

**evanston** public library



# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Wednesday, February 15, 2023**

**6:30 pm**

**Main Library, Community Meeting Room and via Zoom**

## **Remote Access Information**

The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

**Evanston Public Library is inviting you to a scheduled Zoom meeting.**

**Topic: EPL Board Meeting – Regular Board Meeting**

**Time: February 15, 2023 6:30 PM Central Time (US and Canada)**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/88389573438>

+1 312 626 6799(Chicago) is the closest number.

The full list of US numbers:

- +1 3126266799 (Chicago)
- +1 6465588656 (New York)
- +1 3017158592 (Washington D.C.)
- +1 3462487799 (Houston)
- +1 6699009128 (San Jose)
- +1 2532158782 (Tacoma)

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ENo3s6XsH1X1pRdu5>

### **Zoom Tips**

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, February 15, 2023**

**Meeting of the Board**

**6:30 PM**

**In person and remote**

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/ENo3s6XsH1X1pRdu5>

Written comments will be attached to the Board minutes and distributed to Trustees.

**AGENDA**

**1. CALL TO ORDER / DECLARATION OF QUORUM**

**2. LAND ACKNOWLEDGMENT**

**3. CITIZEN COMMENT**

**Not to exceed 45 minutes**

**4. OATH OF OFFICE**

**5. CONSENT AGENDA**

**A. Approval of Minutes January 18, 2023**

**B. Approval of Bills and Payroll**

**6. EQUITY, DIVERSITY AND INCLUSION**

**A. Racial Equity Task Force**

**7. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**

**8. STAFF REPORTS**

**Administrative Services Report (Distributed in Advance)**

**9. BOARD REPORTS**

**A. Development Committee**

**B. Endowment Investment Committee**

**C. Executive Committee**

**D. Management & Policy Committee**

**E. Board Development Committee**

**F. Facilities Committee**

**G. Director Search Team**

**10. UNFINISHED BUSINESS**

**11. NEW BUSINESS**

**A. Approval of Total Building Solutions Janitorial Services contract 1-year extension (DISCUSSION AND ACTION)**

**B. Approval of Job Description for Executive Director position (DISCUSSION AND ACTION)**

**C. Approval of Request for Proposal for Executive Director Search (DISCUSSION AND ACTION)**

**12. EXECUTIVE SESSION - Personnel**

**13. ADJOURNMENT**

**Next Meeting: March 15, 2023 at 6:30 pm: via Zoom and/or hybrid**

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, January 18, 2023**  
**Meeting of the Board**  
**6:30 PM**  
**Main Library, Community Meeting Room and Remote**

**Members Present**

Tracy Fulce, Rachel Hayman, Adam Goodman, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shubet, Terry Soto and Esther Wallen.

**Members Absent**

none

**Staff Present**

Elacsha Madison, Heather Norborg, Jan Bojda, Jenette Sturges, Jill Skwerski, John Devaney, Lea Hernandez-Solis and Wynn Shawver.

**Presiding Member**

Tracy Fulce, President

**Call to order/Declaration of Quorum**

President Fulce called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

Motion to amend the agenda for Heather Norborg to make a statement after the land acknowledgement was made by Trustee Schapiro seconded by Trustee Wallen.

**Citizen Comment**

**Jarrett Dapier**, 8th Ward resident

**Kirsten D'Aurelio**, 4th Ward resident

**Sara Hines**, 1st Ward resident

The events that occurred on January 9th on the third floor of the main location of the Evanston Public Library concerning a person in crisis and a contracted security staff member are unacceptable and represent an acute failure of training, de-escalation, and public safety in one of our most important public institutions. It is unacceptable that a security contractor would brandish a firearm in a public building that explicitly prohibits firearms in accordance with Illinois law [The Evanston Public Library follows Illinois State Law [430 ILCS 66], which prohibits the carrying of any weapon, including concealed or partially concealed, in Library buildings or on Library property.], regardless of the individual's status as law enforcement in another jurisdiction. This failure of duty and adherence to the Library's own Rules of Use merit an assessment of all contracts and an explicit articulation of the duty of security officers to be trained and exhibit proficiency in de-escalation and trauma informed public safety strategies.

- Sara Hines, Local Group Lead, Moms Demand Action Evanston

**Maria Tolpin**, 6th Ward resident

My 1/10/23 comment in response to the 1/9/23 Roundtable article "Man arrested after incident at Evanston Public Library":

Given that EPL is currently "in between" having a social worker to staff the library, I'm especially distressed to hear about this incident involving a patron and a security guard with a firearm. It would be my hope that a mental health professional would be able to intervene and offer deescalation services rather than having an armed security guard's intervention. The presence of a firearm may in and of itself escalate a tense or stressful situation or individual experiencing a mental health crisis. I look forward to learning more about EPL's "safety and security protocols".

**Pooja Louis**, 3rd Ward resident

Guns have no place in our public spaces. I visit the library frequently with my three year old daughter and one year old son. As I recall there are signs stating that firearms are not allowed on the premises. It is inappropriate that a security guard was carrying one on site, even if they were doing so in the capacity of an off duty police officer, which honestly seems problematic as an exception to this rule as well.

I would love to see the library staff, including all security personnel, be given access to a de-escalation training for management of situations like these if they haven't already, as I suspect incidents like this will continue to occur with the housing difficulties many people in Evanston and Chicago are facing at this stage of the pandemic. It is important to remember that our public spaces are for all people to gather in safely, including those without access to safe housing.

One potential solution to aid homeless people in crisis who come to the library would be to see if a volunteer from the connections for the homeless shelter located in Evanston would be willing to be on call for the library, or potentially stay there during open hours to give homeless people resources.

### **Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of the December 14 , 2022 Board Meeting. Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, the consent agenda was approved.

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

- A. Racial Equity Task Force (Distributed in Advance)

### **Library Director's Report**

Written report provided in advance.

### **Staff Report:**

Administrative Services Report (Distributed in Advance).

### **Board Reports:**

- A. Development Committee
- B. Endowment Investment Committee
- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Facilities Committee
- G. Transition Team/Interim Team/Search Team

**Unfinished Business**

none

**New Business**

none

**Executive Session**

Motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Soto and approved by roll call vote in order to approve closed session minutes for distribution.

The motion to end the Executive Session was made by Trustee Shubet seconded by Trustee Fulce and approved by roll call vote. The meeting was adjourned at 9:16 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Soto and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 9:17 p.m.

**Submitted by:** Terry Soto



# Memorandum

To: Evanston Public Library Board of Trustees  
Heather Norborg, Interim Executive Director

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

Subject: Library Fund Bills

Date: February 10, 2023

## **Recommended Action**

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

## **Payroll**

|   |               |
|---|---------------|
| January 2, 2023 through January 15, 2023  | \$ 171,186.40 |
| January 16, 2023 through January 29, 2023 | \$ 167,453.78 |

## **Library Fund Bills List**

|   |               |
|---|---------------|
| January 10, 2023 FY 22<br>(November 2022 Purchasing Card \$11,561.87) | \$ 122,726.12 |
| January 24, 2023 FY 22  | \$ 33,072.96  |
| January 24, 2023 FY 23  | \$ 45,875.75  |

Attachement: Bills List; Purchasing Card

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 01.10.2023 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 01/10/23 - 01/10/23

| Vendor  | Invoice Description                                       | G/L Date                       | Payment Date | Invoice Amount     |
|---|---|--------------------------------|--------------|--------------------|
| <b>Fund 185 - LIBRARY FUND</b>                                      |   |                                |              |                    |
| <b>Department 48 - LIBRARY</b>                                      |   |                                |              |                    |
| <b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>           |   |                                |              |                    |
| <b>Account 65100 - LIBRARY SUPPLIES</b>                             |   |                                |              |                    |
| 18611 - KENNEDY JOSEPH  | REIMBURSEMENT PROGRAM SUPPLIES                            | 12/17/2022                     | 01/10/2023   | 29.37              |
|   | <b>Account 65100 - LIBRARY SUPPLIES Totals</b>            | <b>Invoice Transactions 1</b>  |              | <b>\$29.37</b>     |
| <b>Account 65630 - LIBRARY BOOKS</b>                                |   |                                |              |                    |
| 100474 - BAKER & TAYLOR   | YA AND JUV PRINT  | 12/17/2022                     | 01/10/2023   | 186.24             |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 450.33             |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 1,243.94           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,610.85           |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 202.63             |
| 100474 - BAKER & TAYLOR   | JUV AND YA PRINT  | 12/17/2022                     | 01/10/2023   | 133.22             |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 391.42             |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 1,160.41           |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 504.56             |
| 100474 - BAKER & TAYLOR   | CROWN AND JUV PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,102.64           |
| 100474 - BAKER & TAYLOR   | YA AND JUV PRINT  | 12/17/2022                     | 01/10/2023   | 51.64              |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 98.82              |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 685.15             |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 1,119.78           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 47.44              |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 551.19             |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,423.17           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 57.54              |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,737.85           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,384.58           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 750.50             |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,139.64           |
| 100474 - BAKER & TAYLOR   | YA AND JUV PRINT  | 12/17/2022                     | 01/10/2023   | 425.08             |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 1,717.78           |
| 100474 - BAKER & TAYLOR   | YA AND JUV PRINT  | 12/17/2022                     | 01/10/2023   | 211.01             |
| 100474 - BAKER & TAYLOR   | YA AND CROWN PRINT  | 12/17/2022                     | 01/10/2023   | 412.09             |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 1,367.97           |
| 100474 - BAKER & TAYLOR   | JUV AND YA PRINT  | 12/17/2022                     | 01/10/2023   | 262.13             |
| 100474 - BAKER & TAYLOR   | YA AND CROWN PRINT  | 12/17/2022                     | 01/10/2023   | 1,100.53           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,129.38           |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 1,289.14           |
|   | <b>Account 65630 - LIBRARY BOOKS Totals</b>               | <b>Invoice Transactions 31</b> |              | <b>\$23,948.65</b> |
| <b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>                     |   |                                |              |                    |
| 103424 - MIDWEST TAPE   | JUV AV  | 12/17/2022                     | 01/10/2023   | 79.88              |
|   | <b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>    | <b>Invoice Transactions 1</b>  |              | <b>\$79.88</b>     |
| <b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>    |   |                                |              |                    |
|   |   | <b>Invoice Transactions 33</b> |              | <b>\$24,057.90</b> |
| <b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>        |   |                                |              |                    |
| <b>Account 65630 - LIBRARY BOOKS</b>                                |   |                                |              |                    |
| 100474 - BAKER & TAYLOR   | ADULT BOOKS   | 12/17/2022                     | 01/10/2023   | 1,457.65           |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 15.88              |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 954.93             |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 1,051.24           |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 171.18             |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 453.41             |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 288.79             |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 153.15             |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 1,353.75           |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 1,621.59           |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 29.41              |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 14.92              |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 22.07              |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 1,786.83           |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 286.80             |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 2,028.52           |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 247.94             |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 875.29             |
| 100474 - BAKER & TAYLOR   | ADULT AND CROWN PRINT                                     | 12/17/2022                     | 01/10/2023   | 1,064.06           |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH                        | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 78.72              |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 167.98             |
| 276974 - OVER DRIVE, INC.   | MAUN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 770.70             |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,043.44           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,031.90           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,061.35           |
| 276974 - OVER DRIVE, INC.   | ADULT EBOOKS  | 12/17/2022                     | 01/10/2023   | 1,032.91           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,062.39           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,078.91           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,368.33           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 1,022.76           |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 69.86              |
| 276974 - OVER DRIVE, INC.   | MAIN ADULT EBOOKS   | 12/17/2022                     | 01/10/2023   | 137.49             |
|   | <b>Account 65630 - LIBRARY BOOKS Totals</b>               | <b>Invoice Transactions 32</b> |              | <b>\$23,804.15</b> |
| <b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>                     |   |                                |              |                    |
| 100474 - BAKER & TAYLOR   | ADULT AV  | 12/17/2022                     | 01/10/2023   | 62.24              |
| 100474 - BAKER & TAYLOR   | ADULT AV  | 12/17/2022                     | 01/10/2023   | 67.78              |
| 100474 - BAKER & TAYLOR   | ADULT AV  | 12/17/2022                     | 01/10/2023   | 149.34             |
| 103424 - MIDWEST TAPE   | MAIN ADULT AV   | 12/17/2022                     | 01/10/2023   | 239.93             |
| 103424 - MIDWEST TAPE   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 36.86              |
| 103424 - MIDWEST TAPE   | ADULT AV  | 12/17/2022                     | 01/10/2023   | 27.47              |
| 103424 - MIDWEST TAPE   | ADULT AV  | 12/17/2022                     | 01/10/2023   | 22.93              |
|   | <b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>    | <b>Invoice Transactions 7</b>  |              | <b>\$606.55</b>    |
| <b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b> |   |                                |              |                    |
|   |   | <b>Invoice Transactions 39</b> |              | <b>\$24,410.70</b> |
| <b>Business Unit 4820 - ACCESS SERVICES</b>                         |   |                                |              |                    |
| <b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>                  |   |                                |              |                    |
| 110018 - T-MOBILE USA   | MOBILE HOTSPOTS 11/21/2022-12/20/2022                     | 12/17/2022                     | 01/10/2023   | 4,852.02           |
|   | <b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b> | <b>Invoice Transactions 1</b>  |              | <b>\$4,852.02</b>  |
| <b>Account 65100 - LIBRARY SUPPLIES</b>                             |   |                                |              |                    |
| 19371 - BACKSTAGE LIBRARY WORKS                                     | CATALOGING FOR SPANISH COLLECTIONS                        | 12/17/2022                     | 01/10/2023   | 2,582.88           |
| 206940 - ULINE  | OFFICE SUPPLIES   | 12/17/2022                     | 01/10/2023   | 63.86              |
| 206940 - ULINE  | OFFICE SUPPLIES   | 12/17/2022                     | 01/10/2023   | 199.84             |
|   | <b>Account 65100 - LIBRARY SUPPLIES Totals</b>            | <b>Invoice Transactions 3</b>  |              | <b>\$2,846.58</b>  |
| <b>Business Unit 4825 - ENGAGEMENT SERVICES</b>                     |   |                                |              |                    |
| <b>Account 62225 - BLDG MAINTENANCE SERVICES</b>                    |   |                                |              |                    |
| 151986 - CINTAS CORPORATION #769                                    | CARPET CLEANING   | 12/17/2022                     | 01/10/2023   | 115.99             |
|   | <b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>   | <b>Invoice Transactions 1</b>  |              | <b>\$115.99</b>    |
| <b>Account 65630 - LIBRARY BOOKS</b>                                |   |                                |              |                    |
| 100474 - BAKER & TAYLOR   | ADULT BOOKS   | 12/17/2022                     | 01/10/2023   | 33.88              |
| 100474 - BAKER & TAYLOR   | YA AND JUV PRINT  | 12/17/2022                     | 01/10/2023   | 98.51              |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 108.17             |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 53.09              |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 41.15              |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 14.69              |
| 100474 - BAKER & TAYLOR   | ADULT PRINT   | 12/17/2022                     | 01/10/2023   | 27.09              |
| 100474 - BAKER & TAYLOR   | JUV PRINT   | 12/17/2022                     | 01/10/2023   | 7.13               |
| 100474 - BAKER & TAYLOR   | JUV AND CROWN PRINT                                       | 12/17/2022                     | 01/10/2023   | 263.93             |



**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 01.10.2023 FY22**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 01/10/23 - 01/10/23

| Vendor  | Invoice Description                | G/L Date  | Payment Date             | Invoice Amount |
|---|------------------------------------|---|--------------------------|----------------|
| 100474 - BAKER & TAYLOR                                       | JUV PRINT                          | 12/17/2022  | 01/10/2023               | 27.88          |
| 100474 - BAKER & TAYLOR                                       | JUV AND YA PRINT                   | 12/17/2022  | 01/10/2023               | 118.86         |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT                          | 12/17/2022  | 01/10/2023               | 934.00         |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT                          | 12/17/2022  | 01/10/2023               | 106.86         |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT                          | 12/17/2022  | 01/10/2023               | 150.51         |
| 100474 - BAKER & TAYLOR                                       | CROWN AND JUV PRINT                | 12/17/2022  | 01/10/2023               | 158.78         |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT              | 12/17/2022  | 01/10/2023               | 67.59          |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT              | 12/17/2022  | 01/10/2023               | 69.50          |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 87.28          |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 214.58         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 491.25         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 11.29          |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 520.24         |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT              | 12/17/2022  | 01/10/2023               | 100.22         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 68.80          |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT              | 12/17/2022  | 01/10/2023               | 1,430.57       |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 115.80         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 310.33         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 643.13         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 119.46         |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 33.12          |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT              | 12/17/2022  | 01/10/2023               | 34.77          |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 459.78         |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 378.40         |
| 100474 - BAKER & TAYLOR                                       | YA AND CROWN PRINT                 | 12/17/2022  | 01/10/2023               | 584.00         |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT                          | 12/17/2022  | 01/10/2023               | 229.49         |
| 100474 - BAKER & TAYLOR                                       | JUV AND YA PRINT                   | 12/17/2022  | 01/10/2023               | 41.64          |
| 100474 - BAKER & TAYLOR                                       | YA AND CROWN PRINT                 | 12/17/2022  | 01/10/2023               | 239.18         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 219.26         |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 703.69         |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT              | 12/17/2022  | 01/10/2023               | 31.64          |
|   |                                    | Account 65630 - LIBRARY BOOKS Totals                      | Invoice Transactions 40  | \$9,349.54     |
|   |                                    | Business Unit 4825 - ENGAGEMENT SERVICES Totals           | Invoice Transactions 41  | \$9,465.53     |
| <b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b> |                                    |   |                          |                |
| <b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>            |                                    |   |                          |                |
| 18932 - PATRON POINT, INC.                                    | ANNUAL LICENSE AND SUPPORT RENEWAL | 12/17/2022  | 01/10/2023               | 1,272.60       |
| 11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)      | COMMUNICO MDX 12/31/22 TO 12/30/23 | 12/17/2022  | 01/10/2023               | 15,000.00      |
|   |                                    | Account 62341 - INTERNET SOLUTION PROVIDERS Totals        | Invoice Transactions 2   | \$16,272.60    |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |                                    |   |                          |                |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 600.26         |
| 100474 - BAKER & TAYLOR                                       | JUV AND YA PRINT                   | 12/17/2022  | 01/10/2023               | 174.71         |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 40.97          |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                | 12/17/2022  | 01/10/2023               | 126.99         |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 1,683.32       |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT                   | 12/17/2022  | 01/10/2023               | 174.42         |
| 100474 - BAKER & TAYLOR                                       | YA AND CROWN PRINT                 | 12/17/2022  | 01/10/2023               | 234.07         |
| 100474 - BAKER & TAYLOR                                       | JUV AND YA PRINT                   | 12/17/2022  | 01/10/2023               | 533.89         |
|   |                                    | Account 65630 - LIBRARY BOOKS Totals                      | Invoice Transactions 8   | \$3,568.63     |
|   |                                    | Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals | Invoice Transactions 10  | \$19,841.23    |
| <b>Business Unit 4840 - LIBRARY MAINTENANCE</b>               |                                    |   |                          |                |
| <b>Account 62225 - BLDG MAINTENANCE SERVICES</b>              |                                    |   |                          |                |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING                    | 12/17/2022  | 01/10/2023               | 510.13         |
| 101063 - CINTAS FIRST AID & SUPPLY                            | FIRST AID KIT SERVICE              | 12/17/2022  | 01/10/2023               | 162.68         |
| 315451 - METRO DOOR AND DOCK, INC.                            | DOOR REPAIR                        | 12/17/2022  | 01/10/2023               | 435.00         |
| 315451 - METRO DOOR AND DOCK, INC.                            | DOOR REPAIR                        | 12/17/2022  | 01/10/2023               | 453.63         |
|   |                                    | Account 62225 - BLDG MAINTENANCE SERVICES Totals          | Invoice Transactions 4   | \$1,561.44     |
| <b>Account 64005 - ELECTRICITY</b>                            |                                    |   |                          |                |
| 10730 - MC SQUARED ENERGY                                     | MC SQUARED 11.29.2022              | 12/17/2022  | 01/10/2023               | 7,036.27       |
|   |                                    | Account 64005 - ELECTRICITY Totals                        | Invoice Transactions 1   | \$7,036.27     |
| <b>Account 64015 - NATURAL GAS</b>                            |                                    |   |                          |                |
| 103744 - NICOR  | UTILITIES-NICOR NOV22              | 12/17/2022  | 01/10/2023               | 671.74         |
|   |                                    | Account 64015 - NATURAL GAS Totals                        | Invoice Transactions 1   | \$671.74       |
|   |                                    | Business Unit 4840 - LIBRARY MAINTENANCE Totals           | Invoice Transactions 6   | \$9,269.45     |
| <b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>            |                                    |   |                          |                |
| <b>Account 62185 - CONSULTING SERVICES</b>                    |                                    |   |                          |                |
| 17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES     | PROFESSIONAL SERVICES              | 12/17/2022  | 01/10/2023               | 12,600.00      |
| 15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN    | LEGAL FEES                         | 12/17/2022  | 01/10/2023               | 287.50         |
| 12151 - MULTILINGUAL CONNECTIONS LLC                          | TRANSLATION SERVICES               | 12/17/2022  | 01/10/2023               | 95.00          |
| 19408 - RINA CAMPBELL   | ALL STAFF PROFESSIONAL TRAINING    | 12/17/2022  | 01/10/2023               | 2,000.00       |
|   |                                    | Account 62185 - CONSULTING SERVICES Totals                | Invoice Transactions 4   | \$14,982.50    |
| <b>Account 65095 - OFFICE SUPPLIES</b>                        |                                    |   |                          |                |
| 103883 - ODP BUSINESS SOLUTIONS, LLC                          | GENERAL OFFICE SUPPLIES            | 12/17/2022  | 01/10/2023               | 259.84         |
|   |                                    | Account 65095 - OFFICE SUPPLIES Totals                    | Invoice Transactions 1   | \$259.84       |
|   |                                    | Business Unit 4845 - LIBRARY ADMINISTRATION Totals        | Invoice Transactions 5   | \$15,242.34    |
|   |                                    | Department 48 - LIBRARY Totals                            | Invoice Transactions 138 | \$109,985.75   |
|   |                                    | Fund 185 - LIBRARY FUND Totals                            | Invoice Transactions 138 | \$109,985.75   |
|   |                                    |   | Invoice Transactions 138 | \$109,985.75   |

