

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, October 18, 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: Library Board Meeting

Time: October 18, 2023 6:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88936063073>

+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, October 18, 2023

Meeting of the Board

6:30 PM

In person and remote

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

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

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**
 - Not to exceed 45 minutes
- 4. OATH OF OFFICE**
- 5. CONSENT AGENDA**
 - A. Approval of Minutes September 18, 2023**
 - B. Approval of Minutes September 20, 2023**
 - C. Approval of Minutes September 27, 2023**
 - D. Approval of Bills and Payroll**
- 6. TRUTH IN TAXATION HEARING**
- 7. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force**
- 8. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 9. STAFF REPORTS**
 - Administrative Services Report (Distributed in Advance)
- 10. BOARD REPORTS**
 - A. Finance Committee**
 - B. Management & Policy Committee**
 - C. Facilities Committee**
 - D. Development Committee**
 - E. Director Search Committee**
- 11. UNFINISHED BUSINESS**
 - A. Approval of the 2024 Proposed Library Expenditure Budget (Action)**
 - B. Preliminary Tax Levy Estimate (Discussion)**
 - C. Executive Director Contract (Discussion & Action)**
- 12. NEW BUSINESS**
 - A. MOU Addendum for Parking Garage (Action)**
- 13. EXECUTIVE SESSION**
- 14. ADJOURNMENT**

Next Meeting: October 18, 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
Monday, September 18, 2023
Special Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Meghan Shea, Michelle Mills, Russ Shurbet, Terry Soto and Esther Wallen

Members Absent

none

Staff Present

Heather Norborg

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:38 p.m.

Citizen Comment

none

Executive Session

Upon the motion made by Trustee Fulce and seconded by Trustee Mills, to enter into executive session about personnel.

Adjournment

The motion to adjourn was made by Trustee Huggins and seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 8:18 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 20, 2023
Library Board Meeting
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Russ Shubet, Terry Soto (attended virtually) and Esther Wallen.

Members Absent

none

Staff Present

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

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:30 p.m.

Citizen Comment

none

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of August 11, 2023, August 16, 2023, August 18, 2023, August 19, 2023, September 6, 2023 and September 8, 2023. Upon motion made by Trustee Huggins and seconded by Trustee Shea, 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

- A. Proposed 2024 Operating Budget (Discussion)
- B. Proposed 2024 Capital Budget (Discussion)
- C. Direction from Board for final budget preparation (Action)

New Business

- A. Election of Treasurer (Discussion and Action). Upon motion made by Trustee Fulce and seconded by Trustee Wallen, to elect Michelle Mills as Treasurer and Chair of the Finance Committee
- B. Committee assignments (Discussion and Action). President Fulce appointed Russ Shurbet as the Chair of the Facilities Committee.

Executive Session

Motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Wallen about personnel.

The motion to end the Executive Session was made by Trustee Dada seconded by Trustee Huggins, and approved by roll call vote. The meeting was adjourned at 9:15 p.m.

Adjournment

The motion to adjourn was made by Trustee Huggins and seconded by Trustee Dada and approved by voice vote. The meeting adjourned at 9:16 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, September 27, 2023
Special Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Meghan Shea (virtually), Russ Shurbet, Esther Wallen

Members Absent

Michelle Mills, Terry Soto

Staff Present

Heather Norborg and Lea Hernandez-Solis

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 6:42 p.m.

Citizen Comment

none

Unfinished Business:

A. Direction from Board for final budget preparation. Upon motion made by Trustee Shurbet and seconded by Trustee Huggins, to give Heather direction to prepare the 2024 operating budget with a 9% tax levy increase.

Adjournment

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Dada and approved by voice vote. The meeting adjourned at 6:53 p.m.

Submitted by: Esther Wallen



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: October 11, 2023

Recommended Action

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

Payroll

September 11, 2023 through September 24, 2023	\$ 168,521.87
September 25, 2023 through October 8, 2023	\$ 169,365.47

Library Fund Bills List

September 27, 2023	\$ 103,166.79
July 2023 Purchasing Card	\$ 16,110.91

Attachement: Bills List; Purchasing Card

Library Bills List

G/L Date Range 09/27/23 - 09/27/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND						
Department 48 - LIBRARY						
Business Unit 4805 - EARLY LEARNING & LITERACY						
Account 65100 - LIBRARY SUPPLIES						
100736 - BRODART COMPANY	DISPLAY WALL	09/08/2023	09/27/2023	09/27/2023	306.83	
120231 - SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S SUPPLIES	07/05/2023	09/27/2023	09/27/2023	99.66	
120231 - SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S SUPPLIES	07/10/2023	09/27/2023	09/27/2023	353.34	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 3	\$759.83
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	JUV PRINT	08/28/2023	09/27/2023	09/27/2023	26.42	
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2023	09/27/2023	09/27/2023	94.59	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/06/2023	09/27/2023	09/27/2023	988.74	
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2023	09/27/2023	09/27/2023	35.93	
100474 - BAKER & TAYLOR	JUV PRINT	09/06/2023	09/27/2023	09/27/2023	17.60	
100474 - BAKER & TAYLOR	JUV PRINT	09/15/2023	09/27/2023	09/27/2023	200.83	
100474 - BAKER & TAYLOR	JUV PRINT	09/15/2023	09/27/2023	09/27/2023	213.74	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/15/2023	09/27/2023	09/27/2023	549.97	
100474 - BAKER & TAYLOR	JUD AND YA PRINT	09/14/2023	09/27/2023	09/27/2023	121.17	
100474 - BAKER & TAYLOR	JUV PRINT	09/14/2023	09/27/2023	09/27/2023	1,419.68	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/14/2023	09/27/2023	09/27/2023	1,360.20	
100474 - BAKER & TAYLOR	JUV PRINT	09/13/2023	09/27/2023	09/27/2023	513.68	
100474 - BAKER & TAYLOR	JUV PRINT	09/13/2023	09/27/2023	09/27/2023	36.88	
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/12/2023	09/27/2023	09/27/2023	352.26	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/14/2023	09/27/2023	09/27/2023	749.05	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 15	\$6,680.74
Account 65641 - AUDIO VISUAL COLLECTIONS						
103424 - MIDWEST TAPE LLC	JUV AV	09/14/2023	09/27/2023	09/27/2023	175.96	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice Transactions 1	\$175.96
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice Transactions 19	\$7,616.53
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 62341 - INTERNET SOLUTION PROVIDERS						
19203 - A TO Z DATABASES	MAIN ADULT ONLINE RESOURCES	09/18/2023	09/27/2023	09/27/2023	6,900.00	
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	MAIN ADULT ONLINE RESOURCES	07/03/2023	09/27/2023	09/27/2023	15,028.00	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals					Invoice Transactions 2	\$21,928.00
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	2037743561	09/11/2023	09/27/2023	09/27/2023	466.20	
100474 - BAKER & TAYLOR	ADULT PRINT	08/31/2023	09/27/2023	09/27/2023	117.01	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/06/2023	09/27/2023	09/27/2023	1,316.84	
100474 - BAKER & TAYLOR	ADULT PRINT	08/25/2023	09/27/2023	09/27/2023	98.26	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/12/2023	09/27/2023	09/27/2023	403.82	
100474 - BAKER & TAYLOR	ADULT PRINT	09/15/2023	09/27/2023	09/27/2023	162.85	
100474 - BAKER & TAYLOR	ADULT PRINT	09/14/2023	09/27/2023	09/27/2023	497.70	
100474 - BAKER & TAYLOR	ADULT PRINT	09/14/2023	09/27/2023	09/27/2023	299.67	
100474 - BAKER & TAYLOR	ADULT PRINT	09/14/2023	09/27/2023	09/27/2023	104.01	
100474 - BAKER & TAYLOR	ADULT PRINT	09/08/2023	09/27/2023	09/27/2023	223.45	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/15/2023	09/27/2023	09/27/2023	326.98	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/12/2023	09/27/2023	09/27/2023	25.49	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/12/2023	09/27/2023	09/27/2023	83.97	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/11/2023	09/27/2023	09/27/2023	173.94	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/08/2023	09/27/2023	09/27/2023	76.49	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/06/2023	09/27/2023	09/27/2023	51.73	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/06/2023	09/27/2023	09/27/2023	52.48	

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/06/2023	09/27/2023	09/27/2023	128.95
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2023	09/27/2023	09/27/2023	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2023	09/27/2023	09/27/2023	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2023	09/27/2023	09/27/2023	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2023	09/27/2023	09/27/2023	22.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/24/2023	09/27/2023	09/27/2023	24.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2023	09/27/2023	09/27/2023	102.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	09/13/2023	09/27/2023	09/27/2023	279.69
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	09/01/2023	09/27/2023	09/27/2023	498.34
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	09/01/2023	09/27/2023	09/27/2023	68.72
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	09/01/2023	09/27/2023	09/27/2023	79.98
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	09/07/2023	09/27/2023	09/27/2023	864.47
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 29		\$6,624.53
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	09/14/2023	09/27/2023	09/27/2023	206.73
103424 - MIDWEST TAPE LLC	ADULT AV	09/14/2023	09/27/2023	09/27/2023	99.22
103424 - MIDWEST TAPE LLC	ADULT AV	09/14/2023	09/27/2023	09/27/2023	132.38
103424 - MIDWEST TAPE LLC	ADULT AV	09/14/2023	09/27/2023	09/27/2023	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	09/14/2023	09/27/2023	09/27/2023	24.43
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/27/2023	09/27/2023	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/27/2023	09/27/2023	55.69
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/27/2023	09/27/2023	200.57
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/27/2023	09/27/2023	48.86
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/27/2023	09/27/2023	20.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/27/2023	09/27/2023	8.68
103424 - MIDWEST TAPE LLC	ADULT AV	09/07/2023	09/27/2023	09/27/2023	311.90
103424 - MIDWEST TAPE LLC	ADULT AV	09/14/2023	09/27/2023	09/27/2023	88.83
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 13		\$1,232.58
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			Invoice Transactions 44		\$29,785.11
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65002 - STATE GRANT EXPENSE					
19249 - CASSANDRA FOX	RC IN PERSON MEMORY CAFE FACILITATOR	07/15/2023	09/27/2023	09/27/2023	100.00
19217 - MARGARET DANILOVICH	RC PROGRAM AHA FACILITATOR EVENT	07/15/2023	09/27/2023	09/27/2023	100.00
105668 - MCGAW YMCA	FOR GINA HENDERSON AHA FACILITATOR	09/20/2023	09/27/2023	09/27/2023	100.00
Account 65002 - STATE GRANT EXPENSE Totals			Invoice Transactions 3		\$300.00
Account 65100 - LIBRARY SUPPLIES					
19953 - ALEJANDRO SALINAS	RC PROGRAM PROFESSIONAL SERVICES	09/19/2023	09/27/2023	09/27/2023	150.00
19980 - PETER L. DE JONG	RC PROGRAM REPAIR CAFE SUPPLIES REIMB	08/28/2023	09/27/2023	09/27/2023	32.75
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 2		\$182.75
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2023	09/27/2023	09/27/2023	108.22
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/06/2023	09/27/2023	09/27/2023	53.86
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/07/2023	09/27/2023	09/27/2023	699.67
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/12/2023	09/27/2023	09/27/2023	48.59
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/15/2023	09/27/2023	09/27/2023	205.60
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/14/2023	09/27/2023	09/27/2023	40.97
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/13/2023	09/27/2023	09/27/2023	458.22
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/12/2023	09/27/2023	09/27/2023	153.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/14/2023	09/27/2023	09/27/2023	89.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/15/2023	09/27/2023	09/27/2023	79.67
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 10		\$1,937.65
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV AV	09/13/2023	09/27/2023	09/27/2023	49.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 1		\$49.99
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice Transactions 16		\$2,470.39
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2023	09/27/2023	09/27/2023	109.92
100474 - BAKER & TAYLOR	JUD AND YA PRINT	09/14/2023	09/27/2023	09/27/2023	433.41

