



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JANUARY 14, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, January 14, 2015

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

A. Approval of Minutes of December 17, 2014 Regular Meeting

4. INFORMATION/COMMUNICATIONS

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

A. Administrative Services Report (Paul Gottschalk)

B. Library Development (Wynn Shawver)

7. BOARD REPORTS

A. Development Committee (Margaret Lurie)

B. Facilities Committee (Benjamin Schapiro)

C. Executive Committee (Michael Tannen)

8. BOARD DEVELOPMENT

9. NEW BUSINESS

A. Approval of Schindler Elevator Door Operator Upgrades (Paul Gottschalk)

10. ADJOURNMENT

Next Meeting: February 18, 2015 at 6:30 pm

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, December 17, 2014
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Tori Foreman, Shawn Iles, Margaret Lurie, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel

Members Absent: Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Wynn Shawver

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:38 pm.

CITIZEN COMMENT - none

Michael Tannen expressed his thoughts that 2014 had been a wonderful year for the Library despite the tragedy and adversities faced by the staff and Board.

CONSENT AGENDA – Approval of the Meeting Minutes of the November 19, 2014 regular meeting, and the current Bills List and Payroll.

Diane Allen moved, and Shawn Iles seconded, a motion to approve consent agenda items including the minutes of the November 19th regular meeting and the current Bills Lists and Payroll -- the motion passed unanimously in a voice vote.

LIBRARY DIRECTOR'S REPORT -- Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- Margaret Lurie will be serving as the Library Board representative on the City's Americans with Disabilities Act (ADA) Advisory Board.
- The Library partnered with the Family Action Network to present workshops on stereotypes. These programs were very well-received.
- The Library has accepted a generous gift of a baby grand piano for the Community Meeting Room.
- Wynn Shawver shared the news that the Fund for Excellence Campaign is doing well. The Development Committee met prior to the Board meeting and will be

exploring a range of engagements with potential partners and fundraising opportunities.

STAFF REPORTS – Paul Gottschalk reported that the Library Endowment returned 10.4% over the past 12 months. The Investment Committee approved a modest rebalancing from large capitalization to small capitalization stocks. Longer term Treasuries have done very well and the Committee will consider paring back the amount of longer term Treasuries in 2015.

BOARD REPORTS - none

NEW BUSINESS

Marketing Task Force – Michael Tannen recommended that Board members actively advocate for the Library at City Council and Ward meetings. The Library Friends may be of assistance.

City Council Rules Committee Meeting – on January 5th, the Rules Committee will be discussing the potential creation of an Evanston Public Library District. Given the cost of mounting a citywide campaign, an elected Library Board would be much less diverse than an appointed Board. A Library District would have significant additional costs for taxpayers with minimal additional value added.

Approval of Siemens Building Automation Agreement – motion by Benjamin Schapiro, seconded by Diane Allen, approval of the continuation of the annual building automation agreement with Siemens in the amount of \$30,766. This extension covers the period January 1, 2015 through December 31, 2015. Approved unanimously on a roll call vote.

Approval of Total Building Services Janitorial Agreement – motion by Benjamin Schapiro, second by Tori Foreman, approval of the third year of a three-year agreement for nightly janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007 in the annual amount of \$85,920. Approved unanimously on a roll call vote.

Approval of the Purchase of Book Drops – motion by Leora Siegel, second by Vaishali Patel, approval of the purchase of four outdoor book drops from Birchard Company, Claremont, CA in the amount of \$20,000. Approved unanimously on a roll call vote.

ADJOURNMENT Benjamin Schapiro moved, second by Diane Allen – adjournment of the meeting. The motion passed on a voice vote. Adjourned at 7:08 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

Library Director's Report

December 17, 2014

Updates:

- 2015 Budget: Thank you to Mayor Tisdahl, our Board, Members of the City Council, City Manager Bobkiewicz and our many partners for their support at the December 1st Special City Council meeting . Our 2015 Property Tax Levy was approved by a final vote of 7 -2 after speakers shared their observations about the important role the Evanston Public plays in the City of Evanston and details of the wonderful work provided by our staff and our partners.
- Margaret Lurie has agreed to represent the Evanston Public Library Board on the ADA Advisory Board. The purpose of the Board is to review, prioritize and advise on ADA projects and to evaluate projects that have been completed. Every 3 years the group will have an opportunity to participate in the development of the self-evaluation and the transition plan update. The ADA Advisory Board meets twice per year and is comprised of 9 members (4 at large members, 1 representative each from Commission on Aging, Human Relations Commission, Plan Commission, Parks and Recreation Board, and Library Board). The next meeting of the ADA Advisory Board is tentatively scheduled for February 26, 2015.
- I am honored to report the donation of a baby grand piano to the Evanston Public Library from David Yonan and the family of Sheila von Wiese-Mack. The piano will be housed in the main library in the large community room.
- The City of Evanston produced a Livability Academy for all full time City of Evanston employees. The important work of the Evanston public library was highlighted in the area of Equity and Empowerment. Both Jill Skwerski and I took turns with other City staff in presenting to the academy participants.
- I was pleased to meet with a group of parents at Walker school and share information about our programs and services for both children and adults. The participants were complimentary of the services and assistance available in the WorkNet lab and the helpfulness of staff.
- At a presentation to residents at the Mather, over 25 library enthusiasts learned more about our programs and shared their areas of interest.
- Our new collaboration with Family Action Network was a huge success. We welcomed a total of 150 participants to the two sessions as they discussed issues about stereotypes and identity that were presented in *Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do* by Claude Steele, Ph.D.

