

**evanston** public library



# EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

**LIBRARY BOARD MEETING PACKET**

**Wednesday, August 16, 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: August 16, 2023 6:30 PM Central Time (US and Canada)**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/88662510574>

+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, August 16, 2023**  
**Meeting of the Board**  
**6:30 PM**

**Main Library, Community Meeting Room and remote**

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/ENo3s6XsH1X1pRdu5>  
Written comments will be attached to the Board minutes and distributed to Trustees.

**AGENDA**

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**  
Not to exceed 45 minutes
- 4. CONSENT AGENDA**
  - A. Approval of Minutes July 14, 2023 Search Committee Meeting**
  - B. Approval of Minutes July 19, 2023 Regular Library Board Meeting**
  - C. Approval of Minutes July 27, 2023 Search Committee Meeting**
  - D. Approval of Minutes July 28, 2023 Search Committee Meeting**
  - E. Approval of Minutes August 4, 2023 Search Committee Meeting**
  - F. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
  - A. Administrative Services Report (Distributed in Advance)**
- 8. BOARD REPORTS**
  - A. Finance Committee**
  - B. Management & Policy Committee**
  - C. Facilities Committee**
  - D. Development Committee**
  - E. Director Search Committee**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. Board Committee Assignments (Discussion & Action)**
- 11. EXECUTIVE SESSION**
- 12. ADJOURNMENT**

**Next Meeting: September 6 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  
Friday, July 14, 2023  
Search Committee Meeting  
12:00 PM  
Main Library, Board Room and Remote**

**Members Present**

Tracy Fulce, Terry Soto, Benjamin Schapiro, Esther Wallen.

**Members Absent**

Arikpo Dada, Shawn Iles, Margaret Lurie, Megan Shea and Russell Shurbet

**Staff Present**

None

**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 12:05 p.m.

**Citizen Comment**

None

**Executive Session**

Motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Soto because of a personnel issue.

The motion to end the Executive Session was made by Trustee Wallen seconded by Trustee Schapiro, and approved by roll call vote. The meeting was adjourned at 2:07 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Wallen and approved by voice vote. The meeting adjourned at 2:08 p.m.

**Submitted by:** Terry Soto



**MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES  
Wednesday, July 19, 2023  
Library Board Meeting  
6:30 PM  
Main Library, Community Meeting Room and Remote**

**Members Present**

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Benjamin Schapiro, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen. *\*Soto was virtually present. \*\*Huggins and Mills have not sworn in yet.*

**Members Absent**

none

**Staff Present**

Jan Bojda, Jeanette Sturges, Jill Skwerski, John Devaney, Lea Hernandez-Solis and Wynn Shawver

**Presiding Member**

Tracy Fulce, President

**Call to order/Declaration of Quorum**

President Fulce called the meeting to order when a quorum of Trustees was established at 6:35 p.m.

**Citizen Comment**

none

**Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of the June 16, 2023 Search Committee Meeting, June 21, 2023 Regular Board Meeting and June 30, 2023 Search Committee Meeting. Upon motion made by Trustee Schapiro and seconded by Trustee Soto, 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**

**New Business**

- A. National Able lease renewal (Discussion and Action). Upon motion made by Trustee Schapiro and seconded by Trustee Wallen, approved the National ABLE lease renewal.

**Executive Session**

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

The motion to end the Executive Session was made by Trustee Huggins seconded by Trustee Schapiro, and approved by roll call vote. The meeting was adjourned at 8:40 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Soto and seconded by Trustee Schapiro and approved by voice vote. The meeting adjourned at 8:41 p.m.

**Submitted by:** Terry Soto



**MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES  
Friday, July 27, 2023  
Search Committee Meeting  
5:30 PM  
Main Library, Board Room and Remote**

**Members Present**

Meghan Shea, Tracy Fulce, Terry Soto, and Esther Wallen.

**Members Absent**

Arikpo Dada, Cate Huggins, Michelle Mills, Benjamin Schapiro and Russell Shurbet

**Staff Present**

None

**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 5:36 p.m.

**Citizen Comment**

None

**Executive Session**

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

The motion to end the Executive Session was made by Trustee Soto seconded by Trustee Wallen, and approved by roll call vote. The meeting was adjourned at 7:51 p.m.

**Adjournment**

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Wallen and approved by voice vote. The meeting adjourned at 7:53 p.m.

**Submitted by:** Terry Soto



**MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES  
Friday, July 28, 2023  
Search Committee Meeting  
12:00 PM  
Main Library, Board Room and Remote**

**Members Present**

Esther Wallen, Meghan Shea, Michelle Mills, Terry Soto Tracy Fulce, Esther Wallen and Russell Shurbet. *Wallen arrived at 12:14pm. Mills was present virtually.*

**Members Absent**

Arikpo Dada, Cate Huggins and Benjamin Schapiro

**Staff Present**

None

**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 12:04 p.m.

**Citizen Comment**

None

**Executive Session**

Motion to move into Executive Session was made by Trustee Fulce, seconded by Trustee Soto.

The motion to end the Executive Session was made by Trustee Soto seconded by Trustee Wallen, and approved by roll call vote. The meeting was adjourned at 2:16 p.m. *Mills left the meeting at 1pm. Shea and Shurbet left at 1:45pm.*

**Adjournment**

The motion to adjourn was made by Trustee Soto and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 2:18 p.m.

**Submitted by:** Terry Soto





**MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES  
Friday, August 4, 2023  
Search Committee Meeting  
12:00 PM  
Main Library, Board Room and Remote**

**Members Present**

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen. *Dada and Huggins are present virtually. Shurbet arrived at 12:05 pm and Huggins arrived at 12:10pm.*

**Members Absent**

Benjamin Schapiro

**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 12:03 p.m.

**Executive Session**

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

The motion to end the Executive Session was made by Trustee Shurbet seconded by Trustee Wallen, and approved by roll call vote. The meeting was adjourned at 2:41 p.m. *Huggins and Mills left at 2:13pm.*

**Adjournment**

The motion to adjourn was made by Trustee Soto and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 2:44 p.m.

**Submitted by:** Terry Soto



# Memorandum

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

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

Subject: Library Fund Bills

Date: August 12, 2023

## **Recommended Action**

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

## **Payroll**

July 3, 2023 through July 16, 2023	\$ 163,195.07
July 17, 2023 through July 30, 2023	\$ 161,999.27

## **Library Fund Bills List**

July 25, 2023	\$ 125,086.93
May 2023 Purchasing Card	\$ 12,361.60
June 2023 Purchasing Card	\$ 8,967.69

