



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, OCTOBER 17, 2018**

**6:00 P.M.**

**COMMUNITY MEETING ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, October 17, 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, Community Meeting Room

**AGENDA**

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

**2. CITIZEN COMMENT**

Not to exceed 15 minutes

**3. CONSENT AGENDA**

- A. Approval of Minutes of September 12 and 26, 2018 Regular Meeting
- B. Approval of Bills and Payroll

**4. PUBLIC HEARING:** Truth in Taxation 2018 Tax Levy

**5. INFORMATION/COMMUNICATIONS**

- A. Equity, Diversity and Inclusion (Update)

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

**7. STAFF REPORTS**

- A. Administrative Services Report (Teri Campbell)
- B. Mission Impossible IX (Heather Norborg)

**8. BOARD REPORTS**

**9. BOARD DEVELOPMENT**

*Per capita requirement:*

Trustees are asked to review Chapters 6 - 10 of the THIRD edition of the Trustees Facts File: <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

**Trustee Facts File**, Third Edition, is published by the **Illinois** Library Association and the **Illinois** State Library. The third edition of the **Trustee Facts File** is meant to provide a broad overview of the duties, responsibilities, and tasks of the public library **trustee**

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

## **10. UNFINISHED BUSINESS**

- A. Discussion of FY2019 Proposed Budget
- B. Approval of 2019 Proposed Library Expenditure Budget (**ACTION**)
- C. Preliminary Tax Levy Estimate

## **11. NEW BUSINESS**

## **12. ADJOURNMENT**

### **Next Meeting: November 14, 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.



**SPECIAL BUDGET MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF DIRECTORS**

Wednesday, September 12, 2018  
1703 Orrington Avenue, Community Room

**Members Present:** Members Present: Socorro Castro, Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Margaret Lurie (by phone), Vaishali Patel, and Benjamin Schapiro

**Members Absent:** None

**Staff:** : Karen Danczak Lyons, Teri Campbell, and John Devaney

**Presiding Member:** Benjamin Schapiro, President

**ALL TO ORDER/DECLARATION OF QUORUM** – Secretary Patel confirmed the presence of a quorum. President Schapiro called the meeting to order at 6:34 pm.

**Proposed Baseline and Adjustment Budget FY2019**

The proposed total operating budget contains a 4.89% increase from \$7,456,297 to \$7,820,805. The difference includes a general wage increase anticipated with the new AFSCME contract, a health insurance increase and other contractual personnel costs. It also anticipates the opening of the new library branch at Robert Crown Community Center during Q4 of 2019, an increase to the tuition reimbursement budget for staff as well as costs associated with the operation of a new Mobile Library. Because 67% of the Library operating budget is personnel cost, the wage increase has a significant impact on the overall budget. Non-personnel budgets were reduced in order to achieve savings that would help absorb the higher personnel costs.

In addition to the Robert Crown personnel, the purchase of the opening day collection and operations costs totaling nearly \$225,000, and the operation of the mobile unit, Director Lyons outlined demonstrated need for Reading Specialist Consultation, and professional development for ongoing EPL equity, diversity and inclusion efforts and social work training. EPL has applied and will continue to apply for grant funding to cover the majority of these costs. Director Lyons reiterated that the proposed budget maintains current service and program levels, while investing in equity measures.

**Proposed Capital Budget FY2019**

The capital budget request of \$1,835,000 includes \$1.25 million, half the EPL cost for the Robert Crown Community Center branch, and \$585,000 for the maintenance and repair of existing facilities. The 2019 capital budget request will include the balance of the funding needed for Robert Crown as well as maintenance needed uncovered in the reserve assessment.

Comments and questions from the Trustees, staff and attendees were asked, recognized and answered by Director Lyons, Teri Campbell and John Devaney.

President Schapiro asked for a motion to adjourn at 7:30 pm which was approved by voice vote.

**Next Meeting: Wednesday, September 26, 2018 at 6:30 pm at the Evanston Public Library.**

DRAFT



**MEETING MINUTES**  
**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, September 26, 2018**  
6:30 P.M.  
1703 Orrington Avenue, Falcon Room – 3<sup>rd</sup> Floor

**Members Present:** Socorro Castro, Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Vaishali Patel, Benjamin Schapiro

**Members Absent:** Margaret Lurie

**Staff:** Karen Danczak Lyons, Teri Campbell, Jan Bojda, Laura Antolín, Jill Schacter, Jill Skwerski, John Devaney, Mariana Bojorquez

**Presiding Member:** Benjamin Schapiro, President and Shawn Iles, Treasurer

**ALL TO ORDER/DECLARATION OF QUORUM** – Treasurer Iles called the meeting to order at 6:34 pm. Quorum achieved at 6:38 pm.

**CITIZEN COMMENT** – None

**CONSENT AGENDA**

- A. Approval of the August Bills and Payroll and Minutes of August 15, 2018 Board Meeting** – Trustee Hayman moved to approve the Bills and Payroll and the minutes of the August meeting. Trustee Hays seconded the motion and it was approved by voice vote.

**PUBLIC HEARING** – Assistant Library Directory Teri Campbell presented an overview of the FY19 budget, which includes a 1.1% increase in expenses across the operating budget, debt service, and capital budget. The Library will ask for a 1.8% increase in the property tax levy. About 70% of operating expenses are personnel costs and the increase includes the addition of 4 FTE for Robert Crown branch operations. There were no citizen comments. The Board unanimously voted to approve the FY19 budget by roll call vote. Trustee Patel motioned and Trustee Castro seconded.

**INFORMATION/COMMUNICATIONS**

- A. Equity, Diversity, and Inclusion Draft Report** – DeEtta Jones presented the findings from the EDI Assessment. She and her staff met with over 100 people in 2018, including staff, community partners, and community members. Jones made eleven recommendations for the Library to respond to and begin to redress historical racism in Evanston. Recommendations are described in the EDI Needs Assessment Report, which will be publicly

available online and at all Library branches. The public is encouraged to provide feedback at [www.epl.org/essentials/board-of-trustees/edi-feedback/](http://www.epl.org/essentials/board-of-trustees/edi-feedback/) or by submitting a feedback survey at a Library location.

