

**evanston** public library  
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## **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, MARCH 20, 2019**

**6:00 P.M.**

**COMMUNITY MEETING ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, March 20, 2019**

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

**Meeting of the Board**  
6:30 PM

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 February 20, 2019 Regular Meeting.
  - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS**
  - A. Proclamation
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Joint Committee (Discussion)
- 5. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 6. STAFF REPORTS**
  - A. Administrative Services Report (Karen Danczak Lyons)
  - B. Collection Development (Tim Longo and Betsy Bird)
- 7. BOARD REPORTS**
- 8. BOARD DEVELOPMENT**

Trustees share highlights from:  
**Evanston Community Foundation:**  
Becoming an Equitable Institution: March 19, 2019  
<https://evanstonforever.org/programs/workshops-overview-2019/>
- 9. UNFINISHED BUSINESS**
  - A. Development (Wynn Shawver and Development Committee)
  - B. Hours of Operation - Robert Crown Branch (Discussion)
  - C. Chicago Avenue Main Street (Discussion)
- 10. NEW BUSINESS**
  - A. Annual Report (Discussion and Action)
- 11. Executive Session**
  - A. Closed Session – Personnel (Library Director Evaluation)
- 11. ADJOURNMENT**

**Next Meeting: April 17, 2019 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, February 20, 2019**  
6:30 P.M.  
1703 Orrington Avenue, Community Meeting Room

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

**Members Absent:** Ruth Hays and Margaret Laurie

**Staff:** Teri Campbell, John Devaney, Kim Hegelund, Constance Heneghan, Heather Norborg, Wynn Shawver, Jill Skwerski, and Bridget Sweeney

**Presiding Member:** Benjamin Schapiro, President

**CALL TO ORDER/DECLARATION OF QUORUM** – President Schapiro called the meeting to order at 6:42. Secretary Patel declared a quorum at 6:47pm.

**CITIZEN COMMENT** – Resident Steve Miller expressed that the CAMS Branch and its staff are an asset to the community and shared concerns that the branch would be closed with the addition of the new Robert Crown Facility. He asked what could be done to keep the branch open. The Board encouraged Mr. Miller to join in the public discussions that the library would be holding in the coming months.

**Consent Agenda**

- A. Approval of the Bills and Payroll and Minutes of the January 20, 2019 Board Meeting – Trustee Socorro Castro moved to approve the bills, payroll and the minutes of the January Meeting. Trustee Hayman seconded the motion and it was approved by voice vote.

**Information/Communication**

- A. Development- The Development Committee recommends Library support of a traditional grassroots Friends Group. Philanthropy was up 31% over 2017.

**Equity, Diversity and Inclusion**

- A. Joint Committee discussion- The EDI assessment drafted by DeEtta Jones Consulting includes a recommendation to create a group focused on equity and race composed of library staff and community members. Trustees discussed recruitment, publicity, and committed to solidify the application process and communication plan for the formation of the Racial Equity Task Force at the March Board Meeting.

**Library's Director Report- No Discussion****Staff Reports-**

- A. **Administrative Services Report-** Assistant Director Teri Campbell provided a update on all recent hires, and the status of vacant positions in process. Campbell reported on 2018 year end expenditures, 2019 expenditures by fund, and the status of library investments. Facilities and Maintenance Manager John Devaney directed the Board to view a new painting featured in the stairway on the second floor landing called "Evanston Centric" painted on acrylic by children of Evanston under the direction of One River School Art & Design. The frame was hand built by Dan Gonzalez, Master Tradesman, and designed and lit by Chris Woppel, Facilities Maintenance III, both working with Lukasz Tatara in the COE Facilities Department.

**Board Reports- No Discussion****Board Development-**

- A. **ILA Legislative Meet Up-** President Shapiro, Trustee Hayman and Director Lyons attended the annual President's Day breakfast with state legislators and library leaders. Legislators were upbeat with regard to the budget outlook, and asked to be alerted concerning capital spending plans in preparation for appropriation considerations. They were attuned to the importance of libraries as economic drivers in each community.
- B. Several trustees plan to participate in upcoming training hosted by the Evanston Community Foundation, Becoming an Equitable Institution.

**Unfinished Business- No Discussion****New Business-**

- A. **Approval of the 2018 Illinois Public Library Annual Report-** Trustee Goodman moved to approve the report for submission. Trustee Hayman seconded the motion and it was approved with a roll call vote.
- B. and C. **Hours of Operation – Robert Crown Center Branch and Chicago Avenue Main Street (discussion)-** Trustees engaged in discussion regarding the budget and expenses for the new and existing branches, resource allocation, and future strategy. Trustees will continue the discussion in anticipation of new branch opening and commit to evaluation of the impact on services at the existing branches once the new branch opens. Trustees requested baseline data from staff to provide a framework for their discussions concerning equitable investment.

