



# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, AUGUST 15, 2018**

**6:00 P.M.**

**FALCON ROOM – 3RD FLOOR**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
Wednesday, August 15, 2018

**Chat with a Trustee**  
6:00 P.M. – 6:30 P.M.

**Meeting of the Board**  
6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Falcon Room – 3<sup>rd</sup> Floor

**AGENDA**

**1. CALL TO ORDER / DECLARATION OF QUORUM**

**2. CITIZEN COMMENT**

Not to exceed 15 minutes

**3. CONSENT AGENDA**

- A. Approval of Minutes of July 18, 2018 Regular Meeting
- B. Approval of Bills and Payroll

**4. INFORMATION/COMMUNICATIONS**

- A. Oath of Office
- B. Development Update (Wynn Shawver)

**5. LIBRARY DIRECTOR'S REPORT** (Distributed in advance)

**6. STAFF REPORTS**

- A. Administrative Services Report (Teri Campbell)

**7. BOARD REPORTS**

**8. BOARD DEVELOPMENT**

In order to fulfill the Illinois Public Library Per Capita Grant requirement -

*Trustees* will complete at least one online education opportunity focusing on meeting the needs of patrons with challenges or disabilities. RAILS online trainings include:

Accessible to All: Serving Youth and Young Adults with Disabilities  
<https://www.railslibraries.info/events/131043>

Autism 101 for Libraries: What is Autism Spectrum Disorder and How Can We Help Students and Families at the Library?  
<https://www.railslibraries.info/ce/archive/102075>

Beyond Assistive Technology: Improving Library Services to People with Disabilities  
<https://www.railslibraries.info/ce/archive/99650>

\*\*\*This one is only one hour long and broad enough to be a good match for trustees.\*\*\*

Inclusive Programming for Adults with Developmental Disabilities  
<https://www.railslibraries.info/ce/archive/104953>

Libraries and Autism: Why it Matters!  
<https://www.railslibraries.info/node/117143>

Serving Patrons with Dementia  
<https://www.railslibraries.info/events/135894>

*Trustees* will review Chapters 6 - 10 of the Trustees Facts File, 3<sup>rd</sup> Edition.  
<http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

*Trustees* will familiarize themselves with services provided by the Illinois Veterans' History Project.  
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

## **9. UNFINISHED BUSINESS**

### **10. NEW BUSINESS**

A. Revision of September Board meetings (Action)

### **11. ADJOURNMENT**

**Next Meeting to be confirmed at Aug 15<sup>th</sup> meeting: September 12, 2018 at 6:30 pm**

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 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 18, 2018**  
6:30 P.M.  
1703 Orrington Avenue, Falcon Room – 3<sup>rd</sup> Floor

**Members Present:** Socorro Castro, Rachel Hayman, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Shawn Iles

**Members Absent:** Tori Foreman, Adam Goodman

**Staff:** Teri Campbell, John Devaney, Jill Skwerski, Becky Ramsey, Kim Hegelund

**Presiding Member:** Benjamin Schapiro, President

**ALL TO ORDER/DECLARATION OF QUORUM** - President Schapiro called the meeting to order at 6:31 pm.

**CITIZEN COMMENT** – None

**CONSENT AGENDA**

- A. Approval of the June Bills and Payroll and Minutes of June 20, 2018 Board Meeting** – Trustee Lurie moved to approve the Bills and Payroll and the minutes of the June meeting. Trustee Patel seconded the motion and it was approved by voice vote.

**INFORMATION/COMMUNICATIONS**

- A. Proclamation** – Tori Foreman was recognized for her years of service on the Board of Trustees and thanked for her impact on the community

**LIBRARY DIRECTOR'S REPORT**

- A. Director's Report-** Assistant Director Campbell shared that the Library recently received two grants. The Evanston Bike Club provided funds for a second book bike. The Kline Family Foundation funded electronic pop-up libraries and funding for a mobile library unit. Crate and Barrel has also generously donated a van to use as a mobile library. She also shared that recruitment for the next Human Library is underway and is scheduled for September 17.

**STAFF REPORT**

- A. Administrative Services Report** – Assistant Director Campbell reported that Library expenses are currently below projections. The Library has hired a new Development Associate, three circulation substitutes, and two technology associates. The Library is also close to filling the vacant Latino Outreach Librarian position. Facilities Manager John Devaney also reported that the Lush project on Central is progressing and that final inspections are scheduled for September.
- B. Community Engagement** – Community Engagement Librarian Jill Skwerski reported on the Library's efforts to engage the community and increase access to Library resources. Outreach efforts focus on meeting people where they naturally gather, such as churches, farmer's markets, and community events. Skwerski and her team also bring much needed resources to the Library, such as mental health providers, HIV/STI screening, tax preparation, GED classes, SNAP registration, and voter registration. Partners include NAMI, Presence Health, PEER Services, Howard Brown Health, Center for Economic Progress, ACA Navigator, League of Women Voters, and Greater Chicago Food Depository. Skwerski shared new partnerships including ability awareness training for Library staff with Center for Independent Futures and new computer classes in partnership with Bethel Church. Community Engagement Assistant Becky Ramsey also reported on new Memory Cafes, which will provide programming for people with dementia once a month starting in September.

