

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, September 20, 2023

6:30 pm

Main Library, Community Meeting Room and via Zoom

Remote Access Information

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

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

Topic: Library Board Meeting

Time: September 20, 2023 6:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83044627159>

+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, September 20, 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 August 11, 2023**
 - B. Approval of Minutes August 16, 2023**
 - C. Approval of Minutes August 18, 2023**
 - D. Approval of Minutes August 19, 2023**
 - E. Approval of Minutes September 6, 2023**
 - F. Approval of Minutes September 8, 2023**
 - G. Approval of Bills and Payroll**
- 5. PUBLIC HEARING: Public Hearing on the FY2024 Proposed Budget**
- 6. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force**
- 7. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 8. STAFF REPORTS**
Administrative Services Report (Distributed in Advance)
- 9. BOARD REPORTS**
 - A. Finance Committee**
 - B. Management & Policy Committee**
 - C. Facilities Committee**
 - D. Development Committee**
 - E. Director Search Committee**
- 10. UNFINISHED BUSINESS**
 - A. Proposed 2024 Operating Budget (Discussion)**
 - B. Proposed 2024 Capital Budget (Discussion)**
 - C. Direction from Board for final budget preparation (Action)**
- 11. NEW BUSINESS**
 - A. Election of Treasurer (Discussion and Action)**
 - B. Committee assignments (Discussion and Action)**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

Next Meeting: October 18, 2023 at 6:30 pm: via Zoom and/or hybrid

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Friday, August 11, 2023
Search Committee Meeting
10:00 AM
Main Library, Board Room and Remote**

Members Present

Tracy Fulce, Cate Huggins, Michelle Mills, Benjamin Schapiro, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen. **Schapiro and Wallen attended virtually*

Members Absent

Arikpo Dada

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 10:09 a.m.

Executive Session

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

The motion to end the Executive Session was made by Trustee Huggins seconded by Trustee Fulce, and approved by roll call vote. The meeting was adjourned at 11:26 a.m.

Mills left at 11:26 am prior to this vote

Adjournment

The motion to adjourn was made by Trustee Soto and seconded by Trustee Huggins and approved by voice vote. The meeting adjourned at 11:28 a.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, August 16, 2023
Library Board Meeting
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Benjamin Schapiro, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen.

Members Absent

none

Staff Present

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

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

Citizen Comment

Julie Farley

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the July 14, 2023 Search Committee Meeting, July 19, 2023 Regular Board Meeting, July 27, 2023 Search Committee Meeting, July 28, 2023 and August 4, 2023 Search Committee Meetings. Upon motion made by Trustee Soto and seconded by Trustee Schapiro, the consent agenda was approved.

Equity, Diversity and Inclusion (Joint Task Force):

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

Library Director's Report

Written report provided in advance.

Staff Report:

Administrative Services Report (Distributed in Advance).

Board Reports:

- A. Development Committee

- B. Endowment Investment Committee
- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Facilities Committee
- G. Transition Team/Interim Team/Search Team

Unfinished Business

New Business

- A. Board Committee Assignments (Discussion & Action). Upon motion made by Trustee Soto and seconded by Trustee Fulce, approved the seating of the Management Committee to be composed of Michelle Mills, Russ Shurbet, and Esther Wallen.

Executive Session

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

The motion to end the Executive Session was made by Trustee Huggins seconded by Trustee Shea, and approved by roll call vote. The meeting was adjourned at 9:00 p.m.

Adjournment

The motion to adjourn was made by Trustee Dada and seconded by Trustee Shea and approved by voice vote. The meeting adjourned at 9:03 p.m.

Submitted by: Terry Soto



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Friday, August 18, 2023
Search Committee Meeting
10:00 AM
Main Library, Community Meeting Room and Remote**

Members Present

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

Members Absent

none

Staff Present

Heather Norborg

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 10:11 p.m.

Executive Session

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

The motion to end the Executive Session was made by Trustee Huggins seconded by Trustee Wallen, and approved by roll call vote. The meeting was adjourned at 11:30 a.m.

Adjournment

The motion to adjourn was made by Trustee Soto and seconded by Trustee Dada and approved by voice vote. The meeting adjourned at 11:31 a.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Saturday, August 19, 2023
Search Committee Meeting
10:00 A.M.
Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Benjamin Schapiro, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen.

Members Absent

none

Staff Present

Heather Norborg

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 10:02 p.m.

Executive Session

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

The motion to end the Executive Session was made by Trustee Fulce seconded by Trustee Shubet, and approved by roll call vote. The meeting was adjourned at 11:42 a.m.

Adjournment

The motion to adjourn was made by Trustee Soto and seconded by Trustee Huggins and approved by voice vote. The meeting adjourned at 11:43 a.m.

Submitted by: Terry Soto



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

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen. Huggins arrived virtually at 6:34pm after roll call. **Dada was in and out virtually throughout the meeting and only took part in the board actions in the latter half.

Members Absent

None

Staff Present

Heather Norborg

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

Executive Session

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

The motion to end the Executive Session was made by Trustee Shurbet seconded by Trustee Shea, and approved by roll call vote. The meeting was adjourned at 8:42 p.m.
*Huggins left the meeting at 8:29pm before this motion.

Adjournment

The motion to adjourn was made by Trustee Mills and seconded by Trustee Shurbet and approved by voice vote. The meeting adjourned at 8:44 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 6, 2023

Special Budget Meeting

6:30 PM

Main Library, Community Meeting Room and Remote

Members Present

Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Russ Shubet, Terry Soto and Esther Wallen. Huggins arrived virtually at 6:34pm after roll call. **Dada was in and out virtually throughout the meeting and only took part in the board actions in the latter half.

Members Absent

None

Staff Present

Heather Norborg

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

New Business

2024 Budget Discussion

Executive Session

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

The motion to end the Executive Session was made by Trustee Shurbet seconded by Trustee Shea, and approved by roll call vote. The meeting was adjourned at 8:42 p.m.

*Huggins left the meeting at 8:29pm before this motion.

Adjournment

The motion to adjourn was made by Trustee Mills and seconded by Trustee Shurbet and approved by voice vote. The meeting adjourned at 8:44 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Friday, September 8, 2023
Management Committee Meeting
12:00 PM
Main Library, Board Room and Remote

Members Present

Tracy Fulce (joined virtual), Michelle Mills, Russ Shubet, and Esther Wallen.

Members Absent

None

Staff Present

Heather Norborg

Presiding Member

Ester Wallen

Call to order/Declaration of Quorum

Trustee Wallen called the meeting to order when a quorum of Trustees was established at 12:06 p.m.

Special Order of Business

Discussion and review of the Library Bylaws.

Adjournment

The motion to adjourn was made by Trustee Mills and seconded by Trustee Shurbet and approved by voice vote. The meeting adjourned at 1:26 p.m.



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: September 15, 2023

Recommended Action

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

Payroll

August 14, 2023 through August 27, 2023	\$ 161,630.71
August 28, 2023 through September 10, 2023	\$ 168,047.71

Library Fund Bills List

August 29, 2023	\$ 240,281.29
September 12, 2023	\$ 57,721.78
June 2023 Purchasing Card	\$ 8,967.69

Attachement: Bills List

Library Bills List

G/L Date Range 08/29/23 - 08/29/23

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					
206940 - ULINE	ELL PROGRAM SUPPLIES	08/03/2023	08/29/2023	08/29/2023	73.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	<u>73.00</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/21/2023	08/29/2023	08/29/2023	168.65
100474 - BAKER & TAYLOR	CROWN JUV PRINT	07/18/2023	08/29/2023	08/29/2023	920.95
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/15/2023	08/29/2023	08/29/2023	1,640.41
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/27/2023	08/29/2023	08/29/2023	1,541.11
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	51.68
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/25/2023	08/29/2023	08/29/2023	360.74
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/25/2023	08/29/2023	08/29/2023	1,308.74
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	771.94
100474 - BAKER & TAYLOR	JUV AND YA PRINT	08/11/2023	08/29/2023	08/29/2023	12.88
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	38.75
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/10/2023	08/29/2023	08/29/2023	978.28
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2023	08/29/2023	08/29/2023	1,110.59
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/15/2023	08/29/2023	08/29/2023	629.59
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	1,329.65
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 14	<u>\$10,863.96</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	08/03/2023	08/29/2023	08/29/2023	18.86
103424 - MIDWEST TAPE LLC	JUV AV	08/17/2023	08/29/2023	08/29/2023	30.86
103424 - MIDWEST TAPE LLC	JUV AV	08/10/2023	08/29/2023	08/29/2023	82.29
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 3	<u>\$132.01</u>
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 18	<u>\$11,068.97</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
16334 - KANOPY	MAIN ADULT ONLINE	07/31/2023	08/29/2023	08/29/2023	1,552.00
103424 - MIDWEST TAPE LLC	MAIN ADULT ONLINE RESOURCES	07/31/2023	08/29/2023	08/29/2023	4,499.84
103731 - NEWS BANK INC	MAIN ADULT ONLINE RESOURCES	07/30/2023	08/29/2023	08/29/2023	69,000.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	MAIN ADULT ONLINE RESOURCES	06/01/2023	08/29/2023	08/29/2023	23,893.96
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice Transactions 4	<u>\$98,945.80</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	07/19/2023	08/29/2023	08/29/2023	89.90
100474 - BAKER & TAYLOR	ADULT PRINT	07/19/2023	08/29/2023	08/29/2023	94.54
100474 - BAKER & TAYLOR	ADULT PRINT	07/18/2023	08/29/2023	08/29/2023	194.62
100474 - BAKER & TAYLOR	ADULT PRINT	07/19/2023	08/29/2023	08/29/2023	146.03
100474 - BAKER & TAYLOR	ADULT PRINT	07/17/2023	08/29/2023	08/29/2023	202.68
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/18/2023	08/29/2023	08/29/2023	1,562.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/31/2023	08/29/2023	08/29/2023	851.35
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/31/2023	08/29/2023	08/29/2023	1,109.88
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	1,582.97
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	895.06
100474 - BAKER & TAYLOR	ADULT PRINT	07/25/2023	08/29/2023	08/29/2023	28.18
100474 - BAKER & TAYLOR	ADULT SO PRINT	07/25/2023	08/29/2023	08/29/2023	168.33
100474 - BAKER & TAYLOR	ADULT PRINT	07/31/2023	08/29/2023	08/29/2023	138.12
100474 - BAKER & TAYLOR	ADULT PRINT	08/08/2023	08/29/2023	08/29/2023	303.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/08/2023	08/29/2023	08/29/2023	877.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/05/2023	08/29/2023	08/29/2023	561.51
100474 - BAKER & TAYLOR	ADULT SO PRINT	08/02/2023	08/29/2023	08/29/2023	187.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/04/2023	08/29/2023	08/29/2023	555.33
100474 - BAKER & TAYLOR	ADULT PRINT	08/03/2023	08/29/2023	08/29/2023	47.18
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	470.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	422.74

