



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**LIBRARY BOARD MEETING**

**WEDNESDAY, NOVEMBER 20, 2019**

**6:30 P.M.**

**COMMUNITY MEETING ROOM**

**MAIN LIBRARY, 1703 ORRINGTON AVENUE**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Wednesday, November 20, 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 October 16, 2019
- B. Approval of Bills and Payroll

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

- A. Robert Crown branch library (Update and Action)

**5. EQUITY, DIVERSITY AND INCLUSION**

- A. Joint Task Force (Update)
- B. PLA Conference (Shawn Iles and Terry Soto)

**6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**

**7. STAFF REPORTS**

- A. Administrative Services Report (Teri Campbell)
- B. Community Engagement (Jill Skwerski, Mariana Bojorquez, Halka)

**8. BOARD REPORTS**

**9. BOARD DEVELOPMENT**

**10. UNFINISHED BUSINESS**

- A. FY2020 Library Revenue Budget (For Approval)

**11. NEW BUSINESS**

- A. Resolution 2019 – R1 providing for the budget and setting the annual tax levy for FY2020 (For Approval)
- B. Approval of the 2020 Board Meeting Schedule (Karen Danczak Lyons)
- C. Approval of the 2020 Library Closing Schedule (Karen Danczak Lyons)
- D. Review of 2020 PerCapita Grant Application Requirements (Teri Campbell)

**12. ADJOURNMENT**

**Next Meeting: December 18, 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, October 16, 2019**

**6:00 P.M.**

**Main Library, Community Meeting Room**

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

**Members Absent:** None

**Staff:** Karen Danczak Lyons, Teri Campbell, Jan Bojda, Wynn Shawver, John Devaney, Tim Longo, Connie Heneghan, Jill Schacter, Jill Skwerski, Halka, Bridget Sweeney, Renee Neumeier, Heather Norborg, Laura Antolin, Stan Azeemi, Willie Crump Jr., 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 6:32 pm.

**Citizen Comment:** Three citizens voiced their position on the proposed lease extension of 900 Chicago Ave.

**Consent Agenda:**

- A. **Approval of the Bills and Payroll and Minutes of the September 4, 2019 Board Meeting-** Trustee Schapiro made the motion, Trustee Hays seconded, and it was approved by voice vote.

**Public Hearing: Public Hearing: Truth in Taxation 2019 Tax Levy**

- A. Citizen Comment: None
- B. Assistant Director Campbell provided information on the Property Tax Levy totalling \$7,981,704 (gross levy), \$7,732,145 (net levy). The proceeds will constitute 81% of projected revenue for 2020.
- C. Adjourned at 6:50pm

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

- A. **STEMex:** A two year grant funded program that looked at seven unique programs for families with kids in grades K-5. Each program focused on growing and developing from the previous programs results, participation and understanding of concepts. Six camps located at Family Focus, Gibbs Morrison, Robert Crown, Levy Center, and Fleetwood Jourdain where seventy families participated in programs throughout the summer. Participants were asked questions at the completion of the programs and short narratives were written based on the conversations.
- B. **Summer STEM Camps:** Partnering with Project Excite, District 65 and EvanSTEM to furnish programs that targeted underserved and underrepresented groups in STEM. Half-Day 4 day camps were found to have the best results . Two types of camps Arcade

Game Design and Lego Robotics. Both camps impacted STEM interest and 21st Century Skill development.

### Equity, Diversity and Inclusion:

**A. Joint Task Force:** Assistant Director Campbell shared that EPL's internal Equity, Diversity and Inclusion Committee will announce that staff will be required to complete a racial equity curriculum called Project Ready on All Staff Training Day. Staff will complete a monthly requirement and participate in at least two sessions each year. The external Racial Equity Task Force has met twice since the last board meeting. The task force set a long term goal of welcoming 10K new card holders over the next 2 years. They have focused on educating themselves about the range of programming EPL offers, the communication methods used to inform the public, and the budget and staffing. They continue to interrogate the need to more specifically target marketing efforts, and to translate more information.

**Library Director's Report (Distributed in Advanced):** Director Danczak Lyons shared her report which included proposed staff interactions being done in the 5th, 8th and 9th Wards. Breaking down the barriers to services continues as the current focus including looking at space, programs, services, partnerships and more. LOLA the mobile library was taken to the Interfaith Block Party where staff brought games, books, crafts and discussed how to obtain a library card. EPL will record the first two episodes of the **EPL Podcast** on Friday, October 4. The podcast, tentatively called: *The Check Out: A Podcast of Evanston Public Library*, will feature interesting Evanstonians doing cool things, as well as all things related to libraries, books, authors, and literacy. After we've developed a "season" of recordings (8 episodes or so) the podcast will be available for listeners. The Mission Impossible 10: James Baldwin kick off lecture with Dr. E. Patrick Johnson included 225 patrons with the event being broadcast and archived on the library's Facebook page. The library will host "**A Countdown Party: 100 Days before the formal opening of the Robert Crown Branch Library**" with live music, storytelling, refreshments, craft activities, henna painting, and a raffle. Saturday, October 26, 2-5 pm outside the new Robert Crown Community Center. The kick off for the 6th season of our EPL & MENA partnership with a lecture called **Documenting Syria**, with professor and filmmaker Joska Wessels. The lecture was attended by 39 people and written up in the Daily Northwestern: <https://dailynorthwestern.com/2019/09/30/city/author-talks-about-chronicling-syrian-documentary-filmmakers-at-evanston-public-library/>

### Staff Reports:

- A. Administrative Services:** Asst Director Campbell shared with the Board that Delaney Hart has accepted a part-time Clerk position in Access Services. Two more offers have been extended to candidates for Library Clerk in Access services and are in process. Interviews are under way for the vacant Development Associate position and vacant Branch Assistant and Clerk positions. The period for requesting a transfer to Robert Crown has ended and determinations will be made. Shortly thereafter, public postings for these positions will open. Revenue collection has reached 91% of the budget estimation, while expenses fall within budget at 68%. The custom-made demountable wall system was installed on the east side of the 3rd floor resulting in four new private study rooms, and is a welcome addition to the fold.
- B. Mission Impossible X:** Lifelong and Literacy Manager Heather Norborg explained the process for the tenth year of the Mission Impossible book discussions. The goal is to read important works of literature, with plenty of camaraderie and support, over

the course of one full year. Each year we choose either a novel or an author and tackle one or more of their novels. The program includes a kick off lecture by an academic who specializes in the chosen author, to set the stage, give context and get the participants excited to read. When possible, we also include supplementary programs throughout the year. These could be films, performances or related lectures. James Baldwin was the chosen author from the list of possible four and more locations for discussions were chosen CAMS, Robert Crown and Gibbs Morrison.

	2019/2020	2018/2019
Kick Off attendees	225	140
Total registrants	252	157
Number of groups	11	7
Number of EPL staff	8	5
Number of volunteer facilitators	2	2
Locations	7	4

#### Board Reports:

- A. Facilities Committee:** Staff recommends approval of a single source purchase for the building wide sump/storm pump and controls replacement project to Metropolitan Industries, Inc. located at 37 Forestwood Drive, Romeoville, Illinois 60446-1343 for the amount of \$86,725. Funding Source: Main Library 2019 CIP 185.48.4840.65515. Total budget for the purchase is \$120,000. Trustee Patel moved and seconded by Trustee Schapiro approved by a roll call vote.

#### Board Development:

Trustee Lurie announced the October 23rd kickoff of the Fund for Excellence fundraising campaign and welcomed the participation of all board members. Campbell reminded Trustees to fulfill the Per Capita Grant requirements in advance of our application deadline.

#### Unfinished Business:

- A. Discussion of FY2020 Proposed Budget:**
- B. Approval of 2020 Proposed Library Expenditure Budget:** Trustee Schapiro motioned to approve the 2020 proposed library and Trustee Lurie seconded and approved by a roll call vote.
- C. Preliminary Tax Levy Estimate** The proposed corporate and special purpose property taxes (gross) to be levied for tax year 2019 (FY2020) equals \$7,981,704 which represents an 8.9% increase over the previous year.
- D. 900 Chicago Avenue Lease Extension:** The offer to extend the lease at CAMS is as follows: Instead of a two year extension we will offer two 12 month extensions with the second extension only requiring 4 months notice. In January 2021 the 4 month extension can be implemented. In exchange the base rate on the lease will

increase by an additional 2% to 5% on January 1 2020 and by the same on January 1 2021 Jan 1 2020 rent will be \$3204.61 instead of \$3143.56 a difference of \$61.12 a month. Trustee Lurie motioned to approve the lease for January 1, 2020 to January 1, 2021. A roll call vote was initiated and passed by a majority vote of the Board Members.

**New Business:** Based upon the approval of the lease extension at 900 Chicago Avenue the board has asked Director Danczak Lyons to look at branch hours of operation and how these hours can be adjusted for work in the 5,8 and 9th Wards.

**Adjournment:**

Motion to adjourn was made by Trustee Schapiro and seconded by Trustee Lurie. Meeting adjourned at 8:55 pm.

Respectfully submitted by Kim Hegelund



# Memorandum

To: Evanston Public Library Board of Trustees  
Karen Danczak Lyons, Executive Director

From: Lea Hernandez-Solis, Office Coordinator  
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: November 15, 2019

## **Recommended Action**

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

## **Payroll**

September 30 through October 13, 2019	\$ 155,349.60
October 14 through October 27, 2019	\$ 157,174.13
October 28 through November 10, 2019	\$ 153,292.81

## **Library Fund Bills List**

October 15, 2019 (includes Aug 2019 purchasing card expenses of \$4,617.35)	\$ 403,771.97
October 29, 2019 (includes Sep 2019 purchasing card expenses of \$7,425.26)	\$ 75,369.30
November 12, 2019	\$ 84,337.08

