

evanston public library
community | events | ideas | resources



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JUNE 15, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, June 15, 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 May 18, 2016 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Introduction of Lohan Studio of Wight & Co., Architects for Interior Renovations
- B. Robert Crown Branch Library Project Update
- C. Strategic Planning Committee Update

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report
- B. Library Website Re-Design (Jill Schacter and David Jordan)

7. BOARD REPORTS

- A. Development Committee (Shawn Iles)
- B. District 65 Board Liaison (Vaishali Patel)

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries Video

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Election of Officers
- B. Appointment of Committee Members
- C. Approval of National Able Network Lease Extension
- D. Review of Board Meeting Calendar
- E. Closed Session - Review of Closed Session Minutes

11. ADJOURNMENT

Next Meeting: July 20, 2016 at 6:30 pm

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



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

Wednesday, May 18, 2016
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Leora Siegel, Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Jessica Ticus

Presiding Member: Michael Tannen, President

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

CITIZEN COMMENT – none

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

INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Update** – Karen Danczak Lyons and Michael Tannen attended a committee meeting just prior to the Board meeting. The committee is the quiet phase of fundraising and evaluating prospective donors. By-laws for the proposed fundraising foundation are being reviewed. The need to create a building maintenance reserve is an important issue to be addressed. The City Council will receive an update on progress in July.
- B. Strategic Planning Committee Update** – Karen Danczak Lyons reported the committee had their first meeting and they are working to define the vision and goals, which will provide “banners” for a narrative. The committee is looking at other strategic plans from local and national organizations. This plan will provide the overarching direction for the Library and programs, services and budgets will tuck into this plan.

LIBRARY DIRECTOR’S REPORT

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

- The 2016 Summer Reading Program is themed “Read for the Win!” and a comprehensive program booklet describing all the activities was produced in English and Spanish. 7000 copies were delivered to D65 schools, pre-schools, private schools and community agencies. Dr. Paul Goren, Superintendent of D65, was featured on a video about the “summer slide” that

will be posted on the crowdfunding site for “Read for the Win!” This online campaign has a goal to raise \$15,000 for the expanded program. A stop action animated film about the Summer Reading Program was created by staff.

- The Library will be reimbursed \$25,000 from the City’s Insurance Fund for the removal of the leaking underground storage tank at the Central Street building.

STAFF REPORTS

- **Administrative Services Report** – Paul Gottschalk reported that the Facilities Committee met and recommends the Board accept the bids for maintenance and repairs (below). John Devaney will manage these projects. Lush Wine & Spirits, the tenant at Central Street, has engaged a contractor and submitted plans to the City of Evanston for permits. In an effort to save the costs of adding a sprinkler system to the kitchen, the owner has downsized the kitchen. Plans are being redrawn and will be submitted to the City for approval.

BOARD DEVELOPMENT

- A. The Board viewed and discussed the RAILS/United for Libraries “Strategic Planning” video.

NEW BUSINESS

- A. **Approval of Bid for Main Library Weatherproofing – Phase 1.** Ben Schapiro motioned to accept the bid from April Building Services in the amount of \$161,895 for Phase 1 of the Main Library Weatherproofing Project. Socorro Clarke seconded the motion and the Board approved on a roll call vote.
- B. **Approval of Bid for Boiler Burner Replacement.** Ben Schapiro motioned to accept the bid from Voris Mechanical Inc. for the replacement of the burners on the two boilers in the Main Library in the amount of \$66,999. Vaishali Patel seconded the motion and the Board approved on a roll call vote.
- C. **Approval of Bid for North Branch Mechanical Renovations.** Ben Schapiro motioned to accept the bid from Hayes Mechanical LLC in the about of \$215,555 for HVAC mechanical, plumbing and electrical renovations for the North Branch Library. Tori Foreman seconded the motion and the Board approved on roll call vote.
Funding for projects A-C is from the Capital Improvement Fund and will be paid through Library debt. President Michael Tannen reiterated his concerns that the Library is once again investing in the upkeep of buildings that are owned by the City of Evanston.
- D. **Approval of the Proposal for Architectural Services for the Main Library Interior Renovations.** Ben Schapiro motioned to approve the bid from Lohan Studio of Wight & Company in the amount of \$122,000 for the first phase of the architectural services for interior renovations at the Main Library. Tori Foreman seconded the motion and the Board approved on roll call vote. Lohan Studio will make a presentation to the Board at the June meeting. Funding is from the Library Fund.

E. Nominating Committee Report. The Nominating Committee met and announced the following slate: Michael Tannen, President; Margaret Lurie, Vice President; Vaishali Patel, Secretary; Ben Schapiro and Shawn Iles, Co-Treasurers. The slate will be voted on at the June meeting.

ADJOURNMENT – Socorro Clarke motioned to adjourn the meeting, seconded by Ben Schapiro. The meeting adjourned at 7:23 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

Next Meeting: Wednesday, June 15, 2016 at 6:30 pm Evanston Public Library, Board Room.

DRAFT

Library Director's Report
May 18, 2016

Updates:

- Hirshfield Poetry Award presentation – On Sunday, April 24th we welcomed the winners of the Thirty-Eighth Annual Jo-Anne Hirshfield Memorial Poetry Awards to the main library. This year's poetry judge John Rybicki was delighted to be with the poets and was engaging and supportive. The winners read their work and were proud to read their poetry. My thanks to the Hirshfield family and to Jess Ticus and Lea Hernandez Solis who organized the contest, identified and engaged the poet and took care of all details to create another beautiful event for our guests.
- On April 25th at the invitation of Dr. Paul Goren, I attended a District 65 meeting at which a Report on Black Student Achievement in District 65 was released: <http://www.district65.net/cms/lib8/IL01906289/Centricity/Domain/4/2016%20Black%20Student%20Achievement%20Report.pdf> . Beginning with pre-school aged children, EPL will continue to support all students to learn, achieve and read at grade level. We will continue to work with District 65 Leadership, Teachers and Librarians to support the curriculum and create out-of-school programs that engage learners of all ages.
- Reverend Dr. Michael C. R. Nabors hosted a *Call to Action* meeting at Second Baptist Church on May 16th. I shared information about our programs including ABC Boosters, our Summer Reading Program, Wi-Fi hotspots and free book distribution with the audience.
- Staff and community partners participated in the annual Stand Against Racism in front of the main library.
- Please refer to Tim Longo's report for information about the successful launch of our Wi-Fi Hotspot program.
- To organize and publicize our annual Summer Reading Program in both English and Spanish we created booklets that detail the many ways our readers of all ages can have fun and read this summer. Mary Kling organized a team of 9 volunteers who counted and bundled the guides for distribution. Yesterday, Jill Schacter and Don Westphal distributed 7,000 copies to every District 65 school. In the days ahead, the booklets will be distributed to pre-schools and private schools. An electronic version can be found at: <https://www.epl.org/pdfs/SRPGuide.pdf>

The talented team of Laura Antolin and Kim Kaufmann have created another stop action video to encourage students to participate. District 65 staff will be sharing the video:

<https://youtu.be/X5IRFkQLg4k>

My thanks to the Summer Reading team lead by Renee Neumeier, Laura Antolin, Heather Ross, and Lesley Williams with support from Jan Bojda and the entire library. Special recognition to Jill Schacter who conceived and advocated for the creation of printed Summer Reading Program materials that reflect the quality of our programming and the work of the entire library to support our readers over the summer.

- Our District 65 Liaison Vaishali Patel and our ETHS Liaison Tori Foreman made Jess Ticus' great idea a reality: Paul Goren agreed to be filmed in a video that highlights the importance of the

Summer Reading Program and encourages donations to our new crowd-sourced fundraising effort. Once the final video is available, I will send a link to everyone. Vaishali reached out to Paul and asked for his support and Tori connected us with three graduating ETHS seniors who wrote scripts, filmed and will edit the final product.