100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	09/12/2023	09/27/2023	09/27/2023	597.92
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	24.98
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	265.85
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	464.75
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	544.44
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	536.97
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	22.91
276974 - OVER DRIVE, INC.	YA EBOOKS	09/08/2023	09/27/2023	09/27/2023	522.29
	Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 10	<u>\$3,523.44</u>
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice Transactions 10	<u>\$3,523.44</u>
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	CARPET CLEANING	09/14/2023	09/27/2023	09/27/2023	535.84
151986 - CINTAS CORPORATION #769	CARPET CLEANING	09/07/2023	09/27/2023	09/27/2023	535.84
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	09/11/2023	09/27/2023	09/27/2023	90.43
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	09/11/2023	09/27/2023	09/27/2023	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	09/01/2023	09/27/2023	09/27/2023	10,520.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 5	<u>\$11,827.11</u>
Account 65050 - BLDG MAINTENANCE MATERIAL					
100763 - BRUCKER COMPANY	BUILDING MATERIAL	09/12/2023	09/27/2023	09/27/2023	175.39
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/07/2023	09/27/2023	09/27/2023	53.58
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/06/2023	09/27/2023	09/27/2023	614.44
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals			Invoice Transactions 3	<u>\$843.41</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 8	<u>\$12,670.52</u>
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20028 - TIFFANY MITCHENOR	IN-PERSON MEMORY CAFE FACILITATOR SEPT 16	09/16/2023	09/27/2023	09/27/2023	100.00
19950 - TRACY FULCE	CANDIDATES LUNCHEON	09/06/2023	09/27/2023	09/27/2023	107.72
	Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 2	<u>\$207.72</u>
Account 62295 - TRAINING & TRAVEL					
19292 - KASANDRA TREJO	CCS CONFERENCE MILEAGE REIMB TREJO K	09/22/2023	09/27/2023	09/27/2023	27.72
	Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions 1	<u>\$27.72</u>
Account 65095 - OFFICE SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	09/12/2023	09/27/2023	09/27/2023	175.60
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	09/06/2023	09/27/2023	09/27/2023	75.96
	Account 65095 - OFFICE SUPPLIES Totals			Invoice Transactions 2	<u>\$251.56</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions 5	<u>\$487.00</u>
	Department 48 - LIBRARY Totals			Invoice Transactions 102	<u>\$56,552.99</u>
	Fund 185 - LIBRARY FUND Totals			Invoice Transactions 102	<u>\$56,552.99</u>
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	09/12/2023	09/27/2023	09/27/2023	46,613.80
	Account 65515 - OTHER IMPROVEMENTS Totals			Invoice Transactions 1	<u>\$46,613.80</u>
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals			Invoice Transactions 1	<u>\$46,613.80</u>
	Department 48 - LIBRARY Totals			Invoice Transactions 1	<u>\$46,613.80</u>
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals			Invoice Transactions 1	<u>\$46,613.80</u>
				Invoice Transactions 103	<u>\$103,166.79</u>