**BOARD REPORTS** - none

**BOARD DEVELOPMENT** – none

**UNFINISHED BUSINESS** – none

**NEW BUSINESS**

- A. Appointment of Committee Members** – Discussion postponed until August meeting
- B. Parking Lot at 1714-1720 Chicago Ave** – President Schapiro opened a discussion about the proposed building on Chicago Ave, adjacent to the Library. Trustees expressed concern about the available parking for Library patrons and how it affects pedestrian traffic. Assistant Circulation Manager Kim Hegelund shared that volunteers are currently polling patrons to assess their use of parking. John Devaney explained that the building developers face several obstacles, including re-zoning that lot for commercial use, getting variances on the number of parking spaces, and renegotiating plans for the

alley. He also said that construction of that building will require renovating sewer and utility lines, which may lead to Library closure time. Trustee Patel said that the Library needs to be a part of the conversation about the building.

**ADJOURNMENT** – President Schapiro moved to adjourn the meeting at 7:05pm. It was approved by voice vote. Trustee Lurie motioned and Trustee Hayman seconded.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, August 15, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.**

DRAFT

## Library Director's Report July 18, 2018

### Updates:

Two grant proposals were funded in support of Community Outreach, Engagement and Innovative service:

- The Evanston Bike Club has provided \$2,000 towards the purchase of a second book bike.
- The Kline Foundation has funded two new initiatives - Pop-Up electronic libraries and the equipment and graphics needed to brand and support the work of our mobile library. Crate and Barrel has donated a truck that we will repurpose as our mobile library. More details to share in the future as we move closer to launching these new and expanded services later this year.

### Assessments, Metrics and initiative results:

Computer/Internet Use													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	FYTD
Main	4,080	3,741	4,097	3,654	3,855	4,263							23,690
North Branch	191	217	240	213	200	225							1,286
CAMS	467	440	470	438	411	435							2,661
Computer Lab	154	134	160	165	160	160							933
<b>Overall Computer/Internet Use</b>	<b>4,892</b>	<b>4,532</b>	<b>4,967</b>	<b>4,470</b>	<b>4,626</b>	<b>4,923</b>	-	-	-	-	-	-	<b>28,570</b>
Website Visits													
All Location	45,235	39,492	43,240	44,751	43,730	42,573							259,021
Wifi Users													
All Location	27,000	26,870	31,167	31,427	32,502	32,000							180,966
Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644							235,818
North Branch	3,798	3,593	4,162	3,790	3,552	4,999							23,894
CAMS	3,362	3,338	3,893	3,479	3,962	4,400							22,434
<b>Overall Library Visits</b>	<b>47,480</b>	<b>42,758</b>	<b>50,214</b>	<b>44,935</b>	<b>44,716</b>	<b>52,043</b>	-	-	-	-	-	-	<b>282,146</b>

### Upcoming events of Note:

July 24th: Stop the Hacker before They Stop You! SCORE seminar

This seminar addresses the growing concern of hacking and information security breaches for small business owners. Lieberman will address ways in which small business owners can protect themselves and their clients from costly and harmful attacks.

August 18: NOVA's "Decoding the Weather Machine" film screening and discussion

September 15th: The Human Library

Julie Rand and Mary Kling are recruiting "books" and planning promotions for our second Human Library event, which will take place at the Civic Center on September 15, 2018.

Evanston History Center collaboration:

Kim Hiltwein is coordinating a partnership with Evanston History Center for their yearlong exhibit and programming, which begins in August 2018, "Evanston in 1968." Items from EPL's

Evanstoniana collection will be highlighted in the exhibit and we will host companion programming such as movies and lectures about the time period.

**Excerpts from Patron feedback:**

As a volunteer, I appreciate the opportunity the library affords to provide the service we offer – technology assistance for older adults. Also as a volunteer, I greatly appreciate your kind words about our work and the time you took to share them. I support Tech Help on the third Thursday each month. I'll keep an eye out for you to say thanks for your support of our work together.  
Raymond (June 25, 2018)

Hello Renee,

Hope all is well. Last year, you were a big help in getting new books for my classroom. Being able to offer my students such a large range of texts made such a dramatic difference in the range and amount that my students were reading. I actually saw kids really loving what they were reading :) So thank you for that.

