



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, JULY 15, 2020

6:30 P.M.

Virtual Meeting via Zoom



evanston public library

EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting of the Board

Wednesday, July 15, 2020

6:30 PM

Virtually, via Zoom

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>

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes June 17, 2020 Regular Meeting
- B. Approval of Bills and Payroll

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

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Committee (Update)

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

7. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

- A. Colocation with City of Evanston (Discussion)

11. NEW BUSINESS

- A. Branch location and operations discussion (Discussion)

12. Executive Session

- A. Executive Director's Performance Review

13. ADJOURNMENT

Next Meeting: August 19, 2020 at 6:30 pm virtually, 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 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, June 17, 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: Heather Norborg, Ebony Ambrose, Jennifer Shreve, Jan Bojda, Teri Campbell, John Devaney, Kim Hegelund, Connie Henegan, Lea Hernandez-Solis, Tim Longo, Marlene Meyer, Jeny Mills, 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 established at 6:32 p.m.

Citizen Comment: None

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the May 17, 2020 Board Meeting

Upon motion made by Trustee Schapiro and seconded by Trustee Hays, the consent agenda was approved by unanimous roll call vote.

Information/Communications:

A. Colocation of City Services Update - COE Staff

Lara Biggs, Bureau Chief, Public Works, City of Evanston spoke of the substantial financial investment it would take for the COE to improve the Civic Center and the rationale for putting it on the market. Biggs is in the process of investigating the spatial needs of the operations and considering all options including locating a portion of staff to EPL headquarters. Significant preliminary work remains, however she was opening conversation in hopes of presenting a plan to City Council for approval on July 13. The COE intends to restart limited onsite staffing near the end of summer, and begin serving residents directly in fall.

Trustees were generally supportive of public facing operations with natural synergy having a presence, and raised questions about pandemic requirements for social distancing, length of stay, improvements to internet access, and condition of property that would be returned to EPL.

B. Planning/implementation of phased reopening update

Interim Director Norborg gave a brief overview of the phased reopening plan that was provided in the agenda packet, and noted that EPL is in Phase 3 and proceeding with caution to ensure safe access to the building. She fielded questions regarding PPE availability, ability to pivot

quickly as state reopens, the Chicago Public Library opening, quarantine of materials (Batelle study results), the likelihood of contamination within the collection, and costs to be incurred to restore Robert Crown Library space that was used as the emergency operations center.

Equity, Diversity and Inclusion:

A. Joint Committee (Update)

Campbell provided an update with regard to progress made on the recommendations outlined in the equity assessment citing the completion of EPL's commitment to racial equity, the requirement of staff to complete the racial equity curriculum as a means to embed this knowledge in the culture of the organization and the active internal committee and external task force, the improvements made to the physical collection - including own voices, and the successful hire of culturally diverse staff. EPL grapples with securing a permanent 5th ward presence and improving the communication strategy to reach priority populations. Goodman asked for feedback from the Racial Equity Task Force regarding what they would like to see from EPL were there no limits/constrained resources. Hayman encouraged the participation of the board in racial equity curriculum discussion sessions.

Library Director's Report (Distributed in Advanced):

No questions regarding the report were posed to Norborg.

Staff Report:

A. Administrative Services Report

Campbell reported that permanent hiring remains frozen. The fiscal outlook is cautiously optimistic: revenue collection has reached 46% of budget projection, and expenditures 39% for the Operating Fund. Capital Fund expenditures are at 25% of budget.

Devaney reported that the Facilities team continues to conduct maintenance activities for the upkeep of the building, and in preparation for the phased reopening. Standard social distancing precautions are being deployed through the locations by maintenance and staff.

B. Development

Shawver introduced Development Staff, Ebony Ambrose, Data Management and Donor Relations and Jennifer Shreve, Grants and Partnerships. The Library has submitted over \$280,000 in grant proposals since March 1, 2020. Year-to-date comparison of grant activity 2019 to 2020 shows an increase in grants awards largely due to city-wide collaboration and strategic partnerships. Sher reported an increase in grant metrics (proposals, awards, and funds) attributed to strategic community partnerships as well as the Library's unique role in the response to COVID-19.

Shawver reported being on track for individual donations based on the year-to-date comparison of performance for 2019 and 2020, and plans to launch a special campaign to support the \$50,000 loss in revenue attributed to the recent decision to end the practice of collecting late fees.

