

**evanston** public library



# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

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

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/82368263320>

+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, March 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. CONSENT AGENDA**
  - A. Approval of Minutes February 15, 2023**
  - B. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Racial Equity Task Force**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
  - A. Administrative Services Report (Distributed in Advance)**
- 8. 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**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. Approval of Budget Adjustment for Social Worker in the Library position (DISCUSSION AND ACTION)**
  - B. Approval of rubric to evaluate submitted proposals from executive search firms (Discussion and Action)**
  - C. Approval of Proposal Review Form for executive search firms (Discussion and Action)**
- 11. ADJOURNMENT**

**Next Meeting: April 19, 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, February 15, 2023**  
**Meeting of the Board**  
**6:30 PM**  
**Main Library, Community Meeting Room and Remote**

**Members Present**

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

**Members Absent**

none

**Staff Present**

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 6:35 p.m.

**Citizen Comment**

none

**Oath of Office**

New trustee Arikpo Dada took the oath of office.

**Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of the January 18 , 2022 Board Meeting. Upon motion made by Trustee Lurie and seconded by Trustee Schapiro, 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**

- A. Upon the motion made by Trustee Schapiro and seconded by Trustee Hayman, approve Total Building Solutions Janitorial Services contract 1-year extension.
- B. Upon the motion made by Trustee Soto and seconded by Trustee Wallen, approve the Job Description for Executive Director position.
- C. Upon the motion made by Trustee Hayman and seconded by Trustee Lurie, approve the Request for Proposal for Executive Director Search

**Executive Session**

Motion to move into Executive Session was made by Trustee Iles, 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 Lurie seconded by Trustee Hayman and approved by roll call vote. The meeting was adjourned at 7:56 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Soto and approved by voice vote. The meeting adjourned at 7:58 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: March 10, 2023

## **Recommended Action**

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

## **Payroll**

January 30, 2023 through February 12, 2023	\$ 173,606.03
February 13, 2023 through February 26, 2023	\$ 159,437.07

## **Library Fund Bills List**

February 14, 2023	\$ 88,883.32
February 28, 2023	\$ 165,538.08
December 2022 Purchasing Card	\$ 12,972.94

Attachement: Bills List; Purchasing Card

# Accounts Payable by G/L Distribution Report

G/L Date Range 02/14/23 - 02/14/23

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
19449 - AURORA PUBLIC LIBRARY DISTRICT	JOINT WEBINAR SHANON HALE AND LeUYEN PHAM	02/14/2023	02/14/2023	69.45
107741 - SCHOLASTIC INC.	CHILDREN'S SUPPLIES	02/14/2023	02/14/2023	44.33
		Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 2	<u>113.78</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	02/14/2023	02/14/2023	1,013.94
100474 - BAKER & TAYLOR	JUV PRINT	02/14/2023	02/14/2023	317.30
100474 - BAKER & TAYLOR	YA PRINT	02/14/2023	02/14/2023	30.17
		Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 3	<u>1,361.41</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	02/14/2023	02/14/2023	2,251.59
324163 - FINDAWAY WORLD, LLC	JUV AV	02/14/2023	02/14/2023	50.99
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 2	<u>2,302.58</u>
		Business Unit 4805 - EARLY LEARNING & LITERACY Totals	Invoice Transactions 7	<u>3,777.77</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPI	MAIN ADULT ONLINE RESOURCES	02/14/2023	02/14/2023	1,780.00
103424 - MIDWEST TAPE	MAIN ADULT ONLINE RESOURCES	02/14/2023	02/14/2023	4,499.71
103731 - NEWS BANK INC	MAIN ADULT ONLINE RESOURCES	02/14/2023	02/14/2023	15,795.00
		Account 62341 - INTERNET SOLUTION PROVIDERS Totals	Invoice Transactions 3	<u>22,074.71</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	212.71
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	55.89
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	770.91
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	449.12
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	688.29
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/14/2023	02/14/2023	98.96
102572 - INFORMATION TODAY INC	ADULT PRINT	02/14/2023	02/14/2023	483.53
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	36.97
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	1,943.44
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	151.55
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	595.95
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	638.24
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	71.65
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	428.86
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	144.53
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/14/2023	02/14/2023	120.00
		Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 16	<u>6,890.60</u>
Account 65635 - PERIODICALS				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	MAGAZINE AND NEWSPAPER ANNUAL SUBSCRIPTIONS	02/14/2023	02/14/2023	2,751.73
		Account 65635 - PERIODICALS Totals	Invoice Transactions 1	<u>2,751.73</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	02/14/2023	02/14/2023	28.35
100474 - BAKER & TAYLOR	ADULT AV	02/14/2023	02/14/2023	29.46
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	150.81
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	37.11
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	92.83
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	51.11
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	65.79
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	494.13
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	52.11
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	114.65
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	80.83
103424 - MIDWEST TAPE	ADULT AV	02/14/2023	02/14/2023	608.39

Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions 12		<u>\$1,805.57</u>	
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals	Invoice Transactions 32		<u>\$33,522.61</u>	
Business Unit <b>4820 - ACCESS SERVICES</b> Account <b>62340 - IT COMPUTER SOFTWARE</b> 137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	02/14/2023	02/14/2023	23,286.96
110018 - T-MOBILE USA	MOBILE HOTSPOTS 12/21/2022-1/20/2023	02/14/2023	02/14/2023	4,780.64
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions 2		<u>\$28,067.60</u>	
Account <b>65100 - LIBRARY SUPPLIES</b> 121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	02/14/2023	02/14/2023	472.80
Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 1		<u>\$472.80</u>	
Account <b>65555 - IT COMPUTER HARDWARE</b> 13544 - BIBLIOTHECA + 3M	SERVICE AND MAINTENANCE SELFCHECK DESKTOP KIOSK AT ROBERT CROWN	02/14/2023	02/14/2023	2,598.00
19060 - MK SOLUTIONS, INC.	SERVICE REPAIR	02/14/2023	02/14/2023	525.00
Account <b>65555 - IT COMPUTER HARDWARE</b> Totals	Invoice Transactions 2		<u>\$3,123.00</u>	
Business Unit <b>4820 - ACCESS SERVICES</b> Totals	Invoice Transactions 5		<u>\$31,663.40</u>	
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Account <b>62225 - BLDG MAINTENANCE SERVICES</b> 101862 - FINK SAFE & LOCK COMPANY	RC DEPOSITORY SAFE SERVICE	02/14/2023	02/14/2023	445.00
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions 1		<u>\$445.00</u>	
Account <b>65100 - LIBRARY SUPPLIES</b> 19446 - MITCHELL MUSEUM OF THE AMERICAN INDIAN	MEMORY CAFE PRESENTER J GACKSTETTER	02/14/2023	02/14/2023	100.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 1		<u>\$100.00</u>	
Account <b>65630 - LIBRARY BOOKS</b> 100474 - BAKER & TAYLOR	JUV PRINT	02/14/2023	02/14/2023	289.49
100474 - BAKER & TAYLOR	JUV PRINT	02/14/2023	02/14/2023	60.71
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	14.85
100474 - BAKER & TAYLOR	YA PRINT	02/14/2023	02/14/2023	5.94
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2023	02/14/2023	131.05
Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 5		<u>\$502.04</u>	
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals	Invoice Transactions 7		<u>\$1,047.04</u>	
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Account <b>62340 - IT COMPUTER SOFTWARE</b> 287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM JULY-SEPT 2023	02/14/2023	02/14/2023	323.20
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions 1		<u>\$323.20</u>	
Account <b>65630 - LIBRARY BOOKS</b> 100474 - BAKER & TAYLOR	YA PRINT	02/14/2023	02/14/2023	77.15
Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 1		<u>\$77.15</u>	
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals	Invoice Transactions 2		<u>\$400.35</u>	
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Account <b>62225 - BLDG MAINTENANCE SERVICES</b> 151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/14/2023	02/14/2023	115.99
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/14/2023	02/14/2023	510.13
151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	02/14/2023	02/14/2023	94.80
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/14/2023	02/14/2023	94.80
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/14/2023	02/14/2023	109.23
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	02/14/2023	02/14/2023	145.00
315451 - METRO DOOR AND DOCK, INC.	DOOR REPAIR	02/14/2023	02/14/2023	1,445.05
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	02/14/2023	02/14/2023	10,520.00
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions 8		<u>\$13,035.00</u>	
Account <b>65040 - JANITORIAL SUPPLIES</b> 151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	02/14/2023	02/14/2023	109.23
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/14/2023	02/14/2023	223.16