\* = Prior Fiscal Year Activity

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.10.2023 FY2022**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

| <u>ACCOUNT NUMBER</u>                     | <u>SUPPLIER NAME</u> | <u>DESCRIPTION</u>             | <u>AMOUNT</u>            |
|---|----------------------|--------------------------------|--------------------------|
| <b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b> |                      |                                |                          |
| VARIOUS                                   | TWIN EAGLE           | NATURAL GAS NOVEMBER, 2022     | 1,178.50                 |
|   | BMO                  | PURCHASING CARD-NOVEMBER, 2022 | 11,561.87                |
|   |                      |                                | <u>12,740.37</u>         |
|   |                      |                                | <u>12,740.37</u>         |
|   |                      | <b>GRAND TOTAL</b>             | <b><u>122,726.12</u></b> |

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 01.24.2023 FY22**

**Accounts Payable by G/L Distribution Report**  
 G/L Date Range 12/24/22 - 12/24/22

| Vendor  | Invoice Description  | G/L Date   | Payment Date                   | Invoice Amount     |
|---|--|------------|--------------------------------|--------------------|
| <b>Fund 185 - LIBRARY FUND</b>                                |  |            |                                |                    |
| <b>Department 48 - LIBRARY</b>                                |  |            |                                |                    |
| <b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>     |  |            |                                |                    |
| <b>Account 65100 - LIBRARY SUPPLIES</b>                       |  |            |                                |                    |
| 101752 - EVANSTON PUBLIC LIBRARY                              | PETTY CASH REIMBURSEMENT FOR 2022                                    | 12/24/2022 | 01/24/2023                     | 14.95              |
| 107741 - SCHOLASTIC INC.                                      | CHILDREN'S SUPPLIES  | 12/24/2022 | 01/24/2023                     | 341.00             |
|   | <b>Account 65100 - LIBRARY SUPPLIES Totals</b>                       |            | <b>Invoice Transactions 2</b>  | <b>\$355.95</b>    |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |  |            |                                |                    |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT  | 12/24/2022 | 01/24/2023                     | 440.78             |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT  | 12/24/2022 | 01/24/2023                     | 12.11              |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT  | 12/24/2022 | 01/24/2023                     | 489.00             |
| 105634 - WORLD BOOK, INC.                                     | JUV PRINT  | 12/24/2022 | 01/24/2023                     | 1,199.00           |
|   | <b>Account 65630 - LIBRARY BOOKS Totals</b>                          |            | <b>Invoice Transactions 4</b>  | <b>\$2,140.89</b>  |
| <b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>               |  |            |                                |                    |
| 103424 - MIDWEST TAPE   | JUV AV   | 12/24/2022 | 01/24/2023                     | 10.49              |
|   | <b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>               |            | <b>Invoice Transactions 1</b>  | <b>\$10.49</b>     |
|   | <b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>     |            | <b>Invoice Transactions 7</b>  | <b>\$2,507.33</b>  |
| <b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>  |  |            |                                |                    |
| <b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>            |  |            |                                |                    |
| 16334 - KANOPY  | MAIN ADULT ONLINE RESOURCES  | 12/24/2022 | 01/24/2023                     | 1,631.00           |
| 103424 - MIDWEST TAPE   | MAIN ADULT ONLINE RESOURCES  | 12/24/2022 | 01/24/2023                     | 4,499.79           |
| 104226 - PROQUEST INFO & LEARNING COMPANY                     | ADULT ONLINE RESOURCES   | 12/24/2022 | 01/24/2023                     | 705.00             |
|   | <b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>            |            | <b>Invoice Transactions 3</b>  | <b>\$6,835.79</b>  |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |  |            |                                |                    |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT  | 12/24/2022 | 01/24/2023                     | 2,067.48           |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 488.73             |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 16.88              |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 477.68             |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 49.87              |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 190.26             |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH                  | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 78.72              |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH                  | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 98.96              |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH                  | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 84.72              |
|   | <b>Account 65630 - LIBRARY BOOKS Totals</b>                          |            | <b>Invoice Transactions 9</b>  | <b>\$3,553.30</b>  |
| <b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>               |  |            |                                |                    |
| 100474 - BAKER & TAYLOR                                       | ADULT AND YA AV  | 12/24/2022 | 01/24/2023                     | 45.01              |
| 103424 - MIDWEST TAPE   | ADULT AV   | 12/24/2022 | 01/24/2023                     | 16.93              |
| 103424 - MIDWEST TAPE   | ADULT AV   | 12/24/2022 | 01/24/2023                     | 45.11              |
| 103424 - MIDWEST TAPE   | ADULT AV   | 12/24/2022 | 01/24/2023                     | 68.79              |
|   | <b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>               |            | <b>Invoice Transactions 4</b>  | <b>\$175.84</b>    |
|   | <b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>  |            | <b>Invoice Transactions 16</b> | <b>\$10,564.93</b> |
| <b>Business Unit 4820 - ACCESS SERVICES</b>                   |  |            |                                |                    |
| <b>Account 62506 - WORK- STUDY</b>                            |  |            |                                |                    |
| 10407 - NORTHWESTERN UNIVERSITY                               | WORK-STUDY FALL QUARTER INVOICE                                      | 12/24/2022 | 01/24/2023                     | 241.44             |
|   | <b>Account 62506 - WORK- STUDY Totals</b>                            |            | <b>Invoice Transactions 1</b>  | <b>\$241.44</b>    |
| <b>Account 65100 - LIBRARY SUPPLIES</b>                       |  |            |                                |                    |
| 121187 - UNIQUE MANAGEMENT SERVICES                           | COLLECTION FEE   | 12/24/2022 | 01/24/2023                     | 344.75             |
|   | <b>Account 65100 - LIBRARY SUPPLIES Totals</b>                       |            | <b>Invoice Transactions 1</b>  | <b>\$344.75</b>    |
| <b>Account 65555 - IT COMPUTER HARDWARE</b>                   |  |            |                                |                    |
| 19060 - MK SOLUTIONS, INC.                                    | AUTOMATED SELF CHECK MACHINES  | 12/24/2022 | 01/24/2023                     | 2,009.00           |
|   | <b>Account 65555 - IT COMPUTER HARDWARE Totals</b>                   |            | <b>Invoice Transactions 1</b>  | <b>\$2,009.00</b>  |
|   | <b>Business Unit 4820 - ACCESS SERVICES Totals</b>                   |            | <b>Invoice Transactions 3</b>  | <b>\$2,595.19</b>  |
| <b>Business Unit 4825 - ENGAGEMENT SERVICES</b>               |  |            |                                |                    |
| <b>Account 62225 - BLDG MAINTENANCE SERVICES</b>              |  |            |                                |                    |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING  | 12/24/2022 | 01/24/2023                     | 115.99             |
|   | <b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>              |            | <b>Invoice Transactions 1</b>  | <b>\$115.99</b>    |
| <b>Account 65100 - LIBRARY SUPPLIES</b>                       |  |            |                                |                    |
| 132303 - Carmen Francellino                                   | COMMUNITY KWANZAA CELEBRATION SUPPLIES                               | 12/24/2022 | 01/24/2023                     | 53.40              |
| 101752 - EVANSTON PUBLIC LIBRARY                              | PETTY CASH REIMBURSEMENT FOR 2022                                    | 12/24/2022 | 01/24/2023                     | 81.58              |
| 270049 - Tracy Olasimbo                                       | PROGRAM SUPPLIES REIMBURSEMENT                                       | 12/24/2022 | 01/24/2023                     | 22.47              |
|   | <b>Account 65100 - LIBRARY SUPPLIES Totals</b>                       |            | <b>Invoice Transactions 3</b>  | <b>\$157.45</b>    |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |  |            |                                |                    |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT  | 12/24/2022 | 01/24/2023                     | 81.15              |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT  | 12/24/2022 | 01/24/2023                     | 67.76              |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT  | 12/24/2022 | 01/24/2023                     | 148.66             |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT  | 12/24/2022 | 01/24/2023                     | 874.96             |
|   | <b>Account 65630 - LIBRARY BOOKS Totals</b>                          |            | <b>Invoice Transactions 4</b>  | <b>\$1,172.53</b>  |
|   | <b>Business Unit 4825 - ENGAGEMENT SERVICES Totals</b>               |            | <b>Invoice Transactions 8</b>  | <b>\$1,445.97</b>  |
| <b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b> |  |            |                                |                    |
| <b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>            |  |            |                                |                    |
| 14337 - NUB GAMES, INC.                                       | ANNUAL SUBSCRIPTION 11/20/2022 TO 11-19-2023                         | 12/24/2022 | 01/24/2023                     | 415.00             |
|   | <b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>            |            | <b>Invoice Transactions 1</b>  | <b>\$415.00</b>    |
| <b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>               |  |            |                                |                    |
| 100474 - BAKER & TAYLOR                                       | ADULT AND YA AV  | 12/24/2022 | 01/24/2023                     | 58.83              |
|   | <b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>               |            | <b>Invoice Transactions 1</b>  | <b>\$58.83</b>     |
|   | <b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b> |            | <b>Invoice Transactions 2</b>  | <b>\$473.83</b>    |
| <b>Business Unit 4840 - LIBRARY MAINTENANCE</b>               |  |            |                                |                    |
| <b>Account 62225 - BLDG MAINTENANCE SERVICES</b>              |  |            |                                |                    |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING  | 12/24/2022 | 01/24/2023                     | 510.13             |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING  | 12/24/2022 | 01/24/2023                     | 510.13             |
| 298493 - CONQUEST PEST SOLUTIONS                              | PEST CONTROL   | 12/24/2022 | 01/24/2023                     | 145.00             |
| 298493 - CONQUEST PEST SOLUTIONS                              | PEST CONTROL   | 12/24/2022 | 01/24/2023                     | 210.00             |
| 14096 - SERVICE BUILDING MAINTENANCE, INC.                    | WINDOW CLEANING INSIDE AND OUT OF THE BUILDING                       | 12/24/2022 | 01/24/2023                     | 200.00             |
|   | <b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>              |            | <b>Invoice Transactions 5</b>  | <b>\$1,575.26</b>  |
|   | <b>Business Unit 4840 - LIBRARY MAINTENANCE Totals</b>               |            | <b>Invoice Transactions 5</b>  | <b>\$1,575.26</b>  |
| <b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>            |  |            |                                |                    |
| <b>Account 56011 - DONATIONS</b>                              |  |            |                                |                    |
| 19441 - ILLINOIS HUMANITIES COUNCIL, INC.                     | RETURNED FUNDS MISSED PRINTED CHECK                                  | 12/24/2022 | 01/24/2023                     | 10,000.00          |
|   | <b>Account 56011 - DONATIONS Totals</b>                              |            | <b>Invoice Transactions 1</b>  | <b>\$10,000.00</b> |
| <b>Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES</b>   |  |            |                                |                    |
| 101752 - EVANSTON PUBLIC LIBRARY                              | PETTY CASH REIMBURSEMENT FOR 2022                                    | 12/24/2022 | 01/24/2023                     | 201.33             |
|   | <b>Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals</b>   |            | <b>Invoice Transactions 1</b>  | <b>\$201.33</b>    |
| <b>Account 62185 - CONSULTING SERVICES</b>                    |  |            |                                |                    |
| 12151 - MULTILINGUAL CONNECTIONS LLC                          | TRANSLATION SERVICES; FACILITIES POLICY                              | 12/24/2022 | 01/24/2023                     | 405.18             |
| 12151 - MULTILINGUAL CONNECTIONS LLC                          | TRANSLATION SERVICES; HOT SPOT FORM                                  | 12/24/2022 | 01/24/2023                     | 104.88             |
|   | <b>Account 62185 - CONSULTING SERVICES Totals</b>                    |            | <b>Invoice Transactions 2</b>  | <b>\$510.06</b>    |
| <b>Account 62290 - TUITION</b>                                |  |            |                                |                    |
| 18611 - KENNEDY JOSEPH  | TUITION REIMBURSEMENT FALL 2022                                      | 12/24/2022 | 01/24/2023                     | 944.00             |
|   | <b>Account 62290 - TUITION Totals</b>                                |            | <b>Invoice Transactions 1</b>  | <b>\$944.00</b>    |
| <b>Account 62506 - WORK- STUDY</b>                            |  |            |                                |                    |
| 10407 - NORTHWESTERN UNIVERSITY                               | WORK-STUDY FALL QUARTER INVOICE                                      | 12/24/2022 | 01/24/2023                     | 606.99             |
|   | <b>Account 62506 - WORK- STUDY Totals</b>                            |            | <b>Invoice Transactions 1</b>  | <b>\$606.99</b>    |

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 01.24.2023 FY22**

**Accounts Payable by G/L Distribution Report**  
 G/L Date Range 12/24/22 - 12/24/22

| Vendor                                 | Invoice Description                                       | G/L Date   | Payment Date            | Invoice Amount                 |                    |
|--|---|------------|-------------------------|--------------------------------|--------------------|
| <b>Account 65025 - FOOD</b>            |   |            |                         |                                |                    |
| 10172 - LEA FARAH HERNANDEZ-SOLIS      | REIMBURSEMENT STAFF DAY AND MEETING                       | 12/24/2022 | 01/24/2023              | 234.43                         |                    |
| 270049 - Tracy Olasimbo                | PROGRAM SUPPLIES REIMBURSEMENT                            | 12/24/2022 | 01/24/2023              | <u>50.96</u>                   |                    |
|  | Account <b>65025 - FOOD</b> Totals                        |            | Invoice Transactions 2  | <u>\$285.39</u>                |                    |
| <b>Account 65095 - OFFICE SUPPLIES</b> |   |            |                         |                                |                    |
| 101752 - EVANSTON PUBLIC LIBRARY       | PETTY CASH REIMBURSEMENT FOR 2022                         | 12/24/2022 | 01/24/2023              | 20.00                          |                    |
| 103883 - ODP BUSINESS SOLUTIONS, LLC   | GENERAL OFFICE SUPPLIES                                   | 12/24/2022 | 01/24/2023              | 134.72                         |                    |
| 103883 - ODP BUSINESS SOLUTIONS, LLC   | GENERAL OFFICE SUPPLIES                                   | 12/24/2022 | 01/24/2023              | <u>29.46</u>                   |                    |
|  | Account <b>65095 - OFFICE SUPPLIES</b> Totals             |            | Invoice Transactions 3  | <u>\$184.18</u>                |                    |
|  | Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals |            | Invoice Transactions 11 | <u>\$12,731.95</u>             |                    |
|  | Department <b>48 - LIBRARY</b> Totals                     |            | Invoice Transactions 52 | <u>\$31,894.46</u>             |                    |
|  | Fund <b>185 - LIBRARY FUND</b> Totals                     |            | Invoice Transactions 52 | <u>\$31,894.46</u>             |                    |
| <b>* = Prior Fiscal Year Activity</b>  |   |            |                         | <b>Invoice Transactions 52</b> | <b>\$31,894.46</b> |

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2023 FY2022**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

| <u>ACCOUNT NUMBER</u>                     | <u>SUPPLIER NAME</u> | <u>DESCRIPTION</u>         | <u>AMOUNT</u>           |
|---|----------------------|----------------------------|-------------------------|
| <b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b> |                      |                            |                         |
| VARIOUS                                   | TWIN EAGLE           | NATURAL GAS DECEMBER, 2022 | 1,178.50                |
|   |                      |                            | <u>1,178.50</u>         |
|   |                      |                            | <u>1,178.50</u>         |
|   |                      | <b>GRAND TOTAL</b>         | <b><u>33,072.96</u></b> |

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 01.24.2023 FY23**

**Accounts Payable by G/L Distribution Report**  
 G/L Date Range 01/24/23 - 01/24/23

| Vendor  | Invoice Description                                       | G/L Date                | Payment Date | Invoice Amount |
|---|---|-------------------------|--------------|----------------|
| <b>Fund 185 - LIBRARY FUND</b>                                |   |                         |              |                |
| <b>Department 48 - LIBRARY</b>                                |   |                         |              |                |
| <b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>     |   |                         |              |                |
| <b>Account 65100 - LIBRARY SUPPLIES</b>                       |   |                         |              |                |
| 100474 - BAKER & TAYLOR                                       | CHILDREN'S SUPPLIES                                       | 01/24/2023              | 01/24/2023   | 7.17           |
|   | Account 65100 - LIBRARY SUPPLIES Totals                   | Invoice Transactions 1  |              | \$7.17         |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |   |                         |              |                |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT  | 01/24/2023              | 01/24/2023   | 137.86         |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT   | 01/24/2023              | 01/24/2023   | 39.45          |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT   | 01/24/2023              | 01/24/2023   | 21.84          |
| 100474 - BAKER & TAYLOR                                       | JUV PRINT   | 01/24/2023              | 01/24/2023   | 20.38          |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                                       | 01/24/2023              | 01/24/2023   | 157.44         |
|   | Account 65630 - LIBRARY BOOKS Totals                      | Invoice Transactions 5  |              | \$376.97       |
|   | Business Unit 4805 - EARLY LEARNING & LITERACY Totals     | Invoice Transactions 6  |              | \$384.14       |
| <b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>  |   |                         |              |                |
| <b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>            |   |                         |              |                |
| 101955 - CANDID   | MAIN ADULT ONLINE RESOURCES                               | 01/24/2023              | 01/24/2023   | 2,995.00       |
|   | Account 62341 - INTERNET SOLUTION PROVIDERS Totals        | Invoice Transactions 1  |              | \$2,995.00     |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |   |                         |              |                |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 65.05          |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 44.12          |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT                                     | 01/24/2023              | 01/24/2023   | 548.43         |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 19.01          |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 19.00          |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 16.61          |
| 100474 - BAKER & TAYLOR                                       | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 116.41         |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH                  | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 182.93         |
| 120319 - CENGAGE LEARNING INC./GALE RESEARCH                  | ADULT PRINT   | 01/24/2023              | 01/24/2023   | 155.94         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 1,150.75       |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 131.00         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 191.82         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 2,990.18       |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 825.61         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 236.99         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 563.61         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 697.32         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 37.61          |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 480.61         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 183.25         |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 1,641.95       |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 1,022.81       |
| 276974 - OVER DRIVE, INC.                                     | MAIN ADULT EBOOKS   | 01/24/2023              | 01/24/2023   | 30.77          |
|   | Account 65630 - LIBRARY BOOKS Totals                      | Invoice Transactions 23 |              | \$11,351.78    |
|   | Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals  | Invoice Transactions 24 |              | \$14,346.78    |
| <b>Business Unit 4820 - ACCESS SERVICES</b>                   |   |                         |              |                |
| <b>Account 62340 - IT COMPUTER SOFTWARE</b>                   |   |                         |              |                |
| 12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM                     | IT COMPUTER SOFTWARE                                      | 01/24/2023              | 01/24/2023   | 20.26          |
|   | Account 62340 - IT COMPUTER SOFTWARE Totals               | Invoice Transactions 1  |              | \$20.26        |
|   | Business Unit 4820 - ACCESS SERVICES Totals               | Invoice Transactions 1  |              | \$20.26        |
| <b>Business Unit 4825 - ENGAGEMENT SERVICES</b>               |   |                         |              |                |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |   |                         |              |                |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT  | 01/24/2023              | 01/24/2023   | 95.47          |
| 100474 - BAKER & TAYLOR                                       | ADULT AND CROWN PRINT                                     | 01/24/2023              | 01/24/2023   | 15.26          |
| 100474 - BAKER & TAYLOR                                       | JUV AND CROWN PRINT                                       | 01/24/2023              | 01/24/2023   | 18.99          |
|   | Account 65630 - LIBRARY BOOKS Totals                      | Invoice Transactions 3  |              | \$129.72       |
|   | Business Unit 4825 - ENGAGEMENT SERVICES Totals           | Invoice Transactions 3  |              | \$129.72       |
| <b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b> |   |                         |              |                |
| <b>Account 62340 - IT COMPUTER SOFTWARE</b>                   |   |                         |              |                |
| 103876 - OCLC, INC.   | IT COMPUTER SOFTWARE                                      | 01/24/2023              | 01/24/2023   | 353.65         |
|   | Account 62340 - IT COMPUTER SOFTWARE Totals               | Invoice Transactions 1  |              | \$353.65       |
| <b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>            |   |                         |              |                |
| 19390 - CANVA US INC.   | CANVA PRO 55 LICENSES                                     | 01/24/2023              | 01/24/2023   | 3,119.99       |
| 308112 - SENSOURCE INC.                                       | ANNUAL DATA HOSTING SERVICE FEE                           | 01/24/2023              | 01/24/2023   | 1,500.00       |
|   | Account 62341 - INTERNET SOLUTION PROVIDERS Totals        | Invoice Transactions 2  |              | \$4,619.99     |
| <b>Account 65630 - LIBRARY BOOKS</b>                          |   |                         |              |                |
| 100474 - BAKER & TAYLOR                                       | YA AND JUV PRINT  | 01/24/2023              | 01/24/2023   | 277.32         |
|   | Account 65630 - LIBRARY BOOKS Totals                      | Invoice Transactions 1  |              | \$277.32       |
|   | Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals | Invoice Transactions 4  |              | \$5,250.96     |
| <b>Business Unit 4840 - LIBRARY MAINTENANCE</b>               |   |                         |              |                |
| <b>Account 62225 - BLDG MAINTENANCE SERVICES</b>              |   |                         |              |                |
| 100891 - CARRIER CORPORATION                                  | CHILIER REPAIR  | 01/24/2023              | 01/24/2023   | 623.50         |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING   | 01/24/2023              | 01/24/2023   | 510.13         |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING   | 01/24/2023              | 01/24/2023   | 510.13         |
| 151986 - CINTAS CORPORATION #769                              | CARPET CLEANING   | 01/24/2023              | 01/24/2023   | 115.99         |
| 298493 - CONQUEST PEST SOLUTIONS                              | PEST CONTROL  | 01/24/2023              | 01/24/2023   | 145.00         |
| 104595 - SCHINDLER ELEVATOR CORP                              | ELEVATOR SERVICE  | 01/24/2023              | 01/24/2023   | 11,231.51      |
|   | Account 62225 - BLDG MAINTENANCE SERVICES Totals          | Invoice Transactions 6  |              | \$13,136.26    |
| <b>Account 65040 - JANITORIAL SUPPLIES</b>                    |   |                         |              |                |
| 10546 - SUPERIOR INDUSTRIAL SUPPLY                            | JANITORIAL SUPPLIES                                       | 01/24/2023              | 01/24/2023   | 36.32          |
| 145106 - TOTAL BUILDING SERVICES                              | JANITORIAL SUPPLIES                                       | 01/24/2023              | 01/24/2023   | 10,520.00      |
|   | Account 65040 - JANITORIAL SUPPLIES Totals                | Invoice Transactions 2  |              | \$10,556.32    |
|   | Business Unit 4840 - LIBRARY MAINTENANCE Totals           | Invoice Transactions 8  |              | \$23,692.58    |
| <b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>            |   |                         |              |                |
| <b>Account 62185 - CONSULTING SERVICES</b>                    |   |                         |              |                |
| 18957 - CHERIE ASANTE   | EPL VOLUNTEER MANAGEMENT                                  | 01/24/2023              | 01/24/2023   | 1,733.33       |
| 15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN    | LEGAL FEES  | 01/24/2023              | 01/24/2023   | 198.00         |
|   | Account 62185 - CONSULTING SERVICES Totals                | Invoice Transactions 2  |              | \$1,931.33     |
| <b>Account 65095 - OFFICE SUPPLIES</b>                        |   |                         |              |                |
| 18957 - CHERIE ASANTE   | REIMBURSEMENT PROGRAM SUPPLIES                            | 01/24/2023              | 01/24/2023   | 19.98          |
|   | Account 65095 - OFFICE SUPPLIES Totals                    | Invoice Transactions 1  |              | \$19.98        |
|   | Business Unit 4845 - LIBRARY ADMINISTRATION Totals        | Invoice Transactions 3  |              | \$1,951.31     |
| <b>Business Unit 4850 - LIBRARY GRANTS</b>                    |   |                         |              |                |
| <b>Account 62185 - CONSULTING SERVICES</b>                    |   |                         |              |                |
| 105668 - MCGAW YMCA   | AHA PROGRAM FACILITATOR/AGE OPTION GRANT/RHONDA           | 01/24/2023              | 01/24/2023   | 100.00         |
|   | Account 62185 - CONSULTING SERVICES Totals                | Invoice Transactions 1  |              | \$100.00       |
|   | Business Unit 4850 - LIBRARY GRANTS Totals                | Invoice Transactions 1  |              | \$100.00       |
|   | Department 48 - LIBRARY Totals                            | Invoice Transactions 50 |              | \$45,875.75    |
|   | Fund 185 - LIBRARY FUND Totals                            | Invoice Transactions 50 |              | \$45,875.75    |
|   |   | Invoice Transactions 50 |              | \$45,875.75    |