My sincere thanks to Jill Schacter for her leadership and participation as a facilitator at these sessions and for Kim Hiltwein for her assistance.

Assessments, metrics and initiative results:

Foot traffic: November, 2014 October, 2014

Main: 42,023 45,457

North: 3,996 4,244

CAMS: 4,058 4,386

Total: 50,077 54,087

Website visits in November: 42, 430 October: 45,571

Overall Computer/Internet Use – all locations: November: 6,932 October: 7,627

Services and collaborations:

- ACA Navigators will be providing services at the library 7 days per week through the end of March. Connections navigators are here Tuesday, Wednesday, Saturday and Sunday. PEER Services navigators are here Monday, Thursday and Friday. For specific times, please check either the library website or calendar.
- The Evanston Public Library will be distributing free books and issuing library cards at Mayor Tisdahl's annual Food and Toy distribution on Friday. This is the first time we are participating and we will use this opportunity to share information about our services. Over 415 families will be participating in this important holiday program.

Upcoming events of note:

- Working with the American Writer's Museum and the Evanston Community Foundation, EPL will be displaying the traveling exhibit: *From our Neighborhoods: Four Chicago Writers Who Changed America* from January 2 – January 30, 2015. The exhibit features the work of Gwendolyn Brooks, Lorraine Hansberry, Studs Terkel and Richard Wright and includes listening stations as well as copies of their work and information about their lives. This exhibit will be the first program highlighted under our 2015 banner "The Power of Words."
- Winter 3D Print-Off: 3D Ornament Design Challenge

THIS CONTEST FOR TEENS HAS BEEN EXTENDED! Help us winterize and decorate the Loft for the Winter season! Design a winter-themed 3D ornament to hang on the window. Think winter sports (hockey, ice-skating), holidays, symbols (snowflake, snowman), etc. You can use whatever 3D software you'd like (Tinkercad, Sketchup, etc.). Design at home or at the Loft! Visit FUSE on Saturdays for help with 3D software. Ornaments can be no larger than 3inches x 3inches and must be saved as a .STL file. All files must be dropped off to the Loft or emailed to ahamernik@cityofevanston.org. Challenge ends March 1. 1st, 2nd, and 3rd place winners receive a gift card. All designs will be on display in the Loft. Winners will be selected by a panel of EPL staff.

- We encourage families to join us for story times and movies during the winter break. Please check our calendar for convenient times and locations.

Excerpts from Patron feedback:

- I wanted to let you know how much my daughter and I enjoyed the Tail Waggin' Tutors program at the North Branch library. It literally inspired my daughter to try reading on her own, and I could tell that she was more relaxed and less frustrated when trying to sound out words in the company of a therapy dog. Thanks to the library for offering this program.
I also wanted to comment on how great the librarians are at North Branch. We have been frequent patrons there for the past ten years since moving to the area, and the librarians are always so pleasant and helpful. The personalized service makes it a very welcoming environment.

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Administrative Services Manager
Subject: Administrative Services Update
Date: January 8, 2015

This memo provides an update on significant administrative activities.

Financial Resources

The financial report for the period ending December 31st is attached. This is a preliminary final FY2014 report as there are revenues and expenditures remaining to be processed. Personnel expenditures are on budget.

A summary of the Endowment portfolio as of December 31st is attached. The portfolio returned 9.5% in 2014 and this compares favorably with a weighted benchmark return of 5.8% over the same period.

Human Resources

We're very pleased to have two half-time Adult Services Librarians join our staff. Heather Ross began working on January 5th and Lorena Neal began on January 6th.

Interviews are underway to fill three 20 hour Library Assistant vacancies in Youth Services.

The Development Associate position has been advertised and we're receiving applications.



