



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, SEPTEMBER 18, 2019

6:30 P.M.

COMMUNITY MEETING ROOM

MAIN LIBRARY, 1703 ORRINGTON AVENUE

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, September 18, 2019

Chat with a Trustee

6:00 P.M. – 6:30 P.M.

Meeting of the Board

6:30 PM

Main Library Community Meeting Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

A. Approval of Minutes August 21, 2019 Regular Meeting

B. Approval of Bills and Payroll

4. PUBLIC HEARING: Public Hearing on the FY2020 Proposed Budget

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

A. Summer Reading Program (Heather Norborg, Jan Bojda, Laura Antolin)

6. EQUITY, DIVERSITY AND INCLUSION

A. Joint Task Force (Update)

7. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)

8. STAFF REPORTS

A. Administrative Services Report (Teri Campbell)

9. BOARD REPORTS

10. BOARD DEVELOPMENT

ILA Annual Conference, Trustee Day

Thursday, October 24, 8:00 a.m. – 4:00 p.m.

A full day of conference programming is planned for library trustees. The day begins with a continental breakfast and includes a luncheon and time in the exhibits. Trustee Day registration is required in order to attend meal events.

Per Capita Requirements

11. UNFINISHED BUSINESS

12. NEW BUSINESS

A. *Renewal of Lease 900 Chicago Avenue*

B. *Naming rights for Reading Garden at Robert Crown*

13. EXECUTIVE SESSION

A. Closed Session - Real Estate

14. ADJOURNMENT

Next Meeting: October 16, 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, August 21, 2019
6:00 P.M.
Main Library, Community Meeting Room

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Denia Hester, Shawn Iles, Vaishali Patel, Benjamin Schapiro and Terry Soto

Members Absent: Margaret Lurie

Staff: Karen Danczak Lyons, Teri Campbell, Jan Bojda, Wynn Shawver, John Devaney, Tim Longo, Jose Maldonado, Donny Westphal and Kim Hegelund

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:33 pm.

Citizen Comment: None

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the July 17, 2019 Board Meeting-** Trustee Schapiro made the motion, Trustee Hayman seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library

- A. Access Services:** Access Service Manager Tim Longo and Circulation Manager Jose Maldonado shared with the Board how the priorities for the department are proceeding for 2019. There has been significant growth in our digital footprint. We are now circulating over 100 hot spots and there are 356 registered users with a lifetime circulation of 3,191. The pilot program "Pop-Up Library" with Baker and Taylor where five pop-up locations around Evanston provide immediate access to ebooks. Sites currently can be found at Fleetwood Jourdain, St. Francis Hospital, Robert Crown Center, Erie Family Health Center and the EPL Mobile Library. With the increase of digital users on Kanopy, Hoopla and Libby collection development funds have been increased to the digital platforms to provide more users with access. The library has also seen an increase in our overall circulation numbers to above 1 million for the last three years and this year looks to top 1.2 million circs. With the increase in circulation and usage the current budget is not able to keep up with the demand of our patrons and will be part of the focus for priorities in 2020
- B. Re-imagining library service in Evanston:** Director Danczak Lyons asked the Board to discuss and consider during breakout sessions where we can build upon our current assets; what our service to the 5th, 8th and 9th Wards look like; where to provide service or additional resources to underserved populations and what role the Mobile Library plays in serving patrons. Johanna Leonard, AICP, the COE Deputy Director of Community Development, presented the Board with maps, demographic and census information covering change in Evanston over the last 30 years. These maps along with

the ABCD training ([Ron Dwyer-Voss](#)) and Dr. Nicole Pinckard's presentation on GIS are to be used to assist in discussions and provide detailed information to the questions Director Danczak Lyons has posed to the Board.

Equity, Diversity and Inclusion:

- A. **Joint Task Force:** The newly established Racial Equity Task Force includes 8 community members, 2 board members and 4 staff in rotation and meets twice monthly. RETF members will begin by agreeing upon the areas to focus efforts and set goals. EPL's internal Equity Diversity and Inclusion (EDI) committee comprised of staff representing each department meets monthly to make recommendations concerning policy, training and procedures.

Asst Director Campbell encouraged all to visit the Morton Civic Center and view the traveling installation of '[Undesign the Redline](#)' now until October 20th, 2019. Staff and board members will participate in a two day [symposium](#) on Social Justice and Public Libraries: Equity Starts with Us held at the Harold Washington Library Center.

Library Director's Report (Distributed in Advanced): Director Danczak Lyons shared with the Board the Mission Impossible: 10 Kick-Off Lecture. For the tenth year of this program, we have chosen to read 3 novels by **James Baldwin**. The kick off lecture will feature [Dr. E. Patrick Johnson](#) from Northwestern University, where he is Chair of the Department of African American Studies, Carlos Montezuma Professor of African American Studies and Performance Studies, and Director of Black Arts Initiative. Paula Shapiro and Katy Jacob hosted two sessions of *Escape Rooms* at the North Branch with a total of 17 participants. Participants had to work together to solve problems in order to escape. October 4th is the date of the next Human Library event. The MENA lecture on September 30 will be on Documenting Syria.

Staff Reports:

- A. **Administrative Services:** Asst Director Campbell shared with the Board that we welcomed many new hires. Jason Orr and A. Chijoke Williams, Technology Associate, Louise Tripp, Early Learning and Literacy, Katy Jacobs, Lifelong Learning and Literacy Librarian, Kathia Muniz-Rios, Access Services Shelver. Offer letters to the open Grant and Partner Associate and Access Service Clerks are being processed. Posting for the Robert Crown Library will be happening shortly. Operating costs are at 54% of estimated budget, and revenue collection reached 68%.

Board Report: Trustee Hayman, Schapiro and Soto attended "RAILS 101 Trustee Training".

Board Development: On October 24th "Trustee Day" training is offered at the ILA Annual Conference.

Unfinished Business:

- A. **Appointment of Committee members:** The Appointment of Committee members was discussed and moved for acceptance based upon changes by Trustee Iles and seconded by Trustee Patel and approved by voice vote. They are as follows:

Evanston Public Library
Board of Trustees
Committee Membership 2019-2020

Executive Committee

Shawn Iles (Chair as President)
Ruth Hays (as Vice President)
Vaishali Patel (as Secretary)
Benjamin Schapiro (as Treasurer)

Finance Committee

Benjamin Schapiro (Chair as Treasurer)
Shawn Iles (Ex-Officio)

Management Committee

Adam Goodman (Chair)
Margaret Lurie

Facilities Committee

Benjamin Schapiro
Ruth Hays
Denia Hester

Development Committee

Margaret Lurie (Chair)
Rachel Hayman

Endowment Investment Committee

Benjamin Schapiro (Chair as Treasurer)
Shawn Iles
Peter Hemwall

Board Development Committee

Rachel Hayman
Ruth Hays

New Business: None

Adjournment:

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Hayman. Meeting adjourned at 8:52 pm.

Liaison to Evanston Nursery and Pre-K Schools

Rachel Hayman

Liaison to School District 65 and Evanston Township High School District 202

Vaishali Patel

Liaison to Northwestern University

Adam Goodman

Evanston Public Library Friends

Vaishali Patel

Racial Equity Task Force

Rachel Hayman
Terry Soto

Board Nominating Committee

Appointed each April

Director Evaluation Committee

Adam Goodman (Chair)
To be appointed

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: September 13, 2019

Recommended Action

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

Payroll

Aug 5, 2019 through Aug 18, 2019	\$ 158,468.25
Aug 19, 2019 through Sept 1, 2019	\$ 151,425.25

Library Fund Bills List

September 10, 2019 (includes July 2019 purchasing card expenses of \$10,804.37)	\$ 84,661.10
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Attachments: Bills Lists, Credit Card