\* = Prior Fiscal Year Activity

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 01.24.2023 FY2023**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|----------------|---------------|-------------|--------|
|----------------|---------------|-------------|--------|

**SUPPLEMENTAL BILLS LIST ATTACHMENT**

0.00

**GRAND TOTAL** 45,875.75

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

| REPORTS TO INTERMEDIATE | MERCHANT NAME           | MERCHANT STATE | MERCHANT ZIP CODE | TRANSACTION AMOUNT | POSTING DATE | COST ALLOCATION - EXPENSE OBJECT    | EXPENSE DESCRIPTION   |
|-------------------------|-------------------------|----------------|-------------------|--------------------|--------------|-------------------------------------|---|
| LIBRARY                 | LYFT 2 RIDES 11-04      | CA             | 94107             | \$ 53.75           | 11/7/2022    | 62295 TRAINING & TRAVEL             | LOCAL GOVERNMENT HISPANIC NETWORK BOARD OF DIRECTORS CONFERENCE - CHICAGO   |
| LIBRARY                 | WALMART.COM             | AR             | 72716             | \$ 347.81          | 10/27/2022   | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | MICHAELS STORES 3849    | IL             | 60077             | \$ (11.87)         | 10/27/2022   | 65100 LIBRARY SUPPLIES              | PROGRAM MATERIALS RETURNED  |
| LIBRARY                 | PAYPAL DOLLARTREE       | VA             | 23320             | \$ 51.64           | 10/28/2022   | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | AMZN MKTP US H82M16KF2  | WA             | 98109             | \$ 80.72           | 10/31/2022   | 65100 LIBRARY SUPPLIES              | LEAP PROGRAM SUPPLIES   |
| LIBRARY                 | WALMART.COM             | AR             | 72716             | \$ 20.30           | 10/31/2022   | 65100 LIBRARY SUPPLIES              | SNACKS FOR ELL PROGRAM  |
| LIBRARY                 | DOLLARTREE              | IL             | 60202             | \$ 12.50           | 11/2/2022    | 65100 LIBRARY SUPPLIES              | TABLECLOTHS FOR DAY OF THE DEAD EVENT 2022                                  |
| LIBRARY                 | WALMART.COM 8009666546  | AR             | 72716             | \$ 75.27           | 11/3/2022    | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | LYFT 2 RIDES 11-05      | CA             | 94107             | \$ 60.59           | 11/7/2022    | 62295 TRAINING & TRAVEL             | LOCAL GOVERNMENT HISPANIC NETWORK BOARD OF DIRECTORS CONFERENCE - CHICAGO   |
| LIBRARY                 | WALMART.COM 8009666546  | AR             | 72716             | \$ 51.40           | 11/7/2022    | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | DOLLARTREE              | IL             | 60202             | \$ 48.75           | 11/9/2022    | 65100 LIBRARY SUPPLIES              | PROGRAM SUPPLIES  |
| LIBRARY                 | WALMART.COM             | AR             | 72716             | \$ 105.19          | 11/15/2022   | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | WALMART.COM             | AR             | 72716             | \$ 41.98           | 11/16/2022   | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | PAYPAL ORION            | CA             | 95076             | \$ 66.08           | 11/21/2022   | 65100 LIBRARY SUPPLIES              | ELL PROGRAM SUPPLIES  |
| LIBRARY                 | PAYPAL FT.COM           | CA             | 95131             | \$ 74.75           | 10/26/2022   | 65635 PERIODICALS                   | NEWSPAPER SUBSCRIPTION  |
| LIBRARY                 | D J WALL-ST-JOURNAL     | MA             | 01020             | \$ 29.99           | 10/27/2022   | 65635 PERIODICALS                   | NEWSPAPER SUBSCRIPTION  |
| LIBRARY                 | NYTIMES                 | NY             | 10018             | \$ 264.38          | 10/31/2022   | 65635 PERIODICALS                   | NEWSPAPER SUBSCRIPTION  |
| LIBRARY                 | AMZN MKTP US H01HW5U31  | WA             | 98109             | \$ 33.99           | 11/2/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H02KF3I61  | WA             | 98109             | \$ 45.04           | 11/2/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H066R6UR1  | WA             | 98109             | \$ 18.85           | 11/2/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H06TY3I31  | WA             | 98109             | \$ 22.50           | 11/2/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H223A2LY0  | WA             | 98109             | \$ 48.00           | 11/2/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H262C2LP0  | WA             | 98109             | \$ 56.11           | 11/2/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | GAN USATODAYCIRC        | IN             | 46038             | \$ 29.00           | 11/2/2022    | 65635 PERIODICALS                   | NEWSPAPER SUBSCRIPTION  |
| LIBRARY                 | AMAZON.COM H20MS9VO0 A  | WA             | 98109             | \$ 14.81           | 11/3/2022    | 65100 LIBRARY SUPPLIES              | ADULT PRINT   |
| LIBRARY                 | AMAZON.COM H25CY4PL0 A  | WA             | 98109             | \$ 125.51          | 11/3/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H02P57M82  | WA             | 98109             | \$ 34.99           | 11/3/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H22I9E20   | WA             | 98109             | \$ 16.52           | 11/3/2022    | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | D J BARRONS             | MA             | 01020             | \$ 14.99           | 11/3/2022    | 65635 PERIODICALS                   | MONTHLY NEWSPAPER SUBSCRIPTION  |
| LIBRARY                 | CHICAGO SUN-TIMES CIRC  | IL             | 60654             | \$ 18.99           | 11/7/2022    | 65100 LIBRARY SUPPLIES              | MONTHLY NEWSPAPER SUBSCRIPTION  |
| LIBRARY                 | AMAZON.COM HB9X64UW2    | WA             | 98109             | \$ 84.97           | 11/18/2022   | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H145M1EN1  | WA             | 98109             | \$ 57.90           | 11/18/2022   | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMAZON.COM H10MS7291    | WA             | 98109             | \$ 148.95          | 11/21/2022   | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | AMZN MKTP US H18XV1WWW0 | WA             | 98109             | \$ 16.29           | 11/21/2022   | 65630 LIBRARY BOOKS                 | ADULT PRINT   |
| LIBRARY                 | PAYPAL MICHAELS         | TX             | 75063             | \$ 33.92           | 10/31/2022   | 65100 LIBRARY SUPPLIES              | RC AFTER SCHOOL PROGRAM SUPPLIES  |
| LIBRARY                 | TARGET 00009274         | IL             | 60202             | \$ 54.47           | 11/9/2022    | 65100 LIBRARY SUPPLIES              | RC PROGRAM SUPPLIES   |
| LIBRARY                 | NINTENDO CA854948778    | WA             | 98052             | \$ 63.74           | 11/10/2022   | 65100 LIBRARY SUPPLIES              | RC PROGRAM SUPPLIES   |
| LIBRARY                 | THE SALVATION ARMY ARC  | IL             | 60076-3220        | \$ 21.72           | 11/14/2022   | 65100 LIBRARY SUPPLIES              | RC PROGRAM SUPPLIES   |
| LIBRARY                 | TARGET 00009274         | IL             | 60202             | \$ 38.65           | 11/16/2022   | 65100 LIBRARY SUPPLIES              | RC OFFICE SUPPLIES  |
| LIBRARY                 | FOOD4LESS #0558         | IL             | 60202             | \$ 41.17           | 11/17/2022   | 65100 LIBRARY SUPPLIES              | RC PROGRAM - FOOD   |
| LIBRARY                 | PAYPAL MICHAELS         | TX             | 75063             | \$ 32.47           | 11/21/2022   | 65100 LIBRARY SUPPLIES              | RC ART PROGRAM SUPPLIES   |
| LIBRARY                 | APPLE.COM/US            | CA             | 95014             | \$ 105.19          | 10/31/2022   | 62341 INTERNET SOLUTION PROVIDERS   | ANNUAL APPLE DEVELOPER FEE  |
| LIBRARY                 | PAYPAL CRITROLE         | CA             | 91504             | \$ 70.10           | 10/31/2022   | 65100 LIBRARY SUPPLIES              | IDL PROGRAM SUPPLIES D&D  |
| LIBRARY                 | TARGET 00009274         | IL             | 60202             | \$ 116.96          | 10/31/2022   | 65100 LIBRARY SUPPLIES              | TEEN SERVICES IPAD SUPPLIES   |
| LIBRARY                 | GOOGLE LLC GSUITE EPL.  | CA             | 94043             | \$ 32.40           | 11/2/2022    | 62341 INTERNET SOLUTION PROVIDERS   | MONTHLY SUBSCRIPTION TO GSUITE ACCOUNT                                      |
| LIBRARY                 | WP ENGINE               | TX             | 78701             | \$ 115.00          | 11/3/2022    | 62341 INTERNET SOLUTION PROVIDERS   | WEB HOST MONTHLY FEE  |
| LIBRARY                 | PAYFLOW/PAYPAL          | NE             | 68126             | \$ 30.00           | 11/7/2022    | 62341 INTERNET SOLUTION PROVIDERS   | PAYPAL MONTHLY FEE  |
| LIBRARY                 | PAYPAL GUITARCENTE      | CA             | 91362             | \$ 449.75          | 11/21/2022   | 65100 LIBRARY SUPPLIES              | IDL MUSIC PROGRAM SUPPLIES  |
| LIBRARY                 | AMZN MKTP US H119N2Z52  | WA             | 98109             | \$ 134.97          | 11/21/2022   | 65100 LIBRARY SUPPLIES              | IDL OFFICE SUPPLIES   |
| LIBRARY                 | AMZN MKTP US H15P58RY1  | WA             | 98109             | \$ 208.59          | 11/21/2022   | 65100 LIBRARY SUPPLIES              | IDL OFFICE SUPPLIES   |
| LIBRARY                 | AMZN MKTP US H19SM9HM2  | WA             | 98109             | \$ 92.97           | 11/22/2022   | 65100 LIBRARY SUPPLIES              | IDL PROGRAM SUPPLIES  |
| LIBRARY                 | WALMART.COM             | AR             | 72716             | \$ 241.20          | 11/22/2022   | 65100 LIBRARY SUPPLIES              | TEEN SERVICES SUPPLIES  |
| LIBRARY                 | MICHAELS STORES 3849    | IL             | 60077             | \$ 55.26           | 11/23/2022   | 65100 LIBRARY SUPPLIES              | TEEN SERVICES DRAWING PROGRAM AND CRAFTAFTERNOON FOR MAIN AND ROBERT CROWN. |
| LIBRARY                 | BEST BUY 00003137       | IL             | 60202             | \$ 24.99           | 11/23/2022   | 65100 LIBRARY SUPPLIES              | TEEN SERVICES PROGRAM SUPPLIES FOR DIGITAL MUSIC PROGRAM                    |
| LIBRARY                 | TARGET 00009274         | IL             | 60202             | \$ 194.94          | 11/23/2022   | 65100 LIBRARY SUPPLIES              | TEEN SERVICES PROGRAM SUPPLIES FOR DIGITAL MUSIC PROGRAM AND GAMING PROGRAM |
| LIBRARY                 | DOLLARTREE              | IL             | 60202             | \$ 8.14            | 11/24/2022   | 65100 LIBRARY SUPPLIES              | TECH DESK SUPPLIES  |
| LIBRARY                 | LEMOI ACE HARDWARE      | IL             | 60201             | \$ 14.38           | 11/1/2022    | 65040 JANITORIAL SUPPLIES           | WINDEX COMM REFILL128OZ   |
| LIBRARY                 | HOMEDEPOT.COM           | GA             | 303390000         | \$ 99.80           | 11/4/2022    | 65050 BUILDING MAINTENANCE MATERIAL | BUILDING SUPPLIES MATERIAL  |
| LIBRARY                 | LANDS END BUS OUTFITTE  | WI             | 53595             | \$ 373.96          | 11/8/2022    | 65020 CLOTHING                      | SECURITY UNIFORM ORDER  |
| LIBRARY                 | LEMOI ACE HARDWARE      | IL             | 60201             | \$ 19.98           | 11/10/2022   | 65040 JANITORIAL SUPPLIES           | TWO SCOTT PAPER TOWEL 6PK   |
| LIBRARY                 | LANDS END BUS OUTFITTE  | WI             | 53595             | \$ 943.14          | 11/11/2022   | 65020 CLOTHING                      | SAFETY AND MAINTENANCE CLOTHING   |
| LIBRARY                 | LANDS END BUS OUTFITTE  | WI             | 53595             | \$ 452.42          | 11/14/2022   | 65020 CLOTHING                      | SAFETY AND MAINTENANCE UNIFORMS   |
| LIBRARY                 | FLOOR AND DECOR 145     | IL             | 60076             | \$ 118.87          | 11/18/2022   | 65050 BUILDING MAINTENANCE MATERIAL | THREE COUNT OF RAMBOARD HOME EDITION  |
| LIBRARY                 | THE HOME DEPOT #1902    | IL             | 602020000         | \$ 29.98           | 11/23/2022   | 65050 BUILDING MAINTENANCE MATERIAL | BUILDING MATERIAL SUPPLIES  |
| LIBRARY                 | LOCAL GOVERNMENT HISPA  | OH             | 45206             | \$ 75.00           | 10/27/2022   | 62295 TRAINING & TRAVEL             | WEBINAR M BOJORQUEZ   |
| LIBRARY                 | HARTIGANS ICE CREAM SH  | IL             | 60201             | \$ 300.00          | 10/27/2022   | 65025 FOOD                          | IN-SERVICE DAY FOOD - LOST RECIEPT I WILL REATTACH                          |
| LIBRARY                 | HARTIGANS ICE CREAM SH  | IL             | 60201             | \$ 25.00           | 10/28/2022   | 65025 FOOD                          | IN-SERVICE DAY FOOD - LOST THE RECEIPT I WILL REATTACH                      |
| LIBRARY                 | TRATTORIA DEMI          | IL             | 60201             | \$ 1,243.98        | 10/31/2022   | 65025 FOOD                          | IN-SERVICE LUNCHEON   |



| REPORTS TO INTERMEDIATE | MERCHANT NAME               | MERCHANT STATE | MERCHANT ZIP CODE | TRANSACTION AMOUNT | POSTING DATE | COST ALLOCATION - EXPENSE OBJECT | EXPENSE DESCRIPTION                  |
|-------------------------|-----------------------------|----------------|-------------------|--------------------|--------------|----------------------------------|--------------------------------------|
| LIBRARY                 | TST 5411 EMPANADAS -E       | IL             | 60201             | \$ 427.07          | 10/31/2022   | 65025 FOOD                       | STAFF DAY BREAKFAST                  |
| LIBRARY                 | FREEDOM LIFTED, LLC         | IL             | 60615             | \$ 195.00          | 11/8/2022    | 62295 TRAINING & TRAVEL          | REGISTRATION FEE H NORBORG           |
| LIBRARY                 | REFORMA                     | DC             | 20011             | \$ 100.00          | 11/10/2022   | 62360 MEMBERSHIP DUES            | MEMBERSHIP FEE                       |
| LIBRARY                 | AMERICAN 0012351306553      | TX             | 76155             | \$ 256.20          | 11/18/2022   | 62295 TRAINING & TRAVEL          | AIRFARE FOR E MATHER                 |
| LIBRARY                 | PAYPAL VARIDESK             | TX             | 75019             | \$ 743.75          | 11/18/2022   | 65095 OFFICE SUPPLIES            | STANDING DESK FOR STAFF              |
| LIBRARY                 | AMER LIB ASSOC-CAREER       | IL             | 60601             | \$ 380.00          | 11/21/2022   | 62295 TRAINING & TRAVEL          | ALA CONFERENCE REGISTRATION E MATHER |
| LIBRARY                 | USPS.COM STAMP FLMNT S      | MO             | 64161             | \$ 362.10          | 11/21/2022   | 62315 POSTAGE                    | 6 ROLLS OF STAMPS FOR MAILING        |
| LIBRARY                 | FOOD4LESS #0558             | IL             | 60202             | \$ 38.39           | 11/21/2022   | 65025 FOOD                       | RC PROGRAM - FOOD                    |
| LIBRARY                 | AMAZON.COM HI4UH881         | WA             | 98109             | \$ 25.98           | 11/21/2022   | 65095 OFFICE SUPPLIES            | OFFICE SUPPLIES                      |
| LIBRARY                 | AMZN MKTP US HI4AR5701      | WA             | 98109             | \$ 43.96           | 11/21/2022   | 65095 OFFICE SUPPLIES            | OFFICE SUPPLIES                      |
| LIBRARY                 | PAYPAL VARIDESK             | TX             | 75019             | \$ (43.75)         | 11/21/2022   | 65095 OFFICE SUPPLIES            | TAX CREDIT                           |
| LIBRARY                 | FOOD4LESS #0558             | IL             | 60202             | \$ 24.83           | 11/22/2022   | 65025 FOOD                       | RC PROGRAM - FOOD                    |
| LIBRARY                 | SAMSLUB.COM                 | AR             | 72712             | \$ 36.24           | 11/23/2022   | 65025 FOOD                       | ELL PROGRAM SNACKS AND BEVERAGES     |
| LIBRARY                 | OVO FRITO CAFE              | IL             | 60201             | \$ 51.75           | 11/23/2022   | 65025 FOOD                       | RC PROGRAM - FOOD                    |
| LIBRARY                 | PAPA JOHNS 5056             | IL             | 60201             | \$ 32.00           | 11/23/2022   | 65025 FOOD                       | RC PROGRAM - FOOD                    |
| LIBRARY                 | PAYPAL FABERCASTEL          | OH             | 44125             | \$ 484.81          | 11/1/2022    | 65100 LIBRARY SUPPLIES           | PROGRAM SUPPLIES AGE OPTIONS GRANT   |
| LIBRARY                 | AMZN MKTP US H232R8731      | WA             | 98109             | \$ 47.09           | 11/8/2022    | 65100 LIBRARY SUPPLIES           | CURIOUS KIDS CLUB GRANT SUPPLIES     |
| LIBRARY                 | AMZN MKTP US                | WA             | 98109             | \$ (279.30)        | 11/8/2022    | 65100 LIBRARY SUPPLIES           | RETURN CREDIT                        |
| LIBRARY                 | PAYPAL BLICKARTMAT          | IL             | 61401             | \$ 72.40           | 11/14/2022   | 65100 LIBRARY SUPPLIES           | PROGRAM SUPPLIES AGE OPTIONS GRANT   |
| LIBRARY                 | AMZN MKTP US HB7TE1152      | WA             | 98109             | \$ 259.80          | 11/15/2022   | 65100 LIBRARY SUPPLIES           | AGE OPTIONS PROGRAM SUPPLIES         |
| LIBRARY                 | AMZN MKTP US HI6K49I31      | WA             | 98109             | \$ 279.80          | 11/21/2022   | 65100 LIBRARY SUPPLIES           | MEMORY CAFE ART SUPPLIES             |
|                         | LIBRARY NOVEMBER 2022 TOTAL |                |                   | \$ 11,561.87       |              |                                  |                                      |
|                         |                             |                |                   |                    |              |                                  |                                      |
|                         |                             |                |                   |                    |              |                                  |                                      |
|                         |                             |                |                   |                    |              |                                  |                                      |

## **LLibrary Director's Report February 15, 2023**

### **Updates:**

Library staff are busy behind the scenes this month compiling various reports required for continued state certification and/or funding, such as the Illinois Public Library Annual Report (IPLAR), the Interlibrary Loan and Reciprocal Borrowing Statistical Survey and the Per Capita annual report, as well as our own 2022 Annual Report.