Budget Performance Report

Fiscal Year to Date 12/31/14

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										
Department 48 - LIBRARY										
Business Unit 4820 - LIBRARY CIRCULATION										
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	(205.85)	.00	133,682.80	30,317.20	82	169,582.91
57510	NON-RESIDENT LIBRARY CARDS	1,040.00	.00	1,040.00	.00	.00	260.00	780.00	25	1,565.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	14,000.00	.00	14,000.00	.00	.00	11,561.86	2,438.14	83	12,483.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$179,040.00	\$0.00	\$179,040.00	(\$205.85)	\$0.00	\$145,504.66	\$33,535.34	81%	\$183,631.49
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
57551	LIBRARY GRANTS & DONATIONS	116,545.00	.00	116,545.00	.00	.00	.00	116,545.00	0	.00
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES Totals		\$116,545.00	\$0.00	\$116,545.00	\$0.00	\$0.00	\$0.00	\$116,545.00	0%	\$0.00
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	(188.07)	188.07	+++	.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$188.07)	\$188.07	+++	\$0.00
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	.00	.00	.00	25,931.35	.00	5,066,308.26	(5,066,308.26)	+++	4,165,512.73
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,032,097.00	.00	5,032,097.00	.00	.00	.00	5,032,097.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	.00	.00	.00	138,971.07	(138,971.07)	+++	.00
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	50,200.00	.00	50,200.00	(50,200.00)	+++	50,200.00
51616	PERS PROP REPL TAX LIBRARY	50,200.00	.00	50,200.00	.00	.00	.00	50,200.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	94,177.00	.00	94,177.00	.00	.00	4,000.00	90,177.00	4	76,545.54
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	15,932.67
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	370.85	(370.85)	+++	380.12
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(96.00)	.00	(113.67)	113.67	+++	2,654.10
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	2,714.51	(2,714.51)	+++	820.01
57002	TRANSFER FROM ENDOWMENT	159,315.00	.00	159,315.00	.00	.00	199,315.00	(40,000.00)	125	131,250.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.16	(.16)	+++	.00
57050	FROM ECON DEV FUND	.00	.00	.00	.00	.00	9,900.00	(9,900.00)	+++	9,900.00
57526	LIBRARY BOOK SALE	65,000.00	.00	65,000.00	.00	.00	42,970.60	22,029.40	66	56,139.67
57527	LIBRARY FUND FOR EXCELLENCE	125,000.00	.00	125,000.00	.00	.00	51,921.00	73,079.00	42	127,433.15
57535	LIBRARY COPY MACH. CHG	21,200.00	.00	21,200.00	.00	.00	15,713.38	5,486.62	74	18,813.67
57540	LIBRARY MEETING RM RENTAL	10,400.00	.00	10,400.00	.00	.00	14,421.67	(4,021.67)	139	71,093.21
57545	NORTH BRANCH RENTAL INCOME	60,000.00	.00	60,000.00	.00	.00	22,497.85	37,502.15	37	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$5,617,389.00	\$0.00	\$5,617,389.00	\$76,035.35	\$0.00	\$5,619,190.68	(\$1,801.68)	100%	\$4,726,674.87
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	84,651.00	(84,651.00)	+++	55,430.50
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,651.00	(\$84,651.00)	+++	\$55,430.50
Department 48 - LIBRARY Totals		\$5,912,974.00	\$0.00	\$5,912,974.00	\$75,829.50	\$0.00	\$5,849,158.27	\$63,815.73	99%	\$4,965,736.86



