



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, MAY 20, 2020

6:30 P.M.

Virtual Meeting via Zoom: <https://zoom.us/j/6782025002>

Meeting ID: 678 202 5002

Dial by your location +1 312 626 6799 US (Chicago)



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, May 20, 2020

6:30 PM

Virtual Meeting via Zoom: <https://zoom.us/j/6782025002>

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AGENDA

All agenda items will be discussed at Library Board Meeting. As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, Library Board members and Library staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Library Board meetings may submit written comments in advance or sign up to provide public comment by completing the online form at <https://library-board-public-comment-sign-up>

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes April 15, 2020
- B. Approval of Bills and Payroll

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

- A. Planning for phased reopening

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Task Force (Update)

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

7. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)
- B. Summer Reading Program Update (Heather Norborg)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

- A. Circulation Policy updates (ACTION)
- B. Nominating Committee.

11. NEW BUSINESS

- A. Furlough Days/Library Closed on May 22nd (ACTION)

12. EXECUTIVE SESSION

A. Closed Session - Personnel, Real Estate

13. ADJOURNMENT

Next Meeting: June 17, 2020 at 6:30 pm: Virtual meeting via Zoom

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 forty-eight (48) hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, April 15, 2020

6:30 P.M.

Remote Board Meeting

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 Present: Jan Bojda, Teri Campbell, John Devaney, Kim Hegelund, Connie Heneghan, Tim Longo, Heather Norborg, Jill Schacter, Wynn Shawver, and Jill Skwerski.

Presiding Member: Shawn Iles, President

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

Citizen Comment: None

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the March 18, 2020 Board Meeting-** Trustee Schapiro made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library

- A. Elimination of Overdue Fines:** Interim Director Longo presented to the Board for discussion the elimination of overdue fines emphasizing the barrier to service it creates. Trustees debated the inequity fines represent, the possible return of lost materials and how this will affect the organization's fiscal standing in the future.

Equity, Diversity and Inclusion:

- A. Joint Task Force:** Assistant Director Campbell provided an update regarding how the joint task force continues its work virtually. The final equity statement is included later on the agenda for Board approval. The internal Equity, Diversity and Inclusion committee now offers virtual weekly continuing education racial equity workshops to replace the monthly workshops, and is vetting other training opportunities. The external Racial Equity Task Force provides input and feedback concerning the reach and effectiveness of the new service models, and EPL communication efforts.

Library Director's Report (Distributed in Advanced):

Interim Director Longo shared with the Board what steps the library has taken since closing on March 14th. Many programs continue by virtual meetings for patrons to participate or view. An eCard option was created and promoted for Evanston patrons that did not have a library card; x have enrolled within the first x weeks. While the doors of the library are closed, the library is open. Staff are answering phone calls, instant messaging and emails to assist patrons with resources and questions seven days a week. Library staff are working on provision of services and programs the community requests such as: unemployment assistance, ACA healthcare navigator, virtual classes, storytime and book discussion, assistance with virtual platforms for online schooling, and technology education. Staff partner with area schools and organizations to offer assistance in developing virtual programming.

Staff Reports:

- A. Administrative Services:** Assistant Director Campbell congratulated Carmen Francellno on her new position as a full-time library assistant in Early Learning and Literacy from Access Services. All other hiring has been stalled because of the citywide hiring freeze. The financial report included in the board packet shows revenue has reached 1% of budget projection and expenditures approach 21%. However, the first installment property tax payment has been received and will post shortly. The capital fund expenditure reached 25% of budget.

Board Reports: None

Board Development: None

Unfinished Business:

- A. Draft Equity Statement:** The Board unanimously approved the Equity Statement upon motion by Trustee Hayman and second by Trustee Hester.
- B. Strategic Plan Consultant Agreement:** Trustee Schapiro made a motion to table approval of the Strategic Plan consultant agreement given concerns regarding the need to reduce spending. Trustee Lurie seconded and the motion passed.

New Business:

- A. Appointment of nomination committee:** Trustees Goodman, Hayman and Hester volunteered for the nominating committee.
- B. Approval in the Change of the Non-Resident Fee Card:** Trustee Hayman moved to approve the non-residential fee card to \$218 effective May 1st, 2020. Trustee Patel seconded and this was approved by the Board.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Hays. The meeting adjourned at 8:30 pm.

Respectfully submitted by Kim Hegelund



Memorandum

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

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

Subject: Library Fund Bills

Date: May 14, 2020

Recommended Action

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

Payroll

March 30, 2020 through April 12, 2020	\$ 162,135.25
April 13, 2020 through April 26, ,2020	\$ 158,889.17
April 27, 2020 through May 10, 2020	\$ 163,947.29

Library Fund Bills List

April 28, 2020	\$ 82,369.24
(includes February 2020 purchasing card expenses of \$17,309.29)	
May 12, 2029	\$ 17,265.51

