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**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, JUNE 19, 2019**

**6:30 P.M.**

**NORTH BRANCH**

**2026 CENTRAL ST. EVANSTON, IL 60201**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, June 19, 2019**

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

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

**North Branch 2026 Central Street**

**AGENDA**

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

**2. CITIZEN COMMENT**

Not to exceed 45 minutes

**3. CONSENT AGENDA**

- A. Approval of Minutes May 15, 2019 Regular Meeting
- B. Approval of Bills and Payroll

**4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***

- A. *“When do we move beyond providing Access to Opportunity and Library Programs and Services and judge success by the level of Engagement by residents of all ages?”*
- B. *“Exploring the use of GIS to understand Out of School Learning Opportunities in Evanston”* Presentation (Dr. Nichole Pinckard)

**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. Facilities (John Devaney)

**8. BOARD REPORTS**

- A. Development Committee - Memorandum of Understanding (Update)

**9. BOARD DEVELOPMENT**

**10. UNFINISHED BUSINESS**

**11. NEW BUSINESS**

- A. Election of Officers (Action)
- B. Appointment of Committee members (Discussion)
- C. National Able Lease Renewal (Action)
- D. Pre-fabricated wall creation of meeting space in Main Library(Action)

**12. Executive Session**

- A. Closed Session – Personnel (Library Director Contract) and Review Closed Session Minutes(Action)

**13. ADJOURNMENT**

**Next Meeting: July 17, 2019 at 6:30 pm: Fleetwood Jourdain Community Center**

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, May 15, 2019**  
6:30 P.M.  
900 Chicago Avenue Evanston, IL 60202

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

**Members Absent:** None

**Staff:** Karen Danczak Lyons, Teri Campbell, Wynn Shawver, Connie Heneghan, Janice Bodja, Jill Schacter, Jill Skwerski, John Devaney, Renee, Neumeier, Heather Norborg, Jeff Balch 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 6:30 pm.

**Citizen Comment:** None

**Consent Agenda:**

- A. Approval of the Bills and Payroll and Minutes of the April 17, 2019 Board Meeting-** Trustee Hayman moved to approve and Trustee Lurie seconded the motion which was approved by voice vote.

**Information/Communications: Together, We are the Library**

- A. Oath of Office:** Trustee Denia Hester was sworn in to her first term as a Trustee. A brief introduction to Trustee Hester can be found [here](#)
- 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/>  
Director Danczak Lyons has asked the Board to ponder the current Vision & Mission as the current strategic plan goals will be updated in the future. Discussions will continue at upcoming board meetings.

**Equity, Diversity and Inclusion (Update):** The application process started and will look to close on May 31, 2019. Candidates will be discussed at the June board meeting and will begin their role in July.

**Library Director’s Report (Distributed in Advanced):** Director Danczak Lyons shared the City of Evanston is intending to create a two year budget starting in 2020. The Board will be kept abreast of this. Staff participated in the city’s annual “Take Your Child

to Work Day” at the Civic Center. Over 30 children ages 4 to 14 accompanied their parents to work for a day of fun and learning. The yearly event was created to introduce children to the different career paths that the City has to offer as well as strengthen the parent/child relationship. Staff attended EvanSTEM’s annual STEMfest in the 5th Ward. The STEMfest is designed for youth attending kindergarten - 5th grade that are underrepresented in STEM fields. This year the event was hosted at Fleetwood Jourdain and Family Focus. The weather did not prevent 113 children from participating. Over 50 kids visited each of the EPL sponsored activities.

**Staff Reports:**

- A. Administrative Services:** Assistant Director Campbell shared with the Board that hiring continues and offers have been extended for Access Service positions, and soon staff will be notified of postings for opportunities at Robert Crown. The first large allocation from local tax revenue has deposited. Revenue has reached 50% of the total budget while spending is on target,
- B. 2019 Summer Reading Program:** Innovation and Digital Learning Manager Renee Neumeier presented to the Board the program highlights and goals. The program name has been updated to Summer Learning with a focus not only on reading, but programs that are interactive and educational beginning. The portion of the program that focuses on patrons logging their reading runs June 1st until August 24th. The brochure and sign-up can be found at all EPL locations and <https://www.epl.org/attend/special-events/epl-summer-learning-2019/> and is available in Spanish. Ballot boxes will be placed in each Ward for entering into a raffle for weekly prizes throughout the program. The ballot boxes are targeting adults in the community, in the hope of increasing adult participation and completion of the program. The data collected from participants will guide the Summer Learning Committee on future needs of the program, including who’s taking part, areas for future engagement and what engagement efforts reached their target participation and others that could be improved upon.

**Board Report:**

- A. Development Committee:** With regard to the memorandum of Understanding between the Friends of the Evanston Public Library and the Library, discussion continues. The next review will take place during next month’s board meeting.

**Board Development:** None

**Unfinished Business:**

- A. Hours of Operation Robert Crown Branch:** A motion to approve Robert Crown hours to mirror the main library was moved by Trustee Goodman and seconded by Trustee Iles and the motion passed with seven in favor and one against.

**New Business:**

- A. Nominating Committee Report:** The Nominating Committee recommends the following appointments to the Library Board: Shawn Iles is nominated to be the next President of the Board, Ben Shapiro Treasurer, Ruth Hays Vice President and Vaishali Patel will continue as Secretary if approved by the Trustees.
- B. Revision to Public Comment Period:** Director Danczak Lyons informed the Board that after receiving an opinion from the Attorney General and reviewing the City Council rules regarding public comment and partnering with the law department that the following bylaws should be adopted: 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. Trustee Hayman moved and Trustee Hays seconded the motion which passed by voice vote.
- C. Locations for future meetings:** The June board meeting will be held at the North Branch of the Evanston Public Library and the July board meeting will be at Fleetwood-Jourdain Community Center.

**Executive Session:**

- A.** The Board Meeting moved into Executive Session to discuss the Library Director's contract and Evaluation at 8:18pm by President Schapiro and seconded by Trustee Hayman.
- B.** The motion to approve the Executive Director of the Evanston Public Library's annual contract for employment and salary was moved by Trustee Lurie and seconded by Trustee Iles and passed by a roll call vote.
- C.** The motion to move the board meeting out of executive session was moved by Trustee Hays and seconded by Trustee Hayman and approved by voice vote.
- D.** The motion to adjourn the meeting at 8:55pm was moved by Trustee Lurie and seconded by Trustee Patel and approved by voice vote.

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: June 13, 2019

## **Recommended Action**

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

## **Payroll**

April 29, 2019 through May 12, 2019	\$ 155,471.70
May 13, 2019 through May 26, 2019	\$ 155,323.41
May 27, 2019 through June 9, 2019	\$ 152,157.27

## **Library Fund Bills List**

May 14, 2019	\$ 114,076.06
(includes March 2019 purchasing card expenses of \$12,675.72)	
June 11, 2019	\$ 139,293.99
(includes April 2019 purchasing card expenses of \$7,374.27)	

Attachments: Bills Lists, Purchasing Card

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 05.14.2019**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 05/14/19 - 05/14/19

Vendor	Invoice Description	Invoice Date	Payment 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>				
15006 - ALFONSO NIEVES RUIZ	DIA DE LOS NINOS EVENT	05/01/2019	05/14/2019	300.00
101406 - DEMCO, INC.	PROGRAM SUPPLY	04/30/2019	05/14/2019	19.94
16416 - NATASHA TARPLEY	PROFESSIONAL SERVICES	05/09/2019	05/14/2019	200.00
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	04/18/2019	05/14/2019	303.13
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>4</b>	<b>\$823.07</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	04/02/2019	05/14/2019	24.89
100474 - BAKER & TAYLOR	JUV PRINT	04/04/2019	05/14/2019	42.43
100474 - BAKER & TAYLOR	JUV PRINT	04/05/2019	05/14/2019	1,260.37
100474 - BAKER & TAYLOR	JUV PRINT	04/06/2019	05/14/2019	1,106.70
100474 - BAKER & TAYLOR	JUV PRINT	04/06/2019	05/14/2019	528.07
100474 - BAKER & TAYLOR	JUV PRINT	04/08/2019	05/14/2019	952.46
100474 - BAKER & TAYLOR	JUV PRINT	04/10/2019	05/14/2019	522.55
100474 - BAKER & TAYLOR	JUV PRINT	04/11/2019	05/14/2019	1,333.80
100474 - BAKER & TAYLOR	JUV PRINT	04/12/2019	05/14/2019	1,581.94
100474 - BAKER & TAYLOR	JUV PRINT	04/15/2019	05/14/2019	1,275.90
100474 - BAKER & TAYLOR	JUV PRINT	04/16/2019	05/14/2019	373.13
100474 - BAKER & TAYLOR	JUV PRINT	04/16/2019	05/14/2019	25.01
100474 - BAKER & TAYLOR	JUV PRINT	04/19/2019	05/14/2019	1,396.82
100474 - BAKER & TAYLOR	JUV PRINT	04/19/2019	05/14/2019	1,219.73
100474 - BAKER & TAYLOR	JUV PRINT	04/19/2019	05/14/2019	559.17
100474 - BAKER & TAYLOR	JUV PRINT	04/24/2019	05/14/2019	1,293.34
100474 - BAKER & TAYLOR	JUV PRINT	04/24/2019	05/14/2019	250.29
100474 - BAKER & TAYLOR	JUV PRINT	04/25/2019	05/14/2019	517.19
100474 - BAKER & TAYLOR	JUV PRINT	04/25/2019	05/14/2019	455.72
<b>Account 65630 - LIBRARY BOOKS Totals</b>			<b>19</b>	<b>\$14,719.51</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	JUV AV	04/10/2019	05/14/2019	132.45
103424 - MIDWEST TAPE	JUV AV	04/11/2019	05/14/2019	60.78
103424 - MIDWEST TAPE	JUV AV	04/15/2019	05/14/2019	111.05
103424 - MIDWEST TAPE	JUV AV	04/16/2019	05/14/2019	59.98
103424 - MIDWEST TAPE	JUV AV	04/17/2019	05/14/2019	76.44
103424 - MIDWEST TAPE	JUV AV	04/19/2019	05/14/2019	41.97
103424 - MIDWEST TAPE	JUV AV	04/25/2019	05/14/2019	210.32
103424 - MIDWEST TAPE	JUV AV	04/23/2019	05/14/2019	71.46
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	04/11/2019	05/14/2019	60.00
104325 - RECORDED BOOKS INC.	JUV AV	03/01/2019	05/14/2019	402.40
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>			<b>10</b>	<b>\$1,226.85</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>			<b>33</b>	<b>\$16,769.43</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
16334 - KANOPIY	REFERENCE ONLINE	04/30/2019	05/14/2019	996.00
104226 - PROQUEST INFO & LEARNING COMPANY	STATISTICAL ABSTRACT ONLINE ACCESS	06/01/2019	05/14/2019	859.51
16465 - TUMBLEWEED PRESS, INC.	ONLINE AV AND BOOK	03/11/2019	05/14/2019	4,000.00
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>			<b>3</b>	<b>\$5,855.51</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	04/18/2019	05/14/2019	259.40
10330 - SWANK MOVIE LICENSING USA	COPYRIGHT LICENSE FEE	05/01/2019	05/14/2019	1,832.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>2</b>	<b>\$2,091.40</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	04/03/2019	05/14/2019	685.37
100474 - BAKER & TAYLOR	ADULT PRINT	04/04/2019	05/14/2019	670.19
100474 - BAKER & TAYLOR	ADULT PRINT	04/05/2019	05/14/2019	12.27
100474 - BAKER & TAYLOR	ADULT PRINT	04/08/2019	05/14/2019	93.90
100474 - BAKER & TAYLOR	ADULT PRINT	04/10/2019	05/14/2019	482.78
100474 - BAKER & TAYLOR	ADULT PRINT	04/11/2019	05/14/2019	199.60
100474 - BAKER & TAYLOR	ADULT PRINT	04/11/2019	05/14/2019	34.64
100474 - BAKER & TAYLOR	ADULT PRINT	04/11/2019	05/14/2019	311.03
100474 - BAKER & TAYLOR	ADULT PRINT	04/11/2019	05/14/2019	307.60
100474 - BAKER & TAYLOR	ADULT PRINT	04/15/2019	05/14/2019	1,918.44
100474 - BAKER & TAYLOR	ADULT PRINT	04/15/2019	05/14/2019	504.58
100474 - BAKER & TAYLOR	ADULT PRINT	04/16/2019	05/14/2019	135.65
100474 - BAKER & TAYLOR	ADULT PRINT	04/18/2019	05/14/2019	957.37
100474 - BAKER & TAYLOR	ADULT PRINT	04/18/2019	05/14/2019	141.02
100474 - BAKER & TAYLOR	ADULT PRINT	04/18/2019	05/14/2019	597.58
100474 - BAKER & TAYLOR	ADULT PRINT	04/18/2019	05/14/2019	475.41
100474 - BAKER & TAYLOR	ADULT PRINT	04/23/2019	05/14/2019	1,562.05
100474 - BAKER & TAYLOR	ADULT PRINT	04/23/2019	05/14/2019	288.18
100474 - BAKER & TAYLOR	ADULT PRINT	04/24/2019	05/14/2019	363.97
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2019	05/14/2019	76.73
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2019	05/14/2019	369.05
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2019	05/14/2019	193.43
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2019	05/14/2019	56.86
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2019	05/14/2019	771.29
100474 - BAKER & TAYLOR	ADULT PRINT	04/25/2019	05/14/2019	122.71
100932 - CENTER POINT INC	ADULT PRINT	04/08/2019	05/14/2019	20.99
120319 - GALE RESEARCH INC.	ADULT PRINT	04/09/2019	05/14/2019	27.74
120319 - GALE RESEARCH INC.	ADULT PRINT	04/09/2019	05/14/2019	26.99
120319 - GALE RESEARCH INC.	ADULT PRINT	04/02/2019	05/14/2019	234.66
120319 - GALE RESEARCH INC.	ADULT PRINT	04/02/2019	05/14/2019	100.46
120319 - GALE RESEARCH INC.	ADULT PRINT	04/03/2019	05/14/2019	75.72
120319 - GALE RESEARCH INC.	ADULT PRINT	04/17/2019	05/14/2019	101.59
120319 - GALE RESEARCH INC.	ADULT PRINT	04/16/2019	05/14/2019	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT	04/16/2019	05/14/2019	47.23

