

evanston public library
community | events | ideas | resources



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, NOVEMBER 18, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, November 18, 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 October 21, 2015 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

8. UNFINISHED BUSINESS

- A. Approval of FY2016 Library Revenue Budget

9. NEW BUSINESS

- A. Approval of Resolution 2015-R1 – providing for the budget and setting the annual tax levy for FY2016
- B. Approval of the 2016 Board Meeting Schedule (Karen Danczak Lyons)
- C. Approval of the 2016 Library Closing Schedule (Karen Danczak Lyons)
- D. For Action: December 31, 2015 Closing and Unpaid Furlough Day
- E. Review of Technology Assessment – Per Capita Grant Application Requirement

10. ADJOURNMENT

Next Meeting: December 16, 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, October 21, 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: Socorro Clarke, Sandra Smith

Staff: 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 6:34 pm.

CITIZEN COMMENT – No citizens were present for comment.

PUBLIC HEARING: This meeting constitutes the Public Hearing on the FY2016 Proposed Budget. Hearing no comments or questions from the public, President Tannen accepted silence as approval to move forward.

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the September 16, 2015 regular meeting, the bills list and payroll.

INFORMATION AND COMMUNICATIONS

- A. President Tannen presented a Resolution in Honor of Storytelling Festival Co-Founder Susan Stone to recognize her work in producing the first annual Storytelling Festival held October 9th-11th which drew over 1700 in attendance and was enthusiastically received by the community.
- B. Mitch Einhorn, the owner of Lush Evanston, which holds the lease on the property adjacent to the EPL's North Branch at 2022 W. Central Street, was asked to comment on the delays in build-out and renovation of that property. Exterior and sewer work that is Mr. Einhorn's responsibility impacts the North Branch facility. Mr. Einhorn sites the shortage of available general contractors as the main obstacle to moving forward. He is looking at proposals from 3 new contractors this month and confirmed his intent to secure a general contractor at a good price.

LIBRARY DIRECTOR'S REPORT

Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- The Library continues to build community partnerships by attending events, like Janie's Fair, an agency providing services to teen mothers, and working to provide more programs, like Lego Night, for families with an autistic child.
- The Library is anticipating an increase in use by vulnerable adults as the state budget impasse and cuts to social services impacts the social safety net for this population.

STAFF REPORTS

- A. Administrative Services Report** – Paul Gottschalk referenced the Administrative Services Report and noted that the recent staff Development Day included a tour of Evanston, which was well-received and appreciated by staff.

BOARD REPORTS

Finance Committee Report –

- A.** Ben Schapiro reported on the special meeting of the Finance Committee on October 6th to discuss the FY2016 budget. The budget presented this evening reflects recommendations made at that meeting. Mr. Schapiro called for a motion to approve expenditures of \$6,997,142. Vaishali Patel seconded the motion, all Board members voted to approve.
- B.** The Preliminary FY2016 Tax Levy Estimate (attached) was discussed.

ADJOURNMENT – Ben Schapiro motioned to adjourn the meeting, seconded by Tori Forman. The meeting adjourned at 7:42 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

Next Meeting: Truth in Taxation Hearing: Monday, November 16, 2015, 6:30 pm Evanston Public Library, Board Room

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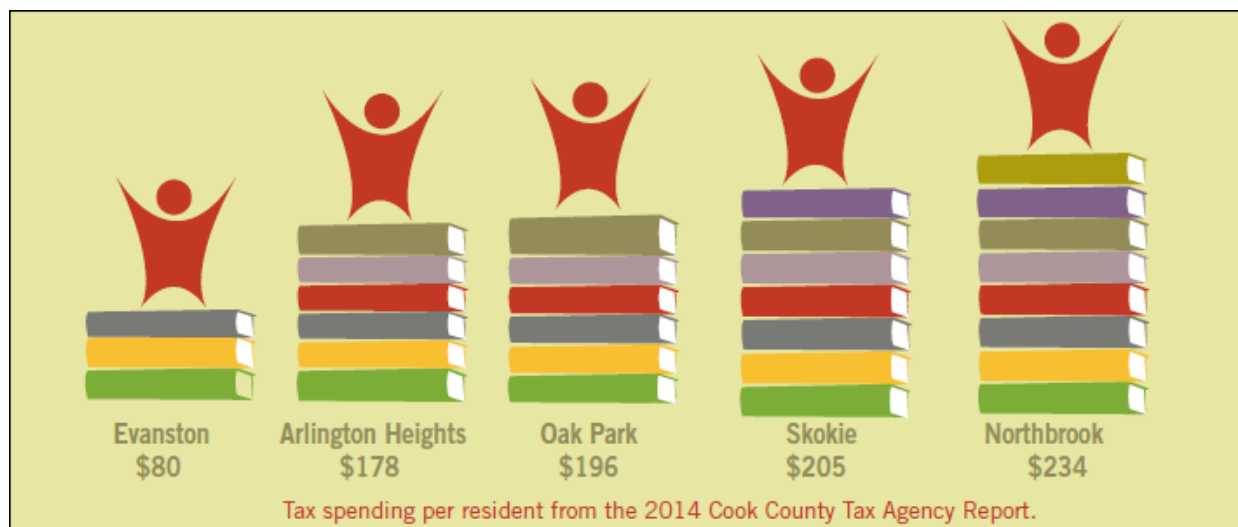
**Library Director's Report
October 21, 2015**

Updates:

- 2016 Budget: I will present highlights from our Budget on Saturday, October 24th to the City Council. With our proposed budget, we are capturing the growth in the EAV. When applied to the value of the average home in Evanston, the increase is less than the price of a paperback book:

	10% of Market	Factor is 2.6039	EPL tax rate is 0.264			
Market Value of Home	Assessed Value of Home	Equalized Value of Home	2015 Library Tax	2016 Projected Tax	Difference	
\$ 100,000	\$ 10,000	\$ 26,039	\$ 69	\$ 72	\$ 2.82	
\$ 200,000	\$ 20,000	\$ 52,078	\$ 137	\$ 143	\$ 5.64	
\$ 400,000	\$ 40,000	\$ 104,156	\$ 275	\$ 286	\$ 11.27	
\$ 600,000	\$ 60,000	\$ 156,234	\$ 412	\$ 429	\$ 16.91	
\$ 800,000	\$ 80,000	\$ 208,312	\$ 550	\$ 572	\$ 22.55	
\$ 1,000,000	\$ 100,000	\$ 260,390	\$ 687	\$ 716	\$ 28.18	

Also in compliance with State law, the primary source of funding for all public libraries in the State of Illinois is local property tax. This fact is especially important when we compare our per capita property tax funding to that of surrounding and similar libraries:



- Big Read: The Big Read kicked off September 19 with an amazing performance from Danzas Ceremoniales. 65 people attended the kickoff program and 71 copies of the book were given away in English and 24 in Spanish. During September copies of the companion books (*Yes! We are Latinos* and *The Distance Between Us* were delivered to District 65) and more copies of *Into the Beautiful North* were delivered to ETHS because more teachers want to use the book in their classes. A discussion in Spanish kicked off at ETHS and is being led by Mercedes Fernandez. 10 people had signed up for it so far. Renee Neumeier also stopped by the D65 Bilingual Parent Advisory meeting and told them about the Big Read and the companion books their kids would be reading. She gave out copies of *Into the Beautiful North*, *Yes! We are Latinos* and *The Distance Between Us*. Parents seemed very enthusiastic about the programming and books.
- Betsy Bird was featured in an article in Chicago magazine: <http://www.chicagomag.com/city-life/October-2015/Q-A-Betsy-Bird-Kid-Lit-Star-and-New-Evanston-Librarian/>
- I appreciate the leadership of our Technical Services staff, led by Tim Longo who has increased access to important materials. In a unique collaboration between the Evanston Public Library, the Evanston History Center and Legacy Shorefront Center, our Head Cataloguer Julie Bevan, catalogued 587 history books thus making them more accessible to the public through the Evanston Public Library catalog. This story is now on our website.

http://www.epl.org/index.php?option=com_content&view=article&id=7154:history-collections&catid=1:latest-news&Itemid=313

- All Staff Day – my thanks to President Michael Tannen for joining us on October 16th. The staff enjoyed the Snapshot Evanston Bus tours and the presentations on “Human Services and Funding” by Susan Loellbach, Acting Executive Director, Connections and Kate Mahoney, Executive Director, Peer Services and “Creative Collaborations” by Evonda Thomas-Smith, Director, City of Evanston Health and Human Services Department and Karen Demorest, Executive Director, Youth Job Center.
- The First Annual EPL Storytelling Festival: “Stories by the Lake” was a huge success. More than 1,700 story lovers of all ages attended. I had attendees tell me that they had planned to “stop by and check out the festival” and they stayed and returned for sessions throughout the weekend. All

of our tellers – EPL staff, students from District 65, ETHS and Northwestern and our featured storytellers shared their wonderful stories with skill and enthusiasm. Separately in this meeting, you will hear from Susan Stone the Founder and Co-Director of the Festival. We have already begun plans for next year’s festival.

