

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JULY 20, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, July 20, 2016

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

A. Trustee Oath of Office

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

A. Approval of Minutes of June 15, 2016 Regular Meeting

B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

A. Robert Crown Branch Library Project Update

B. Strategic Planning Committee Update

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

A. Administrative Services Report (Paul Gottschalk)

B. Summer Reading Program Presentation (Renee Neumeier)

C. Big Read/Community Wide Read (Kim Hiltwein and Heather Norborg)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

A. Open Meetings Act Refresher (City Attorney Mario Treto)

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Library Board Committee Assignments

11. ADJOURNMENT

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

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



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, June 15, 2016
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Tori Foreman, Benjamin Schapiro

Staff: Karen Danczak Lyons, Paul Gottschalk, David Jordan, Jill Schacter, Jessica Ticus

Guests: Dirk Lohan, Michael Barnes, Lisa Schmidt from Lohan Studio of Wight & Co., Architects for Interior Renovation

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:32 pm.

CITIZEN COMMENT – none

CONSENT AGENDA – Vaishali Patel motioned to approve the consent agenda consisting of the minutes of the May 18, 2016 meeting, the bills list and payroll. Seconded by Socorro Clarke and approved on a voice vote.

INFORMATION/COMMUNICATIONS

- A. Dirk Lohan, Michael Barnes and Lisa Schmidt from Lohan Studio of Wight & Co., the firm selected for the space planning and interior renovation of the Main Library, gave a presentation highlighting their extensive work in designing and renovating libraries in the Chicago area. They will be working with McGuire Igleski & Associates, Inc., an Evanston-based firm specializing in historic renovation and dbHMS, an engineering firm with a focus on sustainability. Leora Siegel asked that the minutes reflect that she recused herself from voting on the selection of these firms.
- B. **Robert Crown Branch Library Update** – Karen Danczak Lyons reported that the fundraising for this project is moving forward. Carol Mullins, a loyal Library donor, recently joined the fundraising committee. The Evanston City Council unanimously voted to create a facilities maintenance fund for the new Robert Crown Community Center to ensure long-term maintenance. Work continues on the establishment of a 501-c3 foundation to manage the financial infrastructure for fundraising. A call for architectural proposals is anticipated this fall, with a goal to begin construction in 2017 and open in 2018. The library space is brand new

space. It's anticipated that this will be phased construction based on fundraising success. Pledges have been committed and the current emphasis is working with corporations for support.

- C. Strategic Planning Committee Update** – The committee is scheduled to meet on July 12th.

LIBRARY DIRECTOR'S REPORT

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

- On Monday, June 13 the City Council approved Mayor Tisdahl's request to reappoint Socorro Clark and Tori Foreman to a full term on the Library Board.
- The 2016 Summer Reading Program is off to a tremendous start with over 2000 participants registered. Over 50 people attended the kick-off event on June 11. Summer camps are incorporating 20 minutes of reading into the daily program and over 450 books from the diverse book list have been collected and distributed to selected camp locations.
- The three falcons hatched this spring were banded by the staff from the Field Museum of Natural History on May 27th. The fledglings are learning to fly and have on occasion needed to be retrieved and returned to the nest.

STAFF REPORTS

- A. Administrative Services Report** – Paul Gottschalk reported that Lush Wine & Spirits, the tenant at Central Street, continues to work with the City to finalize plans. The fire plan is under review and construction issues still need to be resolved.
- B. Library Website Re-Design** – Dave Jordan, Virtual Services Librarian, and Jill Schacter, Marketing and Communications Coordinator, provided an overview of the Library's website redesign project. The current site is 8 years old and not easily viewed on a mobile phone or tablet. After reviewing RFP's submitted by for the City's site, it was decided that the Library's design needs were significantly different. Glantz Design, an Evanston studio, has been hired to design the new website and the goal is to have it up by the end of the year.

BOARD REPORTS

- A. Development Report** – Shawn Iles reported the committee met on May 26th to discuss the goals of the committee and to identify and recruit additional members.
- B. District 65 Board Liaison** – Vaishali Patel reported that she attended the recent District 65 Board Meeting to report on the Summer Reading Program and to thank Dr. Goren for helping with the fundraising video.

BOARD DEVELOPMENT

- A.** The Board viewed and discussed the RAILS/United for Libraries "Board Ethics" video.

NEW BUSINESS

- A. Election of Officers** – Leora Siegel motioned to approve the slate of offices for 2017 as follows: Michael Tannen, President; Margaret Lurie, Vice President; Vaishali Patel, Secretary; Ben Schapiro and Shawn Iles, Co-Treasurers. Sandra Smith seconded and it was approved on voice vote.
- B. Appointment of Committee Members** – President Tannen will be discussing committee appointments with Board members now that the officers have been appointed.
- C. Approval of National Able Network Lease Extension** – Vaishali Patel motioned to approve the National Able Network Lease on a month-to-month basis with a 2% increase until their funding is secured. When their grant is secured, they will sign a yearly lease that includes a 2% increase. Leora Siegel seconded and the motion was approved on voice vote.
- D. Review of the Board Meeting Calendar** – Socorro Clarke motioned to cancel the special budget meeting scheduled for August 3rd due to scheduling conflicts with 4 Board members. Sandra Smith seconded and it was passed by voice vote.
- E. Closed Session** – Michael Tannen read the official language for convening a Closed Executive session to review closed session minutes. Motion by Michael Tannen, second by Sandra Smith – convene in closed session to review minutes. Passed on a voice vote. The Board convened in closed session at 8:02 pm. Motion by Sandra Smith, second by Vaishali Patel – reconvene in open session. Approved on a voice vote at 8:06 pm. Motion by Vaishali Patel, second by Leora Siegel – approve the closed session minutes of February 17, 2016 and March 16, 2016. Passed on a voice vote.