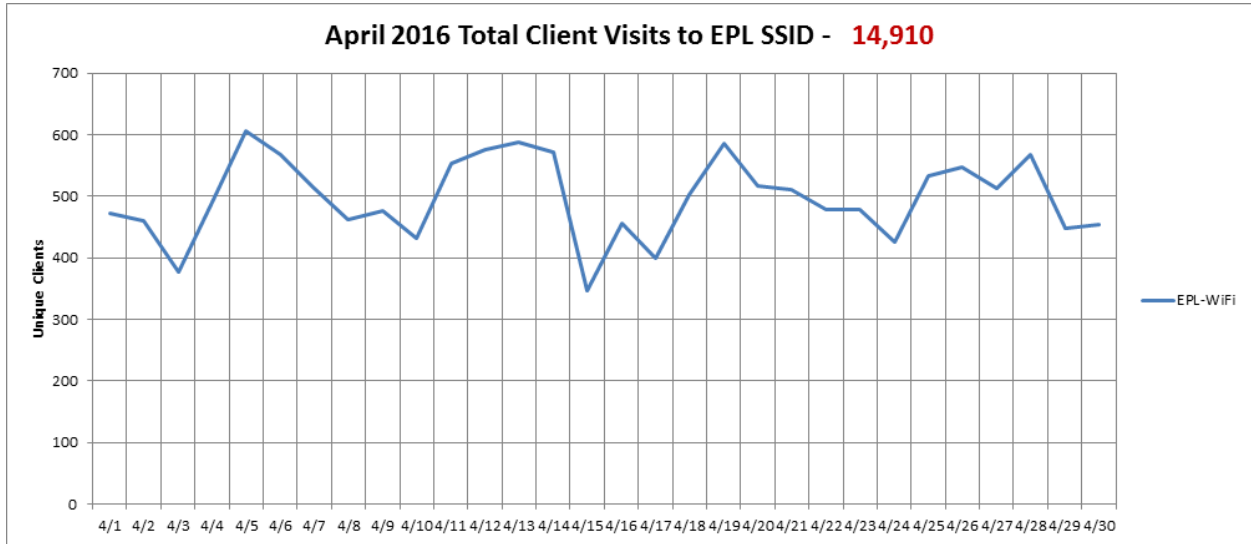
- ICMA webinar – Wally Bobkiewicz and I produced a webinar entitled *Strategies for Success – The City of Evanston and the Evanston Public Library*. Over 75 municipalities participated. My thanks to Wally, ICMA and the Aspen Institute who invited me to share our story.
- Our May 4th our Donor and Volunteer Recognition Reception featuring our keynote speaker Geoffrey Baer was a great success. Jess Ticus, Lea Hernandez Solis, Wynn Shawver, Jan Bojda, John Devaney and the entire Maintenance and Security team created another lovely evening for all. Special thank you to staff that welcomed and thanked our guests at the reception: Betsy Bird, Jan Bojda, John Devaney, Paul Gottschalk, Kim Hegelund, Lea Hernandez-Solis, Mary Kling, Tim Longo, Jose Maldonado, Renee Neumeier, Jill Schacter, Wynn Shawver, Jill Skwerski, and Jess Ticus.
- The Harwood Institute is offering an online version of the training this summer and I am proud that Heather Norborg and Martha Meyer are representing EPL in this program.

Assessments, metrics and initiative results:

Foot traffic:	April, 2016	March, 2016
Main:	44,177	47,134
North:	4,491	4,324
CAMS:	4,003	4,006
Total:	52,671	55,464

Website visits in March: 40,943 April: 39,509

Overall Computer/Internet Use – all locations: March: 6,233 April: 5,912



National Able Network Metrics: Actual Computer Usage

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
				1-Apr	TOTALS
				6	6
4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	
8	5	4	7	8	32
11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	
17	11	10	6	10	54
18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	
6	8	9	8	9	40
25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	
12	13	9	11	8	53
					185

Partnerships and collaborations:

- IMLS grant – In a new partnership with Loyola University, Northwestern University and the Children’s Museum, we are a partner in an IMLS grant submission: ***Engaging Engineering Experts: Facilitating Family STEM Learning in Museums and Libraries through Narrative Storytelling and Object-Based Inquiry Activities***. We will learn if our grant application is funded in the fall.
- ABC Boosters – Working together with District 65 and the Youth Job Center, we will be expanding this summer program and serve more rising pre-school children this year.
- SRP Program – With the Evanston Public Library Friends and Cradle to Career we have launched a crowd-funding campaign for the Summer Reading Program and will buy and distribute a diverse collection of books; the list of titles was identified and curated by our staff.
- Text a tip program – With Leadership from Laura Antolin as part of her work with Cradle to Career and support from the City of Evanston’s 311 Center, we launched a Text a Tip service **Talk, Read, Sing**, an early childhood literacy initiative that provides digital tools to parents and caregivers for encouraging brain development and a healthy learning environment for our youngest children. The initiative is aimed at parents/caregivers of children ages 0-3. **Talk, Read, Sing** offers regular text messaging and recommends the use of a free app called [Vroom](#) to promote consistent, healthy communication habits that can have a profound, positive impact on the rapidly developing brains of young children.
- The Library fund has been reimbursed \$24,729 for funds expended on the remediation of the underground storage tank at North Branch.
- Thanks to Rickey Voss and the City of Evanston: The meters located at 600 Church St. #'s 1614, 1615, and 1616 have been recently converted to a 20 minute maximum time limit. Previously these meters had a 2 hour time limit. Stickers have been installed at every meter and signs will go up.
- As part of our work with EvanSTEM, EPL manned a booth and produced programs as a partner in the first STEM Festival on May 14th:

Evanston’s Fifth Ward to host a Science Technology Engineering and Math (STEM) Festival to inspire and engage youth and families about STEM careers

EvanSTEM, a District 65-sponsored, Noyce Foundation-funded initiative, together with Family Focus and Fleetwood-Jourdain Community Centers, are hosting the *Fifth Ward STEM Fest* this Saturday, May 14, from 10:00AM to 2:00PM.

Fifth Ward families can interact with 12 STEM program providers in the Main STEM Hall within Family Focus’ Gym. Children in grades K through 8 can participate in hands-on STEM activities sponsored by local STEM-based organizations.

A majority of the residents in Evanston's Fifth Ward are African-American or Latino--two groups that are largely underrepresented in the promising STEM fields and careers in this country. The Fifth Ward STEM Fest is one of several initiatives by EvanSTEM to catalyze Evanston's STEM 'ecosystem.' This ecosystem consists of the resources and opportunities that can spark interest and learning in STEM, especially for African American and Latino youth, in an accessible and aligned way.

The day's events will bring STEM to life for participants and intentionally link activities and discussions with STEM career pathways. The event will also serve as a registration fair, where parents can sign their children up for summer or fall programs supported by EvanSTEM and based at Family Focus or Fleetwood-Jourdain.

On Saturday, Family Focus will host STEM activities for K-5th graders while more advanced middle school STEM activities will be located at Fleetwood-Jourdain, next door.

The Main STEM Hall at Family Focus is the home of the event and will have program booths from Evanston Township High School (ETHS) Youth Technology Corps, TizMedia Foundation, ETHS Career Technical Education Department, Paige & Paxton, FIRST Lego League Robotics, Museum of Science & Industry, Youth & Opportunities United (Y.O.U.), Family Focus, Office of STEM Education Partnerships (OSEP) at Northwestern University, MetaMedia - McGaw YMCA, RadioShack Evanston, She Is Code, and Jugando con las Ciencias - Northwestern University. Each booth will provide interactive opportunities for parents and students.

STEM Activity Sessions will last up to 50-minutes, in three separate tracks for K-2, 3-5, and 6-8 grades. The STEM Activity Sessions for K-2 grades include *Marshmallow Towers - Engineering Construction* by Paige & Paxton, *Monster Genetics* by Northwestern's Science in Society, and *LEGO Bell Mazes* by the Evanston Public Library. Sessions for the 3rd-5th grades include *Light It Up!* By Evanston Public Library, *Code to Shortcake- Make your cake and eat it too!* By She Is Code, and *Make-It Circuitry* by RadioShack. In addition, the Museum of Science & Industry will be running its *STOMP Rocket Blast* activity throughout the event.

