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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, MAY 15, 2019

6:30 P.M.

ROBERT CROWN CENTER

1701 MAIN ST. EVANSTON, IL 60202

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, May 15, 2019

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

Meeting of the Board
6:30 PM

Robert Crown Community Center 1701 Main Street

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. CITIZEN COMMENT**
Not to exceed 15 minutes
- 3. CONSENT AGENDA**
 - A. Approval of Minutes April 17, 2019 Regular Meeting and April 17, 2019 Facilities Committee
 - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
 - A. Oath of Office
 - B. "How does our mission and vision need to be refined to better serve our increasing commitment to equity, diversity and inclusion?"
<https://www.epl.org/essentials/board-of-trustees/vision-mission/> (Discussion)
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Joint Committee (Update)
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Teri Campbell)
 - B. 2019 Summer Reading Program (Renee Neumeier, Jan Bojda, Heather Norborg, Laura Antolin, Connie Heneghan)
- 8. BOARD REPORTS**
 - A. Development Committee - Memorandum of Understanding (Discussion)
- 9. BOARD DEVELOPMENT**
- 10. UNFINISHED BUSINESS**
 - A. Hours of Operation - Robert Crown Branch (Discussion and Action)
- 11. NEW BUSINESS**
 - A. Nominating Committee Report
 - B. Revision to Public Comment Period (Action)
 - C. Locations for Future meetings (switching June and July locations due to presentation)
- 12. Executive Session**
 - A. Closed Session – Personnel (Library Director Evaluation and Contract)
- 13. ADJOURNMENT**

Next Meeting: June 19, 2019 at 6:30 pm: Fleetwood Jourdain Community Center* this location may change**

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, April 17, 2019
6:30 P.M.
900 Chicago Avenue Evanston, IL 60202

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Vaishali Patel, Benjamin Schapiro and Margaret Laurie

Members Absent: None

Staff: Karen Danczak Lyons, Teri Campbell, Wynn Shawver, Connie Heneghan, Janice Bodja, Jill Schacter, Jill Skwerski, Mariana Borjorquez, John Devaney, Bridget Sweeney, Hilda Gonzalez, Melissa Halka, Rolinda Stevenson, Kerry Littel, Heather Norborg and Kim Hegelund

Presiding Member: Benjamin Schapiro, President

Call to order/Declaration of Quorum- President Schapiro called the meeting to order when a quorum of Trustees was achieved at 6:37 pm.

Citizen Comment: C. DiGioia, C. Christensen, R. Keenan, S. Utley, S. Rodriguez, P. Bhayani, G. Rubier, R. Kossek, L. Lundy, R. A. Carve, L. Kennan, V. Chou, J. Peterson. Each citizen spoke in support of the CAMS staff and services with poignant testimonials of both the history and importance of this branch, expressing their desire for EPL to continue to invest in this site.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the March 20, 2019 Board Meeting- Trustee Goodman moved to approve and Trustee Lurie seconded the motion which was approved by voice vote.

Information/Communications: Together, We are the Library

A. What will success look like at the new Robert Crown branch (Discussion): The Trustees discussed their vision for a successful new branch.

Equity, Diversity and Inclusion (Discussion): Trustees finalized the development of the Racial Equity Task Force recommended as part of the equity assessment authored by Detta Jones & Associates. The launch of the application will be at the beginning of May for a one month period with a goal of establishing the task force by July. Trustees discussed outreach and communication at length.

Library Director's Report: Director Danczak Lyons shared highlights from her written report including how 79 conversations were shared with 15 "books" at The Human Library event that took place on Sunday April 14th. <https://www.epl.org/unjudge-someone/>

Staff Reports:

A. Administrative Services: Assistant Director Campbell shared with the Board that Courtney Reed Tanner joined the Innovation and Digital Learning Department as a library assistant in The Loft. In Lifelong Learning & Literacy, Jamillah Hinson will join the team

specializing in exhibits & creative programming and Heather Ross will take over literary programming. Hiring continues, and soon staff will be notified of postings for opportunities at Robert Crown. During National Library Week a campaign geared towards funding a robust opening day collection of materials for the Robert Crown Library brought in over \$16,000 towards the goal of \$50,000. It came from 232 gifts, 135 from first time donors. Revenue has reached 15% of the total budget while spending is on target at 20%.

B. Social Work: Cindy Castro and Christina Mendez presented on the role of the social worker in the library, and their service to the Evanston community. Since 2013 social workers have had a presence in the Evanston Public Library. Starting with second year student interns from Presence Behavioral Health working limited hours until February of 2017 when a full-time social worker was grant-funded and arranged through a partnership between the City of Evanston and Presence Behavioral Health (now Amita). In 2018, there were 653 encounters, up from 643 in 2017; of those 65% were referrals. Christina shared that her top three requests are for housing, employment and government programs. Also offered are emotional support, mental health crisis intervention and assisting library staff with training and debriefs. To date in 2019, Christina has had 194 encounters from January through March and 37 hours of staff support trainings.