ADJOURNMENT – Socorro Clarke motioned to adjourn the meeting, seconded by Vaishali Patel. Motion approved. The meeting adjourned at 8:09 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

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

**Library Director's Report
June 15, 2016**

Updates:

- On Monday, June 13 the City Council approved Mayor Tisdahl's request to reappoint Socorro Clark and Tori Foreman to a full term on the Library Board.
- On May 27th, an enthusiastic group of Falcon enthusiasts of all ages joined us for the annual Falcon Banding Program. Scientists Mary Hennen and Josh Engel from the Field Museum introduced us to our three new falcons: two females - Stardust in honor of the late rock musician David Bowie, Juliet in remembrance of the 400th anniversary of Shakespeare's death, and one male was named Foley in honor of Northwestern University graduate and journalist, James Foley, who was executed by ISIS in Syria in 2014.
- Gibbs Morrison – Staff is working to identify library programs to be produced at Gibbs Morrison. We already stock and maintain a bookshelf of free books.
- Our Summer Reading Program is off to a strong start with over 2,000 registrations to date. On Saturday, June 11th we co-hosted an outdoor event at Robert Crown Park with the Parks and Recreation Department. The hot weather did not deter participants of all ages from having fun.
- Thanks to the tireless efforts of our Book Sale volunteers, we raised \$12,829.60 over the June 10-12 weekend.

Assessments, metrics and initiative results:

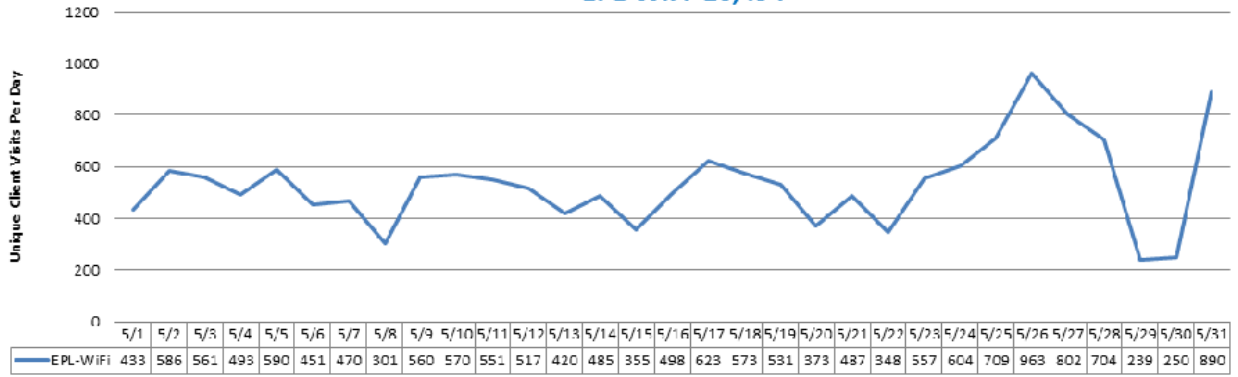
Foot traffic:	April, 2016	May, 2016
Main:	44,177	41,777
North:	4,491	3,994
CAMS:	4,003	3,640
Total:	52,671	49,411

Website visits in April: 39,509 May: 40,972

Overall Computer/Internet Use – all locations: April: 5,912 May: 5,251

May 2016 Total Client Visits by SSID

EPL-WiFi 16,494



Actual Computer Usage – National Able Network

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
2-May	3-May	4-May	5-May	6-May	TOTALS
12	9	13	16	5	55
9-May	10-May	11-May	12-May	13-May	
14	14	12	13	10	63
16-May	17-May	18-May	19-May	20-May	
19	11	19	9	11	69
23-May	24-May	25-May	26-May	27-May	
9	11	14	8	5	47
	31-May				
	20				20
					254

Partnerships and collaborations:

- We were delighted to partner once again on the Evanston Literary Festival – hosting a variety of authors and programs.
- Thanks to our wonderful partners the Youth Job Center and District 65, we are expanding our ABC Boosters program this summer. We hope to encourage the early learning of 60 rising pre-school aged children while employing teens for this 5 week program. An update was provided at the District 65 meeting on Monday, June 13th by Laura Antolin and Karen Demorest from YJC.
- From Laura Antolin regarding her work as one of our representatives working on Cradle to Career:

I worked with Jill Schacter and Sheila Merry on a press release about the Talk, Read, Sing campaign as well as the text messaging initiative and Vroom app. The press release went out on May 10. Susan Munro collated the text messages that our small committee had identified and we decided texts would go out on Tuesdays at 6pm and Saturdays at 12 noon and follow this pattern: Talk, Read, Talk, Sing.

I'm the Topic Administrator on the govdelivery site and I've been responsible for selecting, scheduling and sending out these texts. I've spent a fair amount of time going through our sample texts and augmenting them with information from other sites. I sent out 7 texts in May, supplementing our list with ideas from websites like <http://toosmall.org/>; <http://www.everychildreadytoread.org/>. Our subscribers have steadily increased to our current 148.

I meet regularly with our 3 NU Capstone students who have developed an interactive poster prototype for the Talk, Read, Sing initiative. I referred them to people/places to observe their poster – they came to the Library one day and attempted to observe at JEH and Erie. They will be winding up their research and will make recommendations to us regarding timelines at our regular meeting on June 6. Our team is invited to the Civic Engagement poster session on June 3 at Annenberg Hall, NU.

Highlights from Neighborhood Services from Connie Heneghan include:

Science Saturday at North and CAMS: Motion

This was our first attempt at coordinating this program at both branches.



Action Figures at CAMS

Bridget Petrites collected disabled action figures and patrons combined them to make mutant action figures. We provided books on action figure heroes.



Senior Spelling Bee

This is the fourth year that we have run the Senior Spelling Bee along with the Levy Center and Fleetwood-Jourdain. Once again the participants were amazing. Winners will go on the regionals. Alderman Delores Holmes and Long Term Care Ombudsman Audrey Thompson served as judges. We have received many comments from participants about how well run our event is, and this year Barb Levie will also be the pronouncer and word list creator for the Regional Spelling Bee which will be held at the Levy Center on Friday, June 17 at 1 p.m.



Judges Holmes and Thompson were usually in agreement.



Judge Alderman Holmes, pronouncer Barb Levie, Runner-up Eston Gross, Winner Lewis Koppel, and Judge Audrey Thompson

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

May Highlights

Kaufmann began work and enlisted helpers in prepping for our Life-sized board game program in June.

Summer Reading Program: Antolin and Kaufmann created another fun promotional film for Summer Reading.

SRP Promotions/SRP Booklet deliveries: Jill Schacter and Don Westphal delivered over 7,000 SRP booklets to District 65 (one delivery to each school.) Laura Antolin contacted and arranged for Children’s staff to visit 7 area preschools and do a short story time and promote the SRP and deliver SRP booklets. Laura also delivered SRP booklets to JEH, The Family Center, Family Focus and Fleetwood. Beyond D65

schools, Leigh delivered SRP booklets to private schools.

