

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING PACKET

Wednesday, June 21, 2023

6:30 pm

Main Library, Community Meeting Room and via Zoom

Remote Access Information

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

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

Topic: EPL Regular Board Meeting

Time: June 21, 2023 6:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89254317583>

+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, June 21, 2023

Meeting of the Board

6:30 PM

In person and remote

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

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

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. LAND ACKNOWLEDGMENT

3. CITIZEN COMMENT

Not to exceed 45 minutes

4. CONSENT AGENDA

A. Approval of Minutes May 16 and May 26, 2023 Subcommittee Meetings

B. Approval of Minutes May 17, 2023 Regular Board Meeting

C. Approval of Minutes June 2 and June 7, 2023 Special Board Meetings

D. 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

Administrative Services Report (Distributed in Advance)

8. BOARD REPORTS

A. Development Committee

B. Endowment Investment Committee

C. Executive Committee

D. Management & Policy Committee

E. Board Development Committee

F. Facilities Committee

G. Director Search Team

9. UNFINISHED BUSINESS

A. Library Safety Discussion - Proposal to increase Safety Monitor budget (Discussion and Action)

10. NEW BUSINESS

A. Election of Officers (Action)

B. Committee Selections (Discussion)

11. EXECUTIVE SESSION

12. ADJOURNMENT

Next Meeting: July 19, 2023 at 6:30 pm: in person and remote

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
Tuesday, May 16, 2023
Subcommittee Meeting
3:00 PM
Main Library, Community Meeting Room and remote

Members Present

Tracy Fulce, Megan Shea, Shawn Iles, Terry Soto and Esther Wallen. *Soto was virtual on Zoom*

Members Absent

Arikpo Dada, Margaret Lurie, Benjamin Schapiro, Russ Shubet

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 3:09 p.m.

Citizen Comment

None

Special Order of Business

Executive Director Search Committee Meeting

Adjournment

The motion to adjourn was made by Trustee Wallen and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 3:56 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, May 17, 2023
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Tracy Fulce, Arikpo Dada, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shubet, Terry Soto (joined via zoom) and Esther Wallen.

Members Absent

none

Staff Present

Heather Norborg, 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 6:31 p.m.

Citizen Comment

none

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the April 19, 2023 and May 2, 2023 Subcommittee Meeting. Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, the consent agenda was approved.

Equity, Diversity and Inclusion (Joint Task Force):

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

Library Director's Report

Written report provided in advance.

Staff Report:

Administrative Services Report (Distributed in Advance).

Board Reports:

- A. Development Committee
- B. Endowment Investment Committee

- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Facilities Committee

Upon the motion made by Trustee Schapiro and seconded by Trustee Lurie, approve 2023 CIP 23-07 480031 Main Library Heating Boiler Replacement to Anchor Mechanical in the amount of \$546,975.

- G. Transition Team/Interim Team/Search Team
 - 1. Upon the motion made by Trustee Wallen and seconded by Trustee Schapiro, approve the director search timeline.
 - 2. Upon the motion made by Trustee Wallen and seconded by Trustee Schapiro, approve the director search shared purpose statement.

Unfinished Business

- A. Nominating Committee slate of candidates (discussion)

New Business

- A. Safety discussion

Adjournment

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 8:25 p.m.

Submitted by: Terry Soto

Memo: Safety improvements and comprehensive safety approach
To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Director, EPL
Date: Wednesday, May 17, 2023

Background

Recent increases in safety issues experienced by EPL are not unique to our library.

Though it is too early for definitive trend data, anecdotal evidence from across the country points to a recent increase in safety threats in public libraries when compared to pre-pandemic data. Public libraries face a range of different kinds of threats with many potential influencing factors – the rise of book bans and attempts at censorship have made libraries a more likely target for threats, while socioeconomic pressures have created more desperate and stressful situations for some of our most vulnerable patrons, who are statistically more likely to be targeted victims of crime.

In November 2022, the PLA hosted a virtual townhall following a spike in bomb and shooting threats against the backdrop of increased book challenges, and libraries across the U.S. and Canada (Examples: [Winnipeg](#), [Edmonton](#), [Buffalo](#), [Louisville](#), [Downers Grove](#)) have reported increases in the number of safety-related incidents compared to pre-pandemic data.

Balancing safety and security concerns with issues of social justice and inclusion, public libraries have taken many different approaches to improving safety. These responses range from bringing on more police patrols and surveillance and reducing operating hours to improving staff training for de-escalating and responding to crises, bringing in library security consultants, and developing community engagement teams to work directly with patrons.

The following is a discussion of the steps the Evanston Public Library is currently taking to ensure the safety of our patrons and staff in the short term, decision points for Board discussion, and our goals for a long-term plan for how we manage safety at the Evanston Public Library.

Response

In response to an increase in safety-related incidents at both branches of the Evanston Public Library, we promised a multi-pronged approach to addressing safety that balances the need to maintain a safe environment for staff and patrons with the need to create a welcoming atmosphere for all the members of our community. These are initial steps EPL has taken:

Safety Team staffing

Our safety team has been stretched thin following the resignation of our Safety Manager in November 2022. In addition to hiring, training, managing and mentoring our Safety Team, the Safety Manager is also responsible for a physical presence in the public service areas of our

libraries and allows us to have up to two Safety Team members on the floor at all times during opening hours. Unexpected absences caused by sickness or other emergencies have created moments when the floor is not staffed at all. Thus, our top priority in addressing safety concerns is hiring this position. The position was posted immediately following the departure of the previous Safety Manager, however, in response to community feedback following the incident that occurred at the Main Library in January, we revisited and revised our job description and goals for the role:

- The revised [Safety Manager job description](#), developed based on research of best practices from other libraries and a comprehensive approach that emphasizes de-escalation and restorative justice, was posted last week. The position closes May 31.
- Once hired, the new Safety Manager will have the responsibility of advising on an optimal staffing level and hiring additional Safety Monitors.

Evanston Police Department partnership

In the interim, as an immediate short-term measure, we have asked the Evanston Police Department to add the Main Library to its daily rounds in the downtown area. Uniformed police officers make stops inside the library up to twice a day.

- Community sentiment regarding increased police presence in the library is mixed. As an organization that serves vulnerable populations, ultimately, our goal is to reserve the use of police department assistance for immediate safety emergencies that require a police response. The increased police presence is intended to be a temporary stop-gap measure to help ensure the safety of our staff and patrons until our safety team staffing is stabilized, or alternatives such as a contracted security firm (see *Board Direction: Phoenix Security*, below) can be implemented.
- We continue to instruct staff to seek outside assistance from community behavioral health partners like Trilogy when an emergency behavioral health intervention is likely to produce a better outcome than law enforcement involvement.

Additionally, we are scheduling a building survey with EPD to review and offer recommendations on ways to improve the physical spaces inside the building to be able to prevent and respond more quickly to emergencies.

Social Worker position

- Interviews begin Wednesday, May 17, for a social worker position that will be a permanent employee of the Library. The position will have responsibilities working with patrons directly as well as with our Safety Team and other staff to reinforce de-escalation training and build skills related to mental and emotional wellness, in addition to the role's primary responsibilities in resourcing patrons.

In-person and expanded online staff training

- The Library already uses *The Librarian's Guide to Homelessness*, considered the gold standard for libraries across the country in implementing a range of de-escalation techniques applicable to vulnerable people. Following January's incident, we required members of our Safety Team to immediately review this core training. We will continue to require regular review of these modules for all staff.
- On Tuesday, May 23, we are collaborating with Connections for the Homeless on a pilot training program on de-escalation techniques that will be held in person. Members of our Safety Team, our People in Charge, and a few additional staff will participate in this in-person training, which, if successful, will be rolled out to the rest of our public service staff. We believe the in-person format of the training will offer additional value to different kinds of learners who may benefit more from discussion and role-playing.

Community Partner Collaborations

- In addition to the above-mentioned support from the Evanston Police Department, calls to Trilogy Behavioral Health, and training in partnership with Connections for the Homeless, EPL has been in discussion with other community partner organizations and city and elected officials on comprehensive approaches to reducing safety-related incidents. Through these partnerships, we intend to open more community-oriented conversations on approaches to working with vulnerable populations.

Communications tools

We have identified a need for additional communications tools to be able to more quickly communicate throughout our facilities in the event of an emergency. We are investigating the following options:

- The Vocera platform provides communications tools, similar to walkie talkies, that can make it easier and faster for our staff to communicate across the library from areas that may be hidden from sight lines, like in the stacks. We are awaiting a quote on this solution.
- We continue to work with City of Evanston IT to investigate options for reprogramming our existing phone system to implement an intercom/PA function that can be used to clear our facilities quickly in an emergency.

Board Direction: Phoenix Security Contract

From the date of posting, interviewing, hiring and onboarding a new Safety Manager is expected to take at least three months to complete. Because of the recent increase in safety incidents and mixed public sentiment expressed at previous board meetings regarding law enforcement presence in the Library, at the suggestion of City of Evanston leadership, we sought a quote from Phoenix Security to fill in staffing shortfalls. Phoenix currently provides contracted security services at the Morton Civic Center, the Robert Crown Community Center, and other city-owned facilities.

In brief, the initial proposal with Phoenix would provide a dedicated security officer at the Main Library during all hours the Library is open to the public, roughly equivalent to 1.5 FTE. The minimum length of contract Phoenix is offering is 12 months at a cost of about \$109,000 (\$30.97/hour; 67.5 hours/week). The security officers provided would work alongside our existing Safety Team. Staff is seeking direction from the board on whether to pursue a contract with Phoenix.

