



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JANUARY 20, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, January 20, 2016

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of December 16, 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)
- B. Hoopla Streaming Services (Tim Longo)

7. BOARD REPORTS

- A. Fund for Excellence Committee (Margaret Lurie)

8. BOARD DEVELOPMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Introduction of Proposed Amendment to the Bylaws (Karen Danczak Lyons)
- B. Library Director Evaluation Process (Michael Tannen)

11. ADJOURNMENT

Next Meeting: February 17, 2016 at 6:30 pm

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



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

Wednesday, December 16, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Socorro Clarke, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith, Michael Tannen

Members Absent: Tori Foreman, Leora Siegel

Staff: Karen Danczak Lyons, Paul Gottschalk, Wynn Shawver, Jessica Ticus

Guest: Martin Lyons, Assistant City Manager and Chief Financial Officer

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

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the November 16, 2015 Truth in Taxation Hearing, the minutes of the November 18, 2015 regular meeting, the bills list and payroll. Seconded by Sandra Smith and approved on a voice vote.

INFORMATION/COMMUNICATIONS

A. Crown Center Update – Martin Lyons, Assistant City Manager and Chief Financial Officer of the City of Evanston, gave an update on the Robert Crown Center renovation project. The consulting firm Community Counseling Services (CCS) has been working on a two phase consulting project. Phase I was conducting a feasibility study to assess community interest and support of the project. 58 individuals were interviewed and over 1000 people replied to an online survey. Recommendations are being culled from this feedback and will be shared with the EPL and the Evanston Parks and Recreation Boards. Phase II involves the presentation of the timeline for the fundraising and construction, which will be presented at the January 19th City Council meeting. The City is investigating the formation of a 501(c) (3) or a 501 (c) (4) organization to manage fundraising for this project.

LIBRARY DIRECTOR'S REPORT

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

- On Monday, November 23, 2015 the City Council unanimously approved Evanston Public Library's tax levy.
- On January 6th, the Library will launch the online service Hoopla which will allow patrons to stream movies, popular music, television shows, graphic novels, e-books and audiobooks.
- Brian Wilson and Betsy Bird presented the annual Best Picture Books of 2015 program attended by over 90 people.
- Betsy Bird is hosting a 1st Evanston Public Library Literary Salon. The Literary Salon is a new monthly gathering of enthusiasts of children's books. The first session is Bringing Books to the Border, an effort to bring books to developing countries.

STAFF REPORTS

- A. Administrative Services Report** – Paul Gottschalk updated the Board that Mitch Einhorn, owner of Lush, has a verbal agreement with a contractor to do the necessary build-out of the space adjacent to North Branch.

BOARD REPORTS

- A. Facilities Committee** – Benjamin Shapiro reported the Facilities Committee recommends Board approval of the proposal from Construction Consulting and Disbursement Services (CCDS) in the amount of \$19,995 for emergency repairs on the rafters supporting the roof at the north end of North Branch. The project would be funded from current Library Fund reserves. Vaishali Patel moved for approval, seconded by Michael Tannen and approved on voice vote. President Tannen asked the minutes to reflect his concern that the Library is paying for capital improvements for a building owned by the City of Evanston.
- B. Fund for Excellence** – Margaret Lurie reported on the results of #GivingTuesday, December 1st during which the Library raised \$31,857 from 212 donors, 87 of whom were new donors to the Library. Margaret and Paul Lurie offered a \$10,000 matching challenge which was met by 2 pm that afternoon prompting the Luries to double their gift and continue the challenge.

Board Development

- A. Tabled the showing of the Board meeting video.

NEW BUSINESS

- A. Approval of Agreement with Mary Kling for Volunteer Management Services** – Motion by Benjamin Schapiro to approve the contract with Mary Kling, seconded by Sandra Smith and approved on a roll call vote.
- B. Approval of Cooperative Computer Services (CCS) Annual Agreement** – Motion by Benjamin Schapiro to approve the CCS Annual Agreement, seconded by Vaishali Patel and approved on a roll call vote.

- C. Approval of Total Building Services Janitorial Agreement** – Benjamin Schapiro motioned to approve the Total Building Services Janitorial Agreement, seconded by Sandra Smith and approved on a roll call vote.
- D. Approval of Per Capita Grant Application** – Benjamin Schapiro motioned to approve moving forward with the application for the Per Capita Grant from the State of Illinois, seconded by Sandra Smith and approved on a voice vote.
- E. Discussion of the Lease Renewal for Chicago Avenue/ Main Street Branch** – the Board recommended that Director Karen Danczak Lyons pursue a three-year lease at an improved rate. If the landlord is not amenable to a discounted rate, the Board suggests Director Lyons negotiate a one-year lease.

CLOSED SESSION – Review and Approval of Closed Session Minutes – President Tannen read the official language for convening a Closed Executive session for the purpose of reviewing closed session minutes. Motioned by Ben Schapiro, seconded by Sandra Smith and approved on a unanimous roll call vote. The Board moved into Closed Session at 7:33 p.m.

The Board re-convened in open session at 7:36 pm.

Vaishali Patel motioned to make the minutes of closed sessions from July 15, 2015, August 19, 2015, September 2, 2015 and September 16, 2015 available to the public. Shawn Iles seconded and all approved on roll call vote.

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

Respectfully Submitted,

Margaret Lurie, Secretary

Next Meeting: Wednesday, January 20, 2016 at 6:30 pm Evanston Public Library, Board Room

Library Director's Report
December 16, 2015

Updates:

- 2016 Budget: On Monday, November 23, 2015 the City Council unanimously approved Evanston Public Library's tax levy. Thank you to the Board and staff for your hard work and to Board President Michael Tannen for speaking on behalf of the library's work and levy at the meeting.

		% of
FY2016 Revenue		Total
Property Tax Levy - Operating	\$6,054,180	86.3%
Transfer from Endowment Income	\$185,800	2.6%
Fund for Excellence	\$185,000	2.6%
Fines and Fees	\$160,000	2.3%
State Per Capita Grant	\$94,177	1.3%
Library Donations	\$87,500	1.2%
Library Book Sales	\$63,000	0.9%
Personal Property Replacement Tax	\$50,200	0.7%
Prior Year's Taxes	\$50,000	0.7%
Rental Income	\$25,300	0.4%
Library Grants	\$20,000	0.3%
Copy Machine and Printing Charges	\$15,500	0.2%
Meeting Room Fees	\$12,500	0.2%
Material Replacement Charges	\$12,000	0.2%
Investment Income	\$2,000	0.0%
	\$7,017,157	

As a reminder, our proposed 2016 budget captures 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.

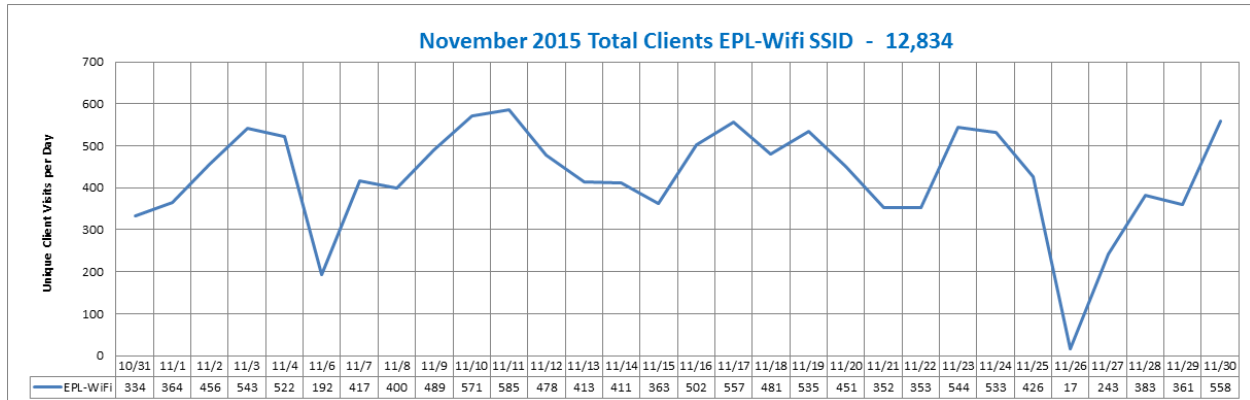
Assessments, metrics and initiative results:

Foot traffic:	October, 2015	November, 2015
Main:	43,311	41,034
North:	4,367	4,361
CAMS:	4,254	3,861
Total:	51,932	49,256