Board Report:

A. Facilities Committee: The Facilities Committee recommends approving the replacement of the existing fire panel and system devices at the Main Library with Johnson Controls (Simplex) in the amount of \$99,084.83. Trustee Lurie moved and Trustee Hays seconded. The motion was approved by a roll call vote.

Board Development: Trustees spoke enthusiastically about their experience (as well as EPL staff) at the YWCA's 4th Annual Equity Summit. Trustees were exposed to a variety of tools, including the familiar GARE Racial Equity Assessment to help with system, community, organization and individual change. Trustees look forward to applying these principles to address inequality in partnership with the Equity Task Force.

Unfinished Business:

- A. Hours of Operation (Discussion):** At the board's request, Karen Danczak Lyons and Connie Heneghan discussed potential hours for Robert Crown that varied from the current hours at CAMS and North Branch. The board would like to consider more expansive hours based on programs and events that could reach new/different segments of Evanston. Finalizing the hours will be a complex issue that will evolve with planned community engagement events at the branch when it opens, Open+ access during off hours, and continued feedback from the community. The discussion will continue at the next board meeting.
- B. Chicago Avenue Main Street:** The current lease ends 12/31/19 with an option for two one-year lease extensions.

New Business:

- A. Appointment of Nominating Committee:** Vaishali Patel, Margaret Lurie and Ruth Hays were chosen to be on the Nominating Committee. Trustee Goodman moved and Trustee Hayman seconded and the motion passed by voice vote.
- B. Approval of Change in Non-Resident Card Fee-** Moved by Trustee Lurie, seconded by Trustee Hayman was a motion to change the non-resident fee card to \$208 which was approved by a roll call vote.

Executive Session:

- A.** The Board Meeting moved into Executive Session to discuss the Library Director's contract and Evaluation at 8:32pm by President Schapiro and seconded by Trustee Hayman.
- B.** The motion to move the board meeting out of executive session was moved by Trustee Hays and seconded by Trustee Patel and approved by voice vote.
- C.** The motion to approve decisions made in executive session was moved by Trustee Goodman and seconded by Trustee Lurie and approved by voice vote.
- D.** The motion to adjourn the meeting at 9:19pm was moved by Trustee Lurie and seconded by Trustee Hayman and approved by voice vote.

Respectfully submitted
by Kim Hegelund

DRAFT



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 17, 2019
6:00 P.M.
900 Chicago Avenue Evanston, IL 60202

Facilities Committee Wednesday April 17, 2019

Members Present: Ruth Hays and Benjamin Schapiro

Members Absent: None

Staff: Karen Danczak Lyons, John Devaney

Call to order/Declaration of Quorum- President Schapiro called the meeting to order when a quorum of Trustees was achieved at 5:35pm.

Citizen Comment: None

New Business:

A. Approval - Main Library CIP #480017 Tyco Fire System Upgrade: Facilities Supervisor Devaney asked the Committee to recommend to the Board for approval \$99,084.83 to upgrade the current fire system at the main branch.

B. Overview of the 2019 CIP: Facilities Supervisor Devaney discussed the 2019 proposed capital projects, from the September 12, 2018 memorandum, that would be funded through the Library Debt Service Fund totaling \$1,835,000. This includes \$1,250,000 for the Robert Crown Construction, \$555,000 for the Main Library and \$30,000 for North Branch projects.

C. Robert Crown Branch Library Project Update: The discussion of interior furniture and equipment is ongoing. Director Danczak Lyons indicated that any funds raised through naming rights would need Board approval.

Respectfully submitted
by Kim Hegelund



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: May 10, 2019

Recommended Action

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

Payroll

April 1, 2019 through April 14, 2019	\$ 154,996.57
April 15, 2019 through April 28, 2019	\$ 161,130.04

Library Fund Bills List

April 23, 2019	\$ 316,462.85
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Attachments: Bills Lists