- In addition to the **SRP** booklets delivered to D65, **1743+ booklets** were delivered by Children's staff to the community: **1111+** SRP booklets were delivered to preschools; **54 SRP** were delivered to Home Daycare providers; **50 SRP** booklets were delivered to Family Focus and Fleetwood; **58** additional **SRP** booklets were delivered to Dewey; **473 SRP** booklets were delivered to 6 private area schools.

Bright Horizons	Leigh	85 SRP booklets delivered (5 classes -2 year olds)
Bright Horizons	Brian	152 SRP booklets delivered (7 classes - preschoolers)
Total Child	Brian	see Brian's report
Cherry Preschool	Robin	115 SRP booklets delivered
School for Little Children	Robin	85 SRP booklets delivered
JEH (preschool)	Laura	385 SRP booklets delivered
Family Center	Laura	102 SRP booklets delivered
Reba Early Learning Center	Laura	60 SRP booklets delivered 60; (56 children, 6 staff)
Creative Play at Robert Crown	Laura	42 SRP booklets delivered; 31 (26 children, 6 staff)
Childcare Center of Evanston	Laura	85 SRP booklets delivered; 70 (60 children, 10 staff)
Family Focus	Laura	25 SRP booklets delivered
Fleetwood	Laura	25 SRP booklets delivered
Home Daycare Providers	Laura	54 SRP booklets delivered
Dewey Elementary School	Laura	58 SRP booklets delivered
St. Athanasius	Leigh	200 SRP booklets delivered
Pope John XXIII	Leigh	130 SRP booklets delivered
Roycemore	Leigh	6 SRP booklets delivered (wanted electronic)
Chiaravalle	Leigh	75 SRP booklets delivered
Baker	Leigh	50 SRP booklets delivered
John of Arc	Leigh	12 SRP booklets delivered (wanted electronic)

Wilson met with Holly Jin and Amy Koester from Skokie Public Library about setting up a Mock Caldecott program. Holly is also on the 2017 Caldecott Committee. We will share a Mock Caldecott program during which we will talk to children in grades K through 3 about the Caldecott award at our respective libraries, and giving them a chance to pick their favorites. The group will meet 4 times at EPL, and 4 times at Skokie. There will then be a party at a location between SPL and EPL with all participants invited.

Training, Continuing Ed and Professional Development

Kennelly attended Lincoln Story League.

Antolin, Kennelly and Wilson attended Book Expo. Antolin and Wilson attended SLJ Day of Dialog.

Bojda and several other staff members attended the first round of ALICE training to be held here at the library.

Kaufmann, Antolin, and Kennelly attended the Zena Sutherland lecture

Outreach and Community Engagement

Sindelar, Wilson, Kennelly and Antolin visited a variety of area preschools to promote Summer Reading.

Other Activities

Meyer managed shifting the Juvenile reference collection in order to free space in this prime location for another collection to be determined.

Meyer worked on promoting many of our early summer events in Joomla, working with Jill Schacter to see that things get promotion in the e-newsletter.

Mathews created some summer reading lists based on 2015 best and notable books lists.

Teen Services Highlights from Renee Neumeier include:

Staff:

With Kayla Freeman departing in May and McKenna Zerfas departing at the end of June, teen services interviewed and hired two new 20 hour week staff members. Kevin Kelley, who is a dance, theater and graphic novel enthusiast, will be starting June 8. Elizabeth Fuqua, who currently works with teens at two libraries in south suburbs, will be joining our team on June 13. She already has experience with a lot of technology we use in the Loft and has experience with after school homework help, which is something teen staff has wanted to offer more of.

Programming:

Home School

May was our final month of programming for the homeschool kids until next year. This has been a very successful program. May had high attendance with 8-15 kids at each session. The most

popular sessions seem to be the writing and video making sessions. We've accomplished a lot as a group this year—filmed a Newbery project, filmed a series of smaller projects, written various poems (that are so fabulous they should be compiled into a collection), read 3 books as a group, explored STEM challenges and learned about filmmaking. A finale event for families of the students will be held in the evening June 7.

Free Comic Book Day

Comix Revolution once again provided comics for all of the EPL branches for free comic book day. The event was a huge success and almost all of the comics were taken by patrons of all ages.

Community Engagement:

Parent Chrome Camp with ETHS:

While there was not a huge turnout for the Chrome Camp it still went really well and it definitely seems like a program that could be offered again in the future. All of the attendees had positive feedback and were interested in learning more or taking their knowledge of Google Apps to the next level. We hope to partner with ETHS on this again in the future.

5th Ward STEM Festival:

Three EPL staff members took part in the first ever 5th Ward STEM Festival. It was a huge success. EPL staff ran 4 sessions 2 aimed at K-2 and the other at grades 3-5. The sessions were open ended so formal instructions weren't included and kids/parents needed to work on figuring things out which was a struggle for some of them, but from the first to the second session staff found better techniques for helping attendees get started. EPL also hosted both throughout the four hour fair and brought one of 3D printers as well as other technology EPL offers to demonstrate to attendees. Here is the breakdown of the festival attendees.

- 47 KDG-2nd graders,
- 42 3rd to 5th graders and
- 23 middle schoolers.
- 39 parents
- 38 STEM program educators
- 18 participating community organizations
- 68 volunteers, 41 from NU, 7 from ETHS, and 20 from the community.
- 78% of participants were from the fifth ward.

Summer Reading:

- All summer reading booklets were received and distributed the D65 schools, the middle schools wouldn't take booklets for each student so they were handed out while teen services staff were presenting at those schools

School Visits:

Ashley and Renee completed 30 visits to promote the teen summer reading program, teen summer programs and did some book talks at all 5 D65 schools. Presentations ranged from seeing one class at a time, to three, three grades at once and an ESL group and their families. Summer Reading booklets were distributed at all of the visits. We saw about 1825 middle school students. The presentations went really well and we got positive feedback from teachers, librarians and students and have had students come in and sign up programs and summer reading.

Everybody Reads Book Drive/ Reading at COE Summer Camps:

The book drive launched in May and so far 425 books have been purchased or donated. Flyers were created and distributed and the effort is featured on the EPL fundraising page. Multiple meetings have been held to plan how books will get to COE camps, how many books and what camps will be prioritized. Adult and Haven middle school student volunteers will help sticker, divide and box up the books. COE and maintenance staff will coordinate getting the books to the camps.

