

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

FINANCE COMMITTEE PACKET

Tuesday, April 9, 2024 at 4:30 pm

Main Library, 4th Floor Library Board Room and via Zoom

<https://us06web.zoom.us/j/89068779714>



MANAGEMENT COMMITTEE MEETING

Tuesday, April 9, 2024 at 4:30 PM

Main Library, Library Board Room and remote

Zoom Link: <https://us06web.zoom.us/j/89068779714>

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link:

<https://forms.gle/16fGTFeqEFR6tmro8>

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

MEETING AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. LAND ACKNOWLEDGMENT

3. CITIZEN COMMENT

Not to exceed 45 minutes

4. NEW BUSINESS

A. Review upcoming board packet finance items

B. Update on budgetary impact of current vacancies and recent hiring

C. Onboarding and priority tasks for new finance manager

5. ADJOURNMENT

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.

MEMORANDUM

To: Evanston Public Library Library Board Finance Committee
Yolande Wilburn, Executive Director

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

Subject: Library Fund Bills

Date: March 09, 2024

Recommended Action

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

Payroll

March 11, 2024 through March 24, 2024 \$ 185,413.46

Library Fund Bills List

March 31, 2024 \$ 126,935.96

Attachment: Bills List

Library Bills List

G/L Date Range 03/26/24 - 03/26/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	03/12/2024	03/26/2024	03/26/2024	141.00
103883 - ODP BUSINESS SOLUTIONS, LLC	LIBRARY SUPPLIES	03/05/2024	03/26/2024	03/26/2024	39.36
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 2
					\$180.36
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	02/29/2024	03/26/2024	03/26/2024	313.07
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	02/22/2024	03/26/2024	03/26/2024	632.23
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	4.83
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	536.06
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	1,093.67
100474 - BAKER & TAYLOR	JUR AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	4.41
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2024	03/26/2024	03/26/2024	21.80
100474 - BAKER & TAYLOR	JUV PRINT	02/23/2024	03/26/2024	03/26/2024	20.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	1,044.51
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2024	03/26/2024	03/26/2024	19.20
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	26.98
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	688.19
100474 - BAKER & TAYLOR	JUV PRINT	03/11/2024	03/26/2024	03/26/2024	1,604.78
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	03/08/2024	03/26/2024	03/26/2024	227.07
100474 - BAKER & TAYLOR	JUV PRINT	03/07/2024	03/26/2024	03/26/2024	618.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,262.72
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,175.88
100474 - BAKER & TAYLOR	JUV PRINT	03/14/2024	03/26/2024	03/26/2024	286.31
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 18
					\$9,581.03
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	03/07/2024	03/26/2024	03/26/2024	112.46
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	02/26/2024	03/26/2024	03/26/2024	614.28
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice Transactions 2
					\$726.74
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice Transactions 22
					\$10,488.13
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20431 - BARNETT, DONELL	PROFESSIONAL SERVICES BLACK HISTORY PROGRAM	03/12/2024	03/26/2024	03/26/2024	150.00
102594 - INSTITUTE FOR THERAPY THROUGH THE ARTS	PROFESSIONAL SERVICES ART THERAPY WORKSHOP	03/21/2024	03/26/2024	03/26/2024	150.00
20357 - SHENAY BRIDGES-CARTER	PROFESSIONAL SERVICES BLACK HISTORY PROGRAM	03/13/2024	03/26/2024	03/26/2024	150.00
20430 - SONDR CONSULTING, LLC	PROFESSIONAL SERVICES BLACK HISTORY PROGRAM	03/12/2024	03/26/2024	03/26/2024	150.00
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 4
					\$600.00
Account 65628 - Library Electronic Resources					
16334 - KANOPY	MAIN ONLINE RESOURCES	02/29/2024	03/26/2024	03/26/2024	1,574.00
103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	02/29/2024	03/26/2024	03/26/2024	4,499.93
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	03/01/2024	03/26/2024	03/26/2024	9,177.21
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	03/01/2024	03/26/2024	03/26/2024	10,710.00
104226 - PROQUEST INFO & LEARNING COMPANY	MAIN ONLINE RESOURCES	03/01/2024	03/26/2024	03/26/2024	13,628.58
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	MAIN ONLINE RESOURCES	03/12/2024	03/26/2024	03/26/2024	980.00
107741 - SCHOLASTIC INC.	MAIN ONLINE RESOURCES	03/07/2024	03/26/2024	03/26/2024	4,858.00
Account 65628 - Library Electronic Resources Totals					Invoice Transactions 7
					\$45,427.72
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	MAIN BOOKS	02/13/2024	03/26/2024	03/26/2024	1,545.00
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	278.85
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	790.85
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	02/22/2024	03/26/2024	03/26/2024	180.74
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	725.99
100474 - BAKER & TAYLOR	ADULT PRINT	02/27/2024	03/26/2024	03/26/2024	166.21
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	295.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	1,285.35
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/05/2024	03/26/2024	03/26/2024	1,224.47
100474 - BAKER & TAYLOR	ADULT PRINT	02/21/2024	03/26/2024	03/26/2024	75.17
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	103.66
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2024	03/26/2024	03/26/2024	438.33
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	530.32
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	1,147.13
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	383.77
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2024	03/26/2024	03/26/2024	170.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	1,117.13
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2024	03/26/2024	03/26/2024	834.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/11/2024	03/26/2024	03/26/2024	533.52
100474 - BAKER & TAYLOR	ADULT PRINT	03/11/2024	03/26/2024	03/26/2024	157.07
100474 - BAKER & TAYLOR	ADULT PRINT	03/05/2024	03/26/2024	03/26/2024	39.63
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,793.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/15/2024	03/26/2024	03/26/2024	393.59
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	1,198.27