Attachments: Bills Lists, Purchasing Card

BILLS LIST

PERIOD ENDING 04.28.2020

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV BOOKS	03/12/2020	04/28/2020	121.49
100474 - BAKER & TAYLOR	YA BOOKS	03/11/2020	04/28/2020	81.16
100474 - BAKER & TAYLOR	JUV PRINT	03/18/2020	04/28/2020	52.27
Account 65630 - LIBRARY BOOKS Totals				3
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				3
				\$254.92
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	03/17/2020	04/28/2020	335.07
100474 - BAKER & TAYLOR	ADULT PRINT	03/12/2020	04/28/2020	37.53
120319 - GALE RESEARCH INC.	ADULT PRINT	03/24/2020	04/28/2020	54.78
120319 - GALE RESEARCH INC.	ADULT PRINT	03/11/2020	04/28/2020	75.98
120319 - GALE RESEARCH INC.	ADULT PRINT	03/17/2020	04/28/2020	72.72
120319 - GALE RESEARCH INC.	ADULT PRINT	03/26/2020	04/28/2020	23.20
120319 - GALE RESEARCH INC.	ADULT PRINT	03/25/2020	04/28/2020	28.79
120319 - GALE RESEARCH INC.	ADULT AV	03/24/2020	04/28/2020	83.97
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/17/2020	04/28/2020	1,925.45
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/23/2020	04/28/2020	546.86
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/24/2020	04/28/2020	1,097.43
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/24/2020	04/28/2020	397.35
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/27/2020	04/28/2020	447.74
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/27/2020	04/28/2020	1,216.18
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/27/2020	04/28/2020	562.61
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/31/2020	04/28/2020	683.49
276974 - OVER DRIVE, INC.	ADULT E BOOKS	03/31/2020	04/28/2020	1,559.89
276974 - OVER DRIVE, INC.	ADULT E BOOKS	04/03/2020	04/28/2020	839.49
Account 65630 - LIBRARY BOOKS Totals				18
				\$9,988.53
Account 65641 - AUDIO VISUAL COLLECTIONS				
100655 - BLACKSTONE PUBLISHING	ADULT AV	02/04/2020	04/28/2020	45.00
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				1
				\$45.00
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				
				19
				\$10,033.53
Business Unit 4820 - ACCESS SERVICES				
Account 52610 - LIBRARY FINES & FEES				
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	04/01/2020	04/28/2020	125.30
Account 52610 - LIBRARY FINES & FEES Totals				1
				\$125.30
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	04/15/2020	04/28/2020	23,362.20
137361 - COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	04/06/2020	04/28/2020	550.00
Account 62340 - IT COMPUTER SOFTWARE Totals				2
				\$23,912.20
Account 65100 - LIBRARY SUPPLIES				
10893 - LUCAS COLOR CARD	LIBRARY CARDS	03/20/2020	04/28/2020	525.00
206940 - ULINE	JANITORIAL CART	03/11/2020	04/28/2020	210.94
Account 65100 - LIBRARY SUPPLIES Totals				2
				\$735.94
Business Unit 4820 - ACCESS SERVICES Totals				
				5
				\$24,773.44
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR	NORTH BRANCH NATURAL GAS	04/08/2020	04/28/2020	185.99
103745 - NICOR GAS	CAMS NATURAL GAS	04/06/2020	04/28/2020	199.20
Account 64015 - NATURAL GAS Totals				2
				\$385.19
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	GREEN TRANSPORT TOTE WITH LID	03/10/2020	04/28/2020	244.95
Account 65100 - LIBRARY SUPPLIES Totals				1
				\$244.95
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV BOOKS	03/12/2020	04/28/2020	76.26
100474 - BAKER & TAYLOR	ADULT PRINT	03/18/2020	04/28/2020	544.61
Account 65630 - LIBRARY BOOKS Totals				2
				\$620.87
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
				5
				\$1,251.01
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62341 - INTERNET SOLUTION PROVIDERS				
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	04/02/2020	04/28/2020	3,823.50
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				1
				\$3,823.50
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV BOOKS	03/12/2020	04/28/2020	221.05
100474 - BAKER & TAYLOR	YA BOOKS	03/11/2020	04/28/2020	232.27
Account 65630 - LIBRARY BOOKS Totals				2
				\$453.32
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				
				3
				\$4,276.82
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62185 - CONSULTING SERVICES				
16999 - STEPHEN B. STARR DESIGN, INC.	ANNUAL REPORT SPANISH VERSION DESIGN	04/20/2020	04/28/2020	270.00
Account 62185 - CONSULTING SERVICES Totals				1
				\$270.00
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/03/2020	04/28/2020	352.05
102318 - HENRICHSEN FIRE & SAFETY	FIRE EXTINGUISHER CERTIFICATION	03/17/2020	04/28/2020	55.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR EQUIPMENT	03/31/2020	04/28/2020	750.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2020	04/01/2020	04/28/2020	9,390.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				4
				\$10,547.05
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	04/02/2020	04/28/2020	205.82
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/16/2020	04/28/2020	1,550.68
Account 65040 - JANITORIAL SUPPLIES Totals				2
				\$1,756.50
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
				7
				\$12,573.55
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 56140 - FEES AND MERCHANDISE SALE				
102499 - ILLINOIS DEPT OF REVENUE	*SALES TAX	04/17/2020	04/28/2020	25.00
Account 56140 - FEES AND MERCHANDISE SALE Totals				1
				\$25.00

BILLS LIST

PERIOD ENDING 04.28.2020

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Account 62185 - CONSULTING SERVICES				
10460 - ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHFER, P.	LEGAL SERVICE	03/12/2020	04/28/2020	153.75
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	04/20/2020	04/28/2020	500.00
Account 62185 - CONSULTING SERVICES Totals				2
				\$653.75
Account 62210 - PRINTING				
14818 - FISHEYE GRAPHIC SERVICES, INC.	WELCOME BOOKMARKS PRINTING	03/11/2020	04/28/2020	210.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD M HALKA	03/11/2020	04/28/2020	28.00
Account 62210 - PRINTING Totals				2
				\$238.00
Account 62380 - COPY MACHINE CHARGES				
105654 - XEROX CORP.	COPYING SERVICE	03/10/2020	04/28/2020	169.68
105654 - XEROX CORP.	COPYING SERVICE	03/10/2020	04/28/2020	169.68
105654 - XEROX CORP.	COPYING SERVICE	03/10/2020	04/28/2020	169.68
105654 - XEROX CORP.	COPYING SERVICE	03/10/2020	04/28/2020	169.68
105654 - XEROX CORP.	COPYING SERVICE	03/10/2020	04/28/2020	169.68
Account 62380 - COPY MACHINE CHARGES Totals				5
				\$848.40
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	04/01/2020	04/28/2020	18.95
Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals				1
				\$18.95
Account 65095 - OFFICE SUPPLIES				
103617 - NATIONAL AWARDS & FINE GIFTS	PROMOTIONAL ITEM VOLUNTEERS	03/16/2020	04/28/2020	1,002.00
103883 - OFFICE DEPOT	OFFICE SUPPLIES	03/09/2020	04/28/2020	37.98
Account 65095 - OFFICE SUPPLIES Totals				2
				\$1,039.98
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				
				13
				\$2,824.08
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
17391 - AUNT BERTHA, A PUBLIC BENEFIT CORPORATION	BASIC PACKAGE SERVICE	04/14/2020	04/28/2020	5,400.00
16979 - MARCUS PRINCE	NU CS FOR AL #13	04/20/2020	04/28/2020	2,160.00
Account 62185 - CONSULTING SERVICES Totals				2
				\$7,560.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	03/16/2020	04/28/2020	76.64
100474 - BAKER & TAYLOR	JUV PRINT	03/17/2020	04/28/2020	116.19
Account 65630 - LIBRARY BOOKS Totals				2
				\$192.83
Business Unit 4850 - LIBRARY GRANTS Totals				4
				\$7,752.83
Department 48 - LIBRARY Totals				59
				\$63,740.18
Fund 185 - LIBRARY FUND Totals				59
				\$63,740.18

