

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JUNE 17, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, June 17, 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 May 20, 2015 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Neighborhood Services Presentation (Connie Heneghan)
- B. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

- A. Development Committee (Margaret Lurie)
- B. Facilities Committee (Benjamin Schapiro)
- C. District 65 Board Liaison (Vaishali Patel)

8. BOARD DEVELOPMENT

9. NEW BUSINESS

- A. Election of Library Board Officers
- B. Recognition of retiring Trustee Diane Allen
- C. Closed Session – Review and Approval of Closed Session Minutes

10. ADJOURNMENT

Next Meeting: July 15, 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, May 20, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Diane Allen, Sandra Smith

Staff: Laura Antolin, Jan Bojda, Karen Danczak Lyons, Paul Gottschalk, Jessica Ticus

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:33 pm.

CITIZEN COMMENT - none

INFORMATION AND COMMUNICATIONS – Karen Danczak Lyons, on behalf of the Evanston Public Library Friends, presented the Board with a check for \$10,000 to be used for the 2015 Summer Reading Program and the Storytelling Festival this fall. The Friends recommend that the Library Director distributes the \$10,000 between the two programs as needed.

Leora Siegel has completed her three year term as a Board member of the Illinois Library Association.

YOUTH OUTREACH PRESENTATION – Laura Antolin, the Children’s Outreach Librarian, gave an overview of her work in the community with partners such as the Family Center, D65 Early Childhood Center and the McGaw YMCA. She showed the animated short produced by library staff promoting Read to the Rhythm, the summer reading program. This was distributed to District 65 school libraries to encourage sign-up for the program.

ADMINISTRATIVE SERVICES REPORT – Paul Gottschalk reported that staff is seeking three construction bids to repair the heating/cooling system at the Main Library. He will present the bids for Board selection and approval at the June meeting. Three highly qualified candidates for the Collection Development Manager position have made it to the final interview stage and an appointment is expected by mid-June.

The RAILS/United for Libraries video on “Succession Planning and New Board Orientation” could not be shown due to technical difficulties.

CONSENT AGENDA – Approval of the Meeting Minutes of the April 15, 2015 regular meeting.

Benjamin Schapiro moved, and Leora Siegel seconded, a motion to approve the consent agenda consisting of the minutes of the April 15th regular meeting, the bills list and payroll.

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

- Karen thanked the Board for their presence at the City Council Rules Committee meeting on May 4. The City Council did not move forward with the recommendation to change how Library Board members are appointed.
- Preliminary figures from the Center for Economic Progress show they assisted with 502 federal and state tax returns resulting in \$684,526 in refunds to Evanston community members. Karen would like to expand this program next year.
- The volunteer and donor stewardship event on May 7 featured a presentation from Jennifer Pritzker that was well attended and warmly received.

BOARD REPORTS

Development Committee – Margaret Lurie shared an update on the Robert Crown Community Center Project. Two outside consulting firms have bid to conduct a feasibility study to assess the City's capacity to raise funds needed for either new construction or renovation of the current site. Both options include EPL as a partner.

Nominating Committee – Margaret Lurie presented the 2015-16 slate for Board officers: Michael Tannen, President; Sandra Smith, Vice President; Benjamin Schapiro, Treasurer; Margaret Lurie, Secretary. A vote on this slate will take place at the June 17 meeting.

CLOSED SESSION – Michael Tannen read the official language for convening a Closed Executive session for personnel matters. Motion by Michael Tannen, second by Leora Siegel, and approved by a unanimous roll call vote. The Board moved into Closed Session at 7:21 p.m.

The Board re-convened into Open Session at 7:50 pm.

Motion by Leora Siegel, second by Vaishali Patel – approval of the employment agreement between Karen Danczak Lyons and the Library Board (copy attached). Approved unanimously on a roll call vote.

ADJOURNMENT Benjamin Schapiro moved, second by Vaishali Patel– adjournment of the meeting. The motion passed on a voice vote. Adjourned at 7:51 pm.

Respectfully Submitted,
Margaret Lurie, Secretary

Library Director's Report
May 20, 2015

Updates:

- Once again we filled the library as we welcomed the community to the Thirty-Seventh Evanston Public Library Jo-Anne Hirshfield Poetry Ceremony. Poets of all ages and their families celebrated poetry and were recognized for their talent. This annual event is produced by the library's Administrative team and funded through the generosity of the Hirshfield family. This year's judge was poet Allison Funk, author of "The Knot Garden." Our President Michael Tannen was able to enjoy the program with us.
- On May 4th the Board of Trustees was prepared to address the Rules Committee on the topic of the Library Board. A memorandum provided to the Committee by Corporation Counsel Grant Farrar was accepted and placed on file.
- We celebrated *Money Smarts Week* in April with a series of programs including Credit Reports and Credit Scores; Tax-free Investing; Taking Control of Your Environment and 7 Steps to Home-buying. My thanks to Kathleen Lanigan for once again producing a wonderful series of programs during *Money Smarts week*.
- Preliminary numbers are in from the Center for Economic Progress. As of April 15th, their figures show that 502 federal and state tax returns were prepared generating \$684, 526 in refunds that went back to the Evanston community. Our thanks to CEP for their wonderful work. We are already strategizing on ways to increase the number of returns that they can process for 2016.
- Our own EPL Librarian Brian Wilson was recently elected to serve on the prestigious 2017 Caldecott Award Selection Committee. The Caldecott Medal is awarded to "the artist of the most distinguished American Picture Book for Children published in the United States.
- Our second annual Donor and Volunteer Recognition Reception on May 7th was a huge success. Our guests enjoyed the presentation by Jennifer Pritzker, Colonel (IL), Illinois Army National Guard (Retired), President & CEO Tawani Enterprises and Founder & Chairwoman Pritzker Military Museum and Library titled: "Over There" 100 Years Later: How the War to End All Wars is still being fought. If the warm response to this event continues, we may have to relocate the event to another floor in the library!
- From Bridget Petrites, CAMS Library Assistant: I've attached a few photos from this past Saturday's Free Comic Book Day at CAMS. It was absolutely wonderful! Kids and parents alike got involved. We were out of comics by the end of the day and there are plenty of super heroes flying around with new masks.





Assessments, metrics and initiative results:

Foot traffic:	March, 2015	April, 2015
Main:	46,701	44,306
North:	4,205	3,879
CAMS:	4,351	4,148
Total:	55,257	52,333

Website visits in March : 47,987 April: 47,426

Overall Computer/Internet Use – all locations: March: 7,219 April: 6,638

Wi-Fi usage – all three locations for March: 14,156 April: 12,686

Services and collaborations:

- Please take a moment to read the article included at the end of my report that highlights the results of our service to Chute middle school ESL students.
- Special thanks to Barb Levie and Connie Heneghan for continuing our collaboration on the Senior Spelling Bee.
- We received a very positive response to our programs that were featured in the first annual Evanston Literary Festival which was held from May 12 – 18, 2015. The goal was to promote various literary events happening around Evanston that week, organize some additional author events, and create a website to promote Evanston’s bookstores, libraries, and authors. Chicago Book Expo was the lead organizer and wanted to coordinate it with the Northwestern Spring Writer’s Festival being held May 12-14.
- On May 11th we hosted the fourth in our series of programs in partnership with Northwestern University’s Middle East and North African Studies Program (MENA).

Lecture Title: “The History of Iranian Photography”

Ali Behdad, the John Charles Hillis Professor of Literature and Chair of the Department of English at the University of California Los Angeles (UCLA), will present a lecture on the role of photography in Iranian history, from the 19th century through the modern era. Dr. Behdad's academic areas of interest include postcolonial literature and theory; European representations of the Middle East; and photography of and in the Middle East. He has written numerous works on the subject, including his upcoming book, *Camera Orientalis: Reflections on Photography of the Middle East* (University of Chicago Press, forthcoming 2016).

