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**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, JULY 17, 2019**

**6:30 P.M.**

**FLEETWOOD-JOURDAIN COMMUNITY CENTER**

**1655 FOSTER ST. EVANSTON, IL 60201**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, July 17, 2019**

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

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

**Fleetwood-Jourdain Community Center**

**AGENDA**

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. CITIZEN COMMENT**  
Not to exceed 45 minutes
- 3. CONSENT AGENDA**
  - A. Approval of Minutes June 19, 2019 Regular Meeting
  - B. Approval of Bills and Payroll
- 4. INFORMATION/COMMUNICATIONS: *Together, We are the Library***
  - A. Oath of Office
  - B. *Asset-Based Community Development* Presentation and Workshop ( Ron Dwyer-Voss)
- 5. EQUITY, DIVERSITY AND INCLUSION**
  - A. Joint Committee (Update and Action)
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
  - A. Administrative Services Report (Teri Campbell)
- 8. BOARD REPORTS**
- 9. BOARD DEVELOPMENT**
- 10. UNFINISHED BUSINESS**
  - A. Appointment of Committee members (Discussion)
- 11. NEW BUSINESS**
- 12. ADJOURNMENT**

**Next Meeting: August 21, 2019 at 6:30 pm: Main Library - Community Room**

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, June 19, 2019**  
6:30 P.M.  
North Branch, 2026 Central St.

**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, John Devaney, Heather Norborg, Donny Westphal and Kim Hegelund

**Presiding Member:** Benjamin Schapiro, President

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

**Citizen Comment:** None

**Consent Agenda:**

- A. Approval of the Bills and Payroll and Minutes of the May 15, 2019 Board Meeting-** Trustee Goodman made the motion, Trustee Hays seconded, and it was approved by voice vote.

**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?”** Director Danczak Lyons has asked the Board to consider the question as we consider the gaps we find, how we fill them and the data we gain from these programs and services.
- B. “Exploring the use of GIS to understand Out of School Learning Opportunities in Evanston” Presentation by Dr. Nichole Pinckard.** Dr. Nicole Pinckard shared how Northwestern University, District 65, Evanston Public Library and local organizations that provide out-of-school-time programs are working together strategically while collecting data to help improve efficiency and meet need. Dr. Pinckard’s team has developed a platform used by D65 students, for grades 3 and up, and their parents to connect learning opportunities, engage students in their interests, including STEAM/STEM programming, hobbies, sports, etc. The data further allows organizations to understand and address structural issues related to demand, scheduling, transportation, etc.

**Equity, Diversity and Inclusion:**

- A. Joint Committee (Update):** EPL received 40 applications to which the internal EDI committee and Trustees recommend 15 for consideration. The committee, staff and Trustees will select 6 candidates and 2 alternatives potentially at the July board meeting, or by the end of the month.

**Library Director's Report (Distributed in Advanced):** Director Danczak Lyons sent out an invitation for the Board to join her at the Robert Crown site where a tour will be given. Summer Learning is off to a great start with 2,470 registered in the first few weeks of the program. Our MENA program has ended for the 2018/19 season with 566 attendees at 7 lectures. CAMS will be featuring the fabulous Coco Sho'Nell for Drag Queen Storytime on June 22nd. A listing of the SCORE business lectures for 2019 can be found [here](#)

**Staff Reports:**

- A. Administrative Services:** Assistant Director Campbell shared with the Board that hiring continues for two Technology Associates position on the Innovation & Digital Learning Team. We welcomed Avery Kalyn as a Library Clerk and Kathia Muniz-Rios as a Shelves in Access Services. Revenue has reached 50% of the total budget while spending is at 40%.
- B. Facilities:** Facilities Manager John Devaney introduced members of the Security and Maintenance staff to the Board detailing their roles and responsibilities. He provided an update on Capital Improvement Program (CIP) progress.

**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:** RAILS will be providing training on August 3rd "RAILS 101 Trustee Training". Also, at the October 24th ILA Annual Conference there will be a "Trustee Day"

**Unfinished Business:** None

**New Business:**

- A. Election of Officers (ACTION):** 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. Moved by Trustee Lurie and seconded by Trustee Hayman and approved by voice vote.
- B. Appointment of Committee members (Discussion):** President Schapiro recommended the addition of EDI- Task Force to the committee list and to move appointments to the July meeting.
- C. National Able Lease Renewal (Action):** The renewal of the National Able Lease will increase by 2%. Upon motion by Trustee Goodman and second by Trustee Hays it was approved by a roll call vote.
- D. Prefabricated wall creation of meeting space in Main Library (Action):** Staff recommends the Library Board authorize the Library Director to execute a sole-source agreement with Forward Space in the amount of \$45,868.75 for the purchase and installation of one glass pod containing four meeting rooms; fully furnished with tables and chairs. The additional collaborative space will help meet patron demand for individual and group needing study/meeting spaces on a preassigned and immediate bases, based upon availability. The additional meeting rooms will be available through the Communicate reservation system. Trustee Iles moved, Trustee Patel seconded the action which was approved by a roll call vote.