185 LIBRARY FUND

CITY OF EVANSTON LIBRARY BILLS LIST PERIOD ENDING 04.23.2019

Accounts Payable by G/L Distribution Report

Payment Date Range 04/23/19 - 04/23/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
Fund 185 - LIBRARY FUND			
Department 48 - LIBRARY			
Business Unit 4805 - EARLY LEARNING & LITERACY			
Account 62506 - WORK- STUDY			
10407 - NORTHWESTERN UNIVERSITY	JANUARY 2019 WORK-STUDY PROGRAM	01/18/2019	282.82
	Account 62506 - WORK- STUDY Totals		\$282.82
Account 65630 - LIBRARY BOOKS			
100474 - BAKER & TAYLOR	JUV PRINT	03/29/2019	233.31
100474 - BAKER & TAYLOR	JUV PRINT	04/01/2019	977.39
100474 - BAKER & TAYLOR	JUV PRINT	03/12/2019	720.89
100474 - BAKER & TAYLOR	JUV PRINT	03/14/2019	30.78
100474 - BAKER & TAYLOR	JUV PRINT	03/19/2019	354.82
100474 - BAKER & TAYLOR	JUV PRINT	03/13/2019	661.77
100474 - BAKER & TAYLOR	JUV PRINT	03/26/2019	1,214.86
100474 - BAKER & TAYLOR	ADULT PRINT	04/05/2019	31.64
186504 - THE COMIX REVOLUTION, INC.	JUV PRINT	04/04/2019	43.86
186504 - THE COMIX REVOLUTION, INC.	JUV PRINT	03/06/2019	36.69
	Account 65630 - LIBRARY BOOKS Totals		\$4,306.01
Account 65641 - AUDIO VISUAL COLLECTIONS			
103424 - MIDWEST TAPE	JUV AV	03/20/2019	52.68
103424 - MIDWEST TAPE	JUV AV	03/29/2019	38.29
103424 - MIDWEST TAPE	JUV AV	03/29/2019	100.44
103424 - MIDWEST TAPE	JUV AV	03/21/2019	81.21
103424 - MIDWEST TAPE	JUV AV	03/22/2019	83.94
103424 - MIDWEST TAPE	JUV AV	03/27/2019	65.88
103424 - MIDWEST TAPE	JUV AV	03/20/2019	59.18
103424 - MIDWEST TAPE	JUV AV	04/03/2019	108.96
103424 - MIDWEST TAPE	JUV AV	04/03/2019	127.44
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/18/2019	45.00
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	03/21/2019	18.00
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		\$781.02
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$5,369.85
Business Unit 4806 - LIFELONG LEARNING & LITERACY			
Account 62341 - INTERNET SOLUTION PROVIDERS			
120319 - GALE RESEARCH INC.	BUSINESS ONLINE RESOURCES DATABASE	03/12/2019	18,264.00
16334 - KANOPY	ONLINE RESOURCES	03/31/2019	1,002.00
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	03/31/2019	3,999.72
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		\$23,265.72
Account 62506 - WORK- STUDY			
10407 - NORTHWESTERN UNIVERSITY	JANUARY 2019 WORK-STUDY PROGRAM	01/18/2019	112.50
	Account 62506 - WORK- STUDY Totals		\$112.50
Account 65630 - LIBRARY BOOKS			
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	137.57
100474 - BAKER & TAYLOR	ADULT PRINT	03/19/2019	188.69
100474 - BAKER & TAYLOR	ADULT PRINT	03/18/2019	566.35
100474 - BAKER & TAYLOR	ADULT PRINT	03/23/2019	156.91
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	248.91
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2019	295.71
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2019	259.28
100474 - BAKER & TAYLOR	ADULT PRINT	03/15/2019	1,793.88
100474 - BAKER & TAYLOR	ADULT PRINT	03/15/2019	323.90
100474 - BAKER & TAYLOR	ADULT PRINT	03/14/2019	175.73
100474 - BAKER & TAYLOR	ADULT PRINT	04/01/2019	758.53
100474 - BAKER & TAYLOR	ADULT PRINT	03/21/2019	177.43
100474 - BAKER & TAYLOR	ADULT PRINT	04/04/2019	218.81
100474 - BAKER & TAYLOR	ADULT PRINT	04/02/2019	139.82
100474 - BAKER & TAYLOR	ADULT PRINT	04/02/2019	127.21
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	472.48
100474 - BAKER & TAYLOR	ADULT PRINT	03/27/2019	168.93
100474 - BAKER & TAYLOR	ADULT PRINT	03/26/2019	593.56
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2019	286.89
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	1,342.21

