



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, NOVEMBER 14, 2018**

**6:00 P.M.**

**COMMUNITY MEETING ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, November 14, 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, Main Community 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 October 17, 2018 Regular Meeting
- B. Approval of Bills and Payroll

**4. INFORMATION/COMMUNICATIONS**

- A. Equity, Diversity and Inclusion (Update)

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

**6. STAFF REPORTS**

- A. Administrative Services Report (Teri Campbell)
- B. Strategic Communication (Jill Schacter and Steve Johnson)
- C. City of Evanston Technology (Luke Stowe, Hillary Beata, Chuck Happ)

**7. BOARD REPORTS**

**8. 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>

## **9. UNFINISHED BUSINESS**

A. FY2019 Library Revenue Budget **(For Approval)**

## **10. NEW BUSINESS**

A. Resolution 2018 – R1 providing for the budget and setting the annual tax levy for FY2019 **(For Approval)**

B. Approval of the 2019 Board Meeting Schedule (Karen Danczak Lyons)

C. Approval of the 2019 Library Closing Schedule (Karen Danczak Lyons)

D. Review of 2019 Per Capita Grant Application Requirements (Teri Campbell)

## **11. ADJOURNMENT**

### **Next Meeting: December 19, 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, October 17, 2018  
6:30 P.M.  
1703 Orrington Avenue, Community Meeting Room

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

**Members Absent:** Adam Goodman

**Staff:** Karen Danczak Lyons, Teri Campbell, Heather Norborg

**Presiding Member:** Benjamin Schapiro, President

**ALL TO ORDER/DECLARATION OF QUORUM** – President Schapiro called the meeting to order at 6:30 pm.

**CITIZEN COMMENT** – None

**CONSENT AGENDA**

- A. Approval of the September Bills and Payroll and Minutes of September 12 and 26, 2018 Board Meetings** – Trustee Lurie moved to approve the Bills and Payroll and the minutes of the September meetings. Trustee Hays seconded the motion and it was approved by voice vote.

**PUBLIC HEARING** – Director Danczak Lyons reported on the estimated impact of the increased property tax levy on individual households. As one example, houses estimated at a \$400,000 value will see an additional \$6 increase in their property taxes.

**INFORMATION/COMMUNICATIONS**

- A. Equity, Diversity, and Inclusion Draft Report (Update)** – Director Danczak Lyons shared that the public is welcome to comment on the EDI Report. So far, there have been no paper comments and two online comments submitted.

**LIBRARY DIRECTOR’S REPORT** – Director Danczak Lyons reported that the 4<sup>th</sup> Annual Storytelling Festival would be taking place October 19-21. The Library staff will be participating in an All Staff Day on October 18. The focus of the training will be on safety and security, including ALICE first person shooter training with the Evanston

Police Department. Pat Efiom from the City of Evanston Equity and Empowerment office would also be presenting.

## **STAFF REPORT**

- A. Administrative Services Report** – Assistant Director Campbell reported that there were two new hires starting this month, including the new Bilingual Tech Trainer and a new Tech Associate.
- B. Mission Impossible IX** – Interim Adult Services Manager Heather Norborg presented on this year's Mission Impossible reading program. Past participants voted to read Faulkner and three novels have been selected for this year's program. Seven groups will meet regularly throughout the year to read and discuss the novels. About 150 people have registered with an additional 30 on the waitlist. Julia Stern from Northwestern University spoke at the kickoff event.

**BOARD REPORTS** - none

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

## **UNFINISHED BUSINESS**

- A. Discussion of FY19 Proposed Budget** – none
- B. Approval of 2019 Proposed Library Expenditure Budget** – Trustee Patel moved to approve the proposed 2019 Library Expenditure Budget and Trustee Hays seconded. The motion was approved unanimously by roll call vote.

**NEW BUSINESS** - none

**ADJOURNMENT** – President Schapiro moved to adjourn the meeting at 7:15pm. It was approved by voice vote.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, November 14, 2018 at 6:30pm Evanston Public Library**

## Library Director's Report October 17, 2018

### Updates:

- Exterior construction at Main will begin the week of 10/15/18. This is the 4th and final phase of the exterior weather proofing project.
- On Thursday, October 18th, all libraries will be closed for a full day and evening of professional development. Along with sharing an exercise designed to explore cultural competence through our own identity, the day will focus on safety and security.