BILLS LIST

PERIOD ENDING 09.10.2019

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	JUV PRINT	08/09/2019	09/10/2019	34.57	
107741 - SCHOLASTIC INC.	EARLY LITERACY SUMMER READING SUPPLIES	07/31/2019	09/10/2019	3,263.60	
Account 65100 - LIBRARY SUPPLIES Totals				2	\$3,298.17
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	08/07/2019	09/10/2019	888.56	
100474 - BAKER & TAYLOR	JUV PRINT	08/09/2019	09/10/2019	15.84	
100474 - BAKER & TAYLOR	JUV PRINT	08/12/2019	09/10/2019	329.82	
100474 - BAKER & TAYLOR	JUV PRINT	08/15/2019	09/10/2019	1,179.28	
100474 - BAKER & TAYLOR	JUV PRINT	08/15/2019	09/10/2019	250.01	
100474 - BAKER & TAYLOR	JUV PRINT	08/21/2019	09/10/2019	1,110.73	
100474 - BAKER & TAYLOR	JUV PRINT	08/20/2019	09/10/2019	609.14	
Account 65630 - LIBRARY BOOKS Totals				7	\$4,383.38
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE	JUV AV	08/09/2019	09/10/2019	277.35	
103424 - MIDWEST TAPE	JUV AV	08/07/2019	09/10/2019	148.84	
103424 - MIDWEST TAPE	JUV AV	08/08/2019	09/10/2019	37.98	
103424 - MIDWEST TAPE	JUV AV	08/16/2019	09/10/2019	62.06	
103424 - MIDWEST TAPE	JUV AV	08/13/2019	09/10/2019	75.20	
103424 - MIDWEST TAPE	JUV AV	08/21/2019	09/10/2019	30.48	
103424 - MIDWEST TAPE	JUV AV	08/20/2019	09/10/2019	241.92	
103424 - MIDWEST TAPE	JUV AV	08/20/2019	09/10/2019	211.92	
103424 - MIDWEST TAPE	JUV AV	08/20/2019	09/10/2019	216.82	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				9	\$1,302.57
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				18	\$8,984.12
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
318690 - CONSUMER'S CHECKBOOK	ADULT ELECTRONIC RESOURCES	08/15/2019	09/10/2019	380.00	
104226 - PROQUEST INFO & LEARNING COMPANY	GLOBAL NEWSSTREAM	10/01/2019	09/10/2019	13,898.56	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				2	\$14,278.56
Account 65100 - LIBRARY SUPPLIES					
16874 - SHU-JU ADA CHENG	ADULT PROGRAMMING	08/23/2019	09/10/2019	300.00	
Account 65100 - LIBRARY SUPPLIES Totals				1	\$300.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	08/03/2019	09/10/2019	348.71	
100474 - BAKER & TAYLOR	ADULT AV	08/05/2019	09/10/2019	121.19	
100474 - BAKER & TAYLOR	ADULT PRINT	08/06/2019	09/10/2019	253.04	
100474 - BAKER & TAYLOR	ADULT PRINT	08/07/2019	09/10/2019	698.99	
100474 - BAKER & TAYLOR	ADULT PRINT	08/07/2019	09/10/2019	94.89	
100474 - BAKER & TAYLOR	ADULT PRINT	08/07/2019	09/10/2019	1,840.52	
100474 - BAKER & TAYLOR	ADULT PRINT	08/08/2019	09/10/2019	166.60	
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2019	09/10/2019	127.83	
100474 - BAKER & TAYLOR	ADULT PRINT	08/09/2019	09/10/2019	34.64	
100474 - BAKER & TAYLOR	ADULT PRINT	08/12/2019	09/10/2019	411.14	
100474 - BAKER & TAYLOR	ADULT PRINT	08/12/2019	09/10/2019	456.74	
100474 - BAKER & TAYLOR	ADULT PRINT	08/12/2019	09/10/2019	969.73	
100474 - BAKER & TAYLOR	ADULT PRINT	08/15/2019	09/10/2019	1,294.17	
100474 - BAKER & TAYLOR	ADULT PRINT	08/16/2019	09/10/2019	98.82	
100474 - BAKER & TAYLOR	ADULT PRINT	08/19/2019	09/10/2019	522.15	
100474 - BAKER & TAYLOR	ADULT PRINT	08/19/2019	09/10/2019	158.02	
100474 - BAKER & TAYLOR	JUV PRINT	08/24/2019	09/10/2019	41.19	
100474 - BAKER & TAYLOR	ADULT PRINT	08/22/2019	09/10/2019	59.70	
100474 - BAKER & TAYLOR	ADULT PRINT	08/20/2019	09/10/2019	100.04	
100474 - BAKER & TAYLOR	ADULT PRINT	08/19/2019	09/10/2019	1,001.55	
100474 - BAKER & TAYLOR	ADULT PRINT	08/26/2019	09/10/2019	1,288.93	
100932 - CENTER POINT INC	ADULT PRINT	08/06/2019	09/10/2019	110.98	
100932 - CENTER POINT INC	ADULT PRINT	08/14/2019	09/10/2019	22.50	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/07/2019	09/10/2019	24.79	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/06/2019	09/10/2019	209.17	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/06/2019	09/10/2019	203.17	
120319 - GALE RESEARCH INC.	ADULT PRINT	08/08/2019	09/10/2019	76.47	
276974 - OVER DRIVE, INC.	EBOOKS	08/15/2019	09/10/2019	133.99	
276974 - OVER DRIVE, INC.	EBOOKS	08/13/2019	09/10/2019	302.45	
276974 - OVER DRIVE, INC.	EBOOKS	08/16/2019	09/10/2019	41.67	
276974 - OVER DRIVE, INC.	EBOOKS	08/06/2019	09/10/2019	652.60	
276974 - OVER DRIVE, INC.	EBOOKS	08/16/2019	09/10/2019	103.98	
276974 - OVER DRIVE, INC.	EBOOKS	08/16/2019	09/10/2019	377.98	
Account 65630 - LIBRARY BOOKS Totals				33	\$12,348.34
Account 65641 - AUDIO VISUAL COLLECTIONS					
100655 - BLACKSTONE PUBLISHING	ADULT AV	08/06/2019	09/10/2019	45.00	
100655 - BLACKSTONE PUBLISHING	ADULT AV	03/26/2019	09/10/2019	44.99	
103424 - MIDWEST TAPE	ADULT AV	08/09/2019	09/10/2019	133.16	
103424 - MIDWEST TAPE	ADULT AV	08/09/2019	09/10/2019	97.16	
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	30.24	
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	37.98	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	37.98	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	83.18	
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	18.99	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	213.42	
103424 - MIDWEST TAPE	ADULT AV	08/08/2019	09/10/2019	54.48	
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	70.47	
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	106.02	
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	397.35	

BILLS LIST

PERIOD ENDING 09.10.2019

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	92.22
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	110.16
103424 - MIDWEST TAPE	ADULT AV	08/07/2019	09/10/2019	98.46
103424 - MIDWEST TAPE	ADULT AV	08/14/2019	09/10/2019	74.18
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	46.59
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	42.24
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	33.04
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	100.71
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	37.54
103424 - MIDWEST TAPE	ADULT AV	08/16/2019	09/10/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	78.82
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	24.24
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	42.04
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	209.22
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	120.68
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	29.59
103424 - MIDWEST TAPE	ADULT AV	08/13/2019	09/10/2019	27.04
103424 - MIDWEST TAPE	ADULT AV	08/21/2019	09/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	08/21/2019	09/10/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	08/21/2019	09/10/2019	16.74
103424 - MIDWEST TAPE	ADULT AV	08/21/2019	09/10/2019	95.18
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	163.44
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	67.47
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	59.18
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	122.52
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	86.99
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	66.68
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	08/20/2019	09/10/2019	15.24
104325 - RECORDED BOOKS INC.	ADULT AV	08/14/2019	09/10/2019	31.49
104325 - RECORDED BOOKS INC.	ADULT AV	08/15/2019	09/10/2019	26.99
104325 - RECORDED BOOKS INC.	ADULT AV	08/07/2019	09/10/2019	31.49
104325 - RECORDED BOOKS INC.	ADULT AV	08/07/2019	09/10/2019	35.99
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	58
			Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	94
				<u>\$3,752.92</u>
				<u>\$30,679.82</u>
Business Unit 4820 - ACCESS SERVICES				
Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES				
16857 - ARLINGTON HEIGHTS MEMORIAL LIBRARY	INTERLIBRARY LOAN REPLACEMENT COST	07/29/2019	09/10/2019	50.00
			Account 57515 - LIBRARY MATERIAL REPLACEMENT CHARGES Totals	1
				<u>\$50.00</u>
Account 62340 - IT COMPUTER SOFTWARE				
15939 - INTERNATIONAL LIBRARY SERVICES, INC.	ANNUAL SOFTWARE LICENSE AND HARDWARE MAINTENANCE	05/02/2019	09/10/2019	2,915.00
			Account 62340 - IT COMPUTER SOFTWARE Totals	1
				<u>\$2,915.00</u>
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/02/2019	09/10/2019	18.89
101406 - DEMCO, INC.	COPYING SERVICE	08/23/2019	09/10/2019	203.52
104719 - SHOWCASES	LIBRARY SUPPLIES	08/06/2019	09/10/2019	318.60
206940 - ULINE	CIRCULATION SUPPLIES	08/21/2019	09/10/2019	72.75
			Account 65100 - LIBRARY SUPPLIES Totals	4
				<u>\$613.76</u>
			Business Unit 4820 - ACCESS SERVICES Totals	6
				<u>\$3,578.76</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62375 - RENTALS				
309006 - ESSKAY DEVELOPMENT LLC	CAMS RENT OCTOBER 2019	08/29/2019	09/10/2019	4,748.00
			Account 62375 - RENTALS Totals	1
				<u>\$4,748.00</u>
Account 65100 - LIBRARY SUPPLIES				
15767 - BRIDGET SWEENEY	OCEAN EXPLORATION AT CAMS SUPPLIES	08/21/2019	09/10/2019	13.41
			Account 65100 - LIBRARY SUPPLIES Totals	1
				<u>\$13.41</u>
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	08/07/2019	09/10/2019	50.75
100474 - BAKER & TAYLOR	ADULT PRINT	08/07/2019	09/10/2019	117.53
100474 - BAKER & TAYLOR	ADULT PRINT	08/12/2019	09/10/2019	17.52
100474 - BAKER & TAYLOR	JUV PRINT	08/12/2019	09/10/2019	66.88
100474 - BAKER & TAYLOR	JUV PRINT	08/13/2019	09/10/2019	20.32
100474 - BAKER & TAYLOR	JUV AND YA PRINT	08/13/2019	09/10/2019	148.00
100474 - BAKER & TAYLOR	ADULT PRINT	08/13/2019	09/10/2019	1,364.78
100474 - BAKER & TAYLOR	ADULT PRINT	08/15/2019	09/10/2019	256.37
100474 - BAKER & TAYLOR	YA PRINT	08/23/2019	09/10/2019	87.06
100474 - BAKER & TAYLOR	JUV PRINT	08/24/2019	09/10/2019	1,494.55
			Account 65630 - LIBRARY BOOKS Totals	10
				<u>\$3,623.76</u>
Account 65641 - AUDIO VISUAL COLLECTIONS				
127266 - WESTON WOODS STUDIOS	JUV AV	08/05/2019	09/10/2019	25.46
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	1
				<u>\$25.46</u>
			Business Unit 4825 - ENGAGEMENT SERVICES Totals	13
				<u>\$8,410.63</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62340 - IT COMPUTER SOFTWARE				
103876 - OCLC ONLINE COMPUTER LIBRARY CENTER, INC	COMPUTER LICENSE SUPPORT	07/31/2019	09/10/2019	3,198.15
			Account 62340 - IT COMPUTER SOFTWARE Totals	1
				<u>\$3,198.15</u>
Account 65100 - LIBRARY SUPPLIES				
10547 - JAMIE THOME	SUMMER TEEN ART PROGRAMS	08/14/2019	09/10/2019	550.00
			Account 65100 - LIBRARY SUPPLIES Totals	1
				<u>\$550.00</u>

