

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, APRIL 20, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

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

4. INFORMATION/COMMUNICATIONS

- A. David Marzahl, President and CEO of the Center for Economic Progress
- B. Christopher Holly, Executive Director of CCS
- C. Robert Crown Branch Library Project Update
- D. Strategic Planning Committee Update

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Appointment of Board Nominating Committee
- B. Approval of Change in Non-Resident Card Fee

11. ADJOURNMENT

Next Meeting: May 18, 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, March 16, 2016

6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Socorro Clarke

Staff: Karen Danczak Lyons, Paul Gottschalk, Kim Hegelund, Mary Kling, Jose Maldonado, Wynn Shawver, Jessica Ticus

Guests: Carole Skalinder, Virginia Zboralski

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:34pm.

CITIZEN COMMENT – none

INFORMATION/COMMUNICATIONS

- A. Update on Robert Crown Branch Library Project** – This will be a standing item on the agenda as the planning progresses. Karen Danczak Lyons reported that the project committee is meeting weekly. Currently they are discussing bylaws for a proposed Foundation that will be the entity that can accept and receipt gifts and direct the funding. CCS, the fundraising consulting firm, is creating materials to be used with prospective donors. EPL is contacting 30 people who expressed an interest in learning more about the project in the online survey. The City Council will meet on March 21st to continue the discussion of the project. EPL's 2017 budget will include costs for constructing and equipping this new branch library; the 2018 budget will include staff costs. The facility is anticipated to open in the fall of 2018.
- B. Evanston Public Library Friends Update** - Karen Danczak Lyons and Michael Tannen met with Lori Keenan, Trish Stieglitz, and Jim Hughes of the Evanston Public Library Friends, to thank them for their support of the 2015 Storytelling Festival and Summer Reading Program. The Friends will continue to be helpful volunteering and fundraising for projects such as National Library Week, 2016 Summer Reading Program and the Robert Crown Branch Library Project.

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the February 17, 2016 meeting, the bills list and payroll. Seconded by Leora Siegel and approved on a voice vote.

LIBRARY DIRECTOR'S REPORT

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

- On March 9th Luis Alberto Urrea, author of *Into The Beautiful North*, gave a keynote address to over 100 enthusiastic readers. It will be re-broadcast on the City's channel 16.
- In partnership with Jennifer Lasik, the Evanston Public Library is producing a series of programs for City staff as part of the ongoing Livability Academy.
- With tax season upon us, the Library is once again providing tax preparation help through the Center for Economic Progress. Last year 502 returns were completed, this year the goal is to file 600 returns.

STAFF REPORTS

- **Administrative Services Report** – Paul Gottschalk reported that Laura Hirshfield, who has been on staff in various roles for 37 years, will be retiring April 1st. The Library is seeking bids for the main building weatherproofing, for the North Branch construction (including HVAC replacement, new lighting, ceiling replacement, and water/sewer service), and the replacement of two burners on the main building's boilers.
- **Concierge Experience** - Jose Maldonado, Circulation Manager, and Kim Hegelund, Assistant Circulation Manager, gave a presentation on the new concierge program. Concierge volunteers are stationed at a desk in the main Library's lobby and provide visitors with a warm welcome and help with everything from way finding to Library information. This has been a big help to the Circulation Desk staff as well as to improving the visitor's experience. Mary Kling, Volunteer Coordinator, is seeking to fill some evening and weekend slots still available. Volunteers Carole Skalinder and Ginny Zboralski spoke about their positive experience as concierge volunteers.

BOARD REPORTS

- A. **Facilities Committee** – Ben Schapiro asked for Board approval to move forward to seek a formal Invitation to Bid on the Main Library Interior Renovation Project from the four architectural firms recommended by staff. The firms are Engberg Anderson Architects, Interactive Design Architects, Lohan Studio of Wight & Co. and Studio GC Architecture. Margaret Lurie seconded and it was approved on voice vote.

BOARD DEVELOPMENT

- A. The ALA/United for Libraries board development video "Library Policies" was not able to be shown due to technical difficulties.

UNFINISHED BUSINESS

- A. **Approval of Proposed Amendment to the Bylaws** – Board members continued discussion of the proposed amendment to the bylaws that would remove the two-term limit of service by Board members. Ben Schapiro moved to amend the by-laws as outlined in the March 10, 2016 memo:

“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 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 additional full three-year terms. The Trustees shall take their oath of office as prescribed by Illinois law.”

Margaret Lurie seconded the motion. All members except Leora Siegel voted in favor of the motion. The motion carried.

NEW BUSINESS

- A. **Formation of Strategic Planning Committee** – Michael Tannen proposed Board members Shawn Iles, Sandra Smith and Leora Siegel serve on the Strategic Planning Committee. Karen Danczak Lyons will set the timetable and lead the process. Ben Schapiro moved to accept the committee membership as recommended by Mr. Tannen. Seconded by Vaishali Patel and approved on a voice vote.
- B. **Closed Session** – Michael Tannen read the official language for convening a Closed Executive session for personnel matters. Motion by Ben Schapiro, second by Margaret Lurie, and approved by a unanimous roll call vote. The Board moved into Closed Session at 8:05 p.m.

Board members discussed the Library Director’s employment agreement.

The Board re-convened into Open Session at 8:21 p.m.

Motion by Benjamin Schapiro, second by Sandra Smith – approve the Library Director’s employment agreement (copy attached). Approved unanimously on a voice vote.

ADJOURNMENT – Benjamin Schapiro motioned to adjourn the meeting, seconded by Tori Foreman. The meeting adjourned at 8:25 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

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

DRAFT

Library Director's Report
March 16, 2016

Updates:

- We have added a new online service to support the reading interests of our residents. By signing up for **Select Reads**, patrons can receive notices about new books written by favorite authors and topics of interest. Also included are staff recommendations and staff newsletters highlighting important topics.

<http://bookdb.nextgoodbook.com/signup/nl/510384b60d76af61ef7aff8942e361dd>

- On March 9th we welcomed almost 100 enthusiastic readers of all ages to **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.. 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.](#)

- In partnership with Jennifer Lasik, the Evanston Public Library is producing a series of programs for City staff as part of the ongoing Livability Academy. My thanks to our staff for sharing their expertise and talent with our colleagues. The events highlighted in lavender are also open to the public.

Date	Time	Event Type	Location
Wednesday, March 09, 2016	7:00 PM	Big Read Keynote Speaker "Universal Border: From Tijuana to the World" Author: Luis Alberto Urrea	ETHS Auditorium Park in lot on Dodge Ave. Enter through Door 7 (Auditorium)
Saturday, March 12, 2016	2:00 PM	Latino Americans Documentary Screening and Discussion	Main Library, Community Room 1st Floor, 1703 Orrington
Thursday, March 17, 2016	Noon	Lunch and Learn: Bring your Own Device to stream library books, movies and more!	Main Library, Seminar Room 3rd Floor, 1703 Orrington
Wednesday, March 23, 2016	Noon	Lunch and Learn: 3D Design & Printing	Main Library, Seminar Room 3rd Floor, 1703 Orrington
Thursday, March 24, 2016	2:00 PM	Tour of Northwestern University Arts Circle	Northwestern University
Saturday, March 26, 2016	2:00	EPL Literary Salon: Ethics in Non-Fiction for Kids	Main Library, Community Room 1st Floor, 1703 Orrington
Saturday, April 09, 2016	4:00	Author Reading: Christine Sneed and Julia Sweeney	Main Library, Community Room 1st Floor, 1703 Orrington
Monday, April 11, 2016	Noon	Summer 2016 Reads	Main Library, Community Room 1st Floor, 1703 Orrington
Wednesday, April 13, 2016	1:00	Art , Commerce and Creative Entrepreneurs	Select businesses
Thursday, April 14, 2016	14:00	Tour of Noyes	Noyes Cultural Center
Wednesday, April 20, 2016	Noon	Book Reports for Adults	Main Library, Seminar Room
Wednesday, April 27, 2016	2:00 PM	Tour of Northwestern University Arts Campus	NU

- Through the tireless work of our Book Sale Volunteers, we raised \$14,764.10 at the March book sale. All proceeds from the sales are used to buy new books and materials for the library. My sincere thanks to this amazing team of dedicated and hardworking volunteers!!
- Congratulations to Renee Neumeier for having her program proposal selected as part of a panel discussion at YA Services Symposium in Pittsburgh! Renee will present:

Avengers Assemble!: Establishing and Expanding Community Connections for School and Public Librarians

Superheroes work better in teams, and teen librarians and staff are no different. Whether you're a seasoned hero, are just coming into your powers, or are somewhere in between, this session will help you build partnerships and find avenues to create new ones in your community, regardless of budget or size. We'll help you identify, maintain, evaluate, and enrich new and existing partnerships to offer more seamless services to teens across your community. Busting down your library's walls can empower

teens to discover how the library can connect to their lives in a multitude of ways, and develop their own superpowers.

