

evanston public library



**EVANSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
LIBRARY BOARD PACKET**

Wednesday, August 17, 2022

6:30 pm

In person 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: August 17, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84289230629>

+1 312 626 6799(Chicago) is the closest number.

The full list of US numbers:

- +1 3126266799 (Chicago)
- +1 6465588656 (New York)
- +1 3017158592 (Washington D.C.)
- +1 3462487799 (Houston)
- +1 6699009128 (San Jose)
- +1 2532158782 (Tacoma)

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ENo3s6XsH1X1pRdu5>

Zoom Tips

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, August 17, 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**
 - A. Approval of Minutes July 20, 2022**
 - B. Approval of Bills and Payroll**
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force (Distributed in Advance)**
- 6. INFORMATION/COMMUNICATIONS: Together, We are the Library**
 - A. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)**
- 8. BOARD REPORTS**
 - A. Development Committee**
 - B. Endowment Investment Committee**
 - C. Executive Committee**
 - D. Management & Policy Committee**
 - E. Board Development Committee**
 - F. Facilities Committee**
 - G. Transition Team/Interim Team/Search Team**
- 9. UNFINISHED BUSINESS**
 - A. Special Funds Policy (Action)**
- 10. NEW BUSINESS**
 - A. Board Operational Priorities (Discussion and Action)**
- 12. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

Next Meeting: September 07, 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, July 20, 2022
Meeting of the Board
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

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

Members Absent

Adam Goodman and Russ Shurbet

Staff Present

Heather Norborg, Jan Bojda, Jenette Sturges, Jill Skwerski, Renee Neumeier, Lea Hernandez Solis, Wynn Shawver and Dennis Leaks.

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 6:32 p.m.

Citizen Comment

Vaishali Patel

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the June 15, 2022 Board Meeting.**
Upon motion made by Trustee Soto and seconded by Trustee Lurie, the consent agenda was approved.

Equity, Diversity and Inclusion (Joint Task Force):

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

Library Director's Report

Written report provided in advance.

Staff Report:

Administrative Services Report (Distributed in Advance).

Board Reports:

- A. Development Committee**
- B. Endowment Investment Committee**

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

UNFINISHED BUSINESS

- A. **Library Cards and Accounts Policy (Action).** Upon motion made by Trustee Hayman and seconded by Trustee Schapiro, to approve the Library Cards and Accounts Policy.
- B. **MOU with Partners of the Evanston Public Library (Action).** Upon motion made by Trustee Schapiro and seconded by Trustee Hayman, to approve the Memorandum Of Understanding with Partners of the Evanston Public Library.

New Business:

- A. **Special Funds Policy (Discussion)**
- B. **Library Strategies Reports and next steps (Discussion)**

Adjournment

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Iles and approved by voice vote. The meeting adjourned at 7:47 p.m.

Submitted by: Terry Soto



Memorandum

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

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

Subject: Library Fund Bills

Date: August 4, 2022

Recommended Action

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

Payroll

July 4, 2022 through July 17, 2022	\$ 164,740.31
July 18, 2022 through July 31, 2022	\$ 163,644.21

Library Fund Bills List

July 12, 2022	\$ 123,880.62
July 25, 2022	\$ 114,203.36
(May 2022 Purchasing Card \$11,140.31)	

Attachment: Bills List; Purchasing Card

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 07.12.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 07/12/22 - 07/12/22

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				
100474 - BAKER & TAYLOR	SUMMER READING PRIZE BOOKS	07/12/2022	07/12/2022	4,288.80
100474 - BAKER & TAYLOR	ADULT SUPPLIES	07/12/2022	07/12/2022	3.56
100474 - BAKER & TAYLOR	ADULT SUPPLIES	07/12/2022	07/12/2022	20.24
100474 - BAKER & TAYLOR	ADULT SUPPLIES	07/12/2022	07/12/2022	28.71
Account 65100 - LIBRARY SUPPLIES Totals				4,341.31
Invoice Transactions 4				\$4,341.31
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	68.85
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	29.43
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	8.67
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	81.71
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	278.50
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	407.04
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	1,259.79
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	2.08
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	154.95
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/12/2022	07/12/2022	1,303.71
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	1,308.20
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	703.91
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	1,245.92
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	891.21
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	471.32
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	283.41
Account 65630 - LIBRARY BOOKS Totals				\$8,498.70
Invoice Transactions 16				\$8,498.70
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				\$12,840.01
Invoice Transactions 20				\$12,840.01
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	MAIN ADULT ONLINE RESOURCES	07/12/2022	07/12/2022	1,256.00
103424 - MIDWEST TAPE	MAIN ADULT ONLINE RESOURCES	07/12/2022	07/12/2022	4,346.98
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				\$5,602.98
Invoice Transactions 2				\$5,602.98
Account 65100 - LIBRARY SUPPLIES				
18461 - ANTIRACISTAF, LLC	JUNETEENTH EVENT PROFESSIONAL FEE	07/12/2022	07/12/2022	100.00
100474 - BAKER & TAYLOR	ADULT SUPPLIES	07/12/2022	07/12/2022	546.13
100474 - BAKER & TAYLOR	ADULT SUPPLIES	07/12/2022	07/12/2022	32.56
100474 - BAKER & TAYLOR	ADULT SUPPLIES	07/12/2022	07/12/2022	17.10
Account 65100 - LIBRARY SUPPLIES Totals				\$695.79
Invoice Transactions 4				\$695.79
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	212.22
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	300.83
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	1,069.13
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	1,224.01
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	333.01
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	8.66
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	74.01
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	389.28
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	295.57
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	1,614.13
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	1,325.49
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	391.59
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	898.01
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	384.33
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	24.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	125.95
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	202.94
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	76.47
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	37.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	109.46
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	73.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2022	07/12/2022	70.47
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	359.75
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	50.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	857.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	101.91
276974 - OVER DRIVE, INC.	MAIN YOUNG ADULT EBOOKS	07/12/2022	07/12/2022	49.42
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	171.98
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	1,576.93
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	143.98
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	240.97
276974 - OVER DRIVE, INC.	MAIN YOUNG ADULT EBOOKS	07/12/2022	07/12/2022	460.52
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	19.54
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/12/2022	07/12/2022	626.26
Account 65630 - LIBRARY BOOKS Totals				\$13,901.03
Invoice Transactions 34				\$13,901.03
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	07/12/2022	07/12/2022	169.91
100474 - BAKER & TAYLOR	ADULT AV	07/12/2022	07/12/2022	96.14
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	27.04
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	39.11
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	344.41
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	48.11
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	104.47
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	61.58
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	62.79
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	25.18
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	81.62
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	182.78
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	18.99
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	105.96
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	39.86
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	102.30
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	69.08

