robert Crown Library Branch	FT Library Assistant	Interviewing
Innovation & Digital Learning	PT Library Assistant	Interviewing
Maintenance	FT Facilities Manager	Reposting Soon
Lifelong Learning & Literacy	FT Librarian I	Interviewing
Lifelong Learning & Literacy	PT Library Assistant	Closes 01/13/2025

PT Shelver joined Access Services on 01/04/2025.

2 PT Library Assistants join Innovation & Digital Learning; one began 01/02/2025 and the other begins 01/13/2025.

Financial Resources

The Financial Report for the Library Fund for December 31, 2024, is provided for your review. For the Operating Fund, revenue collections are 102% of the projected budget, while expenditures are 83%. In the Capital Fund, expenditures total 66% of the budget.

Facilities Update

On December 29, 2024, the library had an emergency closure at 2:30 PM due to a backup in the sewer system. City plumbers were able to snake the pipes and clear them. TBS Janitorial Services responded and cleaned all affected areas so the library could open on schedule the next day. Thank you to the new Safety Manager, Brian Henderson, Librarian, Jeff Garrett, and Custodian II, Ray Wade, for their fast and efficient response.

On December 31, 2024, a leak around the Maintenance Office toilet resulted in a release of water when the valve was removed, again flooding the children's and maintenance areas. The water release did not result in the closure of the library.

On Wednesday, January 8, 2025, City plumbers reviewed the plumbing system by snaking a camera through all the sanitary lines in the northside plumbing stack.



Agenda Item 6.A

MEMORANDUM

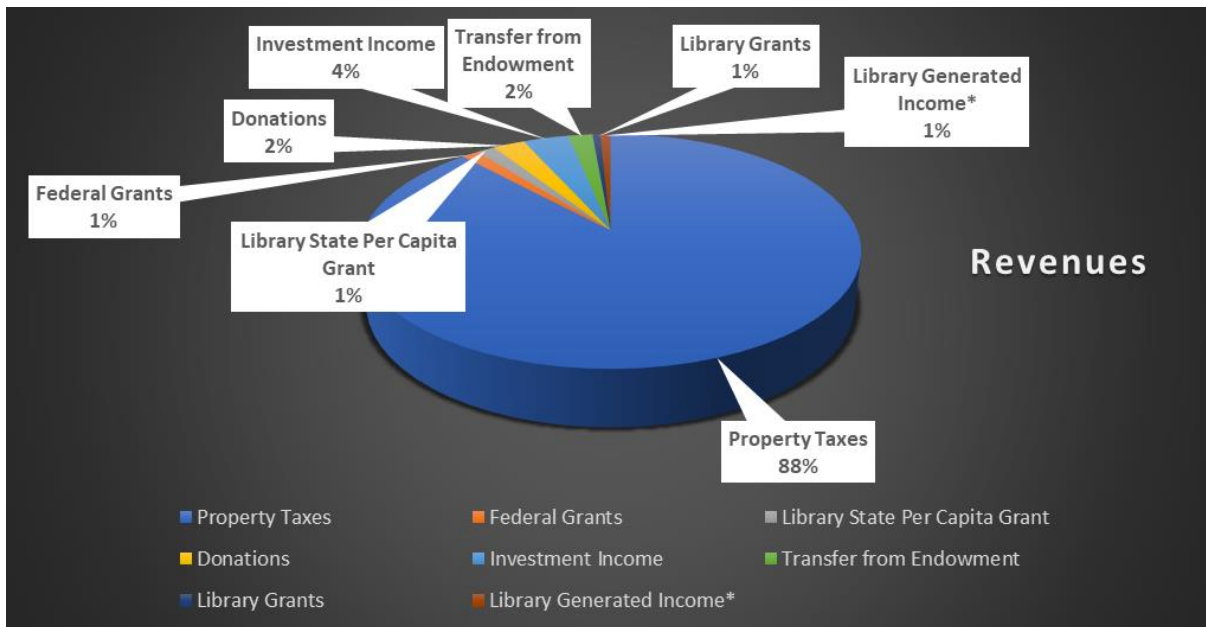
The Director and Interim facilities manager met with the City staff, Sean Ciolek and Mark Wegener, to confirm roles and responsibilities for facility maintenance. The Library City MOU has gone to the Finance Committee for review. Clear guidelines will be established in the revised document, which will be presented to the board in February for draft updates and sharing with the City before final approval.

Financial Report December 2024

Revenues

	YTD	2024 Budget	Deviation	Budget Utilized
Property Taxes	\$8,245,299	\$8,213,664	(31,635)	100%
Federal Grants	\$122,660	\$85,000	(37,660)	144%
Library State Per Capita Grant	\$129,193	\$115,213	(13,980)	112%
Donations	\$226,824	\$400,000	173,176	57%
Investment Income	\$327,031	\$25,000	(302,031)	1308%
Transfer from Endowment	\$173,570	\$216,999	43,429	80%
Library Grants	\$55,500	\$50,000	(5,500)	111%
Library Generated Income*	\$73,610	\$64,794	(8,816)	114%
Total	\$9,353,687	\$9,170,670	(183,017)	102%