The Long View: A comprehensive safety plan

One of the major functions of the new Safety Manager position will be the design and implementation of an updated comprehensive safety plan that could encompass some or all of the following goals: (a) assessing and recommending the proper staffing levels and approach to staffing the Safety Team, (b) establishing a more robust staff training schedule and more accountability for implementing de-escalation techniques, (c) reviewing and establishing policies and procedures based on best practices, (d) identifying and nurturing community partnerships with the aim of reducing safety-related incidents and police calls, and other objectives that take into account the feedback that we have heard and will continue to solicit from residents and community members.

Conclusion

Following safety-related incidents at the library and in response to trends at public libraries across the country, we assured our staff, patrons and the wider community of a holistic, multi-pronged approach balancing safety and the maintenance of a welcoming atmosphere for our entire community. Work completed so far should be seen as an initial response to the rise in safety-related incidents, with the ultimate goal of a comprehensive safety plan implemented this year.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Friday, May 26, 2023
Special Board Meeting
10:00 AM
Main Library, Falcon Room

Members Present

Tracy Fulce, Arikpo Dada, Meghan Shea, Benjamin Schapiro, Russ Shubet, Terry Soto and Esther Wallen . *Schapiro arrived at 10:35am*

Members Absent

Margaret Lurie and Shawn Iles

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 10:25 a.m.

Citizen Comment

None

Special Order of Business

Upon the motion made by Trustee Wallen and seconded by Trustee Shea, approve to go into executive session for anti-bias training and discussion of the Executive Director job description.

Adjournment

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Schapiro and approved by voice vote. The meeting adjourned at 2:29 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Friday, June 2, 2023
Special Board Meeting
12:00 PM
Main Library, Community Meeting Room

Members Present

Tracy Fulce, Benjamin Schapiro, Terry Soto and Esther Wallen . *Schapiro attended virtually*

Members Absent

Arikpo Dada, Margaret Lurie, Meghan Shea, Russ Shubet and Shawn Iles

Staff Present

Jenette Sturges

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 12:14 p.m.

Citizen Comment

None

Special Order of Business

Upon the motion made by Trustee Wallen and seconded by Trustee Soto, approve the job description as written.

Upon the motion made by Trustee Wallen and seconded by Trustee Soto, approve a special board meeting on Wednesday, June 7 at 6:30pm

Adjournment

The motion to adjourn was made by Trustee Wallen and seconded by Trustee Soto and approved by voice vote. The meeting adjourned at 12:50 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, June 7, 2023
Special Board Meeting
6:30 PM
Main Library, Library Board Room

Members Present

Arikpo Dada, Benjamin Schapiro, Esther Wallen, Margaret Lurie, Meghan Shea, Russ Shubet, Shawn Iles, Terry Soto and Tracy Fulce . *Soto attended virtually*

Members Absent

none

Staff Present

Jenette Sturges

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

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

Citizen Comment

None

Special Order of Business

Upon the motion made by Trustee Schapiro and seconded by Trustee Lurie, approve the job description of the Executive Director.

Adjournment

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Wallen and approved by voice vote. The meeting adjourned at 6:41 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: June 16, 2023

Recommended Action

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

Payroll

May 8, 2023 through May 21, 2023	\$ 159,516.07
May 22, 2023 through June 4, 2023	\$ 159,105.24

Library Fund Bills List

May 23, 2023	\$ 102,859.09
June 13, 2023	\$ 61,079.26
April 2023 Purchasing Card	\$ 16,274.90

Attachement: Bills List; Purchasing Card

Library Bills List

G/L Date Range 05/23/23 - 05/23/23

Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
19707 - GERALDINE MARTINEZ-BENZ	PROFESSIONAL SERVICES ELL PROGRAM AND MEMORY CAFE	05/22/2023	05/23/2023	200.00
17036 - RAYMOND CLEVELAND	PROFESSIONAL SERVICES	05/05/2023	05/23/2023	150.00
Account 65100 - LIBRARY SUPPLIES Totals				\$350.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	05/03/2023	05/23/2023	1,040.59
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	05/04/2023	05/23/2023	107.49
100474 - BAKER & TAYLOR	CROWN JUV PRINT	05/05/2023	05/23/2023	566.53
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	05/05/2023	05/23/2023	116.13
100474 - BAKER & TAYLOR	JUV PRINT	05/05/2023	05/23/2023	289.86
100474 - BAKER & TAYLOR	JUV PRINT	05/01/2023	05/23/2023	12.11
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	05/02/2023	05/23/2023	103.43
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/02/2023	05/23/2023	1,125.82
100474 - BAKER & TAYLOR	JUV AND CROWN YA PRINT	05/05/2023	05/23/2023	60.20
100474 - BAKER & TAYLOR	JUV PRINT	05/10/2023	05/23/2023	555.97
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/09/2023	05/23/2023	1,667.43
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	05/11/2023	05/23/2023	186.03
Account 65630 - LIBRARY BOOKS Totals				\$5,831.59
Account 65641 - AUDIO VISUAL COLLECTIONS				
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	04/19/2023	05/23/2023	172.94
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	05/01/2023	05/23/2023	291.95
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				\$464.89
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				\$6,646.48
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ONLINE RESOURCE	03/12/2023	05/23/2023	8,800.00
318690 - CONSUMER'S CHECKBOOK	ONLINE RESOURCE	05/09/2023	05/23/2023	400.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$9,200.00
Account 65002 - STATE GRANT EXPENSE				
17391 - AUNT BERTHA, A PUBLIC BENEFIT CORPORATION	SI-00086 BASIC PLATFORM 4/1/23-3/31/23	05/10/2023	05/23/2023	5,400.00
Account 65002 - STATE GRANT EXPENSE Totals				\$5,400.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/03/2023	05/23/2023	1,090.48
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/01/2023	05/23/2023	1,275.97
100474 - BAKER & TAYLOR	ADULT PRINT	05/01/2023	05/23/2023	97.88
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/03/2023	05/23/2023	358.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/04/2023	05/23/2023	1,797.60
100474 - BAKER & TAYLOR	ADULT PRINT	05/04/2023	05/23/2023	160.59
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2023	05/23/2023	9.36
100474 - BAKER & TAYLOR	ADULT PRINT	05/08/2023	05/23/2023	248.75
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/05/2023	05/23/2023	641.93
100474 - BAKER & TAYLOR	ADULT AND CROWN	05/15/2023	05/23/2023	862.52
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2023	05/23/2023	283.44
100474 - BAKER & TAYLOR	ADULT PRINT	05/10/2023	05/23/2023	254.06
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/05/2023	05/23/2023	102.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	04/27/2023	05/23/2023	91.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/03/2023	05/23/2023	80.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/01/2023	05/23/2023	102.75
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/04/2023	05/23/2023	51.73
122375 - LAW BULLETIN PUBLISHING COMPANY	ADULT BOOKS	04/19/2023	05/23/2023	135.15
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/02/2023	05/23/2023	999.81
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/04/2023	05/23/2023	209.49
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/12/2023	05/23/2023	279.65
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/12/2023	05/23/2023	66.30
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/12/2023	05/23/2023	521.44
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/12/2023	05/23/2023	766.08
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/08/2023	05/23/2023	142.49
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/05/2023	05/23/2023	153.49
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/05/2023	05/23/2023	12.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/05/2023	05/23/2023	795.92
Account 65630 - LIBRARY BOOKS Totals				\$11,593.07
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	05/10/2023	05/23/2023	63.34
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	4.19
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	62.44
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	25.18
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	106.72
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	148.05
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	26.68

103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	05/23/2023	90.22
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	05/23/2023	19.93
103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	05/23/2023	114.65
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	148.83
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	56.60
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	13.93
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	22.11
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	05/11/2023	05/23/2023	05/23/2023	39.95

Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 17	\$996.18
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	Invoice Transactions 48	\$27,189.25

Business Unit 4820 - ACCESS SERVICES
Account 65100 - LIBRARY SUPPLIES
19698 - DAISY TELLEZ

MOTHER'S DAY SIP & PAINT SUPPLIES REIMBURSEMENT	05/12/2023	05/23/2023	05/23/2023	34.46
OFFICE SUPPLIES	05/10/2023	05/23/2023	05/23/2023	66.27
OFFICE SUPPLIES	05/09/2023	05/23/2023	05/23/2023	115.80
COLLECTION SERVICES	05/01/2023	05/23/2023	05/23/2023	344.75

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 4	\$561.28
Business Unit 4820 - ACCESS SERVICES Totals	Invoice Transactions 4	\$561.28

Business Unit 4825 - ENGAGEMENT SERVICES
Account 65100 - LIBRARY SUPPLIES

100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	05/01/2023	05/23/2023	05/23/2023	64.47
100474 - BAKER & TAYLOR	ENGAGEMENT BOOKS	05/11/2023	05/23/2023	05/23/2023	90.65
18689 - BEATRIZ ECHEVERRIA	REIMBURSEMENT REPAIR CAFE SNACKS	05/20/2023	05/23/2023	05/23/2023	31.77
19707 - GERALDINE MARTINEZ-BENZ	PROFESSIONAL SERVICES ELL PROGRAM AND MEMORY CAFE	05/22/2023	05/23/2023	05/23/2023	100.00
19699 - KATRINA MORAVEC	REIMBURSEMENT MAY ANIME MEET UP	05/13/2023	05/23/2023	05/23/2023	26.46
17934 - MARI ENTERPRISE LLC	EVANSTON PUBLIC LIBRARY SPONSORSHIP FOR THE JUNETEENTH PARADE	05/18/2023	05/23/2023	05/23/2023	1,000.00
17036 - RAYMOND CLEVELAND	PROFESSIONAL SERVICES	05/05/2023	05/23/2023	05/23/2023	150.00