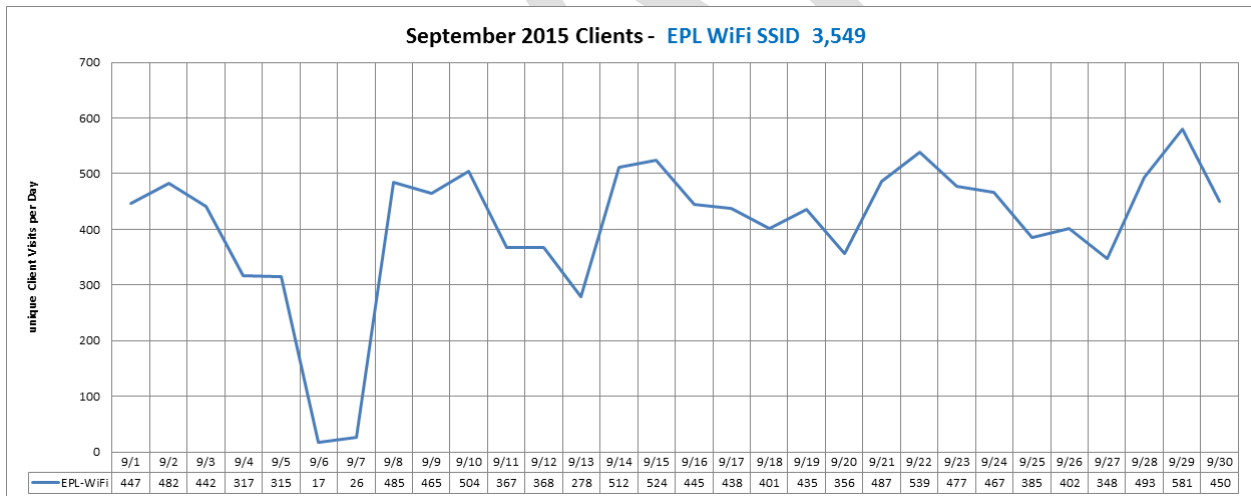
Assessments, metrics and initiative results:

Foot traffic:	August, 2015	September, 2015
Main:	46,527	43,147
North:	3,455	4,151
CAMS:	4,418	4,060
Total:	54,400	51,358

Website visits in August: 40,671 September: 42,214

Overall Computer/Internet Use – all locations: August: 7,409 September: 6,479

Wireless network. September: total 3,549



Services and collaborations:

- John Devaney arranged meetings between the Evanston Police Department and EPL staff:

Officer Will Arzuaga from EPD was here on both September 22nd and October 7th for a Q & A session with EPL staff. Officer Will addressed all of our questions about challenging patron behaviors, understanding threats and getting help, workplace violence, and Library rules. Officer Will is a member

of the Evanston Police Problem Solving Team (PST) so is very familiar with local community partnerships, enforcement of local laws, mental health issues in our community, and homeless services.

- Once again, we are supporting the "Fairy Tale Trail" program by donating EPL pencils and bookmarks for the goody bags. My thanks to Jill Skwerski for working with our wonderful neighbor and partner, The Woman's Club of Evanston.

- For the second year in a row, EPL is partnering with The PTA Council of Evanston/Skokie to produce a series of programs on diversity. This year's new four-part series is: "Becoming Allies, Inspiring Our Kids to Understand and Stand With Each Other." The series explores the meaning of "allyship" and how to become better allies through listening and supporting one another across differences.

The first program in the series, "Seeing Each Other in the Stories We Tell," was on Wednesday, Oct. 14 from 6:30-8:30 pm. at Family Focus, 2010 Dewey Ave. Four professional and parent storytellers, Emily Lansana, Jevoid Simmons, Kristine Nessler and Danny M. Cohen, shared personal journeys navigating issues of identity and social justice with their kids. [Note: Emily Lasana was one of our featured storytellers at our Festival.]

A discussion, facilitated by Rahul Sharma, followed to deepen understanding and empower participants to become stronger, more effective allies. Child care and Spanish translation was provided.

This series of programs on diversity, is a continuation of programming started last year, and is sponsored by the PTA Council of Evanston/Skokie in partnership with the Evanston Public Library, Evanston/Skokie School District 65, Youth and Opportunities United (Y.O.U.), Family Focus, YWCA Evanston/North Shore, and the James B. Moran Center for Youth Advocacy.

- I was pleased to be part of a panel discussion on October 13th with Northwestern University's Brady Scholars, an undergraduate program that promotes civic engagement. We discussed Community Literacy, the role of the public library and ways that the Scholars may become involved as volunteers.

Highlights from Neighborhood Services include:

September meant enjoying our new desk at North Branch, new library cards, Fall Words for preschoolers, and appreciative patrons.

Below is a photo of a mother and son participating in mailbox play which was the Fall Words activity organized by Martha Meyer and Linda Balla. It encouraged writing and playing, two of the five literacy activities for preschoolers.



Kate and Beth ready to serve at our new desk at North Branch.

Highlights from Children's Services include:

From Laura Antolin:

- Blessings in a Backpack:

During my conversation with Jane Grover, we talked about an initiative called *Blessings in a Backpack*, which mobilizes communities, individuals and resources to provide food for kids over the weekend that might otherwise go hungry. <http://www.blessingsinabackpack.org/partners/>

I hadn't heard of this initiative but was very interested in the concept. I thought if given the opportunity, it would be great to add a book to the food in the backpack.

Jane connected me with Maureen B. Palchak, Assistant Athletic Director for Community Relations at Northwestern, who is coordinating with Shannon Fitzgerald from Blessings in a Backpack, and they were both very positive about this addition. Blessings in a Backpack is the 2016 primary beneficiary of NU's Dance Marathon. <http://dailynorthwestern.com/2015/05/21/campus/blessings-in-a-backpack-chosen-as-dms-2016-beneficiary/>

I will be collecting about 200 books for identified children ages 5-10 at Lincoln and Dawes schools (currently 75 kids at each school are being fed)– there won't be any breakdown of ages provided – and delivering them in November. I had been thinking of gently used book sale books when I responded to Maureen and Shannon. However, separately, Betsy Bird had asked me if I might want about 50 boxes of new picture books, chapter books and nonfiction books that Junko Yokota was interested in donating to low income kids and I had already said I would take these to do something with. I'll look through them and hopefully they will fit the bill for the Blessings Backpacks.

- Staff in Children's Services is exploring ways to provide programming for children with special needs by attending webinars and professional development meetings around public library services to this important population. As a result, Laura is arranging for a LEGO program for Special Needs kids in November.
- Janie's Fair: After 6 weeks of planning, we held Janie's Fair on 9/11 at Mason Park. There were 23 service providers. Renee and Laura Antolin manned a Library table together and gave away bookmarks, "I Love EPL" stickers, Library information and books. I brought board books and picture books and Renee brought YA titles and I gave away about 60 books to teen moms and young parents. I was very glad to be a part of the planning committee for this event – this is a particularly vulnerable group and hard to reach. I hope we are able to make this an annual event.
- Martha Meyer telling the story of Hou Yi shooting down 9 suns (kids with suns)



- Wendy Cao and Martha Meyer telling of the Elixir of Immortality



Photos from Laura Antolin:
Janie's fair





- Exploring STEAM with Ms Laura
- Dawes After Care (Below)



- From Jessica Iverson:
Patron Stories

The Mid-Autumn Festival went really well I think. It felt really rewarding to see so many people of various ages and cultures enjoying the program and crafts we had worked so hard to put together. For my part I wasn't expecting the many people who came up afterwards to compliment my singing of "Mo Li Hua" (Jasmin Flower). It was humbling to

receive their praise, when I'm sure it wasn't perfect. I did my best though, with the very minimal handle I have on Chinese pronunciation! I also enjoyed seeing kids and adults putting together so many beautiful lanterns, and not seeming to find it too difficult. I had completed a couple of the steps of the craft with each kit, to make it easier, and I'm glad I did!



- Regarding the pictures, I think one of my favorites is the one in which a Chinese grandmother is singing along. It is rare that in a public group like this, Chinese adults feel comfortable performing in any way that they feel underprepared for, but here was this woman joining the group. I don't want to assume why I knew she felt comfortable enough to sing along, but it was good to see. And as the person singing up front, it was a relief that others were singing along with me!

Since the event, the mother in the bottom right corner of this picture told me that she has been teaching her son the song at home.