Assessments, metrics and initiative results:

Foot traffic: February, 2016 January, 2016

Main:	42,910	42,988
North:	4,029	3,734
CAMS:	3,730	3,472
Total:	50,669	50,194

Website visits in January: 39,997 February: 36,157

Overall Computer/Internet Use – all locations: January: 6,135 February: 5,800

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.]

	LPL Computer Lab and Oakton Community College Activities - February 2016																				February Total	Programs that do not track
	1 Feb	2 Feb	3 Feb	4 Feb	5 Feb	6 Feb	7 Feb	8 Feb	9 Feb	10 Feb	11 Feb	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb	18 Feb	19 Feb	20 Feb		
ORIENTATIONS																					17	9,800
Evolution Probation Library																					7	
Oakton Community College																					10	
TABE TESTING	1	1																			2	75
ONE-ON-ONE RESUME ASSISTANCE	2	2																			4	16
Workshops																						
Job Readiness Training																						24
JSWT (Oakton Community College)																						27
CRASH COURSES																						
Evolution Probation Library																						1,977
Oakton Community College																						24
RESOURCE ROOM (NEW CUSTOMERS)	11	6																			17	2,000
RESOURCE ROOM (REPEAT CUSTOMERS)	4	11	10	12	12	16	8	9	5	1	14	11	9	12	9	8	7	8	10	201	22,019	
RESOURCE ROOM TOTAL	15	17	10	12	12	16	8	9	5	1	14	11	9	12	9	8	7	8	10	218	24,019	

Actual Computer Usage
NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	TOTALS
1-Feb	2-Feb	3-Feb	4-Feb	5-Feb	
11	12	16	12	12	63
8-Feb	9-Feb	10-Feb	11-Feb		
16	10	7	6		39
	16-Feb	17-Feb	18-Feb	19-Feb	
	13	12	13	9	47
22-Feb	23-Feb	24-Feb	25-Feb	26-Feb	
10	8	6	3	7	34
29-Feb					
13					13
					196

Services and collaborations:

- My thanks to Jill Skwerski for coordinating this program: The Evanston Public Library, in partnership with The Moran Center and the City of Evanston, will present an Expungement Clinic on Saturday, March 19, from 1-3 pm in the Evanston Public Library's Community Meeting Room. The Expungement Clinic is a free event to educate the public on the importance and process of clearing criminal records.

Although no records will be expunged or sealed at the Clinic, following the records relief presentation, Moran Center staff attorneys and volunteers will be available to meet with attendees individually to begin the record-clearing process. To learn more about the Clinic, visit www.moran-center.org.

- Monday, March 21, 6 PM, Community Meeting Room, Main Library

The Evanston Public Library and Northwestern University's Middle East and North African Studies (MENA) program present the seventh lecture in our joint series addressing the culture, politics, religion, and society of the Middle East and North Africa. This evening's event features NU Associate Chaplain and Director of Interfaith Engagement Tahera Ahmad discussing the issue of Islamophobia in America.

Highlights from Neighborhood Services from Connie Heneghan include:

First, I will give you my two favorites from February:

Book Babies at CAMS

These little ones met at Book Babies story time at CAMS. The mother's didn't know each other before story time, but they are fast friends now.



Washington School 16th Annual African American Heritage Reading Event (Feb. 3)

Along with many others including Karen Danczak Lyons, I had the privilege of reading at this annual event. I read to Ms. Starenko's 5th grade class. They were attentive, interesting and inquisitive. I thoroughly enjoyed myself. Ms. Starenko is the daughter of a former EPL librarian Marilyn Starenko.



Preschool Story time and Craft at CAMS (Feb. 1)



Science Saturdays at CAMS-Building Bridges (Feb. 6)



Gabriela Mansera was a last minute fill in for Florencia at Bilingual Story time (Feb. 3)



This family of four made great use of our family reading chair at North Branch. (Feb. 20)



Along with Karen Danczak Lyons, I attended the Foster Senior Group annual luncheon. They provided their own line dancers.

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

Programming Highlights

Jack and Jill group—pulled books on and created bibliography about topics relating to Black History Month. According to Kim Kaufmann, they loved the books and list.

Our attendance for Jammie Time was extremely small this past fall and winter, prompting us to ramp up promotions to see if we can get attendance back to earlier levels. Thanks to an extra promotional push we had 25 attendees in February.

Jessica Iverson presented her first Infant Rhymetime, filling in for Martha Meyer. She also filled in for Brian Wilson and presented her first Drop In Preschool Story time.

Martha Meyer and Jessica conducted another successful Chinese New Year event. Martha is especially proud (and tired, I bet) after serving total attendance of 817 at her programs this month!

Martha Meyer worked closely with Circulation Staff to interfile Juvenile paperback and hardback fiction collections. Brian weeded extensively to prep for the interfiling and future collection shifting.

Training and Continuing Ed

Altenbach, Balla, Bojda, Kennelly, Meyer attended SelectReads training.
 Balla attended 3 Spanish language classes.
 Balla attended Liveability Academy discussion on race at the YWCA.
 Kennelly attended Lincoln Story League
 Kennelly attended the Children's literary salon.

Wilson attended and volunteered at National-Louis University's Center of Teaching through Children's Book's Social Media session on Saturday, February 6. He helped moderate table discussions on various topics about social media, and also helped facilitate discussions between attendees and one of the presenters, Colby Sharp.

Bojda attended the LACONI YSS February Workshop on serving special populations. Speakers covered topics like empathy, the link between mental illness, substance abuse and homelessness. The Disability Players from JJ's List conducted an interactive workshop on working with people with a variety of disabilities, both as customers and potential employees or colleagues. One of the Players who is in charge of booking their presentations is an Evanston resident. Another of the players was a patron of the children's room when she was younger. They were tremendous. I know they were expensive, but they would be fabulous for a staff day program. The day finished with two speakers from the Northwest chapter of PFLAG. I have a staff member checking the bibliography of resources they provided against our holdings. I will share this with the appropriate selectors when this is complete.

Outreach and Community Engagement:

Group Visits:

Oakton First grade class visited on 2/22 for Tour, Story and Craft. (Altenbach, Wilson and Jude presenters)

Washington School Resource Fair: 30 interactions; 1 Library card made

Antolin set up and manned a table for parts of 2 evenings (2 ½ hours one day, 1 ½ hours the second) during Parent-Teacher conferences. I had the opportunity to speak to a lot of parents and provide Library literature as well as talk with other resource people.

Outreach/In-House Reach – Preschools information from Laura Antolin :

Day Care Delivery Book Bags: 14 - 10 Book Bags delivered to home providers; **4** Book Bags delivered to IWSE (Baby Toddler Nursery and Teen Baby Nursery); **1** additional home for March delivery

☑ Sally Schwarzlose delivered to 5 home providers this month (1 new home)

☑ Susan accompanied me on my delivery to 5 home providers in order to meet the providers and will deliver on her own in March. We also discussed the possibility of her going into 2 homes to offer story times.

LEAP: We will start Post Office LEAP in March. We haven't done this unit in several years at the preschool and I am re-thinking the curriculum design to allow it to run more smoothly in the classroom.

Teen Baby Nursery story time: 20 (16 children and 4 staff); infants and toddlers

Baby Toddler Nursery story time: 86 (68 children and 18 staff); infants, toddlers, preschool classrooms

Learning & Growing story time at JEH: 21 (11 children and 10 adults: 8 families)

We had a valentine day celebration; read books, sang songs and make foam craft valentines.