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 7	\$1,463.35
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Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/03/2023	05/23/2023	05/23/2023	107.91
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/01/2023	05/23/2023	05/23/2023	37.86
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	05/03/2023	05/23/2023	05/23/2023	11.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/02/2023	05/23/2023	05/23/2023	2,025.77
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/03/2023	05/23/2023	05/23/2023	68.37
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/04/2023	05/23/2023	05/23/2023	17.85
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	05/04/2023	05/23/2023	05/23/2023	14.12
100474 - BAKER & TAYLOR	CROWN JUV PRINT	05/05/2023	05/23/2023	05/23/2023	37.99
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	05/05/2023	05/23/2023	05/23/2023	213.52
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/02/2023	05/23/2023	05/23/2023	566.81
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	05/02/2023	05/23/2023	05/23/2023	60.24
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/02/2023	05/23/2023	05/23/2023	25.67
100474 - BAKER & TAYLOR	JUV AND CROWN YA PRINT	05/05/2023	05/23/2023	05/23/2023	28.52
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/05/2023	05/23/2023	05/23/2023	25.94
100474 - BAKER & TAYLOR	ADULT AND CROWN	05/15/2023	05/23/2023	05/23/2023	15.82
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/09/2023	05/23/2023	05/23/2023	52.83

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 16	\$3,310.51
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Account 65641 - AUDIO VISUAL COLLECTIONS

103424 - MIDWEST TAPE LLC	ADULT AV	05/04/2023	05/23/2023	05/23/2023	18.74
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Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 1	\$18.74
Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions 24	\$4,792.60

Business Unit 4835 - INNOVATION & DIGITAL LEARNING

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	05/04/2023	05/23/2023	05/23/2023	233.85
100474 - BAKER & TAYLOR	JUV, YA AND CROWN YA PRINT	05/05/2023	05/23/2023	05/23/2023	62.09
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	05/02/2023	05/23/2023	05/23/2023	226.19
100474 - BAKER & TAYLOR	JUV AND CROWN YA PRINT	05/05/2023	05/23/2023	05/23/2023	112.26

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 4	\$634.39
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 4	\$634.39

Business Unit 4840 - LIBRARY MAINTENANCE

Account 62225 - BLDG MAINTENANCE SERVICES

100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION QTR BILLING	05/07/2023	05/23/2023	05/23/2023	543.36
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/10/2023	05/23/2023	05/23/2023	124.92
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/11/2023	05/23/2023	05/23/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/18/2023	05/23/2023	05/23/2023	510.13
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	05/17/2023	05/23/2023	05/23/2023	143.23
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	05/05/2023	05/23/2023	05/23/2023	145.00
315451 - METRO DOOR AND DOCK, INC.	DOOR REPAIR SERVICE	05/17/2023	05/23/2023	05/23/2023	435.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	05/03/2022	05/23/2023	05/23/2023	10,520.00

Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 8	\$12,931.77
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Account 64005 - ELECTRICITY

10730 - MC SQUARED ENERGY	MC SQUARED 05.14.2023	05/15/2023	05/23/2023	05/23/2023	8,635.35
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Account 64005 - ELECTRICITY Totals	Invoice Transactions 1	\$8,635.35
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Account 65040 - JANITORIAL SUPPLIES

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/15/2023	05/23/2023	05/23/2023	674.01
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Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1	\$674.01
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Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions 10	\$22,241.13
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Business Unit 4845 - LIBRARY ADMINISTRATION

Account 62185 - CONSULTING SERVICES

19140 - STOUTE COMMUNICATIONS, LLC	CONSULTING FEE	05/04/2023	05/23/2023	05/23/2023	525.00
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		Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 1		\$525.00
Account 62295 - TRAINING & TRAVEL					
109447 - DOLORES S MARTINEZ	MILEAGE REIMBURSEMENT REACHING FORWARD CONFERENCE	05/18/2023	05/23/2023	05/23/2023	20.31
19702 - GINA NEW	MILEAGE REIMBURSEMENT REACHING FORWARD CONFERENCE	05/18/2023	05/23/2023	05/23/2023	20.31
19706 - IRENE WILLIAMS	CONFERENCE ACCOMMODATION REIMBURSEMENT FOR I WILLIAMS	05/22/2023	05/23/2023	05/23/2023	1,030.40
19292 - KASANDRA TREJO	REACHING FORWARD CONFERENCE	05/08/2023	05/23/2023	05/23/2023	24.96
18611 - KENNEDY JOSEPH	STAFF DAY DEDICATED TO THE DREAM REIMBURSEMENT	05/09/2023	05/23/2023	05/23/2023	75.00
151528 - Myrna Weinman	STAFF DAY WORKSHOP PRESENTER	05/18/2023	05/23/2023	05/23/2023	100.00
19560 - SHERRY JEAN SMITH	STAFF DAY ART PROGRAM INSTRUCTION AND SUPPLIES	05/09/2023	05/23/2023	05/23/2023	150.00
306893 - William Ohms	MILEAGE REIMBURSEMENT REACHING FORWARD CONFERENCE	05/18/2023	05/23/2023	05/23/2023	20.31
		Account 62295 - TRAINING & TRAVEL Totals	Invoice Transactions 8		\$1,441.29
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	05/03/2023	05/23/2023	05/23/2023	279.07
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	05/03/2023	05/23/2023	05/23/2023	64.59
		Account 65095 - OFFICE SUPPLIES Totals	Invoice Transactions 2		\$343.66
		Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice Transactions 11		\$2,309.95
		Department 48 - LIBRARY Totals	Invoice Transactions 117		\$64,375.08
		Fund 185 - LIBRARY FUND Totals	Invoice Transactions 117		\$64,375.08
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD					
Department 48 - LIBRARY					
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT					
Account 65515 - OTHER IMPROVEMENTS					
13509 - VORIS MECHANICAL INC.	VENTILATION FAN UPGRADE	05/08/2023	05/23/2023	05/23/2023	38,484.00
		Account 65515 - OTHER IMPROVEMENTS Totals	Invoice Transactions 1		\$38,484.00
		Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	Invoice Transactions 1		\$38,484.00
		Department 48 - LIBRARY Totals	Invoice Transactions 1		\$38,484.00
		Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	Invoice Transactions 1		\$38,484.00
			Invoice Transactions 118		\$102,859.08

* = Prior Fiscal Year Activity

Library Bills List

G/L Date Range 06/13/23 - 06/13/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND						
Department 48 - LIBRARY						
Business Unit 4805 - EARLY LEARNING & LITERACY						
Account 65100 - LIBRARY SUPPLIES						
100474 - BAKER & TAYLOR	JUV PRINT	05/18/2023	06/13/2023	06/13/2023	104.16	
100474 - BAKER & TAYLOR	JUV PRINT	05/22/2023	06/13/2023	06/13/2023	351.82	
100474 - BAKER & TAYLOR	JUV PRINT	05/25/2023	06/13/2023	06/13/2023	4,249.14	
100474 - BAKER & TAYLOR	JUV PRINT	05/24/2023	06/13/2023	06/13/2023	87.18	
101406 - DEMCO, INC.	PROGRAM SUPPLIES	05/16/2023	06/13/2023	06/13/2023	70.89	
270049 - Tracy Olasimbo	DEDICATED TO THE DREAM PROGRAM SNACK	05/31/2023	06/13/2023	06/13/2023	19.52	
270049 - Tracy Olasimbo	DEDICATED TO THE DREAM PROGRAM SNACK	05/31/2023	06/13/2023	06/13/2023	28.51	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 7	\$4,911.22
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	YA PRINT	05/22/2023	06/13/2023	06/13/2023	108.03	
100474 - BAKER & TAYLOR	JUV PRINT	05/20/2023	06/13/2023	06/13/2023	1,122.52	
100474 - BAKER & TAYLOR	JUV PRINT	05/25/2023	06/13/2023	06/13/2023	20.38	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 3	\$1,250.93
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice Transactions 10	\$6,162.15
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 62341 - INTERNET SOLUTION PROVIDERS						
16334 - KANOPIY	ADULT ONLINE RESOURCES	05/31/2023	06/13/2023	06/13/2023	1,472.00	
103424 - MIDWEST TAPE LLC	ADULT ONLINE RESOURCES	05/31/2023	06/13/2023	06/13/2023	4,499.71	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals					Invoice Transactions 2	\$5,971.71
Account 65100 - LIBRARY SUPPLIES						
14818 - FISHEYE GRAPHIC SERVICES, INC.	SRP LOG PRINTING	06/07/2023	06/13/2023	06/13/2023	1,630.00	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 1	\$1,630.00
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	ADULT BOOKS	05/12/2023	06/13/2023	06/13/2023	67.03	
100474 - BAKER & TAYLOR	ADULT BOOKS	05/10/2023	06/13/2023	06/13/2023	212.10	
100474 - BAKER & TAYLOR	ADULT BOOKS	05/19/2023	06/13/2023	06/13/2023	1,835.31	
100474 - BAKER & TAYLOR	YA PRINT	05/24/2023	06/13/2023	06/13/2023	90.42	
100474 - BAKER & TAYLOR	ADULT BOOKS	05/23/2023	06/13/2023	06/13/2023	612.88	
100474 - BAKER & TAYLOR	ADULT BOOKS	05/26/2023	06/13/2023	06/13/2023	1,101.35	
100474 - BAKER & TAYLOR	ADULT BOOKS	05/17/2023	06/13/2023	06/13/2023	123.34	
100474 - BAKER & TAYLOR	ADULT BOOKS	05/23/2023	06/13/2023	06/13/2023	718.10	
100474 - BAKER & TAYLOR	ADULT BOOKS	06/25/2023	06/13/2023	06/13/2023	362.88	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/25/2023	06/13/2023	06/13/2023	145.50	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/17/2023	06/13/2023	06/13/2023	77.97	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/01/2023	06/13/2023	06/13/2023	25.49	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/17/2023	06/13/2023	06/13/2023	44.98	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	05/17/2023	06/13/2023	06/13/2023	98.96	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/26/2023	06/13/2023	06/13/2023	429.03	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/26/2023	06/13/2023	06/13/2023	79.31	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/26/2023	06/13/2023	06/13/2023	27.50	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/26/2023	06/13/2023	06/13/2023	1,053.00	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/22/2023	06/13/2023	06/13/2023	415.70	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/19/2023	06/13/2023	06/13/2023	561.50	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/19/2023	06/13/2023	06/13/2023	459.92	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/19/2023	06/13/2023	06/13/2023	1,279.90	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/31/2023	06/13/2023	06/13/2023	393.41	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	05/31/2023	06/13/2023	06/13/2023	2,071.48	
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/06/2023	06/13/2023	06/13/2023	184.37	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 25	\$12,471.43
Account 65641 - AUDIO VISUAL COLLECTIONS						
100474 - BAKER & TAYLOR	ADULT AV	05/24/2023	06/13/2023	06/13/2023	88.94	
100474 - BAKER & TAYLOR	ADULT AV	05/23/2023	06/13/2023	06/13/2023	92.98	
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	68.79	