100474 - BAKER & TAYLOR	ADULT SO PRINT	03/11/2024	03/26/2024	03/26/2024	700.74
100474 - BAKER & TAYLOR	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	605.64
100474 - BAKER & TAYLOR	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	1,171.37
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/28/2024	03/26/2024	03/26/2024	56.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/11/2024	03/26/2024	03/26/2024	29.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	38.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	38.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/26/2024	03/26/2024	03/26/2024	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	03/07/2024	03/26/2024	03/26/2024	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/08/2024	03/26/2024	03/26/2024	52.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/29/2024	03/26/2024	03/26/2024	1,351.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	02/29/2024	03/26/2024	03/26/2024	175.83
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	02/28/2024	03/26/2024	03/26/2024	275.98
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/01/2024	03/26/2024	03/26/2024	966.84
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/01/2024	03/26/2024	03/26/2024	459.12
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/01/2024	03/26/2024	03/26/2024	153.78
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/06/2024	03/26/2024	03/26/2024	562.44
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	03/07/2024	03/26/2024	03/26/2024	300.79
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/09/2024	03/26/2024	03/26/2024	407.58
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/08/2024	03/26/2024	03/26/2024	399.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/08/2024	03/26/2024	03/26/2024	493.43
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/15/2024	03/26/2024	03/26/2024	220.20
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/15/2024	03/26/2024	03/26/2024	959.76
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/15/2024	03/26/2024	03/26/2024	554.31
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/14/2024	03/26/2024	03/26/2024	77.06
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	230.37
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	BOOK	03/18/2024	03/26/2024	03/26/2024	27.00
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	170.98
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/13/2024	03/26/2024	03/26/2024	114.30
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 53	\$26,079.52
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Account 65635 - PERIODICALS					
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	LLL PERIODICALS	03/13/2024	03/26/2024	03/26/2024	6.60
Account 65635 - PERIODICALS Totals				Invoice Transactions 1	\$6.60
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Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT AV	03/07/2024	03/26/2024	03/26/2024	204.09
100474 - BAKER & TAYLOR	ADULT AV	03/13/2024	03/26/2024	03/26/2024	93.95
100474 - BAKER & TAYLOR	ADULT AV	03/13/2024	03/26/2024	03/26/2024	30.38
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	152.15
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	169.88
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	106.72
103424 - MIDWEST TAPE LLC	ADULT AV	03/08/2024	03/26/2024	03/26/2024	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	03/01/2024	03/26/2024	03/26/2024	86.59
103424 - MIDWEST TAPE LLC	ADULT AV	03/01/2024	03/26/2024	03/26/2024	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	03/01/2024	03/26/2024	03/26/2024	92.15
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	336.45
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	80.04
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	34.97
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	03/26/2024	03/26/2024	19.18
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 16	\$1,513.70
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Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals					
				Invoice Transactions 81	\$73,627.54
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Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
19589 - MOBILE BEACON	MOBILE HOTSPOTS A118296202403211-1349	03/21/2024	03/26/2024	03/26/2024	2,520.00
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 1	\$2,520.00
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Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	02/27/2024	03/26/2024	03/26/2024	73.64
101406 - DEMCO, INC.	LIBRARY SUPPLIES	03/15/2024	03/26/2024	03/26/2024	83.04
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	03/01/2024	03/26/2024	03/26/2024	167.45
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 3	\$324.13
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Account 65555 - IT COMPUTER HARDWARE					
19060 - MK SOLUTIONS, INC.	SOFTWARE SOLUTIONS SUBSCRIPTION	01/02/2024	03/26/2024	03/26/2024	2,059.24
Account 65555 - IT COMPUTER HARDWARE Totals				Invoice Transactions 1	\$2,059.24
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Business Unit 4820 - ACCESS SERVICES Totals					
				Invoice Transactions 5	\$4,903.37
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Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
16932 - SHOREFRONT LEGACY CENTER	PROFESSIONAL SERVICES IN-PERSON MEMORY CAFE	02/20/2024	03/26/2024	03/26/2024	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice Transactions 1	\$100.00
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Account 65002 - STATE GRANT EXPENSE					
19249 - CASSANDRA FOX	IN-PERSON MEMORY CAFE	03/18/2024	03/26/2024	03/26/2024	100.00
Account 65002 - STATE GRANT EXPENSE Totals				Invoice Transactions 1	\$100.00
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Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	02/29/2024	03/26/2024	03/26/2024	171.68
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	85.02
100474 - BAKER & TAYLOR	JUV AND ADULT PRINT	02/22/2024	03/26/2024	03/26/2024	414.17