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.28.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURHASING CARD-FEBRUARY, 2020	17,309.73
VARIOUS	TWIN EAGLE	NATURAL GAS-MARCH 2020	1,319.33
			<u>18,629.06</u>
			<u>18,629.06</u>
		GRAND TOTAL	<u>82,369.24</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON

BILLS LIST

PERIOD ENDING 05.12.2020

Accounts Payable by G/L Distribution Report

G/L Date Range 05/12/20 - 05/12/20

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPIY	REFERENCE ONLINE	05/12/2020	05/12/2020	1,640.00
16334 - KANOPIY	REFERENCE ONLINE	05/12/2020	05/12/2020	1,640.00
103424 - MIDWEST TAPE	REFERENCE ONLINE	05/12/2020	05/12/2020	4,495.85
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 3	\$7,775.85
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	05/12/2020	05/12/2020	20.00
276974 - OVER DRIVE, INC.	EBOOKS	05/12/2020	05/12/2020	1,791.80
276974 - OVER DRIVE, INC.	EBOOKS	05/12/2020	05/12/2020	401.82
276974 - OVER DRIVE, INC.	EBOOKS	05/12/2020	05/12/2020	1,535.49
276974 - OVER DRIVE, INC.	EBOOKS	05/12/2020	05/12/2020	866.93
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 5	\$4,616.04
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 8	\$12,391.89
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL #14	05/12/2020	05/12/2020	2,160.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$2,160.00
Account 62225 - BLDG MAINTENANCE SERVICES				
298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	05/12/2020	05/12/2020	210.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 1	\$210.00
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/12/2020	05/12/2020	42.84
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$42.84
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 3	\$2,412.84
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
16999 - STEPHEN B. STARR DESIGN, INC.	DESIGN PRODUCTION FEES	05/12/2020	05/12/2020	180.00
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	05/12/2020	05/12/2020	400.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2	\$580.00
Account 65095 - OFFICE SUPPLIES				
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	(436.64)
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	39.99
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	111.79
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	59.95
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	86.11
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	207.93
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	591.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	59.18
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	99.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	27.98
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	186.24
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	246.17
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	110.15
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	110.31
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	63.59
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	32.69
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	3.39
103883 - OFFICE DEPOT	OFFICE SUPPLIES	05/12/2020	05/12/2020	159.99
17407 - ISSD CHAPTER MEETING - LAUREN MILLER	SMALL MEETING ROOM REIMBURSEMENT	05/12/2020	05/12/2020	90.00
15085 - MILTON HARRIS	MEETING ROOM RESERVATION REIMBURSEMENT	05/12/2020	05/12/2020	30.00
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 20	\$1,880.78
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 22	\$2,460.78
	Department 48 - LIBRARY Totals		Invoice Transactions 33	\$17,265.51
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 33	\$17,265.51
* = Prior Fiscal Year Activity				\$17,265.51

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.12.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