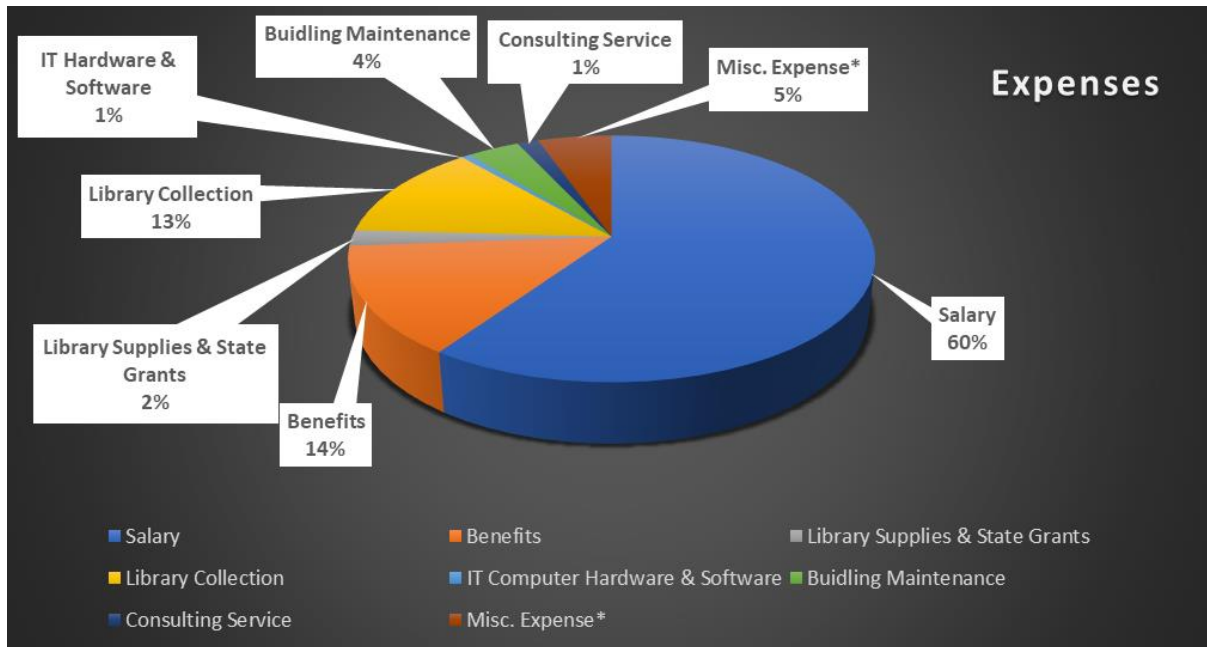
*Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income



Expenses

	YTD	2024 Budget	Deviation	Budget Utilized
Salary	\$4,928,064	\$5,881,652	953,588	84%
Benefits	\$1,177,013	\$1,421,376	244,364	83%
Library Supplies & State Grants	\$170,882	\$220,142	49,260	78%
Library Collection	\$1,054,928	\$1,154,800	99,872	91%
IT Computer Hardware & Software	\$54,189	\$78,000	23,811	69%
Buidling Maintenance	\$313,611	\$507,077	193,466	62%
Consulting Service	\$128,986	\$153,000	24,014	84%
Misc. Expense*	\$444,755	\$525,100	80,345	85%
Total	\$8,272,426	\$9,941,147	1,668,722	83%

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



Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
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	.00	.00	1,634.61	(1,234.61)	409
55201	Federal Grants	85,000.00	.00	85,000.00	.00	.00	122,659.63	(37,659.63)	144
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	226,824.34	173,175.66	57
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	4,698.17	301.83	94
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	327,031.27	(302,031.27)	1308
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	24,207.37	(2,207.37)	110
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	5,206.17	(2,206.17)	174
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	.00	.00	10,542.92	(542.92)	105
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	55,499.50	(5,499.50)	111
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$0.00	\$0.00	\$9,353,686.70	(\$183,016.70)	102%
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$0.00	\$0.00	\$9,353,686.70	(\$183,016.70)	102%
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	\$0.00	\$0.00	\$9,353,686.70	(\$183,016.70)	102%

EXPENSE

Department **48 - LIBRARY**

Business Unit **4805 - EARLY LEARNING & LITERACY**

61010	REGULAR PAY	462,899.42	.00	462,899.42	37,073.24	.00	444,765.13	18,134.29	96
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	16,907.98	.00	200,313.43	30,397.51	87
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	120.00	.00	3,870.00	1,130.00	77
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	82,590.28	(3,668.28)	105

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

61513	VISION INSURANCE	.00	.00	.00	6.01	.00	36.68	(36.68)	+++
61615	LIFE INSURANCE	204.89	.00	204.89	15.90	.00	188.26	16.63	92
61710	IMRF	19,429.19	.00	19,429.19	1,513.17	.00	18,128.23	1,300.96	93
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	3,374.91	.00	39,775.55	3,228.55	92
61730	MEDICARE	10,058.31	.00	10,058.31	789.30	.00	9,302.38	755.93	92
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	264.63	.00	13,207.49	14,792.51	47
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
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	6,485.45	.00	111,547.52	38,452.48	74
65635	PERIODICALS	.00	.00	.00	.00	.00	29.00	(29.00)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	559.85	.00	8,855.97	1,144.03	89
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,047,428.85	\$0.00	\$1,047,428.85	\$78,187.74	\$0.00	\$964,479.86	\$82,948.99	92%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	473,636.00	.00	473,636.00	32,016.98	.00	349,510.87	124,125.13	74
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	17,191.02	.00	292,053.03	25,791.97	92
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	60.00	.00	310.00	4,690.00	6
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	55,776.77	22,553.23	71
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	9.48	(9.48)	+++
61615	LIFE INSURANCE	159.00	.00	159.00	9.92	.00	87.21	71.79	55
61710	IMRF	23,033.00	.00	23,033.00	1,431.97	.00	18,684.13	4,348.87	81
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	3,094.78	.00	39,011.59	10,061.41	79
61730	MEDICARE	11,477.00	.00	11,477.00	723.78	.00	9,123.66	2,353.34	79
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	100.00	.00	10,600.00	(10,600.00)	+++
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
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65628	Library Electronic Resources	320,000.00	.00	320,000.00	27,635.90	.00	296,294.29	23,705.71	93
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	18,271.53	.00	338,899.16	(3,899.16)	101
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	8,014.56	(1,514.56)	123