Website visits in October: 41,132 November: 37,483

Overall Computer/Internet Use – all locations: October: 6,675 November: 6,359

Wireless network: November: total: 12, 834



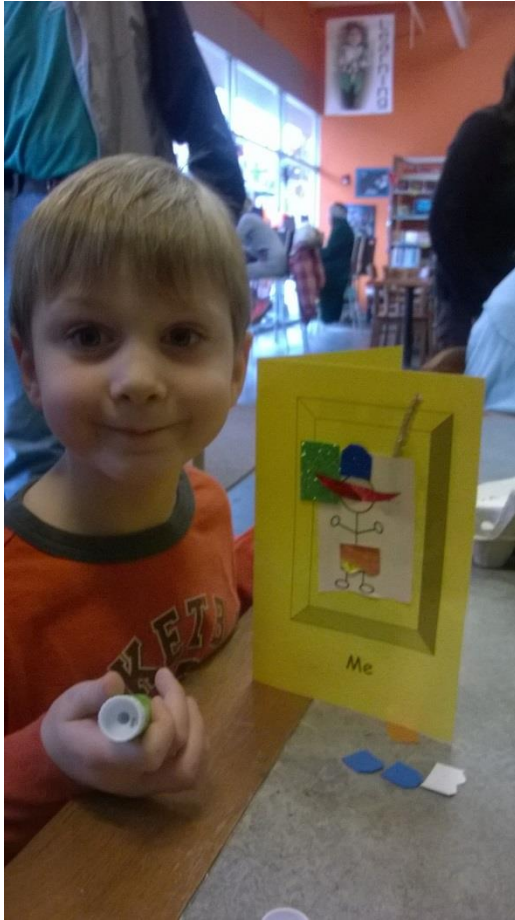
Services and collaborations:

- I was pleased to be part of the interview panel assembled to review applicants for the Director of Parks, Recreation and Community Services. This Department is one of our important partners and we will continue to work closely together in 2016.
- Conversations continue with the Youth Job Center as we seek ways to expand the number of children served by the ABC Boosters program and seek additional sources of fund. More to come in the new year.
- The Pierian Club invited me to address their members and discuss the Fund for Excellence and Library services. I was delighted to meet the club which has spent a year considering the topic “Travel Literature: Exploring our Worlds.” The participants are voracious readers and support the Evanston Public Library. I was told that “You can tell you are in Evanston because our library cards are used more than our credit cards!”

Highlights from Neighborhood Services include:

- Pauline Dembecki, a local attorney, spoke to two groups of patrons about Illinois probate laws.
- Story times including bilingual story time continued.
- Ranea Surbrook and Connie Heneghan attended Best Picture Books program at main.

Below is a picture of the craft activity from the Monday morning story time and craft where we shared a book about imaginary friends and then made a book showing self and possible imaginary friends.



**Highlights from Children's Services include:
Programming Highlights**

Brian Wilson presented his annual **Best Picture Books** list, joined by our colleague and Collection Manager, Betsy Bird. From those who attended it was a big success. I worked the Sunday following the program and had a patron come to realize that she had missed the presentation. I had to offer her the book list instead. She was disappointed to have missed our two dynamic and knowledgeable presenters.

Steve and Kate's Camp staff presented **two stop-motion animation** workshops on November's D65 School Improvement day. They will be repeating the programs for us over Winter Break.

The Big Read:

We held our Dia de los Muertos program as part of the Big Read. First we showed the animated movie, *The Tree of Life* in the Community Room and then invited families to come to the Art Garden for a craft. I prepared papel picado to cut out, Calaveras pictures to color and clay Calaveras to paint. The craft was very popular – most families spent a ½ hour or so in the Art Garden but there were 2 families who stayed for the entire 2 hours, working on art together. Everyone who dropped by did all 3 crafts and

took home lots of art. A couple of parents asked when we were doing this again and there were also a couple of parents who were teachers and were interested in duplicating some of the crafts.

- Attendance – movie: **20 (14 kids, 6 adults)**
- Attendance – craft: **40**

Special Needs Friendly LEGO Program:

Laura Antolin worked with Beth Weiss, Brickology maven, to offer our first Special Needs friendly program on November 11. In order to keep the numbers manageable, we capped the program at 30 people, including parents. Beth Weiss has LEGO clubs at several schools in Evanston and presents lots of programs at neighboring libraries. She generally offers a free Special Needs program if you book a regular program but offered EPL this program free of charge – at the end of the program, Beth offered to hold more Special Needs LEGO programs at EPL without charge.

Beth brought cases of LEGOs and the kids worked on individual projects as well as adding to a mosaic in the hour-long program. The parents in attendance primarily chose to connect with one another but stayed in the room and were watchful of their children. Each family brought siblings and all the kids worked side by side so it was very inclusive. We ended up with kids from 5-15 years old and it was a really positive experience for everyone. The parents expressed gratitude for holding the program and were interested in attending more programs at EPL. I stayed and worked with kids for the length of the program and I felt it served a very real need for the families that came.

- Attendance **14 (9 kids, 5 adults)**

Training and Continuing Ed

Bojda attended the **LACONI YSS Program** on Programming for Teens and Tweens. Presentations included sessions on Minecraft programming from staff at Mount Prospect Public Library, the author of *Sex, Brains, and Videogames: a librarian's guide to teens in the twenty-first century*, tween (Middle School) programming, two NIU professors who run a website for educators called *STEM Read: discover the science behind Science Fiction*. The website is still being developed and while it does include activities and books for younger elementary school students there was really only one title for 3-5 graders and many of the younger children's titles were not of the quality of some of the titles for the Teens and Tweens. It will be worth keeping an eye on the website as content expands.

Outreach and Community Engagement

Preschool Outreach

From Brian Wilson:

Met with 19 preschool groups this month.

From Laura Antolin:

Day Care Delivery Book Bags:

Sally Schwarzlose delivered 5 Book bags this month and I delivered another7: **12 new Book Bags**

Teen Baby Nursery:

I presented a storytime to infants and toddlers at Teen Baby Nursery. I delivered requested books and cds (thematic and specific titles) when I brought this month's Home Provider Book Bags.

- Attendance = **13 (9 children and 4 staff)**

Baby Toddler Nursery Storytime:

Storytimes in the infant, toddler and preschool classrooms.

- Attendance **80 (64 children and 16 staff)**

LEAP:

We finished our Pizza Play Literacy on November 9 and then I put together and delivered 5 Pizza classroom centers to the JEH teachers to use in their classrooms and then pass to another classroom. I created and repaired materials for Vet Play in preparation for LEAP at the end of November and early December.

Attendance: last Pizza Play Literacy - **59 (46 children, 13 staff) 4 classrooms**

- Laura – 2 classes, Jessica – 4 classes, Martha – 2 classes

Attendance: first Vet Play Literacy – **60 (51 children, 9 staff) 4 classrooms**

- Laura – 2 classes, Brian – 2 classes, Martha – 2 classes

Exploring STEAM with Ms. Laura:

This month we talked about magnets and did experiments with magnets. We discussed what kinds of things were magnetic, the north and south poles of a magnet, and how the poles either attracted or repelled each other – I did a short demonstration with a magnetic wand and various items. We played with magnetic rings and made patterns from pattern cards and used magnetic wands with faces drawn on them and cut up pieces of pipe cleaners to look like hair.

Each family made a magnetic mover game to take home—they drew a road on a piece of cardboard, decorated a car die-cut shape and attached different numbers of paper clips to it and moved it with a small magnetic wand underneath the cardboard. Both parents and children got into this activity.

Attendance wasn't great largely because there was a competing parent workshop at the same time at JEH.

- Attendance **14 (9 kids, 5 adults) 5 families**

Learning & Growing:

The families that come to this storytime are home visiting families and I'm happy to have the opportunity to interact with them - I read stories and sang songs with the families and prepared a "stained-glass window sun catcher" craft. The kids and parents worked together to place cut up tissue paper on a circle of contact paper and attach a string to hang it with. This was another opportunity to work on fine motor practice.

Attendance **13 (8 kids, 5 adults) 5 families**

Lunch Bunch at JEH:

I presented a Thanksgiving storytime to the families at Lunch Bunch. We read a few books, sang a couple of songs and then the families made a book craft for Thanksgiving. This was a very enjoyable craft that inspired a lot of creativity by the both the children and the adults.

- Attendance **27 (15 kids, 12 adults)**

Book Buddies:

We finished up our 4 weeks of Book Buddies at the Child Care Center of Evanston and started our 3 weeks at Reba Early Learning Center. We'll be bringing 10-week sessions in 2016 to both locations. There has been a tremendous response from NU students which has resulted in lots of volunteers and a lot of repeat volunteers – we are often able to visit 2 classrooms at the same time (with me running from one to the other). The kids look forward to seeing their Book Buddies and the teachers are very welcoming and express a lot of gratitude for our time and efforts.

- Attendance last visit to Child Care Center: **25 (15 children, 3 adults, 7 NU students)**
- Attendance 2 visits to Reba Early Learning: **100 (56 children, 12 adults, 32 NU students)**

IWSE Family Celebration:

I provided 30 EPL book bags and found 30 donated and new picture books (Book sale donations and books from Betsy) to be handed out at IWSE's Family Celebration on November 17. There was a station set up for me to read aloud to families and their toddlers/preschoolers and I brought a laptop along in order to make Library cards. It was a difficult room to read – there was access to donated toys and the toddlers and preschoolers would sit still briefly and then run around. Dinner was also being served at the same time. I was able to talk to some of these young parents and did end up making some Library cards and sang some songs with the families. I also had brought a few books for older kids and handed out some chapter books to some of the older siblings in the families.

- Attendance in my area **21 (12 children, 9 parents)**
- Library cards made **3**

Cradle to Career

Bojda facilitated two Community Conversations on behalf of Evanston Cradle to Career. One session at Family Focus attended by 20 women belonging to their Grandparents Raising Grandchildren group.

Bojda, Antolin, and Neumeier attended the quarterly partners meeting. Antolin and Neumeier presented on behalf of the two sub-committees that they co-chair.