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 05.14.2019**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 05/14/19 - 05/14/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
120319 - GALE RESEARCH INC.	ADULT PRINT	04/16/2019	05/14/2019	74.97
103424 - MIDWEST TAPE	ADULT AV	04/25/2019	05/14/2019	22.74
276974 - OVER DRIVE, INC.	ADULT PRINT	04/10/2019	05/14/2019	71.54
Account 65630 - LIBRARY BOOKS Totals			37	\$12,208.30
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
16234 - LATIN AMERICAN BOOK SOURCE, INC.	ADULT AV	04/01/2019	05/14/2019	89.52
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	15.24
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	151.44
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	44.59
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	30.79
103424 - MIDWEST TAPE	ADULT AV	04/10/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/11/2019	05/14/2019	118.55
103424 - MIDWEST TAPE	ADULT AV	04/11/2019	05/14/2019	43.78
103424 - MIDWEST TAPE	ADULT AV	04/11/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/11/2019	05/14/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	04/11/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/11/2019	05/14/2019	81.72
103424 - MIDWEST TAPE	ADULT AV	04/12/2019	05/14/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	04/12/2019	05/14/2019	38.22
103424 - MIDWEST TAPE	ADULT AV	04/12/2019	05/14/2019	107.98
103424 - MIDWEST TAPE	ADULT AV	04/15/2019	05/14/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/15/2019	05/14/2019	58.33
103424 - MIDWEST TAPE	ADULT AV	04/15/2019	05/14/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/15/2019	05/14/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/15/2019	05/14/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	04/17/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/17/2019	05/14/2019	30.48
103424 - MIDWEST TAPE	ADULT AV	04/17/2019	05/14/2019	27.24
103424 - MIDWEST TAPE	ADULT AV	04/18/2019	05/14/2019	81.96
103424 - MIDWEST TAPE	ADULT AV	04/18/2019	05/14/2019	43.23
103424 - MIDWEST TAPE	ADULT AV	04/18/2019	05/14/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/18/2019	05/14/2019	28.23
103424 - MIDWEST TAPE	ADULT AV	04/19/2019	05/14/2019	15.79
103424 - MIDWEST TAPE	ADULT AV	04/19/2019	05/14/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	04/19/2019	05/14/2019	169.17
103424 - MIDWEST TAPE	ADULT AV	04/25/2019	05/14/2019	68.18
103424 - MIDWEST TAPE	ADULT AV	04/25/2019	05/14/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	04/25/2019	05/14/2019	96.92
103424 - MIDWEST TAPE	ADULT AV	04/25/2019	05/14/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	04/23/2019	05/14/2019	48.99
103424 - MIDWEST TAPE	ADULT AV	04/23/2019	05/14/2019	16.74
103424 - MIDWEST TAPE	ADULT AV	04/23/2019	05/14/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/23/2019	05/14/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	04/23/2019	05/14/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	04/23/2019	05/14/2019	220.07
11375 - PENGUIN RANDOM HOUSE LLC	ADULT AV	04/23/2019	05/14/2019	10.00
104325 - RECORDED BOOKS INC.	ADULT AV	04/11/2019	05/14/2019	8.99
104325 - RECORDED BOOKS INC.	ADULT AV	04/16/2019	05/14/2019	36.00
104325 - RECORDED BOOKS INC.	ADULT AV	04/25/2019	05/14/2019	6.95
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			47	\$2,215.39
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			89	\$22,370.60
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 52610 - LIBRARY FINES &amp; FEES</b>				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	05/01/2019	05/14/2019	170.05
Account 52610 - LIBRARY FINES & FEES Totals			1	\$170.05
<b>Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES</b>				
16112 - ALGONQUIN AREA PUBLIC LIBRARY DISTRICT	QUARTERLY BILLING 1/1-3/31/2019	05/09/2019	05/14/2019	4.99
14230 - CARY AREA PUBLIC LIBRARY DISTRICT	QUARTERLY BILLING 1/1-3/31/2019	05/09/2019	05/14/2019	87.95
14233 - DES PLAINES PUBLIC LIBRARY	QUARTERLY BILLING 1/1-3/31/2019	05/09/2019	05/14/2019	130.94
16342 - ELA AREA PUBLIC LIBRARY DISTRICT	QUARTERLY BILLING 1/1-3/31/2019	05/09/2019	05/14/2019	45.75
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals			4	\$269.63
<b>Account 62340 - COMPTEER LICENSE &amp; SUPP</b>				
10543 - BRIDGEALL LIBRARIES LTD.	ESP COLLECTION DEVELOPMENT DATABASE	03/06/2019	05/14/2019	6,250.00
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	03/15/2019	05/14/2019	8,376.87
Account 62340 - COMPTEER LICENSE & SUPP Totals			2	\$14,626.87
<b>Account 65100 - LIBRARY SUPPLIES</b>				
14224 - HUNTLEY AREA PUBLIC LIBRARY DISTRICT	REPLACEMENT MATERIAL	02/18/2019	05/14/2019	25.00
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	04/18/2019	05/14/2019	1,507.52
Account 65100 - LIBRARY SUPPLIES Totals			2	\$1,532.52
Business Unit 4820 - ACCESS SERVICES Totals			9	\$16,599.07
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	04/02/2019	05/14/2019	591.63
100474 - BAKER & TAYLOR	JUV PRINT	04/04/2019	05/14/2019	15.46
100474 - BAKER & TAYLOR	JUV PRINT	04/06/2019	05/14/2019	65.18
100474 - BAKER & TAYLOR	JUV PRINT	04/10/2019	05/14/2019	102.00
100474 - BAKER & TAYLOR	ADULT PRINT	04/11/2019	05/14/2019	154.15
100474 - BAKER & TAYLOR	JUV PRINT	04/12/2019	05/14/2019	38.11
100474 - BAKER & TAYLOR	ADULT PRINT	04/16/2019	05/14/2019	119.81
100474 - BAKER & TAYLOR	JUV PRINT	04/19/2019	05/14/2019	19.16
100474 - BAKER & TAYLOR	ADULT PRINT	04/23/2019	05/14/2019	690.76
100474 - BAKER & TAYLOR	ADULT PRINT	04/23/2019	05/14/2019	65.48
100474 - BAKER & TAYLOR	JUV PRINT	04/24/2019	05/14/2019	104.48
100474 - BAKER & TAYLOR	JUV PRINT	04/25/2019	05/14/2019	30.92
Account 65630 - LIBRARY BOOKS Totals			12	\$1,997.14
Business Unit 4825 - ENGAGEMENT SERVICES Totals			12	\$1,997.14



**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 05.14.2019**

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 05/14/19 - 05/14/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
Account 62340 - COMPTEER LICENSE & SUPP				
13544 - BIBLIOTHECA + 3M	3M LIBRARY SYSTEM EQUIPMENT	04/27/2019	05/14/2019	7,786.20
	Account 62340 - COMPTEER LICENSE & SUPP Totals		1	\$7,786.20
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		1	\$7,786.20
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/01/2019	05/14/2019	332.38
151986 - CINTAS CORPORATION #769	CARPET CLEANING	03/11/2019	05/14/2019	294.26
151986 - CINTAS CORPORATION #769	CARPET CLEANING	01/21/2019	05/14/2019	294.26
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/22/2019	05/14/2019	332.38
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/15/2019	05/14/2019	332.38
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/08/2019	05/14/2019	332.38
151986 - CINTAS CORPORATION #769	CARPET CLEANING	04/29/2019	05/14/2019	332.38
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	04/16/2019	05/14/2019	185.00
298493 - CONQUEST PEST SOLUTIONS	BUILDING MAINTENANCE	05/07/2019	05/14/2019	210.00
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	01/17/2019	05/14/2019	185.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	03/07/2019	05/14/2019	145.00
15772 - GREEN EDENS HORTICULTURAL SERVICES, LLC	PLANTERS FOR SUMMER FALL AND WINTER	05/03/2019	05/14/2019	1,500.00
102318 - HENRICHSEN FIRE & SAFETY	FIRE EXTINGUISHER SERVICE	05/03/2019	05/14/2019	55.00
105976 - HENRICHSEN FIRE EQUIPMENT COMPANY	FIRE EQUIPMENT SERVICE	04/11/2019	05/14/2019	100.00
120286 - JOHNSON CONTROLS FIRE PROTECTION LF	FIRE SERVICE FEE	02/21/2019	05/14/2019	934.06
120286 - JOHNSON CONTROLS FIRE PROTECTION LF	FIRE SERVICE AGREEMENT	12/06/2018	05/14/2019	9,940.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	05/02/2019	05/14/2019	7,375.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		17	\$22,879.48
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		17	\$22,879.48
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT. OF REVENUE	*SALES TAX	04/19/2019	05/14/2019	28.00
	Account 56140 - FEES AND MERCHANDISE SALE Totals		1	\$28.00
Account 62185 - CONSULTING SERVICES				
313948 - JILL SCHACTER	PHOTOGRAPHY SERVICES	04/19/2019	05/14/2019	700.00
16534 - JUDITH MAYER CREATIVE, LLC	PROFESSIONAL SERVICES	05/01/2019	05/14/2019	100.00
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL	05/10/2019	05/14/2019	1,833.00
102739 - STEVE JOHNSON CONNECTS	CONSULTING FEE	04/16/2019	05/14/2019	500.00
	Account 62185 - CONSULTING SERVICES Totals		4	\$3,133.00
Account 62295 - TRAINING & TRAVEL				
101752 - EVANSTON PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT	05/09/2019	05/14/2019	8.00
	Account 62295 - TRAINING & TRAVEL Totals		1	\$8.00
Account 62380 - COPY MACHINE CHARGES				
105654 - XEROX CORP.	COPIER CHARGES	01/01/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	01/01/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	01/19/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	01/19/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	03/20/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	03/20/2019	05/14/2019	16.80
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	04/16/2019	05/14/2019	42.16
105654 - XEROX CORP.	COPYING SERVICE	05/01/2019	05/14/2019	234.26
105654 - XEROX CORP.	COPYING SERVICE	05/02/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	04/20/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	04/20/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	04/20/2019	05/14/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	04/20/2019	05/14/2019	16.80
	Account 62380 - COPY MACHINE CHARGES Totals		13	\$461.22
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	04/01/2019	05/14/2019	18.95
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	03/01/2019	05/14/2019	18.95
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	01/01/2019	05/14/2019	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		3	\$56.85
Account 65025 - FOOD				
101752 - EVANSTON PUBLIC LIBRARY	PETTY CASH REIMBURSEMENT	05/09/2019	05/14/2019	118.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/24/2019	05/14/2019	73.58
	Account 65025 - FOOD Totals		2	\$191.58
Account 65095 - OFFICE SUPPLIES				
105711 - 4IMPRIINT	TABLE THROW	04/22/2019	05/14/2019	627.29
15669 - JOHN GLINES	PROFESSIONAL SERVICES GUITAR PERFORMANCE	05/07/2019	05/14/2019	200.00
12151 - MULTILINGUAL CONNECTIONS LLC	SUMMER READING PROGRAM TRANSLATION	04/25/2019	05/14/2019	737.64
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/08/2019	05/14/2019	66.05
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/17/2019	05/14/2019	38.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/17/2019	05/14/2019	100.39
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/17/2019	05/14/2019	22.78
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/09/2019	05/14/2019	17.71
103883 - OFFICE DEPOT	OUTREACH SUPPLIES	04/24/2019	05/14/2019	10.72
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/24/2019	05/14/2019	81.63
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/24/2019	05/14/2019	6.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	04/25/2019	05/14/2019	70.99
13410 - RENT A CHEF INC. DBA THE CATERIST	DONOR AND VOLUNTEER RECEPTION	05/02/2019	05/14/2019	98.00
	Account 65095 - OFFICE SUPPLIES Totals		13	\$2,079.18
Account 65100 - LIBRARY SUPPLIES				
10407 - NORTHWESTERN UNIVERSITY	WORK STUDY STUDENTS	04/18/2019	05/14/2019	545.32
	Account 65100 - LIBRARY SUPPLIES Totals		1	\$545.32
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		38	\$6,503.15
<b>Business Unit 4850 - LIBRARY GRANTS</b>				
Account 65100 - LIBRARY SUPPLIES				
16532 - REBECCA RAMSEY	MEMORY CAFE AGE OPTIONS GRANT SUPPLIES	04/24/2019	05/14/2019	150.00
	Account 65100 - LIBRARY SUPPLIES Totals		1	\$150.00
	Business Unit 4850 - LIBRARY GRANTS Totals		1	\$150.00
	Department 48 - LIBRARY Totals		200	\$95,055.07
	<b>Fund 185 - LIBRARY FUND Totals</b>		<b>200</b>	<b>\$95,055.07</b>
			<b>200</b>	<b>\$95,055.07</b>

\* = Prior Fiscal Year Activity

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 05.14.2019**

**Accounts Payable by G/L Distribution**  
**Report**  
 \*ADVANCED CHECKS FOR BILLING PERIOD ENDING  
**05.14.2019**

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
<b>Fund 185 - LIBRARY FUND</b>					
Department 48 - LIBRARY					
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 65025 - FOOD					
13410 - RENT A CHEF INC. DBA THE CATERIST	*ANNUAL DONOR AND VOLUNTEER RECOGNITION	04/24/2019	05/01/2019	5,370.52	
13410 - RENT A CHEF INC. DBA THE CATERIST	*ANNUAL DONOR AND VOLUNTEER DINNER	04/24/2019	05/01/2019	974.75	
	Account 65025 - FOOD Totals	2		<u>\$6,345.27</u>	
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals	2		<u>\$6,345.27</u>	
	Department 48 - LIBRARY Totals	2		<u>\$6,345.27</u>	
	<b>Fund 185 - LIBRARY FUND Totals</b>	<b>2</b>		<b><u>\$6,345.27</u></b>	
<b>* = Prior Fiscal Year Activity</b>				<b>2</b>	<b><u>\$6,345.27</u></b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 05.14.2019**

