

evanston public library



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

Wednesday, September 21, 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: September 21, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82194010326>

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

The full list of US numbers:

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

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

Zoom Tips

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



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 21, 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 September 6, 2022**
 - B. Approval of Bills and Payroll**
- 4. PUBLIC HEARING: Public Hearing on the FY2023 Proposed Budget**
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force (Distributed in Advance)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)**
- 8. BOARD REPORTS**
 - A. Development Committee**
 - B. Finance Committee**
 - C. Executive Committee**
 - D. Management & Policy Committee**
 - E. Board Development Committee**
 - F. Facilities Committee**
 - G. Director Search Committee**
- 9. UNFINISHED BUSINESS**
 - A. Proposed 2023 Operating Budget (Discussion)**
 - B. Proposed 2023 Capital Budget (Discussion)**
 - C. Direction from Board for final budget preparation (Action)**
- 10. NEW BUSINESS**
 - A. Fund Balance Policy (Discussion)**
 - B. Library Staff Permission Request for Book Proposal (for Discussion and Action)**
 - C. COE Recommendation for Employee Compensation (Discussion and Action) (item added)**
- 12. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

Next Meeting: October 19, 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
Tuesday, September 6, 2022
Executive Committee Meeting
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

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

Members Absent

none

Staff Present

Heather Norborg

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:34 p.m. *Goodman arrived at 6:45 pm

Citizen Comment

none

Executive Session:

The motion to move into Executive Session to discuss the search for a permanent library director, it was made by Trustee Iles, seconded by Trustee Soto and approved by roll call vote. The meeting started at 6:35 pm

The motion to end the Executive Session was made by Trustee Wallen, seconded by Trustee Shurbet, and approved by roll call vote. The meeting was adjourned at 8:15 p.m.

Adjournment

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Hayman and approved by voice vote. The meeting adjourned at 8:16 p.m.

Submitted by: Terry Soto



Memorandum

evanston
public
library

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: September 14, 2022

Recommended Action

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

Payroll

August 1, 2022 through August 14, 2022	\$ 164,530.95
August 15, 2022 through August 28, 2022	\$ 156,360.00
August 29, 2022 through September 11, 2022	\$ 158,034.29

Library Fund Bills List

August 9, 2022	\$ 77,377.89
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(Includes June 2022 Purchasing Card \$ 20,079.86)

Attachment: Bills List, Purchasing Card

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 08.09.2022 FY22

Accounts Payable by G/L Distribution Report
 G/L Date Range 08/09/22 - 08/09/22

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				
107741 - SCHOLASTIC INC.	CHILDREN'S SUPPLIES	08/09/2022	08/09/2022	541.17
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	541.17
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND YA PRINT	08/09/2022	08/09/2022	.04
100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/09/2022	08/09/2022	129.06
100474 - BAKER & TAYLOR	YA PRINT	08/09/2022	08/09/2022	30.12
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	382.56
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	1,026.56
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	304.17
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	971.33
100474 - BAKER & TAYLOR	JUV PRINT	08/09/2022	08/09/2022	26.23
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	489.82
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	855.96
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	436.20
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 11	4,652.05
Account 65641 - AUDIO VISUAL COLLECTIONS				
324163 - FINDAWAY WORLD, LLC	JUV AV	08/09/2022	08/09/2022	49.99
103424 - MIDWEST TAPE	JUV AV	08/09/2022	08/09/2022	30.86
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 2	80.85
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals		Invoice Transactions 14	5,274.07
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
18096 - AFRICAN AND INDIGENOUS KNOWLEDGE INSTITUTE	PROFESSIONAL SERVICES - THRIVING IN THE FACE OF	08/09/2022	08/09/2022	150.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	150.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	1,074.29
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	803.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	463.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	1,049.90
100474 - BAKER & TAYLOR	MAIN ADULT PRINT	08/09/2022	08/09/2022	196.50
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	44.52
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	210.45
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	565.94
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	21.89
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	85.87
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	285.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	1,424.68
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	35.46
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	131.85
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	1,543.51
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	234.64
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	889.51
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	73.65
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2022	08/09/2022	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2022	08/09/2022	98.96
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN ADULT PRINT	08/09/2022	08/09/2022	78.72
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	128.70
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	447.17
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	933.19
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	49.43
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	298.69
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	491.38
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	895.26
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	137.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	857.42
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	152.50
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	98.00
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	08/09/2022	08/09/2022	111.79
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 33	13,942.30
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	08/09/2022	08/09/2022	85.06
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	16.93
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	48.79
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	148.12
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	106.72
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	319.36
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	73.72
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	19.18
103424 - MIDWEST TAPE	ADULT AV	08/09/2022	08/09/2022	82.29
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 9	900.17
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 43	14,992.47
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
100474 - BAKER & TAYLOR	ACCESS SERVICES COMPUTER SOFTWARE	08/09/2022	08/09/2022	3,294.50
110018 - T-MOBILE USA	MOBILE HOTSPOTS	08/09/2022	08/09/2022	5,651.52
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 2	8,946.02
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 2	8,946.02
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/09/2022	08/09/2022	120.94
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/09/2022	08/09/2022	113.62
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 2	234.56
Account 65100 - LIBRARY SUPPLIES				
132303 - Carmen Francellno	REIMBURSEMENT PROGRAM SUPPLIES	08/09/2022	08/09/2022	34.38
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	34.38
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	102.25
100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/09/2022	08/09/2022	20.89
100474 - BAKER & TAYLOR	YA PRINT	08/09/2022	08/09/2022	9.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	14.24
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2022	08/09/2022	41.09

CITY OF EVANSTON
BILLS LIST
PERIOD ENDING 08.09.2022 FY22

Accounts Payable by G/L Distribution Report
 G/L Date Range 08/09/22 - 08/09/22

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	51.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	53.65
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	24.19
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	74.29
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	97.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	48.58
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	284.78
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	40.60
100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/09/2022	08/09/2022	.04
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	4.75
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/09/2022	08/09/2022	104.37
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	87.40
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/09/2022	08/09/2022	42.36
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 18	\$1,101.46
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice Transactions 21	\$1,370.40
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND YA PRINT	08/09/2022	08/09/2022	7.13
100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/09/2022	08/09/2022	291.86
100474 - BAKER & TAYLOR	YA PRINT	08/09/2022	08/09/2022	63.46
100474 - BAKER & TAYLOR	YA AND JUV PRINT	08/09/2022	08/09/2022	7.13
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 4	\$369.58
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice Transactions 4	\$369.58
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/09/2022	08/09/2022	470.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/09/2022	08/09/2022	470.62
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/09/2022	08/09/2022	470.62
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	08/09/2022	08/09/2022	210.00
102717 - JOHNSON CONTROLS	ALARM PROTECTION SERVICES	08/09/2022	08/09/2022	3,074.60
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	08/09/2022	08/09/2022	10,520.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice Transactions 6	\$15,216.46
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES-NICOR JUN22	08/09/2022	08/09/2022	430.14
Account 64015 - NATURAL GAS Totals			Invoice Transactions 1	\$430.14
Account 65050 - BLDG MAINTENANCE MATERIAL				
100763 - BRUCKER COMPANY	BUILDING MATERIAL	08/09/2022	08/09/2022	1,282.03
206940 - ULINE	CREDIT MEMO	08/09/2022	08/09/2022	(145.00)
Account 65050 - BLDG MAINTENANCE MATERIAL Totals			Invoice Transactions 2	\$1,137.03
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions 9	\$16,783.63
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
18957 - CHERIE ASANTE	EPL VOLUNTEER MANAGEMENT	08/09/2022	08/09/2022	1,733.33
315470 - GOV TEMPS USA, LLC	CONSULTING FEE	08/09/2022	08/09/2022	2,688.00
315470 - GOV TEMPS USA, LLC	CONSULTING FEE	08/09/2022	08/09/2022	2,520.00
Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions 3	\$6,941.33
Account 62315 - POSTAGE				
206940 - ULINE	OFFICE SUPPLIES	08/09/2022	08/09/2022	77.47
Account 62315 - POSTAGE Totals			Invoice Transactions 1	\$77.47
Account 65025 - FOOD				
12037 - C & W MARKET AND ICE CREAM PARLOR	FILM IT PROGRAM REFRESHMENTS	08/09/2022	08/09/2022	425.00
Account 65025 - FOOD Totals			Invoice Transactions 1	\$425.00
Account 65095 - OFFICE SUPPLIES				
206940 - ULINE	OFFICE SUPPLIES	08/09/2022	08/09/2022	88.59
Account 65095 - OFFICE SUPPLIES Totals			Invoice Transactions 1	\$88.59
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions 6	\$7,532.39
Department 48 - LIBRARY Totals			Invoice Transactions 99	\$55,268.56
Fund 185 - LIBRARY FUND Totals			Invoice Transactions 99	\$55,268.56
			Invoice Transactions 99	\$55,268.56