Abdel Shakur, ETHS

Sent to Adult Services Librarian Susan Markwell (names redacted):

“Good Afternoon, Information Detective Susan!

This is why I have always held Librarian Professionals in such high regard over the years...they love what they do, and take up a challenge! Thank you so much for the extra efforts you took to locate military service information on my dear friend, xxx. His widow, xxx, and I will be meeting with a representative of the Veteran's Administration next week to discuss xxx's Military Benefits. The information you provided will be quite helpful.

When I told xxx I enlisted the assistance of the Reference Desk at the Main Branch of the Evanston Public Library in an attempt to find out more information relating to xxx's military service, xxx told me xxx loved to spend his lunchtimes away from the office at the Evanston Public Library Main Branch...Divine Order!

With our Deepest Appreciation”





# Memorandum

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

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

Subject: Library Fund Bills

Date: August 9, 2018

## **Recommended Action**

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

## **Payroll**

July 9, 2018 through July 22, 2018	\$ 148,582.51
July 23, 2018 through August 5, 2018	\$ 148,769.32

## **Library Fund Bills List**

July 24, 2018	\$ 119,744.16
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## **Purchasing Card**

May 1 through May 31, 2018	\$ 5,247.03
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Attachments: Bills Lists, Purchasing Card

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 07.24.2018

185 LIBRARY FUND			
4805 LIBRARY YOUTH SERVICES			
62506	NORTHWESTERN UNIVERSITY	WORKSTUDY STUDENTS	287.50
65100	BAKER & TAYLOR	LIBRARY SUPPLIES SUMMER READ PRIZE	882.12
65100	ROGER SMITH	DJ SERVICES FOR TEEN OPEN MIC NIGHT	200.00
65100	MARTHA MEYER	DRAG QUEEN STORYTIME	200.00
65630	BAKER & TAYLOR	JUV PRINT	13,221.65
65630	BAKER & TAYLOR	YA BOOKS	83.52
65630	THE COMIX REVOLUTION, INC.	YA BOOKS	39.88
65641	MIDWEST TAPE	JUV AV	1,107.42
65641	RECORDED BOOKS INC.	JUV AV	206.20
65641	PENGUIN RANDOM HOUSE LLC	JUV AV	108.75
4805 LIBRARY YOUTH SERVICES Total			16,337.04
4806 LIBRARY ADULT SERVICES			
65628	MIDWEST TAPE	REFERENCE BOOK ONLINE	3,999.73
65628	LIBRARIES FIRST	REFERENCE BOOK ONLINE	13,589.00
65630	BAKER & TAYLOR	ADULT PRINT	721.90
65630	BAKER & TAYLOR	ADULT PRINT	19,067.08
65630	CENTER POINT INC	ADULT PRINT	74.21
65630	GALE RESEARCH INC.	ADULT PRINT	194.17
65641	BLACKSTONE PUBLISHING	ADULT AV	11.92
65641	MIDWEST TAPE	ADULT AV	2,607.77
65641	RECORDED BOOKS INC.	ADULT AV	214.15
4806 LIBRARY ADULT SERVICES Total			40,479.93
4820 LIBRARY CIRCULATION			
62506	NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	1,675.00
4820 LIBRARY CIRCULATION Total			1,675.00
4825 LIBRARY NEIGHBORHOOD SERVICES			
62375	ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	4,332.00
65630	BAKER & TAYLOR	ADULT PRINT	72.33
65630	BAKER & TAYLOR	ADULT PRINT	1,621.54
65630	BAKER & TAYLOR	JUV PRINT	686.27
4825 LIBRARY NEIGHBORHOOD SERVICES Total			6,712.14
4835 LIBRARY TECHNICAL SERVICES			
62341	SPRINT	INTERNET MOBILE ACCESS	3,633.27
4835 LIBRARY TECHNICAL SERVICES Total			3,633.27
4840 LIBRARY MAINTENANCE			
62225	SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE MAINTENANCE	5,151.00
62225	SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICES	23,080.00
62225	CHICAGO SPRINKLER COMPANY	SPRINKLER SYSTEM	384.50
62225	TOTAL BUILDING SERVICES	BUILDING MAINTENANCE SERVICES	7,375.00
62225	CINTAS CORPORATION #769	MAT SERVICE	294.26
62225	CONQUEST PEST SOLUTIONS	PEST SOLUTION	355.00
65040	SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	845.33
4840 LIBRARY MAINTENANCE Total			37,485.09
4845 LIBRARY ADMINISTRATION			
62185	TRAUTMANN, LYNN	PHOTOGRAPHY SERVICE	200.00
62185	KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,833.00
62295	ELIZABETH BIRD	ALA CONFERENCE IN NEW ORLEANS	949.72
62295	RUSSELL JOHNSON	ALA CONFERENCE IN NEW ORLEANS	372.42
62295	KAREN DANCZAK LYONS	ALA CONFERENCE IN NEW ORLEANS	974.04
62380	XEROX CORP.	COPYING SERVICE	260.06
62506	NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	762.52
64540	VERIZON NETWORKFLEET, INC.	AVL TRANSPONDERS	18.95
65095	RUIZ, ALFONSO NIEVES	PROGRAMMING SUPPORT FOR DIA & BILINGUAL STORYLINE	600.00
65095	OFFICE DEPOT	OFFICE SUPPLIES	502.24
65095	OFFICE DEPOT	OFFICE SUPPLIES	14.29
65095	LIVE 4 LALI	NARCAN TRAINING EVENT	100.00
4845 LIBRARY ADMINISTRATION Total			6,587.24
4850 LIBRARY GRANTS			
65100	BAKER & TAYLOR	ABC BOOSTERS	83.65
65100	BAKER & TAYLOR	ADULT PRINT	46.55
65100	SCHOLASTIC INC.	ABC BOOSTERS SUPPLIES	857.22
4850 LIBRARY GRANTS Total			987.42
<b>185 LIBRARY FUND Total</b>			<b>113,897.13</b>
<b>Grand Total</b>			<b>113,897.13</b>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 07.24.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO- MAY	PURCHASING CARD	<u>5,247.03</u>
			<u>5,247.03</u>
			<u>5,247.03</u>
		<b>GRAND TOTAL</b>	<b><u><u>119,144.16</u></u></b>