	Account <b>65040 - JANITORIAL SUPPLIES</b> Totals	Invoice Transactions 2	<u>\$332.39</u>
	Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals	Invoice Transactions 10	<u>\$13,367.39</u>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>			
Account <b>62185 - CONSULTING SERVICES</b>			
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	02/14/2023 02/14/2023	1,733.33
	Account <b>62185 - CONSULTING SERVICES</b> Totals	Invoice Transactions 1	<u>\$1,733.33</u>
Account <b>62295 - TRAINING &amp; TRAVEL</b>			
17174 - ELACSHA MADISON	TRAVEL EXPENSE	02/14/2023 02/14/2023	105.53
108473 - EVANSTON COMMUNITY FOUNDATION	LEADERSHIP TRAINING 2022-2023	02/14/2023 02/14/2023	1,500.00
	Account <b>62295 - TRAINING &amp; TRAVEL</b> Totals	Invoice Transactions 2	<u>\$1,605.53</u>
Account <b>65095 - OFFICE SUPPLIES</b>			
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/14/2023 02/14/2023	67.55
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/14/2023 02/14/2023	165.25
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/14/2023 02/14/2023	4.56
	Account <b>65095 - OFFICE SUPPLIES</b> Totals	Invoice Transactions 3	<u>\$237.36</u>
	Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals	Invoice Transactions 6	<u>\$3,576.22</u>
Business Unit <b>4850 - LIBRARY GRANTS</b>			
Account <b>65100 - LIBRARY SUPPLIES</b>			
105711 - 4IMPRINT, INC.	PNG GRANT CARDBOARD CARNIVAL SUPPLIES POWER BANK	02/14/2023 02/14/2023	896.73
17174 - ELACSHA MADISON	CARDBOARD CARNIVAL PARENT WORKSHOP PRIZES	02/14/2023 02/14/2023	200.00
206940 - ULINE	PNG PROGRAM SUPPLIES CARDBOARD CARNIVAL	02/14/2023 02/14/2023	431.81
	Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 3	<u>\$1,528.54</u>
	Business Unit <b>4850 - LIBRARY GRANTS</b> Totals	Invoice Transactions 3	<u>\$1,528.54</u>
	Department <b>48 - LIBRARY</b> Totals	Invoice Transactions 72	<u>\$88,883.32</u>
	Fund <b>185 - LIBRARY FUND</b> Totals	Invoice Transactions 72	<u>\$88,883.32</u>
		Invoice Transactions 72	<u>\$88,883.32</u>

\* = Prior Fiscal Year Activity

# Accounts Payable by G/L Distribution Report

G/L Date Range 02/28/23 - 02/28/23

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	02/28/2023	02/28/2023	1,055.78
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	02/28/2023	02/28/2023	459.04
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 2	\$1,514.82
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/28/2023	02/28/2023	1,259.15
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	02/28/2023	02/28/2023	1,020.82
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/28/2023	02/28/2023	386.45
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	02/28/2023	02/28/2023	98.94
100474 - BAKER & TAYLOR	JUV PRINT	02/28/2023	02/28/2023	1,161.08
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/28/2023	02/28/2023	126.67
100474 - BAKER & TAYLOR	CROWN JUV PRINT	02/28/2023	02/28/2023	1,484.74
100474 - BAKER & TAYLOR	JUV AND PRINT	02/28/2023	02/28/2023	51.62
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	02/28/2023	02/28/2023	1,430.86
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 9	\$7,020.33
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	JUV AV	02/28/2023	02/28/2023	230.96
324163 - FINDAWAY WORLD, LLC	JUV AV	02/28/2023	02/28/2023	189.94
324163 - FINDAWAY WORLD, LLC	JUV AV	02/28/2023	02/28/2023	1,304.06
103424 - MIDWEST TAPE	JUV AV	02/28/2023	02/28/2023	38.36
103424 - MIDWEST TAPE	JUV AV	02/28/2023	02/28/2023	82.29
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 5	\$1,845.61
Business Unit 4805 - EARLY LEARNING & LITERACY Totals			Invoice Transactions 16	\$10,380.76
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account 62341 - INTERNET SOLUTION PROVIDERS				
294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	MAIN ADULT ONLINE RESOURCES	02/28/2023	02/28/2023	6,327.93
Account 62341 - INTERNET SOLUTION PROVIDERS Totals			Invoice Transactions 1	\$6,327.93
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	4,452.00
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	453.45
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	276.08
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	805.59
100474 - BAKER & TAYLOR	MAIN ADULT SO REFERENCE	02/28/2023	02/28/2023	505.00
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	675.98
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	832.91
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	2,504.11
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	22.06
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	17.45
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	953.77
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	73.63
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	2,280.33
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	742.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	1,148.06
100474 - BAKER & TAYLOR	CROWN PRINT	02/28/2023	02/28/2023	362.59
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	14.62
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	1,391.51
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	1,679.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	418.08
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	1,766.54
100474 - BAKER & TAYLOR	ADULT SO PRINT	02/28/2023	02/28/2023	353.59
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2023	02/28/2023	77.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2023	02/28/2023	278.17
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2023	02/28/2023	22.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2023	02/28/2023	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2023	02/28/2023	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2023	02/28/2023	196.69
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	1,709.79
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	50.90
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	588.68
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	183.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	1,147.59
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	423.93
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	172.75
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	254.71

276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2023	02/28/2023	1,688.64
	Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 37		\$28,675.70
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	ADULT AV	02/28/2023	02/28/2023	33.89
100474 - BAKER & TAYLOR	ADULT AV	02/28/2023	02/28/2023	90.59
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	133.40
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	87.66
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	38.37
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	45.86
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	34.97
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	31.22
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	20.68
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	575.64
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	22.93
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	80.04
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	15.43
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	26.68
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	168.44
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	516.58
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	53.36
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	203.37
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	108.87
103424 - MIDWEST TAPE	ADULT AV	02/28/2023	02/28/2023	65.36
	Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions 20		\$2,353.34
	Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals	Invoice Transactions 58		\$37,356.97
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/28/2023	02/28/2023	293.99
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/28/2023	02/28/2023	264.19
	Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 2		\$558.18
	Business Unit <b>4820 - ACCESS SERVICES</b> Totals	Invoice Transactions 2		\$558.18
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	69.44
100474 - BAKER & TAYLOR	ADULT PRINT	02/28/2023	02/28/2023	50.28
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/28/2023	02/28/2023	51.05
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	65.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	235.16
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	32.76
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/28/2023	02/28/2023	10.11
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	02/28/2023	02/28/2023	32.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	15.26
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/28/2023	02/28/2023	10.11
100474 - BAKER & TAYLOR	CROWN JUV PRINT	02/28/2023	02/28/2023	75.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	139.00
100474 - BAKER & TAYLOR	CROWN PRINT	02/28/2023	02/28/2023	45.74
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	37.77
100474 - BAKER & TAYLOR	JUV AND PRINT	02/28/2023	02/28/2023	41.25
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	62.06
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	102.14
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	02/28/2023	02/28/2023	35.45
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2023	02/28/2023	41.21
	Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 19		\$1,152.16
	Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals	Invoice Transactions 19		\$1,152.16
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	CROWN YA AND JUV PRINT	02/28/2023	02/28/2023	205.36
100474 - BAKER & TAYLOR	JUV AND PRINT	02/28/2023	02/28/2023	83.11
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	02/28/2023	02/28/2023	86.99
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	02/28/2023	02/28/2023	525.67
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	02/28/2023	02/28/2023	206.43
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	02/28/2023	02/28/2023	385.93
	Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 6		\$1,493.49
	Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals	Invoice Transactions 6		\$1,493.49
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QUARTERLY BILLING	02/28/2023	02/28/2023	543.36
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/28/2023	02/28/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/28/2023	02/28/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/28/2023	02/28/2023	510.13
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/28/2023	02/28/2023	78.72
	Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions 5		\$2,152.47
<b>Account 65040 - JANITORIAL SUPPLIES</b>				

10546 - SUPERIOR INDUSTRIAL SUPPLY

JANITORIAL SUPPLIES

02/28/2023

02/28/2023

885.29

Account **65040 - JANITORIAL SUPPLIES** Totals

Invoice Transactions 1

\$885.29

Business Unit **4840 - LIBRARY MAINTENANCE** Totals

Invoice Transactions 6

\$3,037.76

Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62185 - CONSULTING SERVICES**

12151 - MULTILINGUAL CONNECTIONS LLC

19451 - ZUBER LAWLER LLP

TRANSLATION SERVICES LIBRARY CARD UPDATE

02/28/2023

02/28/2023

181.26

PROFESSIONAL SERVICES

02/28/2023

02/28/2023

497.50

Account **62185 - CONSULTING SERVICES** Totals

Invoice Transactions 2

\$678.76

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals

Invoice Transactions 2

\$678.76

Department **48 - LIBRARY** Totals

Invoice Transactions 109

\$54,658.08

Fund **185 - LIBRARY FUND** Totals

Invoice Transactions 109

\$54,658.08

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
13509 - VORIS MECHANICAL INC.	MAIN VENTILATION FAN UPGRADE BID 22-07	02/28/2023	02/28/2023	110,880.00
	Account 65515 - OTHER IMPROVEMENTS Totals Invoice Transactions		1	\$110,880.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals Invoice Transactions		1	\$110,880.00
	Department 48 - LIBRARY Totals Invoice Transactions		1	\$110,880.00
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals Invoice Transactions		1	\$110,880.00
	Invoice Transactions		110	\$165,538.08