Attachments: Bills Lists, Purchasing card

BILLS LIST

Report

PERIOD ENDING 10.15.2019

Payment Date Range 10/15/19 - 10/15/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
107741 - SCHOLASTIC INC.	EARLY LITERACY SUPPLIES	09/06/2019	10/15/2019	59.70
				<u>59.70</u>
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>1</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	09/12/2019	10/15/2019	722.92
100474 - BAKER & TAYLOR	JUV PRINT	09/12/2019	10/15/2019	1,512.20
100474 - BAKER & TAYLOR	JUV PRINT	09/07/2019	10/15/2019	289.45
100474 - BAKER & TAYLOR	JUV PRINT	09/23/2019	10/15/2019	1,188.06
100474 - BAKER & TAYLOR	JUV PRINT	09/19/2019	10/15/2019	53.58
100474 - BAKER & TAYLOR	JUV PRINT	09/13/2019	10/15/2019	175.04
100474 - BAKER & TAYLOR	JUV PRINT	09/16/2019	10/15/2019	409.53
100474 - BAKER & TAYLOR	JUV PRINT	09/26/2019	10/15/2019	1,350.30
100474 - BAKER & TAYLOR	JUV AND YA PRINT	09/24/2019	10/15/2019	1,358.94
100474 - BAKER & TAYLOR	JUV PRINT	09/24/2019	10/15/2019	1,220.98
				<u>1,220.98</u>
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>10</b>
				<b>\$8,281.00</b>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	JUV AV	09/18/2019	10/15/2019	37.58
103424 - MIDWEST TAPE	JUV AV	09/11/2019	10/15/2019	66.46
103424 - MIDWEST TAPE	JUV AV	09/11/2019	10/15/2019	81.68
103424 - MIDWEST TAPE	JUV AV	09/09/2019	10/15/2019	45.96
103424 - MIDWEST TAPE	JUV AV	09/06/2019	10/15/2019	42.28
103424 - MIDWEST TAPE	JUV AV	09/25/2019	10/15/2019	264.90
103424 - MIDWEST TAPE	JUV AV	09/25/2019	10/15/2019	34.58
104325 - RECORDED BOOKS INC.	JUV AV	09/11/2019	10/15/2019	203.60
				<u>203.60</u>
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				<b>8</b>
				<b>\$777.04</b>
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>				<b>19</b>
				<b>\$9,117.74</b>
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account 62341 - INTERNET SOLUTION PROVIDERS				
100474 - BAKER & TAYLOR	ADULT ONLINE RESOURCES	09/03/2019	10/15/2019	3,500.00
101653 - ENCYCLOPAEDIA BRITANNICA INC.	ELECTRONIC RESOURCE DATABASE ANNUAL SUBSCRIPTION	09/25/2019	10/15/2019	6,185.00
102568 - INFO USA MARKETING, INC. DBA INFOGROUP	ELECTRONIC RESOURCE DATABASE ANNUAL SUBSCRIPTION	09/15/2019	10/15/2019	12,000.00
16334 - KANOPY	ADULT ONLINE RESOURCES	09/30/2019	10/15/2019	1,301.00
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	11/01/2019	10/15/2019	350.00
				<u>350.00</u>
<b>Account 62341 - INTERNET SOLUTION PROVIDERS Totals</b>				<b>5</b>
				<b>\$23,336.00</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	OFFICE SUPPLIES	09/16/2019	10/15/2019	161.12
				<u>161.12</u>
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				<b>1</b>
				<b>\$161.12</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	09/16/2019	10/15/2019	177.89
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	224.39
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	1,552.48
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	875.45
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	289.94
100474 - BAKER & TAYLOR	ADULT PRINT	09/09/2019	10/15/2019	537.94
100474 - BAKER & TAYLOR	ADULT PRINT	09/21/2019	10/15/2019	1,160.50
100474 - BAKER & TAYLOR	ADULT PRINT	09/19/2019	10/15/2019	665.21
100474 - BAKER & TAYLOR	ADULT PRINT	09/20/2019	10/15/2019	540.10
100474 - BAKER & TAYLOR	ADULT PRINT	09/20/2019	10/15/2019	1,508.67
100474 - BAKER & TAYLOR	ADULT PRINT	09/19/2019	10/15/2019	15.61
100474 - BAKER & TAYLOR	ADULT PRINT	09/17/2019	10/15/2019	63.05
100474 - BAKER & TAYLOR	ADULT PRINT	09/19/2019	10/15/2019	336.27
100474 - BAKER & TAYLOR	ADULT PRINT	09/18/2019	10/15/2019	777.19
100474 - BAKER & TAYLOR	ADULT AV	09/17/2019	10/15/2019	495.39
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	126.25
100474 - BAKER & TAYLOR	ADULT PRINT	09/13/2019	10/15/2019	410.09
100474 - BAKER & TAYLOR	ADULT PRINT	09/13/2019	10/15/2019	644.44
100474 - BAKER & TAYLOR	ADULT PRINT	09/25/2019	10/15/2019	17.37
100474 - BAKER & TAYLOR	ADULT PRINT	09/24/2019	10/15/2019	520.84
100474 - BAKER & TAYLOR	ADULT PRINT	09/27/2019	10/15/2019	287.88
100474 - BAKER & TAYLOR	ADULT PRINT	09/25/2019	10/15/2019	1,242.70
100474 - BAKER & TAYLOR	ADULT BOOKS	09/23/2019	10/15/2019	74.62
100474 - BAKER & TAYLOR	MAIN ADULT BOOKS	09/23/2019	10/15/2019	164.49
100474 - BAKER & TAYLOR	ADULT PRINT	09/23/2019	10/15/2019	397.34
100474 - BAKER & TAYLOR	ADULT PRINT	09/21/2019	10/15/2019	121.39
100932 - CENTER POINT INC	ADULT PRINT	09/04/2019	10/15/2019	23.25
100932 - CENTER POINT INC	ADULT PRINT	09/16/2019	10/15/2019	29.21
120319 - GALE RESEARCH INC.	ADULT PRINT	09/20/2019	10/15/2019	12.79
120319 - GALE RESEARCH INC.	ADULT PRINT	09/18/2019	10/15/2019	48.73
120319 - GALE RESEARCH INC.	ADULT PRINT	09/18/2019	10/15/2019	47.23
120319 - GALE RESEARCH INC.	ADULT PRINT	09/17/2019	10/15/2019	71.97
120319 - GALE RESEARCH INC.	ADULT PRINT	09/18/2019	10/15/2019	24.79
120319 - GALE RESEARCH INC.	ADULT PRINT	09/16/2019	10/15/2019	24.80
120319 - GALE RESEARCH INC.	ADULT PRINT	09/06/2019	10/15/2019	76.47
120319 - GALE RESEARCH INC.	ADULT PRINT	09/09/2019	10/15/2019	206.92
102572 - INFORMATION TODAY INC	ADULT PRINT	09/11/2019	10/15/2019	366.53
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2019	10/15/2019	1,297.43
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2019	10/15/2019	48.20
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2019	10/15/2019	84.97
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2019	10/15/2019	1,937.89
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2019	10/15/2019	897.32
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2019	10/15/2019	1,014.92
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2019	10/15/2019	797.43
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2019	10/15/2019	195.99
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2019	10/15/2019	86.95
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2019	10/15/2019	1,028.42
276974 - OVER DRIVE, INC.	EBOOKS	09/17/2019	10/15/2019	1,424.02
276974 - OVER DRIVE, INC.	EBOOKS	09/17/2019	10/15/2019	1,188.94
				<u>1,188.94</u>
<b>Account 65630 - LIBRARY BOOKS Totals</b>				<b>49</b>
				<b>\$24,162.66</b>



BILLS LIST

Report

PERIOD ENDING 10.15.2019

Payment Date Range 10/15/19 - 10/15/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	ADULT AV	08/28/2019	10/15/2019	314.99
100655 - BLACKSTONE PUBLISHING	ADULT AV	09/09/2019	10/15/2019	35.00
100655 - BLACKSTONE PUBLISHING	ADULT AV	09/18/2019	10/15/2019	180.00
103424 - MIDWEST TAPE	ADULT AV	09/20/2019	10/15/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	09/20/2019	10/15/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	09/20/2019	10/15/2019	30.24
103424 - MIDWEST TAPE	ADULT AV	09/18/2019	10/15/2019	22.49
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	30.24
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	55.43
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	74.97
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	53.53
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	185.43
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	81.68
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	60.38
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	24.24
103424 - MIDWEST TAPE	ADULT AV	09/17/2019	10/15/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	156.31
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	72.72
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	51.48
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	77.22
103424 - MIDWEST TAPE	ADULT AV	09/12/2019	10/15/2019	224.93
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	24.24
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	40.23
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	42.48
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	100.71
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	29.59
103424 - MIDWEST TAPE	ADULT AV	09/11/2019	10/15/2019	62.53
103424 - MIDWEST TAPE	ADULT AV	09/09/2019	10/15/2019	37.98
103424 - MIDWEST TAPE	ADULT AV	09/09/2019	10/15/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	09/09/2019	10/15/2019	27.34
103424 - MIDWEST TAPE	ADULT AV	09/06/2019	10/15/2019	20.49
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	74.97
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	59.97
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	50.73
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	23.49
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	42.04
103424 - MIDWEST TAPE	ADULT AV	09/25/2019	10/15/2019	42.04
103424 - MIDWEST TAPE	ADULT AV	09/24/2019	10/15/2019	82.09
103424 - MIDWEST TAPE	ADULT AV	09/24/2019	10/15/2019	217.92
103424 - MIDWEST TAPE	ADULT AV	09/24/2019	10/15/2019	39.48
103424 - MIDWEST TAPE	ADULT AV	09/24/2019	10/15/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	09/24/2019	10/15/2019	22.74
104325 - RECORDED BOOKS INC.	ADULT AV	09/16/2019	10/15/2019	72.00
104325 - RECORDED BOOKS INC.	ADULT AV	09/12/2019	10/15/2019	31.50
104325 - RECORDED BOOKS INC.	ADULT AV	09/11/2019	10/15/2019	81.00
			<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>	<b>53</b>
			<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>	<b>108</b>
				<b>\$3,297.70</b>
				<b>\$50,957.48</b>
<b>Business Unit 4820 - ACCESS SERVICES</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
14337 - NUB GAMES, INC.	COMPUTER SOFTWARE	10/01/2019	10/15/2019	395.00
			<b>Account 62340 - IT COMPUTER SOFTWARE Totals</b>	<b>1</b>
				<b>\$395.00</b>
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	OFFICE SUPPLIES	09/16/2019	10/15/2019	78.34
			<b>Account 65100 - LIBRARY SUPPLIES Totals</b>	<b>1</b>
			<b>Business Unit 4820 - ACCESS SERVICES Totals</b>	<b>2</b>
				<b>\$473.34</b>
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62375 - RENTALS</b>				
309006 - ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST	10/04/2019	10/15/2019	4,748.00
			<b>Account 62375 - RENTALS Totals</b>	<b>1</b>
				<b>\$4,748.00</b>
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	78.16
100474 - BAKER & TAYLOR	JUV PRINT	09/12/2019	10/15/2019	10.14
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	75.66
100474 - BAKER & TAYLOR	ADULT PRINT	09/12/2019	10/15/2019	419.38
100474 - BAKER & TAYLOR	JUV PRINT	09/23/2019	10/15/2019	17.25
100474 - BAKER & TAYLOR	ADULT PRINT	09/21/2019	10/15/2019	507.27
100474 - BAKER & TAYLOR	ADULT PRINT	09/20/2019	10/15/2019	58.78
100474 - BAKER & TAYLOR	ADULT PRINT	09/20/2019	10/15/2019	178.42
100474 - BAKER & TAYLOR	ADULT PRINT	09/17/2019	10/15/2019	80.92
100474 - BAKER & TAYLOR	JUV PRINT	09/13/2019	10/15/2019	767.56
100474 - BAKER & TAYLOR	JUV PRINT	09/16/2019	10/15/2019	50.94
100474 - BAKER & TAYLOR	JUV PRINT	09/26/2019	10/15/2019	63.56
100474 - BAKER & TAYLOR	ADULT PRINT	09/24/2019	10/15/2019	16.95
100474 - BAKER & TAYLOR	JUV AND YA PRINT	09/26/2019	10/15/2019	263.98
100474 - BAKER & TAYLOR	ADULT PRINT	09/25/2019	10/15/2019	294.69
100474 - BAKER & TAYLOR	JUV AND YA PRINT	09/24/2019	10/15/2019	455.35
100474 - BAKER & TAYLOR	JUV AND YA PRINT	09/24/2019	10/15/2019	87.96
100474 - BAKER & TAYLOR	JUV PRINT	09/24/2019	10/15/2019	150.08
			<b>Account 65630 - LIBRARY BOOKS Totals</b>	<b>18</b>
				<b>\$3,577.05</b>