CITY OF EVANSTON

185 LIBRARY FUND Accounts Payable by G/L Distribution Report

BILLS LIST

Payment Date Range 09/10/19 - 09/10/19

PERIOD ENDING 09.10.2019

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	08/05/2019	09/10/2019	6.57
100474 - BAKER & TAYLOR	JUV PRINT	08/13/2019	09/10/2019	57.67
100474 - BAKER & TAYLOR	JUV AND YA PRINT	08/13/2019	09/10/2019	364.62
100474 - BAKER & TAYLOR	YA PRINT	08/23/2019	09/10/2019	272.82
				Account 65630 - LIBRARY BOOKS Totals
			4	\$701.68
				Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals
			6	\$4,449.83
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	BUILDING MAINTENANCE	07/07/2019	09/10/2019	580.05
100162 - ALARM DETECTION SYSTEMS, INC.	BUILDING MAINTENANCE	08/04/2019	09/10/2019	518.43
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/19/2019	09/10/2019	287.32
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/12/2019	09/10/2019	287.32
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/26/2019	09/10/2019	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	08/01/2019	09/10/2019	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	09/03/2019	09/10/2019	210.00
				Account 62225 - BLDG MAINTENANCE SERVICES Totals
			7	\$2,380.17
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	07/02/2019	09/10/2019	334.83
				Account 64015 - NATURAL GAS Totals
			1	\$334.83
Account 64505 - TELECOMMUNICATIONS				
154298 - CALL ONE	COMMUNICATION CHARGES	08/15/2019	09/10/2019	305.56
				Account 64505 - TELECOMMUNICATIONS Totals
			1	\$305.56
Account 65040 - JANITORIAL SUPPLIES				
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID SUPPLIES	05/23/2019	09/10/2019	60.21
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID SUPPLIES	04/26/2019	09/10/2019	53.81
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/26/2019	09/10/2019	21.42
				Account 65040 - JANITORIAL SUPPLIES Totals
			3	\$135.44
				Business Unit 4840 - LIBRARY MAINTENANCE Totals
			12	\$3,156.00
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX	08/16/2019	09/10/2019	101.00
				Account 56140 - FEES AND MERCHANDISE SALE Totals
			1	\$101.00
Account 62185 - CONSULTING SERVICES				
16871 - JIAJIAN HU	CONSULTING SERVICES	08/12/2019	09/10/2019	4,245.00
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	08/30/2019	09/10/2019	1,833.00
16877 - PACIFIC COMMUNITY SOLUTIONS, INC.	CONSULTANT FEE	07/21/2019	09/10/2019	1,000.00
10771 - LYNN TRAUTMANN	PHOTOGRAPHY SERVICES	04/19/2019	09/10/2019	350.00
10771 - LYNN TRAUTMANN	PHOTOGRAPHY SERVICES	05/05/2019	09/10/2019	200.00
				Account 62185 - CONSULTING SERVICES Totals
			5	\$7,628.00
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARDS	08/19/2019	09/10/2019	160.00
				Account 62210 - PRINTING Totals
			1	\$160.00
Account 62290 - TUITION				
313938 - Jose A Maldonado	TUITION REIMBURSEMENT SUMMER 2019	08/29/2019	09/10/2019	1,758.00
15973 - MELISSA HALKA	SUMMER 2019 TUITION REIMBURSEMENT	09/01/2019	09/10/2019	162.00
				Account 62290 - TUITION Totals
			2	\$1,920.00
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	08/19/2019	09/10/2019	42.16
105654 - XEROX CORP.	COPYING SERVICE	08/20/2019	09/10/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	08/20/2019	09/10/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	08/20/2019	09/10/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	08/20/2019	09/10/2019	16.80
139757 - XEROX CORPORATION	COPYING SERVICE	08/20/2019	09/10/2019	16.80
				Account 62380 - COPY MACHINE CHARGES Totals
			6	\$126.16
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	08/01/2019	09/10/2019	18.95
				Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals
			1	\$18.95
Account 65025 - FOOD				
10172 - LEA FARAH HERNANDEZ-SOLIS	MEETING FOOD AND BEVERAGE REIMBURSEMENT	08/29/2019	09/10/2019	162.86
				Account 65025 - FOOD Totals
			1	\$162.86
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/06/2019	09/10/2019	104.16
				Account 65095 - OFFICE SUPPLIES Totals
			1	\$104.16
				Business Unit 4845 - LIBRARY ADMINISTRATION Totals
			18	\$10,221.13
Business Unit 4850 - LIBRARY GRANTS				
Account 65100 - LIBRARY SUPPLIES				
16880 - CIN SALACH	MEMORY CAFE AGE OPTIONS GRANT	08/29/2019	09/10/2019	150.00
				Account 65100 - LIBRARY SUPPLIES Totals
			1	\$150.00
				Business Unit 4850 - LIBRARY GRANTS Totals
			1	\$150.00
				Department 48 - LIBRARY Totals
			168	\$69,630.29
				Fund 185 - LIBRARY FUND Totals
			168	\$69,630.29

BILLS LIST

PERIOD ENDING 09.10.2019

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				
103675 - NATURE'S PERSPECTIVE LANDSCAPING	LANDSCAPING SERVICE	06/17/2019	09/10/2019	3,525.00
		Account 65515 - OTHER IMPROVEMENTS Totals	1	\$3,525.00
		Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	1	\$3,525.00
		Department 48 - LIBRARY Totals	1	\$3,525.00
		Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	1	\$3,525.00
* = Prior Fiscal Year Activity			169	\$73,155.29

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.10.2019**

SUPPLEMENTAL LIST

ACH AND WIRE

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURHASING CARD-JULY, 2019	10,804.37
VARIOUS	TWIN EAGLE	NATURAL GAS-JULY, 2019	<u>701.44</u>
			<u>11,505.81</u>
			<u>11,505.81</u>
		GRAND TOTAL	<u>84,661.10</u>

