



FINANCE COMMITTEE MEETING

LIBRARY COMMITTEE PACKET

Tuesday, January 14, 2025 at 4:30 pm
Main Library, 4th Floor Board Room, and via Zoom

Zoom Link: **<https://us06web.zoom.us/j/84358011372>**



**EVANSTON
PUBLIC
LIBRARY**

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Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. LAND ACKNOWLEDGMENT

3. CITIZEN COMMENT

Not to exceed 45 minutes

4. NEW BUSINESS

- A. Review upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Update of Library MOU with City
- D. Endowment accounts
- E. Renewal of Siemens Building Automation Service

5. ADJOURNMENT

Next Meeting: February 11, 2025, at 4:30 pm via Zoom and 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.



MEMORANDUM

To: Evanston Public Library Finance Committee
From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator
Subject: Library Fund Bills
Date: January 7, 2025

Recommended Action

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

Payroll

December 2, 2024, through December 15, 2024,	\$ 207,852.04
December 16, 2024, through December 29, 2024,	\$ 206,377.00

Library Fund Bills List

December 7, 2024,	\$ 117,823.21
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Purchasing Card

November 30, 2025,	\$ 10,802.22
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Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 12/10/24 - 12/10/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/14/2024	12/10/2024	12/10/2024	41.28
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	11/22/2024	12/10/2024	12/10/2024	183.23
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					\$224.51
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/08/2024	12/10/2024	12/10/2024	1,026.31
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/12/2024	12/10/2024	12/10/2024	1,084.87
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/14/2024	12/10/2024	12/10/2024	108.31
100474 - BAKER & TAYLOR	JUV PRINT	11/14/2024	12/10/2024	12/10/2024	486.62
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	1,104.74
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	960.26
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	745.94
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	814.11
100474 - BAKER & TAYLOR	JUV PRINT	11/22/2024	12/10/2024	12/10/2024	20.78
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/27/2024	12/10/2024	12/10/2024	133.51
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 10					\$6,485.45
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/11/2024	12/10/2024	12/10/2024	56.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/11/2024	12/10/2024	12/10/2024	181.97
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/13/2024	12/10/2024	12/10/2024	51.98
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/19/2024	12/10/2024	12/10/2024	54.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/22/2024	12/10/2024	12/10/2024	213.92
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 5					\$559.85
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 17					\$7,269.81
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65001 - FEDERAL GRANT EXPENSE					
20925 - ANN HUDSON	PROFESSIONAL SERVICES A BIG READ EVENT	11/25/2024	12/10/2024	12/10/2024	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$100.00
Account 65628 - Library Electronic Resources					
318690 - CONSUMER'S CHECKBOOK	MAIN ONLINE RESOURCES	11/26/2024	12/10/2024	12/10/2024	400.00
16334 - KANOPY	ONLINE RESOURCES	11/30/2024	12/10/2024	12/10/2024	1,736.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/25/2024	12/10/2024	12/10/2024	10,000.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/25/2024	12/10/2024	12/10/2024	10,000.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/30/2024	12/10/2024	12/10/2024	5,499.90
Account 65628 - Library Electronic Resources Totals Invoice Transactions 5					\$27,635.90
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	11/11/2024	12/10/2024	12/10/2024	215.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/13/2024	12/10/2024	12/10/2024	308.31
100474 - BAKER & TAYLOR	ADULT PRINT	11/14/2024	12/10/2024	12/10/2024	264.58
100474 - BAKER & TAYLOR	ADULT PRINT	11/14/2024	12/10/2024	12/10/2024	156.76
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	753.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/19/2024	12/10/2024	12/10/2024	163.42
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/21/2024	12/10/2024	12/10/2024	2,016.15
100474 - BAKER & TAYLOR	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	126.48
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	802.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	356.34
100474 - BAKER & TAYLOR	ADULT PRINT	11/22/2024	12/10/2024	12/10/2024	1,089.43
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	1,081.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	1,829.54
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	245.11
100474 - BAKER & TAYLOR	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	387.43

100474 - BAKER & TAYLOR	MAIN PRINT	11/25/2024	12/10/2024	12/10/2024	165.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	1,074.91
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/07/2024	12/10/2024	12/10/2024	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/25/2024	12/10/2024	12/10/2024	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/20/2024	12/10/2024	12/10/2024	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	54.73
102572 - INFORMATION TODAY INC	REFERENCE ADULT PRINT	10/31/2024	12/10/2024	12/10/2024	493.03
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/15/2024	12/10/2024	12/10/2024	551.30
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/15/2024	12/10/2024	12/10/2024	1,077.41
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/15/2024	12/10/2024	12/10/2024	444.01
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/19/2024	12/10/2024	12/10/2024	231.62
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	813.39
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	275.85
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	1,355.40
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/22/2024	12/10/2024	12/10/2024	1,162.26
276974 - OVER DRIVE, INC.	MAIN EBOOKS	11/25/2024	12/10/2024	12/10/2024	114.99
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/13/2024	12/10/2024	12/10/2024	417.52
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/13/2024	12/10/2024	12/10/2024	41.35
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	11/21/2024	12/10/2024	12/10/2024	21.30

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 34 \$18,271.53

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	11/12/2024	12/10/2024	12/10/2024	69.18
100474 - BAKER & TAYLOR	ADULT AV	11/21/2024	12/10/2024	12/10/2024	83.29
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	64.09
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	95.15
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	220.19
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	42.86
103424 - MIDWEST TAPE LLC	ADULT AV	11/21/2024	12/10/2024	12/10/2024	268.71
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	110.47
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2014	12/10/2024	12/10/2024	183.76
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	115.83
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	91.29
103424 - MIDWEST TAPE LLC	ADULT AV	11/15/2024	12/10/2024	12/10/2024	30.47

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 14 \$1,413.65

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 54 \$47,421.08

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

13544 - BIBLIOTHECA + 3M	QUO-US20067 ANNUAL RENEWAL SELF-CHECK KIOSK	11/12/2024	12/10/2024	12/10/2024	2,910.60
101141 - INSIGHT PUBLIC SECTOR, INC.	CARD MAKER MACHINE AND OTHER PARTS	11/08/2024	12/10/2024	12/10/2024	1,290.00
19589 - MOBILE BEACON	RENEWAL MOBILE HOTSPOTS REF#A-118296-20241122-1314	11/22/2024	12/10/2024	12/10/2024	9,600.00

Account **62340 - IT COMPUTER SOFTWARE** Totals Invoice Transactions 3 \$13,800.60

Account **65100 - LIBRARY SUPPLIES**

107143 - COMPUTYPE INC. - 139154	ACCESS SERVICES	08/17/2023	12/10/2024	12/10/2024	389.70
107143 - COMPUTYPE INC. - 139154	OFFICE SUPPLIES	11/19/2024	12/10/2024	12/10/2024	723.37
101406 - DEMCO, INC.	LIBRARY SUPPLIES	11/15/2024	12/10/2024	12/10/2024	64.93

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions 3 \$1,178.00

Business Unit **4820 - ACCESS SERVICES** Totals Invoice Transactions 6 \$14,978.60

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65001 - FEDERAL GRANT EXPENSE**