Attachement: Bills List and Purchasing Card

# Library Bills List

G/L Date Range 07/25/23 - 07/25/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
<b>Department 48 - LIBRARY</b>					
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>					
<b>Account 62506 - WORK- STUDY</b>					
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY APRIL 1 - JUNE 30, 2023	07/07/2023	07/25/2023	07/25/2023	255.50
Account 62506 - WORK- STUDY Totals Invoice Transactions 1					\$255.50
<b>Account 65095 - OFFICE SUPPLIES</b>					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/30/2023	07/25/2023	07/25/2023	824.80
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 1					\$824.80
<b>Account 65100 - LIBRARY SUPPLIES</b>					
105711 - 4IMPRINT, INC.	DRAWSTRING SPORTPACK ABC BOOSTERS	06/30/2023	07/25/2023	07/25/2023	524.53
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	07/03/2023	07/25/2023	07/25/2023	48.94
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					\$573.47
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/05/2023	07/25/2023	07/25/2023	1,569.66
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/05/2023	07/25/2023	07/25/2023	427.09
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/06/2023	07/25/2023	07/25/2023	1,311.23
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/07/2023	07/25/2023	07/25/2023	376.63
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/07/2023	07/25/2023	07/25/2023	141.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/11/2023	07/25/2023	07/25/2023	647.79
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/10/2023	07/25/2023	07/25/2023	1,276.67
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/10/2023	07/25/2023	07/25/2023	56.05
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/13/2023	07/25/2023	07/25/2023	564.64
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/11/2023	07/25/2023	07/25/2023	660.90
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/14/2023	07/25/2023	07/25/2023	1,518.44
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/06/2023	07/25/2023	07/25/2023	1,613.68
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/14/2023	07/25/2023	07/25/2023	1,528.95
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/14/2023	07/25/2023	07/25/2023	1,135.84
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	07/14/2023	07/25/2023	07/25/2023	107.76
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	07/14/2023	07/25/2023	07/25/2023	186.03
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 16					\$13,123.16
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE LLC	JUV AV	07/12/2023	07/25/2023	07/25/2023	108.08
103424 - MIDWEST TAPE LLC	JUV AV	06/28/2023	07/25/2023	07/25/2023	121.72
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$229.80
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 22					\$15,006.73
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>					
16334 - KANOPIY	MAIN ADULT ONLINE	06/30/2023	07/25/2023	07/25/2023	1,541.00
103424 - MIDWEST TAPE LLC	MAIN ADULT ONLINE RESOURCES	06/30/2023	07/25/2023	07/25/2023	4,499.93
Account 62341 - INTERNET SOLUTION PROVIDERS Totals Invoice Transactions 2					\$6,040.93
<b>Account 65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	LIFELONG LEARNING SUPPLIES	07/17/2023	07/25/2023	07/25/2023	372.59
101752 - EVANSTON PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT JAN-JUNE 2023	06/20/2023	07/25/2023	07/25/2023	10.46
10731 - KAISER-AMARAL, SARAH	PROFESSIONAL SERVICES ART WORKSHOP	07/20/2023	07/25/2023	07/25/2023	200.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$583.05
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT PRINT	06/29/2023	07/25/2023	07/25/2023	52.21
100474 - BAKER & TAYLOR	ADULT PRINT	07/06/2023	07/25/2023	07/25/2023	1,568.54
100474 - BAKER & TAYLOR	ADULT PRINT	07/06/2023	07/25/2023	07/25/2023	1,435.24
100474 - BAKER & TAYLOR	ADULT PRINT	07/03/2023	07/25/2023	07/25/2023	113.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/07/2023	07/25/2023	07/25/2023	298.49
100474 - BAKER & TAYLOR	ADULT PRINT	07/07/2023	07/25/2023	07/25/2023	564.24
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/12/2023	07/25/2023	07/25/2023	329.41

100474 - BAKER & TAYLOR	ADULT PRINT	07/07/2023	07/25/2023	07/25/2023	97.63
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	07/11/2023	07/25/2023	07/25/2023	991.08
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/11/2023	07/25/2023	07/25/2023	1,006.33
100474 - BAKER & TAYLOR	CROWN AND ADULT PRINT	07/14/2023	07/25/2023	07/25/2023	542.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/11/2023	07/25/2023	07/25/2023	1,350.46
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2023	07/25/2023	07/25/2023	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/14/2023	07/25/2023	07/25/2023	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/02/2023	07/25/2023	07/25/2023	104.18
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/29/2023	07/25/2023	07/25/2023	681.58
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/29/2023	07/25/2023	07/25/2023	29.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/26/2023	07/25/2023	07/25/2023	204.75
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2023	07/25/2023	07/25/2023	52.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2023	07/25/2023	07/25/2023	26.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/11/2023	07/25/2023	07/25/2023	18.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/11/2023	07/25/2023	07/25/2023	26.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/10/2023	07/25/2023	07/25/2023	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/10/2023	07/25/2023	07/25/2023	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT SO PRINT	07/11/2023	07/25/2023	07/25/2023	101.21
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/07/2023	07/25/2023	07/25/2023	1,125.51
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/17/2023	07/25/2023	07/25/2023	486.70
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/07/2023	07/25/2023	07/25/2023	237.83
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/07/2023	07/25/2023	07/25/2023	72.69
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/07/2023	07/25/2023	07/25/2023	249.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/07/2023	07/25/2023	07/25/2023	304.76
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/30/2023	07/25/2023	07/25/2023	119.01
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/30/2023	07/25/2023	07/25/2023	130.24
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/30/2023	07/25/2023	07/25/2023	869.56
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/30/2023	07/25/2023	07/25/2023	228.33
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/14/2023	07/25/2023	07/25/2023	1,751.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/14/2023	07/25/2023	07/25/2023	297.98
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/14/2023	07/25/2023	07/25/2023	38.17
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/14/2023	07/25/2023	07/25/2023	402.35
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2023	07/25/2023	07/25/2023	144.95
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/30/2023	07/25/2023	07/25/2023	1,012.69
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/30/2023	07/25/2023	07/25/2023	602.23

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 42 \$17,827.43

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	07/06/2023	07/25/2023	07/25/2023	35.36
103424 - MIDWEST TAPE LLC	ADULT AV	07/06/2023	07/25/2023	07/25/2023	31.22
103424 - MIDWEST TAPE LLC	ADULT AV	07/06/2023	07/25/2023	07/25/2023	69.94
103424 - MIDWEST TAPE LLC	ADULT AV	07/06/2023	07/25/2023	07/25/2023	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	07/06/2023	07/25/2023	07/25/2023	180.01
103424 - MIDWEST TAPE LLC	ADULT AV	07/06/2023	07/25/2023	07/25/2023	124.72
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	148.44
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	76.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	79.10
103424 - MIDWEST TAPE LLC	ADULT AV	07/12/2023	07/25/2023	07/25/2023	108.70
103424 - MIDWEST TAPE LLC	ADULT AV	06/28/2023	07/25/2023	07/25/2023	82.29
103424 - MIDWEST TAPE LLC	ADULT AV	06/28/2023	07/25/2023	07/25/2023	70.33
103424 - MIDWEST TAPE LLC	ADULT AV	06/28/2023	07/25/2023	07/25/2023	31.22
103424 - MIDWEST TAPE LLC	ADULT AV	06/28/2023	07/25/2023	07/25/2023	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	06/28/2023	07/25/2023	07/25/2023	400.97

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 19 \$1,587.74

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 66 \$26,039.15

Business Unit **4820 - ACCESS SERVICES**

Account **62506 - WORK- STUDY**

10407 - NORTHWESTERN UNIVERSITY

WORKSTUDY APRIL 1 - JUNE 30, 2023

07/07/2023

07/25/2023

07/25/2023

584.87

Account **62506 - WORK- STUDY** Totals

Invoice Transactions 1

\$584.87

Account **65100 - LIBRARY SUPPLIES**

100736 - BRODART COMPANY

OFFICE SUPPLIES

07/14/2023

07/25/2023

07/25/2023

28.65

19819 - TRANSFORMATIVE JUSTICE LAW PROJECT OF ILLINOIS

PROFESSIONAL SERVICES - CHANGE AND GENDER MARKER 101

07/16/2023

07/25/2023

07/25/2023

200.00

Account **65100 - LIBRARY SUPPLIES** Totals

Invoice Transactions 2

\$228.65

Business Unit **4820 - ACCESS SERVICES** Totals

Invoice Transactions 3

\$813.52

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65002 - STATE GRANT EXPENSE**