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	43.54	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	14.24	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	58.67	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/26/2024	03/26/2024	03/26/2024	233.01	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	102.55	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/05/2024	03/26/2024	03/26/2024	162.42	
100474 - BAKER & TAYLOR	JUR AND CROWN PRINT	02/28/2024	03/26/2024	03/26/2024	8.24	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/04/2024	03/26/2024	03/26/2024	115.71	
100474 - BAKER & TAYLOR	ADULT PRINT	03/04/2024	03/26/2024	03/26/2024	67.80	
100474 - BAKER & TAYLOR	ADULT PRINT	02/29/2024	03/26/2024	03/26/2024	62.18	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/27/2024	03/26/2024	03/26/2024	77.98	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	24.39	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	406.65	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/12/2024	03/26/2024	03/26/2024	37.51	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/11/2024	03/26/2024	03/26/2024	59.31	
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	03/08/2024	03/26/2024	03/26/2024	208.35	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/15/2024	03/26/2024	03/26/2024	66.11	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	104.40	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	234.13	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2024	03/26/2024	03/26/2024	187.83	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/14/2026	03/26/2024	03/26/2024	1,531.39	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 24	\$4,477.28
Business Unit 4825 - ENGAGEMENT SERVICES Totals					Invoice Transactions 26	\$4,677.28
Business Unit 4835 - INNOVATION & DIGITAL LEARNING						
Account 62340 - IT COMPUTER SOFTWARE						
18932 - PATRON POINT, INC.	IT SOFTWARE	03/01/2024	03/26/2024	03/26/2024	9,000.00	
Account 62340 - IT COMPUTER SOFTWARE Totals					Invoice Transactions 1	\$9,000.00
Account 65555 - IT COMPUTER HARDWARE						
102539 - IMAGING OFFICE SYSTEMS	SCANNER AND READER DEVICES	12/27/2023	03/26/2024	03/26/2024	6,815.00	
Account 65555 - IT COMPUTER HARDWARE Totals					Invoice Transactions 1	\$6,815.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals					Invoice Transactions 2	\$15,815.00
Business Unit 4840 - LIBRARY MAINTENANCE						
Account 62225 - BLDG MAINTENANCE SERVICES						
151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	01/24/2024	03/26/2024	03/26/2024	115.87	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/19/2024	03/26/2024	03/26/2024	535.84	
151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	03/20/2024	03/26/2024	03/26/2024	50.61	
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	03/04/2024	03/26/2024	03/26/2024	145.00	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	03/05/2024	03/26/2024	03/26/2024	10,520.00	
Account 62225 - BLDG MAINTENANCE SERVICES Totals					Invoice Transactions 5	\$11,367.32
Account 65040 - JANITORIAL SUPPLIES						
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/01/2024	03/26/2024	03/26/2024	705.03	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/24/2024	03/26/2024	03/26/2024	1,027.48	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/29/2023	03/26/2024	03/26/2024	36.62	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/14/2024	03/26/2024	03/26/2024	797.80	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/19/2024	03/26/2024	03/26/2024	60.00	
Account 65040 - JANITORIAL SUPPLIES Totals					Invoice Transactions 5	\$2,626.93
Account 65050 - BLDG MAINTENANCE MATERIAL						
206940 - ULINE	HIGH CHAIR FOR THE LOBBY	03/11/2024	03/26/2024	03/26/2024	214.53	
Account 65050 - BLDG MAINTENANCE MATERIAL Totals					Invoice Transactions 1	\$214.53
Business Unit 4840 - LIBRARY MAINTENANCE Totals					Invoice Transactions 11	\$14,208.78
Business Unit 4845 - LIBRARY ADMINISTRATION						
Account 62185 - CONSULTING SERVICES						
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	03/14/2024	03/26/2024	03/26/2024	1,867.36	
Account 62185 - CONSULTING SERVICES Totals					Invoice Transactions 1	\$1,867.36
Account 62295 - TRAINING & TRAVEL						
18675 - KELLYE FLEMING	CHICAGO FOOD JUSTICE SUMMIT REIMBURSEMENT	03/14/2024	03/26/2024	03/26/2024	43.00	
Account 62295 - TRAINING & TRAVEL Totals					Invoice Transactions 1	\$43.00
Account 65095 - OFFICE SUPPLIES						
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/01/2024	03/26/2024	03/26/2024	85.23	
Account 65095 - OFFICE SUPPLIES Totals					Invoice Transactions 1	\$85.23
Account 65100 - LIBRARY SUPPLIES						
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	02/29/2024	03/26/2024	03/26/2024	41.59	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/01/2024	03/26/2024	03/26/2024	24.10	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/01/2024	03/26/2024	03/26/2024	82.90	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 3	\$148.59
Business Unit 4845 - LIBRARY ADMINISTRATION Totals					Invoice Transactions 6	\$2,144.18
Business Unit 4850 - LIBRARY GRANTS						
Account 62225 - BLDG MAINTENANCE SERVICES						
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/05/2024	03/26/2024	03/26/2024	535.84	
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/12/2024	03/26/2024	03/26/2024	535.84	
Account 62225 - BLDG MAINTENANCE SERVICES Totals					Invoice Transactions 2	\$1,071.68
Business Unit 4850 - LIBRARY GRANTS Totals					Invoice Transactions 2	\$1,071.68
Department 48 - LIBRARY Totals					Invoice Transactions 155	\$126,935.96
Fund 185 - LIBRARY FUND Totals					Invoice Transactions 413	\$0.00
* = Prior Fiscal Year Activity					Invoice Transactions 413	\$0.00