Big Read/Community Wide Read:**Student Art Gallery Event/Lobby Music Performance**

Our finale event for The Big Read was a huge hit. About 100 people stopped by to see the Nichols and Chute student art display or stopped by the lobby to listen to the musicians. The student art pieces focused on their family's stories and histories. Students, families and community members had a lot of positive feedback. The media arts teachers from the middle schools said they really enjoyed this program and liked having a text to work with. We've already committed to doing another student art display in spring 2017.

Professional Development:

Ashley Hamernik attended a 3D printing summit at Naperville Public Library. It focused on how to start a 3D printing program at your library for the public. Ashley took many things away from this meeting including; forms for patrons to submit printing requests, staff time requirements, what to charge, etc. Her main take-away from this is that the library or more specifically departments, need to find a way to work together to provide this service to patrons on an equal basis. If staff can't find a way to make this work without fighting over budget, time, control, etc., it will fail.

Teen Services Community Engagement:**Family Focus:**

Had a follow up meeting with Colette Allen to formalize our summer partnerships. Ashley will be assisting with a film making program on Mondays for most of the summer. Family Focus may also walk their middle school students over on Fridays for a movie, crafts or just to hang out. We also talked about teen service staff offering a STEM camp for middle schoolers at Family Focus in the fall.

YOU:

Finalized days and times, for YOU camp. Secured laptops for camp.

Girls STEM Club:

Met to discuss plan for STEM club with YMCA and YOU will host at least one session at YOU and may duplicate elsewhere. Sarita and I are going to meet throughout the summer to develop a curriculum that can be used by us or other providers.

Project Excite:

Continued working on Project Excite curriculum and day by day plan. Met with Kelly to finalize ideas. Researched additional information to allow us to be better informed when instructing. Students will be deconstructing board games, developing their own games, learning about coding and 3D design and printing. Literacy will be embedded through the use of articles, journaling and feedback sessions. We may also use a read aloud.

Cradle to Career Literacy on Track Team:

- Shared D65 kindergarten transition goals at meeting and then with a parent group at JEH
- Subcommittee working on a parent piece of kindergarten transition goals
- Continue to distribute kindergarten registration flyer, will be meeting with Erie to discuss other resources
- Discussions on how kindergarten registration process can be improved in the future

EvanSTEM:

- Going to participate in professional development week with team from D65 to develop project or projects that are inquiry based and rooted in STEM. Team includes Nichols and Chute Media Arts teachers and district math coach.
- Worked at booth during STEM fest. Thought the event went excellently and was able to meet with families who I don't see at the library. They had a lot a great feedback and were interested in our programming.

Community Outreach Highlights from Jill Skwerski include:

- We hosted our 4th information session with Community Partners for Affordable Housing on 5/2. These events are always well attended and this time around was no exception as we had 38 attendees. I received an email from Amy Kaufman at CPAH last week, who informed me that 2 of the attendees at the May meeting are buying CPAH homes, one in Highland Park and one in Evanston! To me, this is certainly one of the most impactful reflections of library services that I can provide the Board.
- As of May, we've added Vineyard food pantry to our list of locations where we provide consistent access to donated books along with information about library services and programs. I'll be visiting the pantry in the coming months to offer library cards and some hands on services, similar in nature to what is done at Hillside Pantry and the Produce Mobile.

- The Aging Well Conference was held on 5/6 at the Merion. I was visited by about 80 seniors/caregivers/family members, made 5 new library cards and reserved a mobile hotspot for a savvy senior wanting to try out our new service.
- *On the Table at the Library* was held on 5/10. This was an event held in collaboration with the Chicago Community Trust's regional event during which communities across Chicago were encouraged to host events, share a meal, and discuss issues impacting the community. *On the Table* is designed to elevate civic conversation, foster new relationships and create a unifying experience across the Chicago area. We had 20 attendees at our noon event and 12 at our evening event. Notes from each are attached.
- In partnership with the Captain James A. Lovell Federal Health Care Center, we hosted a Veterans Town Hall event on 5/26. Congresswoman Jan Schakowsky attended along with several staff from Lovell. We had about 20 in attendance and received a positive response from all involved.
- I hosted a table at the Three Crowns Park Holistic Health Fair where I issued 6 new library cards (including a card for the parent of one of our aldermen ☺), checked out a number of books and DVDs, and connected with residents to invite them to attend monthly library visits at Three Crowns. The hit of the day were bookmarks that attendees could color themselves. I was surprised by the delight and enthusiasm shown for this simple "art project". I'll be taking these bookmarks across town this summer as part of my mobile gig, so am thrilled with the early response.
- Looking ahead, the book bike is all tuned (thanks to Ben!) and will be out and about in the parks, at fairs and festivals and all around town soon.

On The Table

Evanston Public Library

May 10, 2016

What positive qualities does Evanston embody?

The ETHS community does remarkable work on racial equity.

Being around all different kinds of people is wonderful.

Can feel less connected in Evanston after children graduate from high school.

This is a very creative community – every child gets a chance.

Evanston knows how to leverage things; bringing together all parts of the community.

Need more local food security.

Cradle to Career is an example of collective change.

How do people learn about what Evanston has?

Things we like: the lake, EPL, NU, transportation, support for vets, the range of social services (producemobile), houses of worship working together, farmer's market, Campus Kitchens, museums and cultural institutions.

There is a need for communicating information about organizations and volunteer activities.

What does "leveraging" mean? 1 + 1 + 3

There is a large group of people in Evanston who are not participating because of their struggle with housing and low wages. There is a need to figure out how to help these folks get more "bandwidth" in their lives.

How can younger people get better connected?
How can we get people to contact and connect with others?

Daily Northwestern presents a very good summary of what's going on in Evanston. They have a weekly e-mail summary.

The Roundtable is recommended as a good source for new Evanston residents.

What percentage of Evanston residents are non-English speakers?
The City is sending out some information in Spanish.

Concern about lack of affordable housing, supportive care and living wage jobs.

What are our needs and how do we address them?

There is a need for affordable housing and living wage jobs.
Affordable homes with yards for children.

The educational achievement gap – need for opportunities for seniors to help mentor youth

ECF grant recipients – a great set of groups doing good work.

Illinois Joining Forces is a well-done resource and model for community organizations.
<http://www.illinois.gov/veterans/programs/Pages/IllinoisJoiningForces.aspx>

Need for two prong communication plan - social media for younger people and print for older people.

Collective impact can be used to solve gap.

Cradle to Career has a community directory.

311 is a good community resource.