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 07.12.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 07/12/22 - 07/12/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	MAIN AV REPLACEMENTS SUPPLIES	07/12/2022	07/12/2022	9.99
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	171.70
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	19.18
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	79.47
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	68.79
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	175.08
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	53.22
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	47.36
103424 - MIDWEST TAPE	ADULT AV	07/12/2022	07/12/2022	160.08
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 26	\$2,364.20
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 66	\$22,564.00
Business Unit 4820 - ACCESS SERVICES				
Account 65100 - LIBRARY SUPPLIES				
100736 - BRODART COMPANY	OFFICE SUPPLIES	07/12/2022	07/12/2022	372.47
101406 - DEMCO, INC.	OFFICE SUPPLIES	07/12/2022	07/12/2022	83.56
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$456.03
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 2	\$456.03
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/12/2022	07/12/2022	113.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/12/2022	07/12/2022	113.62
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 2	\$227.24
Account 62341 - INTERNET SOLUTION PROVIDERS				
110018 - T-MOBILE USA	MOBILE HOTSPOTS 5/21/22-6/20/22	07/12/2022	07/12/2022	5,623.21
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1	\$5,623.21
Account 65100 - LIBRARY SUPPLIES				
18461 - ANTIRACISTAF, LLC	JUNETEENTH EVENT PROFESSIONAL FEE	07/12/2022	07/12/2022	100.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$100.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	33.35
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	15.81
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	63.80
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	7.34
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	99.35
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	9.60
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	53.50
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	07/12/2022	07/12/2022	60.34
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	32.20
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	28.25
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	32.20
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	49.48
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	70.10
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	50.78
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	195.34
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	203.44
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	92.80
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	63.84
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	63.26
100474 - BAKER & TAYLOR	ADULT PRINT	07/12/2022	07/12/2022	15.82
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 20	\$1,240.60
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 24	\$7,191.05
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
18597 - OZILAMONT PHOTOGRAPHY AND MEDIA SOLUTIONS	EPL PRIDE EVENT PROFESSIONAL SERVICE	07/12/2022	07/12/2022	150.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$150.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	135.70
100474 - BAKER & TAYLOR	JUV PRINT	07/12/2022	07/12/2022	127.54
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	9.60
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	336.98
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	602.54
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/12/2022	07/12/2022	517.81
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 6	\$1,730.17
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 7	\$1,880.17
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/12/2022	07/12/2022	453.60
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/12/2022	07/12/2022	453.60
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/12/2022	07/12/2022	470.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/12/2022	07/12/2022	470.62
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/12/2022	07/12/2022	210.00
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING SERVICES	07/12/2022	07/12/2022	314.00
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE EXIT DOOR REPAIR	07/12/2022	07/12/2022	592.59
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICE AGREEMENT	07/12/2022	07/12/2022	12,760.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 8	\$15,725.03
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/12/2022	07/12/2022	1,009.36
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$1,009.36
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 9	\$16,734.39
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	07/12/2022	07/12/2022	1,733.33
13657 - GLANTZ, INC	2022 SECOND HALF WEBSITE MAINTENANCE	07/12/2022	07/12/2022	1,170.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$2,903.33

**CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 07.12.2022 FY22**

Accounts Payable by G/L Distribution Report
Payment Date Range 07/12/22 - 07/12/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	LIBRARY EXPRESS BOOKMARKS	07/12/2022	07/12/2022	80.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SMITHSONIAN POSTER	07/12/2022	07/12/2022	65.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	APPS BOOKMARKS PRINTING	07/12/2022	07/12/2022	200.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	FOLDING CARDS AND ENVELOPES	07/12/2022	07/12/2022	420.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD PRINTING	07/12/2022	07/12/2022	72.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BOOKMARK PRINTING SPANISH	07/12/2022	07/12/2022	125.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BOOKMARKS PRINTING	07/12/2022	07/12/2022	370.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SUMMER READING PRINTING	07/12/2022	07/12/2022	925.00
Account 62210 - PRINTING Totals				
			Invoice Transactions 8	<u>\$2,257.00</u>
Account 62295 - TRAINING & TRAVEL				
18611 - KENNEDY JOSEPH	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/12/2022	07/12/2022	220.62
315631 - Timothy Longo	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/12/2022	07/12/2022	1,836.64
15944 - JESSICA IVERSON	REIMBURSEMENT - REGISTRATION ANTI-RACISM	07/12/2022	07/12/2022	150.00
12521 - WYNN SHAWVER	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/12/2022	07/12/2022	1,265.80
Account 62295 - TRAINING & TRAVEL Totals				
			Invoice Transactions 4	<u>\$3,473.06</u>
Account 62315 - POSTAGE				
19059 - BRIDGET PETRITES	REIMBURSEMENT STAMP PURCHASE	07/12/2022	07/12/2022	16.00
Account 62315 - POSTAGE Totals				
			Invoice Transactions 1	<u>\$16.00</u>
Account 62506 - WORK - STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORKSTUDY STUDY	07/12/2022	07/12/2022	862.89
Account 62506 - WORK - STUDY Totals				
			Invoice Transactions 1	<u>\$862.89</u>
Account 65095 - OFFICE SUPPLIES				
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/12/2022	07/12/2022	48.38
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/12/2022	07/12/2022	104.71
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/12/2022	07/12/2022	37.89
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/12/2022	07/12/2022	96.99
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/12/2022	07/12/2022	329.58
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/12/2022	07/12/2022	87.96
Account 65095 - OFFICE SUPPLIES Totals				
			Invoice Transactions 6	<u>\$705.51</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				
			Invoice Transactions 22	<u>\$10,217.79</u>
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	PNG GRANT REIMB - c/o KIRBY CALLAM EVANSTEM	07/12/2022	07/12/2022	4,221.75
Account 62185 - CONSULTING SERVICES Totals				
			Invoice Transactions 1	<u>\$4,221.75</u>
Business Unit 4850 - LIBRARY GRANTS Totals				
			Invoice Transactions 1	<u>\$4,221.75</u>
Department 48 - LIBRARY Totals				
			Invoice Transactions 151	<u>\$76,105.19</u>
Fund 185 - LIBRARY FUND Totals				
			Invoice Transactions 151	<u>\$76,105.19</u>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
13509 - VORIS MECHANICAL INC.	MAIN VENTILATION FAN UPGRADE BID 22-07	07/12/2022	07/12/2022	27,218.70
13509 - VORIS MECHANICAL INC.	MAIN VENTILATION FAN UPGRADE BID 22-07	07/12/2022	07/12/2022	7,312.50
Account 65515 - OTHER IMPROVEMENTS Totals				
			Invoice Transactions 2	<u>\$34,531.20</u>
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals				
			Invoice Transactions 2	<u>\$34,531.20</u>
Department 48 - LIBRARY Totals				
			Invoice Transactions 2	<u>\$34,531.20</u>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals				
			Invoice Transactions 2	<u>\$34,531.20</u>
* = Prior Fiscal Year Activity				
			Invoice Transactions 153	<u>\$110,636.39</u>

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.12.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS			
	VARIOUS BMO	PURCHASING CARD-MAY, 2022	11,140.31
	VARIOUS TWIN EAGLE	NATURAL GAS MAY, 2022	<u>2,103.92</u>
			13,244.23
		GRAND TOTAL	<u>123,880.62</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 07.26.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 07/26/22 - 07/26/22

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				
100474 - BAKER & TAYLOR	ELL SUPPLIES	07/26/2022	07/26/2022	6.02
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1		\$6.02
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	07/26/2022	07/26/2022	1,299.38
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	1,179.05
100474 - BAKER & TAYLOR	CROWN JUV PRINT	07/26/2022	07/26/2022	851.64
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	137.58
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	154.84
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	839.38
100474 - BAKER & TAYLOR	JUV PRINT	07/26/2022	07/26/2022	604.72
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	21.58
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	141.40
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	1,326.19
100474 - BAKER & TAYLOR	JUV PRINT	07/26/2022	07/26/2022	774.95
100474 - BAKER & TAYLOR	JUV PRINT	07/26/2022	07/26/2022	776.04
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	186.73
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	1,531.02
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 14		\$9,824.50
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	JUV AV	07/26/2022	07/26/2022	106.72
103424 - MIDWEST TAPE	JUV AV	07/26/2022	07/26/2022	64.72
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2		\$171.44
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		Invoice Transactions 17		\$10,001.96
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS	OVER DRIVE JULY 1 TO JUNE 30 2023 SUBSCRIPTION	07/26/2022	07/26/2022	23,585.65
Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1		\$23,585.65
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	MAGNETIC STRIPS	07/26/2022	07/26/2022	46.06
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1		\$46.06
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	622.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	881.37
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	624.12
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	393.31
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	509.01
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	215.12
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	52.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	371.90
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	695.25
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	1,342.83
100474 - BAKER & TAYLOR	MAIN ADULT STANDING ORDER	07/26/2022	07/26/2022	252.82
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	1,207.99
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	56.36
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	459.44
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	398.24
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	306.43
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	243.53
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	779.28
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	922.75
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	29.66
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	126.91
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	642.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	834.97
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	230.04
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN STANDING ORDER PRINT	07/26/2022	07/26/2022	153.69
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN STANDING ORDER PRINT	07/26/2022	07/26/2022	185.18
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/26/2022	07/26/2022	187.30
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/26/2022	07/26/2022	264.57
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/26/2022	07/26/2022	472.44
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/26/2022	07/26/2022	18.39
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	07/26/2022	07/26/2022	101.91
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 31		\$13,582.61
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	07/26/2022	07/26/2022	43.99
100474 - BAKER & TAYLOR	ADULT AV	07/26/2022	07/26/2022	43.97
103424 - MIDWEST TAPE	ADULT AV	07/26/2022	07/26/2022	22.93
103424 - MIDWEST TAPE	ADULT AV	07/26/2022	07/26/2022	22.93
103424 - MIDWEST TAPE	ADULT AV	07/26/2022	07/26/2022	156.63
103424 - MIDWEST TAPE	ADULT AV	07/26/2022	07/26/2022	35.61
103424 - MIDWEST TAPE	ADULT AV	07/26/2022	07/26/2022	42.86
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 8		\$391.85
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 41		\$37,606.17
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	07/26/2022	07/26/2022	23,286.96
Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1		\$23,286.96
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY JANUARY 1-MARCH 31, 2022	07/26/2022	07/26/2022	636.45
Account 62506 - WORK- STUDY Totals		Invoice Transactions 1		\$636.45
Account 65100 - LIBRARY SUPPLIES				
15208 - ELM USA, INC.	EXTENDED WARRANTY FEE	07/26/2022	07/26/2022	395.00
206940 - ULINE	OFFICE SUPPLIES	07/26/2022	07/26/2022	125.65
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION FEE	07/26/2022	07/26/2022	304.30
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 3		\$824.95
Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 5		\$24,748.36
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/26/2022	07/26/2022	113.62
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 1		\$113.62
Account 65100 - LIBRARY SUPPLIES				
19067 - WILLIAM ESTRADA	PROFESSIONAL SERVICES	07/26/2022	07/26/2022	750.00
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1		\$750.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	81.93