307544 - Kate Jordan	REIMBURSEMENT PROGRAM SUPPLIES VIRTUAL MEMORY CAFE	10/31/2024	12/10/2024	12/10/2024	11.03
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15436 - KATHY HAYES	FACILITATOR FOR AHA! 11/14/2024 AGE OPTIONS GRANT	11/19/2024	12/10/2024	12/10/2024	100.00
20811 - KDM ENTERTAINEMENT	OASIS FACILITATOR DECEMBER 21 AGE OPTIONS GRANT	11/25/2024	12/10/2024	12/10/2024	300.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 3					\$411.03
Account 65100 - LIBRARY SUPPLIES					
132303 - Carmen Francellno	PROGRAM REIMBURSEMENT TEA AND TALK OCT 2024	11/15/2024	12/10/2024	12/10/2024	46.35
132303 - Carmen Francellno	PROGRAM REIMBURSEMENT TEA AND TALK NOVEMBER 2024	11/22/2024	12/10/2024	12/10/2024	171.44
18836 - MORGAN PATTEN	KARLA ARENTI AUTHOR VISIT PROGRAM REIMBURSEMENT	12/03/2024	12/10/2024	12/10/2024	100.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$317.79
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/08/2024	12/10/2024	12/10/2024	48.62
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/12/2024	12/10/2024	12/10/2024	44.22
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/13/2024	12/10/2024	12/10/2024	73.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	20.00
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	162.35
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/15/2024	12/10/2024	12/10/2024	309.09
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	52.40
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	11/18/2024	12/10/2024	12/10/2024	107.44
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/19/2024	12/10/2024	12/10/2024	16.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/21/2024	12/10/2024	12/10/2024	174.52
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	107.81
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	51.98
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/22/2024	12/10/2024	12/10/2024	35.58
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	203.21
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	33.90
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/25/2024	12/10/2024	12/10/2024	178.82
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 16					\$1,620.30
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN JUV AV	11/11/2024	12/10/2024	12/10/2024	56.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/19/2024	12/10/2024	12/10/2024	54.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$111.98
Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 24					\$2,461.10
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
102539 - IMAGING OFFICE SYSTEMS	ANNUAL SERVICE AGREEMENT SCANPRO	11/13/2024	12/10/2024	12/10/2024	695.00
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					\$695.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/14/2024	12/10/2024	12/10/2024	183.13
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/27/2024	12/10/2024	12/10/2024	305.44
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	YA BOOKS	11/13/2024	12/10/2024	12/10/2024	12.74
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 3					\$501.31
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals Invoice Transactions 4					\$1,196.31
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
20510 - BRIGHTVIEW LANDSCAPES, LLC	WINTERIZE IRRIGATION	11/22/2024	12/10/2024	12/10/2024	1,510.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/18/2024	12/10/2024	12/10/2024	347.07
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/22/2024	12/10/2024	12/10/2024	347.07
151986 - CINTAS CORPORATION #769	MAT SERVICE	12/03/2024	12/10/2024	12/10/2024	347.07
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	11/20/2024	12/10/2024	12/10/2024	83.99
19563 - ELIZABETH STEIMLE	REIMBURSEMENT PROGRAM SUPPLIES	11/30/2024	12/10/2024	12/10/2024	49.22
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE CALL FLOW TEST STANDPIPES	11/26/2024	12/10/2024	12/10/2024	7,673.44
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE CALL INSPECTION WET SYSTEM AND VALVE	11/27/2024	12/10/2024	12/10/2024	9,114.26
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	12/01/2024	12/10/2024	12/10/2024	218.40
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 9					\$19,690.52

Account 65040 - JANITORIAL SUPPLIES						
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/22/2024	12/10/2024	12/10/2024		1,109.05
					Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1
						<u>\$1,109.05</u>
					Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions 10
						<u>\$20,799.57</u>
Business Unit 4845 - LIBRARY ADMINISTRATION						
Account 62185 - CONSULTING SERVICES						
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 9/28/2024-11/2/2024	11/18/2024	12/10/2024	12/10/2024		16,852.06
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 9/28/2024-11/2/2024	11/18/2024	12/10/2024	12/10/2024		8,370.90
103688 - NEIGER DESIGN, INC.	EPL REBRANDING PROJECT	11/20/2024	12/10/2024	12/10/2024		4,179.56
					Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions 3
						<u>\$29,402.52</u>
Account 62210 - PRINTING						
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL REIMAGINE CAMPAIGN 2024 PRINT COMPONENTS	11/30/2024	12/10/2024	12/10/2024		8,823.46
					Account 62210 - PRINTING Totals	Invoice Transactions 1
						<u>\$8,823.46</u>
Account 62295 - TRAINING & TRAVEL						
307544 - Kate Jordan	MILEAGE REIMBURSEMENT OUTREACH	11/25/2024	12/10/2024	12/10/2024		89.84
20062 - YOLANDE WILBURN	LIBRARY JOURNAL LIBRARY DIRECTORS SUMMIT CONFERENCE REIMBURSEMEN	11/15/2024	12/10/2024	12/10/2024		237.73
					Account 62295 - TRAINING & TRAVEL Totals	Invoice Transactions 2
						<u>\$327.57</u>
Account 62315 - POSTAGE						
19579 - FEDEX FREIGHT	SHIPPING ACCT#1398-1481-9	11/13/2024	12/10/2024	12/10/2024		63.99
					Account 62315 - POSTAGE Totals	Invoice Transactions 1
						<u>\$63.99</u>
Account 65095 - OFFICE SUPPLIES						
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/04/2024	12/10/2024	12/10/2024		290.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/03/2024	12/10/2024	12/10/2024		43.99
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/14/2024	12/10/2024	12/10/2024		53.28
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	11/12/2024	12/10/2024	12/10/2024		235.39
206940 - ULINE	OFFICE SUPPLIES	11/11/2024	12/10/2024	12/10/2024		140.23
					Account 65095 - OFFICE SUPPLIES Totals	Invoice Transactions 5
						<u>\$762.89</u>
					Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice Transactions 12
						<u>\$39,380.43</u>
Business Unit 4850 - LIBRARY GRANTS						
Account 62225 - BLDG MAINTENANCE SERVICES						
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QUARTERLY CHARGES	11/10/2024	12/10/2024	12/10/2024		593.37
					Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions 1
						<u>\$593.37</u>
					Business Unit 4850 - LIBRARY GRANTS Totals	Invoice Transactions 1
						<u>\$593.37</u>
					Department 48 - LIBRARY Totals	Invoice Transactions 128
						<u>\$134,100.27</u>
					Fund 185 - LIBRARY FUND Totals	Invoice Transactions 238
						<u>\$0.00</u>
					Invoice Transactions 238	<u>\$0.00</u>