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	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
ADMIN SVCS/INFO SYS	AMAZON MKTPLCE PMTS W	237.88	5/2/2018	65100 LIBRARY SUPPLIES	LIBRARY - REPLACEMENT CHROMEBOOK FOR BROKEN CHROMEBOOK
LIBRARY	CR PRINT MEMBERSHIP	29.00	4/26/2018	65635 PERIODICALS	MAGAZINE SUBSCRIPTION
LIBRARY	THE HOME DEPOT #1902	16.99	4/27/2018	65050 BUILDING MAINTENANCE MATERIAL	ONE QUICKIE JUMBO DEBRIS DUST PAN
LIBRARY	FACEBK NLFXDEWG42	17.74	4/30/2018	62205 ADVERTISING	LIBRARY EVENTS AD
LIBRARY	PAYPAL *WEBSTAUANT	66.92	4/30/2018	65095 OFFICE SUPPLIES	SUPPLIES FOR DONOR AND VOLUNTEER EVENT
LIBRARY	PROVANTAGE	273.20	5/1/2018	65095 OFFICE SUPPLIES	BULK ORDER HEADPHONES FOR PATRON USE
LIBRARY	GOOGLE *SVCSAPPS_EPL.O	10.00	5/2/2018	62341 INTERNET SOLUTION PROVIDERS	GOOGLE APPS
LIBRARY	EXXONMOBIL 96024591	8.95	5/2/2018	65050 BUILDING MAINTENANCE MATERIAL	CARWASH FOR LIBRARY VAN
LIBRARY	WP ENGINE	99.00	5/3/2018	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY	AMERICAN LIBRARY ASSN	51.90	5/3/2018	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT SUPPLIES
LIBRARY	PAYPAL *DISCOUNTMUG	600.00	5/3/2018	65095 OFFICE SUPPLIES	MOOD PENCILS FOR SUMMER READING PROGRAM PRIZES
LIBRARY	APL* ITUNES.COM/BILL	3.18	5/3/2018	65100 LIBRARY SUPPLIES	ITUNES APP FOR TEEN PROGRAM
LIBRARY	VALLI PRODUCE	15.54	5/3/2018	65100 LIBRARY SUPPLIES	STEMEX GRANT PROGRAM
LIBRARY	DOORDASH*BLIND FAITH C	19.14	5/4/2018	62295 TRAINING & TRAVEL	SERVICE AWARD LUNCHEON
LIBRARY	PAYPAL *B H PHOTO	-1072.50	5/4/2018	65100 LIBRARY SUPPLIES	STEMEX GRANT - CANCELLATION OF EARBUD ORDER
LIBRARY	PANERA BREAD #600645	93.73	5/7/2018	62295 TRAINING & TRAVEL	SERVICE AWARD LUNCHEON
LIBRARY	APL* ITUNES.COM/BILL	5.30	5/7/2018	65100 LIBRARY SUPPLIES	STOP MOTION APP FOR SRP
LIBRARY	PAYPAL *EVANSTON4TH	100.00	5/8/2018	62360 MEMBERSHIP DUES	4TH OF JULY PARADE ENTRY FEE
LIBRARY	NOR*NORTHERN TOOL	50.70	5/8/2018	65050 BUILDING MAINTENANCE MATERIAL	LED WORK LIGHT PACK
LIBRARY	COMCAST CHICAGO	314.49	5/9/2018	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY	PAYPAL *MAGIC CABIN	36.97	5/9/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	GOTPRINT.COM	38.12	5/10/2018	65100 LIBRARY SUPPLIES	STICKERS FOR THE SUMMER READING PROGRAM
LIBRARY	BRPBOXSHOP.COM	77.10	5/15/2018	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	PAPA JOHN S #01012	91.49	5/15/2018	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN HEALTH RESOURCES EVENT
LIBRARY	PAYPAL *WEBSTAUANT	-33.78	5/16/2018	65095 OFFICE SUPPLIES	CREDIT
LIBRARY	VALLI PRODUCE	3.18	5/16/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL *BARRELMAKER	1196.68	5/17/2018	65095 OFFICE SUPPLIES	SUMMER READING T-SHIRTS FOR STAFF
LIBRARY	PARTY CITY	8.99	5/17/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #03901	14.38	5/17/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL *FOLDSCOPE	50.99	5/17/2018	65100 LIBRARY SUPPLIES	YOUTH SERVICES PROGRAM SUPPLIES
LIBRARY	THE HOME DEPOT #1902	71.88	5/18/2018	65050 BUILDING MAINTENANCE MATERIAL	FOUR ROUNDUP WEED&GRASS KLR PNG 1.33GAL
LIBRARY	LEMOI ACE HARDWARE	42.15	5/18/2018	65050 BUILDING MAINTENANCE MATERIAL	QUICK DRY SPACKLE, DRYWALL KNIFE
LIBRARY	PAYPAL *FOLDSCOPE	-50.99	5/18/2018	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY	PAYPAL *FOLDSCOPE	80.40	5/18/2018	65100 LIBRARY SUPPLIES	YOUTH SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL *FOLDSCOPE	-80.40	5/18/2018	65100 LIBRARY SUPPLIES	YOUTH SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL *FOLDSCOPE	47.88	5/18/2018	65100 LIBRARY SUPPLIES	YOUTH SERVICES PROGRAM SUPPLIES
LIBRARY	VALLI PRODUCE	9.86	5/18/2018	65100 LIBRARY SUPPLIES	STEMEX GRANT PROGRAM SUPPLIES
LIBRARY	COMCAST CHICAGO CS 1X	229.85	5/22/2018	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER

BMO Harris Bank Credit Card Statement for the Period Ending May 26, 2018

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PROMO VIDEOS PLUS PLAN	59.40	5/22/2018	65095 OFFICE SUPPLIES	PROGRAM FOR EVENTS ADVERTISEMENT
LIBRARY	PAYPAL *PRIMO TOYS	295.00	5/22/2018	65100 LIBRARY SUPPLIES	NEIGHBORHOOD SERVICES SUPPLIES
LIBRARY	GOTPRINT.COM	92.64	5/22/2018	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM STICKERS
LIBRARY	PAYPAL *PRIMO TOYS	45.00	5/22/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLY
LIBRARY	JOHNSON LOCKSMITH INC	12.50	5/23/2018	65040 JANITORIAL SUPPLIES	6 KEYS FOR 2ND FLOOR SCI-FI CABINET LOCK
LIBRARY	MCMMASTER-CARR	74.27	5/23/2018	65050 BUILDING MAINTENANCE MATERIAL	1 CASE OF STRETCH WRAP, 1 PACK OF HEAVY DUTY CASTER WHEELS
LIBRARY	CENTRAL VACUUM STORES	47.45	5/23/2018	65050 BUILDING MAINTENANCE MATERIAL	4 VACUUM BELTS
LIBRARY	MCMMASTER-CARR	74.67	5/23/2018	65050 BUILDING MAINTENANCE MATERIAL	STRETCH WRAP, CASTER WHEELS
LIBRARY	VARIDESK	398.44	5/23/2018	65100 LIBRARY SUPPLIES	STANDING DESK
LIBRARY	CONNEXION	232.75	5/24/2018	65050 BUILDING MAINTENANCE MATERIAL	EMERGENCY BATTERY BACKUP
LIBRARY	PAYPAL *OTCBRANDSIN	55.42	5/24/2018	65100 LIBRARY SUPPLIES	SUMMER READING PRIZES
LIBRARY	PAYPAL *OTCBRANDSIN	75.92	5/24/2018	65100 LIBRARY SUPPLIES	SUMMER READING PRIZES
LIBRARY	WALMART.COM	42.06	5/24/2018	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	THE HOME DEPOT #1902	244.00	5/25/2018	65050 BUILDING MAINTENANCE MATERIAL	60 BAGS OF BROWN MULCH PLUS DELIVERY CHARGE
LIBRARY	ABLE DISTRIBUTORS	369.60	5/25/2018	65050 BUILDING MAINTENANCE MATERIAL	REFRIGERANT MATERIAL
LIBRARY	DOLLARTREE	4.00	5/25/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL *LAKESHORE	348.00	5/25/2018	65100 LIBRARY SUPPLIES	ABC BOOSTERS SUPPLIES
	<b>LIBRARY TOTAL</b>	<b>\$ 5,247.03</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: August 8, 2018

This memo provides an update on significant administrative activities.