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	937.22
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	886.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	786.57
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	1,025.40
100474 - BAKER & TAYLOR	ADULT PRINT	08/15/2023	08/29/2023	08/29/2023	911.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	170.66
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	1,699.25
100474 - BAKER & TAYLOR	ADULT PRINT	08/11/2023	08/29/2023	08/29/2023	743.01
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	173.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	188.63
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	187.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	1,069.81
100474 - BAKER & TAYLOR	ADULT PRINT	08/14/2023	08/29/2023	08/29/2023	1,137.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	1,210.43
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	402.99
100474 - BAKER & TAYLOR	ADULT PRINT	08/11/2023	08/29/2023	08/29/2023	752.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	1,166.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	531.91
100474 - BAKER & TAYLOR	ADULT PRINT	08/11/2023	08/29/2023	08/29/2023	177.55
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/08/2023	08/29/2023	08/29/2023	988.81
100474 - BAKER & TAYLOR	ADULT PRINT	08/08/2023	08/29/2023	08/29/2023	131.42
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2023	08/29/2023	08/29/2023	525.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2023	08/29/2023	08/29/2023	1,498.28
100474 - BAKER & TAYLOR	ADULT SO PRINT	08/10/2023	08/29/2023	08/29/2023	1,435.89
100474 - BAKER & TAYLOR	MAIN SO PRINT	08/16/2023	08/29/2023	08/29/2023	104.48
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2023	08/29/2023	08/29/2023	1,392.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2023	08/29/2023	08/29/2023	977.09
100474 - BAKER & TAYLOR	ADULT PRINT	08/18/2023	08/29/2023	08/29/2023	607.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2023	08/29/2023	08/29/2023	423.48
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2023	08/29/2023	08/29/2023	1,187.74
100474 - BAKER & TAYLOR	ADULT PRINT	08/21/2023	08/29/2023	08/29/2023	1,328.07
100474 - BAKER & TAYLOR	ADULT PRINT	08/17/2023	08/29/2023	08/29/2023	71.14
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/19/2023	08/29/2023	08/29/2023	89.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/20/2023	08/29/2023	08/29/2023	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/19/2023	08/29/2023	08/29/2023	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/27/2023	08/29/2023	08/29/2023	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/25/2023	08/29/2023	08/29/2023	72.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/28/2023	08/29/2023	08/29/2023	22.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/07/2023	08/29/2023	08/29/2023	134.95
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/07/2023	08/29/2023	08/29/2023	29.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2023	08/29/2023	08/29/2023	22.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2023	08/29/2023	08/29/2023	51.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2023	08/29/2023	08/29/2023	58.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT SO PRINT	08/11/2023	08/29/2023	08/29/2023	52.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/11/2023	08/29/2023	08/29/2023	100.46
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/21/2023	08/29/2023	08/29/2023	123.18
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/21/2023	08/29/2023	08/29/2023	123.99
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/18/2023	08/29/2023	08/29/2023	601.63
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/21/2023	08/29/2023	08/29/2023	701.01
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/21/2023	08/29/2023	08/29/2023	387.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/28/2023	08/29/2023	08/29/2023	129.45
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/28/2023	08/29/2023	08/29/2023	1,814.37
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/28/2023	08/29/2023	08/29/2023	99.74
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/28/2023	08/29/2023	08/29/2023	163.48
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/31/2023	08/29/2023	08/29/2023	858.01
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/31/2023	08/29/2023	08/29/2023	277.04
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/04/2023	08/29/2023	08/29/2023	122.61
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/04/2023	08/29/2023	08/29/2023	128.25
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/04/2023	08/29/2023	08/29/2023	775.97
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/04/2023	08/29/2023	08/29/2023	1,173.89
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/11/2023	08/29/2023	08/29/2023	495.21
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/11/2023	08/29/2023	08/29/2023	15.99
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/11/2023	08/29/2023	08/29/2023	388.48
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/10/2023	08/29/2023	08/29/2023	300.69
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/11/2023	08/29/2023	08/29/2023	1,103.27

Account 65630 - LIBRARY BOOKS Totals

Invoice Transactions 86

\$45,938.20

Account 65641 - AUDIO VISUAL COLLECTIONS

100474 - BAKER & TAYLOR	ADULT PRINT	07/17/2023	08/29/2023	08/29/2023	21.44
100474 - BAKER & TAYLOR	ADULT AV	07/18/2023	08/29/2023	08/29/2023	118.94
100474 - BAKER & TAYLOR	ADULT AV	07/17/2023	08/29/2023	08/29/2023	192.94
100474 - BAKER & TAYLOR	ADULT AV	08/04/2023	08/29/2023	08/29/2023	56.71
100474 - BAKER & TAYLOR	ADULT AV	08/04/2023	08/29/2023	08/29/2023	85.31
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	240.12
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	204.44
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	81.62

103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	25.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	228.54
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	49.61
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	20.68
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	22.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	113.65
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	114.65
103424 - MIDWEST TAPE LLC	ADULT AV	07/27/2023	08/29/2023	08/29/2023	102.54
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	80.04
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	165.14
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	87.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	144.76
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	217.40
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	72.86
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	204.09
103424 - MIDWEST TAPE LLC	ADULT AV	07/19/2023	08/29/2023	08/29/2023	243.87
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	84.94
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	234.60
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	152.36
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	25.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	59.79
103424 - MIDWEST TAPE LLC	ADULT AV	08/03/2023	08/29/2023	08/29/2023	121.72
103424 - MIDWEST TAPE LLC	ADULT AV	08/17/2023	08/29/2023	08/29/2023	457.08
103424 - MIDWEST TAPE LLC	ADULT AV	08/17/2023	08/29/2023	08/29/2023	45.86
103424 - MIDWEST TAPE LLC	ADULT AV	08/17/2023	08/29/2023	08/29/2023	69.22
103424 - MIDWEST TAPE LLC	ADULT AV	08/17/2023	08/29/2023	08/29/2023	29.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/17/2023	08/29/2023	08/29/2023	53.36
103424 - MIDWEST TAPE LLC	ADULT AV	08/17/2023	08/29/2023	08/29/2023	26.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/10/2023	08/29/2023	08/29/2023	24.43
103424 - MIDWEST TAPE LLC	ADULT AV	08/10/2023	08/29/2023	08/29/2023	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/10/2023	08/29/2023	08/29/2023	136.08
103424 - MIDWEST TAPE LLC	ADULT AV	08/10/2023	08/29/2023	08/29/2023	30.43
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 41	\$4,510.34
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 131	\$149,394.34
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
137361 - COOPERATIVE COMPUTER SERVICES					
CCS MEMBERSHIP FEE	07/27/2023	08/29/2023	08/29/2023	22,461.94	
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	SOFTWARE FEE	08/10/2023	08/29/2023	5.26	
110018 - T-MOBILE USA	MOBILE HOTSPOTS	07/20/2023	08/29/2023	2,986.68	
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 3	\$25,453.88
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	ACCESS SERVICES SUPPLIES	07/24/2023	08/29/2023	08/29/2023	529.03
101406 - DEMCO, INC.	ACCESS SERVICES SUPPLIES	07/17/2023	08/29/2023	08/29/2023	147.53
101406 - DEMCO, INC.	ACCESS SERVICES SUPPLIES	07/18/2023	08/29/2023	08/29/2023	340.16
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/01/2023	08/29/2023	08/29/2023	1,692.45
101406 - DEMCO, INC.	OFFICE SUPPLIES	08/02/2023	08/29/2023	08/29/2023	497.40
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 5	\$3,206.57
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 8	\$28,660.45
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65002 - STATE GRANT EXPENSE					
19357 - CHICAGO DANCE THERAPY					
IN-PERSON MEMORY CAFE FACILITATOR	08/19/2023	08/29/2023	08/29/2023	100.00	
151528 - Myrna Weinman	PROFESSIONAL SERVICES AHA! EVENT	08/10/2023	08/29/2023	08/29/2023	100.00
18072 - SHRUTI VIJAY	PROFESSIONAL SERVICES	07/27/2023	08/29/2023	08/29/2023	100.00
Account 65002 - STATE GRANT EXPENSE Totals				Invoice Transactions 3	\$300.00
Account 65100 - LIBRARY SUPPLIES					
19953 - ALEJANDRO SALINAS	PROFESSIONAL SERVICES	08/21/2023	08/29/2023	08/29/2023	150.00
18183 - BEATRIZ ECHEVERRIA	PROGRAM SUPPLIES REIMBURSEMENT	08/08/2023	08/29/2023	08/29/2023	11.55
132303 - Carmen Francellino	PROGRAM SUPPLIES REIMBURSEMENT	08/09/2023	08/29/2023	08/29/2023	23.76
19827 - DEVON FORD	PROFESSIONAL SERVICES WORKSHOP AT RC	06/21/2023	08/29/2023	08/29/2023	150.00
19699 - KATRINA MORAVEC	RC PROGRAM SUPPLIES TEEN GAMING DROP-IN	08/17/2023	08/29/2023	08/29/2023	19.00
19699 - KATRINA MORAVEC	RC PROGRAM SUPPLIES HEROES V VILLIANS CAPTURE THE FLAG	08/17/2023	08/29/2023	08/29/2023	15.00
18675 - KELLYE FLEMING	RC PROGRAM SUPPLIES TWEEN ANIME CLUB	08/15/2023	08/29/2023	08/29/2023	18.36
18675 - KELLYE FLEMING	PROGRAM REIMBURSEMENT PURCHASES	08/18/2023	08/29/2023	08/29/2023	15.00
19942 - LENNOX MANROE	PROFESIONAL SERVICES BLACK FAMILY GAME NIGHT	06/28/2023	08/29/2023	08/29/2023	400.00
290975 - ROBIN R. SINDELAR	RC PROGRAM SUPPLIES SASHIKO EMBROIDERY	05/10/2023	08/29/2023	08/29/2023	40.43
270049 - Tracy Olasimbo	PROGRAM SUPPLIES REIMBURSEMENT	07/28/2023	08/29/2023	08/29/2023	31.99
206940 - ULINE	RC PROGRAM SUPPLIES	08/03/2023	08/29/2023	08/29/2023	31.50
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 12	\$906.59
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/21/2023	08/29/2023	08/29/2023	14.99
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/18/2023	08/29/2023	08/29/2023	98.65
100474 - BAKER & TAYLOR	CROWN JUV PRINT	07/18/2023	08/29/2023	08/29/2023	42.64
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/15/2023	08/29/2023	08/29/2023	159.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/31/2023	08/29/2023	08/29/2023	42.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/31/2023	08/29/2023	08/29/2023	42.88