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	EB BYTE-SIZED LIBRARI	CA	94105	\$ 55.20	10/28/2024	62295 TRAINING & TRAVEL	WEBINAR TRAINING K ANDRUS, B HEET AND B BIRD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TST CUPITOL COFFEE & E	IL	60201	\$ 246.30	10/28/2024	65025 FOOD	STAFF DEVELOPMENT DAY BREAKFAST	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	FTF FINANCIAL TIMES	NY	10013	\$ 73.80	10/28/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	NYTIMES	NY	10018	\$ 598.00	10/28/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 165.00	10/30/2024	62295 TRAINING & TRAVEL	REGISTRATION LIBRARY LEGISLATIVE MEET-UP TRUSTEES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 24.74	10/30/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR INNOVATION STATION FOR DONOR EVENT.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 243.86	10/31/2024	65050 BUILDING MAINTENANCE MATERIAL	CLOCK BATTERIES RATCHET TOOL	185.48.4840	-	Parker	Eric
LIBRARY	MICHAELS #9490	TX	75063	\$ 22.93	10/31/2024	65100 LIBRARY SUPPLIES	IDL SUPPLIES FOR INNOVATION STATION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 205.87	11/1/2024	65040 JANITORIAL SUPPLIES	BUILDING JANITORIAL SUPPLIES	185.48.4840	-	Melendez	Martin
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 10.98	11/1/2024	65100 LIBRARY SUPPLIES	PROGRAM GENERAL SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS.COM	TX	75063	\$ 14.95	11/1/2024	65100 LIBRARY SUPPLIES	PROGRAM GENERAL SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS.COM	TX	75063	\$ 17.99	11/1/2024	65100 LIBRARY SUPPLIES	PROGRAM GENERAL SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 64.80	11/4/2024	62340 IT COMPUTER SOFTWARE	EPL WEBHOST MONTHLY	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 290.00	11/4/2024	62340 IT COMPUTER SOFTWARE	WP ENGINE LIBRARY MONTHLY WEBSITE MAINTENANCE AND WP STORAGE	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 85.41	11/4/2024	65050 BUILDING MAINTENANCE MATERIAL	CARPET TAPE KNEE PADS	185.48.4840	-	Parker	Eric
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 207.16	11/4/2024	65050 BUILDING MAINTENANCE MATERIAL	LITHIUM GREASECARPET TAPE	185.48.4840	-	Parker	Eric
LIBRARY	SAMSCLUB.COM	AR	72712	\$ 68.86	11/4/2024	65095 OFFICE SUPPLIES	GENERAL LIBRARY SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA 7U68F0B13	WA	98109	\$ 133.80	11/4/2024	65100 LIBRARY SUPPLIES	LAMINATING FILM BULK ORDER	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS.COM	TX	75063	\$ 41.98	11/4/2024	65100 LIBRARY SUPPLIES	PROGRAM GENERAL SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 54.62	11/4/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES GAME NIGHT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 29.00	11/4/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 30.30	11/5/2024	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMERLIBASSOC ECOMMERCE	IL	60601-7616	\$ 210.00	11/5/2024	62360 MEMBERSHIP DUES	MEMBERSHIP FEE	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	B&H PHOTO 800-606-6969	NY	10001	\$ 89.97	11/5/2024	65095 OFFICE SUPPLIES	BULK ORDER POSTER PAPER	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 184.16	11/5/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 26.00	11/6/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS.COM	TX	75063	\$ 15.90	11/7/2024	65100 LIBRARY SUPPLIES	NEWSPAPER SUBSCRIPTION	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 17.99	11/8/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK MJOEN9AK3	WA	98109	\$ 12.99	11/8/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEMERS	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA 4R1HQ083	WA	98109	\$ 44.79	11/8/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA RC3HK61J3	WA	98109	\$ 138.32	11/8/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 094Q41Q23	WA	98109	\$ 45.99	11/8/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US HG0MS86O3	WA	98109	\$ 19.97	11/8/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US TC4119WR3	WA	98109	\$ 28.93	11/8/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US YH6A40V23	WA	98109	\$ 27.85	11/8/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	ALOPT COLUMBIA DOWNTOW	SC	29201	\$ 10.70	11/11/2024	62295 TRAINING & TRAVEL	CONFERENCE ACCOMODATION YWILBURN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 0F01F6GG3	WA	98109	\$ 143.96	11/11/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	SAMSCLUB.COM	AR	72712	\$ 44.94	11/11/2024	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM FOOD LA PLAZITA	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 9.15	11/11/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US WH11T7MS3	WA	98109	\$ 33.99	11/11/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WSJ	NJ	08852	\$ 64.99	11/11/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 59.98	11/12/2024	65002 STATE GRANT EXPENSE	3 SEWING MACHINES AND SUBLIMATION INK. FUNDING THROUGH DISTRICT GRANT. 2 PURCHASES ON 1 RECEIPT.	185.48.4835	-	Madison	Elacsha
LIBRARY	MICHAELS #9490	TX	75063	\$ 1.09	11/12/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	FOOD4LESS #0558	IL	60202	\$ 27.18	11/12/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES FOOD	185.48.4825	-	Pernell	Marche
LIBRARY	AMZN MKTP US CP3QL8573	WA	98109	\$ 13.99	11/12/2024	65630 LIBRARY BOOKS	ELL BOOKS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 17.00	11/13/2024	65001 FEDERAL GRANT EXPENSE	TOTE BAG SUPPLIES AND 2 SEWING MACHINES. FUNDING THROUGH PNG GRANT. 3 PURCHASES ON 1 RECEIPT.	185.48.4835	-	Madison	Elacsha
LIBRARY	DOLLARTREE	IL	60202	\$ 10.00	11/13/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	TARGET 00009274	IL	60202	\$ 12.55	11/13/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Pernell	Marche
LIBRARY	TARGET 00032839	IL	60201	\$ 22.04	11/13/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4825	-	Pernell	Marche
LIBRARY	USPS.COM POSTAL STORE	MO	64161	\$ 367.55	11/14/2024	62315 POSTAGE	STAMPS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 85.00	11/14/2024	65001 FEDERAL GRANT EXPENSE	TOTE BAG SUPPLIES AND 2 SEWING MACHINES. FUNDING THROUGH PNG GRANT. 3 PURCHASES ON 1 RECEIPT.	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 899.98	11/14/2024	65001 FEDERAL GRANT EXPENSE	TOTE BAG SUPPLIES AND 2 SEWING MACHINES. FUNDING THROUGH PNG GRANT. 3 PURCHASES ON 1 RECEIPT.	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 1,409.95	11/14/2024	65002 STATE GRANT EXPENSE	3 SEWING MACHINES AND SUBLIMATION INK. FUNDING THROUGH DISTRICT GRANT. 2 PURCHASES ON 1 RECEIPT.	185.48.4835	-	Madison	Elacsha
LIBRARY	MICHAELS STORES 5151	IL	60053	\$ 21.55	11/14/2024	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	AMAZON RETA 6U5XE43W3	WA	98109	\$ 17.99	11/14/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA 5Q8TS5Z3	WA	98109	\$ 67.94	11/15/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SPA DAY	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	11/15/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	CRICUT	UT	84095	\$ 9.99	11/18/2024	65100 LIBRARY SUPPLIES	CRICUT MONTHLY MEMBERSHIP	185.48.4835	-	Madison	Elacsha
LIBRARY	SCHOOL SPECIALTY ECOMM	WI	54942	\$ 119.43	11/18/2024	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON.COM KW49L1523	WA	98109	\$ 26.20	11/19/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	BEST BUY 00003137	IL	60202	\$ 1,093.98	11/20/2024	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAMMING MACBOOK	185.48.4835	-	Madison	Elacsha
LIBRARY	BEST BUY 00003137	IL	60202	\$ 1,438.99	11/20/2024	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAMMING MACBOOK.	185.48.4835	-	Madison	Elacsha
LIBRARY	CHICAGO TRIB SUBSCRIPT	IL	60654	\$ 112.99	11/20/2024	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 27.97	11/21/2024	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4825	-	Pernell	Marche
LIBRARY	AMZN MKTP US 031VD29R3	WA	98109	\$ 41.02	11/21/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US SU2WN0613	WA	98109	\$ 20.36	11/21/2024	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL 5DOMR65X3	WA	98109	\$ 244.68	11/21/2024	65630 LIBRARY BOOKS	ELL PRINT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 55.00	11/22/2024	62295 TRAINING & TRAVEL	WEBINAR GROUP REGISTRATION AI CATALOGING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	EB MARKETING AND OUTR	CA	94105	\$ 249.84	11/22/2024	62295 TRAINING & TRAVEL	WEBINAR MARKETING AND OUTREACH STRATEGIES E RIGGSBEE	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	60047	\$ 29.97	11/22/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60555	\$ 9.99	11/22/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60074	\$ 19.98	11/22/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60139	\$ 19.98	11/22/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60061	\$ 63.93	11/22/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	AMZN MKTP US 5387N2MD3	WA	98109	\$ 29.94	11/22/2024	65630 LIBRARY BOOKS	ELL PRINT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 0G3YD3323	WA	98109	\$ 14.99	11/25/2024	65095 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES FOR THE FALCON ROOM	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET.COM	MN	60194	\$ 9.99	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60560	\$ 9.99	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60173	\$ 19.98	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET.COM	MN	60148	\$ 29.97	11/25/2024	65100 LIBRARY SUPPLIES	HEADPHONE REPLACEMENTS FOR PUBLIC PC'S. OVERALL PURCHASE WAS \$199.80	185.48.4835	-	Madison	Elacsha
LIBRARY	AMAZON MARK ZO4D85213	WA	98109	\$ 146.64	11/25/2024	65100 LIBRARY SUPPLIES	IDL GENERAL OFFICE SUPPLIES INNOVATION STATION AND TECH DESK	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 36.52	11/25/2024	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEMERS	185.48.4825	-	Hernandez-Solis	Lea
	LIBRARY NOVEMBER 2024 TOTAL			\$ 10,802.22							



MEMORANDUM

To: Evanston Public Library Finance Committee
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: January 15, 2025

This memo provides an update on significant administrative activities.

Human Resources

Early Learning & Literacy	FT ELL Manager	Vacant 01/01/2025
Robert Crown Library Branch	FT Library Assistant	Interviewing
Innovation & Digital Learning	PT Library Assistant	Interviewing
Maintenance	FT Facilities Manager	Posting Soon
Lifelong Learning & Literacy	FT Librarian I	Interviewing
Lifelong Learning & Literacy	PT Library Assistant	Closes 01/13/2025

PT Shelver joined Access Services on 01/04/2025.

2 PT Library Assistants join Innovation & Digital Learning; one began 01/02/2025 and the other begins 01/13/2025.

Financial Resources

The Financial Report for the Library Fund for December 31, 2024, is provided for your review. For the Operating Fund, revenue collections are 102% of the projected budget, while expenditures are 83%. In the Capital Fund, expenditures total 66% of the budget.

Facilities Update

On December 29, 2024, the library had an emergency closure at 2:30 PM due to a backup in the sewer system. City plumbers were able to snake the pipes and clear them. TBS Janitorial Services responded and cleaned all affected areas so the library could open on schedule the next day. Thank you to the new Safety Manager, Brian Henderson, Librarian, Jeff Garrett, and Custodian II, Ray Wade, for their fast and efficient response.

On December 31, 2024, a leak around the Maintenance Office toilet resulted in a release of water when the valve was removed, again flooding the children's and maintenance areas. The water release did not result in the closure of the library.

On Wednesday, January 8, 2025, City plumbers reviewed the plumbing system by snaking a camera through all the sanitary lines in the northside plumbing stack.



**EVANSTON
PUBLIC
LIBRARY**

MEMORANDUM

The Director and Interim facilities manager met with the City staff, Sean Ciolek and Mark Wegener, to confirm roles and responsibilities for facility maintenance. The Library City MOU has gone to the Finance Committee for review. Clear guidelines will be established in the revised document, which will be presented to the board in February for draft updates and sharing with the City before final approval.