\* = Prior Fiscal Year Activity

BMO Credit Card Statement for the Period ending December 26, 2022

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	DOLLARTREE	IL	60202	\$ 7.50	11/28/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - STEAM CLUB	185.48.4805	-	Antoin	Laura
LIBRARY	D J WALL-ST JOURNAL	MA	01020	\$ 29.99	11/28/2022	65641 AUDIO VISUAL COLLECTIONS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	LETTUCE GROW	CA	90292	\$ 70.22	11/28/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES HYDROPONIC PROGRAM SUPPLIES	185.48.4835	-	Madison	Eiacsha
LIBRARY	TARGET.COM	MIN	55445	\$ 243.83	11/28/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM AT FAMILY FOCUS, LINKS WILL	185.48.4835	-	Madison	Eiacsha
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 233.74	11/29/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MIN	55445	\$ 180.23	11/29/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM AT FAMILY FOCUS, LINKS WILL	185.48.4835	-	Madison	Eiacsha
LIBRARY	TARGET.COM	MIN	55445	\$ 71.63	11/30/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES.	185.48.4835	-	Madison	Eiacsha
LIBRARY	AMAZON.COM KS77T6BR3	WA	98109	\$ 38.29	12/1/2022	65100 LIBRARY SUPPLIES	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	12/1/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	DOLLARTREE	IL	60202	\$ 20.00	12/1/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Perez	Amilcar
LIBRARY	AMZN MKTP US 2HQQP87X3	WA	98109	\$ 53.10	12/1/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	CUPITOL	IL	60060	\$ 135.17	12/1/2022	65025 FOOD	EDI MEETING BREAKFAST FOOD AND BEVERAGES	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	12/2/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 39.94	12/2/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Perez	Amilcar
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 32.40	12/2/2022	62341 INTERNET SOLUTION PROVIDERS	GOOGLE MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MIN	55445	\$ (45.91)	12/2/2022	65100 LIBRARY SUPPLIES	TARGET TAX REFUND ON ONLINE ORDERS MADE THIS MO	185.48.4835	-	Madison	Eiacsha
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 36.80	12/2/2022	65100 LIBRARY SUPPLIES	TECH DESK PROGRAM SUPPLIES.	185.48.4835	-	Madison	Eiacsha
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 79.00	12/2/2022	62295 TRAINING & TRAVEL	ALA WEBINAR T WORKS	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	USPS.COM STAMP FLMNT S	MO	64161	\$ 362.10	12/2/2022	62315 POSTAGE	BULK STAMPS	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	MORELIA SUPERMARKET #	IL	60645	\$ 17.15	12/5/2022	65025 FOOD	COOKING PROGRAM SUPPLIES	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	AMZN MKTP US Z126A17D3	WA	98109	\$ 79.45	12/5/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J BARRONS	MA	01020	\$ 14.99	12/5/2022	65635 PERIODICALS	NEWSPAPER MONTHLY NEWSPAPER	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 26.00	12/5/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	12/5/2022	62341 INTERNET SOLUTION PROVIDERS	ONLINE PAYMENT PORTAL MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	12/5/2022	62341 INTERNET SOLUTION PROVIDERS	WEB HOST MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	SHERWIN WILLIAMS 70370	IL	60201	\$ 643.90	12/5/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Melendez	Martin
LIBRARY	TARGET.COM	MIN	55445	\$ 79.99	12/6/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	U.W.EDUCATIONAL OUTREA	WA	98105-5661	\$ 1,414.00	12/6/2022	62295 TRAINING & TRAVEL	TUITION FEE FOR SPRING 2023 SEMESTER T WORKS	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	U.W.EDUCATIONAL OUTREA	WA	98105-5661	\$ 1,414.00	12/6/2022	62295 TRAINING & TRAVEL	TUITION FOR WINTER SEMESTER FOR T WORKS	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM GK5011KM3 A	WA	98109	\$ 134.41	12/7/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US VY4PR1ZD3	WA	98109	\$ 32.72	12/7/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 6T20H1H03	WA	98109	\$ 177.89	12/7/2022	65100 LIBRARY SUPPLIES	BULK ORDER EARBUDS	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL STICKTOGETH	CA	10014	\$ 100.75	12/8/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	EVANSTON ROUNDTABLE	IL	60201	\$ 204.40	12/8/2022	65010 BOOKS, PUBLICATIONS, MAPS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US BF2JY4YY3	WA	98109	\$ 117.72	12/8/2022	65100 LIBRARY SUPPLIES	ACCESS SERVICES SUPPLIES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	NINTENDO CA874993683	WA	98052	\$ 53.11	12/8/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Perez	Amilcar
LIBRARY	TARGET.COM	MIN	55445	\$ (180.23)	12/8/2022	65100 LIBRARY SUPPLIES	ITEM WAS REFUNDED DUE TO BEING OUT OF STOCK. WILL	185.48.4835	-	Madison	Eiacsha
LIBRARY	SHERWIN WILLIAMS 70370	IL	60201	\$ 50.54	12/8/2022	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Melendez	Martin
LIBRARY	AMZN MKTP US 4R3PQ6K63	WA	98109	\$ 61.83	12/9/2022	65100 LIBRARY SUPPLIES	ACCESS SERVICES SUPPLIES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	KIWICO, INC.	CA	94041	\$ 830.92	12/9/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM AT FAMILY FOCUS, LINKS ORGA	185.48.4835	-	Madison	Eiacsha
LIBRARY	KIWICO, INC.	CA	94041	\$ 779.88	12/9/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM AT FAMILY FOCUS, LINKS WILL	185.48.4835	-	Madison	Eiacsha
LIBRARY	PAYPAL JOANN	OH	44236	\$ 101.94	12/12/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL_OTCBRANDSIN	NE	68137	\$ 36.45	12/12/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 58.88	12/12/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS CLUB	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL PAPERMART	CA	92865	\$ 39.59	12/12/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS CLUB	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US	WA	98109	\$ (32.97)	12/13/2022	65100 LIBRARY SUPPLIES	CREDIT	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 341.40	12/13/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS CLUB	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 56.90	12/13/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS CLUB	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL DISCOUNTSCH	KS	66061	\$ 691.74	12/14/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS CLUB	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	SWEET TEMPTATIONS BAKE	IL	60202	\$ 52.80	12/15/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM FOOD	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	FSP SOUL & SMOKE	IL	60201	\$ 891.45	12/15/2022	65025 FOOD	EPL STAFF HOLIDAY LUNCHEON	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	CUPITOL	IL	60060	\$ 120.25	12/15/2022	65025 FOOD	RETF BREAKFAST MEETING	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 1,012.02	12/15/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CURIOUS KIDS CLUB	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MIN	55445	\$ 49.98	12/16/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	BULK APOTHECARY	OH	44241	\$ 41.89	12/16/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WAZOODLE	PA	19020	\$ 120.00	12/16/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 29.44	12/16/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES ANIME CLUB SUPPLIES	185.48.4835	-	Madison	Eiacsha
LIBRARY	LETTUCE GROW	CA	90292	\$ 181.00	12/16/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM AT FAMILY FOCUS, THE LINKS O	185.48.4835	-	Madison	Eiacsha
LIBRARY	WALMART.COM	AR	72716	\$ 21.44	12/19/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM FG1M131K3 A	WA	98109	\$ 26.21	12/19/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL JOANN	OH	44236	\$ 48.70	12/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRA, SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL JOANN	OH	44236	\$ 28.98	12/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL JOANN	OH	44236	\$ 28.98	12/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL JOANN	OH	44236	\$ 36.10	12/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL JOANN	OH	44236	\$ 266.96	12/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 24.92	12/19/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US NF72476B3	WA	98109	\$ 139.89	12/19/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR TEEN SERVICES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MIN	55445	\$ 164.98	12/19/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR FAMILY FOCUS	185.48.4835	-	Madison	Eiacsha
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 261.53	12/19/2022	65025 FOOD	RC HOLIDAY LUNCHEON	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 54.20	12/19/2022	65025 FOOD	RC HOLIDAY LUNCHEON	185.48.4844	-	Hernandez-Solis	Lea
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 25.21	12/19/2022	65100 LIBRARY SUPPLIES	PNG CARDBOARD CARNIVAL SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 29.28	12/20/2022	65100 LIBRARY SUPPLIES	COMMUNITY ENGAGEMENT SUPPLIES KWANZAA CELBRAT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PIZZA HUT 032451	IL	60202	\$ 62.86	12/22/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES FAMILY FOCUS, EPL WILL BE RE	185.48.4835	-	Madison	Eiacsha
LIBRARY	WHOLEFOODS.COM	TX	78703	\$ 125.50	12/23/2022	65025 FOOD	END OF THE YEAR CELBRATION	185.48.4844	-	Hernandez-Solis	Lea
	LIBRARY DECEMBER 2022 TOTAL			\$ 12,972.94							



**EVANSTON PUBLIC LIBRARY**  
**Racial Equity Task Force Meeting Minutes**  
**February 14, 2023**

**Members Present:**

Heather Norborg, Terry Soto, Joyce Miller-Bean, Brenda Wallace, Hilda Morales, Yesenia Cancel, Janice Mejia Aranda, Michelle Khuu, Melissa Molitor, Tyler Works, Tiffany Edwards, Kellye Fleming (notetaker).