107243 - EVANSTON ARTS COUNCIL

PROFESSIONAL SERVICES - ART WORKSHOP

07/19/2023

07/25/2023

07/25/2023

200.00

Account **65002 - STATE GRANT EXPENSE** Totals

Invoice Transactions 1

\$200.00

Account **65100 - LIBRARY SUPPLIES**

101752 - EVANSTON PUBLIC LIBRARY

PETTY CASH REIMBURSEMENT JAN-JUNE 2023

06/20/2023

07/25/2023

07/25/2023

77.42

19828 - GERBER / HART LIBRARY AND ARCHIVES

GERBER HART PRIDE PROGRAM

05/30/2023

07/25/2023

07/25/2023

125.00

19851 - JEANNE L. MAYER

PROFESSIONAL SERVICES - SEW AND MAKE WORKSHOP

07/14/2023

07/25/2023

07/25/2023

75.00

18748 - MARGOTH MORENO

PROFESSIONAL SERVICES

06/26/2023

07/25/2023

07/25/2023

75.00

270049 - Tracy Olasimbo

BLACK FAMILY GAME NIGHT GIFTCARD

07/17/2023

07/25/2023

07/25/2023

50.00

270049 - Tracy Olasimbo

BLACK FAMILY GAME NIGHT FOOD

07/17/2023

07/25/2023

07/25/2023

8.00

Account **65100 - LIBRARY SUPPLIES** Totals

Invoice Transactions 6

\$410.42

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR

ADULT PRINT

07/06/2023

07/25/2023

07/25/2023

92.46

100474 - BAKER & TAYLOR

ADULT PRINT

07/06/2023

07/25/2023

07/25/2023

79.67

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/05/2023

07/25/2023

07/25/2023

308.93

100474 - BAKER & TAYLOR

CROWN AND JUV PRINT

07/06/2023

07/25/2023

07/25/2023

195.83

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/07/2023

07/25/2023

07/25/2023

37.40

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

07/07/2023

07/25/2023

07/25/2023

42.89

100474 - BAKER & TAYLOR

CROWN AND JUV PRINT

07/07/2023

07/25/2023

07/25/2023

21.03

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/11/2023

07/25/2023

07/25/2023

91.18

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/10/2023

07/25/2023

07/25/2023

290.45

100474 - BAKER & TAYLOR

CROWN AND JUV PRINT

07/10/2023

07/25/2023

07/25/2023

159.38

100474 - BAKER & TAYLOR

CROWN AND JUV PRINT

07/13/2023

07/25/2023

07/25/2023

79.52

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

07/12/2023

07/25/2023

07/25/2023

33.49

100474 - BAKER & TAYLOR

CROWN AND ADULT PRINT

07/11/2023

07/25/2023

07/25/2023

16.39

100474 - BAKER & TAYLOR

CROWN AND JUV PRINT

07/11/2023

07/25/2023

07/25/2023

62.92

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

07/11/2023

07/25/2023

07/25/2023

130.85

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/14/2023

07/25/2023

07/25/2023

30.11

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/06/2023

07/25/2023

07/25/2023

68.95

100474 - BAKER & TAYLOR

CROWN AND JUV PRINT

07/14/2023

07/25/2023

07/25/2023

171.33

100474 - BAKER & TAYLOR

CROWN AND ADULT PRINT

07/14/2023

07/25/2023

07/25/2023

114.57

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

07/14/2023

07/25/2023

07/25/2023

88.39

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

07/11/2023

07/25/2023

07/25/2023

53.63

100474 - BAKER & TAYLOR

YA, JUV AND CROWN PRINT

07/14/2023

07/25/2023

07/25/2023

66.82

Account **65630 - LIBRARY BOOKS** Totals

Invoice Transactions 22

\$2,236.19

Account **65641 - AUDIO VISUAL COLLECTIONS**

19521 - PLAYAWAY PRODUCTS LLC

CROWN JUV AV

07/12/2023

07/25/2023

07/25/2023

3,814.31

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals

Invoice Transactions 1

\$3,814.31

Business Unit **4825 - ENGAGEMENT SERVICES** Totals

Invoice Transactions 30

\$6,660.92

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **62340 - IT COMPUTER SOFTWARE**

103876 - OCLC, INC.

IT COMPUTER SOFTWARE

07/01/2023

07/25/2023

07/25/2023

3,597.21

18932 - PATRON POINT, INC.

MARKETING AUTOMATION FEE

07/01/2023

07/25/2023

07/25/2023

138.60

287918 - TODAY'S BUSINESS SOLUTIONS, INC.

FAX PROGRAM JAN-MAR 2024

07/06/2023

07/25/2023

07/25/2023

408.48

Account **62340 - IT COMPUTER SOFTWARE** Totals

Invoice Transactions 3

\$4,144.29

<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/07/2023	07/25/2023	07/25/2023	289.39
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	07/14/2023	07/25/2023	07/25/2023	235.42
				<b>Account 65630 - LIBRARY BOOKS Totals</b>	<b>Invoice Transactions 2</b>
					<b>\$524.81</b>
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b>					
					<b>Invoice Transactions 5</b>
					<b>\$4,669.10</b>
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>					
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>					
100891 - CARRIER CORPORATION	HVAC MOTOR REPLACEMENT	07/11/2023	07/25/2023	07/25/2023	16,687.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/06/2023	07/25/2023	07/25/2023	124.92
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/13/2023	07/25/2023	07/25/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/20/2023	07/25/2023	07/25/2023	510.13
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	07/12/2023	07/25/2023	07/25/2023	165.17
315451 - METRO DOOR AND DOCK, INC.	DOOR REPAIR SERVICE	06/22/2023	07/25/2023	07/25/2023	2,481.55
315451 - METRO DOOR AND DOCK, INC.	DOOR REPAIR SERVICE	06/06/2023	07/25/2023	07/25/2023	435.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	07/06/2023	07/25/2023	07/25/2023	10,520.00
				<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>	<b>Invoice Transactions 8</b>
					<b>\$31,433.90</b>
<b>Account 64005 - ELECTRICITY</b>					
10730 - MC SQUARED ENERGY	MC SQUARED 07.14.2023	07/14/2023	07/25/2023	07/25/2023	19,162.70
				<b>Account 64005 - ELECTRICITY Totals</b>	<b>Invoice Transactions 1</b>
					<b>\$19,162.70</b>
<b>Account 65040 - JANITORIAL SUPPLIES</b>					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/13/2023	07/25/2023	07/25/2023	458.40
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/07/2023	07/25/2023	07/25/2023	509.10
				<b>Account 65040 - JANITORIAL SUPPLIES Totals</b>	<b>Invoice Transactions 2</b>
					<b>\$967.50</b>
<b>Business Unit 4840 - LIBRARY MAINTENANCE Totals</b>					
					<b>Invoice Transactions 11</b>
					<b>\$51,564.10</b>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>					
<b>Account 62185 - CONSULTING SERVICES</b>					
19762 - ALMA ADVISORY GROUP, LLC	EPL EXECUTIVE DIRECTOR SEARCH/COMPLETION OF 1ST RD OF INTERVIEWS	07/18/2023	07/25/2023	07/25/2023	10,335.00
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	07/21/2023	07/25/2023	07/25/2023	1,785.33
				<b>Account 62185 - CONSULTING SERVICES Totals</b>	<b>Invoice Transactions 2</b>
					<b>\$12,120.33</b>
<b>Account 62295 - TRAINING &amp; TRAVEL</b>					
132303 - Carmen Francellno	ALA CONFERENCE C FRANCEELNO REIMBURSEMENT	07/14/2023	07/25/2023	07/25/2023	217.92
101752 - EVANSTON PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT JAN-JUNE 2023	06/20/2023	07/25/2023	07/25/2023	9.00
18675 - KELLYE FLEMING	ALA CONFERENCE K FLEMING REIMBURSEMENT	07/07/2023	07/25/2023	07/25/2023	277.68
15946 - KIMBERLY DAUFELDT	ALA CONFERENCE K DAUFELDT REIMBURSEMENT	06/27/2023	07/25/2023	07/25/2023	50.00
18409 - LAURA ANTOLIN	ALA CONFERENCE - L ANTOLIN REIMBURSEMENT	07/21/2023	07/25/2023	07/25/2023	97.27
12521 - WYNN SHAWVER	ALA CONFERENCE W SHAWVER REIMBUREMENT	07/07/2023	07/25/2023	07/25/2023	321.76
				<b>Account 62295 - TRAINING &amp; TRAVEL Totals</b>	<b>Invoice Transactions 6</b>
					<b>\$973.63</b>
<b>Account 62506 - WORK- STUDY</b>					
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY APRIL 1 - JUNE 30, 2023	07/07/2023	07/25/2023	07/25/2023	650.41
				<b>Account 62506 - WORK- STUDY Totals</b>	<b>Invoice Transactions 1</b>
					<b>\$650.41</b>
<b>Account 65095 - OFFICE SUPPLIES</b>					
105711 - 4IMPRINT, INC.	BULK ORDER GROCERY TOTE	07/12/2023	07/25/2023	07/25/2023	1,737.46
102137 - GRAINGER, INC., W.W.	PER DEPARTMENT TWO WAY RADIOS	07/12/2023	07/25/2023	07/25/2023	1,236.99
102137 - GRAINGER, INC., W.W.	MORE TWO WAY RADIOS	06/29/2023	07/25/2023	07/25/2023	2,332.33
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/30/2023	07/25/2023	07/25/2023	37.26
				<b>Account 65095 - OFFICE SUPPLIES Totals</b>	<b>Invoice Transactions 4</b>
					<b>\$5,344.04</b>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION Totals</b>					
					<b>Invoice Transactions 13</b>
					<b>\$19,088.41</b>
<b>Department 48 - LIBRARY Totals</b>					
					<b>Invoice Transactions 150</b>
					<b>\$123,841.93</b>
<b>Fund 185 - LIBRARY FUND Totals</b>					
					<b>Invoice Transactions 150</b>
					<b>\$123,841.93</b>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>					
<b>Department 48 - LIBRARY</b>					