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 08.09.2022 FY2022**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS			
	VARIOUS BMO	PURCHASING CARD-JUNE, 2022	20,079.86
	VARIOUS TWIN EAGLE	NATURAL GAS JUNE, 2022	<u>2,029.47</u>
			<u>22,109.33</u>
		GRAND TOTAL	<u><u>77,377.89</u></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

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	PAYPAL CUSTOMINKRE	VA	22031	\$ 1,450.31	6/7/2022	65100 LIBRARY SUPPLIES	ABC BOOSTERS SUPPLIES
LIBRARY	ALIBABA.COM	CA	94402	\$ (15.39)	5/30/2022	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	PAYPAL CUSTOMINKRE	VA	22031	\$ (85.31)	6/8/2022	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 1,000.00	6/8/2022	65503 FURNITURE / FIXTURES / EQUIPMENT	DOWN PAYMENT ON CHILDREN'S DEPARTMENT COUCH CUSHION
LIBRARY	AMZN MKTP US OY8Y43QF3	WA	98109	\$ 1,001.60	6/10/2022	65100 LIBRARY SUPPLIES	REFOAM AND RE-UPHOLSTERY JOB
LIBRARY	PAYPAL DOLLARDAYS	AZ	85034	\$ 1,274.49	6/9/2022	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS SUPPLIES
LIBRARY	PAYPAL DOLLARDAYS	AZ	85034	\$ 1,274.49	6/9/2022	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS SUPPLIES
LIBRARY	PAYPAL R G STUFF	MO	64147	\$ 39.24	6/9/2022	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS SUPPLIES
LIBRARY	PIONEER VALLEY BOOKS	MA	01060	\$ 18.00	6/13/2022	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS SUPPLIES
LIBRARY	PAYPAL ABM BUTTON	TX	75074	\$ 84.04	6/17/2022	65100 LIBRARY SUPPLIES	ELL BUTTON SUPPLIES
LIBRARY	PAYPAL STAPLES INC	MA	01702	\$ 21.23	5/26/2022	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES
LIBRARY	PAYPAL STAPLES INC	MA	01702	\$ 51.52	5/26/2022	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 92.99	6/22/2022	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLY
LIBRARY	PAYPAL WWW.KOHL.S.COM	OH	45044	\$ 44.63	6/20/2022	65100 LIBRARY SUPPLIES	LLL GAME NIGHT PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 7.50	6/3/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PARTY CITY 15	IL	60714	\$ 21.00	6/3/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	TARGET 00009274	IL	60202	\$ 18.00	6/3/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	WAL-MART #2816	IL	60714	\$ 56.98	6/9/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	SAMSClub.COM	AR	72712	\$ 154.31	6/1/2022	65100 LIBRARY SUPPLIES	SRP ENGAGEMENT FOLDABLE TABLES
LIBRARY	ALIBABA.COM	CA	94402	\$ 226.58	5/26/2022	65100 LIBRARY SUPPLIES	SRP SCRACTABLE DOTS FOR THE BINGO CARD
LIBRARY	AMAZON.COM UP4VE0R93 A	WA	98109	\$ 26.73	5/30/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US AP5071NZ3	WA	98109	\$ 17.61	6/16/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US GR9HP3JM3	WA	98109	\$ 7.38	6/20/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US QL05W5M83	WA	98109	\$ 126.30	6/6/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	SQ SEMICOLON BOOKSTOR	IL	60622	\$ 143.52	6/20/2022	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL ROOTED	CA	95131	\$ 150.00	6/20/2022	65100 LIBRARY SUPPLIES	LLL EVENT PROFESSIONAL FEE
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 18.99	6/13/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION
LIBRARY	D J BARRONS	MA	01020	\$ 14.99	6/6/2022	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION
LIBRARY	D J WALL-ST-JOURNAL	MA	01020	\$ 29.99	5/26/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 9.99	6/2/2022	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	PAYPAL ELM USA	IL	60089	\$ 185.99	6/17/2022	65100 LIBRARY SUPPLIES	AV CLEANER SUPPLIES
LIBRARY	AMZN MKTP US K25GG3TN3	WA	98109	\$ 118.70	6/20/2022	65100 LIBRARY SUPPLIES	MIFI REPLACEMENT CHARGES
LIBRARY	PAYPAL LLBEANINC	ME	04033	\$ 169.79	6/15/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT HEAVY DUTY BAGS
LIBRARY	WALMART.COM AA	AR	72716	\$ 98.00	5/30/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT LAWN CHAIRS
LIBRARY	WALMART.COM AA	AR	72716	\$ 98.00	5/30/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT LAWN CHAIRS SECOND ORDER
LIBRARY	PAYPAL LOWES.COM	NC	28659	\$ 21.50	6/8/2022	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES
LIBRARY	WALGREENS #4218	IL	60202	\$ 27.90	6/6/2022	65100 LIBRARY SUPPLIES	PRIDE PARADE SUPPLIES
LIBRARY	WALGREENS #4218	IL	60202	\$ 3.77	6/15/2022	65100 LIBRARY SUPPLIES	PRIDE PARADE SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 92.99	6/22/2022	65100 LIBRARY SUPPLIES	RC EVENT PROGRAMMING SUPPLY
LIBRARY	BATTERY SOLUTIONS	MI	48393	\$ 74.95	6/17/2022	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 16.77	6/9/2022	65100 LIBRARY SUPPLIES	RC PROGRAMMING TABLE TOP
LIBRARY	WALMART.COM AA	AR	72716	\$ 19.99	6/13/2022	65100 LIBRARY SUPPLIES	RC PROGRAMMING TABLE TOP
LIBRARY	WALMART.COM AA	AR	72716	\$ 88.30	5/30/2022	65100 LIBRARY SUPPLIES	RC SRP LAUNCH SUPPLIES
LIBRARY	AMZN MKTP US DC8GX22B3	WA	98109	\$ 722.18	6/15/2022	65100 LIBRARY SUPPLIES	FILM IT CHALLENGE EVENT SUPPLIES
LIBRARY	AMZN MKTP US LZ4IU4DA3	WA	98109	\$ 273.43	6/16/2022	65100 LIBRARY SUPPLIES	FILM IT CHALLENGE EVENT SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 139.62	6/13/2022	65100 LIBRARY SUPPLIES	FILM IT CHALLENGE PROGRAM SUPPLIES
LIBRARY	PAYPAL PROVANTAGE	OH	44720	\$ 460.45	6/17/2022	65100 LIBRARY SUPPLIES	FILM IT CHALLENGE SUPPLIES
LIBRARY	PAYPAL FLAGSIMPOR	CA	91761	\$ 142.12	6/8/2022	65100 LIBRARY SUPPLIES	FLAGS FOR THE PRIDE EVENT AT LOFT
LIBRARY	NINTENDO CA762169536	WA	98052	\$ 42.49	6/10/2022	65100 LIBRARY SUPPLIES	GAMES FOR TEEN PROGRAMMING
LIBRARY	NINTENDO CA762170763	WA	98052	\$ 31.86	6/10/2022	65100 LIBRARY SUPPLIES	GAMES FOR TEEN PROGRAMMING
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 44.94	6/9/2022	65100 LIBRARY SUPPLIES	IDL SUPPLIES
LIBRARY	AMZN MKTP US 1R38976G0	WA	98109	\$ 20.98	5/27/2022	65100 LIBRARY SUPPLIES	ILL PRIDE EVENT SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 313.42	5/30/2022	65100 LIBRARY SUPPLIES	LIBRARY OF THINGS STORAGE SHELVING
LIBRARY	DNH GODADDY.COM	AZ	85260	\$ 25.37	6/1/2022	62340 IS SUPPORT FEES	MONTHLY ONLINE SUBSCRIPTION
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	6/6/2022	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	5/26/2022	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 18.00	6/3/2022	62341 INTERNET SOLUTION PROVIDERS	MONTHLY SUBSCRIPTION EPL.ORG
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	6/3/2022	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION WEB HOST
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 36.74	6/10/2022	65100 LIBRARY SUPPLIES	SUPPLIES TEEN PROGRAMMING
LIBRARY	NINTENDO CA762168697	WA	98052	\$ 63.74	6/10/2022	65100 LIBRARY SUPPLIES	TEEN GAMING PROGRAM
LIBRARY	PLAYSTATION NETWORK	CA	94404	\$ 0.50	6/1/2022	65100 LIBRARY SUPPLIES	TEEN GAMING PROGRAM
LIBRARY	JOANN STORES #957	IL	44906	\$ 91.42	6/21/2022	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES
LIBRARY	SP TKB TRADING LLC	CA	94606	\$ 10.65	6/8/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	SP TKB TRADING LLC	CA	94606	\$ 351.00	6/8/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	SP TKB TRADING LLC	CA	94606	\$ 63.65	6/10/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	SP TKB TRADING LLC	CA	94606	\$ (54.47)	6/10/2022	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES (ITEM NOT IN STOCK).
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 180.05	6/21/2022	65100 LIBRARY SUPPLIES	TONER FOR PRINTER
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 11.94	6/17/2022	65095 OFFICE SUPPLIES	3 CASES OF 1/2 LITER WATER 24PK
LIBRARY	BEST BUY 00003137	IL	60202	\$ 49.99	6/3/2022	65050 BUILDING MAINTENANCE MATERIAL	CARPET CLEANING MACHINE EXCHANGE AND EXTENDED WARRANTY
LIBRARY	EXXONMOBIL 96024591	IL	60201-3535	\$ 8.00	6/23/2022	65050 BUILDING MAINTENANCE MATERIAL	GREENBAY CARWASH FOR LIBRARY VAN