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,413.65	.00	18,798.76	12,201.24	61
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,671,553.00	\$0.00	\$1,671,553.00	\$109,052.11	\$0.00	\$1,453,248.08	\$218,304.92	87%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	788,008.13	.00	788,008.13	65,377.23	.00	784,027.58	3,980.55	99
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	19,984.52	.00	252,025.43	26,326.59	91
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,046.77	.00	6,683.22	(1,683.22)	134
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	16,060.47	.00	175,884.17	1,521.83	99
61513	VISION INSURANCE	76.00	.00	76.00	9.48	.00	88.48	(12.48)	116
61615	LIFE INSURANCE	319.51	.00	319.51	29.18	.00	345.40	(25.89)	108
61710	IMRF	27,865.06	.00	27,865.06	2,352.08	.00	27,846.00	19.06	100
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	5,248.29	.00	62,828.73	3,285.57	95
61730	MEDICARE	15,463.03	.00	15,463.03	1,227.38	.00	14,693.77	769.26	95
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	13,800.60	.00	150,526.20	33,373.80	82
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	62.57	(62.57)	+++
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,178.00	3,897.00	13,584.28	(2,481.28)	117
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
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	\$128,314.00	\$6,807.60	\$1,499,886.83	\$53,809.62	97%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	654,189.43	.00	654,189.43	36,619.89	.00	582,269.95	71,919.48	89
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	6,535.76	.00	141,112.00	108,013.62	57
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	6,700.23	.00	107,894.07	43,054.37	71
61513	VISION INSURANCE	111.00	.00	111.00	3.16	.00	107.55	3.45	97
61615	LIFE INSURANCE	159.02	.00	159.02	11.03	.00	200.57	(41.55)	126
61710	IMRF	25,740.00	.00	25,740.00	1,255.85	.00	21,102.48	4,637.52	82

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	2,588.51	.00	43,366.67	12,639.03	77
61730	MEDICARE	13,098.64	.00	13,098.64	605.40	.00	10,142.19	2,956.45	77
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	411.03	.00	27,388.10	16,111.90	63
65002	STATE GRANT EXPENSE	.00	.00	.00	(100.00)	.00	205.55	(205.55)	+++
65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	372.69	245.79	28,421.38	9,332.83	75
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
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	1,620.30	.00	39,531.86	(4,531.86)	113
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	111.98	.00	1,210.79	289.21	81
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	\$57,235.83	\$245.79	\$1,008,537.09	\$269,694.97	79%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	.00	.00	.00	14,786.98	.00	14,786.98	(14,786.98)	+++
61050	PERMANENT PART-TIME	.00	.00	.00	2,973.59	.00	2,973.59	(2,973.59)	+++
61510	HEALTH INSURANCE	.00	.00	.00	3,263.63	.00	3,263.63	(3,263.63)	+++
61513	VISION INSURANCE	.00	.00	.00	6.33	.00	6.33	(6.33)	+++
61615	LIFE INSURANCE	.00	.00	.00	9.64	.00	9.64	(9.64)	+++
61710	IMRF	.00	.00	.00	516.84	.00	516.84	(516.84)	+++
61725	SOCIAL SECURITY	.00	.00	.00	1,150.52	.00	1,150.52	(1,150.52)	+++
61730	MEDICARE	.00	.00	.00	269.07	.00	269.07	(269.07)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	1,500.00	.00	1,500.00	(1,500.00)	+++
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$0.00	\$0.00	\$0.00	\$24,476.60	\$0.00	\$24,476.60	(\$24,476.60)	+++
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	461,668.40	.00	461,668.40	37,852.90	.00	320,529.05	141,139.35	69
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	9,443.56	.00	219,264.12	37,698.27	85
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	3,369.00	.00	22,031.00	(17,031.00)	441
61415	TERMINATION PAYOUTS	.00	.00	.00	2,168.42	.00	11,251.17	(11,251.17)	+++
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	7,312.13	.00	52,350.21	27,927.79	65
61513	VISION INSURANCE	114.00	.00	114.00	15.62	.00	62.84	51.16	55
61615	LIFE INSURANCE	59.38	.00	59.38	9.65	.00	112.94	(53.56)	190