From Renee Neumeier:

- Home School 90 Second Newbery Programs:
Homeschool Programs started up again in September and will run until the middle of December. The turnout for this year has been phenomenal—with 10-15 kids per session! The fabulous group of kids ranges in age from 10 to almost 15. We're focusing on making a 90 Second Newbery film on "Savvy." In September we rotated programs between filmmaking, FUSE and WRWS but at our last meeting, we unanimously voted to focus for the next month or two on filmmaking to finish the movie in time. Ashley Hamernik, who runs the sessions has been pleasantly surprised by how well these kids work together. During the last two sessions, she's been able to step back to let the kids lead their own discussion on how they want their film to progress—what kind of film they want (what style), what main points to focus on, who the main characters are, etc. Occasionally Ashley or our volunteer Eti Berland will step in to ask them a question to ground the conversation or make them think about the filming ramifications of a suggestion they've made but they do a nice job of keeping themselves on task.
- City Lit Banned Books Performance:

For the first time EPL hosted the City Lit performance in the Loft. Patrons of all ages attended, but about half were teens who were already in the space and were intrigued enough to become audience members after the performance had already started. The performance was very high quality, and I would deem the event a success. Along with the performance, Kayla Freeman and Ashley Hamernik put together a Banned Books display and pulled copies of titles for patrons to check out. We always get tons of questions each year when this display is up.

- **Improv Outreach and Promotion:**

This is a new way to promote our programs and reach out to teens. Kayla did two school visits, one for a full-day (Chute) and one for a half-day (Nichols). While she was there, Kayla did Improv workshops with the theatre classes to promote the Improv program at EPL. Kayla modified her curriculum for each class to fit the ages and skill level of the different groups. She also followed up with some fliers for the teachers to distribute, including the schools where she was not presenting a live demo. One class even had their principal join in for one of our games (“Dolphin Training”).

Schools:

- Met with Becky from Baker Demonstration school about collaborating with her on a 3D Design and printing project for her students. Ashley and I will be going to Baker in October to teach students the basics of 3D Design and printing. I believe the students are going to design something to solve a specific problem.
- We received funds from Foundation 65 to fund a pilot set of STEAM kits for classroom use. We partnered with D65 on this grant. I purchased the materials for the kits. We still need to get containers for them, create binders with lesson ideas and common core tie ins and meet with Jose and Tim about cataloging the kits, checking them out and where to store them.
- 6th grade tours were scheduled with all of the D65 schools. For the first time King Lab is coming and they’re bringing 6th, 7th and 8th graders. We’ve worked at tailoring the presentations to topics that might be covered in the student curriculum at some point. We’re also hoping to highlight our new electronic resources more. We’ve been working on making new cards for many of the 6th graders.
- Nichols Middle School launched a Maker Club for 8th graders this fall. I have been attending the meetings and helping facilitate them. Nichols is hoping to turn an old computer lab into a Maker Space. The 8th graders are going to help design the space from what it looks like to what types of tools and resources will be available in it. The second part of what the 8th graders will do is to plan Maker Monday activities for 6th and 7th graders in the spring.
- Amy at Haven and I are also going to be collaborating on Maker activities later in the fall. We’ve also scheduled visits for the Haven 6th graders to come to North Branch in December. Amy and I have been touching base about the teen literature festival that we’ll be holding at EPL in January. We’ll have a really awesome final guest author that’s top secret for now.

Community Outreach Highlights from Jill Skwerski include:

September's warm weather was most welcome as outdoor events provided many opportunities to engage the community. Here are some places and spaces that I traveled via book bike during the month:

- Streets Alive!/Hispanic Heritage Festival/Green Living Festival all rolled into one event this year, held on Sunday September 13. During the Hispanic Heritage month kickoff event at Washington School, I distributed copies of our Big Read title in Spanish and English to enthusiastic fair goers. Dr. Elena Garcia Ansani of Latino Resources was very appreciative of EPL presence, and wrote, "Thank you for bringing literacy to our Hispanic Heritage Month Kick-Off event at Streets Alive yesterday. Everyone's participation ensured this year's celebration was a huge success. I look forward to more collaborative working opportunities with you and the Evanston Public Library in the future." As we look towards the hiring of a Latin@ Outreach Coordinator, I can foresee many opportunities for collaboration.
- Bike the Ridge and Not-for-Profit Day at the Farmers Market filled the final weekend of the month. The book bike is now a landmark at many of Evanston's outdoor events, with patrons exclaiming that they've seen the bike across the community. At NFP Day, I checked out 32 library books, while Bike the Ridge was a giveaway event where I gave about 90 books (graciously provided by our Book Sale Volunteers) and made 1 library card.
- Northwestern University orientations were held mid-month. During 3 sessions for new students, grad students and parents & families, I issued 63 library cards while inviting students to make use of our services and facilities.
- Other/ongoing engagement opportunities included the first Female Black Summit at ETHS, Hillside Pantry, Produce Mobile, YWCA – Hilda's Place visit, Meals at Home, and Erie Family Health – Reach Out and Read.
- Looking ahead, we'll have our second visit from Community Partners for Affordable Housing in early November. I'm in the planning stages for our next Special Needs Family Resource Fair and am also planning an event in conjunction with the Moran Center where community members will be able to get their records sealed/expunged here at EPL. Finally, we've got some new hardware set to be installed at Blake Manor via our Youth Technology Corps students from ETHS in support of ongoing digital literacy classes to low-income.

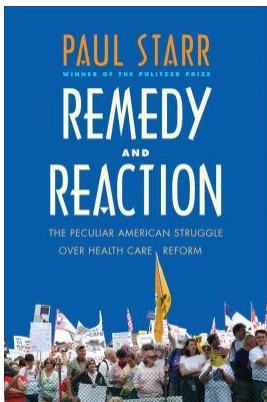
Adult Services highlights include:

- My thanks to Ben Remsen: In partnership with Northwestern University, we have launched the HIRCULES Health Hub project, a Health Desk located in the lobby of the main library and staffed by trained Northwestern University students. The desk will be staffed Wednesdays, 3-6pm, and Sundays, 1-4pm.
- The series of free computer classes (in English and Spanish) continues to be well received.

Upcoming events of note:

- October Family Nights at the Library: October brings five great evening events in the Children's Department. These working-parent friendly events are intended for young children and the whole family is welcome! Get the library habit started early and come back often. Research shows that early reading successes translate to success in school and beyond.

• History Book Discussion Group: Remedy & Reaction



- **Wednesday, October 21, 7 pm , Seminar Room, Third Floor, Main Library**
- We will read [Remedy & Reaction: The Peculiar American Struggle over Health Care](#), by Paul Starr, the story of the battles around health care policy in the United States from the early 1900s to the Affordable Care Act. Paul Starr is a professor of sociology and public affairs at Princeton University and co-founder of the American Prospect magazine. Copies of *Remedy & Reaction* will be held at the Reader's Services desk on the 2nd floor.

• EPL and MENA Present "Captive Society: The Basij Militia and Social Control in Iran"



- **Monday, October 26, 6 pm, Community Meeting Room, Main Library**
- The Evanston Public Library and Northwestern University's Middle East and North African Studies (MENA) Program welcome you to the latest in our continuing series of lectures regarding the culture, politics, religion, and society of the Middle East and North Africa.
- [Saeid Golkar](#), lecturer for the MENA Program at Northwestern University, and senior fellow of Iran policy at The Chicago Council on Global Affairs, will present a lecture on his latest book, [Captive Society: The Basij Militia and Social Control in Iran](#). The book is the first full-length study of this critical organization in the Iranian power structure. It provides a comprehensive account of the Basij's organizational structure, insight into the social background of its membership, the training and indoctrination of the members, and the Basij's extensive security, watchdog, and propaganda role in Iranian society.

• 2015 Best Picture Books Presentation with Betsy Bird and Brian Wilson

- **Saturday, November 14, 10:30 am, Community Meeting Room, Main Library**



Join collection development manager Betsy Bird and youth services librarian Brian Wilson as they share their picks for their Favorite Picture Books of 2015! Brian, a member of the 2017 Randolph Caldecott Medal Selection Committee, will present his annual top 12 countdown of his favorite 2015 read-alouds for preschoolers. Joining him this year is Fuse #8 blogger, author, and former New York Public Library youth materials specialist Betsy, who will talk about a dozen recent picture books she considers absolutely great. Parents, teachers, child care workers, grandparents, and those seeking gift ideas will enjoy this lively, interactive program. **Please note: This event is for adults, and is not a story time for children. No registration required.**

Excerpts from Patron feedback:

- Florencia and Bridget (staff at CAMS) received flowers brought to us by Matt who said "Unlike many others, you treat me the way I would want to be treated."

- Thank you note from Treena Larson at ETHS for Mid-Autumn Festival Storytime:
Martha,

It was good seeing you on Saturday. It was a nice turn out!

What is the date/time for the story time reading again?

Thanks for inviting my class ☺ My students thought it was a good event.