- Teen Services highlights include:

Nichols Maker Faire:

Ashley and Renee took part in a week long Maker Faire at Nichols for all of the 8th grade science students. It was a huge success. For 6 days we helped kids get started with 3D design, Arduinos, Scratch and Makey Makeys. Makey Makeys were the most popular. It was great seeing all of the students and also making new connections with the science teachers. Based on the success of the fair this year Kefira Philippe the Nichols Librarian is hoping to expand the Faire for each grade level. The Director of STEM Education from D65 came to observe and was really impressed.

Home School Event: (from Ashley's report)

"The homeschool programs are going extremely well and I have a group of 10 teens at nearly every session! This month we had writer's workshop with an Apples to Apples activity, screenwriting, book discussion of "Brown Girl Dreaming, and FUSE. I found out this month that these kids are extremely talented writers. I knew this from previous sessions but really got to see proof of it this go around—some of their paragraphs of the day were better and more enthralling than the YA books I was reading at the time! Our discussion of "Brown Girl Dreaming," though predictably off-topic at times was rich at points and I'm glad we got to tie it in to current events happening today like the Baltimore riots. I have to admit that of all the programming I do, the homeschool programs are probably my favorite. "

- Children's Services highlights include:

Martha Meyer is working with our two Chinese volunteers on a Dragon Boat Festival program to kick off a drive to collect donations of children's books in Chinese for an in-house collection to support our Chinese users in participation in Summer Reading.

We piloted both a Poetry Scavenger hunt for elementary aged students and a Spring Words program for Infants, Toddlers and Preschoolers. We hope to tweak and improve these to repeat next year. Connie Heneghan is collecting feedback from staff. Linda Balla and Martha Meyer spearheaded these activities with the assistance of others on the staff and our work-study student.

Our regularly scheduled Drop-in programs continue to draw consistently large audiences. Brian reported: "Yesterday one enthusiastic mom said that she is seeing a rise in her son's verbal skills and that he sings at home and wants books, books, books at home."

Book Buddies:

We started the Spring quarter with Book Buddies at the Child Care Center of Evanston. We visited the Orange Room, which is the Montessori classroom in the coach house, three Fridays in April and will visit one Friday in May.

Laura Antolin brings 2 bags of books each week (approximately 30 books) for the JumpStart students to read to the children. They decide the theme and she chooses book and song/activity to fit with that theme. Laura meets the students at the Center at 3:30pm for a quick orientation, then sings and reads to the children for about 15-20 minutes, they break off with and read with the students (and sometimes Laura, depending on how many volunteers there are) and end with a craft. The teachers, children and NU students looked forward to these meetings and interacted well with one another.

- Attendance:

4/10 attendance = 27

4/17 attendance = 31

4/24 attendance = 29

D65 Family Center Program:

The 3rd Explore S.T.E.M with Ms. Laura Family Center program was on April 15. With the evening promoted by both the Family Center and D65 Early Childhood Center, we had a huge response to the program. I set up 4 stations in the gym: 2 magnet stations – one with 4 floating magnet disks and pattern cards and one with 4 magnet wands w/faces drawn on and pipe cleaner pieces to make magnetic wand faces w/“hair”; one station where families could make tornados in a jar to take home; and one display station where I demonstrated hopping popcorn in a jar. Each family took home a “recipe” for making tornados in a jar and hopping corn. It was very busy and a little chaotic given the large attendance but families had a good time and parents and children worked together at the stations.

- Attendance = 78

Upcoming events of note:

- With the assistance of a volunteer, Adult Services is offering a series of workshops that teach our patrons to use their own devices. The next session for iPad and iPhone will be “Learn how to download and read/listen to e-books and audiobooks using the Evanston Public Library's MyMediaMall service” on May 21st at 11:00. Feedback from attendees has been very positive. Other devices reviewed in separate sessions include Android phones. Please check the calendar for workshop times.
- We will band our four peregrine falcon chicks on June 3rd at 10:30 a.m. The opportunity to submit names online closes on May 26th.
- June 6th we will be producing our first Veteran’s Resource Fair. Jill Skwerski is coordinating this event.
- Please plan to join the Evanston Public Library as we march and ride in the July 4th parade.
- Our Director of Technical Services has been asked to take part in a panel discussion on CollectionHQ at ALA.

Excerpts from Patron feedback:

- My note to Laura Hirshfield after receiving a call from a satisfied patron:
Laura,

It was my pleasure to receive a call this afternoon from a very satisfied patron. She wanted me to know how much she appreciated the manner in which you helped her today – going out of your way to

retrieve a book for her from another floor. Thank you for your dedication to serving our public and the high standard you set by working tirelessly on behalf of each and every patron.

I am so very glad that you are a member of the EPL family!

- Message to our Volunteer Coordinator Mary Kling from a volunteer unable to join us at the May 7th reception:

Hi Mary,

Thank you so much for the invitation. Unfortunately, I am not available to attend. But I hope you all have a great evening celebrating the cooperation that helps make possible such a great institution and all the activities it offers to our Evanston community. Not only as a volunteer, but also as a resident, I am very thankful for that!

- I am writing to comment on the performance of one of your employees. I am a PhD student at Northwestern and a patron of the Evanston Public Library for three years. As I often need materials for my research, I visit the Main location as many as three times per week. As you can imagine, I have interacted with a fair share of staff at the Circulation desk, and no one has impressed me more than Dolores Martinez. Her dedication to her service at the library is impeccable, and I have witnessed her remarkable professionalism and skill in assisting patrons with challenging requests on many occasions. Moreover, Dolores makes visiting the Circulation desk a pleasant and memorable experience through her warm and friendly demeanor. On one occasion, Dolores took the time to inquire about my research, and now whenever she is checking out materials for me, she takes a brief moment to check in – both to ensure that I have found everything I needed at the library, and also to ask about the progress of my studies. When I visit the library and interact with Dolores, I feel as if I am not simply a student, or a library patron – I feel as if I am part of a larger library community being built by people like Dolores. From a patron’s perspective, employees like Dolores are a crucial component to my satisfaction with EPL. It is my hope that in writing directly to you, I can express my belief that Dolores deserves to be recognized, valued, and honored for her exceptional service for visitors to the Evanston Public Library.

- Comment from Open Studios facilitator, Jan Ellenstein:

Hi Laura,

Thank you for making this possible. I agree, it was a huge success. The children (and adults) who participated were so engaged, a lot took their sculptures home and there was one boy who I had worked with that week in one of Lincoln School’s special needs classrooms and he worked on his “train” for about 45 minutes straight.

I hope we can have some more art at the library. I am happy to meet and discuss it for the future,, Seasons always produce exciting project ideas.

Again, thank you,

Jan

- From a recent article in the Tribune submitted by Jill Schacter, and written by our NU Intern Emma Gordon:

When Tabark, a Chute Middle School student and recent immigrant, left her home country of Jordan, she had to leave all of her Barbies with her friend. Tabark missed her dolls, and when her English as a Second Language teacher Felicia Przekota and school librarian Rika Soodek brought Tabark and her class to Evanston Public Library, they suggested Tabark write a note to the librarians requesting books about Barbie. Tabark agreed, and soon after she received a letter back from the librarians as well as a pile of Barbie books to check out.

"It was a wonderful lesson on many levels," Przekota explained. "It was empowering to have Tabark write that letter, and it taught her that if she sees a problem, she can change it. Plus, it was a positive experience at the library." Przekota has been bringing her class to the Teen Loft and the Children's Department at EPL at least once a month since October. Previously, her ESL class had visited the library but never this regularly. Visits often start with a story and a craft led by library assistant Ashley Hamernik. Hamernik, Przekota, and Soodek try to base the crafts on corresponding holidays; this year, they've celebrated Earth Day with a painting craft, hosted a pumpkin scavenger hunt for Halloween, and cracked colored eggs to see that they're all alike on the inside for Martin Luther King Jr. Day. "We try to bring [the students'] attention to American holidays, culture, and customs when we're at the library," said Soodek. "Sometimes we also ask students to check out books on the topic of the visit."