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

0.00

0.00

GRAND TOTAL 17,265.51

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	PAYPAL DROPBOX	CA	94107	\$ 11.99	1/27/2020	62340 IS SUPPORT FEES	MONTHLY STORAGE FEE VIRTUAL
LIBRARY	NORTHSHOREDOORPARTS	OH	44035	\$ 67.96	1/27/2020	65050 BUILDING MAINTENANCE MATERIAL	KEY FOR THE NEW ROBERT CROWN
LIBRARY	TARGET 00032839	IL	60201	\$ 30.00	1/27/2020	65100 LIBRARY SUPPLIES	GIFT CARDS FOR GAMING TOURNAMENTS TEEN SERVICES
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 39.00	1/27/2020	65635 PERIODICALS	NORTH BRANCH EVANSTON REVIEW SUBSCRIPTION
LIBRARY	DNH GODADDY.COM	AZ	85260	\$ 107.88	1/28/2020	62340 IS SUPPORT FEES	LINUX HOSTING MONTHLY CHARGE
LIBRARY	MARRIOTT PHILAD DTOWN	PA	19107	\$ 919.40	1/29/2020	62295 TRAINING & TRAVEL	MID WINTER ALA CONFERENCE ACCOMMODATIONS FOR K JACOB
LIBRARY	SQ LITEHOUSE EVANSTON	IL	60201	\$ 96.01	1/29/2020	65025 FOOD	EDI COMMITTEE MEETING - NO RECEIPT
LIBRARY	#33 LAKESHORE LEARNING	IL	60074	\$ 129.91	1/29/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	PAYPAL AUTISMPROD	AZ	85260	\$ 80.43	1/29/2020	65100 LIBRARY SUPPLIES	SENSORY VISIT MATERIALS
LIBRARY	MARRIOTT PHILAD DTOWN	PA	19107	\$ 229.85	1/30/2020	62295 TRAINING & TRAVEL	MID ALA WINTER CONFERENCE ACCOMMODATIONS FOR K JACOB
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 11.98	1/30/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	THE PONY SHOP INC	IL	60202	\$ (2,760.00)	1/30/2020	65100 LIBRARY SUPPLIES	EPL CUT CHECK TO PONY SHOP INSTEAD THIS IS PONY SHOP REIMBURSEMENT, ITEST NSF GRANT
LIBRARY	TARGET 00032839	IL	60201	\$ 7.34	1/31/2020	65025 FOOD	SNACKS FOR FAMILY FOCUS TEEN EVENTS
LIBRARY	PAYPAL GOVETS.COM	FL	32937	\$ 1,135.13	1/31/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN HANDHELD SCANNERS
LIBRARY	PAYPAL BARCODESINC	IL	60606	\$ 858.12	1/31/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN BARCODE SCANNERS
LIBRARY	AMZN MKTP US 8D8RN4MR3	WA	98109	\$ 30.23	1/31/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	FACEBK CJHYMPAH42	CA	94025	\$ 13.10	2/3/2020	62205 ADVERTISING	PROGRAM ADVERTISEMENT
LIBRARY	GOOGLE LLC	CA	94043	\$ 12.00	2/3/2020	62340 IS SUPPORT FEES	GOOGLE MONTHLY SUBSCRIPTION
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	2/3/2020	62341 INTERNET SOLUTION PROVIDERS	EPL.ORG WEB HOST MONTHLY FEE
LIBRARY	PIZZA HUT 032443	IL	60201	\$ 130.00	2/3/2020	65025 FOOD	PIZZA FOR LOCK IN TEEN SERVICES
LIBRARY	TARGET 00032839	IL	60201	\$ 27.37	2/3/2020	65025 FOOD	SNACKS AND SUPPLIES FOR LOCK IN TEEN SERVICES
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 25.84	2/3/2020	65025 FOOD	ADULT PROGRAMMING REFRESHMENTS - LANGUAGE CAFE
LIBRARY	WAL-MART #2816	IL	60714	\$ 50.10	2/3/2020	65025 FOOD	SNACKS FOR TEEN LOCK IN
LIBRARY	CLARK-DEVON HARDWARE C	IL	60626	\$ 40.00	2/3/2020	65050 BUILDING MAINTENANCE MATERIAL	REPAIR OF SNOW BLOWER
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 66.83	2/3/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 32.37	2/3/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN PROGRAMMING
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 27.54	2/3/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	WAL-MART #2816	IL	60714	\$ 18.72	2/3/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN PROGRAMMING
LIBRARY	AMAZON.COM 126BM1YN3	WA	98109	\$ 280.64	2/3/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US Y74QG5YJ3	WA	98109	\$ 50.16	2/3/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	GOOGLE PLAY	CA	94043	\$ 25.00	2/5/2020	62340 IS SUPPORT FEES	DEVELOPER GOOGLE FEE
LIBRARY	SP CHRONICLE PHILANT	DC	20037	\$ 99.00	2/5/2020	62360 MEMBERSHIP DUES	DEVELOPMENT MEMBERSHIP
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	2/5/2020	62705 BANK SERVICE CHARGES	MONTHLY FEE FOR PAYMENT OPTION USED BY PATRONS RESERVING ROOMS THROUGH COMMUNICO.
LIBRARY	GOTPRINT.COM	CA	91505	\$ 122.11	2/6/2020	62210 PRINTING	EPL FREE DISTRIBUTION BOOK LABEL PRINTING
LIBRARY	EB LACONI TSS-CATALOG	CA	94103	\$ 30.00	2/6/2020	62295 TRAINING & TRAVEL	LACONI WORKSHOP
LIBRARY	JEWEL-OSCO	IL	60202	\$ 28.45	2/6/2020	65025 FOOD	SNACKS FOR TEEN PROGRAMMING
LIBRARY	TARGET.COM	MN	55445	\$ 1.32	2/6/2020	65100 LIBRARY SUPPLIES	ADDITIONAL CHARGE FOR CHILDREN'S SUPPLIES PURCHASE
LIBRARY	TARGET.COM	MN	55445	\$ 40.33	2/6/2020	65100 LIBRARY SUPPLIES	REPLACEMENT BOARD GAME FOR CHILDREN'S AREA
LIBRARY	THE HOME DEPOT #1902	IL	60202	\$ 39.85	2/6/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN STEM PROGRAMMING
LIBRARY	AMZN MKTP US GV6T37JN3	WA	98109	\$ 47.98	2/7/2020	65095 OFFICE SUPPLIES	REPLACEMENT TOYS FOR COMMON AREA