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	152.62
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/27/2023	08/29/2023	08/29/2023	26.58
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	67.78
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	58.13
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/25/2023	08/29/2023	08/29/2023	25.48
100474 - BAKER & TAYLOR	ADULT PRINT	08/08/2023	08/29/2023	08/29/2023	32.20
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/08/2023	08/29/2023	08/29/2023	218.93
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/05/2023	08/29/2023	08/29/2023	17.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/03/2023	08/29/2023	08/29/2023	406.57
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	35.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	16.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	42.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	48.01
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	16.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	16.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	114.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	57.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	44.07
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	14.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	110.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	112.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2023	08/29/2023	08/29/2023	66.68
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	27.64
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	13.49
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	49.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	24.89
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/10/2023	08/29/2023	08/29/2023	8.96
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2023	08/29/2023	08/29/2023	61.23
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/08/2023	08/29/2023	08/29/2023	93.79
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2023	08/29/2023	08/29/2023	58.68
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/15/2023	08/29/2023	08/29/2023	68.55
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/15/2023	08/29/2023	08/29/2023	97.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2023	08/29/2023	08/29/2023	61.88
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2023	08/29/2023	08/29/2023	27.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2023	08/29/2023	08/29/2023	15.82
100474 - BAKER & TAYLOR	ADULT PRINT	08/21/2023	08/29/2023	08/29/2023	149.98
		Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 42		\$2,860.51
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV	07/25/2023	08/29/2023	08/29/2023	59.99
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV PRINT	07/24/2023	08/29/2023	08/29/2023	447.92
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV AV	07/26/2023	08/29/2023	08/29/2023	369.94
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	08/03/2023	08/29/2023	08/29/2023	56.99
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV AV	08/09/2023	08/29/2023	08/29/2023	69.99
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 5		\$1,004.83
Business Unit 4825 - ENGAGEMENT SERVICES					
		Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions 62		\$5,071.93
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
308112 - SENSOURCE INC.	ANNUAL RENEWAL AND MAINTENANCE FEE	08/22/2023	08/29/2023	08/29/2023	240.00
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	MYPC, PCUT, EPRINTIT, KIOSKS AGREEMENT	08/08/2023	08/29/2023	08/29/2023	7,215.00
		Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 2		\$7,455.00
Account 65555 - IT COMPUTER HARDWARE					
101401 - DELL COMPUTER CORP.	COMPUTER HARDWARE PURCHASE	07/20/2023	08/29/2023	08/29/2023	225.00
		Account 65555 - IT COMPUTER HARDWARE Totals	Invoice Transactions 1		\$225.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2023	08/29/2023	08/29/2023	68.16
100474 - BAKER & TAYLOR	JUV AND YA PRINT	08/11/2023	08/29/2023	08/29/2023	26.75
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/11/2023	08/29/2023	08/29/2023	75.11
276974 - OVER DRIVE, INC.	MAIN YOUNG ADULT EBOOKS	07/18/2023	08/29/2023	08/29/2023	275.31
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	07/18/2023	08/29/2023	08/29/2023	448.45
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	07/18/2023	08/29/2023	08/29/2023	21.98
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	07/18/2023	08/29/2023	08/29/2023	170.97
276974 - OVER DRIVE, INC.	MAIN YA EBOOKS	07/18/2023	08/29/2023	08/29/2023	693.66
		Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 8		\$1,780.39
		Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 11		\$9,460.39
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SERVICE	08/06/2023	08/29/2023	08/29/2023	567.81
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/26/2023	08/29/2023	08/29/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/22/2023	08/29/2023	08/29/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/10/2023	08/29/2023	08/29/2023	510.13
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	08/09/2023	08/29/2023	08/29/2023	214.47
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/04/2023	08/29/2023	08/29/2023	145.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/01/2023	08/29/2023	08/29/2023	210.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	07/07/2023	08/29/2023	08/29/2023	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2023	08/01/2023	08/29/2023	08/29/2023	10,520.00
		Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 9		\$13,332.67
Account 64005 - ELECTRICITY					
10730 - MC SQUARED ENERGY	MC SQUARED 08.14.2023	08/14/2023	08/29/2023	08/29/2023	8,474.69
		Account 64005 - ELECTRICITY Totals	Invoice Transactions 1		\$8,474.69
Account 65040 - JANITORIAL SUPPLIES					

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/26/2023	08/29/2023	08/29/2023	132.50
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/26/2023	08/29/2023	08/29/2023	52.03
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/24/2023	08/29/2023	08/29/2023	200.68
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/11/2023	08/29/2023	08/29/2023	785.42
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/14/2023	08/29/2023	08/29/2023	67.88
206940 - ULINE	JANITORIAL SUPPLIES	07/26/2023	08/29/2023	08/29/2023	116.70
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice Transactions 6	<u>\$1,355.21</u>
Account 65050 - BLDG MAINTENANCE MATERIAL					
102137 - GRAINGER, INC., W.W.	RC REPLACEMENT VACUUM	07/26/2023	08/29/2023	08/29/2023	353.58
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice Transactions 1	<u>\$353.58</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 17	<u>\$23,516.15</u>
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
19762 - ALMA ADVISORY GROUP, LLC	PROFESSIONAL SERVICES	08/14/2023	08/29/2023	08/29/2023	2,108.65
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	08/03/2023	08/29/2023	08/29/2023	1,785.33
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	08/17/2023	08/29/2023	08/29/2023	1,785.33
19137 - RYAN BENNETT PHOTOGRAPHY	EVENT PHOTOGRAPHY SERVICES	08/14/2023	08/29/2023	08/29/2023	250.00
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 4	<u>\$5,929.31</u>
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	APP BOOKMARK PRINTING	06/06/2023	08/29/2023	08/29/2023	130.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING APP BOOKMARKS AND LITMATCH CARDS	08/11/2023	08/29/2023	08/29/2023	200.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING WELCOME BOOKMARKS	08/11/2023	08/29/2023	08/29/2023	160.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING 101 GREAT BOOKS BOOKLET	08/11/2023	08/29/2023	08/29/2023	540.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING BUSINESS CARDS	08/11/2023	08/29/2023	08/29/2023	100.00
Account 62210 - PRINTING Totals				Invoice Transactions 5	<u>\$1,130.00</u>
Account 62225 - BLDG MAINTENANCE SERVICES					
100941 - CENTRAL RUG & CARPET CO.	CARPET REPAIR	07/29/2023	08/29/2023	08/29/2023	485.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/03/2023	08/29/2023	08/29/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/17/2023	08/29/2023	08/29/2023	510.13
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 3	<u>\$1,505.26</u>
Account 62295 - TRAINING & TRAVEL					
307544 - Kate Jordan	ENGAGEMENT SERVICES SITE VISITS REIMBURSEMENT	07/26/2023	08/29/2023	08/29/2023	107.75
15632 - TYLER WORKS	MILEAGE REIMBURSEMENT RIPL CONFERENCE T WORKS	08/05/2023	08/29/2023	08/29/2023	95.63
15632 - TYLER WORKS	ACCOMODATION REIMBURSEMENT RIPL CONFERENCE T WORKS	08/08/2023	08/29/2023	08/29/2023	502.43
10642 - BRIAN WILSON	ALA CONFERENCE REGISTRATION REIMBURSEMENT	07/28/2023	08/29/2023	08/29/2023	509.00
Account 62295 - TRAINING & TRAVEL Totals				Invoice Transactions 4	<u>\$1,214.81</u>
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY	ADDITIONAL WORK-STUDY STUDENT	07/17/2023	08/29/2023	08/29/2023	52.50
Account 62506 - WORK- STUDY Totals				Invoice Transactions 1	<u>\$52.50</u>
Account 65025 - FOOD					
19950 - TRACY FULCE	CANDIDATES LUNCHEON	08/21/2023	08/29/2023	08/29/2023	307.40
Account 65025 - FOOD Totals				Invoice Transactions 1	<u>\$307.40</u>
Account 65095 - OFFICE SUPPLIES					
105711 - 4IMPRINT, INC.	BULK ORDER GROCERY TOTE	07/20/2023	08/29/2023	08/29/2023	1,682.46
162933 - IMAGE ESSENTIALS	POSTER PRINTER REPLACEMENT PARTS	07/12/2023	08/29/2023	08/29/2023	479.25
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/14/2023	08/29/2023	08/29/2023	6.99
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/14/2023	08/29/2023	08/29/2023	235.26
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/17/2023	08/29/2023	08/29/2023	13.51
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/26/2023	08/29/2023	08/29/2023	69.98
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	08/10/2023	08/29/2023	08/29/2023	243.54
206940 - ULINE	OFFICE SUPPLIES	07/19/2023	08/29/2023	08/29/2023	238.79
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 8	<u>\$2,969.78</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 26	<u>\$13,109.06</u>
Department 48 - LIBRARY Totals				Invoice Transactions 273	<u>\$240,281.29</u>
Fund 185 - LIBRARY FUND Totals				Invoice Transactions 273	<u>\$240,281.29</u>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD					
Account 10060.001 - FIRST BANK COE ACCOUNTS PAYABLE					
102196 - GRUMMAN/BUTKUS ASSOCIATES	CONSTRUCTION ADMINISTRATION FEE	07/17/2023	08/29/2023	08/29/2023	(2,880.00)
Account 10060.001 - FIRST BANK COE ACCOUNTS PAYABLE Totals				Invoice Transactions 1	<u>(\$2,880.00)</u>
Account 21115 - ACCOUNTS PAYABLE					
102196 - GRUMMAN/BUTKUS ASSOCIATES	CONSTRUCTION ADMINISTRATION FEE	07/17/2023	08/29/2023	08/29/2023	.00
Account 21115 - ACCOUNTS PAYABLE Totals				Invoice Transactions 1	<u>\$0.00</u>
Department 48 - LIBRARY					
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT					
Account 65515 - OTHER IMPROVEMENTS					
102196 - GRUMMAN/BUTKUS ASSOCIATES	CONSTRUCTION ADMINISTRATION FEE	07/17/2023	08/29/2023	08/29/2023	2,880.00
Account 65515 - OTHER IMPROVEMENTS Totals				Invoice Transactions 1	<u>\$2,880.00</u>
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals				Invoice Transactions 1	<u>\$2,880.00</u>
Department 48 - LIBRARY Totals				Invoice Transactions 1	<u>\$2,880.00</u>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals				Invoice Transactions 3	<u>\$0.00</u>
				Invoice Transactions 276	<u>\$240,281.29</u>