**LIBRARY DIRECTOR'S REPORT** – Director Danczak Lyons reported that the new Latino Outreach Librarian, Mariana Bojorquez, has started. Bojorquez shared some of her plans for engaging the Latinx population, including providing translation services and Spanish-language programming. She encouraged any interested community members to reach out to her with suggestions. Director Danczak Lyons also shared about the Library Card Sign-Up campaign in September. Library staff have been visiting locations throughout the community to provide library cards. This will be followed up with targeted mailings in the fall.

### **STAFF REPORT**

- A. Administrative Services Report** – Assistant Director Campbell reported that there were no new hires this month. The new Bilingual Tech Trainer will start soon.
- B. Summer Reading Program** – Youth Services Manager Jan Bojda reported that there was a 3.4% increase in registration this year and an increased completion rate (up 13.5%). The reading program switched from counting minutes of reading to days of reading, making it easier for youth to complete the program. Children's Outreach Librarian Laura Antolín visited 960 youth enrolled in summer camps, including several new camps. About two thirds of summer camp youth completed the Summer Reading Program. Antolín also supported 110 rising kindergarteners in ABC Boosters.

**BOARD REPORTS** - none

**BOARD DEVELOPMENT** – Trustees were reminded to complete their required training for the Illinois Per Capita grant.

**UNFINISHED BUSINESS** – Board committees were discussed and finalized. Trustee Hayman suggested creating a new committee dedicated to Trustee professional development and orientation. The Board unanimously voted to create this new committee. Trustee Hayman motioned and Trustee Goodman seconded. Trustee Hayman was made the Chair of the new Trustee Development and Orientation Committee, with Trustee Hays also serving on the committee. Trustee Hays was also appointed to the Facilities Committee. The Board unanimously voted to approve all committee assignments. Trustee Castro motioned and Trustee Hays seconded.

**NEW BUSINESS**

- A. **3D Printing Procedure** – Director Danczak Lyons shared the Library’s concern about the potential for 3D printers to be used for printing guns. She said that the Library is a gun free facility and that guns would not be printed on Library 3D printers. Library staff review and approve all 3D print projects.
- B. **Main Weatherproofing Phase 4** – Facilities Manager John Devaney reported on the bid process for completion of the final phase of Main branch weatherproofing. Bids were accepted from six firms, with Reliable & Associates Construction Co. selected for the job. Devaney asked for Board approval to complete the building weatherproofing in the amount of \$538,800. The Board unanimously approved by roll call vote. Trustee Iles motioned and Trustee Hayman seconded.

**ADJOURNMENT** – President Schapiro moved to adjourn the meeting at 8:15pm. It was approved by voice vote.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, October 17, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.**



## Library Director's Report September 26, 2018

### Updates:

Summer Reading Program 2018

Program Overview:

Changes:

Based on feedback from staff and patrons plus the success of this approach at other area libraries, EPL decided to count days of reading this summer instead of minutes. We also decided to make the main focus of completing the program reading vs a mix of reading and other activities. One of the goals of summer reading is to address the summer slide; keeping kids reading is a key part of that, which is why we wanted to bring the reading component front and center again. Additional activities were offered as bonuses this year.

The change to counting days was received well by staff, who felt that the change made both Summer Reading Program registration and checking in patrons for the program more efficient. Patrons were also satisfied with this change. Depending on their reading habits and age, participants could complete 20 minutes or 3 hours of reading in a day and still make progress.

Moving to recording days instead of minutes worked well in the summer camps and programs EPL produced this summer. This approach was easier to explain and to implement in summer camps. Campers were able to count reading at camp and reading at home towards their reading goals.

The Children's Outreach Librarian continued to concentrate on effective ways to communicate a clear message about summer reading with parents and caregivers. It's important to EPL that parents and caregivers are aware that their child was participating in our Summer Reading Program at the summer camps.

This year summer camp sites were:

- Y-Readers Oakton
- Y-Readers Family Focus
- Y-Readers Washington
- Y.O.U. Pre Care
- Y.O.U. Lincoln
- Y.O.U. Middle School Program (Nichols)
- Fleetwood Summer Diversified
- Summer Library Learning
- Robert Crown Tween Scene
- Robert Crown Take Two
- Robert Crown Summer Safari
- Robert Crown Kid City
- Robert Crown Creative Play
- Robert Crown Counselors in Training
- Robert Crown Fun Factory
- Ridgeville Pre K

- Ridgeville Creative Arts
- Ridgeville 5-7
- Freedom School
- Fleetwood Summer Discovery
- NIA – Family Focus
- D65 Summer Kids Fest

There were 2 new sites this year; D65 Summer Kids Fest and Freedom School. Ridgeville did not end up participating as planned due to issues of data sharing but campers were invited to come to the library to participate.

In most camps, EPL Children's staff members visited three times. The nature of the visits varied depending on the camp and the amount of time allotted to visits. At Y-Readers camps, NIA (Family Focus), Y.O.U. Pre-care and D65 Summer Kids Fest, visits included the introduction of booktalks by campers to one another. At D65 Summer Kids Fest and Robert Crown Creative Play and Take Two, visits included storytime read-alouds. Y-Readers camps were very appreciative of this partnership and said they look forward to their students participating in Summer Reading Program every year. At the Y.O.U. middle school program visits were made by teen services staff four times throughout the summer. Matt Gauen, one of the Y.O.U. middle school program providers shared this feedback with us:

"For the second consecutive summer, Y.O.U.'s Evanston Middle School Summer Program partnered with Evanston Public Library for our summer readers program. For three dedicated days a week, students read for a minimum of 30 minutes during their AM learning time. Among the more popular titles were the graphic novels, which were a big hit. Quite a few students would "request" certain books from our book tables in the cafeteria, which were set up for the entirety of the summer program. Students had the option to grab any book they wished for reading time. A few students also commented that there were too many good books for them to read!

One of our favorite memories of the summer was during a rainy day. During indoor recess, a group of students got together in the back half of the cafeteria and formed their own book club, where they had grabbed a few books from the book table and were happily discussing which ones were their favorites. It was encouraging to see such excitement and interest around literacy.

Another great moment this summer occurred during morning reading time. Some mornings, youth are not super thrilled about reading, and it can be a struggle to get all students engaged. However, this particular day, every student had found a book that they were interested in, and the whole room was engaged. Whether novel or graphic novel, there was a great moment of zen when all the youth were reading and enjoying their books in the classroom.