At Fleetwood-Jourdain, middle school students will participate in STEM challenges as part of Northwestern's McCormick School of Engineering's *Engineering Grand Prix* event. Teams of three youth will work with a volunteer McCormick graduate student to compete in three separate challenges for points and prizes. The finale at 2:00PM will be a race between the electric cars designed and built by the students earlier in the day. Students will also have the opportunity to attend STEM activity sessions hosted by MetaMedia-McGaw YMCA (*Makey Makey Music*), TizMedia Foundation (*MindRap Ozone Workshop*), and ETHS Youth Technology Corps (*What's Inside Computers?*).

In addition to the 14 participating STEM program providers, civic organizations such as the Chessmen and the Links Incorporated, North Shore (IL) Chapter have helped to organize the event and will be present to volunteer. Food will be provided by the Links and Jet's Pizza, while RadioShack is contributing STEM prizes for the challenges and the raffle.

Family Focus–Evanston helps parents gain confidence and competence as the primary caregivers and educators of their children. Family Focus provides parents and their children with critical resources and learning opportunities to encourage healthy development in Evanston.

Fleetwood-Jourdain Community Center is part of the City of Evanston’s recreation Department and has served Fifth Ward residents’ health and well-being since 1959.

The EvanSTEM project is funded by the Noyce Foundation and housed within Evanston-Skokie Community Consolidated School District 65.

From Renee on the results of the festival: I thought it went great – I worked the booth and Laura and Ashley ran sessions. The sessions were packed and I had constant traffic at the booth definitely saw more than 100 people/families and they were really enthusiastic about our programming this summer. We brought one of the 3D printers and people of all ages were super interested in it so definitely going to work towards getting people in other departments trained for the fall so that we can offer more programming related to that.

- The Presence Behavioral Health Social Worker Interns are finalizing their permanent placements and will no longer be providing services at the library. Due to low staff at their clinic, Presence Behavioral Health will not be able to provide services through the summer as they have done in the past.

The last day that interns will be at the library was May 17th.

New students will be trained this fall and ready to work at the Library by mid-September.

If staff wish to make a referral or a patron would like to engage in mental health services, they can call the Presence Behavioral Health Intake line at 847-316-2038. Calls can also be placed to the Crisis Line for immediate support or to make a referral, **available 24/7**, at 708-681-4357. If the caller identifies themselves and are an Evanston resident, then the Crisis Line will provide Presence Behavioral Health with their information for follow up with the client and to engage in services.

- I have joined the ALA Diversity Member Initiative Group:

Diversity Member Initiative Group

Vision:

This member initiatives group provides an organizational home for any individuals dedicated to fostering an improved climate for diversity within their institutions and professional organizations.

The mission of the Diversity Membership Initiative Group is:

- To provide a space for success stories and best practices and broadly highlight examples of activities that have improved services and fostered organizational change.
- To provide a community of practice for members to discuss ideas, concepts, and

methods to positively impact library services to increasingly diverse populations.

- To provide a base for deepening our discussion and collective understanding of diversity and inclusion issues across our professional organizations.

Highlights from Neighborhood Services from Connie Heneghan include:

- Along with new computers, the automated pc reservation system has been installed at CAMS (the same system already in use at other EPL locations.)
- My thanks to Connie and Barb Levie for their leadership in producing the Senior Spelling Bee (see entry under upcoming events of note). This year, the program will be held at the library.
- [Read with a Northwestern University Athlete at the North Branch](#)

Here's your chance to read with a Northwestern University Student Athlete! Join us at the North Branch where you will listen to stories, read aloud together with a student athlete, talk about the stories and do an activity. ***For children in grades 1-3.***

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

Programming Highlights

Meyer and Balla coordinated and worked on our "Dia de los Ninos" program in conjunction with the Big Read. Even though it was competing with Star Wars programming at the branches we had a diverse group of families totaling 55 attendees at the event.

Antolin, Kaufmann and Meyer presented a program for the home day care providers' group Ann's Book Club.

Training and Continuing Ed

Wilson and Bojda attended PLA in Denver and will be providing a brief report at a May AdTeam meeting. Highlights:

Preconference on Summer Reading Partnerships (Bojda) While there was nothing especially new in the program for me, it is valuable to have the opportunity to have a block of time to think about and discuss with colleagues these shared ideas. Our library has already been working on the idea Denver presented for a unified or shared library/activity card and the idea of children receiving cards at school registration. We have also been working, as presented by CPL, at ways to measure the impact of summer reading on summer learning loss or school achievement.

Bojda, Neumeier, Hamernick, Antolin and Kaufmann attended the Illinois Youth Services Institute (IYSI) in Normal Illinois.

Kennelly attended Lincoln Story League.

Balla continues with Spanish class.

Wilson attended the Follett Lecture by Janice Del Negro titled: "The All-White World of Youth Librarianship: Baker, Rollins, and the Quest for Diversity"

Outreach and Community Engagement

Bojda and Antolin attended EC2C meetings to discuss the Diverse books drive

We continue to work with four young high school volunteers. Two work with Linda Balla on craft prep and shelving. Two others work with Robin Sindelar. One of Robin's volunteers shelves and assists with craft prep while the other assists Robin with Art Experiences in the Parent/Child workshop.

These young teens have proven to be dependable and two of them have worked with us for all of their high school years.

Other Activities

Balla and Meyer worked on preparation for our Poetry Scavenger Hunt for school-aged children and Spring Words nursery rhyme activity for our pre-readers for April.

Balla created displays for Money Smart week in addition to Poetry Month displays.

Kennelly selected and ordered board books for the home visitors who are a part of Community Works.

Wilson worked with our NU work-study student to shift some collections to create more space to display our beginning Chapter Book collection.

Kaufmann and Antolin worked on our summer reading promotion film.

The Purple Crayon Players a children's theater group from Northwestern that volunteers to provide a storytime and craft for children recently increased frequency and changed the date of their regular program for us. For years this group has provided a Saturday morning storytime once per month for us. Recently they approached us wanting to change the date and time and increase the storytimes to twice per month. Leigh Kennelly has been working with them and continues to do so. They have taken over the old Book Buddies time slot of 4 p.m. on Fridays.

Some photos from Martha from Dia:

This is Manuel Aleman, whom I invited to Dia, acting out his own book that he self-published.



And here are our Northwestern University volunteers!

And finally, more guest presenters that I invited: Mr. Rick and Maria Torres



From Renee Neumeier:

Teen Services Highlights include:**Project Excite Summer Camp:**

Planning has continued for our annual partnership with Project Excite. This summer the program will serve twice as many incoming 6th graders as last year and the campers will spend the morning at EPL and the afternoon at NU. Last summer the camp was just a half day. Some of the goals of this camp are to expose the 6th graders to a variety of things like coding, virtual and board game development, literacy skills, the design process and more. Kids who take part in the camp are going to design a game either using Scratch, another coding application, by designing things using materials of their choice or by 3D printing them. Campers are going to get some background about the logic behind coding and will hack other games to figure out what works and what doesn't. Then they're going to brainstorm and form groups based on their interests to start designing and prototyping a game. Throughout this process students will be journaling about what's working well and why and what things they need to tweak and why. They'll be presenting to each other throughout the camp to get feedback about their games. We'll also be using a related read aloud and articles that we'll read together throughout the camp.

Y.O.U. Summer Camp:

Using the same idea as the Project Excite camp we're also going to be going to Y.O.U.'s summer site for middle schoolers two times a week throughout the summer. D65 is also a partner on this camp because we're working on targeting students who scored below the 40th percentile in reading with this camp. This camp will be held at Nichols Middle School.