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,213,664.00	.00	8,213,664.00	.00	.00	8,245,298.87	(31,634.87)	100
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	.00	.00	1,634.61	(1,234.61)	409
55201	Federal Grants	85,000.00	.00	85,000.00	.00	.00	122,659.63	(37,659.63)	144
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	115,213.00	.00	.00	129,193.35	(13,980.35)	112
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	226,824.34	173,175.66	57
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	4,698.17	301.83	94
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(139.00)	139.00	+++
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	327,031.27	(302,031.27)	1308
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	216,999.00	.00	.00	173,570.00	43,429.00	80
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	24,207.37	(2,207.37)	110
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	5,206.17	(2,206.17)	174
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	.00	.00	10,542.92	(542.92)	105
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	8,235.00	(4,235.00)	206
57545	RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	19,224.50	1,169.50	94
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	55,499.50	(5,499.50)	111
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$0.00	\$0.00	\$9,353,686.70	(\$183,016.70)	102%
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$0.00	\$0.00	\$9,353,686.70	(\$183,016.70)	102%
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	\$0.00	\$0.00	\$9,353,686.70	(\$183,016.70)	102%

EXPENSE

Department **48 - LIBRARY**

Business Unit **4805 - EARLY LEARNING & LITERACY**

61010	REGULAR PAY	462,899.42	.00	462,899.42	37,073.24	.00	444,765.13	18,134.29	96
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	16,907.98	.00	200,313.43	30,397.51	87
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	120.00	.00	3,870.00	1,130.00	77
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	6,319.85	(6,319.85)	+++
61510	HEALTH INSURANCE	78,922.00	.00	78,922.00	9,077.30	.00	82,590.28	(3,668.28)	105

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

61513	VISION INSURANCE	.00	.00	.00	6.01	.00	36.68	(36.68)	+++
61615	LIFE INSURANCE	204.89	.00	204.89	15.90	.00	188.26	16.63	92
61710	IMRF	19,429.19	.00	19,429.19	1,513.17	.00	18,128.23	1,300.96	93
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	3,374.91	.00	39,775.55	3,228.55	92
61730	MEDICARE	10,058.31	.00	10,058.31	789.30	.00	9,302.38	755.93	92
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	16,622.09	(16,622.09)	+++
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	264.63	.00	13,207.49	14,792.51	47
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	6,928.00	1,372.00	83
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	6,485.45	.00	111,547.52	38,452.48	74
65635	PERIODICALS	.00	.00	.00	.00	.00	29.00	(29.00)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	559.85	.00	8,855.97	1,144.03	89
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,047,428.85	\$0.00	\$1,047,428.85	\$78,187.74	\$0.00	\$964,479.86	\$82,948.99	92%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	473,636.00	.00	473,636.00	32,016.98	.00	349,510.87	124,125.13	74
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	17,191.02	.00	292,053.03	25,791.97	92
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	60.00	.00	310.00	4,690.00	6
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,664.48	(1,664.48)	+++
61510	HEALTH INSURANCE	78,330.00	.00	78,330.00	5,099.42	.00	55,776.77	22,553.23	71
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	9.48	(9.48)	+++
61615	LIFE INSURANCE	159.00	.00	159.00	9.92	.00	87.21	71.79	55
61710	IMRF	23,033.00	.00	23,033.00	1,431.97	.00	18,684.13	4,348.87	81
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	3,094.78	.00	39,011.59	10,061.41	79
61730	MEDICARE	11,477.00	.00	11,477.00	723.78	.00	9,123.66	2,353.34	79
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	100.00	.00	10,600.00	(10,600.00)	+++
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	.00	.00	12,410.09	2,589.91	83
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65628	Library Electronic Resources	320,000.00	.00	320,000.00	27,635.90	.00	296,294.29	23,705.71	93
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	18,271.53	.00	338,899.16	(3,899.16)	101
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	8,014.56	(1,514.56)	123

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,413.65	.00	18,798.76	12,201.24	61
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,671,553.00	\$0.00	\$1,671,553.00	\$109,052.11	\$0.00	\$1,453,248.08	\$218,304.92	87%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	788,008.13	.00	788,008.13	65,377.23	.00	784,027.58	3,980.55	99
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	19,984.52	.00	252,025.43	26,326.59	91
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,046.77	.00	6,683.22	(1,683.22)	134
61110	OVERTIME PAY	.00	.00	.00	.00	.00	253.98	(253.98)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	6,093.89	(6,093.89)	+++
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	2,943.13	(2,943.13)	+++
61510	HEALTH INSURANCE	177,406.00	.00	177,406.00	16,060.47	.00	175,884.17	1,521.83	99
61513	VISION INSURANCE	76.00	.00	76.00	9.48	.00	88.48	(12.48)	116
61615	LIFE INSURANCE	319.51	.00	319.51	29.18	.00	345.40	(25.89)	108
61710	IMRF	27,865.06	.00	27,865.06	2,352.08	.00	27,846.00	19.06	100
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	5,248.29	.00	62,828.73	3,285.57	95
61730	MEDICARE	15,463.03	.00	15,463.03	1,227.38	.00	14,693.77	769.26	95
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	13,800.60	.00	150,526.20	33,373.80	82
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	62.57	(62.57)	+++
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,178.00	3,897.00	13,584.28	(2,481.28)	117
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	2,910.60	.00	(2,910.60)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,560,504.05	\$0.00	\$1,560,504.05	\$128,314.00	\$6,807.60	\$1,499,886.83	\$53,809.62	97%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	654,189.43	.00	654,189.43	36,619.89	.00	582,269.95	71,919.48	89
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	6,535.76	.00	141,112.00	108,013.62	57
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,787.50	2,212.50	56
61110	OVERTIME PAY	.00	.00	.00	.00	.00	271.59	(271.59)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,096.68	(1,096.68)	+++
61510	HEALTH INSURANCE	150,948.44	.00	150,948.44	6,700.23	.00	107,894.07	43,054.37	71
61513	VISION INSURANCE	111.00	.00	111.00	3.16	.00	107.55	3.45	97
61615	LIFE INSURANCE	159.02	.00	159.02	11.03	.00	200.57	(41.55)	126
61710	IMRF	25,740.00	.00	25,740.00	1,255.85	.00	21,102.48	4,637.52	82

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	2,588.51	.00	43,366.67	12,639.03	77
61730	MEDICARE	13,098.64	.00	13,098.64	605.40	.00	10,142.19	2,956.45	77
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	760.34	(760.34)	+++
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65001	FEDERAL GRANT EXPENSE	43,500.00	.00	43,500.00	411.03	.00	27,388.10	16,111.90	63
65002	STATE GRANT EXPENSE	.00	.00	.00	(100.00)	.00	205.55	(205.55)	+++
65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	372.69	245.79	28,421.38	9,332.83	75
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	1,620.30	.00	39,531.86	(4,531.86)	113
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	111.98	.00	1,210.79	289.21	81
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	167.82	(167.82)	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$1,278,477.85	\$0.00	\$1,278,477.85	\$57,235.83	\$245.79	\$1,008,537.09	\$269,694.97	79%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	.00	.00	.00	14,786.98	.00	14,786.98	(14,786.98)	+++
61050	PERMANENT PART-TIME	.00	.00	.00	2,973.59	.00	2,973.59	(2,973.59)	+++
61510	HEALTH INSURANCE	.00	.00	.00	3,263.63	.00	3,263.63	(3,263.63)	+++
61513	VISION INSURANCE	.00	.00	.00	6.33	.00	6.33	(6.33)	+++
61615	LIFE INSURANCE	.00	.00	.00	9.64	.00	9.64	(9.64)	+++
61710	IMRF	.00	.00	.00	516.84	.00	516.84	(516.84)	+++
61725	SOCIAL SECURITY	.00	.00	.00	1,150.52	.00	1,150.52	(1,150.52)	+++
61730	MEDICARE	.00	.00	.00	269.07	.00	269.07	(269.07)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	1,500.00	.00	1,500.00	(1,500.00)	+++
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$0.00	\$0.00	\$0.00	\$24,476.60	\$0.00	\$24,476.60	(\$24,476.60)	+++
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	461,668.40	.00	461,668.40	37,852.90	.00	320,529.05	141,139.35	69
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	9,443.56	.00	219,264.12	37,698.27	85
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	3,369.00	.00	22,031.00	(17,031.00)	441
61415	TERMINATION PAYOUTS	.00	.00	.00	2,168.42	.00	11,251.17	(11,251.17)	+++
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	7,312.13	.00	52,350.21	27,927.79	65
61513	VISION INSURANCE	114.00	.00	114.00	15.62	.00	62.84	51.16	55
61615	LIFE INSURANCE	59.38	.00	59.38	9.65	.00	112.94	(53.56)	190