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 07.26.2022 FY22

Accounts Payable by G/L Distribution Report
 Payment Date Range 07/26/22 - 07/26/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	97.16
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	25.98
100474 - BAKER & TAYLOR	CROWN JUV PRINT	07/26/2022	07/26/2022	12.99
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	18.95
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	15.26
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	31.64
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	23.52
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	27.39
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	44.03
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	30.06
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	15.81
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	40.20
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	54.18
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	107.92
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	16.95
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	38.34
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	166.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	77.91
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	41.18
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	15.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	15.26
100474 - BAKER & TAYLOR	ADULT PRINT	07/26/2022	07/26/2022	33.89
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/26/2022	07/26/2022	49.97
100474 - BAKER & TAYLOR	JUV PRINT	07/26/2022	07/26/2022	350.75
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	89.95
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	50.20
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 27	\$1,573.48
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice Transactions 29	\$2,437.10
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SERVICES COMPUTER SOFTWARE	07/26/2022	07/26/2022	25.50
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SERVICES COMPUTER SOFTWARE	07/26/2022	07/26/2022	20.25
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SERVICES COMPUTER SOFTWARE	07/26/2022	07/26/2022	10.25
103876 - OCLC, INC.	ACCESS SERVICES COMPUTER SOFTWARE	07/26/2022	07/26/2022	3,450.56
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice Transactions 4	\$3,506.56
Account 65100 - LIBRARY SUPPLIES				
101811 - FAMILY FOCUS	CONSULTING FEE	07/26/2022	07/26/2022	1,500.00
302588 - Y.O.U.	GRANTS/CONSULTING/PNG FOR BASEFUND FOR	07/26/2022	07/26/2022	1,500.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 2	\$3,000.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	288.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	324.83
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/26/2022	07/26/2022	11.29
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 3	\$624.83
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice Transactions 9	\$7,131.39
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	CHILLER SERVICE	07/26/2022	07/26/2022	623.50
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/26/2022	07/26/2022	470.62
151986 - CINTAS CORPORATION #769	FIRST AID KIT SERVICE	07/26/2022	07/26/2022	155.75
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/26/2022	07/26/2022	470.62
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/26/2022	07/26/2022	470.62
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/26/2022	07/26/2022	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/26/2022	07/26/2022	85.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	07/26/2022	07/26/2022	210.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	07/26/2022	07/26/2022	575.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	07/26/2022	07/26/2022	10,520.00
206940 - ULINE	BUILDING SUPPLIES	07/26/2022	07/26/2022	258.98
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 11	\$13,985.09
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 07.29.2022	07/26/2022	07/26/2022	6,539.00
Account 64005 - ELECTRICITY Totals			Invoice Transactions 1	\$6,539.00
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/26/2022	07/26/2022	49.09
Account 65040 - JANITORIAL SUPPLIES Totals			Invoice Transactions 1	\$49.09
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 13	\$20,573.18
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
315470 - GOV TEMPS USA, LLC	PROFESSIONAL SERVICES	07/26/2022	07/26/2022	2,296.00
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	PROFESSIONAL SERVICES	07/26/2022	07/26/2022	734.34
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	CONSULTING FEE	07/26/2022	07/26/2022	2,357.50
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	PROFESSIONAL SERVICES	07/26/2022	07/26/2022	575.00
17641 - SCOTT STEVEN VRABLIK II	MINECRAFT MANIA 3/22, 3/24, 4/6, 8/08	07/26/2022	07/26/2022	700.00
Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 5	\$6,662.84
Account 62295 - TRAINING & TRAVEL				
13722 - ELIZABETH BIRD	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/26/2022	07/26/2022	156.71
15944 - JESSICA IVERSON	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/26/2022	07/26/2022	250.00
18675 - KELLYE FLEMING	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/26/2022	07/26/2022	364.23
18961 - SALLY BATTLE	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/26/2022	07/26/2022	1,569.86
10642 - BRIAN WILSON	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/26/2022	07/26/2022	1,645.88
Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions 5	\$3,986.68
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY	WORK-STUDY JANUARY 1-MARCH 31, 2022	07/26/2022	07/26/2022	529.75
Account 62506 - WORK- STUDY Totals			Invoice Transactions 1	\$529.75
Account 64005 - ELECTRICITY				
10730 - MC SQUARED ENERGY	MC SQUARED 07.29.2022	07/26/2022	07/26/2022	110.00
Account 64005 - ELECTRICITY Totals			Invoice Transactions 1	\$110.00
Account 65095 - OFFICE SUPPLIES				
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	07/26/2022	07/26/2022	283.45
206940 - ULINE	OFFICE SUPPLIES	07/26/2022	07/26/2022	132.48
Account 65095 - OFFICE SUPPLIES Totals			Invoice Transactions 2	\$415.93
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions 14	\$11,705.20
Department 48 - LIBRARY Totals			Invoice Transactions 128	\$114,203.36
Fund 185 - LIBRARY FUND Totals			Invoice Transactions 128	\$114,203.36
			Invoice Transactions 128	\$114,203.36

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.26.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