103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	54.94
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	183.31
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	88.78
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	52.93
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	48.86
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	278.05
103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	4.19
103424 - MIDWEST TAPE LLC	ADULT AV	05/24/2023	06/13/2023	06/13/2023	24.43
103424 - MIDWEST TAPE LLC	ADULT AV	05/24/2023	06/13/2023	06/13/2023	69.94
103424 - MIDWEST TAPE LLC	ADULT AV	05/24/2023	06/13/2023	06/13/2023	107.28
103424 - MIDWEST TAPE LLC	ADULT AV	05/24/2023	06/13/2023	06/13/2023	44.36
103424 - MIDWEST TAPE LLC	ADULT AV	05/24/2023	06/13/2023	06/13/2023	48.86
103424 - MIDWEST TAPE LLC	ADULT AV	05/24/2023	06/13/2023	06/13/2023	181.51
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	49.61
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	49.61
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	19.93
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	120.30
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	74.22
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	14.68
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	29.61
103424 - MIDWEST TAPE LLC	ADULT AV	06/01/2023	06/13/2023	06/13/2023	11.68
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 24	\$1,807.79

Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals Invoice Transactions 52 \$21,880.93

Business Unit 4820 - ACCESS SERVICES

Account 65100 - LIBRARY SUPPLIES

101406 - DEMCO, INC.	LIBRARY SUPPLIES	05/23/2023	06/13/2023	06/13/2023	122.38
14818 - FISHEYE GRAPHIC SERVICES, INC.	CCS BOOKMARK PRINTING	06/06/2023	06/13/2023	06/13/2023	130.00
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION SERVICES	06/01/2023	06/13/2023	06/13/2023	275.80

Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3 \$528.18

Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 3 \$528.18

Business Unit 4825 - ENGAGEMENT SERVICES

Account 65100 - LIBRARY SUPPLIES

105711 - 4IMPRINT, INC.	STRESS BALL BULK ORDER	05/19/2023	06/13/2023	06/13/2023	1,567.58
100474 - BAKER & TAYLOR	ADULT BOOKS	05/16/2023	06/13/2023	06/13/2023	167.88
100474 - BAKER & TAYLOR	BOOKS	05/22/2023	06/13/2023	06/13/2023	882.55
132303 - Carmen Francellno	RC PROGRAM FOOD	06/09/2023	06/13/2023	06/13/2023	44.91
19704 - JAPANESE CULTURE CENTER	PROFESSIONAL SERVICES - SHODO WORKSHOP	05/25/2023	06/13/2023	06/13/2023	325.00
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM SNACKS	05/31/2023	06/13/2023	06/13/2023	87.98
270049 - Tracy Olasimbo	TEA AND TALK PROGRAM SNACKS	05/31/2023	06/13/2023	06/13/2023	15.99
206940 - ULINE	LIBRARY SUPPLIES	05/15/2023	06/13/2023	06/13/2023	192.68

Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 8 \$3,284.57

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	ADULT BOOKS	05/19/2023	06/13/2023	06/13/2023	80.18
100474 - BAKER & TAYLOR	YA PRINT	05/24/2023	06/13/2023	06/13/2023	78.41
100474 - BAKER & TAYLOR	YA PRINT	05/22/2023	06/13/2023	06/13/2023	72.04
100474 - BAKER & TAYLOR	JUV PRINT	05/20/2023	06/13/2023	06/13/2023	489.65
100474 - BAKER & TAYLOR	ADULT BOOKS	05/26/2023	06/13/2023	06/13/2023	55.34
100474 - BAKER & TAYLOR	ADULT BOOKS	05/16/2023	06/13/2023	06/13/2023	75.90
100474 - BAKER & TAYLOR	BOOKS	05/22/2023	06/13/2023	06/13/2023	279.84

Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 7 \$1,131.36

Account 65641 - AUDIO VISUAL COLLECTIONS

103424 - MIDWEST TAPE LLC	ADULT AV	05/18/2023	06/13/2023	06/13/2023	22.49
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Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 1 \$22.49

Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 16 \$4,438.42

Business Unit 4835 - INNOVATION & DIGITAL LEARNING

Account 62340 - IT COMPUTER SOFTWARE

13657 - GLANTZ, INC	SECOND HALF 2023 WEBSITE MAINTENANCE	06/06/2023	06/13/2023	06/13/2023	1,635.90
18936 - HEADSPACE INC.	ONLINE RESOURCES	04/07/2023	06/13/2023	06/13/2023	2,660.00

Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 2 \$4,295.90

Account 65100 - LIBRARY SUPPLIES

14818 - FISHEYE GRAPHIC SERVICES, INC.	TEEN SUMMER PUNCH CARD PRINTING	06/06/2023	06/13/2023	06/13/2023	40.00	
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1	<u>40.00</u>
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	YA PRINT	05/24/2023	06/13/2023	06/13/2023	155.45	
100474 - BAKER & TAYLOR	YA PRINT	05/22/2023	06/13/2023	06/13/2023	284.20	
				Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 2	<u>439.65</u>
				Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 5	<u>\$4,775.55</u>
Business Unit 4840 - LIBRARY MAINTENANCE						
Account 62225 - BLDG MAINTENANCE SERVICES						
151986 - CINTAS CORPORATION #769	MAT CLEANING	03/15/2023	06/13/2023	06/13/2023	115.99	
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/25/2023	06/13/2023	06/13/2023	510.13	
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/01/2023	06/13/2023	06/13/2023	510.13	
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/08/2023	06/13/2023	06/13/2023	510.13	
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/07/2023	06/13/2023	06/13/2023	124.92	
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/04/2023	06/13/2023	06/13/2023	510.13	
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	06/06/2023	06/13/2023	06/13/2023	210.00	
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	06/02/2023	06/13/2023	06/13/2023	145.00	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	06/05/2023	06/13/2023	06/13/2023	10,520.00	
				Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 9	<u>\$13,156.43</u>
Account 65040 - JANITORIAL SUPPLIES						
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/07/2023	06/13/2023	06/13/2023	1,341.07	
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/23/2023	06/13/2023	06/13/2023	886.85	
				Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions 2	<u>\$2,227.92</u>
				Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions 11	<u>\$15,384.35</u>
Business Unit 4845 - LIBRARY ADMINISTRATION						
Account 62185 - CONSULTING SERVICES						
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	06/09/2023	06/13/2023	06/13/2023	1,785.33	
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES 2023 SUMMER BOOKLET	04/28/2023	06/13/2023	06/13/2023	624.03	
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES LEGAL CLINIC ANNOUCEMENT	04/28/2023	06/13/2023	06/13/2023	95.00	
				Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 3	<u>\$2,504.36</u>
Account 62210 - PRINTING						
14818 - FISHEYE GRAPHIC SERVICES, INC.	PROMOTIONAL FLYER PRINTING	06/07/2023	06/13/2023	06/13/2023	95.00	
14818 - FISHEYE GRAPHIC SERVICES, INC.	SRP 2023 SUMMER BOOKLET	06/06/2023	06/13/2023	06/13/2023	3,165.00	
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD PRINTING	06/06/2023	06/13/2023	06/13/2023	122.00	
				Account 62210 - PRINTING Totals	Invoice Transactions 3	<u>\$3,382.00</u>
Account 62295 - TRAINING & TRAVEL						
19706 - IRENE WILLIAMS	CONFERENCE TRAVEL EXPENSE REIMBURSEMENT	05/31/2023	06/13/2023	06/13/2023	412.76	
				Account 62295 - TRAINING & TRAVEL Totals	Invoice Transactions 1	<u>\$412.76</u>
Account 65095 - OFFICE SUPPLIES						
105711 - 4IMPRINT, INC.	COTTON EMBROIDERED BASEBALL HAT	05/25/2023	06/13/2023	06/13/2023	1,237.54	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	05/26/2023	06/13/2023	06/13/2023	70.34	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	05/22/2023	06/13/2023	06/13/2023	11.99	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	05/23/2023	06/13/2023	06/13/2023	195.93	
206940 - ULINE	OFFICE SUPPLIES	05/18/2023	06/13/2023	06/13/2023	94.76	
				Account 65095 - OFFICE SUPPLIES Totals	Invoice Transactions 5	<u>\$1,610.56</u>
				Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice Transactions 12	<u>\$7,909.68</u>
				Department 48 - LIBRARY Totals	Invoice Transactions 109	<u>\$61,079.26</u>
				Fund 185 - LIBRARY FUND Totals	Invoice Transactions 109	<u>\$61,079.26</u>
					Invoice Transactions 109	<u>\$61,079.26</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	ACOUNT HOLDER LAST NAME	ACOUNT HOLDER FIRST NAME
CMO/FINANCE	TRIBUNE PUBLISHING COM	IL	60654	\$ 16.60	3/27/2023	62205 PARK MNTNCE & FURNITURE REPLACEMENT	AD NOTICE BID 23-07 EVANSTON PUBLIC LIBRARY HEATING BOILER UPGRADE	185.48.4845	-	Nunez	Tarmi R
LIBRARY	SP EVANSTON GAMES	IL	60201	\$ 117.90	3/27/2023	65100 LIBRARY SUPPLIES	GAMING PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 19.99	3/27/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 21.67	3/27/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WALL ST JOURNAL	MA	01020	\$ 49.99	3/27/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9480	TX	75063	\$ 53.89	3/27/2023	65100 LIBRARY SUPPLIES	SCHOOL VISIT SUPPLIES	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET 00009274	IL	60202	\$ 65.00	3/27/2023	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 262.30	3/27/2023	65050 BUILDING MAINTENANCE MATERIAL	CAUTION TAPE/JUMP STARTER	185.48.4840	-	Parker	Eric
LIBRARY	THE COPY ROOM, INC	IL	60201	\$ 197.70	3/27/2023	65050 BUILDING MAINTENANCE MATERIAL	JOHN'S BOLDER PRINTS	185.48.4840	-	Parker	Eric
LIBRARY	TARGET.COM	MN	55445	\$ 13.75	3/28/2023	65100 LIBRARY SUPPLIES	MEMORY CAFE PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 35.49	3/28/2023	65100 LIBRARY SUPPLIES	IDL OFFICE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL C2E2	CT	06851	\$ 120.35	3/28/2023	62295 TRAINING & TRAVEL	CONFERENCE REGISTRATION E MATHER AND J KENNEDY	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MEDICAL LIBRARIES ASSO	IL	60806	\$ 775.00	3/28/2023	62295 TRAINING & TRAVEL	CONFERENCE REGISTRATION FOR WILLIAMS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL C2E2	CT	06851	\$ 58.75	3/28/2023	62295 TRAINING & TRAVEL	CONFERENCE REGISTRATION FOR MOGAN P	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 10.59	3/28/2023	65095 OFFICE SUPPLIES	OFFICE SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 38.97	3/28/2023	65095 OFFICE SUPPLIES	OFFICE SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	GRAINGER	IL	60045-5202	\$ 613.26	3/29/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL	185.48.4806	-	Devaney	John
LIBRARY	TARGET.COM	MN	55445	\$ 22.99	3/29/2023	65100 LIBRARY SUPPLIES	MEMORY CAFE PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SEED SAVERS EXCHANGE I	IA	52101	\$ 30.00	3/29/2023	65002 STATE GRANT EXPENSE	SEEDS FOR GARDENING PROGRAM AT MAIN AND CROWN.	185.48.4835	-	Madison	Elacsha
LIBRARY	AMZN MKTP US H77448YL2	WA	98109	\$ 175.93	3/30/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US H799W7YI2	WA	98109	\$ 22.83	3/30/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	SAMSLUB.COM	AR	72712	\$ 72.58	3/30/2023	65100 LIBRARY SUPPLIES	PROGRAM FOOD SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SAMSLUB.COM	AR	72712	\$ 23.15	3/30/2023	65100 LIBRARY SUPPLIES	SPRING BREAK SELF CARE PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	TOMATEFRESHKITCHEN.COM	IL	60201	\$ 137.09	3/30/2023	65001 FEDERAL GRANT EXPENSE	PARENT SIP AND STEM CARDBOARD CARNIVAL	185.48.4835	-	Madison	Elacsha
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 110.24	3/30/2023	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 269.91	3/30/2023	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY PAINTING PROJECT SUPPLIES	185.48.4840	-	Melendez	Martin
LIBRARY	MOBILE BEACON	RI	02919	\$ 1,290.00	3/31/2023	62340 IT COMPUTER SOFTWARE	MOBILE HOSTS/POSTER REPLACEMENT DEVICES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	AMZN LIBRARY ASSOC	IL	60640	\$ 160.00	3/31/2023	65635 PERIODICALS	REACHING FORWARD REGISTRATION CIRCULATION STAFF	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO/LAND GAMES	IL	60640	\$ 37.17	4/3/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	D J BARRONS	MA	01020	\$ 29.99	4/3/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 25.94	4/3/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES DEDICATED TO THE DREAM	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 27.96	4/3/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES DEDICATED TO THE DREAMS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE LLC GSUITE EPL.	CA	94043	\$ 32.40	4/3/2023	62340 IT COMPUTER SOFTWARE	MONTHLY EMAIL HOST SERVICE FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	4/3/2023	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION WEB HOST	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL TFD SUPPLIES	IL	60208	\$ 178.78	4/3/2023	65100 LIBRARY SUPPLIES	IDL BULK/ORDER HEADPHONES FOR PATRON	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 500.00	4/3/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION W SHAWVER	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 500.00	4/3/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION C FRANCELINO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 500.00	4/3/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION E MADISON	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 80.00	4/3/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION EXHIBIT K DAUFEDT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMER LIB ASSOC-CAREER	IL	60601	\$ 385.00	4/3/2023	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION FOR B BIRD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 27.94	4/4/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	GAN USAT DAYCIRC	IN	46038	\$ 27.67	4/4/2023	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL QTCBRANDSIN	NE	68137	\$ 33.01	4/4/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MASCOT CONTEST	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 2.99	4/4/2023	65100 LIBRARY SUPPLIES	SUPPLIES FOR APRIL 2023 SCHOOL VISITS	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TOMATEFRESHKITCHEN.COM	IL	60201	\$ (11.69)	4/4/2023	65001 FEDERAL GRANT EXPENSE	TAXES REIMBURSED CARDBOARD CARNIVAL PARENT SIP AND STEM	185.48.4835	-	Madison	Elacsha
LIBRARY	AMZN MKTP US H58028B80	WA	98109	\$ 41.34	4/5/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.30	4/5/2023	62340 IT COMPUTER SOFTWARE	MONTHLY SERVICE FEE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WALMART #23725	IL	60714	\$ 14.37	4/6/2023	65100 LIBRARY SUPPLIES	DIA DE LOS NINOS PROGRAM SUPPLIES	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	SHERWIN WILLIAMS 70370	IL	60201	\$ 343.00	4/7/2023	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY PAINTING PROJECT SUPPLIES	185.48.4840	-	Melendez	Martin
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 39.82	4/10/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	MICHAELS #9490	TX	75063	\$ 6.38	4/11/2023	65100 LIBRARY SUPPLIES	SCHOOL VISIT SUPPLIES	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 3.90	4/11/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 19.51	4/11/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 21.64	4/11/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 47.83	4/11/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	PAYPAL BORKA777 BORKA	CA	95131	\$ 470.00	4/11/2023	65095 OFFICE SUPPLIES	UNKNOW CHARGE - DISPUTING THIS TO BMO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 34.94	4/12/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES DEDICATED TO THE DREAM	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	AMEXGIFTCARD.COM-BOL	GA	30303	\$ 495.95	4/12/2023	65095 OFFICE SUPPLIES	UNKNOW CHARGE - DISPUTING THIS WITH BMO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	55445	\$ 28.48	4/13/2023	65100 LIBRARY SUPPLIES	ELL SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 798.32	4/13/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	K&G COACH LINE INC	IL	60068	\$ 1,011.08	4/13/2023	62295 TRAINING & TRAVEL	STAFF TRANSPORTATION TO ROBERT CROWN FOR STAFF DAY	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009666546	AR	72716	\$ 41.48	4/14/2023	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS STORES 3849	IL	60053	\$ 20.65	4/14/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	MICHAELS STORES 5151	IL	60053	\$ 8.47	4/14/2023	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 13.00	4/14/2023	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	MORELIA SUPERMARKET #	IL	60645	\$ 52.24	4/14/2023	65100 LIBRARY SUPPLIES	DIA DE LOS NINOS PROGRAM 2023	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	WORLD MARKET #147	IL	60201	\$ 29.43	4/14/2023	65100 LIBRARY SUPPLIES	TEEN ANIME CLUB SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 500.00	4/14/2023	62295 TRAINING & TRAVEL	ALA WEBINAR OUTREACH MARKETING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 22.96	4/17/2023	65100 LIBRARY SUPPLIES	KATRINA TEEN BRACELET MAKING PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	TARGET 00032839	IL	60201	\$ 19.99	4/17/2023	65001 FEDERAL GRANT EXPENSE	FILM IT SUPPLIES. PNG GRANT.	185.48.4825	-	Madison	Elacsha
LIBRARY	AMZN MKTP US HV56Y9Z1	WA	98109	\$ 26.99	4/18/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HV72V7CR2	WA	98109	\$ 82.80	4/18/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 62.37	4/18/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 345.65	4/18/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	MEDICAL LIBRARIES ASSO	IL	60606	\$ 155.00	4/18/2023	62295 TRAINING & TRAVEL	ADDITIONAL CONFERENCE SESSION I WILLIAMS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HV0P16A51	WA	98109	\$ 29.78	4/19/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HV62A8E81	WA	98109	\$ 13.08	4/19/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	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	JOANN STORES JOANN.COM	OH	44236	\$ 43.51	4/19/2023	65002 STATE GRANT EXPENSE	STEM CAMP SUPPLIES. FUNDING THROUGH D65 GRANT. THERE ARE 2 RECEIPTS FOR ALL OF THE JOANN'S PURCHASES	185.48.4835	-	Madison	Elacsha
LIBRARY	HERSHEY LODGE CON C	PA	17033	\$ 220.89	4/19/2023	62295 TRAINING & TRAVEL	ABOS CONFERENCE ACCOMODATION K TREJO	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60628	\$ 99.57	4/19/2023	62295 TRAINING & TRAVEL	ABOS CONFERENCE HOTEL ACCOMODATION	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 525.00	4/19/2023	62295 TRAINING & TRAVEL	REACHING FORWARD CONFERENCE REGISTRATION	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL DURAREADY	CA	92630	\$ 28.06	4/20/2023	65100 LIBRARY SUPPLIES	ACCESS SERVICES LIBRARY SUPPLIES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HV2YJ8562	WA	98109	\$ 17.98	4/20/2023	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MAKING A FENG SHUI SUNCATCHER	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PURE ELECTRIC	IL	60645	\$ 79.14	4/20/2023	65040 JANITORIAL SUPPLIES	14W T8 FLUORESCENT LAMP COOL WHITE QTY11 AND 26W 2PIN 2700K COMPACT FLOUR LMP QTY 5	185.48.4840	-	Wade	Ray
LIBRARY	GRAINGER	IL	60045-5202	\$ 1,160.74	4/20/2023	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL	185.48.4840	-	Devaney	John
LIBRARY	SAMSCLIB.COM	AR	72712	\$ 25.27	4/21/2023	65025 FOOD	STAFF DAY FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM HV42Z48Y2 A	WA	98109	\$ 157.71	4/24/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HF7JQ70H1	WA	98109	\$ 61.74	4/24/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 21.67	4/24/2023	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AEROMEXICO.COM	-	77032	\$ 741.79	4/24/2023	62295 TRAINING & TRAVEL	GUADALAJARA BOOK FAIR (FIL) FLIGHT BOOKING	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	PARTY CITY BOPIS	NJ	07866	\$ 6.63	4/24/2023	65100 LIBRARY SUPPLIES	DIA DE LOS NINOS 2023 SUPPLIES	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 20.55	4/24/2023	65100 LIBRARY SUPPLIES	RC AAPI MONTH PROGRAMMING SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PARTY CITY 15	IL	60714	\$ 99.45	4/24/2023	65002 STATE GRANT EXPENSE	TUNEPAD SHOWCASE. NORTHWESTERN IS REIMBURSING.	185.48.4835	-	Madison	Elacsha
LIBRARY	AMAZON.COM HF81R6TW1	WA	98109	\$ 28.17	4/25/2023	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HF5RP4JF2	WA	98109	\$ 75.96	4/25/2023	65002 STATE GRANT EXPENSE	IDL PROGRAM SUPPLIES TUNEPAD SHOWCASE	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HF29X21W1	WA	98109	\$ 387.59	4/25/2023	65002 STATE GRANT EXPENSE	ILL TUNE PAD PROGRAM SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	PAYPAL BAKINGBETHL	CA	95131	\$ 364.65	4/25/2023	62295 TRAINING & TRAVEL	STAFF DAY FOOD	185.48.4845	-	Madison	Elacsha
	LIBRARY APRIL 2023 TOTAL			\$ 16,274.90							