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	2COCOM ABSOLUTEH&O	GA	30350	\$ 76.44	2/7/2020	65555 PERSONAL COMPUTER EQ	ROBERT CROWN COMPUTER SOFTWARE SUBSCRIPTION
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 8.16	2/10/2020	65025 FOOD	LIFELONG LEARNING PROGRAM REFRESHMENT
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 357.84	2/10/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIALS
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 32.48	2/10/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	COST PLUS WLD #147	IL	60201	\$ 41.41	2/10/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN ANIME CLUB
LIBRARY	CONSTRUCTPLAYTHINGS.CO	MO	64030	\$ 120.43	2/10/2020	65100 LIBRARY SUPPLIES	REPLACEMENTS TOYS FOR CHILDREN'S AREA
LIBRARY	BLICK ART 800 447 1892	IL	60201	\$ 9.00	2/11/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN GIRLS STEM PROGRAMMING NATIONAL SCIENCE FOUNDATION ITEST GRANT
LIBRARY	CONSTRUCTPLAYTHINGS.CO	MO	64030	\$ (11.20)	2/11/2020	65100 LIBRARY SUPPLIES	TAX REIMBURSEMENT FROM PREVIOUS ORDER
LIBRARY	AMAZON.COM 8C3FP1QT3	WA	98109	\$ 33.80	2/11/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	22 - EC - LOU MALNATIS	IL	60201	\$ 78.14	2/12/2020	65025 FOOD	RETF MEETING FOOD
LIBRARY	KELE, INC	TN	38133	\$ 651.88	2/12/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIALS
LIBRARY	AMER LIB ASSOC-CAREER	IL	60611	\$ (105.00)	2/13/2020	62295 TRAINING & TRAVEL	CREDIT TO K JACOB REGISTRATION TO MID ALA CONFERENCE
LIBRARY	KOI FINE ASIAN CUISINE	IL	60201	\$ 312.77	2/13/2020	65025 FOOD	BOARD/ADMIN STRATEGIC PLANNING RETREAT FOOD
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 36.65	2/13/2020	65025 FOOD	BOARD/ADMIN STRATEGIC PLANNING RETREAT FOOD
LIBRARY	EB 4.10.20 NW IL REGI	CA	94103	\$ 58.80	2/14/2020	62295 TRAINING & TRAVEL	CONFERENCE IN SPRINGFIELD FOR M KLING
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 20.46	2/14/2020	65025 FOOD	SNACKS FOR TEEN SAFE SPACES GROUP
LIBRARY	PROVANTAGE	OH	44720	\$ 8.08	2/14/2020	65095 OFFICE SUPPLIES	BULK HEADPHONE ORDER FOR ALL LOCATIONS
LIBRARY	PROVANTAGE	OH	44720	\$ 156.77	2/14/2020	65095 OFFICE SUPPLIES	BULK HEADPHONES ORDER FOR ALL LOCATIONS
LIBRARY	EVANSTON CHAMBER OF CO	IL	60201	\$ 250.00	2/17/2020	62295 TRAINING & TRAVEL	ANNUAL MEMBERSHIP FEE
LIBRARY	COMCAST CHICAGO CS 1X	IL	60173	\$ 376.46	2/17/2020	62341 INTERNET SOLUTION PROVIDERS	CAMS PHONE AND INTERNET SOLUTION PROVIDER
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 52.32	2/17/2020	65025 FOOD	FOOD FOR ROBERT CROWN OPENING
LIBRARY	AMERICAN SCIENCE & SUR	IL	60630	\$ 17.37	2/17/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 9.20	2/18/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMAZON.COM 1189T93D3	WA	98109	\$ 70.07	2/18/2020	65100 LIBRARY SUPPLIES	STEM CLUB FOR CHILDREN'S SUPPLIES
LIBRARY	FOUNDATION 65	IL	60202	\$ 170.00	2/20/2020	62295 TRAINING & TRAVEL	REGISTRATION FEE FOR FOUNDATION 65 BENEFIT FOR SHAWVER W
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 34.20	2/20/2020	65025 FOOD	SNACKS AND PIZZA CARDBOARD CARNIVAL
LIBRARY	DD/BR #338026 Q35	IL	60202	\$ 66.12	2/20/2020	65025 FOOD	REFRESHMENTS FOR ROBERT CROWN SOFT OPENING
LIBRARY	DOLLARTREE	IL	60202	\$ 3.31	2/20/2020	65095 OFFICE SUPPLIES	UTENSILS
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	2/21/2020	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	CHIPOTLE 0087	IL	60201	\$ 146.63	2/21/2020	65025 FOOD	ROBERT CROWN FOOD FOR SOFT OPENING
LIBRARY	POTBELLY #5	IL	60201	\$ 91.00	2/21/2020	65025 FOOD	FOOD FOR EPL FRIENDS MEETING
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 22.98	2/21/2020	65050 BUILDING MAINTENANCE MATERIAL	THREE DRIVE BELTS FOR TOILET EXHAUST FANS ON ROOF
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 252.20	2/21/2020	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MAINTENANCE MATERIAL
LIBRARY	PAYPAL GOVETS.COM	FL	32937	\$ 188.40	2/21/2020	65100 LIBRARY SUPPLIES	SCANNER STAND FOR ROBERT CROWN
LIBRARY	PAYPAL USPS STORE	DC	20260	\$ 221.80	2/24/2020	62315 POSTAGE	STAMPS
LIBRARY	U-HAUL-EVANSTON #75876	IL	60201	\$ 32.95	2/24/2020	65050 BUILDING MAINTENANCE MATERIAL	RENTED UHAUL TRAILER TO HAUL EXCESS SHELVING AND MATERIALS FROM CROWN BACK TO MAIN LIBRARY
LIBRARY	BROOKES PUBLISHING	MD	21204	\$ 666.70	2/24/2020	65100 LIBRARY SUPPLIES	EARLY INTERVENTION SCREENING
LIBRARY	TARGET 00032839	IL	60201	\$ 15.00	2/24/2020	65100 LIBRARY SUPPLIES	GIFTCARDS FOR TEEN GAMING TOURNAMENT
LIBRARY	PAYPAL BARCODESINC	IL	60606	\$ 176.17	2/24/2020	65100 LIBRARY SUPPLIES	CABLES FOR THE SCANNERS AT ROBERT CROWN
LIBRARY	AMZN MKTP US OH10Z4EO3	WA	98109	\$ 19.56	2/24/2020	65630 LIBRARY BOOKS	ADULT PRINT

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	2/25/2020	62340 IS SUPPORT FEES	VIRTUAL STORAGE MONTHLY SUBSCRIPTION
LIBRARY	CUPITOL COFFEE EATERY	IL	60201	\$ 269.25	2/25/2020	65025 FOOD	ROBERT CROWN FOOD FOR THE TOUR
LIBRARY	TARGET 00009274	IL	60202	\$ 13.47	2/25/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR DRONE STEM KITS, NSF GRANT
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 224.60	2/25/2020	65100 LIBRARY SUPPLIES	LEAP PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US 1J77925O3	WA	98109	\$ 51.78	2/25/2020	65100 LIBRARY SUPPLIES	CIRCULATION OFFICE SUPPLIES
LIBRARY	IMPREMEDIA	CA	90017	\$ 150.00	2/25/2020	65635 PERIODICALS	ROBERT CROWN NEWSPAPER SUBSCRIPTION - LA RAZA
ADMIN SVCS/INFO SYS	AMZN MKTP US 0U7MI73Q3	WA	98109	\$ 351.77	1/28/2020	65100 LIBRARY SUPPLIES	LIBRARY PRINTER TKT#33789
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	\$ 769.44	1/29/2020	65555 PERSONAL COMPUTER EQ	LIBRARY MONITORS TKT #33844
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	\$ 4,505.60	2/4/2020	65555 PERSONAL COMPUTER EQ	PUBLIC PC'S FOR LIBRARY
ADMIN SVCS/INFO SYS	DASTON CORPORATION	VA	20176	\$ 270.00	2/11/2020	62340 IS SUPPORT FEES	TKT#33777 6 CHROME DEVICE LICENSES FOR LIBRARY CHROMEBOOKS
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	\$ 3,080.20	2/25/2020	65555 PERSONAL COMPUTER EQ	PUBLIC PATRON LAPTOPS
ADMIN SVCS/INFO SYS	AMAZON.COM Z55I68TK3	WA	98109	\$ 249.99	2/3/2020	65050 BUILDING MAINTENANCE MATERIAL	IPAD JOHN DEVANEY TKT#33926
	LIBRARY FEBRUARY 2020 TOTAL			\$ 17,309.73			



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: May 14, 2020

This memo provides an update on significant administrative activities.