VARIOUS

0.00

GRAND TOTAL 114,203.36

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	GOTPRINT.COM	CA	91505-1073	\$ 180.04	4/26/2022	62210 AUDITING	EPL STICKERS BULK ORDER
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 29.99	4/26/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	PAYPAL FT.COM	CA	95131	\$ 74.75	4/26/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	4/26/2022	62340 IS SUPPORT FEES	ONLINE GROUP MEETING MONTHLY SUBSCRIPTION
LIBRARY	PAYPAL TFDSUPPLIES	IL	62208	\$ 119.20	4/27/2022	65100 LIBRARY SUPPLIES	BULK ORDER EARPHONES
LIBRARY	PAYPAL ABM BUTTON	TX	75074	\$ 172.30	4/27/2022	65100 LIBRARY SUPPLIES	BUTTON MAKER SUPPLIES
LIBRARY	PAYPAL ABM BUTTON	TX	75074	\$ 71.20	4/27/2022	65100 LIBRARY SUPPLIES	BUTTON MAKER SUPPLIES
LIBRARY	TOYS 4 U	NY	11219	\$ 44.99	4/27/2022	65100 LIBRARY SUPPLIES	ELL KIDS TOYS
LIBRARY	TARGET.COM	MN	55445	\$ 33.98	4/27/2022	65100 LIBRARY SUPPLIES	ELL PRIDE PARADE PROGRAM
LIBRARY	TARGET.COM	MN	55445	\$ 26.51	4/27/2022	65100 LIBRARY SUPPLIES	ELL PRIDE PARTY PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 42.99	4/27/2022	65100 LIBRARY SUPPLIES	ELL STEM KIT PROGRAM SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 7.98	4/27/2022	65100 LIBRARY SUPPLIES	ELL STEM KIT PROGRAM SUPPLIES
LIBRARY	PAYPAL PARTYCITYCO	IL	60563	\$ 23.14	4/27/2022	65100 LIBRARY SUPPLIES	PRIDE DISPLAY SUPPLIES
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 62.44	4/27/2022	65100 LIBRARY SUPPLIES	RC COMMUNITY ART PROJECT SUPPLIES
LIBRARY	EVANSTON LUMBER	IL	60202	\$ 34.80	4/28/2022	65050 BUILDING MAINTENANCE MATERIAL	1- 1/2" X 1-9/16" WP HAND RAIL
LIBRARY	TARGET 00032839	IL	60201	\$ 119.98	4/28/2022	65050 BUILDING MAINTENANCE MATERIAL	APPLE HDMI ADAPTERS
LIBRARY	TARGET.COM	MN	55445	\$ 32.60	4/28/2022	65100 LIBRARY SUPPLIES	ELL STEM KIT PROGRAM SUPPLIES
LIBRARY	FACEBK 9SBLFC3U32	CA	94025	\$ 50.00	4/28/2022	62205 ADVERTISING	FACEBOOK PROMOTIONAL AD
LIBRARY	AMZN MKTP US 100E34Y42	WA	98109	\$ 25.99	4/28/2022	65100 LIBRARY SUPPLIES	SUMMER READING SUPPLIES
LIBRARY	AMAZON.COM 1Q3RE1LF2	WA	98109	\$ 28.51	4/29/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 40.67	4/29/2022	65050 BUILDING MAINTENANCE MATERIAL	ANGLE SLD ALUM 96X1 1/2X1/8
LIBRARY	SSL ECOMM	WI	54942	\$ 57.35	4/29/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES
LIBRARY	TOMATE FRESH KITCHEN	IL	60201	\$ 1,200.00	4/29/2022	65025 FOOD	STAFF DAY FOOD
LIBRARY	PAYPAL BLICKARTMAT	IL	61401	\$ 79.53	4/29/2022	65100 LIBRARY SUPPLIES	SUMMER ENGAGEMENT CRAFT SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 8.80	5/2/2022	65050 BUILDING MAINTENANCE MATERIAL	2PK SUCTION CUP
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 734.93	5/2/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT SUMMER READING SUPPLIES
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 18.00	5/2/2022	62340 IS SUPPORT FEES	EPL GOOGLE DOMAIN MONTHLY FEE
LIBRARY	FACEBK ZX4XQCTT32	CA	94025	\$ 11.91	5/2/2022	62205 ADVERTISING	FACEBOOK PROGRAM AD
LIBRARY	GOOGLE ADS5543192693	CA	94043	\$ 63.33	5/2/2022	62205 ADVERTISING	GOOGLE AD PROMOTIONAL AD
LIBRARY	NYTIMES	NY	10018	\$ (5.26)	5/2/2022	65635 PERIODICALS	MISSSED DELIVERY CREDIT
LIBRARY	NYTIMES	NY	10018	\$ 129.99	5/2/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	AMZN MKTP US 1Q0S05VS2	WA	98109	\$ 363.86	5/2/2022	65100 LIBRARY SUPPLIES	SUMMER READING SUPPLIES
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 9.99	5/3/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	TARGET 00009274	IL	60202	\$ 37.20	5/3/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES BATH BOMB SUPPLIES
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	5/3/2022	62340 IS SUPPORT FEES	WEB HOST MONTHLY FEE
LIBRARY	AMZN MKTP US 1Q8RP4KM2	WA	98109	\$ 40.77	5/4/2022	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	PAYPAL LAKESHORE	CA	90895	\$ 1,110.25	5/4/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES GARDEN GATES TOYS
LIBRARY	AMZN MKTP US 1Q4M00KU2	WA	98109	\$ 43.47	5/4/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 135CS1K01	WA	98109	\$ 83.05	5/4/2022	65630 LIBRARY BOOKS	LLL BOOKS
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	5/4/2022	65100 LIBRARY SUPPLIES	MONTHLY SERVICE FEE
LIBRARY	D J BARRONS	MA	01020	\$ 14.99	5/4/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	UPS 1ZRE07134396613042	GA	30328	\$ 14.82	5/4/2022	62315 POSTAGE	SHIPPING
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 98.95	5/5/2022	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES
LIBRARY	AMAZON.COM 1Q6V77UN2 A	WA	98109	\$ 32.06	5/5/2022	65630 LIBRARY BOOKS	LLL PRINT
LIBRARY	AMZN MKTP US 1Q0I83940	WA	98109	\$ 48.96	5/5/2022	65635 PERIODICALS	LLL PRINT
LIBRARY	APPLE.COM/BILL	CA	95014	\$ 7.71	5/5/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	SWEET TEMPTATIONS BAKE	IL	60202	\$ 32.95	5/5/2022	65025 FOOD	RC TEAM BOOSTING TREAT
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 260.55	5/5/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES AND PRIZES NSBE JR.
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 348.75	5/6/2022	65050 BUILDING MAINTENANCE MATERIAL	1 PALLET OF MULCH
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 119.43	5/6/2022	65050 BUILDING MAINTENANCE MATERIAL	2 GALLONS OF CLR, WIRE BRUSHES, PLUMBER'S TAPE, RUBBER GLOVES, AA BATTERIES
LIBRARY	AMZN MKTP US 133P24CC2	WA	98109	\$ 294.00	5/6/2022	65100 LIBRARY SUPPLIES	ELL OUTREACH SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ (20.00)	5/6/2022	65050 BUILDING MAINTENANCE MATERIAL	HOME DEPOT REFUND ON MULCH
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 12.97	5/6/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CARQUEST 2759	IL	60202	\$ 116.10	5/9/2022	65050 BUILDING MAINTENANCE MATERIAL	BATTERY FOR PRESSURE WASHER TRAILER
LIBRARY	AMAZON.COM 131123TZ2 A	WA	98109	\$ 56.76	5/9/2022	65630 LIBRARY BOOKS	ELL PRINT
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 640.04	5/9/2022	65050 BUILDING MAINTENANCE MATERIAL	POWER INVERTER, HOSE NOZZLE, 4 PACKS OF GLOVES, INVERTER CABLES
LIBRARY	AMZN MKTP US 132N635I0	WA	98109	\$ 33.65	5/10/2022	65630 LIBRARY BOOKS	LLL BOOKS