3-D Printing and Tinkercad Program at Dewey:

In response to a request from Becky Borree (librarian at Dewey) for instruction on how to use her 3-D printer and how to teach Tinkercad to her 5th grade classes, Antolin met with Ashley Hamernik to get a short tutorial on Tinkercad. I spent some time at home playing around in Tinkercad and then we went to Dewey together to instruct Becky's 5th grade classes. Ashley took the lead and taught and I was able to walk around and help kids as they started their projects. After observing Ashley, Laura feels comfortable teaching the basics that she taught.

- Attendance **24 (22 kids, 2 teachers)**

Dawes After-Care:

Antolin read several books about giving thanks and about food. I prepared a wreath/tree craft using die-cut hands in multi-cultural colors. The kids wrote what they were thankful for on the hands and attached with to a paper tree or to a paper plate cut out to be a wreath. It was a good craft just before Thanksgiving.

- Attendance **20 (17 kids, 3 staff)**

Fleetwood After-school:

K-1st graders – I read books and do a craft with this group. This month we made a spider craft. The kids look forward to both the books and the craft.

- Attendance **9 (7 kids, 2 staff)**

2nd -5th graders – with this group, we made Artbots and talked about motors and worked on balancing the Artbots in order for them to turn. There were primarily boys this week and they were pretty rowdy – it wasn't always easy to explain the activity as kids were coming in at different times and messing around with each other. I spoke with Brianna who recognizes the challenge of working with the kids sometimes and we are thinking about maybe trying the activities with a smaller group

- Attendance **12 (10 kids, 2 staff)**

Other Activities

Staff began preparation for our **Winter Break MakerKids** programs and Family Film series.

For a long while we have had a paper tree up on the wall in our storytelling room and it was beginning to look a little worse for the wear. Kim Kaufmann worked with maintenance to get paints and a projector so she could paint a bare tree on the wall instead that can be decorated by our storytellers.

Kennelly did a great deal of work preparing our Battle Books for display. Not only do we support the D65 4th and 5th grade battle but two of our Elementary Schools have Primary Battles for students in Grades K-3, with separate lists, of course. We also support the Desafio, the Spanish language battle with its own list.

Evanston Library, courtesy of Leigh Kennelly, hosted the Lincoln Story League, a group of North Suburban library staff who meet regularly to share great books and other storytime ideas.

Brian Wilson completed weeding J fiction and is continuing to weed the other fiction collections with the intent of being able to interfile hardback and paperback juvenile fiction in January.

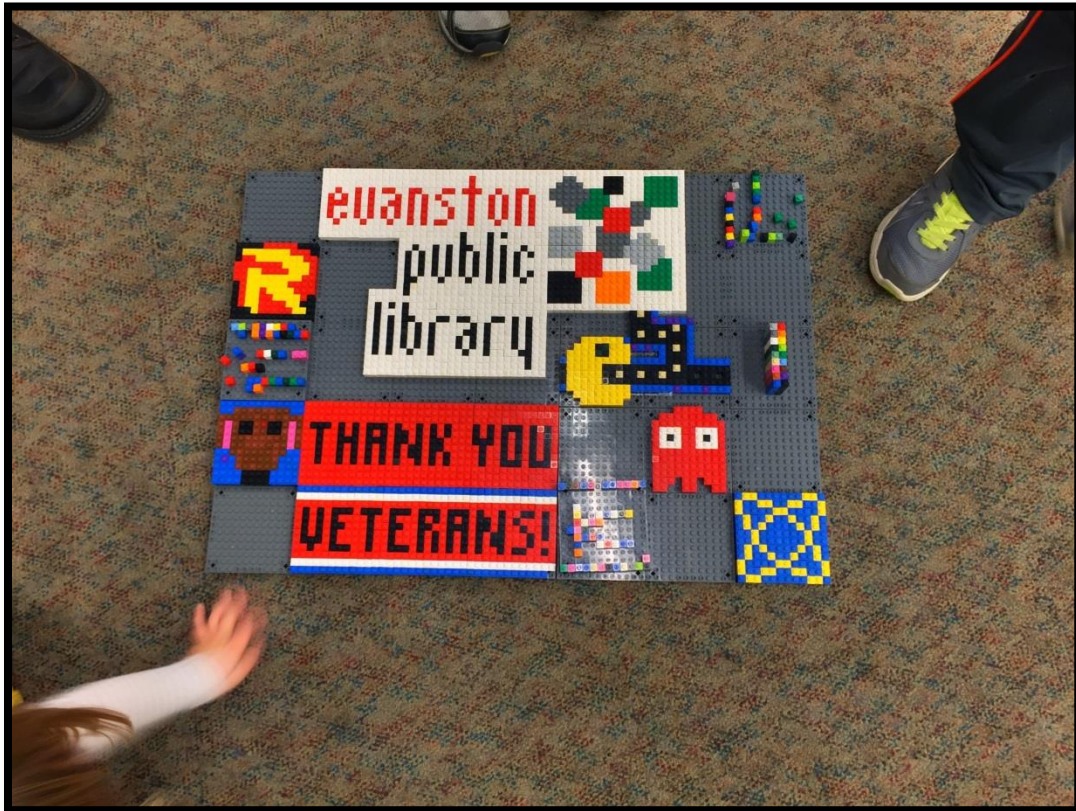
Wilson and Kennelly added the Best Picture Books and Battle Books bibliographies to the Kid's Page on the website.

With the help of our skilled Volunteer Coordinator, Mary Kling, Martha Meyer managed to secure another volunteer, Michelle McGill, a trained early childhood educator to our team.

Meyer continues her good work with Jill Schacter in promoting our events.

Heneghan, Meyer and Antolin are working on **Winter Words, our Early Childhood Literacy Reading program** and they are thinking about Spring Words, as well.

Special Needs Friendly LEGO Program





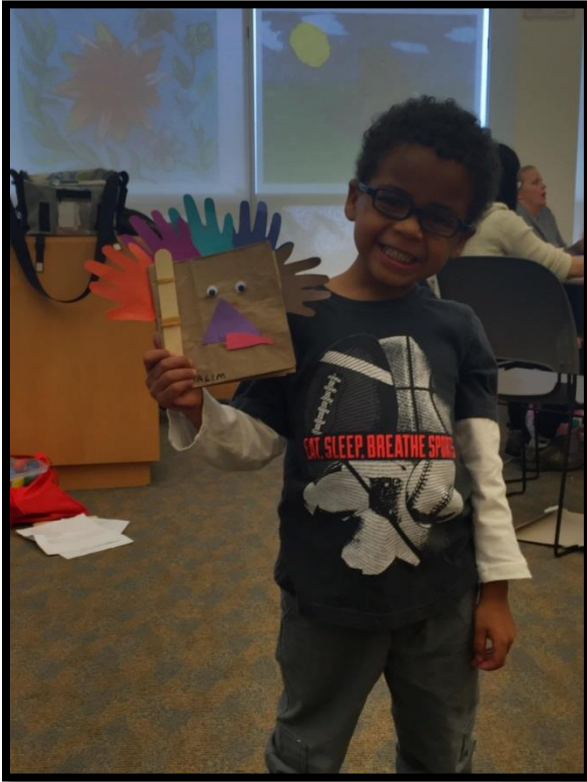
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Exploring STEAM w/Ms. Laura – magnets

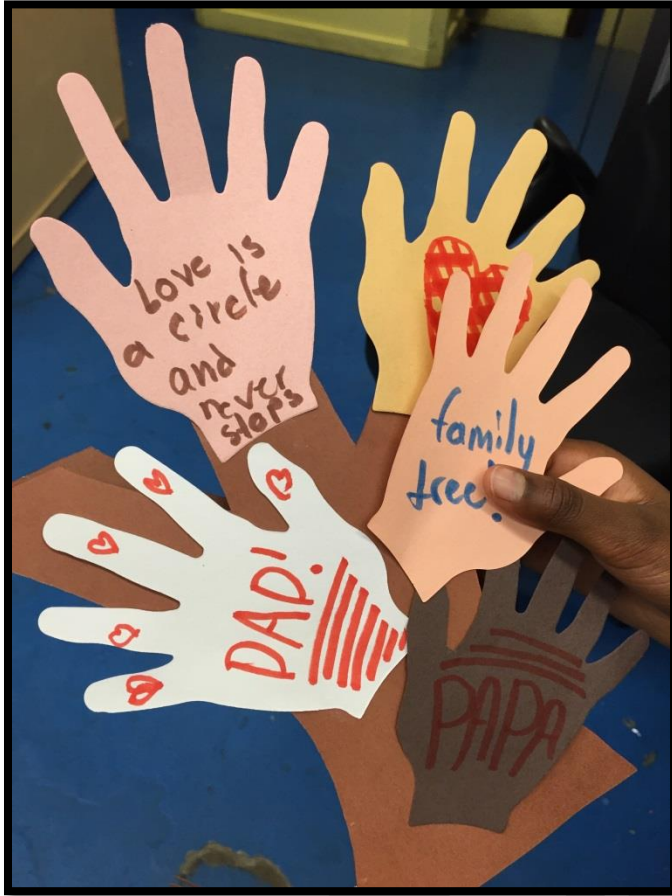


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Lunch Bunch at JEH



Dawes After Care



From Renee Neumeier:
Teen Services Highlights:

Middle School YA Lit Festival:

- Have been working with D65 librarians on first YA lit fest, to make the first year more manageable we're limiting it just to middle schools students who live in Evanston.
- The Bookstall has been securing authors for us, and we'll have panels about how adults get into the mindset of a teen, how self-publishing works and more, the Bookstall will sell books and there will be time for the teens get their books signed and of course there will be some pizza
- Teen services staff will take care of creating posters and flyers for the event

Maker Dayzzz at Haven:

- Worked with Amy at Haven for two lunch time Maker events, this month the focus was little bits, coding and scrabble. Teen services staff helped with Little Bits. On the first day there were some simple challenges for the teens to work through then on the second day they used what they had learned to create something out of a bag of materials Amy put together.
- The students who took part had really positive feedback

STEAM Kits:

- I've have been working on ordering and putting together the pilot set of STEAM kits that were funded through a Foundation 65 grant. There are four kits, with enough equipment to serve a class.
- I put together binders with activity or curriculum ideas for each kit
- Once everything is put together with the kits then we'll get them cataloged. For now they're going to be stored back by the teacher checkout materials. Teen services staff will create a brochure about the kits to give to Evanston teachers
- I followed up with F65 to make sure it was okay for the pilot set to be available to all Evanston schools, the kits will be restricted to residents

Programming:**Teen DIY:**

- Scheduled all of the Saturday teen DIY programs for 2016, working on laying out the programs during half days, days off and spring break, wrote up PR, put in Joomla and in Evanced

Community Wide Read/Big Read:

- Narrowed list of choices down to three titles for 2016/2017, everyone on the committee is going to read those 3 titles to see which would be the best fit
- Met with Lonnie from FAN (with Heather) to discuss if FAN would want to partner with us and any advice that might have when selecting an author, they are very willing to work with us and noted that they would help pay for whatever speaker we have
- For the Big Read I put all of the spring events on the website, I did a draft of the winter/spring events brochure and also a full page flyer, I emailed maintenance with information about the looms and they going to purchase the materials and assemble them

Community Outreach:**YOU:**

- Met with Casey Varela who oversees community partnerships at YOU, we discussed having Teen Services staff run a once per week enrichment session at one of the YOU sites. We put together 3 options all related to film making.

ETHS:

- Worked with librarians at ETHS to put together some war time experience resources

District 65:

- Met with Kelly Rooney, D65 Math Coach to discuss the possibility of working on a summer camp focused on Raspberry Pis this summer, got an overall idea of how the camp would be structured. Reached out to Project Excite to see if they would be interested in having the camp be a part of our summer collaboration with them. If not we'll look into other options for making the camp a reality.

Cradle to Career Literacy on Track Team:

- Literacy on track team has put together a new kindergarten registration form and worked with Peter Goddard at D65 to get it ready to pilot. A variety of child care centers in Evanston will pilot the new form and then we'll see if the data gathered from the forms is good data or not. If it is D65 may start using the new form for all of kindergarten registration
- After the recent joint school board meeting information came out that close to 100 ETHS freshmen are reading way under level, we're investigating whether or not we can access data about that group of students to see if there are things they all have in common, we're also looking into what data is shared between D65 and ETHS

EvanSTEM:

- One meeting was hosted at ETHS, where we learned about Project Lead the Way and the classes that are part of the program, really interesting found out about library design project which ties in nicely with redesign plans at Main and also future Robert Crown build. Met with teacher, John and Paul to discuss how we could collaborate with him on his students' projects.
- Have begun getting all the survey results from to start creating an asset map of STEM activities in Evanston, have also started to identify STEM pathways. Two librarians from Skokie presented on badging, both digital and other forms and how different systems work and things to consider in order for your program to be successful.
- I'll be working as a part of smaller group to begin to develop STEM pathways

Professional Development:

Tinker:

- Facilitated meeting at Downers Grove Public Library, presented on paper circuits and led attendees through a paper circuit project, also learned about wearables and am planning a future wearables program.

Community Outreach Highlights from Jill Skwerski include:

- Computer classes at Blake Manor and Primm Tower are in full swing. I see between 6-8 students at each location each Monday. We work on keyboarding skills, internet searching, create greeting/birthday cards, learn how to use YouTube to find music and add

attachments to emails. Basically, the students tell me what they need to know how to do on the computer and we work together to meet their need.

- ACA enrollment is also going ahead full throttle. Here are the enrollment numbers for November:
 - 24 scheduled appointments
 - 22 Walk-ins
 - 18 Marketplace Enrollments
 - 14 Marketplace Incomplete Applications
 - 14 ABE Applications completed
 - 70 Face-to Face with Consumers

- The second of four events in this year's PTA council series, *Navigating Real Life Diversity: Becoming Allies*, was held 11/16 at Family Focus. We are long standing partners in this programming series and as such, I bring a pop-up library to each session. At this event, held at Family Focus, I checked out 8 books to community members attending the ETHS student facilitated session.
- Due to popular demand, Community Partners for Affordable Housing held a second informational meeting here on 11/4. 16 patrons came seeking information about affordable housing options, both rental and purchase.
- I held my first discussion of our Big Read title, *Into the Beautiful North*, at Three Crowns Park on 11/17. I had 7 attendees, some who had read the book and some who listened to an audio version. Everyone agreed on the beautiful descriptive writing by Luis Alberto Urrea. There was not universal appeal for the selection, though all were glad to have participated in the communitywide event.
- We continue to see desire from our community partners to visit our lobby in an effort to connect with residents. James Harkins is the Outreach Specialist at the Evanston Vet Center. He visits the lobby monthly and reports that he loves coming here because he always gets at least 7 or 8 appointments for Vets and their families seeking information about benefits to which they may be entitled. Additionally, this month we hosted COE General Assistance staff on 3 dates. GA is trying to reach some of our residents who may be facing additional challenges related, in part, to recent social service cuts by the State of IL.

Adult Services highlights include:

More Helpful Resources @ the Library



NEW. **Civic Legal Corps** offers free legal consultations every Thursday night from 6:00 to 8:00 PM. Visit the Reference Desk (3rd Floor) or call (847) 448-8630 for more details, or to schedule your 30-minute appointment. Areas of Law Covered Include: **Family Law, Housing Law, Immigration and Contract Disputes**. Se habla español. [Read more.](#)

Upcoming events of note:

- Please check our online calendar for a variety of programs designed to engage children during their winter break.
- On January 6th, we will launch our newest online service Hoopla which will allow our patrons to stream movies, popular music, television shows, graphic novels, e-books and audiobooks. Look for publicity about this important addition to our services in early January. My thanks to Tim Longo for managing the exploration of this service, implementation and launch.
- Coming on Saturday, January 9! Betsy Bird hosts the **1st Evanston Public Library Literary Salon**. The Literary Salon is a new monthly gathering of enthusiasts of children's books moderated by Betsy Bird. Originally conceived in New York City, it encompasses all topics pertaining to written works for young people. Our first salon is: [Bringing Books to the Border](#). (Coming...Saturday, February 13th at 2:30 pm: **Publishing Children's Books in the 21st Century**)



Excerpts from Patron feedback:

From Brian Wilson:

A visiting grandfather said that my Wednesday story time was great and that he wished he had a children's library as beautiful and children's staff as friendly as the one that we have.

From Martha Meyer:

Bing (A visiting scholar in Communications Department at NU who is an expert in media & children from China) says that her son Andy learned to crawl at the Evanston Public Library and then to walk at the

Evanston Public Library. She also said she learned so much from *The Young and the Restless*. She sings Andy the songs I sing in Y&R and she also does more interaction with him based on our fun rhymes and movement games. Nice to hear from an expert in the field! She will be returning to China in January and she said she'll take many good memories with her from the library.

DRAFT



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: January 15, 2016

Recommended Action

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

Summary

Library Payroll

November 30 through December 13, 2015	\$ 126,411.47
December 14 through December 27, 2015	\$ 131,597.38

Library Fund Bills List

January 12, 2016 (FY2015)	\$ 80,298.42
(includes November purchasing card expenses of \$7,848.70)	
Supplemental Bills List (FY2015)	\$ 1,740.38

Library Debt Service Fund Bills List

January 12, 2016 (FY2015)	\$ 76,905.00
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Attachment: Bills Lists, November Purchasing Card Report