Creative Play Preschool story time at Robert Crown: 29 (24 children, 5 staff); toddler and preschool classrooms

Child Care Center of Evanston story time: 66 (56 children, 10 staff); 5 classrooms

Lunch Bunch at JEH – Laundry LEAP: 15 (9 children, 5 adults, 1 staff: 5 families)

☑ I brought Laundry LEAP materials and we had a play literacy unit with parents.

☑ Jessie Block had emailed me that one of the Head Start teachers had asked to borrow a Laundry unit for her classroom so I brought that over after Lunch Bunch. Since we're not playing Laundry this year, I'm happy that the teacher wanted to use the materials.

Winter Words Prize book delivery: 9 home providers (65 children – waiting for info from 2)

☑ I delivered green EPL bags with 2 picture books, 3 board books, a button matching activity and a Professional Development certificate to each provider.

☑ 2 home providers still to be delivered to as well as the 2 classrooms at Teen Baby Nursery)

EC2C Community Literacy Design Team meetings:

☑ Our team has continued to work on creating text messages to present to the parents at our Parent Advisory meeting in March. We'll be pushing these out through the COE's gov/delivery system.

☑ We're also working on promoting the app *Vroom* and will present the app along with the text messages and see what resonates with our parent group.

☑ We met with Dr. Aimee Crow from Erie Health to talk about *Reach Out and Read* as well as providing materials about *Vroom* to Erie.

☑ I met with our 3 NU Capstone students to monitor their research and will meet again in early March.

Summer Reading – McGaw YMCA:

☑ I met with Kaleena Escalier from the McGaw YMCA and we hammered out a plan to include EPL's SRP in the Y's Summer Learning Programs - YReaders locations as well as the Power Scholar's Academy program that they will be offering at Walker School. These are all children who are recommended for these programs based on data collected at school and that we would like to reach and I'm thrilled about this partnership. The Y is data-sharing with D65 and Kaleena was receptive to sharing that data with the Library.

☑ Additionally, we'll offer SRP sign-up to Camp WaNaGo families. I am currently working out a few visits to the Library in the summer for these groups.

☑ Kaleena invited me to come to their Teach Training in May to talk about SRP and resource sharing.

Summer Reading – Crown:

☑ Donna Kent and Amber Woodson and I met to talk about again embedding 20 minutes of reading into the camp schedule this summer. They were both very receptive and we're working out details

for signing campers up for the SRP individually and making sure that parents are aware of their children's participation.

Sutton Library at Family Focus:

I worked on weeding and organizing the children's collection and feel like it's getting into shape. I still need to scan the books so that we can create a list of the holdings and label the books.

Head Start/Early Head Start Professional Development Workshop:

☑ I was asked to be a presenter at the first D65 Head Start/Early Head Start all day PD workshop on March 4. I will be presenting information on literacy under the larger workshop's theme *The Dance of Diversity*.

☑ D65 also asked that the Library "donate" a book for each classroom. I was notified that I would receive a speaker's stipend of \$200 and I asked that this money be used to purchase books for the classrooms. I sent suggestions of titles that spoke to diversity.

PTA Council Navigating Diversity at ETHS:

I brought books to augment this session and represent the Library and participated in the activity in the classroom.

From Renee Neumeier:

Teen Services Highlights include:

Programming:

Outside the Lines Book Club:

In February teen services staff member, Kayla Freeman, hosted our first meeting of Outside the Lines, which focused on the graphic novel *Tomboy* by Liz Prince. Kayla came into the discussion with many materials ready to go: two current event articles about gender identity in American high schools, a drawing worksheet, and a long list of discussion questions. In reality, we used almost none of these things. The kids were eager to talk about the themes of belonging, identity, bullying and gender expression. Kayla guided them somewhat using the content from the book, but mostly, they just had a lot of opinions on the subject and her role was to facilitate the space. She tried to balance the speaking time each person used, and invited the more quiet participants to contribute more. Kayla also solicited feedback from the students to discover what they would like to see from this club and which titles they may be interested in exploring in the future. Each student left the club meeting with a copy of next month's book, plus a second copy for a friend whom they've pledged to bring along to the meeting on March 9.

School Engagement:**Roycemore Teacher In service Day:**

Renee Neumeier was asked to present on EPL's digital resources and also talk about how teachers can bring their students over to EPL to work on projects, do research or just for study space. Teacher checkout and Teacher STEAM kits were also highlighted.

Arwyn School (Wilmette, IL):

For the first time we were contacted by Arwyn School in Wilmette about bring a small group of students to visit EPL. Students came to access our databases and research materials. Ashley Hamernik gave them a tour of the space and a tour of the second floor, explaining where the non-fiction materials were and why those were more helpful to them on a research level. She also gave a brief presentation on research databases available at EPL.

Beacon Academy:

Beacon Academy brought over three different groups of students for visits to EPL to research, hang out and select independent reading books. We're working with Beacon to possibly develop a consistent schedule for students to come use the Loft or study rooms.

Nichols Maker Club:

Ashley Hamernik has been an EPL liaison to the Nichols Maker Club which meets in the Nichols Library on Mondays. In 2015 both Ashley and Renee helped the 8th graders plan a new Maker Space for these Maker activities to take place in. Now all three grades come by on Mondays to use the space and do different projects. It's been a cool process because Nichols has been inspired by some of the projects we do at EPL and vice versa. For examples for one of the first sessions the librarians and media art teacher at Nichols who oversee the club gave the student a LEGO challenge where they had to design a vehicle to travel the farthest distance down a ramp. The kids loved it and involved only few supplies. Last week they did melted crayon art with the students, which was inspired by the success of EPL's Melted Crayon Art Teen DIY Programs. It's been a great partnership for both groups so far.

STEAM Kits for Teachers:

We launched our STEAM Kits for Teacher Programs this month and so far there has been an interest in all of the kits. Renee Neumeier sent out emails to all the middle school, magnet school and private school librarians, special education teachers, math teachers, science teachers and media arts teachers letting them know about the service and the benefits. She also included a survey to get feedback about other kits they might be interested in and professional development they might be interested in related to the kits.

Motorola SolutionS Grant

Renee Neumeier and Kirby Callam from D65 co-wrote the grant together. It includes making the STEAM Kits available to non-profits that also serve youth in Evanston like Y.O.U. and Family Focus, developing more comprehensive curriculum that aligns with the Next Generation Science Standards and STEM pathways/progressions and there's a large professional development piece. In order to use the kits educators in schools or out of schools would need to complete a few professional development sessions, some would just be introductory to how access the kits and others would focus on inquiry based learning, the engineering design process and how to use the kits in your curriculum effectively. And of course it would also fund the purchase more STEAM Kits to accommodate the expansion of the program. The grant request is for \$50,000.

Community Engagement:

Big Read/Community Wide Read:

For the Big Read this month has been spent coordinating and preparing everything for the author keynote event in March. A publicity plan was put together and has been sent out and share throughout Evanston. We've also been in communication with ETHS to discuss how everything will work day of. The Teen Advisory Board cut apart all the fabric strips for the looms that will be at the main library and out in the community. The middle school are committed to displaying their pieces at EPL the month of May. We'll have a student art gallery night the first Friday to kick off their display.

For the next community wide read we finished up the grant proposal asking for support from the Evanston Community Foundation. FAN is handling scheduling a date and nailing down a price for Wes Moore.

Summer Reading:

Jill Schacter and Renee Neumeier met with the graphic designer to discuss what EPL was looking for summer reading promotion materials. After talking to the designer we thought a booklet or a magazine highlighting summer reading and all of our summer programming would work best and might be a more effective piece instead a variety of flyers. Jill and Renee then worked with EPL staff to gather information for as many programs as possible so that it could be included in the booklet.

Teen Services staff put together all of their programs for the summer in February and there will also be some new programs like Tinker Teens and Friday Flicks that we'll be trying for the first time.

Professional Development Feedback from Ashley Hamernik:

Serving at Risk Teens Workshop @ Downer's Grove: Renee and I traveled to Downer's Grove to attend a workshop concerning at Risk Youth. The topics ended up being different than I thought but were still relevant to serving youth in a meaningful way. One topic discussed was serving free meals in the library during the summer and all the implications and challenges involved with that. It was an interesting topic and I liked the idea, though I could see several challenges with this in our library—most notably our location and available space. It would be nice to offer some sort of snack to our teens during the

afternoon hour, especially to those that have been at the library for a good chunk on the day.