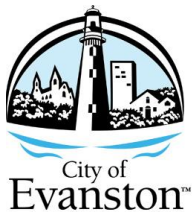
Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	\$ 658.36	7/25/2019	65555 PERSONAL COMPUTER EQ	LIBRARY PC 28817
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 57.41	6/26/2019	62295 TRAINING & TRAVEL	WEBINAR R NEUMEIR
LIBRARY	PAYPAL *CENTURYNOVE	MI	48185	\$ (34.33)	6/26/2019	65100 LIBRARY SUPPLIES	REFUND
LIBRARY	TODOROKI.	IL	60201	\$ 25.00	6/26/2019	65100 LIBRARY SUPPLIES	SUMMER LEARNING PRIZE
LIBRARY	PAYPAL *OTCBRANDSIN	NE	68137	\$ 67.73	6/26/2019	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	PAYPAL *OTCBRANDSIN	NE	68137	\$ 1,395.49	6/26/2019	65100 LIBRARY SUPPLIES	ABC BOOSTERS PROGRAM SUPPLIES
LIBRARY	AMAZON.COM*MH6FY9Z1	WA	98109	\$ 18.13	6/26/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	JC LIGHT - 1252 - EVAN	IL	60201	\$ (38.44)	6/27/2019	65050 BUILDING MAINTENANCE MATERIAL	CREDIT FOR DOUBLE CHARGED PRIMER
LIBRARY	JC LIGHT - 1252 - EVAN	IL	60201	\$ 100.66	6/27/2019	65050 BUILDING MAINTENANCE MATERIAL	PRIMER, SANDPAPER & HOLDER, JOINT COMPOUND FOR FORMER REFERENCE AREA (NOTE:DOUBLE CHARGED ON PRIMER)
LIBRARY	DISPLAYS2GO	MA	02720	\$ 193.70	6/27/2019	65100 LIBRARY SUPPLIES	ADULT PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US*M60M84IM0	WA	98109	\$ 838.80	6/27/2019	65100 LIBRARY SUPPLIES	ABC BOOSTERS PROGRAM SUPPLIES
LIBRARY	TRIBUNE PUBLISHING COM	TX	75067	\$ 117.60	6/28/2019	62205 ADVERTISING	CHICAGO TRIBUNE AD
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 47.96	6/28/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL
LIBRARY	VARIDESK* 1800 207 25	TX	75019	\$ (36.88)	6/28/2019	65095 OFFICE SUPPLIES	CREDIT
LIBRARY	AMZN MKTP US*M65AQ9WHO	WA	98109	\$ 8.98	6/28/2019	65095 OFFICE SUPPLIES	VOLUNTEER OFFICE SUPPLIES
LIBRARY	PAYPAL *BARNESNOBLE	NY	10011	\$ 87.29	6/28/2019	65100 LIBRARY SUPPLIES	STEM PROGRAM SUPPLIES FOR TEEN
LIBRARY	PAPA JOHN S #1012	IL	60201	\$ 88.79	6/28/2019	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN SERVICES PRIDE PARTY
LIBRARY	PAYPAL *SPHERO	CO	80301	\$ 962.94	6/28/2019	65100 LIBRARY SUPPLIES	STEM PROGRAM SUPPLIES
LIBRARY	FACEBK M2BYVK2H42	CA	94025	\$ 6.00	7/2/2019	62205 ADVERTISING	FACEBOOK PROGRAM AD
LIBRARY	BARREL MAKER PRINTING	IL	60089	\$ 488.35	7/2/2019	65095 OFFICE SUPPLIES	FALCON T SHIRT MERCHANDISE
LIBRARY	WALMART.COM	AR	72716	\$ 184.59	7/2/2019	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	PAYPAL *OZDEMIRBURH	CA	95131	\$ (27.60)	7/2/2019	65100 LIBRARY SUPPLIES	COMMUNITY ENGAGEMENT SUMMER SUPPLIES
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	7/3/2019	62340 IS SUPPORT FEES	WEB HOST MONTHLY FEE
LIBRARY	GOOGLE *GSUITE_EPL.ORG	CA	94043	\$ 12.00	7/3/2019	62340 IS SUPPORT FEES	EPL.ORG EMAIL HOST
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	7/4/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE THROUGH COMMUNICO.
LIBRARY	D J*WALL ST JOURNAL	MA	01020	\$ 134.97	7/4/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	GOTPRINT.COM	CA	91505	\$ 32.85	7/5/2019	62210 PRINTING	BUSINESS CARDS FOR MKLING
LIBRARY	GOTPRINT.COM	CA	91505	\$ 32.85	7/5/2019	62210 PRINTING	BUSINESS CARD JHINSON
LIBRARY	TARGET 00032839	IL	60201	\$ 26.05	7/8/2019	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN SERVICES PROGRAMMING
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 318.68	7/9/2019	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	PAYPAL *OTCBRANDSIN	NE	68137	\$ 47.11	7/9/2019	65100 LIBRARY SUPPLIES	OUTREACH PROGRAM SUPPLIES
LIBRARY	PAYPAL *MCPHEE.COM	WA	98275	\$ 89.25	7/10/2019	65100 LIBRARY SUPPLIES	IMLS STEMEX PROGRAM
LIBRARY	TOOLBARN.COM	IA	51510	\$ 27.65	7/11/2019	65050 BUILDING MAINTENANCE MATERIAL	PRESSURE WASHER HOSE FITTING
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 698.22	7/11/2019	65095 OFFICE SUPPLIES	OUTREACH STAFF POLO SHIRTS
LIBRARY	PANERA BREAD #600645	IL	60201	\$ 145.75	7/15/2019	65025 FOOD	RACIAL EQUITY TASK FORCE MEET AND GREET SESSION SANDWICHES
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 24.55	7/15/2019	65100 LIBRARY SUPPLIES	SUPPLIES FOR PRINT MAKING WORKSHOPS TEEN SERVICES
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 27.95	7/15/2019	65100 LIBRARY SUPPLIES	SNACKS FOR ANIME CLUB TEEN SERVICES
LIBRARY	TARGET 00032839	IL	60201	\$ 31.94	7/15/2019	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN PROGRAMMING
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 28.93	7/15/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US MH1N29DO1	WA	98109	\$ 50.64	7/15/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US MH1R04V40	WA	98109	\$ 263.05	7/15/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	COMCAST CHICAGO CS 1X	IL	60173	\$ 321.15	7/16/2019	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	CONNEXION - EVANSTON	IL	60202	\$ 138.00	7/17/2019	65050 BUILDING MAINTENANCE MATERIAL	LIGHT BULBS ORDERED BY JOHN
LIBRARY	AMZN MKTP US MH99I8UT1	WA	98109	\$ 20.97	7/17/2019	65100 LIBRARY SUPPLIES	PRIDE PARADE PROGRAM SUPPLY
LIBRARY	AMZN MKTP US MH5Q0507B1	WA	98109	\$ 24.66	7/17/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	D AND D FINER FOODS	IL	60201	\$ 7.77	7/18/2019	65025 FOOD	RETF MEET AND GREET REFRESHMENTS AND LIGHT SNACK
LIBRARY	D AND D FINER FOODS	IL	60201	\$ 178.78	7/18/2019	65025 FOOD	RETF MEET AND GREET REFRESHMENTS AND LIGHT SNACK
LIBRARY	TARGET 00032839	IL	60201	\$ 71.97	7/18/2019	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN PROGRAMMING
LIBRARY	KODO KIDS	CO	80020	\$ 131.28	7/18/2019	65100 LIBRARY SUPPLIES	IMLS STEMEX PROGRAM SUPPLIES
LIBRARY	LULUCOM	NC	27560	\$ 96.52	7/18/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL B H PHOTO	NY	10001	\$ 31.32	7/19/2019	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 31.05	7/19/2019	65100 LIBRARY SUPPLIES	COMMUNITY ENGAGEMENT SUPPLIES
LIBRARY	PAYPAL ABM BUTTON	CA	95131	\$ 168.72	7/19/2019	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 231.85	7/22/2019	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET SOLUTION PROVIDER
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 12.46	7/23/2019	65100 LIBRARY SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM REFRESHMENTS
LIBRARY	DOLLARTREE	IL	60202	\$ 12.00	7/23/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 26.33	7/23/2019	65100 LIBRARY SUPPLIES	LATINO ENGAGEMENT SUPPLIES
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 363.23	7/23/2019	65635 PERIODICALS	MAIN LIBRARY NEWSPAPER SUBSCRIPTIONS
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 415.52	7/23/2019	65635 PERIODICALS	CAMS NEWSPAPER SUBSCRIPTION
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 418.47	7/23/2019	65635 PERIODICALS	NORTH BRANCH NEWSPAPER SUBSCRIPTION
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 434.60	7/23/2019	65635 PERIODICALS	MAIN BRANCH NEWSPAPER SUBSCRIPTION
LIBRARY	EB EARWORMS FOR BOOKWV	CA	94103	\$ 10.00	7/24/2019	62295 TRAINING & TRAVEL	JSCHACTER WEBINAR
LIBRARY	PAYPAL UPS US SHIP	GA	30328	\$ 10.75	7/24/2019	62315 POSTAGE	SHIPPING
LIBRARY	FINANCIAL TIMES LTD	ON	SE1 9HL	\$ 299.00	7/24/2019	65635 PERIODICALS	MAIN LIBRARY NEWSPAPER SUBSCRIPTION
	LIBRARY JULY 2019 TOTAL			\$ 10,804.37			



2020-21 PROPOSED BUDGET - OTHER FUNDS

#185 – Library

Fund Description

The Library fund covers the costs of Library Staff, collections of books, music, DVDs, and related information, digital holdings, computer and technology resources and networks for free public use. This fund also pays for an array of library programming that serves the community inside our four facilities and throughout the community through our network of partnerships. Stewardship of the library and our public trust also includes regular daily maintenance and upkeep for facilities that are available day and night throughout the year (except for major holidays.). The Library is more than a building of books; it is a place to meet, connect, learn and explore.

The Library Fund budget is passed annually by the Library Board of Trustees.