On the Table at the Library

May 10, 2016, 6:30pm

What positive characteristics does Evanston embody?

- Natural beauty, architecture, deep sense of history, Lake MI, “leafy”
- There is a distinctive feel just crossing the border on Howard; an energy and sense of community/feeling of connectedness
- Presence of various groups: racial, socio-economic, religious
- Feel a gradual shift moving from south to north across Evanston
- Lots of partnerships between groups. Example: St. Paul Lutheran Church community is involved with a wide variety of groups.
- Clean
- Resource rich compared to other communities (such as Flossmoor). Example: water directly from Lake MI with no middle costs involved results in significantly lower water costs per household.
- Perspective changes based on age/socio-economic status, for example.

How can we leverage these to better our collective future?

- There are lots of Evanstonians who want to keep the community diverse, but there is a lack of framework. Lots of energy, but no cohesive effort.
- Evanston 150, vonlunteerevanston.org, Cradle to Career
- Municipal government (as opposed to federal government, which was created to create a budget and has morphed along the course of history) can play a role in connecting people.
- Ward meetings are an example of a place where people can directly connect with their aldermen.
- Median age in Evanston is 36.

What are the needs of our community?

- Affordable housing/senior housing
- Support, sense of neighbors looking out for each other

- Communication network as means to make community members aware of what's going on and offer opportunities to participate/civic engagement.
- “The Evanston I left is different from the Evanston I came back to...”, sense of change not always for the better...

Adult Services highlights include:

From Ben Remsen on our first Bike Expo, June 12th:

As a coherent, interesting, and fun event, it worked! This was something I was quietly a bit worried about: that I'd overloaded it with varied angles. Would the same people want to know basics about how to check your brakes who would want to know wonky details about the city's transportation plans? I was very happy that all the presenters did a nice job expanding on points the others had made and generally dovetailing their presentations nicely.

The back-of-the-room “expo” part of it ended up being smaller than I'd hoped initially. Active Transportation Alliance sent materials, but didn't have anyone who could staff a table. Wheel & Sprocket ended up being the only bike shop that could send a person. It was a warm Sunday! I'm sure those shops are packed! Of course, it would have been tricky to get enough tables in the space if every shop and org I asked had been able to come. So that's something to think about more for next year (about next year, see below).

In terms of attendance, it was good! Not fantastic, but good. There was a ton of turnover, with people stopping in for a few minutes or even 15-20 minutes, listening for a bit, browsing the tables, then then heading out (often to the book sale). The most people I counted in the room at any one time was 40. That's including presenters and tablers, to be fair, but those folks were asking each other questions and networking, so I think it's fair to think of them as attendees too. I tried to keep count of the folks coming in and out for a bit, but there were so many (including folks who browsed the tables but never sat down), plus I was helping in several other ways and I honestly lost track. I think there were easily 75 people in the room for at least some of the time.

Two bits of important feedback:

1. Katie Knapp, the COE's Transportation & Mobility Coordinator, who was one of the presenters, was thrilled by the turnout, both in number and variety of folks. She told me she's used to doing public events at the Civic Center and getting single digits audiences, often the exact same folks. She was particularly excited that there were several sets of parents and kids!
2. I was delighted to get a follow-up email yesterday from one of the attendees.

Ben,

Kudos on a well conceived, well organized event. With the “expo” title, I half expected a commercial affair. This was anything but that. Thanks to the roster of speakers you assembled, I got to witness passion for the many facets of cycling, and the community and camaraderie it inspires. Thanks for the chance to attend.

Sylvia

It's so great to get that kind of feedback! As for the name issue that Sylvia brought up, I think it would be worth considering a different for next year. . . because Katie said she'd love to have this be a regular part of Bike to Work Week, as well as more generally an event supporting safe local bicycling as schools let out and summer begins. I'm all for it! There's plenty to consider in terms of changing up the balance of "expo"/tabling to presentation, as well as which other community orgs to reach out to. But overall, a great precedent, and a very good event.





DRAFT



Technical Services Highlights from Tim Longo include:

May was the first full month of the mobile hotspot pilot project. The total number of circulations for the hotspots so far is 83. There are currently 44 people on the holds list for the hotspots. **Amazingly we have yet to lose a single hotspot device!** The first conference call with Manage Mobility to go over data usage and other concerns is scheduled for June 14th. I'm hoping that we will be able to obtain some sort of heat map that can show us where the devices are being most heavily used in Evanston.

The end of June will mark 6 months of Hoopla at EPL. I will send more Hoopla data at the beginning of next month. There are more than 1,400 EPL patrons registered for Hoopla. We are currently on pace to spend through our initial 12K deposit within the next week or so and will have to move some funds around to cover the remainder of 2016. We are currently spending approximately \$2,200 a month on Hoopla.

Henry Garcia has been out on medical leave since May 23rd. Hilda Gonzalez has been working an additional 10 hours a week in Henry's absence. Elaine Ball and I have been pitching in on receiving duties to help ensure that all new materials are ready and on shelf by street date.

Items Added

Adult at Main= 1,425

Adult at North=41

Adult at CAMS=11

Total adult items=1,477

Juvenile at Main= 1,015

Juvenile at North=39

Juvenile at CAMS=11

Total juv items=1065

YA at Main=317

YA at North=44

YA at CAMS=42

Total YA items=403

Total items added to collection in May= 2,945

Patron Requests:

Received 35 patron requests for the month of May. Will purchase 18 of the titles suggested.

Donations:

Adult Gift Books Added to the Collection: 114
Adult Gift Books Replacing Grubby Editions: 100
Adult Gift CDs Added to the Collection: 5

Special Projects:

On 5/16 Betsy received a note from one of our shelvers that the Native American materials in the 970s are woefully out of date, inaccurate, and sometimes offensive. Began the process of reassessing that collection with a Dead Items list.

On 5/19 Betsy started downloading the monthly Lost Items report. 145 adult items.

Meetings:

5/4- Technical Services field trip to B&T warehouse in Momence.
5/6 –Elaine Ball attended Reaching Forward Conference
5/10- Betsy & Tim met with Ann Ford from MWT to discuss Hoopla and MWT accounts
5/11-13- **Betsy at Book Expo. She served as a panelist on two forums.** Tim at Book expo on 5/13.
5/16-Tim at RAILS Technical Services Networking group meeting
5/23-Brendan Pierce from Collection HQ here to demo new ESP module
5/26 – Betsy& Tim- Attended the webinar FindIt: Subject-Based Classification Founded on BISAC. Presented by Backstage Library Works and San Mateo County Libraries.
5/31- Tim at RAILS webinar about coding for librarians

Presentations:

5/7 - Betsy held the last Evanston Literary Salon before the summer. The topic was “The Art of Enthusiasm” with speakers Colby Sharp, Travis Jonker, and John Schumacher.