### 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	4,170				37,268
North Branch	191	217	240	213	200	210	221	235	200				1,927
CAMS	467	440	470	438	411	435	459	462	414				3,996
Computer Lab	154	134	160	165	160	160	181	170	170				1,454
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,908	5,424	5,712	4,954	-	-	-	44,645
Website Visits													
All Location	45,235	39,492	43,240	44,751	43,730	42,573	32,942	32,841	30,325				355,129
Wifi Users													
All Location	27,000	26,870	31,167	31,427	32,502	30,944	31,630	30,435	28,365				270,340
Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644	40,000	43,243	37,337				356,398
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400	4,136	3,869				36,299
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008	3,906	3,400				33,748
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	51,285	44,606	-	-	-	426,445

### Upcoming events of Note:

- Our 4th Annual Evanston Public Library Storytelling Festival will be produced this weekend: Friday, October 19th - Sunday, October 21st. Please bring your family and friends and enjoy a weekend of stories for all ages!
- Our second Memory Cafe will be held on 11/20, 1-3pm in the Falcon Room. This is an opportunity for those on the memory loss spectrum and their care partner(s) to come together and enjoy art, music, dance, etc., in a casual setting while being together and building community with others. This month, we'll be joined by Hip Circle Empowerment Center for belly dancing.
- The first Latino adult film screening, *El Laberinto del Fauno*, will be held at EPL at 3pm on 10/27 in an effort to engage Latinx families and their children. The family movie will be screened at the same time in the Children's Department.
- The third and final session of our joint EPL/SASI financial planning workshops will be held 11/14, 6:30pm in the Falcon Room. All 3 sessions will be repeated at Fleetwood-Jourdain. This session will cover decisions about home care v. long term care and will be presented by Andrea Donovan of Senior Living Advisors.
- EPL will host a second session of the YWCA Basic Money Management class 10/29 - 10/30, 6:30pm in the Falcon Room. We're partnering with the YWCA to make these sessions available to anyone who would like to attend. Topics covered include budget

development, understanding credit and credit scores, and how to build a secure financial future. A third session will be offered in March 2019.

**Excerpts from Patron feedback:**

**Neighborhood Services**

**After Paula Schapiro and Bridget Sweeney from the branches along with Mariana Bojorquez, Latino Outreach, and Christina Mendez, Social Worker, visited Lincoln School's ESL families on the evening of September 26th, Paula received this thank you:**

**Dear Paula,**

**Thank you for coming back and sharing your wonderful storytelling with us! The Lincoln staff and I really appreciate your care and dedication in keeping this program going every year! Thank you for making time to reach out and welcome our EL families! The library is an important resource to us and we are sooo glad that you can/would make time to share with us your resources, knowledge and support!**

**Gratefully yours,**

**Huong Banh and the Lincoln Staff**



# 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: November 9, 2018

## **Recommended Action**

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

## **Payroll**

October 1, 2018 through October 14, 2018	\$ 149,517.66
October 15, 2018 through October 28, 2018	\$ 160,428.34

## **Library Fund Bills List**

October 23, 2018	\$ 153,755.22
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Attachments: Bills Lists and Purchasing Card



CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.23.2018

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65095 AMAZON / GE CAPITAL RETAIL BANK	YA PROGRAM SUPPLY	53.49
65100 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	36.50
65100 AMAZON / GE CAPITAL RETAIL BANK	YA PROGRAM SUPPLY	112.01
65100 NEIL ADELMAN	LYRIC OPERA PERFORMANCE	50.00
65630 BAKER & TAYLOR	JUV PRINT	12,374.63
65630 THE COMIX REVOLUTION, INC.	JUV BOOKS	104.47
65641 LIVE OAK MEDIA	JUV AV	33.19
65641 MIDWEST TAPE	JUV AV	910.09
65641 MIDWEST TAPE	JUV PRINT	18.99
65641 RECORDED BOOKS INC.	ADULT AV	101.67
65641 RECORDED BOOKS INC.	JUV AV	275.02
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	195.00
65641 WESTON WOODS STUDIOS	JUV AV	29.95
65641 FINDAWAY WORLD, LLC	JUV AV	41.38
4805 LIBRARY YOUTH SERVICES Total		<u>14,336.39</u>
4806 LIBRARY ADULT SERVICES		
62341 INFO USA MARKETING, INC. DBA INFOGROUP	REFERENCE USA ELECTRONIC RESOURCE	12,000.00
62341 MIDWEST TAPE	ADULT ELECTRONIC RESOURCES	3,999.68
62341 PROQUEST INFO & LEARNING COMPANY	LIBRARY ELECTRONIC RESOURCES	350.00
62341 PROQUEST INFO & LEARNING COMPANY	ONLINE NEWSPAPER DATABASE SUBSCRIPTION	13,364.00
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	15.80
65630 BAKER & TAYLOR	ADULT PRINT	10,507.71
65630 CENTER POINT INC	ADULT PRINT	134.84
65630 SAGE PUBLICATIONS INC	ADULT PRINT	380.29
65630 GALE RESEARCH INC.	ADULT PRINT	1,062.28
65630 OVER DRIVE, INC.	ADULT EBOOKS	5,442.96
65641 MIDWEST TAPE	ADULT AV	2,344.71
65641 MIDWEST TAPE	ADULT V	79.92
65641 RECORDED BOOKS INC.	ADULT AV	652.45
65641 THE TEACHING CO., DBA THE GREAT COURSES	ADULT AV	17.50
4806 LIBRARY ADULT SERVICES Total		<u>50,352.14</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	CAMS NOVEMBER 2018 RENT	4,332.00
64015 NICOR	NATURAL GAS	98.13
65630 BAKER & TAYLOR	ADULT PRINT	95.34
65630 BAKER & TAYLOR	JUV PRINT	907.33
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>5,432.80</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 NUB GAMES, INC.	COMPUTER LICENSE SUPPORT	395.00
62341 SPRINT	INTERNET MOBILE ACCESS	3,939.35
62341 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP AND OCLC	8,376.87
65100 DEMCO, INC.	TECH SERVICES SUPPLIES	515.62
65100 ACCO BRANDS USA, LLC DBA GBC DUNNING	LAMINATING FILM	1,094.11
4835 LIBRARY TECHNICAL SERVICES Total		<u>14,320.95</u>
4840 LIBRARY MAINTENANCE		
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	2,067.97
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	825.00
64015 NICOR	UTILITIES NICOR	280.69
65050 BRUCKER COMPANY	AIR FILTER REPLACEMENT	1,135.00
65050 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	80.30
4840 LIBRARY MAINTENANCE Total		<u>11,763.96</u>
4845 LIBRARY ADMINISTRATION		
62185 WISS, JANNEY, ELSTNER ASSOCIATES INC.	UPDATE OF BUILDING RESERVE ANALYSIS	5,000.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	1,833.00
62185 DEETTA JONES	CONSULTING FEE	36,000.00
62295 JOHN DEVANEY	TRAVEL REIMBURSEMENT	49.00
62295 KAREN DANCZAK LYONS	ILA CONFERENCE	542.19
62380 XEROX CORP.	COPYING SERVICE	339.83
65095 AMAZON / GE CAPITAL RETAIL BANK	COMPUTER CABLE	29.54
65095 EVANSTON ROUNDTABLE LLC	AD FOR STORYTELLING FESTIVAL	493.00
65095 ILLINOIS PAPER DBA IMPACT NETWORKING LLC	COPY PAPER	1,384.00
65095 OFFICE DEPOT	OFFICE SUPPLIES	744.84
65095 4IMPRINT	TABLE THROW	282.29
65095 FISHEYE GRAPHIC SERVICES, INC.	BROCHURES FOR NATIONAL LIBRARY SIGN-UP MONTH	1,665.00
65095 ROUND RIVER PRODUCTIONS, INC.	STORYTELLING FESTIVAL PERFORMER REIMB	714.39
4845 LIBRARY ADMINISTRATION Total		<u>49,077.08</u>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.23.2018

4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	ABC BOOSTERS	18.97
65100 BAKER & TAYLOR	ADULT PRINT	38.66
65100 BLUE SKY MARKETING GROUP	K-LEAP BAGS	<u>1,137.41</u>
4850 LIBRARY GRANTS Total		<u>1,195.04</u>
<b>185 LIBRARY FUND Total</b>		<b><u>146,478.36</u></b>
<b>Grand Total</b>		<b><u>146,478.36</u></b>