Budget Performance Report

Fiscal Year to Date 12/31/14

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
REVENUE TOTALS		\$5,912,974.00	\$0.00	\$5,912,974.00	\$75,829.50	\$0.00	\$5,849,158.27	\$63,815.73	99%	\$4,965,736.86
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	325,196.00	.00	325,196.00	39,346.32	.00	311,090.41	14,105.59	96	310,359.37
61012	LIBRARY SUBSTITUES	5,500.00	.00	5,500.00	.00	.00	3,685.74	1,814.26	67	(516.30)
61025	RECREATION PROGRAM PAY	.00	.00	.00	.00	.00	545.79	(545.79)	+++	9,196.13
61050	PERMANENT PART-TIME	285,746.00	.00	285,746.00	23,872.20	.00	242,992.08	42,753.92	85	250,674.17
61210	LONGEVITY	6,750.00	.00	6,750.00	.00	.00	3,400.59	3,349.41	50	9,220.61
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	311.43	(311.43)	+++	622.76
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	26,544.58	(26,544.58)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,896.98	(2,896.98)	+++	2,162.59
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	940.91	(940.91)	+++	2,871.47
61510	HEALTH INSURANCE	73,953.00	.00	73,953.00	.00	.00	67,790.14	6,162.86	92	59,615.76
61615	LIFE INSURANCE	78.00	.00	78.00	.00	.00	71.50	6.50	92	73.56
61710	IMRF	61,525.00	.00	61,525.00	6,176.51	.00	57,027.13	4,497.87	93	57,681.08
61725	SOCIAL SECURITY	37,543.00	.00	37,543.00	3,862.02	.00	36,172.86	1,370.14	96	35,854.21
61730	MEDICARE	8,780.00	.00	8,780.00	903.23	.00	8,459.79	320.21	96	8,484.96
62341	INTERNET SOLUTION PROVIDERS	3,400.00	.00	3,400.00	.00	.00	3,485.00	(85.00)	102	3,319.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	420.38	479.62	47	1,081.14
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	145.80	(145.80)	+++	.00
65100	LIBRARY SUPPLIES	28,300.00	.00	28,300.00	585.03	.00	21,396.69	6,903.31	76	20,852.63
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	9,887.02	.00	119,756.38	24,243.62	83	98,505.28
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	4,063.16	.00	29,465.46	3,734.54	89	20,172.42
66025	TRANSFER TO DEBT SERVICE - ERI	14,138.00	.00	14,138.00	.00	.00	12,959.87	1,178.13	92	13,643.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,030,009.00	\$0.00	\$1,030,009.00	\$88,695.49	\$0.00	\$949,559.51	\$80,449.49	92%	\$903,873.88
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	430,300.00	.00	430,300.00	62,188.85	.00	514,703.23	(84,403.23)	120	424,438.06
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61025	RECREATION PROGRAM PAY	.00	.00	.00	.00	.00	.00	.00	+++	160.50
61050	PERMANENT PART-TIME	333,504.00	.00	333,504.00	20,526.89	.00	256,182.61	77,321.39	77	349,241.63
61110	OVERTIME PAY	.00	.00	.00	.00	.00	790.47	(790.47)	+++	.00
61210	LONGEVITY	8,199.00	.00	8,199.00	.00	.00	3,854.12	4,344.88	47	12,435.65
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	382.48	(382.48)	+++	663.63
61415	TERMINATION PAYOUTS	.00	.00	.00	724.04	.00	7,752.12	(7,752.12)	+++	12,074.84
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,441.77	(3,441.77)	+++	4,545.59
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	3,491.32	(3,491.32)	+++	12,168.56



Budget Performance Report

Fiscal Year to Date 12/31/14

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
61510	HEALTH INSURANCE	82,648.00	.00	82,648.00	150.00	.00	76,660.63	5,987.37	93	67,512.60
61615	LIFE INSURANCE	46.00	.00	46.00	.00	.00	42.13	3.87	92	37.80
61710	IMRF	78,605.00	.00	78,605.00	8,424.01	.00	80,606.96	(2,001.96)	103	73,491.93
61725	SOCIAL SECURITY	49,463.00	.00	49,463.00	5,049.92	.00	47,749.85	1,713.15	97	49,864.48
61730	MEDICARE	11,568.00	.00	11,568.00	1,181.01	.00	11,167.34	400.66	97	11,796.02
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	5,735.00	(5,735.00)	+++	150,152.64
62340	COMPTER LICENSE & SUPP	.00	.00	.00	1,316.32	.00	37,206.11	(37,206.11)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	128,700.00	.00	128,700.00	21,872.00	39,048.00	89,617.72	34.28	100	.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	676.13	223.87	75	1,073.40
65100	LIBRARY SUPPLIES	5,500.00	.00	5,500.00	.00	.00	5,750.16	(250.16)	105	7,138.95
65630	LIBRARY BOOKS	266,900.00	.00	266,900.00	27,935.88	.00	230,480.91	36,419.09	86	300,888.20
65635	PERIODICALS	16,900.00	.00	16,900.00	1,211.15	(14,100.47)	17,476.53	13,523.94	20	18,577.99
65641	AUDIO VISUAL COLLECTIONS	77,500.00	.00	77,500.00	5,451.03	.00	67,965.18	9,534.82	88	67,649.29
66025	TRANSFER TO DEBT SERVICE - ERI	19,304.00	.00	19,304.00	.00	.00	17,695.37	1,608.63	92	18,629.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,514,037.00	\$0.00	\$1,514,037.00	\$156,031.10	\$24,947.53	\$1,479,428.14	\$9,661.33	99%	\$1,582,540.80
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	155,621.00	.00	155,621.00	23,307.28	.00	190,288.13	(34,667.13)	122	157,110.03
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	1,150.44	2,049.56	36	.00
61050	PERMANENT PART-TIME	294,588.00	.00	294,588.00	24,082.33	.00	218,173.67	76,414.33	74	303,889.13
61210	LONGEVITY	2,843.00	.00	2,843.00	.00	.00	2,116.85	726.15	74	4,867.63
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	279.58	(279.58)	+++	553.05
61415	TERMINATION PAYOUTS	.00	.00	.00	256.41	.00	1,471.90	(1,471.90)	+++	.00
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	1,360.43
61510	HEALTH INSURANCE	16,919.00	.00	16,919.00	150.00	.00	16,409.12	509.88	97	34,085.40
61615	LIFE INSURANCE	67.00	.00	67.00	.00	.00	61.38	5.62	92	36.36
61710	IMRF	45,857.00	.00	45,857.00	4,411.32	.00	42,092.48	3,764.52	92	48,324.59
61725	SOCIAL SECURITY	27,807.00	.00	27,807.00	2,928.73	.00	25,346.88	2,460.12	91	29,388.49
61730	MEDICARE	6,503.00	.00	6,503.00	684.91	.00	5,927.82	575.18	91	6,952.36
62506	WORK- STUDY	3,400.00	.00	3,400.00	.00	.00	3,795.22	(395.22)	112	2,624.21
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	.00	999.80	6,722.03	(3,721.83)	193	4,656.87
66025	TRANSFER TO DEBT SERVICE - ERI	12,453.00	.00	12,453.00	.00	.00	11,415.25	1,037.75	92	12,017.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$573,258.00	\$0.00	\$573,258.00	\$55,820.98	\$999.80	\$525,250.75	\$47,007.45	92%	\$605,865.59
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	73,381.00	.00	73,381.00	11,683.44	.00	101,598.70	(28,217.70)	138	71,949.91
61012	LIBRARY SUBSTITUES	32,000.00	.00	32,000.00	.00	.00	21,876.02	10,123.98	68	(1,613.88)
61025	RECREATION PROGRAM PAY	.00	.00	.00	.00	.00	4,788.01	(4,788.01)	+++	54,742.82
61050	PERMANENT PART-TIME	193,887.00	.00	193,887.00	21,297.20	.00	138,816.54	55,070.46	72	73,739.69
61210	LONGEVITY	2,989.00	.00	2,989.00	.00	.00	877.28	2,111.72	29	3,365.16