Treena Larson
Mandarin Teacher
Evanston Township High School

- From Linda Patchett:

A few weeks ago at CAMS...a thirty plus year old patron handed me his card to check out items and said "This is my favorite card." He said it so earnestly and in a matter of fact tone. Thought you would love the simplicity and strength of this statement.



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: November 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

October 5 through October 18, 2015	\$ 136,570.89
October 19 through November 1, 2015	\$ 129,188.97

Library Fund Bills List

October 27, 2015	\$ 71,589.95
(includes September purchasing card expenses of \$9,699.98)	
November 10, 2015	\$ 99,012.36

Library Debt Service Fund Bills List

October 27, 2015	\$ 2,759.22
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Library Supplemental Bills List

October 27, 2015	\$ 837.02
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Library Internal Checks List

October 9, 2015	\$ 323.58
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Attachment: Bills Lists, Internal Check List, Purchasing Card Report

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.27.2015

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
22730	BANK OF AMERICA	*PURCHASING CARD-#4355-SEPT 2015	9,699.98
185 LIBRARY SUPPORT Total			<u>9,699.98</u>
4805 LIBRARY YOUTH SERVICES			
65100	DEMCO, INC.	OFFICE SUPPLIES	26.43
65630	BAKER & TAYLOR	CREDIT	-15.00
65630	BAKER & TAYLOR	JUV PRINT	2,806.84
65641	MIDWEST TAPE	JUV AV	131.94
4805 LIBRARY YOUTH SERVICES Total			<u>2,950.21</u>
4806 LIBRARY ADULT SERVICES			
62340	OVER DRIVE, INC.	ADULT E-BOOKS	86.99
62341	INFO USA MARKETING, INC. DBA INFOGROUP	REFERENCE ONLINE DATABASE	12,000.00
62341	PROQUEST INFO & LEARNING COMPANY	ONLINE ACCESS TO CHICAGO TRIBUNE ANNUAL SUBSCRIPTION	11,940.00
65630	BAKER & TAYLOR	2031122413	149.90
65630	BAKER & TAYLOR	ADULT PRINT	3,712.23
65630	LAW BULLETIN PUBLISHING COMPANY	ADULT REF PRINT	86.11
65641	MIDWEST TAPE	ADULT AV	757.20
65641	RECORDED BOOKS INC.	ADULT PRINT	99.00
4806 LIBRARY ADULT SERVICES Total			<u>28,831.43</u>
4820 LIBRARY CIRCULATION			
52610	OBA WILLIAM KING	STORYTELLING FEST MECHANISE SALES	40.00
52610	STONE, SUSAN	STORYTELLING FEST MECHANISE SALES	72.00
52610	UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	62.65
52610	ANTONIO SACRE	STORYTELLING FEST MECHANISE SALES	290.40
52610	BETH HORNER	STORYTELLING FEST MECHANISE SALES	72.00
52610	GLENDIA BAKER	STORYTELLING FEST MECHANISE SALES	132.00
4820 LIBRARY CIRCULATION Total			<u>669.05</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
62375	ESSKAY DEVELOPMENT LLC	CAMS NOVEMBER 2015 RENT	3,451.88
64015	NICOR	NORTH BRANCH N	89.92
65630	BAKER & TAYLOR	2031122413	60.99
65630	BAKER & TAYLOR	ADULT PRINT	89.20
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>3,691.99</u>
4835 LIBRARY TECHNICAL SERVICES			
62340	VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	114.03
62340	TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL LICENSE AND SUPPORT SCAN SYSTEM	795.00
65100	BLACKBAUD INC.	CD CASES	149.30
65100	ULINE	CD OUTER JEWEL CASES	114.45
4835 LIBRARY TECHNICAL SERVICES Total			<u>1,172.78</u>
4840 LIBRARY MAINTENANCE			
61626	VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	124.62
62225	ENCYCLOPAEDIA BRITANNICA INC.	ENCYCLOPAEDIA ONLINE	6,075.00
62225	TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225	CINTAS CORPORATION #769	MAT SERVICE	410.70
62225	CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
65040	SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	68.80
4840 LIBRARY MAINTENANCE Total			<u>14,049.12</u>
4845 LIBRARY ADMINISTRATION			
56140	ILLINOIS DEPT OF REVENUE	*SALES TAX SEPTEMBER 2015	1,127.00
62185	ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHEFER, P.	LEGAL CONSULTING	380.00
62185	TRAUTMANN, LYNN	SEPTEMBER 2015 EVENTS PHOTOS	200.00
62185	KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185	GOMEZ, EDUARDO	BASIC COMPUTER INSTRUCTOR	200.00
62185	GOMEZ, EDUARDO	INSTRUCTOR COMPUTER	200.00
62295	Karen Danczak Lyons	STORYTELLING REIMBURSEMENTS AND HOTEL ACCOMODATION	474.44
65095	AMERICAN LIBRARY ASSOC.	BOOKMARKS	69.15
65095	DEMCO, INC.	OFFICE SUPPLIES	78.93
65095	HERNANDEZ-SOLIS, LEA FARAH	WIPES, SANITIZER, UTENSILS, CUPS AND PLATES	94.47
65095	OFFICE DEPOT	OFFICE SUPPLIES	441.02
65095	EMILY LANSANA	*STORY TELLING FESTIVAL FEE	350.00
65095	IRIS B. BRANDING & COMMUNICATIONS	FFE DESIGN SERVICES	800.00
4845 LIBRARY ADMINISTRATION Total			<u>6,081.67</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.27.2015

4850	LIBRARY GRANTS		
	62225 THE CONTAINED GARDEN	CARE FOR CONTAINER GARDENS	440.00
	65100 OBA WILLIAM KING	*STORY TELLING FESTIVAL-STORYTELLER	750.00
	65100 ANTONIO SACRE	*STORY TELLING FESTIVAL- STORYTELLER	500.00
	65100 EMILY LANSANA	*STORY TELLING FESTIVAL- STORYTELLER	400.00
	65100 BETH HORNER	*STORY TELLING FESTIVAL- STORYTELLER	1,500.00
	65100 GLENDA BAKER	*STORY TELLING FESTIVAL- STORYTELLER	750.00
	65100 Karen Danczak Lyons	STORYTELLING REIMBURSEMENTS AND HOTEL ACCOMODATION	103.72
	4850 LIBRARY GRANTS Total		4,443.72
185	LIBRARY FUND Total		71,589.95
186	LIBRARY DEBT SERVICE FUND		
	4874 MAIN LIBRARY ELEVATOR RENOVATION		
	63056 SCHINDLER ELEVATOR CORP	DOOR OPERATOR REPLACEMENT	2,759.22
	4874 MAIN LIBRARY ELEVATOR RENOVATION Total		2,759.22
186	LIBRARY DEBT SERVICE FUND Total		2,759.22
Grand Total			74,349.17

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.27.2015

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -SEPTEMBER, 2015	837.02
			<u>837.02</u>
		GRAND TOTAL	<u>75,186.19</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.10.2015

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	187.02
65100 LAURA D. ANTOLIN	PROGRAM SUPPLIES REIMBURSEMENTS	132.06
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	19.99
65630 BAKER & TAYLOR	JUV AV	409.11
65630 BAKER & TAYLOR	JUV PRINT	8,982.18
65630 EDUCATIONAL DEVELOPMENT	JUV PRINT	261.04
65641 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	18.00
65641 BAKER & TAYLOR	JUV AV	56.90
65641 MIDWEST TAPE	ADULT AV	191.88
65641 MIDWEST TAPE	JUV AV	<u>370.10</u>
4805 LIBRARY YOUTH SERVICES Total		10,628.28
4806 LIBRARY ADULT SERVICES		
62340 OVER DRIVE, INC.	ADULT E-BOOKS	26.97
65100 3RD SUNDAY STRING BAND	CONCERT AT THE LIBRARY	300.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	422.16
65630 BAKER & TAYLOR	ADULT PRINT	15,555.75
65630 GALE RESEARCH INC.	ADULT PRINT	76.47
65641 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	25.82
65641 MIDWEST TAPE	ADULT AV	2,246.89
65641 RECORDED BOOKS INC.	ADULT AV	99.00
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	<u>391.50</u>
4806 LIBRARY ADULT SERVICES Total		19,144.56
4820 LIBRARY CIRCULATION		
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY PROGRAM	<u>788.63</u>
4820 LIBRARY CIRCULATION Total		788.63
4825 LIBRARY NEIGHBORHOOD SERVICES		
65630 BAKER & TAYLOR	ADULT PRINT	725.24
65630	JUV PRINT	<u>1,565.49</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		2,290.73
4835 LIBRARY TECHNICAL SERVICES		
62341 FARONICS TECHNOLOGIES USA, INC.	DEEP FREEZE MAINTENANCE	159.32
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	20.94
65100 DEMCO, INC.	LIBRARY SUPPLIES	172.26
65100 MINITEX - CPP	LIBRARY SUPPLIES	<u>1,003.00</u>
4835 LIBRARY TECHNICAL SERVICES Total		1,355.52
4840 LIBRARY MAINTENANCE		
62225 GROOT RECYCLING & WASTE SERVICES	DISPOSAL PICK-UP	864.14
62225 CINTAS CORPORATION #769	MAT SERVICE	136.90
62225 METRO DOOR AND DOCK, INC.	EAST LOADING DOOR SERVICE	497.75
64505 CALL ONE	COMMUNICATION CHARGES	<u>167.61</u>
4840 LIBRARY MAINTENANCE Total		1,666.40
4845 LIBRARY ADMINISTRATION		
62185 TRAUTMANN, LYNN	OCTOBER 2015 EVENTS PHOTOGRAPHY	200.00
62185 TRAUTMANN, LYNN	OCTOBER 2015 STORYTELLING FESTIVAL PHOTOGRAPHY	200.00
62295 EVANSTON COMMUNITY FOUNDATION	TRAINING	500.00
62295 JILL SKWERSKI	TRAVEL REIMBURSEMENT	243.88
62295 TIMOTHY LONGO	TRAINING AND TRAVEL	646.39
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	22.82
65095 Paul A. Gottschalk	STAFF DEVELOPMENT DAY SPEAKERS	121.50
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	496.17
65095 ON TRACK FULFILLMENT INC.	FEE MAILING	3,128.96
65095 BOOKENDS & BEGINNINGS	60 COPIES THIRTY MILLIONS WORDS	<u>1,000.00</u>
4845 LIBRARY ADMINISTRATION Total		6,559.72