**Adjournment –**

The Board Meeting was moved to closed session at 7:49pm by Trustee Hayman.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, April 17 at 6:00 pm Evanston Public Library**

DRAFT



# 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: February 15, 2019

## **Recommended Action**

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

## **Payroll**

February 4, 2019 through February 17, 2019	\$ 150,686.07
February 18, 2019 through March 3, 2019	\$ 151,300.63

## **Library Fund Bills List**

March 12, 2019	\$ 115,789.77
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(includes December 2018 - January 2019 purchasing card expenses of \$6,124.81)

Attachments: Bills Lists, October and November 2018 purchasing card report

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 03.12.2019**

**Accounts Payable by G/L  
Distribution Report  
Payment Date Range 03/12/19 - 03/12/19**

Vendor	Invoice Description	Invoice Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>			
<b>Department 48 - LIBRARY</b>			
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>			
<b>Account 65100 - LIBRARY SUPPLIES</b>			
15946 - KIMBERLY DAUFELDT	MARS ROVER, CODING STORYTIME SUPPLY	02/21/2019	112.23
161055 - MARTHA MEYER	CHINESE NEW YEAR PROGRAM REIMBURSEMENT	03/04/2019	16.72
161055 - MARTHA MEYER	CHINESE NEW YEAR REIMBURSEMENT	03/04/2019	104.84
161055 - MARTHA MEYER	WHEN SHE HAD WINGS STEM EVENT	03/04/2019	36.91
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>\$270.70</b>
<b>Account 65630 - LIBRARY BOOKS</b>			
100474 - BAKER & TAYLOR	JUV PRINT	02/12/2019	26.83
100474 - BAKER & TAYLOR	JUV PRINT	02/06/2019	77.17
100474 - BAKER & TAYLOR	YA PRINT	02/04/2019	436.13
100474 - BAKER & TAYLOR	JUV PRINT	01/31/2019	1,061.90
100474 - BAKER & TAYLOR	JUV PRINT	02/04/2019	2,218.89
100474 - BAKER & TAYLOR	JUV PRINT	02/04/2019	852.73
100474 - BAKER & TAYLOR	JUV PRINT	02/05/2019	233.31
100474 - BAKER & TAYLOR	JUV PRINT	02/22/2019	1,392.93
100474 - BAKER & TAYLOR	JUV PRINT	02/13/2019	232.91
100474 - BAKER & TAYLOR	JUV PRINT	02/05/2019	131.40
100474 - BAKER & TAYLOR	JUV PRINT	02/12/2019	1,352.70
100474 - BAKER & TAYLOR	JUV PRINT	02/05/2019	845.17
100474 - BAKER & TAYLOR	JUV PRINT	02/18/2019	198.48
100474 - BAKER & TAYLOR	JUV PRINT	02/26/2019	1,441.21
100474 - BAKER & TAYLOR	JUV PRINT	02/20/2019	738.77
100474 - BAKER & TAYLOR	JUV PRINT	02/18/2019	210.73
100474 - BAKER & TAYLOR	JUV PRINT	02/21/2019	948.12
100474 - BAKER & TAYLOR	JUV PRINT	02/12/2019	247.06
<b>Account 65630 - LIBRARY BOOKS Totals</b>			<b>\$12,646.44</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>			
324163 - FINDAWAY WORLD, LLC	JUV AV	01/22/2019	67.43
103424 - MIDWEST TAPE	JUV AV	02/14/2019	264.90
103424 - MIDWEST TAPE	JUV AV	02/13/2019	239.92
103424 - MIDWEST TAPE	JUV AV	02/27/2019	200.46
103424 - MIDWEST TAPE	JUV AV	02/27/2019	158.94
103424 - MIDWEST TAPE	JUV AV	03/01/2019	87.96
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	02/15/2019	220.50
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	02/21/2019	28.50
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	02/22/2019	37.50
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	02/26/2019	37.50
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>			<b>\$1,343.61</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>			<b>\$14,260.75</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>			
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>			
16334 - KANOPY	ADULT AV	02/28/2019	1,170.00
103340 - MERGENT, INC.	ADULT ELECTRONIC RESOURCES	01/08/2019	7,500.00
103424 - MIDWEST TAPE	ADULT ELECTRONIC RESOURCES	02/28/2019	3,999.84
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	03/01/2019	11,876.80
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>			<b>\$24,546.64</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>			
10172 - LEA FARAH HERNANDEZ-SOLIS	HUMAN LIBRARY EVENT LICENSE FEE	02/26/2019	99.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>\$99.00</b>
<b>Account 65628 - Library Electronic Resources</b>			
294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	LANGUAGE LEARNING ONLINE SUBSCRIPTION	01/23/2019	5,206.01
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	LEARNING EXPRESS DATABASE	03/05/2019	6,114.00
104226 - PROQUEST INFO & LEARNING COMPANY	CHICAGO TRIBUNE HISTORICAL ARCHIVES ACCESS	03/01/2019	7,997.60
<b>Account 65628 - Library Electronic Resources Totals</b>			<b>\$19,317.61</b>
<b>Account 65630 - LIBRARY BOOKS</b>			
100474 - BAKER & TAYLOR	ADULT PRINT	02/13/2019	112.00
100474 - BAKER & TAYLOR	ADULT PRINT	02/07/2019	676.93
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2019	77.88
100474 - BAKER & TAYLOR	ADULT PRINT	02/05/2019	340.43
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2019	137.86
100474 - BAKER & TAYLOR	ADULT PRINT	01/29/2019	30.14
100474 - BAKER & TAYLOR	ADULT PRINT	02/08/2019	1,589.47
100474 - BAKER & TAYLOR	ADULT PRINT	02/05/2019	802.24
100474 - BAKER & TAYLOR	ADULT PRINT	02/01/2019	4,269.60
100474 - BAKER & TAYLOR	ADULT PRINT	02/21/2019	429.25
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2019	18.78
100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2019	535.26

