



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, MARCH 16, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, March 16, 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 February 17, 2016 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update
- B. Evanston Public Library Friends Update

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)
- B. Concierge Experience (Mary Kling)

7. BOARD REPORTS

- A. Facilities Committee (Benjamin Schapiro)
 - Approval of Pre-Qualified Architectural Firms for Renovation Project

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries "Library Policies" Video

9. UNFINISHED BUSINESS

- A. Approval of Proposed Amendment to the Bylaws

10. NEW BUSINESS

- A. Formation of Strategic Planning Subcommittee
- B. Closed Session – Personnel (Director's Evaluation)
- C. Approval of Employment Agreement for Library Director

11. ADJOURNMENT

Next Meeting: April 20, 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, February 17, 2016
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Tori Foreman, Margaret Lurie

Staff: Karen Danczak Lyons, Connie Heneghan, Jill Skwerski, Jill Schacter, Heather Norborg, Paul Gottschalk

Guests: Jessica Jolly, Mitchell Einhorn, Priscilla Giles, Rhonda Craven, Carol Bass

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 – Priscilla Giles, Rhonda Craven and Carol Bass encouraged the Library to acquire the genealogy collection currently housed at the Winnetka Public Library.

INFORMATION/COMMUNICATIONS

A. Update on Lush Evanston Project – Mitchell Einhorn, the owner of Lush, provided a status report on the project to open his wine store next to North Branch. He has contracts with his architect and general contractor, and is working to finalize contracts with the sub-contractors. His construction funding is in place. His architects are finalizing construction documents prior to submitting them to the City for permit review in early March. Once the permits are issued, construction can begin and is expected to last four months. Einhorn expects to open by mid-summer. Karen Danczak Lyons informed Einhorn that it would be difficult to advocate for a liquor license renewal if construction does not get underway by April 1st.

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the January 20, 2016 meeting, the bills list and payroll. Seconded by Socorro Clarke and approved on a voice vote.

Overview on Digital Literacy Project

Jessica Jolly, a long-time library volunteer and technology trainer, described the Library's new Digital Literacy Project to improve technology training for residents. The

team will prepare a full five year digital literacy plan by November. This project will help inform the Main Library interior renovations and the Crown Branch Library.

Community Engagement Presentation

Community Engagement Librarian Jill Skwerski described the broad ranges of services and programs being provided throughout the community including: providing computers and basic computer skills training for low income seniors; distributing books throughout Evanston; setting up and staffing the health information desk; taking the book bike around Evanston promoting programs and services; and having programming support for families with children who have special needs.

LIBRARY DIRECTOR'S REPORT

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

- Karen Danczak Lyons and Leora Siegel attended the Library Legislative Breakfast many attendees expressed frustration with effects of the State's budget impasse. Property tax caps remain an active part of the state budget discussion.
- The Library and City are progressing on the fundraising plan for the new Robert Crown Center and Library. A joint Parks/Library Foundation will be created to lead the fundraising.
- Over 14,000 volunteer hours were contributed by the Library's many volunteers in 2015. This is an incredible gift to the Library.

STAFF REPORTS

- **Administrative Services Report** – Paul Gottschalk reported that revenue exceeded budget and expenses were below budget in 2015.

BOARD DEVELOPMENT

- A. The ALA/United for Libraries board development video on “strategic planning” was shown. The Board will discuss the Library's strategic planning process at an upcoming meeting.

UNFINISHED BUSINESS

- A. **Proposed Amendment to the Bylaws** – Board members discussed the proposed amendment to the bylaws that would remove the two-term limit of service by Board members. Leora Siegel urged the Board to retain the two-term limit. She thinks the change in Board membership brings fresh ideas and perspectives to the Board. Voting to remove the term limits sends the wrong message. Benjamin Schapiro respectfully disagreed. When he was a Library Director he had a long-term Board member (over 30 years) who was very valuable on the Board. The Evanston Public Library Board has steady turnover now; the Mayor reappoints Board members with the approval of the City Council. Long term members have valuable experience and knowledge. Shawn Iles sees no problems with removing the term limit as long as the Mayor continues to make (or decide not to make) reappointments. Vaishali Patel asked if a higher upper

limit on the number of terms could provide a reasonable balance. Socorro Clarke said it takes time to learn the operations of the Library and thought two terms was too short. Michael Tannen believes there are sufficient checks in place (reappointment by the Mayor and confirmation by the City Council) to remove the term limit. There is no limit set by the Local Library Act. Board members decided to continue the discussion at the next meeting when Tori Foreman and Margaret Lurie could participate.

NEW BUSINESS

Approval of the Illinois Public Library Annual Report (IPLAR)

Paul Gottschalk described the annual statistical and financial report required by the State Library 60 days after the end of the fiscal year. We are waiting on insurance information to include in the report. Motion by Benjamin Schapiro, second by Socorro Clarke – approve the Illinois Public Library Annual Report. Passed on a voice vote.

Closed Session – Michael Tannen read the official language for convening a Closed Executive session for personnel matters. Motion by Sandra Smith, second by Vaishali Patel, and approved by a unanimous roll call vote. The Board moved into Closed Session at 8:22 p.m.

Board members discussed the Library Director's evaluation.

The Board re-convened into Open Session at 9:04 p.m.

ADJOURNMENT – Ben Schapiro motioned to adjourn the meeting, seconded by Tori Foreman. The meeting adjourned at 9:05 pm.

Respectfully Submitted,

Shawn Iles, Acting Secretary

Next Meeting: Wednesday, March 16, 2016 at 6:30 pm Evanston Public Library, Board Room

Library Director's Report
February 17, 2016

Updates:

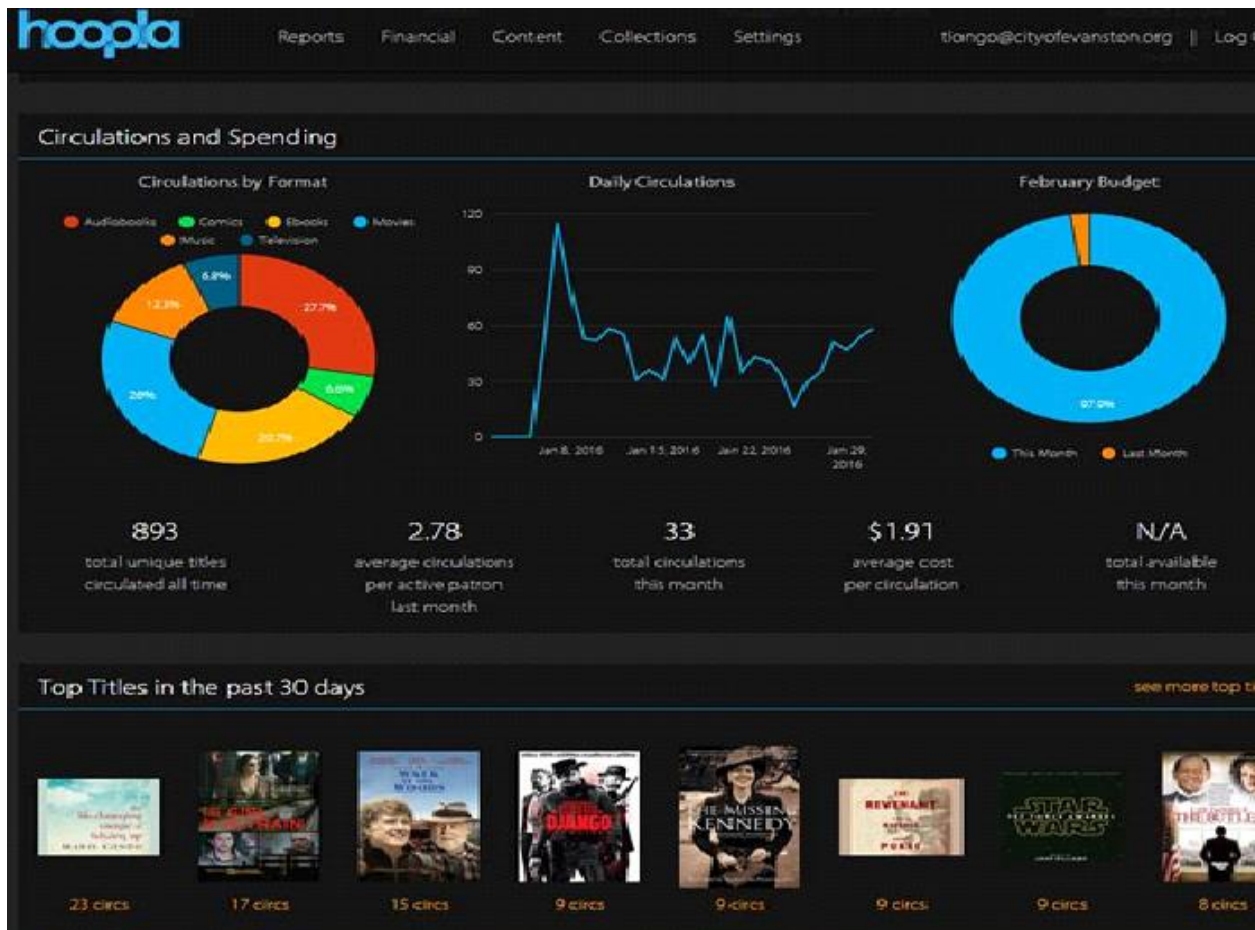
- Robert Crown Community Center and Library: We have begun to follow up with residents who were interviewed or completed surveys during the fundraising feasibility study conducted by our consultant CCS. Drafting of the language to create a joint Parks and Recreation/Library Foundation continues. We have begun to consider possible candidates to assist in the various committees and groups that will support the fundraising for the project. Please let President Michael Tannen, Secretary Margaret Lurie or me know if you are interested in assisting with fundraising for our new Robert Crown Library. An update will be presented at a future City Council meeting.
- Legislative Breakfast: Trustee Siegel and I attended the annual Illinois Library President's Day Legislative Breakfast in Buffalo Grove. Nine elected officials attended in person and two sent staff to the breakfast. At your places I have provided copies of the summary of state and federal issues that are being tracked by the Illinois Library Association. It will come as no surprise that the lack of an approved State budget and the impact upon the patrons served by public libraries was the main topic of discussion.
- Earlier today, Governor Rauner presented his budget address. The following is an excerpt of a message from BRAD COLE, Executive Director of the Illinois Municipal League regarding the contents of this address:

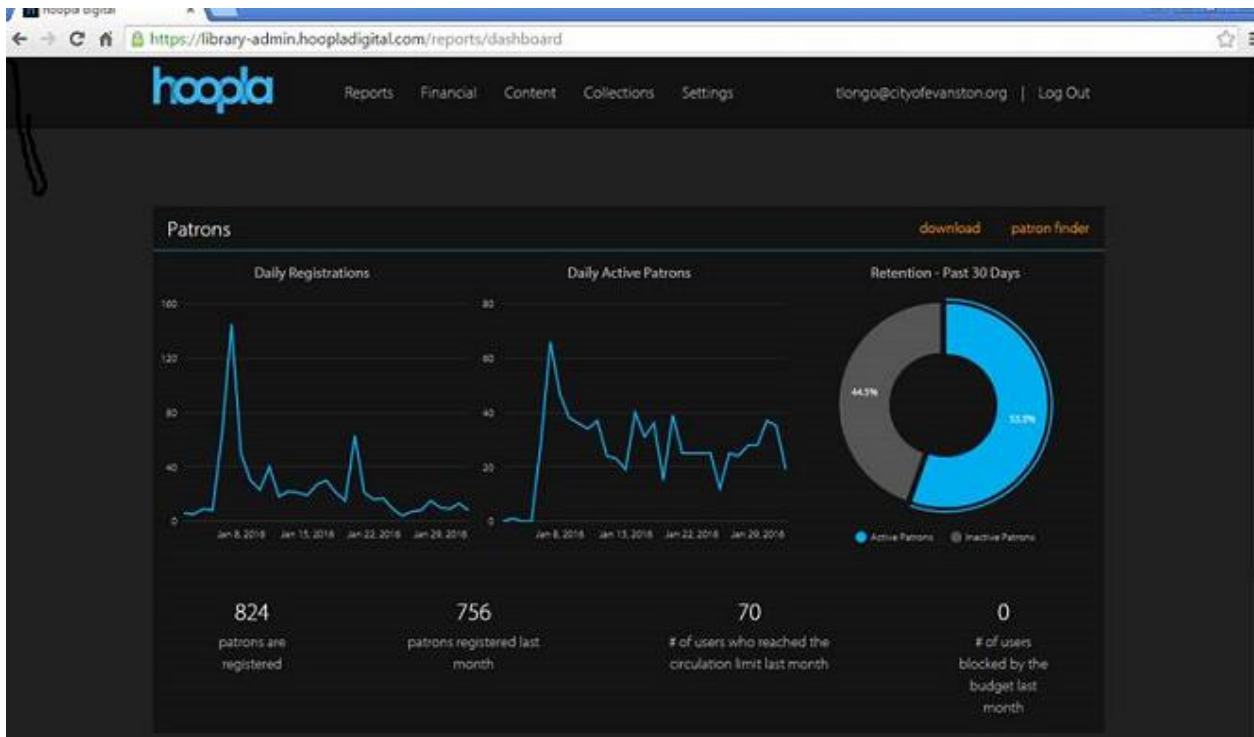
The Governor presented two budget options, Plan A that includes structural reforms, budget reductions and potential revenues, and Plan B that would be in lieu of Plan A and would allow for executive management to essentially cut spending as determined by the Governor. It was clear to me that Plan A is the Governor's preferred option, but that will depend significantly on the General Assembly. In the event of Plan B, the only areas of state spending that would be untouched are general state aid for schools, early childhood education funding, and payments for debt service. The omission of everything else is a clear signal; Plan B would mean cuts to just about everything.

There is likely to be on-going discussion this spring that includes a temporary property tax freeze, although that was also not mentioned today. The Illinois Municipal League is committed to opposing any permanent property tax freeze, but if a temporary freeze is adopted we will work diligently to exempt the expenses that most directly relate to municipal government tax levies, such as pension obligations, public safety costs, and bonds/debt payments.

- Our partner, the Center for Economic Progress is providing free tax preparation services for qualifying patrons. To accommodate more residents, they are providing their services in the main Community Room on Tuesday and Thursday evenings and Saturday mornings.

- Results of our first month on *Hoopla*:





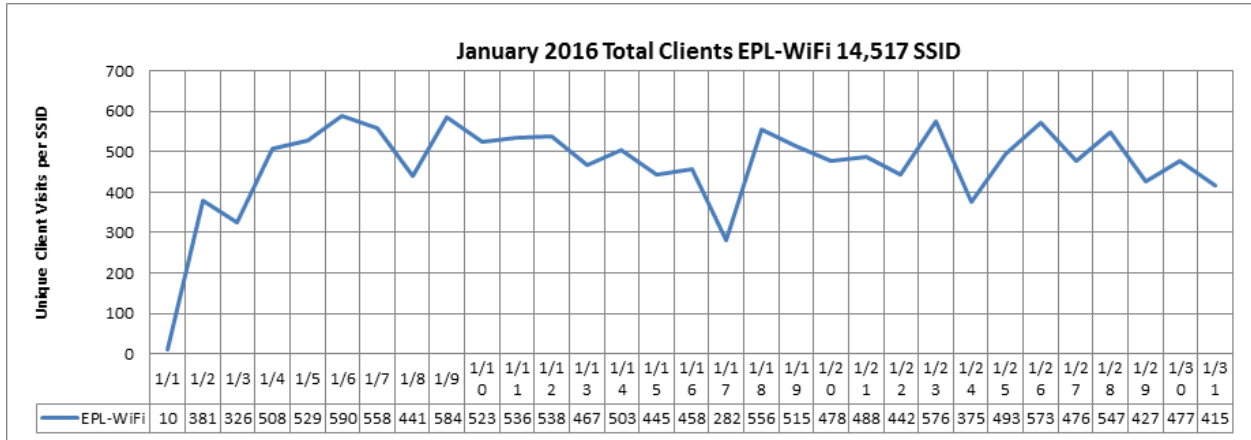
Assessments, metrics and initiative results:

Foot traffic: December, 2015 January, 2016

Main:	40,306	42,988
North:	4,554	3,734
CAMS:	3,539	3,472
Total:	48,399	50,194

Website visits in December: 33,135 January: 39,997

Overall Computer/Internet Use – all locations: December: 5,957 January: 6,135



NEW Metrics: I asked our partners National Able Network to begin sharing metrics that express their services at EPL . This is an important part of services to our adult patrons that had not been shared with us on a regular basis. My thanks to National Able Network, Andi Drilek, Lugenia Crusoe and their entire team for their important and wonderful work. [FYI: as included in the table below - TABE is the Test of Adult Basic Education test that consists of high school level math and English.]

EPL Computer Resource Lab Activities January 2016

	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	19-Jan	20-Jan	21-Jan	22-Jan	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	January Total	Program Year to Date Total
ORIENTATIONS							10									7				17	101
TABE TESTING	3	3	2	2		1	1		1	3		1		3			1			21	63
ONE-ON-ONE RESUME ASSISTANCE											3	1		1		1		2	2	10	43
Workshops																					
Job Readiness Training	1																			1	24
Crash Courses							3	3												6	113
RESOURCE ROOM (NEW CUSTOMERS)	2	2	2	2	0	1	2	2	1	4	3	2	5	3	2	1	2	1	0	37	237
RESOURCE ROOM (REPEAT CUSTOMERS)	15	7	11	14	13	13	10	18	16	12	14	15	10	9	16	15	17	12	12	249	2004
RESOURCE ROOM TOTAL	17	9	13	16	13	14	12	20	17	16	17	17	15	12	18	16	19	13	12	286	2241

Actual Computer Usage National Able Network

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	TOTALS
4-Jan	5-Jan	6-Jan	7-Jan	8-Jan	62
17	9	12	14	10	
11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	75
14	11	19	15	16	
	19-Jan	20-Jan	21-Jan	22-Jan	54
	15	14	15	10	

25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	
13	16	17	12	10	68
					259

Services and collaborations:

- Working with Reverend Michael Nabors of the Second Baptist Church in Evanston, I look forward to sharing the details of a new collaboration that will celebrate reading and the value of having an Evanston Public Library card.
- Cradle to Career: Laura Antolin, Renee Neumeier and I attended an all-day Cradle to Career retreat on January 29th. Finding new ways to collaborate across agencies in support of improved literacy in Evanston is providing opportunities to review existing efforts and explore new approaches. At a future Board meeting we will present a detailed progress report. Our Harwood trained staff continue to facilitate the community meetings for Cradle to Career.
- Our Director of Technical Services has been asked to present at the B&T Vendor Summit next month in Orlando. The dates of the Summit are March 14-16. His presentation will focus on how Evanston Public Library has embraced the use of shelf ready cataloging services as well as using EDI/9XX ordering tools to streamline tech services processes. This is another example of the national recognition that our staff continues to receive for their expertise and leadership in the library profession.
- We continue to collaborate with the DaeJae Coleman Foundation :
An Afternoon with Rita Williams-Garcia
Thursday, July 14, 2 p.m. Community Meeting Room. Main Library.

The Dajae Coleman Foundation and Evanston Public Library present an afternoon with Rita Williams-Garcia, award-winning author of *One Crazy Summer*, *P.S. Be Eleven*, and *Jumped*. Williams-Garcia, whose book, *Gone Crazy in Alabama*, won this year's Coretta Scott King Award, will discuss her life as a writer, answer audience questions, and sign books. Copies of several Williams-Garcia titles will be available for purchase. This event is FREE and open to all ages.