CITY OF EVANSTON  
 LIBRARY BILLS LIST  
 PERIOD ENDING 10.23.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO	PURCHASING CARD-AUGUST	6,376.88
VARIOUS	TWIN EAGLE	NATURAL GAS-SEPTEMBER	<u>899.98</u>
			<u>7,276.86</u>
			<u>7,276.86</u>
		<b>GRAND TOTAL</b>	<u><u>153,755.22</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 STATE	SUPPLIER POSTAL CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PAYPAL *TARGETCORPO	MN	55403	\$ 24.42	7/26/2018	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES - PLAYSET
LIBRARY	PAYPAL *PRIMO TOYS	CA	95131	\$ (295.00)	7/26/2018	65100 LIBRARY SUPPLIES	CREDIT - PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #05978	IL	60076	\$ 1.49	7/26/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60076	\$ 3.00	7/26/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 13.41	7/27/2018	65050 BUILDING MAINTENANCE MATERIAL	RAZOR BLADE SCRAPER, PACK OF 100 RAZOR BLADES
LIBRARY	DOLLAR TREE	IL	60053	\$ 13.00	7/27/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	GRAINGER	IL	60045	\$ 122.00	7/31/2018	62225 BLDG MAINT SVCS	BUILDING MATERIAL
LIBRARY	GREENHOUSE MEGASTO	IL	61834	\$ (22.02)	7/31/2018	65050 BUILDING MAINTENANCE MATERIAL	CREDIT VOUCHER FOR TAX REMOVAL ON ORIGINAL ORDER ON 6-1-18
LIBRARY	FACEBK PKTTDFEH42	CA	94025	\$ 15.06	8/1/2018	62205 ADVERTISING	PROGRAM AD ON FACEBOOK
LIBRARY	FACEBK MKTTDFEH42	CA	94025	\$ 25.50	8/1/2018	62205 ADVERTISING	PROGRAM AD ON FACEBOOK
LIBRARY	GOTPRINT.COM	CA	91505	\$ 29.42	8/1/2018	62210 PRINTING	BUSINESS CARD PRINTING
LIBRARY	ETSY.COM - TATTIFY	NY	11201	\$ 22.48	8/1/2018	65100 LIBRARY SUPPLIES	GIRLS BE HEARD PROGRAM SUPPLY
LIBRARY	GOOGLE *GSUITE EPL.ORG	CA	94043	\$ 10.00	8/2/2018	62340 IS SUPPORT FEES	EMAIL HOST
LIBRARY	CRAFTY BEAVER	IL	60077	\$ 25.99	8/2/2018	65040 JANITORIAL SUPPLIES	ORIGINAL COLOR PRATT & LAMBERT MCR PAINT MATCH
LIBRARY	EXXONMOBIL 96024591	IL	60201	\$ 4.95	8/2/2018	65050 BUILDING MAINTENANCE MATERIAL	CARWASH FOR LIBRARY VAN
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 200.37	8/2/2018	65050 BUILDING MAINTENANCE MATERIAL	FLAT FOUR PLUG, SUPER GLUE, DI-ELECTRIC GREASE, 1000 FEET OF CAT6 DATA CABLE, 50 PACK OF RJ45 CONN
LIBRARY	WP ENGINE	TX	78701	\$ 99.00	8/3/2018	62340 IS SUPPORT FEES	WEB HOST
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	8/3/2018	62341 INTERNET SOLUTION PROVIDERS	PAYPAL ACCOUNT FOR COMMUNICO PAYMENT
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 83.19	8/3/2018	65040 JANITORIAL SUPPLIES	ALL EVEVATOR INDICATOR BULBS FOR RE-LAMP ALL FLOORS
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 402.57	8/3/2018	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION AT CAMS
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 301.78	8/3/2018	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION AT MAIN BRANCH 26 WKS
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 289.11	8/3/2018	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION AT NORTH BRANCH
LIBRARY	EVERYDAY CYCLES AND	IL	60202	\$ 318.95	8/6/2018	65095 OFFICE SUPPLIES	NEW BATTERY FOR THE BOOK BIKE
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 32.22	8/6/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 32.56	8/6/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR MAKER KIDS
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ (35.90)	8/6/2018	65100 LIBRARY SUPPLIES	RETURN OF PROGRAM SUPPLIES
LIBRARY	INT*IN *ELM USA INC.	IL	60089	\$ 92.75	8/8/2018	65100 LIBRARY SUPPLIES	DISK CLEANER SOLUTION
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 126.96	8/8/2018	65100 LIBRARY SUPPLIES	FINE ART MARKERS AND PAPER FOR TEEN COMICS PROGRAM AND FOR USE IN LOFT
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 462.37	8/8/2018	65635 PERIODICALS	CAMS LIBRARY NEWSPAPER SUBSCRIPTION - REFUND WILL BE ISSUED NEXT BILLING
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 360.60	8/8/2018	65635 PERIODICALS	MAIN LIBRARY NEWSPAPER SUBSCRIPTION - REFUND WILL BE ISSUED NEXT BILLING
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 418.66	8/8/2018	65635 PERIODICALS	MAIN LIBRARY NEWSPAPER SUBSCRIPTION JULY 2018-JANUARY 2019
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 363.74	8/8/2018	65635 PERIODICALS	NORTH BRANCH LIBRARY NEWSPAPER SUBSCRIPTION - REFUND WILL BE ISSUED NEXT BILLING
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 314.51	8/9/2018	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	INT*IN *NATIONAL AWARD	IL	60202	\$ 120.00	8/10/2018	65040 JANITORIAL SUPPLIES	REFLECTIVE PARKING SIGN
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 26.92	8/10/2018	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF GLAD TRASH BAGS, 1 ROLL OF GORILLA TAPE
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 25.91	8/14/2018	65040 JANITORIAL SUPPLIES	FLOURESCENT BULBS FOR NORTH BRANCH RESTROOM, CONSTRUCTION ADHEASIVE FOR MCR GARDEN GATES DECORATIONS
LIBRARY	UPS*1ZRE07134397847137	GA	30328	\$ 4.98	8/15/2018	62315 POSTAGE	RETURNED ITEM SHIPPING
LIBRARY	HAROLD S TRUE VALUE HD	IL	60201	\$ 8.31	8/15/2018	65040 JANITORIAL SUPPLIES	MOUNTING HARDWEAR FOR PARKING GARAGE SIGN
LIBRARY	ALEPHOBJECTSLULZBOT	CO	80538	\$ 15.42	8/15/2018	65100 LIBRARY SUPPLIES	REPLACEMENT PART FOR LULZBOT 3D PRINTER
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 38.67	8/15/2018	65100 LIBRARY SUPPLIES	YA LIBRARY SUPPLIES
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 92.59	8/16/2018	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT OFFICE SUPPLIES
LIBRARY	PROMO VIDEOS PLUS PLAN	CA	94306	\$ 59.40	8/20/2018	62205 ADVERTISING	ONLINE VIDEO ADVERTISEMENT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 229.85	8/21/2018	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 105.95	8/21/2018	65100 LIBRARY SUPPLIES	GIFTCARD FOR GRAND PRIZE FOR TEEN SUMMER READING PROGRAM
LIBRARY	B&H PHOTO 800-606-696	NY	10001	\$ 1,173.74	8/23/2018	65095 OFFICE SUPPLIES	BENQ SHORT THROW PROJECTOR, PROJECTOR MOUNT, 2 25' HDMI CABLES, 2 SPEAKERS, AUDIO AMP, WIRELESS HDMI
LIBRARY	FIRST SLICE PIE CAFE -	IL	60201	\$ 46.00	8/23/2018	65100 LIBRARY SUPPLIES	PIE FOR TEEN SOCIAL JUSTICE BOOK CLUB HOSTED AT FIRST SLICE
LIBRARY	EB TECHNICAL SERVICES	CA	94103	\$ 15.00	8/24/2018	62295 TRAINING & TRAVEL	LACONI WORKSHOP FOR T LONGO
LIBRARY	ABT ELECTRONICS	IL	60025	\$ 527.00	8/24/2018	65100 LIBRARY SUPPLIES	NORTH BRANCH REFRIGERATOR REPLACEMENT
	<b>AUGUST 2018 LIBRARY TOTAL</b>			<b>\$ 6,376.88</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: November 09, 2018