Human Resources

We bid a fond farewell to longtime employees Nancy Engel (Engagement Services) and Barbara Levie (Engagement Services and Lifelong Learning and Literacy) who have retired after nearly 55 years of combined service at the branches.

All hiring activity has been temporarily halted.

Financial Resources

The Library Fund financial report for the period ending April 30th is included in this meeting packet for your review. For the operating fund, revenue has reached 45% of budget projection and expenditures 30%. The capital fund expenditure is at 25% of budget.

Facilities Update

The Facilities team continues to conduct maintenance activities and deep cleaning for the upkeep of the building. Planning and preparation for re-opening are also well underway.

Budget Performance Report

Fiscal Year to Date 04/30/20

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	7,252,000.00	.00	7,252,000.00	137,060.90	.00	3,610,275.85	3,641,724.15	50	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	(125.30)	.00	9,934.61	50,065.39	17	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	10.59	.00	64.78	(64.78)	+++	445.19
55201	Federal Grants	15,000.00	.00	15,000.00	.00	.00	25,919.67	(10,919.67)	173	57,222.43
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	.00	.00	47,827.52	342,172.48	12	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	283.00	9,717.00	3	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(85.00)	.00	89.57	(89.57)	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	6,679.99	.00	36,570.00	(21,570.00)	244	108,898.11
57002	TRANSFER FROM ENDOWMENT	205,948.00	.00	205,948.00	.00	.00	.00	205,948.00	0	195,000.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.34	.00	23,333.36	46,666.64	33	150,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	35,000.00	.00	35,000.00	.00	.00	3,869.40	31,130.60	11	953.42
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	2,563.69	2,436.31	51	8,536.36
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	2,091.24	15,908.76	12	18,161.78
57540	LIBRARY MEETING RM RENTAL	15,000.00	.00	15,000.00	.00	.00	2,695.12	12,304.88	18	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	3,787.33	24,212.67	14	27,541.01
57551	LIBRARY GRANTS	106,000.00	.00	106,000.00	.00	.00	.00	106,000.00	0	54,439.00
REVENUE TOTALS		\$8,317,948.00	\$0.00	\$8,317,948.00	\$149,374.52	\$0.00	\$3,769,305.14	\$4,548,642.86	45%	\$7,955,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	232,210.01	.00	893,288.87	2,150,521.56	29	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	86,974.50	.00	373,492.92	1,083,791.18	26	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	3,444.34	.00	26,205.30	27,794.70	49	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	252.44	.00	9,682.65	10,567.35	48	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	65.63	.00	11,382.47	(11,382.47)	+++	24,295.50
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,689.94	(2,689.94)	+++	911.79
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	4,671.58
61510	HEALTH INSURANCE	593,815.52	.00	593,815.52	45,952.48	.00	181,632.07	412,183.45	31	515,775.02
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	546.17
61615	LIFE INSURANCE	2,118.84	.00	2,118.84	194.16	.00	761.52	1,357.32	36	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	1,600.00	3,200.00	33	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	700.00	1,400.00	33	3,688.20



Budget Performance Report

Fiscal Year to Date 04/30/20

Include Rollup Account and Rollup to Object Account

61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	.00	540.00	0	540.00
61710	IMRF	366,000.91	.00	366,000.91	26,746.45	.00	106,947.76	259,053.15	29	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	19,391.14	.00	79,133.90	196,204.38	29	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	4,535.03	.00	18,507.19	46,447.97	28	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	35,118.16	.00	49,886.80	103,113.20	33	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	90.65	.00	159.96	7,840.04	2	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	238.00	.00	599.11	7,400.89	7	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	11,659.10	96,440.00	53,520.94	44,039.06	77	253,941.48
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	419.35	2,180.65	16	5,073.84
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	15,324.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	3,605.80	.00	12,661.82	29,338.18	30	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.34	.00	1,813.36	3,626.64	33	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	1,628.36	3,256.64	33	4,884.94
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	221.80	778.20	22	1,815.57
62340	IT COMPUTER SOFTWARE	228,600.00	.00	228,600.00	24,387.81	.00	68,957.87	159,642.13	30	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	34,144.98	19,177.20	64,665.10	151,157.70	36	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	99.00	2,001.00	5	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	.00	.00	14,700.93	45,039.07	25	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	912.42	.00	2,504.24	10,395.76	19	6,706.11
62506	WORK- STUDY	9,700.00	.00	9,700.00	.00	.00	.00	9,700.00	0	9,435.83
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	433.10	.00	2,846.38	2,853.62	50	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	3,070.77	.00	6,851.37	23,048.63	23	23,896.51
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	27,118.82	(23,618.82)	775	17,905.35
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	18.95	.00	256.76	1,743.24	13	2,568.58
65025	FOOD	20,000.00	.00	20,000.00	390.31	.00	2,507.14	17,492.86	13	15,407.35
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,871.14	.00	3,575.93	8,424.07	30	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	2,204.69	.00	6,934.67	23,065.33	23	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	2,202.46	8,200.04	6,086.29	55,713.67	20	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	2,088.30	3,897.37	26,016.01	207,836.62	13	116,931.29
65125	OTHER COMMODITIES	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	2,348.36
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	4.95
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	656.58	.00	9,088.26	35,911.74	20	36,111.67