185 LIBRARY FUND

CITY OF EVANSTON LIBRARY BILLS LIST PERIOD ENDING 04.23.2019

Accounts Payable by G/L Distribution Report Payment Date Range 04/23/19 - 04/23/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	12.99
100474 - BAKER & TAYLOR	ADULT PRINT	03/18/2019	1,883.99
100474 - BAKER & TAYLOR	ADULT PRINT	04/04/2019	377.08
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	174.27
100474 - BAKER & TAYLOR	ADULT PRINT	03/25/2019	164.07
100474 - BAKER & TAYLOR	ADULT PRINT	04/08/2019	1,785.25
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	488.89
100474 - BAKER & TAYLOR	ADULT PRINT	04/05/2019	750.16
100474 - BAKER & TAYLOR	ADULT PRINT	04/04/2019	1,653.31
100474 - BAKER & TAYLOR	ADULT PRINT	04/01/2019	1,882.83
100474 - BAKER & TAYLOR	ADULT PRINT	03/13/2019	1,774.13
100474 - BAKER & TAYLOR	ADULT PRINT	03/18/2019	1,551.60
100474 - BAKER & TAYLOR	ADULT PRINT	03/15/2019	364.28
100474 - BAKER & TAYLOR	ADULT PRINT	03/25/2019	540.07
100474 - BAKER & TAYLOR	ADULT PRINT	03/21/2019	1,519.48
100474 - BAKER & TAYLOR	ADULT PRINT	04/02/2019	315.07
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	303.80
100474 - BAKER & TAYLOR	ADULT PRINT	04/01/2019	1,266.93
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	537.92
100474 - BAKER & TAYLOR	ADULT PRINT	03/25/2019	60.45
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2019	1,296.64
323474 - CAVENDISH SQUARE PUBLISHING, LLC	ADULT PRINT	12/07/2018	177.93
100932 - CENTER POINT INC	ADULT PRINT	04/01/2019	136.62
120319 - GALE RESEARCH INC.	ADULT PRINT	03/05/2019	70.47
120319 - GALE RESEARCH INC.	ADULT PRINT	03/25/2019	24.74
120319 - GALE RESEARCH INC.	ADULT PRINT	03/20/2019	50.23
120319 - GALE RESEARCH INC.	ADULT PRINT	03/25/2019	83.97
120319 - GALE RESEARCH INC.	ADULT PRINT	03/19/2019	28.49
120319 - GALE RESEARCH INC.	ADULT PRINT	03/20/2019	48.73
120319 - GALE RESEARCH INC.	ADULT PRINT	03/19/2019	71.97
120319 - GALE RESEARCH INC.	EBOOKS	03/29/2019	2,685.26
120319 - GALE RESEARCH INC.	ADULT PRINT	03/28/2019	21.15
120319 - GALE RESEARCH INC.	ADULT PRINT	03/25/2019	167.94
120319 - GALE RESEARCH INC.	ADULT PRINT	03/06/2019	75.72
120319 - GALE RESEARCH INC.	ADULT PRINT	03/05/2019	153.69
103424 - MIDWEST TAPE	ADULT EBOOKS	03/28/2019	1,572.89
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2019	51.97
276974 - OVER DRIVE, INC.	EBOOKS	03/29/2019	1,818.96
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2019	945.99
276974 - OVER DRIVE, INC.	EBOOKS	03/29/2019	150.00
276974 - OVER DRIVE, INC.	EBOOKS	03/31/2019	114.98
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2019	464.80
Account 65630 - LIBRARY BOOKS Totals			\$36,052.51
Account 65641 - AUDIO VISUAL COLLECTIONS			
100655 - BLACKSTONE PUBLISHING	ADULT AV	03/22/2019	45.00
100655 - BLACKSTONE PUBLISHING	ADULT AV	09/28/2019	82.49
100655 - BLACKSTONE PUBLISHING	ADULT AV	03/12/2019	7.95
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	53.53
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	158.94
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	46.98
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	111.31
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	27.24
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	77.22
103424 - MIDWEST TAPE	ADULT AV	03/20/2019	115.20
103424 - MIDWEST TAPE	ADULT AV	03/29/2019	116.29
103424 - MIDWEST TAPE	ADULT AV	03/29/2019	66.56
103424 - MIDWEST TAPE	ADULT AV	03/29/2019	20.29

185 LIBRARY FUND

CITY OF EVANSTON LIBRARY BILLS LIST PERIOD ENDING 04.23.2019

Accounts Payable by G/L Distribution Report Payment Date Range 04/23/19 - 04/23/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	42.87
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	28.58
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	49.23
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	37.98
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	29.59
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	33.48
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	46.98
103424 - MIDWEST TAPE	ADULT AV	03/22/2019	149.50
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	105.96
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	126.12
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	39.48
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	89.18
103424 - MIDWEST TAPE	ADULT AV	03/21/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	127.44
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	211.92
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	49.78
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	21.99
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	101.46
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	27.24
103424 - MIDWEST TAPE	ADULT AV	03/27/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/08/2019	42.45
103424 - MIDWEST TAPE	ADULT AV	04/04/2019	59.18
103424 - MIDWEST TAPE	ADULT AV	04/04/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	04/04/2019	18.24
103424 - MIDWEST TAPE	ADULT AV	04/04/2019	19.74
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	27.24
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	23.49
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	105.96
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	90.72
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	25.54
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	56.73
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	04/03/2019	22.74
104325 - RECORDED BOOKS INC.	ADULT AV	04/05/2019	107.98
104325 - RECORDED BOOKS INC.	ADULT AV	04/05/2019	31.50
104325 - RECORDED BOOKS INC.	ADULT AV	03/29/2019	41.40
104325 - RECORDED BOOKS INC.	ADULT AV	03/22/2019	35.99
104325 - RECORDED BOOKS INC.	ADULT AV	03/20/2019	78.24
104325 - RECORDED BOOKS INC.	ADULT AV	03/12/2019	6.95
104325 - RECORDED BOOKS INC.	ADULT AV	03/18/2019	7.95
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			\$3,655.93
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			\$63,086.66
Business Unit 4820 - ACCESS SERVICES			
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES			
103805 - NORTHBROOK PUBLIC LIBRARY	MATERIAL REPLACEMENT CHARGES	04/11/2019	3.01
14296 - ROUND LAKE AREA PUBLIC LIBRARY	MATERIAL REPLACEMENT CHARGES	04/11/2019	37.99
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals			\$41.00
Account 62340 - COMPUTER LICENSE & SUPP			
137361 - COOPERATIVE COMPUTER SERVICES	COMPUTER LICENSE SUPPORT	04/04/2019	8,171.00
137361 - COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	04/15/2019	8,376.87
104897 - SPRINT	MOBILE HOTSPOTS	04/02/2019	5,685.66
Account 62340 - COMPUTER LICENSE & SUPP Totals			\$22,233.53