- Chute 6th Grade Orientation
 - Ashley attended the 6th grade orientation for Chute and manned a table where she handed out books, bookmarks and flyers with our events. Ashley introduced myself to lots of kids and talked with a few parents about what we do at the library. Tons of kids were excited about the books and it was nice to make a connection with them.
- 3D Printing Class for City:
 - Renee and Ashley taught a 3D printing class for the city, teaching how to use Tinkercad and about what 3D printing was. The class was overfilled and we had lots of good questions. City staff request that we do more sessions in the future.

Community Outreach Highlights from Jill Skwerski include:

April was a very busy month! Here are a few notes from Community Engagement:

- I was fortunate to be able to attend the Public Library Association Annual Conference in Denver from 4/5 – 4/9. I attended some wonderful sessions on services to veterans, strategic planning, creating a digital community, space planning and gathering output metrics. Conference highlight: meeting Terri McMillan and having her sign a copy of her forthcoming novel: *I Almost Forgot About You*. (Subsequently donated to RA for summer reading prize. ☺)
- Our emphasis on providing programming to parents and families with special needs continued with a program titled, *Dyslexia: Evaluation, Best Practices, Advocacy Strategies and the Law*. We had 40 community members attend and heard from parents of pre-school through adults who came together to gather information. See attached flyer for program description and list of presenters.
- In collaboration with the Evanston Vet Center, we hosted a Vietnam War Commemoration on 4/16/16. The event is part of a nationwide commemoration sponsored by the Department of Defense and the Department of Veterans Affairs. 82 veterans, family members, elected officials and community members attended the event. Veterans from all four branches of the armed forces were present and each received a service pin from the VA. One of the many highlights of the day was a photography exhibit featuring images taken by one of the Army vets during his tour in Vietnam. Plans are in place for the exhibit to be installed here at EPL during December 2016 as part of our local artists gallery on the 2nd floor. (Invitation attached.)
- Heather Norborg and I visited The Mather and spoke with about 20 residents about how to create and use Hoopla streaming services.
- As part of the COE Obesity Action Team, I attended the kickoff of the Rethink Your Drink campaign. This is a campaign designed to help Evanstonians become more aware of the amount of added sugar in many sodas, juices and sports drinks, and to provide alternatives such as water flavored with fresh fruit slices.
- A representative from Lifeline phone services visited our lobby on 4/22. Lifeline is a federal benefit program that provides free cell phones to qualified community members. To qualify, patrons must be currently enrolled in one of the following government assisted programs: Food Stamps (SNAP), EBT, or Medicaid (not Medicare). During this initial visit, 12 phones were given out. More visits are in the works.
- Finally, ACA enrollment wrapped up this month. Per our partners at PEER Services, 101 people were enrolled in ACA and 150 were enrolled in Medicaid during this enrollment period. As a point of comparison, last year 53 were enrolled in ACA and 52 in Medicaid.

Evanston Public Library

Evanston CASE Presents:

Dyslexia: Evaluation, Best Practices, Advocacy Strategies and the Law



Thursday, April 14 7 - 8:30pm

**Main Library
Community Meeting
Room
1703 Orrington Ave
847-448-8600**

Evanston CASE's mission is, "To empower parents of students with special needs through support and education, and to advocate for their concerns in the Evanston community." Join panelists Cari Levin, LCSW, Dr. Sharon Johnson, Jill Calian and Rachael Gross for this presentation about understanding dyslexia. Participants will gain knowledge about dyslexia, get advice about neuropsychological evaluations and information about legislation and legal rights.

No registration required.



evanston public library

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Adult Services highlights include:

- The Evanston Public Library partnered once again in the Evanston Literary Festival which produced 50 free events throughout the City including at the library.
- **Shoes Of Your Choice**

Part of a two night storytelling event recreating Alison Knowles classic Fluxus work "**Shoes of Your Choice**" (1963). Participants and audience members will be invited to tell the distinctive tales of the miles their footwear has walked. Knowles participated in the New York avant-garde festivals organized by Charlotte Moorman, whose life and work is featured in exhibitions at the Block Museum of Art and Northwestern Library. This program is cosponsored by the Evanston Public Library and the Northwestern University Library, and is part of the Evanston Literary Festival

- From Ben Remsen:

Hi Karen,

Thanks for being interested in hearing about my programs. As expected the meeting last night for *The Third Coast* was well attended (16 people). I got a couple pictures, which are attached. I should mention that these capture a popular monthly program with a robust and fun discussion. . . but this is easily my *least young* program.

Meanwhile, I did grab a shot (IMG_0322) of the most successful program I've done yet this year, which was also very successful in terms of the elusive younger grown-ups. This was the Jessica Abel author talk and had 60 people in the room, I'd say almost half of which were in their 20s or 30s. Of course with all these age assessments, it's a matter of taking educated guesses about how old folks are. But luckily this pic from behind the group foregrounds some obviously younger folks. . . I guess the cool kids still want to sit in the back! Or they just still have the eyesight to see from there!!



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Technical Services Highlights from Tim Longo include:

- Betsy Bird and Tim will be presenting a program at the 2016 Illinois Library Association Annual Conference. Their session is: *Discovering the changing relationship between Collection Development and Technical Services*.
- Wi Fi hotspots: As of this morning, there have been 35 total circulations of the mobile hotspots. 13 are currently on the shelf waiting for pickup. 3 hotspots are overdue. 26 patrons are currently on the waiting list. We do not have enough data yet to pinpoint any trends on overall data usage or home address location of patron checkouts (heat map).

Patrons seem to be quickly grasping how to use the hotspots as there have been minimal reports from Reference on questions relating to the hotspots.

Items Added

Adult at Main= 1,352

Adult at North=235

Adult at CAMS=25

Total adult items=1,612

Juvenile at Main= 1,300
Juvenile at North=66
Juvenile at CAMS=34
Total juv items=1,400

YA at Main=365
YA at North=35
YA at CAMS=36
Total YA items=436
Total items added to collection in April= 3,348

Patron Requests:

Received 28 patron requests for the month of April. Will purchase 20 of the titles suggested. Two of those titles are ebooks.

Donations:

Adult Gift Books Added to the Collection: 33
Adult Gift Books Replacing Grubby Editions: 85

Donations:

In October books were donated to EPL by the Center for Teaching Through Children's Books. This month we were able to donate the remaining 30 boxes to Jan Troy, the Lincolnwood school librarian. Ms. Troy will be donating these materials to the other public school librarians of Evanston.

Received a donation of 15 boxes of brand new books from the publisher Houghton Mifflin Harcourt.

Received a donation through Lesley Williams of four carts of books from a retired professor and book reviewer.

Meetings & Conferences:

Tim at PLA, April 4-8, including a preconference Designed For Library Experience: Reimagining Spaces and Services. (Tim)

Multiple conference calls with Manage Mobility in regards to Mobile Hotspot Launch (Tim)

On Wednesday 4/20, monthly conference call with Baker & Taylor (Tim & Betsy)

On Tuesday 4/26, attended webinar on Sirsi Dynix Symphony Core Modules for CCS Laulima project. (Tim)

On Thursday 4/28, attended AVID meeting at Skokie where local libraries talked about their digital labs/spaces. (Tim)

On Tuesday, 4/12 met with Mike Spradlin, a representative of the publisher Albert Whitman & Company. (Betsy)

On Wednesday, 4/13, attended the Collection HQ Spring Forum 2016 in Naperville. (Betsy)

On 4/27 met with Jessica Jolly about donating and reconsidering our computer resource collection. She'll be donating new titles, but will also help us assess the current collection. I put in a ticket with Wonderdesk a request for a listing of all our titles between 003-009. (Betsy)

On 4/28 met with Recorded Books rep William P. Schwarting. Received information about audiobooks as well as Zinio and other e-resources.

Presentations:

On April 11th Betsy Bird presented the Summer 2016 Adult Book Preview as part of the Livability Series (Education, Arts and Community Employee Event) and for the public. Created Powerpoint including booktalks and book trailers. Talk lasted one hour. 22 attendees, two for Livability Series. Sent list of recommended titles to 6 attendees.