Finally, at the end of the summer, students that participated in the reading groups had the opportunity to choose a book to keep. Since we had a surplus of books, we had some avid readers that asked if they could take a second. We offered for them to take as many as they liked. We had a few students that took great advantage of this and took full paper grocery bags full of books home with them to read!

We greatly appreciate the support Evanston Public Library provides, both through enrichment group opportunities and their generous donation of books each summer. Students stay engaged with literacy throughout the summer and love to take advantage of the books that are provided."

Everybody Reads:

This summer Everybody Reads books were purchased and distributed to Robert Crown and Fleetwood-Jourdain to refresh their book collections. Y.O.U.'s middle school program also

received a collection. Depending on space limitations and needs we curated a collection for each site including popular titles, graphic novels, early readers and nonfiction. Robert Crown received 86 new books, Fleetwood-Jourdain received 50 new books and Y.O.U.'s Middle School program received 200 books - a mix of new and titles donated by publishers.

### The Numbers:

#### Participation:

2017 to 2018: 3.4%

2015 to 2018: -2%

#### Completion increased:

2017 to 2018: 13.5%

\*2015 to 2018: 57%

2018:

	Total Registration	At Least One Check In	Final Check In	Bonus	Completion Rate
Children -Birth – 5 <sup>n</sup> Grade	2746	448	918	608	56%
Teen -6 <sup>n</sup> -12 <sup>n</sup> Grade	655	74	226	104	50%
Adults	615	62	65	106	27%

Total 2018 Participation: 4014 Total Completed: 2027 (50%)

#### Camps:

2018:

Total Participation: 1088 Total Completions: 753 (69%)

#### Teen Services:

This fall Teen Services staff is bringing or will be bringing STEM programming to Family Focus, Y.O.U. at King Arts and MetaMedia and McGaw YMCA. MetaMedia will also begin bringing students to the Loft once a week on Mondays. These partnerships demonstrate our focus on innovative programming to engage teens and bringing programs to other parts of the community where it may be more difficult for teens to reach a library location.

#### Events of note:

On September 15, the library held its second Human Library event, this time at the Civic Center. There were 14 "books" (3 returning titles from the April, 2018 event and 11 new titles) and 20 "readers," all of whom rated the experience very highly and most of whom "read" more than one

“book.” The “readers” this time were all (but one) from Evanston and were older than the April attendees (nearly all over 45 years old compared to 25% under 45 in April), which could be accounted for because of the venue change from April, when more attendees were library patrons who happened to drop-in and stay. All of the attendees this time came to the Civic Center specifically to attend the event, which they had heard about primarily from the library newsletter and the Roundtable article.

In August, Adult Services Library Assistant Kim Hiltwein hosted a screening of *Lorraine H. Morton: A Life Worthwhile* - 97 attendees. This was a partnership with Shorefront Legacy to show their documentary about Mayor Morton. It was very well received and many patrons shared their recollections of Mayor Morton.

Kim Hiltwein also screened *Decoding the Weather Machine* - 25 attendees. This was a partnership with Citizens' Greener Evanston, who facilitated the discussion afterwards. This was an adult services partner program to the Children's Department library's NASA programming for Earth Week.

Adult Services Librarian Heather Ross hosted two after-hours performances of Muse of Fire's *Richard III*. On Friday, Aug. 24, there were 55 attendees. On Saturday, Aug. 25, there were 59 attendees. This is the theater company's last performance, as they have decided to disband after nine years.

Adult Services Librarian Susan McClelland and the Northwestern Student Global Health Corp offered a 2-weekend series of free Red Cross CPR and First Aid training and certification sessions on August 11 and August 18. The sessions drew over 25 participants and another series of CPR training series is planned for November.

Adult Services Library Assistant Jeny Mills and the Readability Book Club completed their summer session, during which they met weekly to read aloud and discuss *Cinder* by Marissa Meyer. This group is designed for adults with disabilities and includes one or more volunteers who help with reading aloud. Their fall selection is *Artemis* by Andy Weir.

For Library Card Sign Up Month this month, 8 staff members will go out into the community to sign up individuals for Library Cards, connect, and share information about services and resources. Locations included: Walgreens, Goodwill, two laundromats, and a food mart as well as outdoor events. Focus is on 2nd, 8th, 5th and 9th wards.

<b>Digital Literacy Classes taught in August 2018</b> (internal and external)	
In the library	8
Outside of the library	9
Total # of classes	17
Average # of students per class	3
<b>Number of students seen at external locations</b>	
Bethel	6

Blake	4
Primm	3
Total # of students at external locations	13
<b>One-on-One Appointments</b>	
Total # of 1:1 appointment	25
Synopsis/Topics of One-One Appointments	<ul style="list-style-type: none"> <li>learn about email folders, attachments, transferring photos, etc.</li> <li>learn about Quickbooks accounting program.</li> <li>Learning Excel; Excel troubleshooting</li> <li>Microsoft Word</li> <li>Getting started with using Chromebook (email, saving documents to a flash drive, etc.)</li> <li>Google Forms</li> <li>Syncing across Apple devices</li> </ul>

### 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	4,563	4,845					33,098
North Branch	191	217	240	213	200	210	221	200					1,692
CAMS	467	440	470	438	411	435	459	462					3,582
Computer Lab	154	134	160	165	160	160	181	160					1,274
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,908	5,424	5,667	-	-	-	-	39,646
Website Visits													
All Location	45,235	39,492	43,240	44,751	43,730	42,573	32,942	32,841					324,804
Wifi Users													
All Location	27,000	26,870	31,167	31,427	32,502	30,944	31,630	31,000					242,540
Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644	40,000	43,243					319,061
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400	4,136					32,430
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008	3,906					30,348
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	51,285	-	-	-	-	381,839

### Upcoming events of Note:

**Mission Impossible 9: Faulkner** launched in August with a standing room only Kick Off lecture by Northwestern's Dr. Julia Stern. Over 150 are registered for the program and all seven

discussion groups are full, with a waitlist for each. Two groups will meet once a month and five groups will meet every other month. Evanstonians are excited to read Faulkner!