* = Prior Fiscal Year Activity

Library Bills List

G/L Date Range 09/12/23 - 09/12/23

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	LIBRARY SUPPLIES	06/16/2023	09/12/2023	09/12/2023	28.70
100736 - BRODART COMPANY	OFFICE SUPPLIES	08/29/2023	09/12/2023	09/12/2023	98.57
Account 65100 - LIBRARY SUPPLIES Totals					\$127.27
Invoice Transactions 2					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/23/2023	09/12/2023	09/12/2023	45.73
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/23/2023	09/12/2023	09/12/2023	426.15
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2023	09/12/2023	09/12/2023	404.33
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2023	09/12/2023	09/12/2023	841.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/22/2023	09/12/2023	09/12/2023	1,017.28
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/23/2023	09/12/2023	09/12/2023	81.53
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/05/2023	09/12/2023	09/12/2023	1,264.67
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/01/2023	09/12/2023	09/12/2023	1,037.19
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/21/2023	09/12/2023	09/12/2023	133.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	1,576.92
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	103.31
Account 65630 - LIBRARY BOOKS Totals					\$6,932.07
Invoice Transactions 11					
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	08/31/2023	09/12/2023	09/12/2023	175.94
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	08/22/2023	09/12/2023	09/12/2023	1,615.72
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	08/25/2023	09/12/2023	09/12/2023	280.95
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					\$2,072.61
Invoice Transactions 3					
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					\$9,131.95
Invoice Transactions 16					
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
16334 - KANOPY	MAIN ONLINE RESOURCES	08/31/2023	09/12/2023	09/12/2023	1,629.00
103424 - MIDWEST TAPE LLC	MAIN ONLINE RESOURCES	08/31/2023	09/12/2023	09/12/2023	4,499.22
Account 62341 - INTERNET SOLUTION PROVIDERS Totals					\$6,128.22
Invoice Transactions 2					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/23/2023	09/12/2023	09/12/2023	595.49
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	1,497.15
100474 - BAKER & TAYLOR	ADULT PRINT	08/23/2023	09/12/2023	09/12/2023	118.91
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/25/2023	09/12/2023	09/12/2023	725.87
100474 - BAKER & TAYLOR	ADULT PRINT	08/24/2023	09/12/2023	09/12/2023	346.96
100474 - BAKER & TAYLOR	ADULT PRINT	08/23/2023	09/12/2023	09/12/2023	168.89
100474 - BAKER & TAYLOR	ADULT PRINT	08/23/2023	09/12/2023	09/12/2023	83.12
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/22/2023	09/12/2023	09/12/2023	1,095.60
100474 - BAKER & TAYLOR	ADULT PRINT	08/21/2023	09/12/2023	09/12/2023	379.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/01/2023	09/12/2023	09/12/2023	1,003.99
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/31/2023	09/12/2023	09/12/2023	1,058.85
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/29/2023	09/12/2023	09/12/2023	1,064.81
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/29/2023	09/12/2023	09/12/2023	430.38
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/16/2023	09/12/2023	09/12/2023	110.20
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/16/2023	09/12/2023	09/12/2023	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/16/2023	09/12/2023	09/12/2023	77.97
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/22/2023	09/12/2023	09/12/2023	349.90
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/25/2023	09/12/2023	09/12/2023	236.20
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/25/2023	09/12/2023	09/12/2023	1,011.23
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/25/2023	09/12/2023	09/12/2023	92.70
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/25/2023	09/12/2023	09/12/2023	378.46
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/25/2023	09/12/2023	09/12/2023	949.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	08/25/2023	09/12/2023	09/12/2023	1,216.98
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/31/2023	09/12/2023	09/12/2023	324.87
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/31/2023	09/12/2023	09/12/2023	1,456.34
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/30/2023	09/12/2023	09/12/2023	252.47
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/28/2023	09/12/2023	09/12/2023	428.26
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/30/2023	09/12/2023	09/12/2023	447.83
Account 65630 - LIBRARY BOOKS Totals					\$16,000.81
Invoice Transactions 28					
Account 65641 - AUDIO VISUAL COLLECTIONS					
100474 - BAKER & TAYLOR	ADULT AV	08/25/2023	09/12/2023	09/12/2023	90.61
100474 - BAKER & TAYLOR	ADULT AV	08/25/2023	09/12/2023	09/12/2023	62.25
100474 - BAKER & TAYLOR	ADULT AV	08/25/2023	09/12/2023	09/12/2023	31.12
100474 - BAKER & TAYLOR	ADULT AV	08/25/2023	09/12/2023	09/12/2023	31.11
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	26.61
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	25.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	152.15
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	65.29

103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	46.61
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	105.47
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	76.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	152.36
103424 - MIDWEST TAPE LLC	ADULT AV	08/24/2023	09/12/2023	09/12/2023	173.94
103424 - MIDWEST TAPE LLC	ADULT AV	08/31/2023	09/12/2023	09/12/2023	19.18
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 14	<u>\$1,058.06</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 44	<u>\$23,187.09</u>
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
110018 - T-MOBILE USA	MOBILE HOTSPOTS 7/21/2023-8/20/2023	08/20/2023	09/12/2023	09/12/2023	3,008.82
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 1	<u>\$3,008.82</u>
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	BULK ORDER ALL PURPOSE EASELS	08/28/2023	09/12/2023	09/12/2023	369.64
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	08/18/2023	09/12/2023	09/12/2023	132.99
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	<u>\$502.63</u>
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 3	<u>\$3,511.45</u>
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	LIBRARY SUPPLIES	06/16/2023	09/12/2023	09/12/2023	44.70
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 1	<u>\$44.70</u>
Account 65503 - FURNITURE / FIXTURES / EQUIPMENT					
101406 - DEMCO, INC.	BEAN BAG CHAIRS	08/29/2023	09/12/2023	09/12/2023	511.62
Account 65503 - FURNITURE / FIXTURES / EQUIPMENT Totals				Invoice Transactions 1	<u>\$511.62</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/23/2023	09/12/2023	09/12/2023	31.08
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	48.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/25/2023	09/12/2023	09/12/2023	54.76
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/23/2023	09/12/2023	09/12/2023	22.02
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/23/2023	09/12/2023	09/12/2023	9.52
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/22/2023	09/12/2023	09/12/2023	51.98
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2023	09/12/2023	09/12/2023	124.26
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/22/2023	09/12/2023	09/12/2023	125.13
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/23/2023	09/12/2023	09/12/2023	25.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/05/2023	09/12/2023	09/12/2023	189.21
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/01/2023	09/12/2023	09/12/2023	173.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/01/2023	09/12/2023	09/12/2023	81.11
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/01/2023	09/12/2023	09/12/2023	105.17
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/31/2023	09/12/2023	09/12/2023	67.84
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/21/2023	09/12/2023	09/12/2023	274.65
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/29/2023	09/12/2023	09/12/2023	46.89
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	166.09
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/29/2023	09/12/2023	09/12/2023	65.54
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	32.10
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 19	<u>\$1,695.35</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV AV	08/17/2023	09/12/2023	09/12/2023	54.99
19521 - PLAYAWAY PRODUCTS LLC	CROWN AV	08/25/2023	09/12/2023	09/12/2023	64.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 2	<u>\$119.98</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 23	<u>\$2,371.65</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
11009 - BLACKBAUD INC.	ANNUAL SUBSCRIPTION RENEWAL	09/03/2023	09/12/2023	09/12/2023	13,752.14
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice Transactions 1	<u>\$13,752.14</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/23/2023	09/12/2023	09/12/2023	1,069.99
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/23/2023	09/12/2023	09/12/2023	130.96
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/21/2023	09/12/2023	09/12/2023	24.35
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	08/28/2023	09/12/2023	09/12/2023	230.14
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 4	<u>\$1,455.44</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 5	<u>\$15,207.58</u>
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/31/2023	09/12/2023	09/12/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/30/2023	09/12/2023	09/12/2023	124.92
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/06/2023	09/12/2023	09/12/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/29/2023	09/12/2023	09/12/2023	510.13
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/24/2023	09/12/2023	09/12/2023	510.13

19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/01/2023	09/12/2023	09/12/2023	210.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	07/29/2023	09/12/2023	09/12/2023	1,197.96
	Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 7	<u>\$3,573.40</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 7	<u>\$3,573.40</u>
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
19137 - RYAN BENNETT PHOTOGRAPHY	EVENT PHOTOGRAPHY SERVICES	08/31/2023	09/12/2023	09/12/2023	350.00
	Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 1	<u>\$350.00</u>
Account 62295 - TRAINING & TRAVEL					
19972 - CANDIDATE	TRANSPORTATION AND FOOD REIMBURSEMENT	09/06/2023	09/12/2023	09/12/2023	304.52
18644 - MARYKATE SCHNEIDER	ALA CONFERENCE TRAVEL REIMBURSEMENT	08/27/2023	09/12/2023	09/12/2023	84.14
	Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions 2	<u>\$388.66</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions 3	<u>\$738.66</u>
	Department 48 - LIBRARY Totals			Invoice Transactions 101	<u>\$57,721.78</u>
	Fund 185 - LIBRARY FUND Totals			Invoice Transactions 101	<u>\$57,721.78</u>
* = Prior Fiscal Year Activity				Invoice Transactions 101	<u>\$57,721.78</u>

**Library Director's Report
September 20, 2023**

Updates:

Our new Library Social Worker, Dan Stribling, started August 14 and in his first three weeks already met with multiple community partners such as Connections for the Homeless, ETHS school social workers, the Moran Center and the Mayor's Employment Advisory Council to learn about their organizations and identify appropriate referral processes. In September, he'll continue this process of meeting area agencies, such as Trilogy, City of Evanston Health & Human Services Department, Ascension Behavioral Health, and more. In August he had appointments with 23 unique patrons and provided 45 referrals to service providers:

Category	# of Referrals Provided
Housing	14
Education	0
Employment	6
Transportation	4
Medical	5
Mental Health	7
Substance Use	1
Legal	3
Financial	5

On Saturday, October 7, the City will be installing a temporary art piece on the sidewalk at the corner of Church & Orrington, near the Main Library. It is a large bust of Jean Baptiste Point du Sable by the artist Erik Blome. It is on loan to Evanston for one year, after which it will travel to other locations, including the DuSable Museum. This project is being coordinated by the City's Cultural Arts Coordinator.