BILLS LIST

Report

PERIOD ENDING 10.15.2019

Payment Date Range 10/15/19 - 10/15/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	NORTH AV	09/25/2019	10/15/2019	204.95
127266 - WESTON WOODS STUDIOS	JUV AV	09/05/2019	10/15/2019	26.96
				Account 65641 - AUDIO VISUAL COLLECTIONS Totals 2 \$231.91
				Business Unit 4825 - ENGAGEMENT SERVICES Totals 21 \$8,556.96
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 62341 - INTERNET SOLUTION PROVIDERS</b>				
100474 - BAKER & TAYLOR	YA AV	09/13/2019	10/15/2019	16.57
				Account 62341 - INTERNET SOLUTION PROVIDERS Totals 1 \$16.57
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	09/17/2019	10/15/2019	429.17
100474 - BAKER & TAYLOR	JUV AND YA PRINT	09/26/2019	10/15/2019	1,062.69
				Account 65630 - LIBRARY BOOKS Totals 2 \$1,491.86
				Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals 3 \$1,508.43
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
151986 - CINTAS CORPORATION #769	MAT SERVICE	09/23/2019	10/15/2019	352.05
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	SERVICE AND SUPPORT FIRE AND LIFE SAFETY SYSTEMS	09/11/2019	10/15/2019	10,635.80
				Account 62225 - BLDG MAINTENANCE SERVICES Totals 2 \$10,987.85
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	UTILITIES: NICOR	08/02/2019	10/15/2019	289.51
				Account 64015 - NATURAL GAS Totals 1 \$289.51
<b>Account 64505 - TELECOMMUNICATIONS</b>				
154298 - CALL ONE	COMMUNICATION CHARGES-SEPT 19	09/01/2019	10/15/2019	304.44
				Account 64505 - TELECOMMUNICATIONS Totals 1 \$304.44
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	10/01/2019	10/15/2019	112.74
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	10/01/2019	10/15/2019	655.90
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	09/16/2019	10/15/2019	418.33
				Account 65040 - JANITORIAL SUPPLIES Totals 3 \$1,186.97
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
100763 - BRUCKER COMPANY	FILTER	07/16/2019	10/15/2019	388.00
100763 - BRUCKER COMPANY	FILTER	06/24/2019	10/15/2019	875.00
				Account 65050 - BLDG MAINTENANCE MATERIAL Totals 2 \$1,263.00
				Business Unit 4840 - LIBRARY MAINTENANCE Totals 9 \$14,031.77
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 56140 - FEES AND MERCHANDISE SALE</b>				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX	09/18/2019	10/15/2019	74.00
				Account 56140 - FEES AND MERCHANDISE SALE Totals 1 \$74.00
<b>Account 62185 - CONSULTING SERVICES</b>				
11009 - BLACKBAUD INC.	INTERNET SOLUTION PROVIDER	09/20/2019	10/15/2019	10,143.54
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	10/04/2019	10/15/2019	1,833.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL FEE	10/01/2019	10/15/2019	500.00
10771 - LYNN TRAUTMANN	EVENT PHOTOGRAPHY	10/04/2019	10/15/2019	400.00
				Account 62185 - CONSULTING SERVICES Totals 4 \$12,876.54
<b>Account 62380 - COPY MACHINE CHARGES</b>				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	09/19/2019	10/15/2019	42.16
139757 - XEROX CORPORATION	COPYING SERVICE	09/20/2019	10/15/2019	16.80
				Account 62380 - COPY MACHINE CHARGES Totals 2 \$58.96
<b>Account 65095 - OFFICE SUPPLIES</b>				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/07/2019	10/15/2019	173.40
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/09/2019	10/15/2019	37.52
206940 - ULINE	OFFICE SUPPLIES	09/20/2019	10/15/2019	132.47
139757 - XEROX CORPORATION	COPYING SERVICE	09/20/2019	10/15/2019	16.80
139757 - XEROX CORPORATION	COPYING SERVICE	09/20/2019	10/15/2019	16.80
139757 - XEROX CORPORATION	COPYING SERVICE	09/20/2019	10/15/2019	16.80
139757 - XEROX CORPORATION	COPYING SERVICE	09/20/2019	10/15/2019	16.80
				Account 65095 - OFFICE SUPPLIES Totals 7 \$410.59
				Business Unit 4845 - LIBRARY ADMINISTRATION Totals 14 \$13,420.09
<b>Business Unit 4850 - LIBRARY GRANTS</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
16979 - MARCUS PRINCE	PROFESSIONAL FEE	10/03/2019	10/15/2019	2,160.00
				Account 62185 - CONSULTING SERVICES Totals 1 \$2,160.00
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101752 - EVANSTON PUBLIC LIBRARY	PROGRAM CLEANING FEE AT FAMILY FOCUS	09/18/2019	10/15/2019	60.00
				Account 65100 - LIBRARY SUPPLIES Totals 1 \$60.00
				Business Unit 4850 - LIBRARY GRANTS Totals 2 \$2,220.00
				Department 48 - LIBRARY Totals 178 \$100,285.81
				<b>Fund 185 - LIBRARY FUND Totals 178 \$100,285.81</b>

BILLS LIST

Report

PERIOD ENDING 10.15.2019

Payment Date Range 10/15/19 - 10/15/19

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount	
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>					
Department 48 - LIBRARY					
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT					
Account 62716 - BOND ISSUANCE COSTS					
15930 - ICE MILLER LEGAL COUNSEL	2018AB GENERAL OBLIGATION BOND ISSUANCE	06/10/2019	10/15/2019	765.63	
	Account 62716 - BOND ISSUANCE COSTS Totals		1	\$765.63	
Account 65515 - OTHER IMPROVEMENTS					
120230 - FORWARD SPACE LLC D/B/A OFFICE	MEETING ROOM SPACE	09/18/2019	10/15/2019	47,812.65	
102717 - JOHNSON CONTROLS	FIRE SYSTEM CONTROL PANEL CIP 480017	09/24/2019	10/15/2019	66,642.99	
	Account 65515 - OTHER IMPROVEMENTS Totals		2	\$114,455.64	
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		3	\$115,221.27	
	Department 48 - LIBRARY Totals		3	\$115,221.27	
	<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>		<b>3</b>	<b>\$115,221.27</b>	
<b>* = Prior Fiscal Year Activity</b>				<b>181</b>	<b>\$215,507.08</b>

**CITY OF EVANSTON**  
**BILLS LIST**  
**PERIOD ENDING 10.15.2019**

**Accounts Payable by G/L Distribution**  
**Report**  
**\*ADVANCED CHECKS FOR BILLING PERIOD ENDING 10.15.2019**

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				
13780 - RELIABLE & ASSOCIATES CONSTRUCTION CO., INC.	*MAIN LIBRARY WEATHERPROOFING CIP PHASE IV	07/25/2019	* 10/03/2019	183,119.81
	Account 65515 - OTHER IMPROVEMENTS Totals		1	\$183,119.81
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		1	\$183,119.81
	Department 48 - LIBRARY Totals		1	\$183,119.81
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		1	\$183,119.81
<b>* = Prior Fiscal Year Activity</b>				<b>1</b>
				<b>\$183,119.81</b>

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.15.2019**

**SUPPLEMENTAL LIST**

**ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	TWIN EAGLE	NATURAL GAS-AUGUST, 2019	527.73
VARIOUS	BMO	PURHASING CARD-AUGUST, 2019	<u>4,617.35</u>
			<u>5,145.08</u>
			<u>5,145.08</u>
		<b>GRAND TOTAL</b>	<b><u><u>403,771.97</u></u></b>

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

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

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

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

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 10.29.2019**

185 LIBRARY FUND

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 10/29/19 - 10/29/19

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/09/2019	10/29/2019	122.97
Account 65100 - LIBRARY SUPPLIES Totals				Invoice
				\$122.97
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	10/07/2019	10/29/2019	95.95
100474 - BAKER & TAYLOR	JUV PRINT	10/09/2019	10/29/2019	439.22
186504 - THE COMIX REVOLUTION, INC.	JUV BOOKS	07/09/2019	10/29/2019	47.86
186504 - THE COMIX REVOLUTION, INC.	JUV PRINT	10/02/2019	10/29/2019	53.43
Account 65630 - LIBRARY BOOKS Totals				Invoice
				\$636.46
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	JUV AV	10/09/2019	10/29/2019	30.48
103424 - MIDWEST TAPE	JUV AV	10/09/2019	10/29/2019	264.90
103424 - MIDWEST TAPE	JUV AV	10/09/2019	10/29/2019	37.98
103424 - MIDWEST TAPE	JUV AV	10/08/2019	10/29/2019	83.26
103424 - MIDWEST TAPE	JUV AV	10/03/2019	10/29/2019	30.49
103424 - MIDWEST TAPE	JUV AV	10/03/2019	10/29/2019	90.46
104325 - RECORDED BOOKS INC.	JUV AV	09/25/2019	10/29/2019	147.80
104325 - RECORDED BOOKS INC.	JUV AV	09/25/2019	10/29/2019	458.20
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice
				\$1,143.57
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account 62341 - INTERNET SOLUTION PROVIDERS				
103424 - MIDWEST TAPE	ADULT ELECTRONIC RESOURCES	09/30/2019	10/29/2019	4,418.59
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice
				\$4,418.59
<b>Account 65100 - LIBRARY SUPPLIES</b>				
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/26/2019	10/29/2019	104.45
Account 65100 - LIBRARY SUPPLIES Totals				Invoice
				\$104.45
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT AV	10/07/2019	10/29/2019	503.99
100474 - BAKER & TAYLOR	ADULT PRINT	10/04/2019	10/29/2019	220.57
100474 - BAKER & TAYLOR	ADULT PRINT	09/30/2019	10/29/2019	400.85
100474 - BAKER & TAYLOR	ADULT PRINT	09/30/2019	10/29/2019	507.58
100474 - BAKER & TAYLOR	ADULT PRINT	10/03/2019	10/29/2019	1,019.17
100474 - BAKER & TAYLOR	ADULT PRINT	10/14/2019	10/29/2019	398.96
100474 - BAKER & TAYLOR	ADULT PRINT	10/14/2019	10/29/2019	262.05
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2019	10/29/2019	1,218.00
100474 - BAKER & TAYLOR	ADULT PRINT	10/10/2019	10/29/2019	58.54
100474 - BAKER & TAYLOR	ADULT PRINT	10/08/2019	10/29/2019	902.54
100474 - BAKER & TAYLOR	ADULT PRINT	10/08/2019	10/29/2019	1,022.27
100474 - BAKER & TAYLOR	ADULT PRINT	10/08/2019	10/29/2019	1,537.65
100474 - BAKER & TAYLOR	ADULT PRINT	10/03/2019	10/29/2019	439.65
100932 - CENTER POINT INC	ADULT PRINT	10/01/2019	10/29/2019	136.62
100932 - CENTER POINT INC	ADULT PRINT	10/03/2019	10/29/2019	89.25
120319 - GALE RESEARCH INC.	ADULT PRINT	10/02/2019	10/29/2019	49.59
120319 - GALE RESEARCH INC.	ADULT PRINT	10/02/2019	10/29/2019	235.41
120319 - GALE RESEARCH INC.	ADULT PRINT	10/02/2019	10/29/2019	212.92
120319 - GALE RESEARCH INC.	ADULT PRINT	10/04/2019	10/29/2019	51.73
120319 - GALE RESEARCH INC.	ADULT PRINT	10/09/2019	10/29/2019	24.00
120319 - GALE RESEARCH INC.	ADULT PRINT	10/07/2019	10/29/2019	23.99
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2019	10/29/2019	2,637.72
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2019	10/29/2019	9.99
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2019	10/29/2019	1,329.88
Account 65630 - LIBRARY BOOKS Totals				Invoice
				\$13,192.92
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
100655 - BLACKSTONE PUBLISHING	ADULT AV	09/16/2019	10/29/2019	45.00
103424 - MIDWEST TAPE	ADULT AV	10/11/2019	10/29/2019	83.36
103424 - MIDWEST TAPE	ADULT AV	10/11/2019	10/29/2019	54.08
103424 - MIDWEST TAPE	ADULT AV	10/11/2019	10/29/2019	60.72
103424 - MIDWEST TAPE	ADULT AV	10/09/2019	10/29/2019	29.99
103424 - MIDWEST TAPE	ADULT AV	10/09/2019	10/29/2019	74.18
103424 - MIDWEST TAPE	ADULT AV	10/09/2019	10/29/2019	45.48
103424 - MIDWEST TAPE	ADULT AV	10/09/2019	10/29/2019	18.99
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	47.73
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	26.49
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	21.24
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	161.19
103424 - MIDWEST TAPE	ADULT AV	10/08/2019	10/29/2019	52.98
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	37.99
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	35.59
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	69.38
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	16.74
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	15.24
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	183.18
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	23.29
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	22.74
103424 - MIDWEST TAPE	ADULT PRINT	10/03/2019	10/29/2019	29.59
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	29.59
103424 - MIDWEST TAPE	ADULT AV	10/03/2019	10/29/2019	22.74
103424 - MIDWEST TAPE	ADULT AV	09/27/2019	10/29/2019	9.24
103424 - MIDWEST TAPE	ADULT AV	09/27/2019	10/29/2019	24.24
104325 - RECORDED BOOKS INC.	ADULT AV	10/10/2019	10/29/2019	31.50
104325 - RECORDED BOOKS INC.	ADULT AV	10/08/2019	10/29/2019	129.71
104325 - RECORDED BOOKS INC.	ADULT AV	10/02/2019	10/29/2019	63.00
104325 - RECORDED BOOKS INC.	ADULT AV	10/02/2019	10/29/2019	54.00
104325 - RECORDED BOOKS INC.	ADULT AV	10/10/2019	10/29/2019	35.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice
				\$1,646.14
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>				
				Invoice
				\$19,362.10
<b>Business Unit 4820 - ACCESS SERVICES</b>				
Account 52610 - LIBRARY FINES & FEES				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	10/01/2019	10/29/2019	205.85
Account 52610 - LIBRARY FINES & FEES Totals				Invoice
				\$205.85
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	10/15/2019	10/29/2019	23,362.20
104897 - SPRINT	MOBILE HOTSPOTS	10/03/2019	10/29/2019	3,706.42
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice
				\$27,068.62
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100736 - BRODART COMPANY	OFFICE SUPPLIES	10/15/2019	10/29/2019	49.55
101406 - DEMCO, INC.	OFFICE SUPPLIES	10/15/2019	10/29/2019	77.77
206940 - ULINE	CIRCULATION SUPPLIES	10/04/2019	10/29/2019	72.47
Account 65100 - LIBRARY SUPPLIES Totals				Invoice
				\$199.79
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	10/03/2019	10/29/2019	66.26
103744 - NICOR	NATURAL GAS	10/07/2019	10/29/2019	37.99
Account 64015 - NATURAL GAS Totals				Invoice
				\$104.25
<b>Account 65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA PRINT	10/07/2019	10/29/2019	109.64