Ascension Behavioral Health Services officially notified EPL that they are concentrating efforts on their in-house clinic and will not be renewing our partnership to provide a social worker in the library. I have been gathering information on the benefits, challenges, cost and best practices to consider when to employ a social worker directly rather than through a contract with an external provider.

### **Data Dashboard**

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

### **Staff reports:**

#### **Spotlight on Curious Kids Club**

Laura Antolin, Liz Steimle and Sally Battle

The Curious Kids Club provides access to non-fiction books and activity materials for 110 kids in Kindergarten through 2nd grade by delivering thematic curated Spanish- or English-language literacy booklets, a craft and books to their homes over the course of 5 months. To reach kids who are underrepresented in STEM fields, we send registration information directly to EvanSTEM families, recruit at Laundry World and through Hechos de Evanston: community/grassroots group.

In Curious Kids Club boxes, kids receive one library book to encourage/introduce the habit of using the library as well as one book to keep and add to their personal libraries. The activities within each box offer easy, high-interest, and structured opportunities for increased practice reading through the interactive booklet, craft instructions, and included print materials.

Twice over the 5 month period, staff provides opportunities for families to come to the library for a Curious Kids “party” (once at Main and once at Robert Crown) with activities and a free book.

The benefits of the Curious Kids Club include: exposure to and building of background knowledge on topics that may be new to kids; building vocabulary; literacy skills and exposure to STEM fields and building a library habit.

## Spotlight on Latino Engagement

Mariana Bojorquez

The goal of engaging with the Latino community is to build relationships with individuals and organizations that promote connection to each other and to library programs and services. Here are some highlights of significant community events/programs/partnerships developed and implemented during the past two years:

1. CAFECITOS - Every other Thursday
  - a. Collaboration w/ Rebeca Mendoza
  - b. This program began as an attempt to bring in Latinos who had lived in Evanston 20+ years but quickly became a general community gathering space where we discuss major City-wide events (inviting guests like Chief Stewart, EPD, Fire Chief Kull, City Clerk, Mayor, etc) over some coffee/snacks.



Chief Stewart visiting the December 2022 Cafecito at Crown

2. Cooking Series titled “Como Hacer....” - This is patron-led and held in the language the instructor is comfortable speaking, which is usually Spanish. I asked a variety of patrons I know if they would demonstrate/teach their favorite dishes/drinks and set them up in the RC Kitchen. Patrons who’ve participated include: Rocio Mansera, Rosaura, Sofia and Gabby Moreno Santos.
  - a. Agua Fresca
  - b. Michelada at Temperance Co.
  - c. Arroz con Leche
  - d. Jamaica y Tacos de Jamaica
  - e. Enchiladas

3. Evelyn Ramirez Book Club
  - a. Future program, beginning in mid-February 2023
  - b. Patron-led: Evelyn and Andrea are the primary leaders of this group and are in charge of recruitment and choosing the book; I book the room, provide the books, and offer support and structure as needed.
  - c. First Book: Llorando en el Baño - Erika L. Sanchez
  - d. 10 initial sign-ups
4. CPL/Citizenship Classes/Immigration/Green Card - Monthly, collaboration with Chicago Public Library (CPL does English, EPL does Spanish) with USCIS Immigration Officer Maria Rodriguez via Zoom.
5. Collaboration with EPL Business & Financial Literacy Librarian Susan Markwell - currently on backburner as she is interim Manager for LLL. We have tried:
  - a. Series of Byline Bank Introductory Money Courses
  - b. YWCA Clases de Manejo de Dinero Básico
  - c. Chicago Realtor - Homeowners 101 (super well-attended!)
6. Regular School Visits (TWI Schools)
  - a. Oakton, Washington, Dawes
  - b. Grades: kinder-1st and 3rd into 4th
  - c. End of April through May during their library period
  - d. Presentation on “what is a library?” and then craft activity (reverse glass painting project)
  - e. A good way to introduce library services, create more library cards/replacements, and generate excitement by introducing programming that students can attend or would like to see.
7. Recurring programming:
  - a. Dia de los Niños (April 30)
  - b. Hispanic Heritage Month (Sept 15-Oct 15)
  - c. Dia de los Muertos (Nov 4)



Celebrating Dia de los Muertos

**Press Mentions:**

Deadicated: Mark A. Rodriguez on Art Installations, Archives and 'After All Is Said and Done: Taping the Grateful Dead, 1965-1995' Relix.com 1/27/2023

2023 Property Tax 101. Evanston Roundtable. 1/12/2023

Police Chief Schenita Stewart discusses community concerns, policing mental health crises. Daily Northwestern. 1/18/2023

Why cardiologists care about obesity and why you should too. Evanston Roundtable. 1/19/2023

No exception to library firearms ban, director says. Evanston Roundtable. 1/18/2023

Evanston librarian wins national 'I Love My Librarian' award. Evanston Roundtable. 1/19/2023

Demand for social services in Evanston rises, spreads social workers thin. Daily Northwestern. 1/16/2023

Illinois earns broadband infrastructure funding, highlighting efforts in Chicago and Evanston to bridge the digital divide. Daily Northwestern. 1/12/2023

Ten Honorees Set to Receive Prestigious I Love My Librarian Award for Outstanding Public Service. ALA News. 1/17/2023

Library staffer draws gun during beating by homeless man, police say. Evanston Patch. 1/11/2023

Ross Gay emphasizes holding onto joy at Evanston Public Library webinar. Daily Northwestern. 1/12/2023



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Heather Norborg, Interim Executive Library Director  
Subject: Administrative Services Update  
Date: February 9, 2023

This memo provides an update on significant administrative activities.

## **Human Resources**

Hiring activity continues as we look to fill attrition vacancies. Interview and application review are in progress. Below is a recap of our recruiting activities:

- Resumes of vacant Safety Supervisor candidates are being evaluated for consideration.
- Vacant part-time Library Clerk position in Access is posted through 2/12. Avery Kalan resigned.
- Vacant part-time Library Assistant job description in Early Learning is being prepared for posting. Sally Battle resigned.

Weekly PCR Covid-19 testing administered by the NorthShore Clinical Labs continues to be offered at the Main Library every Monday.

Project Ready/Elevating Equity curriculum is paused for the time being. More sessions will be presented and offered during All Staff Day on April 27.

## **Financial Resources**

The Library Fund financial report for the period ending December 31<sup>st</sup> is included for your review. For the operating fund, revenue reached 101% of budget projection and expenditures 93%. Capital fund expenditures total 89% of budget at year end, however funding carries over until approved projects are completed and closed.

Please also note the financial report for the period ending January 31<sup>st</sup> for your review detailing Operating Fund revenue collection and expenditures for 2023.

**Facilities Update**

- The facilities department is busy painting, cleaning Main, and the RCCC Branch.
- The Main Building Fan Upgrade project began on 2/6/2023 and we expect substantial completion by June, 2023.
- LED Lighting Upgrade project was publicly bid on 2/9/23



# Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Object Account

| Account   | Account Description                  | Adopted Budget        | Budget Amendments | Amended Budget        | Current Month Transactions | YTD Encumbrances | YTD Transactions      | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total      |
|---|--------------------------------------|-----------------------|-------------------|-----------------------|----------------------------|------------------|-----------------------|---------------------------|---------------|-----------------------|
| Fund <b>185 - LIBRARY FUND</b>                            |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| REVENUE   |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Department <b>48 - LIBRARY</b>                            |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>        |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| 51015   | PROPERTY TAXES                       | 7,252,000.00          | .00               | 7,252,000.00          | 3,276,819.83               | .00              | 7,351,159.53          | (99,159.53)               | 101           | 7,369,039.12          |
| 52610   | LIBRARY FINES & FEES                 | .00                   | .00               | .00                   | (38.11)                    | .00              | 3,063.20              | (3,063.20)                | +++           | 4,466.46              |
| 55201   | Federal Grants                       | 165,000.00            | .00               | 165,000.00            | 7,500.00                   | .00              | 115,772.01            | 49,227.99                 | 70            | 220,170.88            |
| 55245   | LIBRARY STATE PER CAPITA GRANT       | 109,866.00            | .00               | 109,866.00            | .00                        | .00              | 115,212.25            | (5,346.25)                | 105           | 109,866.85            |
| 56011   | DONATIONS                            | 400,000.00            | .00               | 400,000.00            | 129,121.64                 | .00              | 441,122.48            | (41,122.48)               | 110           | 440,674.61            |
| 56045   | MISCELLANEOUS REVENUE                | 10,000.00             | .00               | 10,000.00             | 880.40                     | .00              | 9,184.77              | 815.23                    | 92            | 14,935.32             |
| 56140   | FEES AND MERCHANDISE SALE            | .00                   | .00               | .00                   | (58.00)                    | .00              | (178.65)              | 178.65                    | +++           | 3.85                  |
| 56501   | INVESTMENT INCOME                    | 15,000.00             | .00               | 15,000.00             | 7,964.89                   | .00              | 68,818.53             | (53,818.53)               | 459           | 10,403.29             |
| 57002   | TRANSFER FROM ENDOWMENT              | 217,911.00            | .00               | 217,911.00            | 217,929.86                 | .00              | 217,929.86            | (18.86)                   | 100           | 250,000.00            |
| 57515   | LIBRARY MATERIAL REPLACEMENT CHARGES | 15,000.00             | .00               | 15,000.00             | 1,900.26                   | .00              | 33,078.17             | (18,078.17)               | 221           | 21,668.58             |
| 57526   | LIBRARY BOOK SALE                    | 5,000.00              | .00               | 5,000.00              | .00                        | .00              | 3,604.07              | 1,395.93                  | 72            | 3,539.78              |
| 57535   | LIBRARY COPY MACH. CHG               | 5,000.00              | .00               | 5,000.00              | 685.75                     | .00              | 12,542.72             | (7,542.72)                | 251           | 8,943.63              |
| 57540   | LIBRARY MEETING RM RENTAL            | 5,000.00              | .00               | 5,000.00              | .00                        | .00              | 2,765.84              | 2,234.16                  | 55            | 714.11                |
| 57545   | NORTH BRANCH RENTAL INCOME           | 19,800.00             | .00               | 19,800.00             | 1,699.50                   | .00              | 20,067.00             | (267.00)                  | 101           | 25,149.63             |
| 57551   | LIBRARY GRANTS                       | 125,000.00            | .00               | 125,000.00            | 10,000.00                  | .00              | 38,737.25             | 86,262.75                 | 31            | 58,247.18             |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b> |                                      | <b>\$8,344,577.00</b> | <b>\$0.00</b>     | <b>\$8,344,577.00</b> | <b>\$3,654,406.02</b>      | <b>\$0.00</b>    | <b>\$8,432,879.03</b> | <b>(\$88,302.03)</b>      | <b>101%</b>   | <b>\$8,537,823.29</b> |
| Department <b>48 - LIBRARY Totals</b>                     |                                      | <b>\$8,344,577.00</b> | <b>\$0.00</b>     | <b>\$8,344,577.00</b> | <b>\$3,654,406.02</b>      | <b>\$0.00</b>    | <b>\$8,432,879.03</b> | <b>(\$88,302.03)</b>      | <b>101%</b>   | <b>\$8,537,823.29</b> |
| <b>REVENUE TOTALS</b>                                     |                                      | <b>\$8,344,577.00</b> | <b>\$0.00</b>     | <b>\$8,344,577.00</b> | <b>\$3,654,406.02</b>      | <b>\$0.00</b>    | <b>\$8,432,879.03</b> | <b>(\$88,302.03)</b>      | <b>101%</b>   | <b>\$8,537,823.29</b> |
| EXPENSE   |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Department <b>48 - LIBRARY</b>                            |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> |                                      |                       |                   |                       |                            |                  |                       |                           |               |                       |
| 61010   | REGULAR PAY                          | 393,647.00            | .00               | 393,647.00            | 46,269.86                  | .00              | 402,006.44            | (8,359.44)                | 102           | 367,281.88            |
| 61050   | PERMANENT PART-TIME                  | 204,131.00            | .00               | 204,131.00            | 20,953.35                  | .00              | 200,548.34            | 3,582.66                  | 98            | 180,046.11            |
| 61060   | SEASONAL EMPLOYEES                   | 6,000.00              | .00               | 6,000.00              | 140.00                     | .00              | 2,805.00              | 3,195.00                  | 47            | 447.00                |
| 61110   | OVERTIME PAY                         | 1,000.00              | .00               | 1,000.00              | 1,087.53                   | .00              | 1,087.53              | (87.53)                   | 109           | 1,025.23              |
| 61420   | ANNUAL SICK LEAVE PAYOUT             | .00                   | .00               | .00                   | .00                        | .00              | 2,746.06              | (2,746.06)                | +++           | 1,725.61              |
| 61510   | HEALTH INSURANCE                     | 86,220.00             | .00               | 86,220.00             | 2,968.03                   | .00              | 68,269.97             | 17,950.03                 | 79            | 80,264.21             |
| 61615   | LIFE INSURANCE                       | 285.00                | .00               | 285.00                | 23.97                      | .00              | 283.10                | 1.90                      | 99            | 266.16                |
| 61710   | IMRF                                 | 27,478.00             | .00               | 27,478.00             | 1,272.06                   | .00              | 27,124.48             | 353.52                    | 99            | 44,399.25             |
| 61725   | SOCIAL SECURITY                      | 37,063.00             | .00               | 37,063.00             | 4,115.79                   | .00              | 36,710.87             | 352.13                    | 99            | 33,026.99             |
| 61730   | MEDICARE                             | 8,669.00              | .00               | 8,669.00              | 962.54                     | .00              | 8,585.62              | 83.38                     | 99            | 7,724.04              |
| 62295   | TRAINING & TRAVEL                    | .00                   | .00               | .00                   | 114.34                     | .00              | 114.34                | (114.34)                  | +++           | .00                   |
| 62341   | INTERNET SOLUTION PROVIDERS          | .00                   | .00               | .00                   | .00                        | .00              | .00                   | .00                       | +++           | 6,883.00              |
| 62506   | WORK- STUDY                          | 900.00                | .00               | 900.00                | .00                        | .00              | .00                   | 900.00                    | 0             | 433.88                |
| 65095   | OFFICE SUPPLIES                      | .00                   | .00               | .00                   | .00                        | .00              | .00                   | .00                       | +++           | 511.41                |
| 65100   | LIBRARY SUPPLIES                     | 19,000.00             | .00               | 19,000.00             | 2,847.16                   | .00              | 25,033.10             | (6,033.10)                | 132           | 26,667.11             |
| 65503   | FURNITURE / FIXTURES / EQUIPMENT     | 500.00                | .00               | 500.00                | .00                        | .00              | 1,000.00              | (500.00)                  | 200           | 1,463.52              |





# Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Object Account

| Account  | Account Description                         | Adopted Budget        | Budget Amendments | Amended Budget        | Current Month Transactions | YTD Encumbrances | YTD Transactions      | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total      |
|--|---|-----------------------|-------------------|-----------------------|----------------------------|------------------|-----------------------|---------------------------|---------------|-----------------------|
| Fund <b>185 - LIBRARY FUND</b>                               |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| EXPENSE  |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Department <b>48 - LIBRARY</b>                               |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>    |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| 65630  | LIBRARY BOOKS                               | 159,400.00            | .00               | 159,400.00            | 30,792.46                  | .00              | 134,197.79            | 25,202.21                 | 84            | 139,505.39            |
| 65635  | PERIODICALS                                 | 500.00                | .00               | 500.00                | .00                        | .00              | .00                   | 500.00                    | 0             | .00                   |
| 65641  | AUDIO VISUAL COLLECTIONS                    | 7,000.00              | .00               | 7,000.00              | 651.50                     | .00              | 11,390.29             | (4,390.29)                | 163           | 20,892.01             |
| Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>    |   | <b>\$951,793.00</b>   | <b>\$0.00</b>     | <b>\$951,793.00</b>   | <b>\$112,198.59</b>        | <b>\$0.00</b>    | <b>\$921,902.93</b>   | <b>\$29,890.07</b>        | <b>97%</b>    | <b>\$912,562.80</b>   |
| Totals   |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| 61010  | REGULAR PAY                                 | 396,435.00            | .00               | 396,435.00            | 46,541.58                  | .00              | 383,966.98            | 12,468.02                 | 97            | 356,646.53            |
| 61050  | PERMANENT PART-TIME                         | 294,114.00            | .00               | 294,114.00            | 29,398.72                  | .00              | 239,637.88            | 54,476.12                 | 81            | 252,352.93            |
| 61060  | SEASONAL EMPLOYEES                          | 11,000.00             | .00               | 11,000.00             | 285.00                     | .00              | 7,485.00              | 3,515.00                  | 68            | 8,035.00              |
| 61110  | OVERTIME PAY                                | 1,400.00              | .00               | 1,400.00              | 819.17                     | .00              | 819.17                | 580.83                    | 59            | 3,154.68              |
| 61415  | TERMINATION PAYOUTS                         | .00                   | .00               | .00                   | .00                        | .00              | 1,777.25              | (1,777.25)                | +++           | 1,992.17              |
| 61510  | HEALTH INSURANCE                            | 93,407.00             | .00               | 93,407.00             | 2,945.78                   | .00              | 67,758.22             | 25,648.78                 | 73            | 84,948.51             |
| 61615  | LIFE INSURANCE                              | 138.00                | .00               | 138.00                | 19.26                      | .00              | 199.67                | (61.67)                   | 145           | 146.16                |
| 61710  | IMRF  | 33,423.00             | .00               | 33,423.00             | 1,329.88                   | .00              | 29,045.63             | 4,377.37                  | 87            | 52,021.41             |
| 61725  | SOCIAL SECURITY                             | 42,814.00             | .00               | 42,814.00             | 4,656.45                   | .00              | 38,361.14             | 4,452.86                  | 90            | 37,544.86             |
| 61730  | MEDICARE                                    | 10,013.00             | .00               | 10,013.00             | 1,088.99                   | .00              | 8,971.54              | 1,041.46                  | 90            | 8,780.72              |
| 62340  | IT COMPUTER SOFTWARE                        | .00                   | .00               | .00                   | 535.50                     | .00              | 535.50                | (535.50)                  | +++           | .00                   |
| 62341  | INTERNET SOLUTION PROVIDERS                 | 250,000.00            | .00               | 250,000.00            | 21,664.65                  | .00              | 301,832.15            | (51,832.15)               | 121           | 223,732.36            |
| 62506  | WORK- STUDY                                 | 900.00                | .00               | 900.00                | .00                        | .00              | .00                   | 900.00                    | 0             | .00                   |
| 65100  | LIBRARY SUPPLIES                            | 20,000.00             | .00               | 20,000.00             | 1,022.79                   | .00              | 9,875.35              | 10,124.65                 | 49            | 9,640.47              |
| 65630  | LIBRARY BOOKS                               | 325,000.00            | .00               | 325,000.00            | 42,079.63                  | .00              | 310,691.73            | 14,308.27                 | 96            | 299,706.55            |
| 65635  | PERIODICALS                                 | 6,000.00              | .00               | 6,000.00              | 519.08                     | 95.89            | 5,364.89              | 539.22                    | 91            | 6,397.30              |
| 65641  | AUDIO VISUAL COLLECTIONS                    | 50,000.00             | .00               | 50,000.00             | 2,329.76                   | .00              | 31,881.42             | 18,118.58                 | 64            | 42,028.34             |
| Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> |   | <b>\$1,534,644.00</b> | <b>\$0.00</b>     | <b>\$1,534,644.00</b> | <b>\$155,236.24</b>        | <b>\$95.89</b>   | <b>\$1,438,203.52</b> | <b>\$96,344.59</b>        | <b>94%</b>    | <b>\$1,387,127.99</b> |
| Totals   |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| Business Unit <b>4820 - ACCESS SERVICES</b>                  |   |                       |                   |                       |                            |                  |                       |                           |               |                       |
| 61010  | REGULAR PAY                                 | 642,059.00            | .00               | 642,059.00            | 66,428.95                  | .00              | 625,739.47            | 16,319.53                 | 97            | 558,500.23            |
| 61050  | PERMANENT PART-TIME                         | 346,532.00            | .00               | 346,532.00            | 26,298.06                  | .00              | 239,169.51            | 107,362.49                | 69            | 264,312.27            |
| 61060  | SEASONAL EMPLOYEES                          | 5,000.00              | .00               | 5,000.00              | 1,244.00                   | .00              | 20,793.50             | (15,793.50)               | 416           | 38,404.50             |
| 61110  | OVERTIME PAY                                | 2,300.00              | .00               | 2,300.00              | 952.22                     | .00              | 952.22                | 1,347.78                  | 41            | 1,655.09              |
| 61415  | TERMINATION PAYOUTS                         | .00                   | .00               | .00                   | .00                        | .00              | 12,938.26             | (12,938.26)               | +++           | 1,096.96              |
| 61420  | ANNUAL SICK LEAVE PAYOUT                    | .00                   | .00               | .00                   | .00                        | .00              | 986.58                | (986.58)                  | +++           | 743.80                |
| 61430  | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS) | .00                   | .00               | .00                   | .00                        | .00              | 2,100.49              | (2,100.49)                | +++           | 336.88                |
| 61510  | HEALTH INSURANCE                            | 138,944.00            | .00               | 138,944.00            | 4,187.77                   | .00              | 125,841.62            | 13,102.38                 | 91            | 111,731.50            |
| 61615  | LIFE INSURANCE                              | 410.00                | .00               | 410.00                | 28.07                      | .00              | 401.36                | 8.64                      | 98            | 383.94                |
| 61710  | IMRF  | 40,987.00             | .00               | 40,987.00             | 1,296.32                   | .00              | 36,787.20             | 4,199.80                  | 90            | 61,838.37             |
| 61725  | SOCIAL SECURITY                             | 60,283.00             | .00               | 60,283.00             | 5,644.39                   | .00              | 53,942.55             | 6,340.45                  | 89            | 51,882.34             |
| 61730  | MEDICARE                                    | 14,099.00             | .00               | 14,099.00             | 1,320.07                   | .00              | 12,615.59             | 1,483.41                  | 89            | 12,133.75             |



# Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Object Account

| Account   | Account Description              | Adopted Budget        | Budget Amendments | Amended Budget        | Current Month Transactions | YTD Encumbrances   | YTD Transactions      | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total      |
|---|----------------------------------|-----------------------|-------------------|-----------------------|----------------------------|--------------------|-----------------------|---------------------------|---------------|-----------------------|
| Fund <b>185 - LIBRARY FUND</b>                                |                                  |                       |                   |                       |                            |                    |                       |                           |               |                       |
| EXPENSE   |                                  |                       |                   |                       |                            |                    |                       |                           |               |                       |
| Department <b>48 - LIBRARY</b>                                |                                  |                       |                   |                       |                            |                    |                       |                           |               |                       |
| Business Unit <b>4820 - ACCESS SERVICES</b>                   |                                  |                       |                   |                       |                            |                    |                       |                           |               |                       |
| 62225   | BLDG MAINTENANCE SERVICES        | .00                   | .00               | .00                   | 115.99                     | .00                | 115.99                | (115.99)                  | +++           | 108.05                |
| 62340   | IT COMPUTER SOFTWARE             | 176,200.00            | .00               | 176,200.00            | .00                        | 9,500.00           | 126,667.62            | 40,032.38                 | 77            | 154,546.42            |
| 62341   | INTERNET SOLUTION PROVIDERS      | .00                   | .00               | .00                   | 4,852.02                   | .00                | 43,880.51             | (43,880.51)               | +++           | .00                   |
| 62506   | WORK- STUDY                      | 3,000.00              | .00               | 3,000.00              | 241.44                     | .00                | 1,396.27              | 1,603.73                  | 47            | 996.33                |
| 65100   | LIBRARY SUPPLIES                 | 12,000.00             | .00               | 12,000.00             | 7,060.02                   | .00                | 25,520.20             | (13,520.20)               | 213           | 14,189.52             |
| 65555   | IT COMPUTER HARDWARE             | .00                   | .00               | .00                   | 18,414.00                  | 2,464.32           | 36,745.68             | (39,210.00)               | +++           | .00                   |
| Business Unit <b>4820 - ACCESS SERVICES Totals</b>            |                                  | <b>\$1,441,814.00</b> | <b>\$0.00</b>     | <b>\$1,441,814.00</b> | <b>\$138,083.32</b>        | <b>\$11,964.32</b> | <b>\$1,366,594.62</b> | <b>\$63,255.06</b>        | <b>96%</b>    | <b>\$1,272,859.95</b> |
| Business Unit <b>4825 - ENGAGEMENT SERVICES</b>               |                                  |                       |                   |                       |                            |                    |                       |                           |               |                       |
| 61010   | REGULAR PAY                      | 480,401.67            | .00               | 480,401.67            | 54,901.85                  | .00                | 481,295.76            | (894.09)                  | 100           | 418,096.67            |
| 61050   | PERMANENT PART-TIME              | 226,366.17            | .00               | 226,366.17            | 19,377.56                  | .00                | 180,649.63            | 45,716.54                 | 80            | 143,362.75            |
| 61060   | SEASONAL EMPLOYEES               | 15,000.00             | .00               | 15,000.00             | 255.00                     | .00                | 2,654.00              | 12,346.00                 | 18            | 126.56                |
| 61110   | OVERTIME PAY                     | 2,000.00              | .00               | 2,000.00              | 1,138.43                   | .00                | 1,617.63              | 382.37                    | 81            | 1,394.70              |
| 61415   | TERMINATION PAYOUTS              | .00                   | .00               | .00                   | .00                        | .00                | 1,346.53              | (1,346.53)                | +++           | 6,524.87              |
| 61510   | HEALTH INSURANCE                 | 97,123.32             | .00               | 97,123.32             | 5,135.83                   | .00                | 100,931.93            | (3,808.61)                | 104           | 88,346.60             |
| 61615   | LIFE INSURANCE                   | 339.12                | .00               | 339.12                | 28.34                      | .00                | 322.00                | 17.12                     | 95            | 294.42                |
| 61710   | IMRF                             | 33,479.84             | .00               | 33,479.84             | 1,486.28                   | .00                | 30,606.30             | 2,873.54                  | 91            | 46,739.81             |
| 61725   | SOCIAL SECURITY                  | 43,819.69             | .00               | 43,819.69             | 4,483.49                   | .00                | 39,796.87             | 4,022.82                  | 91            | 33,921.08             |
| 61730   | MEDICARE                         | 10,248.11             | .00               | 10,248.11             | 1,048.54                   | .00                | 9,307.34              | 940.77                    | 91            | 7,933.15              |
| 62225   | BLDG MAINTENANCE SERVICES        | 5,000.00              | .00               | 5,000.00              | 231.98                     | .00                | 6,056.68              | (1,056.68)                | 121           | 3,639.37              |
| 62340   | IT COMPUTER SOFTWARE             | 1,000.00              | .00               | 1,000.00              | .00                        | 2,598.00           | .00                   | (1,598.00)                | 260           | 2,598.00              |
| 62341   | INTERNET SOLUTION PROVIDERS      | 5,000.00              | .00               | 5,000.00              | 5,605.64                   | .00                | 18,636.64             | (13,636.64)               | 373           | 4,583.37              |
| 64015   | NATURAL GAS                      | 1,500.00              | .00               | 1,500.00              | .00                        | .00                | 180.30                | 1,319.70                  | 12            | 1,194.30              |
| 65025   | FOOD                             | .00                   | .00               | .00                   | .00                        | .00                | .00                   | .00                       | +++           | 187.44                |
| 65050   | BLDG MAINTENANCE MATERIAL        | .00                   | .00               | .00                   | .00                        | .00                | .00                   | .00                       | +++           | 432.20                |
| 65095   | OFFICE SUPPLIES                  | .00                   | .00               | .00                   | .00                        | .00                | .00                   | .00                       | +++           | 69.00                 |
| 65100   | LIBRARY SUPPLIES                 | 12,000.00             | .00               | 12,000.00             | 526.80                     | .00                | 23,648.56             | (11,648.56)               | 197           | 26,195.37             |
| 65503   | FURNITURE / FIXTURES / EQUIPMENT | 1,000.00              | .00               | 1,000.00              | .00                        | .00                | .00                   | 1,000.00                  | 0             | .00                   |
| 65630   | LIBRARY BOOKS                    | 35,000.00             | .00               | 35,000.00             | 11,685.38                  | .00                | 38,267.00             | (3,267.00)                | 109           | 51,022.60             |
| 65635   | PERIODICALS                      | 3,000.00              | .00               | 3,000.00              | .00                        | .00                | 327.62                | 2,672.38                  | 11            | 130.18                |
| 65641   | AUDIO VISUAL COLLECTIONS         | 12,000.00             | .00               | 12,000.00             | .00                        | .00                | 5,779.67              | 6,220.33                  | 48            | 5,475.42              |
| Business Unit <b>4825 - ENGAGEMENT SERVICES Totals</b>        |                                  | <b>\$984,277.92</b>   | <b>\$0.00</b>     | <b>\$984,277.92</b>   | <b>\$105,905.12</b>        | <b>\$2,598.00</b>  | <b>\$941,424.46</b>   | <b>\$40,255.46</b>        | <b>96%</b>    | <b>\$842,267.86</b>   |
| Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> |                                  |                       |                   |                       |                            |                    |                       |                           |               |                       |
| 61010   | REGULAR PAY                      | 410,375.40            | .00               | 410,375.40            | 35,317.41                  | .00                | 380,982.64            | 29,392.76                 | 93            | 383,436.95            |
| 61050   | PERMANENT PART-TIME              | 203,237.55            | .00               | 203,237.55            | 18,997.26                  | .00                | 193,495.77            | 9,741.78                  | 95            | 183,589.20            |
| 61060   | SEASONAL EMPLOYEES               | 5,000.00              | .00               | 5,000.00              | 210.00                     | .00                | 10,055.00             | (5,055.00)                | 201           | 10,898.00             |
| 61110   | OVERTIME PAY                     | .00                   | .00               | .00                   | 462.41                     | .00                | 462.41                | (462.41)                  | +++           | 1,476.84              |



# Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Object Account

| Account   | Account Description  | Adopted Budget      | Budget Amendments | Amended Budget      | Current Month Transactions | YTD Encumbrances   | YTD Transactions    | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total    |
|---|--|---------------------|-------------------|---------------------|----------------------------|--------------------|---------------------|---------------------------|---------------|---------------------|
| Fund <b>185 - LIBRARY FUND</b>                                |  |                     |                   |                     |                            |                    |                     |                           |               |                     |
| EXPENSE   |  |                     |                   |                     |                            |                    |                     |                           |               |                     |
| Department <b>48 - LIBRARY</b>                                |  |                     |                   |                     |                            |                    |                     |                           |               |                     |
| Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> |  |                     |                   |                     |                            |                    |                     |                           |               |                     |
| 61415   | TERMINATION PAYOUTS  | .00                 | .00               | .00                 | .00                        | .00                | 9,120.21            | (9,120.21)                | +++           | 377.22              |
| 61420   | ANNUAL SICK LEAVE PAYOUT   | .00                 | .00               | .00                 | .00                        | .00                | .00                 | .00                       | +++           | 146.40              |
| 61430   | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)                          | .00                 | .00               | .00                 | .00                        | .00                | .00                 | .00                       | +++           | 3,806.28            |
| 61510   | HEALTH INSURANCE   | 71,051.00           | .00               | 71,051.00           | 1,415.52                   | .00                | 63,934.72           | 7,116.28                  | 90            | 69,933.33           |
| 61615   | LIFE INSURANCE   | 287.64              | .00               | 287.64              | 8.18                       | .00                | 233.03              | 54.61                     | 81            | 267.12              |
| 61710   | IMRF   | 29,699.10           | .00               | 29,699.10           | 624.12                     | .00                | 27,217.97           | 2,481.13                  | 92            | 48,049.40           |
| 61725   | SOCIAL SECURITY  | 38,043.96           | .00               | 38,043.96           | 3,301.70                   | .00                | 35,970.82           | 2,073.14                  | 95            | 35,350.29           |
| 61730   | MEDICARE   | 8,897.42            | .00               | 8,897.42            | 772.18                     | .00                | 8,412.50            | 484.92                    | 95            | 8,267.36            |
| 62185   | CONSULTING SERVICES  | 500.00              | .00               | 500.00              | .00                        | .00                | .00                 | 500.00                    | 0             | .00                 |
| 62272   | OTHER PROFESSIONAL SERVICES  | .00                 | .00               | .00                 | 89.91                      | .00                | 89.91               | (89.91)                   | +++           | .00                 |
| 62340   | IT COMPUTER SOFTWARE   | 44,000.00           | .00               | 44,000.00           | 384.00                     | 7,503.00           | 48,440.33           | (11,943.33)               | 127           | 49,700.56           |
| 62341   | INTERNET SOLUTION PROVIDERS  | .00                 | .00               | .00                 | 20,805.48                  | .00                | 21,214.97           | (21,214.97)               | +++           | 115.00              |
| 65025   | FOOD   | .00                 | .00               | .00                 | .00                        | .00                | .00                 | .00                       | +++           | 149.70              |
| 65100   | LIBRARY SUPPLIES   | 17,000.00           | .00               | 17,000.00           | 3,083.34                   | 7,215.00           | 21,586.09           | (11,801.09)               | 169           | 60,030.68           |
| 65555   | IT COMPUTER HARDWARE   | 45,000.00           | .00               | 45,000.00           | 9,430.00                   | 2,193.78           | 55,938.59           | (13,132.37)               | 129           | 24,240.95           |
| 65630   | LIBRARY BOOKS  | 20,000.00           | .00               | 20,000.00           | 9,684.84                   | .00                | 20,892.35           | (892.35)                  | 104           | 21,862.06           |
| 65641   | AUDIO VISUAL COLLECTIONS   | 3,000.00            | .00               | 3,000.00            | 58.83                      | .00                | 58.83               | 2,941.17                  | 2             | 2,269.43            |
|   | Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b> | <b>\$896,092.07</b> | <b>\$0.00</b>     | <b>\$896,092.07</b> | <b>\$104,645.18</b>        | <b>\$16,911.78</b> | <b>\$898,106.14</b> | <b>(\$18,925.85)</b>      | <b>102%</b>   | <b>\$903,966.77</b> |
| Business Unit <b>4840 - LIBRARY MAINTENANCE</b>               |  |                     |                   |                     |                            |                    |                     |                           |               |                     |
| 61010   | REGULAR PAY  | 400,023.00          | .00               | 400,023.00          | 35,967.50                  | .00                | 350,719.71          | 49,303.29                 | 88            | 359,543.81          |
| 61050   | PERMANENT PART-TIME  | 70,794.00           | .00               | 70,794.00           | 7,792.28                   | .00                | 72,343.80           | (1,549.80)                | 102           | 64,094.77           |
| 61060   | SEASONAL EMPLOYEES   | .00                 | .00               | .00                 | 1,972.00                   | .00                | 19,643.50           | (19,643.50)               | +++           | 18,578.98           |
| 61110   | OVERTIME PAY   | 10,000.00           | .00               | 10,000.00           | 539.86                     | .00                | 8,645.73            | 1,354.27                  | 86            | 14,071.37           |
| 61415   | TERMINATION PAYOUTS  | .00                 | .00               | .00                 | .00                        | .00                | 5,953.07            | (5,953.07)                | +++           | 2,236.23            |
| 61420   | ANNUAL SICK LEAVE PAYOUT   | .00                 | .00               | .00                 | .00                        | .00                | .00                 | .00                       | +++           | 815.29              |
| 61510   | HEALTH INSURANCE   | 95,691.14           | .00               | 95,691.14           | 1,407.08                   | .00                | 76,661.29           | 19,029.85                 | 80            | 92,839.01           |
| 61615   | LIFE INSURANCE   | 349.76              | .00               | 349.76              | 14.42                      | .00                | 274.34              | 75.42                     | 78            | 300.16              |
| 61626   | CELL PHONE ALLOWANCE   | 900.00              | .00               | 900.00              | 75.00                      | .00                | 900.00              | .00                       | 100           | 900.00              |
| 61630   | SHOE ALLOWANCE   | 540.00              | .00               | 540.00              | .00                        | .00                | 360.00              | 180.00                    | 67            | 540.00              |
| 61710   | IMRF   | 22,787.72           | .00               | 22,787.72           | 609.32                     | .00                | 20,450.63           | 2,337.09                  | 90            | 37,165.93           |
| 61725   | SOCIAL SECURITY  | 29,280.22           | .00               | 29,280.22           | 2,744.35                   | .00                | 27,209.41           | 2,070.81                  | 93            | 27,186.35           |
| 61730   | MEDICARE   | 6,848.49            | .00               | 6,848.49            | 641.84                     | .00                | 6,363.51            | 484.98                    | 93            | 6,358.08            |
| 62225   | BLDG MAINTENANCE SERVICES  | 193,000.00          | .00               | 193,000.00          | 17,182.53                  | 32,620.33          | 225,057.15          | (64,677.48)               | 134           | 276,687.95          |
| 62235   | OFFICE EQUIPMENT MAINT   | 10,000.00           | .00               | 10,000.00           | .00                        | .00                | .00                 | 10,000.00                 | 0             | .00                 |
| 62245   | OTHER EQMT MAINTENANCE   | 1,300.00            | .00               | 1,300.00            | .00                        | .00                | .00                 | 1,300.00                  | 0             | 2,277.00            |
| 62305   | RENTAL OF AUTO-FLEET MAINTENANCE                                     | 5,440.00            | .00               | 5,440.00            | 453.33                     | .00                | 5,439.96            | .04                       | 100           | 5,436.00            |



# Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Object Account

| Account  | Account Description         | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--|-----------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund <b>185 - LIBRARY FUND</b>                         |                             |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE  |                             |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>48 - LIBRARY</b>                         |                             |                |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4840 - LIBRARY MAINTENANCE</b>        |                             |                |                   |                |                            |                  |                  |                           |               |                  |
| 62309  | RENTAL OF AUTO REPLACEMENT  | 4,885.00       | .00               | 4,885.00       | 407.08                     | .00              | 4,884.96         | .04                       | 100           | 4,884.00         |
| 62315  | POSTAGE                     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 348.00           |
| 62341  | INTERNET SOLUTION PROVIDERS | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 127.00           |
| 64005  | ELECTRICITY                 | 115,767.00     | .00               | 115,767.00     | 7,036.27                   | .00              | 83,610.66        | 32,156.34                 | 72            | 95,890.55        |
| 64015  | NATURAL GAS                 | 27,000.00      | .00               | 27,000.00      | 3,874.50                   | .00              | 24,447.75        | 2,552.25                  | 91            | 17,060.49        |
| 64505  | TELECOMMUNICATIONS          | 3,500.00       | .00               | 3,500.00       | .00                        | .00              | .00              | 3,500.00                  | 0             | .00              |
| 65020  | CLOTHING                    | .00            | .00               | .00            | 1,769.52                   | .00              | 1,827.52         | (1,827.52)                | +++           | 2,120.00         |
| 65025  | FOOD                        | .00            | .00               | .00            | 114.46                     | .00              | 114.46           | (114.46)                  | +++           | .00              |
| 65040  | JANITORIAL SUPPLIES         | 12,000.00      | .00               | 12,000.00      | 85.87                      | .00              | 8,620.77         | 3,379.23                  | 72            | 10,702.83        |
| 65050  | BLDG MAINTENANCE MATERIAL   | 35,000.00      | .00               | 35,000.00      | 2,115.35                   | .00              | 27,088.01        | 7,911.99                  | 77            | 21,629.46        |
| 65095  | OFFICE SUPPLIES             | .00            | .00               | .00            | .00                        | .00              | 40.70            | (40.70)                   | +++           | 50.97            |
| Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b> |                             | \$1,045,106.33 | \$0.00            | \$1,045,106.33 | \$84,802.56                | \$32,620.33      | \$970,656.93     | \$41,829.07               | 96%           | \$1,061,844.23   |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>     |                             |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010  | REGULAR PAY                 | 700,509.00     | .00               | 700,509.00     | 35,840.27                  | .00              | 424,670.16       | 275,838.84                | 61            | 547,044.04       |
| 61050  | PERMANENT PART-TIME         | 80,560.00      | .00               | 80,560.00      | 8,934.35                   | .00              | 78,672.16        | 1,887.84                  | 98            | 112,326.93       |
| 61060  | SEASONAL EMPLOYEES          | 5,000.00       | .00               | 5,000.00       | .00                        | .00              | .00              | 5,000.00                  | 0             | .00              |
| 61415  | TERMINATION PAYOUTS         | .00            | .00               | .00            | .00                        | .00              | 94,401.72        | (94,401.72)               | +++           | 13,205.09        |
| 61510  | HEALTH INSURANCE            | 83,975.00      | .00               | 83,975.00      | 610.27                     | .00              | 46,956.97        | 37,018.03                 | 56            | 68,549.27        |
| 61615  | LIFE INSURANCE              | 600.00         | .00               | 600.00         | 25.84                      | .00              | 423.54           | 176.46                    | 71            | 557.13           |
| 61625  | AUTO ALLOWANCE              | 4,800.00       | .00               | 4,800.00       | .00                        | .00              | 2,400.00         | 2,400.00                  | 50            | 4,800.00         |
| 61626  | CELL PHONE ALLOWANCE        | 1,200.00       | .00               | 1,200.00       | 294.00                     | .00              | 894.00           | 306.00                    | 74            | 1,200.00         |
| 61710  | IMRF                        | 34,378.00      | .00               | 34,378.00      | 479.90                     | .00              | 27,911.07        | 6,466.93                  | 81            | 54,024.73        |
| 61725  | SOCIAL SECURITY             | 46,331.00      | .00               | 46,331.00      | 2,731.99                   | .00              | 34,029.89        | 12,301.11                 | 73            | 37,069.25        |
| 61730  | MEDICARE                    | 11,414.00      | .00               | 11,414.00      | 638.94                     | .00              | 8,465.88         | 2,948.12                  | 74            | 9,156.11         |
| 62185  | CONSULTING SERVICES         | 235,000.00     | .00               | 235,000.00     | 17,570.89                  | 10,000.00        | 130,883.37       | 94,116.63                 | 60            | 139,288.26       |
| 62205  | ADVERTISING                 | 8,000.00       | .00               | 8,000.00       | .00                        | .00              | 1,455.61         | 6,544.39                  | 18            | 39.00            |
| 62210  | PRINTING                    | 8,000.00       | .00               | 8,000.00       | 1,532.00                   | .00              | 9,672.27         | (1,672.27)                | 121           | 2,980.97         |
| 62225  | BLDG MAINTENANCE SERVICES   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 352.05           |
| 62275  | POSTAGE CHARGEBACKS         | 2,600.00       | .00               | 2,600.00       | .00                        | .00              | .00              | 2,600.00                  | 0             | 468.00           |
| 62290  | TUITION                     | 15,000.00      | .00               | 15,000.00      | 944.00                     | .00              | 7,817.00         | 7,183.00                  | 52            | 6,206.50         |
| 62295  | TRAINING & TRAVEL           | 25,000.00      | .00               | 25,000.00      | 4,818.50                   | .00              | 30,829.68        | (5,829.68)                | 123           | 18,982.63        |
| 62315  | POSTAGE                     | 1,000.00       | .00               | 1,000.00       | 3,537.61                   | .00              | 4,398.18         | (3,398.18)                | 440           | 75.78            |
| 62340  | IT COMPUTER SOFTWARE        | .00            | .00               | .00            | .00                        | .00              | 11.99            | (11.99)                   | +++           | .00              |
| 62360  | MEMBERSHIP DUES             | 2,100.00       | .00               | 2,100.00       | 250.00                     | .00              | 1,756.00         | 344.00                    | 84            | 1,417.37         |
| 62380  | COPY MACHINE CHARGES        | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             | 221.01           |
| 62506  | WORK- STUDY                 | 2,500.00       | .00               | 2,500.00       | 606.99                     | .00              | 3,237.25         | (737.25)                  | 129           | 3,298.61         |
| 62705  | BANK SERVICE CHARGES        | 5,700.00       | .00               | 5,700.00       | 339.63                     | .00              | 4,479.26         | 1,220.74                  | 79            | 4,544.39         |