- My thanks to Renee Neumeier for her leadership on the Middle School YA Lit Festival: Through the hard work of D65 librarians, EPL staff led by Renee Neumeier and the Book Stall successfully put on our first annual Middle School YA Lit Festival. 100 middle-schoolers attended. 10 local authors participated in different panels and discussed topics ranging from how they write from a teen perspective to creating dystopian and post-apocalyptic worlds. Teens could pick which panels they wanted to listen to and at the end of the event they had the opportunity to have their books signed and eat pizza. The

only improvement we would make for this event is to work on having more diverse authors. In this first festival, all of the author came for free and were local.

Highlights from Neighborhood Services include:

Winter Words Report

238 preschoolers (birth through 3 years old) registered

131 completed the reading and received a board book or paperback picture book as a prize

Martha Meyer deserves credit for spearheading this year's effort. Neighborhood Services staff came to the main library two Thursdays for Martha's The Young and the Restless story time to help register participants.

Credit also goes to Kim Kaufmann for designing logs and to Florencia Govez and Kim Hiltwein for translating the materials into Spanish and Martha's volunteers for translating them into Mandarin. Laura Antolin has again brought this program to the daycare homes and will report on it at its completion.

Story times



This was story time at CAMS on the 1 degree below zero Monday. They love Robin, but Linda Patchett also gets credit for building attendance at this story time which normally has over 15 children.

Bilingual story time is growing and Florencia is initiating a bilingual family story time once a month as well as showing a family movie in Spanish monthly at CAMS.



Connie told the Foster Senior Group members about Hoopla.

We had a great discussion of the Doris Kearns Goodwin's book **Bully Pulpit** at North Branch.

We have interviewed and hired a new branch assistant, Paula Shapiro who will start tomorrow.

We have four new computers for the public at CAMS and two at North Branch.

Highlights from Children's Services from Jan Bojda and the team include:

- Not exactly a highlight, more of a reminder that despite our best efforts, sometimes Mother Nature thwarts us. Meyer had another fully registered session of Theater Games by Lifeline Theater, but due to the weather only 4 children were in attendance!
- 17 participants attended our January Family Literacy Night. Again, the weather was not our friend on this night, but as usual the participants expressed gratitude for having these events for them.
- At the ALA Midwinter meeting, Brian Wilson began his term on the Caldecott committee. Congratulations Brian – we are so proud to have you sharing your expertise with colleagues from around the country!

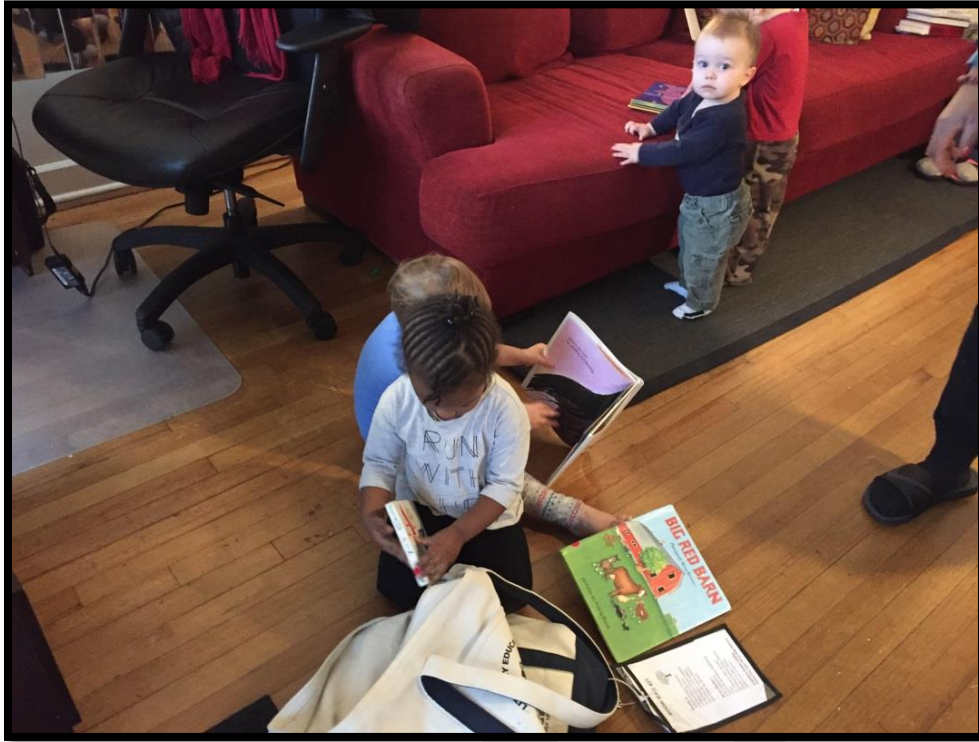
- Brian Wilson is also producing a wonderful “Oscar program” for adults - please look for details under upcoming programs of note.

Children’s Services Outreach and Community Engagement from Laura Antolin:

- Day Care Delivery Book Bags: Sally Schwarzlose delivered 4 book bags this month and I delivered another 5 to providers and 4 to Teen Baby Nursery and Baby Toddler Nursery. I met with Sally to talk about creating a more intentional collection – to that end, I’ve asked her to begin making a list of new books to purchase. I also met with Susan Munro who will be volunteering with me to deliver the book bags that I currently deliver and to may read in some homes (if providers are interested). Susan will also be weeding through the donated and withdrawn books in this collection to pull books in bad condition. Book bags delivered: 13 (including 2 bags to Baby Toddler Nursery and 2 bags to Teen Baby Nursery)
- (See photos below.)
- LEAP: We started Construction Play Literacy right after winter break. This unit is a favorite of many of the teachers and kids – creative and also challenging for the kids to move from two-dimensional planning to three-dimensional building. I brought 5 sets of construction materials for classroom centers at the end of the month (each set is shared among 3 classrooms) and one teacher, Ms. Frost, invited me to look at the buildings in the hallway that her kids made at home with their families following this unit. Attendance: Construction Play Literacy - 402 (327 children, 75 staff) 29 classrooms
- Laura – 22 classes, Kim – 4 classes, Brian – 5 classes, Jessica – 6 classes, Martha – 14 classes, Andi – 4 classes
 - K-LEAP Post Office Play dates:
 - This is the second year of joint play dates with 2 schools. I scheduled this year’s dates before school was over last year and sent out pdfs of flyers to the librarians in December and everything has run very smoothly. I decided to change up the Post Office materials this year by purchasing 5 real mailboxes to use for the animals instead of the plastic buckets we’ve used in the past – I wanted to add to the authenticity of play and to further differentiate K-LEAP from LEAP.
 - As it turned out, Lise Jinno, F65 Executive Director and parent of a kindergartener at Washington, was at the very first Post Office play date and loved the addition of the mailboxes which was very gratifying. We hosted 8 schools in January and will host 4 schools in February. Total Attendance 267 (143 kids, 124 adults; 113 families)
 - 1/9/16 Washington & Walker, Orrington & Willard Laura Antolin & Martha Meyer
 - Attendance 138 (75 kids, 63 adults; 63 families)
 - 1/16/16 Dewey & King Arts, Rhodes & Lincoln Laura Antolin & Linda Balla
 - Attendance 129 (68 kids, 61 adults; 50 families)

(See photos below.)

Delivering a Book Bag to Kim Robinson’s – in stages





DRAFT

Extensions from Construction LEAP at JEH – Ms. Frost



LEAP Photos from Andi Altenbach at LEAP



From Renee Neumeier:

Teen Services Highlights include:

- **Mock Printz:** We welcomed about 40 8th graders from Haven, Chute, Nichols and Bessie Rhodes for a discussion of the Mock Printz list of titles all the librarians put together. The students enjoyed talking with kids from other schools on topics ranging from what characters stuck with them the most to what book should really win. This year Amy Odwarka, Haven's librarian, added an online element where students could use their phones or devices to answer different questions as a poll or a quiz. The students really enjoyed that part. Some students said this was the best field trip they had gone on all year.
- **90 Second Newbery Home School Program:** Ashley Hamernik with the assistance of volunteer Eti Berland worked with our home schooled tween and teens to finish up their submission to the 90 Second Newbery Festival. Since September that group has been working on turning the Newbery Honor title, Savvy, into a very short film. They laid out scenes, wrote scripts, brought props, filmed and edited. On January 31 their film debuted at the Chicago 90 Second Newbery Festival. The group was able to go on stage and be recognized for their work in front of a packed audience.

Their submission was also featured on the 90 Second Newbery Blog

<http://jameskennedy.com/2016/01/28/countdown-to-chicago-90-second-newbery-film-part-1/> .

We're looking forward to running this program again next fall!

- **Project Excite:** We've committed to running two simultaneous camp sessions for Project Excites incoming 6th graders. One camp will be run by Ashley Hamernik and will focus on 3D design and printing and the other will be led by D65 Math Coach Kelly Rooney. The second camp will focus on Raspberry Pi. Both camps will have literacy integrated into each day in the form of articles, journals and maybe a read aloud.
- **D65 Summer Reading STEM Camp:** We've committed to piloting a 3D printing camp similar to what we have planned for Project Excite for D65 middle school students who are struggling with reading specifically those who scored below the 40th percentile. Ashley would be running this camp again and we would be intentional about including different literacy activities with the 3D printing activities.
- **STEAM Kits for Teachers:** Renee Neumeier with the help of Tim Longo and Jose Maldonado assembled, cataloged and processed all of the materials for our pilot collection of STEAM Teacher Kits. There are four pilot kits that were funded by a grant from Foundation 65. There are 2 Makey Makey kits, one Little Bits Kit and one Lego WeDo Kit. Renee is working on putting together more STEAM Teacher Kits and has worked with D65 to survey teachers and librarians to see what types of kits they would be interested and if they would be interested in related professional development. Sheila Merry from Cradle to Career passed on a grant opportunity to

EvanSTEM, who thought EPL would be a great candidate for the grant. We're hoping this grant will fund more kits and teacher PD and expand this service to organizations that serve youth.