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

61710	IMRF	20,913.04	.00	20,913.04	1,439.41	.00	15,771.60	5,141.44	75
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	3,188.25	.00	34,816.26	9,739.07	78
61730	MEDICARE	10,420.49	.00	10,420.49	745.65	.00	8,142.53	2,277.96	78
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	695.00	3,201.00	61,435.83	(9,636.83)	118
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	16,032.10	14,609.90	52
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	.00	4,870.99	11,348.48	15,280.53	51
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	20,833.69	(7,833.69)	160
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	(5,125.00)	31,219.89	17,905.11	59
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	501.31	.00	18,792.31	1,207.69	94
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	2,158.91	341.09	86
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,076,613.03	\$0.00	\$1,076,613.03	\$67,240.90	\$2,946.99	\$846,652.93	\$227,013.11	79%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	632,362.19	.00	632,362.19	28,236.39	.00	420,828.64	211,533.55	67
61050	PERMANENT PART-TIME	.00	.00	.00	.00	.00	3,125.04	(3,125.04)	+++
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	844.15	9,155.85	8
61110	OVERTIME PAY	10,000.00	.00	10,000.00	.00	.00	1,565.54	8,434.46	16
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,234.92	(2,234.92)	+++
61510	HEALTH INSURANCE	119,281.00	.00	119,281.00	7,843.79	.00	100,842.37	18,438.63	85
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	140.04	(28.04)	125
61615	LIFE INSURANCE	113.92	.00	113.92	.20	.00	26.63	87.29	23
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	690.00	(150.00)	128
61710	IMRF	18,402.44	.00	18,402.44	821.69	.00	12,472.42	5,930.02	68
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	1,679.83	.00	25,264.78	13,975.25	64
61730	MEDICARE	9,178.00	.00	9,178.00	392.86	.00	5,908.71	3,269.29	64
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	19,690.52	68,750.64	254,316.82	(18,007.46)	106
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	1,324.00	953.00	58
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	5,436.00	4.00	100
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,884.00	1.00	100
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	7,514.08	92,485.92	8
64015	NATURAL GAS	32,400.00	.00	32,400.00	.00	.00	12,597.56	19,802.44	39

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	1,109.05	.00	19,317.56	(52.56)	100
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	.00	.00	7,627.50	29,122.50	21
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	2,363.35	(2,363.35)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,346,306.58	\$0.00	\$1,346,306.58	\$61,143.63	\$68,750.64	\$889,824.11	\$387,731.83	71%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	936,375.28	.00	936,375.28	76,739.81	.00	743,109.70	193,265.58	79
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	9,859.50	.00	76,833.66	17,683.24	81
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,950.88	(7,950.88)	+++
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	8,406.99	.00	80,383.66	37,970.34	68
61513	VISION INSURANCE	38.00	.00	38.00	6.33	.00	69.59	(31.59)	183
61615	LIFE INSURANCE	221.84	.00	221.84	46.91	.00	475.94	(254.10)	215
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	3,600.00	(3,600.00)	+++
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	117.00	.00	1,740.00	(732.00)	173
61710	IMRF	29,999.59	.00	29,999.59	1,726.72	.00	21,935.19	8,064.40	73
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	4,431.25	.00	48,715.72	13,971.63	78
61730	MEDICARE	14,962.80	.00	14,962.80	1,036.33	.00	11,393.21	3,569.59	76
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	29,402.52	.00	128,985.51	24,014.49	84
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	255.31	1,744.69	13
62210	PRINTING	48,000.00	.00	48,000.00	8,823.46	241.54	21,426.86	26,331.60	45
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	95.00	(95.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	10,156.78	4,843.22	68
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	950.14	.00	21,526.39	8,473.61	72
62315	POSTAGE	3,000.00	.00	3,000.00	63.99	.00	1,273.10	1,726.90	42
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	.00	.00	14,113.15	9,886.85	59
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	.00	.00	2,407.99	(407.99)	120
62506	WORK- STUDY	3,600.00	.00	3,600.00	.00	.00	785.75	2,814.25	22
62703	BANK FEES	.00	.00	.00	.00	.00	196.44	(196.44)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	3,109.79	1,890.21	62
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,630.86	.00	9,783.52	216.48	98
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	4,825.72	(2,325.72)	193
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	817.65	.00	18,919.86	35,080.14	35

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	165.98	(165.98)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	349,992.00	8.00	100
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,263.76	\$0.00	\$1,960,263.76	\$174,025.46	\$241.54	\$1,584,726.70	\$375,295.52	81%
Business Unit 4850 - LIBRARY GRANTS									
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	593.37	.00	593.37	(593.37)	+++
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$593.37	\$0.00	\$593.37	(\$593.37)	+++
Department 48 - LIBRARY Totals		\$9,941,147.12	\$0.00	\$9,941,147.12	\$700,269.64	\$78,992.56	\$8,272,425.57	\$1,589,728.99	84%
EXPENSE TOTALS		\$9,941,147.12	\$0.00	\$9,941,147.12	\$700,269.64	\$78,992.56	\$8,272,425.57	\$1,589,728.99	84%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,170,670.00	.00	9,170,670.00	.00	.00	9,353,686.70	(183,016.70)	102%
EXPENSE TOTALS		9,941,147.12	.00	9,941,147.12	700,269.64	78,992.56	8,272,425.57	1,589,728.99	84%
Fund 185 - LIBRARY FUND Totals		(\$770,477.12)	\$0.00	(\$770,477.12)	(\$700,269.64)	(\$78,992.56)	\$1,081,261.13	(\$1,772,745.69)	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
REVENUE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	353,392.00	.00	.00	353,392.00	.00	100
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	.00	.00	221,284.00	1.00	100
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
EXPENSE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

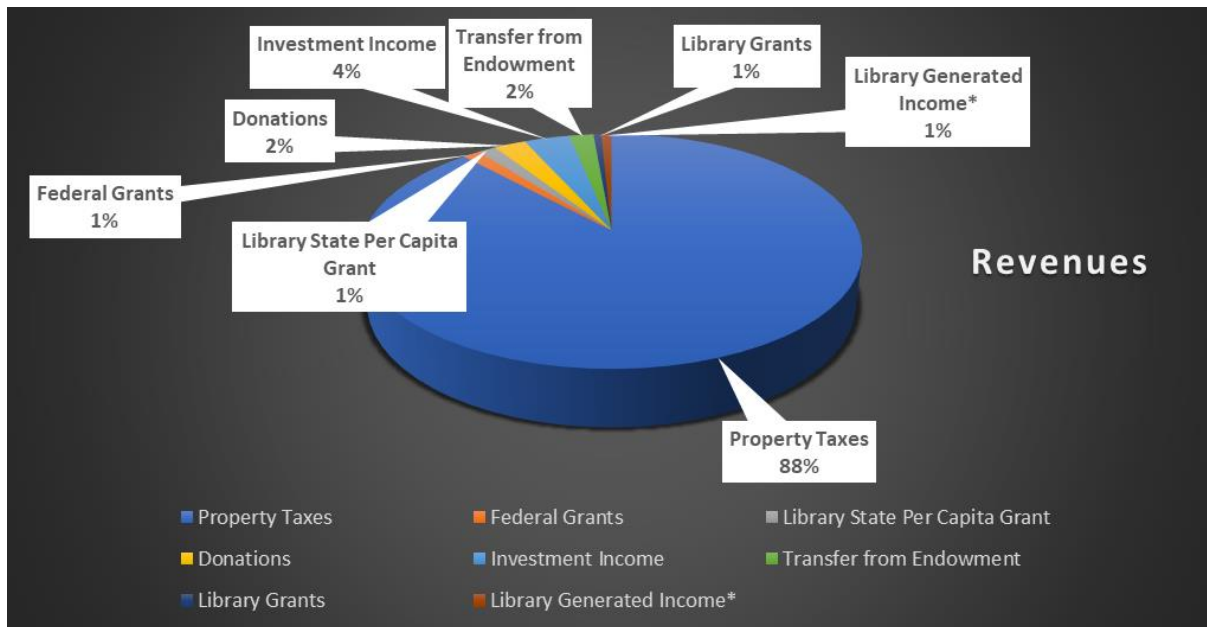
	REVENUE TOTALS	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100%
	EXPENSE TOTALS	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
	REVENUE								
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
Department 48 - LIBRARY	Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
	REVENUE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
	EXPENSE								
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	550,000.00	.00	550,000.00	.00	193,230.97	167,250.03	189,519.00	66
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
Department 48 - LIBRARY	Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
	EXPENSE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$193,230.97	\$167,250.03	\$189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals								
	REVENUE TOTALS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0%
	EXPENSE TOTALS	550,000.00	.00	550,000.00	.00	193,230.97	167,250.03	189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$193,230.97)	(\$167,250.03)	\$360,481.00	
	Grand Totals								
	REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	.00	.00	9,928,362.70	366,984.30	96%
	EXPENSE TOTALS	11,065,824.12	.00	11,065,824.12	700,269.64	272,223.53	9,014,351.60	1,779,248.99	84%
	Grand Totals	(\$770,477.12)	\$0.00	(\$770,477.12)	(\$700,269.64)	(\$272,223.53)	\$914,011.10	(\$1,412,264.69)	