* = Prior Fiscal Year Activity

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	71930 - MLK SELF PARK	IL	60616	\$ 16.00	6/26/2023	62295 TRAINING & TRAVEL	STAFF ALA CONFERENCE PARKING RECEIPT	185.48.4845	-	Madison	Elascha
LIBRARY	DOMINOS 9175	IL	60201	\$ 70.47	6/26/2023	65002 STATE GRANT EXPENSE	STEM CAMP FRIDAY LUNCH FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 50.61	6/26/2023	65040 JANITORIAL SUPPLIES	ENERGIZER MAX D B PACK AT 3 PER PACK @ 16.87	185.48.4840	-	Wade	Ray
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 35.27	6/26/2023	65040 JANITORIAL SUPPLIES	ONE 20 FEET REEL WITH 4 OUTLETS	185.48.4840	-	Wade	Ray
LIBRARY	TARGET.COM	MN	55445	\$ 15.00	6/26/2023	65100 LIBRARY SUPPLIES	IDL PRIDE PARADE PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 29.96	6/26/2023	65100 LIBRARY SUPPLIES	IDL SUMMER READING SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	71930 - MLK SELF PARK	IL	60616	\$ 25.00	6/27/2023	62295 TRAINING & TRAVEL	STAFF ALA CONFERENCE PARKING RECEIPT	185.48.4845	-	Madison	Elascha
LIBRARY	DC LARTREE	IL	60201	\$ 11.25	6/27/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	GRAINGER	IL	60045-5202	\$ 191.36	6/27/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	GRAINGER	IL	60045-5202	\$ 999.57	6/27/2023	65050 BUILDING MAINTENANCE MATERIAL	WALKY TALKIE DEVICES FOR THE BUILDING	185.48.4840	-	Devaney	John
LIBRARY	71930 - MLK SELF PARK	IL	60616	\$ 25.00	6/28/2023	62295 TRAINING & TRAVEL	STAFF ALA CONFERENCE PARKING RECEIPT	185.48.4845	-	Madison	Elascha
LIBRARY	AMZN MKTP US 5987PNQ3	WA	98109	\$ 74.24	6/28/2023	65100 LIBRARY SUPPLIES	IDL STEM PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	UW MADISON SOE PLACE	WI	53706-1707	\$ 100.00	6/29/2023	62295 TRAINING & TRAVEL	ELL AND IDL STAFF REGISTRATION FOR PLA CONFERENCE. THE NATIONAL MAKERS GROUP WILL REIMBURSE EP	185.48.4845	-	Madison	Elascha
LIBRARY	JIMMY JOHNS - 0562	IL	60202	\$ 74.99	6/29/2023	65025 FOOD	TEA AND TALK PROGRAM TOCF	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	FIVE WISHES	FL	32301	\$ 58.33	6/29/2023	65100 LIBRARY SUPPLIES	RC LIBRARY SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 173.70	6/30/2023	65001 FEDERAL GRANT EXPENSE	FILM IT CHALLENGE PRIZES. FUNDING THROUGH PNG GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	ABLE DISTRIBUTORS	IL	60202	\$ 1,277.07	6/30/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL	185.48.4840	-	Devaney	John
LIBRARY	PY ANCHORFISH PRINTIN	IL	60202	\$ 434.55	6/30/2023	65095 OFFICE SUPPLIES	EPL T-SHIRT ORDER FOR STAFF	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 8.95	6/30/2023	65100 LIBRARY SUPPLIES	ELL MAKER KIDS PROGRAM SUPPLIES	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WJSJ/BARRONS SUBSCRIPTI	NJ	08852	\$ 20.99	6/30/2023	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Bojorquez	Mariana P
LIBRARY	GOOGLE GSUITE EPL_ORG	CA	94043	\$ 48.96	7/3/2023	62340 IT COMPUTER SOFTWARE	GOOGLE HOST FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	BESTBUYCOM806773702108	MN	55423	\$ 249.99	7/3/2023	65001 FEDERAL GRANT EXPENSE	FILM IT CHALLENGE PRIZES. FUNDING THROUGH THE PNG GRANT	185.48.4835	-	Madison	Elascha
LIBRARY	BESTBUYCOM806773702108	MN	55423	\$ 339.98	7/3/2023	65001 FEDERAL GRANT EXPENSE	FILM IT CHALLENGE PRIZES. FUNDING THROUGH THE PNG GRANT	185.48.4835	-	Madison	Elascha
LIBRARY	AMZN MKTP US 663LV0Y3	WA	98109	\$ 19.98	7/3/2023	65001 FEDERAL GRANT EXPENSE	IDL PNG GRANT PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US L3LL1XV3	WA	98109	\$ 299.08	7/3/2023	65001 FEDERAL GRANT EXPENSE	IDL PNG GRANT PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART.COM	CA	94066	\$ 283.85	7/3/2023	65001 FEDERAL GRANT EXPENSE	IDL PNG GRANT PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 1,391.30	7/3/2023	65001 FEDERAL GRANT EXPENSE	IDL PNG GRANT SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 1,460.24	7/3/2023	65001 FEDERAL GRANT EXPENSE	IDL PNG GRANT SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 600.00	7/3/2023	65001 FEDERAL GRANT EXPENSE	PNG GRANT SUPPLIES FOR CHALLENGE MENTORS	185.48.4835	-	Madison	Elascha
LIBRARY	TARGET 00032839	IL	60201	\$ 700.00	7/3/2023	65001 FEDERAL GRANT EXPENSE	PNG GRANT SUPPLIES FOR CHALLENGE MENTORS	185.48.4835	-	Madison	Elascha
LIBRARY	SP BROWN DOG GADGETS	WI	53005	\$ 380.20	7/3/2023	65001 FEDERAL GRANT EXPENSE	PNG GRANT SUPPLIES FOR FILM IT	185.48.4835	-	Madison	Elascha
LIBRARY	DOMINOS 9175	IL	60201	\$ 35.93	7/3/2023	65002 STATE GRANT EXPENSE	STEM CAMP FRIDAY LUNCH FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 43.98	7/3/2023	65100 LIBRARY SUPPLIES	ELL GENERAL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	7/3/2023	65100 LIBRARY SUPPLIES	EPL WP ENGINE	185.48.4835	-	Madison	Elascha
LIBRARY	AMAZON.COM AS4EU6JE3	WA	98109	\$ 280.78	7/3/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 934538U3	WA	98109	\$ 20.83	7/3/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM JR3LBIY3	WA	98109	\$ 9.99	7/4/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 60.00	7/5/2023	62340 IT COMPUTER SOFTWARE	PAYPAL MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ (129.39)	7/5/2023	65001 FEDERAL GRANT EXPENSE	TAX CREDIT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ (135.76)	7/5/2023	65001 FEDERAL GRANT EXPENSE	TAX CREDIT	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	S3 STORES 616-259-5711	ON	N7L_3G5	\$ 802.10	7/6/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 7.98	7/7/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 17.91	7/7/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	GAN USA TODAY/RC	IN	46038	\$ 29.00	7/7/2023	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Devaney	John
LIBRARY	PAYPAL WALMART.COM	CA	94066	\$ 68.62	7/10/2023	65100 LIBRARY SUPPLIES	IDL OFFICE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	SP TFD SUPPLIES	IL	62208	\$ 165.00	7/10/2023	65100 LIBRARY SUPPLIES	IDL OFFICE SUPPLIES BULK EARPHONES ORDER	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 16.97	7/10/2023	65100 LIBRARY SUPPLIES	RC STAFF MEETING	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	BOOKENDS & BEGINNINGS	IL	60201-3775	\$ 180.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	COLLECTIVO COFFEE- EVAN	IL	60201	\$ 105.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	POTBELLY #5	IL	60201	\$ 60.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	TRADER JOE S #702	IL	60202	\$ 240.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	WGC CHIPOTLE	CO	80202	\$ 60.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	WGC CHIPOTLE	CO	80202	\$ 60.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	WGC CHIPOTLE	CO	80202	\$ 60.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFIDS EVN 10076	IL	60201	\$ 210.00	7/10/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARDS	100.19.1929	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 33.46	7/11/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	MN	55445	\$ 60.00	7/12/2023	65100 LIBRARY SUPPLIES	ACCESS OFFICE SUPPLIES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 60.00	7/12/2023	65125 OTHER COMMODITIES	PUBLIC SERVICE RECOGNITION GIFT CARD PURCHASE	100.19.1929	-	Wade	Ray
LIBRARY	HERO FROGE	CA	90405	\$ 55.93	7/13/2023	65002 STATE GRANT EXPENSE	STEM CAMP D&D PROGRAM SUPPLIES THROUGH D65	185.48.4835	-	Madison	Elascha
LIBRARY	PAYPAL GUITARCENTE	CA	91362	\$ 240.69	7/14/2023	65002 STATE GRANT EXPENSE	MEMORY CAFE KEYBOARD AND ACCESSORIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL GUITARCENTE	CA	91362	\$ 141.83	7/14/2023	65002 STATE GRANT EXPENSE	MEMORY CAFE KEYBOARD AND ACCESSORIES SPLIT BILL	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL HUMANSOLLTN	TX	787543975	\$ 18.06	7/14/2023	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	WORLD MARKET #147	IL	60201	\$ 27.44	7/14/2023	65100 LIBRARY SUPPLIES	TEEN ANIME CLUB PROGRAM SUPPLIES	185.48.4835	-	Madison	Elascha
LIBRARY	DOMINOS 9175	IL	60201	\$ 39.95	7/17/2023	65002 STATE GRANT EXPENSE	FRIDAY SUMMER CAMP LUNCH FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 54.00	7/17/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 157.91	7/17/2023	65050 BUILDING MAINTENANCE MATERIAL	LIGHTS AND DOOR BELL	185.48.4840	-	Parker	Eric
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 59.95	7/17/2023	65050 BUILDING MAINTENANCE MATERIAL	LIGHTS AND OFF BUG REPELLANT	185.48.4840	-	Parker	Eric
LIBRARY	PAYPAL WALMART.COM	CA	94066	\$ 51.85	7/17/2023	65100 LIBRARY SUPPLIES	CROWN OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	FUTUREMAKERS	MD	21211	\$ 73.57	7/17/2023	65100 LIBRARY SUPPLIES	ELL ADM PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART.COM	CA	94066	\$ 69.28	7/17/2023	65100 LIBRARY SUPPLIES	ELL MAKER KIDS PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES #957	CA	44906	\$ 90.33	7/17/2023	65100 LIBRARY SUPPLIES	WILLIAM ESTRADA PROGRAM CROWN - MB/TO	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TECHSOUP	CA	94107	\$ 165.00	7/18/2023	62340 IT COMPUTER SOFTWARE	MOBILE HOTSPOTS REPLACEMENT	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	FOOD4LESS #0558	IL	60202	\$ 42.10	7/18/2023	65100 LIBRARY SUPPLIES	DEATH CAFE. TAKE&MAKE AND REPAIR CAFE - BE	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	MOBILE BEACON	RI	02919	\$ 1,375.00	7/19/2023	62340 IT COMPUTER SOFTWARE	MOBILE HOTSPOTS REPLACEMENT	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	JOHNSON LOCKSMITH INC	IL	60201	\$ 141.00	7/19/2023	65050 BUILDING MAINTENANCE MATERIAL	KEYS FOR MIKE.	185.48.4840	-	Parker	Eric
LIBRARY	WJSJ/BARRONS SUBSCRIPTI	NJ	08852	\$ 61.49	7/19/2023	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Bojorquez	Mariana P
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 26.00	7/19/2023	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION SECOND COPY	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00090274	IL	60202	\$ 44.84	7/20/2023	65100 LIBRARY SUPPLIES	ROBIN RC CHILDREN ART KART PURCHASES	185.48.4845	-	Bojorquez	Mariana P
LIBRARY	NINTENDO CA1022538345	WA	98052	\$ 63.74	7/21/2023	65100 LIBRARY SUPPLIES	DIGITAL VIDEO GAME FOR LIBRARY NINTENDO SWITCH FOR TEEN CLUB	185.48.4845	-	Bojorquez	Mariana P
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 41.22	7/21/2023	65100 LIBRARY SUPPLIES	SNACKS FOR RC CAMP	185.48.4845	-	Bojorquez	Mariana P
LIBRARY	TARGET 00090274	IL	60202	\$ 18.38	7/21/2023	65100 LIBRARY SUPPLIES	STEM CAMP RC	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	FIVE BELOW 7004	IL	60659	\$ 20.05	7/21/2023	65100 LIBRARY SUPPLIES	TEEN GAMING - KM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	AMTRAK_C02020704590526	DC	20001	\$ 39.00	7/24/2023	62295 TRAINING & TRAVEL	CONFERENCE TRANSPORTATION FOR T WORKS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	HAMPTON INNS	WI	53703								



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
October 10, 2023

Members present: Joyce Miller-Bean, Yesenia Cancel, Esther Wallen, Michelle Khuu, Michelle Judon, Brenda Wallace, Janice Meija, Heather Norborg, Lorena Neal (note taker)

Meeting opened by Joyce reading the Land Acknowledgement.

Heather gave an update on the Executive Director Search, announcing the appointment of Yolande Wilburn. Esther thanked the group again for their input and participation in the process.

Joyce led the group in an icebreaker, asking members to share a book, person or event that had a positive effect on you and made you want to participate in racial equity work.

Michelle and Brenda lead the group in a brainstorming session on priorities and next steps for the RETF. They asked the group to list things they have learned about EPL as part of this group and questions they still have and deficits they have identified. They then led us in an exercise to identify ideas to address those deficits. The group can continue to add to the spreadsheet this week and Michelle and Brenda will compile the results to share with all of the members to vote on a project(s) to undertake.

Janice shared an update on her meetings with Tyler related to her NU students who will be researching a project for EPL.

Library Director's Report October 18, 2023

Updates:

Our fall Staff Day will be Thursday, October 26. Both libraries will be closed for staff training. We will have a local library speaker on customer service as well as team meetings and breakout sessions led by EPL staff highlighting some of our innovative programs and giving staff time to collaborate and learn from each other.

Data Dashboard

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

Staff reports:

Spotlight on Author Events and Book Discussion Groups for Adults

The Evanston Public Library facilitates a number of interesting and quality literature-related events for the public. We offer a balance of in-person and virtual events. Many of our author events are in collaboration with other area libraries.

Author Events:

Illinois Libraries Present (ILP)

EPL is a founding member of Illinois Libraries Present, the mission of which is to provide premier online events, featuring national names and social justice/EDI issues, at equitable prices for participating member libraries of all sizes and budgets; (ILP) connects communities and audiences across the state through shared event experiences. EPL librarian Heather Ross is on the steering committee and is the current co-chair of the Programming Committee for ILP. The ILP season runs from fall through spring. The 2023/2024 season's authors include:

- Two-time Pulitzer Prize winning author **Colson Whitehead** - he is the #1 *New York Times* bestselling author of *The Underground Railroad*, *The Nickel Boys*, and other titles.
- **Stephen Graham Jones**, the *New York Times* bestselling author of *The Only Good Indians* and *Don't Fear the Reaper*.
- **Grace Lin**, award-winning and *New York Times* bestselling author/illustrator of picture books, early readers, and middle-grade novels.
- **Maya Camille Broussard**, star of Netflix's *Bake Squad*, owner of Chicago-based *Justice of the Pies*, and cookbook author.
- **Lori Gottlieb**, *New York Times* bestselling author of *Maybe You Should Talk to Someone*, and co-host of the "Dear Therapists" podcast.
- A panel discussion featuring three best-selling science fiction writers, **Cory Doctorow, Ken Liu, and Martha Wells**.