- Baker Demonstration School Visit: We welcomed 30 8th grade students from Baker Demonstration School in January on a research visit. This was the first time the teacher had brought her students to EPL for this project and the second year she's been doing the project. At the beginning of the visit Renee gave the students an overview of EPL's online resources and walked them through how they can find different articles and primary sources through them. Then she walked them through the library and pointed out the different research collections and public desks they could use during their research. For the rest of the visit the students used our databases and books. If students didn't have a library card that we could register we used our teacher checkout service and checked books out to their teachers. Iris Yin, the teacher from Baker got great feedback from all of her students about the visit that she passed on to Teen Services. The feedback form she shared included:

Describe at least one thing you learned about locating sources from our library visit.
It gets easier after you learn where the section for your topic is.
Multiple books can be under the same Dewey Decimal number, right down to the very decimal. A majority of the books I'm using had the same number.
I learned that the library is a very helpful resource because it gives you access to many websites/databases that we wouldn't normally have access to at school or at home.
I didn't know about the vastness of online resources
I learned that sorting books and articles by most recent to oldest will definitely help me because my question needs a lot of recent data with recent gun law changes.
I learned of a lot of good online resources and where to find them.
it can take a while to find a good book.
Ask for help if you can't find a book.
n/a
call numbers are helpful
How to properly use the decimal system in a full size library.
How call numbers work.
you have to use good key words
I learned how to use the call numbers
How to make making finding information for your bibliography easier.
I learned that when you are searching for a book it is helpful to look click on each of the first few suggestions because the titles can be misleading.
There are a lot of data bases I can use to help guide my research. There a lot of websites specifically to help kids with homework. So I can just go on the library website.
That you can do other things than googling your topic when looking for articles online. That way, you won't have to worry as much about the reliability of the source.
Not every book that is about your topic is necessarily going to be helpful.
It was easier to navigate the books and the shelves after the visit to the library.
The Gale library resource was helpful to me.
I learned that the library is much easier to navigate than I originally thought and it is a very good resource that I could easily come back to.

You can use the internet to find physical books.
The library can be a good resource for research even for someone who doesn't read quite often about non-fiction, it peaked my interest
There were more than just the books you could access in the library.

Community Outreach Highlights from Jill Skwerski include [abbreviated in light of this evening's presentation from Jill]:

- Starr De Los Santos from Complete the Degree visited the library with an informational booth in the lobby. Complete the Degree is a not-for-profit organization (www.completethedegree.org) that provides free one-on-one guidance to adults who have some college credits and want to return to finish up their degree. Ms. De Los Santos will continue to visit EPL monthly with a lobby table and has also offered programming on the following topics:
 - Financial Aid for Adults
 - How to Get a Student Loan Out of Default
 - Earn College Credit for What You Know
 - Planning to Complete Your Degree
 - Grants & Scholarships: How to Find, Apply for and Win Them
 - FAFSA completion
- Jill represented EPL at the Latino Summit, held at Gibbs-Morrison on 1/27. The event, coordinated by Latino Resources was well attended by around 100 community members. I spoke with several people who had read *Into the Beautiful North*, and encouraged participation in the (then) forthcoming Spanish language book discussions. We continue to stock our bookshelves at Gibbs with a wide range of materials, many in Spanish as available.
- Visits to Three Crowns Park with library materials including print, audio and DVD selections continue to grow in popularity with residents. This month, during my 1 hour visit, I checked out 24 items and made 2 library cards. Each time I visit, residents express how delighted and appreciative they are that the library is able to provide this service. In fact, a resident who I had not met, but had heard of the visits, stopped by just to drop off a donation and say thank you. In 2016, I look forward to expanding this service via our mobile vehicle and perhaps incorporating volunteer hours to support the service.
- Regular enrollment for ACA ended on Sunday, 1/31. We are now in a special enrollment period which will run through 4/30. EPL will to host certified navigators from PEER Services each Monday and

Wednesday through the end of the special enrollment period. During the regular enrollment period, navigators met with over 150 people face to face and enrolled 52 in Medicaid and 53 in the Marketplace. Nationwide, over 12.7M people enrolled during this period, which represents 1M more than enrolled last year. I know that our EPL navigators were tremendously busy throughout as they are the only navigators available to the public in Evanston.

- Visits continue to regular spots including Jacob Blake Manor, Ebenezer Primm Tower, Produce Mobile, Hillside Pantry and the YWCA shelter. We also continue to host weekly GED classes in collaboration with General Assistance and are looking to expand class to general enrollees via Oakton Community College.

Adult Services highlights include:

- From Heather Norborg: There is a new group meeting here at the library. It is the “Evanston Web Technology Meetup” and will meet monthly in the Seminar Room. It is organized by an enthusiastic patron, Eric Sorenson, who had a similar, very successful group at the Madison Public Library for years. It is for more advanced techies who are interested in discussing the landscape of the World Wide Web. So perhaps not the usual folks we see on the third floor. Please be aware of this group and help them find the Seminar Room when they arrive. They’ll have a different topic each month. The first is Using Google’s Material Design. I will be the staff contact for this group and will book the room, etc. for them. The first meeting is Monday, January 25th at 6:30pm. It is on the calendar. They haven’t decided on a set schedule, but it will hopefully be something like the last Monday of every month. If/when the group outgrows the Seminar Room, we’ll look into moving it to the Community Meeting Room. We’re excited about partnering with this group to bring some new faces into the library. Here’s their meetup page for more info: <http://www.meetup.com/Evanston-Web-Technology-Meetup/>
- Betsy Bird welcomed over 50 enthusiastic participants to her second literary salon:
EPL Literary Salon: Publishing Children's Books in the 21st Century

Lots of people want to write and/or illustrate books for kids, but how do you actually go about doing so? What are some of the pitfalls and perks of the job? What should you avoid? What are the common myths? Meet Gemma Cooper (agent), Sara Shacter (Assistant Regional Advisor and author), Ruth Spiro (author), Eileen Meyer (Network Representative and author), and Terri Murphy (Illustrator Coordinator and illustrator) of the Illinois chapter of the Society for Children's Book Writers and Illustrators (SCBWI) as they discuss the ins and outs of writing and illustrating for kids.

- We continue to support the reading and information needs of residents through our book discussion groups, author events and services including hands-on technology training sessions and Free Legal Consultations with the Civic Legal Corps.

Upcoming events of note:

Derek Monroe: The Elusive Promise of Democracy in India and Sri Lanka



Saturday, February 20, 3 pm Community Meeting Room, Main Library

Coming off one of the world's most destructive civil wars, Sri Lanka is making a big change in its political landscape as a result of the 2015 election. However, is it democracy in the making? India's fast growing economy has run into the wall of its own shortcomings. Can the Modi administration deliver on its promises, or is the "shining India" mirage rather than reality?

Derek Monroe, a writer/reporter on international and US foreign policy issues and columnist at RT.com discusses his impressions after his recent visits to both countries. Mr. Monroe has reported on Latin America, Poland, Japan, Iraq, Ukraine, Sri Lanka and India. His work has appeared in *Foreign Policy in Focus*, *Alternet*, *Truthout* and *Ohmynews*, and has been published in over 20 countries.

Everyone is welcome, but to help us estimate seating, please either [register online](#) or call 847-448-8620.

"Chicago: A Food Biography"

Sunday, February 21, 3 pm, Community Meeting Room, Main Library

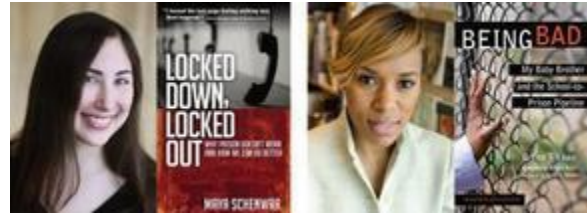
Calling all foodies! Come whet your appetite as authors Daniel R. Block and Howard Rosing serve up their new book [Chicago: A Food Biography](#). Filled with vivid details and stories of local restaurants, their book explores how food and the food industry helped shape Chicago's unique history. Highlighting the city's recent fine-dining revival, long tradition of diverse street fare, and signature foods like hot dogs, Italian beef, and Chicken Vesuvio, *Chicago: A Food Biography* reveals how the city came to be one of the foremost eating destinations in the country. Copies of *Chicago: A Food Biography* will be available for purchase.



Daniel R. Block, PhD, is a professor of geography and director of the Fred Blum Neighborhood Assistance Center at Chicago State University. **Howard Rosing, PhD**, is the Executive Director of the Steans Center for Community-based Service Learning and Community Studies at DePaul University.

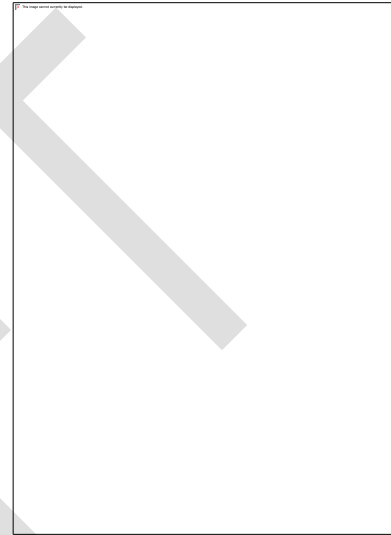
Everyone is welcome, but please [register online](#) or by calling (847) 448-8620 to guarantee your seat.

Author Event. Unlocking America: How to Change a Broken Prison System. Editor-in-Chief of Truthout, Maya Schenwar and Chicago State University Education Professor Crystal Laura, explore the impact of prison on their families and advocate for sweeping change to the criminal justice system. Monday, March 7, 7 pm, Community Meeting Room, Main Library.



Everyone is welcome, but please [register online](#) or by calling (847) 448-8620 to guarantee your seat.