Financial Report December 2024

Revenues

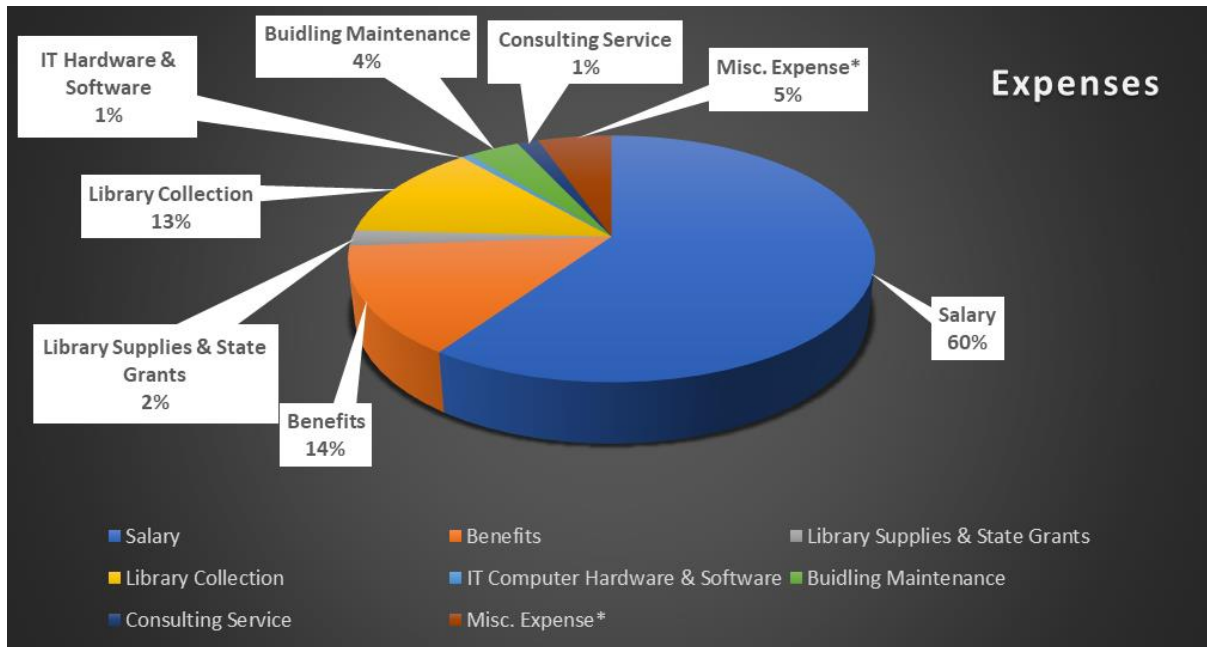
	YTD	2024 Budget	Deviation	Budget Utilized
Property Taxes	\$8,245,299	\$8,213,664	(31,635)	100%
Federal Grants	\$122,660	\$85,000	(37,660)	144%
Library State Per Capita Grant	\$129,193	\$115,213	(13,980)	112%
Donations	\$226,824	\$400,000	173,176	57%
Investment Income	\$327,031	\$25,000	(302,031)	1308%
Transfer from Endowment	\$173,570	\$216,999	43,429	80%
Library Grants	\$55,500	\$50,000	(5,500)	111%
Library Generated Income*	\$73,610	\$64,794	(8,816)	114%
Total	\$9,353,687	\$9,170,670	(183,017)	102%

*Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income



Expenses

	YTD	2024 Budget	Deviation	Budget Utilized
Salary	\$4,928,064	\$5,881,652	953,588	84%
Benefits	\$1,177,013	\$1,421,376	244,364	83%
Library Supplies & State Grants	\$170,882	\$220,142	49,260	78%
Library Collection	\$1,054,928	\$1,154,800	99,872	91%
IT Computer Hardware & Software	\$54,189	\$78,000	23,811	69%
Buidling Maintenance	\$313,611	\$507,077	193,466	62%
Consulting Service	\$128,986	\$153,000	24,014	84%
Misc. Expense*	\$444,755	\$525,100	80,345	85%
Total	\$8,272,426	\$9,941,147	1,668,722	83%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				





MEMORANDUM

To: Evanston Public Library Finance Committee

From: Wynn Shawver, Development Manager

Subject: Development Report for the Library Board

Date: January 10, 2025

Preliminary Donor and Grant Data:

We exceeded our fundraising goals and are on track for continued growth. We achieved an 18% increase in individual donations and a 9% rise in overall grant revenue. Moving forward, we will focus on increasing multi-year funding opportunities to ensure sustainable growth. Below, please find the 2024-2023 year-end performance comparison followed by the summary of individual donations, federal grants, library grants, and Per Capita Grant revenue by month for 2024:

2023 - 2024 Year-to-Date Comparison		
	Revenue Received 1/1/23 - 12/31/23	Revenue Received 1/1/24 - 12/31/24
Library Donations (56011)	\$407,676	\$480,457
Federal Grants (55201)	\$58,298	\$72,660
IL State Library Per Capita Grant (55245)	\$115,212	\$115,993
Local Library Grants (57551)	\$44,316	\$55,600
Totals	\$625,502	\$724,710
<i>Percent to Budget</i>	87.46%	111.46%



EVANSTON PUBLIC LIBRARY

Month	Individual Donations	Federal Grants	Library Grants	Per Capita Grant
January	\$30,663.00	\$0.00	\$224.00	\$0.00
February	\$7,618.00	\$4,226.00	\$1,717.00	\$0.00
March	\$6,233.00	\$0.00	\$10,000.00	\$0.00
April	\$6,995.00	\$0.00	\$0.00	\$0.00
May	\$15,166.00	\$0.00	\$0.00	\$0.00
June	\$14,948.00	\$7,207.00	\$41,557.00	\$115,993.00
July	\$24,801.00	\$0.00	\$0.00	\$0.00
August	\$10,939.00	\$19,123.00	\$0.00	\$0.00
September	\$41,014.00	\$22,900.00	\$0.00	\$0.00
October	\$14,991.00	\$10,500.00	\$1,051.00	\$0.00
November	\$54,759.00	\$3,500.00	\$0.00	\$0.00
December	\$252,330.00	\$5,204.00	\$1,051.00	\$0.00
	\$480,457.00	\$72,660.00	\$55,600.00	\$115,993.00
Goal	\$400,000.00	\$85,000.00	\$50,000.00	\$115,993.00
Percent To Goal	120.11%	85.48%	111.20%	100.00%



Individual Giving Brief:

In 2024, the Reimagine Campaign was concluded. This annual giving campaign transitioned the Library away from the 25 year Fund for Excellence Campaign and provided a consistent message to maintain support while aligning with the new strategic vision. Individual giving has remained steady until 2024, with notable growth in monthly, leadership (\$1,000+), and major gift (\$10,000+) donors.

Looking to 2025, we will analyze the current prospect pool to guide the three-year development plan which emphasizes current opportunities for continued growth.

Grant Activity Brief:

Grant revenue increased by 9% over FY23, with growth in both Federal and Library grants. This includes multi-year federal grants applied for in 2023, such as the NEA grant supporting the 1619 Project. We submitted 24 grant requests totaling \$7.51 million, including:

- **NTIA/National Able:** \$3.05 million for digital literacy
- **NSF/District 65/NORC:** \$3.71 million for middle school STEM

Notifications for these grants are expected in 2025. As of 2025, we have \$39,283 in federal funding committed from 2024 awards. With over \$3 million in grant opportunities identified for 2025 and deadlines starting in January, we continue to develop the multi-year grant pipeline, fostering an increasingly reliable and sustainable grant revenue system.

December Donor Feedback of Note:

In December, the Development Manager received a phone call from a patron who intended to make a contribution in recognition of multiple staff from multiple departments. At the completion of the call, the donor indicated they intended to write a letter to the Executive Director to recognize the entire team's good work and the helpful and professional manner in which the Library is operating.

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund Statement of Activity

November 01, 2024 through November 30, 2024

Beginning Balance \$4,427,155.47

Revenue

Investment results	166,754.65
Total Revenues:	\$166,754.65

Distributions/Grants and Expenses

Foundation support charge	-2,401.04
Total Distributions:	\$-2,401.04

Ending Balance \$4,591,509.08

Endowment for the Evanston Public Library
 Holdings as of December 2024

	Symbol	Shares/Quantity	Price	Value as of December 31, 2024	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$308,195.71	\$308,195.71	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%
				\$308,195.71		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%



MEMORANDUM

To: Evanston Public Library Finance Committee

From: Yolande Wilburn – Executive Director

Subject: Approval for Yearly Renewal of Siemens Building Automation Service Agreement 2025

Date: January 15, 2025

Recommended Action

Staff recommends the approval of a three (3) year service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library, at a total cost of \$96,775.83 for the period from FY 2025 to FY 2027. This agreement covers the period from January 1, 2025, through December 31, 2027. The details are as follows:

Period	Period Range	Billing Frequency	Annual Price
1	January 1, 2025 – December 31, 2025	Annually (In Advance)	\$30,548.58
2	January 1, 2026 – December 31, 2026	Annually (In Advance)	\$32,228.75
3	January 1, 2027 – December 31, 2027	Annually (In Advance)	\$33,998.50
Total			\$96,775.83

Funding Source

This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225.