**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	BMO	PURCHASING CARD-MARCH, 2019	12,675.72
			<u>12,675.72</u>
			<u>12,675.72</u>
		<b>GRAND TOTAL</b>	<b><u>114,076.06</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	CVENT* CI FORUM	VA	22102	\$ 375.00	2/26/2019	62295 TRAINING & TRAVEL	CIC CONFERENCE REGISTRATION
LIBRARY	WALMART.COM	AR	72716	\$ 47.05	2/26/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	AMZN MKTP US*M13V20QZ1	WA	98109	\$ 53.99	2/26/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMERICAN	TX	75261	\$ 328.59	2/27/2019	62295 TRAINING & TRAVEL	ALA CONFERENCE IN WASHINGTON DC E BIRD
LIBRARY	AMERICAN	TX	75261	\$ 328.59	2/27/2019	62295 TRAINING & TRAVEL	ALA CONFERENCE IN WASHINGTON DC E BIRD
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 18.73	2/27/2019	65050 BUILDING MAINTENANCE MATERIAL	POLY SCOOP FOR SALT, POLY HAND CRANK SALT SPREADER
LIBRARY	PAYPAL *HEALTHCAREP	CA	95131	\$ 302.45	2/27/2019	65100 LIBRARY SUPPLIES	AGE OPTIONS GRANT MATERIALS
LIBRARY	INT*IN *ELM USA INC.	IL	60089	\$ 97.92	2/27/2019	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	AMZN MKTP US*M17PQ18W0	WA	98109	\$ 34.47	2/27/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*M16L2GM2	WA	98109	\$ 116.50	2/27/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMERICAN	TX	75261	\$ (328.59)	2/28/2019	62295 TRAINING & TRAVEL	CANCELLATION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 29.17	2/28/2019	65050 BUILDING MAINTENANCE MATERIAL	ELECTRICAL 1900 BOXES, AND COVER PLATES
LIBRARY	INT*IN *NATIONAL AWARD	IL	60202	\$ 117.00	2/28/2019	65095 OFFICE SUPPLIES	SIGNAGE FOR NEW ART WORK
LIBRARY	ELDERSONGPU	MD	21771	\$ 362.25	2/28/2019	65100 LIBRARY SUPPLIES	AGE OPTIONS GRANT MATERIALS
LIBRARY	TARGET 00009274	IL	60202	\$ 149.90	2/28/2019	65100 LIBRARY SUPPLIES	CHARGERS FOR DRONE KITS TEEN SERVICES
LIBRARY	TARGET 00009274	IL	60202	\$ 49.98	2/28/2019	65100 LIBRARY SUPPLIES	CONTROLLERS FOR NINTENDO SWITCH TEEN SERVICES
LIBRARY	VALLI PRODUCE	IL	60202	\$ 8.99	2/28/2019	65100 LIBRARY SUPPLIES	STEAM PROGRAM SUPPLIES
LIBRARY	PARTY CITY 15	IL	60714	\$ 8.99	2/28/2019	65100 LIBRARY SUPPLIES	STEAM PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 13.98	2/28/2019	65100 LIBRARY SUPPLIES	STEAM PROGRAM SUPPLIES
LIBRARY	GFS STORE #1915	IL	60202	\$ 7.79	2/28/2019	65100 LIBRARY SUPPLIES	STEAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 6.75	2/28/2019	65100 LIBRARY SUPPLIES	WINTER WORDS SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 12.00	2/28/2019	65100 LIBRARY SUPPLIES	WINTER WORDS SUPPLIES; PROGRAM SUPPLIES
LIBRARY	TARGET.COM *	MN	55445	\$ 38.24	2/28/2019	65641 AUDIO VISUAL COLLECTIONS	ADULT AV
LIBRARY	FACEBK S6M4KJNH42	CA	94025	\$ 19.42	3/1/2019	62205 ADVERTISING	EVENT PROMOTION
LIBRARY	AMER LIB ASSOC-CAREER	IL	60811	\$ 320.00	3/1/2019	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION FOR E BIRD
LIBRARY	GOOGLE *GSUITE EPL.ORG	CA	94043	\$ 10.00	3/1/2019	62340 IS SUPPORT FEES	EPL.ORG DOMAIN SUBSCRIPTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 62.30	3/1/2019	65050 BUILDING MAINTENANCE MATERIAL	5 GALLON BUCKETS WITH LIDS, RUBBER MAT, CLEANING SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 178.12	3/1/2019	65100 LIBRARY SUPPLIES	CONTAINERS FOR DRONE KITS TEEN SERVICES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 19.97	3/1/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR DRONE KITS TEEN SERVICES
LIBRARY	PAYPAL *SHOP LEGO	CT	06082	\$ 82.21	3/1/2019	65100 LIBRARY SUPPLIES	YA LEGO ROBOTICS
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	3/4/2019	62340 IS SUPPORT FEES	MONTHLY SUBSCRIPTION WEB HOST
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 21.09	3/4/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CONSUMER REPORTS	NY	10703	\$ 29.00	3/4/2019	65635 PERIODICALS	MAGAZINE SUBSCRIPTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 11.89	3/5/2019	65050 BUILDING MAINTENANCE MATERIAL	BATTERIES FOR JAN BODJA OFFICE DOORBELL ALERT, SCREWS
LIBRARY	AMAZON.COM*M148W7IX1	WA	98109	\$ 25.92	3/5/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLY
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 4.99	3/5/2019	65100 LIBRARY SUPPLIES	LEAP PROGRAM SUPPLIES
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 55.17	3/5/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES STORAGE
LIBRARY	EB TRENDS IN CIRCULAT	CA	94103	\$ 30.00	3/6/2019	62295 TRAINING & TRAVEL	LACONI TRAINING - CIRCULATION
LIBRARY	THE CHRONICLE	DC	20037	\$ 79.00	3/6/2019	62295 TRAINING & TRAVEL	WEBINAR SHAWVER W
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	3/6/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING ROOMS ONLINE THRU COMMUNICO
LIBRARY	TECH TOOL SUPPLY, LLC	MI	48170	\$ 79.98	3/6/2019	65050 BUILDING MAINTENANCE MATERIAL	10 PACK OF "WEDGE IT" DOOR STOPS
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 8.25	3/6/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SERVICES ELECTRONICS PROGRAMMING
LIBRARY	GAN*USATODAYCIRC	IN	46038	\$ 340.11	3/6/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	BEST BUY 00003137	IL	60202	\$ 269.99	3/7/2019	65050 BUILDING MAINTENANCE MATERIAL	MONITOR FOR SIEMENS DESIGO DESKTOP/TERMINAL
LIBRARY	AMZN MKTP US*M13U44U90	WA	98109	\$ 77.97	3/7/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLY
LIBRARY	AMAZON.COM*M10Y3WP1	WA	98109	\$ 14.95	3/7/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*M19RQ3Q72	WA	98109	\$ 54.69	3/7/2019	65641 AUDIO VISUAL COLLECTIONS	ADULT AV
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 318.83	3/8/2019	62340 IS SUPPORT FEES	INTERNET SOLUTION PROVIDER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 58.10	3/8/2019	65040 JANITORIAL SUPPLIES	TWO LOOPED MOP HEAD, WHITE VINEGAR, CLOROX TOILET BOWL CLEANER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 35.97	3/8/2019	65050 BUILDING MAINTENANCE MATERIAL	TWO BATH & KITCHEN CLEANER FLOOR CLR
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 18.88	3/8/2019	65100 LIBRARY SUPPLIES	3 PACKS OF AA BATTERIES
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 255.64	3/11/2019	65050 BUILDING MAINTENANCE MATERIAL	SNACKS FOR ANIME CLUB TEEN SERVICES
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 231.86	3/11/2019	65050 BUILDING MAINTENANCE MATERIAL	CREDIT BACK
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ (255.64)	3/11/2019	65050 BUILDING MAINTENANCE MATERIAL	JUMP STARTER, RATCHET TIE DOWN PACK, DRILL BIT PACK, LED LIGHT, DROP CLOTH PACK
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ (255.64)	3/11/2019	65050 BUILDING MAINTENANCE MATERIAL	RETURNED AND CREDITED BACK BECAUSE CASHIER MISTAKENLY ADDED TAX.
LIBRARY	AMAZON.COM*MW49X0CNO	WA	98109	\$ 67.58	3/11/2019	65630 LIBRARY BOOKS	JUMP STARTER, DRILL BIT PACK, JUV BOOK
LIBRARY	CARQUEST 2759	IL	60202	\$ 192.24	3/13/2019	65050 BUILDING MAINTENANCE MATERIAL	COMMERCIAL GRADE PORTABLE AUTO BATTERY JUMP STARTER FOR EPL BUS
LIBRARY	CASES BY SOURCE	NJ	07430	\$ 254.07	3/13/2019	65100 LIBRARY SUPPLIES	HOTSPOT DEVICE CASES
LIBRARY	UPS*1ZRE07134392035308	GA	30328	\$ 5.41	3/14/2019	62315 POSTAGE	SHIPPING - RETURN ITEM
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 212.12	3/14/2019	65050 BUILDING MAINTENANCE MATERIAL	MATERIAL FOR SECURITY WALL
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 67.87	3/14/2019	65050 BUILDING MAINTENANCE MATERIAL	MATERIAL SUPPLIES
LIBRARY	AMZN MKTP US*M19GH3142	WA	98109	\$ 25.94	3/14/2019	65050 BUILDING MAINTENANCE MATERIAL	MONITOR STAND
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 8.00	3/14/2019	65050 BUILDING MAINTENANCE MATERIAL	NUTS AND BOLTS
LIBRARY	JC LICHT - 1252 - EVAN	IL	60201	\$ 100.29	3/14/2019	65050 BUILDING MAINTENANCE MATERIAL	PAINT, PRIMER AND ROLLER COVERS FOR 3RD FLOOR CONFERENCE ROOMS

REPORTS TO INTERMEDIATE	MERCHANT NAME	SUPPLIER STATE	SUPPLIER POSTAL CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	SHUTTERFLY	CA	94065	\$ 53.85	3/14/2019	65100 LIBRARY SUPPLIES	HUMAN LIBRARY PHOTOS
LIBRARY	PAYPAL *AIRROCKETWO	CA	95131	\$ 297.98	3/14/2019	65100 LIBRARY SUPPLIES	STEAM PROGRAM MATERIAS
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 63.33	3/15/2019	65050 BUILDING MAINTENANCE MATERIAL	HASP AND PADLOCK SET FOR EPL BUS
LIBRARY	HAROLD S TRUE VALUE HD	IL	60201	\$ 6.99	3/15/2019	65050 BUILDING MAINTENANCE MATERIAL	ONE MASTER LOCK COMBINATION LOCK
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 149.61	3/15/2019	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT SUPPLIES
LIBRARY	PAYPAL *ABM BUTTON	CA	95131	\$ 379.02	3/15/2019	65100 LIBRARY SUPPLIES	CHILDREN'S BUTTON MAKER SUPPLIES
LIBRARY	PAYPAL *2CHECKOUTCO	OH	43215	\$ 31.00	3/15/2019	65100 LIBRARY SUPPLIES	CHILDREN'S MATERIAL
LIBRARY	TATTIFY	CA	90067	\$ 25.50	3/15/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLY
LIBRARY	PAYPAL *ELECTRON123	OH	44408	\$ 26.70	3/15/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLY
LIBRARY	WALMART.COM	AR	72716	\$ 20.98	3/15/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLY
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 90.23	3/15/2019	65100 LIBRARY SUPPLIES	CIRCUITRY CAMP SUPPLIES
LIBRARY	XUMP.COM	CA	90803	\$ 24.45	3/15/2019	65100 LIBRARY SUPPLIES	STEAM EX SUPPLY
LIBRARY	PAYPAL *WGGLOBALELE	CA	95131	\$ 33.98	3/15/2019	65100 LIBRARY SUPPLIES	STEAM SUPPLIES
LIBRARY	PAYPAL *AJAXSCIENTI	CA	95131	\$ 28.29	3/15/2019	65100 LIBRARY SUPPLIES	STEMEX GRANT SUPPLY
LIBRARY	PAYPAL *LIZHENGLIAN	CA	95131	\$ 10.99	3/15/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLY
LIBRARY	PAYPAL *YUMMICANDLE	CA	95131	\$ 264.00	3/19/2019	65095 OFFICE SUPPLIES	DONOR AND VOLUNTEER RECOGNITION NIGHT SUPPLY
LIBRARY	AMZN MKTP US*M14MC84T1	WA	98109	\$ 25.97	3/19/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLY
LIBRARY	D J*WALL ST JOURNAL	MA	01020	\$ 134.97	3/19/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 49.47	3/20/2019	65050 BUILDING MAINTENANCE MATERIAL	TRACING ROLL FOR SIGNAGE AND LANDSCAPE PLANING, DRAWING PENCILS ,
LIBRARY	SP * SQUISHY CIRCUITS	MN	55303	\$ 108.34	3/20/2019	65100 LIBRARY SUPPLIES	SIGN PEN AND ERASER
LIBRARY	GFS STORE #1915	IL	60202	\$ 67.24	3/20/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLY
LIBRARY	PARTY CITY 15	IL	60714	\$ 8.99	3/20/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 9.00	3/20/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMAZON.COM*MW5SQ5E81	WA	98109	\$ 128.27	3/20/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 180.43	3/20/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 231.85	3/21/2019	62340 IS SUPPORT FEES	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	RESTROOM STRATEGIC RES	NC	28115	\$ 395.34	3/21/2019	65050 BUILDING MAINTENANCE MATERIAL	4 TIMER SWITCHES FOR RESTROOM HAND DRYERS
LIBRARY	GOTPRINT.COM	CA	91505	\$ 38.18	3/21/2019	65095 OFFICE SUPPLIES	BUSINESS CARD NORBORG H
LIBRARY	AMAZON.COM*MW5TP6Z02 A	WA	98109	\$ 79.96	3/21/2019	65095 OFFICE SUPPLIES	TRUSTEE MANUAL
LIBRARY	PAYPAL *DISCOUNTMUG	FL	33178	\$ 258.77	3/21/2019	65095 OFFICE SUPPLIES	VOLUNTEER TOKEN
LIBRARY	BEST BUY 00003137	IL	60202	\$ 174.93	3/21/2019	65100 LIBRARY SUPPLIES	LAN ADAPTER FOR NINTENDO SWITCH TEEN SERVICES, DIGITAL PHOTO
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 127.38	3/22/2019	65040 JANITORIAL SUPPLIES	PRINTER AND CAMERA PROGRAMMING ALL
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 43.25	3/22/2019	65050 BUILDING MAINTENANCE MATERIAL	AMERICAN FLAG
LIBRARY	JET.COM	NJ	07030	\$ 42.89	3/22/2019	65100 LIBRARY SUPPLIES	CORNER GUARD FOR CIRCULATION DEPARTMENT
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 35.45	3/22/2019	65635 PERIODICALS	YA PROGRAM SUPPLY
LIBRARY	AMZN MKTP US*MW2BH5NH2	WA	98109	\$ 46.90	3/22/2019	65641 AUDIO VISUAL COLLECTIONS	EVANSTON REVIEW SUBSCRIPTION
LIBRARY	MARRIOTT HOTEL & CONFE	IL	61761	\$ 272.16	3/25/2019	62295 TRAINING & TRAVEL	ADULT PRINT
LIBRARY	MARRIOTT HOTEL & CONFE	IL	61761	\$ 292.16	3/25/2019	62295 TRAINING & TRAVEL	CONFERENCE IN BLOOMINGTON ANTOLIN L
LIBRARY	CONNEXION	IL	60089	\$ 1,000.00	3/25/2019	65050 BUILDING MAINTENANCE MATERIAL	CONFERENCE IN BLOOMINGTON DAUFELDT K
LIBRARY	CONNEXION	IL	60089	\$ 1,350.00	3/25/2019	65050 BUILDING MAINTENANCE MATERIAL	4 FOOT T8 FLUORESCENT BULBS, 650 COUNT
LIBRARY	CONNEXION	IL	60089	\$ 350.00	3/25/2019	65050 BUILDING MAINTENANCE MATERIAL	4 FOOT T8 FLUORESCENT BULBS, 900 COUNT
							4 FOOT T8 LIGHT BULBS, 300 COUNT
	<b>LIBRARY MARCH 2019 TOTAL</b>			<b>\$ 12,675.72</b>			