Electronic Resources (SelectReads):

Total number of subscribers: 478
Newsletters Sent: 184

Public Displays:

First Floor Display:
April 1st – Wild About Evanston

Second Floor Display Front:

May 1st - Authors in the Evanston Literary Festival

Second Floor Display Back:

May – Hiroshima Display

The Staff Picks Table:

May 1st-15th – Paul Gottschalk

Misc:

Betsy submitted piece for Evanston Roundtable on Wednesday, May 25th.

Volunteer Services highlights from Mary Kling include:

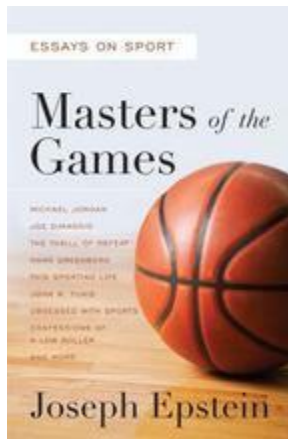
- Interviewed eight new volunteers
- Checked references of five volunteers
- Received requests for additional volunteers from Staff (Circulation, Children's, Free Book Collection, Computer Instructor)
- Placed new volunteers in Community Service (2), Concierge (1), Circulation (4), Photography (1), and Children's (7)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Met with 15 current volunteers
- Updated volunteer information in Raiser's Edge
- Continued to work with COE and EPD with volunteer background checks

Upcoming events of note:

July Author Talks at Evanston Public Library

The Evanston Public Library will host two award-winning authors in July as part of summer program offerings.

On Thursday, July 14 at 2 pm, EPL and the Dajae Coleman Foundation present an afternoon with **Rita Williams-Garcia**, an author of books for Young Adults. Her most recent book, *Gone Crazy in Alabama* is a 2016 Coretta Scott King Award winner. She is also the author of *One Crazy Summer* which is a Newbery Honor novel and a National Book Award Finalist. Williams-Garcia is also the author of *P.S. Be Eleven* and *Jumped*, among other works. The author will discuss her life as a writer, answer audience questions, and sign books. Copies of several Williams-Garcia books will be available for purchase. The event will be held in the Library's Community Meeting Room. Space is limited. Please register at epl.org/calendar or by calling 847-448-8625.



Evanston author **Joseph Epstein** will read from his latest work, *Masters of the Games: Essays on Sport*, on Saturday, July 16 at 3 pm in the Community Meeting Room of the Main Library. Epstein is Emeritus Lecturer of English at Northwestern University, a National Humanities Medal winner and former editor of *The American Scholar*. His books include: *Fabulous Small Jews*, *Gossip*, *Envy*, and *A Literary Education and Other Essays*. All are welcome, but to help us estimate seating needs, please either [register online](#) or by calling 847-448-8620.

Jammie Time!



Thursday, June 16, 7 pm, Children's Room, Main Library (also, July 21 and August 18)

On the third Thursday of every month, bring your kids ages 2 to 9 to the library in pajamas and enjoy a fun mix of pre-bedtime stories and songs. A great time for the whole family! Drop-in; **no registration required.** (PJ's not required.)

While you are here, **register** for the summer reading program OR come **pick up your prizes!**

Great for working parents and their kids!

SCORE Chicago Presents: Grow Your Small Business through LinkedIn Networking and Marketing

Monday, June 20, 7 pm, Community Meeting Room,
Main Library



LinkedIn is the Web's largest business networking platform. No longer merely for job search, use it to market your B2B or B2C small business. Michael Yublosky, SCORE Chicago mentor, presents an overview of LinkedIn, its top benefits, the best tools to use and immediate action steps you should take. Build your brand, expand your network, increase your visibility, and find more qualified prospects. Registration is requested but not required. [Register online](#) or call the Reference Desk at 847-448-8630

Excerpts from Patron feedback:

From former EPL staff member Rick Kinnebrew:

Recently I started work on a musical set in the California Gold Rush. The source of the story is the unpublished journal of a prospector named Warren. I only ever had a fragment of his journal, and the original resides in the Bancroft Library in Berkeley. When I needed to read more of his story, I expected to have to fly to California. Luckily, Berkeley had a microfilm of the complete journal, which they were willing to loan to EPL. Microfilm is an old technology, but Heather nicely showed me the new reader, so I could scan whole pages and mail them to myself. I got to spend days reading this rare item, and didn't have to leave Evanston!

So between airfare and accommodations, EPL saved me a fortune!

Evanston Public Library—Eureka!



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: July 14, 2016

Recommended Action

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

Summary

Payroll

May 2, 2016 through May 15, 2016	\$ 147,606.43
May 16, 2016 through May 29, 2016	\$ 136,164.75
May 30, 2016 through June 12, 2016	\$ 136,984.83

Library Fund Bills List

June 14, 2016	\$ 91,422.94
(includes April Purchasing Card expenses of \$10,654.59)	
June 28, 2016	\$ 55,542.17

Internal Checks List

Through June 8, 2016	\$ 35.21
Through June 27, 2016	\$ 35.98

Attachment: Bills Lists, April Purchasing Card List, Internal Checks Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.14.2016