Summary

The Siemens BAS (Building Automation System) monitors and controls the heating, ventilation, air conditioning (HVAC), and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for system expertise and replacement hardware/software upgrades. This renewal includes necessary software upgrades as they are released to the Siemens Desigo CC operating system and staff training. The building management system allows staff to remotely monitor and control the HVAC and lighting systems.

Attached:

Siemens proposed a 2025 contract

PROPOSAL

Evanston Library - Automation Services (2025-2027)(Rev1)

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

CITY OF EVANSTON

DELIVERED ON

December 30, 2024

SMART BUILDINGS

Transforming the Everyday



Table of Contents

- INTRODUCTION 1
 - Proposal Information 1
 - Contact Information 3

- CUSTOMER OVERVIEW 4
 - Executive Summary 4
 - Siemens Capabilities & Customer Commitment 5

- SERVICE SOLUTION 6
 - Building Services – Automation 6
 - Emergency Response Times – Automation 10

- SERVICE IMPLEMENTATION PLAN 11
 - Connectivity and Communications 11
 - Service Agreement Contract Characteristics 13
 - Equipment Related Services 14
 - Service Team 15

- TERMS AND CONDITIONS 16
 - Terms and Conditions 16
 - Agreement Terms for Investments 17

- SIGNATURE PAGE 18
 - Signature Page 18

- APPENDICES 19
 - Siemens Service Portfolio 19

Contact Information

Proposal #:	9215956
Date:	December 30, 2024

Sales Executive:	Tyler Gerlach
Branch Address:	1701 Golf Rd. Suite 3-500 Rolling Meadows, IL 60008
Telephone:	224-200-3450
Email Address:	tyler.gerlach@siemens.com

Customer Contact:	Yolande Wilburn
Customer:	CITY OF EVANSTON
Address:	1703 ORRINGTON AVE EVANSTON IL 60201-3827
Services shall be provided at:	Evanston Library 1703 ORRINGTON AVE EVANSTON IL 60201-3827

Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for CITY OF EVANSTON, and the services provided herein will help you in achieving your facility goals.

Services Included

Siemens will provide the following services.

Service Description

- Preventive Maintenance - Automation
- Software Maintenance
- Repair and Replace
- Network Maintenance
- Control Loop Tuning
- Customer Directed Support
- Operator Coaching
- Lifecycle Planning
- Software Subscription Service - Desigo CC
- Data Backup and Restore Services - Online
- Firmware Updates

Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

Building Services – Automation

Services that deliver the outcomes you want to achieve

Services delivered by Siemens have been developed to help you achieve the outcomes you expect. Siemens will deliver the outlined services on a bi-monthly basis. Some outlined services may be completed remotely.

BMS Health

Optimize the health of the building management system by automating maintenance diagnostics reports to target and prioritize remote and onsite service

Online Data Backup & Protection

Siemens will perform scheduled database backups remotely of all graphics, reports, configurations, user information and databases, and store this information on a cloud-based secure server. If, for any reason, any of the backed-up information or data is lost from your system, Siemens can reload the information or data on-site or remotely, with your backup copy (if covered elsewhere within this service agreement). The frequency and equipment to be included as part of this service is itemized in the List of Equipment Related Services. Online backups of the SQL database, historical data, and trends are not included with the Desigo CC application backup.

Software Subscription Service – Desigo CC

Siemens will provide you with software upgrades to your existing Siemens Desigo CC software as they are released. These upgrades include both Service Releases and all New Version Releases of Software, up to the Frequency shown in the Equipment Related Services table. Siemens will also provide corresponding support documentation outlining the features of the releases. Included is training to help to familiarize you with the new features along with their associated benefits. These updates will act to deliver the benefits of Siemens' commitment to compatibility by design, a commitment unique in our industry. Workstations covered under this service are itemized in the List of Equipment Related Services. (Upgrades to PC's and related workstation hardware are excluded unless expressly included in this Agreement.)

Network Health

Optimize the health of the network infrastructure by analyzing network traffic and resolving performance issues.

Network Maintenance Report

Network Maintenance: Using a combination of proprietary diagnostic technologies, digital meters, and network analysis software, Siemens will analyze, optimize and report on the performance of the customer's systems networks a specified number of times per year. Proper network performance helps to ensure the proper speed of communication and accuracy of control, alarming, and reporting across the facility. Using network diagnostic tools, our proactive evaluation of the data network includes an analysis of bandwidth, disturbances, network traffic, communication over the network, and overall operation. The number of networks to be analyzed and the frequency of the service are documented in the List of Equipment Related Services.

Additional Services

Firmware Updates

We will provide you with firmware and documentation updates to your existing field panels upon development. The included training will familiarize you with the new features and their associated benefits. These updates deliver the benefits of Siemens commitment to compatibility by design; a commitment unique in our industry. Field panels included under this service are itemized in the List of Equipment Related Services. (Upgrades to Field Panel hardware, processors, memory boards, and related hardware are excluded unless specified elsewhere.)

Control Loop Tuning

Control loops drift out of calibration with changes in mechanical efficiency, building use, and climatic conditions. Through this service Siemens will ensure control loops for devices such as valves, dampers, actuators, etc., experience minimized overshooting and oscillatory behavior. The control loops to be included as part of this service are itemized in the List of Equipment Related Services in this service agreement.

Preventive Maintenance – Automation

We will provide preventive maintenance in accordance with a program of routines as determined by our experience, equipment application and location. The list of field panels and/or devices included under this service are identified in the List of Equipment Related Services in this service agreement. Automation controls can drift out of calibration with changes in HVAC component performance characteristics, building use, and climatic conditions. This service will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns.

Repair & Replacement Services – Labor & Material

Repair & Replacement Services: To reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. Prior to beginning any repair or replacement, Siemens will troubleshoot the system to diagnose your system's problem. Components that are suspected of being faulty may be repaired or replaced in advance to minimize the occurrence of system interruptions. Equipment covered under this agreement is itemized in the List of Equipment Related Services, unless otherwise noted. Items not covered will be brought to the owner's attention.

Software Maintenance

Using appropriate tools from Siemens' suite of diagnostic tools, we periodically perform system diagnostics and then take corrective actions to ensure that the Building Automation System is performing at peak efficiency or to customer requirements. We make sure that software changes are clear and consistent, address any failed points, points in alarm, points in operator priority and take corrective action. We identify and correct software corruption and inconsistencies; eliminate duplicate points, redundant loops and causes of unnecessary traffic; and address unresolved points and alarm reporting problems. This will ensure that the system operates quickly, accurately and efficiently as originally designed and installed or as determined by current standards or requirements.

Lifecycle Planning

Siemens will conduct a review on your building automation, fire and security systems, to determine technology levels and the state and status of their lifecycle. Siemens will utilize the results of the reviews to make specific recommendations regarding the current and recommended technology, so that we can help you receive the full benefit and return from your investment. Siemens will provide you with a recommended technology roadmap and written report of our findings, and conduct a face-to-face debriefing with you. Where requested, Siemens will provide ongoing budget support to assist you in understanding future investment requirements.

Customer Directed Support

With Customer Directed Support, Siemens will provide a trained and experienced specialist or technician who will work under your direction. The intent of this service is to offer you labor assistance in completing a special project, or to meet a facility objective. Custom support will be provided during normally scheduled visits. Should custom support take priority it is understood that the other outlined services within this agreement may be forfeited. Examples of other associated deliverables of this service are listed in the Appendix section of this service agreement.

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

Emergency Response Times – Automation

Emergency Online/Phone Response

Standard

Monday through Sunday, 24 Hours per Day, System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 4 hours, Monday through Sunday, 24 hours per day, excluding Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Standard

Monday through Sunday, 24 hours per day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within the next business day, Monday through Sunday, 24 hours per day, for emergency conditions, as determined by your staff and Siemens. Response on Holidays is excluded from this coverage. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Connectivity and Communications

Proactive Remote Services

The optimal support for the high-performance operation of your building

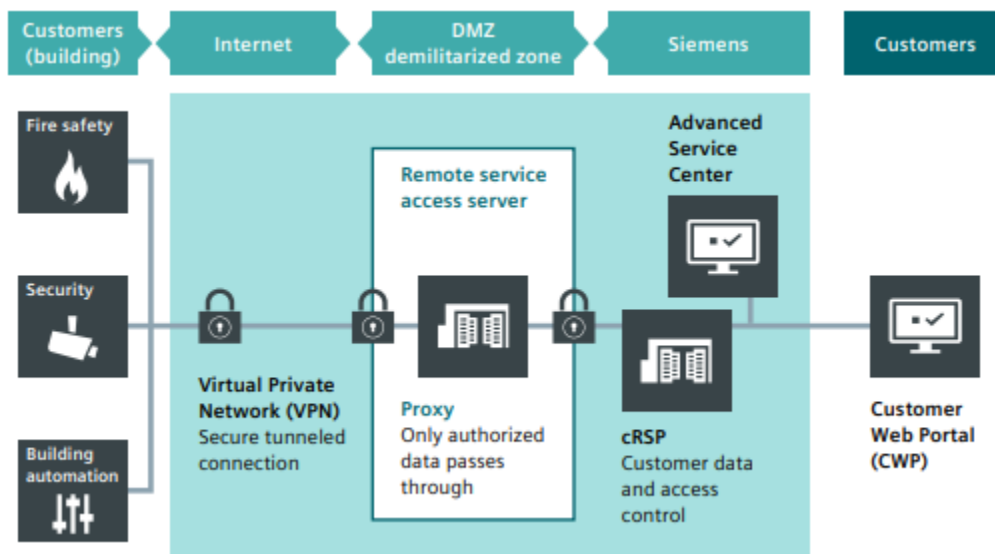
When the scope of services outlined within this proposal require or can utilize remote access,

Siemens provides an easy-to-use remote access platform that enables the secure and reliable delivery of Siemens remote services. Remote services, including engineering, commissioning, and maintenance of building systems can be performed by Siemens technical experts through our Digital Services Center of Excellence, available at any time to support your facility.