**CITY OF EVANSTON**  
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185 LIBRARY FUND

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Vendor	Invoice Description	Invoice Date	Payment 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>				
100474 - BAKER & TAYLOR	SUMMER READING PRIZES	05/10/2019	06/11/2019	3,619.92
100474 - BAKER & TAYLOR	JUV PRINT	05/21/2019	06/11/2019	116.48
100474 - BAKER & TAYLOR	JUV PRINT	05/15/2019	06/11/2019	157.41
100474 - BAKER & TAYLOR	JUV PRINT	05/10/2019	06/11/2019	388.12
16567 - DISCOVERY CENTER MUSEUM OF ROCKFORD,	N@ML GRANT SUPPLIES	05/01/2019	06/11/2019	525.00
16535 - DRAG QUEEN STORY HOUR	PROFESSIONAL FEE	06/22/2019	06/11/2019	150.00
16405 - HIP CIRCLE EMPOWERMENT CENTER	PROFESSIONAL FEE	05/23/2019	06/11/2019	100.00
16552 - XELENA GONZALEZ	PROFESSIONAL FEE	05/01/2019	06/11/2019	300.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>8</b>	<b>\$5,356.93</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	05/17/2019	06/11/2019	7.78
100474 - BAKER & TAYLOR	JUV PRINT	05/13/2019	06/11/2019	10.56
100474 - BAKER & TAYLOR	JUV PRINT	05/14/2019	06/11/2019	1,175.47
100474 - BAKER & TAYLOR	JUV PRINT	04/23/2019	06/11/2019	456.08
100474 - BAKER & TAYLOR	JUV PRINT	05/01/2019	06/11/2019	510.09
100474 - BAKER & TAYLOR	JUV PRINT	04/26/2019	06/11/2019	22.10
100474 - BAKER & TAYLOR	JUV PRINT	05/08/2019	06/11/2019	21.34
100474 - BAKER & TAYLOR	JUV PRINT	05/08/2019	06/11/2019	1,371.25
100474 - BAKER & TAYLOR	JUV PRINT	05/08/2019	06/11/2019	632.35
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	249.70
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	1,191.10
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	1,038.71
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	1,094.82
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	1,153.38
100474 - BAKER & TAYLOR	JUV PRINT	05/23/2019	06/11/2019	672.28
100474 - BAKER & TAYLOR	JUV PRINT	05/22/2019	06/11/2019	50.41
100474 - BAKER & TAYLOR	JUV PRINT	05/22/2019	06/11/2019	419.46
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	04/23/2019	06/11/2019	177.93
<b>Account 65630 - LIBRARY BOOKS Totals</b>			<b>18</b>	<b>\$10,254.81</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	JUV AV	05/02/2019	06/11/2019	26.49
103424 - MIDWEST TAPE	JUV AV	05/02/2019	06/11/2019	26.49
103424 - MIDWEST TAPE	JUV AV	05/01/2019	06/11/2019	21.24
103424 - MIDWEST TAPE	JUV AV	04/30/2019	06/11/2019	24.34
103424 - MIDWEST TAPE	JUV AV	04/30/2019	06/11/2019	30.48
103424 - MIDWEST TAPE	JUV PRINT	04/26/2019	06/11/2019	42.72
103424 - MIDWEST TAPE	JUV AV	05/09/2019	06/11/2019	15.24
103424 - MIDWEST TAPE	JUV AV	05/08/2019	06/11/2019	40.98
103424 - MIDWEST TAPE	JUV AV	05/22/2019	06/11/2019	15.24
103424 - MIDWEST TAPE	JUV AV	05/22/2019	06/11/2019	27.04
103424 - MIDWEST TAPE	JUV AV	05/15/2019	06/11/2019	75.96
103424 - MIDWEST TAPE	JUV AV	05/15/2019	06/11/2019	241.92
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	04/25/2019	06/11/2019	52.50
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	05/02/2019	06/11/2019	37.50
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>			<b>14</b>	<b>\$678.14</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>			<b>40</b>	<b>\$16,289.88</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
103424 - MIDWEST TAPE	ADULT REFERENCE ONLINE	04/30/2019	06/11/2019	3,999.53
107741 - SCHOLASTIC INC.	BOOK FLIX SUBSCRIPTION	04/26/2019	06/11/2019	4,447.98
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>			<b>2</b>	<b>\$8,447.51</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
14818 - FISHEYE GRAPHIC SERVICES, INC.	PROGRAM BOOKMARKS	05/14/2019	06/11/2019	65.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>			<b>1</b>	<b>\$65.00</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	05/17/2019	06/11/2019	774.06
100474 - BAKER & TAYLOR	ADULT PRINT	05/17/2019	06/11/2019	411.54
100474 - BAKER & TAYLOR	ADULT PRINT	05/16/2019	06/11/2019	429.90
100474 - BAKER & TAYLOR	ADULT PRINT	05/16/2019	06/11/2019	1,351.36
100474 - BAKER & TAYLOR	ADULT PRINT	05/13/2019	06/11/2019	1,652.81
100474 - BAKER & TAYLOR	ADULT PRINT	05/06/2019	06/11/2019	1,595.62
100474 - BAKER & TAYLOR	ADULT PRINT	05/02/2019	06/11/2019	402.47
100474 - BAKER & TAYLOR	ADULT PRINT	05/03/2019	06/11/2019	143.17
100474 - BAKER & TAYLOR	ADULT PRINT	05/03/2019	06/11/2019	94.43
100474 - BAKER & TAYLOR	ADULT PRINT	05/03/2019	06/11/2019	255.80
100474 - BAKER & TAYLOR	ADULT PRINT	04/26/2019	06/11/2019	10.00
100474 - BAKER & TAYLOR	ADULT PRINT	04/30/2019	06/11/2019	336.46
100474 - BAKER & TAYLOR	ADULT PRINT	05/02/2019	06/11/2019	30.60
100474 - BAKER & TAYLOR	ADULT PRINT	05/01/2019	06/11/2019	526.92
100474 - BAKER & TAYLOR	ADULT PRINT	05/01/2019	06/11/2019	326.81

**CITY OF EVANSTON**  
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185 LIBRARY FUND

**Accounts Payable by G/L Distribution Report**  
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Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	ADULT PRINT	04/30/2019	06/11/2019	1,642.88
100474 - BAKER & TAYLOR	ADULT PRINT	04/24/2019	06/11/2019	212.10
100474 - BAKER & TAYLOR	ADULT PRINT	05/09/2019	06/11/2019	378.32
100474 - BAKER & TAYLOR	ADULT PRINT	05/10/2019	06/11/2019	45.52
100474 - BAKER & TAYLOR	ADULT PRINT	05/10/2019	06/11/2019	265.01
100474 - BAKER & TAYLOR	ADULT PRINT	05/08/2019	06/11/2019	515.10
100474 - BAKER & TAYLOR	ADULT PRINT	05/06/2019	06/11/2019	33.28
100474 - BAKER & TAYLOR	ADULT PRINT	05/08/2019	06/11/2019	1,719.91
100474 - BAKER & TAYLOR	ADULT PRINT	05/07/2019	06/11/2019	733.64
100474 - BAKER & TAYLOR	ADULT PRINT	05/22/2019	06/11/2019	8.11
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2019	06/11/2019	1,763.15
100474 - BAKER & TAYLOR	ADULT PRINT	05/20/2019	06/11/2019	18.31
100474 - BAKER & TAYLOR	ADULT PRINT	05/23/2019	06/11/2019	90.84
100474 - BAKER & TAYLOR	ADULT PRINT	05/21/2019	06/11/2019	192.24
100474 - BAKER & TAYLOR	ADULT PRINT	05/22/2019	06/11/2019	79.02
100932 - CENTER POINT INC	ADULT PRINT	05/01/2019	06/11/2019	136.62
100932 - CENTER POINT INC	ADULT PRINT	05/09/2019	06/11/2019	46.50
120319 - GALE RESEARCH INC.	ADULT PRINT	05/08/2019	06/11/2019	75.72
120319 - GALE RESEARCH INC.	ADULT PRINT	05/07/2019	06/11/2019	236.91
120319 - GALE RESEARCH INC.	ADULT PRINT	05/22/2019	06/11/2019	48.73
120319 - GALE RESEARCH INC.	ADULT PRINT	05/22/2019	06/11/2019	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT	05/22/2019	06/11/2019	101.21
120319 - GALE RESEARCH INC.	ADULT PRINT	05/14/2019	06/11/2019	179.93
120319 - GALE RESEARCH INC.	ADULT PRINT	05/15/2019	06/11/2019	24.79
276974 - OVER DRIVE, INC.	EBOOKS	05/01/2019	06/11/2019	32.97
276974 - OVER DRIVE, INC.	EBOOKS	05/01/2019	06/11/2019	213.16
276974 - OVER DRIVE, INC.	EBOOKS	05/01/2019	06/11/2019	171.99
276974 - OVER DRIVE, INC.	EBOOKS	05/01/2019	06/11/2019	500.77
276974 - OVER DRIVE, INC.	E BOOKS	05/01/2019	06/11/2019	4,915.45
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2019	06/11/2019	549.96
276974 - OVER DRIVE, INC.	EBOOKS	04/26/2019	06/11/2019	694.88
276974 - OVER DRIVE, INC.	EBOOKS	05/15/2019	06/11/2019	485.98
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2019	06/11/2019	1,572.89
276974 - OVER DRIVE, INC.	EBOOKS	05/22/2019	06/11/2019	2,774.92
<b>Account 65630 - LIBRARY BOOKS Totals</b>			<b>49</b>	<b>\$28,874.73</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	ADULT AV	04/23/2019	06/11/2019	135.00
103424 - MIDWEST TAPE	ADULT AV	05/02/2019	06/11/2019	53.77
103424 - MIDWEST TAPE	ADULT AV	05/01/2019	06/11/2019	105.96
103424 - MIDWEST TAPE	ADULT AV	05/01/2019	06/11/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	05/01/2019	06/11/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	05/01/2019	06/11/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	04/30/2019	06/11/2019	16.74
103424 - MIDWEST TAPE	ADULT AV	04/30/2019	06/11/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	04/30/2019	06/11/2019	90.21
103424 - MIDWEST TAPE	ADULT AV	04/30/2019	06/11/2019	23.29
103424 - MIDWEST TAPE	ADULT AV	04/26/2019	06/11/2019	81.68
103424 - MIDWEST TAPE	ADULT AV	04/26/2019	06/11/2019	33.99
103424 - MIDWEST TAPE	ADULT AV	04/26/2019	06/11/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	04/26/2019	06/11/2019	23.49
103424 - MIDWEST TAPE	ADULT AV REPLACEMENT	05/08/2019	06/11/2019	9.99
103424 - MIDWEST TAPE	ADULT AV	05/09/2019	06/11/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	37.09
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	42.24
103424 - MIDWEST TAPE	ADULT AV	05/09/2019	06/11/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	05/07/2019	06/11/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	130.95
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	25.74
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	17.49
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	05/08/2019	06/11/2019	99.12
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	53.53
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	24.24
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	40.23
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	24.24
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	79.47
103424 - MIDWEST TAPE	ADULT AV	05/22/2019	06/11/2019	26.49

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Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	05/17/2019	06/11/2019	96.87
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	66.08
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	65.22
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	151.30
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	74.18
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	18.24
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	06/11/2019	37.09
104325 - RECORDED BOOKS INC.	ADULT AV	05/09/2019	06/11/2019	36.00
104325 - RECORDED BOOKS INC.	ADULT AV	05/09/2019	06/11/2019	17.99
104325 - RECORDED BOOKS INC.	ADULT AV	04/25/2019	06/11/2019	112.49
104325 - RECORDED BOOKS INC.	ADULT AV	04/26/2019	06/11/2019	31.50
104325 - RECORDED BOOKS INC.	ADULT AV	04/29/2019	06/11/2019	17.99
104325 - RECORDED BOOKS INC.	ADULT AV	05/06/2019	06/11/2019	31.50
104325 - RECORDED BOOKS INC.	ADULT AV	05/06/2019	06/11/2019	31.49
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals			55	<u>\$2,658.87</u>
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals			107	<u>\$40,046.11</u>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES</b>				
16568 - CRYSTAL LAKE PUBLIC LIBRARY	QUARTERLY BILLING 1/1/2019-3/31/2019	05/09/2019	06/11/2019	17.99
14233 - DES PLAINES PUBLIC LIBRARY	REPLACEMENT CHARGES	05/15/2019	06/11/2019	6.99
14304 - FREMONT PUBLIC LIBRARY	QUARTERLY BILLING 1-3/19 AND 10-12/18	05/16/2019	06/11/2019	71.94
15214 - GLENVIEW PUBLIC LIBRARY	QUARTERLY BILLING 1/19-3/19	05/15/2019	06/11/2019	37.99
14224 - HUNTLEY AREA PUBLIC LIBRARY DISTRICT	QUARTERLY BILLING 1/1/19-3/31/19	05/20/2019	06/11/2019	3.00
14160 - LAKE FOREST LIBRARY	QUARTERLY BILLING 1/1/2019-3/31/2019	05/16/2019	06/11/2019	16.00
14156 - LAKE VILLA DISTRICT LIBRARY	QUARTERLY BILLING 1/1/19-3/31/2019	03/13/2019	06/11/2019	32.00
14226 - LINCOLNWOOD PUBLIC LIBRARY DISTRICT	QUARTERLY BILLING 1/1/19-3/31/19	05/17/2019	06/11/2019	55.40
14338 - NILES PUBLIC LIBRARY DISTRICT	QUARTERLY BILLING 1/1/19-3/31/2019	05/17/2019	06/11/2019	73.90
103805 - NORTHBROOK PUBLIC LIBRARY	QUARTERLY BILLING 1/1/19-3/31/19	05/17/2019	06/11/2019	34.99
15108 - PARK RIDGE PUBLIC LIBRARY	QUARTERLY BILLING 1/1/19-3/31/19	05/20/2019	06/11/2019	87.00
14270 - PROSPECT HEIGHTS PUBLIC LIBRARY	QUARTERLY BILLING 1/1/19-3/31/19	05/20/2019	06/11/2019	16.00
15189 - WINNETKA - NORTHFIELD PUBLIC LIBRARY	QUARTERLY BILLING 1/1/19-3/31/19	05/20/2019	06/11/2019	28.00
Account <b>57515 - LIBRARY MATERIAL REPLACEMENT CHARGES</b> Totals			13	<u>\$481.20</u>
<b>Account 62340 - COMPUTER LICENSE &amp; SUPP</b>				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	05/15/2019	06/11/2019	9,579.94
104897 - SPRINT	INTERNET SOLUTION PROVIDER	05/03/2019	06/11/2019	3,063.89
Account <b>62340 - COMPUTER LICENSE &amp; SUPP</b> Totals			2	<u>\$12,643.83</u>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/16/2019	06/11/2019	320.94
101406 - DEMCO, INC.	SRP PRIZES FOR YA	05/20/2019	06/11/2019	57.64
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/29/2019	06/11/2019	464.94
206940 - ULINE	LIBRARY SUPPLIES	05/02/2019	06/11/2019	72.75
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			4	<u>\$916.27</u>
Business Unit <b>4820 - ACCESS SERVICES</b> Totals			19	<u>\$14,041.30</u>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62375 - RENTALS</b>				
309006 - ESSKAY DEVELOPMENT LLC	JUNE 2019 RENT	05/30/2019	06/11/2019	4,808.00
Account <b>62375 - RENTALS</b> Totals			1	<u>\$4,808.00</u>
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	NATURAL GAS	05/06/2019	06/11/2019	148.84
103745 - NICOR GAS	NATURAL GAS	05/08/2019	06/11/2019	35.95
Account <b>64015 - NATURAL GAS</b> Totals			2	<u>\$184.79</u>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
105711 - 4IMPRINT	TABLE THROW	05/07/2019	06/11/2019	530.40
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			1	<u>\$530.40</u>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	05/17/2019	06/11/2019	47.45
100474 - BAKER & TAYLOR	JUV PRINT	05/15/2019	06/11/2019	1,483.41
100474 - BAKER & TAYLOR	ADULT PRINT	05/13/2019	06/11/2019	1,652.99
100474 - BAKER & TAYLOR	JUV PRINT	04/23/2019	06/11/2019	200.17
100474 - BAKER & TAYLOR	ADULT PRINT	05/02/2019	06/11/2019	15.82
100474 - BAKER & TAYLOR	ADULT PRINT	04/30/2019	06/11/2019	41.69
100474 - BAKER & TAYLOR	JUV PRINT	05/01/2019	06/11/2019	135.93
100474 - BAKER & TAYLOR	JUV PRINT	05/08/2019	06/11/2019	27.02
100474 - BAKER & TAYLOR	ADULT PRINT	05/10/2019	06/11/2019	31.64
100474 - BAKER & TAYLOR	ADULT PRINT	05/08/2019	06/11/2019	15.25
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	144.71
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	5.64
100474 - BAKER & TAYLOR	JUV PRINT	05/07/2019	06/11/2019	91.76
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2019	06/11/2019	59.86
100474 - BAKER & TAYLOR	JUV PRINT	05/22/2019	06/11/2019	14.24
100474 - BAKER & TAYLOR	JUV PRINT	05/22/2019	06/11/2019	797.18
100474 - BAKER & TAYLOR	ADULT PRINT	05/21/2020	06/11/2019	701.42