Fund Summary

	FY 2018 Actual Amount	FY 2019 Adopted Budget	FY 2019 Year End Estimated	FY 2020 Proposed Budget	FY 2021 Projected Budget
Operating Revenue					
Property Taxes	6,597,472	6,810,000	6,750,000	7,410,000	7,485,000
Other Taxes	-	-	-	-	-
Other Revenue	230,333	383,500	335,500	542,500	410,000
Charges for Services	332	-	350	-	-
Fines and Forfeitures	110,721	85,000	65,000	60,000	55,000
Interfund Transfers	280,380	345,771	345,771	280,948	305,948
Intergovernmental Revenue	163,324	123,000	130,000	108,000	113,000
Interest Income	48,821	10,000	85,000	15,000	25,000
Library Revenue	220,981	188,000	121,500	207,000	228,000
Total Revenue	\$ 7,652,365	\$ 7,945,271	\$ 7,833,121	\$ 8,623,448	\$ 8,621,948
Operating Expenses					
Salary and Benefits	4,994,357	5,161,176	5,042,074	5,831,009	6,052,234
Services and Supplies	1,829,028	2,230,488	2,012,196	2,223,490	2,168,182
Miscellaneous	-	-	-	-	10,914
Insurance and Other Chargebacks	-	-	-	-	-
Capital Outlay	1,179	12,500	12,500	12,500	12,500
Contingencies	-	-	-	-	-
Debt Service	-	-	-	-	-
Interfund Transfers	366,949	367,781	437,781	380,775	387,626
Total Expenses	\$ 7,191,513	\$ 7,771,945	\$ 7,504,551	\$ 8,447,774	\$ 8,631,456
Net Surplus (Deficit)	\$ 460,851	\$ 173,326	\$ 328,570	\$ 175,674	\$ (9,508)
Beginning Fund Balance			\$ 1,503,155	\$ 1,831,725	\$ 2,007,399
Ending Fund Balance	\$ 1,503,155		\$ 1,831,725	\$ 2,007,399	\$ 1,997,891



2020-21 PROPOSED BUDGET - OTHER FUNDS

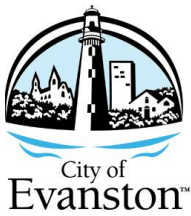
#186 – Library Debt Service

Fund Description

The Library Debt Fund was created to repay the outstanding debt obligation associated with the financing of the Evanston Public Library Main Branch. This fund accounts for the debt service costs associated with Library debt issuance to fund capital projects at the Main library and the branch locations. Revenues for this fund come from the Library’s tax levy, and expenses are paid to the City as a part of the annual payment of all outstanding bonds.

Fund Summary

Operating Revenue	FY 2018 Actual Amount	FY 2019 Adopted Budget	FY 2019 Year End Estimated	FY 2020 Proposed Budget	FY 2021 Projected Budget
Property Taxes	333,896	353,437	353,437	480,144	482,243
Interest Income	-	-	-	-	-
Total Revenue	\$ 333,896	\$ 353,437	\$ 353,437	\$ 480,144	\$ 482,243
Operating Expenses					
Debt Service	333,404	353,437	353,437	480,144	482,243
Total Expenses	\$ 333,404	\$ 353,437	\$ 353,437	\$ 480,144	\$ 482,243
Net Surplus (Deficit)	\$ 492	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance			\$ 4,582	\$ 4,582	\$ 4,582
Ending Fund Balance	\$ 4,582		\$ 4,582	\$ 4,582	\$ 4,582



2020-21 PROPOSED BUDGET - OTHER FUNDS

#187 – Library Capital Fund

Fund Description

This fund accounts for all of the library’s capital outlay expenditures not financed by annual operations or maintenance. Projects funded from Fund 187 are included in the City’s Capital Improvement Plan. They are developed as part of a multi-year long-term program to construct, rehabilitate or otherwise improve the library’s assets.

Fund Summary

<u>Operating Revenue</u>	FY 2018 Actual Amount	FY 2019 Adopted Budget	FY 2019 Year End Estimated	FY 2020 Proposed Budget	FY 2021 Projected Budget
Other Revenue	2,157,728	1,835,000	1,893,264	991,038	1,035,000
Interest Income	-	-	-	-	-
Total Revenue	\$ 2,157,728	\$ 1,835,000	\$ 1,893,264	\$ 991,038	\$ 1,035,000
Operating Expenses					
Services and Supplies	30,700	-	-	-	-
Capital Outlay	190,247	585,000	527,500	991,038	1,035,000
Debt Service	26,631	-	-	-	-
Interfund Transfers	1,250,000	1,250,000	1,250,000	-	-
Total Expenses	\$ 1,497,577	\$ 1,835,000	\$ 1,777,500	\$ 991,038	\$ 1,035,000
Net Surplus (Deficit)	\$ 660,150	\$ -	\$ 115,764	\$ -	\$ -
Beginning Fund Balance			\$ 968,549	\$ 1,084,313	\$ 1,084,313
Ending Fund Balance	\$ 968,549		\$ 1,084,313	\$ 1,084,313	\$ 1,084,313

Summer Learning 2019: A Universe of Stories

Summer Learning at the Evanston Public Library encourages patrons of all ages to expand their horizons, gain expertise in the subjects they love or exposure to new interests, and become smarter about the world around them. It is also a lot of fun!

Why Summer Learning?

Summer Learning participants earn prizes for reading and for participating in learning activities. Library staff plan programs and bring activities out into the community. A major goal of the program is to help children and teens build a habit of reading and, especially, reading for fun. Adults are encouraged to participate to make reading a lifelong habit and to model reading for fun to the children in our community.

This year, we changed the name from “Summer Reading” to “Summer Learning.” We felt this better encompassed all of the activities that happen through EPL programming throughout the community - including reading, but also making, exploring, creating, sharing and having fun.

This year the Summer Learning Program (SLP) team also laid out some clear questions they wanted to collect data around to help us evaluate the success of the summer program.

Those questions were:

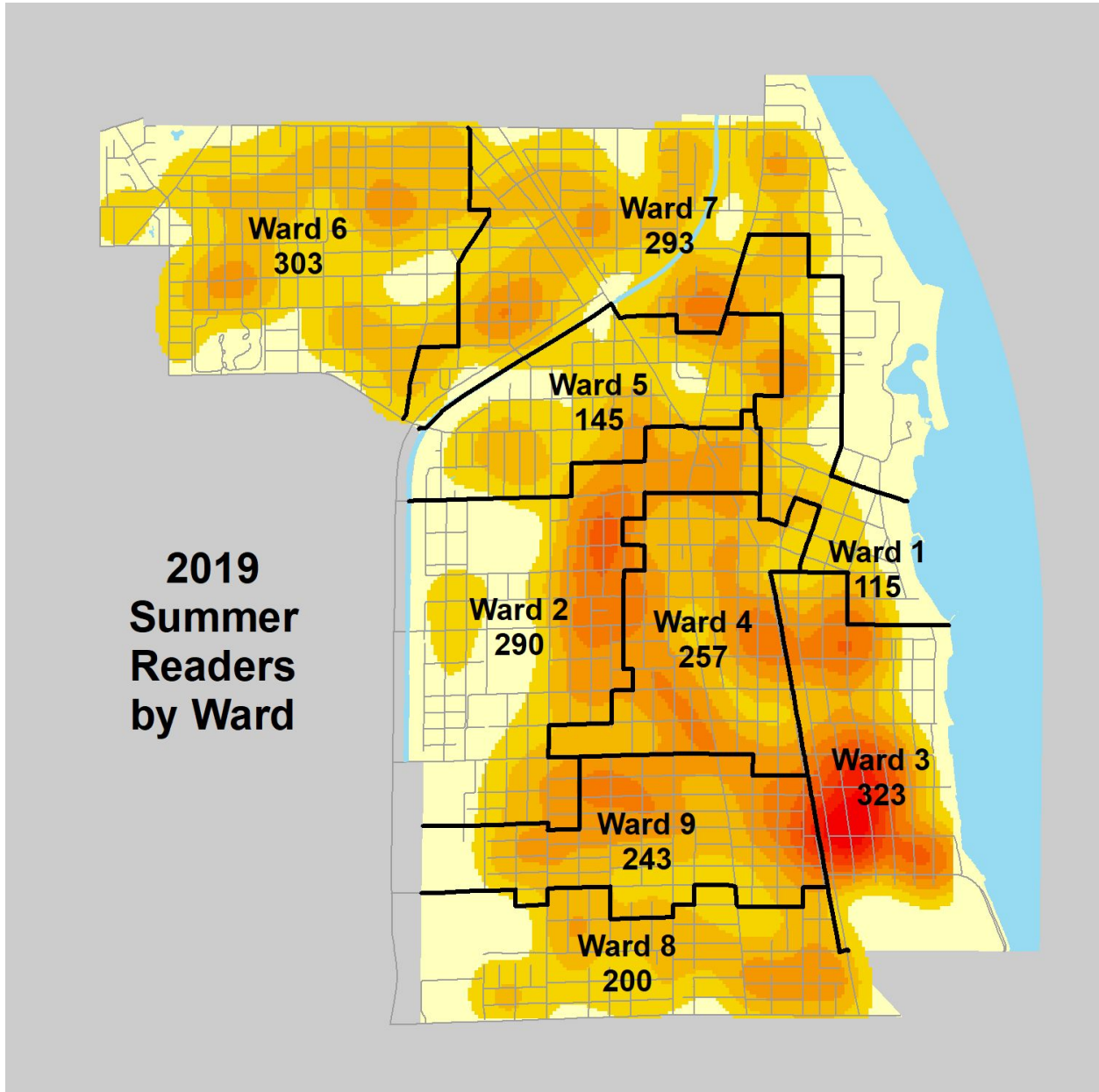
1. Who are we reaching?
 2. Where are our programs in the community?
 3. Do our outreach programs increase engagement?
 4. What are the barriers to participation?
-

Who are we reaching?