**CITY OF EVANSTON**  
**LIBRARY BILLS LIST**  
**PERIOD ENDING 10.29.2019**

185 LIBRARY FUND

**Accounts Payable by G/L Distribution Report**  
 Payment Date Range 10/29/19 - 10/29/19

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
100474 - BAKER & TAYLOR	JUV/YA PRINT	10/02/2019	10/29/2019	479.32
100474 - BAKER & TAYLOR	ADULT PRINT	09/30/2019	10/29/2019	15.82
100474 - BAKER & TAYLOR	ADULT PRINT	09/30/2019	10/29/2019	29.35
100474 - BAKER & TAYLOR	ADULT PRINT	10/03/2019	10/29/2019	96.62
100474 - BAKER & TAYLOR	ADULT PRINT	10/14/2019	10/29/2019	93.82
100474 - BAKER & TAYLOR	ADULT PRINT	10/11/2019	10/29/2019	16.92
100474 - BAKER & TAYLOR	ADULT PRINT	10/08/2019	10/29/2019	95.60
100474 - BAKER & TAYLOR	ADULT PRINT	10/08/2019	10/29/2019	202.78
100474 - BAKER & TAYLOR	ADULT PRINT	10/08/2019	10/29/2019	133.87
Account 65630 - LIBRARY BOOKS Totals				Invoice \$1,273.74
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE	ADULT AV	10/09/2019	10/29/2019	119.97
103424 - MIDWEST TAPE	ADULT AV	10/09/2019	10/29/2019	134.97
103424 - MIDWEST TAPE	ADULT AV	10/02/2019	10/29/2019	39.99
103424 - MIDWEST TAPE	ADULT AV	10/02/2019	10/29/2019	74.98
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice \$369.91
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice \$1,747.90
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA PRINT	10/07/2019	10/29/2019	536.86
Account 65630 - LIBRARY BOOKS Totals				Invoice \$536.86
Business Unit 4835 - INNOVATION & DIGITAL LEARNINC Totals				Invoice \$536.86
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM	10/06/2019	10/29/2019	580.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/11/2019	10/29/2019	74.41
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/04/2019	10/29/2019	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/18/2019	10/29/2019	352.05
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/11/2019	10/29/2019	352.05
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	10/08/2019	10/29/2019	145.00
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	10/01/2019	10/29/2019	210.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	10/01/2019	10/29/2019	7,375.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice \$9,440.61
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	09/04/2019	10/29/2019	289.67
Account 64015 - NATURAL GAS Totals				Invoice \$289.67
Account 64505 - TELECOMMUNICATIONS				
154298 - CALL ONE	COMMUNICATION CHARGES	10/15/2019	10/29/2019	308.09
Account 64505 - TELECOMMUNICATIONS Totals				Invoice \$308.09
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	10/04/2019	10/29/2019	30.22
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	10/09/2019	10/29/2019	83.30
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice \$113.52
Account 65050 - BLDG MAINTENANCE MATERIAL				
16433 - CONVERGINT TECHNOLOGIES, LLC	MILESTONE CAMERA DEVICE LICENSES & SUPPORT	10/01/2019	10/29/2019	1,821.20
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice \$1,821.20
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice \$11,973.09
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX- SEPTEMBER	10/17/2019	10/29/2019	67.00
Account 56140 - FEES AND MERCHANDISE SALE Totals				Invoice \$67.00
Account 62185 - CONSULTING SERVICES				
16999 - STEPHEN B. STARR DESIGN, INC.	FFE DESIGN FEE	09/06/2019	10/29/2019	623.50
16999 - STEPHEN B. STARR DESIGN, INC.	FFE DESIGN FEE	10/11/2019	10/29/2019	892.50
16999 - STEPHEN B. STARR DESIGN, INC.	FLYER DESIGN FOR THE 100 DAYS	10/11/2019	10/29/2019	780.00
Account 62185 - CONSULTING SERVICES Totals				Invoice \$2,296.00
Account 62380 - COPY MACHINE CHARGES				
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	10/01/2019	10/09/2019	322.76
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	10/01/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	09/20/2019	10/09/2019	16.80
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	03/01/2019	10/09/2019	213.94
105654 - XEROX CORP.	COPYING SERVICES - COPYING CHARGES	03/01/2019	10/09/2019	16.80
Account 62380 - COPY MACHINE CHARGES Totals				Invoice \$687.90
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	09/01/2019	10/29/2019	18.95
Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals				Invoice \$18.95
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/08/2019	10/29/2019	16.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/05/2019	10/29/2019	37.19
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/23/2019	10/29/2019	317.60
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/24/2019	10/29/2019	73.63
103883 - OFFICE DEPOT	OFFICE SUPPLIES	08/21/2019	10/29/2019	162.21
15225 - SARAH J TAYLOR	PROFESSIONAL FEE - ALL STAFF DAY	10/24/2019	10/29/2019	150.00
Account 65095 - OFFICE SUPPLIES Totals				Invoice \$757.61
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice \$3,827.46
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL	10/21/2019	10/29/2019	1,080.00
Account 62185 - CONSULTING SERVICES Totals				Invoice \$1,080.00
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/23/2019	10/29/2019	6.38
103883 - OFFICE DEPOT	OFFICE SUPPLIES	09/24/2019	10/29/2019	32.99
Account 65095 - OFFICE SUPPLIES Totals				Invoice \$39.37
Business Unit 4850 - LIBRARY GRANTS Totals				Invoice \$1,119.37
Department 48 - LIBRARY Totals				Invoice \$67,944.04
Fund 185 - LIBRARY FUND Totals				Invoice \$67,944.04
* = Prior Fiscal Year Activit:				Invoice \$67,944.04

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.29.2019**

**SUPPLEMENTAL LIST  
ACH AND WIRE**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BMO	PURHASING CARD-SEPTEMBER, 2019	7,425.26
			<u>7,425.26</u>
			<u>7,425.26</u>
		<b>GRAND TOTAL</b>	<b><u><u>75,369.30</u></u></b>

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

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

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

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



LIBRARY BILLS LIST

PERIOD ENDING 11.12.2019

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount	
<b>Fund 185 - LIBRARY FUND</b>					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
17036 - COCO SHO'NELL	PROFESSIONAL FEE	11/05/2019	11/12/2019	200.00	
101406 - DEMCO, INC.	OFFICE SUPPLIES	10/21/2019	11/12/2019	89.99	
16538 - DIANA SUDYKA LLC	PROFESSIONAL FEE	10/31/2019	11/12/2019	250.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice	\$539.99
Account 65630 - LIBRARY BOOKS					
101598 - EDUCATIONAL DEVELOPMENT	JUV PRINT	10/17/2019	11/12/2019	57.77	
101598 - EDUCATIONAL DEVELOPMENT	JUV PRINT	10/07/2019	11/12/2019	1,312.14	
105634 - WORLD BOOK, INC.	JUV PRINT	10/07/2019	11/12/2019	2,114.00	
Account 65630 - LIBRARY BOOKS Totals				Invoice	\$3,483.91
Account 65641 - AUDIO VISUAL COLLECTIONS					
324163 - FINDAWAY WORLD, LLC	JUV AV	10/22/2019	11/12/2019	3,991.75	
324163 - FINDAWAY WORLD, LLC	JUV AV	10/24/2019	11/12/2019	42.74	
324163 - FINDAWAY WORLD, LLC	JUV AV	10/24/2019	11/12/2019	2,609.39	
103424 - MIDWEST TAPE	JUV AV	10/16/2019	11/12/2019	18.48	
103424 - MIDWEST TAPE	JUV AV	10/16/2019	11/12/2019	38.22	
103424 - MIDWEST TAPE	JUV AV	10/22/2019	11/12/2019	173.75	
103424 - MIDWEST TAPE	JUV AV	10/23/2019	11/12/2019	30.48	
103424 - MIDWEST TAPE	JUV AV	10/25/2019	11/12/2019	659.95	
103424 - MIDWEST TAPE	JUV AV	10/25/2019	11/12/2019	25.47	
104325 - RECORDED BOOKS INC.	JUV AV	10/28/2019	11/12/2019	32.60	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice	\$7,622.83
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice	\$11,646.73
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 62341 - INTERNET SOLUTION PROVIDERS					
16334 - KANOPY	ADULT ONLINE RESOURCES	10/31/2019	11/12/2019	1,200.00	
103424 - MIDWEST TAPE	ADULT ONLINE RESOURCES	10/31/2019	11/12/2019	5,215.93	
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	GALE VIRTUAL REFERENCE LIBRARY	10/17/2019	11/12/2019	82.50	
129101 - RECORD INFORMATION SERVICES, INC.	ADULT ELECTRONIC RESOURCES	11/01/2019	11/12/2019	770.00	
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice	\$7,268.43
Account 65100 - LIBRARY SUPPLIES					
10407 - NORTHWESTERN UNIVERSITY	LECTURE BY DARIUSZ STOKA, POLISH DEBATES	10/09/2019	11/12/2019	100.00	
Account 65100 - LIBRARY SUPPLIES Totals				Invoice	\$100.00
Account 65630 - LIBRARY BOOKS					
120319 - GALE RESEARCH INC.	ADULT PRINT	10/23/2019	11/12/2019	41.02	
120319 - GALE RESEARCH INC.	ADULT PRINT	10/17/2019	11/12/2019	47.23	
120319 - GALE RESEARCH INC.	ADULT PRINT	10/15/2019	11/12/2019	101.96	
120319 - GALE RESEARCH INC.	ADULT PRINT	10/16/2019	11/12/2019	74.97	
102572 - INFORMATION TODAY INC	ADULT PRINT	10/15/2019	11/12/2019	455.03	
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2019	11/12/2019	1,524.49	
Account 65630 - LIBRARY BOOKS Totals				Invoice	\$2,244.70
Account 65635 - PERIODICALS					
120319 - GALE RESEARCH INC.	ADULT PRINT	10/15/2019	11/12/2019	71.97	
Account 65635 - PERIODICALS Totals				Invoice	\$71.97
Account 65641 - AUDIO VISUAL COLLECTIONS					
100655 - BLACKSTONE PUBLISHING	ADULT AV	10/14/2019	11/12/2019	45.00	
103424 - MIDWEST TAPE	ADULT AV	10/18/2019	11/12/2019	48.08	
103424 - MIDWEST TAPE	ADULT AV	10/18/2019	11/12/2019	27.04	
103424 - MIDWEST TAPE	ADULT AV	10/18/2019	11/12/2019	232.25	
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	71.63	
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	24.24	
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	64.47	
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	18.99	
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	46.58	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	88.77	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	25.74	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	33.48	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	23.49	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	45.48	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	29.59	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	10/23/2019	11/12/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	69.08	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	18.99	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	22.74	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	18.99	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	24.24	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	42.04	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	25.84	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	27.04	
103424 - MIDWEST TAPE	ADULT AV	10/22/2019	11/12/2019	21.24	
103424 - MIDWEST TAPE	ADULT AV	10/25/2019	11/12/2019	26.49	
103424 - MIDWEST TAPE	ADULT AV	10/25/2019	11/12/2019	148.52	
104325 - RECORDED BOOKS INC.	ADULT AV	10/17/2019	11/12/2019	40.50	
104325 - RECORDED BOOKS INC.	ADULT AV	10/22/2019	11/12/2019	45.00	
104325 - RECORDED BOOKS INC.	ADULT AV	10/25/2019	11/12/2019	62.20	
104325 - RECORDED BOOKS INC.	ADULT AV	10/24/2019	11/12/2019	35.00	
104325 - RECORDED BOOKS INC.	ADULT AV	10/25/2019	11/12/2019	35.99	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice	\$1,556.95
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice	\$11,242.05
Business Unit 4820 - ACCESS SERVICES					
Account 52610 - LIBRARY FINES & FEES					
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	11/01/2019	11/12/2019	277.45	
Account 52610 - LIBRARY FINES & FEES Totals				Invoice	\$277.45
Account 62340 - IT COMPUTER SOFTWARE					
104897 - SPRINT	MOBILE HOTSPOTS	11/02/2019	11/12/2019	3,698.50	
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice	\$3,698.50