**Executive Session:**

- A. The Board Meeting moved into Executive Session to discuss the Library Director's contract and Evaluation at 8:43pm by Ben Schapiro and seconded by Ruth Hays.

**Adjournment:**

Motion to adjourn was made by Margaret Lurie and seconded by Ruth Hays. Meeting adjourned at 8:52 pm.

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: July 12, 2019

## **Recommended Action**

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

## **Payroll**

June 10, 2019 through June 23, 2019	\$ 156,774.09
June 24, 2019 through July 07, 2019	\$ 156,186.95

## **Library Fund Bills List**

July 9, 2019	\$ 145,086.93
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Attachments: Bills Lists

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 07.09.2019**

185 LIBRARY FUND

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

Payment Date Range 07/09/19 - 07/09/19

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>				
16632 - ADRIANNE WHEELER	STEMEX PROGRAM EXPERT STIPEND	06/24/2019	07/09/2019	900.00
100474 - BAKER & TAYLOR	JUV PRINT	06/06/2019	07/09/2019	47.74
100474 - BAKER & TAYLOR	JUV PROGRAM	05/28/2019	07/09/2019	306.84
100474 - BAKER & TAYLOR	JUV PROGRAM	06/12/2019	07/09/2019	95.48
14597 - BUCEPHALUS BIKES	IMLS STEMEX PROGRAM	06/10/2019	07/09/2019	900.00
15946 - KIMBERLY DAUFELDT	ALL BY MYSELF, LITTLE EXPLORERS, SUMMER LEARNING MOVIE	06/12/2019	07/09/2019	115.20
16590 - RUTH SPIRO	AUTHOR VISIT/TWO BABY LOVE AEROSPACE	06/07/2019	07/09/2019	200.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>7</b>
				<b>\$2,565.26</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV REPRINT	06/07/2019	07/09/2019	737.73
100474 - BAKER & TAYLOR	JUV PRINT	06/06/2019	07/09/2019	992.21
100474 - BAKER & TAYLOR	JUV PRINT	06/05/2019	07/09/2019	1,417.18
100474 - BAKER & TAYLOR	JUV PRINT	06/04/2019	07/09/2019	1,678.82
100474 - BAKER & TAYLOR	JUV PRINT	05/28/2019	07/09/2019	1,143.57
100474 - BAKER & TAYLOR	JUV PRINT	06/11/2019	07/09/2019	9.36
100474 - BAKER & TAYLOR	JUV PRINT	06/11/2019	07/09/2019	814.85
100474 - BAKER & TAYLOR	JUV PRINT	06/12/2019	07/09/2019	1,700.15
186504 - THE COMIX REVOLUTION, INC.	JUV PRINT	05/23/2019	07/09/2019	46.25
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>9</b>
				<b>\$8,540.12</b>
<b>Account 65635 - PERIODICALS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	05/13/2019	07/09/2019	(37.47)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	0019509	12/13/2017	07/09/2019	(33.95)
<b>Account 65635 - PERIODICALS Totals</b>				<b>2</b>
				<b>(\$71.42)</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	JUV AV	05/29/2019	07/09/2019	22.98
103424 - MIDWEST TAPE	JUV AV	05/29/2019	07/09/2019	78.82
103424 - MIDWEST TAPE	JUV AV	05/24/2019	07/09/2019	15.24
103424 - MIDWEST TAPE	JUV AV	05/15/2019	07/09/2019	22.74
103424 - MIDWEST TAPE	JUV AV	05/24/2019	07/09/2019	30.48
103424 - MIDWEST TAPE	JUV AV	05/17/2019	07/09/2019	24.79
103424 - MIDWEST TAPE	JUV AV	05/24/2019	07/09/2019	60.96
103424 - MIDWEST TAPE	JUV AV	06/11/2019	07/09/2019	108.96
11375 - PENGUIN RANDOM HOUSE LLC	JUV AV	05/09/2019	07/09/2019	18.00
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>9</b>