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	8,213,664.00	.00	8,213,664.00	2,998,958.99	.00	3,952,926.78	4,260,737.22	48	7,745,736.16
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	9,349.20
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	25.95	.00	1,393.68	(993.68)	348	372.60
55201	Federal Grants	85,000.00	.00	85,000.00	.00	.00	8,451.20	76,548.80	10	60,397.77
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	115,213.00	.00	.00	.00	115,213.00	0	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	8,025.14	391,974.86	2	394,709.17
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	700.00	4,300.00	14	4,494.17
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(40.00)	.00	(93.00)	93.00	+++	.00
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	42,196.57	(17,196.57)	169	262,236.51
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	216,999.00	.00	.00	.00	216,999.00	0	166,460.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	2,596.04	19,403.96	12	31,516.25
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	656.84	2,343.16	22	3,578.54
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	.00	.00	781.86	9,218.14	8	12,768.54
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	2,060.00	1,940.00	52	4,734.65
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	3,467.00	16,927.00	17	18,838.50
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	1,617.26	48,382.74	3	43,324.76
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$2,998,944.94	\$0.00	\$4,024,779.37	\$5,145,890.63	44%	\$8,873,729.07
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$2,998,944.94	\$0.00	\$4,024,779.37	\$5,145,890.63	44%	\$8,873,729.07
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	\$2,998,944.94	\$0.00	\$4,024,779.37	\$5,145,890.63	44%	\$8,873,729.07
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
61010	REGULAR PAY	462,899.42	.00	462,899.42	47,610.11	.00	95,221.99	367,677.43	21	472,570.01
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	99,100.00	.00	(99,100.00)	+++	.00
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	26,944.89	.00	53,875.87	176,835.07	23	199,472.06
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	200.00	.00	360.00	4,640.00	7	2,085.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	622.67
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,238.12
61510	HEALTH INSURANCE	78,922.00	.00	78,922.00	5,814.64	.00	14,536.60	64,385.40	18	76,316.76
61615	LIFE INSURANCE	204.89	.00	204.89	15.51	.00	46.53	158.36	23	184.09
61710	IMRF	19,429.19	.00	19,429.19	2,081.13	.00	4,160.95	15,268.24	21	22,156.08
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	4,565.00	.00	9,097.04	33,907.06	21	40,966.00
61730	MEDICARE	10,058.31	.00	10,058.31	1,067.65	.00	2,127.56	7,930.75	21	9,580.73
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	426.76
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	437.50
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,449.96
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	5.39