Finally, Shawver reported that discussions with volunteers and Friends of the Library groups are active and ongoing. The next meeting is scheduled for June 30th, 2020. A traditional grassroots sustainable Friends group is vital to deepen engagement in the Library's mission and service to Evanston.

Board Report/Development:

Trustee Hayman encouraged participation in the YWCA Equity Summit.

Unfinished Business:

New Business:

A. Election of Officers (Action)

Upon motion made by Goodman, seconded by Hayman, and approved by unanimous roll call vote, the Trustees approved the slate of officers: Shawn Iles will serve as President, Ruth Hays Vice President, Ben Schapiro Treasurer and Terry Soto Secretary.

B. Committee Selections (Discussion)

Trustees agreed to retain their current committee assignments. No further action needed.

C. National Able Network Inc., Lease Renewal (Action)

Upon motion made by Schapiro, seconded by Hays, and approved by unanimous roll call vote, the Trustees approved the lease of room 303 in the Main Library to be used as a workforce development and career services training site. The monthly lease is in the amount of \$1,602 for the one-year period beginning July 1, 2020 ending June 30, 2021.

Executive Session:

Upon motion made by Iles, seconded by Schapiro, and approved by unanimous roll call vote, the Trustees entered executive session at 8:10 p.m. in order to discuss Real Estate and review/approve closed session minutes.

Upon motion made by Lurie, seconded by Schapiro, and approved by unanimous roll call vote, the Trustees adjourned from executive session.

Return to Open Meeting:

Upon motion made by Schapiro, seconded by Patel, and approved by unanimous roll call vote, the Trustees will release executive minute summaries to the public.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Lurie, and approved by roll call vote.. Meeting adjourned at 9:03 p.m.

Respectfully submitted by Teri Campbell



Memorandum

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

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

Subject: Library Fund Bills

Date: July 9, 2020

Recommended Action

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

Payroll

June 8, 2020 through June 21, 2020	\$ 154,892.99
June 22, 2020 through July 5, 2020	\$ 145,102.02