				<b>\$382.97</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT ELECTRONIC RESOURCES	06/12/2019	07/09/2019	6,710.00
16334 - KANOPY	ADULT ELECTRONIC RESOURCES	05/03/2019	07/09/2019	1,067.00
103424 - MIDWEST TAPE	ADULT ELECTRONIC RESOURCES	05/31/2019	07/09/2019	2,166.95
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ADULT ELECTRONIC RESOURCES	06/14/2019	07/09/2019	13,589.00
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>4</b>
				<b>\$23,532.95</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
16577 - CHICAGO FIT 4 LIFE	BLACK WOMEN'S HEALTH AWARENESS DAY	06/14/2019	07/09/2019	250.00
229065 - DIRECT PAPER SUPPLY	THERMAL PAPER	06/13/2019	07/09/2019	606.40
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>2</b>
				<b>\$856.40</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	336.91
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	120.19
100474 - BAKER & TAYLOR	ADULT PRINT	06/06/2019	07/09/2019	979.62
100474 - BAKER & TAYLOR	ADULT PRINT	06/06/2019	07/09/2019	75.63
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	1,097.01
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	1,761.19
100474 - BAKER & TAYLOR	ADULT PRINT	06/04/2019	07/09/2019	1,495.56
100474 - BAKER & TAYLOR	ADULT PRINT	06/03/2019	07/09/2019	239.29
100474 - BAKER & TAYLOR	ADULT PRINT	06/01/2019	07/09/2019	392.83
100474 - BAKER & TAYLOR	ADULT PRINT	05/31/2019	07/09/2019	493.44
100474 - BAKER & TAYLOR	ADULT PRINT	05/28/2019	07/09/2019	506.21
100474 - BAKER & TAYLOR	ADULT PRINT	05/30/2019	07/09/2019	275.89
100474 - BAKER & TAYLOR	ADULT PRINT	05/28/2019	07/09/2019	181.77
100474 - BAKER & TAYLOR	ADULT PRINT	05/28/2019	07/09/2019	382.78
100474 - BAKER & TAYLOR	ADULT PRINT	05/24/2019	07/09/2019	372.36
100474 - BAKER & TAYLOR	ADULT PRINT	06/17/2019	07/09/2019	462.72
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2019	07/09/2019	1,712.21
100474 - BAKER & TAYLOR	ADULT PRINT	06/10/2019	07/09/2019	170.19
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2019	07/09/2019	42.66
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2019	07/09/2019	96.64
100474 - BAKER & TAYLOR	ADULT PRINT	06/13/2019	07/09/2019	767.43
100474 - BAKER & TAYLOR	ADULT PRINT	06/13/2019	07/09/2019	400.67
100474 - BAKER & TAYLOR	ADULT PRINT	06/10/2019	07/09/2019	11.08
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	141.39
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	28.69
100474 - BAKER & TAYLOR	ADULT PRINT	06/07/2019	07/09/2019	1,613.03
100474 - BAKER & TAYLOR	ADULT PRINT	06/12/2019	07/09/2019	1,588.88
100932 - CENTER POINT INC	ADULT PRINT	06/04/2019	07/09/2019	20.25
100932 - CENTER POINT INC	ADULT PRINT	06/01/2019	07/09/2019	136.62
120319 - GALE RESEARCH INC.	ADULT PRINT	05/24/2019	07/09/2019	24.00
120319 - GALE RESEARCH INC.	ADULT PRINT	06/06/2019	07/09/2019	76.47
120319 - GALE RESEARCH INC.	ADULT PRINT	06/06/2019	07/09/2019	183.68
120319 - GALE RESEARCH INC.	ADULT PRINT	06/07/2019	07/09/2019	239.16
102217 - HAINES & COMPANY INC	ADULT PRINT	06/03/2019	07/09/2019	463.50
276974 - OVER DRIVE, INC.	EBOOKS	05/29/2019	07/09/2019	81.00
276974 - OVER DRIVE, INC.	EBOOKS	05/29/2019	07/09/2019	423.93
276974 - OVER DRIVE, INC.	EBOOKS	05/29/2019	07/09/2019	36.98
276974 - OVER DRIVE, INC.	EBOOKS	05/29/2019	07/09/2019	56.97