This memo provides an update on significant administrative activities.

## **Human Resources**

We welcome our newest Staff members: Jason Orr a part-time Shelver to Circulation and Janetta Pegues a part-time Technology Associate to the Adult Services department.

## **Financial Resources**

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

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

## **Facilities Management**

The Library construction continues through the end of November. South elevation ornamental iron painting is complete.

The exterior underside of the barrel roof has been restrained into its original color. Exterior dock door replacement will begin November 19<sup>th</sup>.



# Budget Performance Report

Fiscal Year to Date 10/31/18

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
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
51015	PROPERTY TAXES	6,625,000.00	.00	6,625,000.00	.00	.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	.00	.00	(52,461.49)	112,461.49	-87	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	6,162.14	.00	81,653.73	48,346.27	63	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	19.26	.00	283.04	(283.04)	+++	337.66
55201	Federal Grants	95,000.00	.00	95,000.00	4,413.86	.00	56,517.49	38,482.51	59	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	4,356.02	.00	42,040.19	87,959.81	32	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	117.15	.00	1,605.10	(1,605.10)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	7,708.05	.00	32,719.84	(27,319.84)	606	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	58,333.32	11,666.68	83	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(14.20)	.00	5,939.49	6,060.51	49	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	617.33	.00	4,958.01	30,041.99	14	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	1,713.22	.00	13,502.61	4,497.39	75	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	1,221.80	.00	5,756.80	5,243.20	52	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,185.33	.00	18,720.97	6,399.03	75	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	3,000.00	.00	32,825.00	(12,825.00)	164	33,795.00
<b>REVENUE TOTALS</b>		<b>\$7,693,209.00</b>	<b>\$0.00</b>	<b>\$7,693,209.00</b>	<b>\$37,333.30</b>	<b>\$0.00</b>	<b>\$7,105,587.86</b>	<b>\$587,621.14</b>	<b>92%</b>	<b>\$7,196,695.68</b>
<b>EXPENSE</b>										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	183,813.84	.00	1,934,972.07	598,444.93	76	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	107,676.55	.00	1,031,934.23	326,159.77	76	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	5,479.51	.00	40,134.81	865.19	98	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	606.03	.00	6,204.24	795.76	89	3,241.03
61415	TERMINATION PAYOUTS	32,500.00	.00	32,500.00	.00	.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	39,239.53	.00	408,197.89	85,270.11	83	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	161.90	.00	1,697.95	408.05	81	826.01
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	11,000.00	(3,800.00)	153	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	200.00	.00	3,306.70	93.30	97	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	25,778.63	.00	264,468.29	78,629.71	77	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	17,333.37	.00	182,416.85	54,788.15	77	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	4,207.73	.00	42,808.58	13,498.42	76	51,117.30
62185	CONSULTING SERVICES	211,700.00	.00	211,700.00	74,013.00	6,935.94	114,142.40	90,621.66	57	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	65.40	.00	3,842.92	4,157.08	48	3,052.89