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 174.60	5/10/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES AND EQUIPMENT FOR BOOK MOBILE
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	5/11/2022	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 18.48	5/11/2022	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN CRAFT PROGRAMS
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 44.97	5/13/2022	65050 BUILDING MAINTENANCE MATERIAL	3 BOXES OF FACE MASKS
LIBRARY	PAYPAL STAPLES INC	MA	01702	\$ 45.67	5/13/2022	65100 LIBRARY SUPPLIES	ELL SUMMER SATURDAYS SUPPLIES
LIBRARY	PAYPAL SWEETWATER	IN	46818	\$ 109.15	5/13/2022	65100 LIBRARY SUPPLIES	IDL FILM IT CHALLENGE SUPPLIES
LIBRARY	GREEN TOYS INC	CA	94965	\$ 71.96	5/13/2022	65100 LIBRARY SUPPLIES	RC STORYTIME SUPPLIES
LIBRARY	PAYPAL TARGETCORPO	IN	46214	\$ 15.00	5/13/2022	65100 LIBRARY SUPPLIES	SUMMER READING SUPPLIES
LIBRARY	WALGREENS #4218	IL	60202	\$ 99.95	5/16/2022	65050 BUILDING MAINTENANCE MATERIAL	5 BOXES OF FACE MASKS
LIBRARY	WALGREENS #5147	IL	60077	\$ 99.95	5/16/2022	65050 BUILDING MAINTENANCE MATERIAL	5 BOXES OF FACE MASKS
LIBRARY	AMAZON.COM 1R7XK2Z61 A	WA	98109	\$ 266.99	5/16/2022	65630 LIBRARY BOOKS	LLL BOOKS
LIBRARY	NYTIMES	NY	10018	\$ 88.19	5/16/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 22.40	5/16/2022	65100 LIBRARY SUPPLIES	PNG GRANT SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 77.64	5/16/2022	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES - STORYTIME IN THE GARDEN
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 13.94	5/16/2022	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES MASCOT CONTEST
LIBRARY	WALMART.COM AA	AR	72716	\$ 14.97	5/16/2022	65100 LIBRARY SUPPLIES	SUMMER READING SUPPLIES
LIBRARY	LETTUCE GROW	CA	90292	\$ 136.50	5/17/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 35.97	5/17/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	PARTY CITY 15	IL	60714	\$ 197.50	5/17/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES AND PRIZES FOR CODED BEATS SHOWCASE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 45.62	5/18/2022	65040 JANITORIAL SUPPLIES	ONE VIVA PAPER TOWELS 6PK (2) ONE SURGE PROTECTOR 60UT 2USB (3) ONE VELCRO 3.5X1.5" ADHESV BL
LIBRARY	DOLLARTREE	IL	60202	\$ 75.00	5/18/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES CODED BEATS EVENT
LIBRARY	UPS 1ZRE07134396135256	GA	30328	\$ 73.84	5/19/2022	62315 POSTAGE	BOOK SHIPMENT
LIBRARY	UPS 1ZRE07134396545867	GA	30328	\$ 73.84	5/19/2022	62315 POSTAGE	BOOK SHIPMENT
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 41.82	5/19/2022	65050 BUILDING MAINTENANCE MATERIAL	PRESSURE WASHER PUMP OIL, INDUSTRIAL WIPES
LIBRARY	AMAZON.COM AMZN.COM/BI	WA	98109	\$ (32.06)	5/20/2022	65630 LIBRARY BOOKS	CREDIT
LIBRARY	AMZN MKTP US 1L7V43S00	WA	98109	\$ 48.32	5/20/2022	65630 LIBRARY BOOKS	LLL BOOK
LIBRARY	AMZN MKTP US 1R7166U1	WA	98109	\$ 38.48	5/20/2022	65630 LIBRARY BOOKS	LLL BOOK
LIBRARY	EVANSTON LUMBER	IL	60202	\$ 130.76	5/20/2022	65050 BUILDING MAINTENANCE MATERIAL	ONE 4 X 8 3/4" BIRCH PLYWOOD AND 1/4" X 3/4" WP FLAT MOULD
LIBRARY	TARGET 00009274	IL	60202	\$ 199.99	5/20/2022	65100 LIBRARY SUPPLIES	PRIZES FOR TUNEPAD COMMUNITY SHOWCASE
LIBRARY	GOTPRINT.COM	CA	91505-1073	\$ 180.04	5/20/2022	62210 AUDITING	SUMMER READING STICKERS PRINTING
LIBRARY	TARGET 00009274	IL	60202	\$ 19.98	5/20/2022	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN TUNEPAD SHOWCASE
LIBRARY	THE HOME DEPOT #8598	IL	606590000	\$ 48.33	5/23/2022	65050 BUILDING MAINTENANCE MATERIAL	2 QUARTS OF 10W 30 OIL
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 93.97	5/23/2022	65050 BUILDING MAINTENANCE MATERIAL	50FT PRESSURE HOSE
LIBRARY	BRIGHAM YOUNG UNIV WEB	UT	84602	\$ 15.00	5/23/2022	65100 LIBRARY SUPPLIES	INTERLIBRARY LOAN FEE
LIBRARY	AMZN MKTP US 1R1VT42X2	WA	98109	\$ 152.45	5/23/2022	65630 LIBRARY BOOKS	LLL BOOKS
LIBRARY	TARGET 00009274	IL	60202	\$ 132.69	5/23/2022	65100 LIBRARY SUPPLIES	RC GARDEN READING PROGRAM SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 90.11	5/23/2022	65040 JANITORIAL SUPPLIES	RECYCLE BIN 10 GAL.BLACK TRASH BIN 7 GAL,HUSKY LEATHER GLOVES,SQUEEGE,COBWEB DUSTER ,SHEARS & PRUNER
LIBRARY	THE HOME DEPOT #8598	IL	60659	\$ (93.97)	5/23/2022	65050 BUILDING MAINTENANCE MATERIAL	RETURN OF 50 FT PRESSURE WASHER HOSE
LIBRARY	TARGET 00009274	IL	60202	\$ 91.78	5/23/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES AND ENGAGEMENT PROGRAM SUPPLIES
LIBRARY	PAYPAL RAINBOWSYMP	CA	91335	\$ 126.30	5/24/2022	65100 LIBRARY SUPPLIES	CAMP SUMMER READING CHALLENGE SUPPLIES
LIBRARY	DNH GODADDY.COM	AZ	85284	\$ 21.17	5/24/2022	62340 IS SUPPORT FEES	ONLINE MONTHLY SUBSCRIPTION
LIBRARY	ALIBABA.COM	CA	94402	\$ 340.90	5/24/2022	65100 LIBRARY SUPPLIES	SUMMER READING SUPPLIES
LIBRARY	PAYPAL CHICAGOSCHO CH	CA	95131	\$ 45.00	5/24/2022	62295 TRAINING & TRAVEL	WEBINAR I WILLIAMS
LIBRARY	AMZN MKTP US DG6XN6BD3	WA	98109	\$ 40.70	5/25/2022	65630 LIBRARY BOOKS	IDL BOOK
LIBRARY	MICROSOFT STORE	WA	98052	\$ 29.76	5/25/2022	62340 IS SUPPORT FEES	MINECRAFT SUBSCRIPTION
LIBRARY	MICROSOFT STORE	WA	98052	\$ 29.76	5/25/2022	62340 IS SUPPORT FEES	MINECRAFT SUBSCRIPTION
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	5/25/2022	62340 IS SUPPORT FEES	PHOTO STORAGE MONTHLY FEE
	LIBRARY MAY 2022 TOTAL			\$ 11,140.31			

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
July 11, 2022

Members Present:

Joyce Miller-Bean, Terry Soto, Esther Wallen, Heather Norborg, Lorena Neal

Updates

Members discussed logistical procedures for sharing information in a shared Google Drive.

Members discussed checking in with those who have not attended a meeting in a while and whether it is time to recruit new members to the Task Force. Esther Wallen stated that recruiting with specific tasks in mind may be effective. For example, giving input on the permanent director search.

Heather Norborg shared that the Community Survey Report from Library Strategies consultants was added to the shared Google Drive. RETF taskforce members were asked to review this for discussion at the August meeting.

Joyce Miller-Bean asked about the status of the Land Acknowledgement and gave suggestions for protocol once it is adopted by the Library Board. Specifically, it is protocol to have the spoken version read for the first time by someone of direct descent from one of the local indigenous groups. Lorena Neal explained that the internal EDI committee will incorporate Board and Task Force feedback into the Land Acknowledgement and accompanying resources on the library's website. It will be brought before the Library Board at a to-be-determined future meeting for action.

Library Director's Report August 17, 2022

Updates:

City Wide Film It Challenge Festival Experimental Film Club (grades 5-8)

Experimental Shorts Film Club was a weekly program for middle school aged youth that met for two hours each Wednesday at Robert Crown during the month of July (in conjunction with the citywide Film it! Challenge). Facilitators Kennedy Joseph and Heather Lindahl curated screenings of a different experimental short each week, led group discussions on the films, and provided youth participants with instruction, equipment, supplies, and “open studio” time to make creative responses to what they saw. While a new element was introduced each week, materials and tools from the prior sessions were brought back for students to re-engage prior learning if they wished.

Open studio time was followed by work-in-progress screenings, followed by an additional prompt to further develop their experiments, followed by more open studio time, followed by a final screening of experiments, and lastly a discussion on what they wondered about their experimentations, and what they wished for going forward. Youth were free and encouraged to experiment, explore, and question with no expectation to produce a finished product. Through this process, they became acquainted with different ways of working in this medium than they might otherwise have been.