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	824.80
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	270.14	438.87	437.08	27,124.05	3	23,097.00
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0	.00
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	12,636.69	.00	19,855.33	130,144.67	13	144,426.21
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	990.52	.00	1,260.00	8,740.00	13	14,509.39
Business Unit 4805 - EARLY LEARNING & LITERACY		\$1,047,428.85	\$0.00	\$1,047,428.85	\$102,196.28	\$99,538.87	\$200,978.95	\$746,911.03	29%	\$1,010,368.53
Totals										
Business Unit 4806 - LIFELONG LEARNING & LITERACY										
61010	REGULAR PAY	473,636.00	.00	473,636.00	36,999.57	.00	90,249.07	383,386.93	19	491,066.17
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	38,318.70	.00	76,088.31	241,756.69	24	293,726.43
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	105.00	.00	105.00	4,895.00	2	1,155.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	282.76
61510	HEALTH INSURANCE	78,330.00	.00	78,330.00	4,431.60	.00	14,222.82	64,107.18	18	76,476.09
61615	LIFE INSURANCE	159.00	.00	159.00	2.78	.00	26.96	132.04	17	139.41
61710	IMRF	23,033.00	.00	23,033.00	2,190.04	.00	4,838.75	18,194.25	21	26,804.68
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	4,596.37	.00	10,082.63	38,990.37	21	47,792.96
61730	MEDICARE	11,477.00	.00	11,477.00	1,074.96	.00	2,358.02	9,118.98	21	11,177.47
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	287,179.85
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	5,550.00
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	600.00	.00	(336.70)	15,336.70	-2	8,044.39
65628	Library Electronic Resources	320,000.00	.00	320,000.00	51,427.72	.00	70,493.59	249,506.41	22	.00
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	51,875.81	.00	84,986.95	250,013.05	25	345,785.96
65635	PERIODICALS	6,500.00	.00	6,500.00	2,768.30	.00	3,530.98	2,969.02	54	7,413.28
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,991.65	.00	4,239.42	26,760.58	14	29,931.04
Business Unit 4806 - LIFELONG LEARNING & LITERACY		\$1,671,553.00	\$0.00	\$1,671,553.00	\$196,382.50	\$0.00	\$360,885.80	\$1,310,667.20	22%	\$1,632,525.49
Totals										
Business Unit 4820 - ACCESS SERVICES										
61010	REGULAR PAY	788,008.13	.00	788,008.13	91,090.25	.00	181,964.48	606,043.65	23	753,313.98
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	33,283.47	.00	66,953.83	211,398.19	24	261,966.52
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	420.00	.00	1,890.00	3,110.00	38	4,487.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	253.98	(253.98)	+++	.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	241.68
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,602.85
61430	COMP / VACATION PAYOUTS	.00	.00	.00	851.91	.00	851.91	(851.91)	+++	.00
61510	HEALTH INSURANCE	177,406.00	.00	177,406.00	14,783.84	.00	36,959.60	140,446.40	21	152,068.26
61615	LIFE INSURANCE	319.51	.00	319.51	28.62	.00	85.86	233.65	27	292.20
61710	IMRF	27,865.06	.00	27,865.06	3,295.29	.00	6,600.05	21,265.01	24	31,085.97
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	7,577.14	.00	15,106.47	51,007.83	23	61,233.64



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4820 - ACCESS SERVICES										
61730	MEDICARE	15,463.03	.00	15,463.03	1,772.11	.00	3,532.97	11,930.06	23	14,320.79
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	2,520.00	.00	25,810.70	158,089.30	14	136,188.37
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	30,939.33
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,201.60
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,884.13	2,305.00	5,215.90	7,479.10	50	16,157.80
65555	IT COMPUTER HARDWARE	.00	.00	.00	2,059.24	.00	7,834.24	(7,834.24)	+++	.00
Business Unit 4820 - ACCESS SERVICES Totals		\$1,560,428.05	\$0.00	\$1,560,428.05	\$159,566.00	\$2,305.00	\$353,059.99	\$1,205,063.06	23%	\$1,465,099.99
Business Unit 4825 - ENGAGEMENT SERVICES										
61010	REGULAR PAY	654,189.43	.00	654,189.43	69,099.52	.00	135,974.40	518,215.03	21	521,789.80
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	22,791.40	.00	44,147.45	204,978.17	18	208,740.65
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	429.00	.00	1,120.50	3,879.50	22	1,058.50
61110	OVERTIME PAY	.00	.00	.00	165.38	.00	241.24	(241.24)	+++	.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	12,593.83
61510	HEALTH INSURANCE	150,948.44	.00	150,948.44	9,202.00	.00	23,005.00	127,943.44	15	101,366.19
61615	LIFE INSURANCE	159.02	.00	159.02	13.57	.00	40.63	118.39	26	150.34
61710	IMRF	25,740.00	.00	25,740.00	2,678.84	.00	5,248.58	20,491.42	20	25,304.27
61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	5,565.05	.00	10,864.51	45,141.19	19	44,520.71
61730	MEDICARE	13,098.64	.00	13,098.64	1,301.52	.00	2,540.90	10,557.74	19	10,412.15
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	445.00
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	5,888.00
65001	FEDERAL GRANT EXPENSE	43,500.00	.00	43,500.00	100.00	.00	500.00	43,000.00	1	.00
65002	STATE GRANT EXPENSE	.00	.00	.00	100.00	.00	100.00	(100.00)	+++	2,057.00
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	204.09
65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	3,672.42	1,316.63	5,097.95	31,585.42	17	30,801.99
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	511.62
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	6,641.22	.00	8,259.88	26,740.12	24	35,997.90
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	10,289.30
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$1,278,366.85	\$0.00	\$1,278,366.85	\$121,759.92	\$1,316.63	\$237,141.04	\$1,039,909.18	19%	\$1,012,131.34
Business Unit 4835 - INNOVATION & DIGITAL LEARNING										
61010	REGULAR PAY	461,668.40	.00	461,668.40	30,835.53	.00	60,769.82	400,898.58	13	356,027.68
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	27,009.41	.00	54,828.02	202,134.37	21	197,272.62
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,410.00	.00	4,155.00	845.00	83	11,485.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	8,369.58	(8,369.58)	+++	5,185.91
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	532.83
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	3,436.66	.00	8,591.65	71,686.35	11	50,866.29
61615	LIFE INSURANCE	59.38	.00	59.38	9.35	.00	27.63	31.75	47	65.75