# Budget Performance Report

Fiscal Year to Date 10/31/18

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										
EXPENSE										
62210	PRINTING	8,000.00	.00	8,000.00	31.24	.00	662.01	7,337.99	8	2,539.74
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	18,449.89	47,164.00	132,692.58	32,843.42	85	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	.00	.00	2,051.00	2,949.00	41	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	2,755.06	.00	25,614.85	16,385.15	61	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,533.30	906.70	83	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	4,070.86	814.14	83	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	1,048.80	3,451.20	23	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	425.00	3,979.00	53,297.16	(13,276.16)	130	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	61,605.88	2,690.00	233,725.95	132,184.05	64	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	4,332.00	.00	48,080.00	(1,842.00)	104	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	539.89	.00	19,382.44	(6,482.44)	150	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	411.05	.00	4,586.69	1,113.31	80	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,576.58	.00	18,528.32	11,371.68	62	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	310.00	.00	2,121.53	(2,121.53)	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	18.95	.00	1,757.25	242.75	88	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	1,217.61	.00	7,629.27	4,370.73	64	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	2,109.07	.00	14,211.01	15,788.99	47	24,605.69
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	9,865.47	9,346.64	59,244.59	29,508.77	70	74,959.81
65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	5,838.13	1,040.00	70,112.66	32,697.34	69	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	5,793.90	.00	9,640.72	39,459.28	20	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	54,192.75	.00	348,647.04	169,552.96	67	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	625.59	12,966.25	8,062.80	(3,329.05)	119	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	7,605.47	.00	59,251.24	67,548.76	47	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	7,218.67	.00	72,186.52	14,437.48	83	.00
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	225,000.00	45,000.00	83	.00



# Budget Performance Report

Fiscal Year to Date 10/31/18

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
<b>Fund 185 - LIBRARY FUND</b>										
	<b>EXPENSE TOTALS</b>	\$7,476,297.00	\$0.00	\$7,476,297.00	\$667,958.11	\$84,121.83	\$5,551,484.41	\$1,840,690.76	75%	\$6,805,048.10
Fund 185 - LIBRARY FUND Totals										
	<b>REVENUE TOTALS</b>	7,693,209.00	.00	7,693,209.00	37,333.30	.00	7,105,587.86	587,621.14	92%	7,196,695.68
	<b>EXPENSE TOTALS</b>	7,476,297.00	.00	7,476,297.00	667,958.11	84,121.83	5,551,484.41	1,840,690.76	75%	6,805,048.10
Fund 185 - LIBRARY FUND Totals										
		\$216,912.00	\$0.00	\$216,912.00	(\$630,624.81)	(\$84,121.83)	\$1,554,103.45	(\$1,253,069.62)		\$391,647.58
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										
51015	PROPERTY TAXES	345,790.00	.00	345,790.00	.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>	\$345,790.00	\$0.00	\$345,790.00	\$0.00	\$0.00	\$333,896.13	\$11,893.87	97%	\$1,117,649.17
<b>EXPENSE</b>										
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>	\$333,404.00	\$0.00	\$333,404.00	\$0.00	\$0.00	\$54,961.88	\$278,442.12	16%	\$1,143,268.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	<b>REVENUE TOTALS</b>	345,790.00	.00	345,790.00	.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
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$12,386.00	\$0.00	\$12,386.00	\$0.00	\$0.00	\$278,934.25	(\$266,548.25)		(\$25,619.39)
Grand Totals										
	<b>REVENUE TOTALS</b>	8,038,999.00	.00	8,038,999.00	37,333.30	.00	7,439,483.99	599,515.01	93%	8,314,344.85
	<b>EXPENSE TOTALS</b>	7,809,701.00	.00	7,809,701.00	667,958.11	84,121.83	5,606,446.29	2,119,132.88	73%	7,948,316.66
	<b>Grand Totals</b>	\$229,298.00	\$0.00	\$229,298.00	(\$630,624.81)	(\$84,121.83)	\$1,833,037.70	(\$1,519,617.87)		\$366,028.19



