



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD PACKET

March 16, 2022

6:30 pm

In Person (Main Library, Community Meeting Room) and Remote Meeting

Remote Access Information

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

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

Topic: EPL Board Meeting

Time: March 16, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83108156767>

+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, March 16, 2022

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. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

Approval of Minutes February 16, 2021

Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS: Together, We are the Library

A. FOIA/OMA review (Alexandra B. Ruggie, Assistant City Attorney, Law Department)

5. EQUITY, DIVERSITY AND INCLUSION

A. Racial Equity Task Force (Distributed in Advance)

6. BOARD PRESIDENT'S REPORT

Policy Review

7. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)

Includes updates from staff Liaisons.

8. STAFF REPORTS

Administrative Services Report (Distributed in Advance)

9. BOARD REPORTS

A. Development and Re-imagine Committee

B. Endowment Investment Committee

C. Executive Committee

D. Facilities Committee

E. Management & Policy Committee

F. Board Development Committee

Upcoming YWCA Equity Institute training

10. UNFINISHED BUSINESS

A. Collections Policy (Betsy Bird) (Discussion and Action)

B. Gift Acceptance Policy (Wynn Shawver) (Discussion and Action)

C. ECF Memorandum of Understanding (Discussion and Action)

D. Volunteer Efforts 2021 continued (Mary Kling)

11. NEW BUSINESS

A. Vaccination mandate (Discussion)

B. Closed Session - Personnel (Library Director Evaluation and Contract)

12. ADJOURNMENT

Next Meeting: April 20, 2022 at 6:30 pm: In person and remote

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



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 16, 2022
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Tracy Fulce, Adam Goodman, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shurbet, Terry Soto and Esther Wallen.

Members Absent

none

Staff Present

Karen Danczak Lyons, Heather Norborg, Jan Bojda, Jenette Sturges, John Devaney, Tim Longo, Renee Neumeier, Tyler Works, Wynn Shawver, Jill Skwerski, Helen Fisz, Elizabeth Bird

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

Candice Shakur and Linnea Latimer

Consent Agenda

- A. **Approval of the Bills and Payroll and Minutes of the January 19, 2022 Board Meeting.** Upon motion made by Trustee Wallen and seconded by Trustee Schapiro, the consent agenda was approved.

INFORMATION/COMMUNICATIONS

Together, We are the Library .

- A. **Collection Policy (Betsy Bird) (Discussion)**
- B. **Gift Acceptance Policy (Wynn Shawver) (Discussion)**
- C. **Volunteer Efforts 2021 (Mary Kling) (Distributed in Advance)**
- D. **Social Worker Update (Tabitha Ledbetter and Cindy Castro) (Distributed in Advance)**
- E. **Report on 2021 EDI Efforts (Distributed in Advance)**
- F. **Volunteers: setting expectations and valuing contributions (Discussion)**

Equity, Diversity and Inclusion (Joint Task Force):

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

- B. **Collection Advisory Committee**
- C. **EDI Committee (refer to Directors report for update on Project Ready)**

BOARD PRESIDENT'S REPORT

Library Director's Report

Written report provided in advance.

Staff Report:

- A. **Administrative Services Report (Distributed in Advance).**

Board Committee Reports:

- A. **Development and Re-imagine Committee**
- B. **Endowment Investment Committee**
- C. **Executive Committee**
- D. **Facilities Committee**
- E. **Management & Policy Committee**
- F. **Development Committee**
 - ILA Legislative Meet Up (Discussion of Meet Up Observations)*

UNFINISHED BUSINESS

- A. **Illinois Public Library 2021 Annual Report (Discussion and Action).** Upon motion made by Trustee Goodman and seconded by Trustee Hayman, to approve the Illinois Public Library 2021 Annual Report contingent on the director's inclusion of the missing numbers by the March 1 deadline and review and approval by Tracy and Terry with no material changes.

New Business:

- A. **Leveraging racial equity in decision making**
- B. **Strategic goals for the board for the year**
- C. **Closed Session Closed Session – Personnel (Library Director Evaluation and Contract)**

EXECUTIVE SESSION

The motion to move into Executive Session was made by Trustee Iles, seconded by Trustee Soto, and approved by roll call vote.

The motion to end the Executive Session was made by Trustee Goodman, seconded by Trustee Schapiro, and approved by roll call vote.

Adjournment

The motion to adjourn was made by Trustee Soto and seconded by Trustee Hayman and approved by voice vote. The meeting adjourned at 11:36 p.m.

Submitted by: Terry Soto



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Executive Director

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

Subject: Library Fund Bills

Date: March 9, 2022

Recommended Action

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

Payroll

January 31, 2022 through February 13, 2022	\$ 169,900.07
February 14, 2022 through February 27, 2022	\$ 165,284.78

Library Fund Bills List

February 15, 2022	\$ 144,241.47
(December 2021 Purchasing Card \$10,596.54)	
March 1, 2022	\$ 94,401.82
(January 2022 Purchasing Card \$9,171.20)	

Attachement: Bills List; Purchasing Card

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18611 - KENNEDY JOSEPH	PROGRAM SUPPLIES REIMBURSEMENT	02/15/2022	02/15/2022	66.08
15946 - KIMBERLY DAUFELDT	WINTER BREAK PROGRAMMING SUPPLIES	02/15/2022	02/15/2022	161.45
	Account 65100 - LIBRARY SUPPLIES Totals			<u>227.53</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	02/15/2022	02/15/2022	545.10
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	30.92
100474 - BAKER & TAYLOR	JUV PRINT	02/15/2022	02/15/2022	1.55
	Account 65630 - LIBRARY BOOKS Totals			<u>\$577.57</u>
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				
				<u>\$805.10</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	02/15/2022	02/15/2022	2,049.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	02/15/2022	02/15/2022	4,499.95
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	02/15/2022	02/15/2022	705.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals			<u>\$7,253.95</u>
Account 65100 - LIBRARY SUPPLIES				
18811 - YINGXIN DONG	ART EXHIBIT AT EPL PROFESSIONAL FEE	02/15/2022	02/15/2022	100.00
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$100.00</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	181.92
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	83.50
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	129.15
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	36.48
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	38.92
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	348.35
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	1,063.85
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	5.56
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	431.45
14379 - GREY HOUSE PUBLISHING, INC.	ADULT PRINT	02/15/2022	02/15/2022	436.85
14379 - GREY HOUSE PUBLISHING, INC.	ADULT BOOKS	02/15/2022	02/15/2022	728.50
276974 - OVER DRIVE, INC.	ADULT BOOKS	02/15/2022	02/15/2022	949.00
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	156.52
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	278.48
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	259.09
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	1,232.39
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	1,138.55
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	145.98
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	1,076.69
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	143.60
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	1,070.82
276974 - OVER DRIVE, INC.	ADULT EBOOKS	02/15/2022	02/15/2022	25.92
276974 - OVER DRIVE, INC.	EBOOKS	02/15/2022	02/15/2022	1,540.27
276974 - OVER DRIVE, INC.	EBOOKS	02/15/2022	02/15/2022	186.31
276974 - OVER DRIVE, INC.	EBOOKS	02/15/2022	02/15/2022	407.85
	Account 65630 - LIBRARY BOOKS Totals			<u>\$12,275.62</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	02/15/2022	02/15/2022	26.49
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals			<u>\$26.49</u>
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	02/15/2022	02/15/2022	23,062.20
104897 - SPRINT	MOBILE HOTSPOTS	02/15/2022	02/15/2022	4,973.00
	Account 62340 - IT COMPUTER SOFTWARE Totals			<u>\$28,035.20</u>
Account 65100 - LIBRARY SUPPLIES				
100736 - BRODART COMPANY	OFFICE SUPPLIES	02/15/2022	02/15/2022	15.71
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$15.71</u>
Business Unit 4820 - ACCESS SERVICES Totals				
				<u>\$28,050.91</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/15/2022	02/15/2022	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/15/2022	02/15/2022	108.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals			<u>\$216.10</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	02/15/2022	02/15/2022	180.30
	Account 64015 - NATURAL GAS Totals			<u>\$180.30</u>
Account 65100 - LIBRARY SUPPLIES				
18806 - DENNIS PAIGE	NATIVE ECO-GARDENING PROFESSIONAL SERVICES	02/15/2022	02/15/2022	125.00
206940 - ULINE	OFFICE SUPPLIES	02/15/2022	02/15/2022	205.77
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$330.77</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	02/15/2022	02/15/2022	123.85
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	108.17
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	133.06
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	146.48
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	102.11
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2022	02/15/2022	81.63
	Account 65630 - LIBRARY BOOKS Totals			<u>\$695.10</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
16975 - DASTON CORPORATION	GOOGLE CHROME MANAGEMENT ANNUAL	02/15/2022	02/15/2022	1,269.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	COMMUNICO CLOUD PLATFORM 12/31/21 TO 12/30/22	02/15/2022	02/15/2022	15,000.00
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL LICENSE AND SUPPORT RENEWAL	02/15/2022	02/15/2022	2,010.00
	Account 62340 - IT COMPUTER SOFTWARE Totals			<u>\$18,279.00</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	02/15/2022	02/15/2022	34.38
	Account 65630 - LIBRARY BOOKS Totals			<u>\$34.38</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				
				<u>\$18,313.38</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES FEB-APR	02/15/2022	02/15/2022	590.49
11360 - BIRCHARD CO.	STAINLESS STEEL BOOK RETURN CHUTE	02/15/2022	02/15/2022	15,196.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/15/2022	02/15/2022	356.25
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/15/2022	02/15/2022	453.60
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/15/2022	02/15/2022	453.60
101063 - CINTAS FIRST AID & SUPPLY	CARPET CLEANING	02/15/2022	02/15/2022	90.48
315451 - METRO DOOR AND DOCK, INC.	WEST UPPER DOOR REPAIR	02/15/2022	02/15/2022	380.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals			<u>\$17,520.42</u>

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 01.19.2022	02/15/2022	02/15/2022	102.66
10730 - MC SQUARED ENERGY	MC SQUARED 01.19.2022	02/15/2022	02/15/2022	8,577.48
	Account 64005 - ELECTRICITY Totals			<u>\$8,680.14</u>
	Invoice Transactions 2			
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES-NICOR DEC21	12/26/2021	02/15/2022	700.86
	Account 64015 - NATURAL GAS Totals			<u>\$700.86</u>
	Invoice Transactions 1			
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/15/2022	02/15/2022	338.27
	Account 65040 - JANITORIAL SUPPLIES Totals			<u>\$338.27</u>
	Invoice Transactions 1			
Account 65050 - BLDG MAINTENANCE MATERIAL				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	02/15/2022	02/15/2022	453.60
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	02/15/2022	02/15/2022	210.00
102137 - GRAINGER, INC., W.W.	BUILDING SUPPLIES	02/15/2022	02/15/2022	55.26
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SEMI-YEARLY SERVICE	02/15/2022	02/15/2022	10,255.56
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals			<u>\$10,974.42</u>
	Invoice Transactions 4			
	Business Unit 4840 - LIBRARY MAINTENANCE Totals			<u>\$38,214.11</u>
	Invoice Transactions 15			
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
18614 - ANEW COLLECTIVE CONSULTING LLC	LEADERSHIP TRAINING	02/15/2022	02/15/2022	2,000.00
17331 - FRIENDS OF ST PAUL LIBRARY DBA LIBRARY STRATEGIES	PROFESSIONAL SERVICES	02/15/2022	02/15/2022	500.00
18631 - INTERPRENET, LTD	TRANSLATION SERVICES	02/15/2022	02/15/2022	450.00
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	02/15/2022	02/15/2022	1,945.42
12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION SERVICES	02/15/2022	02/15/2022	1,196.33
16877 - PACIFIC COMMUNITY SOLUTIONS, INC.	COMMUNITY BUILDING AND ENGAGEMENT CAPACITY	12/30/2021	02/15/2022	3,300.00
18391 - STRONG & STARLIKE CONSULTING, INC.	PROJECT MANAGEMENT & COMMUNITY	12/30/2021	02/15/2022	5,732.73
18814 - THE INQUIRY COLLECTIVE	BLACK HISTORY SPEAKER	02/15/2022	02/15/2022	500.00
	Account 62185 - CONSULTING SERVICES Totals			<u>\$15,624.48</u>
	Invoice Transactions 8			
Account 62295 - TRAINING & TRAVEL				
101719 - EVANSTON CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL	02/15/2022	02/15/2022	250.00
108473 - EVANSTON COMMUNITY FOUNDATION	LEADERSHIP EVANSTON TUITION 2021-2022	02/15/2022	02/15/2022	1,600.00
297948 - Karen Danczak Lyons	PLA VIRTUAL CONFERENCE REGISTRATION	02/15/2022	02/15/2022	264.00
	Account 62295 - TRAINING & TRAVEL Totals			<u>\$2,114.00</u>
	Invoice Transactions 3			
Account 62360 - MEMBERSHIP DUES				
100255 - AMERICAN LIBRARY ASSOC.	ALA MEMBERSHIP RENEWAL	02/15/2022	02/15/2022	666.00
	Account 62360 - MEMBERSHIP DUES Totals			<u>\$666.00</u>
	Invoice Transactions 1			
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/15/2022	02/15/2022	45.19
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/15/2022	02/15/2022	9.38
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/15/2022	02/15/2022	3.39
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	02/15/2022	02/15/2022	342.16
	Account 65095 - OFFICE SUPPLIES Totals			<u>\$400.12</u>
	Invoice Transactions 4			
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals			<u>\$18,804.60</u>
	Invoice Transactions 16			
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
18669 - OLUWAPELUMI OMIDIJI	PROJECT GENERATION GRANT - PROFESSIONAL	02/15/2022	02/15/2022	400.00
18669 - OLUWAPELUMI OMIDIJI	D65 EVANSTEM	02/15/2022	02/15/2022	400.00
	Account 62185 - CONSULTING SERVICES Totals			<u>\$800.00</u>
	Invoice Transactions 2			
	Business Unit 4850 - LIBRARY GRANTS Totals			<u>\$800.00</u>
	Invoice Transactions 2			
	Department 48 - LIBRARY Totals			<u>\$126,066.43</u>
	Invoice Transactions 87			
	Fund 185 - LIBRARY FUND Totals			<u>\$126,066.43</u>
	Invoice Transactions 87			
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
102196 - GRUMMAN/BUTKUS ASSOCIATES	MECHANICAL ENGINEERING AHU SUPPLY FAN VFD	12/30/2021	02/15/2022	6,400.00
	Account 65515 - OTHER IMPROVEMENTS Totals			<u>\$6,400.00</u>
	Invoice Transactions 1			
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals			<u>\$6,400.00</u>
	Invoice Transactions 1			
	Department 48 - LIBRARY Totals			<u>\$6,400.00</u>
	Invoice Transactions 1			
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals			<u>\$6,400.00</u>
	Invoice Transactions 1			
* = Prior Fiscal Year Activity				\$132,466.43