# Budget Performance Report

Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Object Account

| Account   | Account Description           | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---|-------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund <b>185 - LIBRARY FUND</b>                            |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE   |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>48 - LIBRARY</b>                            |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>        |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| 64005   | ELECTRICITY                   | .00            | .00               | .00            | .00                        | .00              | 110.00           | (110.00)                  | +++           | 292.23           |
| 64540   | TELECOMMUNICATIONS - WIRELESS | 2,000.00       | .00               | 2,000.00       | 795.06                     | .00              | 4,739.83         | (2,739.83)                | 237           | 4,759.26         |
| 65025   | FOOD                          | 10,000.00      | .00               | 10,000.00      | 2,823.04                   | .00              | 6,466.75         | 3,533.25                  | 65            | 3,308.39         |
| 65095   | OFFICE SUPPLIES               | 50,000.00      | .00               | 50,000.00      | 8,793.83                   | 1,857.53         | 26,750.19        | 21,392.28                 | 57            | 27,141.22        |
| 65100   | LIBRARY SUPPLIES              | .00            | .00               | .00            | .00                        | .00              | 616.04           | (616.04)                  | +++           | 9,158.08         |
| 66131   | TRANSFER TO GENERAL FUND      | 289,328.00     | .00               | 289,328.00     | 24,110.67                  | .00              | 289,328.04       | (.04)                     | 100           | .00              |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b> |                               | \$1,634,995.00 | \$0.00            | \$1,634,995.00 | \$115,677.78               | \$11,857.53      | \$1,241,376.85   | \$381,760.62              | 77%           | \$1,070,466.30   |
| Business Unit <b>4850 - LIBRARY GRANTS</b>                |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| 62185   | CONSULTING SERVICES           | 10,000.00      | .00               | 10,000.00      | .00                        | 3,400.00         | 17,171.75        | (10,571.75)               | 206           | 10,500.00        |
| 62340   | IT COMPUTER SOFTWARE          | .00            | .00               | .00            | .00                        | .00              | 115.00           | (115.00)                  | +++           | .00              |
| 65100   | LIBRARY SUPPLIES              | 45,000.00      | .00               | 45,000.00      | 7,653.79                   | 6,524.00         | 28,666.77        | 9,809.23                  | 78            | 51,090.97        |
| 65630   | LIBRARY BOOKS                 | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 24,921.22        |
| Business Unit <b>4850 - LIBRARY GRANTS Totals</b>         |                               | \$55,000.00    | \$0.00            | \$55,000.00    | \$7,653.79                 | \$9,924.00       | \$45,953.52      | (\$877.52)                | 102%          | \$86,512.19      |
| Department <b>48 - LIBRARY Totals</b>                     |                               | \$8,543,722.32 | \$0.00            | \$8,543,722.32 | \$824,202.58               | \$85,971.85      | \$7,824,218.97   | \$633,531.50              | 93%           | \$7,537,608.09   |
| <b>EXPENSE TOTALS</b>                                     |                               | \$8,543,722.32 | \$0.00            | \$8,543,722.32 | \$824,202.58               | \$85,971.85      | \$7,824,218.97   | \$633,531.50              | 93%           | \$7,537,608.09   |
| Fund <b>185 - LIBRARY FUND Totals</b>                     |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| <b>REVENUE TOTALS</b>                                     |                               | 8,344,577.00   | .00               | 8,344,577.00   | 3,654,406.02               | .00              | 8,432,879.03     | (88,302.03)               | 101%          | 8,537,823.29     |
| <b>EXPENSE TOTALS</b>                                     |                               | 8,543,722.32   | .00               | 8,543,722.32   | 824,202.58                 | 85,971.85        | 7,824,218.97     | 633,531.50                | 93%           | 7,537,608.09     |
| Fund <b>185 - LIBRARY FUND Totals</b>                     |                               | (\$199,145.32) | \$0.00            | (\$199,145.32) | \$2,830,203.44             | (\$85,971.85)    | \$608,660.06     | (\$721,833.53)            |               | \$1,000,215.20   |
| Grand Totals  |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| <b>REVENUE TOTALS</b>                                     |                               | 8,344,577.00   | .00               | 8,344,577.00   | 3,654,406.02               | .00              | 8,432,879.03     | (88,302.03)               | 101%          | 8,537,823.29     |
| <b>EXPENSE TOTALS</b>                                     |                               | 8,543,722.32   | .00               | 8,543,722.32   | 824,202.58                 | 85,971.85        | 7,824,218.97     | 633,531.50                | 93%           | 7,537,608.09     |
| Grand Totals  |                               | (\$199,145.32) | \$0.00            | (\$199,145.32) | \$2,830,203.44             | (\$85,971.85)    | \$608,660.06     | (\$721,833.53)            |               | \$1,000,215.20   |



# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account   | Account Description                  | Adopted Budget        | Budget Amendments | Amended Budget        | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total      |
|---|--------------------------------------|-----------------------|-------------------|-----------------------|----------------------------|------------------|------------------|---------------------------|---------------|-----------------------|
| Fund <b>185 - LIBRARY FUND</b>                            |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| REVENUE   |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| Department <b>48 - LIBRARY</b>                            |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>        |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| 51015   | PROPERTY TAXES                       | 7,535,472.00          | .00               | 7,535,472.00          | .00                        | .00              | .00              | 7,535,472.00              | 0             | 7,351,159.53          |
| 52610   | LIBRARY FINES & FEES                 | .00                   | .00               | .00                   | .00                        | .00              | .00              | .00                       | +++           | 3,063.20              |
| 55201   | Federal Grants                       | 100,000.00            | .00               | 100,000.00            | .00                        | .00              | .00              | 100,000.00                | 0             | 115,772.01            |
| 55245   | LIBRARY STATE PER CAPITA GRANT       | 109,866.00            | .00               | 109,866.00            | .00                        | .00              | .00              | 109,866.00                | 0             | 115,212.25            |
| 56011   | DONATIONS                            | 400,000.00            | .00               | 400,000.00            | .00                        | .00              | .00              | 400,000.00                | 0             | 441,122.48            |
| 56045   | MISCELLANEOUS REVENUE                | 5,000.00              | .00               | 5,000.00              | .00                        | .00              | .00              | 5,000.00                  | 0             | 9,184.77              |
| 56140   | FEES AND MERCHANDISE SALE            | .00                   | .00               | .00                   | .00                        | .00              | .00              | .00                       | +++           | (178.65)              |
| 56501   | INVESTMENT INCOME                    | 21,600.00             | .00               | 21,600.00             | .00                        | .00              | .00              | 21,600.00                 | 0             | 68,818.53             |
| 57002   | TRANSFER FROM ENDOWMENT              | 250,000.00            | .00               | 250,000.00            | .00                        | .00              | .00              | 250,000.00                | 0             | 217,929.86            |
| 57515   | LIBRARY MATERIAL REPLACEMENT CHARGES | 22,000.00             | .00               | 22,000.00             | .00                        | .00              | .00              | 22,000.00                 | 0             | 33,078.17             |
| 57526   | LIBRARY BOOK SALE                    | 3,000.00              | .00               | 3,000.00              | .00                        | .00              | .00              | 3,000.00                  | 0             | 3,604.07              |
| 57535   | LIBRARY COPY MACH. CHG               | 9,000.00              | .00               | 9,000.00              | .00                        | .00              | .00              | 9,000.00                  | 0             | 12,542.72             |
| 57540   | LIBRARY MEETING RM RENTAL            | 1,000.00              | .00               | 1,000.00              | .00                        | .00              | .00              | 1,000.00                  | 0             | 2,765.84              |
| 57545   | NORTH BRANCH RENTAL INCOME           | 20,394.00             | .00               | 20,394.00             | .00                        | .00              | .00              | 20,394.00                 | 0             | 20,067.00             |
| 57551   | LIBRARY GRANTS                       | 100,000.00            | .00               | 100,000.00            | .00                        | .00              | .00              | 100,000.00                | 0             | 38,737.25             |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b> |                                      | <b>\$8,577,332.00</b> | <b>\$0.00</b>     | <b>\$8,577,332.00</b> | <b>\$0.00</b>              | <b>\$0.00</b>    | <b>\$0.00</b>    | <b>\$8,577,332.00</b>     | <b>0%</b>     | <b>\$8,432,879.03</b> |
| Department <b>48 - LIBRARY Totals</b>                     |                                      | <b>\$8,577,332.00</b> | <b>\$0.00</b>     | <b>\$8,577,332.00</b> | <b>\$0.00</b>              | <b>\$0.00</b>    | <b>\$0.00</b>    | <b>\$8,577,332.00</b>     | <b>0%</b>     | <b>\$8,432,879.03</b> |
| <b>REVENUE TOTALS</b>                                     |                                      | <b>\$8,577,332.00</b> | <b>\$0.00</b>     | <b>\$8,577,332.00</b> | <b>\$0.00</b>              | <b>\$0.00</b>    | <b>\$0.00</b>    | <b>\$8,577,332.00</b>     | <b>0%</b>     | <b>\$8,432,879.03</b> |
| EXPENSE   |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| Department <b>48 - LIBRARY</b>                            |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> |                                      |                       |                   |                       |                            |                  |                  |                           |               |                       |
| 61010   | REGULAR PAY                          | 395,172.00            | .00               | 395,172.00            | 31,498.26                  | .00              | 31,498.26        | 363,673.74                | 8             | 402,006.44            |
| 61050   | PERMANENT PART-TIME                  | 201,509.00            | .00               | 201,509.00            | 15,174.58                  | .00              | 15,174.58        | 186,334.42                | 8             | 200,548.34            |
| 61060   | SEASONAL EMPLOYEES                   | 6,000.00              | .00               | 6,000.00              | 180.00                     | .00              | 180.00           | 5,820.00                  | 3             | 2,805.00              |
| 61110   | OVERTIME PAY                         | .00                   | .00               | .00                   | 1,087.53                   | .00              | 1,087.53         | (1,087.53)                | +++           | 1,087.53              |
| 61420   | ANNUAL SICK LEAVE PAYOUT             | .00                   | .00               | .00                   | .00                        | .00              | .00              | .00                       | +++           | 2,746.06              |
| 61510   | HEALTH INSURANCE                     | 73,765.00             | .00               | 73,765.00             | 6,147.16                   | .00              | 6,147.16         | 67,617.84                 | 8             | 68,269.97             |
| 61615   | LIFE INSURANCE                       | 261.00                | .00               | 261.00                | 14.88                      | .00              | 14.88            | 246.12                    | 6             | 283.10                |
| 61710   | IMRF                                 | 19,005.00             | .00               | 19,005.00             | 1,523.48                   | .00              | 1,523.48         | 17,481.52                 | 8             | 27,124.48             |
| 61725   | SOCIAL SECURITY                      | 36,995.00             | .00               | 36,995.00             | 2,880.94                   | .00              | 2,880.94         | 34,114.06                 | 8             | 36,710.87             |
| 61730   | MEDICARE                             | 8,652.00              | .00               | 8,652.00              | 673.76                     | .00              | 673.76           | 7,978.24                  | 8             | 8,585.62              |
| 62295   | TRAINING & TRAVEL                    | .00                   | .00               | .00                   | .00                        | .00              | .00              | .00                       | +++           | 114.34                |
| 62506   | WORK- STUDY                          | 900.00                | .00               | 900.00                | .00                        | .00              | .00              | 900.00                    | 0             | .00                   |
| 65100   | LIBRARY SUPPLIES                     | 17,400.00             | .00               | 17,400.00             | 7.17                       | .00              | 7.17             | 17,392.83                 | 0             | 25,033.10             |
| 65503   | FURNITURE / FIXTURES / EQUIPMENT     | 500.00                | .00               | 500.00                | .00                        | .00              | .00              | 500.00                    | 0             | 1,000.00              |
| 65630   | LIBRARY BOOKS                        | 171,400.00            | .00               | 171,400.00            | 376.97                     | .00              | 376.97           | 171,023.03                | 0             | 134,197.79            |
| 65641   | AUDIO VISUAL COLLECTIONS             | 5,000.00              | .00               | 5,000.00              | .00                        | .00              | .00              | 5,000.00                  | 0             | 11,390.29             |



# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account  | Account Description                         | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--|---|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund <b>185 - LIBRARY FUND</b>                               |   |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE  |   |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>48 - LIBRARY</b>                               |   |                |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>    |   | \$936,559.00   | \$0.00            | \$936,559.00   | \$59,564.73                | \$0.00           | \$59,564.73      | \$876,994.27              | 6%            | \$921,902.93     |
|  |   | Totals         |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> |   |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010  | REGULAR PAY                                 | 464,223.20     | .00               | 464,223.20     | 31,959.03                  | .00              | 31,959.03        | 432,264.17                | 7             | 383,966.98       |
| 61050  | PERMANENT PART-TIME                         | 263,100.00     | .00               | 263,100.00     | 19,823.68                  | .00              | 19,823.68        | 243,276.32                | 8             | 239,637.88       |
| 61060  | SEASONAL EMPLOYEES                          | 6,000.00       | .00               | 6,000.00       | 105.00                     | .00              | 105.00           | 5,895.00                  | 2             | 7,485.00         |
| 61110  | OVERTIME PAY                                | .00            | .00               | .00            | 819.17                     | .00              | 819.17           | (819.17)                  | +++           | 819.17           |
| 61415  | TERMINATION PAYOUTS                         | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,777.25         |
| 61510  | HEALTH INSURANCE                            | 73,212.00      | .00               | 73,212.00      | 6,101.06                   | .00              | 6,101.06         | 67,110.94                 | 8             | 67,758.22        |
| 61615  | LIFE INSURANCE                              | 213.00         | .00               | 213.00         | 11.11                      | .00              | 11.11            | 201.89                    | 5             | 199.67           |
| 61710  | IMRF  | 24,074.44      | .00               | 24,074.44      | 1,741.12                   | .00              | 1,741.12         | 22,333.32                 | 7             | 29,045.63        |
| 61725  | SOCIAL SECURITY                             | 45,094.39      | .00               | 45,094.39      | 3,181.98                   | .00              | 3,181.98         | 41,912.41                 | 7             | 38,361.14        |
| 61730  | MEDICARE                                    | 10,546.72      | .00               | 10,546.72      | 744.17                     | .00              | 744.17           | 9,802.55                  | 7             | 8,971.54         |
| 62340  | IT COMPUTER SOFTWARE                        | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 535.50           |
| 62341  | INTERNET SOLUTION PROVIDERS                 | 280,255.00     | .00               | 280,255.00     | 2,995.00                   | .00              | 2,995.00         | 277,260.00                | 1             | 301,832.15       |
| 62506  | WORK- STUDY                                 | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | .00              |
| 65100  | LIBRARY SUPPLIES                            | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | .00              | 15,000.00                 | 0             | 9,875.35         |
| 65630  | LIBRARY BOOKS                               | 335,000.00     | .00               | 335,000.00     | 11,351.78                  | .00              | 11,351.78        | 323,648.22                | 3             | 310,691.73       |
| 65635  | PERIODICALS                                 | 6,000.00       | .00               | 6,000.00       | .00                        | .00              | .00              | 6,000.00                  | 0             | 5,364.89         |
| 65641  | AUDIO VISUAL COLLECTIONS                    | 31,000.00      | .00               | 31,000.00      | .00                        | .00              | .00              | 31,000.00                 | 0             | 31,881.42        |
| Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> |   | \$1,554,718.75 | \$0.00            | \$1,554,718.75 | \$78,833.10                | \$0.00           | \$78,833.10      | \$1,475,885.65            | 5%            | \$1,438,203.52   |
|  |   | Totals         |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4820 - ACCESS SERVICES</b>                  |   |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010  | REGULAR PAY                                 | 675,467.00     | .00               | 675,467.00     | 48,642.97                  | .00              | 48,642.97        | 626,824.03                | 7             | 625,739.47       |
| 61050  | PERMANENT PART-TIME                         | 269,724.00     | .00               | 269,724.00     | 21,228.52                  | .00              | 21,228.52        | 248,495.48                | 8             | 239,169.51       |
| 61060  | SEASONAL EMPLOYEES                          | 5,000.00       | .00               | 5,000.00       | 884.00                     | .00              | 884.00           | 4,116.00                  | 18            | 20,793.50        |
| 61110  | OVERTIME PAY                                | .00            | .00               | .00            | 952.22                     | .00              | 952.22           | (952.22)                  | +++           | 952.22           |
| 61415  | TERMINATION PAYOUTS                         | .00            | .00               | .00            | 46.12                      | .00              | 46.12            | (46.12)                   | +++           | 12,938.26        |
| 61420  | ANNUAL SICK LEAVE PAYOUT                    | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 986.58           |
| 61430  | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS) | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 2,100.49         |
| 61510  | HEALTH INSURANCE                            | 140,643.00     | .00               | 140,643.00     | 11,893.16                  | .00              | 11,893.16        | 128,749.84                | 8             | 125,841.62       |
| 61615  | LIFE INSURANCE                              | 339.00         | .00               | 339.00         | 23.30                      | .00              | 23.30            | 315.70                    | 7             | 401.36           |
| 61710  | IMRF  | 27,656.00      | .00               | 27,656.00      | 2,082.14                   | .00              | 2,082.14         | 25,573.86                 | 8             | 36,787.20        |
| 61725  | SOCIAL SECURITY                             | 58,603.00      | .00               | 58,603.00      | 4,273.38                   | .00              | 4,273.38         | 54,329.62                 | 7             | 53,942.55        |
| 61730  | MEDICARE                                    | 13,707.00      | .00               | 13,707.00      | 999.44                     | .00              | 999.44           | 12,707.56                 | 7             | 12,615.59        |
| 62225  | BLDG MAINTENANCE SERVICES                   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 115.99           |
| 62340  | IT COMPUTER SOFTWARE                        | 183,900.00     | .00               | 183,900.00     | 20.26                      | .00              | 20.26            | 183,879.74                | 0             | 126,667.62       |
| 62341  | INTERNET SOLUTION PROVIDERS                 | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 43,880.51        |
| 62506  | WORK- STUDY                                 | 3,000.00       | .00               | 3,000.00       | .00                        | .00              | .00              | 3,000.00                  | 0             | 1,396.27         |



# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account   | Account Description              | Adopted Budget        | Budget Amendments | Amended Budget        | Current Month Transactions | YTD Encumbrances  | YTD Transactions   | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total      |
|---|----------------------------------|-----------------------|-------------------|-----------------------|----------------------------|-------------------|--------------------|---------------------------|---------------|-----------------------|
| Fund <b>185 - LIBRARY FUND</b>                                |                                  |                       |                   |                       |                            |                   |                    |                           |               |                       |
| EXPENSE   |                                  |                       |                   |                       |                            |                   |                    |                           |               |                       |
| Department <b>48 - LIBRARY</b>                                |                                  |                       |                   |                       |                            |                   |                    |                           |               |                       |
| Business Unit <b>4820 - ACCESS SERVICES</b>                   |                                  |                       |                   |                       |                            |                   |                    |                           |               |                       |
| 65100   | LIBRARY SUPPLIES                 | 12,000.00             | .00               | 12,000.00             | .00                        | .00               | .00                | 12,000.00                 | 0             | 25,520.20             |
| 65555   | IT COMPUTER HARDWARE             | .00                   | .00               | .00                   | .00                        | 2,598.00          | .00                | (2,598.00)                | +++           | 36,745.68             |
| Business Unit <b>4820 - ACCESS SERVICES Totals</b>            |                                  | <b>\$1,390,039.00</b> | <b>\$0.00</b>     | <b>\$1,390,039.00</b> | <b>\$91,045.51</b>         | <b>\$2,598.00</b> | <b>\$91,045.51</b> | <b>\$1,296,395.49</b>     | <b>7%</b>     | <b>\$1,366,594.62</b> |
| Business Unit <b>4825 - ENGAGEMENT SERVICES</b>               |                                  |                       |                   |                       |                            |                   |                    |                           |               |                       |
| 61010   | REGULAR PAY                      | 475,122.00            | .00               | 475,122.00            | 39,443.33                  | .00               | 39,443.33          | 435,678.67                | 8             | 481,295.76            |
| 61050   | PERMANENT PART-TIME              | 223,870.00            | .00               | 223,870.00            | 15,456.59                  | .00               | 15,456.59          | 208,413.41                | 7             | 180,649.63            |
| 61060   | SEASONAL EMPLOYEES               | 10,000.00             | .00               | 10,000.00             | 85.00                      | .00               | 85.00              | 9,915.00                  | 1             | 2,654.00              |
| 61110   | OVERTIME PAY                     | .00                   | .00               | .00                   | 1,138.43                   | .00               | 1,138.43           | (1,138.43)                | +++           | 1,617.63              |
| 61415   | TERMINATION PAYOUTS              | .00                   | .00               | .00                   | .00                        | .00               | .00                | .00                       | +++           | 1,346.53              |
| 61510   | HEALTH INSURANCE                 | 105,250.00            | .00               | 105,250.00            | 9,240.96                   | .00               | 9,240.96           | 96,009.04                 | 9             | 100,931.93            |
| 61615   | LIFE INSURANCE                   | 304.00                | .00               | 304.00                | 17.20                      | .00               | 17.20              | 286.80                    | 6             | 322.00                |
| 61710   | IMRF                             | 23,138.00             | .00               | 23,138.00             | 1,837.25                   | .00               | 1,837.25           | 21,300.75                 | 8             | 30,606.30             |
| 61725   | SOCIAL SECURITY                  | 43,338.00             | .00               | 43,338.00             | 3,325.02                   | .00               | 3,325.02           | 40,012.98                 | 8             | 39,796.87             |
| 61730   | MEDICARE                         | 10,136.00             | .00               | 10,136.00             | 777.62                     | .00               | 777.62             | 9,358.38                  | 8             | 9,307.34              |
| 62225   | BLDG MAINTENANCE SERVICES        | 5,000.00              | .00               | 5,000.00              | .00                        | .00               | .00                | 5,000.00                  | 0             | 6,056.68              |
| 62340   | IT COMPUTER SOFTWARE             | 14,695.00             | .00               | 14,695.00             | .00                        | .00               | .00                | 14,695.00                 | 0             | .00                   |
| 62341   | INTERNET SOLUTION PROVIDERS      | .00                   | .00               | .00                   | .00                        | .00               | .00                | .00                       | +++           | 18,636.64             |
| 64015   | NATURAL GAS                      | 1,500.00              | .00               | 1,500.00              | .00                        | .00               | .00                | 1,500.00                  | 0             | 180.30                |
| 65100   | LIBRARY SUPPLIES                 | 50,000.00             | .00               | 50,000.00             | .00                        | .00               | .00                | 50,000.00                 | 0             | 23,648.56             |
| 65503   | FURNITURE / FIXTURES / EQUIPMENT | 1,000.00              | .00               | 1,000.00              | .00                        | .00               | .00                | 1,000.00                  | 0             | .00                   |
| 65630   | LIBRARY BOOKS                    | 35,000.00             | .00               | 35,000.00             | 129.72                     | .00               | 129.72             | 34,870.28                 | 0             | 38,267.00             |
| 65635   | PERIODICALS                      | 500.00                | .00               | 500.00                | .00                        | .00               | .00                | 500.00                    | 0             | 327.62                |
| 65641   | AUDIO VISUAL COLLECTIONS         | 12,000.00             | .00               | 12,000.00             | .00                        | .00               | .00                | 12,000.00                 | 0             | 5,779.67              |
| Business Unit <b>4825 - ENGAGEMENT SERVICES Totals</b>        |                                  | <b>\$1,010,853.00</b> | <b>\$0.00</b>     | <b>\$1,010,853.00</b> | <b>\$71,451.12</b>         | <b>\$0.00</b>     | <b>\$71,451.12</b> | <b>\$939,401.88</b>       | <b>7%</b>     | <b>\$941,424.46</b>   |
| Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> |                                  |                       |                   |                       |                            |                   |                    |                           |               |                       |
| 61010   | REGULAR PAY                      | 415,927.00            | .00               | 415,927.00            | 25,934.49                  | .00               | 25,934.49          | 389,992.51                | 6             | 380,982.64            |
| 61050   | PERMANENT PART-TIME              | 241,617.20            | .00               | 241,617.20            | 11,830.44                  | .00               | 11,830.44          | 229,786.76                | 5             | 193,495.77            |
| 61060   | SEASONAL EMPLOYEES               | 5,000.00              | .00               | 5,000.00              | 210.00                     | .00               | 210.00             | 4,790.00                  | 4             | 10,055.00             |
| 61110   | OVERTIME PAY                     | .00                   | .00               | .00                   | 462.41                     | .00               | 462.41             | (462.41)                  | +++           | 462.41                |
| 61415   | TERMINATION PAYOUTS              | .00                   | .00               | .00                   | .00                        | .00               | .00                | .00                       | +++           | 9,120.21              |
| 61510   | HEALTH INSURANCE                 | 84,701.88             | .00               | 84,701.88             | 4,344.94                   | .00               | 4,344.94           | 80,356.94                 | 5             | 63,934.72             |
| 61615   | LIFE INSURANCE                   | 257.00                | .00               | 257.00                | 4.18                       | .00               | 4.18               | 252.82                    | 2             | 233.03                |
| 61710   | IMRF                             | 20,298.00             | .00               | 20,298.00             | 1,237.50                   | .00               | 1,237.50           | 19,060.50                 | 6             | 27,217.97             |
| 61725   | SOCIAL SECURITY                  | 40,768.59             | .00               | 40,768.59             | 2,313.03                   | .00               | 2,313.03           | 38,455.56                 | 6             | 35,970.82             |
| 61730   | MEDICARE                         | 9,535.05              | .00               | 9,535.05              | 540.96                     | .00               | 540.96             | 8,994.09                  | 6             | 8,412.50              |
| 62272   | OTHER PROFESSIONAL SERVICES      | .00                   | .00               | .00                   | .00                        | .00               | .00                | .00                       | +++           | 89.91                 |





# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account  | Account Description              | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--|----------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund <b>185 - LIBRARY FUND</b>                                       |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE  |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>48 - LIBRARY</b>                                       |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>        |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 62340  | IT COMPUTER SOFTWARE             | 72,654.00      | .00               | 72,654.00      | 353.65                     | .00              | 353.65           | 72,300.35                 | 0             | 48,440.33        |
| 62341  | INTERNET SOLUTION PROVIDERS      | .00            | .00               | .00            | 4,619.99                   | .00              | 4,619.99         | (4,619.99)                | +++           | 21,214.97        |
| 65100  | LIBRARY SUPPLIES                 | 13,530.00      | .00               | 13,530.00      | .00                        | .00              | .00              | 13,530.00                 | 0             | 21,586.09        |
| 65555  | IT COMPUTER HARDWARE             | 36,650.00      | .00               | 36,650.00      | .00                        | .00              | .00              | 36,650.00                 | 0             | 55,938.59        |
| 65630  | LIBRARY BOOKS                    | 20,000.00      | .00               | 20,000.00      | 277.32                     | .00              | 277.32           | 19,722.68                 | 1             | 20,892.35        |
| 65641  | AUDIO VISUAL COLLECTIONS         | 2,500.00       | .00               | 2,500.00       | .00                        | .00              | .00              | 2,500.00                  | 0             | 58.83            |
| Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals |                                  | \$963,438.72   | \$0.00            | \$963,438.72   | \$52,128.91                | \$0.00           | \$52,128.91      | \$911,309.81              | 5%            | \$898,106.14     |
| Business Unit <b>4840 - LIBRARY MAINTENANCE</b>                      |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010  | REGULAR PAY                      | 378,642.00     | .00               | 378,642.00     | 26,512.75                  | .00              | 26,512.75        | 352,129.25                | 7             | 350,719.71       |
| 61050  | PERMANENT PART-TIME              | 64,775.00      | .00               | 64,775.00      | 4,844.72                   | .00              | 4,844.72         | 59,930.28                 | 7             | 72,343.80        |
| 61060  | SEASONAL EMPLOYEES               | .00            | .00               | .00            | 1,564.00                   | .00              | 1,564.00         | (1,564.00)                | +++           | 19,643.50        |
| 61110  | OVERTIME PAY                     | 10,000.00      | .00               | 10,000.00      | 1,003.30                   | .00              | 1,003.30         | 8,996.70                  | 10            | 8,645.73         |
| 61415  | TERMINATION PAYOUTS              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 5,953.07         |
| 61510  | HEALTH INSURANCE                 | 97,079.00      | .00               | 97,079.00      | 7,377.54                   | .00              | 7,377.54         | 89,701.46                 | 8             | 76,661.29        |
| 61615  | LIFE INSURANCE                   | 275.00         | .00               | 275.00         | 8.31                       | .00              | 8.31             | 266.69                    | 3             | 274.34           |
| 61626  | CELL PHONE ALLOWANCE             | 825.00         | .00               | 825.00         | 42.00                      | .00              | 42.00            | 783.00                    | 5             | 900.00           |
| 61630  | SHOE ALLOWANCE                   | 540.00         | .00               | 540.00         | .00                        | .00              | .00              | 540.00                    | 0             | 360.00           |
| 61710  | IMRF                             | 14,678.00      | .00               | 14,678.00      | 1,071.14                   | .00              | 1,071.14         | 13,606.86                 | 7             | 20,450.63        |
| 61725  | SOCIAL SECURITY                  | 28,604.61      | .00               | 28,604.61      | 2,000.54                   | .00              | 2,000.54         | 26,604.07                 | 7             | 27,209.41        |
| 61730  | MEDICARE                         | 6,690.25       | .00               | 6,690.25       | 467.88                     | .00              | 467.88           | 6,222.37                  | 7             | 6,363.51         |
| 62225  | BLDG MAINTENANCE SERVICES        | 227,295.00     | .00               | 227,295.00     | 13,136.26                  | .00              | 13,136.26        | 214,158.74                | 6             | 225,057.15       |
| 62235  | OFFICE EQUIPMENT MAINT           | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | .00              |
| 62245  | OTHER EQMT MAINTENANCE           | 2,277.00       | .00               | 2,277.00       | .00                        | .00              | .00              | 2,277.00                  | 0             | .00              |
| 62305  | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00       | .00               | 5,440.00       | 453.00                     | .00              | 453.00           | 4,987.00                  | 8             | 5,439.96         |
| 62309  | RENTAL OF AUTO REPLACEMENT       | 4,885.00       | .00               | 4,885.00       | 407.00                     | .00              | 407.00           | 4,478.00                  | 8             | 4,884.96         |
| 64005  | ELECTRICITY                      | 120,000.00     | .00               | 120,000.00     | .00                        | .00              | .00              | 120,000.00                | 0             | 83,610.66        |
| 64015  | NATURAL GAS                      | 32,400.00      | .00               | 32,400.00      | .00                        | .00              | .00              | 32,400.00                 | 0             | 24,447.75        |
| 65020  | CLOTHING                         | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,827.52         |
| 65025  | FOOD                             | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 114.46           |
| 65040  | JANITORIAL SUPPLIES              | 18,377.00      | .00               | 18,377.00      | 10,556.32                  | .00              | 10,556.32        | 7,820.68                  | 57            | 8,620.77         |
| 65050  | BLDG MAINTENANCE MATERIAL        | 35,000.00      | .00               | 35,000.00      | .00                        | .00              | .00              | 35,000.00                 | 0             | 27,088.01        |
| 65095  | OFFICE SUPPLIES                  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 40.70            |
| Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals               |                                  | \$1,048,782.86 | \$0.00            | \$1,048,782.86 | \$69,444.76                | \$0.00           | \$69,444.76      | \$979,338.10              | 7%            | \$970,656.93     |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>                   |                                  |                |                   |                |                            |                  |                  |                           |               |                  |
| 61010  | REGULAR PAY                      | 757,543.00     | .00               | 757,543.00     | 32,212.22                  | .00              | 32,212.22        | 725,330.78                | 4             | 424,670.16       |
| 61050  | PERMANENT PART-TIME              | 80,546.00      | .00               | 80,546.00      | 6,226.51                   | .00              | 6,226.51         | 74,319.49                 | 8             | 78,672.16        |



# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account   | Account Description           | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---|-------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund <b>185 - LIBRARY FUND</b>                            |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| EXPENSE   |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>48 - LIBRARY</b>                            |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>        |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| 61415   | TERMINATION PAYOUTS           | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 94,401.72        |
| 61510   | HEALTH INSURANCE              | 84,439.00      | .00               | 84,439.00      | 3,341.58                   | .00              | 3,341.58         | 81,097.42                 | 4             | 46,956.97        |
| 61615   | LIFE INSURANCE                | 278.00         | .00               | 278.00         | 16.14                      | .00              | 16.14            | 261.86                    | 6             | 423.54           |
| 61625   | AUTO ALLOWANCE                | 4,800.00       | .00               | 4,800.00       | .00                        | .00              | .00              | 4,800.00                  | 0             | 2,400.00         |
| 61626   | CELL PHONE ALLOWANCE          | 1,200.00       | .00               | 1,200.00       | 84.00                      | .00              | 84.00            | 1,116.00                  | 7             | 894.00           |
| 61710   | IMRF                          | 27,741.00      | .00               | 27,741.00      | 1,272.32                   | .00              | 1,272.32         | 26,468.68                 | 5             | 27,911.07        |
| 61725   | SOCIAL SECURITY               | 48,388.00      | .00               | 48,388.00      | 2,338.45                   | .00              | 2,338.45         | 46,049.55                 | 5             | 34,029.89        |
| 61730   | MEDICARE                      | 12,153.00      | .00               | 12,153.00      | 546.89                     | .00              | 546.89           | 11,606.11                 | 5             | 8,465.88         |
| 62185   | CONSULTING SERVICES           | 135,000.00     | .00               | 135,000.00     | 1,931.33                   | .00              | 1,931.33         | 133,068.67                | 1             | 130,883.37       |
| 62205   | ADVERTISING                   | 4,000.00       | .00               | 4,000.00       | .00                        | .00              | .00              | 4,000.00                  | 0             | 1,455.61         |
| 62210   | PRINTING                      | 45,000.00      | .00               | 45,000.00      | .00                        | .00              | .00              | 45,000.00                 | 0             | 9,672.27         |
| 62272   | OTHER PROFESSIONAL SERVICES   | 85,000.00      | .00               | 85,000.00      | .00                        | .00              | .00              | 85,000.00                 | 0             | .00              |
| 62275   | POSTAGE CHARGEBACKS           | 2,600.00       | .00               | 2,600.00       | .00                        | .00              | .00              | 2,600.00                  | 0             | .00              |
| 62290   | TUITION                       | 15,000.00      | .00               | 15,000.00      | .00                        | .00              | .00              | 15,000.00                 | 0             | 7,817.00         |
| 62295   | TRAINING & TRAVEL             | 25,000.00      | .00               | 25,000.00      | .00                        | .00              | .00              | 25,000.00                 | 0             | 30,829.68        |
| 62315   | POSTAGE                       | 1,000.00       | .00               | 1,000.00       | .00                        | .00              | .00              | 1,000.00                  | 0             | 4,398.18         |
| 62340   | IT COMPUTER SOFTWARE          | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 11.99            |
| 62360   | MEMBERSHIP DUES               | 2,075.00       | .00               | 2,075.00       | .00                        | .00              | .00              | 2,075.00                  | 0             | 1,756.00         |
| 62380   | COPY MACHINE CHARGES          | 10,000.00      | .00               | 10,000.00      | .00                        | .00              | .00              | 10,000.00                 | 0             | .00              |
| 62506   | WORK- STUDY                   | 3,600.00       | .00               | 3,600.00       | .00                        | .00              | .00              | 3,600.00                  | 0             | 3,237.25         |
| 62705   | BANK SERVICE CHARGES          | 5,700.00       | .00               | 5,700.00       | 639.06                     | .00              | 639.06           | 5,060.94                  | 11            | 4,479.26         |
| 64005   | ELECTRICITY                   | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 110.00           |
| 64540   | TELECOMMUNICATIONS - WIRELESS | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 4,739.83         |
| 65025   | FOOD                          | 7,000.00       | .00               | 7,000.00       | .00                        | .00              | .00              | 7,000.00                  | 0             | 6,466.75         |
| 65095   | OFFICE SUPPLIES               | 50,000.00      | .00               | 50,000.00      | 19.98                      | 8,000.00         | 19.98            | 41,980.02                 | 16            | 26,750.19        |
| 65100   | LIBRARY SUPPLIES              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 616.04           |
| 66131   | TRANSFER TO GENERAL FUND      | 295,000.00     | .00               | 295,000.00     | 24,583.00                  | .00              | 24,583.00        | 270,417.00                | 8             | 289,328.04       |
| Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b> |                               | \$1,703,063.00 | \$0.00            | \$1,703,063.00 | \$73,211.48                | \$8,000.00       | \$73,211.48      | \$1,621,851.52            | 5%            | \$1,241,376.85   |
| Business Unit <b>4850 - LIBRARY GRANTS</b>                |                               |                |                   |                |                            |                  |                  |                           |               |                  |
| 62185   | CONSULTING SERVICES           | .00            | .00               | .00            | 100.00                     | .00              | 100.00           | (100.00)                  | +++           | 17,171.75        |
| 62340   | IT COMPUTER SOFTWARE          | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 115.00           |
| 65100   | LIBRARY SUPPLIES              | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 28,666.77        |
| Business Unit <b>4850 - LIBRARY GRANTS Totals</b>         |                               | \$0.00         | \$0.00            | \$0.00         | \$100.00                   | \$0.00           | \$100.00         | (\$100.00)                | +++           | \$45,953.52      |
| Department <b>48 - LIBRARY Totals</b>                     |                               | \$8,607,454.33 | \$0.00            | \$8,607,454.33 | \$495,779.61               | \$10,598.00      | \$495,779.61     | \$8,101,076.72            | 6%            | \$7,824,218.97   |
| <b>EXPENSE TOTALS</b>                                     |                               | \$8,607,454.33 | \$0.00            | \$8,607,454.33 | \$495,779.61               | \$10,598.00      | \$495,779.61     | \$8,101,076.72            | 6%            | \$7,824,218.97   |