Endowment for the Evanston Public Library  
 Holdings as of October 2018

	Symbol	Shares/Quantity	Price	Value as of 10/31/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7156.447	\$250.68	\$1,793,978.13	43.5%	
Vanguard Small-Cap Index Fund	VSMAX	3774.561	\$70.01	\$264,257.02	6.4%	
Vanguard REIT Index Fund	VGSLX	1874.267	\$110.97	\$207,987.41	5.0%	
Vanguard Total International Stock Index Fund	VTIAX	14318.541	\$26.61	\$381,016.38	9.2%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6744.369	\$31.53	\$212,649.95	5.2%	69.3%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$434,694.05	\$434,694.05	10.5%	
iShares Silver Trust	SLV	4788.000	\$13.41	\$64,207.08	1.6%	
SPDR Gold Trust	GLD	625.000	\$115.15	\$71,968.75	1.7%	13.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$107.793	\$144,188.22	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$106.207	\$134,923.24	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$115.440	\$134,673.50	3.3%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.410	\$27,150.80	\$282,639.86	6.8%	6.8%
				\$4,127,183.59		100.0%

Cash Equivalents	13.8%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	6.8%
Domestic Equities	54.9%
International Equities	14.4%
	100.0%



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of the FY2019 Library Revenue Budget

Date: November 9, 2018

I recommend Library Board approval of the fiscal year 2019 revenue budget as follows:

<b>Fiscal Year 2019 Revenue</b>	<b>Amount</b>	<b>% of Total</b>
Property Tax Levy – Operating	\$6,750,000	85.8%
Donations - unrestricted	\$333,500	4.2%
Transfer from Endowment Income	\$195,771	2.5%
Library Grants	\$150,000	1.9%
State Library Per Capita Grant	\$93,000	1.2%
Fines and Fees	\$85,000	1.1%
Transfer from Good Neighbor Fund	\$70,000	0.9%
Prior Year’s Taxes	\$60,000	0.8%
North Branch Rental Income	\$35,000	0.4%
Federal Grant(s)	\$30,000	0.4%
Library Copy Machine Charges	\$18,000	0.2%
Library Material Replacement Charges	\$12,000	0.2%
Library Meeting Room Rental	\$13,000	0.2%
Library Book Sale	\$10,000	0.1%
Investment Income	\$10,000	0.1%
<b>TOTAL</b>	<b>\$7,865,271</b>	

**CITY OF EVANSTON, ILLINOIS  
LIBRARY BOARD RESOLUTION NO. 2018-R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF EVANSTON,  
COOK COUNTY, ILLINOIS,  
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019  
AND ENDING DECEMBER 31, 2019**

**WHEREAS**, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

**WHEREAS**, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

**WHEREAS**, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

**WHEREAS**, for the budget year FY 2019, beginning January 1, 2019 and ending December 31, 2019, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

**WHEREAS**, at its meeting of November 14, 2018, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2019 and ending December 31, 2019; and,

**WHEREAS**, this levy request for operation of the Library for fiscal year 2019 is in the public interest and in the interest of the Library and its patrons;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:**

**Section 1.** That the foregoing preambles are incorporated into this Section as though fully stated herein.

**Section 2.** That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2019:

<b>FY2018 Budget Expenditures</b>	<b>Amount</b>
Youth Services	\$1,177,115
Adult Services	\$1,766,073
Circulation	\$670,143
Neighborhood Services	\$1,025,636
Technical Services	\$708,309
Maintenance	\$857,424
Administration	\$1,440,1045
Library Grants	\$175,000
<b>TOTAL</b>	<b>\$7,819,805</b>

<b>FY2018 Revenue</b>	<b>Amount</b>
Property Tax Levy – Operating	\$6,750,000
Donations - unrestricted	\$333,500
Transfer from Endowment Income	\$195,771
Library Grants	\$150,000
State Library Per Capita Grant	\$93,000
Fines and Fees	\$85,000
Prior Year's Taxes	\$60,000
North Branch Rental Income	\$35,000
Federal Grant(s)	\$30,000
Library Copy Machine Charges	\$18,000
Library Material Replacement Charges	\$12,000
Library Meeting Room Rental	\$13,000
Library Book Sale	\$10,000
Investment Income	\$10,000
<b>TOTAL</b>	<b>\$7,865,271</b>

**Section 3.** To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

**Section 4.** That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

**Section 5.** That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

**Section 6.** That this Resolution shall become effective from and after its passage.

**Section 7.** That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

**Section 8.** The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$6,887,755 (budgeted tax revenue of \$6,750,000 plus a 2% loss in collection factor) for the fiscal year January 1, 2019 to December 31, 2019. Any unused portions on December 31, 2019 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

**PASSED and ADOPTED on this 14<sup>th</sup> day of November, 2018.**

ROLL CALL VOTE	AYES	NAYS:
Clarke	—	—
Foreman	—	—
Goodman	—	—
Iles	—	—
Lurie	—	—
Patel	—	—
Schapiro	—	—
Smith	—	—
Tannen	—	—

ABSENT OR  
NOT VOTING:

Certified:

Attest:

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Ben Schapiro  
President, Board of Library Trustees

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Vaishali Patel  
Secretary, Board of Library Trustees



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Library Board Meeting Schedule for 2018  
Date: November 10, 2018

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2019 Board meeting dates are on the third Wednesday of the month with the exception of a special budget meeting proposed for September 4<sup>th</sup>.