Library Fund Bills List

June 9, 2020	\$ 29,533.66
June 23, 2020	\$ 32,388.17

Attachments: Bills Lists

BILLS LIST

PERIOD ENDING 06.09.2020

Vendor	Invoice Description	GL Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	AUDIO VISUAL	06/09/2020	06/09/2020	1,987.00
103424 - MIDWEST TAPE	EBOOKS	06/09/2020	06/09/2020	4,923.91
104226 - PROQUEST INFO & LEARNING COMPANY	REFERENCE ONLINE	06/09/2020	06/09/2020	893.89
107741 - SCHOLASTIC INC.	BOOKFLIX RENEWAL	06/09/2020	06/09/2020	4,670.00
104897 - SPRINT	MOBILE HOTSPOTS	06/09/2020	06/09/2020	3,823.50
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 5	\$16,298.30
Account 65630 - LIBRARY BOOKS				
120319 - GALE RESEARCH INC.	ADULT PRINT	06/09/2020	06/09/2020	27.74
276974 - OVER DRIVE, INC.	ADULT PRINT	06/09/2020	06/09/2020	218.94
276974 - OVER DRIVE, INC.	ADULT PRINT	06/09/2020	06/09/2020	71.85
276974 - OVER DRIVE, INC.	ADULT EBOOKS	06/09/2020	06/09/2020	1,353.21
276974 - OVER DRIVE, INC.	ADULT EBOOKS	06/09/2020	06/09/2020	87.99
276974 - OVER DRIVE, INC.	ADULT EBOOKS	06/09/2020	06/09/2020	1,135.67
276974 - OVER DRIVE, INC.	ADULT EBOOKS	06/09/2020	06/09/2020	2,343.33
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 7	\$5,238.73
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 12	\$21,537.03
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 64015 - NATURAL GAS				
103744 - NICOR	NATURAL GAS	06/09/2020	06/09/2020	83.22
	Account 64015 - NATURAL GAS Totals		Invoice Transactions 1	\$83.22
Account 65100 - LIBRARY SUPPLIES				
17355 - IRIE-AT, INC.	SUPERNOVA MAGNIFIER AND SPEECH COMPUTER QUOTE	06/09/2020	06/09/2020	1,092.45
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$1,092.45
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 2	\$1,175.67
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100162 - ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEM	06/09/2020	06/09/2020	518.43
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	06/09/2020	06/09/2020	210.00
105976 - HENRICHSSEN FIRE EQUIPMENT COMPANY	FIRE EXTINGUISHER	06/09/2020	06/09/2020	1,114.55
105976 - HENRICHSSEN FIRE EQUIPMENT COMPANY	FIRE EXTINGUISHER	06/09/2020	06/09/2020	108.85
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 4	\$1,951.83
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/09/2020	06/09/2020	9.20
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/09/2020	06/09/2020	324.45
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 2	\$333.65
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 6	\$2,285.48
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION ANNUAL REPORT	06/09/2020	06/09/2020	95.00
12151 - MULTILINGUAL CONNECTIONS LLC	ANNUAL REPORT TRANSLATION	06/09/2020	06/09/2020	612.10
102739 - STEVE JOHNSON CONNECTS	PROFESSIONAL SERVICES	06/09/2020	06/09/2020	500.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 3	\$1,207.10
Account 62295 - TRAINING & TRAVEL				
100254 - AMERICAN LIBRARY ASSOCIATION	WEBINAR	06/09/2020	06/09/2020	59.00
	Account 62295 - TRAINING & TRAVEL Totals		Invoice Transactions 1	\$59.00
Account 64540 - TELECOMMUNICATIONS - WIRELESS				
14093 - VERIZON NETWORKFLEET, INC.	AVL TRACKERS	06/09/2020	06/09/2020	18.95
	Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals		Invoice Transactions 1	\$18.95
Account 65095 - OFFICE SUPPLIES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPYING SERVICE	06/09/2020	06/09/2020	290.00
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 1	\$290.00
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 6	\$1,575.05
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL #16	06/09/2020	06/09/2020	2,160.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 1	\$2,160.00
	Business Unit 4850 - LIBRARY GRANTS Totals		Invoice Transactions 1	\$2,160.00
	Department 48 - LIBRARY Totals		Invoice Transactions 27	\$28,733.23
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 27	\$28,733.23
* = Prior Fiscal Year Activity			Invoice Transactions 27	\$28,733.23

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.09.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-APRIL, 2020	800.43
			<u>800.43</u>
			<u>800.43</u>
		GRAND TOTAL	<u><u>29,533.66</u></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