**Updates**

Land Acknowledgement read by Terry Soto.

Ice Breaker: Each member introduced themselves and described a favorite place to which they had traveled.

EPL Data and Technology Librarian, Tyler Works, familiarized members with EPL information dashboards and detailed the data provided during library card sign ups including breakdown by race and ward.

Tyler invited questions and members requested clarification of some dashboard options. Tyler continued by demonstrating other information available on the dashboards such as how much patrons saved by checking out items vs. purchasing them and updates on the director search. Heather added that volunteer hours are also being tracked. Tyler invited suggestions for improving and/or expanding the dashboards. Discussion ensued with members providing several viable suggestions including Janice suggesting displaying library usage demographic information compared to the demographics of Evanston, Joyce suggesting that the public be made aware via EPL newsletter of the informational dashboards that are available to them, and Brenda suggesting that we survey people coming to EPL events.

Plans for future meetings: The group will be meeting other EPL staff members including marketing and communications, engagement and other staff involved with programming.

## Library Director's Report March 15, 2023

### Updates:

In February, EPL transitioned to using PatronPoint for managing **electronic library card applications**. This system automatically verifies the applying patron's residency and issues them a permanent electronic card. Previously, library staff had to individually verify each applicant, which was a laborious process, and the cards issued were only valid for 30 days.

Join us Thursday, March 23, 7pm at the Evanston Ecology Center for the **Blueberry Awards Ceremony** where Evanston Public Library Blueberry Committee will announce the 2022 list of great kids' books that inspire love of nature and action for the planet, the Blueberry Award Winners and Changemakers, including the Children's Climate Action and Resilience Plan Winner, the book most aligned with the City of Evanston's CARP goals.

This Spring, on March 15, EPL Collections Manager Betsy Bird is a **Featured Speaker** for the Library Journal Course "How to Build and Defend Inclusive Collections: Conducting a Diversity Audit of Your Collections, Ordering, and Displays." This will be the second time that she has participated in this course for LJ.

In 2022, EPL was once again the heaviest user of the **Digital Library of Illinois** (a consortium of libraries through which we provide access to eBooks and eAudiobooks via Overdrive/Libby). 7,933 of our patrons checked out 216,184 items through this service. The next busiest library was Palatine Public Library with 185,762 check outs.

Both Mariana Bojorquez and Robin Sindelar applied for and received a stipend from ALA to attend the **Guadalajara Book Fair** in November. This will allow them to purchase original Spanish language materials for our collection that are of interest to our patrons, many of which are not available through our vendors.

Save the Date! As part of our 150th Anniversary year, EPL will host an **Open House on Saturday, October 14, 2023**. This event will include special events honoring our donors and volunteers. More information to come about our planned 150th Anniversary activities in next month's Spotlight.

### Data Dashboard

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



## **Staff reports:**

### **Spotlight on Sustainability and Ecology Programs (compiled by Susan Markwell)**

The goal of providing programming around topics of sustainability and ecology is to educate our community on ways to make an impact on the environment in a positive way. Staff at both the Main Library and Robert Crown Branch Library have been instrumental in developing programs to engage community members of all ages in sustainable activities. Below are a few highlights of new and ongoing programs that have developed in this subject area over the past few years.

#### **Climate Action Programs:**

Bea Echeverria organized the Robert Crown Branch Library's climate and environment-focused programs under the banner of "Climate Action Programs," hoping to encourage library users to make positive changes in their lives without feeling overwhelmed by the enormity of climate change as a global issue.

[Climate Action Programs blog post \(2021\)](#)

#### **Blueberry Award:**

"What is the Blueberry Award? Evanston Public Library started the Blueberry Awards in 2021 to honor the best climate and nature books each year that help kids 3 - 10 years old connect with the natural world and learn about environmental stewardship! The award is designed to help parents, teachers and nature center staff who work with kids, too!"

The 2022 Blueberry Award event is coming up on Thursday, March 23rd. EPL will host the event at the Ecology Center, featuring events and activities as well as the presentation of the list of finalists. This year, EPL will also announce a Children's Climate Action and Resilience Plan winner for the book that most closely aligns with the City of Evanston's CARP long-range climate goals.

For more info: [Blueberry Award Celebration](#)

#### **Key Partnerships:**

- Edible Evanston
- Evanston Grows
- Natural Habitat Evanston
- University of Illinois Extension
- Citizens' Greener Evanston
- Greenwise Organic Gardening
- Evanston Ecology Center

## 1. Winter Sowing

**Partnership with Leslie Shad from Natural Habitat Evanston**

**EPL staff contact: Julie Rand**

This program taught 18 participants how to start their own seeds indoors during the cold months of January and February by using recycled materials (milk jugs, other plastic containers). The goal is to decrease the need to purchase seedlings in plastic pots from retail outlets in March and April. This program has been held annually at the Main Library, and a similar program will be offered at Robert Crown in the coming weeks (see below)



## 2. Seed Starting

**Upcoming on Saturday, March 18th**

**Partnership with Edible Evanston**

**EPL staff contact: Kellye Fleming**

This upcoming program at the Robert Crown Branch Library will cover much of the same content as the Winter Sowing workshop, with a goal of getting attendees comfortable starting their own seeds at home to decrease the need to purchase new plants in the spring. It will also help to promote the Seed Library at the Robert Crown Branch Library (see below).



# SEED STARTING CLASS

Learn the basics and some more advanced techniques to starting your own vegetable transplants inside.

Saturday March 18th, 11:00-1:00PM  
@The Evanston Public Library-Robert  
Crown Branch Multipurpose Room



### 3. Gardening Challenge/Seed Library

#### EPL staff contact: Kellye Fleming

In order to promote the Robert Crown Branch Library's Seed Library, Kellye Fleming has launched a "Gardening Challenge," asking patrons who use the seed library to document their gardening experience with photos and tag EPL on social media. The Seed Library officially launched in February of 2022, allowing patrons to "borrow" seeds, grow their own vegetables, and "return" some seeds to the library after harvest. As the growing season approaches, Kellye has planned programs to showcase this unique borrowing collection.



**4. Repair Cafe: A Climate Action Program  
Partnership with Citizens' Greener Evanston  
EPL staff contact: Bea Echeverria**

The Repair Cafe encourages library patrons to bring broken small appliances, jewelry, clothing items, bicycles, and electronics to the Robert Crown Branch Library in order to get them repaired. Fixing, rather than replacing, broken items keeps them from ending up in landfills, and it encourages people to think about maintaining their belongings rather than getting stuck in a cycle of "disposable" consumerism. Certain types of repair (bicycles and electronics) are only available at the Saturday Repair Cafes, but other everyday repairs are available at the Tuesday Repair Cafes.

CITIZENS' GREENER EVANSTON & EVANSTON PUBLIC LIBRARY



COME AND GET HELP REPAIRING YOUR ITEMS FOR FREE

## *Evanston Repair Café*

2ND AND 4TH TUESDAY OF THE MONTH, 10AM-12PM:  
SMALL APPLIANCES, SEWING AND JEWELRY REPAIR...  
AND JEWELRY MAKING!!

2ND SATURDAY OF THE MONTH, 10AM-1PM:  
SMALL APPLIANCES, BIKES, SEWING, JEWELRY AND ELECTRONICS



Use QR code \* call 847 448 8101 \* [epl.org/repair](http://epl.org/repair) to  
find dates and to register. Walk-ins welcomed

ROBERT CROWN LIBRARY BRANCH-1801 MAIN ST., EVANSTON

## 5. Swaps

**EPL staff contacts: Katy Jacob, Kellye Fleming, Bea Echeverria, Jess Iverson**

Exchanging items you no longer want for items that are new to you is a great way to reduce spending and recycle gently used objects. In the months leading up to major consumer-driven gift-giving holidays, the library hosted a number of swaps to encourage library patrons to find alternatives to buying new books, plants, toys, or puzzles. These swaps were so popular with attendees that we are planning several more swaps for 2023. Kellye Fleming will host a Plant Swap on April 1st, encouraging patrons to “bring a cutting, take a cutting.” The next Puzzle Swap is scheduled for March 12th.