But students are also encouraged to check out books of their choosing. A grant from the Solid Waste Agency of Northern Cook County (SWANCC) provided each class member with a reusable library bag, which the students use each visit to check out 10-15 books. For Chhabi, a student from Nepal, that means books about soccer and superheroes. Pacifique, from Rwanda, likes to read about skateboarding and horses. Halime, who moved here from Chad in November, prefers French books. All of the students enjoy sharing their culture with their teachers through the books they find.

"Our own library [at Chute] is a wonderful middle school library but it does not have books for new and pre-literate readers," said Przekota, who is with the ESL students for their whole school day. "This year is the first time I have a group of Arabic students, so we're talking a whole new kind of literacy, including a new alphabet and a new book orientation. These students are adjusting so much, and with all that they have to deal with every day, it's wonderful that they know the librarians and resources available here, and that they know that this is a place you can go for help that will make your life better."

**EMPLOYMENT AGREEMENT
BY AND AMONG
THE EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
AND
KAREN DANCZAK LYONS**

THIS AGREEMENT is made and entered into by and among the **Evanston Public Library Board of Trustees** (the "Board" or "Employer") and **KAREN DANCZAK LYONS**, an individual ("Employee" or "Lyons"). Collectively the Board and Employee shall be referred to herein as the "Parties".

WHEREAS, the Board desires to employ the services of Lyons as the Library Director of the Evanston Public Library (the "Library"), City of Evanston, Illinois; and

WHEREAS, the power of appointment for Lyons is vested in the Board; and

WHEREAS, the Parties believe this document will be of assistance to describe their relationship, to serve as the basis of effective communication between them, and to describe certain terms and conditions of employment,

NOW THEREFORE, the Parties hereby agree as follows:

1) **Duties.** The Board hereby employs the Employee to perform such functions and duties of Library Director as assigned by the Board. The Employee shall, under the direction of the Board, be the administrative head of the Evanston Public Library and shall be responsible for the efficient administration of the Evanston Public Library. The Employee agrees to remain in the exclusive employment of the Employer until her employment terminates and neither to accept other employment nor to become employed by any other employer until after said termination date and then, only in accordance with the rules established by the Board. The term "employment" shall not be construed to include occasional teaching, writing, or consulting performed on Employee's time off.

2) **At-Will Employee.** The Employee is employed at the pleasure of the Board and may be terminated at will by the Board at any time with or without hearing or other termination process. The Employee's employment commenced on April 16, 2012. **THE EMPLOYEE IS AN AT-WILL EMPLOYEE; THIS DOCUMENT DOES NOT CREATE A CONTRACTUAL RELATIONSHIP. THE EMPLOYEE'S EMPLOYMENT IS TERMINABLE BY EITHER THE EMPLOYER OR THE EMPLOYEE FOR WHATEVER REASON OR NO REASON AT ALL.** This agreement is of an indefinite term subject to the Parties' ability to terminate the Employee's employment.

If Lyons's employment is terminated by action of the Library and said termination is not for cause, Lyons shall receive a lump sum cash payment in the amount of nine (9) months of base salary. In addition, the Library will continue all of Lyons's health benefits, including dependents, for a period of nine (9) months following termination. If

Lyons leaves voluntarily, she will be entitled to compensation for accrued and unused vacation days, floating holidays, and sick days (up to 35 days), but she shall not receive any severance pay. Severance shall not be paid if it is determined by the Library Board that termination is required by reason of the willful breach or habitual neglect of the duties that Lyons is required to perform under the terms of this Agreement; conviction of any felony; conviction of any crime involving moral turpitude. In the event Lyons voluntarily resigns, she shall provide the Library with sixty (60) days' notice in advance unless all parties otherwise agree. In said event, the Library shall not be required to pay described severance benefit but shall pay accrued vacation and sick leave per Executive Benefits policy.

3) **Salary.** The Employer agrees to pay the Employee for her services rendered pursuant hereto an annual base salary of One Hundred Forty-Nine Thousand Three Hundred Dollars (\$149,300.00) effective April 20, 2015. No later than April 2016, the Employee's salary will be renegotiated for more beneficial terms but may not be reduced. Salary shall be payable in installments at the same time as other employees of the Employer are paid. In addition to the base salary, the Employer shall pay on the Employee's behalf an annual deferred compensation of Ten Thousand Five Hundred Dollars (\$10,500) to a qualified tax deferred plan.

4) **Performance Evaluation.** The Board shall evaluate and assess in writing the performance of the Employee at least once a year during the term of this contract. This evaluation and assessment shall be reasonably related to the job description of the Library Director and the goals and objectives of the Board for the year in question. The President of the Board, or his or her designee, shall provide the Employee with a written summary statement of the findings of the Board and shall provide a reasonable opportunity for the Employee to discuss her evaluation with the Board. The written summary shall include recommendations as to areas of improvement in all instances where the Board deems performance to be unsatisfactory.

5) **Vacation and Other Benefits.**

(a) **Vacation.** The Employee shall accrue vacation hours, based upon hours worked, according to the Employer's Personnel Policies for non-represented employees of City general government and any relevant amendments thereto. Employee shall accrue vacation bi-weekly based upon an annual accrual of twenty (20) work days per year.

(b) **Floating Holidays.** The Employee will be entitled to six or seven floating holidays, depending on the day that Christmas falls per calendar year.

(c) **Holidays and Sick Leave.** The Employee will accrue sick leave at the rate of one full sick day for every month. The Employee will also be entitled to receive paid holiday benefits including New Year's Day, Memorial Day, Fourth of July,

Labor Day, Thanksgiving and Christmas, and depending on which day of the week it falls Christmas Eve as well.

(d) *Retirement.* Library employees working more than half-time are required by state law to participate in the IMRF pension plan. The employee contribution to the plan is 4.5% of the Employee's salary, on a bi-weekly, pre-tax basis. The Library's contribution varies each year based on actuarial evaluations. Disability benefits are provided by IMRF after one year of employment.

(e) *Insurance.* The Employer shall provide the Employee such group medical-dental-vision insurance and group life insurance in the same amounts and on the same terms and conditions as the City provides to non-represented employees of the City general government, and shall make such partial payment toward the premiums of such insurance as it does for non-represented employees of the City's general government. The City may change insurance, reduce the Employee's insurance coverage or reduce any premiums paid by the City towards the Employee's coverage provided that any such changes apply in general to other non-represented employees of the City's general government. The Employee shall pay all premiums in excess of the Employer's payment.

(g) *Other Eligible Benefits.* The Employee is also eligible to participate in several other benefit programs, to which no Employer contribution will be made unless specified by this agreement. The following benefit programs are available to you:

- i. ICMA Deferred Compensation and Roth IRA benefits;
- ii. Credit Union;
- iii. CTA/RTA Transit Program; and
- iv. Bright Start Program.

6) ***Expenses.***

(a) *Automobile.* Employee will utilize Employee's private vehicle in the course of her duties. Employee will be responsible for all maintenance, repair, insurance, and fuel for said vehicle. The Employer agrees to pay the Employee Six Hundred Dollars (\$600.00) per month as an automobile allowance for her private vehicle.

(b) *Business Expenses.* The Employer shall pay or reimburse the Employee for reasonable business expenses to the extent budgeted and approved by the Board.

(c) *Professional Expenses.* The Employer shall pay or reimburse the Employee for reasonable professional dues, including personal memberships in the Public Library Association and the Illinois Library Association, and subscriptions and

reasonable travel and other expenses for professional meetings, seminars, and other professional development activities to the extent budgeted and approved by the Board up to \$5,000.00 annually.

(d) *Laptop.* The Employer will provide the Employee with a laptop computer to use for conducting the Employee's professional responsibilities as the Library Director.

(e) *Cell Phone Expenses.* Employee will utilize Employee's private cell phone in the course of her duties. Employee will be responsible for all maintenance and repair for said device. The Employer agrees to pay the Employee One Hundred Dollars (\$100.00) per month as a cell phone allowance.