LIBRARY BILLS LIST

PERIOD ENDING 11.12.2019

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
<b>Account 65100 - LIBRARY SUPPLIES</b>				
100736 - BRODART COMPANY	OFFICE SUPPLIES	10/31/2019	11/12/2019	254.65
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/11/2019	11/12/2019	177.97
			Account 65100 - LIBRARY SUPPLIES Totals	Invoice \$432.62
			Business Unit 4820 - ACCESS SERVICES Totals	Invoice \$4,408.57
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>				
<b>Account 62375 - RENTALS</b>				
309006 - ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AV/MAIN ST LOCATION	11/11/2019	11/12/2019	4,748.00
			Account 62375 - RENTALS Totals	Invoice \$4,748.00
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	CAMS NATURAL GAS	11/05/2019	11/12/2019	70.70
			Account 64015 - NATURAL GAS Totals	Invoice \$70.70
<b>Account 65100 - LIBRARY SUPPLIES</b>				
17049 - CHARLOTTA KOPPANYI	NOVEMBER MEMORY CAFE - AGE OPTIONS GRANT	11/11/2019	11/12/2019	150.00
17036 - COCO SHO'NELL	DRAG QUEEN STORY TIME	11/05/2019	11/12/2019	150.00
			Account 65100 - LIBRARY SUPPLIES Totals	Invoice \$300.00
<b>Account 65630 - LIBRARY BOOKS</b>				
101598 - EDUCATIONAL DEVELOPMENT	JUV PRINT	10/17/2019	11/12/2019	33.98
			Account 65630 - LIBRARY BOOKS Totals	Invoice \$33.98
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE	ADULT AV	10/16/2019	11/12/2019	39.99
103424 - MIDWEST TAPE	NS ADULT AV	10/23/2019	11/12/2019	39.99
103424 - MIDWEST TAPE	NS ADULT AV	10/23/2019	11/12/2019	44.99
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice \$124.97
			Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice \$5,277.65
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>				
<b>Account 62340 - IT COMPUTER SOFTWARE</b>				
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	NEW COMPUTER RESERVATION SYSTEM	11/01/2019	11/12/2019	7,215.00
			Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice \$7,215.00
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>				
324163 - FINDAWAY WORLD, LLC	YA AV	10/23/2019	11/12/2019	592.05
			Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice \$592.05
			Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice \$7,807.05
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>				
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>				
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	11/05/2019	11/12/2019	210.00
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	PEST SOLUTION PROTECTION	10/31/2019	11/12/2019	23,048.03
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	11/01/2019	11/12/2019	7,375.00
			Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice \$30,633.03
<b>Account 64015 - NATURAL GAS</b>				
103744 - NICOR	UTILITIES: NICOR	10/01/2019	11/12/2019	294.29
			Account 64015 - NATURAL GAS Totals	Invoice \$294.29
<b>Account 65040 - JANITORIAL SUPPLIES</b>				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	10/31/2019	11/12/2019	119.28
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/08/2019	11/12/2019	30.22
			Account 65040 - JANITORIAL SUPPLIES Totals	Invoice \$149.50
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>				
151986 - CINTAS CORPORATION #769	BUILDING MATERIAL	11/07/2019	11/12/2019	71.00
			Account 65050 - BLDG MAINTENANCE MATERIAL Totals	Invoice \$71.00
			Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice \$31,147.82
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	11/11/2019	11/12/2019	1,833.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL FEE	11/01/2019	11/12/2019	500.00
			Account 62185 - CONSULTING SERVICES Totals	Invoice \$2,333.00
<b>Account 62210 - PRINTING</b>				
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING	10/21/2019	11/12/2019	112.00
			Account 62210 - PRINTING Totals	Invoice \$112.00
<b>Account 62295 - TRAINING &amp; TRAVEL</b>				
100254 - AMERICAN LIBRARY ASSOCIATION	PLA WORKSHOP SOCIAL JUSTICE AND PUBLIC LIBRARIES	09/18/2019	11/12/2019	2,350.00
			Account 62295 - TRAINING & TRAVEL Totals	Invoice \$2,350.00
<b>Account 62380 - COPY MACHINE CHARGES</b>				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPYING SERVICES - COPYING CHARGES	10/14/2019	11/12/2019	42.16
105654 - XEROX CORP.	COPYING SERVICE	10/19/2019	11/12/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	10/19/2019	11/12/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	11/01/2019	11/12/2019	328.06
105654 - XEROX CORP.	COPYING SERVICE	10/12/2019	11/12/2019	16.80
105654 - XEROX CORP.	COPYING SERVICE	10/12/2019	11/12/2019	16.80
			Account 62380 - COPY MACHINE CHARGES Totals	Invoice \$437.42
<b>Account 64540 - TELECOMMUNICATIONS - WIRELESS</b>				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	10/01/2019	11/12/2019	18.95
			Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals	Invoice \$18.95
<b>Account 65095 - OFFICE SUPPLIES</b>				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/15/2019	11/12/2019	130.56
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/24/2019	11/12/2019	7.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/25/2019	11/12/2019	181.78
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/15/2019	11/12/2019	172.18
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/25/2019	11/12/2019	61.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	10/25/2019	11/12/2019	32.99
16992 - PULSATION YOGA	PROFESSIONAL SERVICES	10/24/2019	11/12/2019	40.00
			Account 65095 - OFFICE SUPPLIES Totals	Invoice \$627.48
<b>Account 65503 - FURNITURE / FIXTURES / EQUIPMENT</b>				
120230 - FORWARD SPACE LLC D/B/A OFFICE	CHAIRS FOR NEW STUDY ROOM AREA	11/12/2019	11/12/2019	2,348.36
			Account 65503 - FURNITURE / FIXTURES / EQUIPMENT Totals	Invoice \$2,348.36
			Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice \$8,227.21
<b>Business Unit 4850 - LIBRARY GRANTS</b>				
<b>Account 62185 - CONSULTING SERVICES</b>				
16979 - MARCUS PRINCE	BI-WEEKLY PROFESSIONAL FEE	11/11/2019	11/12/2019	1,080.00
16979 - MARCUS PRINCE	BI-WEEKLY PROFESSIONAL FEE	11/12/2019	11/12/2019	1,080.00
			Account 62185 - CONSULTING SERVICES Totals	Invoice \$2,160.00
			Business Unit 4850 - LIBRARY GRANTS Totals	Invoice \$2,160.00
			Department 48 - LIBRARY Totals	Invoice \$81,917.08
			<b>Fund 185 - LIBRARY FUND Totals</b>	<b>Invoice \$81,917.08</b>

LIBRARY BILLS LIST

PERIOD ENDING 11.12.2019

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
104595 - SCHINDLER ELEVATOR CORP	FIRE SYSTEM UPGRADES	10/31/2019	11/12/2019	1,500.00
104595 - SCHINDLER ELEVATOR CORP	PORTION OF FIRE SYSTEM UPGRADES	10/31/2019	11/12/2019	920.00
		Account 65515 - OTHER IMPROVEMENTS Totals	Invoice	\$2,420.00
		Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	Invoice	\$2,420.00
		Department 48 - LIBRARY Totals	Invoice	\$2,420.00
		<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>	<b>Invoice</b>	<b>\$2,420.00</b>
			<b>Invoice</b>	<b>\$84,337.08</b>

\* = Prior Fiscal Year Activity

**CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 11.12.2019**

**SUPPLEMENTAL LIST  
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			<u>0.00</u>
			<u>0.00</u>
<b>GRAND TOTAL</b>			<b><u>84,337.08</u></b>