BILLS LIST

PERIOD ENDING 06.09.2020

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
276974 - OVER DRIVE, INC.	ADULT E BOOKS	06/12/2020	06/23/2020	483.86
276974 - OVER DRIVE, INC.	ADULT EBOOKS	06/09/2020	06/23/2020	1,900.97
276974 - OVER DRIVE, INC.	EBOOKS	06/05/2020	06/23/2020	1,325.42
276974 - OVER DRIVE, INC.	EBOOKS	06/03/2020	06/23/2020	908.68
276974 - OVER DRIVE, INC.	EBOOKS	06/02/2020	06/23/2020	1,892.75
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/31/2020	06/23/2020	1,925.37
276974 - OVER DRIVE, INC.	EBOOKS	05/29/2020	06/23/2020	1,212.31
Account 65630 - LIBRARY BOOKS Totals			7	<u>\$9,649.36</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			7	<u>\$9,649.36</u>
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62375 - RENTALS				
309006 - ESSKAY DEVELOPMENT LLC	JULY 2020 RENT FOR CAMS	06/16/2020	06/23/2020	4,900.31
Account 62375 - RENTALS Totals			1	<u>\$4,900.31</u>
Account 64015 - NATURAL GAS				
103744 - NICOR	CAMS NATURAL GAS	06/05/2020	06/23/2020	7.93
103744 - NICOR	NORTH BRANCH NATURAL GAS	06/09/2020	06/23/2020	152.95
Account 64015 - NATURAL GAS Totals			2	<u>\$160.88</u>
Account 65100 - LIBRARY SUPPLIES				
17036 - RAYMOND CLEVELAND	DRAG QUEEN STORYTIME	06/18/2020	06/23/2020	150.00
Account 65100 - LIBRARY SUPPLIES Totals			1	<u>\$150.00</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals			4	<u>\$5,211.19</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 62341 - INTERNET SOLUTION PROVIDERS				
13657 - GLANTZ, INC	WEB MAINTENANCE FEE	06/11/2020	06/23/2020	2,200.00
104897 - SPRINT	MOBILE INTERNET DEVICES	06/02/2020	06/23/2020	5,049.50
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	PUBLIC SCANNER ANNUAL MAINTNENANCE	03/16/2020	06/23/2020	1,400.00
Account 62341 - INTERNET SOLUTION PROVIDERS Totals			3	<u>\$8,649.50</u>
Account 65100 - LIBRARY SUPPLIES				
206940 - ULINE	BUSHEL VINYL BASKET TRUCK	05/29/2020	06/23/2020	1,485.60
Account 65100 - LIBRARY SUPPLIES Totals			1	<u>\$1,485.60</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			4	<u>\$10,135.10</u>
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/29/2020	06/23/2020	352.05
151986 - CINTAS CORPORATION #769	CARPET CLEANING	06/05/2020	06/23/2020	352.05
Account 62225 - BLDG MAINTENANCE SERVICES Totals			2	<u>\$704.10</u>
Account 65050 - BLDG MAINTENANCE MATERIAL				
206940 - ULINE	120724349	06/05/2020	06/23/2020	1,390.60
Account 65050 - BLDG MAINTENANCE MATERIAL Totals			1	<u>\$1,390.60</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals			3	<u>\$2,094.70</u>
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER PROFESSIONAL FEE	06/16/2020	06/23/2020	1,861.00
12401 - LOGAN CONSULTING SERVICES, LLC	TRAIN FOR TRAINERS	06/15/2020	06/23/2020	500.00
16999 - STEPHEN B. STARR DESIGN, INC.	EPL DESIGN FEE FOR SUMMER READING	06/05/2020	06/23/2020	630.00
Account 62185 - CONSULTING SERVICES Totals			3	<u>\$2,991.00</u>
Account 62380 - COPY MACHINE CHARGES				
105654 - XEROX CORP.	COPYING SERVICES	02/06/2020	06/23/2020	16.80
105654 - XEROX CORP.	COPYING SERVICES	03/05/2020	06/23/2020	16.80
105654 - XEROX CORP.	COPYING SERVICES	02/06/2020	06/23/2020	16.80
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
105654 - XEROX CORP.	COPYING SERVICES	06/15/2020	06/23/2020	(16.80)
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	COPIER CHARGES	03/16/2020	06/23/2020	47.22
Account 62380 - COPY MACHINE CHARGES Totals			10	<u>(\$3.18)</u>
Account 65095 - OFFICE SUPPLIES				
17491 - SOCIETY FOR FINANCE AWARENESS	06/22 & 6/24 MEETING ROOM CANCELLATION REFUND	06/16/2020	06/23/2020	150.00
Account 65095 - OFFICE SUPPLIES Totals			1	<u>\$150.00</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			14	<u>\$3,137.82</u>
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL#17	06/16/2020	06/23/2020	2,160.00
Account 62185 - CONSULTING SERVICES Totals			1	<u>\$2,160.00</u>
Business Unit 4850 - LIBRARY GRANTS Totals			1	<u>\$2,160.00</u>
Department 48 - LIBRARY Totals			33	<u>\$32,388.17</u>
Fund 185 - LIBRARY FUND Totals			33	<u>\$32,388.17</u>

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.23.2020**

**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 32,388.17

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 Director's Report
7/15/2020

Updates:

SRP has 907 registrants

1023 online library cards have been issued since Mid-March.

There have been 2238 curbside pick up appointments and 6,682 items checked out to patrons since launch of service on June 16.