Incentive Program

While participants were not required to provide their address to register, this year we made a special effort to collect as many addresses as possible.

We were able to collect addresses from 60% of registered participants.



Camps

This year the Youth Engagement Librarian continued to work on getting a clear message to campers' homes about SLP. It is important to the library that parents and caregivers know that their child was signed up for SLP through the camps they were attending. We continue to improve on getting this message out to parents and caregivers.

This year's SLP summer camp sites were:

Robert Crown Creative Play Preschool Robert Crown Take Two (2-3 yr olds) Robert Crown Summer Safari Robert Crown Fun Factory Robert Crown Kid City Robert Crown Tween Machine Robert Crown CIT Fleetwood Summer Discovery Ridgeville 5-7 camp Ridgeville Pre-K camp	Ridgeville Creative Arts & Time Travelers Foster Reading Center Power Scholars Oakton Power Scholars Washington Power Scholars Kuumba Freedom School District65 Summer Kids Fest Y.O.U. Elementary Y.O.U. Middle School Jr. Wildkits
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Ballot Boxes in Businesses

We piloted a new option for adults this year in hopes of increasing participation around town. We asked partner businesses and organizations in each ward to host an SLP ballot box. Customers who submitted a raffle slip telling us about what they were reading were entered into the weekly prize drawings. They also had the option to write a brief review of the book, which were added to our "Community Picks" display at the Main Library. Staff and volunteers distributed the ballot boxes and picked up the raffle slips throughout the summer. A volunteer entered the information from the slips into the SLP management software.

We had a total of 132 participants in the raffle boxes, entering 169 raffle slips. 105 were for adult books, 28 for teen books and 36 for children's books.

1st Ward Cupitol, 812 Grove St (6 entries) Kilwins, 1724 Sherman Ave (31 entries)	4th Ward FRIO Gelato, 1301 Chicago Ave (28 entries)	7th Ward Tag's Cafe, 2010 Central St (25 entries)
2nd Ward Temperance, 2000 Dempster St (0 entries)	5th Ward Ebony Barber Shop, 1702 Dodge (19 entries) Cutting Edge, 1706 Dodge (2 entries) Fleetwood Jourdain, 1655 Foster	8th ward Levy Center, 300 Dodge Ave (20 entries)

	(1 entry) Family Focus, 2010 Dewey (3 entries) Over the Rainbow, 2040 Brown (7 entries)	
3rd Ward Squeezebox, 743 Main St (13 entries)	6th Ward Curt's Cafe, 2922 Central St (9 entries)	9th ward Firehouse Grill, 750 Chicago Ave (4 entries)

Where are our programs in the community?

- In addition to promoting and signing patrons up for the SLP at numerous outreach events around town in the run-up to, and throughout the summer, EPL staff brought specific SLP themed programs to the following locations this year (new locations in bold):
 - **Brummel Park (97 kids, 87 adults, 8 programs)**
 - Fleetwood Jourdain Community Center (367 kids, 35 adults, 8 programs)
 - Family Focus/MetaMedia @ Foster (36 teens, 4 programs)
 - Y.O.U. Main Location (44 teens, 4 programs)
 - Mason Park (167 kids, 51 adults, 8 programs)
 - James Park (1 program, rained out)
 - **Kamen Park (23 kids, 5 adults, 1 program)**
 - Baker Park (22 kids, 15 adults, 2 programs)
 - Burnham Shores Park (1 program, rained out)
 - **Eiden Park (29 kids, 9 adults, 1 program)**
 - **South Blvd Beach (2 kids, 2 adults, 1 program)**
 - **South Blvd Beach (40 attendees, 1 program)**
 - **Sculpture Park - (150-200 attendees, 1 program)**
 - **Clark St Beach - (42 attendees, 1 program)**
 - **Lee St Beach - (80 attendees, 1 program)**

Do our outreach programs increase engagement?

- Youth who participated at partner camps where the program was embedded had a higher completion rate (75% vs 48%) than other participants in the program.
- Youth Engagement Librarian is often recognized by kids as “the library” and kids are excited to reminisce about what they did together at the park or camp.
- Teen services staff observed that middle school students who participated in our summer STEM camps came to the Loft after the camp or at other times throughout the week. The camps were held at the Main Library (4 camps), Y.O.U. (1 camp) and MetaMedia @ Foster (1 camp). The majority of the teens in these camps had not previously been regular users of the Loft.
- Volunteer(s) who assisted with the new ballot boxes in businesses reported that many of the businesses were excited that the library was reaching out. We learned much from

this initial pilot program and received valuable feedback about how to improve it next year.

- Latino Engagement Librarian partnered with Evanston Latinos this summer. For example, at Lee Street Beach they had a potluck style picnic which was a huge success.
- Latino Engagement Librarian gave out beach tokens at each of her events, which was a benefit to families who couldn't afford to buy one for every member in their family.

Are there barriers to participation?

- Our communications team conducted a survey at the beginning of the summer, on social media, and at Mason Park. There were 111 respondents to this survey.
- Those surveyed were asked whether they were participating in Summer Learning. Those who said that they were not participating were asked why.
- The answers to this question (barriers to participation) were:
 - Parents/caregivers did not like incentive-based programs
 - Child is not interested in reading
 - Child/adult reads anyway and doesn't feel the need to be part of the program
 - Not getting information about the program
 - Language barriers
 - Think they're too young or too old to take part
 - Time
 - Hard to get to the library

Other highlights from this year:

In addition to taking the SLP out into the community, there were many interesting programs held at the libraries this summer such as Teen Design Challenges and arts workshops in the Loft, an Apollo program (What did it take to get there, land, explore, and return to earth?) in the Children's room, Drag Queen Storytime at CAMS and an Escape Room at the North Branch.

The SLP committee also made a succession plan for who would chair the committee long term. Managers of the Early Learning & Literacy, Lifelong Learning & Literacy and Innovation & Digital Learning teams will now do a two-year rotation of chairing the committee.

The Numbers:

2019:

Total 2019 Participation: 3564

Total Completed: 1701 (48 %) *see APPENDIX A for previous year comparisons

	Total Registration	At Least One Check In	Final Check In	Bonus	Completion Rate
Children Birth – 5th Grade	2519	333	1019	369	55%
Teen 6th-12th Grade	443	64	103	75	40%
Adults	686	79	78	102	26%

Camps:

2019:

Total Participation: 1073

Total Completions: 805 (75%)

Camp	# children interacted with	received SLP books
Robert Crown Creative Play Preschool	20	20
Robert Crown Take Two (2-3 yr olds)	15	15
Robert Crown Summer Safari	137	62
Robert Crown Fun Factory	50	30
Robert Crown Kid City	50	31
Robert Crown Tween Machine	17	5
Robert Crown CIT	6	0
Fleetwood Summer Discovery	144	90
Ridgeville 5-7 camp	53	51

Ridgeville Pre-K camp	11	11
Ridgeville Creative Arts & Time Travelers camps	52	43
Foster Reading Center Power Scholars	28	26
Oakton Power Scholars	60	52
Washington Power Scholars	73	69
Kuumba	34	32
Freedom School	35	29
District65 Summer Kids Fest	86	72
Y.O.U. Elementary	158	135
Jr. Wildkits	14	2
Y.O.U. Middle School	30	30
TOTAL	1073	805

APPENDIX A: Previous year participation rates

2018:

Total 2018 Participation: 4014

Total Completed: 2027 (50%)

	Total Registration	At Least One Check In	Final Check In	Bonus	Completion Rate
Children -Birth – 5 th Grade	2746	448	918	608	56%
Teen -6 th -12 th Grade	655	74	226	104	50%
Adults	615	62	65	106	27%

2017:

Total 2017 Participation: 3882

Total Completed: 1785 (46%)

	Total Registration	At Least One Check In	Final Check In	Bonus	Completion Rate
Children -Birth – 5 th Grade	2603	450	857	483	52%
Teen -6 th -12 th Grade	622	88	200	104	49%
Adults	657	115	60	81	23%

2016:

Total 2016 participants: 3440

Total Completed: 1550 (45%) 17% increase in completion from last year

	Total Registration	First Check In	Second Check In	Final Check In	Bonus
Read to Me	326	179	26	18	103 (32%)
Childrens	2145	657	170	147	1171 (55%)
Teens	440	234	33	30	143 (33%)
Adults	529	344	38	18	133 (25%)

2015:

Total 2015 participants: 4091

Total Completed: 1291(32%)

	Total Registration	First Check In	Second Check In	Final Check In	Bonus
Read to Me	389	223	29	16	121 (31%)
Childrens	2316	961	358	159	838 (36%)
Teens	487	272	48	24	143 (29%)
Adults	899	612	61	37	189 (21%)



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: **Library Director's Report**

Date: September 18, 2019

Updates:

Career Counseling: Darryl Grant met with 7 individuals for Career Counseling in August, and shared a success story from one of his mentees. See the email she sent to him below in the Patron Feedback/Anecdotes section. It warmed my heart to read about this person's success in finding employment.