Hosted on Saturday, April 30th the Children's Literary Salon: "On Beyond Narnia: Death and Theology in Children's Literature" with authors Jeanne Birdsall and N.D. Wilson. (Betsy)

Electronic Resources (SelectReads):

Visits to Select Reads in the month of April: 4506

Total number of subscribers: 356

Misc:

Submitted piece for Evanston Roundtable on Wednesday, April 27th. (Betsy)

Upcoming events of note:

- We will produce our public falcon naming and banding program on Friday, May 27th at 11:00 am.



Jammie Time!

Thursday, May 19, 7 pm, Children's Room, Main Library Also: June 16.

Great for working parents & their kids!

On the third Thursday of every month, children 2 to 9 wear their pajamas to the library and enjoy a fun mix of stories and songs. A great time for the whole family! Drop-in; **no registration required.**

Lovell Federal Health Care Center & Evanston Vet Center Town Hall Meeting

**Thursday, May 19, 6:30 pm, Community Meeting Room,
Main Library**

The Capt. James A. Lovell Federal Health Care Center and the Evanston Vet Center invite patients, families, community partners and the public to a Town Hall meeting.

The Town Hall is an open forum for patients, their families and members of the community to ask leadership from Lovell FHCC and the Vet Center questions about programs and services. Following short updates from both Lovell FHCC and the Vet Center, the public will have the opportunity to ask questions. This Town Hall affirms the commitment of both Lovell FHCC and the Vet Center to communicate transparently with patients, stakeholders and the community. Anyone interested in learning more about VA programs and services is welcome to attend this open meeting.



Sponsored by the Lovell Federal Health Care Center, Evanston Vet Center and Evanston Public Library.

All Village Singers

Sunday, May 22, 3 pm, Lobby, Main Library



Swing into spring with the [All Village Singers](#) as they perform classic hit songs: "In the Mood", "Imagine", "Moon River", "Dream a Little Dream of Me", "Pure Imagination", and more! Laughing aloud, toe-tapping, snapping, clapping, singing, or "dreaming" along is highly encouraged!

Book Reports for Grown-Ups



Monday, May 23, 6pm, Celtic Knot Pub (626 Church St)

- Relieve the glory of grade school, but with fewer grades and more food and drink at the library's Book Reports for Grown-Ups! Give a short talk (2-3 minute) on a recent favorite book. Enjoy recommendations from your book-loving neighbors while you enjoy a drink, a snack, or a full dinner the Celtic Knot, just across the street from the Main Library. No purchase (or book report) required to attend.

Register [online](#) or by calling (847) 448-8620.

Lights! Camera! Action! Stop Motion Animation



Saturday, May 21, 11 am K - 2; 11:30 pm 3-5; Barbara Friedberg Storytelling Room, Main Library

Register **NOW** [3 -5th grade](#), in person or by calling 847-448-8610.

Lights...Camera... Action! **Third through Fifth Graders** join staff from Steve & Kate's Camp at the library for an adventure in stop motion animation. Children will create characters, design sets, and film stop - motion masterpieces on custom-built, tabletop iPad stations. All materials are provided -- just bring your imagination!

2016 Senior Spelling Bee

Saturday, May 21, 1 pm, Main Library, Community Meeting Room

Are you age 50 or older? Are you a resident of Illinois? Do you think you can spell? Here's your chance to shine!

Registration begins Mon., April 11. Three ways to register:

In person -- Levy Center, 300 Dodge Ave, Evanston, IL 60202.



Call the Levy Center -- 847-448-8250.

Send an email to -- seniorsspellingbee@cityofevanston.org
(include your name, phone and address).

Or, you can register in person on the day of the event.

Practice session Thurs., May 12 at 1 pm at the Library.

Winners move up to the Regional competition on June 17 at the Levy Center. Regional winners compete on August 15 on Seniors' Day at the Illinois State Fair in Springfield.

Excerpts from Patron feedback:

- Dear Karen,
We received a copy of your annual report in the mail recently and I want to compliment you on a beautiful publication. More importantly, I am very impressed with all your services and programs. Our local library has become outstanding under your leadership. Great work!
Best wishes,

Bob

Robert A. Seal
Dean of University Libraries
Loyola University Chicago

- Karen,

Just wanted to compliment Brian and the whole workshop. It was a great event with TONS to do and could even keep my madman of a son Carter busy.

Carter had a blast and I could tell that every other kid did too.

Thanks to you and Brian for such a great program.

Brian

Brian Miller
9th Ward Alderman
bmiller@cityofevanston.org

- Hi, All,

First, I want to thank you for a lovely gathering tonight to celebrate the library, staff, donors and volunteers. The reception was beautiful and Geoff Baer's lecture a real treat.

Best, Diane Melnick (One of our wonderful Concierge team members)

- Our thanks to all who organized the enjoyable evening of refreshments and presentation by Geoffrey Baer.

Steven Pasimeni and Susan Weinstein

- From Andi Altenbach:

These two boys who use the Chromebook station every Wednesday night and I do not believe were friends before are now playing an online fantasy game together, which I found adorable. Jude and I spent all night, April 20, overhearing them discuss strategy. I feel like the Chromebook table fosters more interaction between the kids than the PC islands and it's cool to see them making these kinds of connections there. (Good case for changing up the furniture for our Children's Internet station furniture, no? JB)

- From Jessica Iverson:

I have now been working at the library, in Children's, for over a year now. And I'm finding more and more instances of young and old patrons seeking me out for RA help after having helped them find books previously. And it feels great. So great! Who wouldn't feel like a rock star when a girl comes up to you with twinkling eyes and braided pigtails and says "I read, *Wanted: Mud Blossom*, and really liked it. Do you have any other good dog books?" To which the dad chimes in to say, "Actually, she read it twice!" And just today, a co-worker relayed to me that a preschool boy who attended a past Lego Night and who I've had conversations with since, came up to the desk while I was helping someone else and asked, "Where's the other lady? She read me a book before." (While working with Jess I have, on several occasions, observed Jess's interactions with her returning reader's advisory patrons. Her enthusiasm for books clearly connects with them.)

- From Brian Wilson:

A patron said she has been to libraries all around the country and the Chicagoland area and said that she thinks our collection and services rank with the very best.

- From Martha Meyer:

Comment on Ann's Book Club program about *Storytime and Craft Ideas with 2015/16 Books*:

1) I am so sorry I missed the meeting on Saturday. **I heard from some providers who said your info was something that they could use right away in their programs.**

Linda Hermes
Family Home Daycare
847-475-0321
familyhomedaycare.wordpress.com
Home is where your story begins

Comment on Ecology Touch Table Books supplied in March/April and plans for May/June

2) Hi Martha,

The books have worked out great! We have used them for many of our early childhood programs and some drop ins have also been looking at our bookshelf. We have definitely made the most use of the books geared toward younger children both storybooks and more factual books. Our instructors have enjoyed having more books to choose from. I would not recommend any changes; I think you chose a great balance of books the first time and the new line up looks great as well.

A couple of the books are planned for use in our Wednesday and Thursday classes, so does Friday or Monday work for the book exchange? Please let me know what works best for you and I will have the books ready.

Thank you!

Erika Doroghazi
Program Supervisor
Parks, Recreation & Community Services
Evanston Ecology Center
2024 McCormick
Evanston, IL 60201

3) Had a heartwarming visit from a Park School Student on 4/29 (whose mother may send the resulting picture later)

Colleagues,

A student from Park School, Josie, and her mom stopped by this morning with donuts for the library for 2 reasons:

- 1) Josie really enjoys the monthly trip to the library from Park School in her wheelchair to have storytime with her class with Ms. Martha.
- 2) She and her mom are honoring a friend who died and whose family asked that an act of kindness be done in memory of Sadie Elizabeth McCann on her birthday (4/29/2010.)