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100474 - BAKER & TAYLOR	ADULT PRINT	02/15/2019	2,040.30
100474 - BAKER & TAYLOR	ADULT PRINT	02/20/2019	45.48
100474 - BAKER & TAYLOR	ADULT PRINT	02/13/2019	92.87
100474 - BAKER & TAYLOR	ADULT PRINT	02/22/2019	10.00
100474 - BAKER & TAYLOR	ADULT PRINT	02/21/2019	202.23
100474 - BAKER & TAYLOR	ADULT PRINT	02/11/2019	1,041.23
100474 - BAKER & TAYLOR	ADULT PRINT	02/07/2019	485.30
100474 - BAKER & TAYLOR	ADULT PRINT	02/18/2019	548.31
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2019	917.67
100474 - BAKER & TAYLOR	ADULT PRINT	02/27/2019	156.89
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2019	1,811.37
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2019	137.66
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2019	665.06
100474 - BAKER & TAYLOR	ADULT PRINT	02/25/2019	1,692.09
100474 - BAKER & TAYLOR	ADULT PRINT	02/19/2019	408.49
100474 - BAKER & TAYLOR	ADULT PRINT	02/18/2019	594.48
100474 - BAKER & TAYLOR	ADULT PRINT	02/14/2019	1,718.12
100474 - BAKER & TAYLOR	ADULT PRINT	02/26/2019	228.35
100474 - BAKER & TAYLOR	ADULT PRINT	02/25/2019	56.80
100474 - BAKER & TAYLOR	ADULT PRINT	02/25/2019	303.48
100932 - CENTER POINT INC	ADULT PRINT	03/01/2019	136.62
120319 - GALE RESEARCH INC.	ADULT PRINT	02/19/2019	74.97
120319 - GALE RESEARCH INC.	ADULT PRINT	02/20/2019	47.23
120319 - GALE RESEARCH INC.	ADULT PRINT	02/19/2019	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT	02/20/2019	28.49
120319 - GALE RESEARCH INC.	ADULT PRINT	02/20/2019	27.74
120319 - GALE RESEARCH INC.	ADULT PRINT	02/18/2019	24.79
14379 - GREY HOUSE PUBLISHING, INC.	ADULT PRINT	02/05/2019	191.00
276974 - OVER DRIVE, INC.	EBOOKS	02/12/2019	1,863.66
276974 - OVER DRIVE, INC.	EBOOKS	02/19/2019	1,066.86
276974 - OVER DRIVE, INC.	EBOOKS	02/27/2019	28.97
276974 - OVER DRIVE, INC.	EBOOKS	02/27/2019	290.00
276974 - OVER DRIVE, INC.	EBOOKS	02/27/2019	283.95
276974 - OVER DRIVE, INC.	EBOOKS	02/28/2019	3,106.49
276974 - OVER DRIVE, INC.	EBOOKS	02/28/2019	54.99
<b>Account 65630 - LIBRARY BOOKS Totals</b>			<b>\$29,473.75</b>
<b>Account 65635 - PERIODICALS</b>			
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	02/13/2019	(15.00)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	LIBRARY PERIODICALS	02/13/2019	116.50
<b>Account 65635 - PERIODICALS Totals</b>			<b>\$101.50</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>			
100655 - BLACKSTONE PUBLISHING	ADULT AV	02/07/2019	31.80
100655 - BLACKSTONE PUBLISHING	ADULT AV	02/05/2019	37.49
100655 - BLACKSTONE PUBLISHING	ADULT AV	02/07/2019	277.49
100655 - BLACKSTONE PUBLISHING	ADULT AV	01/30/2019	45.00
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	351.03
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	31.98
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	55.04
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	50.53
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	27.24
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/22/2019	11.49
103424 - MIDWEST TAPE	ADULT AV	02/08/2019	68.22
103424 - MIDWEST TAPE	ADULT AV	02/08/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/08/2019	63.32
103424 - MIDWEST TAPE	ADULT AV	02/21/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/21/2019	106.20
103424 - MIDWEST TAPE	ADULT AV	02/21/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/21/2019	73.43
103424 - MIDWEST TAPE	ADULT AV	02/21/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	02/21/2019	99.21
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	23.29
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	128.70
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	44.59
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	131.27
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	16.74
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	27.24
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	43.98
103424 - MIDWEST TAPE	ADULT AV	02/20/2019	161.94
103424 - MIDWEST TAPE	ADULT AV	02/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/14/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	02/14/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	22.74