Another topic of discussion was how to effectively communicate with people who have mental problems such as schizophrenia or bipolar disorder. The speaker talked about how to talk with them in ways that would allow peaceful resolutions in stressful situations and ways to build trust. It was a great talk that I found helpful.

Community Outreach Highlights from Jill Skwerski include:

Here are just a few February highlights from Community Engagement.

The Big Read – I held two *Into the Beautiful North* book discussions out in the community, one at the Mather, the other at Ridgeville Park. Both discussions were intimate, yet engaging with the overall response to the book being positive. One attendee enjoyed the book so much that she mailed her copy (provided by EPL) to her sister who lives out of state! Several participants commented on the timeliness of the immigration theme running through ITBN related not only to Mexican immigrants but to current events in Europe as well.

Community Partners for Affordable Housing – A partnership that took root with CPAH expanded offsite to a presentation at Fleetwood-Jourdain where information was received enthusiastically, albeit by few attendees. This was our third presentation with CPAH, the next will be held at EPL in May.

We continue to look for ways to connect and support our homeless population with services across the community. We held our second gathering of community partners to discuss these topics, exploring ways that we can work together to make improvements. While no easy solutions are at hand related to access to showers or shelters, the forthcoming universal intake database may slightly expedite the process for some. This database is anticipated to be up and running perhaps later this summer.

Forthcoming events – Expungement Clinic, 3/19

Special Needs Program: Dyslexia, 4/14

Vietnam Vets Commemoration, 4/16

Adult Services highlights include:

- On February 25th staff from the Library, the City of Evanston and local community based organizations met to continue the ongoing discussion on Evanston homelessness resources. My thanks to Lesley Williams, Jill Skwerski and our staff for continuing to look for ways to provide referrals for services as programs and options are reduced due to the ongoing budget stalemate in Springfield.

Upcoming events of note:

EPL Literary Salon: Ethics in Nonfiction for Kids

Do we hold our nonfiction for children to different standards than we do our informational texts for adults? When you're trying to make something fun for kids to read, where do you draw the line between fact and fancy? Join four of the most experienced nonfiction authors for children, Candace Fleming (THE FAMILY ROMANOV), Judith Fradin (THE PRICE OF FREEDOM), Barb Rosenstock (THE NOISY PAINTBOX), and Sally M. Walker (WINNIE) in a discussion of the increasingly complex and exciting world of nonfiction for children.

Saturday, March 26, 2016
2:00 PM - 3:30 PM
Main Library - Community Meeting Room (First Floor)

Author Talk: Jessica Abel

Bestselling graphic novelist and Evanston native Jessica Abel will give a talk drawn from her 2015 book, *Out on the Wire: the Storytelling Secrets of the New Masters of Radio*. Come learn how to think through an idea, how to workshop it into a story concept that will be worth the paper (or pixels) it's written on, and to identify the elements of powerful stories that connect. The Los Angeles Times called *Out on the Wire*, "a boundary-pushing comic, a love letter from one blossoming new media to another... a terrific book for radio superfans and would-be producers, a niche audience that isn't so niche anymore."

Saturday, March 26, 2016
4:00 PM - 6:00 PM
Main Library - Community Meeting Room (First Floor)

CAMS Book Group: Being Mortal & Can't We Talk About Something More Pleasant

End of life is not an easy topic. Who should decide how and when we die? Surgeon Gawande discusses the limitations of modern medicine. Award winning illustrator Roz Chast recounts the difficulty of caring for her aging parents. Copies of *Being Mortal* and *Can't We Talk About Something More Pleasant* are available at the Chicago Avenue & Main Street Branch. Stop in or call, (847) 905-0764, to reserve a copy.

"Summer 2016 adult book preview and give-aways" with Betsy Bird

If it's never too early to start thinking about summer, then it's never too early to think about what you might like to read on the beach. Join Evanston Public Library's Collection Development Manager Betsy Bird as she talks up the hottest books of the summer season and hands out some pre-publication copies of those very titles. You won't leave without a book in your hands.

Monday, April 11, 2016
12:00 PM - 1:30 PM
Main Library - Community Meeting Room (First Floor)

Monday, March 28, 2016
7:00 PM - 8:00 PM
Chicago Ave./Main St.

50 Year Commemoration - Vietnam War Vets Recognition

Saturday, April 16, 2016

community recognition event.

1:00 PM - 2:00 PM

Main Library - Community Meeting Room (First Floor)

Excerpts from Patron feedback:

From Jan Bojda:

Lesley put Dedra in touch with us as she was looking for a place for a Black History Month program for kids. Brian pulled for the display and put together a short bibliography. Kaufmann, Iverson and Mathews were the staff on duty the day of the event.

From Dedra Flourney of Jack and Jill Northwest:

...the ladies at the desk made sure we had everything we needed and the books pulled by your team made a wonderful display. I could not have been more pleased and the event was quite successful. We had a handful of children who participated and as I had a few calendars left, I handed them out to some of your patrons. I also left one for you, along with our activity worksheet so that you could see the work we had for the children.

Thanks again to you and the library team. I am so grateful for all of your assistance and the effort behind the bibliography, book display and overall hospitality. What a wonderful testament to the work you do on behalf of the community!

Dedra Flourney

From Laura Antolin:

Re: [Winter Words](#) and home providers

Thank you for such a wonderful reading program and the incentive to read to children every day.

Thanks,

Mrs. Marsha and The Little Lambs

Thank you for including us!

Travon Bonner and Shining Stars Childcare, Inc.

Re; Washington School Resource Fair:

Also, the parent I made a Library card for at the Washington School Resource Fair was beyond happy – she had moved to Evanston recently and said having access to library books was the most important thing to her. She was really happy EPL was at this event.

From Jessica Iverson:

The Chinese New Year celebration was a success! Easily over 100 people attended. I had prepared a song (along with a power point and lyric sheets) that was recommended to me by Brooklyn (one of the Chinese moms) and it was a hit with everyone. Many of the adults knew it and confidently sang along. I have enjoyed preparing for this portion of our Chinese programs. And I have been pleasantly surprised by how many Chinese patrons have come up to me days, weeks and even months after, telling me how much they appreciated hearing and being reminded of the songs. And some families have gone on to sing them with their children at home too. There are so many beautiful Chinese songs out there! I'm happy to be part of reminding folks of them! Martha also (similar to other Chinese events) told the folk story connected with the holiday, and organized and worked with volunteers to prep materials for crafts. Overall, the afternoon was great for all!

From Martha Meyer:

Thanks from Park School 2:

Hi Martha,

I would love to set up a time to come for March. Our there any dates that work for you?...Thanks so much! We have been really enjoying our visits!

Christy

Feedback on the *story time leadership* I provide, from the surveys:

Y&R; *One thing you enjoyed:*

- "Leader is very good"
- "Martha. She is always so energetic and enthusiastic. No. 1"
- "The instructors. They are pretty engaged."

One Thing you would change:

- “Nothing; you all do a great job.”

Book Babies; *One Thing You enjoyed:*

“Martha the librarian & the atmosphere she creates. So brilliant!”

“Miss Martha!”

“The whole program is well organized.”

Infant Rhymetime: *One thing you enjoyed:*

“laid back, upbeat, nice families, and great facilitator!”

Here is the team that pulled together the Chinese New Year Celebration: Olivia Mo, Wendy Cao, Jessica Iverson, Martha Meyer, Brooklyn Guan, Audrey Guo, and Diane T:



Volunteers acting out the story of Monkey King while Audrey Guo and I narrated:



Ms. Martha leading the Monkey-themed Lion Dance:



From Laura Antolin:

Home provider quotes re: Winter Words:

Thank you for such a wonderful reading program and the incentive to read to children every day.

Thanks,

Mrs. Marsha and The Little Lambs

Thank you for including us!

Travon Bonner and Shining Stars Childcare, Inc.

Also, the parent I made a Library card for at the Washington School Resource Fair was beyond happy – she had moved to Evanston recently and said having access to library books was the most important thing to her. She was really happy EPL was at this event.