The Big Read Keynote: Luis Alberto Urrea, author of Into the Beautiful North, presents: Universal Border--from Tijuana to the World. Best-selling author Luis Alberto Urrea shares his story of transformation from his beginnings in Tijuana to Pulitzer Prize finalist and beloved storyteller. Though recognized as a writer who concentrates on the border regions of the Southwestern United States,



Urrea says, "borders don't interest me. I'm really in the business of building bridges." Urrea invites us to think of the border as a place of convergence where meaningful conversations, and even love, between cultures begins. The author will be signing copies of the book immediately following the lecture.

Wednesday, March 9, 7 pm, Evanston Township High School auditorium, 1600 Dodge Ave. The Big Read is a program of the National Endowment of the Arts in partnership with Arts Midwest.



[An interview with Luis Alberto Urrea, a member of the Latino Literature Hall of Fame.](#)

Navigating Real Life Diversity Discussion



Navigating Real Life Diversity series continues with: "The American Dream is for all who work hard...or is it?" This session on inspiring our kids to understand each other and become allies is facilitated by Noor Ali, Assistant Director for Social Justice Education at Northwestern University and ETHS students from SOAR (Students Organized Against Racism). The event will be held **at Evanston Township High School, 1600 Dodge Ave, Room E112**. Free child care and Spanish translation provided. **Thursday, February 18, 6:30-8:30 pm.**

Next session: The Evanston history many don't know. Hear stories covering the rich history of Evanston's Black community from 1850 to today. Presented by local historian Dino Robinson of Shorefront Legacy Center. Evanston Public Library, Community Meeting Room, **Thursday, March 10. 6:30-8:30 pm.**

More Ways to Gather and Connect

Tabletop Game Night. Bring your friends and make new ones at Tabletop Game Night. Evanston's Game Night MeetUp group will have games to share and teach including Settlers of Catan, King Chocolate, and Isle of Skye. Bring your own games if you like. No experience is necessary for this evening of fun! Attendees must be 16 or older. **Monday, February 22, 6:30 pm.** Community Meeting Room. Main Library.



The Chat Room: The Oscars. Who will win? Who should win? Come chat about the Oscars! Enjoy drinks or food at [The Evanston Rhythm Room](#), the lounge connected to Evanston's Century Theater, just a few days before the 88th annual Academy Awards. The Chat Room is a series that brings Evanstonians together to talk about popular media in local watering holes. [Register online](#) or by calling (847) 448-8620. **Wednesday, February 24, 6 pm,** The Evanston Rhythm Room at Century Theater (1715 Maple Ave)

The Chat Room: The X-Files. After fourteen years, The X-Files is back! Come chat with other fans, a week after the last episode of the reboot, at The Celtic Knot Pub (626 Church Street), just across the street from the Main Library. [Register online](#) or by calling (847) 448-8620. **Tuesday, March 1, 6pm,** The Celtic Knot Pub (626 Church Street)



Excerpts from Patron feedback:

In response to Laura Antolin's email regarding bringing LEAP Construction classroom center materials:

Dear Ms. Laura,

Thank you, we will be looking forward to seeing you on Thursday.

We have been having great fun playing 'Builders/construction workers'.

Please stop by and see our houses built at home with our families. (Room 2)

Ms. Frost, Ms. Williams and Ms. Torres

We would LOVE to have the materials this year. A lot of the kids are still talking about it! Thanks.

Kathryn Enschede

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: March 10, 2016

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund payroll, bills lists, internal check lists and January purchasing card expenses.

Summary

Library Payroll

January 25, 2016 through February 7, 2016	\$ 132,556.93
February 8, 2016 through February 21, 2016	\$ 134,441.02

Library Fund Bills List

February 23, 2016	\$ 80,527.05
March 15, 2016	\$ 75,133.58

(includes January Purchasing Card expense of \$7,109.40)

Library Debt Service Fund Bills List

February 23, 2016	\$ 73,547.10
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Internal Check List - February 19, 2016	\$ 100.00
Internal Check List – March 9, 2016	\$ 20.00

Attachment: Bills Lists, January Purchasing Card Report, Internal Check List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.23.2016

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

65100	LAURA D. ANTO LIN	MATERIALS FOR K-LEAP	220.05
65100	ALEPH OBJECTS, INC.	3D PRINTERS	3,110.95
65630	BAKER & TAYLOR	JUV PRINT	9,868.23
65630	PENGUIN RANDOM HOUSE LLC	JUV AV	175.46
65641	MIDWEST TAPE	AUDIO VISUAL	1,486.98
65641	MIDWEST TAPE	JUV AV	<u>407.63</u>

4805 LIBRARY YOUTH SERVICES Total 15,269.30

4806 LIBRARY ADULT SERVICES

62340	OVER DRIVE, INC.	EBOOKS	1,667.44
62341	GALE RESEARCH INC.	MEDICAL ENCYCLOPEDIA DATABASE	3,108.60
65630	BAKER & TAYLOR	ADULT PRINT	17,940.80
65630	BAKER & TAYLOR	BOOKS	20.00
65630	MANUFACTURERS' NEWS, INC.	DIRECTORIES	222.90
65630	GALE RESEARCH INC.	BOOKS	97.31
65641	BAKER & TAYLOR	ADULT AV	77.14
65641	BLACKSTONE AUDIO BOOKS INC.	ADULT AV	314.97
65641	MIDWEST TAPE	ADULT AV	55.98
65641	MIDWEST TAPE	AUDIO VISUAL	2,218.70
65641	RECORDED BOOKS INC.	ADULT AV	755.00
65641	RECORDED BOOKS INC.	AUDIO VISUAL	190.85
65641	PENGUIN RANDOM HOUSE LLC	ADULT AV	60.00
65641	PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	<u>142.50</u>

4806 LIBRARY ADULT SERVICES Total 26,872.19

4820 LIBRARY CIRCULATION

52610	UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	125.30
65100	AZURADISC, INC.	LIBRARY SUPPLIES	153.01
65100	OFFICE DEPOT	OFFICE SUPPLIES	<u>57.70</u>

4820 LIBRARY CIRCULATION Total 336.01

4825 LIBRARY NEIGHBORHOOD SERVICES

62375	ESSKAY DEVELOPMENT LLC	CAMS RENT FOR MARCH 2016	3,451.88
64015	NICOR	NATURAL GAS	241.32
65630	BAKER & TAYLOR	ADULT PRINT	610.24
65630	BAKER & TAYLOR	JUV PRINT	<u>212.10</u>

4825 LIBRARY NEIGHBORHOOD SERVICES Total 4,515.54

4835 LIBRARY TECHNICAL SERVICES

62340	OCLC ONLINE COMPUTER LIBRARY CENTER, INC	WEBDEWEY CATALOGING RENEWAL	289.82
62341	MIDWEST TAPE	HOOPLA ADVANCE DIGITAL	12,000.00
62341	COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	<u>1,111.84</u>

4835 LIBRARY TECHNICAL SERVICES Total 13,401.66

4840 LIBRARY MAINTENANCE

62225	ALARM DETECTION SYSTEMS	MAR-MAY ALARM DETECTION	503.70
62225	UNITED STATES FIRE PROTECTION	FIRE ALARM AND SPRINKLER SYSTEM	1,015.00
62225	TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225	CINTAS CORPORATION #769	MAT SERVICE	337.60
62225	COMMERCIAL SPECIALTIES, INC.	TOILET PARTITIONS WITH DOORS	6,930.00
62225	CONQUEST PEST SOLUTIONS	PEST SOLUTION	<u>210.00</u>

4840 LIBRARY MAINTENANCE Total 16,156.30

4845 LIBRARY ADMINISTRATION

62185	KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185	MARIA VILLEGAS DESIGN	SUMMER READING DESIGNER	1,554.00
62295	LAURA D. ANTO LIN	MILEAGE REIMBURSEMENT	302.50

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.23.2016

64540	VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	238.99
65095	OFFICE DEPOT	OFFICE SUPPLIES	<u>116.56</u>
4845	LIBRARY ADMINISTRATION Total		3,878.71
4850	LIBRARY GRANTS		
65100	POSITIVE CONNECTIONS, INC.	K-TOUR BUS	<u>97.34</u>
4850	LIBRARY GRANTS Total		97.34
185	LIBRARY FUND Total		<u>80,527.05</u>
186	LIBRARY DEBT SERVICE FUND		
4870	MAIN LIBRARY MECHANICAL SYSTEMS		
62911	HAYES MECHANICAL, INC.	HVAC MECHANICAL WORK FOR SYSTEM UPGRADES	<u>73,547.10</u>
4870	MAIN LIBRARY MECHANICAL SYSTEMS Total		73,547.10
186	LIBRARY DEBT SERVICE FUND Total		<u>73,547.10</u>
Grand Total			<u>154,074.15</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.23.2016