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

61710	IMRF	20,913.04	.00	20,913.04	1,439.41	.00	15,771.60	5,141.44	75
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	3,188.25	.00	34,816.26	9,739.07	78
61730	MEDICARE	10,420.49	.00	10,420.49	745.65	.00	8,142.53	2,277.96	78
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	695.00	3,201.00	61,435.83	(9,636.83)	118
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	16,032.10	14,609.90	52
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	.00	4,870.99	11,348.48	15,280.53	51
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	20,833.69	(7,833.69)	160
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	(5,125.00)	31,219.89	17,905.11	59
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	501.31	.00	18,792.31	1,207.69	94
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	2,158.91	341.09	86
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,076,613.03	\$0.00	\$1,076,613.03	\$67,240.90	\$2,946.99	\$846,652.93	\$227,013.11	79%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	632,362.19	.00	632,362.19	28,236.39	.00	420,828.64	211,533.55	67
61050	PERMANENT PART-TIME	.00	.00	.00	.00	.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	7,843.79	.00	100,842.37	18,438.63	85
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	140.04	(28.04)	125
61615	LIFE INSURANCE	113.92	.00	113.92	.20	.00	26.63	87.29	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	821.69	.00	12,472.42	5,930.02	68
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	1,679.83	.00	25,264.78	13,975.25	64
61730	MEDICARE	9,178.00	.00	9,178.00	392.86	.00	5,908.71	3,269.29	64
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	19,690.52	68,750.64	254,316.82	(18,007.46)	106
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	5,436.00	4.00	100
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,884.00	1.00	100
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	.00	.00	12,597.56	19,802.44	39

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	1,109.05	.00	19,317.56	(52.56)	100
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	.00	.00	7,627.50	29,122.50	21
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
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	\$61,143.63	\$68,750.64	\$889,824.11	\$387,731.83	71%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	936,375.28	.00	936,375.28	76,739.81	.00	743,109.70	193,265.58	79
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	9,859.50	.00	76,833.66	17,683.24	81
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,950.88	(7,950.88)	+++
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	8,406.99	.00	80,383.66	37,970.34	68
61513	VISION INSURANCE	38.00	.00	38.00	6.33	.00	69.59	(31.59)	183
61615	LIFE INSURANCE	221.84	.00	221.84	46.91	.00	475.94	(254.10)	215
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	3,600.00	(3,600.00)	+++
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	117.00	.00	1,740.00	(732.00)	173
61710	IMRF	29,999.59	.00	29,999.59	1,726.72	.00	21,935.19	8,064.40	73
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	4,431.25	.00	48,715.72	13,971.63	78
61730	MEDICARE	14,962.80	.00	14,962.80	1,036.33	.00	11,393.21	3,569.59	76
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	29,402.52	.00	128,985.51	24,014.49	84
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	255.31	1,744.69	13
62210	PRINTING	48,000.00	.00	48,000.00	8,823.46	241.54	21,426.86	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	950.14	.00	21,526.39	8,473.61	72
62315	POSTAGE	3,000.00	.00	3,000.00	63.99	.00	1,273.10	1,726.90	42
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	.00	.00	14,113.15	9,886.85	59
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	.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	196.44	(196.44)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	3,109.79	1,890.21	62
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,630.86	.00	9,783.52	216.48	98
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	4,825.72	(2,325.72)	193
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	817.65	.00	18,919.86	35,080.14	35

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	165.98	(165.98)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	349,992.00	8.00	100
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,263.76	\$0.00	\$1,960,263.76	\$174,025.46	\$241.54	\$1,584,726.70	\$375,295.52	81%
Business Unit 4850 - LIBRARY GRANTS									
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	593.37	.00	593.37	(593.37)	+++
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$593.37	\$0.00	\$593.37	(\$593.37)	+++
Department 48 - LIBRARY Totals		\$9,941,147.12	\$0.00	\$9,941,147.12	\$700,269.64	\$78,992.56	\$8,272,425.57	\$1,589,728.99	84%
EXPENSE TOTALS		\$9,941,147.12	\$0.00	\$9,941,147.12	\$700,269.64	\$78,992.56	\$8,272,425.57	\$1,589,728.99	84%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,170,670.00	.00	9,170,670.00	.00	.00	9,353,686.70	(183,016.70)	102%
EXPENSE TOTALS		9,941,147.12	.00	9,941,147.12	700,269.64	78,992.56	8,272,425.57	1,589,728.99	84%
Fund 185 - LIBRARY FUND Totals		(\$770,477.12)	\$0.00	(\$770,477.12)	(\$700,269.64)	(\$78,992.56)	\$1,081,261.13	(\$1,772,745.69)	
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	.00	.00	353,392.00	.00	100
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	.00	.00	221,284.00	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%
EXPENSE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

	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	.00	.00	574,676.00	1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$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	.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	\$0.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
Department 48 - LIBRARY	Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
	EXPENSE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$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	.00	193,230.97	167,250.03	189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$193,230.97)	(\$167,250.03)	\$360,481.00	
	Grand Totals								
	REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	.00	.00	9,928,362.70	366,984.30	96%
	EXPENSE TOTALS	11,065,824.12	.00	11,065,824.12	700,269.64	272,223.53	9,014,351.60	1,779,248.99	84%
	Grand Totals	(\$770,477.12)	\$0.00	(\$770,477.12)	(\$700,269.64)	(\$272,223.53)	\$914,011.10	(\$1,412,264.69)	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund

Statement of Activity

November 01, 2024 through November 30, 2024

	Beginning Balance	\$4,427,155.47
Revenue		
Investment results		166,754.65
	Total Revenues:	\$166,754.65
Distributions/Grants and Expenses		
Foundation support charge		-2,401.04
	Total Distributions:	\$-2,401.04
	Ending Balance	\$4,591,509.08

Questions about your statement?