(f) *Parking.* The Employer will provide the Employee with free parking.

(g) *Overnight Accommodations.* The Employer will provide the Employee with a per diem of up to Two Hundred Dollars (\$200.00) for meals and lodging for those occasions when the Employee deems it is advantageous for her to stay overnight in Evanston for Library business-related reasons. The Employer will reimburse the Employee for these expenses after she submits expense receipts. The Employee will be reimbursed for no more than five (5) overnight stays per calendar year.

7) ***Indemnification.*** The Library agrees to defend, hold harmless, and indemnify the Employee from any and all demands, claims, suits, actions, and legal proceedings brought against the Employee in her individual capacity, or in her official capacity as agent and employee of the Library, provided the demand, claim, suit, action, or legal proceeding arises from an incident occurring while the Employee was acting within the scope of her employment and excluding acts of gross negligence, willful misconduct, criminal litigation, claims for fraud and dishonesty, and administrative and disciplinary proceedings against the Employee. The Library shall have the option, within its sole discretion, to settle or litigate the matter as it determines. In no case, will the individual Board members be considered personally liable for indemnifying the Employee against such demands, claims, suits, actions, and legal proceedings.

8) ***Bonding.*** The Library shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

9) ***Amendments.*** The Board, after consultation and mutual agreement with the Employee, shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Evanston City Code, Illinois Library Laws or any other law.

10) ***Notices.*** Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(a) BOARD Evanston Public Library Board of Trustees
Attn: Board President
1703 Orrington Avenue
Evanston, IL 60201

(b) EMPLOYEE Evanston Public Library
Attn: Karen Danczak Lyons
1703 Orrington Avenue
Evanston, IL 60201

Alternatively, notices required pursuant to this Agreement may be served personally in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

11) ***General Provisions.***

(a) The text herein shall constitute the entire Agreement between the parties.

(b) This Agreement shall be binding upon and inure to the benefits of the heirs at law and executors of Employee.


(c) If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

(d) The laws of the State of Illinois shall govern the construction, validity, performance, and enforcement of this Agreement. Venue as to any action, claim, or proceeding arising out of, or based upon this Agreement, including, but not limited to, any action for declaratory or injunctive relief, shall be the appropriate Court sitting in State or Federal Court in Illinois.

12) ***Effective Date.*** The Agreement shall become effective upon execution by all parties.

IN WITNESS WHEREOF, the Library Board of Trustees and Karen Danczak Lyons has caused this Agreement to be signed and executed in its behalf by the appropriate persons, on dates set forth above.


LIBRARY BOARD OF TRUSTEES

By:  Date: 20 May 2015

Its: President

Print Name: Michael M. Tannen

KAREN DANCZAK LYONS

By:  Date: 20 May 2015



Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee
Karen Danczak Lyons, Library Director
Paul Gottschalk, Assistant Director

Subject: Library Fund Payroll and Bills

Date: June 12, 2015

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund payroll, bills lists and purchasing card activity.

Summary

Library Payroll	
April 20 through May 3, 2015	\$ 128,743.39
May 4 through May 17, 2015	\$ 132,569.68
Library Fund Bills List	
May 27, 2015	\$ 50,192.01
June 9, 2015	\$ 60,706.93
(includes April purchasing card expenses)	
Library Debt Service Fund Bills List	
May 27, 2015	\$ 5,700.00
June 9, 2015	\$ 5,445.00

Attachment: Bills Lists, Purchasing Card Report

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.27.2015

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

65630 BAKER & TAYLOR	ADULT PRINT	1,224.49
65630 BAKER & TAYLOR	JUV PRINT	2,404.37
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	34.28
65641 MIDWEST TAPE	JUV AV	395.21
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	30.00
65641 FINDAWAY WORLD, LLC	JUV AV	594.01

4805 LIBRARY YOUTH SERVICES Total 4,682.36

4806 LIBRARY ADULT SERVICES

62340 GALE RESEARCH INC.	ADULT REF ONLINE	658.16
62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	GALE ANALYTICS ON DEMAND	3,840.00
65100 MOVIE LICENSING USA	ANNUAL COPYRIGHT COMPLIANCE SITE LICENSE	1,541.00
65630 BAKER & TAYLOR	ADULT PRINT	7,747.79
65630 CENTER POINT INC	ADULT PRINT	125.22
65630 GALE RESEARCH INC.	ADULT PRINT	25.49
65630 THE TEACHING CO., DBA THE GREAT COURSES	ADULT PRINT	244.80
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	22.50
65641 MIDWEST TAPE	ADULT AV	2,025.13
65641 MIDWEST TAPE	ADULTA V	39.53
65641 RECORDED BOOKS INC.	ADULT AV	1,800.95
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	318.75
65641 GALE RESEARCH INC.	ADULT PRINT	502.30

4806 LIBRARY ADULT SERVICES Total 18,891.62

4820 LIBRARY CIRCULATION

52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	98.45
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4820 LIBRARY CIRCULATION Total 98.45

4825 LIBRARY NEIGHBORHOOD SERVICES

62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST	3,451.88
65630 BAKER & TAYLOR	ADULT PRINT	765.08
65630 BAKER & TAYLOR	JUV PRINT	88.02
65641 MIDWEST TAPE	NS JUV AV	44.99

4825 LIBRARY NEIGHBORHOOD SERVICES Total 4,349.97

4835 LIBRARY TECHNICAL SERVICES

65100 BLACKBOURN	LIBRARY SUPPLIES	114.76
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4835 LIBRARY TECHNICAL SERVICES Total 114.76

4840 LIBRARY MAINTENANCE

61626 VERIZON WIRELESS	WIRELESS INTERNET AND CELLULAR PHONES	124.74
62225 ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES JUN-AUG	496.26
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 RW COLLINS CO.	NORTH BRANCH UST ABATEMENT	7,443.86
62225 CINTAS CORPORATION #769	MAT SERVICE	259.62
65040 LAPORT INC	JANITORIAL SUPPLIES	711.36
65050 ANDERSON LOCK CO. LTD	EAST ENTRANCE DOORS REPAIR	387.50
65050 BRUCKER COMPANY	FILTER AIRFLOW PRODUCTS SUPPLIES	1,639.50

4840 LIBRARY MAINTENANCE Total 18,222.84

4845 LIBRARY ADMINISTRATION

62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.	LEGAL SERVICES	47.50
62185 KLING, MARY	VOLUNTEER COORDINATOR	1,666.66

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.27.2015

62295 ILLINOIS LIBRARY ASSOCIATION	REACHING FORWARD CONFERENCE	700.00
64540 VERIZON WIRELESS	WIRELESS INTERNET AND CELLULAR PHONES	114.03
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	317.89
65095 OFFICE DEPOT	OFFICE SUPPLIES	<u>180.93</u>
4845 LIBRARY ADMINISTRATION Total		3,027.01
4850 LIBRARY GRANTS		
65100 EVANSTON PHOTOGRAPHIC STUDIOS	DONOR AND VOLUNTEER PHOTOGRAPHER	350.00
65100 THE CONTAINED GARDEN	SPRINT PLANTINGS	<u>455.00</u>
4850 LIBRARY GRANTS Total		805.00
185 LIBRARY FUND Total		<u>50,192.01</u>
186 LIBRARY DEBT SERVICE FUND		
4871 NORTH BRANCH MECHANICAL SYSTEMS		
62911 TRUE POWER ELECTRIC	NORTH BRANCH ELECTRICAL SERVICE REPLACEMENT	<u>5,700.00</u>
4871 NORTH BRANCH MECHANICAL SYSTEMS Total		5,700.00
186 LIBRARY DEBT SERVICE FUND Total		<u>5,700.00</u>
Grand Total		<u><u>55,892.01</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.27.2015