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
June 13, 2023

Members present: Heather Norborg, Joyce Miller-Bean, Max Weinberg, Terry Soto, Janice Mejia, Yesenia Cancel, Esther Wallen, Melissa Molitor, Hilda Morales, Mariana Bojorquez (note taker)

Joyce opened by reading the Land Acknowledgement.

Heather gave an update on state legislation re. book bans, which Governor Pritzker signed into law on June 12, 2023.

Heather reminded the group about the upcoming Juneteenth parade and PEPL Readathon in the fall and announced that the Executive Director job posting had been approved and posted. RETF members were encouraged to share with their networks.

Based on last month's discussion, Heather let the group know that Jenette Sturges is working on a mini-press kit template for sharing information about intentional programs with RETF members to use as "community influencers / ambassadors."

Discussion about the RETF proposal to the Library Board recommending support of an engagement position dedicated to outreach in the AAPI community. Melissa will represent the group at the June 21 Board meeting to explain the proposal and answer any board member questions. (See attached proposal entitled "EPL RETF Proposal to Library Board of Trustees June 2023")

Discussion about RETF member Janice's offer to use her NU students in the fall course on qualitative survey methods.

Discussion about RETF members suggesting titles for a recommended reads list, related to the new state law prohibiting book bans.

Proposal

Creation of a Position for an Outreach Coordinator Dedicated to Asian American Community Outreach and Engagement

Proposed By

The Evanston Public Library Racial Equity Task Force

Need

Despite the fact that 10%* of Evanstonians identify as Asian American there are no existing spaces, services, resources or support structures that center the Asian American community in Evanston. Additionally, there is no historical documentation of Asian Americans in Evanston in existence despite the fact that one of the first Asian Americans on record in Evanston dates back to the late 1800's. Nothing can be found at the Evanston History Center nor the Evanston Public Library.

**data is inaccurate due to underrepresentation and lack of disaggregation of data*

In the past 5 years, EPL has made great strides in outreach that strives to meet the needs of communities that are historically marginalized. This is evident in the additions of outreach coordinators for the African American/Black community and the Latino/a/x community. Given the success of these recently added positions and the range and depth of programming that exists, EPL is uniquely equipped to address the needs of the Asian American community and to increase the visibility and representation of the Asian American community in our city.

Evanston Public Library's Commitment to Racial Equity

Evanston Public Library's Commitment to Racial Equity is a general statement that addresses the harm caused to marginalized communities. The EPL's 2020 EDI Assessment Recommendations explicitly addressed the following with regard to the African American/Black and Latina/o/x communities:

- Develop a talent management plan that identifies goals for hiring, developing, and promoting people of color
- Expand book collections that reflect the needs and interests of the Black and Latinx communities
- Continue supporting culture-specific engagement specialists
- Embed EDI into the Library's ongoing communication strategy

The Asian American community is not addressed in the 2020 EDI Assessment Recommendations. It is our request that the EPL Board of Directors create an

outreach coordinator position dedicated to Asian American outreach and engagement. The reasons for having created the existing outreach coordinator positions for the African American/Black and Latino/a/x communities exist for the Asian American community and need to be addressed.

Potential Impact

- The creation of an Outreach Coordinator position for the Asian American community is part of EPL's larger Racial Equity initiative
- Increase in diversity of library visitors and users
- Increase in belonging for the Asian American community
- Increase in awareness and education about the many countries, cultures, ethnicities, communities that are part of the Asian American diaspora
- Establishment of programming and resources for schools, educators, students and families supporting the TEAACH Act
- Increased opportunities for new partnerships and collaborations

Inclusivity and Diversity

The goal is an intersectional approach to this position and outreach. Once an outreach plan to the Asian American community is established there will be a framework for focused resources and programming for Asian Americans with disabilities, neurodiversity, gender non-binary, LGBTQ+, multiracial and solidarity work.

Respectfully Submitted by Melissa Raman Molitor on behalf of the Evanston Public Library Racial Equity Task Force

June 21, 2023

Library Director's Report June 21, 2023

Updates:

On June 6, EPL participated in the Illinois Libraries Present virtual program featuring award winning author Jesmyn Ward in conversation with Tracie Hall, executive director of the American Library Association. Some of the attendee feedback included:

- Tonight's session was, subtly and powerfully, a tribute to the role of books & libraries (and librarians!) The rippling effects of book banning came up in a way that was integral and powerful. We need you all!
- The passion of the interviewer, the knowledge of both women creating this diversity of thought was beautiful to see.
- Excellent thought provoking questions and answers. Jesmyn and Tracie were simply outstanding. Keep providing such interesting programming for our libraries.
- I enjoyed learning about an author I would like to read. It was a great conversation and made me feel that I am not alone in thinking we have to keep our history from being put out of sight.
- One of the best programs I have attended this year. The raw, insightful, and honest conversation between Tracie and Jesmyn was amazing to watch.
- One of the richest author conversations I've yet experienced via ILP. Thoughtful and unique -- such effort to distinguish from typical "what is your process" Q&A that one might hear/see in hundreds of other interviews. This was a true celebration of both content and gorgeous prose.
- Keep the ILP program going, what wonderful events I look forward to each time. The diversity of topics and individuals are so appreciated.
- A model of its kind: a notable guest, and a librarian who brought out the best in this setting. It was actually better in Zoom than it would have been in person because of the intimacy of the way each face was present to the other speaker & to us. Fantastic.

And both Jesmyn Ward and Tracie Hall wrote after the event to say how very much they enjoyed the conversation. EPL LLL Librarian Heather Ross is on the Steering Committee and is the co-chair of the Programming Committee for Illinois Libraries Present. She has worked hard to bring diverse speakers to this statewide initiative.