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.12.2016 FY2015

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
22730 BANK OF AMERICA		*PURCHASING CARD-#4355-NOV.2015	7,848.70
185 LIBRARY SUPPORT Total			<u>7,848.70</u>
4805 LIBRARY YOUTH SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK		OFFICE SUPPLIES, BOOKS AND MATERIALS	36.42
65100 DEMCO, INC.		REPLACEMENT CHAIR AND SUPPLIES	283.48
65100 LIBRARIES FIRST		MUSEUM ADVENTURE PASS PROGRAM	500.00
65630 BAKER & TAYLOR		BOOKS	9,039.26
65630 SCHOLASTIC INC.		JUV PRINT	51.20
65641 BAKER & TAYLOR		BOOKS	3.43
65641 MIDWEST TAPE		AUDIO VISUAL	155.39
65641 RECORDED BOOKS INC.		AUDIO VISUAL	24.60
4805 LIBRARY YOUTH SERVICES Total			<u>10,093.78</u>
4806 LIBRARY ADULT SERVICES			
65630 AMAZON / GE CAPITAL RETAIL BANK		OFFICE SUPPLIES, BOOKS AND MATERIALS	-59.18
65630 BAKER & TAYLOR		ADULT PRINT	565.82
65630 BAKER & TAYLOR		BOOKS	16,019.77
65630 BERNAN ASSOCIATES		ADULT PRINT	112.35
65630 CENTER POINT INC		ADULT PRINT	125.22
65630 GALE RESEARCH INC.		ADULT PRINT	598.27
65635 STANDARD & POOR'S		PERIODICALS	360.00
65641 BLACKSTONE AUDIO BOOKS INC.		AUDIO VISUAL	225.00
65641 MIDWEST TAPE		ADULT AV	256.51
65641 MIDWEST TAPE		AUDIO VISUAL	1,024.66
65641 RECORDED BOOKS INC.		ADULT AV	62.20
65641 RECORDED BOOKS INC.		AUDIO VISUAL	82.20
65641 RECORDED BOOKS INC.		AV PRINT	41.60
4806 LIBRARY ADULT SERVICES Total			<u>19,414.42</u>
4820 LIBRARY CIRCULATION			
52610 UNIQUE MANAGEMENT SERVICES		COLLECTION CHARGES	241.65
65100 AMAZON / GE CAPITAL RETAIL BANK		OFFICE SUPPLIES, BOOKS AND MATERIALS	10.08
4820 LIBRARY CIRCULATION Total			<u>251.73</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
62375 ESSKAY DEVELOPMENT LLC		*JANUARY CAMS RENT	3,451.88
64015 NICOR		NATURAL GAS	92.49
65100 DEMCO, INC.		LIBRARY SUPPLIES	83.68
65100 DEMCO, INC.		REPLACEMENT CHAIR AND SUPPLIES	89.84
65630 BAKER & TAYLOR		ADULT PRINT	50.54
65630 BAKER & TAYLOR		BOOKS	3,416.83
65641 BAKER & TAYLOR		BOOKS	727.19
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>7,912.45</u>
4835 LIBRARY TECHNICAL SERVICES			
62341 COOPERATIVE COMPUTER SERVICES		INTERNET SOLUTION PROVIDER	9,865.52
65100 ACCO BRANDS USA, LLC DBA GBC DUNNING		OFFICE SUPPLIES	137.35
4835 LIBRARY TECHNICAL SERVICES Total			<u>10,002.87</u>
4840 LIBRARY MAINTENANCE			
62225 SCHINDLER ELEVATOR CORP		CAB, EXHAUST FAN INSTALLATION QUOTE#JLAA-A2F5BE	550.00
62225 SCHINDLER ELEVATOR CORP		HYDRAULIC OIL COOLER QUOTE#JSHY-99UUKZ	12,703.00
62225 SCHINDLER ELEVATOR CORP		INSTALL TWO SOLID STATE LINESTARTER QUOTE#JSHY-99UJJG	5,959.00
62225 THE CONTAINED GARDEN		WINTER PLANTINGS	500.00
62225 SIMPLEX GRINNELL		SPRINKLER REPAIR	789.48
62225 CINTAS CORPORATION #769		MAT SERVICE	675.20
62225 NORTSHORE UNIVERSITY HEALTH SYSTEM		PULMONARY SURVEILLANCE	260.00
4840 LIBRARY MAINTENANCE Total			<u>21,436.68</u>
4845 LIBRARY ADMINISTRATION			
62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.		LEGAL SERVICES	47.50
62185 TRAUTMANN, LYNN		PHOTOGRAPHER FEE	200.00
62185 KLING, MARY		*EPL VOLUNTEER MANAGEMENT	1,666.66
62315 ON TRACK FULFILLMENT INC.		FFE MAILING	491.14
65095 AMAZON / GE CAPITAL RETAIL BANK		OFFICE SUPPLIES, BOOKS AND MATERIALS	242.31
65095 OFFICE DEPOT		OFFICE SUPPLIES	166.06
4845 LIBRARY ADMINISTRATION Total			<u>2,813.67</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.12.2016 FY2015

4850 LIBRARY GRANTS			
65100 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES, BOOKS AND MATERIALS	108.12	
65100 EVANSTON ROUNDTABLE LLC	STORYTELLING FESTIVAL AD	416.00	
4850 LIBRARY GRANTS Total		<u>524.12</u>	
185 LIBRARY FUND Total			<u>80,298.42</u>
186 LIBRARY DEBT SERVICE FUND			
4870 MAIN LIBRARY MECHANICAL SYSTEMS			
62911 HAYES MECHANICAL, INC.	MAIN LIBRARY HVAC IMPROVEMENTS	76,905.00	
4870 MAIN LIBRARY MECHANICAL SYSTEMS Total		<u>76,905.00</u>	
186 LIBRARY DEBT SERVICE FUND Total			<u>76,905.00</u>
Grand Total			<u>149,354.72</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.12.2016 FY2015

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -NOVEMBER, 2015	1,740.38
			<u>1,740.38</u>
		GRAND TOTAL	<u><u>151,095.10</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	MINASIAN RUG COMPANY	\$ 281.00	11/13/2015	62225 BLDG MAINT SVCS	3RD FLOOR QUIET STUDY ROOM CARPET CLEANING
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 35.84	11/20/2015	65040 JANITORIAL SUPPLIES	COAT HOOKS FOR CIRCULATION WORK ROOM, AA BATTERIES FOR COMMUNITY MEETING ROOM MICROPHONES
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 1,107.28	11/03/2015	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT SNOW MELT SENSORS FOR MAIN LIBRARY
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 125.96	11/09/2015	65050 BUILDING MAINTENANCE MATERIAL	FIBERGLASS FISHTAPE AND WIRE PULLING GRIP
LIBRARY/ADMIN	PGH WATER COOLER	\$ 216.80	11/12/2015	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT WATER VALVES FOR CHILDRENS DRINKING FOUNTAIN MAIN LIBRARY
LIBRARY/ADMIN	RUSSO HARDWARE - SCHIL	\$ 138.08	11/25/2015	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT KUBOTA SNOW PLOW ITEMS
LIBRARY/ADMIN	SPOT LIGHTING SUPPL	\$ 1,064.87	11/27/2015	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT BULBS AND BALLAST FOR THE 3RD FLOOR RELAMP
LIBRARY/ADMIN	USTOY.COM	\$ 83.90	11/02/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	IN ECHO COMMUNICATION	\$ 89.95	11/02/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	BARREL MAKER PRINTING	\$ 950.00	11/03/2015	65095 OFFICE SUPPLIES	CAR MAGNETS PRINTING
LIBRARY/ADMIN	GOTPRINT.COM	\$ 18.13	11/04/2015	62210 PRINTING	BUSINESS CARDS FOR KIM HEGELUND
LIBRARY/ADMIN	VINCI	\$ 100.00	11/05/2015	65095 OFFICE SUPPLIES	VOLUNTEER RECOGNITION
LIBRARY/ADMIN	ASSOCIATION OF FUNDRAI	\$ 45.00	11/09/2015	62295 TRAINING & TRAVEL	TRAINING FOR WYNN SHAWVER
LIBRARY/ADMIN	GOTPRINT.COM	\$ 96.25	11/09/2015	62210 PRINTING	FFE PRINTING
LIBRARY/ADMIN	GOTPRINT.COM	\$ 132.02	11/09/2015	62210 PRINTING	ENVELOPES PRINTING
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.95	11/09/2015	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDERS
LIBRARY/ADMIN	PERSEUS DISTRIBUTION I	\$ 48.48	11/11/2015	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	GOTPRINT.COM	\$ 234.21	11/12/2015	62210 PRINTING	CARDS AND ENVELOPES PRINTING
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	11/20/2015	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	PAYPAL_ORIENTALTRA	\$ 35.00	11/27/2015	65095 OFFICE SUPPLIES	OFFICE SUPPLIES
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 348.66	11/27/2015	65635 PERIODICALS	CHICAGO TRIBUNE SUBSCRIPTION
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 146.87	11/27/2015	65635 PERIODICALS	CHICAGO TRIBUNE SUBSCRIPTION
LIBRARY/ADMIN	FACEBOOK BBHUZ7EH42	\$ 30.00	11/02/2015	65095 OFFICE SUPPLIES	PROGRAM ADVERTISEMENT
LIBRARY/ADMIN	TRIBUNE PUBLISHING COM	\$ 118.00	11/02/2015	65095 OFFICE SUPPLIES	PUBLIC NOTICE - TRUTH IN TAXATION HEARING
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 35.94	11/30/2015	65040 JANITORIAL SUPPLIES	HEATER FOR CONCIERGE DESK AND TRASH BAGS
LIBRARY/ADMIN	JEWEL #3428	\$ 10.97	11/10/2015	65100 LIBRARY SUPPLIES	REFRESHMENTS FOR SPANISH BOOK DISCUSSION AT ETHS
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 41.95	11/18/2015	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	JEWEL #3428	\$ 10.98	11/24/2015	65100 LIBRARY SUPPLIES	REFRESHMENTS FOR SPANISH BOOK DISCUSSION
LIBRARY/ADMIN	VERSARE SOLUTIONS	\$ 399.00	11/05/2015	62235 OFFICE EQUIPMENT MAINT.	ROOM PARTITION FOR CAMS STAFF - WILL BE REFUNDED
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 16.98	11/09/2015	62245 OTHER EQ MAINT	HDMI ADAPTER
LIBRARY/ADMIN	OPENTIP.COM, ATAF.COM	\$ 120.48	11/16/2015	62235 OFFICE EQUIPMENT MAINT.	DRAWER GLIDES FOR PERIODICALS/REFERENCE DESK
LIBRARY/ADMIN	VERSARE SOLUTIONS	\$ 849.00	11/18/2015	62235 OFFICE EQUIPMENT MAINT.	10' LONG ROOM PARTITION FOR CAMS STAFF.
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 106.30	11/18/2015	65050 BUILDING MAINTENANCE MATERIAL	LED FLASHLIGHT, METAL CUTOFF WHEELS, SPRAY PAINT, METAL RETAINING CLIPS, 3M HEAVY DUTY VELCRO ROLL.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 26.96	11/19/2015	62235 OFFICE EQUIPMENT MAINT.	DOUBLE SIDED MOUNTING TAPE
LIBRARY/ADMIN	LOWES #01748	\$ 331.71	11/20/2015	65503 FURNITURE FIXTURES EQUIPMENT	28 FOOT FIBERGLASS EXTENSION LADDER
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 43.65	11/20/2015	62245 OTHER EQ MAINT	2 HDMI TO MICRO HDMI ADAPTERS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 94.91	11/25/2015	65050 BUILDING MAINTENANCE MATERIAL	1 GALLON GLASS CLEANER, SPRAY BOTTLE, 3 TYVEX SUITS, SHOE COVERS, 2 ROLLS OF GORILLA DUCT/TAPE
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 9.77	11/25/2015	65050 BUILDING MAINTENANCE MATERIAL	2 DRAIN EXTENSION TUBES
	LIBRARY TOTAL	\$ 7,848.70			