The library is a partner for the Evanston History Center's yearlong ***Evanston 1968: Seasons of Change*** exhibit, which opened in August. We will have a variety of programs throughout the year, including a film series and each of our book discussions is choosing a title that relates to the exhibit subject and themes. Adult Services Library Assistant Kim Hiltwein is leading this partnership for the library.

***Books on the Chopping Block*** by City Lit Theater returns to EPL for Banned Books Week on Thursday, Sept 27.

From ***Neighborhood Services***: Paula Shapiro and Bridget Sweeney are hosting the **ESL** families from Lincoln School on Tuesday evening, Sept. 25th at the Chicago Ave/Main St. Branch. Joining them will be our new social worker, Christina Mendez, and the Latino Outreach Coordinator, Mariana Bojorquez. This year there are a few families from Latin America. In anticipation of the meeting the classes sent over some of their artwork to display at CAMS.



#### **Excerpts from Patron feedback:**

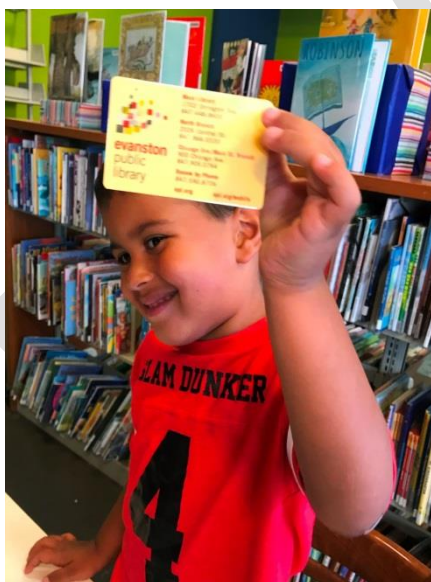
From Adult Services Librarian, Jeff Garrett: "I completed work on a genealogical project initiated by some Clinton, IA, historians to track down descendants of a notable local figure, Lizzie Fairfax (1839-1908). She was (likely) born into slavery in Tennessee, aided Union soldiers fighting at Vicksburg, and then moved North with an Iowa volunteer regiment, settling in Clinton, where she also died and was buried in the presence of the entire local G.A.R. chapter. Her daughter, Mary (or May) Fairfax Smith, moved to Evanston. We found her obit in the Evanston Review from 1950 thanks to our fabulous obituary file—also the obit of May Smith's daughter, Ruth L. Gardner, who like her mother lived and then died (in 1957) in Evanston. We also enlisted the help of Dino Robinson of the Shorefront Legacy project, since Shorefront has much archival material from Ebenezer A.M.E. church, where we know May Smith was a parishioner.

All of this, including addresses of their homes in Evanston, was provided to our Clinton, IA, friends.

From Adult Services Librarian Lorena Neal: “I successfully completed “The Italian Job,” in which a patron called to ask the Reference Desk to help her locate a copy of an article published in an Italian newspaper in 1975. The article was not available in any collections via WorldCat, so I contacted the newspaper and the Primo Levi Institute (which said on their website that they had a copy in their archives). Both institutions are in Italy, so I composed my emails in Italian (with the aid of Google Translate and my own knowledge of Spanish and French). The newspaper did not have a digitized copy of anything earlier than 2004, but the Primo Levi Institute eventually responded (having been closed for the month of August), and provided a copy of the article in question. The patron was very grateful, and thanked the library for finding the article, which is crucial to her research.”

From Adult Services Technology Trainer Craig Stevenson, about a student: “(Patron) has been coming to the Library every Wednesday during the month of August for computer class. (Patron) began in June without any exposure to computers. He travels from the city of Chicago with 3 heavy bags to write emails to keep up with his active social life. (Patron) does not have great typing skills or the full understanding of all the intricacies of the Gmail account we set up at the library, but he is fully determined to get better.”

From Neighborhood Services: Bridget Sweeney at Chicago Ave/Main St Branch. Oliver celebrated his 4th birthday by coming to the library to obtain his first library card.





# Memorandum

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

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

Subject: Library Fund Bills

Date: October 13, 2018

## **Recommended Action**

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

## **Payroll**

September 17, 2018 through September 30, 2018 \$ 149,958.27

## **Library Fund Bills List**

October 09, 2018 \$ 99,706.21  
(includes July 25, 2018 purchasing card expenses)