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

0.00

GRAND TOTAL 55,892.01

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.09.2015

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
22730 BANK OF AMERICA	*PURCHASING CARD-APRIL 2015		<u>5,138.51</u>
185 LIBRARY SUPPORT Total			5,138.51
4805 LIBRARY YOUTH SERVICES			
62341 SCHOLASTIC LIBRARY PUBLISHING	BOOKFLIX GOLD SUBSCRIPTION		3,659.00
65630 BAKER & TAYLOR	JUV PRINT		4,382.66
65630 BAKER & TAYLOR	SUMMER READING PROGRAM BOOKS		95.10
65641 BAKER & TAYLOR	JUV AV		59.79
65641 MIDWEST TAPE	JUV AV		350.61
65641 RECORDED BOOKS INC.	JUV AV		89.80
65641 PENGUIN RANDOM HOUSE LLC	JUV AV		54.00
65641 FINDAWAY WORLD, LLC	JUV AV		<u>51.98</u>
4805 LIBRARY YOUTH SERVICES Total			8,742.94
4806 LIBRARY ADULT SERVICES			
62341 EBSCO INDUSTRIES, INC. DBA EBSCO	ONLINE CONSUMER REPORTS.ORG		5,495.00
62341 BRIDGEALL LIBRARIES LTD.	COLLECTION HQ		6,823.67
62341 CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	ONLINE LANGUAGES SUBSCRIPTION		4,282.95
65100 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT AND OTHER MATERIALS		117.86
65630 BAKER & TAYLOR	ADULT PRINT		5,354.37
65630 GALE RESEARCH INC.	ADULT PRINT		98.21
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV		270.00
65641 MIDWEST TAPE	ADULT AV		1,378.33
65641 RECORDED BOOKS INC.	ADULT AV		38.88
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV		<u>126.50</u>
4806 LIBRARY ADULT SERVICES Total			23,985.77
4820 LIBRARY CIRCULATION			
65100 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT AND OTHER MATERIALS		<u>364.21</u>
4820 LIBRARY CIRCULATION Total			364.21
4825 LIBRARY NEIGHBORHOOD SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT AND OTHER MATERIALS		114.77
65630 BAKER & TAYLOR	ADULT PRINT		193.27
65630 BAKER & TAYLOR	JUV PRINT		<u>297.34</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total			605.38
4835 LIBRARY TECHNICAL SERVICES			
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER		5,959.94
65100 DEMCO, INC.	LABELS		<u>47.91</u>
4835 LIBRARY TECHNICAL SERVICES Total			6,007.85
4840 LIBRARY MAINTENANCE			
62225 ANDERSON LOCK CO. LTD	COMPRESSOR ASSEMBLY		1,177.50
62225 CINTAS CORPORATION #769	MAT SERVICE		259.62
62235 3M COMPANY	SELF CHECK MACHINE RENEWAL SERVICE		<u>6,531.00</u>
4840 LIBRARY MAINTENANCE Total			7,968.12
4845 LIBRARY ADMINISTRATION			
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT		1,666.66
65095 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT AND OTHER MATERIALS		365.67
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES		<u>373.01</u>
4845 LIBRARY ADMINISTRATION Total			2,405.34

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.09.2015

4850	LIBRARY GRANTS		
	65100 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT AND OTHER MATERIALS	306.89
	65100 BAKER & TAYLOR	SUMMER READING PROGRAM BOOKS	3,976.92
	65100 H & H PRINTING	SUMMER READING PRINTING BROCHURE	775.00
	65100 H & H PRINTING	SUMMER READING PRINTING FLYER	430.00
	4850 LIBRARY GRANTS Total		5,488.81
185 LIBRARY FUND Total			60,706.93
186	LIBRARY DEBT SERVICE FUND		
	4872 MAIN LIBRARY WEATHERPROOFING		
	62912 CTL GROUP	NORTH BRANCH WEATHERPROOFING	5,445.00
	4872 MAIN LIBRARY WEATHERPROOFING Total		5,445.00
186 LIBRARY DEBT SERVICE FUND Total			5,445.00
Grand Total			66,151.93

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.09.2015

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -APRIL, 2015	1,661.95
			<u>1,661.95</u>
		GRAND TOTAL	<u>67,813.88</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBOOK 3D8Q77WG42	\$ 5.11	04/01/2015	65095 OFFICE SUPPLIES	MARKETING PROMOTION
LIBRARY/ADMIN	IN SCENTCO, INC	\$ 419.19	04/01/2015	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING, SCENTED PENCILS
LIBRARY/ADMIN	PAYPAL IDEALISTENT	\$ 13.80	04/06/2015	65630 LIBRARY BOOKS	BOOK FOR YA COLLECTION
LIBRARY/ADMIN	PROVANTAGE LLC	\$ 123.80	04/06/2015	65095 OFFICE SUPPLIES	HEADPHONES
LIBRARY/ADMIN	COMCAST CHICAGO CS 1X	\$ 99.85	04/06/2015	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	NORTHSHORE UNIVERSITY	\$ 4.50	04/06/2015	65095 OFFICE SUPPLIES	PARKING AT EVANSTON HOSPITAL. I WAS REQUIRED TO GO TO EVANSTON HOSPITAL FOR A LACERATION ON MY HEAD THAT HAPPENED WHILE ON THE JOB AT THE LIBRARY.
LIBRARY/ADMIN	FLOWERSFLOWERS	\$ 58.00	04/06/2015	65095 OFFICE SUPPLIES	STEWARDSHIP FLOWERS
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.77	04/07/2015	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	USPS 16262202033308925	\$ 294.00	04/08/2015	62315 POSTAGE	8 ROLLS OF STAMPS FOR ADMINISTRATION
LIBRARY/ADMIN	SQ PICCOLO THEATRE	\$ 395.00	04/09/2015	65095 OFFICE SUPPLIES	CUSTER ST FAIR TABLE
LIBRARY/ADMIN	PAYPAL SQUISHYCIRC	\$ 10.00	04/09/2015	65100 LIBRARY SUPPLIES	REPLACEMENT LEDS FOR SQUISHY CIRCUIT KITS
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 12.25	04/10/2015	65040 JANITORIAL SUPPLIES	5 NORTH BRANCH BACK DOOR KEY COPIES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 10.56	04/10/2015	65050 BUILDING MAINTENANCE MATERIAL	U-BOLTS FOR CHAIR REPAIRS
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 82.30	04/14/2015	65050 BUILDING MAINTENANCE MATERIAL	MAIN GARAGE CONSTRUCTION FLOOR PLANS FOR BID 15-31
LIBRARY/ADMIN	BEST BUY 00003137	\$ 34.99	04/15/2015	65050 BUILDING MAINTENANCE MATERIAL	ETHERNET SWITCHER 5 PORT
LIBRARY/ADMIN	POSGLOBAL.COM	\$ 359.78	04/16/2015	65100 LIBRARY SUPPLIES	CIRCULATION BARCODE SCANNER
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 59.97	04/16/2015	65050 BUILDING MAINTENANCE MATERIAL	WIFI EXTENDER FOR AV EQUIPMENT IN COMMUNITY ROOM
LIBRARY/ADMIN	BADGE BOMB	\$ 231.41	04/17/2015	65100 LIBRARY SUPPLIES	BUTTONS FOR TEEN SUMMER READING PRIZE
LIBRARY/ADMIN	EB MIDDLE MANAGERS SP	\$ 30.00	04/17/2015	62295 TRAINING & TRAVEL	LACONI TRAINING - LONGO
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 361.63	04/20/2015	65050 BUILDING MAINTENANCE MATERIAL	9VOLT BATTERIES, CLEANING SUPPLIES, 55 GALLON TRASH BARREL, BARREL CADDY, BARREL DOLLY, 5 GALLON BUCKET, 30 GALLON TRASH BAGS, SUPER GLUE, HOOVER FLOOR HARD SURFACE FLOOR CLEANER.
LIBRARY/ADMIN	DEMCO INC	\$ 47.55	04/20/2015	65100 LIBRARY SUPPLIES	FINGER TATTOOS FOR TEEN SUMMER READING PRIZE
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 184.47	04/20/2015	65050 BUILDING MAINTENANCE MATERIAL	MINI-FRIDGE FOR OFFICE
LIBRARY/ADMIN	KOI CHINESE & SUSHI	\$ 420.00	04/20/2015	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT MEETING LUNCH
LIBRARY/ADMIN	CURT'S CAFE	\$ 155.50	04/20/2015	65095 OFFICE SUPPLIES	STAFF DEVELOPMENT MEETING SUPPLIES
LIBRARY/ADMIN	SPARKFUN ELECTRONICS	\$ 14.91	04/20/2015	65100 LIBRARY SUPPLIES	STEM PROGRAM MATERIALS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 2.09	04/23/2015	65050 BUILDING MAINTENANCE MATERIAL	MARKDOWN DRYWALL FOR NORTH BRANCH WALL REPAIR
LIBRARY/ADMIN	USPS 16262202033309006	\$ 294.00	04/24/2015	65050 BUILDING MAINTENANCE MATERIAL	6 ROLLS OF POSTAGE STAMPS.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 33.97	04/24/2015	65050 BUILDING MAINTENANCE MATERIAL	CARPET SHAMPOO AND SPOT REMOVER SOLUTION
LIBRARY/ADMIN	FOUR FINCHES	\$ 287.00	04/24/2015	65095 OFFICE SUPPLIES	DONOR AND VOLUNTEER EVENT FLOWERS
LIBRARY/ADMIN	BEST BUY 00003137	\$ 229.98	04/24/2015	65050 BUILDING MAINTENANCE MATERIAL	HOOVER CARPET CLEANING MACHINE.
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 144.44	04/24/2015	65050 BUILDING MAINTENANCE MATERIAL	MAIN/NORTH BRANCH HVAC 100% CONSTRUCTION BLUE PRINTS
LIBRARY/ADMIN	THE WEBSTAUARANT STORE	\$ 76.47	04/27/2015	65095 OFFICE SUPPLIES	BEVERAGE DISPENSER
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 41.35	04/27/2015	65050 BUILDING MAINTENANCE MATERIAL	HDMI ADAPTER
LIBRARY/ADMIN	BUTTONWORKS	\$ 87.29	04/28/2015	65095 OFFICE SUPPLIES	ASK ME BUTTONS FOR VOLUNTEERS
LIBRARY/ADMIN	JC LICHT #1252	\$ 9.49	04/28/2015	65050 BUILDING MAINTENANCE MATERIAL	DURABOND FOR NORTH BRANCH WALL REPAIR
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 59.94	04/29/2015	65050 BUILDING MAINTENANCE MATERIAL	AIR FILTERS FOR SHOP VAC
LIBRARY/ADMIN	DEMCO INC	\$ 48.45	04/29/2015	65100 LIBRARY SUPPLIES	BOOKMARKS FOR TEEN SUMMER READING PROGRAM PRIZE
LIBRARY/ADMIN	SMARTY HAD A PARTY	\$ 76.71	04/29/2015	65095 OFFICE SUPPLIES	DONOR AND VOLUNTEER PARTY DISPOSABLES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 6.99	04/29/2015	65050 BUILDING MAINTENANCE MATERIAL	MESH TAPE FOR WORKNET HOLE PATCHING
LIBRARY/ADMIN	PBD ALA-GRAPH EDITIONS	\$ 108.00	04/29/2015	62295 TRAINING & TRAVEL	WEBINAR FEE FOR RENEE NEUMEIER KAYLA FREEMAN
	LIBRARY TOTAL	\$ 5,138.51			