## **Human Resources**

We welcome our newest staff members: Mehvash DaRon and Heather Lindahl will serve as part-time Technology Associates. Traci Brown-Powell, Audrey Gelb, Kevin Pierre, and Morning Wilder joined the team as Public Service Substitutes earlier this summer. Martha Stewart and Elizabeth Stimle will soon serve as Circulation Substitutes.

We also bid a fond farewell and send well wishes to Hannah Siegfried who worked in our Circulation department.

## **Financial Resources**

The Library Fund financial report for the period ending July 31<sup>st</sup> is attached. Expenses are within budget.

A summary of the Endowment portfolio as of July 31<sup>st</sup> is also attached.

## **Facilities Management**

Contractors are currently formulating their bids for "Main Library Weatherproofing Phase IV" EPL had eight qualified masonry contractors in attendance at the pre-bid on 8/3/2018. Bids are due back to staff on 8/21/2018. Staff will evaluate all of the received bids and make a recommendation for award to the Facilities Committee and Library Board on 9/26/2018.

# Budget Performance Report

Fiscal Year to Date 07/31/18

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	6,625,000.00	.00	6,625,000.00	1,878,663.81	.00	5,365,211.14	1,259,788.86	81	6,334,842.84
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	(20,115.47)	.00	(47,873.68)	107,873.68	-80	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	.00	.00	60,296.12	69,703.88	46	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	36.50	.00	189.41	(189.41)	+++	337.66
55201	Federal Grants	95,000.00	.00	95,000.00	.00	.00	47,957.88	47,042.12	50	16,372.17
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	57,833.91	(415.91)	101	57,833.91
56011	DONATIONS	130,000.00	.00	130,000.00	.00	.00	35,383.52	94,616.48	27	69,984.14
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	6,547.11	(6,547.11)	+++	56.00
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	1,403.70	(1,403.70)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	4,549.56	.00	12,399.24	(6,999.24)	230	5,169.12
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	190,200.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	40,833.31	29,166.69	58	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	4,472.49	7,527.51	37	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	.00	.00	3,621.95	31,378.05	10	50,928.67
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	68,980.61	134,519.39	34	214,858.92
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	8,690.07	9,309.93	48	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	.00	.00	3,765.00	7,235.00	34	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	.00	.00	11,519.98	13,600.02	46	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	12,000.00	8,000.00	60	33,795.00
REVENUE TOTALS		\$7,693,209.00	\$0.00	\$7,693,209.00	\$1,868,967.73	\$0.00	\$5,693,231.76	\$1,999,977.24	74%	\$7,196,695.68
EXPENSE										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	203,157.36	.00	1,376,476.90	1,156,940.10	54	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	100,269.07	.00	722,862.10	635,231.90	53	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	5,578.76	.00	24,306.30	16,693.70	59	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	195.91	.00	4,823.50	2,176.50	69	3,241.03
61415	TERMINATION PAYOUTS	32,500.00	.00	32,500.00	.00	.00	24,127.60	8,372.40	74	79,582.74
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	4,262.52	(4,262.52)	+++	6,255.47
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	1,035.19	(1,035.19)	+++	2,488.05
61510	HEALTH INSURANCE	493,468.00	.00	493,468.00	40,993.78	.00	286,354.08	207,113.92	58	504,604.93
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	35.29	(35.29)	+++	204.30
61615	LIFE INSURANCE	2,106.00	.00	2,106.00	171.87	.00	1,191.76	914.24	57	826.01