185 LIBRARY FUND

CITY OF EVANSTON LIBRARY BILLS LIST PERIOD ENDING 04.23.2019

Accounts Payable by G/L Distribution Report Payment Date Range 04/23/19 - 04/23/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
Account 62506 - WORK- STUDY			
10407 - NORTHWESTERN UNIVERSITY	JANUARY 2019 WORK-STUDY PROGRAM	01/18/2019	1,488.81
	Account 62506 - WORK- STUDY Totals		\$1,488.81
Account 65100 - LIBRARY SUPPLIES			
100736 - BRODART COMPANY	LIBRARY SUPPLY	04/03/2019	240.26
101406 - DEMCO, INC.	LIBRARY SUPPLIES	04/03/2019	207.46
	Account 65100 - LIBRARY SUPPLIES Totals		\$447.72
	Business Unit 4820 - ACCESS SERVICES Totals		\$24,211.06
Business Unit 4825 - ENGAGEMENT SERVICES			
Account 62375 - RENTALS			
309006 - ESKAY DEVELOPMENT LLC	CAMS MAY 2019 RENT	04/01/2019	4,808.00
	Account 62375 - RENTALS Totals		\$4,808.00
Account 64015 - NATURAL GAS			
103745 - NICOR GAS	NATURAL GAS	04/04/2019	101.05
103745 - NICOR GAS	NATURAL GAS	04/08/2019	48.24
	Account 64015 - NATURAL GAS Totals		\$149.29
Account 65630 - LIBRARY BOOKS			
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	29.91
100474 - BAKER & TAYLOR	ADULT PRINT	03/26/2019	29.39
100474 - BAKER & TAYLOR	ADULT PRINT	03/01/2019	15.25
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	111.83
100474 - BAKER & TAYLOR	ADULT PRINT	04/04/2019	242.87
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	16.38
100474 - BAKER & TAYLOR	ADULT PRINT	03/25/2019	38.55
100474 - BAKER & TAYLOR	ADULT PRINT	04/08/2019	31.62
100474 - BAKER & TAYLOR	ADULT PRINT	03/29/2019	80.22
100474 - BAKER & TAYLOR	ADULT PRINT	04/04/2019	29.38
100474 - BAKER & TAYLOR	ADULT PRINT	03/15/2019	121.72
100474 - BAKER & TAYLOR	ADULT PRINT	03/21/2019	68.84
	Account 65630 - LIBRARY BOOKS Totals		\$815.96
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$5,773.25
Business Unit 4835 - INNOVATION & DIGITAL LEARNING			
Account 65100 - LIBRARY SUPPLIES			
206940 - ULINE	OFFICE SUPPLIES	03/13/2019	83.88
	Account 65100 - LIBRARY SUPPLIES Totals		\$83.88
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$83.88
Business Unit 4840 - LIBRARY MAINTENANCE			
Account 62225 - BLDG MAINTENANCE SERVICES			
100763 - BRUCKER COMPANY	BUILDING MAINTENANCE	03/18/2019	655.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/25/2019	294.26
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/18/2019	294.26
298493 - CONQUEST PEST SOLUTIONS	PEST SOL	04/01/2019	145.00
104395 - RIDDIFORD ROOFING COMPANY	ROOFING REPAIR	03/26/2019	971.81
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	02/08/2019	167.05
145106 - TOTAL BUILDING SERVICES	BUILDING MAINTENANCE	04/02/2019	7,375.00
105654 - XEROX CORP.	COPYING SERVICE	04/01/2019	218.93
105654 - XEROX CORP.	COPYING SERVICE	04/01/2019	16.80
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		\$10,138.11
Account 64015 - NATURAL GAS			
103744 - NICOR	UTILITIES: NICOR	03/01/2019	620.66
	Account 64015 - NATURAL GAS Totals		\$620.66
Account 65040 - JANITORIAL SUPPLIES			
151986 - CINTAS CORPORATION #769	MEDICINE CABINET SUPPLIES	03/29/2019	56.91
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	03/28/2019	73.38
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	12/21/2018	238.20
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	12/03/2018	593.70
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	03/29/2019	33.32
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	03/19/2019	631.52
	Account 65040 - JANITORIAL SUPPLIES Totals		\$1,627.03
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$12,385.80