## 6. **Lawn Alternatives**

### **Partnership with Greenwise Organic Gardening**

#### **EPL staff contacts: Julie Rand and Kellye Fleming**

Details are still being finalized for this program, which will highlight lawn alternatives during the month of May as part of “no-mow May.” A similar program was held in 2022, combining a discussion of turf grass alternatives with organic lawn care techniques to reduce the environmental impact for those who do choose to keep their grass.

## 7. **Ask a Master Gardener**

### **Partnership with the University of Illinois Extension**

#### **EPL staff contacts: Julie Rand, Kellye Fleming**

This program features an expert gardener from the University of Illinois Extension setting up a table at either the Main Library or Robert Crown Branch Library to offer one-on-one advice and solutions for patrons experiencing some challenges with their gardening endeavors. This has been an annual partnership at the Main Library since 2017 (with a 2-year break during the height of COVID). 2022 was the first year for “Ask a Master Gardener” at the Robert Crown Branch Library, but we hope that it will also become an annual tradition there.

## 8. **Teen Sewing Programs**

### **Benefits Girls 4 Girls Ghana**

#### **EPL staff contact: Elacsha Madison**

The teens have been hosting weekly sewing workshops to address period poverty. Period poverty is the inability to afford or access menstrual supplies. On Tuesdays and Thursdays, teens can go to the Loft and ask for sewing supplies and learn how to make reusable pads. Girls in areas with inadequate menstrual supplies miss 25% of school each month. Reusable pads are eco friendly, minimizing the environmental and financial impact of periods. Reusable pads will hopefully phase out single-use products that can take up to 500- 800 years to biodegrade. EPL donated 120 pads to Girls 4 Girls Ghana, 40 students will be able to attend school year round as a result.

## 9. **Hydroponics kits**

### **In development**

#### **Partnership with Evanston Grow**

#### **EPL staff contacts: Elacsha Madison**

Last year, EPL received a grant for 19 hydroponic machines and one major commercial machine. The library in partnership with Evanston Grow is conducting a pilot program. 10 community members, majority of whom reside in the 5th ward, have been experimenting with hydroponic growing for the last month. The participants each received a machine, 6 different items to grow, and a journal to track their progress. Weekly, participants have been filling out their journals and taking pictures to mark their progress. In a couple of

weeks, the participants will bring what they grew in for a tasty meal and to discuss what worked well and room for improvement before we open the program up to the larger Evanston community. With the rising cost of food and lack of growing space for some of our patrons, the hydroponic machines are a great alternative. Patrons are able to grow food year round!

#### **10. Children's programming**

Many programs for kids have an environmental focus. Craft programs using recycled materials encourage young Evanstonians to find creative uses for discarded items. Staff choose books for story times with environmental themes to get younger children interested in the world around them. The Curious Kids kits all focus on nature topics, as well. Staff across the Early Learning and Literacy department aim to incorporate these ideas into their programming in order to guide the development of the next generation of environmentally-conscious Evanston residents.

#### **February Press Mentions:**

[At This Time](#). Evanston Roundtable. 2/20/2023

[Everything Evanston](#). Evanston Roundtable. 2/19/2023

[Evanston Public Library digitizes Evanston's historical newspapers](#). Daily Northwestern. 2/14/2023

[EPL releases resident feedback on next executive director](#). Daily Northwestern. 2/7/2023

[EPL closed through Friday due to plumbing problems](#). Daily Northwestern. 2/8/2023

[Main Library closed for emergency repairs](#). Evanston Roundtable. 2/8/2023

[Sewer issues close downtown library](#). Evanston Now. 2/8/2023

[At This Time](#). Evanston Roundtable. 2/2/2023





# Memorandum

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

- Library Clerk 20 hours open position in Access closed. An offer is being made to a very qualified candidate.
- Library Assistant 20 hours open position in Early Learning is posted through March 19, 2023.
- Finance Manager full-time position in Administration is posted through March 26, 2023.
- Louis Cifuentes, former Safety Monitor sub, became a permanent 20 hours per week Safety Monitor in Maintenance.
- Erin Miesner, a part-time Development Associate, left the Library, last day was February 2, 2023. A job description is being prepared for posting on Monday, March 13, 2023.

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

## **Financial Resources**

The Library Fund financial report for the period ending February 28<sup>th</sup> is included for your review. For the operating fund, revenue collection is at 2% of budget projection and expenditures 13%. Capital fund expenditures total 46% of the budget.

## **Facilities Update**

- The Facilities department is working hard on winter items. The Robert Crown Center continues to be a large part of our day.
- Building fan upgrade project is going well and is on time.
- The LED Lighting project is out for public bid.
- Boiler replacement project is on schedule to go out for public bid by the end of March 2023.



# Budget Performance Report

Fiscal Year to Date 02/28/23

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	67,637.62	.00	67,637.62	7,467,834.38	1	7,351,159.53
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	6,126.35
55201	Federal Grants	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	13,549.89	.00	13,549.89	96,316.11	12	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	43,547.70	356,452.30	11	431,122.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	.00	.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	15,871.02	.00	25,663.69	(4,063.69)	119	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	1,722.44	20,277.56	8	30,014.97
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	735.62	8,264.38	8	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	851.00	149.00	85	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	41,727.49
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>\$97,058.53</b>	<b>\$0.00</b>	<b>\$153,707.96</b>	<b>\$8,423,624.04</b>	<b>2%</b>	<b>\$8,432,878.98</b>
Department <b>48 - LIBRARY Totals</b>		<b>\$8,577,332.00</b>	<b>\$0.00</b>	<b>\$8,577,332.00</b>	<b>\$97,058.53</b>	<b>\$0.00</b>	<b>\$153,707.96</b>	<b>\$8,423,624.04</b>	<b>2%</b>	<b>\$8,432,878.98</b>
<b>REVENUE TOTALS</b>		<b>\$8,577,332.00</b>	<b>\$0.00</b>	<b>\$8,577,332.00</b>	<b>\$97,058.53</b>	<b>\$0.00</b>	<b>\$153,707.96</b>	<b>\$8,423,624.04</b>	<b>2%</b>	<b>\$8,432,878.98</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	30,591.39	.00	62,089.65	333,082.35	16	402,006.44
61050	PERMANENT PART-TIME	201,509.00	.00	201,509.00	14,772.26	.00	29,946.84	171,562.16	15	200,548.34
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	165.00	.00	345.00	5,655.00	6	2,805.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	1,087.53	(1,087.53)	+++	1,087.53
61415	TERMINATION PAYOUTS	.00	.00	.00	622.67	.00	622.67	(622.67)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	1,238.12	.00	1,238.12	(1,238.12)	+++	2,746.06
61510	HEALTH INSURANCE	73,765.00	.00	73,765.00	6,147.16	.00	12,294.32	61,470.68	17	68,269.97
61615	LIFE INSURANCE	261.00	.00	261.00	14.88	.00	29.76	231.24	11	283.10
61710	IMRF	19,005.00	.00	19,005.00	1,503.84	.00	3,027.32	15,977.68	16	27,124.48
61725	SOCIAL SECURITY	36,995.00	.00	36,995.00	2,846.76	.00	5,727.70	31,267.30	15	36,710.87
61730	MEDICARE	8,652.00	.00	8,652.00	665.81	.00	1,339.57	7,312.43	15	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
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	17.15
65100	LIBRARY SUPPLIES	17,400.00	.00	17,400.00	1,628.60	.00	1,635.77	15,764.23	9	25,992.76
65503	FURNITURE / FIXTURES / EQUIPMENT	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000.00