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

Account **65515 - OTHER IMPROVEMENTS**

317013 - H-O-H WATER TECHNOLOGY      CHEMICAL AFTER SNOW MELT LOOP AFTER SEWER      05/03/2023      07/25/2023      07/25/2023      1,245.00  
COLLAPSE

Account <b>65515 - OTHER IMPROVEMENTS</b> Totals	Invoice Transactions 1	<u>\$1,245.00</u>
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> Totals	Invoice Transactions 1	<u>\$1,245.00</u>
Department <b>48 - LIBRARY</b> Totals	Invoice Transactions 1	<u>\$1,245.00</u>
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> Totals	Invoice Transactions 1	<u>\$1,245.00</u>
	Invoice Transactions 151	<u>\$125,086.93</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	MICHAELS #9490	TX	75063	\$ 65.95	5/1/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES DECATED TO THE DREAM	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	LAKEHORE LEARNING MAT	CA	90895	\$ 124.98	5/17/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Devaney	John
LIBRARY	AMZN MKTP US CY5B784F3	WA	98109	\$ 12.99	5/17/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES AND ELL SUPPLIES	185.48.4805	-	Devaney	John
LIBRARY	TARGET.COM	MN	55445	\$ 23.77	5/22/2023	65100 LIBRARY SUPPLIES	IDL AND ELL PROGRAM SUPPLIES	185.48.4805	-	Devaney	John
LIBRARY	WALMART.COM	AR	72716	\$ 39.96	5/22/2023	65100 LIBRARY SUPPLIES	SUMMER PROGRAMMING SUPPLIES	185.48.4805	-	Devaney	John
LIBRARY	PAYPAL FT.COM	CA	95131	\$ 74.75	4/26/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HF7GF5D60	WA	98109	\$ 19.70	4/26/2023	65630 LIBRARY BOOKS	ELL PROGRAM SUPPLIES	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 54.99	4/27/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	BENNISON'S BAKERY INC	IL	60201	\$ 198.27	4/27/2023	65100 LIBRARY SUPPLIES	LLL PROGRAM FOOD	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	NYTIMES	NY	10018	\$ 541.75	5/1/2023	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	BENNISON'S BAKERY INC	IL	60201	\$ (15.00)	5/1/2023	65100 LIBRARY SUPPLIES	CREDIT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CURT'S CAFE	IL	60201	\$ 408.00	5/1/2023	65100 LIBRARY SUPPLIES	LLL PROGRAM FOOD	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 233.74	5/1/2023	65630 LIBRARY BOOKS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GAN USAT/ODAY/CIRC	IN	46038	\$ 29.00	5/2/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J BARRONS	MA	01022	\$ 29.99	5/4/2023	65100 LIBRARY SUPPLIES	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM S45DD88X3 A	WA	98109	\$ 9.99	5/17/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US C14GM58K3	WA	98109	\$ 12.74	5/17/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US.LT9Q34BW3	WA	98109	\$ 32.94	5/17/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US RV46N2RR3	WA	98109	\$ 43.90	5/17/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US 6H7PL8YK3	WA	98109	\$ 183.57	5/17/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMAZON.COM Z138R9BS3 A	WA	98109	\$ 18.83	5/19/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US 502SG4ZL3	WA	98109	\$ 23.16	5/19/2023	65100 LIBRARY SUPPLIES	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	W.SJ.BARRONS SUBSCRIPTI	NJ	08852	\$ 54.99	5/24/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Devaney	John
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 130.00	5/24/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US EY4WD0J3	WA	98109	\$ 26.96	5/24/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US Z87J9S883	WA	98109	\$ 8.87	5/25/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US NN3MU7MH3	WA	98109	\$ 21.30	5/25/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US 2F6PI7333	WA	98109	\$ 33.04	5/25/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US 6Y2LG2SF3	WA	98109	\$ 34.42	5/25/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	AMZN MKTP US TP6ZF74L3	WA	98109	\$ 100.28	5/25/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	VALLI PRODUCE	IL	60202	\$ 21.99	4/27/2023	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4825	-	Bojorquez	Eric
LIBRARY	VALLI PRODUCE	IL	60202	\$ 21.99	4/28/2023	65100 LIBRARY SUPPLIES	PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET.COM	MN	55445	\$ 7.08	5/1/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	DBC BLCK ART MATERIAL	IL	61401	\$ 55.64	5/1/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 52.14	5/1/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WPY KIDS CREATE CHANGE	IL	60201	\$ 50.00	5/2/2023	65100 LIBRARY SUPPLIES	UMBRELLA FESTIVAL BOOTH FEE	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	PAYPAL ABM BUTTON	TX	75074	\$ 504.43	5/2/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ (7.08)	5/3/2023	65100 LIBRARY SUPPLIES	REFUND	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL TRAXION	CA	72956	\$ 360.00	5/3/2023	65100 LIBRARY SUPPLIES	SHELVING CHAIRS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 127.00	5/3/2023	62340 IT COMPUTER SOFTWARE	WEBHOST MONTHLY SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	EARTHLY GOODS LTD	IN	47150	\$ 1,030.00	5/5/2023	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 21.57	5/5/2023	65100 LIBRARY SUPPLIES	SCHOOL VISIT SUPPLIES	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	MICHAELS #9490	TX	75063	\$ 29.93	5/5/2023	65100 LIBRARY SUPPLIES	SCHOOL VISIT SUPPLIES	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	DBC BLCK ART MATERIAL	IL	61401	\$ 21.94	5/17/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES TEEN SCENE POP-UP	185.48.4825	-	Devaney	John
LIBRARY	MICHAELS #9490	TX	75063	\$ 61.04	5/17/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SUMMER READING	185.48.4825	-	Devaney	John
LIBRARY	AMZN MKTP US CY5B784F3	WA	98109	\$ 36.99	5/17/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES AND ELL SUPPLIES	185.48.4825	-	Devaney	John
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 44.07	5/18/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SUMMER HYGGE	185.48.4825	-	Devaney	John
LIBRARY	DOLLARTREE	IL	60202	\$ 6.25	5/22/2023	65100 LIBRARY SUPPLIES	ROBERT CROWN PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	VALLI PRODUCE	IL	60202	\$ 25.07	5/22/2023	65025 FOOD	TEA AND TALK PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	WALMART.COM	AR	72716	\$ 79.99	5/22/2023	65100 LIBRARY SUPPLIES	SUMMER PROGRAMMING SUPPLIES	185.48.4825	-	Devaney	John
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 34.98	5/24/2023	65100 LIBRARY SUPPLIES	ROBIN RC PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET.COM	MN	55445	\$ 55.00	5/1/2023	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	60201	\$ 54.71	5/1/2023	65002 STATE GRANT EXPENSE	STEM FEST GARDEN PROGRAM SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 32.40	5/2/2023	62340 IT COMPUTER SOFTWARE	WEB HOST SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 7.79	5/4/2023	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	5/4/2023	62340 IT COMPUTER SOFTWARE	MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WORLD MARKET #147	IL	60201	\$ 28.94	5/12/2023	65100 LIBRARY SUPPLIES	TEEN SERVICES ANIME SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	LETTUCE GROW	CA	90292	\$ 24.55	5/15/2023	65100 LIBRARY SUPPLIES	ILL PROGRAM SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	AEROGARDEN.COM	OH	43041	\$ 185.57	5/17/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 125.64	5/17/2023	65100 LIBRARY SUPPLIES	TEEN SERVICES TABLES AND SUPPLIES FOR TASTE OF TH	185.48.4835	-	Madison	Elacsha
LIBRARY	AEROGARDEN.COM	OH	43041	\$ (10.92)	5/22/2023	65002 STATE GRANT EXPENSE	TAXES REIMBURSED FROM PREVIOUS AEROGARDEN SUP	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	55445	\$ 15.00	5/22/2023	65100 LIBRARY SUPPLIES	IDL AND ELL PROGRAM SUPPLIES	185.48.4835	-	Devaney	John
LIBRARY	FLAGS IMPORTER CORP	CA	91761	\$ 251.33	5/22/2023	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Devaney	John
LIBRARY	SP TFD SUPPLIES	IL	62208	\$ 178.78	5/23/2023	65100 LIBRARY SUPPLIES	BULK ORDER HEADPHONES FOR PUBLIC	185.48.4835	-	Devaney	John
LIBRARY	SP TFD SUPPLIES	IL	62208	\$ (13.78)	5/24/2023	65100 LIBRARY SUPPLIES	CREDIT	185.48.4835	-	Devaney	John
LIBRARY	DNH GODADDY.COM	AZ	85260	\$ 21.17	5/24/2023	62340 IT COMPUTER SOFTWARE	WEB HOST MONTHLY SUBSCRIPTION	185.48.4835	-	Madison	Elacsha
LIBRARY	GRAINGER	IL	60045	\$ 161.10	4/27/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	GRAINGER	IL	60045	\$ 581.77	5/5/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	GRAINGER	IL	60045	\$ 1,283.09	5/8/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	THE HOME DEPOT #1902	IL	60201	\$ 18.45	5/8/2023	65050 BUILDING MAINTENANCE MATERIAL	MAINTENANCE SUPPLIES	185.48.4840	542023	Parker	Eric
LIBRARY	THE HOME DEPOT #1902	IL	60201	\$ 57.94	5/8/2023	65050 BUILDING MAINTENANCE MATERIAL	MAINTENANCE SUPPLIES	185.48.4840	532023	Parker	Eric
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 595.10	5/8/2023	65050 BUILDING MAINTENANCE MATERIAL	EARTHGRO 1.5 CU FT BAGGED BROWN WOOD MULCH QT	185.48.4840	-	Wade	Ray
LIBRARY	GRAINGER	IL	60045	\$ 1,183.37	5/15/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 25.87	5/15/2023	65050 BUILDING MAINTENANCE MATERIAL	PICTURE HANG STRIPS MED QTY 1 AND DOOR CHIME KT P	185.48.4840	-	Wade	Ray
LIBRARY	THE HOME DEPOT #1902	IL	60201	\$ 93.63	5/15/2023	65050 BUILDING MAINTENANCE MATERIAL	RAM BOARD PLEXI CUTTER	185.48.4840	051123	Parker	Eric
LIBRARY	GRAINGER	IL	60045	\$ 163.40	5/17/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	SP CHALET NURSERY	IL	60091	\$ 748.06	5/17/2023	62225 BLDG MAINTENANCE SERVICES	BUILDING PLANTING SUPPLIES	185.48.4840	-	MeLendez	Martin
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 179.92	5/22/2023	65050 BUILDING MAINTENANCE MATERIAL	LADDER HANGERSSHOP RADIO	185.48.4840	052023	Parker	Eric
LIBRARY	HABIBI IN MEDITERRANEA	IL	60201	\$ 810.72	4/26/2023	62295 TRAINING & TRAVEL	ALL STAFF DAY LUNCHEON	185.48.4845	-	Madison	Elacsha
LIBRARY	HABIBI IN MEDITERRANEA	IL	60201	\$ 810.73	4/26/2023	62295 TRAINING & TRAVEL	ALL STAFF DAY LUNCHEON	185.48.4845	-	Madison	Elacsha
LIBRARY	TST ELEPHANT & WINE	IL	60201	\$ 15.58	4/27/2023	62295 TRAINING & TRAVEL	STAFF DAY FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 29.93	4/27/2023	62295 TRAINING & TRAVEL	ALL STAFF DAY FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 76.93	4/28/2023	62295 TRAINING & TRAVEL	STAFF DAY FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TST BETHS LITTLE BAKE	IL	60201	\$ 380.59	4/28/2023	62295 TRAINING & TRAVEL	STAFF DAY BREAKFAST	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL BAKINGBETHL	CA	95131	\$ (353.26)	4/28/2023	62295 TRAINING & TRAVEL	CREDIT	185.48.4845	-	Madison	Elacsha
LIBRARY	HABIBI IN MEDITERRANEA	IL	60201	\$ 34.72	5/1/2023	65095 OFFICE SUPPLIES	ALL STAFF DAY LUNCHEON	185.48.4845	-	Hernandez-Solis	Lea