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

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

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

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

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

NOW THEREFORE, the Parties hereby agree as follows:

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

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

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

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

3) **Salary.** The Employer agrees to pay the Employee for her services rendered pursuant hereto an annual base salary of One Hundred Fifty-Six Thousand Eight Hundred Dollars (\$157,300.00) effective April 18, 2016. No later than April 2017, the Employee's salary will be renegotiated for more beneficial terms but may not be reduced. Salary shall be payable in installments at the same time as other employees of the Employer are paid. In addition to the base salary, the Employer shall pay on the Employee's behalf an annual deferred compensation of Ten Thousand Five Hundred Dollars (\$10,500) to a qualified tax deferred plan.

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

5) **Vacation and Other Benefits.**

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

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

(c) **Holidays and Sick Leave.** The Employee will accrue sick leave at the rate of one full sick day for every month. The Employee will also be entitled to receive paid holiday benefits including New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas, and depending on which day of the week it falls Christmas Eve as well.

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

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

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

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

6) ***Expenses.***

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

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

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

professional development activities to the extent budgeted and approved by the Board up to \$5,000.00 annually.

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

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

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

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

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

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

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

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

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

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

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

11) **General Provisions.**

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

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

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

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

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

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

LIBRARY BOARD OF TRUSTEES

By:  Date: 5 Apr. 12 016

Its: President

Print Name: Michael M. Tannen

KAREN DANCZAK LYONS

By:  Date: 5 April 2016



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: April 14, 2016

Recommended Action

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

Summary

Library Payroll

February 22, 2016 through March 6, 2016	\$ 137,326.36
March 7, 2016 through March 20, 2016	\$ 135,243.12

Library Fund Bills List

March 29, 2016	\$ 51,067.40
April 12, 2016	\$ 17,998.53

(includes February purchasing card expenses of \$6,506.42)

Library Debt Service Fund Bills List

March 29, 2016	\$ 17,433.00
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Library Fund Supplemental Bills List

March 29, 2016	\$ 1,740.38
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Library Internal Checks List – March 28, 2016	\$ 152.20
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Attachment: Bills Lists, February Purchasing Card Report, Internal Check List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.29.2016

185 LIBRARY FUND			
4805 LIBRARY YOUTH SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		470.86
65630 BAKER & TAYLOR	JUV PRINT		6,307.56
65641 BAKER & TAYLOR	JUV AV		131.64
65641 MIDWEST TAPE	AUDIO VISUAL		768.37
65641 PENGUIN RANDOM HOUSE LLC	JUV AV		<u>67.50</u>
4805 LIBRARY YOUTH SERVICES Total			7,745.93
4806 LIBRARY ADULT SERVICES			
62340 GALE RESEARCH INC.	ADULT ON-LINE REF		559.35
62340 OVER DRIVE, INC.	ADULT E-BOOK		169.94
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		640.17
65630 BAKER & TAYLOR	ADULT PRINT		11,429.87
65630 CENTER POINT INC	ADULT PRINT		125.22
65630 GALE RESEARCH INC.	ADULT PRINT		468.57
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV		216.75
65641 MIDWEST TAPE	AUDIO VISUAL		2,016.88
65641 RECORDED BOOKS INC.	ADULT AV		470.20
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV		67.50
65641 THE TEACHING CO., DBA THE GREAT COURSES	ADULT AV		<u>225.70</u>
4806 LIBRARY ADULT SERVICES Total			16,390.15
4820 LIBRARY CIRCULATION			
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES		<u>214.80</u>
4820 LIBRARY CIRCULATION Total			214.80
4825 LIBRARY NEIGHBORHOOD SERVICES			
62225 HENRICHSEN FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SERVICE		55.00
62375 ESSKAY DEVELOPMENT LLC	CAMS APRIL 2016 RENT		3,451.88
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		12.99
65630 BAKER & TAYLOR	ADULT PRINT		499.31
65630 BAKER & TAYLOR	JUV PRINT		<u>38.40</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total			4,057.58
4835 LIBRARY TECHNICAL SERVICES			
62340 EVANCED SOLUTIONS, LLC	ANNUAL DATABASE SUBSCRIPTION SUMMER READING		1,734.00
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES		<u>7,762.51</u>
4835 LIBRARY TECHNICAL SERVICES Total			9,496.51
4840 LIBRARY MAINTENANCE			
61626 VERIZON WIRELESS	CELLPHONES AND WIRELESS INTERNET		127.57
62225 SCHINDLER ELEVATOR CORP	ELEVATOR MAINTENANCE		2,823.24
62225 CINTAS CORPORATION #769	MAT SERVICE		<u>675.20</u>
4840 LIBRARY MAINTENANCE Total			3,626.01
4845 LIBRARY ADMINISTRATION			
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX JANUARY 2016		83.00
62185 TRAUTMANN, LYNN	CONSULTING SERVICES		200.00
62185 KLING, MARY	APRIL 2016 EPL VOLUNTEER FEE		1,666.66
62185 IRIS B. BRANDING & COMMUNICATIONS	ANNUAL REPORT PRINTING AND DESIGN		5,125.00
62210 H & H PRINTING	PRINTING		204.12
62295 WILSON, BRIAN	ALA, BEA, SLJ DAY OF DIALOG CONFERENCES		1,554.21
64540 VERIZON WIRELESS	CELLPHONES AND WIRELESS INTERNET		114.03
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		64.91
65095 OFFICE DEPOT	OFFICE SUPPLIES		<u>524.49</u>
4845 LIBRARY ADMINISTRATION Total			9,536.42
185 LIBRARY FUND Total			<u>51,067.40</u>
186 LIBRARY DEBT SERVICE FUND			
4870 MAIN LIBRARY MECHANICAL SYSTEMS			
62911 HAYES MECHANICAL, INC.	HVAC MECHANICAL WORK FOR SYSTEM UPGRADES		<u>17,433.00</u>
4870 MAIN LIBRARY MECHANICAL SYSTEMS Total			17,433.00
186 LIBRARY DEBT SERVICE FUND Total			<u>17,433.00</u>
Grand Total			<u>68,500.40</u>

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 03.29.2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS TWIN EAGLE	NATURAL GAS -FEBRUARY, 2016	1,740.38
			<u>1,740.38</u>
		GRAND TOTAL	<u>70,240.78</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.12.2016

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
	22730 BANK OF AMERICA	*PURCHASING CARD#4355-FEB.2016	6,506.42
185 LIBRARY SUPPORT Total			<u>6,506.42</u>
4805 LIBRARY YOUTH SERVICES			
	65630 BAKER & TAYLOR	JUV PRINT	1,884.24
	65641 BAKER & TAYLOR	JUV AV	16.58
	65641 MIDWEST TAPE	JUV AV	189.70
	65641 PENGUIN RANDOM HOUSE LLC	JUV AV	67.50
4805 LIBRARY YOUTH SERVICES Total			<u>2,158.02</u>
4806 LIBRARY ADULT SERVICES			
	62340 GALE RESEARCH INC.	ADULT REFERENCE ONLINE	1,682.45
	65100 BELINDA W. POTOMA	LYRIC OPERA LECTURE	50.00
	65630 BAKER & TAYLOR	ADULT PRINT	2,471.34
	65630 GALE RESEARCH INC.	ADULT PRINT	144.79
	65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	180.00
	65641 MIDWEST TAPE	ADULT AV	710.43
	65641 MIDWEST TAPE	AUDIO VISUAL	43.98
	65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	165.00
4806 LIBRARY ADULT SERVICES Total			<u>5,447.99</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
	64015 NICOR	*UTILITIES	481.18
	65630 BAKER & TAYLOR	ADULT PRINT	153.63
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>634.81</u>
4835 LIBRARY TECHNICAL SERVICES			
	65100 ACCO BRANDS USA, LLC DBA GBC DUNNING	LIBRARY SUPPLIES	474.76
4835 LIBRARY TECHNICAL SERVICES Total			<u>474.76</u>
4840 LIBR 62225 HENRICHSEN FIRE & SAFETY			
	62225 SUPERIOR INDUSTRIAL SUPPLY	FIRE EXTINGUISHER INSPECTION	407.30
	62225 CONQUEST PEST SOLUTIONS	JANITORIAL SUPPLIES	44.61
	64015 NICOR	PEST SOLUTION	210.00
	64505 CALL ONE	UTILITIES	693.84
		COMMUNICATION CHARGES	171.53
4840 LIBRARY MAINTENANCE Total			<u>1,527.28</u>
4845 LIBR 56140 ILLINOIS DEPT OF REVENUE			
		*SALES TAX -FEB 16	102.00
4845 LIBRARY ADMINISTRATION Total			<u>102.00</u>
4850 LIBR 65100 BAKER & TAYLOR			
	65100 POSITIVE CONNECTIONS, INC.	JUV PRINT	903.90
		K-TOUR BUS	243.35
4850 LIBRARY GRANTS Total			<u>1,147.25</u>
185 LIBRARY FUND Total			<u>17,998.53</u>
Grand Total			<u>17,998.53</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.12.2016