Please contact Cynthia Dominguez dominguez@evanstonforever.org or Andrea Schroering schroering@evanstonforever.org

Endowment for the Evanston Public Library
 Holdings as of December 2024

	Symbol	Shares/Quantity	Price	Value as of December 31, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$308,195.71	\$308,195.71	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%
				\$308,195.71		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%



Agenda Item 6B

**Library Development Manager’s Report
January 2025**

Preliminary Donor and Grant Data:

We exceeded our fundraising goals and are on track for continued growth. We achieved an 18% increase in individual donations and a 9% rise in overall grant revenue. Moving forward, we will focus on increasing multi-year funding opportunities to ensure sustainable growth. Below please find the a 2024-2023 year end performance comparison followed by the summary of individual donations, federal grants, library grants and Per Capita Grant revenue by month for 2024:

2023 - 2024 Year-to-Date Comparison		
	Revenue Received 1/1/23 - 12/31/23	Revenue Received 1/1/24 - 12/31/24
Library Donations (56011)	\$407,676	\$480,457
Federal Grants (55201)	\$58,298	\$72,660
IL State Library Per Capita Grant (55245)	\$115,212	\$115,993
Local Library Grants (57551)	\$44,316	\$55,600
Totals	\$625,502	\$724,710
<i>Percent to Budget</i>	87.46%	111.46%



Agenda Item 6B

Month	Individual Donations	Federal Grants	Library Grants	Per Capita Grant
January	\$30,663.00	\$0.00	\$224.00	\$0.00
February	\$7,618.00	\$4,226.00	\$1,717.00	\$0.00
March	\$6,233.00	\$0.00	\$10,000.00	\$0.00
April	\$6,995.00	\$0.00	\$0.00	\$0.00
May	\$15,166.00	\$0.00	\$0.00	\$0.00
June	\$14,948.00	\$7,207.00	\$41,557.00	\$115,993.00
July	\$24,801.00	\$0.00	\$0.00	\$0.00
August	\$10,939.00	\$19,123.00	\$0.00	\$0.00
September	\$41,014.00	\$22,900.00	\$0.00	\$0.00
October	\$14,991.00	\$10,500.00	\$1,051.00	\$0.00
November	\$54,759.00	\$3,500.00	\$0.00	\$0.00
December	\$252,330.00	\$5,204.00	\$1,051.00	\$0.00
	\$480,457.00	\$72,660.00	\$55,600.00	\$115,993.00
Goal	\$400,000.00	\$85,000.00	\$50,000.00	\$115,993.00
Percent To Goal	120.11%	85.48%	111.20%	100.00%



Agenda Item 6B

Individual Giving Brief:

In 2024, the Reimagine Campaign was concluded. This annual giving campaign transitioned the Library away from the 25 year Fund for Excellence Campaign and provided a consistent message to maintain support while aligning with the new strategic vision. Individual giving has remained steady until 2024, with notable growth in monthly, leadership (\$1,000+), and major gift (\$10,000+) donors.

Looking to 2025, we will analyze the current prospect pool to guide the three-year development plan which emphasizes current opportunities for continued growth.

Grant Activity Brief:

Grant revenue increased by 9% over FY23, with growth in both Federal and Library grants. This includes multi-year federal grants applied for in 2023, such as the NEA grant supporting the 1619 Project. We submitted 24 grant requests totaling \$7.51 million, including:

- **NTIA/National Able:** \$3.05 million for digital literacy
- **NSF/District 65/NORC:** \$3.71 million for middle school STEM

Notifications for these grants are expected in 2025. As of 2025, we have \$39,283 in federal funding committed from 2024 awards. With over \$3 million in grant opportunities identified for 2025, and deadlines starting in January, we continue to develop the multi-year grant pipeline, fostering an increasingly reliable and sustainable grant revenue system.

December Donor Feedback of Note:

In December, the Development Manager received a phone call from a patron who intended to make a contribution in recognition of multiple staff from multiple departments. At the completion of the call, the donor indicated they intended to write a letter to the Executive Director to recognize the entire team's good work and the helpful and professional manner in which the Library is operating.



MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Yolande Wilburn – Executive Director

Subject: Approval for Yearly Renewal of Siemens Building Automation Service Agreement 2025

Date: January 15, 2025

Recommended Action

Staff recommends the approval of a three (3) year service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library, at a total cost of \$96,775.83 for the period from FY 2025 to FY 2027. This agreement covers the period from January 1, 2025, through December 31, 2027. The details are as follows:

Period	Period Range	Billing Frequency	Annual Price
1	January 1, 2025 – December 31, 2025	Annually (In Advance)	\$30,548.58
2	January 1, 2026 – December 31, 2026	Annually (In Advance)	\$32,228.75
3	January 1, 2027 – December 31, 2027	Annually (In Advance)	\$33,998.50
Total			\$96,775.83

Funding Source

This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225.

Summary

The Siemens BAS (Building Automation System) monitors and controls the heating, ventilation, air conditioning (HVAC), and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for system expertise and replacement hardware/software upgrades. This renewal includes necessary software upgrades as they are released to the Siemens Desigo CC operating system and staff training. The building management system allows staff to remotely monitor and control the HVAC and lighting systems.