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.15.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS DECEMBER, 2021	1,178.50
VARIOUS	BMO	PURCHASING CARD-DECEMBER , 2021	<u>10,596.54</u>
			<u>11,775.04</u>
		GRAND TOTAL	<u>144,241.47</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 03.01.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 03/01/22 - 03/01/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18611 - KENNEDY JOSEPH	MINECRAFT MANIA PROGRAM	03/01/2022	03/01/2022	700.00
14226 - LINCOLNWOOD PUBLIC LIBRARY DISTRICT	AUTHOR VISIT SHARED FEE 4/21	03/01/2022	03/01/2022	140.00
	Account 65100 - LIBRARY SUPPLIES Totals			<u>840.00</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	408.23
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	1,495.92
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	1,054.70
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	641.15
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	.74
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	131.82
	Account 65630 - LIBRARY BOOKS Totals			<u>\$3,732.46</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	03/01/2022	03/01/2022	51.98
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals			<u>\$51.98</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16465 - TUMBLEWEED PRESS, INC.	ADULT ONLINE RESOURCES	03/01/2022	03/01/2022	4,000.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals			<u>\$4,000.00</u>
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	OFFICE SUPPLIES	03/01/2022	03/01/2022	92.92
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$92.92</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	2,095.36
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	420.56
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	479.28
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	1,739.71
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	1,672.10
100474 - BAKER & TAYLOR	ADULT BOOKS	03/01/2022	03/01/2022	4,389.60
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	13.77
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	391.48
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	515.27
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	556.71
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	553.15
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	239.33
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	547.50
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	1,991.09
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	1,167.34
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/01/2022	03/01/2022	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/01/2022	03/01/2022	180.68
276974 - OVER DRIVE, INC.	EBOOKS	03/01/2022	03/01/2022	334.54
276974 - OVER DRIVE, INC.	EBOOKS	03/01/2022	03/01/2022	177.50
276974 - OVER DRIVE, INC.	EBOOKS	03/01/2022	03/01/2022	251.49
276974 - OVER DRIVE, INC.	EBOOKS	03/01/2022	03/01/2022	1,010.75
276974 - OVER DRIVE, INC.	EBOOKS	03/01/2022	03/01/2022	84.77
276974 - OVER DRIVE, INC.	EBOOKS	03/01/2022	03/01/2022	607.85
276974 - OVER DRIVE, INC.	ADULT E-BOOKS	03/01/2022	03/01/2022	347.74
276974 - OVER DRIVE, INC.	ADULT E-BOOKS	03/01/2022	03/01/2022	285.75
276974 - OVER DRIVE, INC.	ADULT E-BOOKS	03/01/2022	03/01/2022	41.39
276974 - OVER DRIVE, INC.	ADULT E-BOOKS	03/01/2022	03/01/2022	1,064.67
276974 - OVER DRIVE, INC.	ADULT E-BOOKS	03/01/2022	03/01/2022	386.59
	Account 65630 - LIBRARY BOOKS Totals			<u>\$21,612.44</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	19.74
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	108.96
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	24.04
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	635.25
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	77.73
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	78.96
103424 - MIDWEST TAPE	ADULT AV	03/01/2022	03/01/2022	419.73
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals			<u>\$1,364.41</u>
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
103876 - OCLC, INC.	IT COMPUTER SOFTWARE	03/01/2022	03/01/2022	343.35
104897 - SPRINT	MOBILE HOTSPOTS	03/01/2022	03/01/2022	3,823.50
	Account 62340 - IT COMPUTER SOFTWARE Totals			<u>\$4,166.85</u>
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	PROGRAM SUPPLIES	03/01/2022	03/01/2022	70.02
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$70.02</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/01/2022	03/01/2022	108.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/01/2022	03/01/2022	108.05
	Account 62225 - BLDG MAINTENANCE SERVICES Totals			<u>\$216.10</u>
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	03/01/2022	03/01/2022	87.64
101406 - DEMCO, INC.	OFFICE SUPPLIES	03/01/2022	03/01/2022	50.73
103883 - OFFICE DEPOT	BLACK HISTORY PROGRAM SUPPLIES	03/01/2022	03/01/2022	204.20
206940 - ULINE	PAPER BAG SUPPLIES	03/01/2022	03/01/2022	74.11
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$416.68</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	67.22
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	114.12
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	17.51
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	58.46
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	32.76
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2022	03/01/2022	895.91
	Account 65630 - LIBRARY BOOKS Totals			<u>\$1,085.98</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
308112 - SENSOURCE INC.	ANNUAL DATA HOSTING SERVICE FEE	03/01/2022	03/01/2022	1,500.00
	Account 62340 - IT COMPUTER SOFTWARE Totals			<u>\$1,500.00</u>
Account 65100 - LIBRARY SUPPLIES				
18836 - MORGAN PATTEN	PROGRAM SUPPLIES REIMBURSEMENT	03/01/2022	03/01/2022	33.50
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	03/01/2022	03/01/2022	44.49
	Account 65100 - LIBRARY SUPPLIES Totals			<u>\$77.99</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	03/01/2022	03/01/2022	10.16
100474 - BAKER & TAYLOR	YA PRINT	03/01/2022	03/01/2022	22.95
100474 - BAKER & TAYLOR	YA & JUV AV	03/01/2022	03/01/2022	249.46
	Account 65630 - LIBRARY BOOKS Totals			<u>\$282.57</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			<u>\$1,860.56</u>
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM QUARTERLY BILLING	03/01/2022	03/01/2022	533.04
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/01/2022	03/01/2022	502.27
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/01/2022	03/01/2022	356.25
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/01/2022	03/01/2022	453.60
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/01/2022	03/01/2022	453.60
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/01/2022	03/01/2022	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/01/2022	03/01/2022	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/01/2022	03/01/2022	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	03/01/2022	03/01/2022	10,520.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals			<u>\$13,318.76</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES-NICOR JAN22	03/01/2022	03/01/2022	864.90
	Account 64015 - NATURAL GAS Totals			<u>\$864.90</u>
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/01/2022	03/01/2022	60.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/01/2022	03/01/2022	694.11
	Account 65040 - JANITORIAL SUPPLIES Totals			<u>\$754.11</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
	Business Unit 4840 - LIBRARY MAINTENANCE Totals			<u>\$14,937.77</u>

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 03.01.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 03/01/22 - 03/01/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
101023 - CHICAGO TRIBUNE	NEWSPAPER ADVERTISING ACCT#CU00500961	03/01/2022	03/01/2022	267.00
105604 - WISS, JANNEY, ELSTNER ASSOCIATES INC.	PROFESSIONAL SERVICES	03/01/2022	03/01/2022	5,000.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$5,267.00
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	4772	03/01/2022	03/01/2022	190.00
	Account 62210 - PRINTING Totals		Invoice Transactions 1	\$190.00
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED FEB 2022	03/01/2022	03/01/2022	105.00
10730 - MC SQUARED ENERGY	UTILITIES: MC SQUARED FEB 2022	03/01/2022	03/01/2022	8,573.00
	Account 64005 - ELECTRICITY Totals		Invoice Transactions 2	\$8,678.00
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	03/01/2022	03/01/2022	130.99
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	03/01/2022	03/01/2022	49.85
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 2	\$180.84
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				
			Invoice Transactions 7	\$14,315.84
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
18669 - OLUWAPELUMI OMIJUI	D65 EVANSTEM	03/01/2022	03/01/2022	400.00
18669 - OLUWAPELUMI OMIJUI	D65 EVANSTEM	03/01/2022	03/01/2022	400.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$800.00
Account 65100 - LIBRARY SUPPLIES				
132303 - CARMEN FRANCELLNO	AGE OPTIONS GRANT PROGRAM SUPPLIES	03/01/2022	03/01/2022	39.98
132303 - CARMEN FRANCELLNO	AGE OPTIONS GRANT PROGRAM SUPPLIES	03/01/2022	03/01/2022	26.92
132303 - CARMEN FRANCELLNO	AGE OPTIONS GRANT PROGRAM SUPPLIES	03/01/2022	03/01/2022	57.06
206940 - ULINE	PROJECT NEXT GENERATION SUPPLIES	03/01/2022	03/01/2022	551.90
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$675.86
Business Unit 4850 - LIBRARY GRANTS Totals				
			Invoice Transactions 6	\$1,475.86
Department 48 - LIBRARY Totals				
			Invoice Transactions 92	\$70,249.87
Fund 185 - LIBRARY FUND Totals				
			Invoice Transactions 92	\$70,249.87
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
100936 - CENTRAL LAKES CONSTRUCTION CO. INC.	EPL ALL GENDER RESTROOM CONSTRUCTION	* 03/01/2022	03/01/2022	13,213.00
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 1	\$13,213.00
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals				
			Invoice Transactions 1	\$13,213.00
Department 48 - LIBRARY Totals				
			Invoice Transactions 1	\$13,213.00
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals				
			Invoice Transactions 1	\$13,213.00
* = Prior Fiscal Year Activity				
			Invoice Transactions 93	\$83,462.87

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.15.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-JANUARY, 2022	9,171.20
VARIOUS	TWIN EAGLE	NATURAL GAS JANUARY, 2022	<u>1,767.75</u>
			<u>10,938.95</u>
		GRAND TOTAL	<u>94,401.82</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

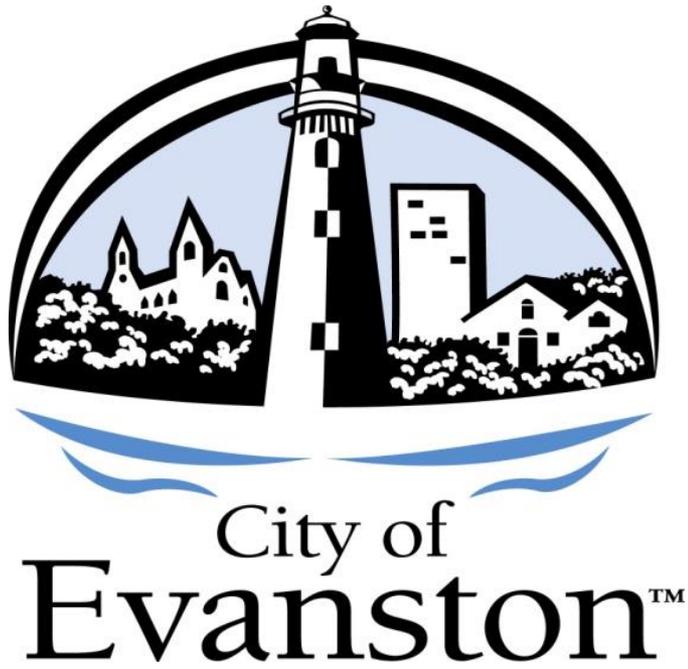
Approved by _____ Date _____
Library Board Treasurer