The Partners of the Evanston Public Library (PEPL) hosted their first Readathon September 8 - 10. Participants read for 325 hours from over 100 books. The winning organization with the most hours read was the Westminster Homes with 165 hours. Check out the [PEPL website](#) for a list of host sites and group participants and some great photos. On behalf of Library staff, I'd like to say a big "Thank you!" to the PEPL!

On September 11, EPL Volunteer Services Coordinator Cherie Asante organized EPL volunteers to do a service project for Bundled Blessings Diaper Bank in honor of the National Day of Service. Over 220 library books were processed for donation and will be distributed to the Infant Welfare Society of Evanston, Childcare Network of Evanston and School District 65 families. Over 300 diaper bundles were put together totalling 15,000 diapers.



Data Dashboard

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

Staff reports:

Spotlight on Early Literacy (Jan Bojda, Early Learning and Literacy Manager)

Early/Emerging Literacy in children ages five and under is often defined as what children know about reading and writing before they can read or write.

There are six skills and five practices that are a part of emerging literacy.

The six skills are:

1. phonological awareness
2. vocabulary
3. narrative skill
4. letter recognition

5. print awareness
6. print motivation

The five practices for supporting emerging literacy in young children are:

1. Talking
2. Reading
3. Writing
4. Singing
5. Playing

In addition to serving children all the way up to age 11 (and their parents, educators and caregivers), the Library's Early Learning and Literacy (ELL) staff provide a number of services and programs that specifically fall under the "early literacy" age group (0 to 5) and that support these six skills and five practices. These are the focus of this month's spotlight.

Storytimes (staff led):

One of the core services of most public library Youth Services departments, we offer a wide variety for babies, toddlers and preschoolers.

The Young and the Restless (Liz Steimle, primary presenter) for children ages birth to 23 months and their grown up is offered in a drop-in version outdoors when weather permits and a registered indoor version.

Time for Twos (Leigh Kennelly, primary presenter) for children 24 months to 35 months and their grown up.

All by Myself (Kim Daufeldt, primary presenter) for children ages 3 to 5 as an early experience for children on their own.

Jammie Time (Brian Wilson, primary presenter) books selected for Pre-K to Grade 2, but all ages welcome.

Family Storytime and Craft (Kim Daufeldt, primary presenter) Craft is appropriate for ages 3 and up.

Summer Saturdays (Jess Iverson, Laura Antolin, lead presenters) Storytime and waterplay at the beach!

Crown Storytime (Robin Sindelar, primary presenter) drop-in storytime for children ages 0 to 5 and their grown up in the Robert Crown Branch Library (and Reading Garden when weather permits).

Storytimes (volunteer led):

Purple Crayon Players (led by members of this Northwestern student theater group)

Hearts of Readers (led by residents from Misericordia)

Other Early Literacy Activities:

Laura Antolin, Children's Outreach and Engagement Librarian, coordinates an array of activities, often involving other staff or volunteers.

- **LEAP (Literacy Education at Play)** Laura and other ELL staff visit and present themed storytime and play sessions in classrooms at JEH (Joseph E. Hill Early Childhood Center) several times throughout the school year. JEH houses all of District 65's Early Childhood classrooms and is responsible for the classroom education of approximately 70% of Evanston's preschoolers.
- **Monthly book bag deliveries** to Home Daycare homes and centers.
- **LENA (Language Environment Analysis)** Laura partnered with D65/JEH staff in a grant-funded parent curriculum which allowed parents to enrich their language interactions with their young children.
- **PACT (Parents and Children Together)** activities at D65 Family Center.
- **Regular STEM nights** for D65 Family Center families at JEH.
- **ABC Boosters** a summer program in partnership with D65 teachers to boost early literacy by supporting some additional skill building activities for 5 weeks over the summer for rising Kindergarten students.

Singsong (Jess Iverson, presenter) an informal gathering for singing for ages 1 and up.

Book Buddies (Robin Sindelar & Tracy Olasimbo, coordinators) in partnership with Robert Crown Preschool - ETHS students read and do a craft with preschool students, using library-chosen books and craft materials.

Early STEAM Activities

- **Little Builders (Kennedy Joseph and Liz Steimle, organizers)** block play for kids under 3.
- **Little Explorers (Kim Daufeldt and Laura Antolin, organizers)** Topical STEM program with an activity station for each letter in STEM (science, technology,

engineering and math) for ages 3 to 5.

- **Short and Sweet (Kennedy Joseph and Liz Steimle, organizers)** Brief storytime video with accompanying grab and go craft with a QR code linking to the video, for ages 2 and up.

Welcome, Baby! Kits (Jan Bojda, coordinator) The Evanston Public Library partners with City of Evanston Clerk Susana Mendoza to provide Baby's first book and other resources to new parents in Evanston. *Welcome, Baby!* Kits are distributed at the Clerk's Office when birth certificates are issued.

Laura Antolin and Jan Bojda also participate in **Evanston Cradle to Career** whose renewed focus on early childhood and school success we hope to support with our work. As a part of her work with her earlier EC2C team, Laura maintains **Talk, Read, Sing**, a texting service through which subscribers receive early literacy tips. Jan's early subcommittee created a **Strong Start to Kindergarten Activity Guide** for parents and caregivers that is available on the D65 webpage.

In addition to these, in the Main Library children's room we provide **reader's advisory services** to connect with our youngest patrons and their families, caregivers and educators to support them in their learning, follow their current interests and encourage curiosity. All of this is supported by the **collection development** efforts of Brian Wilson, Kim Daufeldt and Leigh Kennelly. Trained and well-read staff assist our littlest readers in finding just the right book.

Our Main Library children's room is a space that provides these young people with an environment that is welcoming and filled with activities and spaces where they can socialize, play, share and experience a broad community of readers and learners together.

Press Mentions:

[Library bomb threats prompt closings citywide, special police attention](#). Chicago Sun-Times. Sept. 14, 2023.

[As local libraries receive bomb threats, Giannoulis defends Illinois' new law banning book bans](#). NBC5. Sept. 14, 2023.

[One missing newspaper to complete the collection](#). Evanston Roundtable. Sept. 14, 2023.

[Celebrate Hispanic Heritage Month with the Evanston Public Library and Latinx-owned businesses](#). Evanston Roundtable. Sept. 13, 2023.

[Bomb threat closes Evanston Libraries for second time in 3 days.](#) Evanston Patch. Sept. 14, 2023.

[EPD gives the all clear after libraries close for second bomb threat in 3 days.](#) Evanston Roundtable. Sept. 14, 2023.

[Bomb threat causes Evanston Public Library, Robert Crown to evacuate for second time this week.](#) Daily Northwestern. Sept. 14, 2023

[Residents evacuate after bomb threat at Evanston Public Library Tuesday afternoon.](#) Daily Northwestern. Sept. 12, 2023.

[Roundtable to participate in this weekend's Read-A-Thon.](#) Evanston Roundtable, Sept. 7, 2023.

[State grants EPL nearly \\$40,000 for STEM equity in Evanston.](#) Evanston Roundtable. Sept. 6, 2023.

[Evanston launches initiative to combat opioid overdoses.](#) Evanston Review. Aug. 22, 2023.

[Underground public parking at the Main Library may reopen soon.](#) Evanston Roundtable. August 17, 2023

[Library branches: Celebrating 150 Years of EPL, Part III.](#) Evanston Roundtable. August 10, 2023.

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



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: September 1, 2023

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we look to fill attrition vacancies. Interview and application review are in progress.

Below is a recap of our recruiting activities:

- Evan Mather, Teen Librarian in IDL, has resigned. His last day was Aug 30. The position description is being updated before posting.
- Ozivell Ecford, Library Assistant in IDL, has resigned. His last day was September 7. The position description is being updated before posting.
- Sofia Ivy Pupo, Clerk in Engagement, has resigned. Her last day was Aug 30. The position description is being updated before posting.
- An offer has been made to a candidate for a full-time Library Assistant - copy cataloger position in Access Services.
- We are currently accepting applications for a Development Associate in Administration, a Clerk in Access Services and a Shelver in Access Services.

Financial Resources

The Library Fund financial report for the period ending July 31th is included for your review. For the operating fund, revenue collection is at 55% of budget projection and expenditures 57%. Capital fund expenditures total 64% of the budget.

Facilities Update

The safety department continues to be significantly under staffed.

Capital Improvements: All 2023 CIP PROJECTS REALIZED A SAVINGS FOR EPL

Agenda Item 8

1. The house heating boiler replacement project is on schedule and will be complete by the contract ending date of 11/03/2023. This project qualifies for a large Nicor gas rebate that will be calculated upon completion and system commissioning. This project exceeds the City of Evanston 2025 CARP goals.
2. The EPL LED building-wide lighting upgrade is now complete. EPL will realize a rebate from Comed of over \$57,000. We thank Verde Energy Engineers for a project that had zero interruptions to library services. Verde upgraded nearly 4500 lighting devices inside and outside of 1703 Orrington Ave. This project exceeds the City of Evanston CARP goals.
3. The building-wide ventilation fan upgrade is now complete. We have still to determine the rebate amount from Comed on this project. The project has come in at \$27,000 under contracted price with Voris Mechanical, a savings of over 6%. EPL thanks Jerry and Matthew Voris and Voris Mechanical Incorporated (VMI) team for a project that was nearly perfect, and had no interruptions or down time to library services throughout the warm Spring and Summer of 2023. This project exceeds the City of Evanston CARP goals.