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4835 - INNOVATION & DIGITAL LEARNING										
61710	IMRF	20,913.04	.00	20,913.04	1,680.95	.00	3,361.56	17,551.48	16	18,926.68
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	3,627.36	.00	7,831.58	36,723.75	18	34,567.54
61730	MEDICARE	10,420.49	.00	10,420.49	848.29	.00	1,831.58	8,588.91	18	8,084.31
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	11,027.22	.00	17,690.95	37,309.05	32	22,823.66
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	177.86	.00	724.14	29,917.86	2	25,527.09
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	.00	.00	450.37	31,049.63	1	15,533.47
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	740.84	12,259.16	6	10,735.40
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	6,815.00	(5,125.00)	11,940.00	37,185.00	15	28,087.98
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	7.13	.00	90.76	19,909.24	0	20,216.62
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,279.79
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,076,499.03	\$0.00	\$1,076,499.03	\$86,884.76	(\$5,125.00)	\$181,403.48	\$900,220.55	16%	\$807,218.62
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	632,362.19	.00	632,362.19	49,438.19	.00	92,315.56	540,046.63	15	388,114.10
61050	PERMANENT PART-TIME	.00	.00	.00	844.13	.00	2,608.23	(2,608.23)	+++	60,796.54
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	3,315.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	524.60	.00	884.62	9,115.38	9	10,667.14
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	7,472.02
61510	HEALTH INSURANCE	119,281.00	.00	119,281.00	8,422.84	.00	21,057.10	98,223.90	18	97,639.25
61615	LIFE INSURANCE	113.92	.00	113.92	.12	.00	.36	113.56	0	85.23
61626	CELL PHONE ALLOWANCE	.00	.00	.00	.00	.00	.00	.00	+++	717.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	18,402.44	.00	18,402.44	1,478.50	.00	2,788.06	15,614.38	15	16,006.64
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	3,031.36	.00	5,657.82	33,582.21	14	27,878.40
61730	MEDICARE	9,178.00	.00	9,178.00	708.97	.00	1,323.23	7,854.77	14	6,519.92
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	15,908.10	126,240.00	82,844.52	95,975.48	69	251,387.16
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,232.50
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	1,324.00	953.00	58	.00
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	1,359.00	4,081.00	25	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	1,221.00	3,664.00	25	4,884.00
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00	.00	+++	(23,286.96)
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	23,286.96
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	7,514.08	92,485.92	8	89,869.74
64015	NATURAL GAS	32,400.00	.00	32,400.00	950.10	.00	4,412.55	27,987.45	14	13,920.99
65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	2,626.93	.00	5,697.16	13,567.84	30	12,851.02
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	821.36	.00	3,319.52	33,430.48	9	27,901.44
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	12.90