Budget Performance Report

Fiscal Year to Date 12/31/14

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
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,342.18	(1,342.18)	+++	254.78
61510	HEALTH INSURANCE	21,639.00	.00	21,639.00	.00	.00	19,836.19	1,802.81	92	20,415.48
61615	LIFE INSURANCE	6.00	.00	6.00	.00	.00	5.50	.50	92	5.40
61710	IMRF	23,744.00	.00	23,744.00	3,182.91	.00	26,593.96	(2,849.96)	112	17,805.85
61725	SOCIAL SECURITY	16,615.00	.00	16,615.00	2,022.74	.00	16,420.89	194.11	99	12,535.83
61730	MEDICARE	3,885.00	.00	3,885.00	473.08	.00	3,840.29	44.71	99	2,953.36
62210	PRINTING	.00	.00	.00	.00	.00	83.00	(83.00)	+++	.00
62225	BLDG MAINTENANCE SERVICES	2,000.00	.00	2,000.00	600.00	.00	7,474.33	(5,474.33)	374	475.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	2,175.33
62341	INTERNET SOLUTION PROVIDERS	2,400.00	.00	2,400.00	.00	.00	2,485.96	(85.96)	104	260.24
62375	RENTALS	41,500.00	.00	41,500.00	3,350.47	.00	44,224.09	(2,724.09)	107	32,725.70
64005	ELECTRICITY	.00	.00	.00	.00	.00	443.63	(443.63)	+++	.00
64015	NATURAL GAS	2,000.00	.00	2,000.00	.00	.00	2,836.10	(836.10)	142	1,367.04
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	571.11	(571.11)	+++	.00
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	7,599.19	(7,599.19)	+++	48.33
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	.00	.00	1,035.23	3,464.77	23	5,013.28
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	3,095.33	(3,095.33)	+++	5,184.78
65555	PERSONAL COMPUTER EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	+++	683.70
65630	LIBRARY BOOKS	24,900.00	.00	24,900.00	1,659.72	.00	21,758.84	3,141.16	87	13,094.90
65635	PERIODICALS	1,000.00	.00	1,000.00	5.08	.00	2,237.48	(1,237.48)	224	1,942.58
65641	AUDIO VISUAL COLLECTIONS	7,200.00	.00	7,200.00	4.79	.00	664.24	6,535.76	9	2,970.36
66025	TRANSFER TO DEBT SERVICE - ERI	2,881.00	.00	2,881.00	.00	.00	2,640.88	240.12	92	2,780.04
68205	CONTINGENCIES	.00	.00	.00	.00	.00	.00	.00	+++	774.00
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$456,527.00	\$0.00	\$456,527.00	\$44,279.43	\$0.00	\$433,144.97	\$23,382.03	95%	\$325,649.68
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	161,432.00	.00	161,432.00	18,353.74	.00	163,613.62	(2,181.62)	101	132,433.49
61050	PERMANENT PART-TIME	112,984.00	.00	112,984.00	13,380.27	.00	99,087.89	13,896.11	88	95,839.28
61210	LONGEVITY	3,826.00	.00	3,826.00	.00	.00	2,242.72	1,583.28	59	4,956.33
61510	HEALTH INSURANCE	19,081.00	.00	19,081.00	.00	.00	17,490.55	1,590.45	92	32,876.28
61615	LIFE INSURANCE	86.00	.00	86.00	.00	.00	78.87	7.13	92	90.12
61710	IMRF	30,607.00	.00	30,607.00	3,610.07	.00	31,074.43	(467.43)	102	26,785.89
61725	SOCIAL SECURITY	17,014.00	.00	17,014.00	1,953.97	.00	16,249.43	764.57	96	14,427.21
61730	MEDICARE	3,979.00	.00	3,979.00	456.97	.00	3,800.24	178.76	96	3,409.07
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	9,913.81	(9,913.81)	+++	90,109.11
62340	COMPTER LICENSE & SUPP	28,175.00	.00	28,175.00	.00	.00	17,899.80	10,275.20	64	16,771.64
62341	INTERNET SOLUTION PROVIDERS	109,700.00	.00	109,700.00	15,623.48	29,448.83	106,923.30	(26,672.13)	124	.00
62506	WORK- STUDY	.00	.00	.00	.00	.00	130.51	(130.51)	+++	817.88
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	1,312.94	(1,312.94)	+++	.00