Local Author Events

EPL also partners with local bookstores and organizations to host events highlighting the work of local authors. A sample of some recent local author events we have held are:

- **Encountering Evanston History: A Panel Discussion** at which several of the authors who wrote *Encountering Evanston History*, a book that contains 75 fascinating stories about Evanston and its history, were in conversation to discuss some of Evanston's historical highlights.
- **Mystery/Suspense Author Panel** at which local authors Susanna Calkins (*Death Among the Ruins*), Tracy Clark (Cassandra Rains Chicago mysteries), Mia Manansala (Tita Rosie's Kitchen mysteries), and Lori Rader-Day (*Death at Greenway*) were joined by Wanda M. Morris (*Anywhere You Run*), visiting from Atlanta. Rader-Day led the all-star group in a discussion about mystery and suspense writing. This event was in partnership with Bookends & Beginnings.
- **Grosse Point Lighthouse: Illuminating America's Heartland** Donald J. Terras, director of the Lighthouse Park District in Evanston, resident keeper of Evanston's Grosse Point Lighthouse and author of *The Grosse Point Lighthouse*, hosted a multimedia presentation of our iconic lighthouse in honor of its 150th anniversary.
- **Stop Waiting for Perfect with L'Oreal Thompson Payton** In conversation with Pam R. Johnson Davis, Evanston author Payton discussed her new book *Stop Waiting for Perfect: Step Out of Your Comfort Zone and Into Your Power*.

Book Discussion Groups:

Over the years, EPL has established a number of book discussion groups that have a loyal following. We always look for ways to welcome new attendees as well as use these groups to highlight titles and authors related to themes or cultural celebrations. For example, upcoming this November, most of these groups have selected titles by indigenous authors for Indigenous People's Month. We have a balance of in-person and virtual groups to give options for our patrons.

Better Off Read Book Group

This monthly group meets in-person at the Main Library. The genres we read run the gamut from graphic novels to science fiction, romance to westerns, memoirs to poetry. This group is enhanced by semi-regular virtual author visits and book-related excursions.

Crown Book Group

This monthly group meets in-person at the Robert Crown Branch Library. We read the best books you've *probably* never heard of! This group is focused on elevating stories you may have missed over the last few years from LGBTQ+ writers and authors of color.

History Book Group

This bi-monthly group meets in-person at the Main Library. This group discusses works of history in the broadest sense, including biographies, surveys, popular history, history of science and medicine, travel writing, etc., alternating between works on American history and books on international subjects.

Mission Impossible Book Groups

Mission Impossible is an annual reading program where we gather throughout the year to discuss challenging works by one author. The 2023/2024 Mission Impossible author is Salman Rushdie. There are multiple discussion groups, some of which meet in-person and some of which meet virtually. Most of these groups are facilitated by library volunteers.

On the Case Mystery Book Group

This group meets monthly in-person at the Main Library. It is dedicated to mystery lovers, and those who love solving crime and trailing stories of intrigue.

Readability Book Group

Readability is a group for adults with disabilities and is run in conjunction with Center For Independent Futures. There are two cohorts that meet virtually once a week over the course of 3 to 4 months to discuss one title. The facilitator reads the book aloud to the group and leads a discussion of the reading.

Science Fiction & Fantasy Book Group

This group meets virtually once a month. It is devoted to reading and discussing speculative fiction. The group members nominate and vote on our books throughout the year, and also share recommendations at our annual New Year, New Books meeting.

True Crime Book Group

This group meets virtually once a month to discuss a different true crime-related title. Past books have covered topics ranging from serial killers to art thieves to forensics and covered both modern to historical time periods.

Wider Net Book Group

This group meets virtually once a month. We read modern classics and contemporary fiction from American and international authors, biographies, history and other non-fiction titles.

Patron Feedback of Note:

Robert Crown Library Branch received this complementary email from a patron:
“Hi, I wanted to send a quick note of appreciation for all the wonderful programming at the Robert Crown branch.

I recently moved to the west side of Evanston after having lived near Howard the last 12 years. The Robert Crown library branch and its staff are AMAZING. I have attended multiple events held by the library, including:

- Repair café
- Sashiko class
- Hydroponics class
- Knitting & stitch groups

Each have been a wonderful experience. These are resources that Evanston is so privileged to have available to us!

In particular I would love to see more classes similar to the sashiko class—it was very interesting to learn about Japanese culture, and the sashiko skill seems so appropriate in a world where many fabric items are thrown away or replaced before their utility has been exhausted. I am legitimately excited to tear my jeans just so that I can patch them now.

Thanks again for all the wonderful programs!”

Press Mentions:

[Library names new executive director.](#) Evanston Now. Oct. 5, 2023.

[Evanston Public Library names Yolande Wilburn as new executive director.](#) Daily Northwestern. Oct. 5, 2023.

[Evanston Public Library names new director, ending long search.](#) Evanston Roundtable. Oct. 5, 2023.

[Yolande Wilburn named new executive director of the Evanston Public Library.](#) Evanston Patch. Oct. 6, 2023.

[Sculptor: I wanted it to actually have a presence.](#) Evanston Roundtable. Oct. 8, 2023.

[At This Time.](#) Evanston Roundtable. Oct. 8, 2023.

[Evanston Public Library celebrates 150!](#) Evanston Roundtable. Oct. 4, 2023.

[Erasing Black history, struggling with perfectionism are topics in library program.](#) Evanston Roundtable. Oct. 3, 2023.

[EPD Statement: Recent bomb threats are 'unsubstantiated hoaxes.'](#) Daily Northwestern. Oct. 1, 2023.

[Library thanks Evanston community for support amid recent bomb threats.](#) Evanston Roundtable. Oct. 2, 2023.

[Evanston Public Library celebrates 150th Anniversary with yearlong programming.](#) Daily Northwestern. Oct. 1, 2023.

[ETHS hosts Literacy Fest on Oct. 7.](#) Evanston Roundtable. Sept. 28, 2023.

[Library Trustees opt for 9% tax hike to tame deficit forecast.](#) Evanston Roundtable. Sept. 27, 2023.

[Hispanic Heritage Month celebrates Evanston's growing Latine population.](#) Daily Northwestern. Sept. 25, 2023.

[Library ends online contact feature after bomb threats.](#) Evanston Roundtable. Sept. 21, 2023.

[City vetting finalists for library director post.](#) Evanston Roundtable. Sept. 21, 2023.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: October 11, 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:

- An offer for a full-time Library Assistant - copy cataloger position in Access Services was accepted. Karina Andrus, is being promoted from Public Services Substitute and will start later in November.
- Two full-time positions were posted internally, to recruit applicants from current Library and City staff:
 - Teen Engagement Coordinator in IDL (formerly Elacsha Madison's position. Elacsha was promoted to IDL Manager in July)
 - Branch Assistant with a focus on Tweens and STEM (this vacancy was transferred from LLL to Crown to fill a need for more programming for the abundance of young people who use the Crown space)
- Interviews for a part-time Library Shelver position in Access Services were completed and an offer has been made (formerly Taylor Keahy's position. Taylor was promoted to part-time Library Assistant in ELL)
- Interviews for a part-time Clerk position in Access Services are being scheduled.
- We are accepting applications for a full-time Administrative Lead position in Administration.
- We are accepting applications for a part-time Branch Clerk position at Crown.
- We are finalizing the postings for a number of additional vacancies, including the full-time Branch Manager for Crown and the full-time Social Worker.

With gratitude for his many years of service to the Library and careful stewardship of the library's facilities, we share the news that EPL Facilities Manager John Devaney has announced his retirement, effective 11/1/2023.

Financial Resources

Agenda Item 9

The Library Fund financial report for the period ending September 30th is included for your review. For the operating fund, revenue collection is at 57% of budget projection and expenditures 67%. Capital fund expenditures total 73% of the budget.

Facilities Update

The boiler upgrade project continues to wrap up and the building now has heat. This project is expected to be complete by 11/1/2023.



Budget Performance Report

Fiscal Year to Date 09/30/23

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 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,535,472.00	.00	7,535,472.00	.00	.00	4,074,826.99	3,460,645.01	54	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	6,126.35
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	18.93	.00	282.57	117.43	71	454.84
55201	Federal Grants	100,000.00	.00	100,000.00	.00	.00	50,374.06	49,625.94	50	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	143,320.18	(33,454.18)	130	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	181,300.44	218,699.56	45	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	3,237.47	1,762.53	65	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(96.00)	96.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	24,444.43	.00	202,070.36	(180,470.36)	936	68,818.53
57002	TRANSFER FROM ENDOWMENT	250,000.00	.00	250,000.00	.00	.00	166,460.00	83,540.00	67	217,929.86
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	19,977.31	2,022.69	91	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	2,575.97	424.03	86	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	.00	.00	10,053.62	(1,053.62)	112	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	3,414.65	(2,414.65)	341	2,765.84
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	13,638.00	6,756.00	67	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	13,707.50	86,292.50	14	41,727.49
REVENUE TOTALS		\$8,577,732.00	\$0.00	\$8,577,732.00	\$24,463.36	\$0.00	\$4,885,143.12	\$3,692,588.88	57%	\$8,354,319.73
EXPENSE										
61010	REGULAR PAY	3,562,096.20	.00	3,562,096.20	444,987.40	.00	2,354,636.14	1,207,460.06	66	2,978,002.55
61050	PERMANENT PART-TIME	1,345,141.20	.00	1,345,141.20	136,910.89	.00	967,098.40	378,042.80	72	1,204,517.09
61060	SEASONAL EMPLOYEES	48,575.00	(16,575.00)	32,000.00	2,181.00	.00	16,137.00	15,863.00	50	63,436.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	2,464.94	.00	14,026.20	(4,026.20)	140	13,584.69
61415	TERMINATION PAYOUTS	.00	.00	.00	3,184.38	.00	28,430.04	(28,430.04)	+++	125,537.04
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,373.80	(3,373.80)	+++	3,732.64
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	2,100.49
61510	HEALTH INSURANCE	659,089.88	.00	659,089.88	47,014.14	.00	425,139.39	233,950.49	65	534,587.98
61615	LIFE INSURANCE	1,927.00	.00	1,927.00	95.25	.00	827.91	1,099.09	43	2,046.40
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	2,400.00
61626	CELL PHONE ALLOWANCE	2,025.00	.00	2,025.00	159.00	.00	1,398.00	627.00	69	1,794.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	360.00
61710	IMRF	156,590.44	.00	156,590.44	18,754.16	.00	107,870.14	48,720.30	69	195,688.52
61725	SOCIAL SECURITY	301,791.59	.00	301,791.59	35,761.53	.00	203,301.98	98,489.61	67	261,772.53
61730	MEDICARE	71,420.02	.00	71,420.02	8,363.55	.00	47,546.34	23,873.68	67	61,728.26
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	557.72	(3,400.00)	64,156.13	74,243.87	45	170,560.50
62205	ADVERTISING	4,000.00	.00	4,000.00	.00	.00	35.77	3,964.23	1	1,455.61
62210	PRINTING	45,000.00	.00	45,000.00	.00	.00	25,591.51	19,408.49	57	9,672.27
62225	BLDG MAINTENANCE SERVICES	232,295.00	.00	232,295.00	15,400.51	52,600.00	195,283.56	(15,588.56)	107	241,472.84
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	1,232.50	(232.50)	123	.00
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0	.00