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	AMERICAN LIBRARY ASSOC	IL	60601	\$ (500.00)	5/1/2023	62295 TRAINING & TRAVEL	REFUND	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601	\$ 450.00	5/1/2023	62295 TRAINING & TRAVEL	ALA WEBINAR CONFERENCE J STURGES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMEXGIFTCARD.COM-BOL	GA	30303	\$ (495.95)	5/8/2023	65095 OFFICE SUPPLIES	DISPUTED CHARGES - REFUND	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL BORKA777 BORKA	CA	95131	\$ (470.00)	5/8/2023	65095 OFFICE SUPPLIES	DISPUTED CHARGES REFUND	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM JO0753QV3 A	WA	98109	\$ 28.70	5/8/2023	65095 OFFICE SUPPLIES	OFFICE SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TOMATEFRESHKITCHEN.COM	IL	60201	\$ 206.20	5/22/2023	62295 TRAINING & TRAVEL	CPR TRAINING LUNCHEON	185.48.4845	-	Madison	Elacsha
LIBRARY	WPY NAOMI RUTH COHEN I	IL	60654	\$ 45.00	5/24/2023	62295 TRAINING & TRAVEL	HEALTH SERVICES CONFERENCE FOR I WILLIAMS	185.48.4845	-	Devaney	John
	LIBRARY MAY 2023 TOTAL			\$ 12,361.60							