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.10.2015

4850	LIBRARY GRANTS		
	65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	1,118.01
	65100 HECTOR CARRILLO	DAY OF THE DEAD PRESENTATION	150.00
	65100 CUTLER, JOHN	LATINO GRANT	<u>150.00</u>
	4850 LIBRARY GRANTS Total		<u>1,418.01</u>
185 LIBRARY FUND Total			<u>43,851.85</u>
186	LIBRARY DEBT SERVICE FUND		
4870	MAIN LIBRARY MECHANICAL SYSTEMS		
	62911 HAYES MECHANICAL, INC.	MAIN LIBRARY HVAC IMPROVEMENTS - FIRST PAYMENT	<u>48,240.00</u>
	4870 MAIN LIBRARY MECHANICAL SYSTEMS Total		<u>48,240.00</u>
4871	NORTH BRANCH MECHANICAL SYSTEMS		
	62911 FORWARD SPACE LLC D/B/A OFFICE	NORTH BRANCH RENOVATION SERVICE DESK	<u>6,920.51</u>
	4871 NORTH BRANCH MECHANICAL SYSTEMS Total		<u>6,920.51</u>
186 LIBRARY DEBT SERVICE FUND Total			<u>55,160.51</u>
Grand Total			<u><u>99,012.36</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.10.2015

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

99,012.36

GRAND TOTAL 99,012.36

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 BBSDV7SH42	\$ 10.00	09/01/2015	65095 OFFICE SUPPLIES	ADVERTISEMENT
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 12.46	09/01/2015	65040 JANITORIAL SUPPLIES	MORTAR MIX FOR BRICKWORK REPAIR, PINE-SOL FOR WALL WASHING, BLEACH FOR DISINFECTANT USE
LIBRARY/ADMIN	FINISHINGLINEPRESS	\$ 17.48	09/03/2015	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 24.95	09/04/2015	65050 BUILDING MAINTENANCE MATERIAL	4 PACKS OF TOGGLE BOLTS.
LIBRARY/ADMIN	ZIPPORAH FILMS	\$ 41.90	09/04/2015	65641 AUDIO VISUAL COLLECTIONS	AV MATERIAL
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	09/04/2015	62295 TRAINING & TRAVEL	ILA MIDCONFERENCE FOR JILL SKWERSKI
LIBRARY/ADMIN	CHICAGO PUBLIC MEDIA	\$ 1,800.00	09/04/2015	65095 OFFICE SUPPLIES	STORYTELLING FEST ADVERTISING
LIBRARY/ADMIN	MOTION PICTURE LICENSI	\$ 235.00	09/07/2015	65641 AUDIO VISUAL COLLECTIONS	ANNUAL MOVIE LICENSE
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.96	09/07/2015	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 91.80	09/07/2015	65040 JANITORIAL SUPPLIES	CASTOR WHEELS FOR BOOK BINS REPAIR
LIBRARY/ADMIN	PRATHER PAINT AND WALL	\$ 37.95	09/07/2015	65040 JANITORIAL SUPPLIES	GALLON 1486 GREY WALL PAINT
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 137.51	09/07/2015	65040 JANITORIAL SUPPLIES	TOILET SEATS REPLACEMENTS
LIBRARY/ADMIN	FOUR FINCHES	\$ 92.00	09/09/2015	65095 OFFICE SUPPLIES	FLOWERS FOR FFE MEETING
LIBRARY/ADMIN	GIH GLOBALINDUSTRIALEQ	\$ 51.90	09/10/2015	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT FAN MOTOR FOR DRINKING FOUNTAIN.
LIBRARY/ADMIN	USPS 16262202033309188	\$ 294.00	09/10/2015	62315 POSTAGE	STAMPS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 29.99	09/11/2015	65050 BUILDING MAINTENANCE MATERIAL	FASTENERS
LIBRARY/ADMIN	BLICK ART 800 447 1892	\$ 14.99	09/11/2015	65095 OFFICE SUPPLIES	POSTER BOARDS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 120.52	09/11/2015	65040 JANITORIAL SUPPLIES	STOCK DRILL BITS SUPPLY PER MIKE/JOHN
LIBRARY/ADMIN	GOTPRINT.COM	\$ 99.45	09/11/2015	65100 LIBRARY SUPPLIES	THE BIG READ STICKERS
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 48.83	09/14/2015	65040 JANITORIAL SUPPLIES	36" DRY FLOOR MOP
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 57.88	09/14/2015	65050 BUILDING MAINTENANCE MATERIAL	MILWAUKEE 2" PHILLIPS BITS 15PC, NUT DRIVER, MAKITA SOCKET SET, MILWAUKEE CONSTRUCTION SCISSORS.
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 39.95	09/16/2015	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 169.20	09/17/2015	65050 BUILDING MAINTENANCE MATERIAL	RIGID 14 GALLON SHOP VAC, EXTENSION WAND, 4 TRI-WHEEL CASTERS.
LIBRARY/ADMIN	GOTPRINT.COM	\$ 102.90	09/18/2015	65100 LIBRARY SUPPLIES	BOOK DONATED STICKERS
LIBRARY/ADMIN	VISTAPR VISTAPRINT.COM	\$ 296.14	09/18/2015	65100 LIBRARY SUPPLIES	STORYTELLING BANNERS AND LAWN SIGNS
LIBRARY/ADMIN	EB THE POWER OF PLAY	\$ 30.00	09/18/2015	62295 TRAINING & TRAVEL	TRAINING FOR ROBIN SINDELAR
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 10.99	09/21/2015	65050 BUILDING MAINTENANCE MATERIAL	1 TRI-WHEELED DOLLY
LIBRARY/ADMIN	THE WEBSTAUANT STORE	\$ 64.38	09/21/2015	65100 LIBRARY SUPPLIES	K-LEAP SUPPLIES - GRANT FUNDED
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	09/21/2015	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDERS
LIBRARY/ADMIN	INTL VIDEO & ELECTRONI	\$ 169.00	09/21/2015	65050 BUILDING MAINTENANCE MATERIAL	REGION FREE BLU-RAY AND DVD PLAYER FOR COMMUNITY ROOM AV SYSTEM.
LIBRARY/ADMIN	LITTLEBITS ELECTRONICS	\$ 633.25	09/22/2015	65100 LIBRARY SUPPLIES	LITTLE BITS KITS FOR FOUNDATION 65 STEAM KITS GRANT FUNDED
LIBRARY/ADMIN	ADVANCE AUTO PARTS 682	\$ 46.97	09/23/2015	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF BLACK NITRILLE DISPOSABLE GLOVES.
LIBRARY/ADMIN	PAYPAL TCHAOFILMSL	\$ 125.00	09/23/2015	65641 AUDIO VISUAL COLLECTIONS	AV COLLECTIONS
LIBRARY/ADMIN	LEGO EDUCATION	\$ 810.85	09/23/2015	65095 OFFICE SUPPLIES	LEGO WEDO KITS FOR FOUNDATION 65 STEAM KITS GRANT FUNDED
LIBRARY/ADMIN	BARREL MAKER PRINTING	\$ 697.50	09/23/2015	65100 LIBRARY SUPPLIES	STORYTELLING FEST T-SHIRTS - GRANT FUNDED
LIBRARY/ADMIN	JC LIGHT #1252	\$ 51.75	09/24/2015	65040 JANITORIAL SUPPLIES	2 1/2 ANGLE BRUSH, DRYWALL HOLE PATCH (4X4 AND 6X6 SIZES) AND PAINT ROLLER COVERS
LIBRARY/ADMIN	PAYPAL KUYA DEAL	\$ 21.30	09/24/2015	65095 OFFICE SUPPLIES	ADAPTER FOR LAPTOP
LIBRARY/ADMIN	GOTPRINT.COM	\$ 348.02	09/24/2015	65100 LIBRARY SUPPLIES	STORYTELLING FEST BOOKLET - GRANT FUNDED