Budget Performance Report

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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
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	219.72	(830.05)	7,969.91	4,860.14	59	4,849.26
65555	PERSONAL COMPUTER EQUIPMENT	31,965.00	.00	31,965.00	.00	1,965.00	10,906.64	19,093.36	40	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,030.00	.00	8,030.00	.00	.00	7,360.87	669.13	92	7,749.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$538,879.00	\$0.00	\$538,879.00	\$53,598.22	\$30,583.78	\$496,055.53	\$12,239.69	98%	\$431,114.56
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	207,345.00	.00	207,345.00	25,848.38	.00	227,074.82	(19,729.82)	110	184,927.30
61050	PERMANENT PART-TIME	78,608.00	.00	78,608.00	8,474.54	.00	61,357.37	17,250.63	78	26,717.95
61110	OVERTIME PAY	9,300.00	.00	9,300.00	.00	.00	7,332.15	1,967.85	79	8,707.01
61210	LONGEVITY	2,397.00	.00	2,397.00	.00	.00	1,735.74	661.26	72	3,883.86
61415	TERMINATION PAYOUTS	.00	.00	.00	369.27	.00	369.27	(369.27)	+++	9,141.40
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,362.94	(1,362.94)	+++	1,448.61
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	5,347.29
61510	HEALTH INSURANCE	56,949.00	.00	56,949.00	.00	.00	52,203.69	4,745.31	92	40,940.76
61615	LIFE INSURANCE	82.00	.00	82.00	.00	.00	75.13	6.87	92	40.68
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	2,067.23	(867.23)	172	812.04
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	545.00	(80.00)	117	465.00
61710	IMRF	31,896.00	.00	31,896.00	3,902.73	.00	34,293.72	(2,397.72)	108	26,035.47
61725	SOCIAL SECURITY	17,085.00	.00	17,085.00	2,124.32	.00	18,048.18	(963.18)	106	14,570.00
61730	MEDICARE	3,996.00	.00	3,996.00	496.82	.00	4,220.94	(224.94)	106	3,436.21
62225	BLDG MAINTENANCE SERVICES	164,214.00	.00	164,214.00	11,777.56	62,823.00	148,216.37	(46,825.37)	129	246,504.38
62235	OFFICE EQUIPMENT MAINT	11,900.00	.00	11,900.00	.00	112.50	6,736.36	5,051.14	58	9,512.57
62245	OTHER EQMT MAINTENANCE	1,117.00	.00	1,117.00	.00	.00	165.61	951.39	15	1,869.22
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	.00	.00	2,182.62	198.38	92	.00
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	1,558.37	141.63	92	.00
62315	POSTAGE	.00	.00	.00	.00	.00	.00	.00	+++	460.00
64015	NATURAL GAS	25,000.00	.00	25,000.00	2,339.23	.00	27,889.26	(2,889.26)	112	31,382.20
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(78.00)
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	846.46	.00	16,622.17	(6,622.17)	166	10,243.16
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	1,837.00	23,675.30	4,487.70	85	37,108.50
65060	MATER. TO MAINT. AUTOS	.00	.00	.00	.00	.00	646.25	(646.25)	+++	.00
65126	BIOTERRORISM GRANT EXPENSES	.00	.00	.00	.00	.00	.00	.00	+++	(48.58)
66025	TRANSFER TO DEBT SERVICE - ERI	5,067.00	.00	5,067.00	.00	.00	4,644.75	422.25	92	5,107.16
69600	TRANSFER TO FLEET	.00	.00	.00	.00	.00	.00	.00	+++	2,381.04
69601	TRANSFER TO EQUIPMENT REPLACEMENT	.00	.00	.00	.00	.00	.00	.00	+++	1,700.04
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$660,702.00	\$0.00	\$660,702.00	\$56,279.31	\$64,772.50	\$643,023.24	(\$47,093.74)	107%	\$672,615.27
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	422,744.00	.00	422,744.00	53,962.24	.00	447,016.35	(24,272.35)	106	324,778.83
61050	PERMANENT PART-TIME	96,370.00	.00	96,370.00	8,281.84	.00	67,238.65	29,131.35	70	92,376.59