Budget Performance Report

Fiscal Year to Date 08/31/23

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	161,516.03	.00	4,074,826.99	3,460,645.01	54	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	6,126.35
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	38.18	.00	263.64	136.36	66	454.84
55201	Federal Grants	100,000.00	.00	100,000.00	.00	.00	35,816.02	64,183.98	36	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	14,558.04	.00	28,107.93	81,758.07	26	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	32,381.09	.00	139,776.33	260,223.67	35	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	600.00	.00	2,416.70	2,583.30	48	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(53.00)	.00	(96.00)	96.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	27,954.15	.00	177,625.93	(156,025.93)	822	68,818.53
57002	TRANSFER FROM ENDOWMENT	250,000.00	.00	250,000.00	.00	.00	166,460.00	83,540.00	67	217,929.86
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	3,548.78	.00	16,783.28	5,216.72	76	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	1,469.56	1,530.44	49	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	1,114.17	.00	7,533.87	1,466.13	84	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	180.00	.00	3,354.65	(2,354.65)	335	2,765.84
57545	RENTAL INCOME	20,394.00	.00	20,394.00	1,699.50	.00	11,836.50	8,557.50	58	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	6,895.12	.00	12,090.24	87,909.76	12	41,727.49
REVENUE TOTALS		\$8,577,732.00	\$0.00	\$8,577,732.00	\$250,432.06	\$0.00	\$4,678,265.64	\$3,899,466.36	55%	\$8,354,319.73
EXPENSE										
61010	REGULAR PAY	3,562,096.20	.00	3,562,096.20	225,265.18	.00	1,909,648.74	1,652,447.46	54	2,978,002.55
61050	PERMANENT PART-TIME	1,345,141.20	.00	1,345,141.20	96,509.42	.00	830,187.51	514,953.69	62	1,204,517.09
61060	SEASONAL EMPLOYEES	48,575.00	.00	48,575.00	1,035.00	.00	13,956.00	34,619.00	29	63,436.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	545.20	.00	11,561.26	(1,561.26)	116	13,584.69
61415	TERMINATION PAYOUTS	.00	.00	.00	11,808.65	.00	25,245.66	(25,245.66)	+++	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	47,060.24	.00	378,125.25	280,964.63	57	534,587.98
61615	LIFE INSURANCE	1,927.00	.00	1,927.00	91.82	.00	732.66	1,194.34	38	2,046.40
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	2,400.00
61626	CELL PHONE ALLOWANCE	2,025.00	.00	2,025.00	159.00	.00	1,239.00	786.00	61	1,794.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	360.00
61710	IMRF	156,590.44	.00	156,590.44	10,771.59	.00	89,115.98	67,474.46	57	195,688.52
61725	SOCIAL SECURITY	301,791.59	.00	301,791.59	20,073.55	.00	167,540.45	134,251.14	56	261,772.53
61730	MEDICARE	71,420.02	.00	71,420.02	4,694.63	.00	39,182.79	32,237.23	55	61,728.26
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	6,679.31	(3,400.00)	63,598.41	74,801.59	45	170,560.50
62205	ADVERTISING	4,000.00	.00	4,000.00	.00	.00	35.77	3,964.23	1	1,455.61
62210	PRINTING	45,000.00	.00	45,000.00	(1,085.00)	.00	25,591.51	19,408.49	57	9,672.27
62225	BLDG MAINTENANCE SERVICES	232,295.00	.00	232,295.00	919.13	63,120.00	179,883.05	(10,708.05)	105	241,472.84
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	1,232.50	.00	1,232.50	(232.50)	123	.00
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0	.00



Budget Performance Report

Fiscal Year to Date 08/31/23

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										
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	.00	.00	.00	85,000.00	0	(2,849.23)
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	7,817.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	(1,035.68)	.00	20,949.56	4,050.44	84	30,253.43
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	3,624.00	1,816.00	67	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,256.00	1,629.00	67	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	21,473.61	.00	100,511.61	170,737.39	37	219,674.70
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	114,186.07	.00	266,988.14	13,266.86	95	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	52.50	.00	2,605.14	5,894.86	31	4,633.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	436.13	.00	3,510.77	2,189.23	62	4,479.26
64005	ELECTRICITY	120,000.00	.00	120,000.00	8,474.69	.00	57,977.12	62,022.88	48	89,498.92
64009	UTILITIES - COE WATER	11,000.00	.00	11,000.00	1,558.81	.00	6,517.81	4,482.19	59	7,454.59
64015	NATURAL GAS	33,900.00	.00	33,900.00	850.74	.00	8,313.82	25,586.18	25	24,628.05
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65001	FEDERAL GRANT EXPENSE	21,590.00	.00	21,590.00	1,251.12	.00	7,765.20	13,824.80	36	.00
65002	STATE GRANT EXPENSE	13,300.00	.00	13,300.00	381.07	.07	21,449.84	(8,149.91)	161	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	7,000.00	.00	7,000.00	2,448.43	.00	3,204.79	3,795.21	46	8,186.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	(9,725.99)	.00	9,453.65	8,923.35	51	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	(878.92)	.00	11,923.42	23,076.58	34	16,772.30
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	5,184.78	5,804.65	17,011.56	27,183.79	46	26,820.89
65100	LIBRARY SUPPLIES	107,930.00	.00	107,930.00	2,963.43	389.70	60,778.08	46,762.22	57	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	(3,042.00)	.00	10,836.00	25,814.00	30	83,188.07
65630	LIBRARY BOOKS	561,400.00	.00	561,400.00	61,443.06	.00	312,625.40	248,774.60	56	506,777.66
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	5,185.43	1,314.57	80	6,015.23
65641	AUDIO VISUAL COLLECTIONS	50,500.00	.00	50,500.00	5,647.18	.00	33,031.78	17,468.22	65	49,140.20
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	24,583.00	.00	196,664.00	98,336.00	67	289,328.04
EXPENSE TOTALS		\$8,669,919.33	\$0.00	\$8,669,919.33	\$662,872.25	\$65,914.42	\$4,907,824.70	\$3,696,180.21	57%	\$7,781,209.77
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,577,732.00	.00	8,577,732.00	250,432.06	.00	4,678,265.64	3,899,466.36	55%	8,354,319.73
EXPENSE TOTALS		8,669,919.33	.00	8,669,919.33	662,872.25	65,914.42	4,907,824.70	3,696,180.21	57%	7,781,209.77
Fund 185 - LIBRARY FUND Totals		(\$92,187.33)	\$0.00	(\$92,187.33)	(\$412,440.19)	(\$65,914.42)	(\$229,559.06)	\$203,286.15		\$573,109.96



Budget Performance Report

Fiscal Year to Date 08/31/23

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 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50	506,626.00
REVENUE TOTALS		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	275,730.00	.00	275,730.00	.00	.00	.00	275,730.00	0	264,706.00
68315	DEBT SERVICE- INTEREST	232,183.00	.00	232,183.00	.00	.00	116,091.50	116,091.50	50	240,281.64
EXPENSE TOTALS		\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
REVENUE TOTALS		507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50%	506,626.00
EXPENSE TOTALS		507,913.00	.00	507,913.00	.00	.00	116,091.50	391,821.50	23%	504,987.64
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,864.50	(\$137,864.50)		\$1,638.36
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
REVENUE TOTALS		\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
EXPENSE										
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	27,880.00	930,240.30	465,562.31	(445,802.61)	147	173,737.09
EXPENSE TOTALS		\$950,000.00	\$0.00	\$950,000.00	\$27,880.00	\$930,240.30	\$465,562.31	(\$445,802.61)	147%	\$173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
REVENUE TOTALS		950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
EXPENSE TOTALS		950,000.00	.00	950,000.00	27,880.00	930,240.30	465,562.31	(445,802.61)	147%	173,737.09
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$27,880.00)	(\$930,240.30)	(\$465,562.31)	\$1,395,802.61		(\$173,737.09)
Grand Totals										
REVENUE TOTALS		10,035,645.00	.00	10,035,645.00	250,432.06	.00	4,932,221.64	5,103,423.36	49%	8,860,945.73
EXPENSE TOTALS		10,127,832.33	.00	10,127,832.33	690,752.25	996,154.72	5,489,478.51	3,642,199.10	64%	8,459,934.50
Grand Totals		(\$92,187.33)	\$0.00	(\$92,187.33)	(\$440,320.19)	(\$996,154.72)	(\$557,256.87)	\$1,461,224.26		\$401,011.23

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

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

Endowment for the Evanston Public Library
 Holdings as of August 2023

	Symbol	Shares/Quantity	Price	Value as of August 31, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$286,471.83	\$291,114.44	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%
				\$291,114.44		100.0%
						Cash Equivalents 100.0%
						US Treasury Inflation Protected Securities 0.0%
						100.0%

EVANSTON PUBLIC LIBRARY

2024 Budget Discussion



September 20, 2023

Fund 185 - Library Operating Fund - 2023 Adopted Budget

2023 3.9% Tax Levy Increase

Tax Levy Revenue	\$7,535,472
Non Tax Revenue	\$1,042,260
TOTAL REVENUE	\$8,577,732
Operating (Personnel) Expense	\$6,067,609
Estimated Additional Personnel Costs (results of reclassifications and wage increases anticipated from scheduled class & comp study and Union negotiations)	\$508,727
Operating (Non Personnel) Expense	\$2,510,123
TOTAL EXPENSE	\$9,086,459
Surplus / (Deficit)	(\$508,727)

Fund 185 - Library Operating Fund - 2023 updated 9/15

	2023 Adopted Budget	2023 Year End Estimate
Tax Levy Revenue	\$7,535,472	\$7,535,472
Non Tax Revenue	\$1,042,260	\$1,054,660
TOTAL REVENUE	\$8,577,732	\$8,590,132
Operating (Personnel) Expense	\$6,576,336	\$6,500,000*
Operating (Non Personnel) Expense	\$2,510,123	\$2,380,123
TOTAL EXPENSE	\$9,086,459	\$8,880,123
Surplus/(Deficit)	(\$508,727)	(\$289,991)

*The approved AFSCME contract gives an 11% raise for 2023 (retroactive to 1/1/23) plus a \$1250 bonus for each AFSCME member. This updated estimate takes that into account, along with our current vacancies.

Fund 185 - Library Operating Fund - Fund Balance - updated 9/15

Year	Fund Balance	% of annual expenses
12/31/2021	\$3,519,617	40%
Net change in 2022	+\$490,989	
12/31/2022	\$4,010,606	45%
Anticipated Net change in 2023	(\$289,991)	
12/31/2023	\$3,720,615	38%

Fund 187 - Library Capital Improvement Fund - Fund Balance

Year	Fund Balance
12/31/2021	\$878,126
Net change in 2022	(\$173,737)*
12/31/2022	\$704,389
Anticipated Net change in 2023	(\$1,350,000)**
12/31/2023	(\$645,611)

*No bonds were issued by the City in 2022 **This assumes no bonds will be issued in 2023.

Fund 185 - Library Operating Fund - Fund Balance without CIP Bonds - updated 9/15

Year	Fund Balance	
12/31/2021	\$3,519,617	40%
Net change in 2022	+\$490,989	
12/31/2022	\$4,010,606	45%
Anticipated Net change in 2023	(\$935,602)*	
12/31/2023	\$3,075,004	31%

*If no bonds are issued in 2023, capital costs must be paid out of Fund 185 balance.