185 LIBRARY FUND		
185 LIBRARY FUND SUPPORT		
22730 BANK OF AMERICA	*PURCHASING CARD#4355-APRIL 2016	10,654.59
185 LIBRARY FUND SUPPORT Total		<u>10,654.59</u>
4805 LIBRARY YOUTH SERVICES		
62341 SCHOLASTIC LIBRARY PUBLISHING	BOOKFLIX DATABASE SUBSCRIPTION	3,842.00
65100 BAKER & TAYLOR	ADULT PRINT AND SUMMER READING PROGRAM PRIZES	103.22
65100 BAKER & TAYLOR	JUV PRINT	453.27
65100 BAKER & TAYLOR	SUMMER READING PROGRAM BOOK PRIZES	3,703.72
65100 LAURA SIMMS	*STORYTELLING PERFORMER	400.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	243.53
65630 BAKER & TAYLOR	JUV PRINT	8,171.19
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	32.68
65641 MIDWEST TAPE	AUDIO VISUAL	115.52
65641 MIDWEST TAPE	JUV AV	723.48
4805 LIBRARY YOUTH SERVICES Total		<u>17,788.61</u>
4806 LIBRARY ADULT SERVICES		
62340 OVER DRIVE, INC.	ADULT E-BOOK/E AUDIO	2,021.71
62341 PROQUEST INFO & LEARNING COMPANY	STATISTICAL ABSTRACT OF THE US ONLINE	833.00
65100 COY W. DAVIS JR.	DOCUMENTARY PRESENTATION AND DISCUSSION	250.00
65100 GERALDO L. CADAVA	LATINO AMERICANS 500 EVENT	150.00
65100 WILSON TANNER SMITH	PERFORMANCE FEE	150.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	389.40
65630 BAKER & TAYLOR	ADULT PRINT	12,347.64
65630 BAKER & TAYLOR	ADULT PRINT AND SUMMER READING PROGRAM PRIZES	270.93
65630 BAKER & TAYLOR	JUV PRINT	1,644.83
65630 BERNAN ASSOCIATES	ADULT PRINT	147.66
65630 BLACKSTONE AUDIO BOOKS INC.	ADULT PRINT	4.00
65630 MARQUIS WHO'S WHO	ADULT PRINT	165.00
65630 GALE RESEARCH INC.	ADULT PRINT	228.41
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	224.99
65641 MIDWEST TAPE	ADULT AV	972.12
65641 MIDWEST TAPE	AUDIO VISUAL	860.29
65641 RECORDED BOOKS INC.	ADULT AV	684.20
65641 RECORDED BOOKS INC.	AUDIO VISUAL	20.85
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	123.75
65641 PENGUIN RANDOM HOUSE LLC	ADULT PRINT	33.75
65641 PENGUIN RANDOM HOUSE LLC	AUDI VISUAL	63.75
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	30.00
4806 LIBRARY ADULT SERVICES Total		<u>21,616.28</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESKAY DEVELOPMENT LLC	CAMS JULY 2016 RENT	3,451.88
65630 BAKER & TAYLOR	ADULT PRINT	225.37
65630 BAKER & TAYLOR	JUV PRINT	580.26
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>4,257.51</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 BRIDGEALL LIBRARIES LTD.	2016-2017 CCS COLLECTION HQ SUBSCRIPTION PRICING	7,096.50
62341 SIRSI CORPORATION DBA SIRSI DYNIX	INTERNET SOLUTION PROVIDER	1,104.20
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	7,762.51
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	193.87
65100 BRODART COMPANY	LIBRARY SUPPLIES	26.91
65100 DEMCO, INC.	LIBRARY SUPPLIES	20.99
4835 LIBRARY TECHNICAL SERVICES Total		<u>16,204.98</u>
4840 LIBRARY MAINTENANCE		
62225 SCHINDLER ELEVATOR CORP	ELEVATOR MAINTENANCE	8,086.00
62225 CINTAS CORPORATION #769	MAT SERVICE	337.60
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	145.00

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.14.2016

64015 NICOR	UTILITIES	423.83
64505 CALL ONE	COMMUNICATION CHARGES	347.75
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	266.48
65050 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	207.98
4840 LIBRARY MAINTENANCE Total		<u>9,814.64</u>
4845 LIBRARY ADMINISTRATION		
62185 TRAUTMANN, LYNN	EVENT PHOTOGRAPHER	187.50
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185 GOMEZ, EDUARDO	COMPUTER INSTRUCTOR	275.00
62380 XEROX CORPORATION	COPIER CHARGES	268.84
62380 XEROX CORPORATION	COPYING SERVICES	117.60
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	362.58
65095 DEMCO, INC.	LIBRARY SUPPLIES	41.95
65095 DEMCO, INC.	OFFICE SUPPLIES	49.20
65095 ILLINOIS PAPER COMPANY	40 BOXES COPY PAPER	1,404.00
65095 OFFICE DEPOT	OFFICE SUPPLIES	477.54
65095 DIRECT PAPER SUPPLY	THERMAL RECEIPT PAPER	855.68
4845 LIBRARY ADMINISTRATION Total		<u>5,706.55</u>
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	6.99
65100 HERNANDEZ-SOLIS, LEA FARAH	REIMBURSEMENT:POETRY RECEPTION	211.41
65100 OPEN STUDIO PROJECT	EARTH DAY EVENT	200.00
65100 CUSTOM EARTH PROMOS	SUMMER READING PROGRAM WATER BOTTLES PRIZES	3,250.00
65100 JAYME COVELIERS	SUMMER READING PROGRAM VIDEO PROMO	200.00
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	705.72
65100 POSITIVE CONNECTIONS, INC.	LIBRARY SUPPLIES	109.51
4850 LIBRARY GRANTS Total		<u>4,683.63</u>
185 LIBRARY FUND Total		<u><u>90,726.79</u></u>
Grand Total		<u><u>90,726.79</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.14.2016

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -APRIL, 2016	696.15
			<u>696.15</u>
		GRAND TOTAL	<u>91,422.94</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 06.28.2016