BMO Credit Card Statement for the Period ending January 26, 2022

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT	BUSINESS UNIT	PROJECT NUMBER	Account Holder Last Name	Account Holder First Name
ADMIN SVCS/INFO SYS	IDU INSIGHT PUBLIC SEC	AZ	85283	\$ 3,204.11	12/27/2021	65100 LIBRARY SUPPLIES	46443 EPL LOGITECH ZOOM ROOM VC EQUIPMENT	185.48.4850	-	Milano	Jim
LIBRARY	PAYPAL DROPOBOX	CA	94107	\$ 11.99	12/27/2021	62341 INTERNET SOLUTION PROVIDERS	ONLINE PHOTO STORAGE SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00009274	IL	60202	\$ 4.07	12/28/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR WINTER BREAK PROGRAM.	185.48.4835	-	Madison	Elacsha
LIBRARY	WAL-MART #1998	IL	60076	\$ (99.88)	12/29/2021	65100 LIBRARY SUPPLIES	REFUND	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 62.40	12/31/2021	65095 OFFICE SUPPLIES	LEA WILL REIMBURSEMENT THE LIBRARY	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	1/3/2022	65100 LIBRARY SUPPLIES	WEB HOST MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 48.99	1/3/2022	65050 BUILDING MAINTENANCE MATERIAL	SOLDER GUN AND SOLDER	185.48.4840	-	Galvin	Todd
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 18.00	1/4/2022	62341 INTERNET SOLUTION PROVIDERS	EPL.ORG GOOGLE ACCOUNT SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL LAKESHORE	CA	90895	\$ 17.91	1/5/2022	65100 LIBRARY SUPPLIES	MLK PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL BULK OFFICE	NY	11557	\$ 137.66	1/5/2022	65095 OFFICE SUPPLIES	N95 FACE MASK FOR STAFF	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 202.64	1/6/2022	65100 LIBRARY SUPPLIES	TECH DESK HEADPHONES BULK ORDER	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PURE ELECTRIC	IL	60645	\$ 390.00	1/6/2022	65050 BUILDING MAINTENANCE MATERIAL	4 CASES OF PL13 COMPACT FLUORESCENT BULBS	185.48.4840	-	Galvin	Todd
LIBRARY	DISPLAYS2GO	MA	02720	\$ 103.85	1/6/2022	65095 OFFICE SUPPLIES	WINDER/WALL SIGN HOLDER BULK ORDER	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL PETCO	NJ	08512	\$ 23.34	1/7/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - YOUNG ARTIST BOOK CLUB	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US 6L7SV8YG3	WA	98109	\$ 33.92	1/7/2022	65630 LIBRARY BOOKS	YA BOOK	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 17.91	1/10/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - YOUNG SCIENTISTS BOOK CLUB	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 75.10	1/10/2022	65100 LIBRARY SUPPLIES	PRORAM MATERIAL FOR MARTIN LUTHER KING	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US BT0JEO83	WA	98109	\$ 167.15	1/10/2022	65630 LIBRARY BOOKS	CHILDREN'S BOOK	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US OM15R8XA3	WA	98109	\$ 207.92	1/10/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ (19.88)	1/10/2022	65100 LIBRARY SUPPLIES	REFUND CREDIT GAMING CONTROL	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ (19.88)	1/10/2022	65100 LIBRARY SUPPLIES	REFUND CREDIT GAMING CONTROL	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ (39.76)	1/10/2022	65100 LIBRARY SUPPLIES	REFUND CREDIT MARIO GAMING	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ (49.94)	1/10/2022	65100 LIBRARY SUPPLIES	RETURN CREDIT GAMING CONTROLLER	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	DNH GODADDY.COM	AZ	85284	\$ 107.88	1/10/2022	62340 IS SUPPORT FEES	ONLINE SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 90.60	1/10/2022	62340 IS SUPPORT FEES	PAYFLOW SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL OFFICEDEPOT	PA	17241	\$ 93.66	1/11/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES MARTIN LUTHER KING	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US MD1QU1Z53	WA	98109	\$ 22.84	1/11/2022	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 32.99	1/11/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES OFFICE SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE LIBRARY STORE INC.	IL	61568	\$ 66.81	1/14/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - MARTIN LUTHER KING	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ (29.10)	1/14/2022	65100 LIBRARY SUPPLIES	REFUND PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	THE LIBRARY STORE INC.	IL	61568	\$ (4.23)	1/17/2022	65100 LIBRARY SUPPLIES	REFUND - TAX CREDIT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 62.81	1/17/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - VALENTINE'S SEWING KIT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 5.76	1/17/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - VALENTINE'S SWING KIT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ (409.80)	1/17/2022	65100 LIBRARY SUPPLIES	REFUND CREDIT GAMING EQUIPMENT	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	DOLLAR TREE	IL	60803	\$ 63.75	1/17/2022	65100 LIBRARY SUPPLIES	BLACK HISTORY MONTH CINEMA PROGRAM SUPPLIES FOR THE ENTIRE LIBRARY.	185.48.4835	-	Madison	Elacsha
LIBRARY	GUITAR CENTER #337	IL	60035	\$ 124.99	1/17/2022	65050 BUILDING MAINTENANCE MATERIAL	3 YEAR EXTENDED WARRANTY ON WIRELESS MICROPHONE SYSTEM	185.48.4840	-	Galvin	Todd
LIBRARY	GUITAR CENTER #337	IL	60035	\$ 329.98	1/17/2022	65050 BUILDING MAINTENANCE MATERIAL	SHURE SM58 WIRELESS MICROPHONE SYSTEM	185.48.4840	-	Galvin	Todd
LIBRARY	AMZN MKTP US Y017E3VH3	WA	98109	\$ 398.96	1/17/2022	65095 OFFICE SUPPLIES	BULK ORDER N95 MASK FOR STAFF	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL DIGIKEYCORP	MN	56701	\$ 76.98	1/17/2022	65100 LIBRARY SUPPLIES	PROJECT GENERATION GRANT PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	BEST BUY 00003137	IL	60202	\$ 92.98	1/18/2022	65100 LIBRARY SUPPLIES	GAMING SUPPLIES FOR THE LOFT	185.48.4835	-	Madison	Elacsha
LIBRARY	WPY ILLINOIS PUBLIC EM	IL	60018	\$ 657.00	1/18/2022	62295 TRAINING & TRAVEL	TRAINING IPELRA SUPERVISOR TRAINING T LONGO G MANCERA	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	EB HOW TO BUILD DIVER	CA	94105	\$ 474.48	1/18/2022	62295 TRAINING & TRAVEL	WEBINAR HOW TO BUILD DIVERSE COLLECTION - L NEAL	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DISPLAYS2GO	MA	02720	\$ 422.37	1/19/2022	65095 OFFICE SUPPLIES	OUTDOOR OVERSIZE SIGN HOLDER FOR CURBSIDE PICKUP	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 60.29	1/20/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES OFFICE SUPPLIES	185.48.4835	-	Madison	Elacsha
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 231.60	1/20/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES/ PRIZES	185.48.4835	-	Madison	Elacsha
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 371.25	1/20/2022	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION PROGRAM SUPPLIES	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM AA	AR	72716	\$ 29.99	1/20/2022	65100 LIBRARY SUPPLIES	TV MOUNT VIRTUAL MEETINGS AND HYBRID PROGRAMS	185.48.4850	-	Hernandez-Solis	Lea
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 116.85	1/21/2022	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET CONNECTION	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART COM	CA	94066	\$ 16.52	1/21/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART COM	CA	94066	\$ 94.19	1/21/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART COM	CA	94066	\$ 241.88	1/21/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL DOLLARTREE	VA	23320	\$ 123.25	1/21/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - BLACK HISTORY MONTH	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL DOLLARTREE	VA	23320	\$ 126.14	1/21/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - BLACK HISTORY MONTH	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMZN MKTP US G14L12XF3	WA	98109	\$ 34.33	1/21/2022	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES - COMPUTER SCREEN PROTECTOR	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	UPS 1ZRE07130395283235	GA	30328	\$ 13.21	1/24/2022	65100 LIBRARY SUPPLIES	RETURN ITEM SHIPPING	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	DOLLARTREE	IL	60076	\$ 12.50	1/24/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES	185.48.4805	-	Neumeier	Renee
LIBRARY	CHICAGO TRIBUNE SUBS	TX	60611	\$ 25.87	1/24/2022	65635 PERIODICALS	EVANSTON REVIEW PRINT SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	NYTIMES	NY	10018	\$ 40.00	1/24/2022	65635 PERIODICALS	MAIN NEWSPAPER PRINT SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL FT.COM	CA	95131	\$ 50.00	1/24/2022	65635 PERIODICALS	NEWSPAPER PRINT SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL NY TIMES NYTIM	NY	10018	\$ 2.00	1/24/2022	65635 PERIODICALS	NEWSPAPER PRINT SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL NY TIMES NYTIM	NY	10018	\$ 4.00	1/24/2022	65635 PERIODICALS	NEWSPAPER PRINT SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART COM	CA	94066	\$ (57.87)	1/24/2022	65100 LIBRARY SUPPLIES	CREDIT - CANCELLED ITEM	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYPAL WALMART COM	CA	94066	\$ (57.87)	1/24/2022	65100 LIBRARY SUPPLIES	CREDIT CANCELLED ITEM	185.48.4825	-	Hernandez-Solis	Lea

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
ADMIN SVCS/INFO SYS	LIBERATED SYNDICATION	PA	15213	\$ 15.00	12/2/2021	62340 IS SUPPORT FEES	EPL LIBSYN MONTHLY CHARGE
ADMIN SVCS/INFO SYS	B&H PHOTO 800-606-8969	NY	10001	\$ 2,512.67	12/24/2021	65555 PERSONAL COMPUTER EQ	46709 OWL VIDEO CONFERENCE SYSTEM, RAILS GRANT DAVE JORDAN
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 40.58	11/26/2021	65050 BUILDING MAINTENANCE MATERIAL	HANDSOAP FOR FAMILY LOUNGE, AA BATTERIES
LIBRARY	BESTBUYCOM806531433663	MN	55423	\$ 330.74	11/26/2021	65100 LIBRARY SUPPLIES	NINTENDOSWITCH AND ACCESSORIES. RECEIPT WAS BROKEN INTO MULTIPLE TRANSACTIONS ON BEST BUY WEBSITE.
LIBRARY	BESTBUYCOM806531433663	MN	55423	\$ 31.85	11/29/2021	65100 LIBRARY SUPPLIES	NINTENDOSWITCH AND ACCESSORIES. RECEIPT WAS BROKEN INTO MULTIPLE TRANSACTIONS ON BEST BUY WEBSITE.
LIBRARY	BESTBUYCOM806531433663	MN	55423	\$ 36.11	11/29/2021	65100 LIBRARY SUPPLIES	NINTENDOSWITCH AND ACCESSORIES. RECEIPT WAS BROKEN INTO MULTIPLE TRANSACTIONS ON BEST BUY WEBSITE.
LIBRARY	BESTBUYCOM806531433663	MN	55423	\$ 74.35	11/29/2021	65100 LIBRARY SUPPLIES	NINTENDOSWITCH AND ACCESSORIES. RECEIPT WAS BROKEN INTO MULTIPLE TRANSACTIONS ON BEST BUY WEBSITE.
LIBRARY	BESTBUYCOM806531433663	MN	55423	\$ 152.96	11/29/2021	65100 LIBRARY SUPPLIES	NINTENDOSWITCH AND ACCESSORIES. RECEIPT WAS BROKEN INTO MULTIPLE TRANSACTIONS ON BEST BUY WEBSITE.
LIBRARY	BESTBUYCOM806531433663	MN	55423	\$ 58.43	11/29/2021	65100 LIBRARY SUPPLIES	NINTENDOSWITCH AND ACCESSORIES. RECEIPT WAS BROKEN INTO MULTIPLE TRANSACTIONS ON BEST BUY WEBSITE.
LIBRARY	CRICUT	UT	84095	\$ 646.48	11/29/2021	65100 LIBRARY SUPPLIES	PROGRAM MATERIALS AND SUPPLIES FOR TEEN LOFT AND BOOKMOBILE.
LIBRARY	BEST BUY 00003137	IL	60202	\$ (143.31)	11/30/2021	65100 LIBRARY SUPPLIES	BEST BUY REFUND PS5 GAMES
LIBRARY	WALMART.COM AA	AR	72716	\$ 306.14	11/30/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 4.52	11/30/2021	65100 LIBRARY SUPPLIES	RC WINTER PROGRAM ACTIVITIES SUPPLIES
LIBRARY	WALMART.COM AS	AR	72716	\$ 10.00	12/1/2021	62315 POSTAGE	DELIVERY TIP
LIBRARY	CHIPOTLE 0087	IL	60201	\$ 75.00	12/1/2021	65025 FOOD	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	POTBELLY #5	IL	60201	\$ 45.00	12/1/2021	65025 FOOD	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	STARBUCKS STORE 00243	IL	60201	\$ 105.00	12/1/2021	65025 FOOD	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	TARGET 00032839	IL	60201	\$ 345.00	12/1/2021	65025 FOOD	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	TRADER JOES #702 QPS	IL	60202	\$ 120.00	12/1/2021	65025 FOOD	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	PAYPAL LAKESHORE	CA	90895	\$ 73.30	12/1/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 120.00	12/1/2021	65125 OTHER COMMODITIES	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	GOOGLE GSUITE EPL_ORG	CA	94043	\$ 13.40	12/2/2021	62340 IS SUPPORT FEES	EPL_ORG MONTHLY SUBSCRIPTION
LIBRARY	PAYPAL SWEETWATER	IN	46818	\$ 5.50	12/2/2021	65100 LIBRARY SUPPLIES	LIBRARY OF THINGS SUPPLIES
LIBRARY	PAYPAL LAKESHORE	CA	90895	\$ 73.30	12/2/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	PAYPAL FACTORYDIRE	OH	45458	\$ 198.12	12/2/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 29.98	12/2/2021	65100 LIBRARY SUPPLIES	RC WINTER PROGRAM ACTIVITIES SUPPLIES
LIBRARY	PAYPAL YAYACREATIO	CA	91746	\$ 247.56	12/2/2021	65100 LIBRARY SUPPLIES	RC WINTER PRORAM ACTIVITIES SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 75.48	12/2/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES BOARD GAMES AND SUPPLIES.
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	12/3/2021	62340 IS SUPPORT FEES	INTERNET SOLUTION SUBSCRIPTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 8.62	12/3/2021	65050 BUILDING MAINTENANCE MATERIAL	ONE SPACKEL VINYL 1/2 PT ACE AND ONE PUTTY KNIFE POLYSTRN 3PK
LIBRARY	WALMART.COM AA	AR	72716	\$ 153.74	12/3/2021	65100 LIBRARY SUPPLIES	RC WINTER PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 23.14	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES BOARD GAMES
LIBRARY	TARGET.COM	MN	55445	\$ 4.77	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES BOARD GAMES AND SUPPLIES.
LIBRARY	TARGET.COM	MN	55445	\$ 5.30	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES BOARD GAMES AND SUPPLIES.
LIBRARY	AMZN MKTP US 6S9B38FA3	WA	98109	\$ 42.93	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	DOLLAR TREE	IL	60645	\$ 26.07	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FAMILY FOCUS
LIBRARY	TARGET 00032839	IL	60201	\$ 149.99	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES/ PRIZES
LIBRARY	TARGET 00032839	IL	60201	\$ 145.00	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES/ PRIZES FOR PROGRAM.
LIBRARY	DOLLARTREE	IL	60202	\$ 25.00	12/3/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAMMING SUPPLIES FAMILY FOCUS
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 171.95	12/6/2021	65050 BUILDING MAINTENANCE MATERIAL	SPRAY PAINT, FLUID FILM, ODOR BAN, SHOP VAC FILTERS AND NOZZLES
LIBRARY	MARSHALLS 847	IL	60660	\$ 7.99	12/6/2021	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES/ PLANNER
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 56.16	12/6/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60076	\$ 18.00	12/6/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES PROGRAM SUPPLIES
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 37.98	12/6/2021	65100 LIBRARY SUPPLIES	RC WINTER CRAFT KITS PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 163.86	12/6/2021	65100 LIBRARY SUPPLIES	RC WINTER PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 15.27	12/6/2021	65100 LIBRARY SUPPLIES	RC WINTER PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 59.86	12/6/2021	65100 LIBRARY SUPPLIES	RC WINTER PROGRAM SUPPLIES
LIBRARY	CRICUT	UT	84095	\$ (38.03)	12/6/2021	65100 LIBRARY SUPPLIES	TAX REFUND ON CRICUT PURCHASE
LIBRARY	DOLLAR TREE	IL	60445	\$ 16.00	12/6/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR FAMILY FOCUS PROGRAM.
LIBRARY	MRTSHIRTOLLARPLUS	IL	60426	\$ 58.85	12/6/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR NSBE JR. AT FAMILY FOCUS T-SHIRT PROJECT.
LIBRARY	PAYPAL JOANN	OH	44236	\$ 144.36	12/7/2021	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 765US9G13	WA	98109	\$ 38.99	12/7/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	BEST BUY 00003137	IL	60202	\$ 294.96	12/8/2021	65100 LIBRARY SUPPLIES	RC GAMING CONTROLLER PROGRAM ACTIVITIES
LIBRARY	PAYPAL JOANN	OH	44236	\$ 7.43	12/8/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US VT25N6F53	WA	98109	\$ 9.00	12/9/2021	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 48.22	12/9/2021	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	POTBELLY #5	IL	60201	\$ 75.00	12/10/2021	65025 FOOD	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	PAYPAL JOANN	OH	44236	\$ 79.68	12/10/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES WINTER PROGRAM SUPPLIES
LIBRARY	CHIPOTLE 0087	IL	60201	\$ 30.00	12/10/2021	65125 OTHER COMMODITIES	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	STARBUCKS STORE 00243	IL	60201	\$ 60.00	12/10/2021	65125 OTHER COMMODITIES	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	TARGET 00032839	IL	60201	\$ 90.00	12/10/2021	65125 OTHER COMMODITIES	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	TRADER JOES #702 QPS	IL	60202	\$ 15.00	12/10/2021	65125 OTHER COMMODITIES	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 30.00	12/10/2021	65125 OTHER COMMODITIES	LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	GUITAR CENTER #337	IL	60035	\$ 219.99	12/13/2021	65050 BUILDING MAINTENANCE MATERIAL	YAMAHA 12 CHANNEL MIXER FOR COMMUNITY ROOM AV MICS
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 15.43	12/13/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES PROGRAM SUPPLIES
LIBRARY	PAYPAL BEDBATHBEY	NJ	07083	\$ 29.63	12/13/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES PROGRAM SUPPLIES
LIBRARY	SAMSClub.COM	AR	72712	\$ 13.95	12/13/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 20.35	12/13/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES PROGRAM SUPPLIES
LIBRARY	PAYPAL JOANN	OH	44236	\$ 26.22	12/13/2021	65100 LIBRARY SUPPLIES	TEEN WINTER PROGRAM SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	VALLI PRODUCE	IL	60202	\$ 30.00	12/13/2021	65125 OTHER COMMODITIES	TWO GIFTCARDS - LIBRARY EMPLOYEE RECOGNITION AND SERVICE AWARDS
LIBRARY	GUIARCENTER.COM CALL	UT	91362	\$ 359.99	12/14/2021	65050 BUILDING MAINTENANCE MATERIAL	SHURE WIRELESS HANDHELD MIC SYSTEM
LIBRARY	TARGET.COM	MN	55445	\$ 27.58	12/14/2021	65100 LIBRARY SUPPLIES	CHINESE NEW YEAR PROGRAM SUPPLIES
LIBRARY	PAYPAL JOANN	OH	44236	\$ 37.16	12/14/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	BESTBUY.COM806531433663	MN	55423	\$ (51.55)	12/14/2021	65100 LIBRARY SUPPLIES	TAX REFUND ON BEST BUY PURCHASE.
LIBRARY	GUIARCENTER.COM CALL	UT	91362	\$ 359.99	12/15/2021	65050 BUILDING MAINTENANCE MATERIAL	SHURE WIRELESS HANDHELD MICROPHONE SYSTEM
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 12.44	12/16/2021	65040 JANITORIAL SUPPLIES	ONE 1 1/2 INCH PUTTY KNIFE 2 PK, ONE SANDSPONGE FINE BLK ACE,ONE SPIDER
LIBRARY	GRAINGER	IL	60045-5202	\$ 359.76	12/16/2021	65050 BUILDING MAINTENANCE MATERIAL	INSECT TRAP 4PK
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	DEVICE FOR THE COMMUNITY MEETING SOUND SYSTEM
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	TARGET.COM	MN	55445	\$ 25.00	12/16/2021	65095 OFFICE SUPPLIES	COMMUNITY LISTENING STIPEND
LIBRARY	PAYPAL JOANN	OH	44236	\$ 23.48	12/16/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 22.60	12/16/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 56.09	12/16/2021	65100 LIBRARY SUPPLIES	RC WINTER ACTIVITIES SUPPLIES
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 58.83	12/16/2021	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAMS
LIBRARY	PAYPAL 3CMA	DC	20041	\$ 99.00	12/20/2021	62185 CONSULTING SERVICES	JOB POSTING SITE
LIBRARY	HOMELESS TRAINING	IL	60506	\$ 719.00	12/20/2021	62295 TRAINING & TRAVEL	YEARLY SUBSCRIPTION TO ONLINE TRAINING
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 113.35	12/21/2021	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET FOR ALARM
	TOTAL LIBRARY DECEMBER 2021			\$ 10,596.54			