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: June 12, 2015

This memo provides an update on significant administrative activities.

Human Resources

Jasmine Abron and Phoebe Metz began working as our full-time Summer Assistants in Youth Services. This is the fourth summer Jasmine has worked for us and we're thrilled to have her back.

Financial Resources

The financial report for the period ending May 31st is attached. Year to date, Library Fund revenues exceeded expenditures by \$681,663.62. This is principally due to the receipt of the first installment of property taxes.

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

Facilities Management

The City Council approved the engineering and design work for the parking garage renovation at their June 8th meeting. This work is funded by the Parking Fund.



Budget Performance Report

Fiscal Year to Date 05/31/15

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	156,000.00	.00	156,000.00	9,868.30	.00	63,845.78	92,154.22	41	157,637.36
57510	NON-RESIDENT LIBRARY CARDS	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	260.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	795.29	.00	4,191.02	7,808.98	35	12,311.99
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$169,300.00	\$0.00	\$169,300.00	\$10,663.59	\$0.00	\$68,036.80	\$101,263.20	40%	\$170,209.35
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	(376.14)
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$376.14)
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	.00	.00	.00	34,046.66	.00	2,709,030.60	(2,709,030.60)	+++	5,066,308.26
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,813,505.00	.00	5,813,505.00	.00	.00	.00	5,813,505.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	.00	1,776.19	.00	47,100.17	(47,100.17)	+++	138,971.07
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.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	.00	94,177.00	0	97,107.50
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	22,379.43
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	107.80	(107.80)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	101.50	.00	264.07	(264.07)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	.00	205.05	.00	529.76	(529.76)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	.00	171,000.00	.00	.00	.00	171,000.00	0	199,315.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.00	.00	+++	.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	188.07
57526	LIBRARY BOOK SALE	57,000.00	.00	57,000.00	1,127.71	.00	21,589.20	35,410.80	38	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	.00	135,000.00	260.00	.00	26,255.00	108,745.00	19	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	.00	17,500.00	874.89	.00	6,351.76	11,148.24	36	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	195.00	.00	4,375.00	8,125.00	35	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	.00	22,360.00	2,063.33	.00	8,566.66	13,793.34	38	23,977.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$6,373,242.00	\$0.00	\$6,373,242.00	\$40,650.33	\$0.00	\$2,824,170.02	\$3,549,071.98	44%	\$5,821,010.48
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	14,085.00	.00	28,440.00	(28,440.00)	+++	94,961.83
57551	LIBRARY GRANTS & DONATIONS	89,150.00	.00	89,150.00	.00	.00	.00	89,150.00	0	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$89,150.00	\$0.00	\$89,150.00	\$14,085.00	\$0.00	\$28,440.00	\$60,710.00	32%	\$94,961.83
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$65,398.92	\$0.00	\$2,920,646.82	\$3,711,045.18	44%	\$6,085,805.52
REVENUE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$65,398.92	\$0.00	\$2,920,646.82	\$3,711,045.18	44%	\$6,085,805.52