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 07.09.2019**

185 LIBRARY FUND

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

Payment Date Range 07/09/19 - 07/09/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
276974 - OVER DRIVE, INC.	EBOOKS	05/30/2019	07/09/2019	2,884.61
276974 - OVER DRIVE, INC.	EBOOKS	05/31/2019	07/09/2019	400.50
			<b>Account 65630 - LIBRARY BOOKS Totals</b>	<b>40</b>
				<b>\$20,773.94</b>
<b>Account 65635 - PERIODICALS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	ADULT PERIODICALS	05/13/2019	07/09/2019	4.02
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	01/13/2018	07/09/2019	(22.00)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	04/13/2019	07/09/2019	(55.00)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	03/13/2019	07/09/2019	(4.40)
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	12/13/2018	07/09/2019	(78.00)
			<b>Account 65635 - PERIODICALS Totals</b>	<b>5</b>
				<b>(\$155.38)</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	ADULT AV	05/13/2019	07/09/2019	45.00
100655 - BLACKSTONE PUBLISHING	ADULT AV	05/31/2019	07/09/2019	82.48
100655 - BLACKSTONE PUBLISHING	ADULT AV	05/29/2019	07/09/2019	311.24
103424 - MIDWEST TAPE	ADULT AV	06/06/2019	07/09/2019	42.87
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	211.92
103424 - MIDWEST TAPE	ADULT AV	06/08/2019	07/09/2019	121.95
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	35.73
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	129.61
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	15.24
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	26.49
103424 - MIDWEST TAPE	JUV AV	06/05/2019	07/09/2019	18.48
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	46.58
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	59.97
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	15.79
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	52.09
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	44.59
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	30.24
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	124.95
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	46.98
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	34.54
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	05/29/2019	07/09/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	05/24/2019	07/09/2019	16.74
103424 - MIDWEST TAPE	ADULT AV	05/17/2019	07/09/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	07/09/2019	124.77
103424 - MIDWEST TAPE	ADULT AV	05/15/2019	07/09/2019	15.24
103424 - MIDWEST TAPE	ADULT AV	05/24/2019	07/09/2019	29.59
103424 - MIDWEST TAPE	ADULT AV	05/24/2019	07/09/2019	22.99
103424 - MIDWEST TAPE	ADULT AV	06/12/2019	07/09/2019	20.49
103424 - MIDWEST TAPE	ADULT AV	06/12/2019	07/09/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	06/12/2019	07/09/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	06/12/2019	07/09/2019	49.23
103424 - MIDWEST TAPE	ADULT AV	06/12/2019	07/09/2019	36.48
103424 - MIDWEST TAPE	ADULT AV	06/05/2019	07/09/2019	39.98
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	48.48
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	68.22
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	70.47
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	238.41
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	98.67
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	88.77
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	44.59
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	06/11/2019	07/09/2019	41.73
11375 - PENGUIN RANDOM HOUSE LLC	ADULT AV	06/01/2019	07/09/2019	60.00
11375 - PENGUIN RANDOM HOUSE LLC	ADULT AV	05/16/2019	07/09/2019	33.75
11375 - PENGUIN RANDOM HOUSE LLC	ADULT AV	06/06/2019	07/09/2019	30.00
104325 - RECORDED BOOKS INC.	ADULT AV	05/13/2019	07/09/2019	35.99
104325 - RECORDED BOOKS INC.	ADULT PRINT	06/06/2019	07/09/2019	31.49
104325 - RECORDED BOOKS INC.	ADULT AV	06/04/2019	07/09/2019	41.40
104325 - RECORDED BOOKS INC.	ADULT AV	06/13/2019	07/09/2019	40.49
104325 - RECORDED BOOKS INC.	ADULT AV	06/13/2019	07/09/2019	53.99
104325 - RECORDED BOOKS INC.	ADULT AV	06/10/2019	07/09/2019	67.48
104325 - RECORDED BOOKS INC.	ADULT AV	06/10/2019	07/09/2019	36.00
			<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>	<b>63</b>
				<b>\$3,409.85</b>
			<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>	<b>114</b>
				<b>\$48,417.76</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 52610 - LIBRARY FINES &amp; FEES</b>				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	06/01/2019	07/09/2019	232.70
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	04/01/2019	07/09/2019	268.50
			<b>Account 52610 - LIBRARY FINES &amp; FEES Totals</b>	<b>2</b>
				<b>\$501.20</b>
<b>Account 62340 - COMPTEER LICENSE &amp; SUPP</b>				
104897 - SPRINT	MOBILE HOTSPOTS	06/02/2019	07/09/2019	3,807.33
			<b>Account 62340 - COMPTEER LICENSE &amp; SUPP Totals</b>	<b>1</b>
				<b>\$3,807.33</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	DISPLAY MULTIMEDIA	06/19/2019	07/09/2019	781.52
			<b>Account 65100 - LIBRARY SUPPLIES Totals</b>	<b>1</b>
				<b>\$781.52</b>
			<b>Business Unit 4820 - ACCESS SERVICES Totals</b>	<b>4</b>
				<b>\$5,090.05</b>