185 LIBRARY FUND

CITY OF EVANSTON LIBRARY BILLS LIST PERIOD ENDING 04.23.2019

Accounts Payable by G/L Distribution Report Payment Date Range 04/23/19 - 04/23/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
Business Unit 4845 - LIBRARY ADMINISTRATION			
Account 62185 - CONSULTING SERVICES			
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	04/16/2019	1,833.00
10771 - LYNN TRAUTMANN	FEB 2018 PHOTOGRAPHY SERVICE	02/10/2018	200.00
10771 - LYNN TRAUTMANN	PHOTOGRAPHY SERVICES	05/29/2018	200.00
Account 62185 - CONSULTING SERVICES Totals			\$2,233.00
Account 62295 - TRAINING & TRAVEL			
15946 - KIMBERLY DAUFELDT	REIMBURSEMENT IYSI CONFERENCE	04/01/2019	70.00
109417 - LAURA D. ANTOLIN	MILEAGE REIMB CONFERENCE BLOOMINGTON	04/01/2019	233.41
Account 62295 - TRAINING & TRAVEL Totals			\$303.41
Account 62340 - COMPTER LICENSE & SUPP			
100924 - CDW GOVERNMENT INC.	ADOBE ACROBAT SOFTWARE	03/22/2019	130.74
Account 62340 - COMPTER LICENSE & SUPP Totals			\$130.74
Account 62360 - MEMBERSHIP DUES			
102512 - ILLINOIS LIBRARY ASSOCIATION	2019-2020 ILA MEMBERSHIP	04/10/2019	500.00
Account 62360 - MEMBERSHIP DUES Totals			\$500.00
Account 62380 - COPY MACHINE CHARGES			
105654 - XEROX CORP.	COPYING SERVICE	03/20/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	03/20/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	03/20/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	03/20/2019	16.80
Account 62380 - COPY MACHINE CHARGES Totals			\$67.20
Account 62506 - WORK- STUDY			
10407 - NORTHWESTERN UNIVERSITY	JANUARY 2019 WORKSTUDY PROGRAM	01/18/2019	549.23
Account 62506 - WORK- STUDY Totals			\$549.23
Account 65025 - FOOD			
10172 - LEA FARAH HERNANDEZ-SOLIS	STAFF TRAINING FOOD	04/15/2019	106.48
297948 - KAREN DANCZAK LYONS	PROGRAM FOOD AND ALA MEMBERSHIP	04/15/2019	436.30
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/21/2019	5.99
Account 65025 - FOOD Totals			\$548.77
Account 65095 - OFFICE SUPPLIES			
14818 - FISHEYE GRAPHIC SERVICES, INC.	KANOPI POSTCARDS	03/11/2019	140.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	GRAPHIC DESIGN	03/11/2019	56.25
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL ENVELOPES	03/12/2019	145.00
102520 - ILLINOIS PAPER DBA IMPACT	PREMIUM COPY PAPER	03/18/2019	1,384.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/19/2019	88.54
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/19/2019	46.36
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/19/2019	22.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/14/2019	142.18
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/14/2019	18.09
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/09/2019	113.84
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/11/2019	27.02
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/12/2019	36.35
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/11/2019	64.48
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/11/2019	522.58
104254 - QUARTET COPIES	HANDOUTS FOR THE STAFF TRAINING	04/02/2019	182.25
Account 65095 - OFFICE SUPPLIES Totals			\$2,989.92
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			\$7,322.27
Business Unit 4850 - LIBRARY GRANTS			
Account 65100 - LIBRARY SUPPLIES			
100474 - BAKER & TAYLOR	RAILS PARTNER GRANT	03/06/2019	44.40
100474 - BAKER & TAYLOR	RAILS PARTNER GRANT	03/04/2019	48.70
100474 - BAKER & TAYLOR	ADULT PRINT	03/28/2019	178.28
100474 - BAKER & TAYLOR	ADULT PRINT	03/27/2019	17.05
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2019	35.20
218833 - POSITIVE CONNECTIONS, INC.	KTOUR	03/19/2019	301.26
Account 65100 - LIBRARY SUPPLIES Totals			\$624.89
Business Unit 4850 - LIBRARY GRANTS Totals			\$624.89
Department 48 - LIBRARY Totals			\$118,857.66
Fund 185 - LIBRARY FUND Totals			\$118,857.66

187 LIBRARY CAPITAL IMPROVEMENT FUND

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.23.2019**

**Accounts Payable by G/L
Distribution Report**

Payment Date Range 04/23/19 - 04/23/19

Vendor	Invoice Description	Invoice Date	Invoice Amount
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD			
Department 48 - LIBRARY			
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT			
Account 65515 - OTHER IMPROVEMENTS			
258550 - CTL GROUP	NORTH BRANCH WEATHERPROOFING PROJECT	02/21/2019	14,080.56
13780 - RELIABLE & ASSOCIATES CONSTRUCTION	MAIN LIBRARY WEATHERPROOFING CIP PHASE IV BID	03/28/2019	181,898.12
	Account 65515 - OTHER IMPROVEMENTS Totals		\$195,978.68
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$195,978.68
	Department 48 - LIBRARY Totals		\$195,978.68
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$195,978.68
	GRAND TOTAL		\$314,836.34

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.23.2019**

**SUPPLEMENTAL LIST
ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-MARCH	1,626.51
			<u>0.00</u>
			1,626.51
			<u>1,626.51</u>
		GRAND TOTAL	<u>316,462.85</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



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: May 10, 2019

This memo provides an update on significant administrative activities.

Human Resources

Please join me in welcoming Jamillah Hinson to EPL as our new full-time Exhibits and Creative Programming Library Assistant for the Lifelong Learning & Literacy team. Jamillah brings a wide range of community arts programming experience and is committed to working with marginalized groups to create community and arts program opportunities that highlight the innovation and talent in communities that are often overlooked.

An offer was extended for a Library Shelver (Access Services), and interviews will soon begin for our latest posting for Public Service Substitutes (system-wide).