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,346,194.58	\$0.00	\$1,346,194.58	\$85,615.20	\$126,240.00	\$234,326.81	\$985,627.77	27%	\$1,027,246.99
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	936,375.28	.00	936,375.28	82,081.39	.00	140,785.87	795,589.41	15	382,486.51
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	5,775.80	.00	11,761.98	82,754.92	12	53,890.68
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	12,199.35
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	6,433.16	.00	12,176.94	106,177.06	10	35,871.30
61615	LIFE INSURANCE	221.84	.00	221.84	37.95	.00	93.09	128.75	42	202.96
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	900.00	(900.00)	+++	600.00
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	159.00	.00	477.00	531.00	47	1,158.00
61710	IMRF	29,999.59	.00	29,999.59	2,556.67	.00	4,439.18	25,560.41	15	15,376.38
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	5,367.08	.00	9,336.90	53,350.45	15	27,416.91
61730	MEDICARE	14,962.80	.00	14,962.80	1,255.22	.00	2,183.66	12,779.14	15	6,411.96
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	3,993.80	.00	3,516.63	149,483.37	2	76,541.18
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	111.00	1,889.00	6	157.77
62210	PRINTING	48,000.00	.00	48,000.00	.00	.00	.00	48,000.00	0	39,542.75
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	535.84	(535.84)	+++	1,715.26
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	200.00
62275	POSTAGE CHARGEBACKS	.00	.00	.00	.00	.00	.00	.00	+++	462.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	3,000.00	12,000.00	20	3,584.00
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	43.00	.00	848.79	29,151.21	3	28,047.67
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	1,485.79
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	.00	.00	.00	24,000.00	0	.00
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,454.00
62506	WORK- STUDY	3,600.00	.00	3,600.00	.00	.00	129.50	3,470.50	4	1,069.29
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,217.92	3,782.08	24	5,429.16
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,830.86	.00	3,060.08	6,939.92	31	9,528.89
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	7,343.66
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	296.41	3,351.94	1,945.20	48,702.86	10	27,995.66
65100	LIBRARY SUPPLIES	.00	.00	.00	148.59	.00	148.59	(148.59)	+++	171.58
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	87,498.00	262,502.00	25	294,996.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,225.76	\$0.00	\$1,960,225.76	\$139,444.93	\$3,351.94	\$284,166.17	\$1,672,707.65	15%	\$1,036,338.71
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	100.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	1,071.68	.00	1,071.68	(1,071.68)	+++	.00
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	2,436.24
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$1,071.68	\$0.00	\$1,071.68	(\$1,071.68)	+++	\$2,536.24
Department 48 - LIBRARY Totals		\$9,940,696.12	\$0.00	\$9,940,696.12	\$892,921.27	\$227,627.44	\$1,853,033.92	\$7,860,034.76	21%	\$7,993,465.91
EXPENSE TOTALS		\$9,940,696.12	\$0.00	\$9,940,696.12	\$892,921.27	\$227,627.44	\$1,853,033.92	\$7,860,034.76	21%	\$7,993,465.91



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	9,170,670.00	.00	9,170,670.00	2,998,944.94	.00	4,024,779.37	5,145,890.63	44%	8,873,729.07
	EXPENSE TOTALS	9,940,696.12	.00	9,940,696.12	892,921.27	227,627.44	1,853,033.92	7,860,034.76	21%	7,993,465.91
Fund 185 - LIBRARY FUND Totals		(\$770,026.12)	\$0.00	(\$770,026.12)	\$2,106,023.67	(\$227,627.44)	\$2,171,745.45	(\$2,714,144.13)		\$880,263.16
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	574,677.00	.00	574,677.00	.00	.00	.00	574,677.00	0	507,912.00
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,912.00
	Totals									
	Department 48 - LIBRARY Totals	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,912.00
	REVENUE TOTALS	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,912.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	353,392.00	.00	.00	.00	353,392.00	0	275,730.00
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	.00	.00	.00	221,285.00	0	232,183.01
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,913.01
	Totals									
	Department 48 - LIBRARY Totals	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,913.01
	EXPENSE TOTALS	\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$0.00	\$574,677.00	0%	\$507,913.01
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	574,677.00	.00	574,677.00	.00	.00	.00	574,677.00	0%	507,912.00
	EXPENSE TOTALS	574,677.00	.00	574,677.00	.00	.00	.00	574,677.00	0%	507,913.01
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$1.01)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
56060	BOND PROCEEDS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0	.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%	\$0.00
	Totals									
	Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%	\$0.00
	REVENUE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%	\$0.00
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
65515	OTHER IMPROVEMENTS	550,000.00	.00	550,000.00	.00	268,671.00	(9,920.00)	291,249.00	47	1,192,903.05
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$268,671.00	(\$9,920.00)	\$291,249.00	47%	\$1,192,903.05
	Totals									