## **Purchasing Card**

Period Ending July 25, 2018 \$ 6,471.88

Attachments: Bills Lists, Purchasing Card



CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.09.2018

185 LIBRARY FUND			
4805 LIBRARY YOUTH SERVICES			
65630 BAKER & TAYLOR	JUV BOOKS		18.99
65630 BAKER & TAYLOR	JUV PRINT		5,924.14
65641 BAKER & TAYLOR	JUV AV		105.15
65641 MIDWEST TAPE	JUV AV		324.77
65641 PENGUIN RANDOM HOUSE LLC	JUV AV		154.50
4805 LIBRARY YOUTH SERVICES Total			<u>6,527.55</u>
4806 LIBRARY ADULT SERVICES			
62341 MIDWEST TAPE	ADULT AV		3,999.73
65100 JEAN JOSLYN	LYRIC OPERA LECTURE		50.00
65630 BAKER & TAYLOR	ADULT PRINT		6,767.07
65630 BAKER & TAYLOR	JUV PRINT		673.50
65630 CENTER POINT INC	ADULT PRINT		201.11
65630 GALE RESEARCH INC.	ADULT PRINT		428.08
65630 OVER DRIVE, INC.	EBOOKS		6,837.43
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	FINANCIAL TIMES YEARLY SUBSCRIPTION		403.65
65641 BLACKSTONE PUBLISHING	ADULT AV		45.00
65641 MIDWEST TAPE	ADULT AV		1,966.69
65641 RECORDED BOOKS INC.	ADULT AV		309.49
4806 LIBRARY ADULT SERVICES Total			<u>21,681.75</u>
4820 LIBRARY CIRCULATION			
57515 UNIVERSITY OF WISCONSIN - MADISON	REPLACEMENT MATERIAL		20.00
65100 OFFICE DEPOT	BATTERIES		13.49
65100 DIRECT PAPER SUPPLY	THERMAL PAPER RECEIPT		606.40
4820 LIBRARY CIRCULATION Total			<u>639.89</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
62341 INTERNATIONAL LIBRARY SERVICES, INC.	ANNUAL SOFTWARE LICENSE AND HARDWARE MAINTENANCE		2,778.00
65630 BAKER & TAYLOR	ADULT PRINT		541.07
65630 BAKER & TAYLOR	JUV PRINT		1,511.05
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>4,830.12</u>
4835 LIBRARY TECHNICAL SERVICES			
62341 SPRINT	MOBILE HOTSPOTS		3,752.00
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER		8,376.87
64015 NICOR	CAMS NATURAL GAS		29.82
64015 NICOR	NORTH BRANCH NATURAL GAS		4.29
65100 BRODART COMPANY	LABELS		50.11
65100 DEMCO, INC.	CUSTOM RUBBER STAMP		36.92
4835 LIBRARY TECHNICAL SERVICES Total			<u>12,250.01</u>
4840 LIBRARY MAINTENANCE			
62225 CLEMENT COMMUNICATIONS, INC.	OSHA REGULATION GUIDE		218.40
62225 TOTAL BUILDING SERVICES	JANITORIAL SUPPLIES		7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE		588.52
64015 NICOR	UTILITIES NICOR		277.37
64505 CALL ONE	COMMUNICATION CHARGES		310.00
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES		1,217.61
4840 LIBRARY MAINTENANCE Total			<u>9,986.90</u>
4845 LIBRARY ADMINISTRATION			
62185 STEVE JOHNSON CONNECTS	CONSULTING FEE		500.00
62185 TRAUTMANN, LYNN	PHOTOGRAPHY SERVICES		400.00
62185 DEETTA JONES	CONSULTING FEE		28,350.00
62185 HEARTLAND BUSINESS SYSTEMS	EVANSTON PUBLIC LIBRARY PHONE TREE PROJECT		1,930.00
62290 MELISSA HALKA	*TUITION REIMBURSEMENT SUMMER '18		1,172.00
62290 JOSE A MALDONADO	*TUITION REIMBURSEMENT SUMMER '18		879.00
62295 TIMOTHY LONGO	CCS ACQUISITIONS GROUP MEETING		38.00
62380 XEROX CORP.	COPYING SERVICE		200.06
64540 VERIZON NETWORKFLEET, INC.	AVL TRACKERS		18.95
65095 GLANTZ, INC	LIBRARY SIGNUP DESIGN MAILER		1,500.00
4845 LIBRARY ADMINISTRATION Total			<u>34,988.01</u>
4850 LIBRARY GRANTS			
65100 SCHOLASTIC INC.	K-LEAP GRANT		1,430.12
4850 LIBRARY GRANTS Total			<u>1,430.12</u>
<b>185 LIBRARY FUND Total</b>			<u><b>92,334.35</b></u>
<b>Grand Total</b>			<u><b>92,334.35</b></u>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.09.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO- JULY	PURCHASING CARD	6,471.88
VARIOUS	TWIN EAGLE	NATURAL GAS-AUGUST	<u>899.98</u>
			<u>7,371.86</u>
			<u>7,371.86</u>
		<b>GRAND TOTAL</b>	<u><u>99,706.21</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	SUPPLIER POSTAL CODE	SUPPLIER STATE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	CURT S CAFE	60201	IL	\$238.00	6/26/2018	62295 TRAINING & TRAVEL	DIVERSITY, EQUITY AND INCLUSION TRAINING
LIBRARY	CURT S CAFE	60201	IL	\$293.50	6/26/2018	62295 TRAINING & TRAVEL	DIVERSITY, EQUITY AND INCLUSION TRAINING
LIBRARY	DISPUTE CREDIT ADJUSTMENT - DISPUTE: MAX INDUSTRIES COMPANY 31	-	-	(\$44.91)	6/26/2018	65040 JANITORIAL SUPPLIES	DISPUTE CREDIT ADJUSTMENT
LIBRARY	LEMOI ACE HARDWARE	60201	IL	\$39.99	6/27/2018	65095 OFFICE SUPPLIES	HOT WATER (TEA) URN FOR EVENTS REPLACEMENT
LIBRARY	INT-IN *JET BLUE PRINT	60201	IL	\$113.76	6/28/2018	65050 BUILDING MAINTENANCE MATERIAL	BLUE PRINT COPIES
LIBRARY	ROMANCE WRITERS OF AME	77069	TX	\$25.00	6/29/2018	62295 TRAINING & TRAVEL	HILTWEIN REGISTRATION FOR LIBRARIANS DAY EVENT AT ROMANCE WRITERS OF AMERICA CONFERENCE
LIBRARY	ROMANCE WRITERS OF AME	77069	TX	\$715.00	6/29/2018	62295 TRAINING & TRAVEL	HILTWEIN REGISTRATION FOR ROMANCE WRITERS OF AMERICA CONFERENCE
LIBRARY	THE HOME DEPOT 1902	60202	IL	\$309.54	6/29/2018	65050 BUILDING MAINTENANCE MATERIAL	MILWAUKEE M18 CORDLESS WET DRY VAC, MILWAUKEE M18 BATTERY AND CHARGER KIT, WIRE BRUSHES, WIRE WHEEL