# Budget Performance Report

Fiscal Year to Date 07/31/18

Include Rollup Account and Rollup to Object Account

61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	7,700.00	(500.00)	107	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	200.00	.00	2,469.55	930.45	73	4,293.52
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	465.00	.00	100	465.00
61710	IMRF	343,098.00	.00	343,098.00	25,545.31	.00	187,144.02	155,953.98	55	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	17,728.73	.00	129,492.22	107,712.78	55	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	4,146.13	.00	30,277.05	26,029.95	54	51,117.30
62185	CONSULTING SERVICES	211,700.00	.00	211,700.00	2,483.00	.00	27,699.40	184,000.60	13	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	78.27	.00	3,611.40	4,388.60	45	3,052.89
62210	PRINTING	8,000.00	.00	8,000.00	51.06	.00	471.35	7,528.65	6	2,539.74
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	42,420.81	61,914.00	102,807.56	47,978.44	77	179,342.72
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	7,062.30
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	14.85	(14.85)	+++	203.69
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	152.33
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	1,032.67	1,567.33	40	.00
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	2,401.68	.00	15,093.01	26,906.99	36	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	3,173.31	2,266.69	58	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	2,849.59	2,035.41	58	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	1,043.82	3,456.18	23	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	2,995.00	5,897.00	44,485.52	(6,382.52)	115	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	12,645.63	6,185.00	144,450.00	217,965.00	41	303,075.85
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	850.00	1,250.00	40	3,229.74
62375	RENTALS	46,238.00	.00	46,238.00	5,926.00	.00	31,918.00	14,320.00	69	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	260.06	.00	2,196.19	10,703.81	17	3,432.50
62506	WORK- STUDY	8,700.00	.00	8,700.00	2,725.02	.00	5,756.33	2,943.67	66	10,524.40
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	467.15	.00	3,132.12	2,567.88	55	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,355.07	.00	14,372.34	15,527.66	48	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	1,507.22	(1,507.22)	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	18.95	.00	529.64	1,470.36	26	5,285.63
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	352.60
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(18.50)
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	927.84	.00	5,122.23	6,877.77	43	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	1,413.89	.00	10,759.49	19,240.51	36	24,605.69
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	1,817.04	7,043.68	44,064.92	46,991.40	52	74,959.81



# Budget Performance Report

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Include Rollup Account and Rollup to Object Account

65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	9,558.92	1,040.00	44,336.77	58,473.23	44	90,502.42
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	.00	.00	492.00	4,908.00	9	9,903.97
65550	AUTOMOTIVE EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,100.00	.00	49,100.00	.00	.00	3,846.82	45,253.18	8	22,112.16
65628	Library Electronic Resources	.00	.00	.00	17,588.73	.00	38,243.64	(38,243.64)	+++	.00
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	55,569.77	.00	215,290.21	302,909.79	42	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	105.04	.00	3,982.54	13,717.46	23	19,262.90
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	.00	.00	+++	74.20
65641	AUDIO VISUAL COLLECTIONS	126,800.00	.00	126,800.00	8,740.70	.00	39,625.71	87,174.29	31	114,610.14
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	333,292.91
66025	TRANSFER TO DEBT SERVICE - ERI	86,624.00	.00	86,624.00	7,218.65	.00	50,530.55	36,093.45	58	.00
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	157,500.00	112,500.00	58	.00
<b>EXPENSE TOTALS</b>		<b>\$7,476,297.00</b>	<b>\$0.00</b>	<b>\$7,476,297.00</b>	<b>\$599,215.62</b>	<b>\$82,079.68</b>	<b>\$3,823,812.28</b>	<b>\$3,570,405.04</b>	<b>52%</b>	<b>\$6,805,048.10</b>

Fund **185 - LIBRARY FUND** Totals

<b>REVENUE TOTALS</b>	7,693,209.00	.00	7,693,209.00	1,868,967.73	.00	5,693,231.76	1,999,977.24	74%	7,196,695.68
<b>EXPENSE TOTALS</b>	7,476,297.00	.00	7,476,297.00	599,215.62	82,079.68	3,823,812.28	3,570,405.04	52%	6,805,048.10

Fund **185 - LIBRARY FUND** Totals

	\$216,912.00	\$0.00	\$216,912.00	\$1,269,752.11	(\$82,079.68)	\$1,869,419.48	(\$1,570,427.80)		\$391,647.58
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Fund **186 - LIBRARY DEBT SERVICE FUND**

**REVENUE**

51015	PROPERTY TAXES	345,790.00	.00	345,790.00	114,379.00	.00	272,239.13	73,550.87	79	338,897.00
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	743,535.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	35,209.93
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	7.24
<b>REVENUE TOTALS</b>		<b>\$345,790.00</b>	<b>\$0.00</b>	<b>\$345,790.00</b>	<b>\$114,379.00</b>	<b>\$0.00</b>	<b>\$272,239.13</b>	<b>\$73,550.87</b>	<b>79%</b>	<b>\$1,117,649.17</b>