# Budget Performance Report

Fiscal Year to Date 02/28/23

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>										
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	8,381.74	.00	8,758.71	162,641.29	5	134,197.79
65641	AUDIO VISUAL COLLECTIONS	5,000.00	.00	5,000.00	4,148.19	.00	4,148.19	851.81	83	11,390.29
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals		\$936,559.00	\$0.00	\$936,559.00	\$72,726.42	\$0.00	\$132,291.15	\$804,267.85	14%	\$922,879.74
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>										
61010	REGULAR PAY	464,223.20	.00	464,223.20	31,306.88	.00	63,265.91	400,957.29	14	383,966.98
61050	PERMANENT PART-TIME	263,100.00	.00	263,100.00	21,044.12	.00	40,867.80	222,232.20	16	239,637.88
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	420.00	.00	525.00	5,475.00	9	7,485.00
61110	OVERTIME PAY	.00	.00	.00	.00	.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	12,202.12	61,009.88	17	67,758.22
61615	LIFE INSURANCE	213.00	.00	213.00	11.11	.00	22.22	190.78	10	199.67
61710	IMRF	24,074.44	.00	24,074.44	1,732.79	.00	3,473.91	20,600.53	14	29,045.63
61725	SOCIAL SECURITY	45,094.39	.00	45,094.39	3,185.94	.00	6,367.92	38,726.47	14	38,361.14
61730	MEDICARE	10,546.72	.00	10,546.72	745.12	.00	1,489.29	9,057.43	14	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	28,402.64	22,034.58	31,397.64	226,822.78	19	304,828.95
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	10,618.04
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	35,566.30	.00	46,918.08	288,081.92	14	313,420.52
65635	PERIODICALS	6,000.00	.00	6,000.00	2,751.73	.00	2,751.73	3,248.27	46	5,687.61
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	4,158.91	.00	4,158.91	26,841.09	13	31,911.41
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals		\$1,554,718.75	\$0.00	\$1,554,718.75	\$135,426.60	\$22,034.58	\$214,259.70	\$1,318,424.47	15%	\$1,445,024.51
Business Unit <b>4820 - ACCESS SERVICES</b>										
61010	REGULAR PAY	675,467.00	.00	675,467.00	48,403.39	.00	97,046.36	578,420.64	14	625,739.47
61050	PERMANENT PART-TIME	269,724.00	.00	269,724.00	18,753.58	.00	39,982.10	229,741.90	15	239,169.51
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	434.00	.00	1,318.00	3,682.00	26	20,793.50
61110	OVERTIME PAY	.00	.00	.00	.00	.00	952.22	(952.22)	+++	952.22
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	46.12	(46.12)	+++	12,938.26
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	1,602.85	.00	1,602.85	(1,602.85)	+++	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	23,786.32	116,856.68	17	125,841.62
61615	LIFE INSURANCE	339.00	.00	339.00	23.30	.00	46.60	292.40	14	401.36
61710	IMRF	27,656.00	.00	27,656.00	2,019.40	.00	4,101.54	23,554.46	15	36,787.20
61725	SOCIAL SECURITY	58,603.00	.00	58,603.00	4,114.62	.00	8,388.00	50,215.00	14	53,942.55
61730	MEDICARE	13,707.00	.00	13,707.00	962.27	.00	1,961.71	11,745.29	14	12,615.59
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(4,146.50)



# Budget Performance Report

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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>										
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	28,067.60	.00	28,087.86	155,812.14	15	135,776.50
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	24,576.63
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,396.27
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	1,030.98	.00	1,030.98	10,969.02	9	25,959.30
65555	IT COMPUTER HARDWARE	.00	.00	.00	3,123.00	.00	3,123.00	(3,123.00)	+++	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>\$120,428.15</b>	<b>\$0.00</b>	<b>\$211,473.66</b>	<b>\$1,178,565.34</b>	<b>15%</b>	<b>\$1,352,576.23</b>
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>										
61010	REGULAR PAY	475,122.00	.00	475,122.00	36,898.81	.00	76,342.14	398,779.86	16	409,917.15
61050	PERMANENT PART-TIME	223,870.00	.00	223,870.00	17,232.06	.00	32,688.65	191,181.35	15	180,649.63
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	85.00	9,915.00	1	2,654.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	1,138.43	(1,138.43)	+++	1,617.63
61415	TERMINATION PAYOUTS	.00	.00	.00	12,500.95	.00	12,500.95	(12,500.95)	+++	1,346.53
61510	HEALTH INSURANCE	105,250.00	.00	105,250.00	9,240.96	.00	18,481.92	86,768.08	18	85,165.19
61615	LIFE INSURANCE	304.00	.00	304.00	17.20	.00	34.40	269.60	11	231.36
61710	IMRF	23,138.00	.00	23,138.00	2,181.83	.00	4,019.08	19,118.92	17	27,151.54
61725	SOCIAL SECURITY	43,338.00	.00	43,338.00	3,976.50	.00	7,301.52	36,036.48	17	35,547.85
61730	MEDICARE	10,136.00	.00	10,136.00	930.01	.00	1,707.63	8,428.37	17	8,313.62
62225	BLDG MAINTENANCE SERVICES	5,000.00	.00	5,000.00	445.00	.00	445.00	4,555.00	9	6,172.67
62340	IT COMPUTER SOFTWARE	14,695.00	.00	14,695.00	.00	.00	.00	14,695.00	0	26,125.38
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	(647.24)
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	100.00	.00	100.00	49,900.00	0	23,959.28
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	1,654.20	.00	1,783.92	33,216.08	5	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>\$85,177.52</b>	<b>\$0.00</b>	<b>\$156,628.64</b>	<b>\$854,224.36</b>	<b>15%</b>	<b>\$852,759.18</b>
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>										
61010	REGULAR PAY	415,927.00	.00	415,927.00	24,194.62	.00	50,129.11	365,797.89	12	380,982.64
61050	PERMANENT PART-TIME	241,617.20	.00	241,617.20	13,850.55	.00	25,680.99	215,936.21	11	193,495.77
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	370.00	.00	580.00	4,420.00	12	10,055.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	462.41	(462.41)	+++	462.41
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	9,120.21
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	532.83	.00	532.83	(532.83)	+++	.00
61510	HEALTH INSURANCE	84,701.88	.00	84,701.88	4,344.94	.00	8,689.88	76,012.00	10	63,934.72
61615	LIFE INSURANCE	257.00	.00	257.00	4.18	.00	8.36	248.64	3	233.03



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Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>										
61710	IMRF	20,298.00	.00	20,298.00	1,265.69	.00	2,503.19	17,794.81	12	27,217.97
61725	SOCIAL SECURITY	40,768.59	.00	40,768.59	2,344.74	.00	4,657.77	36,110.82	11	35,970.82
61730	MEDICARE	9,535.05	.00	9,535.05	548.36	.00	1,089.32	8,445.73	11	8,412.50
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	89.91
62340	IT COMPUTER SOFTWARE	72,654.00	.00	72,654.00	323.20	.00	676.85	71,977.15	1	57,110.33
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	4,619.99	(4,619.99)	+++	30,888.57
65100	LIBRARY SUPPLIES	13,530.00	.00	13,530.00	.00	.00	.00	13,530.00	0	24,979.15
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	.00	.00	.00	36,650.00	0	46,442.39
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	1,570.64	.00	1,847.96	18,152.04	9	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 Totals</b>		<b>\$963,438.72</b>	<b>\$0.00</b>	<b>\$963,438.72</b>	<b>\$49,349.75</b>	<b>\$0.00</b>	<b>\$101,478.66</b>	<b>\$861,960.06</b>	<b>11%</b>	<b>\$910,346.60</b>
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61010	REGULAR PAY	378,642.00	.00	378,642.00	24,197.50	.00	50,710.25	327,931.75	13	350,719.71
61050	PERMANENT PART-TIME	64,775.00	.00	64,775.00	5,694.01	.00	10,538.73	54,236.27	16	72,343.80
61060	SEASONAL EMPLOYEES	16,575.00	.00	16,575.00	1,615.00	.00	3,179.00	13,396.00	19	19,643.50
61110	OVERTIME PAY	10,000.00	.00	10,000.00	796.66	.00	1,799.96	8,200.04	18	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	14,755.08	82,323.92	15	76,661.29
61615	LIFE INSURANCE	275.00	.00	275.00	8.31	.00	16.62	258.38	6	274.34
61626	CELL PHONE ALLOWANCE	825.00	.00	825.00	75.00	.00	117.00	708.00	14	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	1,015.78	.00	2,086.92	12,591.08	14	20,450.63
61725	SOCIAL SECURITY	28,604.61	.00	28,604.61	1,902.03	.00	3,902.57	24,702.04	14	27,209.41
61730	MEDICARE	6,690.25	.00	6,690.25	444.83	.00	912.71	5,777.54	14	6,363.51
62225	BLDG MAINTENANCE SERVICES	227,295.00	.00	227,295.00	15,187.47	27,711.08	28,323.73	171,260.19	25	239,446.67
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	906.00	4,534.00	17	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	814.00	4,071.00	17	4,884.96
64005	ELECTRICITY	120,000.00	.00	120,000.00	.00	.00	.00	120,000.00	0	89,498.92
64015	NATURAL GAS	32,400.00	.00	32,400.00	2,561.63	.00	2,561.63	29,838.37	8	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	1,217.68	.00	11,774.00	6,603.00	64	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	16,772.30
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	40.70