This summer EPL is piloting a 6-week D65 STEM camp at both Robert Crown Branch Library and the Main Library. There are three cohorts: one for rising 4th-5th graders at Crown, one for rising 4th-5th graders at Main and one for rising 6th-7th graders at Main. Each week is a different theme, ranging from Lego Robotics to Gardening to TunePad and more. The Loft has two Mayor Summer Youth Employment Program teens assisting with the camps. Each weekly cohort is led by two EPL staff, with a total of 20 EPL staff participating in some capacity during the pilot. Prior to COVID, the IDL Teen Loft had experience hosting STEM summer camps, but this year's pilot includes Robert Crown and ELL as well and is the first year participating with D65.

For MLK Day, over 70 teens and adults joined EPL staff in creating reusable sanitary pads for the Girls4Girls Ghana organization. In total over 200 yards of fabric was cut and prepared, over 100 pairs of underwear and 20 boxes of disposable pads were donated, and 300 reusable pads

were made. Earlier this month, IDL staff Elacsha Madison was invited to bring the pads to Ghana, teach menstrual health in the classrooms and distribute the pads in some of the rural areas. Because of EPL's contribution of 300 reusable pads, 100 young girls will not have to worry about missing school due to the lack of menstrual supplies and cost for the next 5 years. EPL will continue to partner in the fight against period poverty and ensure that girls have access to menstrual supplies by making reusable pads while also teaching sewing skills to teens during the citywide sewing challenge, national girls empowerment day, and a sewathon.

Data Dashboard

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

Staff reports:

Spotlight on Community Art at EPL

- **The Bias Inside Us community tapestry:** As part of EPL's 2022 presentation of the Smithsonian exhibit, "The Bias Inside Us," staff and patrons were invited to contribute to a tapestry called "Disrupting Bias." In February of 2023, the tapestry was entrusted to the care of Kids Create Change, who partnered with Lake Street Church during their Lenten series, "Tell Me the Truth About Racism." The goal was to give kids the opportunity to extend the tapestry before it moved on to its next location. Kids Create Change maintains custody of the tapestry through the end of the year, using it as part of their programming in community centers and schools. It is our hope that by the time it is returned to the care of EPL, it will have grown through the course of its travels as a visual representation of the importance of difficult conversations around race and bias.
- **Community Art exhibits of note:** Heather Ross, in coordinating art exhibits for the 3rd floor of the library, focuses on local artists whenever possible. There have been a few notable instances over the past year that have featured multiple local artists. At the end of 2022, the display space was dedicated to showcasing the work of recent ETHS graduates who continued to pursue their artistic interests after leaving school. During Black History Month and Women's History Month in 2023, local artists Amatziyah Thurman, Katia Jackson, Maria Antonia Villaseñor-Marchal, and Yeefah Thurman contributed art to our display in addition to hosting a workshop discussing the theme of the exhibit, "Freedom." Currently, we've been accepting submissions for our PRIDE month display from Evanstonian of all ages (called **Pride Unites Us**).
- **"Ask Me about Buckthorn"** Exhibition at the main library and Crown (May 2023 - present)
This exhibition draws attention to the invasive Buckthorn plant. Artist Holly Greenberg has been working with teams of volunteers to remove invasive plants (primarily European Buckthorn) from Evanston parks and replace them with native plants to restore habitat for birds, insects and other native animals. Holly has been working with

local volunteer groups at Ladd Arboretum, Harbart Payne Park, the Edible Evanston Food Forest and the Forest Preserves of Cook County.

- **"From Yanga to Evanston: a cross-cultural survey of the African diaspora"**

Exhibition of Nichols School student work (Jan. 2023)

Exhibition Description: Black people around the world have experienced similar and different effects from the transatlantic slave trade. Using two examples that are distant yet in some ways similar, tEvanston middle schoolers had a cross-cultural experience while learning new art techniques. They learned the concept of storytelling through visual arts while studying Mexican mural art, art as activism or propaganda and what the assemblage art genre is. The middle schoolers created artwork using concepts in the assemblage art genre and storytelling to express the effects of the transatlantic slave trade on Yanga, Mexico and Evanston, Illinois. They could choose to tell the whole story or tell a portion of the story. Most of them related to parts of the historical stories like freedom, resilience or separation from family and friends. What you see on display is evidence of 8 weeks of amazing creative work by young middle schoolers. This project was made possible by a grant from the Evanston Arts Council.

- **Everything On Wheels** is an (upcoming) installation project by artist Regin Igloria in which an array of pedestals will be placed around the Main Branch of Evanston Public Library in various locations from mid-July through the end of the year.

These mobile pedestals are hand crafted from scrap material (wood, pegboard, milk crates, random fabric, paint, and other reused items) and contain handmade books. Each pedestal and book will ask a different question for our patrons to answer; questions will be contemplative and open-ended, and patrons can use markers provided to draw and write their answers in the book. Not only will Everything On Wheels spark conversations, they will also allow for deep reflection and create a community of ideas around topics central to our library's mission, such as freedom and connection.

Presented in partnership with Hive Center for the Book Arts and North Branch Projects, Everything On Wheels will also have a programming component, with artist Regin Igloria presenting two community book binding workshops in the Falcon Room, in July and October.

- **Art for Older Adults:**

Monthly in-person program that invites older adults to participate in the creative process through a variety of activities such as urban sketching, paint by numbers, shibori and pop-up card making. EPL staff host the events, facilitated by a local artist who is paid a stipend through the Age Options grant; all supplies needed are also grant funded.

Quotes from attendees & an instructor:

"I am so impressed by the Art Series for Older Adults. The instructors have been

phenomenal—true professionals! I'm also impressed by the high quality of materials, suggestions for moving forward with the medium and books that support what we've learned. The program is very well organized, the library staff welcoming and the company fantastic. Thanks so much for this wonderful series. I always feel so enriched when I leave."

"Both the facilitator and presenter were warm, welcoming and respectful. I have always thought that the senior population is an underserved and somewhat ignored part of the community. These outreach programs are beneficial."

"Presenter was very knowledgeable and presented the art activity in a fun way. I loved the supplies. Have used them a number of times. Thank you."

"Thanks to your grant provider for the opportunity to connect at a great library! I very much enjoy being part of the programming."

"Thanks so much for offering this! Too often older adults are dismissed. I've taught Greek/Turkish folk dancing for seniors as well as mixed age folks, but had recent surgery and had to stop for a while. It's said we grow by embracing challenging activities. Art has always challenged me! But it's social and fun. I appreciate your offering this"

"I took an online urban landscape sketching class a month or so ago. I enjoyed it very much. Supplies provided were great. I think the instructor was named Shurti".

"I attended the class on urban sketching. It was wonderful. The teacher was excellent. I will sign up for the others."

"Janine and I participated in the recent water color class. We were impressed with the instructor. She was engaging, clear in her instructions, and set an attainable goal for all participants. The supplies were first rate.

"Overall, I would give the class an A-. It would have been better had we had the opportunity to sketch outdoors with further instruction. Perhaps later this spring. Many thanks."

"I loved the art class I took! Our instructor Sherry Smith was very welcoming and happy to share her knowledge in a way that was fun, engaging and supportive. I was impressed by the quality of the art supplies and have played with the water colors at home. I enjoyed the group and left the class feeling nourished by the experience. I have registered for the next class and am looking forward to it."



- Art Programming for Teens

Staff member Morgan Patten, who has a background in anthropology and studio art, is really interested in the intersections of art, community, and material culture.

A lot of her programs are stand-alone arts/crafts, such as the Black History Month Painting Kits, just to encourage people to get into a creative headspace. It can be really calming and grounding, which she feels is necessary to be regulated and empathetic humans. We can't truly participate effectively in community if we are dysregulated and not in touch with ourselves.

The other part of her programming focuses on creative collaboration, such as D&D, which is her main program and involves group narrative building and storytelling. Teens have to work together to create the world they want to play in and creatively solve problems to meet a common goal for the day. The art of oral storytelling is so fascinating, and with it being a niche artform nowadays, I think it's important to keep it alive in some way.

Patten also presented a program at Park School that utilized Spheros and iPads to create accessible means to make a mural together. Basically, kids were able to touch the iPad screen and the Sphero would move, dragging a marker behind it. The final piece was a rainbow of colorful lines that intertwined together.

May Press Mentions:

[Evanston community gathers for ice cream social at Mason Park.](#) Daily Northwestern. May 28, 2023

[How Evanston Became the City of Churches.](#) Daily Northwestern. May 24, 2023

[New Evanston Art Center mural spotlights invasive species, salutes volunteers.](#) Evanston Roundtable. May 18, 2023

[Evanston to celebrate Juneteenth with parade, picnic, performance.](#) Evanston Roundtable, May 18, 2023

[Concerned about crime and homelessness downtown, residents seek solutions.](#) Evanston Roundtable, May 4, 2023

[Woman pulls knife on man at library.](#) Evanston Now, May 2, 2023

[Woman arrested after knife incident at Evanston Public Library.](#) Evanston Roundtable. May 2, 2023

[At this time: Monday at 8:14pm.](#) Evanston Roundtable, May 1, 2023



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: June 15, 2023

This memo provides an update on significant administrative activities.

Human Resources

Below is a recap of our recruiting activities:

- Offer is being made to a final selected candidate for a 25 hours Development Associate position in Administration.
- Pre-employment background checks are occurring for a final selected candidate for a full-time Social Worker position.
- Offer is being made to a final selected candidate for a full-time Innovation & Digital Manager position.
- Offer will be made to a final selected candidate for a 20 hours ELL Library Assistant position.
- Full-time Library Assistant, Copy Cataloger position in Access was posted on June 5 for 3 weeks.