LIBRARY/ADMIN	GOTPRINT.COM	\$ 120.72	09/24/2015	62210 PRINTING	WELCOME BOOKMARKS
LIBRARY/ADMIN	GUITAR CENTER #337	\$ 839.94	09/25/2015	65050 BUILDING MAINTENANCE MATERIAL	2 MACKIE 1000WATT POWERED SPEAKERS, 4 CHANNEL MICRO SOUND BOARD MIXER, 2 SPEAKER STANDS, 2 25' XLR SPEAKER CABLES.
LIBRARY/ADMIN	ADVANCED RUST PROTECTI	\$ 76.36	09/25/2015	65040 JANITORIAL SUPPLIES	RUST PROTECTION PAINT PRODUCTS FOR ROOF HATCH DOORS
LIBRARY/ADMIN	SWEETWATER SOUND INC	\$ 143.98	09/28/2015	65050 BUILDING MAINTENANCE MATERIAL	2 CANVAS SPEAKER BAGS FOR THE PA SYSTEM.
LIBRARY/ADMIN	GOTPRINT.COM	\$ 19.84	09/28/2015	62210 PRINTING	BUSINESS CARDS FOR SOCORRO CLARKE
LIBRARY/ADMIN	PRATHER PAINT AND WALL	\$ 14.00	09/28/2015	65040 JANITORIAL SUPPLIES	COLOR MATCHING PAINTS FOR CHILDREN'S ROOM
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 225.00	09/28/2015	62295 TRAINING & TRAVEL	ILA CONFERENCE FOR TIM LONGO
LIBRARY/ADMIN	DAVIS TRANPORTATION LL	\$ 648.00	09/28/2015	62295 TRAINING & TRAVEL	STAFF DAY TRANSPORTATION
LIBRARY/ADMIN	EB DIRTY WORDS WITH B	\$ 20.00	09/28/2015	62295 TRAINING & TRAVEL	TRAINING FOR JILL SCHACTER
LIBRARY/ADMIN	JEWEL #3428	\$ 23.52	09/29/2015	65100 LIBRARY SUPPLIES	PAPER GOODS FOR TEEN PROGRAM LIKE TAB MEETINGS, REFRESHMENTS FOR SPANISH BIG READ DISCUSSION AT ETHS - GRANT FUNDED
LIBRARY/ADMIN	SHELFWIZ	\$ 272.00	09/29/2015	65100 LIBRARY SUPPLIES	SHELF CLIPS FOR ADULT SERVICES
LIBRARY/ADMIN	PRATHER PAINT AND WALL	\$ 7.00	09/30/2015	65040 JANITORIAL SUPPLIES	COLOR MATCH SAMPLES FOR CHILDREN'S DEPARTMENT
	LIBRARY TOTAL	\$ 9,699.98			

**Evanston Public Library
Library Internal Checks
August 1 - Sept 4, 2015**

Type	Date	Num	Name	Memo	Business Account Number	Amount
Check	08/14/2015	1326	Prospect Heights Public Library	ILL LOST BOOK	185.48.4820.57515	-8.00
Check	09/04/2015	1327	Lincolnwood Public Library	ILL LOST BOOK	185.48.4820.57515	-35.00
Check	09/04/2015	1328	Kay Marchese	ILL LOST ITEM	185.48.4820.57515	-29.00
						<u><u>-72.00</u></u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: November 10, 2015

This memo provides an update on significant administrative activities.

Human Resources

Kimberly Hegelund began working as our full-time Assistant Circulation Manager on November 2nd. Previously Kim worked in management at Barnes and Noble.

Nancy Hellgeth began working as a part-time Technology Associate on November 6th. Nancy also works at the Deerfield Public Library and previously worked at the Skokie Public Library.

Financial Resources

The financial report for the period ending October 31st is attached. Year to date expenditures and revenue are within target.

A summary of the Endowment portfolio as of October 31st is attached. The Investment Committee met on November 2nd and approved the sale of \$150,000 (par value) of the 2042 Treasury Inflation-Protected Securities maturing in 2042 because of their long duration (sensitivity to higher interest rates). This sale will take place in three steps before December 31st and the proceeds will be placed in the Money Market account.

Facilities Management

The Request for Qualifications (RFQ) for architectural services for the Main Library Interior Renovations Project was issued on November 5th. The deadline to submit proposals is January 12th and the Library Board will review the list of pre-qualified architectural firms at the March meeting. These firms will then be offered an Invitation to Bid on the project.

Agenda Item 6.A

The major HVAC renovation project is underway. Outside air dampers have been replaced and variable frequency drives on the exhaust fans have been installed. The replacement of the air conditioning coils is schedule to take place soon.



Budget Performance Report

Fiscal Year to Date 10/31/15

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	(669.05)	.00	149,880.77	6,119.23	96	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	.00	.00	8,327.96	3,672.04	69	12,311.99
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$169,300.00	\$0.00	\$169,300.00	(\$669.05)	\$0.00	\$158,208.73	\$11,091.27	93%	\$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	19,697.99	.00	5,786,629.67	(5,786,629.67)	+++	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	.00	.00	61,284.25	(61,284.25)	+++	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	185.25	(185.25)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(1,127.00)	.00	76.94	(76.94)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	1,497.46	(1,497.46)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	.00	171,000.00	.00	.00	171,000.00	.00	100	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	.00	.00	49,820.58	7,179.42	87	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	.00	135,000.00	.00	.00	29,495.00	105,505.00	22	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	.00	17,500.00	.00	.00	12,397.17	5,102.83	71	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	.00	.00	8,200.00	4,300.00	66	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	.00	22,360.00	.00	.00	16,909.98	5,450.02	76	23,977.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$6,373,242.00	\$0.00	\$6,373,242.00	\$18,570.99	\$0.00	\$6,137,496.30	\$235,745.70	96%	\$5,821,010.48
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	79,930.12	(79,930.12)	+++	94,961.83
57551	LIBRARY GRANTS	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	\$0.00	\$0.00	\$79,930.12	\$9,219.88	90%	\$94,961.83
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$17,901.94	\$0.00	\$6,375,635.15	\$256,056.85	96%	\$6,085,805.52
REVENUE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$17,901.94	\$0.00	\$6,375,635.15	\$256,056.85	96%	\$6,085,805.52

EXPENSE



Budget Performance Report

Fiscal Year to Date 10/31/15

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	24,329.20	.00	313,882.58	69,660.42	82	314,119.86
61012	LIBRARY SUBSTITUTES	.00	.00	.00	.00	.00	.00	.00	+++	3,685.74
61050	PERMANENT PART-TIME	271,910.00	.00	271,910.00	22,661.56	.00	169,894.55	102,015.45	62	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	53,961.56	5,550.44	91	73,952.88
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	10.20	(10.20)	+++	78.18
61710	IMRF	67,579.00	.00	67,579.00	4,749.72	.00	47,526.45	20,052.55	70	57,479.86
61725	SOCIAL SECURITY	44,952.00	.00	44,952.00	2,828.05	.00	29,252.02	15,699.98	65	36,439.16
61730	MEDICARE	10,514.00	.00	10,514.00	661.41	.00	6,841.26	3,672.74	65	8,522.06
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	.00	4,023.99	(453.99)	113	3,485.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	396.00	504.00	44	420.38
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	915.40	(915.40)	+++	.00
65100	LIBRARY SUPPLIES	20,540.00	.00	20,540.00	26.43	.00	10,180.59	10,359.41	50	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	8,069.07	.00	96,668.13	47,331.87	67	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	608.89	.00	21,248.13	11,951.87	64	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	.00	14,644.00	.00	.00	10,982.97	3,661.03	75	14,138.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,069,764.00	\$0.00	\$1,069,764.00	\$69,633.29	\$0.00	\$770,957.49	\$298,806.51	72%	\$921,309.55
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	533,974.00	.00	533,974.00	41,773.65	.00	434,454.83	99,519.17	81	518,705.72
61050	PERMANENT PART-TIME	277,838.00	.00	277,838.00	16,455.50	.00	167,418.58	110,419.42	60	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	5,184.02	(5,184.02)	+++	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	5,391.70	.00	51,820.65	32,938.35	61	83,547.96