Budget Performance Report

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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
61415	TERMINATION PAYOUTS	.00	.00	.00	2,113.85	.00	2,113.85	(2,113.85)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,951.33	(1,951.33)	+++	1,714.32
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	3,395.21	(3,395.21)	+++	.00
61510	HEALTH INSURANCE	94,223.00	.00	94,223.00	.00	.00	86,371.12	7,851.88	92	62,675.40
61615	LIFE INSURANCE	288.00	.00	288.00	.00	.00	264.00	24.00	92	275.88
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	7,127.76	72.24	99	6,444.24
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	1,187.96	12.04	99	1,205.04
61710	IMRF	59,102.00	.00	59,102.00	7,088.16	.00	60,854.73	(1,752.73)	103	47,522.89
61725	SOCIAL SECURITY	32,661.00	.00	32,661.00	3,219.54	.00	30,025.31	2,635.69	92	23,821.15
61730	MEDICARE	7,638.00	.00	7,638.00	922.70	.00	7,469.42	168.58	98	6,036.23
62185	CONSULTING SERVICES	15,000.00	.00	15,000.00	450.00	.00	10,637.50	4,362.50	71	1,405.00
62210	PRINTING	1,800.00	.00	1,800.00	.00	.00	6,707.67	(4,907.67)	373	6,640.97
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	455.00	(455.00)	+++	.00
62275	POSTAGE CHARGEBACKS	1,500.00	.00	1,500.00	.00	.00	1,615.48	(115.48)	108	.00
62290	TUITION	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
62295	TRAINING & TRAVEL	20,000.00	.00	20,000.00	.00	.00	12,598.54	7,401.46	63	33,575.80
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	5,026.82	(26.82)	101	7,634.35
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	650.00	(650.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	293.54	(293.54)	+++	41.96
62360	MEMBERSHIP DUES	1,430.00	.00	1,430.00	.00	.00	1,549.00	(119.00)	108	2,625.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	.00	1,965.00	13,210.63	(2,907.63)	124	12,267.96
62431	ARMORED CAR SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	388.62
62506	WORK- STUDY	400.00	.00	400.00	.00	.00	639.00	(239.00)	160	347.22
62705	BANK SERVICE CHARGES	.00	.00	.00	.00	.00	3,534.33	(3,534.33)	+++	2,892.27
64015	NATURAL GAS	.00	.00	.00	.00	.00	815.80	(815.80)	+++	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	.00	.00	1,479.18	720.82	67	1,883.41
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	7.74	(7.74)	+++	.00
65095	OFFICE SUPPLIES	38,550.00	.00	38,550.00	1,351.17	2,950.96	20,261.60	15,337.44	60	23,640.65
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	334.02	(334.02)	+++	.00
65125	OTHER COMMODITIES	718.00	.00	718.00	.00	.00	.00	718.00	0	58.09
65555	PERSONAL COMPUTER EQUIPMENT	.00	.00	.00	.00	.00	1,390.50	(1,390.50)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	12,724.00	.00	12,724.00	.00	.00	11,663.63	1,060.37	92	12,279.00
66030	MEDICAL INSURANCE	40,000.00	.00	40,000.00	.00	.00	36,666.63	3,333.37	92	5,898.00
66148	TRSF OUT TO GEN FUND FROM LIBR	210,000.00	.00	210,000.00	.00	.00	192,500.00	17,500.00	92	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,103,016.00	\$0.00	\$1,103,016.00	\$78,089.50	\$4,915.96	\$1,037,052.30	\$61,047.74	94%	\$678,428.87
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUES	5,512.00	.00	5,512.00	.00	.00	.00	5,512.00	0	.00
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	7,650.00	2,350.00	76	10,000.00