Attached:

Siemens proposed a 2025 contract

PROPOSAL

Evanston Library - Automation Services (2025-2027)(Rev1)

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

CITY OF EVANSTON

DELIVERED ON

December 30, 2024

SMART BUILDINGS

Transforming the Everyday



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Contact Information

Proposal #:	9215956
Date:	December 30, 2024

Sales Executive:	Tyler Gerlach
Branch Address:	1701 Golf Rd. Suite 3-500 Rolling Meadows, IL 60008
Telephone:	224-200-3450
Email Address:	tyler.gerlach@siemens.com

Customer Contact:	Yolande Wilburn
Customer:	CITY OF EVANSTON
Address:	1703 ORRINGTON AVE EVANSTON IL 60201-3827
Services shall be provided at:	Evanston Library 1703 ORRINGTON AVE EVANSTON IL 60201-3827

Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for CITY OF EVANSTON, and the services provided herein will help you in achieving your facility goals.

Services Included

Siemens will provide the following services.

Service Description

- Preventive Maintenance - Automation
- Software Maintenance
- Repair and Replace
- Network Maintenance
- Control Loop Tuning
- Customer Directed Support
- Operator Coaching
- Lifecycle Planning
- Software Subscription Service - Desigo CC
- Data Backup and Restore Services - Online
- Firmware Updates

Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

Building Services – Automation

Services that deliver the outcomes you want to achieve

Services delivered by Siemens have been developed to help you achieve the outcomes you expect. Siemens will deliver the outlined services on a bi-monthly basis. Some outlined services may be completed remotely.

BMS Health

Optimize the health of the building management system by automating maintenance diagnostics reports to target and prioritize remote and onsite service

Online Data Backup & Protection

Siemens will perform scheduled database backups remotely of all graphics, reports, configurations, user information and databases, and store this information on a cloud-based secure server. If, for any reason, any of the backed-up information or data is lost from your system, Siemens can reload the information or data on-site or remotely, with your backup copy (if covered elsewhere within this service agreement). The frequency and equipment to be included as part of this service is itemized in the List of Equipment Related Services. Online backups of the SQL database, historical data, and trends are not included with the Desigo CC application backup.

Software Subscription Service – Desigo CC

Siemens will provide you with software upgrades to your existing Siemens Desigo CC software as they are released. These upgrades include both Service Releases and all New Version Releases of Software, up to the Frequency shown in the Equipment Related Services table. Siemens will also provide corresponding support documentation outlining the features of the releases. Included is training to help to familiarize you with the new features along with their associated benefits. These updates will act to deliver the benefits of Siemens' commitment to compatibility by design, a commitment unique in our industry. Workstations covered under this service are itemized in the List of Equipment Related Services. (Upgrades to PC's and related workstation hardware are excluded unless expressly included in this Agreement.)

Network Health

Optimize the health of the network infrastructure by analyzing network traffic and resolving performance issues.

Network Maintenance Report

Network Maintenance: Using a combination of proprietary diagnostic technologies, digital meters, and network analysis software, Siemens will analyze, optimize and report on the performance of the customer's systems networks a specified number of times per year. Proper network performance helps to ensure the proper speed of communication and accuracy of control, alarming, and reporting across the facility. Using network diagnostic tools, our proactive evaluation of the data network includes an analysis of bandwidth, disturbances, network traffic, communication over the network, and overall operation. The number of networks to be analyzed and the frequency of the service are documented in the List of Equipment Related Services.

Additional Services

Firmware Updates

We will provide you with firmware and documentation updates to your existing field panels upon development. The included training will familiarize you with the new features and their associated benefits. These updates deliver the benefits of Siemens commitment to compatibility by design; a commitment unique in our industry. Field panels included under this service are itemized in the List of Equipment Related Services. (Upgrades to Field Panel hardware, processors, memory boards, and related hardware are excluded unless specified elsewhere.)

Control Loop Tuning

Control loops drift out of calibration with changes in mechanical efficiency, building use, and climatic conditions. Through this service Siemens will ensure control loops for devices such as valves, dampers, actuators, etc., experience minimized overshooting and oscillatory behavior. The control loops to be included as part of this service are itemized in the List of Equipment Related Services in this service agreement.

Preventive Maintenance – Automation

We will provide preventive maintenance in accordance with a program of routines as determined by our experience, equipment application and location. The list of field panels and/or devices included under this service are identified in the List of Equipment Related Services in this service agreement. Automation controls can drift out of calibration with changes in HVAC component performance characteristics, building use, and climatic conditions. This service will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns.

Repair & Replacement Services – Labor & Material

Repair & Replacement Services: To reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. Prior to beginning any repair or replacement, Siemens will troubleshoot the system to diagnose your system's problem. Components that are suspected of being faulty may be repaired or replaced in advance to minimize the occurrence of system interruptions. Equipment covered under this agreement is itemized in the List of Equipment Related Services, unless otherwise noted. Items not covered will be brought to the owner's attention.

Software Maintenance

Using appropriate tools from Siemens' suite of diagnostic tools, we periodically perform system diagnostics and then take corrective actions to ensure that the Building Automation System is performing at peak efficiency or to customer requirements. We make sure that software changes are clear and consistent, address any failed points, points in alarm, points in operator priority and take corrective action. We identify and correct software corruption and inconsistencies; eliminate duplicate points, redundant loops and causes of unnecessary traffic; and address unresolved points and alarm reporting problems. This will ensure that the system operates quickly, accurately and efficiently as originally designed and installed or as determined by current standards or requirements.

Lifecycle Planning

Siemens will conduct a review on your building automation, fire and security systems, to determine technology levels and the state and status of their lifecycle. Siemens will utilize the results of the reviews to make specific recommendations regarding the current and recommended technology, so that we can help you receive the full benefit and return from your investment. Siemens will provide you with a recommended technology roadmap and written report of our findings, and conduct a face-to-face debriefing with you. Where requested, Siemens will provide ongoing budget support to assist you in understanding future investment requirements.