Feedback from youth participants and their parents was overwhelmingly positive. Youth participants expressed a strong interest in continuing the Film Club on a monthly basis starting in the Fall. (IDL, Neumeier)

Summer Saturdays

With the start of free beach tokens for all Evanstonians this summer the ELL team has had story times at several beaches and parks for preschoolers and their families as a way to reach families where they are. (ELL, Bojda)

Curious Kids

The ELL team has begun work through an ECF E-Town grant to expand Curious Kids, an asynchronous literacy and learning program involving free non-fiction books for participants as well as library books and materials to complete activities at home in their own time. The grant allows us to expand and reach out to more Spanish speaking families and build our Spanish language children's collection. Sally Battle and Laura Antolin will be steering the grant with the help of Liz Steimly. (ELL, Bojda)

JENS JENSEN event on June 25 co-sponsored with the Garden Club of Evanston, and Jens Jensen Garden Evanston. 88 registrants, at least 60 attended in-person. Program was recorded for the library's YouTube channel. (LLL, Markwell, Rand)

Mission Impossible

Mission Impossible is our year long reading program during which we discuss the works of one significant author. The 2022/2023 Mission Impossible author is **Naguib Mahfouz**. Throughout the year, we will be discussing ***The Cairo Trilogy***. Most discussion groups will be led by volunteers from the community this year. More information, including registration, available on our website: [Mission Impossible: Mahfouz](#) (LLL, Markwell, Ross)

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-Infant Welfare Society of Evanston, Teen Baby Nursery-Infant Welfare Society of Evanston, Toddler Town, KinderCare, YMCA HeadStart at Family Focus) and at 13 Home Daycares for a total of 26 bags monthly. One volunteer helped with delivery to 8 Daycare Homes; the other volunteer delivered to an additional 4 Daycare home delivery in light of one volunteer's quarantining due to Covid. Participants in this program continue to be extremely grateful for the book deliveries and children are visibly excited when new books arrive.
 - **ABC Boosters** was a great success this summer with 128 rising kindergarteners participating at the 4 sites - 80 at JEH, 20 at Learning Bridge, 14 at YMCA Head Start, 14 at Fleetwood-Jourdain Discovery camp. Kids loved their Family Literacy Kits (at the end of the program). Photos below from Learning Bridge. Final report to come.



- **LENA Start Grant with The Family Center:**
 - Plans underway to offer LENA Start in September to a new cohort of parents.
- **Talk Read Sing text Messages** - Continue to send out twice weekly Talk Read Sing early literacy text messages/email messages in English and Spanish to families with children 0-3, through govDelivery. We now reach 1587 messages in English (increase of 33 recipients) and 809 messages in Spanish (increase of 32 recipients)
- **Young & Restless** at Brummel Park and Eiden Parks (for 0-2). Chose locations and accompanied Liz Steimle to parks to connect with families and collect names and info. Liz has done a fabulous job and we've reached many new families.



Young & Restless at Eiden Park.



Young & Restless at Brummel Park

- **EPL On The Fly!** at Mason Park - nearby Home Daycare (Little Lambs) comes every week and participates in the activity as well as takes free books back with them.



Mason Park STEM activity- Little Lambs Daycare

- Additional non-preschool activities:
 - Participated w/ engagement staff at Oakton Y-Readers - provided craft and registered campers for Summer Reading Challenge, delivered books and prizes.
 - Registered summer youth at Family Focus for Summer Reading Challenge, delivered books.
 - Successful EPL On the Fly! This summer at Fleetwood-Jourdain and Mason Park especially, small numbers at James Park. Canceled Brummel-Dobson for lack of attendance.



Mason Park STEM activities

- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Jill Skwerski]**
 - Innovation and Digital Learning will be applying with the TIDAL Lab at Northwestern on an I-TEST grant focused on the TunePad pilot we worked on together during the 2012-2022 school year. The proposal is called *Coding in Concert: Scaling innovative arts-based computer science teacher training and student education in K-12*. EPL will be a subgrantee and the grant provides funds for four years. (Neumeier)
 - STEAM camp at Crown was a smash. We had 6 participants in this 2 week pilot program. Students designed and built 2 structures - a tiny house on wheels with a functional draining kitchen sink and a skylight, and an ice cream shop. For the showcase event, they made their own ice cream to share. Additional engineering and tech projects were completed throughout the

camp. Discussion is underway for next summer! Below is a photo of the group at their showcase event. (Francellino, Skwerski)



- The 2022/2023 season of Northwestern Emeriti Organization / EPL Mini-Courses will begin with a course on tsunamis with Professor Emeritus Emile Okal which will take place on October 11th from 6:00-7:30 PM. (Markwell, Garrett)

Press mentions:

- ['EPL on the Fly!' summer initiative provides educational, creative youth programming.](#) *Daily Northwestern.* 07/26/2022
- [Library users like services but have concerns over loss of branches and parking, survey shows.](#) *Evanston Roundtable.* 07/24/2022
- [Immortal Library Books.](#) *Evanston Roundtable.* 07/20/2022
- [Evanston Plein Art Exhibit.](#) *Evanston Patch.* 07/21/2022
- [Local resources to help cope with the Highland Park shooting.](#) *Chicago Tribune.* 07/12/2022
- [Repair Cafe fosters community, promotes resourcefulness.](#) *Evanston Roundtable.* 07/09/2022
- [EPL to Host LGBTQ Book Swap.](#) *Daily Northwestern.* 07/06/2022
- [A Look Back on Pride Month in Chicago.](#) *WBEZ.* 07/01/2022

Upcoming events of Note:

Spotlight on Engagement Events:

- Engagement Services has a full slate of events through August and September including:
 - Gymnastics 101 with Actors Gymnasium, James Park, 8/19
 - Ridgeville Park block party, 8/20
 - Levy Center pop-up library, 8/22

- Erie Health pop-up library & STEM craft, 8/24
 - Crown Center Carnival (hosted by Parks & Rec), 8/28
 - Ebony Barber Shop community event, 9/11
 - Tour de Noir Marketplace, 9/17
 - Bike the Ridge, 9/25
 - First Friday/Oktoberfest, 10/7
- Engagement staff will be hosting the Voter Participation Action Coalition (VPAC) booth at the Downtown Evanston Farmers Market on Saturday, 9/17 and 10/15. Skwerski
 - In collaboration with Community Partners for Affordable Housing (CPAH), we will be hosting 2 in-person information sessions, one at each library location. Tentatively scheduled for 9/15 at Main and 9/20 at Crown, these sessions provide residents with information about the availability of affordable units coming on the market and how to apply. Skwerski
 - The Journey to Wholeness (Un Cafecito) monthly partnership program with Evanston Latinos is going strong. We had 25 community members come this past month and we shared info about the Guaranteed Income Program as well as policy changes that are coming to the City. We mostly share iced coffee and talk; an officer from EPD and the City Clerk attend these meetings and we've had great turn-out lately and great conversation, from gun control to City policy to just what's happening in Evanston. The next session is scheduled for 8/18, 6pm in the Reading Garden at Crown. Sessions are held in Spanish. Bojorquez
 - Racial Healing Circles at Crown in partnership with Evanston Latinos. This program, facilitated by Claudia Villacova and José Rico, will guide participants through a series of 3 talks and action circles to explore, reconcile and move forward on a path to wholeness in Evanston. The first session will be held on 8/30. All sessions in Spanish. Registration required. Bojorquez.
 - End of Summer Bonfire at Crown in partnership with the Ecology Center. There will be s'mores and games for grades 6-12 on 8/8. Tellez, Pérez
 - UIC Master Gardeners will have two sessions for the rest of August. Ask a Master Gardener to answer any gardening questions will take place on 8/13 from 1pm - 3pm at the Robert Crown Lobby. And in Learn Indoor Edible Gardening, Master Gardeners will share tips to grow fresh herbs, salad greens, and more on 8/21 from 6pm - 7pm at the Reading Garden. Fleming, Pérez.
 - Celebrating Hispanic Heritage Month with a Latino Family Game Night at Crown. We will have a Jeopardy game with questions about Hispanic culture, celebrations, facts, etc. We will also provide some Hispanic food for families to enjoy. Date TBD. Olasimbo, Tellez, Pérez.