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

0.00

GRAND TOTAL 154,074.15

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 03.15.2016

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
22730 BANK OF AMERICA	*PURCHASING CARD #4355-JAN.2016		7,109.40
185 LIBRARY SUPPORT TOTAL			<u>7,109.40</u>
4805 LIBRARY YOUTH SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV AND OFFICE SUPPLIES		96.83
65100 AMAZON / GE CAPITAL RETAIL BANK	CHOMEBOOKS FOR YOUNG ADULT		2,500.92
65630 BAKER & TAYLOR	2031706023		108.00
65630 BAKER & TAYLOR	JUV PRINT		12,029.33
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT		177.90
65641 BAKER & TAYLOR	JUV AV		16.57
65641 MIDWEST TAPE	ADULT AV		25.99
65641 MIDWEST TAPE	JUV AV		591.57
65641 RECORDED BOOKS INC.	JUV AV		194.60
65641 FINDAWAY WORLD, LLC	JUV AV		621.71
4805 LIBRARY YOUTH SERVICES Total			<u>16,363.42</u>
4806 LIBRARY ADULT SERVICES			
62340 GALE RESEARCH INC.	ADULT REFERENCE ONLINE		1,551.33
62340 GALE RESEARCH INC.	REFERENCE ONLINE		1,433.74
62340 OVER DRIVE, INC.	ADULT E-BOOK		1,613.31
62341 PROQUEST INFO & LEARNING COMPANY	HNP NEW YORK TIMES, ANCESTRY LIBRARY AND HERITAGE QUEST DATABASE		10,677.00
65100 JOSEPH PAGE, HELEN WARD PAGE	ADULT PROGRAMMING		100.00
65100 CUTLER, JOHN	ADULT PROGRAMMING		150.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV AND OFFICE SUPPLIES		1,079.10
65630 BAKER & TAYLOR	60330		20.00
65630 BAKER & TAYLOR	ADULT PRINT		11,797.56
65630 CENTER POINT INC	ADULT PRINT		125.22
65630 GALE RESEARCH INC.	ADULT PRINT		819.12
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT MEMO		-20.00
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS		81.20
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV		157.48
65641 BLACKSTONE AUDIO BOOKS INC.	AUDIO VISUAL		45.00
65641 MIDWEST TAPE	ADULT AV		2,955.08
65641 RECORDED BOOKS INC.	ADULT AV		805.85
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV		116.25
4806 LIBRARY ADULT SERVICES Total			<u>33,507.24</u>
4820 LIBRARY CIRCULATION			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV AND OFFICE SUPPLIES		455.40
65100 LIBRARY SKILLS, INC.	SHELF MARKERS FOR CIRCULATION AND BRANCHES		951.50
4820 LIBRARY CIRCULATION Total			<u>1,406.90</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
64015 NICOR	NATURAL GAS		253.90
65630 BAKER & TAYLOR	ADULT PRINT		359.08
65630 BAKER & TAYLOR	JUV PRINT		148.94
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>761.92</u>
4835 LIBRARY TECHNICAL SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV AND OFFICE SUPPLIES		74.28
65100 DEMCO, INC.	TECH SERVICES SUPPLIES		280.16
4835 LIBRARY TECHNICAL SERVICES Total			<u>354.44</u>
4840 LIBRARY MAINTENANCE			
62225 CROWLEY , MICHAEL	COIN CHARLGER REPAIR		398.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES		7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE		168.80
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION		145.00
64015 NICOR	UTILITIES		838.64
64505 CALL ONE	*COMMUNICATION CHARGES		172.54
64505 CALL ONE	COMMUNICATION CHARGES		170.43
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES		1,350.85
65050 VOGUE FABRICS	VINYL SUPPLIES		646.00
4840 LIBRARY MAINTENANCE Total			<u>11,050.26</u>
4845 LIBRARY ADMINISTRATION			
62185 MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES		101.90
62360 EVANSTON CHAMBER OF COMMERCE	MEMBERSHIP DUES		250.00
65095 AMERICAN LIBRARY ASSOCIATION	CREDIT		-80.81
65095 AMERICAN LIBRARY ASSOCIATION	READ DESIGN CD		213.00
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV AND OFFICE SUPPLIES		735.35
65095 JIM MAY DBA NIPPERSINK STORIES, INC.	FIRST PAYMENT FOR 2016 STORYTELLING FESTIVAL		750.00
4845 LIBRARY ADMINISTRATION Total			<u>1,969.44</u>
185 LIBRARY FUND Total			<u>72,523.02</u>
Grand Total			<u><u>72,523.02</u></u>

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 03.15.2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS TWIN EAGLE	NATURAL GAS -JANUARY 2016	2,610.56
			<u>2,610.56</u>
		GRAND TOTAL	<u>75,133.58</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBOOK Y6MPF82H42	\$ 39.94	01/04/2016	65095 OFFICE SUPPLIES	FACEBOOK AD
LIBRARY/ADMIN	USPS 16262202033308925	\$ 392.00	01/07/2016	62315 POSTAGE	USPS STAR-SPANGLED BANNER POSTAGE STAMPS/8 ROLLS
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.95	01/07/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 142.28	01/07/2016	65040 JANITORIAL SUPPLIES	2" PUTTY KNIFE, 2 BRUSHES, 3 PAC ROLLER COVERS, 2DOOR SWEEPS FOR ELEVATOR MACHINE ROOM, 50 GALLON WHEEL CART FOR CIRCULATION LOST AND FOUND
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 14.60	01/07/2016	65050 BUILDING MAINTENANCE MATERIAL	ELECTRICAL OUTLET COVERS, BLANK WALL PLATES
LIBRARY/ADMIN	NOR NORTHERN TOOL	\$ 33.59	01/08/2016	62245 OTHER EQ MAINT	2" RECEIVER MOUNT FOR KUBOTA TRACTOR
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 300.00	01/08/2016	62295 TRAINING & TRAVEL	TRAINING FOR LAURA ANTOLOIN AND KIM KAUFMANN
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 99.99	01/11/2016	65050 BUILDING MAINTENANCE MATERIAL	CHAPIN WALK BEHIND SALT SPREADER
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 219.12	01/11/2016	65050 BUILDING MAINTENANCE MATERIAL	LED BULBS, FLASHLIGHT, RUBBER CHEMICAL RESISTANT GLOVES, TRASH GRABBERS, WASHER FLUID, STEEL TRANSFER SHOVEL
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 89.94	01/11/2016	65503 FURNITURE FIXTURES EQUIPMENT	4" BLANK UP KITS. 2 MONSTER 8 OUTLET POWER STRIPS FOR CHROMEBOOKS
LIBRARY/ADMIN	SAFE HOME PRODUCTS INC	\$ 144.27	01/12/2016	65040 JANITORIAL SUPPLIES	SIX FOAM CORNER GUARDS FOR CHILDRENS ROOM
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 21.93	01/13/2016	65050 BUILDING MAINTENANCE MATERIAL	4 PACKS OF TOGGLE BOLTS, VARIOUS SIZES.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 24.95	01/13/2016	65050 BUILDING MAINTENANCE MATERIAL	SHELVING BRACKETS
LIBRARY/ADMIN	PROMEVO.COM	\$ 555.96	01/13/2016	65100 LIBRARY SUPPLIES	GOOGLE CHROME MANAGEMENT CONSOLE
LIBRARY/ADMIN	JC LICHT #1252	\$ 79.13	01/15/2016	65040 JANITORIAL SUPPLIES	PAINTING SUPPLIES AND GALLON PAINT
LIBRARY/ADMIN	GOTPRINT.COM	\$ 181.22	01/18/2016	62210 PRINTING	PRINTING
LIBRARY/ADMIN	EXXONMOBIL 96024591	\$ 4.95	01/18/2016	62240 AUTOMOTIVE EQ MAINT	CARWASH FOR LIBRARY VAN
LIBRARY/ADMIN	EB BODY AMP MIND SERV	\$ 30.00	01/18/2016	62295 TRAINING & TRAVEL	FEE FOR BODY&MIND: SERVING AT RISK TEENS IN YOUR PUBLIC LIBRARY REGISTRATION FOR RENEE NEUMEIER AND ASHLEY HAMERNIK
LIBRARY/ADMIN	REUSABLEFRAMES.COM	\$ 141.64	01/18/2016	65095 OFFICE SUPPLIES	OFFICE SUPPLIES
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 255.00	01/19/2016	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR BRIAN WILSON
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	01/19/2016	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 30.73	01/19/2016	65050 BUILDING MAINTENANCE MATERIAL	EMERGENCY SITUATION SUPPLIES USED FOR BROKEN COIL IN BOILER ROOM
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 41.95	01/20/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	REPLACEMENTLAPTOPKEYS	\$ 10.74	01/21/2016	65095 OFFICE SUPPLIES	OFFICE SUPPLIES
LIBRARY/ADMIN	AMER LIB ASSOC-IMIS	\$ 49.00	01/22/2016	62295 TRAINING & TRAVEL	DEVELOPMENT WEBINAR - SHAWVER
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 255.00	01/22/2016	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR JILL SKWERSKI
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 505.00	01/22/2016	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR TIM LONGO
LIBRARY/ADMIN	AMZ WOOT, INC	\$ 536.54	01/22/2016	65100 LIBRARY SUPPLIES	CAMS AND NORTHBRANCH REPLACEMENT COMPUTERS
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 259.74	01/22/2016	65635 PERIODICALS	PERIODICALS

LIBRARY/ADMIN	AIRBNB INC	\$ (357.00)	01/25/2016	62295 TRAINING & TRAVEL	CREDIT
LIBRARY/ADMIN	AIRBNB INC	\$ (343.00)	01/25/2016	62295 TRAINING & TRAVEL	CREDIT
LIBRARY/ADMIN	EB LACONI ADMIN BUILD	\$ 25.00	01/25/2016	62295 TRAINING & TRAVEL	LACONI TRAINING - BUILDING PROJECTS - GOTTSCHALK
LIBRARY/ADMIN	AIRBNB INC	\$ 820.00	01/25/2016	62295 TRAINING & TRAVEL	LODGING FOR PLA CONFERENCE - LONGO & REMSEN
LIBRARY/ADMIN	AIRBNB INC	\$ 700.00	01/25/2016	62295 TRAINING & TRAVEL	LODGING FOR PLA CONFERENCE IN DENVER
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 405.00	01/25/2016	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR BEN REMSEN
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 255.00	01/25/2016	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR HEATHER NORBORG
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 39.91	01/25/2016	65040 JANITORIAL SUPPLIES	TWO ENVIROBACK 3X5 CHARCOAL MAT AND ONE RCP PRO STRING COTTON MOP
LIBRARY/ADMIN	JC LICHT #1252	\$ 121.74	01/27/2016	65040 JANITORIAL SUPPLIES	1489 & 1486 PAINT FOR DOCK WALL REPAIR
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 86.50	01/27/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN GARAGE PHASE 1 PRINTS
LIBRARY/ADMIN	BB BLACKBAUD BILLING	\$ 300.00	01/28/2016	62295 TRAINING & TRAVEL	TRAINING FOR JESS TICUS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 39.94	01/28/2016	65050 BUILDING MAINTENANCE MATERIAL	3M DIRT CATCHER TRACK MATS
LIBRARY/ADMIN	WW GRAINGER	\$ 43.31	01/28/2016	65050 BUILDING MAINTENANCE MATERIAL	EMERGENCY LIGHT FOR LOADING DOCK
LIBRARY/ADMIN	B&H PHOTO, 800-606-696	\$ 14.99	01/28/2016	65050 BUILDING MAINTENANCE MATERIAL	RECHARGEABLE BATTERY FOR MAINTENANCE CELL PHONE
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 195.00	01/29/2016	62295 TRAINING & TRAVEL	PLA REGISTRATION FOR HEATHER NORBORG (REFUNDED IN FEBRUARY)
LIBRARY TOTAL		\$ 7,109.40			

Evanston Public Library
Library Internal Checks
February 10 through February 19, 2016

Type	Date	Num	Name	Memo	Business Account Number	Amount
Check	02/19/2016	1357	Wilmette Public Library	AWE COMPUTERS	185.48.4805.65100	100.00
						<u>100.00</u>

Evanston Public Library
Library Internal Checks
February 20 through March 9, 2016

Type	Date	Num	Name	Memo	Business Account Number	Amount
Check	03/09/2016	1358	Lake Villa District Library	ILL LOST ITEMS		-20.00
						<u>-20.00</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: March 10, 2016

This memo provides an update on significant administrative activities.