We get to be the recipients of that act of kindness this year! Special thanks to everyone who welcomes

Park School to the Evanston Public Library and who works to make this a welcoming place for folks that need some extra support.

Martha Meyer

4) Had a wonderful offer from 2 local poets to help us with the Poetry Scavenger Hunt:

Mary Kling,

Susan Gundlach and Marsha Barnett wrote poems, made bookmarks with the poems featured on them and gave them to Linda Balla and I to give as extra prizes for the Poetry Scavenger Hunt we have going on. The kids are always impressed when I tell them that "an Evanston poet" made the bookmarks just for them!

Just wanted to make sure that these two are on your Library Volunteers list and are invited to our Volunteer event.

Both are long time Evanstonians. I have just met Susan, but Marsha Barnett has been involved in many aspects of Early Childhood Education in Evanston for most of her career. We are overjoyed that such talented community members are volunteering with EPL!

5) A thank you from the parent of an Infant Rhymetime baby:

Hi, Martha,

This is Emma's mother, my name is Jieda (pronounces like the volkswagen car name: Jetta). Thank you for the lovely class last week!

See you tomorrow morning, Jieda

- From Mary Kling:

Hi, Mary,

I just received my adorable EPL volunteer bag. I'll be so proud to carry that around town with me advertising all the great things the library does for the community. Feel like I should be giving each and all of you a gift for I am the one benefiting the most from this arrangement. I simply cannot state enough what great joy the kids, the books, the librarians, the volunteers and the public bring to my heart and being. Being able to witness and be a part of bringing another generation into the wonderful world of literacy is such an honor and thrill for me. Thanks for "letting" me hang out.

Hope you are well.

Best,

Anne Mirapaul

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Payroll and Bills

Date: June 7, 2016

Recommended Action

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

Summary

Library Fund Bills List May 24, 2016	\$ 81,982.03
Internal Checks List Through May 20, 2016	\$ 141.87

Attachment: Bills List, Internal Check List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.24.2016

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100 BAKER & TAYLOR	YA BOOKS FOR EVERYBODY READS	1,603.73
65100 4IMPRINT	SRP MOOD PENCILS PRIZES	1,188.41
65630 BAKER & TAYLOR	JUV PRINT	6,394.93
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.90
65641 BAKER & TAYLOR	JUV AV	152.49
65641 MIDWEST TAPE	JUV AV	294.61
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	105.00
4805 LIBRARY YOUTH SERVICES Total		<u>9,917.07</u>
4806 LIBRARY ADULT SERVICES		
62340 OVER DRIVE, INC.	ADULT E-BOOK	1,295.41
62341 EBSCO INDUSTRIES, INC. DBA EBSCO	ONLINE CONSUMER REPORTS	5,796.00
62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	GALE ANALYTICS ON DEMAND	4,032.00
62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	OPTIMUM PACKAGE DATABASE-ANNUAL SUBSCRIPTION	5,095.75
65630 BAKER & TAYLOR	ADULT PRINT	8,952.63
65630 CENTER POINT INC	ADULT PRINT	128.82
65630 MARQUIS WHO'S WHO	ADULT PRINT	309.10
65630 GALE RESEARCH INC.	ADULT PRINT	523.30
65635 PROQUEST INFO & LEARNING COMPANY	HNP CHICAGO TRIBUNE DATABASE	7,200.00
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	180.00
65641 MIDWEST TAPE	ADULT AV	1,195.59
65641 MIDWEST TAPE	AUDIO VISUAL	51.98
65641 RECORDED BOOKS INC.	ADULT AV	404.00
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	219.00
4806 LIBRARY ADULT SERVICES Total		<u>35,383.58</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	134.25
4820 LIBRARY CIRCULATION Total		<u>134.25</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	CAMS JUNE 2016 RENT	3,451.88
64015 NICOR	NATURAL GAS NB	47.15
65630 BAKER & TAYLOR	ADULT PRINT	227.04
65630 BAKER & TAYLOR	JUV PRINT	102.23
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>3,828.30</u>
4835 LIBRARY TECHNICAL SERVICES		
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	7,762.51
65100 BRODART COMPANY	LIBRARY SUPPLIES	56.87
65100 DEMCO, INC.	LIBRARY SUPPLIES	123.78
65100 ACCO BRANDS USA, LLC DBA GBC DUNNING	EQUIPMENT REPAIR	107.00
65555 SPRINT	PC EQUIPMENT	1,151.10
4835 LIBRARY TECHNICAL SERVICES Total		<u>9,201.26</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	127.54
62225 ALARM DETECTION SYSTEMS, INC.	ALARM SYSTEMS	503.70
62225 CARRIER CORPORATION	CHILLER REPAIR	815.00
62225 HENRICHSEN FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SERVICE	45.00
62225 THE CONTAINED GARDEN	SPRING PLANTINGS	465.00
62225 WBR ROOFING COMPANY INC.	ROOF REPAIR WORK	4,180.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	506.40
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	145.00
64015 NICOR	UTILITIES	480.52
65040 PHYSIO-CONTROL, INC.	JANITORIAL SUPPLIES	530.19
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	1,017.28
4840 LIBRARY MAINTENANCE Total		<u>15,975.63</u>
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX	101.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185 MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION SERVICE	75.00
62185 GOMEZ, EDUARDO	COMPUTER INSTRUCTOR	350.00
62210 ACTION PRINTING	SUMMER READING BOOKLET PRINTING	4,073.91
62210 QUARTET COPIES	PRINTING	90.00
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	114.03
65095 EVANSTON PHOTOGRAPHIC STUDIOS	STEWARDSHIP PHOTOGRAPHY	350.00
65095 OFFICE DEPOT	OFFICE SUPPLIES	281.66
65095 KAREN DANCZAK LYONS	STEWARDSHIP DINNER WITH THE SPEAKER	439.68
4845 LIBRARY ADMINISTRATION Total		<u>7,541.94</u>
185 LIBRARY FUND Total		<u>81,982.03</u>
Grand Total		<u>81,982.03</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.24.2016

<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 81,982.03

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

Evanston Public Library
Library Internal Check
May 10 - 20, 2016

Type	Date	Num	Name	Memo	Clr	Business Account	Amount
May 10 - 20, 16							
Check	05/20/2016	1375	Affordable alternatives, Inc.	LABELS		185.48.4835.65100	-71.89
Check	05/20/2016	1376	Fremont Public Library	INTERLIBRARY LOAN		185.48.4820.57515	-23.99
Check	05/20/2016	1377	Glenview Public Library	ILL LOST ITEMS		185.48.4820.57515	-24.99
Check	05/20/2016	1378	Algonquin Public Libraary	ILL LOST BOOK		185.48.4820.57515	-21.00
May 10 - 20, 16							<u>-141.87</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: June 7, 2016

This memo provides an update on significant administrative activities.

Human Resources

Elizabeth Fuqua and Kevin Kelley have been hired as part-time Young Adult Library Assistants in Youth Services.

Heather Ross, a part-time Adult Services Librarian, McKenna Zerfas, a part-time Young Adult Assistant, and Marley Haller, a part-time Shelver, have resigned from their positions to pursue other career or educational opportunities.

Financial Resources

The financial report for the period ending May 31st is attached. Expenses are within budget. A summary of the Endowment portfolio as of May 31st is attached.

Facilities Management

Staff is meeting on June 14th with Mitch Einhorn, his general contractor, and key City staff to resolve outstanding plan review issues prior to a building permit being issued for Lush.

Staff met with project architects to begin documenting existing conditions of the building. The project kickoff meeting with the design architects is scheduled for June 20th.