Customer Directed Support

With Customer Directed Support, Siemens will provide a trained and experienced specialist or technician who will work under your direction. The intent of this service is to offer you labor assistance in completing a special project, or to meet a facility objective. Custom support will be provided during normally scheduled visits. Should custom support take priority it is understood that the other outlined services within this agreement may be forfeited. Examples of other associated deliverables of this service are listed in the Appendix section of this service agreement.

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

Emergency Response Times – Automation

Emergency Online/Phone Response

Standard

Monday through Sunday, 24 Hours per Day, System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 4 hours, Monday through Sunday, 24 hours per day, excluding Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Standard

Monday through Sunday, 24 hours per day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within the next business day, Monday through Sunday, 24 hours per day, for emergency conditions, as determined by your staff and Siemens. Response on Holidays is excluded from this coverage. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Connectivity and Communications

Proactive Remote Services

The optimal support for the high-performance operation of your building

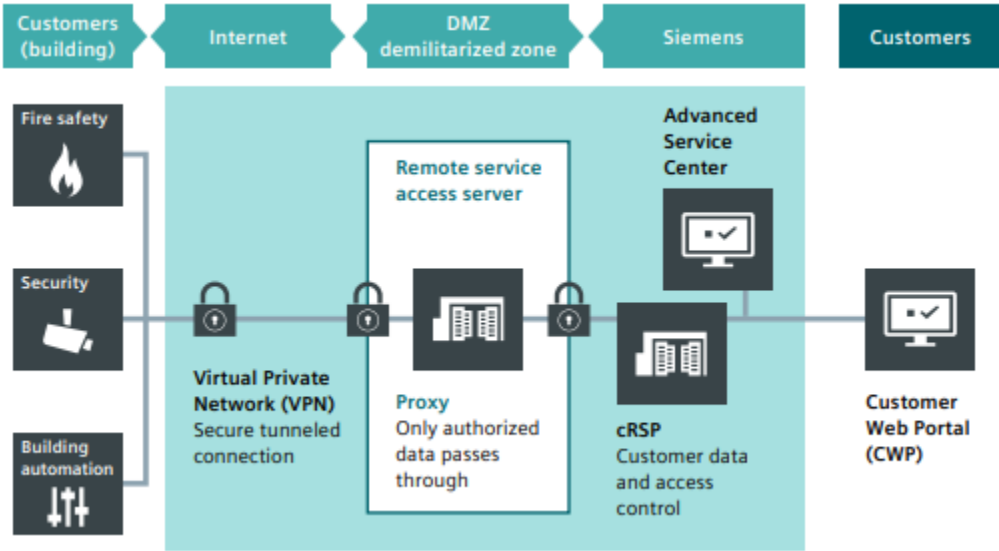
When the scope of services outlined within this proposal require or can utilize remote access,

Siemens provides an easy-to-use remote access platform that enables the secure and reliable delivery of Siemens remote services. Remote services, including engineering, commissioning, and maintenance of building systems can be performed by Siemens technical experts through our Digital Services Center of Excellence, available at any time to support your facility.

Siemens Remote Services utilize a secure remote access and connectivity solution referred to as the Siemens common Remote Service Platform (cRSP). cRSP is a comprehensive solution that powers a wide range of Siemens services and provides your organization with a solid foundation to leverage the power of connectivity, data, and analytics to make your facility even smarter. cRSP was designed and built to be a common platform for digitalization and is used across the Siemens family of companies.

Incorporating best practices and leading technologies from both the IT and cybersecurity fields, cRSP is a modern, secure, high-performance, and highly available platform that brings all the advantages of cloud-connected services to your facility, without sacrificing security. Utilizing cRSP and Siemens remote services gives your team a backstop and lets you unlock the operational benefits of analytics while also providing security mechanisms that mitigate cyber risk to your organization.

cRSP includes a range of security controls and features that give you confidence, control, and peace of mind that the services you rely on are both useful *and* secure.



cRSP Security Feature Highlights:

- Governed and secured in accordance with ISO 27001 and compliant with a robust Siemens-wide cybersecurity and information security management program and policies.
- Integrated with the global Siemens identity and access management platform, which provides robust multi-factor authentication, enforcement of least-privilege access, granular separation of duties, mandatory usage of PKI, and automatic account management for all Siemens employees.
- Designed from the ground up using a defense in depth architecture that utilizes layered controls specifically crafted to mitigate the threats facing Operational Technology (OT) today.
- Centrally monitored to promote end-to-end reliability and availability.
- Robust logging and reporting of remote activity to ensure visibility and control.
- Secure network architecture and platform access based on granular segmentation, next-generation firewalling, and usage of DMZs at trust boundaries.
- Flexible deployment model and security configuration options to ensure streamlined usage while meeting your organization's security requirements and preferences.
- Compatible with a wide range of on-premise network configurations and traffic flow setups, allowing for integration with your existing network architecture, IT infrastructure, and security controls.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to submit service requests, confirm and modify schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.

Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	4 Hours
Response Times (Onsite/Emergency)	Next Business Day
Remote Services	Yes
Third Party Systems	No
Monitoring	No
Additional Labor Discount	20.0%
Additional Material Discount	*See Below Details*

Labor and material discounts are applicable for sites identified in this agreement and are only available for the disciplines included in this agreement. Material discounts do not apply to 3rd party or non-Siemens Building Products manufactured components.