Memorandum



To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: August 17, 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 the progress to fill the following positions:

- Todd Galvin, Custodian II in the Maintenance department resigned, last day is August 13. Todd will be joining City of Evanston Facilities at the Robert Crown Center.
- Access Services Manager position posted on August 1 for one month - Tim Longo's vacancy. The position is posted on diverse job boards.
- Librarian I - Teen Services position was posted July 25 for 4 weeks
- Library Clerk part time position in Access Services was posted July 18 for 3 weeks as a result of Shonique Carter's departure.
- Interviews are taking place to fill Library Assistant part-time position in Innovation & Digital Learning as a result of Jason Orr's departure.
- Dave Jordan, Virtual Services Librarian retired August 5.
- Brooke Strodder, Branch Library Clerk resigned, last day is August 10.

Weekly PCR Covid-19 testing continues to be offered at the Main Library and Robert Crown Library every Monday, administered by NorthShore Clinical Labs.

Project Ready/Elevating Equity curriculum - 13 staff members participated in July. August's sessions are being planned for.

Financial Resources

The Library Fund financial report for the period ending July 31st is included for your review. For the operating fund, revenue collection is at 52% of budget projection and expenditures 52%. Capital fund expenditures total 91% of the budget.

Facilities Update

The facilities department welcomes Martin Melendez to the team just as we say goodbye to a long time team member Todd Galvin. The Department is once again at 66.6% capacity on manpower. Many thanks to Ray Wade for towing the line during these periods.

Maintenance is busy performing summer duties along with supporting normal day to day operations along with assisting a very busy Outreach team, and the RCCC Branch.



Budget Performance Report

Fiscal Year to Date 07/31/22

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										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	4,052,831.32	3,199,168.68	56	7,369,039.12
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	4,466.46
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	41.69	.00	266.69	(266.69)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	23,130.30	141,869.70	14	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	136,265.72	263,734.28	34	440,674.61
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	1,142.34	8,857.66	11	14,935.32
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(63.65)	63.65	+++	3.85
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.00	10,787.03	4,212.97	72	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	18,215.54	(3,215.54)	121	21,668.58
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	1,725.41	3,274.59	35	3,539.78
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	5,648.87	(648.87)	113	8,943.63
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	574.67	4,425.33	11	714.11
57545	NORTH BRANCH RENTAL INCOME	19,800.00	.00	19,800.00	.00	.00	8,250.00	11,550.00	42	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	54,039.36	70,960.64	43	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$41.69	\$0.00	\$4,312,813.60	\$4,031,763.40	52%	\$8,538,110.32
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	231,738.48	.00	1,681,147.62	1,742,302.45	49	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	92,279.48	.00	657,960.27	767,774.45	46	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	6,361.00	.00	39,040.50	7,959.50	83	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	262.42	.00	4,809.08	11,890.92	29	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	10,177.29	.00	108,258.21	(108,258.21)	+++	25,432.54
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,732.64	(3,732.64)	+++	3,431.10
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	2,100.49	(2,100.49)	+++	4,143.16
61510	HEALTH INSURANCE	666,411.46	.00	666,411.46	47,323.21	.00	348,362.47	318,048.99	52	596,612.43
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	698.37
61615	LIFE INSURANCE	2,409.52	.00	2,409.52	175.09	.00	1,336.28	1,073.24	55	2,215.09
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	.00	.00	2,400.00	2,400.00	50	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	75.00	.00	1,125.00	975.00	54	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	360.00	180.00	67	540.00
61710	IMRF	222,232.66	.00	222,232.66	15,706.58	.00	122,509.61	99,723.05	55	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	20,428.36	.00	147,748.86	149,886.01	50	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	4,777.51	.00	35,061.44	35,127.58	50	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	13,787.92	13,400.00	98,252.99	133,847.01	45	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	125.24	.00	1,422.06	6,577.94	18	39.00
62210	PRINTING	8,000.00	.00	8,000.00	2,617.08	.00	4,650.16	3,349.84	58	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	30,050.98	(15,196.00)	120,654.49	92,541.51	53	280,787.42
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00



Budget Performance Report

Fiscal Year to Date 07/31/22

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										
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	2,277.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	2,939.14	(2,939.14)	+++	.00
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	6,873.00	8,127.00	46	6,206.50
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	7,504.74	.00	20,029.24	4,970.76	80	18,982.63
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	3,173.31	2,266.69	58	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,849.56	2,035.44	58	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	178.50	.00	470.50	529.50	47	423.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	27,068.20	17,183.86	99,180.81	104,835.33	53	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	34,947.54	.00	270,744.61	(15,744.61)	106	235,440.73
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,456.00	644.00	69	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	7,300.00	.00	7,300.00	2,029.09	.00	3,044.72	4,255.28	42	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	316.70	.00	2,619.05	3,080.95	46	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	6,649.00	.00	49,324.70	66,442.30	43	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	2,029.47	.00	12,404.03	16,095.97	44	18,254.79
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	355.04	.00	2,432.73	(432.73)	122	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	1,232.95	.00	1,844.87	8,155.13	18	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,194.18	.00	5,771.54	6,228.46	48	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,874.35	.00	18,070.02	16,929.98	52	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	1,121.44	5,915.18	13,361.23	30,723.59	39	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	16,348.67	.00	68,791.22	56,208.78	55	196,972.20
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,463.52
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	2,193.78	15,274.44	27,531.78	39	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	55,408.48	.00	250,668.64	288,731.36	46	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	410.59	95.89	4,045.35	5,358.76	44	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	3,550.40	.00	24,512.87	47,487.13	34	70,665.20
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	168,774.69	120,553.31	58	.00
EXPENSE TOTALS		\$8,550,722.32	\$0.00	\$8,550,722.32	\$663,076.06	\$23,592.71	\$4,429,588.44	\$4,097,541.17	52%	\$7,538,306.46
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	41.69	.00	4,312,813.60	4,031,763.40	52%	8,538,110.32
EXPENSE TOTALS		8,550,722.32	.00	8,550,722.32	663,076.06	23,592.71	4,429,588.44	4,097,541.17	52%	7,538,306.46
Fund 185 - LIBRARY FUND Totals		(\$206,145.32)	\$0.00	(\$206,145.32)	(\$663,034.37)	(\$23,592.71)	(\$116,774.84)	(\$65,777.77)		\$999,803.86



Budget Performance Report

Fiscal Year to Date 07/31/22

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 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	506,625.00	.00	506,625.00	.00	.00	253,313.00	253,312.00	50	482,243.00
	REVENUE TOTALS	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$253,313.00	\$253,312.00	50%	\$482,243.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	264,706.00	.00	264,706.00	.00	.00	.00	264,706.00	0	232,343.00
68315	DEBT SERVICE- INTEREST	241,919.00	.00	241,919.00	.00	.00	119,322.45	122,596.55	49	249,900.89
	EXPENSE TOTALS	\$506,625.00	\$0.00	\$506,625.00	\$0.00	\$0.00	\$119,322.45	\$387,302.55	24%	\$482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	506,625.00	.00	506,625.00	.00	.00	253,313.00	253,312.00	50%	482,243.00
	EXPENSE TOTALS	506,625.00	.00	506,625.00	.00	.00	119,322.45	387,302.55	24%	482,243.89
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$133,990.55	(\$133,990.55)		(\$0.89)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0	.00
	REVENUE TOTALS	\$480,000.00	\$0.00	\$480,000.00	\$0.00	\$0.00	\$0.00	\$480,000.00	0%	\$0.00
EXPENSE										
65515	OTHER IMPROVEMENTS	680,000.00	.00	680,000.00	34,531.20	477,659.30	138,563.29	63,777.41	91	405,832.11
	EXPENSE TOTALS	\$680,000.00	\$0.00	\$680,000.00	\$34,531.20	\$477,659.30	\$138,563.29	\$63,777.41	91%	\$405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	480,000.00	.00	480,000.00	.00	.00	.00	480,000.00	0%	.00
	EXPENSE TOTALS	680,000.00	.00	680,000.00	34,531.20	477,659.30	138,563.29	63,777.41	91%	405,832.11
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		(\$200,000.00)	\$0.00	(\$200,000.00)	(\$34,531.20)	(\$477,659.30)	(\$138,563.29)	\$416,222.59		(\$405,832.11)
Grand Totals										
	REVENUE TOTALS	9,331,202.00	.00	9,331,202.00	41.69	.00	4,566,126.60	4,765,075.40	49%	9,020,353.32
	EXPENSE TOTALS	9,737,347.32	.00	9,737,347.32	697,607.26	501,252.01	4,687,474.18	4,548,621.13	53%	8,426,382.46
Grand Totals		(\$406,145.32)	\$0.00	(\$406,145.32)	(\$697,565.57)	(\$501,252.01)	(\$121,347.58)	\$216,454.27		\$593,970.86