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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
61615	LIFE INSURANCE	.00	.00	.00	3.01	.00	31.19	(31.19)	+++	46.61
61710	IMRF	91,631.00	.00	91,631.00	5,599.95	.00	58,888.56	32,742.44	64	81,167.11
61725	SOCIAL SECURITY	53,134.00	.00	53,134.00	3,560.67	.00	37,360.78	15,773.22	70	48,114.22
61730	MEDICARE	12,427.00	.00	12,427.00	832.72	.00	8,737.55	3,689.45	70	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	1,348.61	.00	24,432.46	(24,432.46)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	.00	123,264.00	24,889.00	(10,000.00)	102,418.45	30,845.55	75	144,818.83
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	247.50	652.50	28	894.38
65100	LIBRARY SUPPLIES	4,030.00	.00	4,030.00	.00	.00	4,315.45	(285.45)	107	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	13,026.63	.00	197,285.45	136,614.55	59	233,265.02
65635	PERIODICALS	15,640.00	.00	15,640.00	.00	.00	18,573.60	(2,933.60)	119	18,076.98
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	263.40	(263.40)	+++	.00
65641	AUDIO VISUAL COLLECTIONS	87,000.00	.00	87,000.00	3,901.81	.00	54,291.73	32,708.27	62	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	.00	19,995.00	.00	.00	14,996.25	4,998.75	75	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$0.00	\$1,640,492.00	\$116,783.25	(\$10,000.00)	\$1,184,088.93	\$466,403.07	72%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	201,541.00	.00	201,541.00	13,201.92	.00	152,088.08	49,452.92	75	192,237.85
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	22,652.33	.00	215,815.33	46,104.67	82	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	10,859.80	(10,859.80)	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	.00	66,460.00	2,405.10	.00	25,625.45	40,834.55	39	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	2,822.57	.00	28,480.67	30,872.33	48	42,429.75
61725	SOCIAL SECURITY	27,986.00	.00	27,986.00	2,205.71	.00	23,299.51	4,686.49	83	25,598.85
61730	MEDICARE	2,670.00	.00	2,670.00	515.83	.00	5,449.12	(2,779.12)	204	5,986.76
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	1,573.90	3,826.10	29	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	111.87	978.60	5,985.98	(2,964.58)	174	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	.00	12,899.00	.00	.00	9,674.28	3,224.72	75	12,453.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$0.00	\$653,666.00	\$43,915.33	\$978.60	\$478,852.12	\$173,835.28	73%	\$533,458.89
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	181,611.00	.00	181,611.00	8,002.28	.00	96,248.54	85,362.46	53	102,659.52
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	.00	147,320.00	11,633.57	.00	128,228.74	19,091.26	87	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	877.28
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,981.95	(1,981.95)	+++	.00



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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	2,071.10	.00	20,617.89	22,755.11	48	21,639.48
61615	LIFE INSURANCE	82.00	.00	82.00	.17	.00	1.69	80.31	2	6.08
61710	IMRF	24,663.00	.00	24,663.00	1,848.20	.00	21,133.31	3,529.69	86	26,865.60
61725	SOCIAL SECURITY	15,079.00	.00	15,079.00	1,194.10	.00	13,878.42	1,200.58	92	16,589.58
61730	MEDICARE	3,526.00	.00	3,526.00	279.29	.00	3,245.68	280.32	92	3,879.74
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	10,143.85	356.15	97	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	.00	2,500.00	.00	.00	2,808.22	(308.22)	112	2,926.03
62375	RENTALS	42,750.00	.00	42,750.00	3,451.88	.00	34,620.21	8,129.79	81	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	.00	2,100.00	89.92	.00	2,207.37	(107.37)	105	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	215.30	(215.30)	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	1,344.77	(1,344.77)	+++	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	.00	.00	489.22	4,010.78	11	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	.00	13,030.00	.00	896.00	896.00	11,238.00	14	3,095.33
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	432.17	.00	13,648.39	16,251.61	46	21,926.44
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	724.39	775.61	48	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	1,081.70	1,118.30	49	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	.00	2,984.00	.00	.00	2,238.03	745.97	75	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$0.00	\$527,618.00	\$29,002.68	\$896.00	\$357,308.15	\$169,413.85	68%	\$438,570.78
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	296,115.00	.00	296,115.00	18,752.15	.00	171,599.75	124,515.25	58	165,512.19
61050	PERMANENT PART-TIME	70,855.00	.00	70,855.00	9,195.88	.00	97,181.97	(26,326.97)	137	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	3,202.18	.00	25,357.49	11,097.51	70	19,080.60
61615	LIFE INSURANCE	125.00	.00	125.00	.53	.00	5.19	119.81	4	86.15
61710	IMRF	35,413.00	.00	35,413.00	2,980.16	.00	28,122.44	7,290.56	79	31,384.90
61725	SOCIAL SECURITY	18,623.00	.00	18,623.00	1,718.91	.00	16,617.16	2,005.84	89	16,429.98
61730	MEDICARE	4,356.00	.00	4,356.00	402.01	.00	3,886.30	469.70	89	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	.00	31,070.00	909.03	.00	3,205.03	27,864.97	10	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	.00	114,700.00	5,439.34	66,273.94	88,549.98	(40,123.92)	135	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	263.75	.00	4,753.24	7,246.76	40	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	.00	30,500.00	.00	3,484.36	13,318.63	13,697.01	55	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	.00	8,318.00	.00	.00	6,238.53	2,079.47	75	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$0.00	\$658,530.00	\$42,863.94	\$69,758.30	\$458,835.71	\$129,935.99	80%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE										



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61010	REGULAR PAY	226,743.00	.00	226,743.00	17,155.05	.00	181,540.34	45,202.66	80	228,934.82
61050	PERMANENT PART-TIME	86,561.00	.00	86,561.00	8,817.61	.00	71,764.55	14,796.45	83	61,938.21
61110	OVERTIME PAY	9,300.00	.00	9,300.00	2,067.22	.00	7,774.21	1,525.79	84	7,454.43
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	46,626.38	12,354.62	79	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	224.62	.00	1,977.81	(777.81)	165	2,088.66
61630	SHOE ALLOWANCE	495.00	.00	495.00	.00	.00	620.00	(125.00)	125	545.00
61710	IMRF	35,944.00	.00	35,944.00	2,958.20	.00	27,628.86	8,315.14	77	34,564.13
61725	SOCIAL SECURITY	18,977.00	.00	18,977.00	1,702.86	.00	15,946.05	3,030.95	84	18,204.76
61730	MEDICARE	4,438.00	.00	4,438.00	398.25	.00	3,729.34	708.66	84	4,257.56
62225	BLDG MAINTENANCE SERVICES	214,507.00	.00	214,507.00	20,592.60	59,907.36	163,050.90	(8,451.26)	104	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	10,320.61	1,679.39	86	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	1,875.06	505.94	79	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	1,275.03	424.97	75	1,700.04
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	168.95	(168.95)	+++	.00
64015	NATURAL GAS	30,900.00	.00	30,900.00	1,058.05	.00	21,420.19	9,479.81	69	29,344.18
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	1,255.37	7,835.62	8,675.01	(6,510.63)	165	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	.00	21,200.00	.00	.00	20,096.86	1,103.14	95	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	3,935.97	1,312.03	75	5,067.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	\$769,204.00	\$0.00	\$769,204.00	\$61,137.87	\$67,742.98	\$618,217.30	\$83,243.72	89%	\$660,063.14
	Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	492,088.00	.00	492,088.00	40,244.70	.00	420,005.63	72,082.37	85	451,399.15
61050	PERMANENT PART-TIME	91,227.00	.00	91,227.00	6,389.72	.00	49,036.18	42,190.82	54	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	70,963.42	28,089.58	72	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	5,871.43	1,328.57	82	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	978.57	221.43	82	1,209.39
61710	IMRF	63,362.00	.00	63,362.00	4,935.74	.00	49,638.64	13,723.36	78	61,375.41
61725	SOCIAL SECURITY	31,507.00	.00	31,507.00	2,304.92	.00	28,390.62	3,116.38	90	30,332.02
61730	MEDICARE	7,915.00	.00	7,915.00	668.91	.00	6,769.61	1,145.39	86	7,541.16