SCORE Business Mentoring: 18 mentoring sessions were held at EPL during the month of August.

SCORE presents: Basics of Accounting for Small Businesses
3 Evanston business owners attended this seminar by Joel Shabsin, a SCORE volunteer. Though the group was small, all three business owners present were women, and one was a woman of color. The presentation became more of a discussion as Shabsin responded to the specific needs and questions of the attendees. Several questions about tax requirements for businesses arose, which gave Susan Markwell a chance to promote our September 30th presentation (also by Joel Shabsin) on Federal Income Taxes for Your Business.

Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	FYTD
Main	3,841	3,957	4,355	3,814	4,059	4,415	4,654	4,673					33,768
North Branch	220	222	245	251	261	280	301	298					2,078
CAMS	359	374	441	409	409	449	437	408					3,286
Computer Lab	150	150	150	150	150	150	150	150					1,200
Overall Computer/Internet Use	4,570	4,703	5,191	4,624	4,879	5,144	5,542	5,529	-	-	-	-	40,332

Website Visits													
All Location	38,885	31,274	36,456	39,778	40,824	40,854	42,436	37,876					308,383

Wifi Users													
All Location	25,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000					179,000

Library Visits													
Main	33,808	35,609	40,450	34,716	37,922	41,479	42,961	41,470					308,415
North Branch	3,360	3,016	4,109	3,779	3,588	4,279	4,616	4,151					30,898
CAMS	2,944	2,907	3,473	3,577	3,507	4,194	4,301	3,933					28,836
Overall Library Visits	40,112	41,532	48,032	42,072	45,017	49,952	51,878	49,554	-	-	-	-	368,149

Upcoming events of Note:

September 16th: SCORE presents Demystifying SBA Financing (Susan Markwell) - this presentation will acquaint attendees with the sometimes-murky landscape of the Small Business Administration’s financing programs. We occasionally have questions from patrons regarding funding or grants for their businesses, so we anticipate that this program will address some of those inquiries.

September 17th: Mobile Resource Center Kickoff and BBQ at Family Focus (Susan Markwell) - this is part of the grant that Jill Skwerski has received from the Evanston Community Foundation. We planned this event with the cooperation of Family Focus and Evanston Community Bank & Trust to draw community members from the 5th Ward. Our goal is to establish lines of communication and feedback in this area so that we can respond in an agile way to the information needs of our marginalized community members. Ideally, this grant program will help build trust in the library as a source of valuable information about topics immediately relevant to community members’ lives. We have chosen the topic for the October session (in cooperation with Lorena Neal and the Chicago Bar Association), but future events will be planned once we begin receiving direct feedback from 5th Ward Evanstonians.

September 23rd: SCORE presents Online Reputation Management (Susan Markwell)- Social media programs are usually quite popular for business owners, and this is a new topic on SCORE’s syllabus this year.

September 25th: Re-Invisioning Masculinity: An Interactive Workshop & Conversation on Masculinity with Dr. Ada Chang (Jamillah Hinson) - This conversation will be facilitated by Dr. Ada Cheng, a professor-turned-storyteller, performing artist, and storytelling show producer. She was a tenured professor at DePaul University for 15 years from 2001 to 2016 when she resigned to pursue storytelling and performance full time. During her time at DePaul, she taught subjects on gender, sex, sexuality, masculinity, race/ethnicity, and immigration. She is currently the Education and Outreach Specialist with Campus Advocacy Network at Women’s Leadership and Resource Center at UIC.

September 26th: Legal Assistance (Lorena Neal) - two lawyers from the Justice Entrepreneur Project (JEP) will provide free legal consultation sessions at EPL on September 26, from 4 - 8

PM. We will be advertising these consultations first at the Mobile Resource Center kickoff BBQ at Family Focus on September 17. If there are appointment slots open after the BBQ, we will open them to the general public. Lorena is working with the two lawyers involved to schedule this service on a regular basis at the library. Lorena has also arranged for the Chicago Bar Association to present a lecture on How To Find A Lawyer If You Can't Afford One on October 15 at Family Focus, as the first Mobile Resource Center program. EPL staff will survey guests at the Sept. 17 event to find out what other legal programs they would be interested in having the library present in the future.

September 30th: SCORE presents Federal Income Taxes for Your Business - This seminar occurs with plenty of time for our business owners to put best practices into effect before tax season rolls around. We may consider scheduling an additional date for this seminar, because taxes are eternally relevant to our entrepreneurial community.

Excerpts from Patron feedback:

Career Counseling success story:

Hi Darryl. Just wanted to let you know I was offered a French teaching position in (redacted) starting this Thursday. Finally. In the end it took 10 months and 105 job applications. I had a very good feeling about the principal, a bright, knowledgeable and kind person, which will probably make all the difference. I saw she combined a counseling degree with a degree in school management. I'd never thought of that before, but it's probably ideal : humane leaders is what this world needs. Thank you once again for all your help and support. All the best (redacted)

EPL Resource Center activity report for August,2019

	August Total	Previous Months	Program Year to Date Total
ORIENTATIONS			
Evanston Public Library	14	13	27
Oakton Community College	32	19	51
TABE TESTING	16	7	23
ONE-ON-ONE RESUME ASSISTANCE	7	8	15
Workshops			
JSWT (Oakton Community College)	47	35	82
JUMPSTART WORKSHOPS			
Evanston Public Library	0	12	12
Oakton Community College	0	0	0
THE PATH WORKSHOP			
Evanston Public Library	12	8	20
Oakton Community College	12	19	31
RESOURCE ROOM (NEW CUSTOMERS)	19	26	45
RESOURCE ROOM (REPEAT CUSTOMERS)	128	136	264
RESOURCE ROOM TOTAL	147	283	570



Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Director

Subject: Administrative Services Update

Date: September 13, 2019

This memo provides an update on significant administrative activities.

Human Resources

Melissa Halka (internal promotion) accepted the position of part-time Library Assistant in Engagement Services. Elizabeth Steimle, who joined us a short while ago as a Circulation Substitute, has accepted a part-time Clerk position in Access Services. Three offers have been extended to candidates for Library Clerk in Access services and are in process. Interviews are under way for multiple clerk positions in Access Services, and will begin soon for the vacant Development Associate position that works with grants.

Financial Resources

The Library Fund financial report for the period ending August 31st is included in this meeting packet for your review. Revenue collection has reached 90% of the budget estimation, while expenses fall within budget at 61%.

A summary of the Endowment portfolio as of August 31st is also attached.

Facilities Update

Beginning the week of 9/16 two construction project will be kicking off at the Main library. The custom-made demountable wall system that was approved at the July Board meeting is ready to be delivered and installed. The installation will begin on Wednesday and wrap up by Friday. We can then wire the units and apply some room signage. The units will be available as of Saturday 9/21. The new space will be located on the east side of the 3rd floor study areas, just outside of the quiet study room.

Work will begin in earnest on the emergency fire alarm system replacement on Wednesday 9/16. We are expecting JCI/Tyco technicians/electricians to be on-site for up to four weeks. This project will bring the building into full fire protection compliance for 2019.

Agenda Item 7.A

At the October Facilities Committee meeting, COE Maintenance will be presenting for approval a very exciting CIP project that includes the replacement of the building duplex sewer pumping.