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103424 - MIDWEST TAPE	ADULT AV	02/27/2019	65.97
103424 - MIDWEST TAPE	ADULT AV	02/28/2019	60.48
103424 - MIDWEST TAPE	ADULT AV	02/28/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	02/28/2019	23.49
103424 - MIDWEST TAPE	ADULT AV	02/28/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/28/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	178.92
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	37.98
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	82.88
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	75.96
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	132.45
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	108.25
103424 - MIDWEST TAPE	ADULT AV	02/27/2019	9.99
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	22.09
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	68.48
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	64.82
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	02/04/2019	33.04
103424 - MIDWEST TAPE	ADULT AV	03/01/2019	204.54
103424 - MIDWEST TAPE	ADULT AV	03/01/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	03/01/2019	35.59
104325 - RECORDED BOOKS INC.	ADULT AV	02/08/2019	55.00
104325 - RECORDED BOOKS INC.	ADULT AV	02/06/2019	17.99
104325 - RECORDED BOOKS INC.	ADULT AV	02/07/2019	157.20
104325 - RECORDED BOOKS INC.	ADULT AV	02/12/2019	31.49
104325 - RECORDED BOOKS INC.	ADULT AV	02/13/2019	85.47
104325 - RECORDED BOOKS INC.	ADULT AV	02/19/2019	26.99
104325 - RECORDED BOOKS INC.	ADULT AV	02/20/2019	72.00
104325 - RECORDED BOOKS INC.	ADULT AV	02/12/2019	82.20
104325 - RECORDED BOOKS INC.	ADULT AV	02/27/2019	53.99
104325 - RECORDED BOOKS INC.	ADULT AV	02/26/2019	27.00
104325 - RECORDED BOOKS INC.	ADULT AV	02/26/2019	33.29
104325 - RECORDED BOOKS INC.	ADULT AV	02/25/2019	76.48
104325 - RECORDED BOOKS INC.	ADULT AV	02/15/2019	(26.99)
104325 - RECORDED BOOKS INC.	ADULT AV	01/16/2019	(1.81)
104325 - RECORDED BOOKS INC.	ADULT AV	09/21/2018	(82.80)
104325 - RECORDED BOOKS INC.	ADULT AV	09/21/2018	(99.00)
104325 - RECORDED BOOKS INC.	ADULT AV	08/20/2018	(35.99)
104325 - RECORDED BOOKS INC.	ADULT AV	02/21/2019	(361.35)
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>			<b>\$3,744.59</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>			<b>\$77,283.09</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>			
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES			
225533 - LYNETTE HANOVER	REPLACEMENT CHARGES	01/08/2019	23.98
<b>Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals</b>			<b>\$23.98</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>			
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/26/2019	150.39
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/11/2019	15.99
206940 - ULINE	LIBRARY SUPPLIES	02/18/2019	41.59
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>\$207.97</b>
<b>Business Unit 4820 - ACCESS SERVICES Totals</b>			<b>\$231.95</b>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>			
<b>Account 62375 - RENTALS</b>			
309006 - ESSKAY DEVELOPMENT LLC	CAMS RENTAL FEE	03/05/2019	4,808.00
<b>Account 62375 - RENTALS Totals</b>			<b>\$4,808.00</b>
<b>Account 65630 - LIBRARY BOOKS</b>			
100474 - BAKER & TAYLOR	ADULT PRINT	02/05/2019	59.31
100474 - BAKER & TAYLOR	JUV PRINT	02/12/2019	89.08
100474 - BAKER & TAYLOR	YA PRINT	02/04/2019	54.22
100474 - BAKER & TAYLOR	JUV PRINT	02/26/2019	19.20
100474 - BAKER & TAYLOR	JUV PRINT	02/20/2019	75.31
100474 - BAKER & TAYLOR	ADULT PRINT	02/25/2019	31.41
100474 - BAKER & TAYLOR	ADULT PRINT	02/19/2019	59.29
100474 - BAKER & TAYLOR	JUV PRINT	02/18/2019	13.49
100474 - BAKER & TAYLOR	JUV PRINT	02/21/2019	120.46
100474 - BAKER & TAYLOR	ADULT PRINT	02/11/2019	669.40
100474 - BAKER & TAYLOR	JUV PRINT	02/12/2019	66.66
<b>Account 65630 - LIBRARY BOOKS Totals</b>			<b>\$1,257.83</b>
<b>Business Unit 4825 - ENGAGEMENT SERVICES Totals</b>			<b>\$6,065.83</b>
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>			