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
LIBRARY	AMZN MKTP US BC6S49KM3	WA	98109	\$ 14.55	5/26/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	WALMART.COM	AR	72716	\$ 159.68	5/26/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	185.48.4805	-	Devaney	John
LIBRARY	MICHAELS STORES 1314	IL	60647	\$ 28.47	5/26/2023	65100 LIBRARY SUPPLIES	CRAFT CART SUPPLIES RC	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	AMAZON.COM 355767TE3	WA	98109	\$ 38.97	5/26/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Devaney	John
LIBRARY	TARGET 00009274	IL	60202	\$ 79.96	5/29/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 90.88	5/29/2023	65002 STATE GRANT EXPENSE	KIDS GARDENING GRANT SUPPLIES FOR FAMILY FOCUS PROGRAM	185.48.4835	-	Madison	Elascha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 206.81	5/29/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	TARGET 00009274	IL	60202	\$ 261.52	5/29/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	WALGREENS #4218	IL	60202	\$ 5.98	5/29/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES RC	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	SEAFOOD CITY SUPERMA	IL	60630	\$ 56.82	5/29/2023	65025 FOOD	MINI MAY ANIME MEET UP RC	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	DOLLARTREE	IL	60202	\$ 12.50	5/31/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES - KF PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	FOOD4LESS #0558	IL	60202	\$ 14.85	5/31/2023	65100 LIBRARY SUPPLIES	TAKE AND MAKE CLEANING SCRUB WORKSHOP RC	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 13.21	6/1/2023	65100 LIBRARY SUPPLIES	TAKE AND MAKE CLEANING SCRUB WORKSHOP RC	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	6/2/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Devaney	John
LIBRARY	WSJBARRRONS SUBSCRIPTI	NJ	08852	\$ 29.99	6/2/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Devaney	John
LIBRARY	DOLLARTREE	IL	60202	\$ 11.25	6/5/2023	65100 LIBRARY SUPPLIES	185.48.4805	-	Antolin	Laura	
LIBRARY	WAL-MART #1998	IL	60076	\$ 151.96	6/5/2023	65100 LIBRARY SUPPLIES	BIKE LOCK GIVEAWAY RC PROGRAM - TO	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 11.99	6/5/2023	65100 LIBRARY SUPPLIES	KELLEY RC PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	JEWEL OSCO 3487	IL	60202	\$ 82.64	6/7/2023	65100 LIBRARY SUPPLIES	DIVERSION EN ESPANOL PROGRAM - MANGONADAS	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	GRANGER	IL	60045-5202	\$ 347.26	6/7/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES	185.48.4840	-	Devaney	John
LIBRARY	FOOD4LESS #0558	IL	60202	\$ 18.48	6/8/2023	65100 LIBRARY SUPPLIES	RC TWEEN PROGRAM KF/KJ	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 29.34	6/9/2023	65100 LIBRARY SUPPLIES	PRIDE SUPPLIES FOR ELL	185.48.4805	-	Madison	Elascha
LIBRARY	PARTY CITY 15	IL	60714	\$ 37.00	6/9/2023	65100 LIBRARY SUPPLIES	PRIDE SUPPLIES FOR ELL	185.48.4805	-	Madison	Elascha
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	6/9/2023	65100 LIBRARY SUPPLIES	LIBRARY WP ENGINE	185.48.4835	-	Madison	Elascha
LIBRARY	BOOKENDS & BEGINNINGS	IL	60201-3775	\$ 137.82	6/9/2023	65100 LIBRARY SUPPLIES	PRIDE SUPPLIES FOR ELL	185.48.4805	-	Madison	Elascha
LIBRARY	STICKERYOU.COM	ON	95503	\$ 22.49	6/12/2023	62210 PARK MNTNCE & FURNITURE REPLACEMENT	PRINTING STICKER OFFICE SUPPLIES	185.48.4845	-	Devaney	John
LIBRARY	MICHAELS #9490	TX	75063	\$ 50.92	6/12/2023	65100 LIBRARY SUPPLIES	SHRINKY DINKS FOR CAMP - SPLIT ORDER	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	MICHAELS.COM	TX	75063	\$ 10.68	6/13/2023	65100 LIBRARY SUPPLIES	MOLD PRESS HEAT GLOVES - SPLIT ORDER	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET.COM	MN	55445	\$ 7.78	6/14/2023	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 16.99	6/14/2023	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SP LETS TALK TOGETHER	NY	10014	\$ 48.89	6/14/2023	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US WK6558X73	WA	98109	\$ 7.99	6/14/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES LYLE CROCODILE	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 79.00	6/14/2023	62295 TRAINING & TRAVEL	ALA WEBINAR REGISTRATION B PETRITES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 440.00	6/15/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 1,120.00	6/15/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00009274	IL	60202	\$ 51.96	6/15/2023	65002 STATE GRANT EXPENSE	KIDS GARDENING GRANT PROGRAM SUPPLIES	185.48.4835	-	Madison	Elascha
LIBRARY	AMZN MKTP US 4U3OC04R3	WA	98109	\$ 66.60	6/15/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 1,069.10	6/15/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US LN4D47093	WA	98109	\$ 116.88	6/15/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 32.40	6/16/2023	62340 IT COMPUTER SOFTWARE	WEBSITE HOST MONTHLY FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	SAMSLUB.COM	AR	72712	\$ 55.14	6/16/2023	65095 OFFICE SUPPLIES	ADMIN OFFICE SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DOMINOS 9175	IL	60201	\$ 100.88	6/19/2023	65002 STATE GRANT EXPENSE	STEM CAMP FRIDAY LUNCH FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	WINDY CITY GARDEN CENT	IL	60201	\$ 276.79	6/19/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 100.00	6/19/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION H ROSS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MARIANOS #531	IL	60076	\$ 29.24	6/19/2023	65025 FOOD	TWEEN AFTERNOON CARTOONS PROGRAM - KM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET.COM	MN	55445	\$ (7.78)	6/19/2023	65100 LIBRARY SUPPLIES	CREDIT	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	JEWEL OSCO 3470	IL	60618	\$ 17.97	6/19/2023	65025 FOOD	TWEEN AFTERNOON CARTOONS PROGRAM - KM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	DOLLAR TREE	IL	60053	\$ 52.50	6/19/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT	185.48.4835	-	Madison	Elascha
LIBRARY	JOANN STORES #957	IL	44906	\$ 320.40	6/19/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	MICHAELS STORES 5151	IL	60053	\$ 435.51	6/19/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	STICKER MULE	NY	12010	\$ 140.02	6/19/2023	62210 PARK MNTNCE & FURNITURE REPLACEMENT	LABEL PRINTING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WALGREENS #2619	IL	60201	\$ 10.98	6/20/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 366.38	6/21/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES FUNDING THROUGH D65 GRANT.	185.48.4835	-	Madison	Elascha
LIBRARY	PAYPAL ETSY INC	NY	11201	\$ 12.66	6/21/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	WSJBARRRONS SUBSCRIPTI	NJ	08852	\$ 54.99	6/21/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Devaney	John
LIBRARY	PY ANCHORFISH PRINTING	IL	60202	\$ 434.56	6/23/2023	65095 OFFICE SUPPLIES	STAFF T-SHIRT PRINTING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY JUNE 2023 TOTAL				\$	8,967.69						



**EVANSTON PUBLIC LIBRARY**  
**Racial Equity Task Force Meeting Minutes**  
**August 8, 2023**

Members present: Heather Norborg, Joyce Miller-Bean, Michelle K, Tiffany Edwards, Yesenia, Melissa Raman Molitor, Janice Aranda. Max Weinberg, Mariana Bojorquez (note taker)

Meeting opened by reading the Land Acknowledgement.

Terry gave an update on the Executive Director Search, including thanking Joyce, Melissa, and Janice for representing the RETF during Round 3 interviews.

The group discussed retention of members and what motivated them to join. Brainstormed how to improve meetings so that the work continues to move forward and how to prepare for the new Executive Director so that the group can help to orient them to the work and is prepared to make recommendations to that person regarding how they'd like to communicate and participate in the strategic work.

Michelle is setting up an RETF Whatsapp group for ongoing communication.

At the September meeting, which will be held in-person, Michelle and Brenda will lead the group in a priority setting session.

# Library Director's Report

## August 16, 2023

### **Updates:**

The City of Evanston Health & Human Services Department has installed free Naloxone distribution boxes in the lobbies of some public buildings, including the Main Library and Robert Crown. Naloxone is a medication approved by the Food and Drug Administration (FDA) designed to rapidly reverse opioid overdose. Anyone is welcome to take a free box of Naloxone, no questions asked. The boxes contain two nasal spray doses of this potentially life saving medication. This is funded by the Health and Human Services Department via a state grant.