Upgrades and/or repairs of legacy equipment are not inclusive of this agreement.

Remote support outside of the regular scheduled visits will be billable at the standard remote service specialist rates.

*Factory Repair / Replacement Material Discounts: Customers with a current Service Agreement will receive a discount of 40% less 20% off list on standard catalog pricing for Siemens Industry Inc. – BT Division products except products listed in the catalog with the @ sign are limited to a 40% discount.

Equipment Related Services

Automation

Equipment	Service Description	Qty	Frequency	Year	Service Location	Repair Coverage
PXC Modular						
	Preventive Maintenance - Automation	2	1	1,2,3	Onsite	
	Software Maintenance	2	1	1,2,3	Onsite	
	Repair and Replace	2	1	1,2,3		Material and Labor
FLN Controller						
	Preventive Maintenance - Automation	2	1	1,2,3	Onsite	N/A
	Software Maintenance	2	1	1,2,3	Onsite	N/A

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Tyler Gerlach - Sales Executive manages the overall strategic service plan based upon your current and future service requirements.

Remote Services Specialist is responsible for the execution of remote services including proactive planned tasks, in-depth fault analysis and identification of corrective actions.

Brandon Sirota - Client Services Manager is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Brian McAlpin - Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Primary Service Specialist is responsible for performing the ongoing service of your system.

Dave Serbicki - Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Service Administrator is responsible for all service invoicing including both service agreement and service projects.

Terms and Conditions

Terms and Conditions (Click to download)

[Terms & Conditions](#)
(www.siemens.com/standard-terms-service)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU, CMAI, COMEX market indexes or IHS Markit, then Siemens may increase the applicable yearly Investment or apply a surcharge accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Addendum(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Click on addendum below to read/download

[Online Backup and Data Protection](#)
(www.siemens.com/data-backup-addendum)

[Software License Warranty](#)
(www.siemens.com/software-license-addendum)

[Consulting](#)
(www.siemens.com/rider-consulting)

[Exclusions and Clarifications](#)
(www.siemens.com/clarification-addendum)

Agreement Terms for Investments

Services shall be provided at:

1703 ORRINGTON AVE
 EVANSTON, IL 60201-3827

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning January 1, 2025. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. In addition, each renewal term pricing shall be adjusted for any additions to services, equipment, or labor rate revisions selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	\$30,548.58
2	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	\$32,228.75
3	Jan 1,2027 - Dec 31,2027	Annually (In Advance)	\$33,998.50
Multi-Period Investment Total			\$96,775.83

Amount Due In Advance Based On Billing Frequency; 1.00% Escalation in Pricing for Semi-annual Frequency, 2.00% Escalation in Pricing for Quarterly Frequency, 3.00% Escalation in Pricing for Monthly Frequency*

Applicable sales taxes are excluded from the Investments. The pricing quoted in this Proposal is firm for 30 days.

Siemens Industry, Inc. invoices paid by credit card may be subject to a surcharge of up to 2%.

Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents, including any applicable Rider(s), incorporated herein) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	\$30,548.58
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Proposed by:

Siemens Industry, Inc.

Company

Tyler Gerlach

Name

9215956

Proposal #

\$96,775.83

Proposal Amount

December 30, 2024

Date

Accepted by:

CITY OF EVANSTON

Company

Name (Printed)

Signature

Title

Date

Purchase Order # PO for billing/pmnt only PO not required

Siemens Service Portfolio

Advisory and Performance Services



Manage System Operation & Compliance

Services that keep systems performing at their best, as designed and intended to operate, help you achieve:

- Optimized comfort, safety, and security
- Fulfilled regulatory requirements
- Greater transparency into critical systems
- Reduced operating risk

Facility Assessment & Planning
In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program

Test & Inspection
Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks

Preventive Services
Services performed on a regular schedule or based on data analytics to verify and improve system state

Documentation Management
Management of critical building system and compliance information, with organization and access determined by your needs

Corrective Services
Immediate response to system failures or faults to restore functionality and integrity to desired state



Optimize Performance & Productivity

Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:

- Enhanced system performance
- Streamlined operational processes
- Improved decision-making through data analytics

Optimization Planning
Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies

Predictive Services
Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken

System Improvements & Integration
Enhancements or additions to your current system to increase staff productivity, system performance, and operational/energy efficiencies

Training & Operational Support
Training, coaching, and on-site support to increase staff productivity and knowledge

Managed Services
On-site and/or remote resources monitor system events and alarms, and take appropriate action



Protect Lifecycle Investment

Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:

- Extended system life
- Maximized return on investment
- Realized benefits of new technology

Technology Planning
Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments

System Updates / Upgrades
Software upgrades and firmware updates are provided, delivering the most current technology and functionality

System Migration / Modernization
Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels

Retrofits & Extensions
Modifications are made to existing systems to accommodate changes to your facility usage and footprint

New Installation Services
Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance



Enhance Energy Management & Sustainability

Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:

- Conserve energy
- Maximize efficiency
- Minimize operating costs
- Reduce environmental impact

Energy & Sustainability Master Planning
Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs

Energy Conservation
Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption

Energy Production & Storage
Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction

Energy Procurement
With advanced procurement technologies and beneficial contract terms, these tailored procurement and supply services reduce costs, reduce risks, and create certainty

Digital Services