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PERIOD ENDING 03.12.2019**

**Accounts Payable by G/L  
Distribution Report  
Payment Date Range 03/12/19 - 03/12/19**

Vendor	Invoice Description	Invoice Date	Invoice Amount
<b>Account 62340 - COMPUTER LICENSE &amp; SUPP</b>			
103876 - OCLC ONLINE COMPUTER LIBRARY CENTER	COMPUTER LICENSE SUPPORT	01/31/2019	324.45
	<b>Account 62340 - COMPUTER LICENSE &amp; SUPP Totals</b>		<b>\$324.45</b>
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>			
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/04/2019	294.26
	<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>		<b>\$294.26</b>
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b>			
			<b>\$618.71</b>
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>			
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>			
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/25/2019	294.26
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/05/2019	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	01/01/2019	210.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/05/2019	84.92
292329 - UNITED STATES ALLIANCE FIRE PROTECTION	FIRE PROTECTION	02/25/2019	1,178.30
	<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>		<b>\$1,977.48</b>
<b>Account 64015 - NATURAL GAS</b>			
103744 - NICOR	UTILITIES: NICOR GAS	02/04/2019	653.31
	<b>Account 64015 - NATURAL GAS Totals</b>		<b>\$653.31</b>
<b>Business Unit 4840 - LIBRARY MAINTENANCE Totals</b>			
			<b>\$2,630.79</b>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>			
<b>Account 56140 - FEES AND MERCHANDISE SALE</b>			
102499 - ILLINOIS DEPT OF REVENUE	SALES TAX- JAN 19	02/19/2019	23.00
	<b>Account 56140 - FEES AND MERCHANDISE SALE Totals</b>		<b>\$23.00</b>
<b>Account 62185 - CONSULTING SERVICES</b>			
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	03/05/2019	1,833.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL FEE	12/07/2018	500.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL FEE	03/01/2019	500.00
16417 - VFILMS	CONSULTING FEE	02/18/2019	850.00
	<b>Account 62185 - CONSULTING SERVICES Totals</b>		<b>\$3,683.00</b>
<b>Account 62295 - TRAINING &amp; TRAVEL</b>			
16396 - C/O OLIVE STEFANSKI LURIE CHILDREN'S HOSPITAL	TRAINING CREATING GENDER INCLUSIVE	03/01/2019	1,500.00
134187 - PAULA SHAPIRO	PAS ADVISORY GROUP MEETING TRAVEL REIMBURSEMENT	02/25/2019	133.97
	<b>Account 62295 - TRAINING &amp; TRAVEL Totals</b>		<b>\$1,633.97</b>
<b>Account 62380 - COPY MACHINE CHARGES</b>			
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPY MACHINE CHARGES	02/18/2019	21.08
105654 - XEROX CORP.	COPYING SERVICES	02/20/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	02/20/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES	02/20/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	02/20/2019	16.80
	<b>Account 62380 - COPY MACHINE CHARGES Totals</b>		<b>\$88.28</b>
<b>Account 65095 - OFFICE SUPPLIES</b>			
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/20/2019	12.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/11/2019	84.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/11/2019	130.06
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/12/2019	19.56
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/11/2019	43.17
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/13/2019	31.49
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/11/2019	162.23
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/09/2019	157.19
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/19/2019	94.42
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/19/2019	50.49
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/08/2019	6.38
103883 - OFFICE DEPOT	OFFICE SUPPLIES	02/19/2019	32.92
	<b>Account 65095 - OFFICE SUPPLIES Totals</b>		<b>\$825.49</b>
<b>Business Unit 4845 - LIBRARY ADMINISTRATION Totals</b>			
			<b>\$6,253.74</b>
<b>Business Unit 4850 - LIBRARY GRANTS</b>			
<b>Account 65100 - LIBRARY SUPPLIES</b>			
100474 - BAKER & TAYLOR	COMMUNITY WORKS	02/13/2019	6.77
	<b>Account 65100 - LIBRARY SUPPLIES Totals</b>		<b>\$6.77</b>
<b>Business Unit 4850 - LIBRARY GRANTS Totals</b>			
			<b>\$6.77</b>
<b>Department 48 - LIBRARY Totals</b>			
			<b>\$107,351.63</b>
<b>Fund 185 - LIBRARY FUND Totals</b>			
			<b>\$107,351.63</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 03.12.2019**