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	EXPENSE DESCRIPTION	COST ALLOCATION - EXPENSE OBJECT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 31.63	6/20/2022	65050 BUILDING MAINTENANCE MATERIAL	NAIL PEGS, WALL ANCHORS
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 93.97	6/24/2022	65050 BUILDING MAINTENANCE MATERIAL	PRESSURE WASHER HOSE
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 1,081.78	6/22/2022	65050 BUILDING MAINTENANCE MATERIAL	REUPHOLSTERY OF CHILDREN'S DEPARTMENT COUCH CUSHIONS FINAL PAYMENT OF COMPLETION.
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 6.70	6/23/2022	65050 BUILDING MAINTENANCE MATERIAL	ROPE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 78.01	6/3/2022	65050 BUILDING MAINTENANCE MATERIAL	TOGGLE BOLTS, 1 GALLON OF CARPET CLEANING DETERGENT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 26.84	6/21/2022	65040 JANITORIAL SUPPLIES	TWO 3 PACK OF PAINT TAPE
LIBRARY	CARQUEST 2759	IL	60202	\$ 23.43	6/2/2022	65050 BUILDING MAINTENANCE MATERIAL	UPHOLSTERY CLEANER
LIBRARY	PAYPAL EVANSTON4TH	CA	95131	\$ 50.00	6/10/2022	62360 MEMBERSHIP DUES	4TH OF JULY PARADE REGISTRATION
LIBRARY	MINUTEMAN PRESS - EVAN	IL	60201	\$ 30.11	6/15/2022	62210 AUDITING	ADMIN PRINTING
LIBRARY	HYATT REGENCY WASHINGT	DC	20001	\$ 1,474.25	6/20/2022	62295 TRAINING & TRAVEL	ALA CONFERENCE HOTEL FOR FLEMING K AND KENNEDY J
LIBRARY	TARGET 00009274	IL	60202	\$ 92.54	6/16/2022	65095 OFFICE SUPPLIES	CREDIT
LIBRARY	PAYPAL MARI	CA	95131	\$ 700.00	6/13/2022	62185 CONSULTING SERVICES	ENGAGEMENT JUNETENTH PARADE & CELEBRATION SPONSOSHIP
LIBRARY	TARGET 00009274	IL	60202	\$ (92.54)	6/16/2022	65095 OFFICE SUPPLIES	EVENT SUPPLIES
LIBRARY	BROWN'S CHICKEN & P	IL	60076	\$ 72.99	6/21/2022	65025 FOOD	FAMILY GAME NIGHT FOOD
LIBRARY	JENNIFERS EDIBLES INC	IL	60201	\$ 65.00	6/20/2022	65025 FOOD	FAMILY GAME NIGHT FOOD
LIBRARY	KINGSTON GRILL RESTAUR	IL	60202-1007	\$ 167.31	6/20/2022	65025 FOOD	FAMILY GAME NIGHT FOOD
LIBRARY	FLOWERSFLOWERS	IL	60201	\$ 100.00	6/20/2022	65095 OFFICE SUPPLIES	FLOWERS FOR KAREN'S RECEPTION
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 80.56	6/20/2022	65025 FOOD	FOOD FOR KAREN'S OPEN HOUSE
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 83.00	6/17/2022	65025 FOOD	FOOD FOR KAREN'S RECEPTION
LIBRARY	WHOLEFOODS.COM	TX	78703	\$ 66.13	6/20/2022	65025 FOOD	FOOD FOR KAREN'S RECEPTION
LIBRARY	WHOLEFOODS.COM	TX	78703	\$ 153.33	6/20/2022	65025 FOOD	FOOD FOR KAREN'S RECEPTION
LIBRARY	AMZN MKTP US QZ5UM0UG3	WA	98109	\$ 36.00	6/13/2022	65095 OFFICE SUPPLIES	LIBRARY SUPPLIES
LIBRARY	AMZN MKTP US TY7RB6N73	WA	98109	\$ 49.57	6/15/2022	65095 OFFICE SUPPLIES	LIBRARY SUPPLIES
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 41.75	6/14/2022	65095 OFFICE SUPPLIES	LIBRARY SUPPLIES
LIBRARY	WALMART.COM AA	AR	72716	\$ 18.17	6/3/2022	65095 OFFICE SUPPLIES	OFFICE SUPPLIES
LIBRARY	CARL VINSON INST OF GO	GA	30602	\$ 219.00	5/30/2022	62295 TRAINING & TRAVEL	REGISTRATION FOR AN ONLINE LIBRARY BUDGET COURSE
LIBRARY	CARL VINSON INST OF GO	GA	30602	\$ 219.00	5/30/2022	62295 TRAINING & TRAVEL	REGISTRATION FOR AN ONLINE LIBRARY BUDGET COURSE
LIBRARY	CARL VINSON INST OF GO	GA	30602	\$ 219.00	5/30/2022	62295 TRAINING & TRAVEL	REGISTRATION FOR AN ONLINE LIBRARY BUDGET COURSE
LIBRARY	CARL VINSON INST OF GO	GA	30602	\$ 219.00	5/30/2022	62295 TRAINING & TRAVEL	REGISTRATION FOR AN ONLINE LIBRARY BUDGET COURSE
LIBRARY	EB NOMCON 2022	CA	94105	\$ 109.34	5/30/2022	62295 TRAINING & TRAVEL	REGISTRATION FOR MAKING A CHANGE IN SOCIAL JUSTICE
LIBRARY	EB NOMCON 2022	CA	94105	\$ 54.67	6/2/2022	62295 TRAINING & TRAVEL	REGISTRATION MAKING A CHANGE IN SOCIAL JUSTICE
LIBRARY	UPS 1ZRE07130791788182	GA	30328	\$ 49.28	6/18/2022	62315 POSTAGE	SHIPPING VANGUARD DOCUMENTS
LIBRARY	FACEBK S7QCSDTU32	CA	94025	\$ 33.55	6/1/2022	62205 ADVERTISING	SOCIAL MEDIA AD
LIBRARY	BARREL MAKER PRINTING	IL	60089	\$ 557.20	6/20/2022	65100 LIBRARY SUPPLIES	SRP STAFF T-SHIRT
LIBRARY	MARIANOS #531	IL	60076	\$ 64.95	6/20/2022	65025 FOOD	TEEN SERVICES SUPPLIES FAMILY FUN DAY
LIBRARY	FSP SOUL & SMOKE	IL	60201	\$ 120.00	6/17/2022	65025 FOOD	TEEN SERVICES SUPPLIES FAMILY FUN DAY EVENT
LIBRARY	JENNIFERS EDIBLES INC	IL	60201	\$ 5.00	6/20/2022	65025 FOOD	TIP FOR THE FOOD DELIVERY
LIBRARY	MULTILINGUAL CONNECTIO	IL	60201-6521	\$ 139.44	5/27/2022	62185 CONSULTING SERVICES	TRANSLATION SERVICE
LIBRARY	MULTILINGUAL CONNECTIO	IL	60201-6521	\$ 519.65	6/9/2022	62185 CONSULTING SERVICES	TRANSLATION SERVICE
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 28.46	6/14/2022	65025 FOOD	VARIETY OF TEAS FOR A RECEPTION
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 41.13	6/21/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	TARGET 00032839	IL	60201	\$ 10.24	6/20/2022	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	BESTBUYCOM806654881213	MN	55423	\$ 1,399.99	6/16/2022	65100 LIBRARY SUPPLIES	TV FOR THE CONFERENCE ROOM
	LIBRARY JUNE 2022 TOTAL			\$ 20,079.86			

Library Director's Report **September 21, 2022**

Updates:

The Innovation and Digital Learning team is going to pilot an arts integrated series focused on building positive relationships between people with low literacy and learning to read and write. This pilot is funded by an Illinois Humanities grant and EPL will be partnering with Literacy Works in the creation and delivery of the series.