Budget Performance Report

Fiscal Year to Date 04/30/20

Include Rollup Account and Rollup to Object Account

65628	Library Electronic Resources	.00	.00	.00	.00	.00	.00	.00	+++	26,838.59
65630	LIBRARY BOOKS	591,300.00	.00	591,300.00	21,908.07	.00	225,663.24	365,636.76	38	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	508.35	.00	5,516.21	13,183.79	29	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	4,292.96	.00	27,807.66	92,892.34	23	95,516.77
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	.00	.00	.00	.00	+++	999.00
66025	TRANSFER TO DEBT SERVICE - ERI	.00	.00	.00	.00	.00	.00	.00	+++	87,456.00
66131	TRANSFER TO GENERAL FUND	274,050.00	.00	274,050.00	22,837.50	.00	91,350.00	182,700.00	33	270,000.00
	EXPENSE TOTALS	\$8,376,378.24	\$0.00	\$8,376,378.24	\$593,841.71	\$127,714.61	\$2,419,481.97	\$5,829,181.66	30%	\$7,317,988.93
	Fund 185 - LIBRARY FUND Totals									
	REVENUE TOTALS	8,317,948.00	.00	8,317,948.00	149,374.52	.00	3,769,305.14	4,548,642.86	45%	7,955,982.82
	EXPENSE TOTALS	8,376,378.24	.00	8,376,378.24	593,841.71	127,714.61	2,419,481.97	5,829,181.66	30%	7,317,988.93
	Fund 185 - LIBRARY FUND Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$444,467.19)	(\$127,714.61)	\$1,349,823.17	(\$1,280,538.80)		\$637,993.89
	Fund 186 - LIBRARY DEBT SERVICE FUND									
	REVENUE									
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	240,000.00	240,144.00	50	350,000.00
	REVENUE TOTALS	\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$240,000.00	\$240,144.00	50%	\$350,000.00
	EXPENSE									
68305	DEBT SERVICE- PRINCIPAL	222,648.00	.00	222,648.00	.00	.00	.00	222,648.00	0	182,561.00
68315	DEBT SERVICE- INTEREST	257,496.00	.00	257,496.00	.00	.00	.00	257,496.00	0	86,778.70
	EXPENSE TOTALS	\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$0.00	\$480,144.00	0%	\$269,339.70
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	480,144.00	.00	480,144.00	.00	.00	240,000.00	240,144.00	50%	350,000.00
	EXPENSE TOTALS	480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0%	269,339.70
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00	(\$240,000.00)		\$80,660.30
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
	REVENUE									
56060	BOND PROCEEDS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0	1,835,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	386,273.73
	REVENUE TOTALS	\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$0.00	\$0.00	\$543,000.00	0%	\$2,221,273.73
	EXPENSE									
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	22,462.21
65515	OTHER IMPROVEMENTS	543,000.00	.00	543,000.00	.00	137,440.84	.00	405,559.16	25	538,877.13
66020	TRANSFERS TO OTHER FUNDS	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00

Budget Performance Report

Fiscal Year to Date 04/30/20

Include Rollup Account and Rollup to Object Account

	EXPENSE TOTALS	\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$137,440.84	\$0.00	\$405,559.16	25%	\$1,811,339.34
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
	REVENUE TOTALS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0%	2,221,273.73
	EXPENSE TOTALS	543,000.00	.00	543,000.00	.00	137,440.84	.00	405,559.16	25%	1,811,339.34
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$137,440.84)	\$0.00	\$137,440.84		\$409,934.39
	Grand Totals									
	REVENUE TOTALS	9,341,092.00	.00	9,341,092.00	149,374.52	.00	4,009,305.14	5,331,786.86	43%	10,527,256.55
	EXPENSE TOTALS	9,399,522.24	.00	9,399,522.24	593,841.71	265,155.45	2,419,481.97	6,714,884.82	29%	9,398,667.97
	Grand Totals	(\$58,430.24)	\$0.00	(\$58,430.24)	(\$444,467.19)	(\$265,155.45)	\$1,589,823.17	(\$1,383,097.96)		\$1,128,588.58

Endowment for the Evanston Public Library
 Holdings as of March 2020

	Symbol	Shares/Quantity	Price	Value as of March 31, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6429.470	\$269.14	\$1,730,427.56	42.4%	
Vanguard Small-Cap Index Fund	VSMAX	3865.244	\$63.41	\$245,095.12	6.0%	
Vanguard REIT Index Fund	VGSLX	1205.236	\$107.88	\$130,020.86	3.2%	
Vanguard Total International Stock Index Fund	VTIAX	14973.891	\$24.36	\$364,763.98	8.9%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7032.866	\$30.41	\$213,869.46	5.2%	65.8%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$450,653.11	\$450,653.11	11.0%	
iShares Silver Trust	SLV	4788.000	\$13.98	\$66,936.24	1.6%	
SPDR Gold Trust	GLD	625.000	\$158.80	\$99,250.00	2.4%	15.1%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$112.599	\$154,508.34	3.8%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.370	\$147,742.65	3.6%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$145.744	\$174,411.84	4.3%	11.7%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.730	\$28,346.00	\$304,152.61	7.5%	7.5%
				\$4,081,831.77		100.0%

Cash Equivalents	15.1%
US Treasury Inflation Protected Securities	11.7%
Corporate Bonds	7.5%
Domestic Equities	51.6%
International Equities	14.2%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Tim Longo, Access Services Manager
Subject: EPL Fines Free Policy
Date: May 13, 2020

Introduction:

Fines are a barrier to access (especially for low-income families), cost the library significant staff time, are antithetical to our mission and set up an adversarial relationship with library users.

After reviewing the professional literature regarding library fines and fees, including qualitative research, quantitative studies, and editorial pieces, as well as using findings from CCS, the Evanston Public Library recommends the elimination of fines on all library materials. The scant research on the value and impact of library fines and fees does not indicate a clear benefit of administering these policies, and are costly to enforce. Library governing authorities that develop policies to remove fines on library materials find it effective in building a positive relationship with their communities.

Fine Free Policy Proposal at Evanston Public Library:

During recent Board of Trustees meetings we have discussed the possibility of changing to a fine free policy to improve access for our community as supported by ALA's recent statement on Economic Barriers to Information Access as well as our own mission statement.