Human Resources

Laura Hirshfield, the Library's Audio-Visual Librarian, is retiring on April 1st after thirty-seven years of service! Her warmth, graciousness and outstanding service to our community will be missed.

Jessie Roy began on February 24th as a part-time Shelves in Circulation.

Hilda Gonzalez will begin on March 17th as the part-time Receiving and Processing Clerk in Technical Services.

Financial Resources

The financial report for the period ending February 29th is attached.

A summary of the Endowment portfolio as of February 29th is attached.

Facilities Management

Bids have been published for phase one of the Main Library Weatherproofing Project (budget \$209,400) and the replacement of the burners on our two boilers (budget \$68,700).



Budget Performance Report

Fiscal Year to Date 02/29/16

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	.00	.00	.00	(125.30)	.00	(125.30)	125.30	+++	189,928.75
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	(81.20)	81.20	+++	11,225.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$0.00	\$0.00	\$0.00	(\$125.30)	\$0.00	(\$206.50)	\$206.50	+++	\$201,154.33
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,054,180.00	.00	6,054,180.00	920,246.28	.00	920,246.28	5,133,933.72	15	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	7,840.30	.00	24,260.31	25,739.69	49	82,106.25
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	93,107.50
56011	DONATIONS	87,500.00	.00	87,500.00	.00	.00	.00	87,500.00	0	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	185.25
56140	FEES AND MERCHANDISE SALE	160,000.00	.00	160,000.00	.00	.00	.00	160,000.00	0	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	1.94	.00	220.14	1,779.86	11	2,683.47
57002	TRANSFER FROM ENDOWMENT	185,800.00	.00	185,800.00	.00	.00	.00	185,800.00	0	171,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	.00
57526	LIBRARY BOOK SALE	63,000.00	.00	63,000.00	.00	.00	.00	63,000.00	0	65,334.39
57527	LIBRARY FUND FOR EXCELLENCE	185,000.00	.00	185,000.00	.00	.00	.00	185,000.00	0	187,017.13
57535	LIBRARY COPY MACH. CHG	15,500.00	.00	15,500.00	.00	.00	.00	15,500.00	0	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	.00	.00	.00	25,300.00	0	24,699.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$928,088.52	\$0.00	\$944,726.73	\$6,072,430.27	13%	\$6,538,794.37
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	145,095.63
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$145,095.63
Department 48 - LIBRARY Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$927,963.22	\$0.00	\$944,520.23	\$6,072,636.77	13%	\$6,885,044.33
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$927,963.22	\$0.00	\$944,520.23	\$6,072,636.77	13%	\$6,885,044.33
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	465,530.00	.00	465,530.00	30,411.51	.00	57,577.72	407,952.28	12	394,635.83
61012	LIBRARY SUBSTITUTES	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	.00
61050	PERMANENT PART-TIME	190,336.00	.00	190,336.00	17,071.97	.00	31,756.32	158,579.68	17	211,274.60
61415	TERMINATION PAYOUTS	15,900.00	.00	15,900.00	.00	.00	.00	15,900.00	0	.00



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Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,010.83	(2,010.83)	+++	.00
61510	HEALTH INSURANCE	98,293.00	.00	98,293.00	5,961.36	.00	10,690.79	87,602.21	11	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	2.65	75.35	3	12.32
61710	IMRF	67,298.00	.00	67,298.00	4,757.53	.00	9,131.02	58,166.98	14	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	2,866.51	.00	5,516.54	34,386.46	14	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	670.39	.00	1,290.17	8,042.83	14	8,569.07
62185	CONSULTING SERVICES	14,300.00	.00	14,300.00	.00	.00	.00	14,300.00	0	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	4,023.99
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	592.89
65100	LIBRARY SUPPLIES	48,615.00	.00	48,615.00	3,331.00	2,684.85	3,928.91	42,001.24	14	14,791.02
65503	FURNITURE / FIXTURES / EQUIPMENT	15,600.00	.00	15,600.00	.00	.00	.00	15,600.00	0	5,725.29
65555	PERSONAL COMPUTER EQUIPMENT	3,600.00	.00	3,600.00	.00	.00	.00	3,600.00	0	.00
65630	LIBRARY BOOKS	157,000.00	.00	157,000.00	10,487.34	.00	10,487.34	146,512.66	7	132,217.99
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	1,064.07
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	2,268.65	.00	2,268.65	30,931.35	7	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	.00	.00	.00	15,179.00	0	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,182,065.00	\$0.00	\$1,182,065.00	\$77,827.85	\$2,684.85	\$134,660.94	\$1,044,719.21	12%	\$978,709.33
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	37,672.72	.00	74,445.79	473,535.21	14	548,850.42
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	214,938.00	.00	214,938.00	22,084.57	.00	38,443.47	176,494.53	18	209,295.48
61415	TERMINATION PAYOUTS	10,400.00	.00	10,400.00	.00	.00	.00	10,400.00	0	5,184.02
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	4,382.89	(4,382.89)	+++	3,368.48
61510	HEALTH INSURANCE	84,225.00	.00	84,225.00	5,293.88	.00	9,826.11	74,398.89	12	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	3.10	.00	6.11	39.89	13	37.30
61710	IMRF	72,503.00	.00	72,503.00	5,703.10	.00	11,145.86	61,357.14	15	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	3,670.13	.00	7,206.76	40,205.24	15	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	858.35	.00	1,685.46	9,402.54	15	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	11,927.33	.00	11,927.33	(11,927.33)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	7,277.00	13,785.60	7,480.95	148,133.45	13	136,515.96
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	371.25
65100	LIBRARY SUPPLIES	23,300.00	.00	23,300.00	900.00	.00	950.00	22,350.00	4	7,090.35
65503	FURNITURE / FIXTURES / EQUIPMENT	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
65630	LIBRARY BOOKS	306,900.00	.00	306,900.00	27,822.23	.00	28,325.30	278,574.70	9	258,902.72
65635	PERIODICALS	15,700.00	.00	15,700.00	360.00	7,200.00	360.00	8,140.00	48	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	6,968.55	.00	7,460.43	83,939.57	8	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	.00	.00	.00	20,725.00	0	19,995.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$130,540.96	\$20,985.60	\$203,646.46	\$1,397,485.94	14%	\$1,475,877.63



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Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	16,327.71	.00	31,887.80	159,340.20	17	196,030.02
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
61050	PERMANENT PART-TIME	306,273.00	.00	306,273.00	19,976.36	.00	37,622.74	268,650.26	12	268,988.75
61415	TERMINATION PAYOUTS	.00	.00	.00	220.82	.00	322.61	(322.61)	+++	10,900.51
61510	HEALTH INSURANCE	42,818.00	.00	42,818.00	2,976.86	.00	5,020.93	37,797.07	12	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	1.06	65.94	2	.53
61710	IMRF	45,206.00	.00	45,206.00	3,039.07	.00	5,741.72	39,464.28	13	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	2,283.32	.00	4,341.56	26,323.44	14	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	533.97	.00	1,015.34	6,156.66	14	6,852.91
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	3,219.79
65100	LIBRARY SUPPLIES	2,410.00	.00	2,410.00	203.01	.00	432.01	1,977.99	18	8,028.25
65503	FURNITURE / FIXTURES / EQUIPMENT	7,600.00	.00	7,600.00	.00	.00	.00	7,600.00	0	.00
66025	TRANSFER TO DEBT SERVICE - ERI	13,370.00	.00	13,370.00	.00	.00	.00	13,370.00	0	12,899.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$45,561.65	\$0.00	\$86,385.77	\$569,023.23	13%	\$603,947.03
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	10,086.54	.00	21,245.47	59,019.53	26	119,479.18
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
61050	PERMANENT PART-TIME	191,323.00	.00	191,323.00	10,750.79	.00	18,559.86	172,763.14	10	158,079.01
61415	TERMINATION PAYOUTS	14,200.00	.00	14,200.00	.00	.00	.00	14,200.00	0	1,981.95
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,351.87	(1,351.87)	+++	1,454.63
61510	HEALTH INSURANCE	21,085.00	.00	21,085.00	1,976.40	.00	4,247.72	16,837.28	20	25,039.78
61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.25	5.75	4	1.94
61710	IMRF	25,933.00	.00	25,933.00	1,956.56	.00	3,872.09	22,060.91	15	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	1,268.45	.00	2,504.65	14,295.35	15	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	296.66	.00	585.76	3,343.24	15	4,003.55
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	10,143.85
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	.00	.00	99.85	2,900.15	3	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	3,451.88	.00	6,903.76	37,556.24	16	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	241.32	.00	349.37	2,550.63	12	2,859.09
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	20.76
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	.00	.00	536.54	4,863.46	10	789.60
65503	FURNITURE / FIXTURES / EQUIPMENT	900.00	.00	900.00	.00	.00	.00	900.00	0	896.00
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	887.87	.00	887.87	29,012.13	3	21,701.55
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	259.74	1,240.26	17	1,657.99
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	1,886.14
66025	TRANSFER TO DEBT SERVICE - ERI	3,093.00	.00	3,093.00	.00	.00	.00	3,093.00	0	2,984.04
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$459,394.00	\$0.00	\$459,394.00	\$30,916.55	\$0.00	\$61,404.80	\$397,989.20	13%	\$441,585.95