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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> Totals		\$1,065,357.86	\$0.00	\$1,065,357.86	\$62,953.44	\$27,711.08	\$132,398.20	\$905,248.58	15%	\$979,597.13
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	757,543.00	.00	757,543.00	26,813.56	.00	59,025.78	698,517.22	8	424,670.16
61050	PERMANENT PART-TIME	80,546.00	.00	80,546.00	6,550.00	.00	12,776.51	67,769.49	16	78,672.16
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	6,683.16	77,755.84	8	46,956.97
61615	LIFE INSURANCE	278.00	.00	278.00	16.28	.00	32.42	245.58	12	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	168.00	1,032.00	14	894.00
61710	IMRF	27,741.00	.00	27,741.00	1,104.34	.00	2,376.66	25,364.34	9	27,911.07
61725	SOCIAL SECURITY	48,388.00	.00	48,388.00	2,023.80	.00	4,362.25	44,025.75	9	34,029.89
61730	MEDICARE	12,153.00	.00	12,153.00	473.31	.00	1,020.20	11,132.80	8	8,465.88
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	2,912.09	.00	4,843.42	130,156.58	4	153,388.75
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	(2,939.14)
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	1,605.53	.00	1,605.53	23,394.47	6	30,139.09
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	4,760.28
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	2,006.00
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62506	WORK- STUDY	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	393.00	.00	1,065.76	4,634.24	19	4,479.26
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65025	FOOD	7,000.00	.00	7,000.00	112.61	.00	112.61	6,887.39	2	8,054.85
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	237.36	7,762.64	257.34	41,980.02	16	26,780.19
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	635.87
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	49,166.00	245,834.00	17	289,328.04
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$1,703,063.00	\$0.00	\$1,703,063.00	\$70,250.46	\$7,762.64	\$143,495.64	\$1,551,804.72	9%	\$1,262,392.53
Business Unit <b>4850 - LIBRARY GRANTS</b>										
62185	CONSULTING SERVICES	.00	.00	.00	.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	1,528.54	.00	1,528.54	(1,528.54)	+++	30,892.51
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$1,528.54	\$0.00	\$1,628.54	(\$1,628.54)	+++	\$48,179.26
Department <b>48 - LIBRARY</b> Totals		\$8,624,029.33	\$0.00	\$8,624,029.33	\$597,840.88	\$57,508.30	\$1,093,654.19	\$7,472,866.84	13%	\$7,773,755.18
<b>EXPENSE TOTALS</b>		\$8,624,029.33	\$0.00	\$8,624,029.33	\$597,840.88	\$57,508.30	\$1,093,654.19	\$7,472,866.84	13%	\$7,773,755.18



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Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	8,577,332.00	.00	8,577,332.00	97,058.53	.00	153,707.96	8,423,624.04	2%	8,432,878.98
	EXPENSE TOTALS	8,624,029.33	.00	8,624,029.33	597,840.88	57,508.30	1,093,654.19	7,472,866.84	13%	7,773,755.18
Fund 185 - LIBRARY FUND Totals		(\$46,697.33)	\$0.00	(\$46,697.33)	(\$500,782.35)	(\$57,508.30)	(\$939,946.23)	\$950,757.20		\$659,123.80
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	.00	507,913.00	0	506,626.00
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$0.00	\$507,913.00	0%	\$506,626.00
	Totals									
	Department 48 - LIBRARY Totals	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$0.00	\$507,913.00	0%	\$506,626.00
	REVENUE TOTALS	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$0.00	\$507,913.00	0%	\$506,626.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
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 4861 - LIBRARY DEBT SERVICE ADMIN	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$0.00	\$507,913.00	0%	\$504,987.64
	Totals									
	Department 48 - LIBRARY Totals	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$0.00	\$507,913.00	0%	\$504,987.64
	EXPENSE TOTALS	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$0.00	\$507,913.00	0%	\$504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	507,913.00	.00	507,913.00	.00	.00	.00	507,913.00	0%	506,626.00
	EXPENSE TOTALS	507,913.00	.00	507,913.00	.00	.00	.00	507,913.00	0%	504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,638.36
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
	Totals									
	Department 48 - LIBRARY Totals	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
	REVENUE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	110,880.00	322,761.00	110,880.00	516,359.00	46	173,737.09
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$950,000.00	\$0.00	\$950,000.00	\$110,880.00	\$322,761.00	\$110,880.00	\$516,359.00	46%	\$173,737.09
	Totals									



# Budget Performance Report

Fiscal Year to Date 02/28/23

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										
	EXPENSE									
	Department 48 - LIBRARY Totals	\$950,000.00	\$0.00	\$950,000.00	\$110,880.00	\$322,761.00	\$110,880.00	\$516,359.00	46%	\$173,737.09
	EXPENSE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$110,880.00	\$322,761.00	\$110,880.00	\$516,359.00	46%	\$173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
	EXPENSE TOTALS	950,000.00	.00	950,000.00	110,880.00	322,761.00	110,880.00	516,359.00	46%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$110,880.00)	(\$322,761.00)	(\$110,880.00)	\$433,641.00		(\$173,737.09)
	Grand Totals									
	REVENUE TOTALS	10,035,245.00	.00	10,035,245.00	97,058.53	.00	153,707.96	9,881,537.04	2%	8,939,504.98
	EXPENSE TOTALS	10,081,942.33	.00	10,081,942.33	708,720.88	380,269.30	1,204,534.19	8,497,138.84	16%	8,452,479.91
	Grand Totals	(\$46,697.33)	\$0.00	(\$46,697.33)	(\$611,662.35)	(\$380,269.30)	(\$1,050,826.23)	\$1,384,398.20		\$487,025.07



Endowment for the Evanston Public Library  
 Holdings as of February 2023

	Symbol	Shares/Quantity	Price	Value as of January 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$280,664.68	\$280,664.68	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%
				\$280,664.68		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**  
**January 01, 2023 through January 31, 2023**

Beginning Balance		3,826,668.00
<b>Revenue</b>		
Investment results	225,188.65	
<b>Total Revenues</b>		225,188.65
<b>Distributions/Grants and Expenses</b>		
Foundation support charge	-2,076.71	
<b>Total Distributions</b>		-2,076.71
<b>Ending Balance</b>		<b>4,049,779.94</b>



# Memorandum

**To:** Evanston Public Library Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** Reassignment of Professional Services Funds to Regular Pay  
**Date:** March 15, 2023

## **Recommended Action**

I recommend that the Board approve moving \$85,000 from “Other Professional Services” to personnel lines of the 2023 budget to cover the cost of hiring a full-time social worker as a permanent member of the library staff.

## **Summary**

In the 2023 approved budget, \$85,000 were allocated to “Other Professional Services” to cover the cost of a professional services contract with Ascension Behavioral Health to provide a full-time social worker at the library. In December 2022 EPL was informed by Ascension that the individual who was currently employed in that capacity had accepted another position at Ascension. At that time Ascension notified EPL that it was reviewing the proposed 2023 contract and was not prepared to sign the contract. In February 2023, EPL leadership and Ascension leadership again met and Ascension informed EPL that it is focusing on internal efforts and will not be pursuing a new contract with EPL.

After research and conversations with individuals knowledgeable about EPL’s social worker program, at this time I am proposing hiring a full-time social worker as a permanent employee of the Evanston Public Library rather than pursuing a professional services contract with another agency.

See financial and position description information below.

**Agenda Item 10A**

Position Title	Library Social Worker (pay grade 09)			
Division	Library			
Estimated cost of this position		Minimum	Midpoint	Maximum
Base Salary	Current budgeted salary for position.	\$67,358	\$84,197	\$101,037
Medicare	1.45% of all wages above.	\$977	\$1,221	\$1,465
FICA	6.20% of all wages above- does not apply to sworn employees.	\$4,176	\$5,220	\$6,264
Pension Contribution	IMRF (3.31%) (required at 1000+ hours)	\$2,230	\$2,787	\$3,344
Health Insurance	Average cost per employee is \$15,291 (required at 1500+ hours)	\$15,291	\$15,291	\$15,291
Total		\$90,031	\$108,716	\$127,402
prorated at 75% for 2023		\$67,524	\$81,537	\$95,551

**JOB DESCRIPTION/JOB POSTING**  
 EQUAL OPPORTUNITY EMPLOYER M/W/D

	<b>LIBRARY</b>
<b>DEPARTMENT:</b>	
<b>DIVISION:</b>	<b>Library</b>
<b>POSITION TITLE:</b>	<b>Library Social Worker</b>
<b>PAY GRADE/RANGE:</b>	<b>09: \$68,705.16-\$103,057.74</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