Save the date: Illinois Libraries Present two-time Pulitzer Prize winning author **Colson Whitehead** on Wednesday, September 6, at 7pm (virtual program). EPL Librarian Heather Ross is the co-chair of the programming committee for this statewide collaboration among public libraries offering premier events.

Save the date: The Partners of the Evanston Public Library (PEPL) are hosting a Readathon September 8-10 in celebration of EPL's 150th anniversary and international literacy day. To learn more and get involved with the PEPL, visit their website at [eplpartners.org](http://eplpartners.org)

EPL staff met with COE staff to discuss the underground parking garage at the Main Library. We are working together on the steps needed to reopen the garage to the public with an anticipated date by the end of September.

### **Data Dashboard**

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

### **Staff reports:**

#### **Spotlight on Service Awards:**

We'd like to recognize and thank the following staff members for their years of service to the Library and the City:

- Marlene Meyer, 40 years
- Olivia Mo, 25 years
- Laura Antolin, 20 years
- Lea Hernandez-Solis, 20 years
- Jill Skwerski, 15 years
- Kellye Fleming, 10 years
- Heather Norborg, 10 years
- Williams Ohms, 10 years
- Martin Melendez, 5 years
- Nani Boyce, 5 years
- Victor Collaso, 5 years

- Rolinda Stevenson, 5 years
- Tyler Works, 5 years
- Elacsha Madison, 5 years
- Jeffrey Garrett, 5 years

### **Patron Feedback of Note:**

Management received a call from a patron who was super appreciative of the professional and courteous assistance she received from Robert Crown Branch Library Assistant Daisy Tellez. Daisy provided outstanding service while helping her with a complicated process of uploading multiple documents to a website related to academics and she was particularly grateful for Daisy's patience explaining how to upload everything needed.

### **Press Mentions:**

[Library's branches: Celebrating 150 years of EPL, Part 3](#). Evanston Roundtable. Aug 10, 2023.

[The Bookmobile: Celebrating 150 Years of the Evanston Public Library, Part II](#). Evanston Roundtable. Aug 1, 2023.

[Not Just Books: Celebrating 150 years of the Evanston Public Library](#). Evanston Roundtable. July 30, 2023.

[City of Evanston opening two cooling centers amid dangerous heat](#). CBS News. July 27, 2023

[A book for every baby born in Evanston](#). Evanston Roundtable. July 25, 2023.

[Fair Housing 101 in partnership with Evanston Public Library](#). Evanston Patch. Event posting. July 17, 2023.

[Top library job receiving strong interest](#). Evanston Roundtable. July 20, 2023.

[Climate Watch: Envisioning a Circular Evanston](#). Evanston Roundtable. July 13, 2023.

[Graphic novelist finds her Evanston journey 'inspiring.'](#) Evanston Roundtable. July 13, 2023.

[Community comes first in Mason Park event](#). Evanston Roundtable. July 11, 2023.

[Bonding through play at Black Family Game Night](#). Evanston Roundtable. July 3, 2023.

[With wildfire smoke fouling the air, a somewhat hopeful talk about climate change](#). Evanston Roundtable. July 3, 2023.

[US saw record book-banning efforts in 2022, library group says.](#) Al Jazeera English. June 24, 2023.



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Heather Norborg, Interim Executive Library Director  
Subject: Administrative Services Update  
Date: August 16, 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:

- Daniel Stribling has accepted an offer for the full-time Social Worker position in Administration. His first day is Monday, August 14.
- Helen Fisz, Administrative Lead in Administration, has retired after 15 years at EPL. Her last day was Friday, August 11. Her position description is being updated before posting.
- Daniel Rivera, part time Library Clerk in Access Services, has resigned. His last day was Saturday, August 12. Candidates from an eligibility list are being considered.

## **Financial Resources**

The Library Fund financial report for the period ending July 31<sup>th</sup> is included for your review. For the operating fund, revenue collection is at 49% of budget projection and expenditures 50%. Capital fund expenditures total 57% of the budget.

## **Facilities Update**



# Budget Performance Report

Fiscal Year to Date 07/31/23

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,535,472.00	.00	7,535,472.00	.00	.00	3,913,310.96	3,622,161.04	52	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	6,126.35
55201	Federal Grants	100,000.00	.00	100,000.00	.00	.00	35,816.02	64,183.98	36	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	13,549.89	96,316.11	12	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	80,493.81	319,506.19	20	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	1,059.86	3,940.14	21	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(43.00)	43.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	.00	.00	123,061.47	(101,461.47)	570	68,818.53
57002	TRANSFER FROM ENDOWMENT	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	217,929.86
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	10,867.43	11,132.57	49	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	1,469.56	1,530.44	49	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	.00	.00	5,546.70	3,453.30	62	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	2,101.00	(1,101.00)	210	2,765.84
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	6,798.00	13,596.00	33	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	(200.00)	.00	5,195.12	94,804.88	5	41,727.49
REVENUE TOTALS		\$8,577,332.00	\$0.00	\$8,577,332.00	(\$200.00)	\$0.00	\$4,199,226.82	\$4,378,105.18	49%	\$8,353,864.89
EXPENSE										
61010	REGULAR PAY	3,562,096.20	.00	3,562,096.20	223,101.16	.00	1,684,383.56	1,877,712.64	47	2,978,002.55
61050	PERMANENT PART-TIME	1,345,141.20	.00	1,345,141.20	97,258.85	.00	733,678.09	611,463.11	55	1,204,517.09
61060	SEASONAL EMPLOYEES	48,575.00	.00	48,575.00	1,415.00	.00	12,921.00	35,654.00	27	63,436.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	753.56	.00	11,016.06	(1,016.06)	110	13,584.69
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	13,437.01	(13,437.01)	+++	125,537.04
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,373.80	(3,373.80)	+++	3,732.64
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,100.49
61510	HEALTH INSURANCE	659,089.88	.00	659,089.88	47,063.81	.00	331,065.01	328,024.87	50	534,587.98
61615	LIFE INSURANCE	1,927.00	.00	1,927.00	91.75	.00	640.84	1,286.16	33	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	1,080.00	945.00	53	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	10,305.70	.00	78,344.39	78,246.05	50	195,688.52
61725	SOCIAL SECURITY	301,791.59	.00	301,791.59	19,290.05	.00	147,466.90	154,324.69	49	261,772.53
61730	MEDICARE	71,420.02	.00	71,420.02	4,511.37	.00	34,488.16	36,931.86	48	61,728.26
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	12,120.33	(3,400.00)	56,919.10	81,480.90	40	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	26,514.00	18,486.00	59	9,672.27
62225	BLDG MAINTENANCE SERVICES	232,295.00	.00	232,295.00	31,643.90	73,640.00	178,963.92	(20,308.92)	109	241,472.84
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	.00	.00	.00	85,000.00	0	(2,849.23)