Budget Performance Report

Fiscal Year to Date 05/31/16

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	(134.25)	.00	54,627.74	(54,627.74)	+++	129,808.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	3,921.59	(3,921.59)	+++	11,225.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$0.00	\$0.00	\$0.00	(\$134.25)	\$0.00	\$58,549.33	(\$58,549.33)	+++	\$141,033.74
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	34.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$34.00
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,054,180.00	.00	6,054,180.00	25,774.77	.00	3,223,673.62	2,830,506.38	53	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	(2,105.64)	.00	45,494.03	4,505.97	91	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	3,982.00	83,518.00	5	.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	(101.00)	.00	28.44	159,971.56	0	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	2.99	.00	1,066.21	933.79	53	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	18,065.68	44,934.32	29	65,334.39
57527	LIBRARY FUND FOR EXCELLENCE	185,000.00	.00	185,000.00	.00	.00	22,824.42	162,175.58	12	187,017.13
57535	LIBRARY COPY MACH. CHG	15,500.00	.00	15,500.00	.00	.00	6,484.11	9,015.89	42	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	.00	.00	4,125.00	8,375.00	33	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	.00	.00	6,279.99	19,020.01	25	24,699.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	1,500.00	18,500.00	8	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$23,571.12	\$0.00	\$3,333,523.50	\$3,683,633.50	48%	\$6,538,794.37
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	88,175.12
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$88,175.12
Department 48 - LIBRARY Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$23,436.87	\$0.00	\$3,392,072.83	\$3,625,084.17	48%	\$6,768,037.23
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$23,436.87	\$0.00	\$3,392,072.83	\$3,625,084.17	48%	\$6,768,037.23
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	465,530.00	.00	465,530.00	19,342.79	.00	144,470.93	321,059.07	31	394,635.83



Budget Performance Report

Fiscal Year to Date 05/31/16

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
61012	LIBRARY SUBSTITUES	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	6,039.66	.00	65,923.59	124,412.41	35	211,274.60
61415	TERMINATION PAYOUTS	15,900.00	.00	15,900.00	.00	.00	497.30	15,402.70	3	.00
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	2,980.68	.00	41,976.35	56,316.65	43	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	.00	.00	5.83	72.17	7	12.32
61710	IMRF	67,298.00	.00	67,298.00	2,532.67	.00	21,236.49	46,061.51	32	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	1,534.11	.00	12,842.55	27,060.45	32	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	358.80	.00	3,003.52	6,329.48	32	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	85.12	3,842.00	85.12	(3,927.12)	+++	4,023.99
62506	WORK- STUDY	900.00	.00	900.00	210.95	.00	210.95	689.05	23	592.89
65100	LIBRARY SUPPLIES	48,615.00	.00	48,615.00	2,792.14	2,833.93	11,341.35	34,439.72	29	14,791.02
65503	FURNITURE / FIXTURES / EQUIPMENT	15,600.00	.00	15,600.00	.00	.00	.00	15,600.00	0	5,725.29
65555	PERSONAL COMPUTER EQUIPMENT	3,600.00	.00	3,600.00	.00	.00	.00	3,600.00	0	.00
65630	LIBRARY BOOKS	157,000.00	.00	157,000.00	10,748.73	.00	53,512.10	103,487.90	34	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	1,117.58	.00	7,672.09	25,527.91	23	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	.00	.00	5,059.68	10,119.32	33	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,182,065.00	\$0.00	\$1,182,065.00	\$47,743.23	\$6,675.93	\$369,848.68	\$805,540.39	32%	\$978,709.33
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	20,403.44	.00	184,048.66	363,932.34	34	548,850.42
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	214,938.00	.00	214,938.00	7,302.76	.00	74,763.51	140,174.49	35	209,295.48
61415	TERMINATION PAYOUTS	10,400.00	.00	10,400.00	.00	.00	12,025.00	(1,625.00)	116	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	.00	.00	2,311.51	(2,311.51)	+++	.00
61510	HEALTH INSURANCE	84,225.00	.00	84,225.00	2,260.62	.00	36,488.71	47,736.29	43	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	.00	.00	11.78	34.22	26	37.30
61710	IMRF	72,503.00	.00	72,503.00	2,578.39	.00	26,430.84	46,072.16	36	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	1,791.86	.00	17,287.18	30,124.82	36	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	419.05	.00	4,043.01	7,044.99	36	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	8,045.41	.00	28,034.35	(28,034.35)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	14,923.75	13,785.60	40,687.40	114,927.00	32	133,407.36
62506	WORK- STUDY	900.00	.00	900.00	122.63	.00	122.63	777.37	14	371.25
65100	LIBRARY SUPPLIES	23,300.00	.00	23,300.00	1,240.57	940.89	2,838.46	19,520.65	16	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	20,780.09	.00	96,032.14	210,867.86	31	258,885.23



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Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
65635	PERIODICALS	15,700.00	.00	15,700.00	7,200.00	.00	8,475.26	7,224.74	54	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	4,849.70	.00	25,031.91	66,368.09	27	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	.00	.00	6,908.32	13,816.68	33	19,995.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$91,918.27	\$14,726.49	\$569,923.56	\$1,037,467.95	36%	\$1,472,751.54
Business Unit 4808 - NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	.00	.00	.00	244.22	.00	734.84	(734.84)	+++	.00
61510	HEALTH INSURANCE	.00	.00	.00	53.60	.00	160.90	(160.90)	+++	.00
61710	IMRF	.00	.00	.00	25.30	.00	76.12	(76.12)	+++	.00
61725	SOCIAL SECURITY	.00	.00	.00	14.53	.00	43.91	(43.91)	+++	.00
61730	MEDICARE	.00	.00	.00	3.40	.00	10.27	(10.27)	+++	.00
Business Unit 4808 - NEIGHBORHOOD SERVICES Totals		\$0.00	\$0.00	\$0.00	\$341.05	\$0.00	\$1,026.04	(\$1,026.04)	+++	\$0.00
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	7,926.38	.00	71,414.23	119,813.77	37	196,030.02
61012	LIBRARY SUBSTITUTES	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	10,058.23	.00	90,385.95	215,887.05	30	268,988.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	403.06	(403.06)	+++	10,900.51
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	641.02	(641.02)	+++	.00
61510	HEALTH INSURANCE	42,818.00	.00	42,818.00	1,359.60	.00	19,363.05	23,454.95	45	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.00	.00	2.12	64.88	3	.53
61710	IMRF	45,206.00	.00	45,206.00	1,445.53	.00	13,370.43	31,835.57	30	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	1,139.22	.00	10,216.65	20,448.35	33	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	266.44	.00	2,389.42	4,782.58	33	6,852.91
62506	WORK- STUDY	5,400.00	.00	5,400.00	968.63	.00	968.63	4,431.37	18	3,219.79
65100	LIBRARY SUPPLIES	2,410.00	.00	2,410.00	.00	855.68	3,796.35	(2,242.03)	193	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	4,456.68	8,913.32	33	12,899.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$23,164.03	\$855.68	\$217,407.59	\$437,145.73	33%	\$603,889.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	4,842.83	.00	44,766.54	35,498.46	56	119,479.18
61012	LIBRARY SUBSTITUTES	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	5,357.86	.00	47,916.20	143,406.80	25	158,079.01
61415	TERMINATION PAYOUTS	14,200.00	.00	14,200.00	.00	.00	24.03	14,175.97	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	975.48	.00	12,664.41	8,420.59	60	25,039.78
61615	LIFE INSURANCE	6.00	.00	6.00	.00	.00	.41	5.59	7	1.94
61710	IMRF	25,933.00	.00	25,933.00	965.35	.00	8,890.04	17,042.96	34	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	637.18	.00	5,745.99	11,054.01	34	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	149.01	.00	1,343.76	2,585.24	34	4,003.55