**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 07.09.2019**

185 LIBRARY FUND

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

Payment Date Range 07/09/19 - 07/09/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62375 - RENTALS</b>				
309006 - ESSKAY DEVELOPMENT LLC	JULY 2019 RENTAL	06/19/2019	07/09/2019	4,808.00
		Account 62375 - RENTALS Totals		1
				\$4,808.00
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	NORTH BRANCH NATURAL GAS	06/07/2019	07/09/2019	45.57
103744 - NICOR	CAMS NATURAL GAS	06/05/2019	07/09/2019	44.60
		Account 64015 - NATURAL GAS Totals		2
				\$90.17
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV REPRINT	06/07/2019	07/09/2019	14.24
100474 - BAKER & TAYLOR	JUV PRINT	06/05/2019	07/09/2019	12.74
100474 - BAKER & TAYLOR	ADULT PRINT	06/05/2019	07/09/2019	24.78
100474 - BAKER & TAYLOR	YA PRINT	06/04/2019	07/09/2019	160.46
100474 - BAKER & TAYLOR	ADULT PRINT	06/04/2019	07/09/2019	76.22
100474 - BAKER & TAYLOR	ADULT PRINT	05/31/2019	07/09/2019	29.93
100474 - BAKER & TAYLOR	JUV PRINT	06/01/2019	07/09/2019	111.40
100474 - BAKER & TAYLOR	ADULT PRINT	05/28/2019	07/09/2019	109.60
100474 - BAKER & TAYLOR	JUV PRINT	05/28/2019	07/09/2019	190.09
100474 - BAKER & TAYLOR	YA PRINT	06/17/2019	07/09/2019	14.22
100474 - BAKER & TAYLOR	ADULT PRINT	06/14/2019	07/09/2019	15.26
100474 - BAKER & TAYLOR	JUV PRINT	06/12/2019	07/09/2019	44.97
100474 - BAKER & TAYLOR	JUV PRINT	06/11/2019	07/09/2019	121.48
100474 - BAKER & TAYLOR	JUV PRINT	06/10/2019	07/09/2019	25.98
100474 - BAKER & TAYLOR	ADULT PRINT	06/12/2019	07/09/2019	120.36
127266 - WESTON WOODS STUDIOS	JUV BOOKS	06/05/2019	07/09/2019	75.00
		Account 65630 - LIBRARY BOOKS Totals		16
		Business Unit 4825 - ENGAGEMENT SERVICES Totals		19
				\$1,146.73
				\$6,044.90
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 65100 - LIBRARY SUPPLIES</b>				
206940 - ULINE	TEEN SERVICE SUPPLIES	06/12/2019	07/09/2019	33.80
		Account 65100 - LIBRARY SUPPLIES Totals		1
				\$33.80
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA PRINT	06/04/2019	07/09/2019	181.10
100474 - BAKER & TAYLOR	JUV PRINT	06/01/2019	07/09/2019	367.49
100474 - BAKER & TAYLOR	JUV PRINT	05/29/2019	07/09/2019	381.06
100474 - BAKER & TAYLOR	YA PRINT	06/17/2019	07/09/2019	296.15
100474 - BAKER & TAYLOR	JUV PRINT	06/11/2019	07/09/2019	337.52
100474 - BAKER & TAYLOR	JUV PRINT	06/10/2019	07/09/2019	358.68
		Account 65630 - LIBRARY BOOKS Totals		6
				\$1,922.00
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100474 - BAKER & TAYLOR	JUV AV	05/29/2019	07/09/2019	7.18
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals		1
		Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		8
				\$7.18
				\$1,962.98
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
100162 - ALARM DETECTION SYSTEMS, INC.	FIRE AND BURGLAR SYSTEM	04/12/2019	07/09/2019	8,768.67
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM INSTALLATION	04/04/2019	07/09/2019	594.63
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY BILLING MAY-JULY 2019	04/07/2019	07/09/2019	119.85
123524 - CHICAGO SPRINKLER COMPANY	SPRINKLER MAINTENANCE	05/31/2019	07/09/2019	249.50
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/10/2019	07/09/2019	332.38
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/03/2019	07/09/2019	332.38
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/17/2019	07/09/2019	332.38
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	06/06/2019	07/09/2019	145.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	06/04/2019	07/09/2019	7,375.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	03/01/2019	07/09/2019	7,375.00
		Account 62225 - BLDG MAINTENANCE SERVICES Totals		10
				\$25,624.79
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	UTILITIES: NICOR	06/04/2019	07/09/2019	412.92
		Account 64015 - NATURAL GAS Totals		1
				\$412.92
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
101063 - CINTAS FIRST AID & SUPPLY	MEDICINE CABINET SUPPLIES	06/24/2019	07/09/2019	73.05
103617 - NATIONAL AWARDS & FINE GIFTS	BUILDING SIGNAGE	06/13/2019	07/09/2019	324.99
		Account 65050 - BLDG MAINTENANCE MATERIAL Totals		2
		Business Unit 4840 - LIBRARY MAINTENANCE Totals		13
				\$398.04
				\$26,435.75
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 56140 - FEES AND MERCHANDISE SALE</b>				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX	06/18/2019	07/09/2019	34.00
		Account 56140 - FEES AND MERCHANDISE SALE Totals		1
				\$34.00
<b>Account 62185 - CONSULTING SERVICES</b>				
10771 - LYNN TRAUTMANN	PHOTOGRAPHY SERVICES	05/05/2019	07/09/2019	150.00
		Account 62185 - CONSULTING SERVICES Totals		1
				\$150.00
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
104595 - SCHINDLER ELEVATOR CORP	BUILDING MAINTENANCE	06/18/2019	07/09/2019	760.08
		Account 62225 - BLDG MAINTENANCE SERVICES Totals		1
				\$760.08
<b>Account 62380 - COPY MACHINE CHARGES</b>				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	06/17/2019	07/09/2019	42.16
151986 - CINTAS CORPORATION #769	COPYING SERVICE	06/24/2019	07/09/2019	332.38
151986 - CINTAS CORPORATION #769	COPYING SERVICE	06/24/2019	07/09/2019	49.99
105654 - XEROX CORP.	COPYING SERVICE	06/01/2019	07/09/2019	240.94
105654 - XEROX CORP.	COPYING SERVICE	06/08/2019	07/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	06/08/2019	07/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	06/13/2019	07/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	06/20/2019	07/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	06/20/2019	07/09/2019	16.80
		Account 62380 - COPY MACHINE CHARGES Totals		9
				\$749.47
<b>Account 64540 - TELECOMMUNICATIONS - WIRELESS</b>				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	06/01/2019	07/09/2019	18.95
		Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		1
				\$18.95
<b>Account 65095 - OFFICE SUPPLIES</b>				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/17/2019	07/09/2019	11.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/17/2019	07/09/2019	11.67