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: January 15, 2016

This memo provides an update on significant administrative activities.

Human Resources

As part of the 2016 budget, Ashley Hamernik moved from part-time to full time as a Teen Library Assistant and Jessica Ticus moved from 20 to 25 hours per week as our Development Officer effective January 4th.

Library employees represented by the AFSCME Union received a 2.4% general wage increase effective December 28th. A general wage increase for non-represented employees is on hold pending an evaluation of the impact of the State's budget crisis.

Financial Resources

The financial report for the period ending December 31st is attached. There are additional expenses that will be charged to FY2015 as final invoices are processed. Year to date expenditures and revenue are within target.

A summary of the Endowment portfolio as of December 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). The sale of the last \$50,000 (par value) was made in late December.

Facilities Management

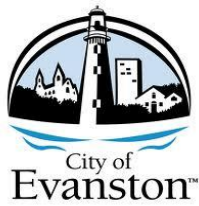
Eighteen architectural firms submitted their qualifications for consideration for the Main Library Interior Renovation Project. Staff has begun the evaluation of these submittals. I anticipate the Library Board will review the list of pre-qualified architectural firms at the

Agenda Item 6.A

March meeting. These pre-qualified firms will then be offered a formal Invitation to Bid on the project.

The major HVAC renovation project is nearing completion. Outside air dampers have been replaced and variable frequency drives on the exhaust fans have been installed. The new cooling coils and support structure have been installed. The project will be completed in January.

A roof repair at North Branch was completed efficiently and professionally with minimal impact on library operations. John Devaney did a terrific job managing this emergency repair.



Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	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	156,000.00	14,251.07	.00	190,134.60	(34,134.60)	122	157,637.36
57510	NON-RESIDENT LIBRARY CARDS	1,300.00	1,300.00	.00	.00	.00	1,300.00	0	260.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	12,000.00	1,155.12	.00	11,225.58	774.42	94	12,311.99
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$169,300.00	\$169,300.00	\$15,406.19	\$0.00	\$201,360.18	(\$32,060.18)	119%	\$170,209.35
Business Unit 4840 - LIBRARY MAINTENANCE									
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.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	+++	(\$376.14)
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	.00	.00	16,857.56	.00	5,834,746.12	(5,834,746.12)	+++	5,066,308.26
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,813,505.00	5,813,505.00	.00	.00	.00	5,813,505.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	11.21	.00	82,106.25	(82,106.25)	+++	138,971.07
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	50,200.00	.00	50,200.00	(50,200.00)	+++	50,200.00
51616	PERS PROP REPL TAX LIBRARY	50,200.00	50,200.00	.00	.00	.00	50,200.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	94,177.00	94,177.00	.00	.00	93,107.50	1,069.50	99	97,107.50
56011	DONATIONS	.00	.00	.00	.00	.00	.00	+++	22,379.43
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	185.25	(185.25)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	1,126.06	.00	1,291.21	(1,291.21)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	306.27	.00	2,683.47	(2,683.47)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	171,000.00	.00	.00	171,000.00	.00	100	199,315.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.00	+++	.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	+++	188.07
57526	LIBRARY BOOK SALE	57,000.00	57,000.00	13,456.00	.00	65,334.39	(8,334.39)	115	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	135,000.00	108,765.12	.00	187,017.13	(52,017.13)	139	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	17,500.00	1,407.58	.00	16,653.08	846.92	95	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	12,500.00	1,110.00	.00	10,960.00	1,540.00	88	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	22,360.00	3,603.33	.00	24,699.97	(2,339.97)	110	23,977.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$6,373,242.00	\$6,373,242.00	\$196,843.13	\$0.00	\$6,539,984.37	(\$166,742.37)	103%	\$5,821,010.48
Business Unit 4850 - LIBRARY GRANTS									
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	145,095.63	(145,095.63)	+++	94,961.83
57551	LIBRARY GRANTS	89,150.00	89,150.00	.00	.00	.00	89,150.00	0	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$89,150.00	\$89,150.00	\$0.00	\$0.00	\$145,095.63	(\$55,945.63)	163%	\$94,961.83



Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Department 48 - LIBRARY Totals		\$6,631,692.00	\$6,631,692.00	\$212,249.32	\$0.00	\$6,886,440.18	(\$254,748.18)	104%	\$6,085,805.52
REVENUE TOTALS		\$6,631,692.00	\$6,631,692.00	\$212,249.32	\$0.00	\$6,886,440.18	(\$254,748.18)	104%	\$6,085,805.52
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - LIBRARY YOUTH SERVICES									
61010	REGULAR PAY	383,543.00	383,543.00	46,676.30	.00	389,637.56	(6,094.56)	102	314,119.86
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	+++	3,685.74
61050	PERMANENT PART-TIME	271,910.00	271,910.00	21,982.20	.00	209,009.34	62,900.66	77	244,922.71
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	+++	3,400.59
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	+++	311.43
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	+++	26,544.58
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	+++	2,896.98
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	+++	940.91
61510	HEALTH INSURANCE	59,512.00	59,512.00	5,697.90	.00	65,357.36	(5,845.36)	110	73,952.88
61615	LIFE INSURANCE	.00	.00	1.06	.00	12.32	(12.32)	+++	78.18
61710	IMRF	67,579.00	67,579.00	6,975.10	.00	59,163.51	8,415.49	88	57,479.86
61725	SOCIAL SECURITY	44,952.00	44,952.00	4,171.47	.00	36,203.22	8,748.78	81	36,439.16
61730	MEDICARE	10,514.00	10,514.00	975.58	.00	8,466.96	2,047.04	81	8,522.06
62185	CONSULTING SERVICES	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	+++	(5,735.00)
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	.00	+++	(37,206.11)
62341	INTERNET SOLUTION PROVIDERS	3,570.00	3,570.00	.00	.00	4,023.99	(453.99)	113	3,485.00
62506	WORK- STUDY	900.00	900.00	.00	.00	396.00	504.00	44	420.38
65100	LIBRARY SUPPLIES	20,540.00	20,540.00	1,373.73	.00	14,292.65	6,247.35	70	21,668.01
65503	FURNITURE / FIXTURES / EQUIPMENT	3,900.00	3,900.00	1,468.83	.00	5,725.29	(1,825.29)	147	.00
65630	LIBRARY BOOKS	144,000.00	144,000.00	20,316.40	.00	131,000.33	12,999.67	91	121,754.85
65635	PERIODICALS	1,000.00	1,000.00	.00	.00	917.20	82.80	92	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	33,200.00	4,706.90	.00	28,259.74	4,940.26	85	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	14,644.00	.00	.00	13,423.63	1,220.37	92	14,138.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,069,764.00	\$1,069,764.00	\$114,345.47	\$0.00	\$965,889.10	\$103,874.90	90%	\$921,309.55
Business Unit 4806 - LIBRARY ADULT SERVICES									
61010	REGULAR PAY	533,974.00	533,974.00	65,534.87	.00	541,852.04	(7,878.04)	101	518,705.72
61050	PERMANENT PART-TIME	277,838.00	277,838.00	23,112.95	.00	207,032.11	70,805.89	75	258,158.36
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	+++	790.47
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	+++	3,854.12



Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	+++	382.48
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	5,184.02	(5,184.02)	+++	7,752.12
61420	ANNUAL SICK LEAVE PAYOUT	.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	+++	3,491.32
61510	HEALTH INSURANCE	84,759.00	84,759.00	5,398.32	.00	62,610.68	22,148.32	74	83,547.96
61615	LIFE INSURANCE	.00	.00	3.06	.00	37.30	(37.30)	+++	46.61
61710	IMRF	91,631.00	91,631.00	8,447.87	.00	72,911.82	18,719.18	80	81,167.11
61725	SOCIAL SECURITY	53,134.00	53,134.00	5,446.52	.00	46,376.24	6,757.76	87	48,114.22
61730	MEDICARE	12,427.00	12,427.00	1,273.81	.00	10,846.03	1,580.97	87	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	26.97	(26.97)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	123,264.00	852.50	5,108.60	133,203.41	(15,048.01)	112	144,818.83
62506	WORK- STUDY	900.00	900.00	.00	.00	247.50	652.50	28	894.38
65100	LIBRARY SUPPLIES	4,030.00	4,030.00	2,100.00	.00	7,090.35	(3,060.35)	176	5,950.16
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	2,000.00	.00	.00	.00	2,000.00	0	.00
65630	LIBRARY BOOKS	333,900.00	333,900.00	38,044.26	.00	254,214.22	79,685.78	76	233,265.02
65635	PERIODICALS	15,640.00	15,640.00	360.00	.00	20,321.74	(4,681.74)	130	18,076.98
65641	AUDIO VISUAL COLLECTIONS	87,000.00	87,000.00	7,475.89	.00	67,587.86	19,412.14	78	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	19,995.00	.00	.00	18,328.75	1,666.25	92	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$1,640,492.00	\$158,050.05	\$5,108.60	\$1,451,239.52	\$184,143.88	89%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION									
61010	REGULAR PAY	201,541.00	201,541.00	26,740.84	.00	192,962.77	8,578.23	96	192,237.85
61012	LIBRARY SUBSTITUES	11,333.00	11,333.00	.00	.00	.00	11,333.00	0	1,150.44
61050	PERMANENT PART-TIME	261,920.00	261,920.00	29,090.47	.00	266,150.91	(4,230.91)	102	220,287.20
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	+++	2,116.85
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	+++	279.58
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	10,859.80	(10,859.80)	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	66,460.00	2,720.82	.00	30,751.37	35,708.63	46	17,819.04
61615	LIFE INSURANCE	104.00	104.00	.53	.00	.53	103.47	1	66.96
61710	IMRF	59,353.00	59,353.00	4,671.12	.00	36,078.85	23,274.15	61	42,429.75
61725	SOCIAL SECURITY	27,986.00	27,986.00	3,461.06	.00	28,936.84	(950.84)	103	25,598.85
61730	MEDICARE	2,670.00	2,670.00	809.46	.00	6,767.55	(4,097.55)	253	5,986.76
62506	WORK- STUDY	5,400.00	5,400.00	.00	.00	2,362.53	3,037.47	44	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	4,000.00	1,953.30	978.60	7,970.55	(4,949.15)	224	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	12,899.00	.00	.00	11,824.12	1,074.88	92	12,453.00

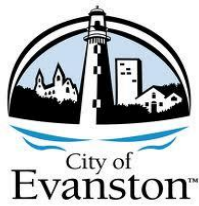


Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$653,666.00	\$69,447.60	\$978.60	\$594,665.82	\$58,021.58	91%	\$533,458.89
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES									
61010	REGULAR PAY	181,611.00	181,611.00	13,896.48	.00	118,128.02	63,482.98	65	102,659.52
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	147,320.00	16,283.11	.00	156,509.84	(9,189.84)	106	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	+++	877.28
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	1,981.95	(1,981.95)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	1,454.63	(1,454.63)	+++	1,342.18
61510	HEALTH INSURANCE	43,373.00	43,373.00	2,064.71	.00	24,753.69	18,619.31	57	21,639.48
61615	LIFE INSURANCE	82.00	82.00	.12	.00	1.94	80.06	2	6.08
61710	IMRF	24,663.00	24,663.00	2,865.47	.00	25,874.68	(1,211.68)	105	26,865.60
61725	SOCIAL SECURITY	15,079.00	15,079.00	1,847.87	.00	16,941.80	(1,862.80)	112	16,589.58
61730	MEDICARE	3,526.00	3,526.00	432.13	.00	3,962.07	(436.07)	112	3,879.74
62225	BLDG MAINTENANCE SERVICES	10,500.00	10,500.00	.00	.00	10,143.85	356.15	97	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	2,500.00	.00	.00	3,415.84	(915.84)	137	2,926.03
62375	RENTALS	42,750.00	42,750.00	3,451.88	.00	41,523.97	1,226.03	97	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	2,100.00	392.85	.00	2,645.96	(545.96)	126	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	+++	7,599.19
65100	LIBRARY SUPPLIES	4,500.00	4,500.00	200.53	.00	789.60	3,710.40	18	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	13,030.00	.00	896.00	896.00	11,238.00	14	3,095.33
65630	LIBRARY BOOKS	29,900.00	29,900.00	4,813.03	.00	21,476.69	8,423.31	72	21,926.44
65635	PERIODICALS	1,500.00	1,500.00	.00	.00	1,111.39	388.61	74	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	2,200.00	796.20	.00	1,877.90	322.10	85	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	2,984.00	.00	.00	2,735.37	248.63	92	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$527,618.00	\$47,044.38	\$896.00	\$436,225.19	\$90,496.81	83%	\$438,570.78
Business Unit 4835 - LIBRARY TECHNICAL SERVICES									
61010	REGULAR PAY	296,115.00	296,115.00	30,300.84	.00	223,003.28	73,111.72	75	165,512.19
61050	PERMANENT PART-TIME	70,855.00	70,855.00	9,455.67	.00	112,114.78	(41,259.78)	158	100,067.86
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	+++	2,242.72
61415	TERMINATION PAYOUTS	.00	.00	2,931.35	.00	3,518.31	(3,518.31)	+++	.00
61510	HEALTH INSURANCE	36,455.00	36,455.00	3,202.18	.00	31,761.85	4,693.15	87	19,080.60
61615	LIFE INSURANCE	125.00	125.00	.53	.00	6.25	118.75	5	86.15
61710	IMRF	35,413.00	35,413.00	4,225.93	.00	35,184.19	228.81	99	31,384.90



Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61725	SOCIAL SECURITY	18,623.00	18,623.00	2,632.76	.00	20,920.39	(2,297.39)	112	16,429.98
61730	MEDICARE	4,356.00	4,356.00	615.73	.00	4,892.69	(536.69)	112	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	31,070.00	750.00	2,789.25	4,123.00	24,157.75	22	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	114,700.00	15,792.31	60,347.15	104,620.32	(50,267.47)	144	110,016.84
62506	WORK- STUDY	.00	.00	.00	.00	.00	.00	+++	130.51
65100	LIBRARY SUPPLIES	12,000.00	12,000.00	137.35	.00	6,086.79	5,913.21	51	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	30,500.00	.00	200.00	16,602.99	13,697.01	55	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	8,318.00	.00	.00	7,624.87	693.13	92	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$658,530.00	\$70,044.65	\$63,336.40	\$570,459.71	\$24,733.89	96%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	226,743.00	226,743.00	27,246.13	.00	226,329.48	413.52	100	228,934.82
61050	PERMANENT PART-TIME	86,561.00	86,561.00	10,795.66	.00	90,251.12	(3,690.12)	104	61,938.21
61110	OVERTIME PAY	9,300.00	9,300.00	1,285.85	.00	9,206.94	93.06	99	7,454.43
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	+++	1,735.74
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	+++	369.27
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	805.60	(805.60)	+++	1,362.94
61510	HEALTH INSURANCE	58,981.00	58,981.00	4,908.04	.00	56,442.46	2,538.54	96	56,949.48
61615	LIFE INSURANCE	129.00	129.00	.00	.00	.00	129.00	0	81.96
61626	CELL PHONE ALLOWANCE	1,200.00	1,200.00	224.62	.00	2,427.07	(1,227.07)	202	2,088.66
61630	SHOE ALLOWANCE	495.00	495.00	.00	.00	620.00	(125.00)	125	545.00
61710	IMRF	35,944.00	35,944.00	4,149.07	.00	34,455.61	1,488.39	96	34,564.13
61725	SOCIAL SECURITY	18,977.00	18,977.00	2,402.70	.00	19,886.71	(909.71)	105	18,204.76
61730	MEDICARE	4,438.00	4,438.00	561.90	.00	4,650.91	(212.91)	105	4,257.56
62225	BLDG MAINTENANCE SERVICES	214,507.00	214,507.00	33,988.16	52,747.36	205,860.00	(44,100.36)	121	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	12,000.00	.00	.00	10,322.59	1,677.41	86	6,736.36
62245	OTHER EQMT MAINTENANCE	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	165.61
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	2,381.00	.00	.00	2,291.74	89.26	96	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	1,700.00	.00	.00	1,558.37	141.63	92	1,700.04
64015	NATURAL GAS	30,900.00	30,900.00	2,071.06	.00	25,254.34	5,645.66	82	29,344.18
65040	JANITORIAL SUPPLIES	10,000.00	10,000.00	955.07	7,835.62	10,710.27	(8,545.89)	185	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	21,200.00	(137.90)	.00	28,440.26	(7,240.26)	134	28,878.77
65503	FURNITURE / FIXTURES / EQUIPMENT	27,500.00	27,500.00	.00	.00	28,985.58	(1,485.58)	105	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,248.00	5,248.00	.00	.00	4,810.63	437.37	92	5,067.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$769,204.00	\$769,204.00	\$88,450.36	\$60,582.98	\$763,309.68	(\$54,688.66)	107%	\$660,063.14
Business Unit 4845 - LIBRARY ADMINISTRATION									



Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61010	REGULAR PAY	492,088.00	492,088.00	61,819.85	.00	521,833.05	(29,745.05)	106	451,399.15
61050	PERMANENT PART-TIME	91,227.00	91,227.00	8,205.25	.00	63,833.35	27,393.65	70	67,721.23
61415	TERMINATION PAYOUTS	69,250.00	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	+++	1,951.33
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	+++	3,395.21
61510	HEALTH INSURANCE	99,053.00	99,053.00	7,482.24	.00	85,927.90	13,125.10	87	94,415.90
61615	LIFE INSURANCE	213.00	213.00	.00	.00	.00	213.00	0	288.00
61625	AUTO ALLOWANCE	7,200.00	7,200.00	600.00	.00	7,071.43	128.57	98	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	1,200.00	100.00	.00	1,178.57	21.43	98	1,209.39
61710	IMRF	63,362.00	63,362.00	7,403.45	.00	61,974.14	1,387.86	98	61,375.41
61725	SOCIAL SECURITY	31,507.00	31,507.00	3,228.90	.00	33,750.68	(2,243.68)	107	30,332.02
61730	MEDICARE	7,915.00	7,915.00	1,008.07	.00	8,446.09	(531.09)	107	7,541.16
62185	CONSULTING SERVICES	35,000.00	35,000.00	3,630.82	15,000.02	26,157.92	(6,157.94)	118	10,822.50
62210	PRINTING	1,800.00	1,800.00	290.00	.00	2,125.64	(325.64)	118	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	1,600.00	409.64	.00	2,624.46	(1,024.46)	164	1,844.91
62290	TUITION	15,000.00	15,000.00	.00	.00	.00	15,000.00	0	.00
62295	TRAINING & TRAVEL	22,500.00	22,500.00	232.00	.00	17,951.70	4,548.30	80	12,964.51
62315	POSTAGE	5,000.00	5,000.00	491.14	.00	3,253.55	1,746.45	65	5,810.82
62360	MEMBERSHIP DUES	2,005.00	2,005.00	.00	.00	1,057.00	948.00	53	2,549.00
62380	COPY MACHINE CHARGES	12,268.00	12,268.00	.00	.00	11,245.63	1,022.37	92	14,232.96
62431	ARMORED CAR SERVICES	500.00	500.00	.00	.00	.00	500.00	0	.00
62506	WORK- STUDY	1,000.00	1,000.00	.00	.00	400.73	599.27	40	906.50
62705	BANK SERVICE CHARGES	4,000.00	4,000.00	408.89	.00	5,389.69	(1,389.69)	135	3,872.78
64015	NATURAL GAS	.00	.00	.00	.00	.00	.00	+++	19.62
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	2,200.00	114.05	.00	1,277.00	923.00	58	1,863.69
65095	OFFICE SUPPLIES	69,200.00	69,200.00	3,959.16	4,540.28	47,226.31	17,433.41	75	24,952.86
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	13,180.00	.00	.00	12,081.63	1,098.37	92	12,723.96
66030	MEDICAL INSURANCE	.00	.00	.00	.00	.00	.00	+++	39,999.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	250,000.00	.00	.00	229,166.63	20,833.37	92	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$1,298,268.00	\$99,383.46	\$19,540.30	\$1,146,310.86	\$132,416.84	90%	\$1,078,428.07
Business Unit 4850 - LIBRARY GRANTS									
61012	LIBRARY SUBSTITUES	4,400.00	4,400.00	.00	.00	.00	4,400.00	0	.00
62185	CONSULTING SERVICES	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	1,640.00	(1,640.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	250.60	(250.60)	+++	.00



Budget Performance Report

Fiscal Year to Date 12/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
65095	OFFICE SUPPLIES	.00	.00	.00	.00	2,277.49	(2,277.49)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	8,050.00	5,229.22	5,705.20	51,855.62	(49,510.82)	715	19,377.54
65125	OTHER COMMODITIES	1,700.00	1,700.00	.00	.00	.00	1,700.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	7,258.10	(7,258.10)	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$14,150.00	\$5,229.22	\$5,705.20	\$64,481.81	(\$56,037.01)	496%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$6,631,692.00	\$651,995.19	\$156,148.08	\$5,992,581.69	\$482,962.23	93%	\$5,725,128.11
EXPENSE TOTALS		\$6,631,692.00	\$6,631,692.00	\$651,995.19	\$156,148.08	\$5,992,581.69	\$482,962.23	93%	\$5,725,128.11
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		6,631,692.00	6,631,692.00	212,249.32	.00	6,886,440.18	(254,748.18)	104	6,085,805.52
EXPENSE TOTALS		6,631,692.00	6,631,692.00	651,995.19	156,148.08	5,992,581.69	482,962.23	93	5,725,128.11
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	(\$439,745.87)	(\$156,148.08)	\$893,858.49	(\$737,710.41)		\$360,677.41
Grand Totals									
REVENUE TOTALS		6,631,692.00	6,631,692.00	212,249.32	.00	6,886,440.18	(254,748.18)	104	6,085,805.52
EXPENSE TOTALS		6,631,692.00	6,631,692.00	651,995.19	156,148.08	5,992,581.69	482,962.23	93	5,725,128.11
Grand Totals		\$0.00	\$0.00	(\$439,745.87)	(\$156,148.08)	\$893,858.49	(\$737,710.41)		\$360,677.41

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

	Symbol	Shares/Quantity	Price	Value as of 12/31/2015	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6781.452	\$188.48	\$1,278,168.07	34.2%	
Vanguard Small-Cap Index Fund	VSMAX	3627.997	\$53.05	\$192,465.24	5.2%	
Vanguard REIT Index Fund	VGSLX	1657.430	\$112.98	\$187,256.44	5.0%	
Vanguard Total International Stock Index Fund	VTIAX	13256.501	\$24.24	\$321,337.58	8.6%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6292.174	\$27.33	\$171,965.12	4.6%	57.6%
Vanguard Prime Money Market Fund	VMMXX	495966.600	\$1.00	\$495,966.60	13.3%	
Vanguard Federal Money Market Fund	VMFXX	28018.220	\$1.00	\$28,018.22	0.7%	14.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.685	\$143,445.45	3.8%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$111.102	\$133,136.85	3.6%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$117.736	\$129,557.87	3.5%	
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$87.852	\$138,706.88	3.7%	14.6%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25447.225	\$10.56	\$268,722.70	7.2%	
Goldman Sachs Group	5/15/2017	45000.000	\$105.982	\$47,691.90	1.3%	
Merrill Lynch	8/28/2017	45000.000	\$107.120	\$48,204.00	1.3%	
JP Morgan Chase	1/15/2018	45000.000	\$108.006	\$48,602.70	1.3%	
HSBC Finance	2/15/2018	41000.000	\$106.683	\$43,740.03	1.2%	
General Electric Capital	4/15/2018	10000.000	\$109.961	\$10,996.10	0.3%	
Becton Dickinson	8/1/2019	43000.000	\$112.884	\$48,540.12	1.3%	13.8%
				\$3,736,521.87		100.0%

Cash Equivalents	14.0%
US Treasury Inflation Protected Securities	14.6%
Corporate Bonds	13.8%
Domestic Equities	44.4%
International Equities	13.2%
	100.0%



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Introduction of Proposed Change to the Bylaws
Date: January 15, 2016

The existing Library bylaws limit Library Trustees to two three-year terms of service on the Board. Upon careful review of the Illinois Local Library Act it is clear that there are no limits to the number of terms a Trustee may serve, therefore I recommend the Board consider the following proposed changes to section 1.3.2 of the bylaws:

“1.3.2 Qualification, Appointment, and Tenure

Consistent with the Illinois Local Library Act and the Evanston City Code, the Mayor of the City of Evanston, with the approval of the City Council, annually appoints, before the first of July each year, Library Trustees chosen from city residents with reference to their fitness for such office. Trustees appointed by the Mayor shall hold office for three years and will serve through June 30 and thereafter until a successor has been appointed. Trustees are eligible to be re-appointed by the Mayor to ~~a second~~an additional three-year term. Subject to reappointment by the Mayor and approval by the City Council, there are no limits to the number of terms a Trustee may serve. In the event of a Trustee leaving the Board prior to the end of his/her term, a Trustee will be appointed to complete the term and then be eligible to complete ~~two~~ full three-year terms. The Trustees shall take their oath of office as prescribed by Illinois law.”

The proposed amendment has no impact on the Board in 2016.

The bylaws may be amended with one month's notice in writing of the proposed amendment and this memo may serve as this written notice. At the next regular meeting of the Board of Trustees on February 17th, this amendment may be adopted by a two-thirds affirmative vote of a quorum of the Trustees present.