Budget Performance Report

Fiscal Year to Date 09/30/23

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 185 - LIBRARY FUND										
EXPENSE										
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	.00	.00	.00	85,000.00	0	(2,849.23)
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	416.38	.00	22,043.94	2,956.06	88	30,253.43
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	4,077.00	1,363.00	75	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,663.00	1,222.00	75	4,884.96
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	1,442.24	(442.24)	144	4,760.28
62340	IT COMPUTER SOFTWARE	271,249.00	.00	271,249.00	16,760.96	.00	119,321.53	151,927.47	44	219,674.70
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	28,056.22	.00	295,044.36	(14,789.36)	105	359,646.91
62360	MEMBERSHIP DUES	2,075.00	.00	2,075.00	.00	.00	1,409.00	666.00	68	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	8,500.00	.00	8,500.00	.00	.00	2,605.14	5,894.86	31	4,633.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	439.80	.00	3,950.57	1,749.43	69	4,479.26
64005	ELECTRICITY	120,000.00	.00	120,000.00	.00	.00	57,977.12	62,022.88	48	89,498.92
64009	UTILITIES - COE WATER	11,000.00	.00	11,000.00	.00	.00	6,517.81	4,482.19	59	7,454.59
64015	NATURAL GAS	33,900.00	.00	33,900.00	.00	.00	8,313.82	25,586.18	25	24,628.05
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65001	FEDERAL GRANT EXPENSE	21,590.00	.00	21,590.00	.00	.00	13,398.41	8,191.59	62	.00
65002	STATE GRANT EXPENSE	13,300.00	.00	13,300.00	828.17	.07	22,958.05	(9,658.12)	173	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	3,279.78	3,720.22	47	8,186.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	.00	.00	9,539.53	8,837.47	52	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	843.41	852.50	15,665.60	18,481.90	47	16,772.30
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	251.56	5,728.69	17,697.67	26,573.64	47	26,820.89
65100	LIBRARY SUPPLIES	107,930.00	.00	107,930.00	1,617.18	389.70	65,010.32	42,529.98	61	143,036.91
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	511.62	.00	511.62	988.38	34	1,000.00
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	.00	.00	10,836.00	25,814.00	30	83,188.07
65630	LIBRARY BOOKS	561,400.00	.00	561,400.00	44,850.03	.00	357,787.03	203,612.97	64	506,777.66
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	5,597.88	902.12	86	6,015.23
65641	AUDIO VISUAL COLLECTIONS	50,500.00	.00	50,500.00	4,709.18	.00	37,740.96	12,759.04	75	49,140.20
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	221,247.00	73,753.00	75	289,328.04
EXPENSE TOTALS		\$8,669,919.33	(\$16,575.00)	\$8,653,344.33	\$840,561.98	\$56,170.96	\$5,764,260.19	\$2,832,913.18	67%	\$7,781,209.77
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,577,732.00	.00	8,577,732.00	24,463.36	.00	4,885,143.12	3,692,588.88	57%	8,354,319.73
EXPENSE TOTALS		8,669,919.33	(16,575.00)	8,653,344.33	840,561.98	56,170.96	5,764,260.19	2,832,913.18	67%	7,781,209.77
Fund 185 - LIBRARY FUND Totals		(\$92,187.33)	\$16,575.00	(\$75,612.33)	(\$816,098.62)	(\$56,170.96)	(\$879,117.07)	\$859,675.70		\$573,109.96



Budget Performance Report

Fiscal Year to Date 09/30/23

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 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50	506,626.00
REVENUE TOTALS		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
EXPENSE										
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	116,091.50	116,091.50	50	240,281.64
EXPENSE TOTALS		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
REVENUE TOTALS		507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50%	506,626.00
EXPENSE TOTALS		507,913.00	.00	507,913.00	.00	.00	116,091.50	391,821.50	23%	504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,864.50	(\$137,864.50)		\$1,638.36
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	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										
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	46,613.80	887,626.50	512,176.11	(449,802.61)	147	173,737.09
EXPENSE TOTALS		\$950,000.00	\$0.00	\$950,000.00	\$46,613.80	\$887,626.50	\$512,176.11	(\$449,802.61)	147%	\$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	46,613.80	887,626.50	512,176.11	(449,802.61)	147%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$46,613.80)	(\$887,626.50)	(\$512,176.11)	\$1,399,802.61		(\$173,737.09)
Grand Totals										
REVENUE TOTALS		10,035,645.00	.00	10,035,645.00	24,463.36	.00	5,139,099.12	4,896,545.88	51%	8,860,945.73
EXPENSE TOTALS		10,127,832.33	(16,575.00)	10,111,257.33	887,175.78	943,797.46	6,392,527.80	2,774,932.07	73%	8,459,934.50
Grand Totals		(\$92,187.33)	\$16,575.00	(\$75,612.33)	(\$862,712.42)	(\$943,797.46)	(\$1,253,428.68)	\$2,121,613.81		\$401,011.23

Endowment for the Evanston Public Library
 Holdings as of September 2023

	Symbol	Shares/Quantity	Price	Value as of September 30, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$292,378.28	\$292,378.28	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%
				\$292,378.28		100.0%
						Cash Equivalents 100.0%
						US Treasury Inflation Protected Securities 0.0%
						100.0%

**Evanston Public Library Endowment Fund
Statement of Activity
August 01, 2023 through August 31, 2023**

Beginning Balance		4,035,614.72
Revenue		
Investment results	-68,213.01	
Total Revenues		-68,213.01
Distributions/Grants and Expenses		
Foundation support charge	-2,184.77	
Total Distributions		-2,184.77
Ending Balance		3,965,216.94



Memorandum

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director

Subject: FY2023 Proposed Library Expenditure Budget

Date: October 18, 2023

Summary

This memo will provide you with information on expenditures in the Library’s proposed expenditure budget for FY2024.

FY2024 Budget Operating Expenditures	Amount
Early Learning and Literacy	\$1,047,429
Lifelong Learning and Literacy	\$1,671,553
Access Services	\$1,560,504
Engagement Services	\$1,278,478
Innovation & Digital Learning	\$1,076,613
Maintenance	\$1,346,307
Administration	\$1,960,264
TOTAL	\$9,941,147

2024 Capital Improvement Planned Expenditures	Request
MAIN - Exterior Restoration	\$100,000
MAIN - Fire Systems Upgrade	\$200,000
MAIN - phase II interior painting	\$200,000
CROWN - interior reorganization	\$50,000
TOTAL	\$550,000

2024 Capital Improvement Projects - Detail

MAIN - Exterior Restoration - Every five (5) years our sandstone at Main Library should be resealed. The last time this was completed was eight (8) years ago.

MAIN - Fire system upgrades -This is a continuation of our continual phases of system restoration.

MAIN - Interior Painting - This is the next phase of interior painting that was started a few years ago.

CROWN - Interior reorganization - After three years of being in this new branch space, this project includes mild remodeling of service counters and public areas in order to serve the patrons more efficiently and safely.

Employment Agreement

The following agreement is made and entered into by and among the **Evanston Public Library Board of Trustees** (the "Board" or "Employer") and **Yolande Wilburn** an individual ("Employee," "Executive Director," or "ED"). Collectively, the Board and Employee shall be referred to herein as the "Parties".

The Parties believe this document will be of assistance to describe their relationship, to serve as the basis of effective communication between them, to resolve questions, and to describe certain terms and conditions of employment. The Parties hereby agree as follows:

Section 1: General Terms

Section 1(a): Authority to hire and employ

The power of appointment for ED is vested solely in the Board. After a Board vote and ratification, this document has been executed with the support of the Board to ratify the terms herein.

Section 1(b): Contact information for Board and Employee for execution and enduring notice

Evanston Public Library
Board of Trustees
Main Branch
1703 Orrington
Evanston, IL 60201
library-trustees@cityofevanston.org

Section 1(c): Position title, hours worked, location/duty station, start date.

The role is for the Executive Director (ED) of the Evanston Public Library. The anticipated start date is November 13, 2023.

As of the initial execution of this Agreement, there are two physical locations, described below. The ED is expected to maintain a primary office with regular Monday-Friday library business

hours and a routine full-time, 40-hour work week schedule between the two branch locations, primarily at the Orrington location. It is expected that the ED will also routinely be involved in community activities that may involve work hours outside of Monday-Friday library business hours. It is expected that the Employee shall attend all meetings of the Board. The Employee shall make a monthly report to the Board and submit an annual report at the first regular meeting after February 1. The Employee will attend City Council meetings as necessary which occur outside of library business hours. The ED is expected to flexibly operate their own schedule in a way that meets the library's needs and transparently communicates with staff.

Library locations

Main Branch
1703 Orrington
Evanston, IL 60201

Robert Crown Branch
1801 Main Street
Evanston, IL 60202

Section 2: Term and compensation

Section 2(a): Term of this Agreement

The Agreement execution initiates a four-year term. When all terms and conditions are successfully fulfilled, including the performance appraisals, there may be a mutual interest in renewing or renegotiation of this Agreement. If this Agreement is terminated prior to its fulfillment in 2027, Section 9, may address those issues.

Section 2(b): Base compensation

The Employee shall be paid at a base salary as an exempt employee of \$166,000 per year based on a full time schedule.

The Employee's annual base salary will be reevaluated annually based on performance, as described below. It will not decrease throughout the life of this Agreement. The Board will consider market conditions for a cost-of-living based adjustment to the Employee's base salary on an annual basis in conjunction with a performance adjustment.