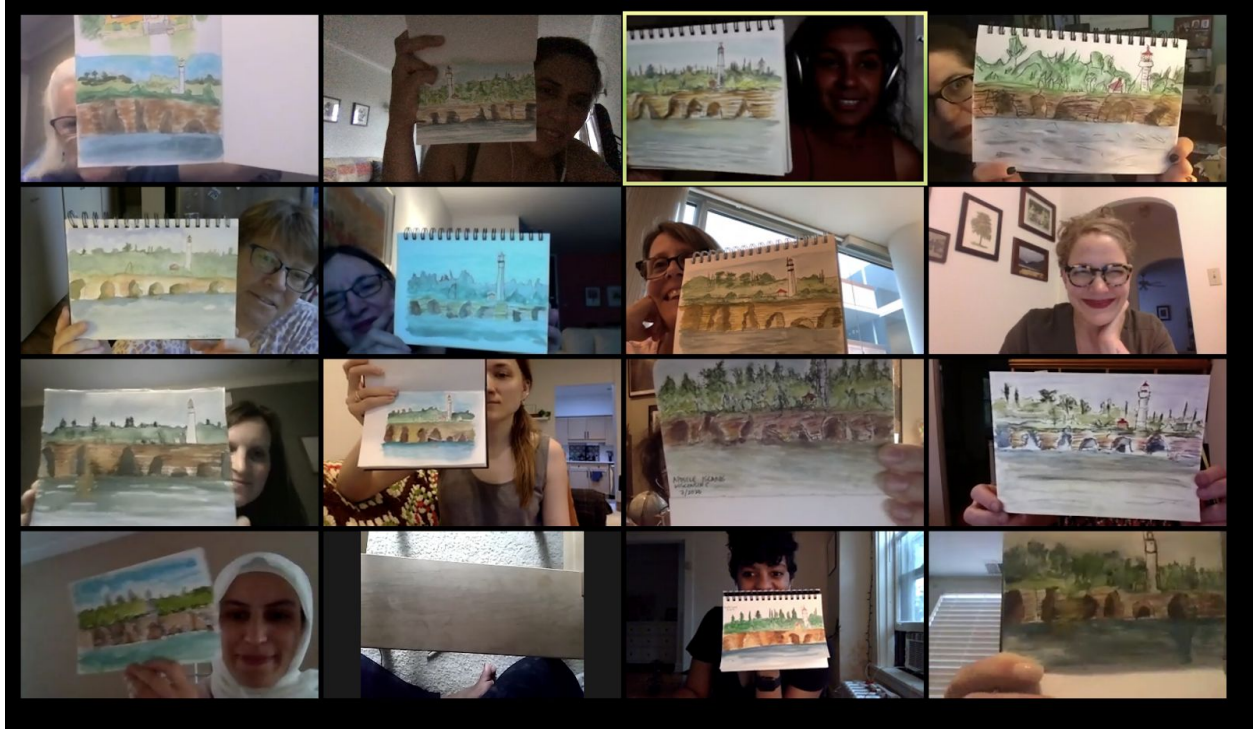
Upcoming Events of Note:

In August the library will have a Zoom visit with NASA scientists about the Mars Rover Mission date still TBD.

Feedback of note:

This appreciative note from a parent about a children's zoom program by Sally Battle: "Yes, they'd definitely enjoy more online activities like that! It can be really simple topics/activities/discussions, but a good opportunity to interact live with other local children and adults (versus watching youtube videos/recordings). From a parent perspective, something that I can help turn on for them and walk away to get work done, and know that they're having a good 30-60 minutes of live engagement and learning."

Participants loved the Virtual Urban Sketching Program taught by volunteer Shruti Vijay:





Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: July 10, 2020

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity remains frozen, including positions at Robert Crown, and our recruitment of more public service Substitutes. Permission has been requested to proceed with filling a grant-funded position in the Innovation & Digital Literacy department, and with filling the Security Monitor vacancies that are necessary to implement our phased reopening.

Financial Resources

The Library Fund financial report for the period ending June 30th is included for your review. For the operating fund, revenue has reached 46% of budget projection and expenditures are at 44%. Capital fund encumbrances total 25% of budget.

Facilities Update

The Facilities team is working to prepare the Main Library and Robert Crown for the limited entry that is the next part of our phased reopening plan, ensuring safety with PPE supplies and necessary building alterations. Along with regular maintenance activity, the team assists with the significant movement of materials due to curbside and walk up services, and the influx of returned materials.