Financial Resources

The Library Fund financial report for the period ending April 30th is included in this meeting packet for your review. Expenses fall within budget.

A summary of the Endowment portfolio as of April 30th is also attached.

Facilities

MAIN:

- The installation of our new tower clock has been completed. The new clock has LED lit hands and numerals, and electronics that will make automatic adjustments for Daylight Savings Time and reduce the need for manual maintenance.

Agenda Item 6.A

- Our new doors and aluminum storefront components have also been installed with some minor trim work remaining.



Budget Performance Report

Fiscal Year to Date 04/30/19

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	3,531,433.69	3,218,566.31	52	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	7,399.22	.00	22,717.48	62,282.52	27	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	33.92	.00	142.44	(142.44)	+++	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	9,179.90	20,820.10	31	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	829.92	.00	103,204.15	230,295.85	31	236,077.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(33.92)	.00	297.39	(297.39)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	10,990.62	.00	29,565.10	(19,565.10)	296	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	.00	.00	37,500.00	112,500.00	25	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	219.09	.00	524.53	11,475.47	4	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	290.47	.00	2,147.48	7,852.52	21	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	1,270.99	.00	4,285.20	13,714.80	24	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	1,863.93	.00	4,460.09	8,539.91	34	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	3,264.00	.00	7,634.66	27,365.34	22	25,708.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	.00	.00	5,500.00	144,500.00	4	88,675.00
REVENUE TOTALS		\$7,945,271.00	\$0.00	\$7,945,271.00	\$26,128.24	\$0.00	\$3,758,592.11	\$4,186,678.89	47%	\$7,710,198.56
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	195,240.51	.00	712,503.46	1,981,908.54	26	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	102,921.69	.00	386,024.96	980,107.04	28	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	5,729.64	.00	16,629.55	28,370.45	37	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	352.06	.00	5,825.04	4,174.96	58	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	2,854.55	.00	6,586.82	(6,586.82)	+++	31,834.18
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.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	40,994.42	.00	151,769.33	379,790.67	29	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	175.41	.00	700.08	1,359.92	34	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	1,100.00	.00	4,400.00	8,800.00	33	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	296.04	.00	1,184.18	1,365.82	46	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	17,533.59	.00	65,188.03	171,881.97	27	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,499.02	.00	68,218.58	177,093.42	28	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,326.37	.00	15,954.35	42,460.65	27	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	2,233.00	.00	11,445.00	165,255.00	6	189,393.08



Budget Performance Report

Fiscal Year to Date 04/30/19

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										
EXPENSE										
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	95.58	7,904.42	1	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	87.78	7,912.22	1	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	11,429.31	16,324.66	49,262.42	147,112.92	31	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	1,896.41	.00	8,909.91	33,090.09	21	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	1,359.99	4,080.01	25	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	.00	.00	1,221.24	3,663.76	25	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	437.56	4,062.44	10	2,079.84
62340	COMPTER LICENSE & SUPP	212,600.00	.00	212,600.00	25,728.12	14,036.20	30,473.42	168,090.38	21	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	34,131.23	15,158.00	84,184.44	100,657.56	50	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	500.00	.00	945.00	1,155.00	45	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,808.00	.00	24,040.00	22,198.00	52	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	1,125.86	.00	1,509.72	11,390.28	12	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	2,433.36	.00	2,433.36	6,266.64	28	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	934.09	.00	2,707.07	2,992.93	47	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	2,584.37	.00	8,380.63	21,519.37	28	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	310.72	.00	932.79	(932.79)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	181.46	.00	735.55	1,264.45	37	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,627.03	.00	2,879.40	9,120.60	24	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	.00	2,675.27	27,324.73	9	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	3,161.23	31,738.76	6,089.35	52,171.89	42	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	19,324.48	.00	28,830.40	165,019.60	15	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	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	1,179.38
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	4.95	6,995.05	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,000.00	.00	49,000.00	10,560.00	4,375.53	21,477.17	23,147.30	53	12,674.98
65628	Library Electronic Resources	.00	.00	.00	.00	.00	26,838.59	(26,838.59)	+++	38,243.64
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	53,845.20	.00	138,106.02	460,093.98	23	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	15.26	.00	2,630.44	20,069.56	12	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	8,186.39	.00	21,784.50	120,015.50	15	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	.00	.00	21,864.00	65,592.00	25	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	.00	.00	67,500.00	202,500.00	25	270,000.00
EXPENSE TOTALS		\$7,771,945.00	\$0.00	\$7,771,945.00	\$575,038.82	\$81,633.15	\$2,009,530.21	\$5,680,781.64	27%	\$7,189,331.99