# Budget Performance Report

Fiscal Year to Date 07/31/23

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>EXPENSE</b>										
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	7,817.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	1,550.54	.00	20,246.24	4,753.76	81	30,253.43
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	3,171.00	2,269.00	58	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	2,849.00	2,036.00	58	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	12,262.93	538.00	79,005.60	191,705.40	29	219,674.70
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	13,693.30	.00	152,802.07	127,452.93	55	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	1,490.78	.00	2,552.64	5,947.36	30	4,633.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	2,607.07	3,092.93	46	4,479.26
64005	ELECTRICITY	120,000.00	.00	120,000.00	19,162.70	.00	49,502.43	70,497.57	41	89,498.92
64009	UTILITIES - COE WATER	11,000.00	.00	11,000.00	.00	.00	4,959.00	6,041.00	45	7,454.59
64015	NATURAL GAS	33,900.00	.00	33,900.00	471.42	.00	7,463.08	26,436.92	22	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	480.00	.00	6,514.08	15,075.92	30	.00
65002	STATE GRANT EXPENSE	13,300.00	.00	13,300.00	400.00	.07	17,569.97	(4,270.04)	132	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	652.33	6,347.67	9	8,186.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	967.50	.00	19,179.64	(802.64)	104	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	11,291.92	23,708.08	32	16,772.30
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	6,407.33	6,373.93	11,337.08	32,288.99	35	26,820.89
65100	LIBRARY SUPPLIES	107,930.00	.00	107,930.00	3,699.48	389.70	55,400.81	52,139.49	52	143,036.91
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,000.00
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	.00	.00	13,878.00	22,772.00	38	83,188.07
65630	LIBRARY BOOKS	561,400.00	.00	561,400.00	37,995.59	.00	251,128.82	310,271.18	45	506,777.66
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	5,071.45	1,428.55	78	6,015.23
65641	AUDIO VISUAL COLLECTIONS	50,500.00	.00	50,500.00	6,026.80	.00	27,384.60	23,115.40	54	49,140.20
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	172,081.00	122,919.00	58	289,328.04
<b>EXPENSE TOTALS</b>		<b>\$8,669,919.33</b>	<b>\$0.00</b>	<b>\$8,669,919.33</b>	<b>\$577,765.85</b>	<b>\$77,541.70</b>	<b>\$4,234,366.68</b>	<b>\$4,358,010.95</b>	<b>50%</b>	<b>\$7,781,209.77</b>
<b>Fund 185 - LIBRARY FUND Totals</b>										
<b>REVENUE TOTALS</b>		<b>8,577,332.00</b>	<b>.00</b>	<b>8,577,332.00</b>	<b>(200.00)</b>	<b>.00</b>	<b>4,199,226.82</b>	<b>4,378,105.18</b>	<b>49%</b>	<b>8,353,864.89</b>
<b>EXPENSE TOTALS</b>		<b>8,669,919.33</b>	<b>.00</b>	<b>8,669,919.33</b>	<b>577,765.85</b>	<b>77,541.70</b>	<b>4,234,366.68</b>	<b>4,358,010.95</b>	<b>50%</b>	<b>7,781,209.77</b>
<b>Fund 185 - LIBRARY FUND Totals</b>		<b>(\$92,587.33)</b>	<b>\$0.00</b>	<b>(\$92,587.33)</b>	<b>(\$577,965.85)</b>	<b>(\$77,541.70)</b>	<b>(\$35,139.86)</b>	<b>\$20,094.23</b>		<b>\$572,655.12</b>
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50	506,626.00



# Budget Performance Report

Fiscal Year to Date 07/31/23

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
	<b>REVENUE TOTALS</b>	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
	<b>EXPENSE</b>									
68305	DEBT SERVICE- PRINCIPAL	275,730.00	.00	275,730.00	.00	.00	.00	275,730.00	0	264,706.00
68315	DEBT SERVICE- INTEREST	232,183.00	.00	232,183.00	.00	.00	116,091.50	116,091.50	50	240,281.64
	<b>EXPENSE TOTALS</b>	\$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										
	<b>REVENUE TOTALS</b>	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50%	506,626.00
	<b>EXPENSE TOTALS</b>	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
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>										
	<b>REVENUE</b>									
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
	<b>REVENUE TOTALS</b>	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
	<b>EXPENSE</b>									
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	1,245.00	930,240.30	437,682.31	(417,922.61)	144	173,737.09
	<b>EXPENSE TOTALS</b>	\$950,000.00	\$0.00	\$950,000.00	\$1,245.00	\$930,240.30	\$437,682.31	(\$417,922.61)	144%	\$173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	<b>REVENUE TOTALS</b>	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
	<b>EXPENSE TOTALS</b>	950,000.00	.00	950,000.00	1,245.00	930,240.30	437,682.31	(417,922.61)	144%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		\$0.00	\$0.00	\$0.00	(\$1,245.00)	(\$930,240.30)	(\$437,682.31)	\$1,367,922.61		(\$173,737.09)
Grand Totals										
	<b>REVENUE TOTALS</b>	10,035,245.00	.00	10,035,245.00	(200.00)	.00	4,453,182.82	5,582,062.18	44%	8,860,490.89
	<b>EXPENSE TOTALS</b>	10,127,832.33	.00	10,127,832.33	579,010.85	1,007,782.00	4,788,140.49	4,331,909.84	57%	8,459,934.50
	<b>Grand Totals</b>	(\$92,587.33)	\$0.00	(\$92,587.33)	(\$579,210.85)	(\$1,007,782.00)	(\$334,957.67)	\$1,250,152.34		\$400,556.39

**Evanston Public Library Endowment Fund**  
**Statement of Activity**  
**June 01, 2023 through June 30, 2023**

Beginning Balance		3,953,409.16
<b>Revenue</b>		
Investment results	151,954.23	
<b>Total Revenues</b>		151,954.23
<b>Distributions/Grants and Expenses</b>		
Foundation support charge	-2,144.17	
<b>Total Distributions</b>		-2,144.17
<b>Ending Balance</b>		<b>4,103,219.22</b>

Endowment for the Evanston Public Library  
 Holdings as of July 2023

	Symbol	Shares/Quantity	Price	Value as of July 31, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$286,471.83	\$286,471.83	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%
				\$286,471.83		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%



# Memorandum

**To: Evanston Public Library Board of Trustees**

**From: Heather Norborg, Interim Executive Director**

**Subject: Board Committee Assignments**

**Date: 8/16/23**

**Recommended Action:**

The Board should discuss the existing committees, their duties and responsibilities, and the appropriate membership, as well as whether the existing special committees and liaison assignments are still appropriate and whether any additional committees or liaison assignments are recommended.

**Summary:**

Currently, the EPL Board has the following committees, as described in the Library Bylaws:

“1.8 Board Committees

**1.8.1 Executive Committee**

The officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings.

**1.8.2 Standing Committees**

The Finance Committee shall determine the financial needs of the Library and work with the Library Director in the preparation and presentation of the annual budget. The Finance Committee shall be chaired by the Treasurer.

The Management Committee shall formulate policies regarding the management of the Library including managerial and operational matters. This Committee shall review and revise, as necessary, the Bylaws and Board adopted policies in the first quarter of

even-numbered years. The Management Committee shall be chaired by the Vice-President.

The Facilities Committee shall review facility operating and capital plans, review facility operating and capital budgets, formulate facility policies and make facility recommendations to the Board. The Chair of the Facilities Committee shall be appointed by the President.

The Development Committee shall enhance the Library's ability to conduct its mission, as defined in the Strategic Plan, by identifying, evaluating and periodically reviewing cooperative ventures between the Library and other organizations that share the Library's mission or goals. The committee would be composed of two trustees and the Library Director or designee. The chair of the Development Committee is the Vice-President.

### **1.8.3 Board Nominating Committee**

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring. The Nominating Committee will select potential Board officers (see section 1.4.1 of the bylaws).

### **1.8.4 Investment Committee**

The Endowment of the Evanston Public Library will be invested and administered by a three member Investment Committee appointed for two-year terms by the Board in February of odd-numbered years. This Committee shall be composed of the Board Treasurer and two qualified individuals. The President of the Board will appoint the chair of the Investment Committee. Decisions will be made by a simple majority of Investment Committee members. The Investment Committee will manage investments based on the terms of the investment policy statement and the needs of the Library.

### **1.8.5 Special Committees**

Other committees may be designated by a resolution adopted by a majority of the Board present at a meeting at which a quorum is present. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any committee

## **Agenda Item 10.A**

member may be removed by the person or persons authorized to appoint committee members whenever, in their judgment, the best interests of the Library shall be served by such removal.”

### **The Special Committees that currently exist are:**

Board Development Committee  
Reimagine Campaign Committee  
Director Search Committee

### **Other Board assignments that recently existed are:**

Liaison to Evanston Nursery and Pre-K Schools  
Liaison to School District 65 and Evanston Township High School District 202  
Liaison to Evanston Northwestern University  
Liaison to Partners of the Evanston Public Library  
Liaison to Racial Equity Taskforce