ILLINOIS OPEN MEETINGS ACT TRAINING

Alexandra B. Ruggie
Assistant City Attorney

OVERVIEW OF OMA

- Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*
- Purpose: Designed to ensure that the actions of public bodies are conducted in the open, through public meetings, and the public can observe deliberations behind actions taken.
- Basic Requirements: Meetings of public bodies must be:
 - a) Open to the public except in specific and limited situations; and
 - b) Provide advance notice of the time, place and subject matter of meetings.

PUBLIC BODIES COVERED BY OMA

- “Public Bodies” include all legislative, executive, administrative, or advisory bodies of:
 - The State of Illinois
 - Counties, townships, cities, villages or incorporated towns
 - School districts
 - All municipal corporations
- “Public Bodies” also encompass all committees, subcommittees and other subsidiary bodies of public bodies.

PUBLIC MEETING

- The OMA defines a “meeting” as: (1) having a gathering; (2) of a majority of a quorum; (3) to discuss public business.
- Example #1: 7 member board
 - Quorum of a board of 7 is 4 members
 - Majority of the quorum is 3 members
- Example #2: 5 member board – P.A. 95-245 amended OMA to state that 5 member board has a “meeting” only with a full quorum (3), not just a majority of the quorum
- Board packet – Do not need to disseminate or provide public with copies of board packet.

NOTICE OF A MEETING

- Regular Meeting Schedule: At the beginning of each year, the schedule for regular meetings that year, including the dates, times and locations of the meetings must be made available to the public.
- Posting agenda for the regular or special meetings: must be posted in the principal office of public body AND on City's website at least 48 hours in advance of the meeting.
- If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions.

MEETING AGENDA

- Agenda: List of items to be acted on or discussed.
- Amendments to Agenda: Cannot be changed by the public body less than 48 hours before the meeting.
- FAQ: Can a public body take action on items not on the agenda?
 - Answer: No. Public bodies may discuss items not on the agenda for a regular meeting, but the public body cannot take action with regard to items or topic.
 - Note for Special Meetings: Public bodies cannot even discuss items not on the agenda.

LOGISTICS

- Time and Location: Public bodies must hold a meeting at a specific time and place that is convenient and open to the public.
 - Application: No meetings in a board member's home.
 - Holiday: Unless the regularly scheduled meeting falls on the holiday, cannot hold a meeting on a holiday
- Recordings: Any person can record a meeting by tape, film, or other means.

LOGISTICS

- Minutes: Public bodies are required to take minutes and they must include:
 - Date, time and place of the meeting;
 - List of members present or absent;
 - Summary of discussion of all matters proposed, deliberated, or decided; and
 - Record of any votes taken.
- Posting: Post minutes on website within 7 days after approval and make them available for inspection.

MEMBER DELIBERATIONS

- Informal gatherings: May constitute a “meeting” if a majority of a quorum are present at any gathering and discussions veer to business of the public body.
- E-mail:
 - E-mail correspondence or chat room discussions on issues deliberative in nature by board members, with the intent to formulate policy outside of the public view is a violation of the OMA.
 - Pre-deliberative discussion, i.e., conversation where no decision is finalized but discussion is had regarding components to an issue or a decision, is subject to OMA.

CLOSED SESSIONS

- OMA provides that a public body can close a meeting to the public only when specific topics are to be considered (Section 2(C) of OMA includes full list) and the public body cannot take any final actions in closed session.
- How to move to close session: The public body must first meet in a properly noticed open meeting, then vote to close the meeting by a majority vote of a quorum present and a verbatim record must be made in the form of an audio or video recording.
- Examples: (29 exceptions authorizing the closed session, Sec. 2(c))
 - Appointment, employment, compensation, discipline, performance or dismissal of a specific employee;
 - Purchase or lease of real property or to set the sale/lease price of City property; or
 - Pending or probable litigation against, affecting or on behalf of the public body.

ATTENDANCE AT MEETINGS

- Once the threshold level to establish a quorum has been met, a majority of the public body may allow one (or more) of its members to attend a meeting via video or audio conference *if*:
 - (a) the board member cannot physically attend due to a reason listed in the statute; AND
 - (b) the Rules of the board provide for remote attendance.
- Section 7(a) of the Act states that a member may attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency.
 - Reasons for non-attendance such as a vacation do not qualify.
 - These rules changed during the COVID-19 Pandemic. Meetings may now be conducted remotely during a disaster declaration from the Governor. Once the disaster declaration is rescinded the prior requirements will be back in place.

REMOTE/ HYBRID MEETINGS DURING A DISASTER DECLARATION

1. All members “shall be verified and can hear one another and can hear all discussion and testimony”
2. All votes must be roll call votes
3. There must be a verbatim record of the meeting must be able to hear and to speak.

PUBLIC ACCESS COUNSELOR

- Request for Review: If a member of the public believes that a public body has violated the OMA, the member can file a request for review of the allegations with the Public Access Counselor of the AG's Office within 60 days of alleged violation(s).
- PAC Role: If the PAC determines that further action is warranted, the City must respond to the allegations within 7 days, and then the PAC may:
 - Decide that no further review is necessary;
 - Mediate and work to resolve the dispute; or
 - Issue an opinion resolving the matter.
- Penalties: Potential exposure is criminal penalties if violations are prosecuted by the State's Attorney and/or civil penalties by a court of law.

ROBERT'S RULE OF ORDER

- Robert's Rules of Order ("RR") govern public body meetings as a default. Any applicable City Code language governs the meetings first, then any adopted rules of the respective board/commission, and finally RR as a last resort.
- Role of the Chair: Chair is charged with running an orderly meeting and following the applicable rules.

QUESTIONS ON OMA

- Questions?
- Open Meetings Act Training Course:
<http://foia.ilattorneygeneral.net/>
 - Provide copy of training course Certificate of Completion to Stephanie Mendoza, City Clerk.
(smendoza@cityofevanston.org)
 - Required for all elected or appointed members of a board or commission.
- Please contact me at:
 - Direct dial: 847-448-8154
 - E-mail address: aruggie@cityofevanston.org



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
Tuesday, February 8, 2022

Members Present: Terry Soto, Esther Wallen, Michelle Judon, Joyce Miller-Bean, Linnea Latimer, Amanda Richardson, Betsy Bird, Kellee Fleming, Karen Danczak Lyons

Updates

- Betsy Bird shared 3 videos and received comments and suggestions from RETF. Updated versions which incorporate RETF's feedback will be shared at the April meeting. The videos will be submitted to the funder per grant requirements.
- EPL continues to seek volunteers for the first 501(c)3 leadership committee. Volunteers will be representative of Evanston's population and could include teen representatives.
- Exploration of options for the co-location of the 5th ward branch continues.
- RETF discussed the definition of volunteer work, the way in which residents are invited to volunteer, expectations for volunteer work, how volunteers are valued and a request from the Collection Advisory Task Force volunteers for payment. Discussions will continue at future meetings.

Library Director's Report March 16, 2022

Updates:

- ILA Legislative Breakfast - Evanston Public Library's Robert Crown branch, our service to Spanish speaking residents and research support for Reparations applicants were highlighted. Thank you to all who attended.
- Vaccination and mask wearing - following the directives of the Health Department, effective 2/28, proof of vaccination is no longer required at the Library and masks are encouraged but not required.
- Training and preparation for data collection - with the continued support and guidance of the Racial Equity Task Force, staff have attended in-person training and virtual discussions in preparation for the launch of our data collection initiative.
- Class and compensation study- the City has hired a consultant to study the classification of staff and the compensation plan. The Library will participate in this effort. The results will inform our 2023 budget.
- Conversations continue among Library staff and with the Racial Equity Task Force to clarify how volunteer opportunities and responsibilities are described, the process for volunteer onboarding and how appreciation for volunteer contributions is expressed.

Data Dashboard

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

Staff reports:

- **Liaison to Evanston Nursery and Pre-K schools [Laura Antolin]**
 - Book Bag deliveries continue at 5 Preschool and Daycare Centers (Baby Toddler Nursery-IWSE, Teen Baby Nursery-IWSE, Toddler Town, KinderCare, YMCA HeadStart at Family Focus)) and at 13 Home Daycares for a total of 26 bags monthly. Two volunteers continue to help with delivery to 12 Daycare Homes.
 - ABC Boosters:
 - Grant funded for D65 site coordinators; conversations had with YJC and COE re: hiring teens; contacted sites; meeting w/Stacy Beardsley to talk about releasing funds.

- 2021-2022 school year Programming:
We are still considering in-person STEAM sessions at The Family Center on a month to month basis depending on Covid numbers.
 - The Family Center (at JEH)
 - In-person programming:
STEAM Club increased to 3 toddler classrooms: February 16, 2022, March 16, 2022, April 20, 2022
 - Early Childhood preschool at JEH
 - Virtual STEAM Club w/Ms. Laura Attendance = 15 kids; 13 adults
 - February 16, 2022, Attendance = 9 kids; 8 adults
 - March 16, 2022, April 20, 2022.
 - Virtual PACT w/Ms. Laura
 - February 17, 2022 canceled
 - March 17, 2022, April 21, 2022.

- LENA Start Grant w/The Family Center:
We are continuing to work on refining and expanding our reach for recruitment with the plan to start the next cohort in April.

- EC2C Healthy Start Committee:
The next meeting will be March 14.. Continue to send out twice weekly Talk Read Sing text messages/email messages in English and Spanish through govDelivery which continues to increase, now reaching 1501 English speaking families and 741 Spanish speaking families. Although this effort goes out under both EPL and EC2C logos, it is an EPL effort.

- **Liaison to School District 65 and Evanston Township High School (ETHS) District 202 [Elacsha Madison]**
 - ETHS volunteers from the transition program will continue to volunteer to assist with shelving at EPL during the 2022-2023 school year
 - EPL participated at ETHS Civics Fair on March 1st and 2nd. Staff spoke with over a 100 youth and 30 students signed up to help with various initiatives at the library
 - EPL will also be participating in ETHS Career Pathways Fair on March 16th. Juniors and Seniors will get an opportunity to talk with staff about career choices, library school, and post high school options for students
- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Heather Norborg, Jill Skwerski]**
 - **Oakton Community College** - Plans continue to host a 2 week STEAM camp at the Crown Branch Library the last 2 weeks of July. The camp will feature activities including coding, forensics, chemistry experiments, and have an art component.
 - **Oakton Community College** - English as a Second Language (ESL) classes to resume in-person either in July or September. Location(s) to be determined, but perhaps at Main and Crown.