EXPENSE



Budget Performance Report

Fiscal Year to Date 05/31/15

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
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	383,543.00	.00	383,543.00	29,765.24	.00	143,562.56	239,980.44	37	313,884.71
61012	LIBRARY SUBSTITUTES	.00	.00	.00	.00	.00	.00	.00	+++	3,685.74
61050	PERMANENT PART-TIME	271,910.00	.00	271,910.00	16,717.81	.00	73,721.97	198,188.03	27	244,922.71
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,400.59
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	311.43
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	26,544.58
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	2,896.98
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	940.91
61510	HEALTH INSURANCE	59,512.00	.00	59,512.00	5,697.90	.00	25,472.06	34,039.94	43	73,952.88
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	4.90	(4.90)	+++	78.18
61710	IMRF	67,579.00	.00	67,579.00	4,557.02	.00	21,302.34	46,276.66	32	57,452.14
61725	SOCIAL SECURITY	44,952.00	.00	44,952.00	2,781.07	.00	13,150.16	31,801.84	29	36,424.58
61730	MEDICARE	10,514.00	.00	10,514.00	650.45	.00	3,075.50	7,438.50	29	8,518.66
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(5,735.00)
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	.00	.00	+++	(37,206.11)
62341	INTERNET SOLUTION PROVIDERS	3,570.00	.00	3,570.00	.00	3,659.00	.00	(89.00)	102	3,485.00
62506	WORK- STUDY	900.00	.00	900.00	195.75	.00	195.75	704.25	22	420.38
65100	LIBRARY SUPPLIES	20,540.00	.00	20,540.00	672.70	.00	4,031.00	16,509.00	20	21,668.01
65503	FURNITURE / FIXTURES / EQUIPMENT	3,900.00	.00	3,900.00	.00	.00	4,256.46	(356.46)	109	.00
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	8,643.18	.00	47,831.91	96,168.09	33	121,754.85
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	917.20	82.80	92	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	1,444.85	.00	13,121.55	20,078.45	40	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	.00	14,644.00	.00	.00	4,881.32	9,762.68	33	14,138.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,069,764.00	\$0.00	\$1,069,764.00	\$71,127.03	\$3,659.00	\$355,524.68	\$710,580.32	34%	\$921,028.70
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	533,974.00	.00	533,974.00	44,617.80	.00	202,350.31	331,623.69	38	518,705.72
61050	PERMANENT PART-TIME	277,838.00	.00	277,838.00	16,082.88	.00	81,165.52	196,672.48	29	258,158.36
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	790.47
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,854.12
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	382.48
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	7,752.12
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,368.48	(3,368.48)	+++	3,441.77
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,491.32
61510	HEALTH INSURANCE	84,759.00	.00	84,759.00	5,541.66	.00	24,562.03	60,196.97	29	83,547.96
61615	LIFE INSURANCE	.00	.00	.00	3.54	.00	14.95	(14.95)	+++	46.61



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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
61710	IMRF	91,631.00	.00	91,631.00	5,958.62	.00	27,776.96	63,854.04	30	81,167.11
61725	SOCIAL SECURITY	53,134.00	.00	53,134.00	3,718.71	.00	17,536.15	35,597.85	33	48,114.22
61730	MEDICARE	12,427.00	.00	12,427.00	869.71	.00	4,101.17	8,325.83	33	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	658.16	.00	18,202.82	(18,202.82)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	.00	123,264.00	3,840.00	25,425.29	28,849.55	68,989.16	44	144,818.83
62506	WORK- STUDY	900.00	.00	900.00	236.25	.00	236.25	663.75	26	894.38
65100	LIBRARY SUPPLIES	4,030.00	.00	4,030.00	1,941.00	.00	1,566.39	2,463.61	39	5,950.16
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
65630	LIBRARY BOOKS	333,900.00	.00	333,900.00	15,137.78	.00	103,176.88	230,723.12	31	233,265.02
65635	PERIODICALS	15,640.00	.00	15,640.00	.00	.00	887.84	14,752.16	6	18,076.98
65641	AUDIO VISUAL COLLECTIONS	87,000.00	.00	87,000.00	6,152.37	.00	27,008.74	59,991.26	31	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	.00	19,995.00	.00	.00	6,665.00	13,330.00	33	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$0.00	\$1,640,492.00	\$104,758.48	\$25,425.29	\$547,469.04	\$1,067,597.67	35%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	201,541.00	.00	201,541.00	16,677.17	.00	79,430.54	122,110.46	39	192,044.83
61012	LIBRARY SUBSTITUES	11,333.00	.00	11,333.00	.00	.00	.00	11,333.00	0	1,150.44
61050	PERMANENT PART-TIME	261,920.00	.00	261,920.00	20,179.42	.00	100,345.77	161,574.23	38	220,287.20
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,116.85
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	279.58
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	.00	66,460.00	2,931.66	.00	13,235.85	53,224.15	20	17,819.04
61615	LIFE INSURANCE	104.00	.00	104.00	.00	.00	.00	104.00	0	66.96
61710	IMRF	59,353.00	.00	59,353.00	2,878.23	.00	14,411.27	44,941.73	24	42,406.99
61725	SOCIAL SECURITY	27,986.00	.00	27,986.00	2,261.78	.00	11,052.92	16,933.08	39	25,586.88
61730	MEDICARE	2,670.00	.00	2,670.00	528.95	.00	2,584.99	85.01	97	5,983.95
62506	WORK- STUDY	5,400.00	.00	5,400.00	1,302.76	.00	1,302.76	4,097.24	24	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	40.00	.00	2,949.84	1,050.16	74	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	.00	12,899.00	.00	.00	4,299.68	8,599.32	33	12,453.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$0.00	\$653,666.00	\$46,799.97	\$0.00	\$229,613.62	\$424,052.38	35%	\$533,228.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	181,611.00	.00	181,611.00	8,710.86	.00	44,084.40	137,526.60	24	102,434.51
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	.00	147,320.00	12,822.24	.00	65,172.78	82,147.22	44	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	877.28
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,454.63	(1,454.63)	+++	1,342.18
61510	HEALTH INSURANCE	43,373.00	.00	43,373.00	2,176.48	.00	9,994.71	33,378.29	23	21,639.48
61615	LIFE INSURANCE	82.00	.00	82.00	.17	.00	.97	81.03	1	6.08



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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
61710	IMRF	24,663.00	.00	24,663.00	2,078.16	.00	10,523.32	14,139.68	43	26,839.07
61725	SOCIAL SECURITY	15,079.00	.00	15,079.00	1,304.72	.00	6,761.72	8,317.28	45	16,575.63
61730	MEDICARE	3,526.00	.00	3,526.00	305.12	.00	1,581.33	1,944.67	45	3,876.48
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	.00	2,500.00	.00	.00	612.08	1,887.92	24	2,926.03
62375	RENTALS	42,750.00	.00	42,750.00	3,451.88	.00	17,360.81	25,389.19	41	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	.00	2,100.00	1,607.86	.00	1,672.29	427.71	80	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	3.99	(3.99)	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	1,333.19	(1,333.19)	+++	7,599.19
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	99.85	(99.85)	+++	.00
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	140.61	.00	223.43	4,276.57	5	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	.00	13,030.00	.00	.00	.00	13,030.00	0	3,095.33
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	2,263.90	.00	7,473.07	22,426.93	25	21,926.44
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	526.45	973.55	35	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	44.99	.00	1,011.72	1,188.28	46	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	.00	2,984.00	.00	.00	994.68	1,989.32	33	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$0.00	\$527,618.00	\$34,906.99	\$0.00	\$170,885.42	\$356,732.58	32%	\$438,302.03
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	296,115.00	.00	296,115.00	13,472.82	.00	82,017.81	214,097.19	28	165,512.19
61050	PERMANENT PART-TIME	70,855.00	.00	70,855.00	10,404.95	.00	47,288.04	23,566.96	67	100,067.86
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,242.72
61510	HEALTH INSURANCE	36,455.00	.00	36,455.00	1,464.44	.00	12,822.07	23,632.93	35	19,080.60
61615	LIFE INSURANCE	125.00	.00	125.00	.53	.00	2.54	122.46	2	86.15
61710	IMRF	35,413.00	.00	35,413.00	2,335.46	.00	13,577.94	21,835.06	38	31,384.90
61725	SOCIAL SECURITY	18,623.00	.00	18,623.00	1,479.28	.00	7,995.64	10,627.36	43	16,429.98
61730	MEDICARE	4,356.00	.00	4,356.00	345.95	.00	1,869.96	2,486.04	43	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	.00	31,070.00	.00	.00	1,718.00	29,352.00	6	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	.00	114,700.00	4,255.39	94,733.82	25,146.59	(5,180.41)	105	110,016.84
62506	WORK- STUDY	.00	.00	.00	.00	.00	.00	.00	+++	130.51
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	1,028.03	.00	3,464.09	8,535.91	29	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	.00	30,500.00	.00	5,468.94	8,303.47	16,727.59	45	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	.00	8,318.00	.00	.00	2,772.68	5,545.32	33	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$0.00	\$658,530.00	\$34,786.85	\$100,202.76	\$206,978.83	\$351,348.41	47%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	226,743.00	.00	226,743.00	17,366.14	.00	83,843.48	142,899.52	37	228,934.82
61050	PERMANENT PART-TIME	86,561.00	.00	86,561.00	6,036.88	.00	30,748.66	55,812.34	36	61,938.21
61110	OVERTIME PAY	9,300.00	.00	9,300.00	406.32	.00	3,830.92	5,469.08	41	7,454.43