Section 2(c): Relocation bonus

The Employee will receive a one-time taxable relocation bonus of \$10,000. This bonus will be paid in one lump sum in a separate distribution following the first scheduled payroll date for the Employee.

If the employee does not fulfill the four-year term of the Agreement, there may be a 25% on-demand clawback for this amount for each unfulfilled year of the Agreement. This will be effective if the Employee voluntarily separates from this Agreement without mutual Board consent. For example, in that scenario, the Employee would owe \$2,500 for each uncompleted year of the Agreement. See Section 9 for more information on how this would be returned in the event of an early separation.

Section 2(d): Deferred compensation retirement fund

The Board may use the Employee's non-pension retirement account as an option known as "deferred compensation." The Employee benefits from the tax-deferred compensation option of funding a retirement plan as part of their full compensation package in lieu of part of their base compensation or to reward performance.

The Employee will receive a signing and first year retention bonus of \$28,220, payable in two installments to the deferred compensation retirement fund. The Employee will receive the first installment in the retirement fund at the end of six months and the second installment at the end of the first year. These payments will not be tied to performance and are considered a signing and retention bonus.

Section 2(e): Performance compensation

In accordance with Section 8, the Board will evaluate the Employee's performance and establish routine opportunities to commensurately reward the Employee for successful performance and surpassing benchmarks. The Board is responsible for transparently conveying the expectations to the Employee in advance. See Section 8 for details.

Section 3: Time off

Section 3(a): Paid holidays

The Employee will be entitled to the following eight paid holidays each year when the library is closed, and five floating paid holidays, for a total of 13 paid holidays. The ED is responsible for maintaining appropriate staffing levels for each holiday when the Library is open, which is why there is a high number of floating holidays available.

Regular holidays

New Year's Day
Memorial Day
Juneteenth
Independence Day

Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

Floating holidays

The Employee receives five floating holidays each year. The Employee has access to these holidays at the beginning of each year and this is not time that is accrued. Floating holiday time cannot be carried over each year and must be used or it is lost. Floating holidays cannot be transferred to cash if the Employee separates from employment.

Section 3(b): Vacation Leave

Vacation Leave can be used for any purpose. The Employee will earn Vacation Leave on an accrual basis, beginning with 20 days in the first three years, then accruing 25 days in the fourth year of service. Upon separation from the Board, the Employee's Vacation Time is paid out in full.

Sick Leave cannot be combined with Vacation Leave to extend the Employee's vacation time. However, Vacation Leave can be used for any purpose.

Section 3(c): Sick Leave

The Employee will earn sick leave at the rate of one-half day per calendar month for the first six months of employment, and one day per calendar month thereafter, or 12 days per year. The Employee may only carry over a maximum of 275 hours (approximately 34 days) of Sick Leave each year.

Sick Leave may be used for health-related matters or caring for oneself and/or a family or household member. Examples include the diagnosis, care, or treatment of an existing health condition, and preventive care, including medical/dental/mental health appointments, for oneself or a family or household member.

Sick Leave cannot be combined with Vacation Leave to extend the Employee's vacation time.

Section 3(d): Bereavement leave

Paid Bereavement Leave

A leave of absence with pay which is not to exceed three working days will be granted to the Employee for a death in the immediate family. If the funeral is to take place over 500 miles (one way) from Evanston, the Employee shall be entitled to use up to five days of bereavement leave.

Immediate family for purposes of paid Bereavement Leave is defined as:

- Employee's
 - Spouse or Domestic/Civil Union Partner
 - Parent/Step-Parent
 - Grandparent
 - Sibling or Sibling-in-law
 - Child and Spouse
 - Stepchild and Spouse
 - Grandchild and Spouse

- Employee's Spouse's or Domestic/Civil Union Partner's
 - Parent
 - Grandparent
 - Sibling
 - Child
 - Stepchild
 - Grandchild

"Parent" shall include persons other than the employee's actual parent if said person or persons raised the employee during a substantial period of childhood.

The Board may require verification of the funeral and the Employee's relationship to the deceased.

Unpaid Bereavement Leave

A leave of absence without pay which is not to exceed ten (10) work days will be granted to the Employee to:

- Attend the funeral or alternative to a funeral of a covered family member;
- Make arrangements necessitated by the death of the covered family member;
- Grieve the death of the covered family member; or
- Be absent from work due to:
 - A miscarriage;
 - An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;

- A failed adoption match or an adoption that is not finalized because it is contested by another party;
- A failed surrogacy agreement;
- A diagnosis that negatively impacts pregnancy or fertility; or
- A still birth.

A covered family member as it pertains to unpaid leave shall include the Employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Bereavement leave under this Section must be completed within sixty (60) days after the date on which the Employee receives notice of the death of the covered family member or the date on which an event listed under paragraph (d) occurs.

Section 3(e): Requesting and taking time off

When possible, such as for pre-planned Sick Leave (e.g., planned procedures) and short-term (under five days) Vacation Leave, the Employee shall submit vacation leave requests to the Board no less than five days in advance. When the Employee plans to be out for more than five days, and is able to give the Board notice (i.e., there was not an emergency event), the Employee must give at least twice as much notice to the Board as the amount of time they are taking off. For example, if the Employee will be out of the office for ten business days, the Employee should give the Board twenty business days' notice in advance.

Requests will include a plan for Library management in their absence. The Employee does not have a vested or contractual right to the specific vacation date(s) selected and requested.

Section 4: Benefits

Section 4(a): Health insurance

The Employee will have the option to purchase insurance for comprehensive health, dental, and vision coverage through the City of Evanston's employee offering. The Employer will provide a separate addendum explaining the health offerings in detail, which are subject to change on an annual basis. This benefit is only available if the Employee selects the City's health coverage and is not transferable to offset another health plan.

The Employee is eligible for all health, dental, and vision coverage on the first day of the month following the start date. The City's Open Enrollment Period takes place annually and the Employee may choose to make changes in that time unless there is a Qualifying Life Event that allows them to have a Special Election Period.

The City may change their insurance offerings and plans at any time. They may change the contributions towards premiums, benefits, and cost sharing.

Section 4(b): Retirement pension and disability benefits

Full time public library employees are required by Illinois state law to participate in the IMRF pension plan. The Employee must contribute 4.5% of the Employee's pre-tax earnings on a biweekly basis to the fund. The Library's contribution each year varies based on actuarial analysis. Employees are eligible to apply for IMRF disability benefits after one year of employment.

Section 4(c): Life insurance

The Employee is offered life insurance where the full premium is paid by the Employer. The Employee's beneficiary or beneficiaries receive(s) 100% City-paid life insurance equal to their annual salary upon accidental death or death by illness. The Employee must be enrolled in the program to effectuate coverage.

Section 4(d): Benefit programs with no employer match

Through the Board and City of Evanston cooperation, the Employee is able to participate in several benefit programs. There is no Employer contribution to these offerings, unless noted and covered elsewhere, but they are available for the Employee:

- ICMA Deferred Compensation and Roth IRA benefits
- Credit Union
- Chicago Transit Authority and Regional Transit Authority Program
- Bright Start Program for 529 college savings

Section 4(e): Professional development

The Employee may use a budget of up to \$5,000 each year for their own professional development. This includes, but is not limited to: personal memberships in the Public Library Association and the Illinois Library Association, subscriptions and reasonable travel and other expenses for professional meetings, seminars, and other professional development activities to the extent budgeted and approved by the Board.

Section 4(f): IT equipment

Employee will be given a standard IT equipment package that includes a laptop and related hardware peripherals such as a monitor, mouse, and keyboard. All City of Evanston IT policies

will apply to hardware and software. Violations of these policies may be grounds for immediate dismissal. Employee is required to complete all IT-related training for the City of Evanston. The Employee should have no expectation of privacy on Library-issued IT equipment or applications.

Section 5: Reimbursements, travel, and related policy

Section 5(a): Reimbursement

The Employer will reimburse the Employee for reasonable business expenses to the extent budgeted and approved by the Board. The Employee will have an opportunity to submit budgets and requests for reimbursement through the monthly board meeting process. Reimbursement for expenses is handled through the Library's financial and reimbursement approval process.

Section 5(b): Stipends

Employee will be paid monthly for the following stipends to offset routine expenses and costs associated with travel and multiple locations for the job duties:

Phone stipend: \$75 per month (non-taxable reimbursement)

Automobile stipend: \$300 per month (non-taxable reimbursement)

Phone stipend

The purpose of the phone stipend is to offset the job requirement of having a mobile cellular phone and ensure that the Employee can stay in touch with staff, the Board, and stakeholders, access mobile applications such as email, and use the IT multi-factor authentication system for logging into the Library's email system. The Employee must abide by the travel policy regarding phone use in the next section.

Automobile stipend

The purpose of the automobile stipend is to offset the job requirement for driving to multiple sites – between libraries, community events, and offsite meetings. While public transportation may be available, it is not the most efficient use of the ED's time and automobile transport is typically preferred.

The automobile stipend requires that the Employee is responsible for all maintenance, repair, insurance, fees, street parking fees, and fuel for the vehicle. The Employee will be provided with free parking at both library sites. If parking lot fees are required for a community event or meeting, the Employee may submit those in an expense report for an event.

Section 5(c): Travel

Routine travel between the library sites and community events is required. The Employee will need to rely on an automobile at least some of the time. The Employee may also need to travel by other modes of transportation, depending on the type of trip.

Section 5(d): Travel and policy

The Employee may be asked to travel on a daily basis for routine job duties and may additionally travel for meetings and conferences. When traveling for Library business, the Employee is expected to demonstrate professional and ethical conduct and take precautions to maintain safety throughout the entire trip, even if local. This includes social events scheduled outside of business meetings. All sections of this Agreement apply while traveling for work. Additionally, the Employee must note the following expectations:

- Employee should not use a phone while operating a vehicle without a hands free device. Texting or emailing while driving is prohibited.
- Employee may not operate a vehicle while under the influence of alcohol or any other drugs that may impair their functions.
- Employee may not use smoked and vaped products around other employees, clients, or stakeholders.
- Employee is advised to avoid alcoholic beverages and legal cannabis, even in social settings on business trips with staff and community stakeholders.
- Regarding the COVID-19 pandemic, Employee must adhere to any travel safety protocols and agreements issued by the Board, City of Evanston, and the Centers for Disease Control and Prevention. This may include limitations on travel following infections, as well as testing, social distancing, facial coverings, and vaccinations/boosters.