- CodeID - The CodeID pilot project launched at Crown, with 8, 5th - 8th grade students attending this coding class, hosted by undergrad students from NU's McCormick School of Engineering. Classes will continue the 4th Monday of each Month through May.
- TIDAL Lab continues working with the Digital Music Assistant and ELL staff to bring a TunePad Unit to 3 District 65 5th grade computer science classes. The program has been a huge success and District 65 is looking to see how they can implement it for all 5th grade computer science classes in the future
- The Teen Engagement Coordinator has been partnering with the Digital Divas program at Robert Crown around the Cardboard Carnival City Wide STEM Challenge
- The Teen Engagement Coordinator has been working with the National Society of Black Engineers to run a NSBE Jr program at Family Focus with middle school students. Currently, this group works on the city wide STEM challenge and other STEM activities

Upcoming events of Note:

- Eviction expungement - EPL is partnering with staff from the Moran Center to host 2 eviction expungement events. The first is at the Crown Branch Library on 3/15, the second is at Fleetwood-Jourdain on 3/17. [More info here.](#)
- Cardboard Carnival Showcase will be held at Fleetwood Jourdain on 4/9
- Family Literacy Night at EHS on 4/26
- Upcoming Illinois Libraries Present programs:
 - [Jenny Lawson with R. Eric Thomas](#) (*Broken in the Best Possible Way*) 3/30 at 7 pm, Virtual
 - [Nick Offerman](#) with [Jeff Tweedy](#) (*Where the Deer and the Antelope Play*) 4/27
 - [Michelle Zauner](#) (*Crying in H Mart*) 5/18
 - [Jessamine Chan](#) (*The School for Good Mothers*) Tentative 5/25, 5/26 or 5/31
 - [Kwame Onwuachi](#) (*My America, Notes from a Young Black Chef*) 6/15 or 6/22
- [The Bias Inside Us](#) Smithsonian traveling exhibit 4/9 to 5/8 Main Library 3rd floor - EPL is partnering with the YWCA Equity Institute, Kids Create Change and the Human Library for related programming during the exhibit.
- High Lights Writing & Storytelling Workshops with Northlight Theater: [March 31](#), [April 13](#), [April 28](#), and [April 29](#)
- Fair Housing workshop April 7 and Pre-Purchase Home Buying Series April 26, 27 & 28 with Open Communities
- Game Misconduct: Hockey's Toxic Culture and How to Fix It [April 21](#)
- Dedicated to the Dream will be presenting a version of that family program to the young people at Family Focus.
- Taste of the Loft visits for 5th through 8th grade, starting May 2nd through June 6th

Development

Potential New 501(c)3

The group of volunteers continues to coalesce to create a new 501(c)3 in support of the Library's mission.

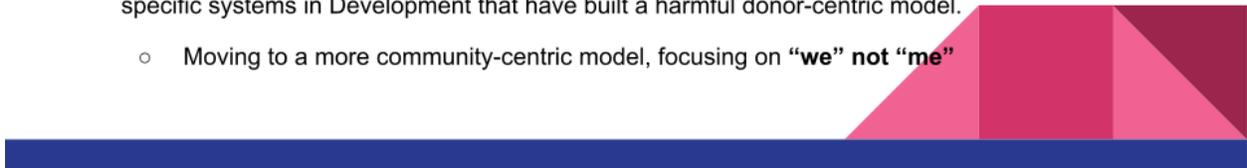
Operation Nontax Fund Development Orientations for All Staff

In an ongoing effort to operationalize philanthropy at the Library, the Development Team provides annual orientation to every department and welcomes questions and suggestions from all Library constituencies daily. This year, all department orientations were completed during this first quarter and staff may attend an open session at the Spring All Staff Training. The purpose will be to provide further orientation to Development resources and to continue to foster a culture of philanthropy throughout the Library.

Some key concepts addressed in orientation include:

What is Development

- **Philanthropy**, as defined by Miriam Webster: the desire to promote the welfare of others, expressed especially by the generous donation of money to good causes.
- **Development**: the process of creating and enhancing relationships with (potential) donors to ensure current and future funding; **Developing pathways to increase sustainable non-tax revenue resources.**
- **Fundraising**: specifically income generation
- EPL is unique as a Library having a Development department.
- The world of Development is undergoing changes today that parallel much of the discussions in the country around dismantling racism and increasing inclusion, and the need for changes to the specific systems in Development that have built a harmful donor-centric model.
 - Moving to a more community-centric model, focusing on **“we” not “me”**



2022 Budget Overview from the Board-Approved Budget Performance Report			
Revenue	2022 Approved Budget - Revenue	Percentage of total anticipated revenue	
Individual Donations	\$400,000.00	Philanthropic Support	
Federal Grants	\$165,000.00		
Library Grants	\$125,000.00		
Library State Per Capita	\$109,866.00		
Endowment transfer	\$217,911.00		
Fines & fees	\$0.00	Other Non-Tax Revenue	
Sales	\$0.00		
Investment Income	\$15,000.00		
Snack machine	\$0.00		
Misc	\$10,000.00		
material replacement	\$15,000.00		
book sales	\$5,000.00		
copy machine	\$5,000.00		
meeting room rentals	\$5,000.00		
North Branch building rental	\$47,224.00		
Non-tax revenue total	\$1,120,001.00		13.38%
Tax Revenue	\$7,252,000.00		86.62%
Total Revenue Expected in 2022	\$8,372,001.00		

- The big picture
- Making the budget whole vs. new funding needs

Financial Stewardship Roles

Development responsibilities:

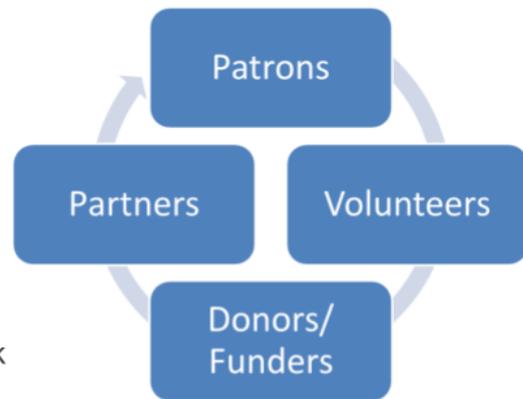
- Receive, record and steward (reporting, acknowledging and tracking) gifts, pledges, and payments for philanthropic dollars (individual donations and grants) in Raiser's Edge database
- Record grant proposals, invoices, awards and payments in Raiser's Edge database
- Prepare a General Ledger report with every weekly deposit detailing where to deposit every dollar received. This is provided with checks for deposit.
- Prepare financial reports for philanthropic dollars received for all constituencies, this includes the Annual Report
- Preparing and documenting all of our procedures.

We Rely Upon Program and/or Budget Managers to...

- Allocate funds as directed by donors
- Spend funds received in accordance with any restrictions
- Track impact for reporting purposes
- Prepare and document procedures that interact with Development

Building Relationships

- Recognizing relationships across the Library
- Stewardship Planning
- Policies to create consistency for community members and guide our work
 - Gift Acceptance
 - Donor Recognition



Feedback from Departments

As a result of these orientation meetings, staff should be familiar with all procedures and available resources from Development, and we identified areas for continued discussion. These are a few topics that other Departments have expressed interest in learning about and hearing more:

- How can we continue to move away from "me" or organization centric harmful systems towards co-directed and shared systems "Together We Are The Library"
- How do we fund our new ideas for programs and services? How does the budget process work?
- How can Development be more visible in the Library? How can we support Development?
- We want help with mailing lists/communication and reaching a target audience...
- Does the Library have a 501(c)3?
- What is an in-kind donation? How do bookplate donations work?
- How do the Development forms and procedures connect with other forms like the program planning guide and the marketing request form?



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: Administrative Services Update
Date: March 9, 2022

This memo provides an update on significant administrative activities.

Human Resources

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

- Engagement Services Library Assistant 25 hours position is posted until March 13, 2022
- Library Clerk part time position in Access is posted as a result of Penny Wongtrakul departure
- Assistant Library Director position will be posted at the PLA Conference job center
- Custodian I full time position is being prepared for posting as a result of Don Westphal retirement on March 28, 2022
- Kassy Trejo, former EPL staff member is coming back as a full time Library Assistant in Acquisitions, starting March 14, 2022
- David Schousboe is moving from part time to full time Library Clerk position in Access Services on March 14, 2022 as a result of job status reclassification

Continuing with Project Ready curriculum: starting with three sessions in March, April and May of book discussion of JUST MERCY by Bryan Stevenson, who founded the Equal Justice Initiative, a legal practice dedicated to defending those most desperate and in need: the poor, the wrongly condemned, and women and children trapped in the farthest reaches of our criminal justice system.

Financial Resources

The Library Fund financial report for the period ending February 28th is included for your review. For the operating fund, revenue collection is at 13% of budget projection and expenditures 11%. Capital fund expenditures total 19% of the budget.

Facilities Update

Library Maintenance reports that the elevator modernization project is 40% complete. The project is moving along smoothly with only minimal interruption to staff functions, and patron elevator wait times.

Library maintenance is awaiting a public bid back for our 2022 building ventilation fan upgrade project. We expect a contract on the fan upgrade to be ready for presentation/approval to the Facilities Committee and the Library Board in April, 2022.



Budget Performance Report

Fiscal Year to Date 02/28/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	1,149,665.35	.00	1,168,916.68	6,083,083.32	16	7,298,616.48
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	4,466.46
55201	Federal Grants	165,000.00	.00	165,000.00	9,211.99	.00	9,211.99	155,788.01	6	220,170.88
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	.00	109,866.00	0	109,866.85
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	(67,734.92)	467,734.92	-17	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	.00	.00	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	401.54	.00	916.40	14,083.60	6	10,403.29
57002	TRANSFER FROM ENDOWMENT	217,911.00	.00	217,911.00	.00	.00	.00	217,911.00	0	250,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	(2,644.70)	17,644.70	-18	21,668.58
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,539.78
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	1,421.71	3,578.29	28	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	583.33	19,216.67	3	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	58,247.18
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$8,344,577.00	\$0.00	\$8,344,577.00	\$1,159,278.88	\$0.00	\$1,110,670.49	\$7,233,906.51	13%	\$8,467,400.65
Department 48 - LIBRARY Totals		\$8,344,577.00	\$0.00	\$8,344,577.00	\$1,159,278.88	\$0.00	\$1,110,670.49	\$7,233,906.51	13%	\$8,467,400.65
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$1,159,278.88	\$0.00	\$1,110,670.49	\$7,233,906.51	13%	\$8,467,400.65
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
61010	REGULAR PAY	393,647.00	.00	393,647.00	29,574.54	.00	47,636.41	346,010.59	12	367,281.88
61050	PERMANENT PART-TIME	204,131.00	.00	204,131.00	15,289.48	.00	24,739.25	179,391.75	12	180,046.11
61060	SEASONAL EMPLOYEES	6,000.00	.00	6,000.00	230.00	.00	230.00	5,770.00	4	447.00
61110	OVERTIME PAY	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,025.23
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,746.06	(2,746.06)	+++	1,725.61
61510	HEALTH INSURANCE	86,220.00	.00	86,220.00	5,936.54	.00	11,873.08	74,346.92	14	80,264.21
61615	LIFE INSURANCE	285.00	.00	285.00	23.29	.00	46.58	238.42	16	266.16
61710	IMRF	27,478.00	.00	27,478.00	2,087.51	.00	4,340.32	23,137.68	16	44,399.25
61725	SOCIAL SECURITY	37,063.00	.00	37,063.00	2,708.67	.00	4,538.49	32,524.51	12	33,026.99
61730	MEDICARE	8,669.00	.00	8,669.00	633.48	.00	1,061.44	7,607.56	12	7,724.04
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	6,883.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	433.88
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	511.41
65100	LIBRARY SUPPLIES	19,000.00	.00	19,000.00	227.53	.00	227.53	18,772.47	1	26,667.11
65503	FURNITURE / FIXTURES / EQUIPMENT	500.00	.00	500.00	.00	.00	.00	500.00	0	1,463.52
65630	LIBRARY BOOKS	159,400.00	.00	159,400.00	577.57	.00	577.57	158,822.43	0	139,505.39



Budget Performance Report

Fiscal Year to Date 02/28/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - EARLY LEARNING & LITERACY										
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	20,892.01
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$951,793.00	\$0.00	\$951,793.00	\$57,288.61	\$0.00	\$98,016.73	\$853,776.27	10%	\$912,562.80
Business Unit 4806 - LIFELONG LEARNING & LITERACY										
61010	REGULAR PAY	396,435.00	.00	396,435.00	26,379.82	.00	39,675.82	356,759.18	10	356,646.53
61050	PERMANENT PART-TIME	294,114.00	.00	294,114.00	18,240.14	.00	28,493.28	265,620.72	10	252,352.93
61060	SEASONAL EMPLOYEES	11,000.00	.00	11,000.00	220.00	.00	270.00	10,730.00	2	8,035.00
61110	OVERTIME PAY	1,400.00	.00	1,400.00	.00	.00	.00	1,400.00	0	3,154.68
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,992.17
61510	HEALTH INSURANCE	93,407.00	.00	93,407.00	5,892.04	.00	11,784.08	81,622.92	13	84,948.51
61615	LIFE INSURANCE	138.00	.00	138.00	14.11	.00	28.22	109.78	20	146.16
61710	IMRF	33,423.00	.00	33,423.00	2,159.62	.00	4,484.33	28,938.67	13	52,021.41
61725	SOCIAL SECURITY	42,814.00	.00	42,814.00	2,699.80	.00	4,123.63	38,690.37	10	37,544.86
61730	MEDICARE	10,013.00	.00	10,013.00	631.39	.00	964.38	9,048.62	10	8,780.72
62341	INTERNET SOLUTION PROVIDERS	250,000.00	.00	250,000.00	7,253.95	50,264.44	7,253.95	192,481.61	23	223,732.36
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	.00
65100	LIBRARY SUPPLIES	20,000.00	.00	20,000.00	100.00	2,372.46	100.00	17,527.54	12	9,640.47
65630	LIBRARY BOOKS	325,000.00	.00	325,000.00	12,275.62	.00	12,275.62	312,724.38	4	299,706.55
65635	PERIODICALS	6,000.00	.00	6,000.00	.00	2,588.17	.00	3,411.83	43	6,397.30
65641	AUDIO VISUAL COLLECTIONS	50,000.00	.00	50,000.00	26.49	.00	26.49	49,973.51	0	42,028.34
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,534,644.00	\$0.00	\$1,534,644.00	\$75,892.98	\$55,225.07	\$109,479.80	\$1,369,939.13	11%	\$1,387,127.99
Business Unit 4820 - ACCESS SERVICES										
61010	REGULAR PAY	642,059.00	.00	642,059.00	44,307.12	.00	68,171.61	573,887.39	11	558,500.23
61050	PERMANENT PART-TIME	346,532.00	.00	346,532.00	20,803.41	.00	32,958.43	313,573.57	10	264,312.27
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,760.00	.00	3,079.50	1,920.50	62	38,404.50
61110	OVERTIME PAY	2,300.00	.00	2,300.00	.00	.00	.00	2,300.00	0	1,655.09
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,096.96
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	986.58	(986.58)	+++	743.80
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	336.88
61510	HEALTH INSURANCE	138,944.00	.00	138,944.00	10,962.46	.00	21,924.92	117,019.08	16	111,731.50
61615	LIFE INSURANCE	410.00	.00	410.00	33.45	.00	66.90	343.10	16	383.94
61710	IMRF	40,987.00	.00	40,987.00	2,817.48	.00	5,751.53	35,235.47	14	61,838.37
61725	SOCIAL SECURITY	60,283.00	.00	60,283.00	3,975.83	.00	6,275.34	54,007.66	10	51,882.34
61730	MEDICARE	14,099.00	.00	14,099.00	929.86	.00	1,467.64	12,631.36	10	12,133.75
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	108.05
62340	IT COMPUTER SOFTWARE	176,200.00	.00	176,200.00	28,035.20	.00	28,035.20	148,164.80	16	154,546.42