Siemens Remote Services utilize a secure remote access and connectivity solution referred to as the Siemens common Remote Service Platform (cRSP). cRSP is a comprehensive solution that powers a wide range of Siemens services and provides your organization with a solid foundation to leverage the power of connectivity, data, and analytics to make your facility even smarter. cRSP was designed and built to be a common platform for digitalization and is used across the Siemens family of companies.

Incorporating best practices and leading technologies from both the IT and cybersecurity fields, cRSP is a modern, secure, high-performance, and highly available platform that brings all the advantages of cloud-connected services to your facility, without sacrificing security. Utilizing cRSP and Siemens remote services gives your team a backstop and lets you unlock the operational benefits of analytics while also providing security mechanisms that mitigate cyber risk to your organization.

cRSP includes a range of security controls and features that give you confidence, control, and peace of mind that the services you rely on are both useful *and* secure.



cRSP Security Feature Highlights:

- Governed and secured in accordance with ISO 27001 and compliant with a robust Siemens-wide cybersecurity and information security management program and policies.
- Integrated with the global Siemens identity and access management platform, which provides robust multi-factor authentication, enforcement of least-privilege access, granular separation of duties, mandatory usage of PKI, and automatic account management for all Siemens employees.
- Designed from the ground up using a defense in depth architecture that utilizes layered controls specifically crafted to mitigate the threats facing Operational Technology (OT) today.
- Centrally monitored to promote end-to-end reliability and availability.
- Robust logging and reporting of remote activity to ensure visibility and control.
- Secure network architecture and platform access based on granular segmentation, next-generation firewalling, and usage of DMZs at trust boundaries.
- Flexible deployment model and security configuration options to ensure streamlined usage while meeting your organization's security requirements and preferences.
- Compatible with a wide range of on-premise network configurations and traffic flow setups, allowing for integration with your existing network architecture, IT infrastructure, and security controls.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to submit service requests, confirm and modify schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.

Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	4 Hours
Response Times (Onsite/Emergency)	Next Business Day
Remote Services	Yes
Third Party Systems	No
Monitoring	No
Additional Labor Discount	20.0%
Additional Material Discount	*See Below Details*

Labor and material discounts are applicable for sites identified in this agreement and are only available for the disciplines included in this agreement. Material discounts do not apply to 3rd party or non-Siemens Building Products manufactured components.

Upgrades and/or repairs of legacy equipment are not inclusive of this agreement.

Remote support outside of the regular scheduled visits will be billable at the standard remote service specialist rates.

*Factory Repair / Replacement Material Discounts: Customers with a current Service Agreement will receive a discount of 40% less 20% off list on standard catalog pricing for Siemens Industry Inc. – BT Division products except products listed in the catalog with the @ sign are limited to a 40% discount.

Equipment Related Services

Automation

Equipment	Service Description	Qty	Frequency	Year	Service Location	Repair Coverage
PXC Modular						
	Preventive Maintenance - Automation	2	1	1,2,3	Onsite	
	Software Maintenance	2	1	1,2,3	Onsite	
	Repair and Replace	2	1	1,2,3		Material and Labor
FLN Controller						
	Preventive Maintenance - Automation	2	1	1,2,3	Onsite	N/A
	Software Maintenance	2	1	1,2,3	Onsite	N/A

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Tyler Gerlach - Sales Executive manages the overall strategic service plan based upon your current and future service requirements.

Remote Services Specialist is responsible for the execution of remote services including proactive planned tasks, in-depth fault analysis and identification of corrective actions.

Brandon Sirota - Client Services Manager is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Brian McAlpin - Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Primary Service Specialist is responsible for performing the ongoing service of your system.

Dave Serbicki - Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Service Administrator is responsible for all service invoicing including both service agreement and service projects.

Terms and Conditions

Terms and Conditions (Click to download)

[Terms & Conditions](#)

(www.siemens.com/standard-terms-service)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU, CMAI, COMEX market indexes or IHS Markit, then Siemens may increase the applicable yearly Investment or apply a surcharge accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Addendum(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Click on addendum below to read/download

[Online Backup and Data Protection](#)

(www.siemens.com/data-backup-addendum)

[Software License Warranty](#)

(www.siemens.com/software-license-addendum)

[Consulting](#)

(www.siemens.com/rider-consulting)

[Exclusions and Clarifications](#)

(www.siemens.com/clarification-addendum)

Agreement Terms for Investments

Services shall be provided at:

1703 ORRINGTON AVE
EVANSTON, IL 60201-3827

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning January 1, 2025. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. In addition, each renewal term pricing shall be adjusted for any additions to services, equipment, or labor rate revisions selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	\$30,548.58
2	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	\$32,228.75
3	Jan 1,2027 - Dec 31,2027	Annually (In Advance)	\$33,998.50
Multi-Period Investment Total			\$96,775.83

Amount Due In Advance Based On Billing Frequency; 1.00% Escalation in Pricing for Semi-annual Frequency, 2.00% Escalation in Pricing for Quarterly Frequency, 3.00% Escalation in Pricing for Monthly Frequency*

Applicable sales taxes are excluded from the Investments. The pricing quoted in this Proposal is firm for 30 days.

Siemens Industry, Inc. invoices paid by credit card may be subject to a surcharge of up to 2%.

Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents, including any applicable Rider(s), incorporated herein) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	\$30,548.58
2	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	\$32,228.75
3	Jan 1,2027 - Dec 31,2027	Annually (In Advance)	\$33,998.50

Proposed by:

Siemens Industry, Inc.

Company

Tyler Gerlach

Name

9215956

Proposal #

\$96,775.83

Proposal Amount

December 30, 2024

Date

Accepted by:

CITY OF EVANSTON

Company

Name (Printed)

Signature

Title

Date

Purchase Order # PO for billing/pmnt only PO not required

Siemens Service Portfolio

Advisory and Performance Services



Manage System Operation & Compliance

Services that keep systems performing at their best, as designed and intended to operate, help you achieve:

- Optimized comfort, safety, and security
- Fulfilled regulatory requirements
- Greater transparency into critical systems
- Reduced operating risk

Facility Assessment & Planning
In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program

Test & Inspection
Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks

Preventive Services
Services performed on a regular schedule or based on data analytics to verify and improve system state

Documentation Management
Management of critical building system and compliance information, with organization and access determined by your needs

Corrective Services
Immediate response to system failures or faults to restore functionality and integrity to desired state



Optimize Performance & Productivity

Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:

- Enhanced system performance
- Streamlined operational processes
- Improved decision-making through data analytics

Optimization Planning
Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies

Predictive Services
Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken

System Improvements & Integration
Enhancements or additions to your current system to increase staff productivity, system performance, and operational/energy efficiencies

Training & Operational Support
Training, coaching, and on-site support to increase staff productivity and knowledge

Managed Services
On-site and/or remote resources monitor system events and alarms, and take appropriate action



Protect Lifecycle Investment

Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:

- Extended system life
- Maximized return on investment
- Realized benefits of new technology

Technology Planning
Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments

System Updates / Upgrades
Software upgrades and firmware updates are provided, delivering the most current technology and functionality

System Migration / Modernization
Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels

Retrofits & Extensions
Modifications are made to existing systems to accommodate changes to your facility usage and footprint

New Installation Services
Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance



Enhance Energy Management & Sustainability

Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:

- Conserve energy
- Maximize efficiency
- Minimize operating costs
- Reduce environmental impact

Energy & Sustainability Master Planning
Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs

Energy Conservation
Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption

Energy Production & Storage
Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction

Energy Procurement
With advanced procurement technologies and beneficial contract terms, these tailored procurement and supply services reduce costs, reduce risks, and create certainty

Digital Services