**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 06.11.2019**

185 LIBRARY FUND

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 06/11/19 - 06/11/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
100474 - BAKER & TAYLOR	JUV PRINT	05/20/2019	06/11/2019	802.46
100474 - BAKER & TAYLOR	JUV PRINT	05/20/2019	06/11/2019	749.80
100474 - BAKER & TAYLOR	ADULT PRINT	05/20/2019	06/11/2019	1,030.49
	Account 65630 - LIBRARY BOOKS Totals		20	\$8,048.93
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		24	\$13,572.12
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
13657 - GLANTZ, INC	WEB MAINTENANCE	06/05/2019	06/11/2019	1,050.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		1	\$1,050.00
<b>Account 65100 - LIBRARY SUPPLIES</b>				
16582 - ADALBERT AFABLE	MANGA DRAWING WORKSHOP	05/20/2019	06/11/2019	200.00
16545 - KAYLA LANE FREEMAN	PROFESSIONAL SERVICE	05/17/2019	06/11/2019	600.00
186504 - THE COMIX REVOLUTION, INC.	YA SUPPLIES	05/01/2019	06/11/2019	45.85
	Account 65100 - LIBRARY SUPPLIES Totals		3	\$845.85
<b>Account 65555 - PERSONAL COMPUTER EQUIPMENT</b>				
111042 - MNJ TECHNOLOGIES DIRECT INC	IT SUPPLIES	02/26/2019	06/11/2019	1,302.62
111042 - MNJ TECHNOLOGIES DIRECT INC	IT SUPPLIES	03/13/2019	06/11/2019	1,297.91
	Account 65555 - PERSONAL COMPUTER EQUIPMENT Totals		2	\$2,600.53
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		6	\$4,496.38
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM MONTHLY CHARGES	05/05/2019	06/11/2019	511.26
100162 - ALARM DETECTION SYSTEMS, INC.	BUILDING MAINTENANCE	05/24/2019	06/11/2019	221.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/20/2019	06/11/2019	332.38
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/13/2019	06/11/2019	332.38
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/06/2019	06/11/2019	332.38
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/28/2019	06/11/2019	332.38
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	06/04/2019	06/11/2019	210.00
15772 - GREEN EDENS HORTICULTURAL SERVICES, LLC	THREE SEASON DECORATIVE PLANTERS	05/11/2019	06/11/2019	750.00
103316 - PHYSIO-CONTROL, INC.	LIFEPAK DEVICE QUOTE 00171810	05/01/2019	06/11/2019	6,167.50
104395 - RIDDIFORD ROOFING COMPANY	ROOF WORK	05/13/2019	06/11/2019	1,224.79
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		10	\$10,414.07
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	05/16/2019	06/11/2019	1,034.72
	Account 65040 - JANITORIAL SUPPLIES Totals		1	\$1,034.72
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
11982 - STEPHEN YOUNG	PIANO TUNE SERVICE	05/31/2019	06/11/2019	265.00
	Account 65050 - BLDG MAINTENANCE MATERIAL Totals		1	\$265.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		12	\$11,713.79
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
102739 - STEVE JOHNSON CONNECTS	CONSULTING SERVICES	05/21/2019	06/11/2019	500.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL FEE	06/03/2019	06/11/2019	500.00
10771 - LYNN TRAUTMANN	ANNUAL DONOR AND VOLUNTEER EVENT	05/10/2019	06/11/2019	437.50
	Account 62185 - CONSULTING SERVICES Totals		3	\$1,437.50
<b>Account 62210 - PRINTING</b>				
14818 - FISHEYE GRAPHIC SERVICES, INC.	KANOPY POSTCARDS PRINTING	04/26/2019	06/11/2019	175.00
	Account 62210 - PRINTING Totals		1	\$175.00
<b>Account 62290 - TUITION</b>				
16323 - HILDA GONZALEZ	TUITION REIMBURSEMENT	05/30/2019	06/11/2019	4,800.00
313938 - Jose A Maldonado	TUITION REIMBURSEMENT	05/22/2019	06/11/2019	1,758.00
15973 - MELISSA HALKA	TUITION REIMBURSEMENT	05/30/2019	06/11/2019	5,088.00
	Account 62290 - TUITION Totals		3	\$11,646.00
<b>Account 62380 - COPY MACHINE CHARGES</b>				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	05/15/2019	06/11/2019	42.16
105654 - XEROX CORP.	COPIER CHARGES	05/18/2019	06/11/2019	16.80
105654 - XEROX CORP.	COPIER CHARGES	05/18/2019	06/11/2019	16.80
103883 - OFFICE DEPOT	COPYING SERVICE	05/10/2019	06/11/2019	51.49
103883 - OFFICE DEPOT	COPYING SERVICE	05/10/2019	06/11/2019	56.38
105654 - XEROX CORP.	COPYING SERVICE	05/18/2019	06/11/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	05/18/2019	06/11/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	05/18/2019	06/11/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	05/18/2019	06/11/2019	16.80
	Account 62380 - COPY MACHINE CHARGES Totals		9	\$250.83
<b>Account 65095 - OFFICE SUPPLIES</b>				
101406 - DEMCO, INC.	ENGAGEMENT SERVICES SUPPLIES	05/06/2019	06/11/2019	100.23
14818 - FISHEYE GRAPHIC SERVICES, INC.	ANNUAL REPORT PRINTING MAILING DESIGN	05/14/2019	06/11/2019	18,225.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	DONOR AND VOLUNTEER MAILING	05/06/2019	06/11/2019	590.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	HONOR ROLL SIGNS	05/14/2019	06/11/2019	340.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL ANNUAL REPORT SPANISH VERSION	05/20/2019	06/11/2019	1,855.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL ANNUAL REPORT DESIGN	05/14/2019	06/11/2019	1,850.00
12151 - MULTILINGUAL CONNECTIONS LLC	ANNUAL REPORT 2018 TRANSLATION	03/25/2019	06/11/2019	526.12
127999 - NATIONAL PEN CORPORATION	VOLUNTEER APPRECIATION	05/17/2019	06/11/2019	160.94
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/10/2019	06/11/2019	70.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/14/2019	06/11/2019	41.98

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 06.11.2019**

185 LIBRARY FUND

**Accounts Payable by G/L Distribution Report**  
Payment Date Range 06/11/19 - 06/11/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/10/2019	06/11/2019	20.67
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/10/2019	06/11/2019	21.18
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/08/2019	06/11/2019	(39.95)
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/10/2019	06/11/2019	398.06
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/10/2019	06/11/2019	20.67
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/22/2019	06/11/2019	107.10
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/21/2019	06/11/2019	84.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/23/2019	06/11/2019	(84.99)
	Account <b>65095 - OFFICE SUPPLIES</b> Totals		18	<u>\$24,287.99</u>
	Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		34	<u>\$37,797.32</u>
<b>Business Unit 4850 - LIBRARY GRANTS</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	04/30/2019	06/11/2019	22.75
101406 - DEMCO, INC.	IMLS GRANT STEMEX SUPPLIES	05/20/2019	06/11/2019	401.72
107741 - SCHOLASTIC INC.	COMMUNITY WORKS BOOKS	05/13/2019	06/11/2019	912.62
	Account <b>65100 - LIBRARY SUPPLIES</b> Totals		3	<u>\$1,337.09</u>
	Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		3	<u>\$1,337.09</u>
	Department <b>48 - LIBRARY</b> Totals		245	<u>\$139,293.99</u>
	<b>Fund 185 - LIBRARY FUND</b> Totals		245	<u>\$139,293.99</u>
<b>* = Prior Fiscal Year Activity</b>			245	<u>\$139,293.99</u>

REPORTS TO INTERMEDIATE	MERCHANT NAME	SUPPLIER STATE	SUPPLIER POSTAL CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 31.96	3/26/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	CASES BY SOURCE	NJ	07430	\$ 391.41	3/28/2019	65100 LIBRARY SUPPLIES	HOTSPOT REPLACEMENT CASES
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 270.93	3/29/2019	65050 BUILDING MAINTENANCE MATERIAL	COBWEB DUSTER SET, EXTENSION POLE, SMALL EXTENSION POLE, DUSTER HEADS.BOX OF 1000 FT CAT6 CABLE
LIBRARY	FACEBK MDANNJ6H42	CA	94025	\$ 4.08	4/1/2019	62205 ADVERTISING	SOCIAL MEDIA PROGRAM AD
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 30.94	4/1/2019	65040 JANITORIAL SUPPLIES	UNGER ONE SQUEEGEE/SCRUBBER COMBO, ONE MICRO FIBER AND PADDLE DUSTER, ONE COB WEB DUSTER
LIBRARY	GOOGLE *GSUITE_EPL.ORG	CA	94043	\$ 10.00	4/2/2019	62341 INTERNET SOLUTION PROVIDERS	EPL.ORG DOMAIN SUBSCRIPTION
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	4/3/2019	62340 IS SUPPORT FEES	HOST EPL.ORG SUBSCRIPTION
LIBRARY	AMZN MKTP US*MW9736690	WA	98109	\$ 27.47	4/3/2019	65630 LIBRARY BOOKS	JUV PRINT
LIBRARY	PAYPAL *BESTBUY COM	KY	40165	\$ 33.48	4/3/2019	65100 LIBRARY SUPPLIES	NINTENDO SWITCH ADAPTER FOR TEEN PROGRAMMING
LIBRARY	SQ *SQ *HEWEN BAKER	IL	60202	\$ 340.65	4/3/2019	65025 FOOD	STAFF DEVELOPMENT TRAINING FOOD
LIBRARY	AMZN MKTP US*MW0JY4QP2	WA	98109	\$ 32.27	4/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MW4RR6DO0	WA	98109	\$ 33.99	4/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MW2DW2791	WA	98109	\$ 38.75	4/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MW8F929S1	WA	98109	\$ 14.79	4/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	BRUCKER CO	IL	60007	\$ 519.73	4/4/2019	62225 BLDG MAINT SVCS	BUILDING MAINTENANCE SUPPLIES
LIBRARY	YWCA EVANSTON/NORTH SH	IL	60210	\$ 500.00	4/4/2019	62295 TRAINING & TRAVEL	EQUITY SUMMIT - DOUBLE CHARGE -REFUND TO FOLLOW
LIBRARY	EB TECH SERVICES WEED	CA	94103	\$ 30.00	4/4/2019	62295 TRAINING & TRAVEL	LACONI TRAINING
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	4/4/2019	62705 BANK SERVICE CHARGES	ONLINE PAYMENT OPTION FOR COMMUNICO TRANSACTIONS
LIBRARY	SQUARE *SQ *RESTAURANT	IL	60076	\$ 159.30	4/4/2019	65025 FOOD	STAFF DEVELOPMENT TRAINING FOOD
LIBRARY	SQUARE *SQ *RESTAURANT	IL	60076	\$ 269.10	4/4/2019	65025 FOOD	STAFF DEVELOPMENT TRAINING FOOD
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 39.37	4/4/2019	65095 OFFICE SUPPLIES	TWO POST -IT, MIAMI AND ONE LBL 2.5X1.5
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 27.01	4/4/2019	65050 BUILDING MAINTENANCE MATERIAL	VARIOUS HARDWARE, 2 LOCK HASPS
LIBRARY	YWCA EVANSTON/NORTH SH	IL	60210	\$ 500.00	4/4/2019	62295 TRAINING & TRAVEL	YWCA EQUITY SUMMIT
LIBRARY	AMZN MKTP US*MW3TB8S60	WA	98109	\$ 58.98	4/5/2019	65050 BUILDING MAINTENANCE MATERIAL	2 CAT6 ETHERNET 6 PORT TAPS
LIBRARY	AMZN MKTP US*MW0LJ4IW1	WA	98109	\$ 41.90	4/5/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 107.21	4/5/2019	65635 PERIODICALS	AUTOMATIC RENEWAL NEWSPAPER SUBSCRIPTION
LIBRARY	DROPBOX*D7CW8VJ68GC8	CA	94107	\$ 99.00	4/5/2019	62340 IS SUPPORT FEES	ONLINE STORAGE YEARLY SUBSCRIPTION
LIBRARY	SQ *SQ *KABUL HOUS	IL	60203	\$ 1,056.00	4/5/2019	65025 FOOD	STAFF DEVELOPMENT DAY TRAINING FOOD
LIBRARY	MARCO PROMOTIONAL PROD	WI	54902	\$ 443.11	4/5/2019	65095 OFFICE SUPPLIES	VOLUNTEER AND DONOR EVENT SUPPLIES
LIBRARY	AMZN MKTP US*MW80P67Y2	WA	98109	\$ 27.75	4/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MW7UQ3RE0	WA	98109	\$ 39.13	4/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MZ5X48CN1	WA	98109	\$ 183.16	4/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	NINTENDO *AMERICAUS	WA	98052	\$ 3.18	4/9/2019	65100 LIBRARY SUPPLIES	GAME DOWNLOAD FOR TEEN SERVICES NINTENDO SWITCH FOR WEEKLY GAMING
LIBRARY	NINTENDO *AMERICAUS	WA	98052	\$ 6.36	4/9/2019	65100 LIBRARY SUPPLIES	GAME DOWNLOAD FOR TEEN SERVICES NINTENDO SWITCH FOR WEEKLY GAMING
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 29.50	4/9/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 318.83	4/9/2019	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET CONNECTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 7.66	4/9/2019	65050 BUILDING MAINTENANCE MATERIAL	WALL ANCHOR SCREWS FOR ATTACHING CORNER GUARD IN CIRCULATION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 8.62	4/10/2019	65050 BUILDING MAINTENANCE MATERIAL	4" SAFETY PLUG FOR SEALING OPEN PIPE, OUTSIDE PLANTER, TOP OF MAIN ENTRANCE STAIRS
LIBRARY	MORELIA SUPERMARKE	IL	60645	\$ 107.34	4/10/2019	65100 LIBRARY SUPPLIES	ASSORTMENT OF MEXICAN CANDY
LIBRARY	DOLLARTREE	IL	60202	\$ 12.00	4/10/2019	65100 LIBRARY SUPPLIES	FROSTING, FOOD COLORING, SPRINKLES, COFFEE FILTERS, SANDWICH BAGS
LIBRARY	MORELIA SUPERMARKE	IL	60645	\$ 0.68	4/10/2019	65100 LIBRARY SUPPLIES	PLASTIC BAGS
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 25.54	4/10/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMERICAN SCIENCE & SUR	IL	60630	\$ 9.45	4/10/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES

REPORTS TO INTERMEDIATE	MERCHANT NAME	SUPPLIER STATE	SUPPLIER POSTAL CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	GFS STORE #1915	IL	60202	\$ 3.79	4/11/2019	65100 LIBRARY SUPPLIES	FOOD HANDLING GLOVES
LIBRARY	JEWEL-OSCO	IL	60202	\$ 23.94	4/11/2019	65100 LIBRARY SUPPLIES	SUGAR COOKIES (18CT 6 BAGS)
LIBRARY	SMARTSIGN	NY	11201	\$ 151.65	4/12/2019	65050 BUILDING MAINTENANCE MATERIAL	2 LIGHTED EXIT SIGNS
LIBRARY	AMZN MKTP US*MW1415Y10	WA	98109	\$ 29.35	4/12/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US*MZ4EB5OG0	WA	98109	\$ 29.75	4/12/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 31.96	4/12/2019	65050 BUILDING MAINTENANCE MATERIAL	GORILLA TAPE, SMALL TOOL SET
LIBRARY	SQ *SQ *FRENCH KISS CA	IL	60201	\$ 158.70	4/12/2019	65025 FOOD	HUMAN LIBRARY PROGRAM REFRESHMENTS
LIBRARY	TARGET 00032839	IL	60201	\$ 22.94	4/16/2019	65100 LIBRARY SUPPLIES	LIBRARY STORAGE SUPPLIES
LIBRARY	THE KNOX COMPANY	AZ	85027	\$ 352.00	4/17/2019	62225 BLDG MAINT SVCS	BUILDING MATERIAL SUPPLIES
LIBRARY	DEMCO INC	WI	53704	\$ 195.26	4/17/2019	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 19.06	4/17/2019	65100 LIBRARY SUPPLIES	POTTING SOIL AND SEEDS FOR MCR PROJECT
LIBRARY	EVERYDAY CYCLES AND MO	IL	60202	\$ 63.98	4/22/2019	65100 LIBRARY SUPPLIES	2 AIR HORNS FOR BOOK BIKES
LIBRARY	DEMCO INC	WI	53704	\$ 10.00	4/22/2019	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLY
LIBRARY	VALLI PRODUCE	IL	60202	\$ 0.99	4/22/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 65.00	4/24/2019	62295 TRAINING & TRAVEL	ALA WEBINAR
LIBRARY	VALLI PRODUCE	IL	60202	\$ 4.12	4/24/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 10.72	4/24/2019	65100 LIBRARY SUPPLIES	STEAM CLUB PROGRAM SUPPLIES
LIBRARY	DOLLARTREE	IL	60202	\$ 13.00	4/24/2019	65100 LIBRARY SUPPLIES	STEM FEST PROGRAM SUPPLIES
LIBRARY	PAYPAL *HUB PAYPAL	CA	95131	\$ 129.90	4/25/2019	65100 LIBRARY SUPPLIES	MOTOROLA GRANT - ARCADE GAME DESIGN
ADMIN SVCS/INFO SYS	AMZN MKTP US*MZ9C48BM1	WA	98109	\$ 22.53	4/23/2019	65100 LIBRARY SUPPLIES	26654 LIBRARY LAPTOP BATTERY FOR LATITUDE 3330
	<b>LIBRARY APRIL 2019 TOTAL</b>			<b>\$ 7,374.27</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: June 14, 2019

This memo provides an update on significant administrative activities.

## **Human Resources**

Please join me in welcoming Avery Kalyn as a Library Clerk and Kathia Muniz-Rios as a Shelves in Access Services. Also, three new Public Service Substitutes have joined our team – Morgan Krause, Lorena Ruckdaeshel, and Angie Tomcik.

Interviews are underway for two Technology Associate positions on the Innovation & Digital Learning team.

## **Financial Resources**

The Library Fund financial report for the period ending May 31<sup>st</sup> is included in this meeting packet for your review. Expenses fall within budget.

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

# Budget Performance Report

Fiscal Year to Date 05/31/19

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	36,085.63	.00	3,665,950.44	3,084,049.56	54	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	(170.05)	.00	29,771.54	55,228.46	35	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	39.86	.00	182.30	(182.30)	+++	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	16,548.82	13,451.18	55	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.00
56011	DONATIONS	383,500.00	.00	383,500.00	.00	.00	126,076.82	257,423.18	33	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	540.00	(540.00)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(51.00)	.00	338.64	(338.64)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	11,568.81	.00	41,696.44	(31,696.44)	417	48,821.00
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	210,380.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	150,000.00	.00	150,000.00	12,500.00	.00	62,500.00	87,500.00	42	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(269.63)	.00	254.90	11,745.10	2	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	.00	.00	2,379.73	7,620.27	24	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	5,677.74	12,322.26	32	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	.00	.00	5,501.73	7,498.27	42	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	.00	.00	8,217.99	26,782.01	23	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	3,500.00	.00	9,000.00	91,000.00	9	88,675.00
REVENUE TOTALS		\$7,945,271.00	\$0.00	\$7,945,271.00	\$63,203.62	\$0.00	\$3,974,637.09	\$3,970,633.91	50%	\$7,652,364.65
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	315,890.74	.00	1,081,893.02	1,612,518.98	40	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	144,879.21	.00	560,651.89	805,480.11	41	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	6,752.50	.00	25,091.05	19,908.95	56	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	1,058.55	.00	10,707.10	(707.10)	107	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	779.15	.00	7,365.97	(7,365.97)	+++	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	8,819.72	(8,819.72)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	42,211.94	.00	205,323.82	326,236.18	39	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	320.72
61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.64	.00	876.72	1,183.28	43	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	1,100.00	.00	5,500.00	7,700.00	42	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	296.04	.00	1,480.22	1,069.78	58	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	540.00	.00	540.00	(75.00)	116	465.00
61710	IMRF	237,070.00	.00	237,070.00	27,145.70	.00	97,688.53	139,381.47	41	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	28,517.43	.00	102,362.29	142,949.71	42	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	6,669.50	.00	23,939.67	34,475.33	41	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	3,133.00	.00	14,578.00	162,122.00	8	189,393.08

# Budget Performance Report

Fiscal Year to Date 05/31/19

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	4.08	.00	119.08	7,880.92	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	23,751.21	16,324.66	73,013.63	123,361.71	42	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	1,443.70	1,156.30	56	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	1,242.27	.00	11,849.09	30,150.91	28	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,266.65	3,173.35	42	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,035.40	2,849.60	42	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	442.97	4,057.03	10	2,079.84
62340	COMPTER LICENSE & SUPP	212,600.00	.00	212,600.00	22,627.07	6,250.00	53,776.17	152,573.83	28	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	6,184.34	11,158.00	90,368.78	98,473.22	51	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	945.00	1,155.00	45	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	.00	.00	24,040.00	22,198.00	52	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	461.22	.00	1,970.94	10,929.06	15	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	2,433.36	6,266.64	28	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	476.59	.00	3,213.66	2,486.34	56	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	2,320.15	.00	10,700.78	19,199.22	36	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	310.90	.00	1,243.69	(1,243.69)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	254.44	.00	989.99	1,010.01	49	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	30.94	.00	3,095.82	8,904.18	26	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	556.81	.00	7,836.81	22,163.19	26	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	2,561.66	31,333.23	9,558.53	49,108.24	45	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	6,430.15	.00	38,535.57	155,314.43	20	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	3,008.48	2,600.53	24,485.65	21,913.82	55	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	29,423.26	.00	167,945.04	430,254.96	28	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	136.71	.00	3,487.11	19,212.89	15	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	3,442.24	.00	25,366.57	116,433.43	18	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	36,440.00	51,016.00	42	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	112,500.00	157,500.00	42	270,000.00
<b>EXPENSE TOTALS</b>		<b>\$7,771,945.00</b>	<b>\$0.00</b>	<b>\$7,771,945.00</b>	<b>\$713,021.33</b>	<b>\$67,666.42</b>	<b>\$2,884,765.10</b>	<b>\$4,819,513.48</b>	<b>38%</b>	<b>\$7,190,072.61</b>

Fund 185 - LIBRARY FUND Totals

# Budget Performance Report

Fiscal Year to Date 05/31/19

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	63,203.62	.00	3,974,637.09	3,970,633.91	50%	7,652,364.65
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	713,021.33	67,666.42	2,884,765.10	4,819,513.48	38%	7,190,072.61
Fund 185 - LIBRARY FUND	Totals	\$173,326.00	\$0.00	\$173,326.00	(\$649,817.71)	(\$67,666.42)	\$1,089,871.99	(\$848,879.57)		\$462,292.04
	Grand Totals									
	REVENUE TOTALS	7,945,271.00	.00	7,945,271.00	63,203.62	.00	3,974,637.09	3,970,633.91	50%	7,652,364.65
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	713,021.33	67,666.42	2,884,765.10	4,819,513.48	38%	7,190,072.61
	Grand Totals	\$173,326.00	\$0.00	\$173,326.00	(\$649,817.71)	(\$67,666.42)	\$1,089,871.99	(\$848,879.57)		\$462,292.04



Endowment for the Evanston Public Library  
 Holdings as of May 2019

	Symbol	Shares/Quantity	Price	Value as of 05/01/2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7234.882	\$254.85	\$1,843,809.68	45.2%	
Vanguard Small-Cap Index Fund	VSMAX	3807.914	\$70.37	\$267,962.91	6.6%	
Vanguard REIT Index Fund	VGSLX	1910.256	\$123.13	\$235,209.82	5.8%	
Vanguard Total International Stock Index Fund	VTIAX	14516.108	\$27.07	\$392,951.04	9.6%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6802.431	\$33.71	\$229,309.95	5.6%	72.7%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$234,235.80	\$234,235.80	5.7%	
iShares Silver Trust	SLV	4788.000	\$13.65	\$65,356.20	1.6%	
SPDR Gold Trust	GLD	625.000	\$123.33	\$77,081.25	1.9%	9.2%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.304	\$150,074.52	3.7%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.828	\$141,918.57	3.5%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$128.110	\$150,643.26	3.7%	10.8%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.650	\$27,632.24	\$294,283.37	7.2%	7.2%
				\$4,082,836.37		100.0%

Cash Equivalents	9.2%
US Treasury Inflation Protected Securities	10.8%
Corporate Bonds	7.2%
Domestic Equities	57.5%
International Equities	15.2%
	100.0%



## Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of Lease Renewal with National Able Network

Date: June 14, 2019

Recommended Action:

Staff recommends approval of the annual lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site. The monthly lease is in the amount of \$1,650 for the one-year period beginning July 1, 2019. This is a 3% rent increase.

National Able has confirmed that their grant funds with the State of Illinois is in place and will support the 3% rent increase.

A copy of the proposed lease is attached.

## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 19th day of June, 2019, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

### RECITALS

**WHEREAS**, the Main Library is located at 1703 Orrington Avenue, Evanston, Illinois and, within the facility there is a 12 – station computer lab training room (the "Training Room");

**WHEREAS**, Tenant seeks to lease the Training Room from Landlord for purposes of operating a workforce development and career services training site;

**WHEREAS**, the Landlord desires to be a site location for the services that the Tenant provides to the community; and

**WHEREAS**, the services provided by Tenant at the Training Room include provisions of services regarding career assistance, including access to technology, serve as a recruitment venue, provide access to job training to community members, and many other purposes and services not fully described in this Lease.

In consideration of the rents, covenants and conditions hereafter set forth and the conditions and understandings, the Landlord and Tenant hereby agree as follows:

**1. BASIC LEASE PROVISIONS.** In addition to the other terms which are elsewhere defined in this Lease, the following words and phrases, whenever used in this Lease, shall have the meanings set forth in this Section 1.

- (a) Landlord: Evanston Public Library Board of Trustees  
1703 Orrington Avenue  
Evanston, Illinois 60201
- (b) Tenant: National Able Network, Inc.  
567 West Lake St., Suite 1150  
Chicago, Illinois 60661
- (c) Premises: 1703 Orrington Avenue  
Room # 303  
Evanston, Illinois 60201

(+/- 870 sq/ft)

- (d) Commencement Date: July 1, 2019
- (e) Lease Term: July 1, 2019 – June 30, 2020
- (f) Base Rent: \$19,800.00 for the One Year Term; (\$1,650.00/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties

following the execution of this Lease and approved by Landlord.

- (n) Landlord's Personal: The Parties agree and acknowledge that all equipment and personal property items of Landlord within the Premises, shall remain at the Premises upon termination of this Lease.

2. **PREMISES.** Landlord does hereby lease and rent to Tenant, and Tenant does hereby lease, take and rent from Landlord the leased space located at 1703 Orrington Avenue, Room #303, Evanston, Illinois 60201. The Landlord will cause the halls, corridors, and other parts of the building adjacent to the Premises to be lighted, cleaned and generally cared for, accidents and unavoidable delays excepted. Landlord will air-condition the Premises when required by outside temperature. Tenant shall comply with such rules and regulations of the Library Facility at 1703 Orrington Avenue, Evanston, Illinois 60201, for the necessary, proper, and orderly care of the Library building in which the Premises are located. No modifications, alterations, additions, installations, or renovations including decorating shall be undertaken by the Tenant without first obtaining the written permission from the Landlord. The cost of all alterations and additions, if applicable, shall be borne by the Tenant and shall remain for the benefit of Landlord. The Premises will be accessible to Tenant employees when the Main Library facility is open to Evanston Library employees. The Landlord will provide entrance keys to the Premises, Patrons of the Training Facility will be able to access the Premises for use during the hours of operation set by the Tenant. Tenant will assign at least 2 full-time staff members to work in the Training Room. The initial two staff members will be a Training Room Coordinator and a Career Advisor. The Training Room will be staffed and open at a minimum of five days a week. The hours of operation are as follows: Monday - Friday from 10 a.m. to 6 p.m. (the "NAN Hours of Operation"). The Landlord reserves the right to lease the Premises to another entity to provide similar community services for the hours that the Main Library is open for business and outside of NAN Hours of Operation specified in this Lease. Tenant hereby acknowledges and consents to Landlord leasing the Premises during hours outside of the NAN Hours of Operation.