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 07.09.2019**

185 LIBRARY FUND

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

Payment Date Range 07/09/19 - 07/09/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/17/2019	07/09/2019	94.84
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/17/2019	07/09/2019	7.52
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/17/2019	07/09/2019	41.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/21/2019	07/09/2019	628.60
105711 - 4IMPRINT	GROCERY TOTE ACCT#1910203	06/12/2019	07/09/2019	1,442.40
101753 - EVANSTON ROUNDTABLE LLC	SUMMER READING INSERTS	06/12/2019	07/09/2019	900.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL CARD PRINTING	06/07/2019	07/09/2019	400.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SUMMER LEARNING DESIGN	06/07/2019	07/09/2019	1,995.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SUMMER LEARNING READING LOG	06/07/2019	07/09/2019	585.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SUMMER LEARNING BANNER AND POSTERS	06/07/2019	07/09/2019	166.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SUMMER LEARNING BOOKLET	06/07/2019	07/09/2019	3,540.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SUMMER LEARNING FLYERS	06/07/2019	07/09/2019	1,375.00
103617 - NATIONAL AWARDS & FINE GIFTS	ENGAGEMENT SUPPLIES	06/13/2019	07/09/2019	675.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/28/2019	07/09/2019	177.57
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/05/2019	07/09/2019	279.37
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/06/2019	07/09/2019	33.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	06/05/2019	07/09/2019	25.06
	Account 65095 - OFFICE SUPPLIES	Totals	19	<u>\$12,390.19</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION	Totals	32	<u>\$14,102.69</u>
Business Unit 4850 - LIBRARY GRANTS				
Account 65100 - LIBRARY SUPPLIES				
103617 - NATIONAL AWARDS & FINE GIFTS	MEMORY CAFE GRANT	06/13/2019	07/09/2019	649.00
206940 - ULINE	STEMEX EXPERT GEARS	06/13/2019	07/09/2019	87.87
	Account 65100 - LIBRARY SUPPLIES	Totals	2	<u>\$736.87</u>
	Business Unit 4850 - LIBRARY GRANTS	Totals	2	<u>\$736.87</u>
	Department 48 - LIBRARY	Totals	219	<u>\$114,207.93</u>
	<b>Fund 185 - LIBRARY FUND</b>	<b>Totals</b>	<b>219</b>	<b>\$114,207.93</b>

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 07.09.2019**

187 LIBRARY CAPITAL IMPROVEMENT FD

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

Payment Date Range 07/09/19 - 07/09/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
13780 - RELIABLE & ASSOCIATES CONSTRUCTION	MAIN LIBRARY WEATHERPROOFING CIP	05/24/2019	* 07/09/2019	4,620.00
CO.. INC.				
13780 - RELIABLE & ASSOCIATES CONSTRUCTION	MAIN LIBRARY WEATHERPROOFING CIP	05/24/2019	* 07/09/2019	26,259.00
CO.. INC.				
Account 65515 - OTHER IMPROVEMENTS Totals				2
				<u>\$30,879.00</u>
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals				2
				<u>\$30,879.00</u>
Department 48 - LIBRARY Totals				2
				<u>\$30,879.00</u>
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>				<b>2</b>
				<b><u>\$145,086.93</u></b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 07.09.2019**

**SUPPLEMENTAL LIST**

**ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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**SUPPLEMENTAL BILLS LIST ATTACHMENT**

<u>0.00</u>
<u>0.00</u>

**GRAND TOTAL 145,086.93**

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

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

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

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



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Teri Campbell, Assistant Director  
Subject: Administrative Services Update  
Date: July 12, 2019

This memo provides an update on significant administrative activities.

## **Human Resources**

Offers have been extended to two new Technology Associates in the Innovation and Digital Learning department, and to a Library Clerk in Access Services.

Interviews are underway for a part-time Librarian in Lifelong Learning and Literacy, and a part-time Library Assistant in Engagement Services.

## **Financial Resources**

The Library Fund financial report for the period ending June 30<sup>th</sup> is included in this meeting packet for your review. Revenue is on track, and expenses fall within budget.

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

## **Facilities Update:**

Exterior construction at Main library will be wrapping up over the next few weeks. We will finish up with a full window cleaning.

Electrical construction will begin on fire alarm system replacement the first week of August. This project will have little if any disruption to library services.

EPL staff is currently developing the specifications/scope for mechanical pump replacement throughout the Main library. This will include both storm and HVAC.