LIBRARY	THE HOME DEPOT #1902	60202	IL	\$171.28	6/29/2018	65050 BUILDING MAINTENANCE MATERIAL	ELECTRICAL QUICK CONNECT TERMINAL PACK, C- CLAMP SET, RECHARGEABLE FLASHLIGHT, 2 PACKS OF AAA BATTIS
LIBRARY	FACEBK SY7X3FJH42	94025	CA	\$6.76	7/3/2018	62205 ADVERTISING	LIBRARY PROGRAMMING ADVERTISEMENT ON SOCIAL MEDIA
LIBRARY	UNITED	77002	TX	\$10.00	7/3/2018	62295 TRAINING & TRAVEL	HILTWEIN FLIGHT SEAT ASSIGNMENT
LIBRARY	UNITED	77002	TX	\$10.00	7/3/2018	62295 TRAINING & TRAVEL	HILTWEIN FLIGHT SEAT ASSIGNMENT
LIBRARY	UNITED	77002	TX	\$206.40	7/3/2018	62295 TRAINING & TRAVEL	HILTWEIN FLIGHT, CONFERENCE IN DENVER
LIBRARY	WP ENGINE	78701	TX	\$99.00	7/3/2018	62341 INTERNET SOLUTION PROVIDERS	EPL DOMAIN MAINTENANCE
LIBRARY	GOOGLE *SVCSAPPS_EPL_O	94043	CA	\$10.00	7/3/2018	62341 INTERNET SOLUTION PROVIDERS	G-SUITE BASIC MONTHLY CHARGE
LIBRARY	PAYFLOW/PAYPAL	68126	NE	\$39.00	7/4/2018	62341 INTERNET SOLUTION PROVIDERS	PAYPAL MONTHLY FEE
LIBRARY	INT-IN *JET BLUE PRINT	60201	IL	\$173.20	7/4/2018	65050 BUILDING MAINTENANCE MATERIAL	BLUE PRINT COPIES
LIBRARY	MCMMASTER-CARR	60126	IL	\$125.50	7/4/2018	65095 OFFICE SUPPLIES	6'X10 AMERICAN FLAG
LIBRARY	WHOLEFDS EVN 10076	60201	IL	\$6.10	7/4/2018	65095 OFFICE SUPPLIES	3 BAGS OF ICE FOR 4TH OF JULY PARADE
LIBRARY	JEWEL-OSCO	60202	IL	\$57.92	7/4/2018	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SERVICES OPEN MIC, STEM CAMPS AND WRITING SERIES
LIBRARY	THE HOME DEPOT #1902	60202	IL	\$24.80	7/5/2018	62295 TRAINING & TRAVEL	1/2 LITER WATER 24 PK (10 COUNT)
LIBRARY	CINTAS 60A SAP	75063	TX	\$485.45	7/6/2018	65095 OFFICE SUPPLIES	FIRST AID KIT SUPPLY EQUIPMENT FOR ADMIN AND MAINTENANCE OFFICE
LIBRARY	COMCAST CHICAGO	60173	IL	\$314.49	7/9/2018	62341 INTERNET SOLUTION PROVIDERS	INTERNET AND PHONE SERVICE PROVIDER
LIBRARY	UPS*00000RE0713268	30328	GA	\$46.14	7/10/2018	62341 INTERNET SOLUTION PROVIDERS	ABC BOOSTERS MATERIAL SHIPPING
LIBRARY	WALGREENS #2619	60201	IL	\$1.79	7/10/2018	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS PROGRAM SUPPLIES
LIBRARY	PANERA BREAD #600645	60201	IL	\$58.01	7/12/2018	65095 OFFICE SUPPLIES	DEVELOPMENT COMMITTEE MEETING
LIBRARY	PAYPAL *OTCBRANDSIN	68137	NE	\$408.67	7/13/2018	65100 LIBRARY SUPPLIES	SUMMER READING PRIZES
LIBRARY	APL*ITUNES.COMBILL	95014	CA	\$5.30	7/13/2018	65100 LIBRARY SUPPLIES	APP FOR YOUTH SERVICES COMICS CREATION PROGRAM
LIBRARY	THE HOME DEPOT #1902	602020000	IL	\$178.49	7/16/2018	65050 BUILDING MAINTENANCE MATERIAL	SHOP VAC WET FILTER, SPRAY LUBRICANT, SPRAY LITHIUM GREASE, CONCRETE CLEANER
LIBRARY	FARMHOUSE EVANSTON	60201	IL	\$20.50	7/18/2018	62295 TRAINING & TRAVEL	LUNCH MEETING J MALDONADO W/ MIKE MATTHEWS, ICMA
LIBRARY	HAROLD S TRUE VALUE HD	60201	IL	\$8.97	7/18/2018	65040 JANITORIAL SUPPLIES	LYSOL TOILET BOWL CLEANER ( 3 COUNT)
LIBRARY	LEMOI ACE HARDWARE	60201	IL	\$7.99	7/18/2018	65040 JANITORIAL SUPPLIES	OUTDOOR BLEACH FOR DRAIN FLIES
LIBRARY	LEMOI ACE HARDWARE	60201	IL	\$61.22	7/18/2018	65040 JANITORIAL SUPPLIES	TOILET AUGER, TRIM KIT, SPACKEL FOR WALL REPAIR, ELECTRONIC CONTACT CLEANER FOR MCR KEYPAD
LIBRARY	MOTION PICTURE LICENS	90066	CA	\$249.38	7/18/2018	65100 LIBRARY SUPPLIES	MOVIE LICENSE AGREEMENT
LIBRARY	DISCOUNTMUGS.COM	33122	FL	\$454.60	7/19/2018	65100 LIBRARY SUPPLIES	MISSION IMPOSSIBLE PRIZES
LIBRARY	CHICAGO SUN TIMES CIRC	60554	IL	\$955.84	7/19/2018	65635 PERIODICALS	CHICAGO SUN TIMES 6 MONTHS SUBSCRIPTION
LIBRARY	PROMO VIDEOS PLUS PLAN	94306	CA	\$59.40	7/20/2018	62205 ADVERTISING	ONLINE VIDEO PROMOTION - LIBRARY PROGRAMS
LIBRARY	COMCAST CHICAGO	60173	IL	\$229.85	7/20/2018	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	HAROLD S TRUE VALUE HD	60201	IL	\$134.97	7/20/2018	65050 BUILDING MAINTENANCE MATERIAL	150' NEVER KINK HOSE, HOSE REEL CART
LIBRARY	GOTPRINT.COM	91505-1073	CA	\$51.06	7/20/2018	65095 OFFICE SUPPLIES	BUSINESS CARD FOR WOOD K AND DAUGHERTY R
LIBRARY	APL*ITUNES.COMBILL	95014	CA	\$5.30	7/20/2018	65100 LIBRARY SUPPLIES	APP FOR PROGRAM
LIBRARY	PAYPAL *ABM BUTTON	95131	CA	\$82.88	7/20/2018	65100 LIBRARY SUPPLIES	YOUNG ADULT SUPPLIES - BUTTONS
LIBRARY	CVS/PHARMACY #08757	60076	IL	\$13.98	7/23/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	60077	IL	\$23.36	7/23/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #04778	60202	IL	\$9.29	7/23/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	60202	IL	\$15.00	7/23/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOLLAR TREE	60659	IL	\$17.00	7/23/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #04778	60202	IL	\$2.50	7/24/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	60201	IL	\$38.28	7/25/2018	65050 BUILDING MAINTENANCE MATERIAL	LINTEATER DUCT CLEANER, CORNER BRACE PACK OF 10
LIBRARY	CVS/PHARMACY #04778	60202	IL	\$3.99	7/25/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	60202	IL	\$8.00	7/25/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
	<b>JULY LIBRARY TOTAL</b>			<b>\$6,471.88</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: October 11, 2018