Budget Performance Report

Fiscal Year to Date 02/28/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4820 - ACCESS SERVICES										
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	996.33
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	15.71	.00	15.71	11,984.29	0	14,189.52
Business Unit 4820 - ACCESS SERVICES Totals		\$1,441,814.00	\$0.00	\$1,441,814.00	\$113,640.52	\$0.00	\$168,733.36	\$1,273,080.64	12%	\$1,272,859.95
Business Unit 4825 - ENGAGEMENT SERVICES										
61010	REGULAR PAY	480,401.67	.00	480,401.67	36,360.77	.00	54,804.98	425,596.69	11	418,096.67
61050	PERMANENT PART-TIME	226,366.17	.00	226,366.17	12,812.74	.00	19,522.10	206,844.07	9	143,362.75
61060	SEASONAL EMPLOYEES	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	126.56
61110	OVERTIME PAY	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,394.70
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	6,524.87
61510	HEALTH INSURANCE	97,123.32	.00	97,123.32	8,839.04	.00	16,244.74	80,878.58	17	88,346.60
61615	LIFE INSURANCE	339.12	.00	339.12	27.33	.00	46.37	292.75	14	294.42
61710	IMRF	33,479.84	.00	33,479.84	2,336.07	.00	4,453.41	29,026.43	13	46,739.81
61725	SOCIAL SECURITY	43,819.69	.00	43,819.69	2,914.40	.00	4,420.16	39,399.53	10	33,921.08
61730	MEDICARE	10,248.11	.00	10,248.11	681.61	.00	1,033.76	9,214.35	10	7,933.15
62225	BLDG MAINTENANCE SERVICES	5,000.00	.00	5,000.00	216.10	.00	216.10	4,783.90	4	3,639.37
62340	IT COMPUTER SOFTWARE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	2,598.00
62341	INTERNET SOLUTION PROVIDERS	5,000.00	.00	5,000.00	.00	.00	135.72	4,864.28	3	4,583.37
64015	NATURAL GAS	1,500.00	.00	1,500.00	180.30	.00	180.30	1,319.70	12	1,194.30
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	187.44
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	432.20
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	69.00
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	330.77	.00	330.77	11,669.23	3	26,195.37
65503	FURNITURE / FIXTURES / EQUIPMENT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	695.10	.00	695.10	34,304.90	2	51,022.60
65635	PERIODICALS	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	130.18
65641	AUDIO VISUAL COLLECTIONS	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	5,475.42
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$984,277.92	\$0.00	\$984,277.92	\$65,394.23	\$0.00	\$102,083.51	\$882,194.41	10%	\$842,267.86
Business Unit 4835 - INNOVATION & DIGITAL LEARNING										
61010	REGULAR PAY	410,375.40	.00	410,375.40	31,153.00	.00	47,639.50	362,735.90	12	383,436.95
61050	PERMANENT PART-TIME	203,237.55	.00	203,237.55	14,312.03	.00	22,831.96	180,405.59	11	183,589.20
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	400.00	.00	950.00	4,050.00	19	10,898.00
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	1,476.84
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	377.22
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	146.40
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,806.28
61510	HEALTH INSURANCE	71,051.00	.00	71,051.00	5,920.88	.00	11,841.76	59,209.24	17	69,933.33



Budget Performance Report

Fiscal Year to Date 02/28/22

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4835 - INNOVATION & DIGITAL LEARNING										
61615	LIFE INSURANCE	287.64	.00	287.64	23.64	.00	47.28	240.36	16	267.12
61710	IMRF	29,699.10	.00	29,699.10	2,200.55	.00	4,452.24	25,246.86	15	48,049.40
61725	SOCIAL SECURITY	38,043.96	.00	38,043.96	2,772.09	.00	4,324.72	33,719.24	11	35,350.29
61730	MEDICARE	8,897.42	.00	8,897.42	648.30	.00	1,011.41	7,886.01	11	8,267.36
62185	CONSULTING SERVICES	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
62340	IT COMPUTER SOFTWARE	44,000.00	.00	44,000.00	18,279.00	.00	18,279.00	25,721.00	42	49,700.56
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	115.00
65025	FOOD	.00	.00	.00	.00	.00	.00	.00	+++	149.70
65100	LIBRARY SUPPLIES	17,000.00	.00	17,000.00	.00	.00	.00	17,000.00	0	60,030.68
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	24,240.95
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	34.38	.00	34.38	19,965.62	0	21,862.06
65641	AUDIO VISUAL COLLECTIONS	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,269.43
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$896,092.07	\$0.00	\$896,092.07	\$75,743.87	\$0.00	\$111,412.25	\$784,679.82	12%	\$903,966.77
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	400,023.00	.00	400,023.00	31,408.34	.00	47,228.09	352,794.91	12	359,543.81
61050	PERMANENT PART-TIME	70,794.00	.00	70,794.00	5,246.42	.00	8,190.56	62,603.44	12	64,094.77
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,632.00	.00	2,448.00	(2,448.00)	+++	18,578.98
61110	OVERTIME PAY	10,000.00	.00	10,000.00	804.74	.00	2,274.27	7,725.73	23	14,071.37
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	2,236.23
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	815.29
61510	HEALTH INSURANCE	95,691.14	.00	95,691.14	7,974.24	.00	15,948.48	79,742.66	17	92,839.01
61615	LIFE INSURANCE	349.76	.00	349.76	25.08	.00	50.16	299.60	14	300.16
61626	CELL PHONE ALLOWANCE	900.00	.00	900.00	75.00	.00	150.00	750.00	17	900.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	22,787.72	.00	22,787.72	1,813.03	.00	3,594.87	19,192.85	16	37,165.93
61725	SOCIAL SECURITY	29,280.22	.00	29,280.22	2,312.13	.00	3,565.49	25,714.73	12	27,186.35
61730	MEDICARE	6,848.49	.00	6,848.49	540.77	.00	833.90	6,014.59	12	6,358.08
62225	BLDG MAINTENANCE SERVICES	193,000.00	.00	193,000.00	17,520.42	(15,196.00)	17,520.42	190,675.58	1	276,687.95
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	906.66	4,533.34	17	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	814.16	4,070.84	17	4,884.00
62315	POSTAGE	.00	.00	.00	.00	.00	.00	.00	+++	348.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	127.00
64005	ELECTRICITY	115,767.00	.00	115,767.00	8,680.14	.00	8,680.14	107,086.86	7	95,890.55
64015	NATURAL GAS	27,000.00	.00	27,000.00	1,767.75	.00	1,767.75	25,232.25	7	17,060.49



Budget Performance Report

Fiscal Year to Date 02/28/22

Include Rollup Account and Rollup to Object Account

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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4840 - LIBRARY MAINTENANCE										
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	338.27	.00	338.27	11,661.73	3	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	10,974.42	.00	10,974.42	24,025.58	31	21,629.46
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	50.97
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,045,106.33	\$0.00	\$1,045,106.33	\$91,973.16	(\$15,196.00)	\$125,285.64	\$935,016.69	11%	\$1,061,844.23
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	700,509.00	.00	700,509.00	38,915.86	.00	61,767.25	638,741.75	9	547,044.04
61050	PERMANENT PART-TIME	80,560.00	.00	80,560.00	6,255.18	.00	9,274.52	71,285.48	12	112,326.93
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	13,205.09
61510	HEALTH INSURANCE	83,975.00	.00	83,975.00	5,093.50	.00	10,187.00	73,788.00	12	68,549.27
61615	LIFE INSURANCE	600.00	.00	600.00	44.99	.00	89.98	510.02	15	557.13
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	800.00	4,000.00	17	4,800.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	200.00	1,000.00	17	1,200.00
61710	IMRF	34,378.00	.00	34,378.00	2,186.27	.00	4,349.86	30,028.14	13	54,024.73
61725	SOCIAL SECURITY	46,331.00	.00	46,331.00	2,747.08	.00	4,334.50	41,996.50	9	37,069.25
61730	MEDICARE	11,414.00	.00	11,414.00	642.46	.00	1,013.71	10,400.29	9	9,156.11
62185	CONSULTING SERVICES	235,000.00	.00	235,000.00	6,591.75	10,000.00	6,591.75	218,408.25	7	139,288.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	39.00
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	2,980.97
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	352.05
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	468.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	6,206.50
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	2,114.00	.00	2,114.00	22,886.00	8	18,904.91
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	75.78
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	666.00	.00	666.00	1,434.00	32	1,417.37
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	221.01
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	3,298.61
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	320.49	.00	979.34	4,720.66	17	4,544.39
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	292.23
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	344.64	1,655.36	17	4,759.26
65025	FOOD	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	3,308.39
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	400.12	7,599.88	400.12	42,000.00	16	27,141.22
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	9,158.08
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	48,221.34	241,106.66	17	280,896.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,634,995.00	\$0.00	\$1,634,995.00	\$90,588.37	\$17,599.88	\$151,334.01	\$1,466,061.11	10%	\$1,351,284.58



Budget Performance Report

Fiscal Year to Date 02/28/22

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Fund 185 - LIBRARY FUND										
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	800.00	.00	800.00	9,200.00	8	10,500.00
65100	LIBRARY SUPPLIES	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	51,042.45
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	24,921.22
Business Unit 4850 - LIBRARY GRANTS Totals		\$55,000.00	\$0.00	\$55,000.00	\$800.00	\$0.00	\$800.00	\$54,200.00	1%	\$86,463.67
Department 48 - LIBRARY Totals		\$8,543,722.32	\$0.00	\$8,543,722.32	\$571,321.74	\$57,628.95	\$867,145.30	\$7,618,948.07	11%	\$7,818,377.85
EXPENSE TOTALS		\$8,543,722.32	\$0.00	\$8,543,722.32	\$571,321.74	\$57,628.95	\$867,145.30	\$7,618,948.07	11%	\$7,818,377.85
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	1,159,278.88	.00	1,110,670.49	7,233,906.51	13%	8,467,400.65
EXPENSE TOTALS		8,543,722.32	.00	8,543,722.32	571,321.74	57,628.95	867,145.30	7,618,948.07	11%	7,818,377.85
Fund 185 - LIBRARY FUND Totals		(\$199,145.32)	\$0.00	(\$199,145.32)	\$587,957.14	(\$57,628.95)	\$243,525.19	(\$385,041.56)		\$649,022.80
Grand Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	1,159,278.88	.00	1,110,670.49	7,233,906.51	13%	8,467,400.65
EXPENSE TOTALS		8,543,722.32	.00	8,543,722.32	571,321.74	57,628.95	867,145.30	7,618,948.07	11%	7,818,377.85
Grand Totals		(\$199,145.32)	\$0.00	(\$199,145.32)	\$587,957.14	(\$57,628.95)	\$243,525.19	(\$385,041.56)		\$649,022.80

Endowment for the Evanston Public Library
 Holdings as of February 28, 2022

	Symbol	Shares/Quantity	Price	Value as of February 2022	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5281.422	\$404.56	\$2,136,652.08	42.32%	
Vanguard Small-Cap Index Fund	VSMAX	3955.640	\$100.66	\$398,174.72	7.89%	
Vanguard REIT Index Fund	VGSLX	1282.288	\$145.28	\$186,290.80	3.69%	
Vanguard Total International Stock Index Fund	VTIAX	15765.919	\$32.25	\$508,450.89	10.07%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7354.399	\$39.40	\$289,763.32	5.74%	69.7%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$484,962.85	\$484,962.85	9.61%	
iShares Silver Trust	SLV	4788.000	\$22.62	\$108,304.56	2.15%	
SPDR Gold Trust	GLD	625.000	\$178.38	\$111,487.50	2.21%	14.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.000	\$167,117.96	3.31%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$114.266	\$160,491.74	3.18%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$145.016	\$187,038.22	3.70%	10.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.530	29,446.08	\$310,067.19	6.14%	6.1%
				\$5,048,801.84		100.0%

Cash Equivalents	14.0%
US Treasury Inflation Protected Securities	10.2%
Corporate Bonds	6.1%
Domestic Equities	53.9%
International Equities	15.8%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Elizabeth Bird, Collection Development Manager

Subject: Collection Development Policy Update

Date: March 10, 2022

Recommended Action:

Staff recommends approval of the Collection Development Policy, updated as of March 9, 2022.

Summary:

The Collection Development Manager, working with the Library's internal EDI committee, Administrative Team, and Library Executive Director, seeks approval for the newly amended and updated Collection Development Policy. The date of the last policy update occurred in the year 2015. Since that time, it has become necessary to bring the Policy in line with current Library needs with an eye to challenges, equity, and maintaining both the physical and electronic collection. during the month of February.

Collection Development Policy

3. Materials Selection Policy

3.1 Purpose

The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions are made. A policy cannot replace the expertise of professional library staff, but stating goals and indicating boundaries will assist them in both choosing from an array of materials and electronic resources and withdrawing or canceling materials and electronic resources which are no longer useful.

3.2 Responsibility for Selection

The selection of library materials and certain electronic resources within the framework of a Library Board-approved selection policy is an administrative function and is one of the duties and responsibilities of the Library Executive Director. They shall delegate this responsibility to appropriately trained and skilled staff members, who will be guided by this policy, literary standards, selection tools, the interests of library patrons, and the needs of the community and its individual members.

3.3 Objectives

The collections and electronic resources of the Evanston Public Library are the principal means by which the Library fulfills its mission as stated by the Library Board in its [Mission Statement](#). The Library seeks to develop a meaningful collection that is positioned to meet the needs of the community and supports equity, diversity, and inclusion. The Library will strive to provide materials and electronic resources that:

- A. Enrich, entertain, and serve the varied interests of community residents;

- B. Provide community residents with reliable information sources for their personal needs; and
- C. Reflect the diverse religious, racial, ethnic, and cultural backgrounds of our community and our world.