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	55.00	10,445.00	1	10,143.85
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	.00	.00	711.83	2,288.17	24	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	3,451.88	.00	17,259.40	27,200.60	39	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	47.15	.00	1,467.41	1,432.59	51	2,859.09
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	20.76
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	.00	.00	842.88	4,557.12	16	804.85
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	786.60	.00	4,968.49	24,931.51	17	21,701.55
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	889.60	610.40	59	1,657.99
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	1,886.14
66025	TRANSFER TO DEBT SERVICE - ERI	3,093.00	.00	3,093.00	.00	.00	1,031.00	2,062.00	33	2,984.04
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$459,394.00	\$0.00	\$459,394.00	\$17,213.34	\$0.00	\$149,928.86	\$309,465.14	33%	\$441,601.20
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	10,806.62	.00	95,136.65	180,441.35	35	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	2,935.74	.00	25,677.81	63,853.19	29	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	1,409.41	.00	19,503.02	16,622.98	54	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.00	.00	2.12	83.88	2	6.25
61710	IMRF	38,968.00	.00	38,968.00	1,423.71	.00	12,236.81	26,731.19	31	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	829.94	.00	7,500.03	14,910.97	33	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	194.10	.00	1,754.05	3,486.95	33	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	.00	.00	5,473.82	31,496.18	15	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	14,413.18	70,498.55	49,495.36	(6,293.91)	106	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	287.65	.00	2,387.77	10,612.23	18	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	2,252.81	.00	3,588.44	45,631.56	7	16,602.99
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	.00	.00	2,873.68	5,747.32	33	8,318.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$693,352.00	\$0.00	\$693,352.00	\$34,553.16	\$70,498.55	\$226,926.02	\$395,927.43	43%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	7,244.65	.00	60,444.08	192,200.92	24	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	5,931.12	.00	52,398.25	45,779.75	53	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	378.21	.00	4,844.46	4,455.54	52	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	2,621.37	.00	32,819.96	38,577.04	46	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	127.54	.00	782.65	417.35	65	2,552.03
61630	SHOE ALLOWANCE	620.00	.00	620.00	620.00	.00	620.00	.00	100	620.00
61710	IMRF	37,615.00	.00	37,615.00	1,404.18	.00	12,294.68	25,320.32	33	34,878.24



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61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	855.59	.00	7,253.46	13,959.54	34	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	200.08	.00	1,696.38	3,264.62	34	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	16,648.50	64,440.00	57,579.99	97,737.01	56	211,056.92
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	8.89	11,991.11	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	1,813.32	3,626.68	33	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	.00	.00	1,581.00	3,162.00	33	1,700.04
62315	POSTAGE	.00	.00	.00	.00	.00	61.71	(61.71)	+++	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	1,176.67	.00	10,540.85	19,959.15	35	26,413.01
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,547.47	.00	5,116.71	6,883.29	43	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	1,033.00	.00	8,250.72	23,749.28	26	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	1,813.32	3,626.68	33	5,247.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$838,251.00	\$0.00	\$838,251.00	\$39,788.38	\$64,440.00	\$261,031.11	\$512,779.89	39%	\$809,118.63
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	550,338.00	.00	550,338.00	52,676.55	.00	212,363.98	337,974.02	39	876,532.14
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	3,561.21	.00	27,463.09	60,801.91	31	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	4,191.87	.00	57,643.07	50,729.93	53	535,732.05
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	.00	.00	2,400.00	4,800.00	33	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	.00	.00	400.00	800.00	33	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	5,826.24	.00	25,067.38	42,664.62	37	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	3,418.71	.00	14,710.96	24,447.04	38	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	799.53	.00	3,440.45	5,716.55	38	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	2,691.66	5,125.00	18,791.26	147,083.74	14	26,157.92
62210	PRINTING	6,000.00	.00	6,000.00	4,163.91	4.49	5,035.39	960.12	84	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.00	1,156.05	743.95	61	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	1,080.00	.00	15,259.73	26,765.27	36	17,940.51
62315	POSTAGE	5,500.00	.00	5,500.00	.00	.00	1,600.26	3,899.74	29	3,693.08
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	945.00	1,060.00	47	1,017.00
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	487.13	.00	487.13	512.87	49	400.73



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62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	.00	.00	1,674.28	2,325.72	42	5,700.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	114.03	.00	581.10	1,418.90	29	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	1,367.08	5,028.72	27,003.20	65,738.08	33	48,305.97
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	10.00	(10.00)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	13,661.00	.00	13,661.00	.00	.00	4,553.68	9,107.32	33	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	.00	.00	83,333.32	166,666.68	33	249,999.96
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,505,153.00	\$0.00	\$1,505,153.00	\$80,377.92	\$10,158.21	\$505,756.26	\$989,238.53	34%	\$1,978,444.07
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	1,200.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	1,640.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	250.60
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	2,277.49
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	8,223.07	.00	10,192.16	(192.16)	102	51,355.62
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	\$8,223.07	\$0.00	\$10,192.16	\$9,807.84	51%	\$63,981.81
Department 48 - LIBRARY Totals		\$6,975,742.00	\$0.00	\$6,975,742.00	\$343,322.45	\$167,354.86	\$2,312,040.28	\$4,496,346.86	36%	\$6,930,704.00
EXPENSE TOTALS		\$6,975,742.00	\$0.00	\$6,975,742.00	\$343,322.45	\$167,354.86	\$2,312,040.28	\$4,496,346.86	36%	\$6,930,704.00
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	23,436.87	.00	3,392,072.83	3,625,084.17	48	6,768,037.23
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	343,322.45	167,354.86	2,312,040.28	4,496,346.86	36	6,930,704.00
Fund 185 - LIBRARY FUND Totals		\$41,415.00	\$0.00	\$41,415.00	(\$319,885.58)	(\$167,354.86)	\$1,080,032.55	(\$871,262.69)		(\$162,666.77)
Grand Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	23,436.87	.00	3,392,072.83	3,625,084.17	48	6,768,037.23
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	343,322.45	167,354.86	2,312,040.28	4,496,346.86	36	6,930,704.00
Grand Totals		\$41,415.00	\$0.00	\$41,415.00	(\$319,885.58)	(\$167,354.86)	\$1,080,032.55	(\$871,262.69)		(\$162,666.77)

Endowment for the Evanston Public Library
Holdings as of May 31, 2016

	Symbol	Shares/Quantity	Price	Value as of 5/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6817.879	\$194.13	\$1,323,554.85	34.3%		
Vanguard Small-Cap Index Fund	VSMAX	3638.201	\$55.41	\$201,592.72	5.2%		
Vanguard REIT Index Fund	VGSLX	1675.982	\$118.63	\$198,821.74	5.2%		
Vanguard Total International Stock Index Fund	VTIAX	13299.318	\$24.41	\$324,636.35	8.4%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6302.619	\$27.99	\$176,410.31	4.6%	57.6%	
Vanguard Prime Money Market Fund	VMMXX	508346.510	\$1.00	\$508,346.51	13.2%		
Vanguard Federal Money Market Fund	VMFXX	28051.450	\$1.00	\$28,051.45	0.7%	13.9%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.711	\$148,686.64	3.9%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$115.707	\$138,805.58	3.6%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$126.065	\$138,873.20	3.6%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$95.768	\$151,368.98	3.9%	15.0%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25674.762	\$10.70	\$274,719.95	7.1%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$104.521	\$47,034.45	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$105.871	\$47,641.95	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$107.015	\$48,156.75	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$106.108	\$43,504.28	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$109.810	\$10,981.00	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$112.858	\$48,528.94	1.3%	13.5%
				\$3,859,715.65		100.0%	

Cash Equivalents	13.9%
US Treasury Inflation Protected Securities	15.0%
Corporate Bonds	13.5%
Domestic Equities	44.7%
International Equities	13.0%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of Month-to-Month Lease Renewal with National Able Network

Date: June 9, 2016

Recommended Action:

Staff recommends approval of a month-to-month lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site. The monthly lease is in the amount of \$1,540 for the period beginning July 1, 2016. This is a 2% rent increase.

National Able is in the process of reapplying for their grant funds with the State of Illinois. It is their intent to continue their program at the Evanston Public Library and renew the annual lease. As they will not receive the official notification of their grant approval until the fall, executing a month-to-month lease at this time is recommended. Upon receipt of their grant notifications, I will return to the Board with a revised lease for your review and approval.