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

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

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

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

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	AMAZON.COM MH1LG9RF0 A	WA	98109	\$ 13.35	7/26/2019	65100 LIBRARY SUPPLIES	ADMIN SUPPLIES **
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 31.05	7/26/2019	65100 LIBRARY SUPPLIES	COMMUNITY ENGAGEMENT SUPPLIES
LIBRARY	WAREHOUSE LIGHTING.COM	WI	53151	\$ 367.81	7/26/2019	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT LIGHTS FOR OUTSIDE OF EMPLOYEE ENTRANCE
LIBRARY	NATIONAL PEN CO LLC	CA	92131	\$ 160.94	7/26/2019	65095 OFFICE SUPPLIES	VOLUNTEER APPRECIATION GIFT
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 50.67	7/29/2019	65100 LIBRARY SUPPLIES	LATINO ENGAGEMENT SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 29.62	7/29/2019	65100 LIBRARY SUPPLIES	LATINO ENGAGEMENT SUPPLIES
LIBRARY	PAPA JOHNS #1012	IL	60201	\$ 16.79	7/29/2019	65100 LIBRARY SUPPLIES	PIZZA FOR FILMING TEEN MOVE
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 32.94	7/29/2019	65025 FOOD	SNACKS FOR ANIME CLUB TEEN SERVICES
LIBRARY	WALMART.COM	AR	72716	\$ 39.53	7/29/2019	65100 LIBRARY SUPPLIES	TECH DESK SUPPLIES
LIBRARY	AMAZON.COM MA3QA94U0	WA	98109	\$ 151.35	7/30/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYPAL BADGE MINIT	IL	61348	\$ (4.05)	7/30/2019	65100 LIBRARY SUPPLIES	CREDIT SALES TAX
LIBRARY	TARGET 00032839	IL	60201	\$ 23.99	7/30/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL BADGE MINIT	IL	61348	\$ 61.95	7/30/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY	CHALET NURSERY	IL	60091	\$ 298.39	7/31/2019	65050 BUILDING MAINTENANCE MATERIAL	5 LOW GROW SUMAC BUSHES, 12 BAGS TOP SOIL, 3 BAGS COMPOST, ORGANIC FERTILIZER
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 23.98	7/31/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	EB LACONI YSS FOCUS O	CA	94103	\$ 60.00	7/31/2019	62295 TRAINING & TRAVEL	WORKSHOP FOR ANTOLIN L
LIBRARY	AMZN MKTP US MA0PN7PS1	WA	98109	\$ 32.94	8/1/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US MA9MQ9PA1	WA	98109	\$ 24.83	8/1/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CONNEXION - EVANSTON	IL	60202	\$ 199.90	8/1/2019	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT FLUORESCENT LIGHTS
LIBRARY	CONNEXION - EVANSTON	IL	60202	\$ 355.92	8/1/2019	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT FLUORESCENT LIGHTS
LIBRARY	FACEBK 57E3PLWH42	CA	94025	\$ 31.00	8/1/2019	62205 ADVERTISING	SOCIAL MEDIA PROGRAM ADVERTISING
LIBRARY	AMZN MKTP US MA38035Q2	WA	98109	\$ 15.12	8/2/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 12.00	8/2/2019	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	8/5/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE THROUGH COMMUNICO.
LIBRARY	TARGET 00032839	IL	60201	\$ 75.00	8/5/2019	65100 LIBRARY SUPPLIES	SUMMER READING PRIZES
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	8/5/2019	62341 INTERNET SOLUTION PROVIDERS	WEB SUPPORT SUBSCRIPTION
LIBRARY	PAYPAL OFFICEDEPOT	PA	17241	\$ 38.49	8/6/2019	65095 OFFICE SUPPLIES	PROJECTOR POINTER DEVICE
LIBRARY	PAYPAL ORION	CA	95076	\$ 212.49	8/6/2019	65100 LIBRARY SUPPLIES	SUMMER READING PRIZE
LIBRARY	PAYPAL LABELVALUEC	CA	95131	\$ 98.76	8/6/2019	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY	WALMART.COM	AR	72716	\$ 49.99	8/7/2019	65100 LIBRARY SUPPLIES	ACCESS SERVICES SUPPLIES
LIBRARY	PAYPAL NEWEGGBUSIN	CA	91745	\$ 63.22	8/7/2019	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 40.61	8/7/2019	65100 LIBRARY SUPPLIES	LATINO ENGAGEMENT SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 31.05	8/7/2019	65050 BUILDING MAINTENANCE MATERIAL	SAFETY YELLOW ENAMEL QUART, PIPE ROLLER, BRUSH FOR MAIN GAS LINE, SPOOL WEED WACKER TRIMMER LINE
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 43.86	8/8/2019	65100 LIBRARY SUPPLIES	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	GIGIOS PIZZERIA	IL	60201	\$ 135.06	8/8/2019	65025 FOOD	LUNCHEON SUMMER YOUTH
LIBRARY	GFS STORE #1915	IL	60202	\$ 8.95	8/8/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US MA8FR1SH1	WA	98109	\$ 215.22	8/9/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 18.05	8/9/2019	65050 BUILDING MAINTENANCE MATERIAL	BRASS HOSE COUPLING FOR DOCK WATER SUPPLY, SAFETY YELLOW SPRAY PAINT AND BRUSH FOR MAIN GAS LINE
LIBRARY	AMAZON.COM MA79N3SB1	WA	98109	\$ 25.99	8/9/2019	65630 LIBRARY BOOKS	JUV BOOK
LIBRARY	WALMART.COM	AR	72716	\$ 26.23	8/12/2019	65100 LIBRARY SUPPLIES	LATINO ENGAGEMENT SUPPLIES
LIBRARY	PAPA JOHNS #1012	IL	60201	\$ 107.79	8/12/2019	65025 FOOD	PIZZA FOR TEEN SERVICES LOCK IN
LIBRARY	JEWEL-OSCO	IL	60202	\$ 73.67	8/12/2019	65025 FOOD	SNACKS FOR TEEN SERVICES LOCK IN
LIBRARY	PLAYSTATION NETWORK	CA	94404	\$ 11.99	8/12/2019	65100 LIBRARY SUPPLIES	VIDEO GAME FOR PS4 FOR TEEN GAMING
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 61.36	8/14/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	SXSW. LLC	TX	78703	\$ 375.00	8/15/2019	62295 TRAINING & TRAVEL	ADMISSION TO SOUTH BY SOUTHWEST EDUCATION CONFERENCE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 15.32	8/15/2019	65050 BUILDING MAINTENANCE MATERIAL	EARLY BIRD RATE
LIBRARY	AMZN MKTP US MA9LW7RY0	WA	98109	\$ 20.59	8/21/2019	65630 LIBRARY BOOKS	BUILDING SUPPLIES
LIBRARY	AFP	VA	94043	\$ 370.00	8/21/2019	62360 MEMBERSHIP DUES	ADULT PRINT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 231.85	8/21/2019	62341 INTERNET SOLUTION PROVIDERS	MEMBERSHIP FOR SHAWVER W
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 21.02	8/22/2019	65100 LIBRARY SUPPLIES	NORTH BRANCH INTERNET SERVICE
LIBRARY	EB TECHNICAL SERVICES	CA	94103	\$ 30.00	8/22/2019	62295 TRAINING & TRAVEL	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 40.77	8/23/2019	65100 LIBRARY SUPPLIES	LACONI WORKSHOP LONGO T
							LATINO ENGAGEMENT SUPPLIES
	<b>LIBRARY AUGUST 2019 TOTAL</b>			<b>\$ 4,617.35</b>			

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	ITECH AUTOMATION INC	IL	60060	\$ 53.49	8/26/2019	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY	PRIME VIDEO	WA	98109	\$ (9.99)	8/27/2019	65641 AUDIO VISUAL COLLECTIONS	ADULT AV
LIBRARY	PRIME VIDEO MO5K61MC2	WA	98109	\$ 9.99	8/27/2019	65641 AUDIO VISUAL COLLECTIONS	ADULT AV
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 125.36	8/29/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE SUPPLIES
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 150.00	8/30/2019	62295 TRAINING & TRAVEL	ILA REGISTRATION FOR T LONGO
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 12.46	8/30/2019	65050 BUILDING MAINTENANCE MATERIAL	RESTOR-A-FINISH FOR WATER STAINS ON WINDOW SILLS
LIBRARY	WALMART.COM	AR	72716	\$ 34.76	8/30/2019	65100 LIBRARY SUPPLIES	TECH DESK SUPPLIES
LIBRARY	SPEED STACKS 877-468-	CO	80112	\$ 52.98	8/30/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	9/2/2019	62341 INTERNET SOLUTION PROVIDERS	EPL.ORG EMAIL SUBSCRIPTION
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 44.72	9/2/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING FIRE HYDRANT BREAKABLE CAPS
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	9/3/2019	62341 INTERNET SOLUTION PROVIDERS	WEB HOST SUBSCRIPTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 2.87	9/4/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE SUPPLIES
LIBRARY	AMAZON.COM MO2WE8SK1 A	WA	98109	\$ 18.78	9/4/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	9/5/2019	62705 BANK SERVICE CHARGES	PAYMENT OPTION FOR PATRONS RESERVING MEETING SPACE THROUGH COMMUNICO.
LIBRARY	AMERICAN LIBRARY ASSN	IL	60611	\$ 21.03	9/5/2019	65100 LIBRARY SUPPLIES	IREAD BOOKMARKS
LIBRARY	THE HUMAN LIBRARY	DM	02200	\$ 99.00	9/5/2019	65100 LIBRARY SUPPLIES	REGISTRATION FOR HUMAN LIBRARY EVENT
LIBRARY	AMZN MKTP US MO2FG6KG1	WA	98109	\$ 44.74	9/5/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 150.00	9/6/2019	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION
LIBRARY	SPRINGBOK PUZZLES	MO	64127	\$ 121.55	9/6/2019	65095 OFFICE SUPPLIES	MEMORY CAFE GRANT PROGRAM SUPPLIES
LIBRARY	PAYPAL ZAZZLECOMIN	CA	94063	\$ 42.65	9/6/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	ALZSTORE HEALTHCARE	FL	33480	\$ 816.18	9/6/2019	65100 LIBRARY SUPPLIES	MEMORY CAFE GRANT PROGRAM SUPPLIES
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 105.95	9/6/2019	65100 LIBRARY SUPPLIES	GRAND PRIZE FOR TEEN SUMMER READING PROGRAM
LIBRARY	AMAZON.COM YC7SW1GY3 A	WA	98109	\$ 160.44	9/6/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 373.97	9/9/2019	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	ABLE DISTRIBUTORS	IL	60202	\$ 170.00	9/9/2019	65050 BUILDING MAINTENANCE MATERIAL	LEAK DETECTOR FOR CHILLERS
LIBRARY	ALZSTORE HEALTHCARE	FL	33480	\$ (95.00)	9/9/2019	65100 LIBRARY SUPPLIES	RETURN ITEM
LIBRARY	WALMART.COM	AR	72716	\$ 83.94	9/9/2019	65100 LIBRARY SUPPLIES	CIRCULATION OFFICE SUPPLIES
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 33.42	9/9/2019	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN ANIME CLUB
LIBRARY	NY TIMES NATL SALES	NY	10018	\$ 292.50	9/9/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 150.00	9/10/2019	62295 TRAINING & TRAVEL	ILA CONFERENCE REGISTRATION L ANTOLIN
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 225.00	9/10/2019	62295 TRAINING & TRAVEL	ILA CONFERENCE REGISTRATION J BOJDA
LIBRARY	PROVANTAGE	OH	44720	\$ 156.77	9/10/2019	65095 OFFICE SUPPLIES	BULK ORDER HEADPHONES FOR ALL DEPARTMENT
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 86.25	9/11/2019	65025 FOOD	EDI MEETING FOOD
LIBRARY	NINTENDO AMERICAU	WA	98052	\$ 0.80	9/12/2019	65100 LIBRARY SUPPLIES	ADD ON FOR NINTENDO SWITCH TEEN GAMING
LIBRARY	NINTENDO AMERICAU	WA	98052	\$ 21.24	9/12/2019	65100 LIBRARY SUPPLIES	ANNUAL FEE FOR NINTENDO ONLINE TEEN GAMING
LIBRARY	STUDENTS PUBLISHING CO	IL	60208	\$ 175.00	9/12/2019	65635 PERIODICALS	DAILY NORTHWESTERN SUBSCRIPTION
LIBRARY	TARGET.COM	MN	55445	\$ 2.80	9/13/2019	65100 LIBRARY SUPPLIES	YA SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 74.36	9/13/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	WALMART.COM	AR	72716	\$ 12.99	9/13/2019	65100 LIBRARY SUPPLIES	TECH DESK OFFICE SUPPLIES
LIBRARY	CASES BY SOURCE	NJ	07430	\$ 279.24	9/13/2019	65100 LIBRARY SUPPLIES	TECH SERVICES OFFICE SUPPLIES
LIBRARY	CONNEXION - EVANSTON	IL	60202	\$ 454.20	9/16/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE SUPPLIES
LIBRARY	PAYPAL JOANN	OH	44236	\$ 96.82	9/16/2019	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 3.98	9/16/2019	65100 LIBRARY SUPPLIES	BAG OF ICE
LIBRARY	USPS PO 1626220201	IL	60201	\$ 110.00	9/17/2019	62315 POSTAGE	2 ROLLS OF FOREVER STAMPS
LIBRARY	TARGET 00032839	IL	60201	\$ 22.61	9/17/2019	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN PROGRAMMING
LIBRARY	SQU SQ HECKYS BARBEC	IL	60201	\$ 1,245.90	9/18/2019	65025 FOOD	FOOD FOR THE MOBILE LIBRARY KICK-OFF
LIBRARY	DOLLARTREE	IL	60202	\$ 7.00	9/18/2019	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 2.49	9/18/2019	65100 LIBRARY SUPPLIES	WORKSHOP SUPPLIES
LIBRARY	AMZN MKTP US HT2FL5LW3	WA	98109	\$ 22.57	9/18/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US 6G3GC37L3	WA	98109	\$ 38.99	9/18/2019	65630 LIBRARY BOOKS	YA PRINT
LIBRARY	PAYPAL STEVENDHARG	CA	95131	\$ 99.00	9/23/2019	62295 TRAINING & TRAVEL	WEBINAR REGISTRATION FEE
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 241.53	9/23/2019	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET SOLUTION PROVIDER
LIBRARY	CONNEXION	IL	60089	\$ 10.50	9/23/2019	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE SUPPLY
LIBRARY	AMAZON.COM 8082C9883 A	WA	98109	\$ 103.24	9/23/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	CVS/PHARMACY #03901	IL	60201	\$ 4.72	9/24/2019	65100 LIBRARY SUPPLIES	PRIZE FOR GAMING TOURNAMENT TEENS
LIBRARY	UPS 1ZRE07133694029129	GA	30328	\$ 7.02	9/25/2019	62275 POSTAGE CHARGEBACKS POSTAGE CH	SHIPPING FEE
LIBRARY	EB ARRTCON 2019	CA	94103	\$ 75.00	9/25/2019	62295 TRAINING & TRAVEL	CONFERENCE REGISTRATION H ROSS
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	9/25/2019	62341 INTERNET SOLUTION PROVIDERS	DROPBOX EXTRA STORAGE FEE
LIBRARY	PANERA BREAD #600645	IL	60201	\$ 65.77	9/25/2019	65025 FOOD	EDI COMMITTEE MEETING FOOD
LIBRARY	PAYPAL BARNESNOBLE	NY	10011	\$ 11.23	9/25/2019	65100 LIBRARY SUPPLIES	ADULT ACTIVITY SUPPLIES
LIBRARY	EVANSTON GAMES AND CAF	IL	60201	\$ 82.95	9/25/2019	65100 LIBRARY SUPPLIES	DICE FOR TEEN DUNGEONS AND DRAGONS PROGRAM
LIBRARY	AMAZON.COM 6A7FL1N03 A	WA	98109	\$ 16.01	9/25/2019	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	D J WALL ST JOURNAL	MA	01020	\$ 134.97	9/25/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY	NYT TIMES E-BILLING	NY	10018	\$ 299.53	9/25/2019	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
	LIBRARY SEPTEMBER 2019 TOTAL			\$ 7,425.26			