EXPENSE FUNDS BUDGET OVERVIEW revised 9/15

Funds		2021	2022	2023	2024	Change over 2023
185	Operating (Personnel)	\$5,910,018	\$6,179,692	\$6,576,336	\$7,304,164*	11.1%
	Operating (Non Personnel)	\$2,421,726	\$2,477,920	\$2,510,123	\$2,528,904	0.75%
186	Debt Service	\$482,243	\$506,625	\$507,913	\$574,676	13.1%
187	Capital	\$449,000	\$680,000	\$950,000	\$550,000	-42.1%
	TOTAL	\$9,262,987	\$9,844,237	\$10,544,372	\$10,957,744	3.9%

*Number updated due to AFSCME contract terms.

PERSONNEL EXPENSE BUDGET OVERVIEW - 2024 updated 9/15

Dept	Full-Time	Part-Time	Total FTE	Total Cost
ELL	5	7	8.68	\$847,764
LLL	5	8	9.09	\$1,037,597
ACCESS	12	16	20.13	\$1,361,452
IDL	7	7	11.38	\$877,519
ENG	8	9	13.05	\$1,056,583
MAINT	10	-	10.00	\$849,771
ADMIN	8	3	9.84	\$1,272,195
TOTAL	55	50	81.2	\$7,302,881

NON-PERSONNEL EXPENSE BUDGET OVERVIEW - 2024

CATEGORY	Amount	% of Non-Personnel Expenses	% of All Expenses
Collections	\$1,000,000	39.2%	10%
Programming	\$200,000	7.8%	2%
Technology	\$300,000	11.7%	3%
Building Services & Maintenance Costs	\$350,000	13.7%	3.5%
Utilities	\$100,000	3.9%	1%
Consulting, Training & Other Supplies	\$250,000	9.8%	2.5%
Shared City Services	\$350,000	13.7%	3.5%
TOTAL	\$2,550,000	100%	25.5%

Fund 185 - Library Operating Fund - some 2024 options illustrated - updated 9/15

	OPTION A 2024 Flat Tax Levy	OPTION B 2024 17.79% Tax Levy Increase	OPTION C 2024 4% Tax Levy Increase	OPTION D 2024 9% Tax Levy Increase
Tax Levy Revenue	\$7,535,472	\$8,876,062	\$7,836,890	\$8,213,664
Non Tax Revenue	\$957,006	\$957,006	\$957,006	\$957,006
TOTAL REVENUE	\$8,492,478	\$9,709,169	\$8,793,896	\$9,170,670
Operating (Personnel) Expense	\$7,304,164	\$7,304,164	\$7,304,164	\$7,304,164
Operating (Non Personnel) Expense	\$2,528,904	\$2,528,904	\$2,528,904	\$2,528,904
TOTAL EXPENSE	\$9,833,068	\$9,833,068	\$9,833,068	\$9,833,068
Surplus / (Deficit)	(\$1,340,590)	–	(\$1,039,172)	(\$662,398)

Fund 185: Effect on Fund Balance for 2024 - updated 9/15

	OPTION A 2024 Flat Tax Levy	OPTION B 2024 17.79% Tax Levy Increase	OPTION C 2024 4% Tax Levy Increase	OPTION D 2024 9% Tax Levy Increase
12/31/2023 Est Fund Balance	\$3,075,004	\$3,075,004	\$3,075,004	\$3,075,004
Surplus / (Deficit)	(\$1,340,590)	—	(\$1,039,172)	(\$662,398)
12/31/2024	\$1,734,414	\$3,075,004	\$2,035,832	\$2,412,606
% of annual expenses	17.64%	31.27%	20.70%	24.54%
# of months	2.12	3.75	2.48	2.94

A **small share** of the property tax bill

The Evanston Public Library levies one of the smallest taxes on Evanstonians' property tax bills. For every dollar an Evanston resident pays in property taxes, less than 3 cents supports the Library.

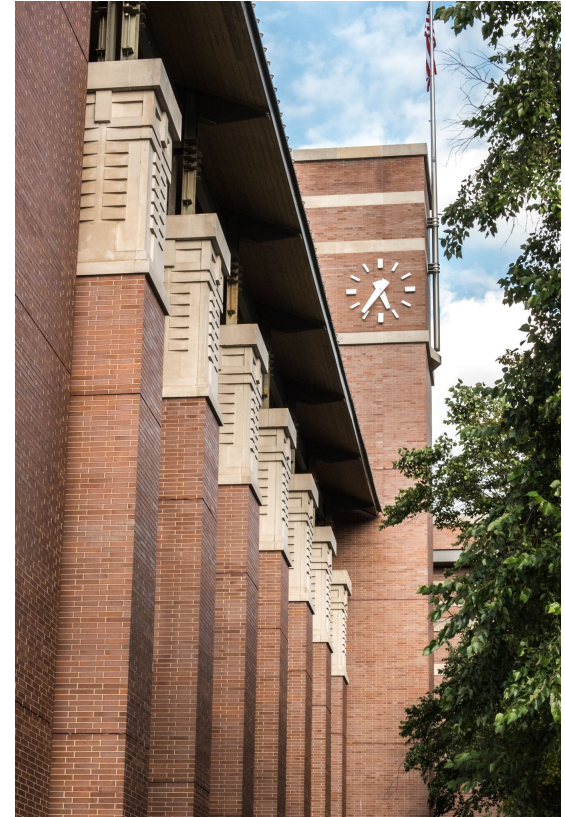


Fund 186 - Library Debt Service - 2024

Principal	\$353,392
Interest	\$221,285
TOTAL	\$574,677

Fund 187: Library Capital Improvement - 2024

PROJECT	COST
MAIN exterior restoration	\$100,000
MAIN fire systems upgrade	\$200,000
MAIN phase II interior painting	\$200,000
CROWN interior reorganization	\$50,000
TOTAL	\$550,000



Next Steps:

- **October 16** - COE Proposed Budget Presentation at City Council
- **October, November** - Budget Discussions at City Council, Ward Meetings, etc.
- **October 18** - Library Truth in Taxation Public Hearing
- **October 23** - COE Budget Public Hearing at City Council
- **November 6** - COE Truth in Taxation Public Hearing at City Council
- **November 15** - Library Trustee Meeting Adoption of Tax Levy
- **November 20** - Earliest possible date for City Council Adoption of budget and tax levies



Memorandum

To: Library Board of Trustees

From: Heather Norborg, Interim Executive Library Director

Subject: Proposed FY2024 Operating Budget

Date: 9/20/2023

For the consideration of the Board, I have provided a baseline budget that keeps the provision of programs, services and collections level. The proposed 2024 budget includes increased personnel costs from the new AFSCME contract and additional anticipated non-union personnel cost increases based upon projections.

FY2024 Budget Expenditures	Amount
Early Learning and Literacy	\$1,033,694
Lifelong Learning and Literacy	\$1,654,838
Access Services	\$1,528,169
Engagement Services	\$1,252,750
Innovation & Digital Learning	\$1,066,594
Maintenance	\$1,321,156
Administration	\$1,856,248
Estimated Additional Personnel Costs	\$119,619
TOTAL	\$9,833,068

The attached budget worksheet report will provide you with detailed information about the proposed 2024 budget expenditures.

	Account Number	Account Descript	2023 Adopted Budget	2024 Baseline Budget	
EXPENSES					
Department: 48 - LIBRARY					
Business Unit: 4805 - EARLY LEARNING & LITERACY					
	61010	REGULAR PAY	395,172.00	450,485.86	
	61050	PERMANENT PART-TIME	201,509.00	230,710.94	
	61060	SEASONAL EMPLOYEES	6,000.00	5,000.00	
	61510	HEALTH INSURANCE	73,765.00	78,922.00	
	61615	LIFE INSURANCE	261.00	194.81	
	61710	IMRF	19,005.00	19,067.89	
	61725	SOCIAL SECURITY	36,995.00	42,234.47	
	61730	MEDICARE	8,652.00	9,878.30	
	62506	WORK- STUDY	900.00	900.00	
	65002	STATE GRANT EXPENSE	7,800.00	0.00	Grant covering the Curious Kids Program for 2022/2023, not repeated in 2024.
	65100	LIBRARY SUPPLIES	17,400.00	28,000.00	Summer Reading Program, Welcome Baby, Curious Kids, Dedicated to the Dream, LEAP, storytimes, passive programs and other programming supplies for children.
	65503	FURNITURE / FIXTURES / EQUIPMENT	500.00	0.00	
	65555	IT COMPUTER HARDWARE	0.00	8,300.00	Replacement of one AWE station in Main Children's Room
	65630	LIBRARY BOOKS	171,400.00	150,000.00	
	65641	AUDIO VISUAL COLLECTIONS	5,000.00	10,000.00	
Business Unit Total: 4805 - EARLY LEARNING & LITERACY			\$944,359.00	\$1,033,694.27	
Business Unit: 4806 - LIFELONG LEARNING & LITERACY					
	61010	REGULAR PAY	464,223.20	458,531.70	Moved one vacant FT Library Assistant position to Engagement Services (Robert Crown Branch) in 2024
	61050	PERMANENT PART-TIME	263,100.00	317,844.17	

	61060	SEASONAL EMPLOYEES	6,000.00	5,000.00	
	61510	HEALTH INSURANCE	73,212.00	78,330.00	
	61615	LIFE INSURANCE	213.00	145.92	
	61710	IMRF	24,074.44	22,592.46	
	61725	SOCIAL SECURITY	45,094.39	48,135.72	
	61730	MEDICARE	10,546.72	11,257.70	
	62341	INTERNET SOLUTION PROVIDERS	280,255.00	320,000.00	Online database subscription fees, including the Digital Library of Illinois, Hoopla, Kanopy and all research databases, including our local newspaper digitization project.
	62506	WORK- STUDY	1,000.00	0.00	
	65002	STATE GRANT EXPENSE	5,000.00	5,500.00	
	65100	LIBRARY SUPPLIES	15,000.00	15,000.00	
	65630	LIBRARY BOOKS	335,000.00	335,000.00	
	65635	PERIODICALS	6,000.00	6,500.00	
	65641	AUDIO VISUAL COLLECTIONS	31,000.00	31,000.00	
Business Unit Total: 4806 - LIFELONG LEARNING & LITERACY			\$1,559,718.75	\$1,654,837.67	
Business Unit: 4820 - ACCESS SERVICES					
	61010	REGULAR PAY	675,467.00	758,784.65	
	61050	PERMANENT PART-TIME	269,724.00	278,352.02	
	61060	SEASONAL EMPLOYEES	5,000.00	5,000.00	
	61510	HEALTH INSURANCE	140,643.00	177,406.00	
	61513	VISION INSURANCE	105.00	76.00	
	61615	LIFE INSURANCE	339.00	294.31	
	61710	IMRF	27,656.00	27,014.35	
	61725	SOCIAL SECURITY	58,603.00	64,302.44	
	61730	MEDICARE	13,707.00	15,039.27	
	62340	IT COMPUTER SOFTWARE	183,900.00	183,900.00	Consortium vendor fees, interlibrary loan fees, collection materials vendor fees and the WiFi hotspot program
	62506	WORK- STUDY	3,000.00	3,000.00	