**EXPENSE**

62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	8,586.60
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	112.00
68305	DEBT SERVICE- PRINCIPAL	231,831.00	.00	231,831.00	.00	.00	.00	231,831.00	0	1,064,547.00
68315	DEBT SERVICE- INTEREST	101,573.00	.00	101,573.00	.00	.00	54,961.88	46,611.12	54	70,022.96
<b>EXPENSE TOTALS</b>		<b>\$333,404.00</b>	<b>\$0.00</b>	<b>\$333,404.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,961.88</b>	<b>\$278,442.12</b>	<b>16%</b>	<b>\$1,143,268.56</b>

Fund **186 - LIBRARY DEBT SERVICE FUND** Totals

<b>REVENUE TOTALS</b>	345,790.00	.00	345,790.00	114,379.00	.00	272,239.13	73,550.87	79%	1,117,649.17
<b>EXPENSE TOTALS</b>	333,404.00	.00	333,404.00	.00	.00	54,961.88	278,442.12	16%	1,143,268.56

# Budget Performance Report

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Include Rollup Account and Rollup to Object Account

Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$12,386.00	\$0.00	\$12,386.00	\$114,379.00	\$0.00	\$217,277.25	(\$204,891.25)		(\$25,619.39)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	10,095,000.00	.00	10,095,000.00	.00	.00	.00	10,095,000.00	0	1,380,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	51,106.30
REVENUE TOTALS		\$10,095,000.00	\$0.00	\$10,095,000.00	\$0.00	\$0.00	\$0.00	\$10,095,000.00	0%	\$1,431,106.30
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	30,790.28
65515	OTHER IMPROVEMENTS	10,095,000.00	.00	10,095,000.00	.00	273,288.69	6,833.40	9,814,877.91	3	1,091,917.22
EXPENSE TOTALS		\$10,095,000.00	\$0.00	\$10,095,000.00	\$0.00	\$273,288.69	\$6,833.40	\$9,814,877.91	3%	\$1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
REVENUE TOTALS		10,095,000.00	.00	10,095,000.00	.00	.00	.00	10,095,000.00	0%	1,431,106.30
EXPENSE TOTALS		10,095,000.00	.00	10,095,000.00	.00	273,288.69	6,833.40	9,814,877.91	3%	1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$273,288.69)	(\$6,833.40)	\$280,122.09		\$308,398.80
Grand Totals										
REVENUE TOTALS		18,133,999.00	.00	18,133,999.00	1,983,346.73	.00	5,965,470.89	12,168,528.11	33%	9,745,451.15
EXPENSE TOTALS		17,904,701.00	.00	17,904,701.00	599,215.62	355,368.37	3,885,607.56	13,663,725.07	24%	9,071,024.16
Grand Totals		\$229,298.00	\$0.00	\$229,298.00	\$1,384,131.11	(\$355,368.37)	\$2,079,863.33	(\$1,495,196.96)		\$674,426.99

Endowment for the Evanston Public Library  
 Holdings as of July 2018

	Symbol	Shares/Quantity	Price	Value as of 07/31/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7124.294	\$260.31	\$1,854,524.97	43.1%	
Vanguard Small-Cap Index Fund	VSMAX	3759.550	\$75.98	\$285,650.61	6.6%	
Vanguard REIT Index Fund	VGSLX	1848.370	\$116.20	\$214,780.59	5.0%	
Vanguard Total International Stock Index Fund	VTIAX	14248.202	\$29.75	\$423,884.01	9.8%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6667.041	\$36.25	\$241,680.24	5.6%	70.2%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$431,302.84	\$431,302.84	10.0%	
iShares Silver Trust	SLV	4788.000	\$14.61	\$69,952.68	1.6%	
SPDR Gold Trust	GLD	625.000	\$115.99	\$72,493.75	1.7%	13.3%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$109.735	\$146,444.64	3.4%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$108.344	\$137,317.35	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$123.813	\$144,099.76	3.3%	9.9%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.450	\$26,955.24	\$281,682.26	6.5%	6.5%
				\$4,303,813.70		100.0%
						Cash Equivalents 13.3%
						US Treasury Inflation Protected Securities 9.9%
						Corporate Bonds 6.5%
						Domestic Equities 54.7%
						International Equities 15.5%
						100.0%



## Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Adjustment to September 2018 Board Meeting Schedule

Date: August 10, 2018

Staff recommends that the Evanston Public Library Board of Trustees revise the September 2018 Board meeting schedule.

The current EPL Board meeting schedule includes a Special 2019 Budget meeting on September 5th. In previous years, having an extra meeting the week of the Labor Day holiday has been challenging. In addition, we have welcomed two new Trustees who had no opportunity to discuss this schedule.

With Yom Kippur being celebrated on September 19th, we had moved our September Board meeting to September 12th.

Staff recommends that the Library Board Meeting Schedule for 2018 be adjusted as follows:

September 12th - Special Budget Meeting  
September 26th - Monthly Board meeting and Public Hearing on the Budget