This memo provides an update on significant administrative activities.

## **Human Resources**

We offer congratulations to Gina DeKeersmaecker who was promoted to Shelving Supervisor in our Circulation department. We are pleased to welcome Sergio Gonzalez to the Adult Services team as the Bilingual Technology Trainer.

## **Financial Resources**

The Library Fund financial report for the period ending September 30<sup>th</sup> is attached. Expenses are within budget.

A summary of the Endowment portfolio as of September 30<sup>th</sup> is also attached.

## **Facilities Management**

Phase 4 of the exterior construction will begin at the Main Library on Monday, 10/15/18 with the demolition and replacement of the Church St. entryway steps. Painting and sealing of the west and south facade cast stone and ornamental iron will follow shortly. The replacement loading dock doors and controls for Main Library have been ordered. Third floor IT expansion will be complete by late October; this expansion includes the addition of a multi-port switch fed by new fiber optic cable.

# Budget Performance Report

Fiscal Year to Date 09/30/18

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	12,570.75	.00	6,576,725.13	48,274.87	99	6,334,842.84
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	(2,385.68)	.00	(52,461.49)	112,461.49	-87	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	6,359.02	.00	75,491.59	54,508.41	58	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	27.47	.00	263.78	(263.78)	+++	337.66
55201	Federal Grants	95,000.00	.00	95,000.00	1,676.78	.00	52,103.63	42,896.37	55	16,372.17
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	150,940.91	(93,522.91)	263	57,833.91
56011	DONATIONS	130,000.00	.00	130,000.00	1,036.23	.00	37,684.17	92,315.83	29	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	84.25	.00	1,487.95	(1,487.95)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	7,936.41	.00	25,011.79	(19,611.79)	463	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	5,833.34	.00	52,499.98	17,500.02	75	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,481.20	.00	5,953.69	6,046.31	50	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	718.73	.00	4,340.68	30,659.32	12	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	1,149.21	.00	11,789.39	6,210.61	65	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	300.00	.00	4,535.00	6,465.00	41	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,185.33	.00	16,535.64	8,584.36	66	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	4,625.00	.00	29,825.00	(9,825.00)	149	33,795.00
REVENUE TOTALS		\$7,693,209.00	\$0.00	\$7,693,209.00	\$43,598.04	\$0.00	\$7,068,254.56	\$624,954.44	92%	\$7,196,695.68
EXPENSE										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	187,515.99	.00	1,751,158.23	782,258.77	69	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	99,692.45	.00	924,257.68	433,836.32	68	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	4,377.50	.00	34,655.30	6,344.70	85	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	591.59	.00	5,598.21	1,401.79	80	3,241.03
61415	TERMINATION PAYOUTS	32,500.00	.00	32,500.00	1,981.93	.00	26,109.53	6,390.47	80	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	41,610.50	.00	368,958.36	124,509.64	75	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	172.43	.00	1,536.05	569.95	73	826.01

# Budget Performance Report

Fiscal Year to Date 09/30/18

Include Rollup Account and Rollup to Object Account

61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	9,900.00	(2,700.00)	138	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	409.48	.00	3,106.70	293.30	91	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	25,854.92	.00	238,689.66	104,408.34	70	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	17,763.87	.00	165,083.48	72,121.52	70	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	4,154.43	.00	38,600.85	17,706.15	69	51,117.30
62185	CONSULTING SERVICES	211,700.00	.00	211,700.00	9,922.00	28,350.00	40,129.40	143,220.60	32	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	99.96	.00	3,777.52	4,222.48	47	3,052.89
62210	PRINTING	8,000.00	.00	8,000.00	29.42	.00	630.77	7,369.23	8	2,539.74
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	8,618.09	54,539.00	114,242.69	43,918.31	79	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	1,240.45	1,359.55	48	.00
62290	TUITION	5,000.00	.00	5,000.00	2,051.00	.00	2,051.00	2,949.00	41	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	2,437.19	.00	22,859.79	19,140.21	54	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,079.97	1,360.03	75	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	3,663.77	1,221.23	75	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	4.98	.00	1,048.80	3,451.20	23	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	4,968.84	3,979.00	52,872.16	(12,851.16)	129	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	23,188.59	2,778.00	172,120.07	193,701.93	47	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	7,498.00	.00	43,748.00	2,490.00	95	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	67.20	.00	18,842.55	(5,942.55)	146	3,432.50
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	7,470.42	1,229.58	86	10,524.40
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	579.77	.00	4,175.64	1,524.36	73	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	899.98	.00	16,951.74	12,948.26	57	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	304.31	.00	1,811.53	(1,811.53)	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	306.95	.00	1,738.30	261.70	87	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	263.40	.00	6,411.66	5,588.34	53	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	223.63	.00	12,101.94	17,898.06	40	24,605.69
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	1,726.09	6,482.48	49,379.12	42,238.40	57	74,959.81

# Budget Performance Report

Fiscal Year to Date 09/30/18

Include Rollup Account and Rollup to Object Account

65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	14,294.37	1,040.00	64,274.53	38,535.47	63	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	.00	.00	38,243.64	(38,243.64)	+++	.00
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	30,769.56	.00	294,454.29	223,745.71	57	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	2,598.83	.00	7,437.21	10,262.79	42	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	9,362.62	.00	51,645.77	75,154.23	41	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	64,967.85	21,656.15	75	.00
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	202,500.00	67,500.00	75	.00
<b>EXPENSE TOTALS</b>		<b>\$7,476,297.00</b>	<b>\$0.00</b>	<b>\$7,476,297.00</b>	<b>\$536,018.94</b>	<b>\$97,168.48</b>	<b>\$4,883,526.30</b>	<b>\$2,495,602.22</b>	<b>67%</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	43,598.04	.00	7,068,254.56	624,954.44	92%	7,196,695.68
<b>EXPENSE TOTALS</b>	7,476,297.00	.00	7,476,297.00	536,018.94	97,168.48	4,883,526.30	2,495,602.22	67%	6,805,048.10