Glantz, the company that designed EPL's current website, did a small user study to see how patrons would engage with the internal website task force's recommendations for our main menu. Here's [an overview](#) of their information gathering and recommendations. Staff will use these recommendations to continue to improve the website's functionality.

Engagement Services Assistant Kate Jordan will be launching AHA! (Active Healthy Aging) in October. This pilot program will invite anyone 60+ years old to participate in programming facilitated by local practitioners, and including activities such as stretching, core strength and balance, strength exercises, and general ways to keep healthy and active while making some new acquaintances.

The annual Law @ the Library series begins again this month. Read [an overview](#) of how our legal information programming is helping residents connect with useful information.

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 12 Home Daycares (one home daycare closed) for a total of 25 bags monthly. Participants in this program continue to be extremely grateful for the book deliveries and children are visibly excited when new books arrive.
 - **ABC Boosters** final report was filed. Staff and teens interacted with 128 rising kindergarteners but provided one-on-one ABC Boosters work to 80 students. (shared via email)

From Ann Rappel, Program and Education Director, Learning Bridge
Early Education Center:

I cannot say enough good things about the ABC Booster program and how much it has helped our students.

We had sessions every Monday to Thursday and the children got a visit everyday.

Ms Jasmine and her small team made sure to make the experience fun, challenging to the degree that they were able to be successful

Weeks after the program ended I had children requesting to go. While their alphabetical knowledge grew we also saw some improved social outcomes, waiting for a turn, engaging with their partner, and following directions.

A parent of a child told me that the bag was so fantastic. The child had a new baby brother and at night she would take out the magnets and spell her name and her brother's name with the magnets and teach him the alphabet.

Another told me the materials were such a great quality that they would be using them for a while. She told me she could get rid of her dollar tree fridge magnets that always lost the magnet part.

I must admit with it being Covid we were a little skeptical, but everyone was safe and respectful of our protocols.

Thank you for the opportunity to have this valuable program for Learning Bridge.



Learning Bridge Early Education Center

- **Young and The Restless** continues to be offered this storytime session outside at Brummel Park and Eiden Park before moving back indoors.
- In-person STEM at the Family Center will begin mid-month with visits to 3 classrooms (1 ½ - 3 year olds). In-person PACT programs will begin in October at JEH Early Childhood Program (Head Start/PFA) as well as plans to begin LEAP in the classrooms beginning in November. Zoom STEAM Club for Head Start will begin next month.
- **Liaison to School District 65 and Evanston Township High School District 202 [Elacsha Madison]**

- The LINKS organization renewed a grant for \$3,700 so that EPL can continue to develop curriculum and facilitate STEAM sessions for the National Society of Black Engineers group at Family Focus. Teens will learn how to build cameras, experiment with hydroponic gardening, robotics, DIY cosmetics, and coding. Staff and youth will also work with Family Focus board member Anne Sills, Chef Q, and Evanston Grows to expand their gardening program. If all goes well, Family Focus plans to implement similar programs in their other locations.
- EPL partnered with Family Focus on September 6th to host a welcome back celebration for youth and parents. Youth were able to learn about program offerings during the year, participate in craft and games, and select a book to kick off the year.
- **Liaison to Northwestern University and Higher Education [Renee Neumeier, Heather Norborg, Jill Skwerski]**
 - NU TIDAL Lab did not receive the Motorola Solutions grant EPL was a partner on.
 - Heather Norborg and Renee Neumeier will be representing the Library at Northwestern-led meetings focused around data collection and sharing between community based organizations in Evanston.

Press Mentions:

- **How can Evanstonians go solar?** Evanston Roundtable. 9/11/2022
- **D65 receives 13 applications for school board opening.** Evanston Roundtable. 9/9/2022
- **Fall prevention workshop.** Evanston Roundtable. 9/21/2022 (event listing)
- **Evanston's historic reparations program: A 101 guide, part 2.** Evanston Roundtable. 9/6/2022

Upcoming events of Note:

Engagement Services will be representing EPL at the following events:

- Bike the Ridge - Sunday, 9/25, Ridge Ave., Howard to Davis, 9am - 1pm
- PEER Services Step-up to Recovery - Saturday, 10/1, Elliott Park, 2-4pm
- VPAC Booth at the Farmers Market - Saturday, 10/15, 7am - 1pm

Teen Services

- Caring Adult Network Back to School for BIPOC Families Event- Tuesday, 9/13, 6-8:30pm.
- Evanston Grows Farmstand, Wednesdays, Fleetwood and Family Focus-2:30-4:30pm.
- During the last week of September and the month of October, D65 middle schools will be visiting the Main branch and Robert Crown to get library cards, learn about the different resources the library has to offer, and meet teen services staff.
- During the month of October, EPL will be visiting ETHS classrooms to discuss library resources and sign students up for a library card.

- ETHS will be hosting a volunteer fair on September 28th from 11:30-2pm. EPL staff will be in attendance sharing all of the exciting volunteer opportunities.

Look for Hispanic Heritage Month events, kicking off on Thursday, 9/15 with a Cefecito at Crown, 6-9pm and continuing through mid-October. Events are all posted at epl.org. (Bojorquez)

Community Partners for Affordable Housing will present two information sessions with EPL about affordable housing opportunities in Evanston, how to qualify, and how to get on the waiting list: 9/15 at Main and 9/20 at Crown, both 6-7pm.

Thursday, October 6, 10am-3pm Free Flu Shots at Main (registration required) with Walgreens.

Notable Feedback from Patrons and Partners:

From McGaw YMCA to EPL Engagement Assistant Kate Jordan:

"Kate,

Just wanted to extend a huge THANK YOU for your support in arranging for and promoting EPL week at the Y. We had 42 submissions, which was definitely encouraging, and these guests seemed to be genuinely engaged and appreciative of the opportunity. I do hope your traction in the lobby was fruitful enough for you on Tuesday, too. Thank you for your partnership. Mary and I love working with you and the positive, eager (and fun!) energy that you bring. I look forward to our next collaborative endeavor.

If there is any feedback you and/or EPL patrons want to pass along as well, we are all ears!

Thank you,

Kim DeRaedt

Member Experience Director

MCGAW YMCA"



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
August 2, 2022

Members Present:

Joyce Miller-Bean, Terry Soto, Esther Wallen, Heather Norborg, Mariana Bojorquez

Updates

Heather Norborg introduced Cherie Asante, the library's Volunteer Services Coordinator, who gave an overview of volunteering and an introduction of her role at EPL. In response to RETF member questions, she gave the example of 8+ new volunteers at Robert Crown library and the tasks that they are doing. The cadence of inquiries from potential volunteers may be seasonal - high school students tend to put in inquiries for volunteering at a certain time of the year, for example. Cherie has brought on 22 volunteers since she started May 2nd. Many who volunteer are retired or new to Evanston who want to get to know the community and have something to do.

Recruiting new members of the RETF was discussed. It was mentioned that we are looking for historic and neighborhood connections to Evanston and that one role of the RETF is to gather input from those connections and help build trust with the library and spread the word of all the work the library does.

Heather Norborg discussed the library's changes to the way we do translation of materials - we are committing more resources to professional translation services and not relying on bilingual staff to translate materials. This will allow bilingual staff to spend more time on their engagement, programming and customer service jobs.