# Memorandum

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

This memo provides an update on significant administrative activities.

## **Human Resources**

In Access Services, Larissa Pepke has accepted a part-time Clerk position; Nani Boyce has transferred from a branch to the Main Library; and an offer has been extended for a final Shelver vacancy.

The Engagement Services leadership is managing transfer designations, application reviews and interviews for 6 new positions at Robert Crown [Supervising Librarian, Librarian I, Branch Assistant (1 FT, 1 PT), Branch Clerk (2 PT) and Branch Assistant and Branch clerk vacancies at other sites. We intend to report considerable progress next month.

The Facilities/Maintenance lead posted a Security Monitor vacancy and interviews will soon begin.

In Administration, round 2 interviews for the Development Associate position that handles grants are underway, and round 1 interviews for the Development Associate position that facilitates donor relations will soon begin.

## **Financial Resources**

The Library Fund financial report for the period ending September 30<sup>th</sup> is included in this meeting packet for your review. Revenue collection for the Operating budget has reached 94% of the estimation, while expenses fall within budget at 88%. Both the debt subsidy and capital improvement funds are similarly situated.

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

## **Facilities Update**

Work on the Simplex fire alarm system is wrapped up. We are now waiting on the Evanston Fire Department for final inspection.

The building wide pump project will be complete before years end.

Please visit our new glass meeting rooms on the 3rd floor. The logos are now installed and the space is now up and running.

# Budget Performance Report

Fiscal Year to Date 10/31/19

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	43,297.12	.00	6,705,901.84	44,098.16	99	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	7,841.07	.00	75,525.32	9,474.68	89	110,720.55
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	26.71	.00	359.87	(359.87)	+++	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	6,665.18	.00	41,619.28	(11,619.28)	139	61,117.49
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	93,107.50	(107.50)	100	93,107.00
56011	DONATIONS	383,500.00	.00	383,500.00	2,608.31	.00	186,640.77	196,859.23	49	221,468.46
56045	MISCELLANEOUS REVENUE	.00	.00	.00	11,004.74	.00	18,640.69	(18,640.69)	+++	5,861.24
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	389.58	.00	2,781.30	(2,781.30)	+++	3,003.66
56501	INVESTMENT INCOME	10,000.00	.00	10,000.00	9,738.04	.00	93,370.97	(83,370.97)	934	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	125,000.00	25,000.00	83	70,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	(544.17)	12,544.17	-5	5,037.76
57526	LIBRARY BOOK SALE	10,000.00	.00	10,000.00	1,290.97	.00	7,270.50	2,729.50	73	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	1,424.44	.00	16,077.31	1,922.69	89	17,287.07
57540	LIBRARY MEETING RM RENTAL	13,000.00	.00	13,000.00	943.14	.00	9,814.25	3,185.75	75	9,261.09
57545	NORTH BRANCH RENTAL INCOME	35,000.00	.00	35,000.00	2,185.33	.00	23,170.35	11,829.65	66	25,708.96
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	49,500.00	50,500.00	50	88,675.00
REVENUE TOTALS		\$7,945,271.00	\$0.00	\$7,945,271.00	\$99,914.63	\$0.00	\$7,448,235.78	\$497,035.22	94%	\$7,652,364.65
EXPENSE										
61010	REGULAR PAY	2,694,412.00	.00	2,694,412.00	205,851.10	.00	2,129,590.78	564,821.22	79	2,461,824.65
61050	PERMANENT PART-TIME	1,366,132.00	.00	1,366,132.00	96,293.09	.00	1,033,197.63	332,934.37	76	1,333,272.63
61060	SEASONAL EMPLOYEES	45,000.00	.00	45,000.00	7,719.50	.00	78,707.06	(33,707.06)	175	55,957.81
61110	OVERTIME PAY	10,000.00	.00	10,000.00	32.65	.00	12,543.91	(2,543.91)	125	13,697.81
61415	TERMINATION PAYOUTS	.00	.00	.00	2,024.04	.00	12,936.51	(12,936.51)	+++	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	423,114.08	108,445.92	80	499,953.64
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	360.66	(360.66)	+++	320.72



# Budget Performance Report

Fiscal Year to Date 10/31/19

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,060.00	.00	2,060.00	176.97	.00	1,759.71	300.29	85	2,041.65
61625	AUTO ALLOWANCE	13,200.00	.00	13,200.00	200.00	.00	6,100.00	7,100.00	46	13,200.00
61626	CELL PHONE ALLOWANCE	2,550.00	.00	2,550.00	330.03	.00	3,028.14	(478.14)	119	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	17,992.18	.00	185,850.00	51,220.00	78	335,610.91
61725	SOCIAL SECURITY	245,312.00	.00	245,312.00	18,667.51	.00	195,456.67	49,855.33	80	232,547.84
61730	MEDICARE	58,415.00	.00	58,415.00	4,389.91	.00	45,735.80	12,679.20	78	55,014.27
62185	CONSULTING SERVICES	176,700.00	.00	176,700.00	18,412.54	.00	48,905.04	127,794.96	28	189,393.08
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	509.24	7,490.76	6	3,972.32
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	984.83	7,015.17	12	1,723.07
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	20,428.46	4,748.58	175,876.80	32,074.62	85	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	7.02	.00	1,450.72	1,149.28	56	1,658.89
62290	TUITION	10,000.00	.00	10,000.00	.00	.00	13,566.00	(3,566.00)	136	10,067.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	982.46	.00	20,789.36	21,210.64	49	27,168.47
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,533.30	906.70	83	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	4,070.80	814.20	83	4,885.04
62315	POSTAGE	4,500.00	.00	4,500.00	110.00	.00	573.52	3,926.48	13	2,079.84
62340	IT COMPUTER SOFTWARE	212,600.00	.00	212,600.00	27,463.62	9,082.00	137,770.19	65,747.81	69	69,744.17
62341	INTERNET SOLUTION PROVIDERS	200,000.00	.00	200,000.00	28,525.65	27,823.58	191,859.21	(19,682.79)	110	289,516.61
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	1,315.00	785.00	63	1,911.40
62375	RENTALS	46,238.00	.00	46,238.00	4,748.00	.00	50,036.00	(3,798.00)	108	62,504.00
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	746.86	.00	5,187.60	7,712.40	40	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	469.23	.00	5,707.93	(7.93)	100	5,473.89
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,425.26	.00	17,218.89	12,681.11	58	25,563.01
64505	TELECOMMUNICATIONS	.00	.00	.00	612.53	.00	2,763.96	(2,763.96)	+++	3,059.48
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	202.33	.00	1,965.44	34.56	98	2,170.15
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,300.49	.00	8,660.12	3,339.88	72	16,251.95
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	3,904.31	.00	16,921.79	13,078.21	56	18,427.48
65095	OFFICE SUPPLIES	90,000.00	.00	90,000.00	1,532.78	13,707.27	54,642.12	21,650.61	76	85,120.54
65100	LIBRARY SUPPLIES	193,850.00	.00	193,850.00	2,690.63	1,417.50	90,684.65	101,747.85	48	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 10/31/19

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	29,120.49	17,278.98	65	12,674.98
65628	Library Electronic Resources	.00	.00	.00	.00	.00	26,838.59	(26,838.59)	+++	38,243.64
65630	LIBRARY BOOKS	598,200.00	.00	598,200.00	53,557.32	.00	406,930.08	191,269.92	68	496,246.58
65635	PERIODICALS	22,700.00	.00	22,700.00	902.00	.00	6,298.27	16,401.73	28	21,507.18
65641	AUDIO VISUAL COLLECTIONS	141,800.00	.00	141,800.00	7,466.27	.00	57,582.88	84,217.12	41	104,588.81
66025	TRANSFER TO DEBT SERVICE - ERI	87,456.00	.00	87,456.00	7,288.00	.00	72,880.00	14,576.00	83	86,623.86
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	225,000.00	45,000.00	83	270,000.00
	<b>EXPENSE TOTALS</b>	<b>\$7,771,945.00</b>	<b>\$0.00</b>	<b>\$7,771,945.00</b>	<b>\$603,242.61</b>	<b>\$59,379.46</b>	<b>\$5,824,503.55</b>	<b>\$1,888,061.99</b>	<b>76%</b>	<b>\$7,190,072.61</b>
Fund 185 - LIBRARY FUND Totals										
	<b>REVENUE TOTALS</b>	<b>7,945,271.00</b>	<b>.00</b>	<b>7,945,271.00</b>	<b>99,914.63</b>	<b>.00</b>	<b>7,448,235.78</b>	<b>497,035.22</b>	<b>94%</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>603,242.61</b>	<b>59,379.46</b>	<b>5,824,503.55</b>	<b>1,888,061.99</b>	<b>76%</b>	<b>7,190,072.61</b>
	<b>Fund 185 - LIBRARY FUND Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$503,327.98)</b>	<b>(\$59,379.46)</b>	<b>\$1,623,732.23</b>	<b>(\$1,391,026.77)</b>		<b>\$462,292.04</b>
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	353,437.00	.00	353,437.00	.00	.00	350,000.00	3,437.00	99	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>\$350,000.00</b>	<b>\$3,437.00</b>	<b>99%</b>	<b>\$333,896.13</b>
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	182,561.00	.00	182,561.00	.00	.00	.00	182,561.00	0	231,831.00
68315	DEBT SERVICE- INTEREST	170,876.00	.00	170,876.00	.00	.00	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>\$0.00</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>	<b>353,437.00</b>	<b>.00</b>	<b>353,437.00</b>	<b>.00</b>	<b>.00</b>	<b>350,000.00</b>	<b>3,437.00</b>	<b>99%</b>	<b>333,896.13</b>
	<b>EXPENSE TOTALS</b>	<b>353,437.00</b>	<b>.00</b>	<b>353,437.00</b>	<b>.00</b>	<b>.00</b>	<b>43,389.35</b>	<b>310,047.65</b>	<b>12%</b>	<b>333,404.11</b>
	<b>Fund 186 - LIBRARY DEBT SERVICE FUND Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$306,610.65</b>	<b>(\$306,610.65)</b>		<b>\$492.02</b>
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
	<b>REVENUE TOTALS</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$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	765.63	.00	20,418.12	(20,418.12)	+++	30,699.56