**SUPPLEMENTAL LIST  
ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS-JANUARY	2,313.33
VARIOUS	BMO	PURCHASING CARD-JAN, 2019	6,124.81
			<u>8,438.14</u>
			<u>8,438.14</u>
		<b>GRAND TOTAL</b>	<b><u><u>115,789.77</u></u></b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	SUPPLIER STATE	SUPPLIER POSTAL CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	HOGEYE MUSIC	IL	60201	\$ 10.00	12/27/2018	65100 LIBRARY SUPPLIES	GUITAR STRINGS FOR TEEN LOFT GUITAR
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 107.74	12/27/2018	65635 PERIODICALS	CAMS EVANSTON REVIEW YEARLY SUBSCRIPTION
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 180.08	12/27/2018	65635 PERIODICALS	NORTH BRANCH CHICAGO TRIBUNE QUARTERLY BILLING SUBSCRIPTION
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 363.32	12/27/2018	65635 PERIODICALS	NORTH BRANCH CHICAGO TRIBUNE SUBSCRIPTION
LIBRARY	CONNEXION - EVANSTON	IL	60202	\$ 112.50	12/28/2018	62225 BLDG MAINT SVCS	LED DOWNLIGHT AND OTHER LIGHT FIXTURES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 39.94	12/28/2018	65100 LIBRARY SUPPLIES	SAFETY GLASSES FOR TEEN DRONE PROGRAM
LIBRARY	CONNEXION - EVANSTON	IL	60202	\$ 1,258.70	12/31/2018	62225 BLDG MAINT SVCS	LED DOWNLIGHT FIXTURE AND OTHER PARTS
LIBRARY	FACEBK GGET3JSH42	CA	94025	\$ 15.27	1/2/2019	62205 ADVERTISING	EVENT MARKETING
LIBRARY	GOOGLE *GSUITE_EPL_ORG	CA	94043	\$ 10.00	1/2/2019	62340 IS SUPPORT FEES	GOOGLE EMAIL MONTHLY SUBSCRIPTION
LIBRARY	AMAZON.COM*M20X23WB1	WA	98109	\$ 25.55	1/2/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	1/3/2019	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY	TARGET.COM *	MN	55445	\$ 43.99	1/3/2019	65095 OFFICE SUPPLIES	SECURITY PHONE CASE
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	1/4/2019	62185 CONSULTING SERVICES	ONLINE PAYMENT OPTION FOR COMMUNICO TRANSACTIONS
LIBRARY	BNP*ENR/AR/NEWS/PS	MI	48084	\$ 69.00	1/4/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE TC
LIBRARY	TARGET 00032839	IL	60201	\$ 22.28	1/4/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL *ABM BUTTON	CA	95131	\$ 83.87	1/4/2019	65100 LIBRARY SUPPLIES	BUTTON SUPPLIES FOR YA PROGRAM
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 13.98	1/4/2019	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN ANIME CLUB
LIBRARY	TARGET 00032839	IL	60201	\$ 45.80	1/4/2019	65100 LIBRARY SUPPLIES	CHILDREN'S ROOM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 8.62	1/7/2019	65100 LIBRARY SUPPLIES	LEAP GRANT PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US*MB57T2NB1	WA	98109	\$ 19.98	1/8/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 314.91	1/9/2019	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 4.99	1/9/2019	65040 JANITORIAL SUPPLIES	DRYDEK SPACKEL FOR 3RD FLOOR REFERENCE WALL REPAIRS
LIBRARY	AMZN MKTP US*MB72E7N40	WA	98109	\$ 5.16	1/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MB5WG63M1	WA	98109	\$ 11.99	1/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*M27R58WO2	WA	98109	\$ 13.94	1/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*M21Z63YV2	WA	98109	\$ 19.06	1/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*M244Z0W52	WA	98109	\$ 36.65	1/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MB4EB63Z0	WA	98109	\$ 30.98	1/10/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	LIGHTING SUPPLY	MI	48220	\$ 48.24	1/11/2019	65050 BUILDING MAINTENANCE MATERIAL	5 SPIRAL CFL 277VOLT BULBS
LIBRARY	AMZN MKTP US*MB1C35AM1	WA	98109	\$ 13.71	1/11/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 123.41	1/14/2019	65050 BUILDING MAINTENANCE MATERIAL	16 POUND BANNER MAGNETS, SILICONE CAULK, BLUE PAINTING TAPE, PAINT RESPIRATOR, RUST INHIBITOR SPRA'
LIBRARY	DISPLAYS2GO	MA	02720	\$ 33.24	1/16/2019	65095 OFFICE SUPPLIES	SIGN HOLDER
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 23.94	1/16/2019	65100 LIBRARY SUPPLIES	STORAGE CONTAINERS FOR TEEN SERVICES
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 52.63	1/16/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	WALMART.COM	AR	72712	\$ 33.18	1/16/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES - MLK
LIBRARY	AMZN MKTP US*MB2YW7GU1	WA	98109	\$ 104.85	1/16/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 350.00	1/17/2019	62295 TRAINING & TRAVEL	CONFERENCE ILLINOIS YOUTH INSTITUTE - L ANTOLIN AND K DAUFELD1
LIBRARY	PAYPAL *BLICKARTMAT	OH	43081	\$ 24.24	1/17/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES -MLK
LIBRARY	THE CHRONICLE	DC	20037	\$ 79.00	1/18/2019	62295 TRAINING & TRAVEL	WEBINAR DEVELOPMENT
LIBRARY	HOMELESS TRAINING	IL	60506	\$ 719.00	1/18/2019	62295 TRAINING & TRAVEL	WEBINAR TRAINING - LIBRARIANS GUIDE TO HOMELESSNESS
LIBRARY	GOTPRINT.COM	CA	91505	\$ 31.60	1/18/2019	65050 BUILDING MAINTENANCE MATERIAL	J MALDONADO BUSINESS CARDS
LIBRARY	BEST BUY 00003137	IL	60202	\$ 200.99	1/18/2019	65050 BUILDING MAINTENANCE MATERIAL	BACKUP CAMERA SYSTEM FOR LIBRARY BUS
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 37.89	1/18/2019	65095 OFFICE SUPPLIES	OUTREACH PROGRAM SUPPLIES - MLK
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 159.37	1/18/2019	65635 PERIODICALS	TWO COPIES - EVANSTON REVIEW YEARLY SUBSCRIPTION
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 231.85	1/21/2019	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ (6.57)	1/21/2019	65050 BUILDING MAINTENANCE MATERIAL	CREDIT BACK ON TAX CHARGE OF PREVIOUS PURCHASE
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 72.22	1/21/2019	65050 BUILDING MAINTENANCE MATERIAL	DEMOLITION GLOVES, WHITE DUCT TAPE, WORK HAT, HEX BOLTS AND NUTS, LOCK WASHERS
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ (2.49)	1/22/2019	65095 OFFICE SUPPLIES	CREDIT
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 27.95	1/22/2019	65100 LIBRARY SUPPLIES	STORAGE CONTAINERS FOR TEEN SERVICES
LIBRARY	AMZN MKTP US*MB28J7BP0	WA	98109	\$ 6.01	1/22/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MB3Z3X8H0	WA	98109	\$ 19.34	1/22/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MB4SS98A0	WA	98109	\$ 25.13	1/23/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MB0DG9Q0	WA	98109	\$ 340.18	1/24/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 362.80	1/24/2019	65635 PERIODICALS	MAIN BRANCH CHICAGO TRIBUNE RENEWAL
	<b>LIBRARY JANUARY 2019 TOTAL</b>			<b>\$ 6,124.81</b>			