One member asked for an update on the 5th ward library idea. Heather Norborg reported that EPL is still in communication with Family Focus team and will have a check in meeting towards end of August to see what's happening with their timeline. She mentioned that parking was a big feedback item in the recent survey report from Library Strategies. Having accessible and free parking at libraries was mentioned many times. This is something to keep in mind when planning for the future.

Other points noted from the survey report: users appreciate the Robert Crown branch; some users are still upset about the other branch closings; overall response is that residents want to have a library near their home as well as community outreach and partnerships with other organization.

In the next few months we will prepare to put a call out for new RETF member applications. The RETF will edit the press release, letter and other communications.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: September 12, 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 the following positions:

- Interviews are being scheduled for the Access Services Manager position vacated by Tim Longo's departure.
- Interviews were conducted for the Librarian I - Teen Services position during the weeks of September 5 and 12.
- Interviews are taking place to hire three part-time Branch Clerks and one part-time Branch Assistant in the Robert Crown Branch Library as a result of resignations.
- Ruby Gibson started a part-time Library Assistant position in Innovation and Digital Learning on September 12.
- Angie Tomcik and Penny Wongtrakul (both current EPL substitutes) accepted two part-time Library Assistant positions in Lifelong Learning and Literacy with the start date of September 26.
- Eric Parker accepted a full-time Custodian I position in Maintenance starting September 26. Eric is currently with the COE Facilities department.
- Two offers are being made for two part-time Library Clerks openings in Access Services.
- Two 15 hour part-time shelver positions were posted on September 6 for four weeks

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

Project Ready/Elevating Equity curriculum - 13 staff members participated in August's session.

Financial Resources

The Library Fund financial report for the period ending August 31st is included for your review. For the operating fund, revenue collection is at 52% of budget projection and expenditures 59%. Capital fund expenditures total 91% of the budget.

Facilities Update

Facilities is anxiously awaiting the start of our new Custodian I. This will make the team whole again after being down 33% for longer than 2 years. The maintenance team is preparing the building for the start of the fan upgrade project during mid-October.



Budget Performance Report

Fiscal Year to Date 08/31/22

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	4,074,339.70	3,177,660.30	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	33.19	.00	299.88	(299.88)	+++	287.03
55201	Federal Grants	165,000.00	.00	165,000.00	.00	.00	44,100.30	120,899.70	27	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	164,369.85	235,630.15	41	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	18,334.83	(3,334.83)	122	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	19,922.32	(4,922.32)	133	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	6,907.22	(1,907.22)	138	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	9,900.00	9,900.00	50	25,149.63
57551	LIBRARY GRANTS	125,000.00	.00	125,000.00	.00	.00	38,539.36	86,460.64	31	58,247.18
REVENUE TOTALS		\$8,344,577.00	\$0.00	\$8,344,577.00	\$33.19	\$0.00	\$4,380,092.23	\$3,964,484.77	52%	\$8,538,110.32
EXPENSE										
61010	REGULAR PAY	3,423,450.07	.00	3,423,450.07	226,653.00	.00	1,907,800.62	1,515,649.45	56	2,990,550.11
61050	PERMANENT PART-TIME	1,425,734.72	.00	1,425,734.72	91,241.39	.00	749,201.66	676,533.06	53	1,200,084.96
61060	SEASONAL EMPLOYEES	47,000.00	.00	47,000.00	5,967.00	.00	45,007.50	1,992.50	96	76,490.04
61110	OVERTIME PAY	16,700.00	.00	16,700.00	720.73	.00	5,529.81	11,170.19	33	22,777.91
61415	TERMINATION PAYOUTS	.00	.00	.00	3,886.07	.00	112,144.28	(112,144.28)	+++	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	47,988.00	.00	396,350.47	270,060.99	59	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	1,511.37	898.15	63	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	1,200.00	900.00	57	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	15,111.25	.00	137,620.86	84,611.80	62	344,238.90
61725	SOCIAL SECURITY	297,634.87	.00	297,634.87	19,670.78	.00	167,419.64	130,215.23	56	255,981.16
61730	MEDICARE	70,189.02	.00	70,189.02	4,600.54	.00	39,661.98	30,527.04	57	60,353.21
62185	CONSULTING SERVICES	245,500.00	.00	245,500.00	6,121.68	13,400.00	100,063.13	132,036.87	46	149,788.26
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	1,422.06	6,577.94	18	39.00
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	4,650.16	3,349.84	58	2,980.97
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	5,911.02	(5,746.00)	126,565.51	77,180.49	61	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 08/31/22

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
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	.00	.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	3,626.64	1,813.36	67	5,436.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	3,256.64	1,628.36	67	4,884.00
62315	POSTAGE	1,000.00	.00	1,000.00	77.47	.00	547.97	452.03	55	423.78
62340	IT COMPUTER SOFTWARE	221,200.00	.00	221,200.00	8,946.02	37,134.00	150,660.82	33,405.18	85	206,844.98
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	(2,179.30)	2,743.00	227,201.32	25,055.68	90	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	.00	.00	3,044.72	4,255.28	42	4,728.82
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	2,636.56	3,063.44	46	4,544.39
64005	ELECTRICITY	115,767.00	.00	115,767.00	.00	.00	49,324.70	66,442.30	43	96,182.78
64015	NATURAL GAS	28,500.00	.00	28,500.00	3,013.82	.00	15,417.85	13,082.15	54	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	2,787.77	(787.77)	139	4,759.26
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	2,120.00
65025	FOOD	10,000.00	.00	10,000.00	425.00	.00	2,269.87	7,730.13	23	3,645.53
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	.00	.00	5,771.54	6,228.46	48	10,702.83
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	1,137.03	.00	19,207.05	15,792.95	55	22,061.66
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	88.59	5,915.18	13,449.82	30,635.00	39	27,772.60
65100	LIBRARY SUPPLIES	125,000.00	.00	125,000.00	349.88	860.28	75,221.78	48,917.94	61	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	49,135.98	15,274.44	(19,410.42)	143	24,240.95
65630	LIBRARY BOOKS	539,400.00	.00	539,400.00	15,984.59	.00	266,653.23	272,746.77	49	537,017.82
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	95.89	4,045.35	5,358.76	44	6,527.48
65641	AUDIO VISUAL COLLECTIONS	72,000.00	.00	72,000.00	358.11	.00	24,870.98	47,129.02	35	70,665.20
66131	TRANSFER TO GENERAL FUND	289,328.00	.00	289,328.00	24,110.67	.00	192,885.36	96,442.64	67	.00
EXPENSE TOTALS		\$8,550,722.32	\$0.00	\$8,550,722.32	\$481,648.88	\$103,538.33	\$4,911,254.83	\$3,535,929.16	59%	\$7,538,306.46
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,344,577.00	.00	8,344,577.00	33.19	.00	4,380,092.23	3,964,484.77	52%	8,538,110.32
EXPENSE TOTALS		8,550,722.32	.00	8,550,722.32	481,648.88	103,538.33	4,911,254.83	3,535,929.16	59%	7,538,306.46
Fund 185 - LIBRARY FUND Totals		(\$206,145.32)	\$0.00	(\$206,145.32)	(\$481,615.69)	(\$103,538.33)	(\$531,162.60)	\$428,555.61		\$999,803.86
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



Budget Performance Report

Fiscal Year to Date 08/31/22

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 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	.00	477,659.30	138,563.29	63,777.41	91	405,832.11
	EXPENSE TOTALS	\$680,000.00	\$0.00	\$680,000.00	\$0.00	\$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	.00	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)	\$0.00	(\$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	33.19	.00	4,633,405.23	4,697,796.77	50%	9,020,353.32
	EXPENSE TOTALS	9,737,347.32	.00	9,737,347.32	481,648.88	581,197.63	5,169,140.57	3,987,009.12	59%	8,426,382.46
	Grand Totals	(\$406,145.32)	\$0.00	(\$406,145.32)	(\$481,615.69)	(\$581,197.63)	(\$535,735.34)	\$710,787.65		\$593,970.86

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

	Symbol	Shares/Quantity	Price	Value as of August 2022	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$492,076.47	\$492,076.47	100.00%	100.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$0.000	\$0.00	0.00%	0.0%
				\$492,076.47		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%

**Evanston Public Library Endowment Fund
Statement of Activity
July 01, 2022 through July 31, 2022**

Beginning Balance		3,455,027.39
Revenue		
Investment results	193,451.57	
Total Revenues		193,451.57
Distributions/Grants and Expenses		
Foundation support charge	-1,874.85	
Total Distributions		-1,874.85
Ending Balance		3,646,604.11

EVANSTON PUBLIC LIBRARY

2023 Proposed Budget



September 21, 2022

EXPENSE FUNDS BUDGET OVERVIEW

Funds		2020	2021	2022	2023	Change over 2022
185	Operating (Personnel)	\$5,831,013	\$5,910,018	\$6,179,692	\$6,576,336*	6.42%
	Operating (Non Personnel)	\$2,641,765	\$2,421,726	\$2,477,920	\$2,510,123	1.30%
186	Debt Service	\$480,154	\$482,243	\$506,625	\$507,913	0.25%
187	Capital	\$543,000	\$449,000	\$680,000	\$950,000	39.71%
	TOTAL	\$9,495,922	\$9,262,987	\$9,844,237	\$10,544,372	7.11%

*2023 Personnel Expense here includes Estimated Additional Personnel Costs from Class & Compensation Study and Union contract negotiations.