Budget Performance Report

Fiscal Year to Date 06/30/20

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	.00	.00	3,639,099.14	3,612,900.86	50	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	.00	.00	10,626.60	49,373.40	18	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.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	62,295.39	327,704.61	16	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	13,707.64	(3,707.64)	137	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	89.57	(89.57)	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	282.72	.00	40,591.79	(25,591.79)	271	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	5,833.33	.00	35,000.02	34,999.98	50	.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	2,770.12	12,229.88	18	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	.00	.00	10,343.32	17,656.68	37	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	\$6,116.05	\$0.00	\$3,849,032.37	\$4,468,915.63	46%	\$7,805,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	223,846.03	.00	1,469,565.68	1,574,244.75	48	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	74,743.86	.00	555,488.75	901,795.35	38	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	170.00	.00	26,915.30	27,084.70	50	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	138.50	.00	9,821.15	10,428.85	48	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	4,510.74	.00	24,604.07	(24,604.07)	+++	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	45,284.16	.00	272,868.71	320,946.81	46	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	191.78	.00	1,147.54	971.30	54	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,400.00	2,400.00	50	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	1,050.00	1,050.00	50	3,688.20
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	540.00
61710	IMRF	366,000.91	.00	366,000.91	25,347.51	.00	171,614.03	194,386.88	47	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	18,212.39	.00	125,493.02	149,845.26	46	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	4,259.34	.00	29,349.28	35,605.88	45	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	8,518.10	.00	65,767.78	87,232.22	43	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	159.96	7,840.04	2	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	599.11	7,400.89	7	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	2,655.93	87,050.00	68,892.46	38,057.54	80	253,941.48



Budget Performance Report

Fiscal Year to Date 06/30/20

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										
EXPENSE										
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	890.85	1,709.15	34	5,073.84
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	1,758.00	13,242.00	12	15,324.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	59.00	.00	12,720.82	29,279.18	30	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,720.02	2,719.98	50	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,442.52	2,442.48	50	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	.00	1,149.50	68,957.87	158,492.63	31	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	25,102.83	19,177.20	97,853.84	117,968.96	50	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	849.00	1,251.00	40	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	4,900.31	.00	24,501.55	35,238.45	41	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	(3.18)	.00	2,826.06	10,073.94	22	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	348.75	.00	3,509.34	2,190.66	62	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,380.70	.00	9,639.32	20,260.68	32	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	199.41	.00	819.01	1,180.99	41	2,568.58
65025	FOOD	20,000.00	.00	20,000.00	.00	.00	2,507.14	17,492.86	13	15,407.35
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	333.65	.00	3,952.42	8,047.58	33	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	1,390.60	.00	8,553.13	21,446.87	29	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	440.00	6,002.62	8,070.43	55,926.95	20	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	2,728.05	29,124.92	28,774.06	179,851.02	24	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	.00	.00	9,088.26	35,911.74	20	36,111.67
65628	Library Electronic Resources	.00	.00	.00	.00	.00	.00	.00	+++	26,838.59
65630	LIBRARY BOOKS	591,300.00	.00	591,300.00	14,888.09	.00	251,585.17	339,714.83	43	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	.00	.00	5,516.21	13,183.79	29	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	.00	.00	42,434.28	78,265.72	35	95,516.77
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	.00	.00	.00	.00	+++	999.00
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	427,462.00
66131	TRANSFER TO GENERAL FUND	274,050.00	.00	274,050.00	22,837.50	.00	137,025.00	137,025.00	50	.00
EXPENSE TOTALS		\$8,376,378.24	\$0.00	\$8,376,378.24	\$483,919.46	\$142,504.24	\$3,583,301.70	\$4,650,572.30	44%	\$7,387,994.93
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,317,948.00	.00	8,317,948.00	6,116.05	.00	3,849,032.37	4,468,915.63	46%	7,805,982.82
EXPENSE TOTALS		8,376,378.24	.00	8,376,378.24	483,919.46	142,504.24	3,583,301.70	4,650,572.30	44%	7,387,994.93



Budget Performance Report

Fiscal Year to Date 06/30/20

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 Totals		(\$58,430.24)	\$0.00	(\$58,430.24)	(\$477,803.41)	(\$142,504.24)	\$265,730.67	(\$181,656.67)		\$417,987.89
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	128,747.84	.00	128,747.84	128,748.16	50	86,778.70
EXPENSE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$128,747.84	\$0.00	\$128,747.84	\$351,396.16	27%	\$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	128,747.84	.00	128,747.84	351,396.16	27%	269,339.70
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	(\$128,747.84)	\$0.00	\$111,252.16	(\$111,252.16)		\$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
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00
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	6,116.05	.00	4,089,032.37	5,252,059.63	44%	10,377,256.55
EXPENSE TOTALS		9,399,522.24	.00	9,399,522.24	612,667.30	279,945.08	3,712,049.54	5,407,527.62	42%	9,468,673.97
Grand Totals		(\$58,430.24)	\$0.00	(\$58,430.24)	(\$606,551.25)	(\$279,945.08)	\$376,982.83	(\$155,467.99)		\$908,582.58