**\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

**NATURE OF WORK:**

The Evanston Public Library strives to be a welcoming space for all members of our community. Individuals come to the Library seeking information and assistance with a variety of concerns. The Library Social Worker will work with library patrons on-site at the Evanston Public Library’s Main Library and Robert Crown Branch Library. The person in this position will provide services, by appointment or during drop-in hours, to library patrons in need, including assessment, brief counseling, case management, assistance navigating applications for services, and referrals to outside resources. The person in this position will coordinate between the library and relevant social services agencies and will help to guide staff awareness of resources and training on topics such as de-escalation, working with patrons who have experienced trauma, etc. The person in this position will not be providing mental health treatment to library staff.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Establish and maintain relationships with frequent library patrons who may need services or support
- Provide services to library patrons (case management, assessments, brief counseling, support, assistance completing benefits applications, referrals to outside agencies)
- Provide trainings to library staff (serve as consultant for subcommittees as needed)
- Work with library engagement team for opportunities/events in the community
- Collaborate/build relationships with community partners to ease referrals of library patrons
- Maintain professional engagement on a state and/or national level, including participation in such organizations as the National Association of Social Workers and the Whole Person Librarianship Community of Practice.
- While maintaining the confidentiality of patron information, collect and analyze data on number of individuals assisted, types of assistance provided, etc. and provide written and verbal reports to library leadership.
- Perform other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Licensed Clinical Social Worker (LCSW) with 2 to 5 years of professional experience and demonstrated familiarity with social service systems.
- Bilingual Spanish is strongly preferred.
- Knowledge, skills, and abilities in the following areas:
  - Ability to connect with individuals from diverse backgrounds.
  - Basic knowledge of computers and familiarity with Microsoft Office and Google Suites.
  - Ability to network and establish on-going relationships with community partners.
- Excellent written and verbal communication skills.
- Knowledge of local, State and Federal procedures pertaining to human services and assistance programs.

**PHYSICAL REQUIREMENTS OF WORK:**

Mostly sedentary work occasionally exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May involve walking or standing for brief periods of time. The worker is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes. No environmental hazards indicated for this classification.

**SUPERVISION:**

Work is performed under the general direction of the Library Assistant Director and in consultation with library public service managers. Assignments may vary from day to day. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled utilization of equipment, quality of tasks, adherence to work rules, and performance in accordance with the classification standard.

**PUBLIC CONTACT:**

This person has regular and frequent contact with all levels of internal staff as well as contact with the public at large.

**SELECTION METHOD**

Structured Oral Interview

**TYPE OF ELIGIBILITY LIST**

**LIFE OF ELIGIBILITY LIST**

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***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).*

Evaluation Criteria	Outstanding	Good	Developing	Poor	Unacceptable	Unobserved	18
	5	4	3	2	1	0	
Completeness and quality of response	Addressed all questions completely.	Addresses the questions, but left out some supporting details.	Addressed the questions, providing minimal/irrelevant supporting details.	Did not address some of the questions.	Partially addressed questions or responses were unclear	Did not address any of the questions.	
Understanding of and commitment to EPL's mission and vision	Response demonstrates a clear and accurate representation of EPL its mission and values and its environment.	Response demonstrates a representation of EPL its mission and values and its environment that may not be complete or entirely accurate.	Response demonstrates an introductory representation of EPL's mission and values.	Representation of EPL's mission and vision may not be complete or accurate	Representation of EPL's mission and vision is not complete or accurate	Did not seem to understand EPL's mission or vision	
Demonstrated experience	Has 5 or more years experience with similar organizations or searches	Has 4 to 5 years of experience with similar organizations or searches.	Has 3 to 4 years of experience with similar organizations or searches.	Has 2 to 3 years of experience with similar organizations or searches.	Has 1 to 2 years of experience with similar organizations or searches.	Response did not include experience with similar organizations or searches	
Proposed cost and timeline	Proposed timeline and costs are aligned with existing timeline and are appropriate for role and scope of work	Proposed timeline and costs may vary slightly from existing timeline, but are appropriate for role and scope of work	Proposed timeline and costs is not aligned with existing timeline, but are appropriate for role and scope of work	Proposed timeline and costs is not aligned with existing timeline, and is not completely appropriate for role and scope of work	Proposed timeline and costs are not appropriate for role and scope of work	Response did not provide timeline or costs	
References	Provided a complete list of 3 or more references for searches of similar organizations and roles	Provided a complete list of 2 or 3 more references for searches of similar organizations and roles.	Provided a list of references for searches that may not be for similar organizations and roles	Provided a reference for one search for an organization	Provided a reference for searches that are for dissimilar organizations and roles	Did not provide a list of references	

Evaluation Criteria	Outstanding	Good	Developing	Poor	Unacceptable	Unobserved	18
	5	4	3	2	1	0	
Presentation	<p>Presentation is extremely well organized, using the unexpected to full advantage and going above and beyond to research information.</p> <p>The approach is original, clever, and creative, using graphics to reinforce the thesis and maximize the audience's attention and understanding.</p> <p>Information is presented in a logical, interesting sequence that the audience can follow, ensuring all main and supporting points are supported by specific and highly effective examples and evidence. The presentation ends with an accurate conclusion showing thoughtful, strong evaluation of the evidence presented.</p>	<p>Presentation is well organized, appropriately leveraging researched information. The approach is creative, using graphics to reinforce the thesis and maximize the audience's attention and understanding.</p> <p>Information is presented in a logical, sequence which the audience can follow, and main points are supported by specific examples and evidence. The presentation ends with an accurate conclusion showing strong evaluation of the evidence presented.</p>	<p>Presentation is organized, utilizing creativity and originality. Graphics maximize the audience's attention and understanding of the content. Information is presented in a logical sequence which the audience can follow, and the main points are supported by examples and evidence. The presentation ends with an accurate conclusion.</p>	<p>Presentation lacks originality, variation, and/or organization.</p> <p>The purpose of the presentation may not be stated clearly and/or key points may be confusing. Presentation has occasional use of graphics that rarely support the thesis. Multimedia may waste time or transitions may not be smooth. Materials are prepared but may be used inappropriately and the presentation ends without a summary of main points.</p>	<p>Presentation lacks originality, variation, and organization. The purpose of the presentation is not clearly stated and key points may be confusing. Materials are prepared but may be used inappropriately and the presentation ends without a summary of main points.</p>	No presentation provided.	



# Proposal Review Form

1. Email \*

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2. Trustee

*Check all that apply.*

- Arikpo Dada
- Tracy Fulce
- Rachel Hayman
- Shawn Iles
- Margaret Lurie
- Ben Shapiro
- Russ Shurbet
- Terry Soto
- Esther Wallen

3. Form was submitted by 3/9

*Mark only one oval.*

- Yes
- No

#### 4. Submitter

*Mark only one oval.*

- Alma
- Evolution Management Consultants
- Greenwood/Asher & Associates, LLC
- Next Group
- Other

#### 5. Completeness and quality of response

*Check all that apply.*

- 1 - Partially addressed questions or responses were unclear
- 2 - Did not address some of the questions.
- 3 - Addressed the questions, providing minimal/irrelevant supporting details.
- 4 - Addresses the questions, but left out some supporting details.
- 5 - Addressed all questions completely.

#### 6. Understanding of and commitment to EPL's mission and vision

*Check all that apply.*

- 1 - Representation of EPL's mission and vision is not complete or accurate
- 2 - Representation of EPL's mission and vision may not be complete or accurate
- 3 - Response demonstrates an introductory representation of EPL's mission and values.
- 4 - Response demonstrates a representation of EPL its mission and values and its environment that may not be complete or entirely accurate.
- 5 - Response demonstrates a clear and accurate representation of EPL its mission and values and its environment.

## 7. Demonstrated experience

*Check all that apply.*

- 1 - Has 1 to 2 years of experience with simliar organizations or searches.
- 2 - Has 2 to 3 years of experience with simliar organizations or searches.
- 3 - Has 3 to 4 years of experience with simliar organizations or searches.
- 4 - Has 4 to 5 years of experience with simliar organizations or searches.
- 5 - Has 5 or more years experience with similar organizations or searches

## 8. Proposed cost and timeline

*Check all that apply.*

- 1 - Proposed timeline and costs are not appropriate for role and scope of work
- 2 - Proposed timeline and costs is not aligned with existing timeline, and is not completely appropriate for role and scope of work
- 3 - Proposed timeline and costs is not aligned with existing timeline, but are appropriate for role and scope of work
- 4 - Proposed timeline and costs may vary slightly from existing timeline, but are appropriate for role and scope of work
- 5 - Proposed timeline and costs are aligned with existing timeline and are appropriate for role and scope of work

## 9. References

*Check all that apply.*

- 1 - Provided a reference for searches that are for dissimilar organizations and roles
- 2 - Provided a reference for one search for an organization
- 3 - Provided a list of references for searches that may not be for simliar organizations and roles
- 4 - Provided a complete list of 2 or 3 more references for searches of simliar organizations and roles.
- 5 - Provided a complete list of 3 or more references for searches of simliar organizations and roles

10. Additional comments

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