Fund **185 - LIBRARY FUND** Totals



# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account  | Account Description                                     | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|--|---|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
|  | <b>REVENUE TOTALS</b>                                   | 8,577,332.00   | .00               | 8,577,332.00   | .00                        | .00              | .00              | 8,577,332.00              | 0%            | 8,432,879.03     |
|  | <b>EXPENSE TOTALS</b>                                   | 8,607,454.33   | .00               | 8,607,454.33   | 495,779.61                 | 10,598.00        | 495,779.61       | 8,101,076.72              | 6%            | 7,824,218.97     |
|  | <b>Fund 185 - LIBRARY FUND Totals</b>                   | (\$30,122.33)  | \$0.00            | (\$30,122.33)  | (\$495,779.61)             | (\$10,598.00)    | (\$495,779.61)   | \$476,255.28              |               | \$608,660.06     |
| <b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>      |   |                |                   |                |                            |                  |                  |                           |               |                  |
|  | <b>REVENUE</b>  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY</b>                          |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>  |                |                   |                |                            |                  |                  |                           |               |                  |
| 51015  | PROPERTY TAXES  | 507,913.00     | .00               | 507,913.00     | .00                        | .00              | .00              | 507,913.00                | 0             | 506,626.00       |
|  | Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>  | \$507,913.00   | \$0.00            | \$507,913.00   | \$0.00                     | \$0.00           | \$0.00           | \$507,913.00              | 0%            | \$506,626.00     |
|  | Totals  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY Totals</b>                   | \$507,913.00   | \$0.00            | \$507,913.00   | \$0.00                     | \$0.00           | \$0.00           | \$507,913.00              | 0%            | \$506,626.00     |
|  | <b>REVENUE TOTALS</b>                                   | \$507,913.00   | \$0.00            | \$507,913.00   | \$0.00                     | \$0.00           | \$0.00           | \$507,913.00              | 0%            | \$506,626.00     |
|  | <b>EXPENSE</b>  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY</b>                          |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>  |                |                   |                |                            |                  |                  |                           |               |                  |
| 68305  | DEBT SERVICE- PRINCIPAL                                 | 275,730.00     | .00               | 275,730.00     | .00                        | .00              | .00              | 275,730.00                | 0             | 264,706.00       |
| 68315  | DEBT SERVICE- INTEREST                                  | 232,183.00     | .00               | 232,183.00     | .00                        | .00              | .00              | 232,183.00                | 0             | 240,281.64       |
|  | Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>  | \$507,913.00   | \$0.00            | \$507,913.00   | \$0.00                     | \$0.00           | \$0.00           | \$507,913.00              | 0%            | \$504,987.64     |
|  | Totals  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY Totals</b>                   | \$507,913.00   | \$0.00            | \$507,913.00   | \$0.00                     | \$0.00           | \$0.00           | \$507,913.00              | 0%            | \$504,987.64     |
|  | <b>EXPENSE TOTALS</b>                                   | \$507,913.00   | \$0.00            | \$507,913.00   | \$0.00                     | \$0.00           | \$0.00           | \$507,913.00              | 0%            | \$504,987.64     |
|  | <b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>      |                |                   |                |                            |                  |                  |                           |               |                  |
|  | <b>REVENUE TOTALS</b>                                   | 507,913.00     | .00               | 507,913.00     | .00                        | .00              | .00              | 507,913.00                | 0%            | 506,626.00       |
|  | <b>EXPENSE TOTALS</b>                                   | 507,913.00     | .00               | 507,913.00     | .00                        | .00              | .00              | 507,913.00                | 0%            | 504,987.64       |
|  | <b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>      | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    |               | \$1,638.36       |
| <b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b> |   |                |                   |                |                            |                  |                  |                           |               |                  |
|  | <b>REVENUE</b>  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY</b>                          |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> |                |                   |                |                            |                  |                  |                           |               |                  |
| 56060  | BOND PROCEEDS   | 950,000.00     | .00               | 950,000.00     | .00                        | .00              | .00              | 950,000.00                | 0             | .00              |
|  | Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> | \$950,000.00   | \$0.00            | \$950,000.00   | \$0.00                     | \$0.00           | \$0.00           | \$950,000.00              | 0%            | \$0.00           |
|  | Totals  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY Totals</b>                   | \$950,000.00   | \$0.00            | \$950,000.00   | \$0.00                     | \$0.00           | \$0.00           | \$950,000.00              | 0%            | \$0.00           |
|  | <b>REVENUE TOTALS</b>                                   | \$950,000.00   | \$0.00            | \$950,000.00   | \$0.00                     | \$0.00           | \$0.00           | \$950,000.00              | 0%            | \$0.00           |
|  | <b>EXPENSE</b>  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY</b>                          |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> |                |                   |                |                            |                  |                  |                           |               |                  |
| 65515  | OTHER IMPROVEMENTS                                      | 950,000.00     | .00               | 950,000.00     | .00                        | 423,145.00       | .00              | 526,855.00                | 45            | 173,737.09       |
|  | Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> | \$950,000.00   | \$0.00            | \$950,000.00   | \$0.00                     | \$423,145.00     | \$0.00           | \$526,855.00              | 45%           | \$173,737.09     |
|  | Totals  |                |                   |                |                            |                  |                  |                           |               |                  |
|  | Department <b>48 - LIBRARY Totals</b>                   | \$950,000.00   | \$0.00            | \$950,000.00   | \$0.00                     | \$423,145.00     | \$0.00           | \$526,855.00              | 45%           | \$173,737.09     |
|  | <b>EXPENSE TOTALS</b>                                   | \$950,000.00   | \$0.00            | \$950,000.00   | \$0.00                     | \$423,145.00     | \$0.00           | \$526,855.00              | 45%           | \$173,737.09     |



# Budget Performance Report

Fiscal Year to Date 01/31/23

Include Rollup Account and Rollup to Object Account

| Account                                   | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---|---------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD | Totals              |                |                   |                |                            |                  |                  |                           |               |                  |
|   | REVENUE TOTALS      | 950,000.00     | .00               | 950,000.00     | .00                        | .00              | .00              | 950,000.00                | 0%            | .00              |
|   | EXPENSE TOTALS      | 950,000.00     | .00               | 950,000.00     | .00                        | 423,145.00       | .00              | 526,855.00                | 45%           | 173,737.09       |
| Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD | Totals              | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | (\$423,145.00)   | \$0.00           | \$423,145.00              |               | (\$173,737.09)   |
|   | Grand Totals        |                |                   |                |                            |                  |                  |                           |               |                  |
|   | REVENUE TOTALS      | 10,035,245.00  | .00               | 10,035,245.00  | .00                        | .00              | .00              | 10,035,245.00             | 0%            | 8,939,505.03     |
|   | EXPENSE TOTALS      | 10,065,367.33  | .00               | 10,065,367.33  | 495,779.61                 | 433,743.00       | 495,779.61       | 9,135,844.72              | 9%            | 8,502,943.70     |
|   | Grand Totals        | (\$30,122.33)  | \$0.00            | (\$30,122.33)  | (\$495,779.61)             | (\$433,743.00)   | (\$495,779.61)   | \$899,400.28              |               | \$436,561.33     |

Endowment for the Evanston Public Library  
 Holdings as of January 2023

|   | Symbol | Shares/Quantity | Price        | Value<br>as of January 2023 | % of portfolio                             | % of portfolio<br>by asset class |
|---|--------|-----------------|--------------|-----------------------------|--|----------------------------------|
| Vanguard Federal Money Market Fund            | VMFXX  | 1.000           | \$281,871.82 | \$281,871.82                | 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%                             |
|   |        |                 |              | \$281,871.82                |  | 100.0%                           |
|   |        |                 |              |                             | Cash Equivalents                           | 100.0%                           |
|   |        |                 |              |                             | US Treasury Inflation Protected Securities | 0.0%                             |
|   |        |                 |              |                             |  | 100.0%                           |

**Evanston Public Library Endowment Fund - Consolidation of All Subfunds**  
**Statement of Activity**  
**December 01, 2022 through December 31, 2022**

Beginning Balance 3,966,004.58

**Revenue**

Contributions 350.00  
Investment results -137,540.66

**Total Revenues -137,190.66**

**Distributions/Grants and Expenses**

Foundation support charge -2,145.92

**Total Distributions -2,145.92**

**Ending Balance 3,826,668.00**



# Memorandum

To: Evanston Public Library Facilities Committee and Board of Trustees

From: John Devaney - Library Facilities Manager  
Heather Norborg - Interim Library Executive Director

Subject: Approval of Janitorial Services Contract Extension with Total Building Services (TBS) for the period of 1 year (2023)

Date: January 23, 2022

## Recommended Action:

Staff recommends the approval of a one year contract extension for daily janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007. This contract extension of a 3 year contract will last for the period of one year from 2/01/2023 thru 1/31/2024. TBS has agreed to “hold the line” at the 2022 rate of \$126,240 for the proposed 1 year extension. This extension will realize a savings of \$12,624.00 for EPL.

## Funding Source:

This agreement will be funded through Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of \$138,864.00 for FY 2023.

## Summary:

On October 10, 2019 library staff solicited proposals to perform janitorial services at the Main Library (RFP 19-57). After a lengthy evaluation and interview process, staff determined that TBS was the lowest responsive and responsible bidder and contracting with TBS was in the best interest of the Library. EPL entered into a 3 year contract with TBS. EPL has contracted with TBS to perform daily janitorial services at the Main Library facility since 2009 and has performed well. TBS is a Woman-Owned Business Enterprise (WBE) and complies with the City of Evanston minority goals.

**Exhibit J**

**Exhibit J**



**CITY OF EVANSTON  
PROFESSIONAL SERVICES AGREEMENT**

The parties referenced herein desire to enter into an agreement for professional services for

Janitorial Services Contract Extension 2023  
Evanston Public Library

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this 1st day of February, 2023, between the City of Evanston Public Library, an Illinois municipal corporation with offices located at 1703 Orrington Avenue, Evanston Illinois 60201 (hereinafter referred to as the "Library"), and TBS, with offices located at 340 Bennett Road, Elk Grove, IL 60007 (hereinafter referred to as the "Consultant"). Compensation for all basic Services ("the Services") provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$126,240.

**I. COMMENCEMENT DATE**

**Consultant shall commence the Services on 02/01/2023 or no later than three (3) DAYS AFTER City executes and delivers this Agreement to Consultant.**

**II. COMPLETION DATE**

Consultant shall complete the Services by 01/31/2024. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

**III. PAYMENTS**



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

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

Consultant shall perform the services (the “Services”) set forth here: Services are those as defined in Exhibit A, the City’s Request for **Janitorial Services**. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

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

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

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker’s Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its subconsultants provide

false information, or fail to be or remain in compliance with this Agreement, the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

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

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

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

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

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

**C. Termination.** City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In

the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.

**D. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

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

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

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

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

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

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

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

Counsel, if the settlement requires any action on the part of the City.

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

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

**J. Insurance.** Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least \$1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy(ies) which name the City as an Additional Insured for all of Consultant's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered

mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its subcontractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

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

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

**L. Use of City's Name or Picture of Property.** Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City's name nor the name of any affiliate of City, nor any picture of or reference to

its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

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

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

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

**P. Notices.** Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at

such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

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

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

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

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

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

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

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

**A.** That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status,



national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

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

## **VII. SEXUAL HARASSMENT POLICY**

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

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

## **VIII. CONSULTANT CERTIFICATIONS**

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

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

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

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

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

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

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

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

## **IX. INTEGRATION**

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

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

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

**CONSULTANT:**

**Evanston Public Library  
1703 Orrington Ave.  
Evanston, IL 60201**

By \_\_\_\_\_

By: \_\_\_\_\_

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

Its: Interim Executive Director

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

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

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

## **EXHIBIT A – Project Milestones and Deliverables**

This EXHIBIT A to that certain Consulting Agreement dated 02/01/2023 between the Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois, 60201 (“City”) and **Total Business Services** (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

- I. COMMENCEMENT DATE: 02/01/2023**
- II. COMPLETION DATE: 01/31/2024**
- III. FEES: \$126,240**
- IV. SERVICES/SCOPE OF WORK: Janitorial Services (1yr).**



# evanston public library

AN EQUAL OPPORTUNITY EMPLOYER M/W/D

## **About Evanston**

Evanston, IL, a city of 77,000, sits on the shores of Lake Michigan directly north of Chicago. Home to an incredibly diverse and engaged community, Northwestern University, and the NorthShore University HealthSystem, Evanston boasts a thriving downtown, nationally recognized school system, and an award-winning public library, Evanston Public Library. Evanston has a vision to create the most livable city in America.

## **About Evanston Public Library**

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

We currently serve our community in two permanent physical locations, the Main Branch located in the heart of Evanston’s downtown, and Robert Crown, a branch located in a bustling community center on the city’s west side. In 2022, 5415 patrons registered library cards, 348,532 patrons visited, checking out 978,537 of digital and physical items. Our FY 2023 budget is \$9m and we rely on the support of 239 volunteers and 111 employees.

We support the American Library Association's Library Bill of Rights and envision "a community in which the Library engages all residents in reaching their aspirations. The Library's staff, collections, programs, technology and leadership help ensure that:

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

Listening deeply to the diverse voices of our community, we are constantly evolving our programming and services. We're proud to reimburse tuition for our staff members completing Masters of Library Science degrees, building a talent pipeline for both EPL and the wider library profession. We were one of the first public libraries to hire an onsite social worker and have hired Family Engagement Coordinators to foster deeper relationships with our Black and Latinx communities and created a paid internship for Black and Latinx young adults to coach students in our citywide STEM challenge.

Through our partners, donors, and volunteers, we are expanding our collective impact, breaking down barriers for all of Evanston, ensuring that EPL serves our entire community. We recently implemented a feature in our collection management system to measure the diversity of the creators and content of our books and other materials. We've sharpened our focus on non-English speaking patrons by hiring bilingual staff and creating innovative programs.

**[\\*Vision & Mission - Evanston Public Library.](#)**

The Evanston Public Library is governed by an engaged board of nine Trustees, eager to hire an excellent communicator able to develop and empower staff through authentic engagement, partnership, training and support. The Executive Director must be financially savvy, able to manage the budget process, and committed to building on the library's history of fundraising and grants by creatively seeking additional sources of revenue. This visionary leader will also effectively collaborate with the community, staff, and City of Evanston, as well as engage and leverage the Board of Trustees as a valued resource, and work tirelessly to fulfill Evanston Public Library's mission and vision.

## **Job Description**

### **Essential Functions**

Subject to the administrative and policy approval of the Evanston Public Library Board of Trustees, the Executive Director oversees and directs the activities and services of the Evanston Public Library and is responsible for: staffing and staff development, Board development, exceptional public service delivery, marketing and development, advocacy, government relations, budgeting, and planning. The Executive Director attends all meetings of the Evanston Public Library Board of Trustees, leads the Library's engagement with neighborhood community and civic groups, and attends Evanston City Council, City Council committees, other City committees, and meetings with other agencies as needed in order to further the goals of the Evanston Public Library and the Evanston community.

### **Duties and Responsibilities**

1. Uses Asset-Based Community Development to nurture a sense of belonging among staff, volunteers, and the community as a whole. Sets and meets goals to advance equity, and cultivates a culture of diversity, equity, inclusion, and access in the Library and throughout its engagement with patrons, the Evanston community, and Library staff.

2. Provides overall executive leadership; mentors and leads staff to ensure their effective execution of the Library's strategy, priorities and activities. Effectively delegates work to staff. Proposes a clear succession plan to the board.
3. Builds and maintains collaborative, trusted, engaged and effective working relationships with the the community, Board of Trustees, the City of Evanston, the community, and other organizations (including elected officials, donors, foundations and grantors), responding to feedback and direction throughout the year and ensures that the Library has the financial and other resources it needs.
4. Using an equity lens, manages daily operations, to keep the services of the library system current with public/community needs. Directs and reviews the operations of the library system; gives advice and makes decisions on specific and complex problems. Performs staffing and supervisory duties; evaluates next level of supervisees and support staff; reviews overall staffing patterns, work schedules, and evaluations; may conduct or oversee the training and orientation of new library staff members.
5. Directs and participates in long-range planning for the library to improve internal functions and delivery of services to the community including overseeing the Library's marketing and development activities. Promotes awareness of the library and its resources.
6. Using an equity lens, demonstrates strategic and fiscally responsible leadership by providing timely and accurate budgeting and reporting supported by ethical and responsible decisions and policies, with a solid commitment to maintaining the library's history of fundraising, obtaining grants, and increasing revenue streams.
7. Supervises and collaborates with staff to prepare the annual Library operating budget that includes both revenue and expenditure history analysis and future projections and is clearly aligned with the library strategic goals and equity-driven priorities. Prepares annual and special reports, agendas, budgets, etc. for the Evanston Public Library – Board of Trustees.
8. Focuses on investing in the development and empowerment of staff through increased engagement, partnership, training, and support and continues to invest



in their own professional development, engaging in training and continuous education.

9. Ensures program excellence and evaluation, including documentation to meet government and grantor policies, to meet or exceed reporting requirements.
10. Invests in maintaining and accumulating a robust collection that is inclusive and meets the needs and voices of Evanston's diverse community including our local schools and institutions of higher education.
11. Performs other related duties as assigned.

### **Knowledge, Skills, and Abilities**

- Excellent communication skills, including written, verbal, listening, and public presentation skills, and ability to articulate complex issues in a manner understandable by community members.
- Ability to establish and maintain effective working relationships with a diverse group of officials throughout the City and outside of the organization.
- Ability to understand, interpret and apply federal and state statutes and financial requirements, City ordinances, rules, regulations, policies and procedures.
- Serves as a representative to professional library associations and other libraries in the Reaching Across Illinois Library System to share ideas and information in the on-going improvement of the Evanston Public Library. Engages and participates in local, state, and national library organizations and is cognizant of trends for the advancement of the Evanston community
- Mastery of business software applications, including but not limited to word processing, spreadsheet, database, and presentation software; ability to learn software programs and applications used by the City of Evanston and the Library.

### **Minimum Requirements**

The position requires a Master's degree in Library Science, a minimum of three years Library administration experience, and five years supervisory experience, in addition to five to eight years of increasingly responsible experience in a library setting.

- Demonstrated experience working effectively with an economically and ethnically diverse staff and community.
- 2-5 years of experience engaging with the public.
- Experience planning, organizing, directing, and conducting the administrative and management functions of a multi-divisional department.
- Experience in organizations with collaborative management concepts and strong customer service.
- Five years of supervisory experience and demonstrated skills in problem solving, management, budgeting, strong fundraising skills, and business acumen.
- Ability to travel locally and nationally.

**PHYSICAL REQUIREMENTS OF WORK:**

Ability to work primarily in a stationary position, occasionally using force to lift, carry or otherwise move objects normally found in an office setting.

The employee is primarily subject to inside environmental conditions and outdoor conditions as appropriate.

**SUPERVISION:**

The Library Director is a direct report to the Library Board of Trustees and receives specific library policy direction from the Library Board. Performance is reviewed through written evaluation, observation, completion of projects, status reports, conferences, and on-going communication with the Library Board. Work performance is formally evaluated by the Board at least annually. Feedback on performance is provided on an on-going basis.

**PUBLIC CONTACT:**

The Library Director has regular and frequent contact with Board members, City officials, City and Library employees, members of the public, and representatives of other agencies. The Library Director serves as the City's official representative as

appropriate at meetings, presentations, conferences, and related matters directly related to the Evanston Public Library.



**evanston**  
public  
library

**RFP**

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## **Introduction**

### **About Evanston**

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- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
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Listening deeply to the diverse voices of our community, we are constantly evolving our programming and services. We're proud to reimburse tuition for our staff members completing Masters of Library Science degrees, building a talent pipeline for both EPL and the wider library profession. We were one of the first public libraries to hire an onsite social worker and have hired Family Engagement Coordinators to foster deeper relationships with our Black and Latinx communities and created a paid internship for Black and Latinx young adults to coach students in our citywide STEM challenge.

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The Evanston Public Library is governed by an engaged board of nine Trustees, eager to hire an excellent communicator able to develop and empower staff through authentic engagement, partnership, training and support. The Executive Director must be financially savvy, able to manage the budget process, and committed to building on the library's history of fundraising and grants by creatively seeking additional sources of revenue. This visionary leader will also effectively collaborate with the community, staff, and City of Evanston, as well as engage and leverage the Board of Trustees as a valued resource, and work tirelessly to fulfill Evanston Public Library's mission and vision.

## **The Ideal Candidate**

The Executive Director of Evanston Public Library is a creative and driven visionary leader who effectively collaborates with the community, and engages and leverages the Board of Trustees as a valued resource to fulfill the mission and shared vision of the library. Using Asset-Based Community Development, they will nurture a sense of belonging among staff, volunteers, and the community as a whole, in a manner that is representative of the library and the community's commitment to diversity, equity, and inclusion.

A strategic and fiscally responsible leader demonstrating a solid commitment to maintaining the library's history of fundraising, obtaining grants, and increasing revenue streams, the Executive Director will build and maintain trusted, engaged and effective working relationships with the Board of Trustees, community, partners and other organizations (including elected officials, donors, foundations and grantors). They will respond to feedback and direction throughout the year and ensure that the Library has the financial and other resources it needs.

The Executive Director is invested in maintaining and accumulating a robust collection that is inclusive and meets the diverse needs and voices of Evanston's diverse community including our local schools and institutions of higher education.

The Executive Director will focus on investing in the development and empowerment of staff through increased engagement, partnership, training, and support and will continue to invest in their own professional development, engaging in training and continuous education. They will ensure program excellence and evaluation, including documentation to meet government and grantor policies, to meet or exceed reporting requirements.

## Scope of Work

Work with the Library Board of Trustees, led by the Board President and search committee, to support all aspects of the search including:

- Review and edit existing materials into an opportunity guide or similar.
- Advertise the opportunity and actively source potential candidates.
- Review all applications.
- Recommend a diverse slate of qualified candidates within expected compensation range.
- Provide training for people who will participate in the selection process.
- Support the interview teams and search committee through all phases of selection, including materials review and preparation; interviews (search committee and other); travel and meeting logistics; and background, credential and reference checks.
  - Support the Board in making and negotiating offer(s) until acceptance.

| <b>Interview Teams</b> | <b>Team Members</b>  | <b>Components</b>      |
|------------------------|--|------------------------|
| Interview Team #1      | Board of Trustees (public)   | Interview Presentation |
| Interview Team #2      | 2 Trustees<br>1 from each of the standing committees<br>1 from each of the library departments | Interview Presentation |
| Interview Team #3      | Panel of each of the direct reports  | Interview              |



### Project Schedule and Term of Contract

- Efficient and deliberate process that takes into account current market conditions.
- Support until a person accepts the position and the City hiring process is complete.
- Assume that we hire through one full process, but provide a guarantee that they will run the process until someone is hired. Also, guarantee that they will re-run the process fee-free if the hire stays in the role less than one year.

### Search Timeline

| Date             | Action  |
|------------------|---|
| 2/16/2023        | Post RFP  |
| 3/9/2023         | Close RFP   |
| 3/10/23 -3/14/23 | Review of RFPs  |
| 3/15/2023        | Board Meeting: Vote on and select search firm                         |
|                  | Search Committee Meeting: Meet with search firm to discuss next steps |
| 3/24/2023        | Post job posting  |
| 4/14/2023        | Applications close  |
| 4/21/23          | Search firm presents applicant pool to board                          |
| 5/1/23 - 5/15/23 | Candidate Interviews  |
| 5/17/23          | Board Meeting: Identify Finalist                                      |
| 7/1/23           | <i>Candidate Starts</i>   |

## **Proposal Contents**

- Organizational Description
- Recruitment approach
- Budget
  - Fee(s) and terms
  - Anticipated expenses including advertising, travel and/or other
- Evidence of experience working with similar organizations
- Evidence of sourcing and recommending a diverse candidate pool.
- At least 3 references

## **Evaluation Criteria**

- Completeness and quality of response
- Understanding of and commitment to EPL's mission and vision
- Demonstrated experience
- Proposed cost and timeline
- Presentation
- References

## **Selection Process**

Completed proposals will be accepted between 2/16/23 and 3/9/23 and reviewed by the Board of Trustees after the closing. Selected finalists will be notified via email and will meet with the board 3/15/23.

## **Submission**

Completed proposals should be sent via email to [librarydirectorsearch@cityofevanston.org](mailto:librarydirectorsearch@cityofevanston.org)