Financial Resources

The Library Fund financial report for the period ending May 31st is included for your review. For the operating fund, revenue collection is at 47% of budget projection and expenditures 37%. Capital fund expenditures total 47% of the budget.

Facilities Update

Library maintenance is busy assisting with the summer camp duties along with normal Summer items.

All three (3) library Capital projects are moving along well, and all are expected to come in early, and under budget.



Budget Performance Report

Fiscal Year to Date 05/31/23

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	3,837,580.91	3,697,891.09	51	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	11,133.07	.00	24,682.96	75,317.04	25	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	65,827.61	334,172.39	16	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	710.77	4,289.23	14	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	30,674.80	.00	90,791.88	(69,191.88)	420	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	9,103.62	12,896.38	41	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	658.57	2,341.43	22	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	.00	.00	4,032.12	4,967.88	45	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	1,981.00	(981.00)	198	2,765.84
57545	NORTH BRANCH RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	5,098.50	15,295.50	25	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	3,986.37	96,013.63	4	41,727.49
REVENUE TOTALS		\$8,577,332.00	\$0.00	\$8,577,332.00	\$41,807.87	\$0.00	\$4,057,961.20	\$4,519,370.80	47%	\$8,353,864.89
EXPENSE										
61010	REGULAR PAY	3,562,096.20	.00	3,562,096.20	226,251.98	.00	1,240,734.03	2,321,362.17	35	2,978,002.55
61050	PERMANENT PART-TIME	1,345,141.20	.00	1,345,141.20	98,781.56	.00	541,429.81	803,711.39	40	1,204,517.09
61060	SEASONAL EMPLOYEES	48,575.00	.00	48,575.00	1,250.00	.00	10,311.00	38,264.00	21	63,436.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	1,149.14	.00	8,467.41	1,532.59	85	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	47,110.96	.00	236,890.24	422,199.64	36	534,587.98
61615	LIFE INSURANCE	1,927.00	.00	1,927.00	91.83	.00	457.26	1,469.74	24	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	762.00	1,263.00	38	1,794.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	540.00	.00	540.00	.00	100	360.00
61710	IMRF	156,590.44	.00	156,590.44	10,430.13	.00	57,862.45	98,727.99	37	195,688.52
61725	SOCIAL SECURITY	301,791.59	.00	301,791.59	19,626.93	.00	109,135.54	192,656.05	36	261,772.53
61730	MEDICARE	71,420.02	.00	71,420.02	4,590.14	.00	25,523.60	45,896.42	36	61,728.26
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	2,310.33	(3,400.00)	16,456.91	121,943.09	10	170,560.50
62205	ADVERTISING	4,000.00	.00	4,000.00	.00	.00	19.17	3,980.83	0	1,455.61
62210	PRINTING	45,000.00	.00	45,000.00	20,657.00	.00	23,132.00	21,868.00	51	9,672.27
62225	BLDG MAINTENANCE SERVICES	232,295.00	.00	232,295.00	14,337.75	94,680.00	132,196.34	5,418.66	98	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 05/31/23

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										
EXPENSE										
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	1,441.29	.00	9,290.28	15,709.72	37	30,253.43
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	906.00	.00	2,718.00	2,722.00	50	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	814.00	.00	2,442.00	2,443.00	50	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	18,143.00	.00	57,459.00	213,790.00	21	219,674.70
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	15,054.65	.00	128,374.06	151,880.94	46	359,646.91
62360	MEMBERSHIP DUES	2,075.00	.00	2,075.00	.00	.00	1,409.00	666.00	68	2,006.00
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62506	WORK- STUDY	8,500.00	.00	8,500.00	.00	.00	1,061.86	7,438.14	12	4,633.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	367.08	.00	2,180.32	3,519.68	38	4,479.26
64005	ELECTRICITY	120,000.00	.00	120,000.00	16,448.04	.00	30,339.73	89,660.27	25	89,498.92
64015	NATURAL GAS	33,900.00	.00	33,900.00	1,351.29	.00	6,991.66	26,908.34	21	24,628.05
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65001	FEDERAL GRANT EXPENSE	21,590.00	.00	21,590.00	.00	.00	331.72	21,258.28	2	.00
65002	STATE GRANT EXPENSE	13,300.00	.00	13,300.00	9,176.15	.07	14,692.90	(1,392.97)	110	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	306.53	6,693.47	4	8,186.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	844.99	.00	15,905.08	2,471.92	87	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	4,714.63	30,285.37	13	16,772.30
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	658.23	8,165.48	3,206.21	38,628.31	23	26,820.89
65100	LIBRARY SUPPLIES	107,930.00	.00	107,930.00	7,376.09	2,097.18	35,392.08	70,440.74	35	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	3,267.00	33,383.00	9	83,188.07
65630	LIBRARY BOOKS	561,400.00	.00	561,400.00	45,287.54	.00	183,876.44	377,523.56	33	506,777.66
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	3,991.99	2,508.01	61	6,015.23
65641	AUDIO VISUAL COLLECTIONS	50,500.00	.00	50,500.00	3,313.13	.00	18,658.05	31,841.95	37	49,140.20
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	49,166.00	.00	147,498.00	147,502.00	50	289,328.04
EXPENSE TOTALS		\$8,658,919.33	\$0.00	\$8,658,919.33	\$617,634.23	\$101,542.73	\$3,096,277.35	\$5,461,099.25	37%	\$7,773,755.18
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,577,332.00	.00	8,577,332.00	41,807.87	.00	4,057,961.20	4,519,370.80	47%	8,353,864.89
EXPENSE TOTALS		8,658,919.33	.00	8,658,919.33	617,634.23	101,542.73	3,096,277.35	5,461,099.25	37%	7,773,755.18
Fund 185 - LIBRARY FUND Totals		(\$81,587.33)	\$0.00	(\$81,587.33)	(\$575,826.36)	(\$101,542.73)	\$961,683.85	(\$941,728.45)		\$580,109.71
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
REVENUE TOTALS		\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00



Budget Performance Report

Fiscal Year to Date 05/31/23

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
EXPENSE										
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	38,484.00	1,012,413.20	292,464.41	(354,877.61)	137	173,737.09
	EXPENSE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$38,484.00	\$1,012,413.20	\$292,464.41	(\$354,877.61)	137%	\$173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
	EXPENSE TOTALS	950,000.00	.00	950,000.00	38,484.00	1,012,413.20	292,464.41	(354,877.61)	137%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals	\$0.00	\$0.00	\$0.00	(\$38,484.00)	(\$1,012,413.20)	(\$292,464.41)	\$1,304,877.61		(\$173,737.09)
Grand Totals										
	REVENUE TOTALS	9,527,332.00	.00	9,527,332.00	41,807.87	.00	4,057,961.20	5,469,370.80	43%	8,353,864.89
	EXPENSE TOTALS	9,608,919.33	.00	9,608,919.33	656,118.23	1,113,955.93	3,388,741.76	5,106,221.64	47%	7,947,492.27
	Grand Totals	(\$81,587.33)	\$0.00	(\$81,587.33)	(\$614,310.36)	(\$1,113,955.93)	\$669,219.44	\$363,149.16		\$406,372.62

Endowment for the Evanston Public Library
 Holdings as of May 2023

	Symbol	Shares/Quantity	Price	Value as of May 31, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$284,063.41	\$284,063.41	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%
				\$284,063.41		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

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

Beginning Balance		3,975,113.60
Revenue		
Investment results	15,479.90	
Total Revenues		15,479.90
Distributions/Grants and Expenses		
Foundation support charge	-2,153.47	
Total Distributions		-2,153.47
Ending Balance		3,988,440.03

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

Beginning Balance		3,988,440.03
Revenue		
Investment results	-32,871.04	
Total Revenues		-32,871.04
Distributions/Grants and Expenses		
Foundation support charge	-2,159.83	
Total Distributions		-2,159.83
Ending Balance		3,953,409.16



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Proposal to increase safety monitor budget
Date: June 21, 2023

Recommended Action

Library staff recommend approval of budget amendment to change five (5) part-time Safety Monitor positions to five (5) full-time Safety Monitor positions.

Summary

Both the Main Library and the Robert Crown Branch Library are open to the public 64 hours per week (Mon-Thurs 10am-8pm, Fri-Sat 9am-6pm and Sun 12-6pm).

Currently, we have budgeted five (5) part-time Safety Monitors, for a total of 104 hours per week, and one (1) full-time Safety Manager position at 37.5 hours per week. This only allows for single monitor coverage of the Main Library most hours, with double coverage during some limited hours, and single coverage at the Robert Crown Branch Library less than one-third of the open hours, with no monitor coverage during other times.

Our goal is to increase our coverage to provide two (2) monitors on duty at the Main Library and one (1) monitor on duty at the Robert Crown Branch Library at all times the libraries are open to the public and to also have enough coverage for monitors to participate in ongoing, regular meetings, training and mentoring sessions with the Safety Manager.

Increasing the five (5) Safety Monitor positions to full-time would move us towards this goal. It would give us 187.5 hours of monitor coverage per week, which would allow us to provide two (2) monitors on duty at the Main Library and one (1) monitor on duty at the Robert Crown Branch Library for most hours the libraries are open to the public, plus covering opening and closing duties. We would still only have one monitor at Main and no monitor at Crown for the first few, quieter weekday morning hours.

Agenda Item 9A

current hours per week	actual current cost	proposed hours per week	actual cost of proposal	total increase
104	\$117,242	187.5	\$271,803	\$154,561

Average part-time safety monitor cost now: \$23,000

Average full-time safety monitor salary cost: \$40,000

Average full-time safety monitor total cost (salary, benefits, taxes): \$55,000