Endowment for the Evanston Public Library
 Holdings as of July 31, 2022

	Symbol	Shares/Quantity	Price	Value as of July 2022	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$485,809.28	\$489,749.11	49.97%	50.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$106.125	\$164,390.80	16.77%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$107.141	\$157,618.82	16.08%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.578	\$168,295.04	17.17%	50.0%
				\$980,053.77		100.0%
					Cash Equivalents	50.0%
					US Treasury Inflation Protected Securities	50.0%
						100.0%

**Evanston Public Library Endowment Fund
Statement of Activity
June 01, 2022 through June 30, 2022**

Beginning Balance 0.00

Revenue

Contributions 3,521,251.98
Investment results -65,660.73

Total Revenues 3,455,591.25

Distributions/Grants and Expenses

Foundation support charge -563.86

Total Distributions -563.86

Ending Balance 3,455,027.39



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Revised Special Funds Policy (for action)
Date: 8/17/2022

Summary

In light of the recent transfer of the Evanston Public Library Endowment to the Evanston Community Foundation (ECF), the Special Funds policy has been revised. The revision removes all language that was relevant when the EPL Board committee was directly managing the endowment, such as that related to investment strategies, portfolios, and collateralization. The revised policy is in alignment with the agreement between EPL and ECF.

Since the July 2022 Library Board meeting, when this policy was discussed, two edits have been made:

The first, in section 4.1.2, adds two sentences indicating how the Library can request distributions in excess of the spending policy.

The second, in section 4.1.3, clarifies that the Library Director will give fund reports to the Library Board monthly.

4.0 Special Funds

4.1 Endowment

The Evanston Public Library established the Library Endowment in 1907 to provide, in perpetuity, a reliable source of income to support special projects and the acquisition of Library materials, equipment and capital improvements. It was expressed by the Board of Trustees that the Endowment supplement and enhance the Library's collections, operations and facilities, never to diminish in any way the funding for the Library that is provided by federal, state or local governments. The Endowment Fund has grown to include numerous distinct funds, most of which were established in honor or memory of an individual.

4.1.1 Investment Management

The Library Endowment will be administered by an Investment Manager, chosen at the direction of the Executive Director or their designee and in coordination with the Finance Committee of the Board of Trustees and voted on by the Board of Trustees.

4.1.2 Payout

Distributions from the Fund to the Library shall be made annually, in accordance with the Investment Manager's Investment and Spending Policy as agreed to by the Executive Director and the Board of Trustees. The Library may request distributions in excess of the spending policy in any year. These requests must be considered and given due consideration by the Investment Manager and the Investment Manager must not unreasonably withhold its consent or deny a request.

4.1.3 Fund Reporting

The Executive Director or their designee will monitor monthly fund statements and fund activity and give monthly reports to the Library Board. The Investment Manager will provide fund reports to the Library Board annually.



Memorandum

To: Evanston Public Library Board of Trustees
From: Tracy Fulce, Library Board President
Subject: Board Operational Priorities, for discussion and action
Date: 8/17/2022

Summary

As President of the Board of Trustees, I present these priorities to the full Board for discussion and action at our meeting in August 2022. We originally discussed these priorities in November 2021 and again in December 2021. I ask the Trustees to make a motion and have us vote on approval of these priorities to focus our work, hold ourselves accountable to measurable accomplishments, and guide our work as we transition.

Evanston Public Library Board of Trustees Operational Priorities

As President of the Board of Trustees, I will present the following priorities to the full Board for discussion and action at our meeting in August 2022. We originally discussed these priorities in November 2021 and again in December 2021. I will ask the Trustees to make a motion and have us vote on approval of these priorities to focus our work, hold ourselves accountable to measurable accomplishments, and guide our work as we transition.

The Purpose of these Priorities

These recommended priorities are grounded in our foundational statements and seek to bring clarity to how the Board, as representatives of the community, can continue supporting and guiding the library in embodying our core beliefs.

Basis for the Priorities

The Bylaws for the Board of Trustees of the Evanston Public Library assign legal and financial oversight of the Library to the Board. The Board determines policies, rules and regulations governing library services; exercises exclusive control of all expenditures; determines the property tax levy within the law; and hires, evaluates, and if necessary, dismisses the Library Director. This plan seeks to strengthen the Board's capacity to hold EPL accountable for becoming a more efficient, effective, and equitable institution through transparent rules and oversight.

Mission

Evanston Public Library aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources.

Vision Statement

The Evanston Public Library Board of Trustees envisions a community in which the Library engages all residents in reaching their aspirations. The Library's staff, collections, programs, technology and leadership help ensure that:

- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy
- Our community celebrates, appreciates and supports its diversity in all of its forms
- Those in need can find assistance and information with ease
- Every resident experiences the pleasure of reading and the joy of lifelong learning

Equity of Access

Equity of access means that all people have the information they need – regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers. It means they are able to obtain information in a variety of formats – electronic, as well as print. It also means they are free to exercise their right to know without fear of censorship or reprisal.

In addition to these efforts supporting equity of access, ALA also actively prioritizes access to information.

Vision

1. Evanston Public Library makes **measurable progress** in becoming a **more equitable institution** that is **consistently responsive** to our **diverse community**.
 - a. EPL develops a formal annual community needs and satisfaction assessment process to gather input from community stakeholders to guide the development, growth and improvement of library operations. This transparent process will produce an assessment report presented to the Board each August to be used in formulating the Director's annual library plan which will drive the annual budget. This process should be sustainable with in-house resources, not reliant on outside consultants and become an institutionalized practice.
 - b. Develop and implement a demographic data collection plan and protocols to be consistently implemented and used as the basis for an annual stakeholder diversity report submitted to the Board each August. We use data to drive decisions, put processes in place to collect data, and identify disparate patterns of impact for mitigation. The Board should understand to what extent users of diverse demographics are applying for cards, using materials, attending events, renting space, and are reported for safety concerns.
 - c. An annual planning sequence and protocol is developed and formalized to leverage stakeholder input in developing the Director's annual library plan which then becomes a basis for the annual budget. The transparent planning process will support the growth of the library and is driven by community need. Each year the Director will conduct a community needs and satisfaction assessment, report out on that data to the Board, using the data to formulate a responsive annual plan, and then develop a budget that supports this plan.

2. The Evanston Public Library Board of Trustees should be diverse, well prepared, accountable to our community, exercising transparent, efficient, and effective oversight of the Library director. We define policies aligned with the Bylaws that ensure an optimally run, public institution.
 - a. Develop a formal, documented, transparent new Trustee orientation process to prepare all Trustees to optimally contribute. An equitable institution has a Board of Trustees that reflects the diversity of the community. Because of oppressive systems, community members have more or less access to the experiences, knowledge, and training that would prepare them to effectively contribute to the oversight of the Library. A standardized orientation process will be presented to the Board for approval that assess the areas of learning needed by each new Trustee as a basis to develop their orientation plan. The Director should engage Trustees in identifying training needs for successful onboarding.
 - b. Develop and implement a protocol by which all Committee and Task Force recommendations are delivered on a regular basis to the Board for comment and approval with tracking and reporting of implementation and impact. The intent of this objective is to institutionalize the knowledgeable sharing process and ensure we hold ourselves accountable to reviewing, discussing, and implementing appropriate recommendations.
 - c. Board operations handbook is developed documenting all key information needed by Board members to support optimal participation. Solicit input from the Board on all information needed to successfully engage as a Board member. Provide this to new Trustees during the onboarding process.

[Timeline and Accountability Leads](#)