	65100	LIBRARY SUPPLIES	12,000.00	15,000.00	Supplies for library cards, materials processing and repairs and collection maintenance.
Business Unit Total: 4820 - ACCESS SERVICES			\$1,390,144.00	\$1,528,169.04	
Business Unit: 4825 - ENGAGEMENT SERVICES					
	61010	REGULAR PAY	475,122.00	630,927.07	Transfer of vacant FT Library Assistant from LLL (mentioned above); Branch Supervisor position upgraded to Manager (post-class & compensation study)
	61050	PERMANENT PART-TIME	223,870.00	249,125.62	
	61060	SEASONAL EMPLOYEES	10,000.00	5,000.00	
	61510	HEALTH INSURANCE	105,250.00	150,948.44	
	61513	VISION INSURANCE	207.00	111.00	
	61615	LIFE INSURANCE	304.00	149.78	
	61710	IMRF	23,138.00	25,062.98	
	61725	SOCIAL SECURITY	43,338.00	54,563.44	
	61730	MEDICARE	10,136.00	12,761.34	
	62225	BLDG MAINTENANCE SERVICES	5,000.00	0.00	Cleaning and genral maintenance for the Robert Crown Library space now budgeted in Maintenance BU.
	62340	IT COMPUTER SOFTWARE	14,695.00	2,600.00	Self checkout machine service contract. Reduction due to cancellation of Open+ and laptop vending machine service contracts. Technology to be circulated from service desk inside branch library.
	64015	NATURAL GAS	1,500.00	0.00	Budgeted under Maintenance BU
	65001	FEDERAL GRANT EXPENSE	0.00	43,500.00	NEA and AgeOptions grants to cover a portion of programming costs affiliated with 1619 project and programs for older adults.
	65100	LIBRARY SUPPLIES	50,000.00	38,000.00	All Robert Crown, engagement and outreach program costs, including Latino engagement, Black engagement, programming for seniors, and supplies for special summer engagement activities such as the block parties, beach visits and other special events. Some costs covered by Federal Grants in 2024.
	65503	FURNITURE / FIXTURES / EQUIPMENT	1,000.00	3,500.00	
	65630	LIBRARY BOOKS	35,000.00	35,000.00	

	65635	PERIODICALS	500.00	0.00	
	65641	AUDIO VISUAL COLLECTIONS	12,000.00	1,500.00	Shifting A/V collections funds to other business units
Business Unit Total: 4825 - ENGAGEMENT SERVICES			\$1,011,060.00	\$1,252,749.67	
Business Unit: 4835 - INNOVATION & DIGITAL LEARN					
	61010	REGULAR PAY	415,927.00	452,605.82	
	61050	PERMANENT PART-TIME	241,617.20	256,962.39	
	61060	SEASONAL EMPLOYEES	5,000.00	5,000.00	
	61510	HEALTH INSURANCE	84,701.88	80,278.00	
	61513	VISION INSURANCE	207.00	114.00	
	61615	LIFE INSURANCE	257.00	59.38	
	61710	IMRF	20,298.00	20,649.47	
	61725	SOCIAL SECURITY	40,768.59	43,993.45	
	61730	MEDICARE	9,535.05	10,289.08	
	62340	IT COMPUTER SOFTWARE	72,654.00	55,000.00	All public computer, printing and scanning and security software, the library's website fees and upgrades, the software for scheduling our program calendar and room reservations and our Zoom accounts.
	65001	FEDERAL GRANT EXPENSE	21,590.00	30,642.00	PNG grant covers programming supplies and consultant fees.
	65002	STATE GRANT EXPENSE	500.00	31,500.00	Local grants covering a portion of programming costs for summer STEM camps, STEM programs at partner locations and gardening supplies.
	65100	LIBRARY SUPPLIES	13,530.00	13,000.00	Teen programming not covered by grants as well as other teen and technology programming costs.
	65555	IT COMPUTER HARDWARE	36,650.00	44,000.00	Staff, meeting room and public computer replacements on a schedule, other ongoing technology and public printers costs.
	65630	LIBRARY BOOKS	20,000.00	20,000.00	
	65641	AUDIO VISUAL COLLECTIONS	2,500.00	2,500.00	
Business Unit Total: 4835 - INNOVATION & DIGITAL LEARNING			\$985,735.72	\$1,066,593.59	
Business Unit: 4840 - LIBRARY MAINTENANCE					
	61010	REGULAR PAY	378,642.00	609,623.99	PT safety monitors upgraded to FT; safety supervisor upgraded to manager (post-class & compensation study)

	61050	PERMANENT PART-TIME	64,775.00	0.00	
	61060	SEASONAL EMPLOYEES	16,575.00	10,000.00	
	61110	OVERTIME PAY	10,000.00	10,000.00	
	61510	HEALTH INSURANCE	97,079.00	119,281.00	
	61513	VISION INSURANCE	103.00	112.00	
	61615	LIFE INSURANCE	275.00	103.00	
	61626	CELL PHONE ALLOWANCE	825.00	0.00	
	61630	SHOE ALLOWANCE	540.00	540.00	
	61710	IMRF	14,678.00	17,740.90	
	61725	SOCIAL SECURITY	28,604.61	37,830.25	
	61730	MEDICARE	6,690.25	8,848.29	
	62225	BLDG MAINTENANCE SERVICES	227,295.00	305,060.00	Main alarm, automation, elevators, fire controls, window washing, gutter cleaning maintenance, Main & Crown janitorial service contract, pest control, carpet cleaning and first aid kit supplies.
	62235	OFFICE EQUIPMENT MAINT	1,000.00	1,000.00	CMR A/V equipment
	62245	OTHER EQMT MAINTENANCE	2,277.00	2,277.00	Coin box contracts
	62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	5,440.00	Maintenance of our sprinter van and mobile library.
	62309	RENTAL OF AUTO REPLACEMENT	4,885.00	4,885.00	Replacement parts for our sprinter van and mobile library.
	64005	ELECTRICITY	120,000.00	100,000.00	
	64015	NATURAL GAS	32,400.00	32,400.00	
	65040	JANITORIAL SUPPLIES	18,377.00	19,265.00	Daily cleaning supplies
	65050	BLDG MAINTENANCE MATERIAL	35,000.00	36,750.00	Snow removal equipment maintenance, batteries, lightbulbs, paint, etc.
Business Unit Total: 4840 - LIBRARY MAINTENANCE			\$1,065,460.86	\$1,321,156.43	
Business Unit: 4845 - LIBRARY ADMINISTRATION					
	61001	ESTIMATED WAGES/BENEFITS	500,000.00	119,619.00	Estimated wage adjustments for non-union staff (post-AFSCME contract)
	61010	REGULAR PAY	757,543.00	850,769.30	Addition of FT social worker position

	61050	PERMANENT PART-TIME	80,546.00	84,967.00	
	61510	HEALTH INSURANCE	84,439.00	118,354.00	
	61513	VISION INSURANCE	35.00	38.00	
	61615	LIFE INSURANCE	278.00	200.00	
	61625	AUTO ALLOWANCE	4,800.00	0.00	
	61626	CELL PHONE ALLOWANCE	1,200.00	1,008.00	
	61710	IMRF	27,741.00	27,230.41	
	61725	SOCIAL SECURITY	48,388.00	57,998.69	
	61730	MEDICARE	12,153.00	13,583.03	
	62185	CONSULTING SERVICES	135,000.00	153,000.00	Translation and interpretation services, photography services, legal services, staff day consultants, website upgrade and anticipated strategic planning costs.
	62205	ADVERTISING	4,000.00	2,000.00	Newspaper and social media advertising costs.
	62210	PRINTING	45,000.00	48,000.00	Printing costs for annual report and year end campaign.
	62272	OTHER PROFESSIONAL SERVICES	85,000.00	0.00	Social Worker now Regular Pay
	62275	POSTAGE CHARGEBACKS	2,600.00	0.00	
	62290	TUITION	15,000.00	15,000.00	Tuition reimbursement for MLIS students on staff
	62295	TRAINING & TRAVEL	25,000.00	30,000.00	Annual conference attendance costs, webinars, seminars and other professional development
	62315	POSTAGE	1,000.00	3,000.00	
	62340	IT COMPUTER SOFTWARE	0.00	24,000.00	Development software
	62360	MEMBERSHIP DUES	2,075.00	2,000.00	ALA, PLA, ILA
	62380	COPY MACHINE CHARGES	10,000.00	0.00	
	62506	WORK- STUDY	3,600.00	3,600.00	
	62705	BANK SERVICE CHARGES	5,700.00	5,000.00	
	64009	UTILITIES - COE WATER	11,000.00	10,000.00	
	65025	FOOD	7,000.00	2,500.00	2x staff day

	65095	OFFICE SUPPLIES	50,000.00	54,000.00	Pens, paper, etc. as well as tote bags, water bottles, etc., staff summer t-shirts and special event costs (ex. annual open house and stakeholder appreciation events)
	66131	TRANSFER TO GENERAL FUND	295,000.00	350,000.00	Payment to City of Evanston General Fund for Administrative Services as agreed to in 2014 MOU. Increase linked to contract and personnel cost increases.
Business Unit Total: 4845 - LIBRARY ADMINISTRATION			\$2,214,098.00	\$1,975,867.43	
Department Total: 48 - LIBRARY			\$9,170,576.33	\$9,833,068.10	
EXPENSES Total			\$9,170,576.33	\$9,833,068.10	
Fund EXPENSE Total: 185 - LIBRARY FUND			\$9,170,576.33	\$9,833,068.10	



Memorandum

To: Library Board of Trustees

From: Heather Norborg, Interim Executive Library Director

Subject: Proposed FY2024 Capital Budget

Date: 9/20/2023

I recommend that the Library Board consider the Capital Improvement Plan projects described in this memo as part of the proposed FY2024 budget. Following is a summary of the projects. These projects would be funded through the Library Debt Service Fund.

2024 Capital Improvement Projects - Summary

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

2024 Capital Improvement Projects - Detail

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

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

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

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