Section 5(e): Travel reimbursement

Employee should refer to the City of Evanston Travel Expense Policy for allowable expenses when traveling for business. The Employee's reasonable costs for travel will be covered by the Employer, but a budget should be approved in advance.

Non-reimbursable travel expenses

- Airline club memberships
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location

- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion unless specifically justified with a manager or related to a medical issue (documentation may be requested)
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning

Section 6: Duties, responsibilities, & competencies

Section 6(a): Key Responsibilities

Setting and implementing the EPL strategic plan

- Direct and participate in long-range planning for the library to improve internal functions and delivery of services to the community including overseeing the Library's marketing and development activities.
- Model innovation, creativity, and thought leadership that is inclusive, transparent, and empowering in a manner that upholds the organization's vision and drives its mission.
- Foster a culture of continuous improvement by evaluating the organization's effectiveness using qualitative and quantitative data and refining the strategy to ensure success and sustainability.
- Ensure written and spoken communication is consistent with organizational goals and priorities, and advocate for EPL in ways that enhance our collective impact based on those goals and priorities.

Building strong relationships with transparency

- Build and maintain collaborative, trusted, engaged and effective working relationships with the community, Board of Trustees, the City of Evanston, the community, and other organizations (including elected officials, donors, foundations and grantors).
- Use Asset-Based Community Development to nurture a sense of belonging among staff, volunteers, and the community as a whole.
- Initiate, cultivate and lead efforts to generate philanthropic support and community partnerships and support for EPL's mission and vision, leveraging the Board as needed.
- Manage strong relationship and partnership with the Board of Trustees, maintaining regular and ongoing communication to ensure effective governance of EPL.

Hiring, managing and developing a strong team

- Coach, develop and support members of the senior leadership team to be effective in their roles and in their management of their teams and functional areas.

- Promote and foster equitable and inclusive recruiting, hiring, and onboarding practices to find, grow, and retain a diverse team.
- Develop and regularly update the succession plan for key positions in the organization.

Ensuring accessibility, high-quality programming and relevant patron experiences

- Ensure program excellence and evaluation, including documentation to meet government and grantor policies, to meet or exceed reporting requirements.
- Invest in maintaining and accumulating a robust collection that is inclusive and meets the needs and voices of Evanston's diverse community including our local schools and institutions of higher education.
- Create proactive systems that garner feedback from key stakeholders to inform program success and outcomes.

Operational effectiveness, safety and financial management

- Partner with the senior leadership team to manage the daily operations and to keep the services of the library system current with public/community needs.
- Systematize key functions in the organization to maximize efficiency, enhance productivity, and increase transparency and access to necessary information for internal stakeholders.
- Ensure the safety and security of all branches, providing the necessary support to keep staff and patrons safe at all times.
- Oversee the development and preparation of the annual Library operating budget that includes both revenue and expenditure history analysis and future projections and is clearly aligned with the library strategic goals and equity-driven priorities.
- Ensure maximum resource utilization, budget management, and maintenance of the organization to put the organization in a positive, productive and sustainable financial situation.
- Build upon the library's history of fundraising and grant seeking with a focus on finding creative additional sources of revenue

Section 6(b): Key Competencies

Champion for diversity, equity, access and inclusion

- Set ambitious goals to advance equity, and cultivate a culture of diversity, equity, inclusion, and access in the Library and throughout its engagement with patrons, the Evanston community, and Library staff.
- Engage meaningfully with diverse stakeholders in challenging dialogue and critical self-reflection around implicit bias, systemic racism, and structural inequities.
- Address inequities with urgency in order to improve the lives of current and future patrons in Evanston.

Authentic and honest communicator and listener

- Communicate clearly, authentically and with transparency while being mindful of the audience and mode of communication.
- Demonstrate ability to transition quickly from individual, detail oriented projects to collaborative, people oriented conversations.
- Navigate difficult conversations with a focus on and commitment to understanding others' perspectives that lead to progress.

Relationship builder and influencer

- Maintain visibility and presence in the branches and the community and work collaboratively with diverse stakeholders at all levels.
- Build positive relationships and coalitions both within the organization and outside of the organization that is inclusive of staff, patrons, community partners and city leaders.
- Facilitate conversations and establish buy-in for projects, programs, and initiatives aimed at supporting the goals of EPL.

Strategic planning, change management and effective execution

- Solve problems strategically while weighing the advantages and disadvantages of each approach with a systems level and equity lens.
- Exhibit a strong focus on short and long-term goals, accountability, and results; establish clear metrics for success.
- Think critically and lead thoughtful, transformative action within a complex organization.
- Use data and research based practices to analyze problems and translate those insights into systemic action.
- Analyze the conditions for change and offer innovative solutions to seemingly intractable problems and adapt strategy to changing conditions.

Section 6(c): Outside employment and fiduciary responsibilities

The Employee agrees not to accept outside employment while under the terms of this Agreement. This does not include occasional teaching, writing, or consulting opportunities performed in the Employee's time off, so long as this does not constitute a conflict of interest.

Due to this Employee's role in the public trust, it is also important to note for the board when there are other outside unpaid trustee relationships for the Employee, such as board memberships. The Employee should seek Board approval prior to committing to an activity that could present a perceived conflict of interest.

Section 7: Confidentiality and professional conduct

Section 7(a): Anti-harassment and anti-intimidation workplace

The Evanston Public Library, the City of Evanston, and the Board maintain a zero tolerance policy for harassment in the workplace of any kind. The Board is committed to providing a work environment for the Employee, their staff, and all patrons that is free from harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct.

The Board also has a zero tolerance policy for retaliation against individuals who participate in workplace investigations. This is strictly prohibited and may be grounds for immediate termination.

Prevention is the best way to eliminate harassment in the workplace. All Library employees are required to attend a training on harassment policy.

If the Employee needs to file a complaint to the Board and/or the City of Evanston Human Resources Department, an investigation may be the next step. The Board will make every attempt to assure confidentiality and will investigate all claims with impartiality and with regard for privacy and dignity. If an external investigator is required, the Board will assess this option.

Section 7(b): Conflicts of Interest

Confidence in the public trust is a critical value of this Board. The Employee is prohibited from solicitation, or acceptance of gifts and/or favors from vendors, consultants, or clients when the gifts result in financial gain for the Employee or the Library. Exceptions to this policy must be approved by a member of the Board and reported to the Board.

The Employee also must avoid any relationship or activity that might impair, or appear to impair, their ability to make objective and fair decisions and recommendations when performing their job. At times, the Employee may be faced with situations in which decisions taken on behalf of the Library may conflict with the Employee's own personal interests. The Library property, information, or business opportunities may not be used for personal gain. The public trust must be held in critical esteem.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while employed by the Library
- Hiring or supervising family members or closely related persons

These are examples. For any further clarification or guidance, the Employee should seek counsel from a member of the Board or the full Board.

Section 7(c): Confidentiality

In the course of doing business, there is certain information that the Employee, in their capacity as ED, will encounter regarding staff (i.e., Library employees), patrons, financial matters, and community matters. The Employee is expected that all sensitive data and information is handled privately and on a need-to-know basis only. When there is an expectation of confidentiality, the Employee is expected to maintain confidentiality.

This policy extends to social media as well.

Section 7(d): Ethics and integrity

The following section details several areas that may require an assessment of our ethical standards. In all cases, when a questionable issue arises, and an employee is in conflict about how to handle it, they should seek guidance from their manager or a company leader without fear of retribution.

The Employee will be required to complete an ethics training within the first 30 days.

The Employee will have other additional required training related to the Open Meetings Act (OMA), the Freedom of Information Act (FOIA), and other laws, regulations, and policies that help public officials conduct themselves with integrity, transparency, and honesty.

Section 8: Performance appraisal

This section focuses on the process and evaluation aspects of the Employee's performance. For the compensation aspect, see Section 2(e).

Section 8(a): Introductory performance reviews

Within 30 days of the Employee's start date, the Board will meet with the Employee to discuss the ED competencies, tactical plans, and how this will translate into expectations for performance over the first six months of employment. The Board will continue to communicate clear outcomes for the Employee at each monthly Board meeting. It is the Employee's responsibility to check in at the meeting to ensure this is on track.

After six months of employment, but not later than seven months of employment, the Board or a Subcommittee of the Board, will schedule a meeting with the Employee to discuss initial performance and give feedback about how the competencies are translating into durable work products and plans.

Section 8(b): Annual performance reviews

The Employee will be eligible for an annual performance review one year from the date of executing this Agreement. This review will take place after the Employee has completed a year of service and no later than twelve weeks after that date. The Board, or a Subcommittee of the Board, will use the following protocol for transparently evaluating the Employee. Future reviews will occur in the 1st quarter of the calendar year and apply annually thereafter.

- Employee and Board will each complete a mutual assessment that correlates with the initial competencies and any new priorities for the role
 - The Employee is given an opportunity to evaluate the Board's support and role in executing its responsibilities as well
 - The Employee will also complete a self-assessment
 - The Board will complete an assessment of the Employee
- The Board (or Subcommittee) will review the assessment data and will formulate a review to share with the Employee for a verbal review. The Employee will be given a written copy of the assessment.

The goal of this process is to transparently communicate all expectations in advance, course-correct, clearly communicate when there are issues, and have no surprises when performance reviews are completed.

Section 9: Separation

Section 9(a): General separation issues

As noted throughout this Agreement, this role of ED is an at-will position and may be terminated accordingly. The Board agrees to use the formal performance appraisal process described in

Section 8, as well as an informal performance review process, to transparently communicate feedback to the Employee and establish clear expectations.

However, if the Employee's employment is terminated by action of the Board, the Employee may receive a lump sum of cash payment as severance pay compensation, based on the number of years of service. This is at the Board's discretion and based on the circumstances of the separation. If there is an egregious just-cause termination, willful neglect, breach, conviction of any felony, or any crime that involves safety, no severance will be offered.

Severance compensation is inclusive of annual salary, contributions to deferred compensation, and any annual allowances or stipends. The Employee can opt to substitute any or all of the lump sum cash payment to cover the cost of continued health benefits.