<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 17,998.53

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	REI BOOKEXPO AMERICA	\$ 81.00	02/01/2016	62295 TRAINING & TRAVEL	BOOK EXPO 2016 LAURA ANTOLIN
LIBRARY/ADMIN	REI BOOKEXPO AMERICA	\$ 81.00	02/01/2016	62295 TRAINING & TRAVEL	BOOK EXPO 2016 LEIGH KENNELLY
LIBRARY/ADMIN	GOTPRINT.COM	\$ 125.28	02/01/2016	62210 PRINTING	BOOK SALE POSTCARDS
LIBRARY/ADMIN	AMERLIBASSOC-BRIGHTKEY	\$ 27.00	02/01/2016	65100 LIBRARY SUPPLIES	BOOKMARKS
LIBRARY/ADMIN	EXXONMOBIL 96024591	\$ 4.95	02/01/2016	62240 AUTOMOTIVE EQ MAINT	CARWASH FOR LIBRARY VAN
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ (195.00)	02/01/2016	62295 TRAINING & TRAVEL	CREDIT
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 18.15	02/01/2016	65040 JANITORIAL SUPPLIES	FILE REPLACEMENT KEYS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 68.40	02/01/2016	65050 BUILDING MAINTENANCE MATERIAL	GLOVES, ORBITAL SANDER FOR WALL REPAIR, SANDPAPER, PRIMER FOR DOCK WALL REPAIR
LIBRARY/ADMIN	FACEBOOK 7AG2M82H42	\$ 10.00	02/01/2016	65100 LIBRARY SUPPLIES	PROGRAM AD
LIBRARY/ADMIN	EB SCHOOL LIBRARY JOU	\$ 58.96	02/01/2016	62295 TRAINING & TRAVEL	SLJ DAY OF DIALOG TRAINING LAURA ANTOLIN
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	02/02/2016	62295 TRAINING & TRAVEL	REGISTRATION FEE FOR ILLINOIS YOUTH SERVICES INSTITUTE ASHLEY HAMERNIK
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	02/02/2016	62295 TRAINING & TRAVEL	REGISTRATION FEE FOR ILLINOIS YOUTH SERVICES INSTITUTE RENEE NEUMEIER
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 19.97	02/03/2016	65050 BUILDING MAINTENANCE MATERIAL	2 SIDED TAPE FOR CIRCULATION
LIBRARY/ADMIN	GAN USATODAYCIRC	\$ 290.86	02/03/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	UNITED 01624794024755	\$ 270.20	02/03/2016	62295 TRAINING & TRAVEL	PLA CONFERENCE - AIRFARE FOR TIM LONGO
LIBRARY/ADMIN	EB TECHNICAL SERVICES	\$ 30.00	02/04/2016	62295 TRAINING & TRAVEL	LACONI WORKSHOP - MARLENE MEYER
LIBRARY/ADMIN	UNITED 01624795435550	\$ 318.20	02/04/2016	62295 TRAINING & TRAVEL	PLA CONFERENCE - AIRFARE FOR BEN REMSEN
LIBRARY/ADMIN	UNITED 01624794979150	\$ 341.20	02/04/2016	62295 TRAINING & TRAVEL	PLA CONFERENCE - AIRFARE FOR HEATHER NORBORG
LIBRARY/ADMIN	RAKUTEN.COM BUY.COM	\$ 518.00	02/04/2016	65555 PERSONAL COMPUTER EQ	REPLACEMENT PUBLIC COMPUTERS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 57.82	02/05/2016	65050 BUILDING MAINTENANCE MATERIAL	4 PACKS OF 9WATT CFL BULBS, 2 PACKS OF 40WATT LED BULBS, 12 PACK OF 23WATT CFL BULBS
LIBRARY/ADMIN	PROVANTAGE LLC	\$ 161.45	02/05/2016	65095 OFFICE SUPPLIES	BULK ORDER HEADPHONES
LIBRARY/ADMIN	UNITED 01624796344242	\$ 341.20	02/05/2016	62295 TRAINING & TRAVEL	PLA CONFERENCE - AIRFARE FOR JILL SKWERSKI
LIBRARY/ADMIN	GOTPRINT.COM	\$ 60.24	02/05/2016	62210 PRINTING	PRINTING - EPL BOOKMARKS IN CHINESE
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 57.46	02/08/2016	65050 BUILDING MAINTENANCE MATERIAL	#19F SLOP SINK FOR MAINTENANCE OFFICE
LIBRARY/ADMIN	ADVANCE AUTO PARTS #88	\$ 48.93	02/08/2016	13020 JANITORIAL SUPPLY INVENTORY	2 PACKS OF BLACK NITRILLE DISPOSABLE GLOVES
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.14	02/08/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET PROVIDER
LIBRARY/ADMIN	EB LACONI ADMIN BUILD	\$ 35.00	02/08/2016	65050 BUILDING MAINTENANCE MATERIAL	LIBRARY CONSTRUCTION SEMINAR
LIBRARY/ADMIN	EB MAKER WORKSHOP 3 F	\$ 214.63	02/08/2016	62295 TRAINING & TRAVEL	MAKER WORKSHOP - LAURA ANTOLIN
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 60.93	02/08/2016	13020 JANITORIAL SUPPLY INVENTORY	PLASTIC 5 GALLON BUCKET, CLR RUST REMOVER, GOO GONE CLEANER, MURPHY OIL SOAP, SPONGE
LIBRARY/ADMIN	JET.COM	\$ 28.20	02/09/2016	65100 LIBRARY SUPPLIES	STAND HOLDER FOR STAFF PICK CARDS
LIBRARY/ADMIN	EB TECHNICAL SERVICES	\$ 30.00	02/10/2016	62295 TRAINING & TRAVEL	LACONI TRAINING FOR TIM LONGO
LIBRARY/ADMIN	GOTPRINT.COM	\$ 55.51	02/10/2016	62210 PRINTING	PRINTING STAFF PICKS
LIBRARY/ADMIN	LANDS END BUS OUTFITTE	\$ 595.80	02/11/2016	65050 BUILDING MAINTENANCE MATERIAL	UNIFORMS FOR THE SECURITY MONITORS
LIBRARY/ADMIN	BNP MEDIA SUBSCRIPTION	\$ 29.00	02/12/2016	65050 BUILDING MAINTENANCE MATERIAL	HVAC TECHNICAL SUBSCRIPTION - "THE HVAC NEWS"
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 109.93	02/17/2016	65050 BUILDING MAINTENANCE MATERIAL	10 HDMI CABLES
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 45.91	02/17/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD FEB MEETING
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.98	02/17/2016	65050 BUILDING MAINTENANCE MATERIAL	UPHOLSTERY CLEANER
LIBRARY/ADMIN	IBUYOFFICESUPPLY.COM	\$ 269.73	02/18/2016	65095 OFFICE SUPPLIES	OFFICE CHAIR
LIBRARY/ADMIN	USPS 1626220203309006	\$ 61.71	02/18/2016	62315 POSTAGE	SHIPPING LIGHTING BALLASTS BACK TO VENDOR FOR REFUND

LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	02/19/2016	62341 INTERNET SOLUTION PROVIDERS	NB INTERNET PROVIDER
LIBRARY/ADMIN	SP TOTE BAGFACTORY	\$ 9.83	02/19/2016	65095 OFFICE SUPPLIES	TOTE BAG SAMPLE
LIBRARY/ADMIN	GOTPRINT.COM	\$ 192.69	02/22/2016	65100 LIBRARY SUPPLIES	LABELS FOR DONATED BOOKS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 43.38	02/22/2016	65050 BUILDING MAINTENANCE MATERIAL	TWO STRING MOPS, TWO MR.CLEAN SUMMER CITRUS 128OZ, TWO HDX 10 GAL WASTE LINER
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 90.16	02/23/2016	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 180.88	02/23/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 8.99	02/24/2016	65050 BUILDING MAINTENANCE MATERIAL	1 TUBE OF CLEAR SILICONE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 38.97	02/24/2016	65050 BUILDING MAINTENANCE MATERIAL	3 GALLONS OF RESOLVE CARPET CLEANER
LIBRARY/ADMIN	LANDS END BUS OUTFITTE	\$ (166.20)	02/24/2016	65050 BUILDING MAINTENANCE MATERIAL	CREDIT FOR SECURITY MONITORS RETURNED UNIFORMS
LIBRARY/ADMIN	USPS 16262202033308925	\$ 490.00	02/24/2016	62315 POSTAGE	US FLAG COIL 100 POSTAGE STAMPS QTY 10
LIBRARY/ADMIN	WW GRAINGER	\$ 86.62	02/24/2016	65050 BUILDING MAINTENANCE MATERIAL	WALK BEHIND SALT SPREADER
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 1.00	02/25/2016	65040 JANITORIAL SUPPLIES	3PK FUNNEL
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 17.31	02/25/2016	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 279.00	02/26/2016	65100 LIBRARY SUPPLIES	NORTH BRANCH LAPTOP
LIBRARY/ADMIN	JOHNSTONE SUPPLY OF NI	\$ 95.00	02/26/2016	65050 BUILDING MAINTENANCE MATERIAL	TEST GAS FOR GARAGE CO SENSORS
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 51.90	02/29/2016	65050 BUILDING MAINTENANCE MATERIAL	18 KEY COPIES MADE
LIBRARY/ADMIN	AMAZON.COM	\$ 79.32	02/29/2016	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	EXXONMOBIL 96024591	\$ 4.95	02/29/2016	62240 AUTOMOTIVE EQ MAINT	CARWASH FOR LIBRARY VAN
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 14.35	02/29/2016	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 38.68	02/29/2016	65050 BUILDING MAINTENANCE MATERIAL	WEATHER STRIPPING FOR PARKING GARAGE EXIT DOOR
LIBRARY TOTAL		\$ 6,506.42			

Evanston Public Library
Library Internal Checks
 March 10 - 28, 2016

	Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance	
Mar 10 - 28, 16										
	Check	03/28/2016	1359	Des Plaines Public Library	ILL LOST ITEMS			185.48.4820.57515	-59.98	-59.98
	Check	03/28/2016	1360	Glenview Public Library	ILL LOST ITEM			185.48.4820.57515	-41.98	-101.96
	Check	03/28/2016	1361	Niles Public Library District	LOST BOOKS			185.48.4820.57515	-29.99	-131.95
	Check	03/28/2016	1362	IHLS-OCLC	ILL FEE MANAGEMENT LIBRARY			185.48.4820.57515	-20.25	-152.20
Mar 10 - 28, 16								-152.20	-152.20	



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: April 14, 2016

This memo provides an update on significant administrative activities.

Human Resources

Mustafa (Stan) Azeem was promoted to be our full-time Safety Monitor effective April 18th. Stan has done an excellent job working as a part-time Safety Monitor since June 2015 and I'm thrilled to have him take on this new role.

Financial Resources

The financial report for the period ending March 31st is attached. Expenses are within budget.

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

Facilities Management

The air conditioning coil replacement project has been successfully completed (budget \$240,139).

Bids 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) are due on April 19th. Bids for the North Branch Mechanical Project (budget \$257,300) are due April 26th. The recommendations will be brought to the Library Board on May 18th.

Bids for Architectural Services for the Main Library Interior Renovations (budget \$100,000) are due May 10th. The recommendation will be brought to the Library Board on June 15th.



Budget Performance Report

Fiscal Year to Date 03/31/16

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	(214.80)	.00	(340.10)	340.10	+++	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	(\$214.80)	\$0.00	(\$421.30)	\$421.30	+++	\$201,154.33
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,054,180.00	.00	6,054,180.00	2,261,065.31	.00	3,181,311.59	2,872,868.41	53	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	13,994.48	.00	38,254.79	11,745.21	77	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	(185.00)	.00	(185.00)	160,185.00	0	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	15.83	.00	348.62	1,651.38	17	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	\$2,274,890.62	\$0.00	\$3,219,730.00	\$3,797,427.00	46%	\$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	\$2,274,675.82	\$0.00	\$3,219,308.70	\$3,797,848.30	46%	\$6,885,044.33
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$2,274,675.82	\$0.00	\$3,219,308.70	\$3,797,848.30	46%	\$6,885,044.33
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	465,530.00	.00	465,530.00	33,290.34	.00	90,868.06	374,661.94	20	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	14,296.33	.00	46,052.65	144,283.35	24	211,274.60
61415	TERMINATION PAYOUTS	15,900.00	.00	15,900.00	.00	.00	.00	15,900.00	0	.00



Budget Performance Report

Fiscal Year to Date 03/31/16

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
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	33,034.31	65,258.69	34	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	4.24	73.76	5	12.32
61710	IMRF	67,298.00	.00	67,298.00	4,776.53	.00	13,907.55	53,390.45	21	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	2,860.54	.00	8,377.08	31,525.92	21	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	668.98	.00	1,959.15	7,373.85	21	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	3,068.61	183.93	6,997.52	41,433.55	15	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	18,622.79	.00	29,110.13	127,889.87	19	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	2,417.95	.00	4,686.60	28,513.40	14	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	.00	.00	2,529.84	12,649.16	17	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,182,065.00	\$0.00	\$1,182,065.00	\$85,965.02	\$183.93	\$239,537.96	\$942,343.11	20%	\$978,709.33
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	45,596.04	.00	120,041.83	427,939.17	22	548,850.42
61012	LIBRARY SUBSTITUTES	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	14,208.52	.00	52,651.99	162,286.01	24	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
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	2,311.51	.00	2,311.51	(2,311.51)	+++	.00
61510	HEALTH INSURANCE	84,225.00	.00	84,225.00	5,293.97	.00	29,157.58	55,067.42	35	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	3.10	.00	9.21	36.79	20	37.30
61710	IMRF	72,503.00	.00	72,503.00	5,909.55	.00	17,055.41	55,447.59	24	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	3,860.76	.00	11,067.52	36,344.48	23	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	902.93	.00	2,588.39	8,499.61	23	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	5,327.67	.00	17,255.00	(17,255.00)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	10,677.00	13,785.60	21,266.55	134,347.85	21	133,407.36
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	250.00	.00	1,200.00	22,100.00	5	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	26,504.83	.00	54,830.13	252,069.87	18	258,902.72
65635	PERIODICALS	15,700.00	.00	15,700.00	61.20	7,200.00	421.20	8,078.80	49	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	7,076.69	.00	14,537.12	76,862.88	16	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	.00	.00	3,454.16	17,270.84	17	19,995.00



Budget Performance Report

Fiscal Year to Date 03/31/16

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
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$127,983.77	\$20,985.60	\$352,230.49	\$1,248,901.91	23%	\$1,472,769.03
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	15,517.09	.00	47,404.89	143,823.11	25	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	21,427.01	.00	59,049.75	247,223.25	19	268,988.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	322.61	(322.61)	+++	10,900.51
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	641.02	.00	641.02	(641.02)	+++	.00
61510	HEALTH INSURANCE	42,818.00	.00	42,818.00	2,976.62	.00	15,133.89	27,684.11	35	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	1.59	65.41	2	.53
61710	IMRF	45,206.00	.00	45,206.00	3,093.34	.00	8,835.06	36,370.94	20	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	2,363.60	.00	6,705.16	23,959.84	22	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	552.83	.00	1,568.17	5,603.83	22	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	1,406.90	.00	1,896.61	513.39	79	7,970.55
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	2,228.34	11,141.66	17	12,899.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$47,978.94	\$0.00	\$143,787.09	\$511,621.91	22%	\$603,889.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	9,278.43	.00	30,523.90	49,741.10	38	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	12,145.33	.00	30,705.19	160,617.81	16	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	1,976.55	.00	9,738.43	11,346.57	46	25,039.78
61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.33	5.67	6	1.94
61710	IMRF	25,933.00	.00	25,933.00	2,039.96	.00	5,912.05	20,020.95	23	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	1,307.99	.00	3,812.64	12,987.36	23	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	305.89	.00	891.65	3,037.35	23	4,003.55
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	55.00	.00	55.00	10,445.00	1	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	10,355.64	34,104.36	23	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	735.08	.00	1,084.45	1,815.55	37	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	12.99	.00	549.53	4,850.47	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	1,045.73	.00	1,933.60	27,966.40	6	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