# Budget Performance Report

Fiscal Year to Date 06/30/19

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,750,000.00	.00	6,750,000.00	.00	.00	3,665,950.44	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	7,924.16	.00	45,233.17	39,766.83	53	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	25.73	.00	208.03	(208.03)	+++	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	1,283.27	.00	25,421.63	4,578.37	85	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	8,773.04	.00	166,264.74	217,235.26	43	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	1,022.80	.00	7,635.95	(7,635.95)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	917.22	.00	1,449.26	(1,449.26)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	11,482.69	.00	53,179.13	(43,179.13)	532	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	75,000.00	75,000.00	50	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(481.20)	.00	(221.30)	12,221.30	-2	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	688.98	.00	3,414.81	6,585.19	34	5,730.85
57527	LIBRARY FUND FOR EXCELLENCE	.00	.00	.00	.00	.00	.00	.00	+++	69,280.61
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	1,574.89	.00	8,991.09	9,008.91	50	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	823.19	.00	6,729.92	6,270.08	52	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	2,185.33	.00	13,469.03	21,530.97	38	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	9,000.00	91,000.00	9	88,675.00
<b>REVENUE TOTALS</b>		<b>\$7,945,271.00</b>	<b>\$0.00</b>	<b>\$7,945,271.00</b>	<b>\$48,720.10</b>	<b>\$0.00</b>	<b>\$4,081,725.90</b>	<b>\$3,863,545.10</b>	<b>51%</b>	<b>\$7,652,364.65</b>

# Budget Performance Report

Fiscal Year to Date 06/30/19

Include Rollup Account and Rollup to Object Account

## EXPENSE

61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	230,868.07	.00	1,312,761.09	1,381,650.91	49	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	96,026.93	.00	656,678.82	709,453.18	48	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	9,449.25	.00	34,540.30	10,459.70	77	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	364.78	.00	11,071.88	(1,071.88)	111	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	337.33	.00	7,703.30	(7,703.30)	+++	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	879.09	.00	9,698.81	(9,698.81)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	43,429.46	.00	248,753.28	282,806.72	47	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	176.34	.00	1,053.06	1,006.94	51	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	400.00	.00	5,900.00	7,300.00	45	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	296.02	.00	1,776.24	773.76	70	3,948.76
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	540.00	(75.00)	116	465.00
61710	IMRF	237,070.00	.00	237,070.00	17,565.98	.00	115,254.51	121,815.49	49	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,524.59	.00	120,886.88	124,425.12	49	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,332.32	.00	28,271.99	30,143.01	48	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	1,437.50	.00	16,015.50	160,684.50	9	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	119.08	7,880.92	1	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	175.00	.00	262.78	7,737.22	3	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	10,414.07	10,157.16	83,427.70	119,115.14	44	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	11,646.00	.00	11,646.00	(1,646.00)	116	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	468.53	.00	12,317.62	29,682.38	29	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,719.98	2,720.02	50	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,442.48	2,442.52	50	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	12,643.83	6,250.00	66,420.00	139,930.00	34	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	9,497.51	6,710.02	99,866.29	93,423.69	53	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	4,808.00	.00	28,848.00	17,390.00	62	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	547.77	.00	2,518.71	10,381.29	20	23,001.16

# Budget Performance Report

Fiscal Year to Date 06/30/19

Include Rollup Account and Rollup to Object Account

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	470.62	.00	3,684.28	2,015.72	65	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,830.21	.00	12,530.99	17,369.01	42	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	310.61	.00	1,554.30	(1,554.30)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	177.24	.00	1,167.23	832.77	58	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,034.72	.00	4,130.54	7,869.46	34	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	265.00	.00	8,101.81	21,898.19	27	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	24,392.69	12,573.19	33,951.22	43,475.59	52	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	9,164.57	.00	47,700.14	146,149.86	25	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	2,600.53	2,600.53	27,086.18	19,313.29	61	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	47,178.47	.00	215,123.51	383,076.49	36	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	.00	.00	3,487.11	19,212.89	15	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	3,337.01	.00	28,703.58	113,096.42	20	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	43,728.00	43,728.00	50	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	135,000.00	135,000.00	50	270,000.00
	<b>EXPENSE TOTALS</b>	<b>\$7,771,945.00</b>	<b>\$0.00</b>	<b>\$7,771,945.00</b>	<b>\$595,698.45</b>	<b>\$38,290.90</b>	<b>\$3,480,463.55</b>	<b>\$4,253,190.55</b>	<b>45%</b>	<b>\$7,190,072.61</b>
	Fund <b>185 - LIBRARY FUND</b> Totals									
	<b>REVENUE TOTALS</b>	<b>7,945,271.00</b>	<b>.00</b>	<b>7,945,271.00</b>	<b>48,720.10</b>	<b>.00</b>	<b>4,081,725.90</b>	<b>3,863,545.10</b>	<b>51%</b>	<b>7,652,364.65</b>
	<b>EXPENSE TOTALS</b>	<b>7,771,945.00</b>	<b>.00</b>	<b>7,771,945.00</b>	<b>595,698.45</b>	<b>38,290.90</b>	<b>3,480,463.55</b>	<b>4,253,190.55</b>	<b>45%</b>	<b>7,190,072.61</b>
	Fund <b>185 - LIBRARY FUND</b> Totals	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$546,978.35)</b>	<b>(\$38,290.90)</b>	<b>\$601,262.35</b>	<b>(\$389,645.45)</b>		<b>\$462,292.04</b>



# Budget Performance Report

Fiscal Year to Date 06/30/19

Include Rollup Account and Rollup to Object Account

## Fund 186 - LIBRARY DEBT SERVICE FUND

### REVENUE

51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	175,000.00	178,437.00	50	333,896.13
<b>REVENUE TOTALS</b>		<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,000.00</b>	<b>\$178,437.00</b>	<b>50%</b>	<b>\$333,896.13</b>