Budget Performance Report

Fiscal Year to Date 03/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
	EXPENSE									
	Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$268,671.00	(\$9,920.00)	\$291,249.00	47%	\$1,192,903.05
	EXPENSE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$268,671.00	(\$9,920.00)	\$291,249.00	47%	\$1,192,903.05
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0%	.00
	EXPENSE TOTALS	550,000.00	.00	550,000.00	.00	268,671.00	(9,920.00)	291,249.00	47%	1,192,903.05
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$268,671.00)	\$9,920.00	\$258,751.00		(\$1,192,903.05)
	Grand Totals									
	REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	2,998,944.94	.00	4,024,779.37	6,270,567.63	39%	9,381,641.07
	EXPENSE TOTALS	11,065,373.12	.00	11,065,373.12	892,921.27	496,298.44	1,843,113.92	8,725,960.76	21%	9,694,281.97
	Grand Totals	(\$770,026.12)	\$0.00	(\$770,026.12)	\$2,106,023.67	(\$496,298.44)	\$2,181,665.45	(\$2,455,393.13)		(\$312,640.90)

Endowment for the Evanston Public Library
 Holdings as of March 2024

	Symbol	Shares/Quantity	Price	Value as of March 31, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$304,424.50	\$304,424.50	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%
				\$304,424.50		100.0%
						Cash Equivalents 100.0%
						US Treasury Inflation Protected Securities 0.0%
						100.0%

To: Evanston Public Library Finance Committee

From: Wynn Shawver, Director of Development

Subject: Development Report for the Finance Committee - April 2024

Date: April 09, 2024

Non Tax Revenue Summary

2024 Year to Date				
	Adopted Budget	Revenue Received	Outstanding Pledges	Outstanding Proposals
55201 - Fed Grants	\$85,000	\$4,225	\$26,094	\$149,687
55245 - Per Capita	\$115,213	\$0	\$0	\$115,213
56011 - Donations	\$400,000	\$44,204	\$0	\$0
57551 - Library Grants	\$50,000	\$11,941	\$31,617	\$29,309
57002 - Endowment Transfer	\$216,999	\$0	\$0	\$0
56140 - Misc Merch	\$0	\$0	\$0	\$0
57526 Library Book Sale	\$3,000	\$0	\$0	\$0
Totals	\$650,213	\$60,370	\$57,711	\$294,209

April 2024 Planned and Submitted Proposals

- The Chicago Community Trust, Sustainable Solutions for Housing Security
Max \$150,000 available for serving people experiencing homelessness; Letter of Intent due 4/18/24
- Illinois State Library, Project Next Generation
Requesting \$40,000 for middle school STEM challenges, due 4/30/24 (deadline extended from March)

MEMORANDUM

To: Evanston Public Library Board of Trustees - Finance Committee

From: Yolande Wilburn, Executive Director

Subject: Human Resources Update

Date: April 09, 2024

This memo provides an update on Human Resources activities.

Human Resources

Access Services | 1 FT Assistant Circulation Manager

Closed 04/07/2024: Applications Under Review

Administration | 1 FT Finance Manager

Candidate Selected; Start Date May 6, 2024

Administration | Volunteer Services Coordinator

Closed 03/22/2024; Applications Under Review

Administration | Social Worker

Exploring as Community Partnership

Early Learning & Literacy | 1 FT Library Assistant

Internal Candidate Promoted

Early Learning & Literacy | 1 PT Library Assistant

Vacant

Engagement | 1 FT Branch Manager Crown

Candidate Selected; Start Date May 20, 2024

Innovation & Digital Learning | 1 PT Library Assistant

Candidate Under Review; (1 FT and 1 PT started)

Innovation & Digital Learning | Teen Librarian & Library Assistant

JDs under review, plans to post soon (tech focus)

Lifelong Learning & Literacy | 1 FT Manager

Closed 04/06/2024; Human Resources Review

Maintenance | 1 FT Facilities Manager

Recruitment Reposting; Job Description Under Review

Safety | 1 FT Safety Manager

Candidate Selected; Start Date May 6, 2024

Safety | 1 FT Safety Monitor

Candidate Selected; In HR Process

- Lavin Family Foundation
Requesting \$5,000 for 9/11 Day of Service/ Bundled Blessings service project, due 4/30/24
- Evanston Arts Council
Submitted by Mudlark for joint Mudlark-EPL program StoryQuest. Small EPL staff stipend (\$700) included in the grant.

Itemized Outstanding Proposal

Organization	Grant	Amount Requested	Date Submitted
Illinois State Library	Per Capita	\$115,212.00	1/30/2024
IL Depart. of Commerce and Econ Opp	Digital Equity Capacity Kickstarter	\$91,667.40	1/22/2024
National Endowment for the Arts	Grants for Arts	\$34,920.00	7/18/2023
Evanston Community Foundation	ETown Innovation Grant	\$15,579.00	3/11/2024
National Endowment for the Arts	Big Read	\$13,100.00	1/24/2024
Better World Books	Literacy Grants	\$10,000.00	3/31/2024
Believe in Reading Foundation	Literacy Grants	\$3,000.00	3/31/2024
Library of Congress	Literacy Awards	\$10,000	2/19/2024