Budget Performance Report

Fiscal Year to Date 12/31/14

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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
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	14,850.00
65100	LIBRARY SUPPLIES	19,423.00	.00	19,423.00	1,675.72	.00	17,244.92	2,178.08	89	8,036.38
65125	OTHER COMMODITIES	1,610.00	.00	1,610.00	.00	.00	.00	1,610.00	0	.00
65126	BIOTERRORISM GRANT EXPENSES	.00	.00	.00	.00	.00	.00	.00	+++	48.58
65630	LIBRARY BOOKS	.00	.00	.00	818.91	.00	4,018.96	(4,018.96)	+++	2,635.43
Business Unit 4850 - LIBRARY GRANTS Totals		\$36,545.00	\$0.00	\$36,545.00	\$2,494.63	\$0.00	\$28,913.88	\$7,631.12	79%	\$35,570.39
Department 48 - LIBRARY Totals		\$5,912,973.00	\$0.00	\$5,912,973.00	\$535,288.66	\$126,219.57	\$5,592,428.32	\$194,325.11	97%	\$5,235,659.04
EXPENSE TOTALS		\$5,912,973.00	\$0.00	\$5,912,973.00	\$535,288.66	\$126,219.57	\$5,592,428.32	\$194,325.11	97%	\$5,235,659.04
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		5,912,974.00	.00	5,912,974.00	75,829.50	.00	5,849,158.27	63,815.73	99	4,965,736.86
EXPENSE TOTALS		5,912,973.00	.00	5,912,973.00	535,288.66	126,219.57	5,592,428.32	194,325.11	97	5,235,659.04
Fund 185 - LIBRARY FUND Totals		\$1.00	\$0.00	\$1.00	(\$459,459.16)	(\$126,219.57)	\$256,729.95	(\$130,509.38)		(\$269,922.18)
Grand Totals										
REVENUE TOTALS		5,912,974.00	.00	5,912,974.00	75,829.50	.00	5,849,158.27	63,815.73	99	4,965,736.86
EXPENSE TOTALS		5,912,973.00	.00	5,912,973.00	535,288.66	126,219.57	5,592,428.32	194,325.11	97	5,235,659.04
Grand Totals		\$1.00	\$0.00	\$1.00	(\$459,459.16)	(\$126,219.57)	\$256,729.95	(\$130,509.38)		(\$269,922.18)

Endowment for the Evanston Public Library
Holdings as of December 31, 2014

	Symbol	Shares/Quantity	Price	Value as of 12/31/14	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6640.594	\$189.89	\$1,260,982.39	32.3%		
Vanguard Small-Cap Index Fund	VSMAX	3575.067	\$55.87	\$199,738.99	5.1%		
Vanguard REIT Index Fund	VGSLX	1592.677	\$114.83	\$182,887.10	4.7%		
Vanguard Total International Stock Index Fund	VTIAX	12908.935	\$26.00	\$335,632.31	8.6%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6109.457	\$33.25	\$203,139.45	5.2%	55.9%	
Vanguard Prime Money Market Fund	VMMXX	432162.580	\$1.00	\$432,162.58	11.1%		
Vanguard Federal Money Market Fund	VMFXX	28007.930	\$1.00	\$28,007.93	0.7%	11.8%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.406	\$147,898.68	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$114.594	\$137,096.82	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$129.625	\$142,407.32	3.6%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		400000.000	\$97.164	\$408,423.04	10.5%	21.4%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	15678.257	\$10.66	\$167,130.22	4.3%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$109.771	\$49,396.95	1.3%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$111.417	\$50,137.65	1.3%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$111.884	\$50,347.80	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$109.996	\$45,098.36	1.2%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$114.538	\$11,453.80	0.3%	
CareFusion Corp	8/1/2019	3.122% YTM	43000.000	\$115.700	\$49,751.00	1.3%	10.8%
				\$3,901,692.39		100.0%	

Cash Equivalents	11.8%
US Treasury Inflation Protected Securities	21.4%
Corporate Bonds	10.8%
Domestic Equities	42.1%
International Equities	13.8%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: John Devaney, Facilities Supervisor
Paul Gottschalk, Administrative Services Manager

Subject: Approval of Schindler Elevator Door Operator Upgrades

Date: January 8, 2015

Recommended Action:

Staff recommends approval of the proposal from Schindler Elevator Corporation (853 North Church Ct., Elmhurst, IL) for the replacement of three sets of elevator door operators at a total cost of \$47,135.00. Schindler is the manufacturer of the elevators and the sole source of this equipment.

Funding Source:

This purchase would be funded from the Library Debt Service Fund. The budgeted amount for elevator upgrades was \$47,200 for FY2015.

Summary:

The existing elevator door operators were installed when the Main Library opened in 1994 and they have been heavily used and are past the end of their useful life. The poor performance of the elevator doors has been the number one cause of elevator service calls. Door operator components have become more difficult to obtain and replacing the door operators will improve performance, reliability and safety. Replacing the door operators was identified as a high priority item in the Wiss Janney building reserve study and the project was approved by the Library Board as part of the 2015 Library Capital Plan and budget.