Fund 185 - Library Operating Fund - 2023

	OPTION A 2023 Flat Tax Levy	OPTION B 2023 10.9% Tax Levy Increase	OPTION C 2023 3.9% Tax Levy Increase
Tax Levy Revenue	\$7,252,000	\$8,044,199	\$7,535,472
Non Tax Revenue	\$1,042,260	\$1,042,260	\$1,042,260
TOTAL REVENUE	\$8,294,260	\$9,086,459	\$8,577,732
Operating (Personnel) Expense	\$6,067,609	\$6,067,609	\$6,067,609
Est Additional Personnel Costs (class & comp study)	\$508,727	\$508,727	\$508,727
Operating (Non Personnel) Expense	\$2,510,123	\$2,510,123	\$2,510,123
TOTAL EXPENSE	\$9,086,459	\$9,086,459	\$9,086,459
Surplus / (Deficit)	(\$792,199)	—	(\$508,727)

Fund 185: OPTION C: Effect on Fund Balance with future 4% tax levy increases

	2023	2024	2025	2026
Levy Change	+3.91%	+4%	+4%	+4%
Tax Levy Revenue	\$7,535,472	\$7,836,890	\$8,150,366	\$8,476,381
Non Tax Revenue	\$1,042,260	\$1,063,105	\$1,084,367	\$1,106,054
TOTAL REVENUE	\$8,577,732	\$8,899,996	\$9,234,733	\$9,582,435
Expenses	\$8,577,732	\$8,835,063	\$9,100,115	\$9,373,119
Add'n Personnel Costs	\$508,727	\$523,988	\$539,708	\$555,899
TOTAL EXPENSE	\$9,086,459	\$9,359,052	\$9,639,824	\$9,929,019
Surplus / (Deficit)	(\$508,727)	(\$459,056)	(\$405,090)	(\$346,583)
Fund Balance	\$3,282,996	\$2,823,939	\$2,751,147	\$2,072,265
% of annual expenses	36.13%	30.17%	25.09%	20.87%
# of months	4.34	3.62	3.01	2.50

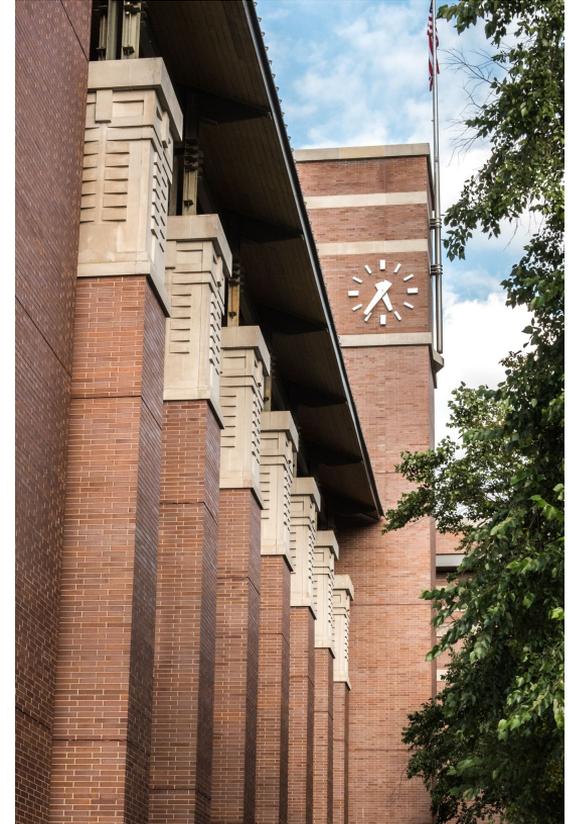
Fund 186 - Library Debt Service - 2023

Principal	\$275,730
Interest	\$232,183
TOTAL	\$507,913

Fund 187: Library Capital Improvement - 2023

PROJECT	COST
MAIN Boiler Upgrade	\$700,000
MAIN Lighting Upgrade	\$250,000
TOTAL	\$950,000

Both of these projects were identified as **high priority** in the most recent Building Reserve Study developed by Wiss, Janney, Elstner in January 2022.



Next Steps:

- **October 17** - COE Proposed Budget Presentation at City Council
- **October, November** - Budget Discussions at City Council, Ward Meetings, etc.
- **October 19** - Library Truth in Taxation Public Hearing
- **October 24** - COE Budget Public Hearing at City Council
- **November 7** - COE Truth in Taxation Public Hearing at City Council
- **November 16** - Library Trustee Meeting Adoption of Tax Levy
- **November 22** - Earliest possible date for City Council Adoption of budget and tax levies



Memorandum

To: Library Board of Trustees

From: Heather Norborg, Interim Executive Library Director

Subject: Proposed FY2023 Operating Budget

Date: 9/21/2022

For the consideration of the Board, I have provided a baseline budget that keeps the provision of programs, services and collections level. The proposed 2023 budget includes anticipated personnel cost increases based upon projections.

FY2023 Budget Expenditures	Amount
Early Learning and Literacy	\$944,359
Lifelong Learning and Literacy	\$1,543,211
Access Services	\$1,390,144
Engagement Services	\$1,011,060
Innovation & Digital Learning	\$922,704
Maintenance	\$1,047,956
Administration	\$1,718,298
Estimated Additional Personnel Costs	\$508,727
TOTAL	\$9,086,459

The attached budget worksheet report will provide you with detailed information about the proposed 2023 budget expenditures.

Expense Budget Worksheet Report

Budget Year 2023

Account	Account Description	2022 Adopted Budget	2023 Baseline Budget	NOTES
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
61010	REGULAR PAY	393,647.00	395,172.00	
61050	PERMANENT PART-TIME	204,131.00	201,509.00	
61060	SEASONAL EMPLOYEES	6,000.00	6,000.00	
61110	OVERTIME PAY	1,000.00	.00	
61510	HEALTH INSURANCE	86,220.00	73,765.00	
61615	LIFE INSURANCE	285.00	261.00	
61710	IMRF	27,478.00	19,005.00	
61725	SOCIAL SECURITY	37,063.00	36,995.00	
61730	MEDICARE	8,669.00	8,652.00	
62506	WORK- STUDY	900.00	900.00	
65002	STATE GRANT EXPENSE	.00	7,800.00	Curious Kids Program, which is funded by a local grant for 2022 & 2023.
65100	LIBRARY SUPPLIES	19,000.00	17,400.00	Summer Reading Program, Dedicated to the Dream, Welcome Baby and other program supplies for children.
65503	FURNITURE / FIXTURES / EQUIPMENT	500.00	500.00	Freestanding flyer and display unit for ELL.
65630	LIBRARY BOOKS	159,400.00	171,400.00	We are shifting some money from Periodicals and A/V to books and electronic books.
65635	PERIODICALS	500.00	.00	
65641	AUDIO VISUAL COLLECTIONS	7,000.00	5,000.00	
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$951,793.00	\$944,359.00	
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
61010	REGULAR PAY	396,435.00	449,346.00	
61050	PERMANENT PART-TIME	294,114.00	263,100.00	
61060	SEASONAL EMPLOYEES	11,000.00	6,000.00	
61110	OVERTIME PAY	1,400.00	.00	
61510	HEALTH INSURANCE	93,407.00	73,212.00	
61615	LIFE INSURANCE	138.00	213.00	