Fund 185 - LIBRARY FUND Totals



Budget Performance Report

Fiscal Year to Date 04/30/19

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
	REVENUE TOTALS	7,945,271.00	.00	7,945,271.00	26,128.24	.00	3,758,592.11	4,186,678.89	47%	7,710,198.56
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	575,038.82	81,633.15	2,009,530.21	5,680,781.64	27%	7,189,331.99
	Fund 185 - LIBRARY FUND Totals	\$173,326.00	\$0.00	\$173,326.00	(\$548,910.58)	(\$81,633.15)	\$1,749,061.90	(\$1,494,102.75)		\$520,866.57
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	175,000.00	178,437.00	50	333,896.13
	REVENUE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$175,000.00	\$178,437.00	50%	\$333,896.13
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
	EXPENSE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$0.00	\$353,437.00	0%	\$333,404.11
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	353,437.00	.00	353,437.00	.00	.00	175,000.00	178,437.00	50%	333,896.13
	EXPENSE TOTALS	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	\$175,000.00	(\$175,000.00)		\$492.02
Grand Totals										
	REVENUE TOTALS	8,298,708.00	.00	8,298,708.00	26,128.24	.00	3,933,592.11	4,365,115.89	47%	8,044,094.69
	EXPENSE TOTALS	8,125,382.00	.00	8,125,382.00	575,038.82	81,633.15	2,009,530.21	6,034,218.64	26%	7,522,736.10
	Grand Totals	\$173,326.00	\$0.00	\$173,326.00	(\$548,910.58)	(\$81,633.15)	\$1,924,061.90	(\$1,669,102.75)		\$521,358.59

Endowment for the Evanston Public Library
 Holdings as of April 2019

	Symbol	Shares/Quantity	Price	Value as of 04/30/2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7234.882	\$272.15	\$1,968,973.14	46.3%	
Vanguard Small-Cap Index Fund	VSMAX	3807.914	\$75.87	\$288,906.44	6.8%	
Vanguard REIT Index Fund	VGSLX	1910.256	\$123.00	\$234,961.49	5.5%	
Vanguard Total International Stock Index Fund	VTIAX	14516.108	\$28.65	\$415,886.49	9.8%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6802.431	\$36.03	\$245,091.59	5.8%	74.1%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$233,770.99	\$233,770.99	5.5%	
iShares Silver Trust	SLV	4788.000	\$14.02	\$67,127.76	1.6%	
SPDR Gold Trust	GLD	625.000	\$121.20	\$75,750.00	1.8%	8.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$110.895	\$148,690.23	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.011	\$140,088.00	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.053	\$145,060.13	3.4%	10.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.600	\$27,559.34	\$292,128.98	6.9%	6.9%
				\$4,256,435.24		100.0%

Cash Equivalents	8.8%
US Treasury Inflation Protected Securities	10.2%
Corporate Bonds	6.9%
Domestic Equities	58.6%
International Equities	15.5%
	100.0%



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed Change in Public Comment Period

Date: May 10, 2019

After receiving an opinion from the Attorney General and reviewing the City Council rules, the Evanston City Council adjusted the public comment period for both Committees and the full City Council.

The Evanston Public Library's current bylaws are:

1.7.6 Citizen Participation

The Board shall provide a period not to exceed 15 minutes at the beginning of the order of business for citizen comment. Prior to the beginning of the meeting, interested citizens should indicate their desire to speak by signing their name and address on a form. The President will allocate the 15 minute period equally among those persons. A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board.

The Evanston City Council adopted the following Language:

6.2 The Council shall provide a period for Citizen Comment. Interested persons shall sign their name, address and the agenda item or other topic to be addressed on a designated citizen participation sheet. A speaker may address the Council for no more than three minutes, and only once per Council meeting. The maximum time limit for each speaker is a single three minute time limit applied to any and all topics the speaker addresses. The maximum time period for citizen participation is forty-five minutes. If there are more than 15 speakers, the Mayor will allocate time among the speakers to ensure that citizen comment does not exceed forty-five (45) minutes. Speakers will not be permitted to cede time to another speaker. The business of the City Council shall commence no later than forty-five (45) minutes after the beginning of Citizen Comment.

City Council standing committees shall provide opportunities for citizen comment at the beginning of each meeting. For all of the standing committees of the City Council, except Planning and Development, a period of twenty minutes shall be provided for all

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public comment, and no individual may speak longer than two (2) minutes and cannot cede time to another speaker. For Planning and Development Committee, a period of forty-five minutes (45) shall be provided for all public comment and no individual may speak longer than two (2) minutes and cannot cede time to another speaker. The committee chair of the standing committees will allocate time among the speakers to ensure that Public Comment does not exceed the allotted time provided above. The business of the committee shall commence after the specified time above expires.

Recommendation:

In consultation with the Law Department, I recommend that the Evanston Public Library Board adopt the following:

1.7.6 Citizen Participation

The Board shall provide a period not to exceed 45 minutes at the beginning of the order of business for citizen comment. Prior to the beginning of the meeting, interested citizens should indicate their desire to speak by signing their name and address on a form. The President will allocate the 45 minute period equally among those persons. A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. Speakers will not be permitted to cede time to another speaker. The business of the Board shall commence no later than forty-five (45) minutes after the beginning of Citizen Comment.

Board standing committees shall provide opportunities for citizen comment at the beginning of each meeting. For all standing committees of the Board, a period of twenty minutes shall be provided for public comment, and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker. The committee chair of the standing committees will allocate time among the speakers to ensure that Public comment does not exceed the allotted time provided above.