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62185	CONSULTING SERVICES	35,000.00	.00	35,000.00	2,646.66	15,000.02	21,927.10	(1,927.12)	106	10,822.50
62210	PRINTING	1,800.00	.00	1,800.00	.00	.00	1,426.00	374.00	79	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	.00	1,600.00	.00	.00	1,791.70	(191.70)	112	1,844.91
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
62295	TRAINING & TRAVEL	22,500.00	.00	22,500.00	524.44	.00	14,271.13	8,228.87	63	12,964.51
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	1,978.41	3,021.59	40	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	9,200.97	3,067.03	75	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	.00	.00	400.73	599.27	40	906.50
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	.00	.00	3,641.90	358.10	91	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	.00	.00	1,048.92	1,151.08	48	1,863.69
65095	OFFICE SUPPLIES	69,200.00	.00	69,200.00	1,856.89	5,677.97	27,034.27	36,487.76	47	24,952.86
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	5,056.70	(5,056.70)	+++	.00
65635	PERIODICALS	.00	.00	.00	.00	.00	285.74	(285.74)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	.00	13,180.00	.00	.00	9,884.97	3,295.03	75	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	187,499.97	62,500.03	75	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$0.00	\$1,298,268.00	\$67,754.22	\$20,677.99	\$920,110.47	\$357,479.54	72%	\$1,078,428.07
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	1,200.00	(1,200.00)	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	440.00	.00	1,640.00	(1,640.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	250.60	(250.60)	+++	.00
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	1,466.64	(1,466.64)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	.00	8,050.00	4,626.47	10,398.10	41,170.98	(43,519.08)	641	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	7,258.10	(7,258.10)	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$0.00	\$14,150.00	\$5,066.47	\$10,398.10	\$52,986.32	(\$49,234.42)	448%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$436,157.05	\$160,451.97	\$4,841,356.49	\$1,629,883.54	75%	\$5,725,128.11
EXPENSE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$436,157.05	\$160,451.97	\$4,841,356.49	\$1,629,883.54	75%	\$5,725,128.11
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	17,901.94	.00	6,375,635.15	256,056.85	96	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	436,157.05	160,451.97	4,841,356.49	1,629,883.54	75	5,725,128.11
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	\$0.00	(\$418,255.11)	(\$160,451.97)	\$1,534,278.66	(\$1,373,826.69)		\$360,677.41



Budget Performance Report

Fiscal Year to Date 10/31/15

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
Grand Totals										
	REVENUE TOTALS	6,631,692.00	.00	6,631,692.00	17,901.94	.00	6,375,635.15	256,056.85	96	6,085,805.52
	EXPENSE TOTALS	6,631,692.00	.00	6,631,692.00	436,157.05	160,451.97	4,841,356.49	1,629,883.54	75	5,725,128.11
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$418,255.11)	(\$160,451.97)	\$1,534,278.66	(\$1,373,826.69)		\$360,677.41

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

	Symbol	Shares/Quantity	Price	Value as of 10/31/2015	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6741.259	\$192.07	\$1,294,793.62	34.2%		
Vanguard Small-Cap Index Fund	VSMAX	3607.599	\$54.69	\$197,299.59	5.2%		
Vanguard REIT Index Fund	VGSLX	1634.601	\$113.22	\$185,069.53	4.9%		
Vanguard Total International Stock Index Fund	VTIAX	13152.362	\$25.27	\$332,360.19	8.8%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6261.342	\$29.09	\$182,142.44	4.8%	57.9%	
Vanguard Prime Money Market Fund	VMMXX	349294.000	\$1.00	\$349,294.00	9.2%		
Vanguard Federal Money Market Fund	VMFXX	28012.510	\$1.00	\$28,012.51	0.7%	10.0%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.010	\$145,419.79	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$112.301	\$134,854.40	3.6%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$119.814	\$132,118.89	3.5%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		300000.000	\$89.389	\$282,857.18	7.5%	18.4%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25348.911	\$10.64	\$269,712.41	7.1%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$106.218	\$47,798.10	1.3%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$108.328	\$48,747.60	1.3%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$109.130	\$49,108.50	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$107.000	\$43,870.00	1.2%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$111.380	\$11,138.00	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$113.551	\$48,826.93	1.3%	13.7%
				\$3,783,423.67		100.0%	

Cash Equivalents	10.0%
US Treasury Inflation Protected Securities	18.4%
Corporate Bonds	13.7%
Domestic Equities	44.3%
International Equities	13.6%
	100.0%



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Approval of FY2016 Library Revenue Budget
Date: November 10, 2015

I recommend Library Board approval of the FY2016 revenue budget for the Library:

FY2016 Revenue	
Property Tax Levy - Operating	\$6,054,180
Transfer from Endowment Income	\$185,800
Fund for Excellence	\$185,000
Fines and Fees	\$160,000
State Per Capita Grant	\$94,177
Library Donations	\$87,500
Library Book Sales	\$63,000
Personal Property Replacement Tax	\$50,200
Prior Year's Taxes	\$50,000
Rental Income	\$25,300
Library Grants	\$20,000
Copy Machine and Printing Charges	\$15,500
Meeting Room Fees	\$12,500
Material Replacement Charges	\$12,000
Investment Income	\$2,000
	\$7,017,157

**CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2015 R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016
AND ENDING DECEMBER 31, 2016**

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

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

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

WHEREAS, for the budget year FY 2016, beginning January 1, 2016 and ending December 31, 2016, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 18, 2015, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2016 and ending December 31, 2016; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2016 is in the public interest and in the interest of the Library and its patrons;

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

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

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2016:

FY2016 Adopted Budget	
Expenditures	
Youth Services	\$1,198,465
Adult Services	\$1,622,118
Circulation	\$655,409
Neighborhood Services	\$459,394
Technical Services	\$693,352
Maintenance	\$838,251
Administration	\$1,510,153
Library Grants	\$20,000
	\$6,997,142

Revenues	
Property Tax Levy - Operating	\$6,054,180
Prior Year's Taxes	\$50,000
Transfer from Endowment Income	\$185,800
Fund for Excellence	\$185,000
Fines and Fees	\$160,000
State Per Capita Grant	\$94,177
Library Donations	\$87,500
Library Book Sales	\$63,000
Personal Property Replacement Tax	\$50,200
Rental Income	\$25,300
Library Grants	\$20,000
Copy Machine and Printing Charges	\$15,500
Meeting Room Fees	\$12,500
Material Replacement Charges	\$12,000
Investment Income	\$2,000
	\$7,017,157

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

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

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

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

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

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$6,177,735 (budgeted tax revenue of \$6,054,180 plus a 2% loss in collection factor) for the fiscal year January 1, 2016 to December 31, 2016. Any unused portions on December 31, 2016 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 18th day of November, 2015.

ROLL CALL VOTE	AYES	NAYS:
Clarke	—	—
Foreman	—	—
Iles	—	—
Lurie	—	—
Patel	—	—
Schapiro	—	—
Siegel	—	—
Smith	—	—
Tannen	—	—

ABSENT OR
NOT VOTING:

Certified:

Attest:

Michael M. Tannen
President, Board of Library Trustees

Margaret Lurie
Secretary, Board of Library Trustees



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Library Board Meeting Schedule for 2016

Date: November 10, 2015

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2016 Board meeting dates are on the third Wednesday of the month with the exception of the two special budget meetings. I recommend Board approval of the following Board meetings for 2016:

January 20th
February 17th
March 16th
April 20th
May 18th
June 15th
July 20th
August 3rd (special budget meeting)
August 17th
September 7th (special budget meeting)
September 21st (Public Hearing on budget)
October 19th (Truth in Taxation Hearing)
November 16th (Adoption of Tax Levy)
December 21st



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Library Schedule for 2016
Date: November 10, 2015

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2016:

Sunday, March 27 th	Easter
Friday, April 15 th	Staff Development Day (open at 1 pm)
Thursday, May (5 th or 12 th)	Donor Recognition Event (close at 4 pm)
Sunday, May 29 th	Memorial Day weekend
Monday, May 30 th	Memorial Day*
Sunday, July 3 th	Independence Day
Monday, July 4 th	Independence Day – observed*
Sunday, September 4 th	Labor Day weekend
Monday, September 5 th	Labor Day – observed*
Friday, October 21 st	Staff Development Day (open at 1 pm)
Thursday, November 24 th	Thanksgiving*
Saturday, December 24 th	Christmas Eve Day
Sunday, December 25 th	Christmas Day
Monday, December 26 th	Christmas Day – observed*
Saturday, December 31 st	New Year's Eve (close at 5 pm)
Sunday, January 1 st , 2017	New Year's Day
Monday, January 2 nd , 2017	New Year's Day - observed*

* Paid holidays

Holiday time off with pay is granted to full-time and eligible part-time employees for May 30th, July 4th, September 5th, November 24th, December 26th, and January 2nd, 2017. Staff will receive an extra floating holiday in lieu of the Christmas Eve holiday per section 9.3.A(c) of the AFSCME contract.

Agenda Item 9.C

Holiday pay is not granted for March 27th, May (5th of 12th) after 4 pm, May 29th, July 3rd, September 4th, December 24th, December 25th, December 31st after 5 pm and January 1st, 2017.

Staff is anticipating the closure of North Branch for four weeks in August for the installation of new air conditioning, furnace, ductwork and lighting.

The 2016 Storytelling Festival will be scheduled for October 7th through 9th.