Budget Performance Report

Fiscal Year to Date 08/31/19

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	1,684,482.28	.00	6,646,913.62	103,086.38	98	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	7,591.85	.00	61,249.66	23,750.34	72	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	58.15	.00	311.98	(311.98)	+++	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	28,776.05	1,223.95	96	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	3,109.10	.00	181,247.84	202,252.16	47	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	7,635.95	(7,635.95)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	253.76	.00	2,154.16	(2,154.16)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	8,144.20	.00	72,197.08	(62,197.08)	722	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	100,000.00	50,000.00	67	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	19.50	.00	(234.80)	12,234.80	-2	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	754.24	.00	5,199.30	4,800.70	52	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	2,027.41	.00	13,609.91	4,390.09	76	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	600.54	.00	7,878.89	5,121.11	61	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	2,185.33	.00	17,839.69	17,160.31	51	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	2,500.00	.00	30,500.00	69,500.00	30	88,675.00
	REVENUE TOTALS	\$7,945,271.00	\$0.00	\$7,945,271.00	\$1,724,226.36	\$0.00	\$7,175,279.33	\$769,991.67	90%	\$7,652,364.65
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	201,134.61	.00	1,721,322.31	973,089.69	64	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	92,573.62	.00	842,374.10	523,757.90	62	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	14,904.75	.00	63,198.06	(18,198.06)	140	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	1,050.98	.00	12,511.26	(2,511.26)	125	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	2,327.59	.00	10,694.71	(10,694.71)	+++	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	9,698.81	(9,698.81)	+++	6,062.42
61510	HEALTH INSURANCE	531,560.00	.00	531,560.00	43,429.46	.00	336,255.16	195,304.84	63	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	360.66	(360.66)	+++	320.72

Budget Performance Report

Fiscal Year to Date 08/31/19

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.45	.00	1,405.96	654.04	68	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	.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	2,368.28	181.72	93	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	17,356.63	.00	150,392.11	86,677.89	63	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,704.94	.00	158,517.36	86,794.64	65	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,374.51	.00	37,072.64	21,342.36	63	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	2,333.00	.00	22,364.50	154,335.50	13	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	200.00	.00	354.64	7,645.36	4	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	759.13	7,240.87	9	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	8,563.13	4,748.58	145,196.12	62,755.30	70	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	11,646.00	(1,646.00)	116	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	2,142.25	.00	19,274.49	22,725.51	46	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	3,626.64	1,813.36	67	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	3,256.64	1,628.36	67	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	452.77	4,047.23	10	2,079.84
62340	IT COMPUTER SOFTWARE	212,600.00	.00	212,600.00	.00	9,082.00	100,357.03	103,160.97	51	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	11,651.67	13,925.02	142,571.42	43,503.56	78	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	2,076.00	.00	40,540.00	5,698.00	88	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	289.14	.00	3,862.55	9,037.45	30	23,001.16
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	4,324.23	4,375.77	50	9,782.17
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	486.85	.00	4,694.66	1,005.34	82	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	701.44	.00	14,877.07	15,022.93	50	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	1,845.87	(1,845.87)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	197.63	.00	1,562.09	437.91	78	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	949.68	.00	6,610.49	5,389.51	55	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	16.99	.00	11,455.21	18,544.79	38	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	(170.74)	11,657.70	50,782.38	27,559.92	69	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	4,738.29	1,417.50	75,679.26	116,753.24	40	91,454.67
65125	OTHER COMMODITIES	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	949.47

Budget Performance Report

Fiscal Year to Date 08/31/19

Include Rollup Account and Rollup to Object Account

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	IT COMPUTER HARDWARE	49,000.00	.00	49,000.00	.00	2,600.53	28,382.13	18,017.34	63	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	36,769.21	.00	307,270.41	290,929.59	51	496,246.58	
65635	PERIODICALS	22,700.00	.00	22,700.00	19.32	.00	3,330.48	19,369.52	15	21,507.18	
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	5,121.28	.00	42,032.88	99,767.12	30	104,588.81	
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	58,304.00	29,152.00	67	86,623.86	
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	180,000.00	90,000.00	67	270,000.00	
	EXPENSE TOTALS	\$7,771,945.00	\$0.00	\$7,771,945.00	\$503,063.11	\$43,431.33	\$4,668,168.54	\$3,060,345.13	61%	\$7,190,072.61	
	Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,945,271.00	.00	7,945,271.00	1,724,226.36	.00	7,175,279.33	769,991.67	90%	7,652,364.65	
	EXPENSE TOTALS	7,771,945.00	.00	7,771,945.00	503,063.11	43,431.33	4,668,168.54	3,060,345.13	61%	7,190,072.61	
	Fund 185 - LIBRARY FUND Totals	\$173,326.00	\$0.00	\$173,326.00	\$1,221,163.25	(\$43,431.33)	\$2,507,110.79	(\$2,290,353.46)		\$462,292.04	
	Fund 186 - LIBRARY DEBT SERVICE FUND										
	REVENUE										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	175,000.00	.00	350,000.00	3,437.00	99	333,896.13	
	REVENUE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$175,000.00	\$0.00	\$350,000.00	\$3,437.00	99%	\$333,896.13	
	EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00	
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	.00	.00	43,389.35	127,486.65	25	101,573.11	
	EXPENSE TOTALS	\$353,437.00	\$0.00	\$353,437.00	\$0.00	\$0.00	\$43,389.35	\$310,047.65	12%	\$333,404.11	
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	353,437.00	.00	353,437.00	175,000.00	.00	350,000.00	3,437.00	99%	333,896.13	
	EXPENSE TOTALS	353,437.00	.00	353,437.00	.00	.00	43,389.35	310,047.65	12%	333,404.11	
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$175,000.00	\$0.00	\$306,610.65	(\$306,610.65)		\$492.02	

Budget Performance Report

Fiscal Year to Date 08/31/19

Include Rollup Account and Rollup to Object Account

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

REVENUE

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

EXPENSE

62716	BOND ISSUANCE COSTS	.00	.00	.00	76.56	.00	19,652.49	(19,652.49)	+++	30,699.56
65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	.00	111,973.15	235,356.68	237,670.17	59	190,246.92
66020	TRANSFERS TO OTHER FUNDS	1,250,000.00	.00	1,250,000.00	.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
EXPENSE TOTALS		\$1,835,000.00	\$0.00	\$1,835,000.00	\$76.56	\$111,973.15	\$1,505,009.17	\$218,017.68	88%	\$1,497,577.48

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

REVENUE TOTALS	1,835,000.00	.00	1,835,000.00	.00	.00	1,893,265.65	(58,265.65)	103%	2,157,727.91
EXPENSE TOTALS	1,835,000.00	.00	1,835,000.00	76.56	111,973.15	1,505,009.17	218,017.68	88%	1,497,577.48

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

	\$0.00	\$0.00	\$0.00	(\$76.56)	(\$111,973.15)	\$388,256.48	(\$276,283.33)		\$660,150.43
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Grand Totals

REVENUE TOTALS	10,133,708.00	.00	10,133,708.00	1,899,226.36	.00	9,418,544.98	715,163.02	93%	10,143,988.69
EXPENSE TOTALS	9,960,382.00	.00	9,960,382.00	503,139.67	155,404.48	6,216,567.06	3,588,410.46	64%	9,021,054.20
Grand Totals	\$173,326.00	\$0.00	\$173,326.00	\$1,396,086.69	(\$155,404.48)	\$3,201,977.92	(\$2,873,247.44)		\$1,122,934.49

Endowment for the Evanston Public Library
 Holdings as of August 2019

	Symbol	Shares/Quantity	Price	Value as of August 31, 2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7272.281	\$270.93	\$1,970,279.09	45.6%	
Vanguard Small-Cap Index Fund	VSMAX	3820.026	\$72.99	\$278,823.70	6.5%	
Vanguard REIT Index Fund	VGSLX	1928.638	\$130.77	\$252,207.99	5.8%	
Vanguard Total International Stock Index Fund	VTIAX	14683.487	\$27.13	\$398,363.00	9.2%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6848.396	\$33.58	\$229,969.14	5.3%	72.5%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$254,453.82	\$254,453.82	5.9%	
iShares Silver Trust	SLV	4788.000	\$17.15	\$82,114.20	1.9%	
SPDR Gold Trust	GLD	625.000	\$143.75	\$89,843.75	2.1%	9.9%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$1,112.430	\$152,775.50	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$112.495	\$145,177.04	3.4%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$137.512	\$162,961.34	3.8%	10.7%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.770	\$27,834.72	\$299,779.88	6.9%	6.9%
				\$4,316,748.45		100.0%
						Cash Equivalents 9.9%
						US Treasury Inflation Protected Securities 10.7%
						Corporate Bonds 6.9%
						Domestic Equities 57.9%
						International Equities 14.6%
						100.0%



To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: 2020 Per Capita Grant Application Requirements
Date: September 13, 2019

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community. As part of our next submission, EPL will undertake the following review and acknowledge its completion.

Standards Chapter Review – Library staff will review and report on progress in meeting Chapter 3, “Personnel,” of *Serving our Public 3.0: Standards for Illinois Public Libraries, 2014.* As enumerated in Chapter 3, EPL must fulfill all of the items included on the checklist near the end of the chapter.

Trustees —

Will review chapters 11 - Appendices of the “TRUSTEE FACTS FILE THIRD EDITION”:
<http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Will complete Open Meeting Act electronic training once during their appointment
http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

Will file an Economic Interest Statement as distributed by the County Clerk each year (next filing must be submitted by May 1, 2020)
<https://www.cookcountyclerk.com/agency/statements-economic-interests>

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on organization management. We will make a recommendation to the Trustees. RAILS will provide recommendations soon to fulfill this requirement.

In the meantime, Trustees may consider other options such as:

Agenda Item 10

Web Junction: The Learning Place for Libraries

Please set up an account to view the archives:

<https://www.webjunction.org/explore-topics/org-management.html>

Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.
Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

BIBLIOGRAPHY

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- Metz, Ruth. *Coaching in the Library*. 2nd ed. Chicago: American Library Association, 2010.
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- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/