Fund **185 - LIBRARY FUND** Totals

	\$216,912.00	\$0.00	\$216,912.00	(\$492,420.90)	(\$97,168.48)	\$2,184,728.26	(\$1,870,647.78)		\$391,647.58
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Fund **186 - LIBRARY DEBT SERVICE FUND**

**REVENUE**

51015	PROPERTY TAXES	345,790.00	.00	345,790.00	367.00	.00	333,896.13	11,893.87	97	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>\$367.00</b>	<b>\$0.00</b>	<b>\$333,896.13</b>	<b>\$11,893.87</b>	<b>97%</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	367.00	.00	333,896.13	11,893.87	97%	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

Fiscal Year to Date 09/30/18

Include Rollup Account and Rollup to Object Account

Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$12,386.00	\$0.00	\$12,386.00	\$367.00	\$0.00	\$278,934.25	(\$266,548.25)		(\$25,619.39)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	10,095,000.00	.00	10,095,000.00	2,031,842.00	.00	2,031,842.00	8,063,158.00	20	1,380,000.00
56061	BOND PREMIUM	.00	.00	.00	125,885.91	.00	125,885.91	(125,885.91)	+++	51,106.30
REVENUE TOTALS		\$10,095,000.00	\$0.00	\$10,095,000.00	\$2,157,727.91	\$0.00	\$2,157,727.91	\$7,937,272.09	21%	\$1,431,106.30
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	22,350.26	.00	22,350.26	(22,350.26)	+++	30,790.28
65515	OTHER IMPROVEMENTS	10,095,000.00	.00	10,095,000.00	.00	263,457.64	16,664.45	9,814,877.91	3	1,091,917.22
66020	TRANSFERS TO OTHER FUNDS	.00	.00	.00	1,250,000.00	.00	1,250,000.00	(1,250,000.00)	+++	.00
EXPENSE TOTALS		\$10,095,000.00	\$0.00	\$10,095,000.00	\$1,272,350.26	\$263,457.64	\$1,289,014.71	\$8,542,527.65	15%	\$1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
REVENUE TOTALS		10,095,000.00	.00	10,095,000.00	2,157,727.91	.00	2,157,727.91	7,937,272.09	21%	1,431,106.30
EXPENSE TOTALS		10,095,000.00	.00	10,095,000.00	1,272,350.26	263,457.64	1,289,014.71	8,542,527.65	15%	1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$885,377.65	(\$263,457.64)	\$868,713.20	(\$605,255.56)		\$308,398.80
Grand Totals										
REVENUE TOTALS		18,133,999.00	.00	18,133,999.00	2,201,692.95	.00	9,559,878.60	8,574,120.40	53%	9,745,451.15
EXPENSE TOTALS		17,904,701.00	.00	17,904,701.00	1,808,369.20	360,626.12	6,227,502.89	11,316,571.99	37%	9,071,024.16
Grand Totals		\$229,298.00	\$0.00	\$229,298.00	\$393,323.75	(\$360,626.12)	\$3,332,375.71	(\$2,742,451.59)		\$674,426.99



Endowment for the Evanston Public Library  
 Holdings as of September 2018

	Symbol	Shares/Quantity	Price	Value as of 09/30/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7156.447	\$269.09	\$1,925,728.32	44.2%	
Vanguard Small-Cap Index Fund	VSMAX	3774.561	\$77.86	\$293,887.32	6.7%	
Vanguard REIT Index Fund	VGSLX	1874.267	\$114.35	\$214,322.43	4.9%	
Vanguard Total International Stock Index Fund	VTIAX	14318.541	\$29.03	\$415,667.25	9.5%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6744.369	\$34.12	\$230,117.87	5.3%	70.7%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$433,936.03	\$433,936.03	10.0%	
iShares Silver Trust	SLV	4788.000	\$13.73	\$65,739.24	1.5%	
SPDR Gold Trust	GLD	625.000	\$112.76	\$70,475.00	1.6%	13.1%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$108.943	\$145,648.07	3.3%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$107.556	\$136,562.77	3.1%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$120.800	\$140,844.34	3.2%	9.7%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.450	\$27,082.70	\$283,014.18	6.5%	6.5%
				\$4,355,942.82		100.0%

Cash Equivalents	13.1%
US Treasury Inflation Protected Securities	9.7%
Corporate Bonds	6.5%
Domestic Equities	55.9%
International Equities	14.8%
	100.0%



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director  
 Teri Campbell, Assistant Director

Subject: Preliminary Tax Levy Estimate

Date: October 11, 2018

For your information, this memo provides the Evanston Public Library’s preliminary property tax estimate for FY2018:

The corporate and special purpose property taxes extended or abated for tax year 2017 (FY2018) equaled \$6,716,668.

The proposed corporate and special purpose property taxes to be levied for tax year 2018 (FY2019) equals \$6,887,755. This represents a 1.86% increase over the previous year.

The property taxes extended for debt service for tax year 2017 equaled \$333,402.

The estimated property taxes to be levied for debt service for tax year 2018 equals \$353,437.

This represents a 6.01% increase over the previous year.

The total property taxes extended or abated for tax year 2017 equaled \$6,959,837.

The estimated total property taxes to be levied for tax year 2018 equals \$7,103,437.

This represents a 2.06% increase over the previous year.

This tax information is updated, differing from what was published in the Library’s Truth in Taxation Notice.

The impact of the proposed EPL budget and levy on individuals will approximate the following:

Market Value of Property	Assessed Value of Property	Equalized Value of Property	2017 EPL Tax	2018 Estimate	Difference
100,000	10,000	29,627	73	75	2
200,000	20,000	59,254	146	149	3
400,000	40,000	118,508	293	298	5
600,000	60,000	177,762	439	447	8
800,000	80,000	237,016	585	596	11
1,000,000	100,000	296,270	732	746	14