Expense Budget Worksheet Report

Budget Year 2023

61710	IMRF	33,423.00	23,582.00	
61725	SOCIAL SECURITY	42,814.00	44,172.00	
61730	MEDICARE	10,013.00	10,331.00	
62341	INTERNET SOLUTION PROVIDERS	250,000.00	280,255.00	All subscription database fees, including the Digital Library of Illinois, Hoopla, Kanopy, and all research databases, including our new local history digitized collection.
62506	WORK- STUDY	900.00	1,000.00	
65002	STATE GRANT EXPENSE	.00	5,000.00	Evanston Care Network platform fee, which is paid by a local grant.
65100	LIBRARY SUPPLIES	20,000.00	15,000.00	Legal, health & wellness, financial, literary, arts, cultural and other programming supplies for adults.
65630	LIBRARY BOOKS	325,000.00	335,000.00	We are shifting some money from Periodicals and A/V to books and electronic books.
65635	PERIODICALS	6,000.00	6,000.00	
65641	AUDIO VISUAL COLLECTIONS	50,000.00	31,000.00	
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,534,644.00	\$1,543,211.00	
Business Unit 4820 - ACCESS SERVICES				
61010	REGULAR PAY	642,059.00	675,467.00	
61050	PERMANENT PART-TIME	346,532.00	269,724.00	
61060	SEASONAL EMPLOYEES	5,000.00	5,000.00	
61110	OVERTIME PAY	2,300.00	.00	
61510	HEALTH INSURANCE	138,944.00	140,643.00	
61513	VISION INSURANCE	38.00	105.00	
61615	LIFE INSURANCE	410.00	339.00	
61710	IMRF	40,987.00	27,656.00	
61725	SOCIAL SECURITY	60,283.00	58,603.00	
61730	MEDICARE	14,099.00	13,707.00	
62340	IT COMPUTER SOFTWARE	176,200.00	183,900.00	Consortium vendor fees, interlibrary loan fees, collection materials vendor fees and the WiFi hotspot program
62506	WORK- STUDY	3,000.00	3,000.00	
65100	LIBRARY SUPPLIES	12,000.00	12,000.00	Supplies for library cards, materials processing and repairs and collection maintenance.

Expense Budget Worksheet Report

Budget Year 2023

Business Unit **4820 - ACCESS SERVICES** Totals \$1,441,852.00 \$1,390,144.00

Business Unit **4825 - ENGAGEMENT SERVICES**

61010	REGULAR PAY	480,401.67	475,122.00	
61050	PERMANENT PART-TIME	226,366.17	223,870.00	
61060	SEASONAL EMPLOYEES	15,000.00	10,000.00	
61110	OVERTIME PAY	2,000.00	.00	
61510	HEALTH INSURANCE	97,123.32	105,250.00	
61513	VISION INSURANCE	113.88	207.00	
61615	LIFE INSURANCE	339.12	304.00	
61710	IMRF	33,479.84	23,138.00	
61725	SOCIAL SECURITY	43,819.69	43,338.00	
61730	MEDICARE	10,248.11	10,136.00	
62225	BLDG MAINTENANCE SERVICES	5,000.00	5,000.00	Cleaning and genral maintenance for the Robert Crown Library space.
62340	IT COMPUTER SOFTWARE	1,000.00	14,695.00	Open+ contract, the laptop vending machine and the contract for the self-checkouts at Robert Crown.
62341	INTERNET SOLUTION PROVIDERS	5,000.00	.00	
64015	NATURAL GAS	1,500.00	1,500.00	
65100	LIBRARY SUPPLIES	12,000.00	50,000.00	All Robert Crown, engagement and outreach program costs, including Latino engagement, Black engagement, programming for seniors, and supplies for special summer engagement activities such as the block parties, beach visits and other special events. Previously some of the summer program costs were charged to Administration - Consulting Services.
65503	FURNITURE / FIXTURES / EQUIPMENT	1,000.00	1,000.00	Replacement / maintenance of furniture at Robert Crown.
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	Now covered in Maintenance business unit.
65630	LIBRARY BOOKS	35,000.00	35,000.00	
65635	PERIODICALS	3,000.00	500.00	
65641	AUDIO VISUAL COLLECTIONS	12,000.00	12,000.00	
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$991,391.80	\$1,011,060.00	

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

61010 REGULAR PAY 410,375.40 415,927.00

Expense Budget Worksheet Report

Budget Year 2023

61050	PERMANENT PART-TIME	203,237.55	197,269.00	
61060	SEASONAL EMPLOYEES	5,000.00	5,000.00	
61510	HEALTH INSURANCE	71,051.00	69,411.00	
61513	VISION INSURANCE	226.00	207.00	
61615	LIFE INSURANCE	287.64	257.00	
61710	IMRF	29,699.10	20,298.00	
61725	SOCIAL SECURITY	38,043.96	38,019.00	
61730	MEDICARE	8,897.42	8,892.00	
62185	CONSULTING SERVICES	500.00	.00	Now covered in Federal Grant expense.
62340	IT COMPUTER SOFTWARE	44,000.00	72,654.00	All public computer, printing and scanning and security software, the library's website fees and upgrades, the software for scheduling our program calendar and room reservations, our Zoom accounts, and Development management software. Previously some of this was charged to Administration - Consulting Services.
65001	FEDERAL GRANT EXPENSE	.00	21,590.00	Year Two of EvanSTEM and Project Next Generation federal grant for 2022 and 2023.
65002	STATE GRANT EXPENSE	.00	500.00	Local grant to cover arts integrated literacy pilot.
65100	LIBRARY SUPPLIES	17,000.00	13,530.00	Teen STEM programming not covered by a grant, as well as other teen programming and a pilot for a Library of Things.
65555	IT COMPUTER HARDWARE	45,000.00	36,650.00	Staff, meeting room and public computer replacements on a schedule, other ongoing technology and public printers costs.
65630	LIBRARY BOOKS	20,000.00	20,000.00	
65641	AUDIO VISUAL COLLECTIONS	3,000.00	2,500.00	
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING			
	Totals	\$896,318.07	\$922,704.00	
	Business Unit 4840 - LIBRARY MAINTENANCE			
61010	REGULAR PAY	400,023.00	378,642.00	
61050	PERMANENT PART-TIME	70,794.00	64,775.00	
61110	OVERTIME PAY	10,000.00	10,000.00	
61510	HEALTH INSURANCE	95,691.14	97,079.00	
61513	VISION INSURANCE	112.00	103.00	
61615	LIFE INSURANCE	349.76	275.00	
61626	CELL PHONE ALLOWANCE	900.00	825.00	

Expense Budget Worksheet Report

Budget Year 2023

61630	SHOE ALLOWANCE	540.00	540.00	
61710	IMRF	22,787.72	14,678.00	
61725	SOCIAL SECURITY	29,280.22	27,851.00	
61730	MEDICARE	6,848.49	6,514.00	
62225	BLDG MAINTENANCE SERVICES	193,000.00	227,295.00	Main alarm, automation, elevators, fire controls maintenance, janitorial service contract, pest control, carpet cleaning and first aid kit supplies. These contracts have come up due to inflation.
62235	OFFICE EQUIPMENT MAINT	10,000.00	1,000.00	CMR A/V maintenance
62245	OTHER EQMT MAINTENANCE	1,300.00	2,277.00	Coin boxes contract
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	5,440.00	Maintenance of our sprinter van and mobile library.
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	4,885.00	Replacement parts for our sprinter van and mobile library.
64005	ELECTRICITY	115,767.00	120,000.00	
64015	NATURAL GAS	27,000.00	32,400.00	
64505	TELECOMMUNICATIONS	3,500.00	.00	
65040	JANITORIAL SUPPLIES	12,000.00	18,377.00	Daily cleaning supply costs have increased because of inflation
65050	BLDG MAINTENANCE MATERIAL	35,000.00	35,000.00	Snow removal equipment maintenance, batteries, lightbulbs, paint, etc.
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,045,218.33	\$1,047,956.00	
Business Unit 4845 - LIBRARY ADMINISTRATION				
61010	REGULAR PAY	700,509.00	757,543.00	
61050	PERMANENT PART-TIME	80,560.00	80,546.00	
61060	SEASONAL EMPLOYEES	5,000.00	.00	
61510	HEALTH INSURANCE	83,975.00	84,439.00	
61513	VISION INSURANCE	.00	35.00	
61615	LIFE INSURANCE	600.00	278.00	
61625	AUTO ALLOWANCE	4,800.00	4,800.00	
61626	CELL PHONE ALLOWANCE	1,200.00	1,200.00	
61710	IMRF	34,378.00	27,741.00	
61725	SOCIAL SECURITY	46,331.00	48,388.00	
61730	MEDICARE	11,414.00	12,153.00	
62185	CONSULTING SERVICES	235,000.00	135,000.00	Volunteer Coordinator contract, translation and interpretation services, photography services, legal services, staff day consultants and Library Director search costs.