The Library Board recognizes that many materials and electronic resources are controversial and that any given item may offend some patrons. “Controversial” in this case is defined as “giving rise or likely to give rise to public disagreement.” Selection decisions are not made on the basis of anticipated approval or disapproval, but on the ability of the item to serve the needs and interests of Evanston residents. The Evanston Public Library Board of Trustees is bound by the democratic principles expressed by the First Amendment to the U. S. Constitution and endorses the American Library Association’s [“Library Bill of Rights,”](#) and incorporates it as part of this policy.

3.4 Guidelines for Selection

Selection is a critical and interpretive process. Reviews are the principal tool used in the selection of library materials and electronic resources. Staff members selecting library materials and electronic resources are also assisted by bibliographic publications, authoritative discussions of the subject, publisher and vendor advertising and demonstrations, popular demand, and requests of library patrons. In selecting materials for the Evanston Public Library the following criteria will be used as they apply:

- A. Comprehensiveness and depth of treatment; clarity, accuracy, objectivity and logic of presentation; artistic quality and/or literary style as established by reviews in standard selection sources
- B. Permanence, current relevance, or social significance of the content
- C. Reputation of author, producer, or publisher
- D. Contribution to the diversity of viewpoints on controversial issues
- E. Suitability of the physical format for library use
- F. Local interest and popularity
- G. Reference value

Selection of digital content can vary among the vendors who supply digital content to the library. In instances when individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor.

3.5 Youth Materials

Materials especially suited to young people from infancy through sixth grade are housed in the Youth Service areas of the main Library as well as the Library's branches. A collection of materials for young people of middle school and high school age is also housed in the Library's Teen Services room (The Loft), and in special areas of the branches. These materials are carefully selected for younger patrons using the same general guidelines as the adult collections. The assignment of maturity or reading levels to youth materials is done according to publisher and reviewer recommendations as an aid to library patrons. It is not intended to restrict any person in their use of the Library. All library collections and resources are available to any Evanston cardholder. Parents/caregivers/guardians have the responsibility for the guidance of their child's use of the Library and its resources. The Library does not collect textbooks, academic, or technical materials unless they are considered useful generally or supportive to the Library's [Strategic Plan](#).

3.6 Format

The Evanston Public Library began as a collection of books and other printed materials and these remain the cornerstone of the Library's collections. Almost from its beginning, however, the Library collected informational and cultural resources in audio and visual formats as well, and such resources represent an important component of the Library's collections. Today, the Library also provides access to a variety of electronic resources that don't exist as a physical presence in the Library's facilities. Selection criteria for non-book formats are generally the same as for print materials. These materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

The Library recognizes the importance of acquiring materials in formats that can be utilized by Evanston residents with disabilities. The Library will seek to match community demand with the existing collections of such materials, and will be alert for new formats that could be of use by residents with disabilities.

3.7 Collection Maintenance

The Library regularly withdraws materials that are out of date, no longer of interest, duplicated, worn, or mutilated. Weeding the collection in this manner serves three purposes. First, it keeps the collection useful to library patrons by withdrawing those materials that are too dated or damaged to be useful. Second, it makes it easier for patrons to use the collection by eliminating the necessity of sorting through those items that are no longer of interest or use. Third, it maintains the Library's collections at sizes appropriate to the Library's facilities. Frequency of circulation, community interest and needs, and the availability of newer and more useful works are the primary considerations when making decisions to withdraw library materials.

3.8 Re-evaluation of Library Material

When a member of the community has a question or an objection concerning the presence of a book or other item in the collection, library staff will give serious consideration to each patron's opinion and inform the person of the Library's Materials Selection Policy, especially the Guidelines for Selection. If this discussion does not satisfy the patron and the patron would like the inclusion of the item in the Library's collection to be reconsidered, the patron should be given the "Resident's Request for

Re-evaluation of Library Material” form. The form should be completed as fully as possible and returned to the Library Executive Director.

The Library Executive Director will convene a Materials Evaluation Committee consisting of the manager of the department where the concern originated, the staff person responsible for selection in this area, the Collection Development Manager, one other member of the staff, and the Library Executive Director. All members of the Committee will read, view, or listen to and evaluate the material in question. Review sources will also be examined.

The Committee will then meet to discuss and evaluate the material, and the Library Executive Director will prepare a report summarizing the Committee’s evaluation. A copy of this report will be sent to the person who submitted the “Resident’s Request for Re-evaluation of Library Material” form.

If the patron is not satisfied with the Materials Evaluation Committee’s report, they can request that the Library Board review whether or not the Library Executive Director and Committee followed proper procedures. The members of the Board will be sent copies of the Committee’s report and the “Resident’s Request for Re-evaluation of Library Material” form prior to the Board meeting at which the review is scheduled.

3.9 Reference Collection

Reference materials, by their nature, are intended for use in the Library by all our patrons and must be available at all times the Library is open. Consequently, reference materials, including magazines (except for those subscriptions specifically purchased for circulation), cannot be checked out of the Library. In order to facilitate access, the Library will subscribe to or purchase online versions of standard reference and periodical resources whenever feasible.

3.10 Gifts and Donations

The Library accepts gifts and donations of materials in accordance with the [Gift Acceptance Policy](#) and our collection management strategy.

3.11 Use Limitations

Use limitations ensure fair and equitable access to materials. Access to some items may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

3.12 Interlibrary Loan

Items that are not in the Library's collection or in the CCS consortium may be obtained on behalf of the patron from another library system via established interlibrary loan networks. Conversely, Evanston Public Library's materials may be lent to other organizations that also participate in the networks.

3.13 Policy Amendment and Review

The current policy was approved by the Library Directors and its Board on March 16, 2022. An attorney or other qualified individual and the Board will review this policy no less frequently than every five years in order to ensure accurate reflection of current laws.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak-Lyons, Executive Director
Wynn Shawver, Director of Development

Subject: Approval of Library Gift Acceptance Policy 2022

Date: March 10, 2022

Recommended Action:

Staff recommends approval of the revised Gift Acceptance Policy for the Evanston Public Library.

Summary:

As a unit of local government, the Evanston Public Library encourages the proposal and acceptance of tax-deductible contributions for the purposes of furthering the Library's mission. The purpose of this policy is to inform the Library's donors and prospective donors; to spell out the working rules for the acceptance of gifts and pledges for the Library; and to protect the Library, the Board, staff and volunteers from undesirable gifts and pledges.

The current recommended policy revisions are the result of careful review and discussion by the staff and Board of the Library. This version was discussed for a final time at the February Board meeting and there were no additional recommendations for change. For this reason, staff recommends this policy be approved.

Gift Acceptance

4.5 Gift Acceptance Policy

The Evanston Public Library (“the Library”) is a unit of local government and as such, encourages the proposal and acceptance of tax-deductible contributions to the Library for the purposes of furthering the Library’s mission. This policy is set forth: (a) to inform the Library’s donors and prospective donors; (b) to spell out hereinafter the working rules for the acceptance of gifts and pledges; and (c) to protect the Library, its Board of Trustees (the Board), staff and volunteers from inappropriate or undesirable gifts and pledges.

4.5.1 General Procedures and Guidelines

The Library welcomes expressions of interest and financial support, regardless of size or form, from any individual, family, business, corporation, foundation, or similar source.

The Library accepts both restricted as well as unrestricted gifts providing that donor restrictions do not significantly diminish the gift’s value to the Library.

Development Staff are available to meet with any prospective donor(s) and their financial advisors, without obligation, to discuss areas of interest, the plans of the Library, types of gift commitments, and options for payment. The Executive Director or designee will have authority to sign all giving agreements on behalf of the Library. Any agreement that does not meet the requirements of the current guidelines requires the approval of the Board.

Gifts to the Library should be made in the name of Evanston Public Library. All gifts to the Library should be directed to and received by the Office of Development where they will be accepted, acknowledged and administered in accordance with the policies of the Library.

No proposal of donations or gifts of funds or real property for the benefit of the Library may be made by anyone without the approval of the Director of Development or their designee.

Donors will be notified by the Library if they receive any benefits in exchange for the gift that will impact the value of the gift.

4.5.2 Definition of Acceptable Gift Types and Forms

A gift is generally defined as an irrevocable voluntary transfer of assets from a person or an organization to the Library. Gifts are usually in the form of, but are not limited to, cash, securities, real estate, or personal property. Commitments to the Library and/or payment of same may take the form of one, or a combination, of the following:

- Cash and other outright contributions
- Pledges for current year and multi-year commitments
- Securities or other personal assets
- Deferred or planned gifts including:
 - Trusts
 - Annuities
 - Insurance policies
 - Gifts of real estate such as gift of residence with or without a retained life interest
 - Bequest intentions

The Library reserves the right to accept or decline any commitment that is offered.

4.5.3 Pledges

Major and/or multi-year pledges are made in writing and commit to a specific dollar amount that will be paid according to a fixed time schedule.

4.5.4 Planned Giving

The Executive Director or designee has authority to sign planned giving agreements on behalf of the Library. Any agreement that does not meet the requirements of the current guidelines requires the approval of the Board.

The Library will use the accepted IRS policies for determining the value of planned gifts.

4.5.5 Matching Gifts

Individuals making gifts and pledges that are eligible for matching gifts are encouraged to utilize these programs to maximize the value of their gift or pledge to the Library. A donor whose gift is matched by their company will be recognized for the total amount of their individual gift plus the matching portion on their gift record. The Library will recognize an individual donor for the matching gift associated with their personal gift at the time the matching gift form is received by the Library.

4.5.6 Gift Reporting

All gifts and pledges will be reported to internal and external constituencies of the Library on an on-going basis according to the gift acceptance and recognition policies of the Library.

The total of outright gifts and written pledges received will be reported at face value according to generally accepted accounting principles. A signed pledge card or letter of intent must be filed with the Director of Development before a pledge commitment is reflected on reports. Verbal pledges will not be reported for financial purposes or in reporting fundraising efforts.

The value of any canceled or unfulfilled pledges will be subtracted from totals after two years of non-response to pledge reminders.

Gifts will be valued on the date the donor(s) relinquish the control of the assets in favor of the Library.

In cases where gifts are made with assets other than cash, the decision on when to liquidate, report, credit and recognize these assets will be made on a case-by-case basis by the Executive Director or designee.

4.5.7 Publicly-traded Securities

Gifts of publicly-traded securities will be reported, credited, and recognized at the average of the high and low market value on the day electronic transfer is received by the Library. Such securities will be conveyed to the Library for sale, consistent with the established policies of the Library.

4.5.8 Closely Held Stock

Gifts of closely held stock exceeding \$10,000 in value are reported at the fair market value placed on them by a qualified independent appraiser. Gifts of closely held stock valued at \$10,000 or less will be receipted at the per-share cash purchase price of the most recent transaction. Normally, this will be the buy-back transaction of the donor. If no buy-back is consummated, a gift of closely held stock may be credited at the value determined by a qualified independent appraiser. Appraisals will be at the expense of the donor. All such gifts of closely-held stock will be held until liquidated, at which time the funds will be used consistent with the gift intentions of the donor and the established policies of the Library.

4.5.9 Real Estate

Outright gifts of real estate will be credited, recognized, and/or commemorated at fair market value at the time it is transferred to the Library, less any encumbrances.

4.5.10 Tangible Personal Property

Outright gifts of tangible personal property for which donors qualify for a charitable gift deduction under current IRS rules will be credited, recognized, and/or commemorated at the appraised value of the property at the time it is transferred to the Library, less any encumbrances, so long as the property has been held by the donor for more than one year. If the donor has held the property for less than one year it will be reported, credited, and recognized at the level of the original cost basis. Appraisals will be at the expense of the donor. Gifts of personal property (jewelry, paintings, antiques, rare books, etc.) exceeding \$5,000 in value will be reported at the fair market value placed on them by an independent, expert appraiser at the time the donor relinquishes control in favor of the Library. Appraisals will be at the expense of the donor. Gifts of \$5,000 and under may be reported at the value declared by the donor or a qualified expert.

The Library's acceptance of such gifts cannot involve significant additional expense for their present or future use, display, maintenance, or administration. Unless otherwise authorized by the Board, the Library will seek to liquidate such assets.

The Library will not accept gifts of tangible personal property (such as books, paintings, etc.) if such gifts are to be made on the condition, understanding, or expectation that the gifted items will be loaned to the donor or to persons designated by the donor for life or for an extended period of time as determined by the donor.

4.5.11 In-Kind Gifts

Gifts of materials, products or services, will be accepted when the form of the gift is immediately available and is either directly usable for the mission of the Library or can be used in direct support of an official Library service. Donated services must either create or enhance the non-financial assets of the Library or require skills that would typically need to be purchased if not provided by donation. It is the sole responsibility of the donor to determine the value of the gift for their tax purposes. The Library will count the gift the same as cash at the fair-market value which will be determined in consultation with the donor. The same rules for tax deductibility that apply for gifts of tangible personal property apply to gifts in-kind of materials, products or services.

4.5.12 Insurance

Fully paid up, or otherwise vested, insurance policies for which the Library is owner and sole beneficiary will be credited and recorded as future expectancies of the Library at the unrealized death benefit (face value) of the policy in cases when the insured is age 65 or greater and at the replacement value for donors younger than 65 or discounted per schedule of actuarial life expectancy at the time of the donation.

Gifts of whole life insurance to the Library will be made by either designating the Library as the beneficiary of the policy or as both owner and beneficiary. When the gift is irrevocable because the Library is the owner and beneficiary, the donor will receive gift credit for the cash surrender value as well as the discounted present value of the unrealized death benefit minus the cash surrender value at the time the policy is transferred. As payments are made to the Library for the policy premiums, they will also be credited to the donor. The Library will report the cash value of the policy as gift income at the time the policy is transferred. The Library will report payments made by the donor for policy premiums as gift income at the time they are received.

Where the Library is named as the beneficiary, but the gift is revocable because the donor still owns the policy, premium payments made directly to the insurance company will be credited and recognized to the donor if the donor sends evidence to the Library of the payment of the policy. The gift will be tracked internally as a revocable bequest. No gift income will be reported.

Gifts of term life insurance will be tracked internally as revocable bequests, however no gift income will be reported, credited, or recognized unless the policy is executed. Because of the time limits on this type of insurance policy, no donor credit will be given unless the policy is executed.

4.5.13 Bequests

Bequest intentions, commitments of unpaid insurance policies, and other revocable deferred gifts will be recorded as future expectancies of the Library at the value established in writing by the donor through a bequest intention form, a deferred pledge agreement, a contract to make a will, a letter, or a copy of appropriate sections of the will or of the insurance or trust document, or similar.