I recommend Board approval of the following Board meetings for 2019:

- January 16th
- February 20th
- March 20th
- April 17th
- May 15th
- June 19th
- July 17th
- August 21st
- September 4th (special budget meeting)
- September 18th (Public Hearing on budget)\*
- October 16th (Truth in Taxation Hearing)
- November 20th (Adoption of Tax Levy)\*
- December 18th



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: 2019 Library Closing Schedule  
Date: November 09, 2018

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2019:

Sunday, April 21st Easter Sunday  
Thursday, April 4th Staff Development Day (all day)  
Thursday, May 2nd Donor Recognition event (close at 4:00 PM)  
Sunday, May 26th Memorial Day Weekend  
Monday, May 27th Memorial Day\*  
Thursday, July 4th Independence Day\*  
Sunday, September 1st Labor Day Weekend  
Monday, September 2nd Labor Day – observed\*  
Thursday, October 24th Staff Development Day (all day)  
Thursday, November 28th Thanksgiving\*  
Tuesday, December 24th Christmas Eve (close at 3:00 PM)\*  
Wednesday, December 25th Christmas Day\*  
Tuesday, December 31st New Year's Eve (close at 5:00 PM)  
Wednesday, January 1, 2020 New Year's Day\*

\*Paid holidays: Holiday time off with pay is granted to full-time and eligible part-time employees for May 27th, July 4th, September 2nd, November 28th, December 24th, December 25th and January 1st.

Holiday pay is not granted for April 21st, May 2nd after 4:00 PM, May 26th, September 1st.





To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Review of 2019 Per Capita Grant Application Requirements  
Date: November 09, 2018

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community. The following information fulfills these requirements for the 2019 Per Capita Grant application:

**Standards Chapter Review** – Library staff will review and report on progress in meeting Chapter 8, “Public Services: Reference and Reader’s Advisory Services,” of *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014.*”

As enumerated in Chapter 8, “Public Services” as cited above, the Evanston Public Library must fulfill all of the following elements included in the chapter.

#### Reference Services Checklist

- ✓ All basic services are available when the library is open.
- ✓ The library has a reference service policy.
- ✓ The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ✓ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ✓ The library provides easy access to accurate and up-to-date community information.

## Agenda Item 10.D

- ✓ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ✓ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ✓ The library provides access to local and state maps.
- ✓ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ✓ The library provides voter information, including precinct boundaries and location of polling places.
- ✓ The library provides information about local history and events.
- ✓ The library has telephone books for the local calling area and any other frequently requested area.
- ✓ The library has at least one current reference resource for each subject area.
- ✓ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ✓ Staff members are encouraged to attend one relevant continuing education event each year.
- ✓ The library evaluates its reference service on an annual basis.

### Reader's Advisory Services Checklist

- ✓ All basic services are available when the library is open.
- ✓ The library has completely trained staff that has thorough knowledge of popular authors and titles.
- ✓ The library maintains a well-rounded collection of both fiction and nonfiction titles.
- ✓ The library has a reader's advisory services policy.
- ✓ The library promotes the importance of leisure reading to its community members.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ✓ The library maintains a basic collection of reader's advisory reference materials.
- ✓ All staff members attend at least one relevant continuing education event each year.
- ✓ Staff members who are responsible for reader's advisory services in their library join at least one community organizations, club, or council.
- ✓ Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.
- ✓ The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

**Trustees —**

Will review chapters 6-10 of the “TRUSTEE FACTS FILE THIRD EDITION”:

<http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Will complete Open Meeting Act electronic training once during their appointment

[http://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf)

Will file an Economic Interest Statement as distributed by the County Clerk each year (next filing must be submitted by May 1, 2019)

<https://www.cookcountyclerk.com/agency/statements-economic-interests>

**Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs of the patrons with challenges or disabilities. We select the following for Trustees:

**Beyond Assistive Technology: Improving Library Services to People with Disabilities**

<https://www.railslibraries.info/ce/archive/99650>

Here are other options:

**JJ's List Disability Awareness Training**

<https://www.railslibraries.info/events/152890>

This recording is exclusive to RAILS members.

**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>

**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>

Staff will report on the library's commitment to providing services appropriate for these members of our community.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project:

<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>