### EXPENSE

68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	43,389.35	.00	43,389.35	127,486.65	25	101,573.11
<b>EXPENSE TOTALS</b>		<b>\$353,437.00</b>	<b>\$0.00</b>	<b>\$353,437.00</b>	<b>\$43,389.35</b>	<b>\$0.00</b>	<b>\$43,389.35</b>	<b>\$310,047.65</b>	<b>12%</b>	<b>\$333,404.11</b>

### Fund 186 - LIBRARY DEBT SERVICE FUND Totals

<b>REVENUE TOTALS</b>	353,437.00	.00	353,437.00	.00	.00	175,000.00	178,437.00	50%	333,896.13
<b>EXPENSE TOTALS</b>	353,437.00	.00	353,437.00	43,389.35	.00	43,389.35	310,047.65	12%	333,404.11

### Fund 186 - LIBRARY DEBT SERVICE FUND Totals

	\$0.00	\$0.00	\$0.00	(\$43,389.35)	\$0.00	\$131,610.65	(\$131,610.65)		\$492.02
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## Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

### REVENUE

56060	BOND PROCEEDS	1,835,000.00	.00	1,835,000.00	1,564,031.67	.00	1,564,031.67	270,968.33	85	2,031,842.00
56061	BOND PREMIUM	.00	.00	.00	329,233.98	.00	329,233.98	(329,233.98)	+++	125,885.91
<b>REVENUE TOTALS</b>		<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$1,893,265.65</b>	<b>\$0.00</b>	<b>\$1,893,265.65</b>	<b>(\$58,265.65)</b>	<b>103%</b>	<b>\$2,157,727.91</b>

### EXPENSE

62716	BOND ISSUANCE COSTS	.00	.00	.00	15,625.27	.00	15,625.27	(15,625.27)	+++	30,699.56
65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	.00	97,165.40	204,477.68	283,356.92	52	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	1,250,000.00	.00	1,250,000.00	.00	100	1,250,000.00
68315	DEBT SERVICE- INTEREST	.00	.00	.00	.00	.00	.00	.00	+++	26,631.00
<b>EXPENSE TOTALS</b>		<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$1,265,625.27</b>	<b>\$97,165.40</b>	<b>\$1,470,102.95</b>	<b>\$267,731.65</b>	<b>85%</b>	<b>\$1,497,577.48</b>

### Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

<b>REVENUE TOTALS</b>	1,835,000.00	.00	1,835,000.00	1,893,265.65	.00	1,893,265.65	(58,265.65)	103%	2,157,727.91
<b>EXPENSE TOTALS</b>	1,835,000.00	.00	1,835,000.00	1,265,625.27	97,165.40	1,470,102.95	267,731.65	85%	1,497,577.48

### Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

	\$0.00	\$0.00	\$0.00	\$627,640.38	(\$97,165.40)	\$423,162.70	(\$325,997.30)		\$660,150.43
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### Grand Totals

<b>REVENUE TOTALS</b>	10,133,708.00	.00	10,133,708.00	1,941,985.75	.00	6,149,991.55	3,983,716.45	61%	10,143,988.69
<b>EXPENSE TOTALS</b>	9,960,382.00	.00	9,960,382.00	1,904,713.07	135,456.30	4,993,955.85	4,830,969.85	51%	9,021,054.20
<b>Grand Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>\$37,272.68</b>	<b>(\$135,456.30)</b>	<b>\$1,156,035.70</b>	<b>(\$847,253.40)</b>		<b>\$1,122,934.49</b>

Endowment for the Evanston Public Library  
Holdings as of June 2019

	Symbol	Shares/Quantity	Price	Value as of 06/30/2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7272.281	\$271.40	\$1,973,697.06	45.9%	
Vanguard Small-Cap Index Fund	VSMAX	3820.026	\$75.09	\$286,845.75	6.7%	
Vanguard REIT Index Fund	VGSLX	1928.638	\$124.05	\$239,247.54	5.6%	
Vanguard Total International Stock Index Fund	VTIAX	14683.487	\$28.32	\$415,836.35	9.7%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6848.396	\$35.30	\$241,748.38	5.6%	73.4%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$234,679.74	\$234,679.74	5.5%	
iShares Silver Trust	SLV	4788.000	\$14.33	\$68,612.04	1.6%	
CELG Celgene Corp	CELG	1.000	\$92.35	\$14,676.35	0.3%	
SPDR Gold Trust	GLD	625.000	\$133.20	\$83,250.00	1.9%	9.3%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.735	\$151,400.92	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$111.258	\$143,173.46	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$127.946	\$151,195.06	3.5%	10.4%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.710	\$27,702.50	\$296,693.72	6.9%	6.9%
				\$4,301,056.38		100.0%
						Cash Equivalents 9.3%
						US Treasury Inflation Protected Securities 10.4%
						Corporate Bonds 6.9%
						Domestic Equities 58.1%
						International Equities 15.3%
						100.0%