Such revocable gift commitments will be reported, credited, and recognized, subject to the donor's specific request and intent, only when the funds are irrevocably committed to the Library or when the gift matures.

Bequest intentions for which the donor does not indicate a specific gift value and/or does not provide an estimate of residuary bequest will be credited as future expectancies with no dollar value or payment schedule.

Bequests will be credited to campaign attainment figures as specified by the donor at the time of documentation. Such bequests will be credited, recognized and/or commemorated at the value established at the time of probate and/or at the fair market value on the date of the transfer of the asset(s). New bequest expectancies will be tracked and donors will be recognized at the face value of the bequest for stewardship purposes. Non-binding, revocable expectancies will not count toward campaign attainment figures.

4.5.14 Gifts Requiring the Expenditure of Funds

All gifts that will, or may, require expenditure of funds either at the time of the gift or at some future date (e.g., assets that require care, maintenance, security, etc. that may impose obligations on the Library) will require the approval of the Board.

4.5.15 Gift Receipt Date

For purposes of current income tax deductions such gifts will acknowledge the charitable deduction value as established by law.

The date of any contribution is defined as the date the asset(s) is irrevocably transferred to the Library. In some instances, determining that date may be difficult or impossible in the absence of relevant physical evidence. If property is personally delivered to the Library by the donor, the gift date is defined as the date of delivery of the gift. Gifts received by Library staff should be delivered to the Development Office on the date of receipt or on the next day of business following receipt. Gifts of tangible property, no matter how delivered, will be documented as received upon arrival at the Library. A gift of real estate is accepted at the time a properly executed deed to the property is delivered by the donor to the Library or the date the deed is recorded by the Office of the Recorder of Deeds (or similar office) in the country in which the property is located, whichever is first.

4.5.16 Named Endowment Funds

For the purposes of this policy statement, “endowment fund” refers to any fund, or any part thereof, not wholly expendable by the Library on a current basis under the terms of the applicable gift instrument. The Library endowment may be defined as a special reserve of money and/or assets that were given with some form of stipulation or restriction on the use of the earnings generated by the endowed fund. The endowment funds are invested in a manner conducive to appreciation of capital and in accordance with the Library Investment Policy established by the [Investment Committee](#).

Endowment funds are traditionally invested for long-term growth, but must also provide sufficient income for immediate needs. Gifts to support the endowment may be used to establish a special endowment fund or may be added to an existing endowment fund. When establishing an endowed fund, an Endowed Fund Agreement is used to specify the name of the donor(s) and the amount of the gift, the name of the fund and the donor’s intended purpose for the use of the earnings. This Agreement is dated and executed with the signature of the Executive Director or their designee and the donor(s) or their approved designates.

In designating an endowment gift for a specific purpose, the donor is encouraged: (a) to describe that purpose as broadly as possible and (b) to avoid detailed limitations and restrictions. In the event the specific purpose is no longer applicable, the Library will apply the funds in a manner consistent with donor intentions and the Library mission as approved by the Board. All agreements relating to endowed funds should provide a balance between the specific terms as to how the Library will administer the endowed fund and flexibility as to the future conditions which may impact the intended use of the funds.

Types of Endowment

Endowments have commonly been defined as either a “pure endowment,” or a fund that has been invested in perpetuity restricting that the principal may never be

invaded); a “quasi-endowment” which is also a fund in perpetuity, however in accordance with the donor’s intentions the principal may be accessed with Board approval); and a “term endowment” involving donor and donee agreed upon restrictions of the use of principal which will lapse after a donor-designated period of time or event. Today, in accordance with accounting practices established by the Financial Accounting Standards Board of Trustees (FASB), when referring to endowment funds the following definitions are in effect: "permanently restricted," which are permanently limited by donor-imposed stipulations; "temporarily restricted," whose use by the organization is limited by donor imposed requirements that may expire within an established period of time or can be fulfilled and/or removed by actions of the Board; and "unrestricted" funds that have neither been permanently restricted or temporarily restricted by donor-imposed stipulations.

As funds are received with the intention of designated support of the endowment, the donor agreement accompanying the funds must accurately reflect the donor’s intentions and the appropriate nature of the endowed fund. The understanding and proper use of these terms is critical for accounting and fundraising purposes. Each endowment fund must be supported by such documentation.

Minimum to Establish a Named Endowed Fund of the Library

Gifts to establish a named endowment fund for specific purposes must meet the minimum dollar requirement as established in the Library’s [Donor Recognition Policy](#). The principal amount of the original gift need not meet the minimum dollar requirement if the donor agrees to fully fund the endowment at the minimum dollar requirement within a period of time less than five years specified by the donor and approved by the Executive Director. The minimum dollar requirement to establish a named endowed fund from this date forward is \$50,000.

The Library reserves the right to review the minimum amounts required for named endowments periodically and to amend the minimum amount required so as to ensure that endowment proceeds are sufficient to fund the intended purpose(s) of the endowment. When the Library acts to increase the minimum amount required to establish a particular named endowment fund, such action will not be retroactive to

funds already established and named.

4.5.17 Donor Responsibilities

Although representatives of the Library will provide all appropriate assistance, the final responsibility regarding asset evaluations, tax deductibility, and/or similar federal, state, and/or local legal compliance issues rests with the donor(s) and/or with such advisors as the donor(s) secure. The Library recommends that all donors consult with their legal tax counsel when planning all gifts, especially non-cash gifts or future planned gifts.

4.5.18 Policy Amendment and Review

The current policy was approved by the Library Directors and its Board in March, 2022. An attorney or other qualified individual and the Board will review this policy no less frequently than every five years in order to ensure accurate reflection of current laws. Any prospective gifts not covered by this policy must come before the Board for consideration.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Approval of Fund Transfer to Evanston Community Foundation

Date: March 11, 2022

Recommended Action:

Staff recommends transfer of the Evanston Public Library's Endowment fund portfolio to the Evanston Community Foundation for their active and careful management. The Library will retain the value of two year's withdrawals to allow for immediate access to funds.

Summary:

In previous meetings, the Evanston Community Foundation presented materials and explained the manner in which ECF manages funds on behalf of Evanston institutions.

Questions raised by Trustees have been answered to the satisfaction of the Trustees. The City of Evanston's Corporation Counsel has reviewed the attached documents and approved the content.

Attachment: Transmittal memo



March 16, 2022

Sol Anderson
President and Chief Executive Officer
Evanston Community Foundation
1560 Sherman Avenue, Suite 535
Evanston, IL 60201

Dear Sol:

It is the intention of the Evanston Public Library (“EPL”) to establish an organizational endowment fund with the Evanston Community Foundation (“Foundation” or “ECF”). EPL will transfer securities to ECF’s investment account at Charles Schwab after approval by the EPL Board of Trustees at its March 16, 2022 meeting. The total market value of the transferred assets represents our initial contribution to the new fund. ECF will calculate the total market value using the average of the high and low market values of the transferred assets on the transfer date.

EPL and ECF agree as follows:

1. The Fund shall be known as the **Evanston Public Library Endowment Fund** of the Evanston Community Foundation (“the Fund”) and shall be identified as such in the course of its administration. The Fund shall be for the benefit of EPL and any future affiliates, and will be used to support its/their charitable purpose.
2. The initial contribution from EPL represents the initial property of the Fund. Subsequent contributions to the Fund may be made by EPL and any other donors.
3. The Fund shall include the initial contribution, any additional property as may from time to time be transferred to and accepted by the Foundation for inclusion in the Fund, and all undistributed net investment income earned by the Fund. The Fund shall be the exclusive property of the Foundation, subject to its control and held by it in its corporate capacity for the sole benefit of EPL, and shall not be deemed a trust fund held by it in a trustee capacity.
4. The assets of the Fund may be commingled with the other assets of ECF, invested and administered by the Foundation in accordance with its governing instruments and the investment policies, practices and procedures adopted by the Board of Directors from time to time. The Fund’s assets shall be accounted for separately.
5. Distributions from the Fund to EPL shall be made in accordance with the Foundation’s Investment and Spending Policy in effect from time to time. The annual net spending amount as calculated by the Foundation shall be offered to EPL within six months of the close of the Foundation’s fiscal year. The



Foundation's fiscal year currently ends December 31. EPL may elect to receive the annual spending amount in full or in part; it may also elect to receive no distribution in a given year. Annual spending amounts not taken as distributions remain in the Fund.

6. Distributions in excess of the Foundation's spending policy may be made to EPL in any year as determined by the ECF board of directors. From time to time EPL may, by recommendation of its Board of Trustees, request such distributions. While such recommendations shall be solely advisory and not binding upon the Foundation, the Foundation will give them due consideration and will not unreasonably withhold its consent.
7. ECF may, in its discretion at any time, distribute to EPL all or any part of the Fund, whether principal or undistributed net investment income, or both. Should ECF determine at any time for any reason that continuance of the Fund as a component part of ECF is inadvisable, ECF may distribute the entirety of the Fund to EPL.
8. The Fund may be charged regularly for direct and indirect expenses attributable to the maintenance of funds of this type and in accordance with the policies of the Foundation from time to time in effect. The current, usual foundation support charge is 1% per year. However, the foundation support charge for the Evanston Public Library Endowment Fund will be 65 basis points, as long as the fund balance exceeds \$1 million. Other usual direct expenses would include direct expenses such as credit card processing fees attributable to Fund contributions.
9. If EPL, in the reasonable opinion of the Foundation's board, should become insolvent, cease charitable activities, or lose its exemption from income taxation, or if EPL dissolves with no tax exempt successor, the Fund will cease to be administered under the terms of this agreement. At such time, the Fund assets will either become part of the Foundation's unrestricted endowment or such other fund as is most appropriate, or will be disposed of in a manner consistent with both the tax exempt purposes of the Foundation and EPL.
10. The Fund will be administered subject to the provisions of the Foundation's Articles of Incorporation and Bylaws as presently in effect as each may from time to time be amended, including those provisions which may permit the Foundation's board to amend, modify or vary any of the purposes, directions, restrictions, or conditions set forth herein, if in the sole judgment of the board **such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable purpose of the Foundation. EPL will be notified promptly of any decision made by the Foundation to exercise its variance power.**

If the Foundation ceases to be a qualified charitable organization or if the Foundation proposes to dissolve, the assets of the Fund shall, after payment of any liabilities properly chargeable to the Fund, revert to EPL. If



EPL is not then a qualified charitable organization, the assets of the Fund shall be distributed in such manner, and to such qualified charitable organization or organizations serving purposes similar to those of EPL, as is consistent with both the tax exempt purposes of the Foundation and EPL.

11. It is intended that the Fund shall be a component part of the Foundation and that nothing in this agreement shall affect the tax exempt status of the Foundation as a qualified charitable organization as described in Section 501(c)(3) of the Internal Revenue Code of 1986 as amended, and as an organization that is not a private foundation within the meaning of Section 509(a) of the Code. This agreement shall be interpreted in a manner consistent with this intention, and the Foundation is authorized to amend this Agreement to conform to the provisions of any applicable federal or state law or government regulation in order to carry out the foregoing intention.

12. The Foundation will provide fund reports to EPL annually, and upon request, presenting the balance of the Fund and a summary of fund activity, including distributions, contributions received, and net investment results. In lieu of receiving statements directly from ECF, EPL may elect to use ECF's fundholder portal to access monthly fund statements and fund activity, including distributions taken, donations received, and donor details.

This letter constitutes our entire agreement concerning the **Evanston Public Library Endowment Fund** of the Evanston Community Foundation.

Dated this ____ day of _____, 2022

By:

Karen Danczak Lyons, Executive Director
Trustees

Tracy Fulce, President, Board of
Trustees

ACCEPTED as of the date set forth above by

Sol Anderson, President & CEO
Evanston Community Foundation



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Executive Director
Subject: March 2022 Board Volunteer Report
Date: March 10, 2022

How do EPL volunteers intersect with Development?

There is a definite connection between EPL volunteers and Development. Volunteers have a front row seat to observe what happens at EPL. They have first-hand knowledge of how our staff members, in spite of working in an under-funded library, continually prepare and present programs, perform exemplary customer service, and serve as a resource center for our community. As a result, these volunteers can often tell EPL's story to their neighbors and friends better than staff or a public relations person. These first-person accounts have a positive impact on Development efforts to enlist long-term community support, which aids in fundraising.

Volunteers also tend to financially support an organization for which they volunteer. Studies show that volunteers say there is an "overlap between their volunteer and financial support". And many volunteers say they give more financial support because they volunteer.

How do volunteers intersect with EDI?

This is an on-going question as the library strives to offer more equitable volunteer opportunities to those who have been marginalized. Many library volunteers are older, retired and/or financially stable and can volunteer freely. Not everyone has the free time or energy to volunteer. It's increasingly important to find innovative ways to engage someone who has two jobs, a family, and little access to child care, for example.

Perhaps we can design volunteer opportunities that can be performed at home or as a family. We also need to look at volunteer recruitment with an equity lens. How should we alter our efforts in order to reach those who have not yet volunteered? Traditional means of finding volunteers (newsletters, website, flyers, etc.) need to be examined.

Currently, we offer our Human Library as a way to promote diversity and inclusion, which includes those who have experienced prejudice or discrimination based on their race or ethnicity, sexual orientation, gender identity, socio-economic status, religious beliefs, or physical or mental ability. EPL also regularly engages volunteers from Have Dreams and Center for Independent Futures.

Current EPL Volunteer Groups :

Department	2021 Hours*	# of Volunteers	Manager
Board of Trustees	400	9	Karen Danczak Lyons
Book Repair	42	1	Marlene Meyer
Books on Wheels	300	10	Julie Rand
Children's	540	3	Jan Bojda, Laura Antolin, Martha Meyer, Linda Balla
Circulation	30	3	Gaby Mansera, Gina New, Dolores Martinez
Collection Maintenance	338	5	Betsy Bird
Collections Advisory Committee	50	6	Betsy Bird
Concierge	72	3	Gaby Mansera, Dennis Leaks
Development	288	29	Wynn Shawver
Flyer Delivery	24	6	Mary Kling
Innovation and Digital Learning	210	3	Renee Neumeier, Elacsha Madison, Morgan Patten
Mission Impossible Leaders	240	5	Heather Ross
Northwestern Groups	6	3	Varies
Racial Equity Task Force	192	5	Karen Danczak Lyons
Robert Crown Branch	184	6	Kellye Fleming
Tech Help with Seniors	976	1	Renee Neumeier
TOTAL	3892	98	

*Revised, 2/28/22

Pre-pandemic, our volunteers were approximately:

Asian 5%
 Black 13%
 Hispanic 3%
 White 79%