MISSION: Evanston Public Library aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources.

AGENDA ITEM 10.A

As discussed previously, in 2019, EPL collected \$56,506.05 in fines which represent less than 1.5% of our entire FY 2019 library revenue budget. In 2019 we waived \$12,635.56 in fines. However, it is worth considering that we are, in effect, creating a system that favors those willing and able to ask for those considerations. This does not create an equitable situation for many people, including but not limited to those from diverse cultural backgrounds and those whose first language is not English.

Currently, 835 library cards have accrued enough unpaid library fines to block the card from receiving library services. These blocked cards no longer have the ability to check out physical material from the Library. We have also plotted the addresses of blocked cards onto a heat map of Evanston and have found that a majority of our blocked users live in traditionally underserved areas of the City.

Lastly, customer service would be improved by reducing negative interactions between staff and patrons. Efficiency would also be increased by reducing time spent handling the funds at the circulation desk and in the business office.

We are proposing to change our library fine policy to a fine free policy, with this document serving as a general outline of the proposed policy changes. The fine free policy would remove fines generated when items are held beyond their due dates. This does not refer to fees, which are costs generated when an item is lost or damaged and must be replaced. Fees would still be charged for lost or damaged items.

Our official policy will implement these procedure changes in regards to materials checked out at any branch of the Evanston Public Library. All outstanding library fines will be waived and cleared from the patron's record. All outstanding fees accrued due to lost and/or damaged library materials will remain on the patron's account. Once an item is 14 days overdue, the patron's library card is blocked from use. At 45 days from overdue, the item is billed for replacement. If the patron returns the item before the account is sent to collections(after 60 days overdue), the charges are removed from the account and the patron's card is no longer blocked. If the item is returned after going to collections, a \$10 collection fee is charged. These policy changes follow the recommendations and guidelines issued by CCS.

With Board approval of this proposal to change to a fine free policy, staff will work toward the goal of implementing the new policy immediately. All physical EPL locations are currently closed due to the covid19 pandemic and overdue fines are not accruing on any library materials.

Suggested Motion: Approve the proposal to change to a fine free policy effective immediately.

Changes to the Board written policies upon approval of the fine free policy:

Anywhere in the Board Policies where he/she/her/him/himself/herself be replaced with they/them/their

5.2.6 Youth Organization Borrowing Privileges

Library borrowing privileges may be extended to organizations that serve Evanston youth (infants – grade 12). The organizations must be located in Evanston. To receive an organization card, the head of the organization shall complete an application form, attach a list of staff eligible to use the card and return the form to the Library.

Depending on the structure of the organization more than one staff card could be authorized by the Circulation Manager. These cards are only valid for use at the Evanston Public Library. Organizations will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The card will expire at the end of the year. The Youth Services Department staff and the Young Adult Librarian will monitor the organization cards and will communicate with the organization about ~~overdue and~~ missing/lost items.

5.2.9 Cash Deposit Borrowing

New residents or temporary residents who cannot meet the above identification requirements may borrow books by making a cash deposit equal to the value of the materials and the appropriate replacement service charges. ~~The entire fee will be refunded if the books are returned on or before their due date; if materials are overdue, fines will be deducted from the fee.~~ The entire fee will be refunded if the books are returned in circulatable condition by their due date. If materials are overdue, refunds will be determined by the library appointed designee.

5.5 Fines, Fees, Replacements and Service Hours

5.5.1 Borrowers with Overdue Items or ~~Fines~~ Bills

AGENDA ITEM 10.A

The Library notifies patrons by email prior to an item's due date and notifies patrons by email or US mail when items are overdue ~~and fines accruing~~. These notices are sent as a courtesy to patrons and ~~all fines and~~ bills or fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

~~Fines~~ Bills or Fees may be waived by the Circulation Manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

Patrons are not permitted to check out library materials or renew their library account when they have long-overdue materials, owe fines and bills or fees that total \$10.00 or more. Library materials are considered lost when they are 45 days overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within 365 days after items are billed. The processing fee is not refundable. ~~The applicable maximum fine will be deducted from the refund. If the fine matches or exceeds the cost of the item, no refund will be issued.~~

The Library makes use of a collection service or appropriate legal remedies to obtain the return of or payment for billed library materials. Accounts will be sent to collections if the total amount billed is over \$25 and an additional \$10 collection service fee will be applied

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may deny borrowing privileges until those materials are returned or the debt is paid.

5.5.2 Borrowers with Damaged or Missing Materials

AGENDA ITEM 10.A

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Circulation Manager or ~~his/her~~ **their** designee determines the charge for damage that can be repaired. Patrons may replace lost or damaged books owned by the Evanston Public Library with a new book that is an exact ISBN match. Replacement items must be new and not used or marked. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

The Evanston Public Library does not accept replacements for non-print material.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items plus a processing fee. Suspension of Library privileges and legal action may be taken if the damage is extensive.

5.7 Library Cooperation

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

Materials from other libraries must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

Patrons who are not currently allowed to check out library materials because of ~~fin~~ **bills, fees**, or overdue items are not allowed to request materials from cooperating libraries or agencies. The services involved include, but are not limited to, interlibrary loan and photocopy requests.

AGENDA ITEM 10.A

If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended for six months to a year. The suspension will reflect the number of items kept overdue and will be determined by the Library Director or ~~his/her~~ their designee.

The Evanston Public Library charges back to its patrons any charges for services provided by cooperating libraries and other agencies.



Memorandum

To: Evanston Public Library Board of Trustees

From: Jill Skwerski, Acting Library Director

Subject: Approval of Unpaid Furlough

Date: May 13, 2020

Recommended Action:

Staff recommends approval of the closure of all Evanston Public Libraries as all Library staff will be required to take an unpaid furlough day on May 22, 2020. This unpaid day is pursuant to an agreement negotiated between the City of Evanston and AFSCME. Library employees are members of AFSCME and subject to the collective bargaining agreement between the City of Evanston and the Union.

The pay for all Evanston Public Library employees will be reduced by the same percentage for the pay period. All savings will remain in the Library Fund.