# Budget Performance Report

Fiscal Year to Date 02/28/19

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	6,750,000.00	.00	6,750,000.00	.00	.00	8,810.90	6,741,189.10	0	6,649,933.45
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	(52,461.49)
52610	LIBRARY FINES & FEES	85,000.00	.00	85,000.00	(420.65)	.00	8,553.73	76,446.27	10	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	28.31	.00	78.56	(78.56)	+++	331.95
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	9,100.00
55201	Federal Grants	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	150,940.91
56011	DONATIONS	333,500.00	.00	333,500.00	.00	.00	87,317.16	246,182.84	26	236,077.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	93.52	(93.52)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	5,932.90	.00	13,250.53	(3,250.53)	133	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	195,771.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	25,000.00	125,000.00	17	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(45.58)	.00	329.42	11,670.58	3	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	.00	.00	234.98	9,765.02	2	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	1,286.69	16,713.31	7	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	.00	.00	970.64	12,029.36	7	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	.00	.00	2,185.33	32,814.67	6	25,708.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	.00	150,000.00	0	88,675.00
REVENUE TOTALS		\$7,945,271.00	\$0.00	\$7,945,271.00	\$17,994.98	\$0.00	\$148,111.46	\$7,797,159.54	2%	\$7,710,198.56

# Budget Performance Report

Fiscal Year to Date 02/28/19

Include Rollup Account and Rollup to Object Account

EXPENSE

61010	REGULAR PAY	2,723,153.00	.00	2,723,153.00	189,657.59	.00	323,261.40	2,399,891.60	12	2,461,824.65
61050	PERMANENT PART-TIME	1,300,391.00	.00	1,300,391.00	103,917.52	.00	180,203.81	1,120,187.19	14	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	3,025.16	.00	6,134.41	38,865.59	14	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	997.88	.00	4,744.87	5,255.13	47	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	3,411.34	(3,411.34)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	911.79	.00	911.79	(911.79)	+++	4,262.52
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	3,792.49	(3,792.49)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	41,324.62	.00	69,450.29	462,109.71	13	499,498.45
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	35.29
61615	LIFE INSURANCE	2,060.00	.00	2,060.00	174.89	.00	349.26	1,710.74	17	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	1,100.00	.00	2,200.00	11,000.00	17	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	296.02	.00	592.06	1,957.94	23	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	.00	465.00	0	465.00
61710	IMRF	237,070.00	.00	237,070.00	17,303.16	.00	30,207.67	206,862.33	13	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	17,947.74	.00	31,494.53	213,817.47	13	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,197.45	.00	7,365.60	51,049.40	13	55,014.27
62001	SHORT TERM BUDGETING SALARY COSTS	37,000.00	.00	37,000.00	.00	.00	.00	37,000.00	0	.00
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	3,696.00	.00	5,529.00	171,171.00	3	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	15.27	.00	40.00	7,960.00	0	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	34,298.89	10,157.16	34,298.89	168,243.95	21	157,653.18
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	7.52
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	3,991.78	.00	4,764.53	37,235.47	11	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	906.66	4,533.34	17	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	814.16	4,070.84	17	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	433.13	4,066.87	10	2,079.84
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	3,849.15	.00	3,974.15	40,025.85	9	69,744.17
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	24,404.50	.00	24,980.46	343,619.54	7	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	445.00	1,655.00	21	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	9,616.00	.00	14,424.00	31,814.00	31	62,504.00

# Budget Performance Report

Fiscal Year to Date 02/28/19

Include Rollup Account and Rollup to Object Account

62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	295.58	.00	295.58	12,604.42	2	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	.00	8,700.00	0	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	415.94	.00	1,334.40	4,365.60	23	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	3,565.17	.00	3,634.42	26,265.58	12	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	622.07	.00	622.07	(622.07)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	197.80	.00	375.24	1,624.76	19	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	999.08	.00	1,121.85	10,878.15	9	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	538.89	.00	709.38	29,290.62	2	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	502.93	7,121.51	2,102.63	80,775.86	10	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	1,847.69	17,578.00	7,477.70	168,794.30	13	91,454.67
65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	1,179.38
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,100.00	.00	49,100.00	.00	14,935.53	5,647.98	28,516.49	42	12,674.98
65628	Library Electronic Resources	.00	.00	.00	7,520.98	.00	7,520.98	(7,520.98)	+++	38,243.64
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	40,327.82	.00	40,456.97	557,743.03	7	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	1,173.11	.00	1,998.65	20,701.35	9	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	8,491.32	.00	8,509.91	133,290.09	6	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	14,576.00	72,880.00	17	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	45,000.00	225,000.00	17	270,000.00
<b>EXPENSE TOTALS</b>		<b>\$7,771,945.00</b>	<b>\$0.00</b>	<b>\$7,771,945.00</b>	<b>\$557,872.20</b>	<b>\$49,792.20</b>	<b>\$896,113.26</b>	<b>\$6,826,039.54</b>	<b>12%</b>	<b>\$7,189,331.99</b>

Fund 185 - LIBRARY FUND Totals

<b>REVENUE TOTALS</b>	7,945,271.00	.00	7,945,271.00	17,994.98	.00	148,111.46	7,797,159.54	2%	7,710,198.56
<b>EXPENSE TOTALS</b>	7,771,945.00	.00	7,771,945.00	557,872.20	49,792.20	896,113.26	6,826,039.54	12%	7,189,331.99

Fund 185 - LIBRARY FUND Totals

	\$173,326.00	\$0.00	\$173,326.00	(\$539,877.22)	(\$49,792.20)	(\$748,001.80)	\$971,120.00		\$520,866.57
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Fund 186 - LIBRARY DEBT SERVICE FUND

REVENUE

51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	.00	353,437.00	0	333,896.13
<b>REVENUE TOTALS</b>		<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>0%</b>	<b>\$333,896.13</b>