Budget Performance Report

Fiscal Year to Date 03/31/16

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
66025	TRANSFER TO DEBT SERVICE - ERI	3,093.00	.00	3,093.00	.00	.00	515.50	2,577.50	17	2,984.04
	Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES	\$459,394.00	\$0.00	\$459,394.00	\$32,354.91	\$0.00	\$97,789.37	\$361,604.63	21%	\$441,585.95
	Business Unit 4835 - LIBRARY TECHNICAL SERVICES									
61010	REGULAR PAY	275,578.00	.00	275,578.00	21,784.99	.00	60,464.59	215,113.41	22	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	5,391.61	.00	16,177.19	73,353.81	18	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	14,974.79	21,151.21	41	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	1.59	84.41	2	6.25
61710	IMRF	38,968.00	.00	38,968.00	2,714.54	.00	7,661.68	31,306.32	20	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	1,671.17	.00	4,797.16	17,613.84	21	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	390.85	.00	1,121.93	4,119.07	21	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	1,734.00	(1,734.00)	2,023.82	36,680.18	1	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	7,762.51	80,674.24	27,319.67	5,706.09	95	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	354.44	.00	1,283.60	11,716.40	10	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	1,436.84	7,184.16	17	8,318.04
	Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals	\$693,352.00	\$0.00	\$693,352.00	\$44,923.46	\$78,940.24	\$138,559.32	\$475,852.44	31%	\$582,208.09
	Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	252,645.00	.00	252,645.00	12,494.26	.00	39,508.70	213,136.30	16	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	12,687.37	.00	33,711.28	64,466.72	34	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	1,011.71	.00	3,101.20	6,198.80	33	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	25,454.39	45,942.61	36	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	227.57	.00	427.57	772.43	36	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	2,713.64	.00	8,009.20	29,605.80	21	34,878.24
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	1,592.63	.00	4,704.85	16,508.15	22	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	372.48	.00	1,100.33	3,860.67	22	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	11,370.24	78,760.00	28,517.94	112,479.06	49	236,140.92
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	906.66	4,533.34	17	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	.00	.00	790.50	3,952.50	17	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	2,579.02	.00	6,929.96	23,570.04	23	26,413.01



Budget Performance Report

Fiscal Year to Date 03/31/16

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
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,350.85	.00	3,263.26	8,736.74	27	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	646.00	.00	4,193.06	27,806.94	13	58,264.19
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	906.66	4,533.34	17	5,247.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$838,251.00	\$0.00	\$838,251.00	\$51,789.97	\$78,760.00	\$162,638.78	\$596,852.22	29%	\$834,202.63
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	550,338.00	.00	550,338.00	40,659.51	.00	116,565.24	433,772.76	21	527,725.27
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	6,395.81	.00	17,732.72	70,532.28	20	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	9,165.89	.00	43,975.94	64,397.06	41	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	1,800.00	5,400.00	25	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	300.00	900.00	25	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	4,874.90	.00	14,134.58	53,597.42	21	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	2,854.95	.00	8,298.66	30,859.34	21	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	667.68	.00	1,940.79	7,216.21	21	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	7,093.56	.00	12,655.88	158,344.12	7	26,157.92
62210	PRINTING	6,000.00	.00	6,000.00	204.12	.00	385.34	5,614.66	6	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.00	649.92	1,250.08	34	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	1,554.21	.00	6,933.74	35,091.26	16	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	250.00	.00	350.00	1,655.00	17	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	903.53	3,096.47	23	5,389.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	114.03	.00	353.02	1,646.98	18	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	2,206.93	4,603.54	7,907.49	85,258.97	13	48,305.97
66025	TRANSFER TO DEBT SERVICE - ERI	13,661.00	.00	13,661.00	.00	.00	2,276.84	11,384.16	17	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	.00	.00	41,666.66	208,333.34	17	249,999.96
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,505,153.00	\$0.00	\$1,505,153.00	\$76,741.59	\$4,603.54	\$281,059.28	\$1,219,490.18	19%	\$1,180,985.09
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



Budget Performance Report

Fiscal Year to Date 03/31/16

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
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	2,277.49
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	.00	.00	172.34	9,827.66	2	51,855.62
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	\$0.00	\$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	\$467,737.66	\$183,473.31	\$1,415,774.63	\$5,376,494.06	23%	\$6,158,831.26
EXPENSE TOTALS		\$6,975,742.00	\$0.00	\$6,975,742.00	\$467,737.66	\$183,473.31	\$1,415,774.63	\$5,376,494.06	23%	\$6,158,831.26
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	2,274,675.82	.00	3,219,308.70	3,797,848.30	46	6,885,044.33
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	467,737.66	183,473.31	1,415,774.63	5,376,494.06	23	6,158,831.26
Fund 185 - LIBRARY FUND Totals		\$41,415.00	\$0.00	\$41,415.00	\$1,806,938.16	(\$183,473.31)	\$1,803,534.07	(\$1,578,645.76)		\$726,213.07
Grand Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	2,274,675.82	.00	3,219,308.70	3,797,848.30	46	6,885,044.33
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	467,737.66	183,473.31	1,415,774.63	5,376,494.06	23	6,158,831.26
Grand Totals		\$41,415.00	\$0.00	\$41,415.00	\$1,806,938.16	(\$183,473.31)	\$1,803,534.07	(\$1,578,645.76)		\$726,213.07

Endowment for the Evanston Public Library
Holdings as of March 31, 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	6817.879	\$189.98	\$1,295,260.65	33.8%		
Vanguard Small-Cap Index Fund	VSMAX	3638.201	\$53.43	\$194,389.08	5.1%		
Vanguard REIT Index Fund	VGSLX	1675.982	\$118.74	\$199,006.10	5.2%		
Vanguard Total International Stock Index Fund	VTIAX	13299.318	\$24.12	\$320,779.55	8.4%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6302.619	\$28.74	\$181,137.27	4.7%	57.2%	
Vanguard Prime Money Market Fund	VMMXX	505603.580	\$1.00	\$505,603.58	13.2%		
Vanguard Federal Money Market Fund	VMFXX	28037.930	\$1.00	\$28,037.93	0.7%	13.9%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$119.082	\$149,662.25	3.9%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$117.078	\$139,744.30	3.7%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$127.725	\$139,995.54	3.7%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$97.050	\$152,625.19	4.0%	15.2%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25581.192	\$10.69	\$273,462.94	7.1%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$105.346	\$47,405.70	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$106.289	\$47,830.05	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$107.696	\$48,463.20	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$106.633	\$43,719.53	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$110.391	\$11,039.10	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$113.957	\$49,001.51	1.3%	13.6%
				\$3,827,163.48		100.0%	

Cash Equivalents	13.9%
US Treasury Inflation Protected Securities	15.2%
Corporate Bonds	13.6%
Domestic Equities	44.1%
International Equities	13.1%
	100.0%



Memorandum

To: Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Proposed Change to Non-Resident Card Fee

Date: April 14, 2016

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property taxes sources or its equivalent (\$6,054,180/FY2016) is divided by the population (74,486/2010 census) to yield the per capita library property tax support (\$81.28). This amount is then multiplied by the average number of persons per household (2.25/2010 census) to produce the recommended non-resident fee of \$183.00. Our non-resident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant. Our current non-resident card fee is \$176.00.

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 20 active non-resident card users per year. Most are purchased by Chicago residents, who wish to check out more than ten items per visit to the Library.

Recommendation: Staff recommends Board approval of increasing the non-resident library card fee to \$183.00 per year effective May 1st.