3. **TERM and RENEWAL.** The term of this lease agreement (the "Term") shall be for a period of one year, commencing on July 1, 2019 (the "Commencement Date") and ending on June 30, 2020 (the "Expiration Date"). There are no automatic renewal provisions provided in this Lease.

4. **RENT.** Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of \$50/per day will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date until such payment is received by Landlord. No

delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall be deemed a waiver of that right or any other term of the Lease.

**5. NO LIENS.** Tenant shall not permit to be created nor to remain undischarged any lien, encumbrance or charge to become, a lien or encumbrance or charge upon the Premises. If any lien or notice of lien on account of an alleged debt of Tenant or any notice of contract by a party engaged by Tenant or Tenant's contractor to work in the Premises shall be filed against the Premises, Tenant shall, within sixty (60) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit or bond. If Tenant shall fail to cause such lien or notice of lien to be discharged by either paying the amounts claimed to be due or by procuring the discharge of such lien by deposit or by bonding proceedings, Landlord shall be entitled, if Landlord so elects, to defend any prosecution of an action for foreclosure of such lien and any money reasonably paid by Landlord and all reasonable costs and expenses, including attorneys' fees, reasonably incurred by Landlord in connection therewith, together with interest thereon at shall be paid by Tenant to Landlord within thirty (30) days following Tenant's receipt of Landlord's written demand. In the event Tenant diligently contests any such claim of lien, Tenant agrees to indemnify, defend, and hold harmless Landlord from any and all reasonable out of pocket costs, liability and damages, including attorneys' fees resulting therefrom, and, if requested, upon demand, Tenant agrees to immediately deposit with Landlord cash or surety bond in form and with a company reasonably satisfactory to Landlord in an amount equal to the amount of such contested claim.

**6. TENANT INSURANCE OBLIGATIONS.** Tenant shall, during the entire term hereof, keep in full force and effect a Comprehensive General Liability policy in the amount of One Million and no/100 Dollars (\$1,000,000.00) with respect to the Premises, with provisions acceptable to Landlord, and the activities of Tenant in the Premises. The Tenant shall furnish copies of a Certificate of Insurance with the Landlord and the Evanston Public Library named as an additional insured with an insurance company acceptable to the Landlord. The Tenant shall furnish, when requested, a certified copy of the policy to the Landlord. The policy shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until thirty (30) days after the Landlord has received written notice from the insurance company. An insurance company having less than an A- Policyholder's Rating by the Alfred M. Best Company will not be considered acceptable. Tenant shall at its own expense, cost, and risk shall defend and pay all costs, including attorney's fees, of any and all suits or other legal proceedings that may be brought or instituted against the Landlord and/or the Evanston Public Library, or any claim or demand, and pay and satisfy any judgment that may be rendered against them in any such suit or legal proceeding or the amount of any compromise or settlement that may result therefrom.

**7. WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's

insurance carrier against the other party's carrier arising out of any such loss.

**8. QUIET ENJOYMENT and USE OF PREMISES.** Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises. All filing cabinets within the Premises have working locks. Files will be secured each evening before Tenant staff leaves pursuant to standard protocol. The computers used for public instruction are the property of and responsibility of the Landlord. Therefore, the Landlord is responsible for maintaining the equipment and promptly responding to any calls for service from the Tenant within a reasonable time. If any malfunction of the computers or other technology equipment within the Premises occurs, Tenant shall notify David Jordan, of the Evanston Public Library, who will facilitate repairs. Any computers provided by Tenant and used by Tenant's staff or others at Tenant's option, are the property of and responsibility of Tenant to secure, maintain, and provide clear identification as property of Tenant.

**9. CERTAIN RIGHTS RESERVED TO LANDLORD.** In addition to those rights identified above, Landlord reserves the following rights:

- (a) to decorate, remodel, repair, alter or otherwise prepare the Premises for re-occupancy if Tenant should vacate the Premises during or prior to the last ninety (90) days of the Term or any part thereof;
- (b) to retain pass keys to the Premises;
- (c) to take any and all measures, including, without limitation, inspections, repairs, and alterations to all or any part of the Premises, as may be necessary or desirable for the safety, protection or preservation of the Premises or Landlord's Interests or as may be necessary or desirable in the operation of the commercial portions of the Premises; and

Landlord may enter upon the Premises with reasonable notice to Tenant and may exercise any or all of the foregoing rights hereby reserved without being deemed guilty of an eviction or disturbance of Tenant's use or possession and without being liable in any manner to Tenant. Landlord agrees that it shall not interfere with the Tenant's use and occupancy unless Landlord determines in its reasonable discretion that such interference is necessary.

**10. DEFAULT REMEDIES.**

- (a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:
  - (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
  - (2) Tenant shall fail to maintain the insurance coverage as set forth herein;

(3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and

(4) Tenant shall make a general assignment the benefit of creditors, or shall admit in writing its inability to pay its debts as they become due or shall file a petition in bankruptcy;

(b) Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies subject to the laws of the State of Illinois and the Tenant's right to cure:

(1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor;

(2) Landlord may recover from Tenant upon demand all of Landlord's costs, charges and expenses, including the fees and costs of counsel, agents and others retained by Landlord which have been incurred by Landlord in enforcing Tenant's obligations hereunder, subject to Landlord prevailing on its claims.

(c) Pursuit of any of the foregoing remedies shall not preclude pursuit of any other remedy herein provided or available to Landlord at law or in equity, or constitute a forfeiture or waiver of any Rent due hereunder or of any damages suffered by Landlord.

**11. INDEMNITY.** Tenant agrees that Landlord, elected officials, Evanston Public Library officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person except as set forth herein. Tenant shall indemnify and hold Landlord, mayor, Evanston Public Library officials, officers, agents, attorneys, and employees harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named



as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; and c) Tenant's own negligent act or omission is not a cause of the claim.

**12. LIABILITY FOR ACTS OR NEGLECT.** If any damage to the Premises, or any part thereof, results from any act or neglect of Tenant or its invitees or other guests, agents, customers, invitees or other guests of its customers, or employees, independent contractors, or the like, Tenant shall immediately repair the same; provided, however, that Landlord may, at its option, repair such damage and Tenant shall, upon demand by the Landlord, reimburse the Landlord forthwith for the total cost of such repairs. All personal property belonging to Tenant shall be at the sole risk of the Tenant and such other person only and the Landlord shall not be liable for damage, theft or misappropriation thereof.

**13. DESTRUCTION OR DAMAGE.** In the event of destruction of or damage to, the Premises by fire or other casualty, Landlord shall use the proceeds of its insurance to promptly rebuild and restore the Premises to their condition immediately prior to such destruction or damage. Landlord shall rebuild and restore the Premises to the condition of the Premises that existed on the Possession Date. In the event that the proceeds have been applied to indebtedness secured by any mortgage on the Premises, or are otherwise unavailable or the proceeds of insurance are not sufficient to pay for the cost of rebuilding or restoration, and Landlord elects not to make an equivalent amount of funds available to rebuild and restore the Premises, then Landlord may terminate this Lease and Tenant's rights hereunder and Tenant shall be released of its obligations and this Lease shall cease and terminate as of the date Tenant receives Landlord's written notice of such election.

**14. CONDEMNATION.** If the whole, or any part of the demised Premises shall be taken by any public authority under the power of eminent domain, the Lease term shall cease as of the day of possession shall be taken by such authority if such is of the entire demised Premises and any rents shall be prorated as of said date. If the entire premises are not taken, but such taking is more than 20% of the Premises the Tenant shall have the option to terminate this Lease. If the taking is less than 20% and such taking would cost the Tenant monies to reconfigure/ restructure the business premises or make it not practical to continue said business, tenant shall have the option to terminate the lease upon 30 days written notice to Landlord. All compensation awarded for any taking under the power of eminent domain, whether in whole or in part of the demised premises shall be the property of the Landlord, however, the Landlord shall not be entitled to any award made expressly to the Tenant for the taking of the Tenant's business value, furniture, fixtures or leasehold improvements (exclusive of the Landlord's contributions).

**15. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE.** This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

**16. HOLDING OVER.** Upon termination of this Lease, by lapse of time or otherwise, Tenant shall surrender the Premises (and all keys thereto) in the same condition as at commencement of the Term, excepting only reasonable wear and tear and loss by insured casualty. If Tenant remains in possession after expiration of the Term, Tenant agrees to yield up immediate and peaceable possession to Landlord, and if failing to do so, the Tenant shall pay the sum of two hundred and no/100 Dollars (\$200.00) per day, for the time such possession is withheld. The Landlord or its legal representative at any time after the expiration of the Term, without notice, to re-enter the Premises, and to expel, remove and put the Tenant or any person(s) occupying the said Premises, and to repossess and enjoy the Premises against as before this Lease, without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenants. The Tenant expressly agrees that the Landlord does NOT have to bring a forcible entry and detainer action in the Circuit Court of Cook County for possession rights, if the Tenant is a holdover tenant or defaults on its obligations to pay rent, Paragraph

**17. ASSIGNMENT AND SUBLETTING.** This Lease shall not be assignable, unless the Landlord has issued prior written consent which consent shall not be unreasonably withheld. The Parties agree that the agreements herein contained in this Lease shall be binding upon, apply, and inure to their respective successors and assigns.

**18. SEVERABILITY.** If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall be determined to be invalid or unenforceable to any extent, neither the remainder of this Lease nor the application of such term, covenant or condition to any other person or circumstance shall be affected thereby, and each term, covenant or condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

**19. GOVERNING LAW AND TIME LIMITATION.** This Lease shall be construed and enforced in accordance with the laws of the State of Illinois. All disputes relating to the interpretation of the provisions of this Lease shall be resolved exclusively by the federal or state court located in Cook County, Illinois, and the parties hereto hereby submit to the jurisdiction and venue of the court for such purpose. The parties hereby waive trial by jury.

**20. NOTICES.** Notices sent to the Landlord, should be mailed to the address set forth in Paragraph 1(a) of this Lease and notice to the Tenant should be mailed to the address set forth in Paragraph 1(b) of this Lease. A mailed notice must be sent via certified mail, return receipt requested and effective three (3) business days after deposit in the U.S. Mail. Notice given by personal delivery is effective upon delivery.

If to the Landlord:  
Evanston Public Library  
Attn: Karen Danczak Lyons, Library Director  
1703 Orrington Avenue

Evanston, IL 60201  
Fax: 847-866-0313

If to Tenant:  
National Able Network, Inc.  
Attn: Andi Drileck, Vice-President  
567 West Lake Street, Suite 1150  
Chicago, Illinois 60661  
Fax: 312-994-4201

IN WITNESS WHEREOF, both of said Landlord and Tenant have caused this Lease to be executed as of the date and year first above written by a duly authorized officer or manager of each of the respective parties.

**BOARD OF TRUSTEES OF THE  
EVANSTON PUBLIC LIBRARY**

By: \_\_\_\_\_

Its: President

Print Name: Ben Schapiro

**NATIONAL ABLE NETWORK, INC.**

By:  \_\_\_\_\_

Its: President and CEO

Print Name: Bridget Altenburg





# Memorandum

To: Evanston Public Library Board of Trustees  
Evanston Public Library Facilities Committee

From: Karen Danczak Lyons, Library Director  
John Devaney, Facilities Manager

Subject: Demountable Wall Purchase – 3<sup>rd</sup> Floor Portable Meeting Room  
Expansion  
2019 CIP: 480020

Date: June 4, 2019

**Recommended Action:**

Staff recommends the Library Board authorize the Library Director to execute a sole-source agreement with Forward Space (commercial furniture distributors) 1142 N. Branch St. Chicago, IL 60642 in the amount of \$45,686.75 for the purchase and installation of one (1) glass pod containing four (4) meeting rooms; fully furnished with tables and chairs. Forward Space is a City approved preferred vendor.

**Funding Source:**

Funding will be from the 2019 CIP: 480020 General Obligation Bond Fund.  
Account 187.48.4862.65515-480020.

**Livability Benefit:**

Health & Safety:  
Improve available collaborative study/meeting space.

**Built Environment:**

Have a new experience at the Main Library.

**Summary:**

The Evanston Main Public Library currently offers a limited inventory of usable meeting space. The addition of the four translucent wall meeting rooms will provide patrons with additional library meeting/gathering places. The pod will consist of two rooms having dimensions of 13'x12', with a capacity of seven users per room, and two rooms having dimensions of 6'x9', with a capacity of two users per room. The laminated glass

## Agenda Item 11D

panel construction has a low sound transmission factor and will have bot clear and opaque glass which balances both visual control by staff and user privacy.

The additional collaborative space will help meet patron demand for individual and group needing study/meeting spaces on a preassigned *and* immediate basis, based upon availability. The additional meeting rooms will be available through the Communico reservation system.

The rooms will be equipped with A/V screens or white board technologies after the initial installation. This particular application will not require any modifications to building HVAC, lighting, or fire protection systems.

The system is modular and may be relocated at a future time.