Expense Budget Worksheet Report

Budget Year 2023

62205	ADVERTISING	8,000.00	4,000.00	Newspaper and social media advertising costs.
62210	PRINTING	8,000.00	45,000.00	Printing costs for annual report and year end campaign used to be under "consulting services" line.
62272	OTHER PROFESSIONAL SERVICES	.00	85,000.00	Social Worker in the Library contract used to be a "Transfer to Social Services Fund" as part of a larger COE contract with Ascension.
62275	POSTAGE CHARGEBACKS	2,600.00	2,600.00	
62290	TUITION	15,000.00	15,000.00	Tuition reimbursement for MLIS students on staff
62295	TRAINING & TRAVEL	25,000.00	25,000.00	Annual conference attendance costs, webinars, seminars and other professional development
62315	POSTAGE	1,000.00	1,000.00	
62360	MEMBERSHIP DUES	2,100.00	2,075.00	ALA, PLA, ILA
62380	COPY MACHINE CHARGES	10,000.00	10,000.00	EPL staff printer costs
62506	WORK- STUDY	2,500.00	3,600.00	
62705	BANK SERVICE CHARGES	5,700.00	5,700.00	
64009	UTILITIES - COE WATER	26,400.00	11,000.00	
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	
65025	FOOD	10,000.00	7,000.00	Staff day and other event food.
65095	OFFICE SUPPLIES	50,000.00	50,000.00	Pens, paper, etc. as well as tote bags, water bottles, etc. and 150th anniversary swag.
66131	TRANSFER TO GENERAL FUND	289,328.00	295,000.00	Payment to City of Evanston General Fund for Administrative Services as agreed to in 2014 MOU.
66132	TRANSFER TO HUMAN SERVICES FUND	80,000.00	.00	See note above under "Other Professional Services"
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,741,395.00	\$1,714,098.00	
Department 48 - LIBRARY Totals		\$8,602,612.20	\$8,573,532.00	

ESTIMATED ADDITIONAL PERSONNEL COSTS

\$508,727

ESTIMATED ADDITIONAL COSTS DUE TO ADJUSTMENTS FROM CLASS AND COMPENSATION STUDY AND UNION NEGOTIATIONS.

Expense Budget Worksheet Report

Budget Year 2023

Fund 185 - LIBRARY FUND Totals	\$8,602,612.20	\$9,086,459
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Net Grand Totals	\$8,602,612.20	\$9,086,459
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Memorandum

To: Library Board of Trustees

From: Heather Norborg, Interim Executive Library Director

Subject: Proposed FY2023 Capital Budget

Date: 9/21/2022

I recommend that the Library Board consider the Capital Improvement Plan projects described in this memo as part of the proposed FY2023 budget. Following is a summary of the projects and a justification for each project. These projects would be funded through the Library Debt Service Fund.

2023 Capital Improvement Projects - Summary

2023 Capital Improvement Plan	Request
MAIN - Boiler Upgrade	\$700,00
MAIN - Lighting Upgrade	\$250,00
TOTAL	\$950,000

2023 Capital Improvement Projects - Detail

Main Library - Boiler Upgrade

Replace boilers, including the boiler circulating pumps and the main heating distribution pumps, associated valves, piping and make up air unit.

Main Library - Lighting Upgrade

Replace original fluorescent fixtures with LED fixtures or re-lamp fixtures with LED bulbs.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Evanston Public Library Fund Balance and Reserve Policy
Date: September 16, 2022

Library Fund

The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 6 months (50%) of anticipated operating expenses for the budget year in the Library Fund.

In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 6 months (50%) recommended maximum, the budget may be structured in a deficit to account for a transfer to the Capital Improvement Fund, at the board's discretion.

Capital Improvement Fund

The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.



Memorandum

To: Evanston Public Library Board of Trustees

From: Sally Battle, Kellye Fleming, Carmen Francellno, Jessica Iverson, Kennedy Joseph, and Tracy Olasimbo

Subject: Library Staff Permission Request for Book Proposal

Date: September 16, 2022

Dear Evanston Public Library Board of Trustees:

Throughout 2020-2022, a team from Evanston Public Library co-created and presented a family-oriented race and culture education program called *Dedicated to the Dream*.

As you know, some of our team members were able to attend ALA 2022 in Washington DC to present information about the program to other library professionals. While the vast majority of the work to create and present the *Dedicated to the Dream* program and subsequent ALA presentation was completed outside of paid staff hours, we recognize that Evanston Public Library resources were used to plan and present the program and attend ALA.

First and foremost, thank you so much for the opportunity to represent the library. It was an important learning experience for each of us and we believe has helped EPL showcase its commitment to racial equity. In addition, the presentation has opened up some opportunities including the potential for our team to write a book.

We have been approached by Bloomsbury acquisitions editor Jessica Gribble in the Libraries Unlimited imprint. Jessica explained that "LU serves academic, public, school, and special libraries by publishing library science textbooks, reference works, practical handbooks, and professional guides, along with electronic resources like School Library Connection." Ms. Gribble informed us that she is interested in publishing a book that explores the topic of our presentation (*Beyond Booklists: Family engagement through race and culture education at the library*). After sharing a bit of information about the process, she invited us to submit a book proposal.

While we are still considering whether to move forward with a book proposal, and there is no guarantee that the book proposal would be accepted, our first step is to reach out to Interim Director Heather Norborg and the Board of Trustees to respectfully request permission to write

Agenda Item 10.B

about our experiences and the program itself within the book. While the complete scope of the book is to be determined, our experiences with the program would comprise just one part of the book. The overall goal of the book would be to provide context, considerations, inspiration, resources, and experiences for other library professionals as they consider race and culture education in their unique libraries.

Of course, any and all work on the book, including writing, meetings and conversations, would all take place outside of paid staff time.

We have attached a permission letter for your kind consideration that you may sign if you deem the agreement acceptable. Please let us know if you have any questions.

Thank you so much for your service to the Evanston Public Library. We feel very lucky to work at an institution so committed to lifelong learning, equity, and antiracism.

Respectfully,

Sally Battle, Kellye Fleming, Carmen Francellno, Jessica Iverson, Kennedy Joseph, and Tracy Olasimbo



Dear Evanston Public Library Board of Trustees:

We hereby request permission to include the material noted below in a forthcoming book (title to be determined) original publication under the Libraries Unlimited imprint of ABC-CLIO. This book has an unknown publishing date, but likely 2023-24.

We request permission to include the material noted below in all editions, in all languages, and in all media formats throughout the world. Please note that this work will be published simultaneously as a print and electronic product.

If you hold United States rights only, we would be grateful if you could advise us as to who owns the copyright in the rest of the world, so that we may obtain world rights.

If you have a preference for the form of notice and acknowledgement, please indicate below.

Sincerely,

Sally Battle, Kellye Fleming, Carmen Francellno, Jessica Iverson, Kennedy Joseph, and Tracy Olasimbo

Material Used: Experiences from creating and presenting Dedicated to the Dream/Curiosity Lab programs in 2020, 2021, 2022, and 2023

Credit Line: Evanston Public Library Evanston, IL

use standard Credit Line.

Permission Granted by:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: United States Other: _____

Approval Signature: _____ **Date:** _____



Memorandum

To: Library Board of Trustees

From: Heather Norborg, Interim Executive Director

Subject: City of Evanston Recommendation for Employee Compensation

Date: 9/19/2022

On September 19, 2022, City of Evanston City Manager Luke Stowe will request that the City Council approve a \$500 "thank you" bonus for all permanent city staff members for enduring COVID, staffing shortages, rising household costs, and other challenges.

Library staff are covered by the same collective bargaining agreement as City staff. Traditionally the Library has tried to stay in alignment with the City's decisions for employee compensation decisions.

If the City Council approves this bonus for city staff members, I am recommending that the Evanston Public Library Board of Trustees approve the same \$500 "thank you" bonus for all current permanent EPL staff members for enduring COVID, staffing shortages, rising household costs, and other challenges.

The one-time cost to the Library Fund would be \$49,500.

This would reduce the anticipated surplus in the 2022 budget to \$222,606.