# Budget Performance Report

Fiscal Year to Date 10/31/19

Include Rollup Account and Rollup to Object Account

65515	OTHER IMPROVEMENTS	585,000.00	.00	585,000.00	297,575.45	(183,476.40)	536,457.13	232,019.27	60	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
	<b>EXPENSE TOTALS</b>	<b>\$1,835,000.00</b>	<b>\$0.00</b>	<b>\$1,835,000.00</b>	<b>\$298,341.08</b>	<b>(\$183,476.40)</b>	<b>\$1,806,875.25</b>	<b>\$211,601.15</b>	<b>88%</b>	<b>\$1,497,577.48</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	<b>REVENUE TOTALS</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>.00</b>	<b>1,893,265.65</b>	<b>(58,265.65)</b>	<b>103%</b>	<b>2,157,727.91</b>
	<b>EXPENSE TOTALS</b>	<b>1,835,000.00</b>	<b>.00</b>	<b>1,835,000.00</b>	<b>298,341.08</b>	<b>(183,476.40)</b>	<b>1,806,875.25</b>	<b>211,601.15</b>	<b>88%</b>	<b>1,497,577.48</b>
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	(\$298,341.08)	\$183,476.40	\$86,390.40	(\$269,866.80)		\$660,150.43
Grand Totals										
	<b>REVENUE TOTALS</b>	<b>10,133,708.00</b>	<b>.00</b>	<b>10,133,708.00</b>	<b>99,914.63</b>	<b>.00</b>	<b>9,691,501.43</b>	<b>442,206.57</b>	<b>96%</b>	<b>10,143,988.69</b>
	<b>EXPENSE TOTALS</b>	<b>9,960,382.00</b>	<b>.00</b>	<b>9,960,382.00</b>	<b>901,583.69</b>	<b>(124,096.94)</b>	<b>7,674,768.15</b>	<b>2,409,710.79</b>	<b>76%</b>	<b>9,021,054.20</b>
	<b>Grand Totals</b>	<b>\$173,326.00</b>	<b>\$0.00</b>	<b>\$173,326.00</b>	<b>(\$801,669.06)</b>	<b>\$124,096.94</b>	<b>\$2,016,733.28</b>	<b>(\$1,967,504.22)</b>		<b>\$1,122,934.49</b>

Endowment for the Evanston Public Library  
 Holdings as of October 2019

	Symbol	Shares/Quantity	Price	Value as of October 31, 2019	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7306.687	\$280.63	\$2,050,475.57	46.2%	
Vanguard Small-Cap Index Fund	VSMAX	3830.943	\$74.98	\$287,244.11	6.5%	
Vanguard REIT Index Fund	VGSLX	1183.209	\$133.59	\$158,064.89	3.6%	
Vanguard Total International Stock Index Fund	VTIAX	14767.009	\$28.66	\$423,222.48	9.5%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6933.770	\$34.91	\$242,057.91	5.5%	71.2%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$355,492.75	\$355,492.75	8.0%	
iShares Silver Trust	SLV	4788.000	\$16.92	\$81,012.96	1.8%	
SPDR Gold Trust	GLD	625.000	\$142.43	\$89,018.75	2.0%	11.8%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.228	\$151,390.20	3.4%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$110.996	\$143,476.75	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$132.055	\$156,749.28	3.5%	10.2%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.750	\$27,966.44	\$300,639.27	6.8%	6.8%
				\$4,438,844.92		100.0%

Cash Equivalents	11.8%
US Treasury Inflation Protected Securities	10.2%
Corporate Bonds	6.8%
Domestic Equities	56.2%
International Equities	15.0%
	<u>100.0%</u>



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Approval of the FY2020 Library Revenue Budget

Date: November 8, 2019

I recommend Library Board approval of the fiscal year 2020 revenue budget as follows:

<b>Fiscal Year 2020 Revenue</b>	<b>Amount</b>	<b>% of Total</b>
Property Tax Levy - Operating	7,252,000	76.0%
Bond Proceeds - Capital Improvement	543,000	5.7%
Property Tax Levy - Debt Service	480,144	5.0%
Donations - unrestricted	390,000	4.1%
Transfer from Endowment Income	205,948	2.2%
Applied Library Fund Balance	190,000	2.0%
Library Grants	106,000	1.1%
State Library Per Capita Grant	93,000	1.0%
Transfer from Good Neighbor Fund	75,000	0.8%
Fines and Fees	60,000	0.6%
Library Material Replacement Charges	35,000	0.4%
North Branch Rental Income	28,000	0.3%
Library Copy Machine Charges	18,000	0.2%
Federal Grant(s)	15,000	0.2%
Investment Income	15,000	0.2%
Library Meeting Room Rental	15,000	0.2%
Miscellaneous Revenue	10,000	0.1%
Library Book Sale	5,000	0.1%
<b>TOTAL</b>	<b>9,536,092</b>	

**CITY OF EVANSTON, ILLINOIS  
LIBRARY BOARD RESOLUTION NO. 2019-R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES  
OF THE CITY OF EVANSTON,  
COOK COUNTY, ILLINOIS,  
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY  
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020  
AND ENDING DECEMBER 31, 2020**

**WHEREAS**, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

**WHEREAS**, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

**WHEREAS**, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

**WHEREAS**, for the budget year FY 2020, beginning January 1, 2020 and ending December 31, 2020, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

**WHEREAS**, at its meeting of November 20, 2019, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2020 and ending December 31, 2020; and,

**WHEREAS**, this levy request for operation of the Library for fiscal year 2020 is in the public interest and in the interest of the Library and its patrons;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:**

**Section 1.** That the foregoing preambles are incorporated into this Section as though fully stated herein.

**Section 2.** That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2020:

<b>Fiscal Year 2020 Revenue</b>	<b>Amount</b>
Property Tax Levy - Operating	7,252,000
Bond Proceeds - Capital Improvement	543,000
Property Tax Levy - Debt Service	480,144
Donations - unrestricted	390,000
Transfer from Endowment Income	205,948
Applied Library Fund Balance	190,000
Library Grants	106,000
State Library Per Capita Grant	93,000
Transfer from Good Neighbor Fund	75,000
Fines and Fees	60,000
Library Material Replacement Charges	35,000
North Branch Rental Income	28,000
Library Copy Machine Charges	18,000
Federal Grant(s)	15,000
Investment Income	15,000
Library Meeting Room Rental	15,000
Miscellaneous Revenue	10,000
Library Book Sale	5,000
<b>TOTAL</b>	<b>9,536,092</b>

<b>Fiscal Year 2020 Expenditures</b>	<b>Amount</b>
Early Learning and Literacy	985,730
Lifelong Learning and Literacy	1,349,243
Access Services	1,443,965
Engagement Services	1,327,417

Innovation and Digital Learning	742,286
Maintenance and Security	885,010
Administration	1,574,128
Grants	165,000
Debt Service	480,144
Capital Improvements	543,000
TOTAL	9,495,922

**Section 3.** To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

**Section 4.** That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

**Section 5.** That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

**Section 6.** That this Resolution shall become effective from and after its passage.

**Section 7.** That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

**Section 8.** The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$7,981,704 (budgeted tax revenue of



**Agenda Item 10.A**

\$7,732,145 plus a 3.2% loss in collection factor) for the fiscal year January 1, 2020 to December 31, 2020. Any unused portions on December 31, 2020 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

**PASSED and ADOPTED on this 20<sup>th</sup> day of November, 2019.**

ROLL CALL VOTE	AYES	NAYS:
Goodman	—	—
Hayman	—	—
Hays	—	—
Hester	—	—
Iles	—	—
Lurie	—	—
Patel	—	—
Schapiro	—	—
Soto	—	—

ABSENT OR  
NOT VOTING:

Certified:

Attest:

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Shawn Iles  
President, Board of Library Trustees

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Vaishali Patel  
Secretary, Board of Library Trustees



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Executive Director  
Subject: Library Board Meeting Schedule for 2020  
Date: November 15, 2019

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2020 Board meeting dates are on the third Wednesday of the month with the exception of a special budget meeting proposed for September 2nd.

I recommend Board approval of the following Board meetings for 2020:

- January 15th
- February 19th
- March 18th
- April 15th
- May 20th
- June 17th
- July 15th
- August 19th
- September 2nd (special budget meeting)
- September 16th (Public Hearing on budget)
- October 21st (Truth in Taxation Hearing)
- November 18th (Adoption of Tax Levy)
- December 16th



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Executive Director  
Subject: 2020 Library Closing Schedule  
Date: November 15, 2019

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2020:

- Sunday, April 12th Easter Sunday
- Thursday, April 2nd Staff Development Day (all day)
- Thursday, May 7th Donor Recognition event (close at 4:00 PM)
- Sunday, May 24th Memorial Day Weekend
- Monday, May 25th Memorial Day\*
- Saturday, July 4th Independence Day\*
- Sunday, September 6th Labor Day Weekend
- Monday, September 7th Labor Day – observed\*
- Thursday, October 22nd Staff Development Day (all day)
- Thursday, November 26th Thanksgiving\*
- Thursday, December 24th Christmas Eve (close at 3:00 PM)\*
- Friday, December 25th Christmas Day\*
- Thursday, December 31st New Year's Eve (close at 5:00 PM)
- Friday, January 1, 2021 New Year's Day\*

\*Paid holidays: Holiday time off with pay is granted to full-time and eligible part-time employees for May 25th, July 4th, September 7th, November 26th, December 24th, December 25th and January 1st. Holiday pay is not granted for April 12th, May 7th after 4:00 PM, May 24th, September 6th.



To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Review of 2020 Per Capita Grant Application Requirements

Date: November 8, 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. The following information fulfills these requirements for the 2020 Per Capita Grant application:

**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, “Personnel” as cited above, the Evanston Public Library must fulfill all of the following elements included in the chapter.

#### 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-rang/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 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.

## Agenda Item 10.D

- ✓ Library provides staff access to library literature and other professional development materials.
- ✓ Library staff and administration are aware of federal, state and local statutes and regulations relevant to personnel administration.
- ✓ Library complies with state and federal laws that affect library operations.

### **Trustees —**

Will review chapters 11 - Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://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](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. Staff at the Illinois State Library has provided a broad range of suitable webinars to fulfill the requirement:  
<https://www.railslibraries.info/news/169820>

Other options can be found here:

Web Junction: The Learning Place for Libraries (account setup is required 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/>.