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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
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	21,180.07	.00	38,679.60	236,898.40	14	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	4,832.34	.00	10,785.58	78,745.42	12	113,354.37
61415	TERMINATION PAYOUTS	3,900.00	.00	3,900.00	.00	.00	1,296.46	2,603.54	33	3,518.31
61510	HEALTH INSURANCE	36,126.00	.00	36,126.00	3,118.82	.00	5,834.97	30,291.03	16	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	1.06	84.94	1	6.25
61710	IMRF	38,968.00	.00	38,968.00	2,596.94	.00	4,947.14	34,020.86	13	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	1,599.03	.00	3,125.99	19,285.01	14	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	373.95	.00	731.08	4,509.92	14	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	289.82	.00	289.82	36,680.18	1	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	18,263.25	88,436.75	19,557.16	5,706.09	95	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	568.57	.00	929.16	12,070.84	7	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	.00	.00	.00	49,220.00	0	16,602.99
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	.00	.00	.00	8,621.00	0	8,318.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$693,352.00	\$0.00	\$693,352.00	\$52,823.32	\$88,436.75	\$86,178.02	\$518,737.23	25%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	14,041.40	.00	27,014.44	225,630.56	11	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	11,645.26	.00	21,023.91	77,154.09	21	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	945.00	.00	2,089.49	7,210.51	22	9,421.09
61415	TERMINATION PAYOUTS	8,200.00	.00	8,200.00	.00	.00	.00	8,200.00	0	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	987.15	(987.15)	+++	805.60
61510	HEALTH INSURANCE	71,397.00	.00	71,397.00	4,744.20	.00	8,810.69	62,586.31	12	57,120.17
61615	LIFE INSURANCE	82.00	.00	82.00	.00	.00	.00	82.00	0	.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	200.00	1,000.00	17	2,552.03
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	.00	620.00	0	620.00
61710	IMRF	37,615.00	.00	37,615.00	2,759.05	.00	5,295.56	32,319.44	14	34,878.24
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	1,619.80	.00	3,112.22	18,100.78	15	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	378.83	.00	727.85	4,233.15	15	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	16,161.40	78,760.00	16,644.00	124,353.00	43	236,644.62
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	2.54	11,997.46	0	11,718.03
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	33.59	1,266.41	3	109.51
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	.00	5,440.00	0	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	.00	.00	.00	4,743.00	0	1,700.04
62315	POSTAGE	.00	.00	.00	.00	.00	.00	.00	+++	4.32
62341	INTERNET SOLUTION PROVIDERS	2,160.00	.00	2,160.00	.00	.00	.00	2,160.00	0	.00
64015	NATURAL GAS	30,500.00	.00	30,500.00	2,610.56	.00	4,350.94	26,149.06	14	26,413.01
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	116.40	.00	1,912.41	10,087.59	16	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	2,951.00	.00	3,547.06	28,452.94	11	58,264.19



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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
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	(288.86)
65503	FURNITURE / FIXTURES / EQUIPMENT	7,500.00	.00	7,500.00	.00	.00	89.94	7,410.06	1	30,810.93
66025	TRANSFER TO DEBT SERVICE - ERI	5,440.00	.00	5,440.00	.00	.00	.00	5,440.00	0	5,247.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$838,251.00	\$0.00	\$838,251.00	\$58,072.90	\$78,760.00	\$95,841.79	\$663,649.21	21%	\$834,706.33
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	550,338.00	.00	550,338.00	41,015.89	.00	75,905.73	474,432.27	14	527,725.27
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	5,948.52	.00	11,336.91	76,928.09	13	64,639.50
61415	TERMINATION PAYOUTS	18,200.00	.00	18,200.00	.00	.00	.00	18,200.00	0	2,337.76
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,836.93	(1,836.93)	+++	.00
61510	HEALTH INSURANCE	108,373.00	.00	108,373.00	9,006.52	.00	16,747.89	91,625.11	15	87,193.05
61615	LIFE INSURANCE	288.00	.00	288.00	.00	.00	.00	288.00	0	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	1,200.00	6,000.00	17	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	200.00	1,000.00	17	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	4,881.02	.00	9,259.68	58,472.32	14	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	2,862.76	.00	5,443.71	33,714.29	14	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	669.52	.00	1,273.11	7,883.89	14	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	2,141.66	.00	4,008.32	166,991.68	2	27,711.92
62210	PRINTING	6,000.00	.00	6,000.00	.00	.00	181.22	5,818.78	3	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.00	409.64	1,490.36	22	2,624.46
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,025.00	.00	42,025.00	302.50	.00	5,269.03	36,755.97	13	18,111.70
62315	POSTAGE	5,500.00	.00	5,500.00	.00	.00	392.00	5,108.00	7	3,679.78
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	100.00	1,905.00	5	1,057.00
62380	COPY MACHINE CHARGES	12,881.00	.00	12,881.00	.00	.00	.00	12,881.00	0	12,267.96
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	.00	1,000.00	0	400.73
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	.00	.00	502.89	3,497.11	13	5,389.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	238.99	.00	238.99	1,761.01	12	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	1,634.95	5,128.03	5,637.27	87,004.70	11	48,369.25
66025	TRANSFER TO DEBT SERVICE - ERI	13,661.00	.00	13,661.00	.00	.00	6,674.08	6,986.92	49	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	249,999.96
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,505,153.00	\$0.00	\$1,505,153.00	\$69,402.33	\$5,128.03	\$146,617.40	\$1,353,407.57	10%	\$1,182,602.37
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	1,200.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	1,640.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	250.60
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	2,277.49
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	97.34	.00	172.34	9,827.66	2	51,855.62



Budget Performance Report

Fiscal Year to Date 02/29/16

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
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	7,258.10
	Business Unit 4850 - LIBRARY GRANTS Totals	\$20,000.00	\$0.00	\$20,000.00	\$97.34	\$0.00	\$172.34	\$19,827.66	1%	\$64,481.81
	Department 48 - LIBRARY Totals	\$6,975,742.00	\$0.00	\$6,975,742.00	\$465,242.90	\$195,995.23	\$814,907.52	\$5,964,839.25	14%	\$6,164,118.54
	EXPENSE TOTALS	\$6,975,742.00	\$0.00	\$6,975,742.00	\$465,242.90	\$195,995.23	\$814,907.52	\$5,964,839.25	14%	\$6,164,118.54
	Fund 185 - LIBRARY FUND Totals									
	REVENUE TOTALS	7,017,157.00	.00	7,017,157.00	927,963.22	.00	944,520.23	6,072,636.77	13	6,885,044.33
	EXPENSE TOTALS	6,975,742.00	.00	6,975,742.00	465,242.90	195,995.23	814,907.52	5,964,839.25	14	6,164,118.54
	Fund 185 - LIBRARY FUND Totals	\$41,415.00	\$0.00	\$41,415.00	\$462,720.32	(\$195,995.23)	\$129,612.71	\$107,797.52		\$720,925.79
	Grand Totals									
	REVENUE TOTALS	7,017,157.00	.00	7,017,157.00	927,963.22	.00	944,520.23	6,072,636.77	13	6,885,044.33
	EXPENSE TOTALS	6,975,742.00	.00	6,975,742.00	465,242.90	195,995.23	814,907.52	5,964,839.25	14	6,164,118.54
	Grand Totals	\$41,415.00	\$0.00	\$41,415.00	\$462,720.32	(\$195,995.23)	\$129,612.71	\$107,797.52		\$720,925.79

Endowment for the Evanston Public Library
Holdings as of February 29, 2016

	Symbol	Shares/Quantity	Price	Value as of 2/29/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6781.452	\$178.87	\$1,212,998.32	33.2%		
Vanguard Small-Cap Index Fund	VSMAX	3627.997	\$49.44	\$179,368.17	4.9%		
Vanguard REIT Index Fund	VGSLX	1657.430	\$108.75	\$180,245.51	4.9%		
Vanguard Total International Stock Index Fund	VTIAX	13256.501	\$22.36	\$296,415.36	8.1%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6292.174	\$25.47	\$160,261.67	4.4%	55.6%	
Vanguard Prime Money Market Fund	VMMXX	505427.470	\$1.00	\$505,427.47	13.9%		
Vanguard Federal Money Market Fund	VMFXX	28030.770	\$1.00	\$28,030.77	0.8%	14.6%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.704	\$147,711.45	4.0%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$115.777	\$137,987.65	3.8%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$123.887	\$135,588.12	3.7%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$93.487	\$146,804.50	4.0%	15.6%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25533.988	\$10.60	\$270,660.27	7.4%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$105.622	\$47,529.90	1.3%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$106.082	\$47,736.90	1.3%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$107.273	\$48,272.85	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$106.766	\$43,774.06	1.2%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$109.935	\$10,993.50	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$112.911	\$48,551.73	1.3%	14.2%
				\$3,648,358.21		100.0%	

Cash Equivalents	14.6%
US Treasury Inflation Protected Securities	15.6%
Corporate Bonds	14.2%
Domestic Equities	43.1%
International Equities	12.5%
	100.0%



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of Proposed Amendment to the Bylaws

Date: March 10, 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 three-year term~~additional three-year terms. 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~~additional 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.

This amendment was introduced at the February 17th Board meeting and may be adopted at the March 16th meeting by a two-thirds affirmative vote of a quorum of the Trustees present.