EXPENSE

68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	.00	.00	.00	170,876.00	0	101,573.11
<b>EXPENSE TOTALS</b>		<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>0%</b>	<b>\$333,404.11</b>

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

<b>REVENUE TOTALS</b>	353,437.00	.00	353,437.00	.00	.00	.00	353,437.00	0%	333,896.13
<b>EXPENSE TOTALS</b>	353,437.00	.00	353,437.00	.00	.00	.00	353,437.00	0%	333,404.11

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$492.02
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# Budget Performance Report

Fiscal Year to Date 02/28/19

Include Rollup Account and Rollup to Object Account

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

REVENUE

56060	BOND PROCEEDS	1,835,000.00	.00	1,835,000.00	.00	.00	.00	1,835,000.00	0	2,031,842.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	125,885.91
<b>REVENUE TOTALS</b>		<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>0%</b>	<b>\$2,157,727.91</b>

EXPENSE

62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	30,621.79
65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	8,499.00	412,920.93	8,499.00	163,580.07	72	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	.00	.00	.00	1,250,000.00	0	1,250,000.00
68315	DEBT SERVICE- INTEREST	.00	.00	.00	.00	.00	.00	.00	+++	26,631.00
<b>EXPENSE TOTALS</b>		<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$8,499.00</b>	<b>\$412,920.93</b>	<b>\$8,499.00</b>	<b>\$1,413,580.07</b>	<b>23%</b>	<b>\$1,497,499.71</b>

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

<b>REVENUE TOTALS</b>	1,835,000.00	.00	1,835,000.00	.00	.00	.00	1,835,000.00	0%	2,157,727.91
<b>EXPENSE TOTALS</b>	1,835,000.00	.00	1,835,000.00	8,499.00	412,920.93	8,499.00	1,413,580.07	23%	1,497,499.71

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

	\$0.00	\$0.00	\$0.00	(\$8,499.00)	(\$412,920.93)	(\$8,499.00)	\$421,419.93		\$660,228.20
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Grand Totals

<b>REVENUE TOTALS</b>	10,133,708.00	.00	10,133,708.00	17,994.98	.00	148,111.46	9,985,596.54	1%	10,201,822.60
<b>EXPENSE TOTALS</b>	9,960,382.00	.00	9,960,382.00	566,371.20	462,713.13	904,612.26	8,593,056.61	14%	9,020,235.81
<b>Grand Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$548,376.22)</b>	<b>(\$462,713.13)</b>	<b>(\$756,500.80)</b>	<b>\$1,392,539.93</b>		<b>\$1,181,586.79</b>



Endowment for the Evanston Public Library  
 Holdings as of February 2019

	Symbol	Shares/Quantity	Price	Value as of 02/28/2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7194.668	\$258.00	\$1,856,224.34	45.3%	
Vanguard Small-Cap Index Fund	VSMAX	3795.886	\$74.13	\$281,389.03	6.9%	
Vanguard REIT Index Fund	VGSLX	1896.704	\$119.01	\$225,726.74	5.5%	
Vanguard Total International Stock Index Fund	VTIAX	14470.278	\$27.77	\$401,839.62	9.8%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6789.549	\$34.69	\$235,529.45	5.8%	73.3%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$232,856.45	\$232,856.45	5.7%	
iShares Silver Trust	SLV	4788.000	\$14.63	\$70,048.44	1.7%	
SPDR Gold Trust	GLD	625.000	\$123.99	\$77,493.75	1.9%	9.3%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$109.890	\$146,481.17	3.6%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$108.783	\$137,713.83	3.4%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$120.108	\$139,625.55	3.4%	10.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.520	\$27,419.46	\$288,452.70	7.0%	7.0%
				\$4,093,381.08		100.0%

Cash Equivalents	9.3%
US Treasury Inflation Protected Securities	10.4%
Corporate Bonds	7.0%
Domestic Equities	57.7%
International Equities	15.6%
	100.0%



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: March 15, 2019

This memo provides an update on significant administrative activities.

## **Human Resources**

Please join me in congratulating Jonathan Scotese as our new Processing and Receiving Library Clerk for the Access Services team. He previously served as a part-time Shelver.

Interviews for the Exhibits and Creative Programs Library Assistant have been completed, and a decision is forthcoming. Interviews for the Literary Programming Librarian (Lifelong Learning and Literacy), and the Library Assistant are underway. Interviews for a Library Shelver (Access Services), Library Assistant - Creative Programming (Innovation and Digital Learning, grant-funded) and for Public Service Substitutes (system-wide) will be scheduled.

## **Financial Resources**

The Library Fund financial report for the period ending February 28<sup>th</sup> are included in this meeting packet for your review. Expenses are within budget.

A summary of the Endowment portfolio as of February 28<sup>th</sup> is also attached.



## Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: 2018 Annual Report: Approval to produce report and mail to all Evanston residences

Date: March 15, 2019

Staff recommends that the Evanston Public Library Board of Trustees authorizes the Library Director to produce the 2018 Annual Report and deliver a printed copy to every residential address in the City of Evanston. Along with the print copy, an electronic version will be produced that links to additional information and stories supporting the content of the annual report. Evanston Public Library staff will work with the City of Evanston to produce electronic versions in English, Spanish and suitable for persons with limited vision.

The cost to create and print the annual report in quantities sufficient for a mass mailing is: \$16,110 and the cost for postage and mailing services is \$8,500.75 for a total cost of \$24,610.75.