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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
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	1,735.74
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	369.27
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	805.60	(805.60)	+++	1,362.94
61510	HEALTH INSURANCE	58,981.00	.00	58,981.00	4,908.04	.00	22,086.18	36,894.82	37	56,949.48
61615	LIFE INSURANCE	129.00	.00	129.00	.00	.00	.00	129.00	0	81.96
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	224.74	.00	854.62	345.38	71	2,088.66
61630	SHOE ALLOWANCE	495.00	.00	495.00	620.00	.00	620.00	(125.00)	125	545.00
61710	IMRF	35,944.00	.00	35,944.00	2,511.90	.00	12,578.65	23,365.35	35	34,564.13
61725	SOCIAL SECURITY	18,977.00	.00	18,977.00	1,478.96	.00	7,279.52	11,697.48	38	18,204.76
61730	MEDICARE	4,438.00	.00	4,438.00	345.91	.00	1,702.49	2,735.51	38	4,257.56
62225	BLDG MAINTENANCE SERVICES	214,507.00	.00	214,507.00	15,829.36	89,589.58	72,813.22	52,104.20	76	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	39.54	6,531.00	1,134.73	4,334.27	64	6,736.36
62245	OTHER EQMT MAINTENANCE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	165.61
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	.00	.00	833.36	1,547.64	35	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	566.68	1,133.32	33	1,700.04
64015	NATURAL GAS	30,900.00	.00	30,900.00	2,342.74	.00	14,360.83	16,539.17	46	29,344.18
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	711.36	8,772.03	3,684.07	(2,456.10)	125	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	.00	21,200.00	2,027.00	.00	9,317.51	11,882.49	44	28,878.77
65503	FURNITURE / FIXTURES / EQUIPMENT	27,500.00	.00	27,500.00	.00	.00	28,985.58	(1,485.58)	105	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,248.00	.00	5,248.00	.00	.00	1,749.32	3,498.68	33	5,067.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	\$769,204.00	\$0.00	\$769,204.00	\$54,848.89	\$104,892.61	\$297,795.42	\$366,515.97	52%	\$660,063.14
	Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	492,088.00	.00	492,088.00	40,053.63	.00	197,957.88	294,130.12	40	451,077.36
61050	PERMANENT PART-TIME	91,227.00	.00	91,227.00	5,528.91	.00	17,872.67	73,354.33	20	67,721.23
61415	TERMINATION PAYOUTS	69,250.00	.00	69,250.00	.00	.00	2,337.76	66,912.24	3	2,113.85
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,951.33
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,395.21
61510	HEALTH INSURANCE	99,053.00	.00	99,053.00	7,482.24	.00	33,552.22	65,500.78	34	94,415.90
61615	LIFE INSURANCE	213.00	.00	213.00	.00	.00	.00	213.00	0	288.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	2,871.43	4,328.57	40	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	478.57	721.43	40	1,209.39
61710	IMRF	63,362.00	.00	63,362.00	4,824.77	.00	22,845.80	40,516.20	36	61,337.47
61725	SOCIAL SECURITY	31,507.00	.00	31,507.00	2,785.93	.00	13,447.68	18,059.32	43	30,312.07
61730	MEDICARE	7,915.00	.00	7,915.00	651.55	.00	3,145.03	4,769.97	40	7,536.49
62185	CONSULTING SERVICES	35,000.00	.00	35,000.00	1,714.16	15,000.02	10,514.14	9,485.84	73	10,822.50
62210	PRINTING	1,800.00	.00	1,800.00	.00	.00	984.75	815.25	55	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	.00	1,600.00	3.85	.00	673.37	926.63	42	1,844.91
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00



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62295	TRAINING & TRAVEL	22,500.00	.00	22,500.00	1,610.00	.00	5,084.18	17,415.82	23	12,964.51
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	757.00	4,243.00	15	5,810.82
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	400.00	1,605.00	20	2,549.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	.00	.00	4,089.32	8,178.68	33	14,232.96
62431	ARMORED CAR SERVICES	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
62506	WORK- STUDY	1,000.00	.00	1,000.00	191.48	.00	191.48	808.52	19	906.50
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	309.24	.00	1,727.69	2,272.31	43	3,872.78
64015	NATURAL GAS	.00	.00	.00	.00	.00	270.10	(270.10)	+++	19.62
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	114.03	.00	580.92	1,619.08	26	1,863.69
65095	OFFICE SUPPLIES	69,200.00	.00	69,200.00	2,258.68	6,267.27	12,211.46	50,721.27	27	24,952.86
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	.00	13,180.00	.00	.00	4,393.32	8,786.68	33	12,723.96
66030	MEDICAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	39,999.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	.00	.00	83,333.32	166,666.68	33	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$0.00	\$1,298,268.00	\$68,228.47	\$21,267.29	\$419,720.09	\$857,280.62	34%	\$1,078,043.72
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUES	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	.00
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	39.56	.00	139.51	(139.51)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	.00	8,050.00	6,460.87	5,596.00	9,656.59	(7,202.59)	189	19,377.54
65125	OTHER COMMODITIES	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$0.00	\$14,150.00	\$6,500.43	\$5,596.00	\$10,996.10	(\$2,442.10)	117%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$421,957.11	\$261,042.95	\$2,238,983.20	\$4,131,665.85	38%	\$5,723,963.60
EXPENSE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$421,957.11	\$261,042.95	\$2,238,983.20	\$4,131,665.85	38%	\$5,723,963.60
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	65,398.92	.00	2,920,646.82	3,711,045.18	44	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	421,957.11	261,042.95	2,238,983.20	4,131,665.85	38	5,723,963.60
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	\$0.00	(\$356,558.19)	(\$261,042.95)	\$681,663.62	(\$420,620.67)		\$361,841.92
Grand Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	65,398.92	.00	2,920,646.82	3,711,045.18	44	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	421,957.11	261,042.95	2,238,983.20	4,131,665.85	38	5,723,963.60
Grand Totals		\$0.00	\$0.00	\$0.00	(\$356,558.19)	(\$261,042.95)	\$681,663.62	(\$420,620.67)		\$361,841.92

Endowment for the Evanston Public Library
Holdings as of May 31, 2015

	Symbol	Shares/Quantity	Price	Value as of 5/31/2015	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6674.460	\$195.00	\$1,301,519.70	32.0%		
Vanguard Small-Cap Index Fund	VSMAX	3576.586	\$58.71	\$209,981.36	5.2%		
Vanguard REIT Index Fund	VGSLX	1602.191	\$112.19	\$179,749.81	4.4%		
Vanguard Total International Stock Index Fund	VTIAX	12948.309	\$28.08	\$363,588.52	9.0%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6120.062	\$35.31	\$216,099.39	5.3%	55.9%	
Vanguard Prime Money Market Fund	VMMXX	510091.140	\$1.00	\$510,091.14	12.6%		
Vanguard Federal Money Market Fund	VMFXX	28009.100	\$1.00	\$28,009.10	0.7%	13.2%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$119.742	\$149,907.40	3.7%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$116.875	\$138,960.86	3.4%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$127.656	\$139,376.09	3.4%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		300000.000	\$95.813	\$300,189.79	7.4%	17.9%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25125.289	\$10.71	\$269,091.85	6.6%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$109.151	\$49,117.95	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$110.154	\$49,569.30	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$111.142	\$50,013.90	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$108.801	\$44,608.41	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$113.670	\$11,367.00	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$116.298	\$50,008.14	1.2%	12.9%
				\$4,061,249.70		100.0%	

Cash Equivalents	13.2%
US Treasury Inflation Protected Securities	17.9%
Corporate Bonds	12.9%
Domestic Equities	41.6%
International Equities	14.3%
	<u>100.0%</u>