### **Attachments:**

Forward Space proposal dated 5/10/2019

Forward Space Quote dated 5/7/19



Corporate Headquarters  
 1142 N. North Branch Street  
 Chicago, IL 60642  
 Tel: 312-942-1100  
 Fax: 312-274-5582

Sales Headquarters  
 13820 W. Business Center Drive  
 Lake Forest, IL 60045  
 Tel: 847-573-8890  
 Fax: 847-573-8891

Branch Office  
 1111 W. 22nd Street  
 Oak Brook, IL 60523  
 Tel: 630-589-5500  
 Fax: 630-589-5637

# Quotation

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

**Quote To**

John Devaney  
 Evanston Public Library  
 1703 Orrington Avenue  
 Evanston IL 60201

**Ship To**

John Devaney  
 Evanston Public Library  
 1703 Orrington Avenue  
 Evanston IL 60201

Phone +1 (847) 448-8622

Terms UPON RECEIPT

Phone +1 (847) 448-8622

Tax E9998-1750-05

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	1	GP1MHAX STEELCASE Harness, Modular, 3+1 OPTIONS ** OPTIONS ** HARN LG *OPT:HARNNESS LENGTH OPTN 16"- 288" 29 INCH 29 INCHES	65.83	65.83
2	1	GP1MHAX STEELCASE Harness, Modular, 3+1 OPTIONS ** OPTIONS ** HARN LG *OPT:HARNNESS LENGTH OPTN 16"- 288" 62 INCH 62 INCHES	93.90	93.90
3	1	GP1PIH24X STEELCASE Infeed-Multipurpose, 3+1, Hardwire, 24L in ft	245.89	245.89
4	4	GP1R1SGX STEELCASE Receptacle, 15 amperage, 3+1, Line 1, System ground PLASTIC :6697 FOG	16.94	67.76
5	4	GP1R2SGX STEELCASE Receptacle, 15 amperage, 3+1, Line 2, System ground PLASTIC :6697 FOG	16.94	67.76
6	4	GPAL STEELCASE Adapter-L BASIC :7243 SEAGULL	79.87	319.48

- Signature indicates acceptance of our Purchase Agreement and provides authorization to order items on this quote -  
 - Title will pass to the Customer upon payment in full to Forward Space -

Accepted By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



Corporate Headquarters  
1142 N. North Branch Street  
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# Quotation

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Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
7	3	OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) GPAT STEELCASE	42.11	126.33
8	1	Adapter-T OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) GPAX STEELCASE	58.56	58.56
9	20	Adapter-X OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) GPBTC STEELCASE Base trim-Continuous, 120W BASE :7243 SEAGULL	46.46	929.20
10	4	GPBTP STEELCASE Base trim-Power BASE :7243 SEAGULL	14.04	56.16
11	4	GPCNRBT90 STEELCASE Base trim-Corner, 90 degree application BASE :7243 SEAGULL	46.46	185.84
12	6	GPCTLS STEELCASE Ceiling track-Corner BASIC :4858 SEAGULL OPTIONS ** OPTIONS ** CEIL TRK *OPT:POST EXT (CEILING TRACK) CEILCLIP *OPT:CEILING CLIP Privacy Wall, Cornice Cover, L Corner 90 Degree, Special:, * Cornice "L" Cover only for use with Standard, Cornice Track, * Size 24" x 24" Wide, Reference Documents:, 00003270, 00004724, 00002770, 00003796, 00004292 Eng Quote AW018216 Eng Quote Product ID AW00035568	51.94	311.64

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# Quotation

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Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
13	10	GPCTS STEELCASE Ceiling track-Straight, 120W BASIC :4858 SEAGULL OPTIONS ** OPTIONS ** CEIL TRK *OPT:POST EXT (CEILING TRACK) CEILCLIP *OPT:CEILING CLIP Privacy Wall, Cornice Cover, Straight, Size 120" Length, Special:, * Cornice Cover only for use with Standard Cornice Track, Reference Documents:, 00003270, 00004724, 00002770, 00003796, 00004292 Eng Quote AW018216 Eng Quote Product ID AW00035566	64.68	646.80
14	1	GPDSSTF80 STEELCASE Door-Slider, Full glass, Tubular pull, Single application, 80W FRAME :7243 SEAGULL GLASS-1 :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED DR HDWR *OPT:DOOR HARDWARE NO LOCK NO LOCK SLIDEOPT *OPT:SLIDE OPTION LEFT OX LEFT OX PULL OPT *OPT:PULL OPTION - PATHWAYS SLIDER PULL PULL OPTION - PATHWAYS SLIDER UNIT WIDTH: 76.0000 76"SLIDER WIDTH - List Add \$0, TOTAL - \$0 Eng Quote AW999998 Eng Quote Product ID AW99999801	1,843.38	1,843.38
15	1	GPDSSTF80 STEELCASE Door-Slider, Full glass, Tubular pull, Single application, 80W FRAME :7243 SEAGULL GLASS-1 :6500 CLEAR GLASS OPTIONS ** OPTIONS **	1,843.38	1,843.38

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# Quotation

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388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
16	1	CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED DR HDWR *OPT:DOOR HARDWARE NO LOCK NO LOCK SLIDEOPT *OPT:SLIDE OPTION RIGHT XO RIGHT XO PULL OPT *OPT:PULL OPTION - PATHWAYS SLIDER PULL PULL OPTION - PATHWAYS SLIDER UNIT WIDTH: 76.0000 76"SLIDER WIDTH - List Add \$0, TOTAL - \$0 Eng Quote AW999998 Eng Quote Product ID AW99999801 GPDSTF80 STEELCASE Door-Slider, Full glass, Tubular pull, Single application, 80W FRAME :7243 SEAGULL GLASS-1 :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED DR HDWR *OPT:DOOR HARDWARE NO LOCK NO LOCK SLIDEOPT *OPT:SLIDE OPTION LEFT OX LEFT OX PULL OPT *OPT:PULL OPTION - PATHWAYS SLIDER PULL PULL OPTION - PATHWAYS SLIDER	1,820.90	1,820.90
17	1	GPDSTF96 STEELCASE Door-Slider, Full glass, Tubular pull, Single application, 96W FRAME :7243 SEAGULL GLASS-1 :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96"	1,911.49	1,911.49

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# Quotation

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(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
		TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED DR HDWR *OPT:DOOR HARDWARE NO LOCK NO LOCK SLIDEOPT *OPT:SLIDE OPTION RIGHT XO RIGHT XO PULL OPT *OPT:PULL OPTION - PATHWAYS SLIDER PULL PULL OPTION - PATHWAYS SLIDER UNIT WIDTH: 81.0000 81"SLIDER WIDTH - List Add \$0, TOTAL - \$0 Eng Quote AW999998 Eng Quote Product ID AW99999801		
18	2	GPFS STEELCASE Feature strip-In line, Package quantity 25 BASIC :7243 SEAGULL OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) WALL APPL *OPT:WALL APPLICATION PAINT USE W/2 PAINTED COMPONENTS	272.99	545.98
19	15	GPFS1 STEELCASE Feature strip-In line, 121H BASIC :7243 SEAGULL OPTIONS ** OPTIONS ** WALL APPL *OPT:WALL APPLICATION PAINT USE W/2 PAINTED COMPONENTS	14.04	210.60
20	15	GPFSH1 STEELCASE Feature strip-Half, 121H BASIC :7243 SEAGULL OPTIONS ** OPTIONS ** WALL APPL *OPT:WALL APPLICATION PAINT USE W/2 PAINTED COMPONENTS	14.04	210.60
21	3	GPGS30 STEELCASE Panel-Wall, All glass, Standard, 30W	383.83	1,151.49

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# Quotation

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Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
22	1	FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED GPGS36 STEELCASE Panel-Wall, All glass, Standard, 36W FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1 UNIT WIDTH: 33.0000 33" PANEL WIDTH - List Add \$0, TOTAL - \$0 Eng Quote AW999998 Eng Quote Product ID AW99999801	542.43	542.43
23	1	GPGS36 STEELCASE Panel-Wall, All glass, Standard, 36W FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED UNIT WIDTH: 35.0000 35" PANEL WIDTH - List Add \$0, TOTAL - \$0 Eng Quote AW999998 Eng Quote Product ID AW99999801	438.55	438.55
24	13	GPGS36 STEELCASE Panel-Wall, All glass, Standard, 36W FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS	433.21	5,631.73

- Signature indicates acceptance of our Purchase Agreement and provides authorization to order items on this quote -  
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# Quotation

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(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
25	2	OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED GPGS36 STEELCASE Panel-Wall, All glass, Standard, 36W FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED PWR OPT *OPT:POWER SCHEMATIC 3+1 3+1	535.82	1,071.64
26	2	GPGS40 STEELCASE Panel-Wall, All glass, Standard, 40W FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED	439.01	878.02
27	3	GPGS42 STEELCASE Panel-Wall, All glass, Standard, 42W FRAME :7243 SEAGULL GLASS :6500 CLEAR GLASS OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL) POST EXT *OPT:POST EXTENSION RECESSED RECESSED UNIT WIDTH: 41.0000 41" PANEL WIDTH - List Add \$0, TOTAL - \$0 Eng Quote AW999998 Eng Quote Product ID AW99999801	444.43	1,333.29

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Accepted By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



Corporate Headquarters  
1142 N. North Branch Street  
Chicago, IL 60642  
Tel: 312-942-1100  
Fax: 312-274-5582

Sales Headquarters  
13820 W. Business Center Drive  
Lake Forest, IL 60045  
Tel: 847-573-8890  
Fax: 847-573-8891

Branch Office  
1111 W. 22nd Street  
Oak Brook, IL 60523  
Tel: 630-589-5500  
Fax: 630-589-5637

# Quotation

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(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
28	4	GPMEM STEELCASE Mini-End, Medium BASIC :7243 SEAGULL OPTIONS ** OPTIONS ** CEIL HGT *OPT:CEILING HEIGHT 8FT 0IN 8 FT 0 INCH (96" TOTAL)	135.52	542.08
29	4	GPRTL STEELCASE Bracket-Cornice, L BASIC :7243 SEAGULL	24.20	96.80
30	12	GPRTS STEELCASE Cornice track, Straight, 120D BASIC :7243 SEAGULL	126.33	1,515.96
31	3	GPRTT STEELCASE Cornice track-Bracket, T BASIC :7243 SEAGULL	24.20	72.60
32	1	GPRTX STEELCASE Cornice track-Bracket, X BASIC :7243 SEAGULL	24.20	24.20
34	18	2222.B1.F.A128 SIT Wit Task, Midback, Mesh Back, Standard Synchro, Height Adj Arms Seat Depth Adjustment Option Selection ~ No Seat Depth Adjustment Upgrade Wit Frame Color Options FC1 Black Z1 Black ~ Black Arm B0 Standard Black Base S0 Standard Cylinder C16 Standard Carpet Casters Wit Mesh Back Colors Fabric or Leather Upholstery Selection Packaging Options	245.00	4,410.00
35	2	TS5ATRE4896 STEELCASE Table top-Rectangular, 48D x 96W TOP-SURF:2L09 CLEAR MAPLE (LPL) OPTIONS ** OPTIONS ** EDGE *OPT:EDGE PROFILE OPTIONS FLAT STD:FLAT EDGE PROFILE POWER *OPT:POWER OPTIONS	350.88	701.76

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# Quotation

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
388613	05/10/19		EVA013	Michael Tangney	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
36	2	NO PWR NO POWER TS5ATSQ36 STEELCASE Table top-Square, 36D x 36W TOP-SURF:2L09 CLEAR MAPLE (LPL)	146.59	293.18
37	6	TS5ATBXS STEELCASE Table base-X, Steel, 35D x 35W x 28H BASIC :4799 PLATINUM METALLIC	246.61	1,479.66
38	1	RDI HAUSERMAN LABOR TO RECEIVE, DELIVER AND INSTALL DURING NORMAL WORKING HOURS.	13,875.00	13,875.00

### QUOTATION TOTALS

Sub Total	45,619.87
SIT Handling Fee	66.88
Illinois Non-Taxable Exempt	0.00
<b>Grand Total</b>	<b>45,686.75</b>

End of Quotation

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Accepted By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

TITLE:  
**PRIVACY WALL**

DESIGN FIRM:

ACCOUNT EXECUTIVE:  
**MIKE TANGNEY**

DESIGNER:  
**LAUREN MENSCHING**

PROJECT MANAGER:  
**LESLIE AMIOT**

SCALE:  
**1/4"=1'-0"**

SHEET #:  
**1 OF**

ORIGINAL DATE:  
**05.07.2019**

REVISIONS:

KEY PLAN:

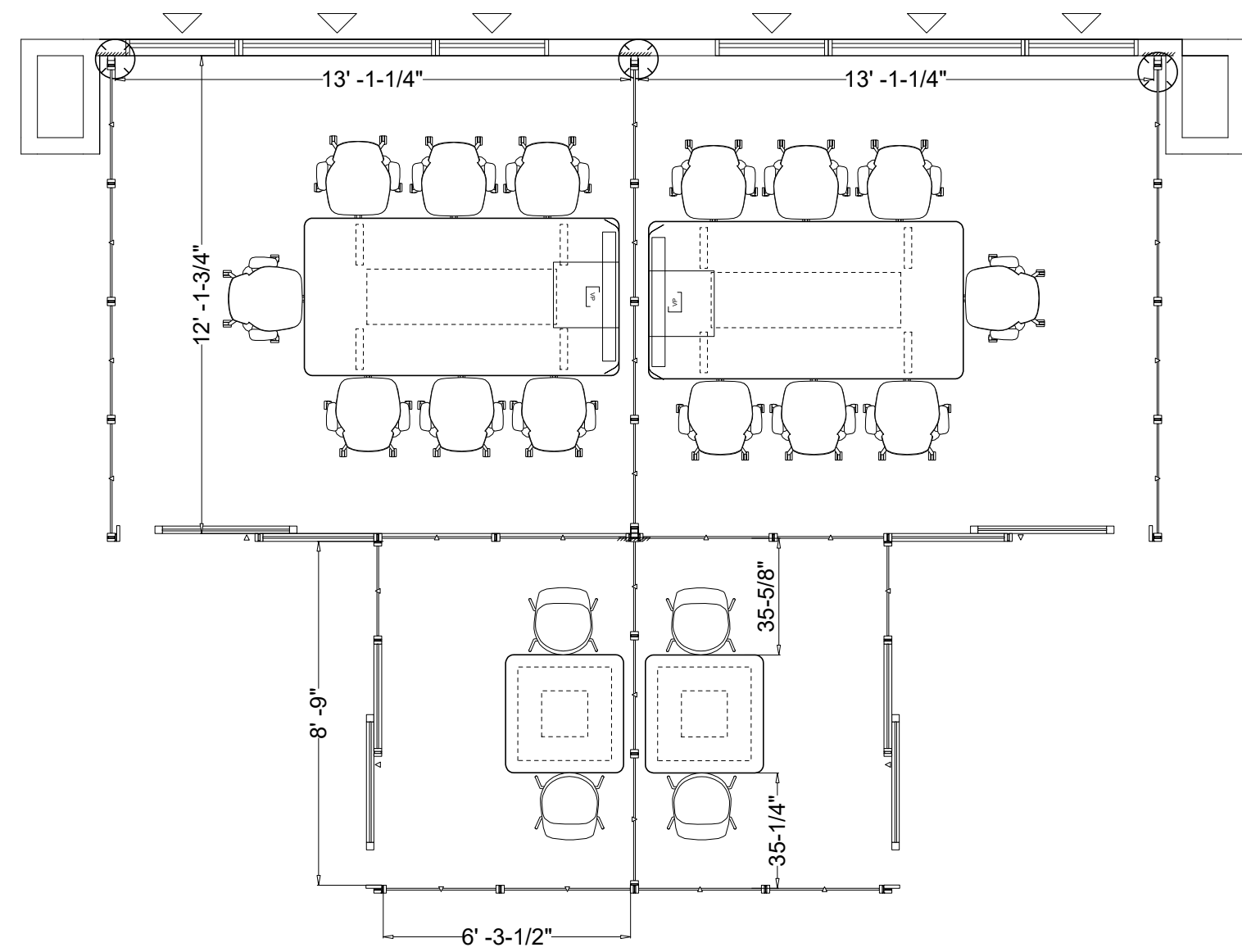
CLIENT:

**CITY OF EVANSTON**

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**EVANSTON, IL**

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Linear Footage Legend	
Privacy Wall Glass Panel	75'11"
Privacy Wall Slider Door	28'11"
Privacy Wall and GS Junctions and Mini-Ends	1'11.47"
Total Linear Footage	105'1.47"
Total Privacy Wall/Glass Selections	41