Section 9(b): Voluntary Employee separation

If the Employee separates from the library voluntarily, they will be entitled to the following when notice is given in accordance with Section 9(c):

- Pay through the final date of work
- Cash value of unused vacation days, floating holidays, and 50% of sick days
- Insurance coverage through the end of the month
- All legal notices describing how to transfer retirement benefits, COBRA, etc.

The Board reserves the right to provide the Employee with pay and remove them from their duties if the Library is best served by this in the transition.

Section 9(c): Notice for separation

If the Employee wishes to separate from the Board/Library, a minimum notice of four weeks must be given. The Employee must note that there is a clawback provision in Section 2.

Section 9(d): Separation process

The Library and City of Evanston staff will work with the Employee to collect all city equipment, identification cards, and keys. Failure to return any items may result in the Employee being invoiced for missing items.

If any funds are owed to the Board or Library, such as for the clawback for the relocation bonus in Section 2, that is payable by personal check to the Library prior to the Employee's final paycheck.

If any funds are owed to the Employee, such as for routine business expenses, those must be submitted to the board for approval prior to the Employee's final day of employment.

Section 10: Miscellaneous provisions

Section 10(a): At-Will and Exempt Nature of Employment

This is an exempt and at-will employment agreement, not a contractual relationship. The Employee may be separated from the Employer at any time, with or without hearing or cause, subject to the termination provisions set forth in Section 9.

Section 10(b): Noninterference with business

Employee agrees that, for a period of 12 months following the termination of their relationship with the Employer for any reason, they will not, either directly or indirectly, solicit, induce, recruit, or encourage any of the Library employees to leave their employment with the Library, or contractors, stakeholders, or partners to stop doing business with the Employer or Library. In the event Employee hires any of the Library employees or retains any of their employees, Employee agrees to enforce the confidentiality provisions set forth herein as it relates to that employee or contractor and accepts liability for any damage to Employer for the failure to enforce those provisions.

Furthermore, the Employee agrees that for this same period of 12 months following separation, they will not engage in competitive practices with the Library's interests, such as competitive development or fundraising requests.

Section 10(c): Mediation

All parties agree that if consensus or agreement is unable to be reached by the parties on any topic covered or not covered by this Agreement, the parties will seek third-party mediation prior to engaging in litigation.

Section 10(d): Litigation notification

Each party agrees to mutually notify the other party of any communication, notice, or other action of which such party becomes aware that may in any way affect the parties' rights and obligations hereunder, or of any other formal or informal action, notice or other communication from any governmental body, legal entity, or any other person, or entity related to this Agreement.

Section 10(e): Entire Agreement

This Agreement constitutes the exclusive and entire Agreement between the parties. This written final Agreement supersedes all other discussions, whether written or oral, concerning the topics herein.

Section 10(f): Severability

If a court of law holds any provision of this Agreement to be illegal, invalid, or unenforceable, that provision shall be: 1) amended to achieve an economic effect as near as possible as the original provision; and 2) the legality and enforceability of the remaining provision shall not be affected and shall remain in full force and effect.

Section 10(g): Compliance with laws and policy

The State of Illinois shall govern the construction, validity, performance, and enforcement of this Agreement. Venue as to any action, claim, or proceeding arising out of, or based upon this Agreement, including, but not limited to, any action for declaratory or injunctive relief, shall be the appropriate Court sitting in State or Federal Court in Illinois.

Furthermore, the City of Evanston Employee Handbook policies apply to the Employee as well, unless superseded by this Employment Agreement. Where in conflict, this Employment Agreement is the prevailing policy.

Section 10(h): Amendments

If there are errors, omissions, or mutual improvements between the parties, this Agreement may be modified under an Amendment, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Evanston City Code, Illinois

Library Laws or any other law. An amendment will require a Board ratification and new signatures from all parties.

Section 10(i): Indemnification and hold harmless

The Board and Library agree to hold harmless, and indemnify the Employee from any and all demands, claims, suits, actions, and legal proceedings brought against the Employee in their individual capacity, or in their official capacity as agent and employee of the Library, provided the demand, claim, suit, action, or legal proceeding arises from an incident occurring while the Employee was acting within the scope of their employment and excluding acts of gross negligence, willful misconduct, criminal litigation, claims for fraud and dishonesty, and administrative and disciplinary proceedings against the Employee. The Library shall have the option, within its sole discretion, to settle or litigate the matter as it determines. In no case, will the individual Board members be considered personally liable for indemnifying the Employee against such demands, claims, suits, actions, and legal proceedings.

Section 10(j): COVID-19 Safety Precautions

The U.S. Department of Health and Human Services National Emergency related to the COVID-19 Pandemic ended in May 2023, prior to the execution of this Agreement. However, it is unclear how ongoing safety requirements will apply in workplaces and public settings.

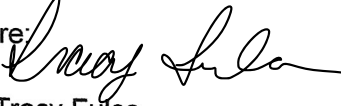

The Employee will follow the guidelines of the Library, the Board, the City of Evanston, and the Centers for Disease Control and Prevention as they relate to recommended face coverings, vaccinations, and work from home policies. The Employee should consult with the Board when substantial changes to the current policies are necessary.

This section does not supersede any other provisions stated elsewhere in this Agreement related to duty station and travel policy.

Section 10(k): Effective date

The effective date of this Agreement is the date there is a mutually signed copy.

"Employer" Board of Trustees	"Employee" Yolande Wilburn
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<p>Evanston Public Library</p> <p>Date: 10/4/23</p> <p>Signature: </p> <p>Name: Tracy Fulce</p> <p>Title: Board President</p>	<p>Date: 09/30/23</p> <p>Signature: </p> <p>Name: Yolande Wilburn</p> <p>Title: Executive Director, Evanston Public Library</p>
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Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Addendum to MOU with City of Evanston for Parking Garage
Date: October 18, 2023

Recommended Action

Staff recommends approval of the addendum to the 2014 Memorandum of Understanding with the City of Evanston, which updates the relationship between the Library and City in relation to the underground parking garage at the Main Library.

Summary

Previously, the underground parking garage at the Main Library was a paid, metered lot managed by the City of Evanston Parking Services. Library staff provided maintenance, upkeep, repairs and safety monitoring of the garage.

The underground parking garage at the Main Library was closed to the public in 2020 during the COVID pandemic emergency. When the Main Library reopened to the public, the parking garage remained closed to the public and has been used by City Fleet Services to store vehicles, by Library staff for staging construction projects and other purposes.

Library staff recommend reopening the garage to the public for use during the library's open hours. Library staff recommend changing this lot to allow free short-term parking for members of the public.

Under this revision to the MOU, Library staff will continue to provide maintenance, upkeep, repairs and safety monitoring of the garage. City of Evanston Parking Services staff will continue to monitor the garage for violations of the time limits, which will be set by the Library. The Library will have sole authority to make decisions regarding the use of the garage, including but not limited to the designation of parking spaces for special purposes, the opening and closing of the garage, and the time limits for the public. There will be no transfer of funds between the City and the Library for any purposes related to the parking garage.

ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE
EVANSTON PUBLIC LIBRARY AND THE CITY OF EVANSTON ENTERED INTO ON
20TH DAY OF AUGUST 2014

THIS Addendum to the Memorandum of Understanding (“MOU”) is made and entered into this 29th day of September, 2023, by and between the CITY OF EVANSTON (“City”), an Illinois home rule municipality and the EVANSTON PUBLIC LIBRARY (“Library”), an Illinois municipal library; the City and the Library shall be referred to herein as the “Parties”, upon the following terms and conditions:

WHEREAS the Library is a municipal library acting pursuant to the Illinois Local Library Act, 75 ILCS, 5/1, et seq.,

WHEREAS THE Library and the City wish to memorialize the agreement to the management, maintenance, capital improvement, and operations of parking lot garage #10 (“parking garage”) located at the lower level of the Main Library building at 1703 Orrington Avenue, Evanston, IL 60201 between the two parties in an Addendum to the Memorandum of Understanding,

NOW, THEREFORE, BE IT AGREED TO IN THIS ADDENDUM BETWEEN THE CITY OF EVANSTON PUBLIC LIBRARY AND THE CITY EVANSTON, AS FOLLOWS:

ARTICLE I. PARKING GARAGE MANAGEMENT AND OPERATIONS

SECTION 1. The Library agrees to exclusively and solely manage, operate, and maintain the parking garage. The Library will have exclusive authority over decisions related to the parking garage operations, restrictions, allocation of parking spaces, and any permitted or designated parking spaces. The City or Parking Services will not provide any financial assistance and/or provide staff for the purpose of management, operation, and maintenance of the parking garage.

SECTION 2. There will be no annual fund transfer between the City or Parking Services to the Library for the purpose of managing, operating, and maintaining the parking garage at the Main Library. The City or Parking Services will not allocate any capital improvement projects (CIP) funds for any repairs, maintenance, additions, and/or modifications to the parking lot. All expenses for the parking garage will be budgeted and funded by taxes levied by the Library.

SECTION 3. The Library will designate specific parking stalls for the utilization of City Fleet Services and City Facilities Division for the purpose of working on the Library building.

SECTION 5. The Library will assume all liability associated with the parking garage.

SECTION 6. The Library will assume all responsibility for the management of all vehicles captured after the Library's closing hours. The City will not provide any assistance from the Parking Division.

ARTICLE II. PARKING GARAGE ADVISORY ROLE AND PARKING VIOLATION ENFORCEMENT

SECTION 1. The City will continue to serve in an advisory role for the purpose of providing guidance and advice on matters that pertain to the operation, management, maintenance, and CIP projects at the parking garage at the Main Library.

SECTION 2. Parking Services will continue to monitor the parking garage for any parking violations on a daily basis, including violations of time limits set by the Library, and as assigned to staffers through beat assignments. The City will continue to retain all fines incurred by vehicles in the parking garage.

SECTION 3. There will be no annual fund transfer between the Library and the City for the purpose of providing guidance and advice on matters that pertain to the parking garage or for the City's enforcement of parking rules, regulations and time limits.

ARTICLE III. PARKING GARAGE SECURITY AND SIGNAGE

SECTION 1. The Library is solely responsible for the safety and security of the parking garage.

SECTION 2. The Library is solely responsible for the maintenance and repair of all signage associated with the parking garage.