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	1,644.02
65100 BAKER & TAYLOR	SRP BOOK DRIVE AND GIVE AWAY	357.20
65100 KIMBERLY A. KAUFMANN	DIRECTORY	131.63
65630 BAKER & TAYLOR	JUV PRINT	4,564.15
65641 MIDWEST TAPE	AUDIO VISUAL	59.97
65641 MIDWEST TAPE	JUV AV	354.45
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	202.49
4805 LIBRARY YOUTH SERVICES Total		<u>7,313.91</u>
4806 LIBRARY ADULT SERVICES		
62340 GALE RESEARCH INC.	REF ONLINE	17,921.42
65100 CALEB HOISINGTON	COMPUTER INSTRUCTOR	300.00
65100 ALL VILLAGE SINGERS	CONCERT PERFORMANCE 4/22/2016	150.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	311.14
65630 BAKER & TAYLOR	ADULT PRINT	9,012.06
65630 CENTER POINT INC	ADULT PRINT	128.82
65630 HAINES & COMPANY INC	DIRECTORY SUBSCRIPTION	415.50
65630 MARQUIS WHO'S WHO	ADULT PRINT	784.50
65630 BOOKLINX	ADULT PRINT	832.32
65630 GALE RESEARCH INC.	ADULT PRINT	470.82
65641 MIDWEST TAPE	ADULT AV	447.59
65641 MIDWEST TAPE	AUDIO VISUAL	777.87
65641 RECORDED BOOKS INC.	ADULT PRINT	74.20
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	82.50
4806 LIBRARY ADULT SERVICES Total		<u>31,708.74</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	241.65
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	25.98
4820 LIBRARY CIRCULATION Total		<u>267.63</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
64015 NICOR	CAMS NATURAL GAS	17.22
64015 NICOR	NORTH BRANCH NATURAL GAS	29.56
65630 BAKER & TAYLOR	ADULT PRINT	153.97
65630 BAKER & TAYLOR	JUV PRINT	30.62
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>231.37</u>
4835 LIBRARY TECHNICAL SERVICES		
62341 BAKER & TAYLOR	SUBSCRIPTION FEE	2,995.00
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	103.77
65555 SPRINT	PC EQUIPMENT	1,264.09
4835 LIBRARY TECHNICAL SERVICES Total		<u>4,362.86</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	129.53
62225 ANDERSON LOCK CO. LTD	DOOR REPAIR	414.57
62225 SCHINDLER ELEVATOR CORP	BUILDING MAINTENANCE SERVICES	330.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	343.49
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	787.64
4840 LIBRARY MAINTENANCE Total		<u>9,375.23</u>
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX-MAY 2016	117.00
62295 TIMOTHY LONGO	MILEAGE REIMBURSEMENT SIRSI DYNIX USER MEETING	52.64
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	114.05

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 06.28.2016

65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	263.16
65095 OFFICE DEPOT	OFFICE SUPPLIES	113.46
65095 OFFICE DEPOT	POSTER PRINTER SUPPLIES	277.74
65095 4IMPRINT	PROMOTIONAL PENS	396.41
65095 ROZANAS, NANCY	PLANTS FOR THE LIBRARY	40.41
4845 LIBRARY ADMINISTRATION Total		<u>1,374.87</u>
4850 LIBRARY GRANTS		
65100 HERNANDEZ-SOLIS, LEA FARAH	REIMBURSEMENT:POETRY RECEPTION	211.41
4850 LIBRARY GRANTS Total		<u>211.41</u>
185 LIBRARY FUND Total		<u>54,846.02</u>
Grand Total		<u>54,846.02</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.28.2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -MAY, 2016	696.15
			<u>696.15</u>
		GRAND TOTAL	<u><u>55,542.17</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	1000BULBS.COM	\$ 626.87	04/01/2016	65050 BUILDING MAINTENANCE MATERIAL	50 HIGH OUTPUT CFL BULBS FOR HANGING FIXTURES ON 3RD FLOOR.
LIBRARY/ADMIN	FACEBOOK ZHD4U8JH42	\$ 22.95	04/01/2016	62205 ADVERTISING	FACEBOOK ADS - PROGRAMMING
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 122.94	04/04/2016	65050 BUILDING MAINTENANCE MATERIAL	3 PAIRS OF RUBBER OVER BOOTS FOR MAINTENANCE DEPARTMENT AND MAINTENANCE VOLUNTEERS.
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 249.90	04/04/2016	65050 BUILDING MAINTENANCE MATERIAL	50 BAGS OF MULCH, 40 BAGS OF TOPSOIL
LIBRARY/ADMIN	MARRIOTT NORMAL	\$ 300.16	04/04/2016	62295 TRAINING & TRAVEL	ATTENDANCE AT ILLINOIS YOUTH SERVICES INSTITUTE 2016 - CONFERENCE IN BLOOMINGTON-NORMAL, IL FROM 3/31/16-4/2/16
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 20.40	04/04/2016	65050 BUILDING MAINTENANCE MATERIAL	DISPOSABLE FILTERS 16"X25"X1"
LIBRARY/ADMIN	MARRIOTT NORMAL	\$ 320.77	04/04/2016	62295 TRAINING & TRAVEL	HOTEL FOR IYSI ASHLEY HAMERNIK
LIBRARY/ADMIN	MARRIOTT NORMAL	\$ 300.16	04/04/2016	62295 TRAINING & TRAVEL	HOTEL FOR IYSI RENEE NEUMEIER
LIBRARY/ADMIN	MEDICI	\$ 21.61	04/04/2016	62295 TRAINING & TRAVEL	PER DIEM FOR IYSI, DINNER FOR ASHLEY HAMERNIK AND RENEE NEUMEIER
LIBRARY/ADMIN	VALLI PRODUCE	\$ 109.99	04/05/2016	65095 OFFICE SUPPLIES	VETERANS CEREMONY FOOD
LIBRARY/ADMIN	SAVILLE FLOWERS	\$ 220.00	04/06/2016	65095 OFFICE SUPPLIES	VETERANS CEREMONY FLOWERS
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 5.98	04/07/2016	65100 LIBRARY SUPPLIES	2 PACKAGES SCOTCH POSTER PUTTY FOR STEAM BALANCING ROBOT PROGRAMS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 23.91	04/07/2016	62210 PRINTING	BUSINESS CARD
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.14	04/07/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET AND TELEPHONE CONNECTION
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 350.00	04/08/2016	62360 MEMBERSHIP DUES	2016 MEMBERSHIP DUES RENEWAL
LIBRARY/ADMIN	DRI FARONICS	\$ 210.38	04/08/2016	62341 INTERNET SOLUTION PROVIDERS	DEEP FREEZE MAINTENANCE PACKAGE
LIBRARY/ADMIN	BETH'S LITTLE BAKE SHO	\$ 125.00	04/08/2016	62295 TRAINING & TRAVEL	STAFF DAY FOOD
LIBRARY/ADMIN	ADVANCE AUTO PARTS #88	\$ 33.99	04/11/2016	65050 BUILDING MAINTENANCE MATERIAL	2 BOTTLES OF FLAT TIRE REPAIR GOOP, 1 BOX OF BLACK NITRILE DISPOSABLE GLOVES.
LIBRARY/ADMIN	ADVANCE AUTO PARTS #88	\$ (7.00)	04/11/2016	65050 BUILDING MAINTENANCE MATERIAL	CREDIT BACK FOR FLAT TIRE REPAIR GOOP
LIBRARY/ADMIN	NYT TIMES E-BILLING	\$ 391.04	04/11/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION NORTH BRANCH
LIBRARY/ADMIN	AMERICAN LIBRARY ASSOC	\$ 227.00	04/11/2016	62295 TRAINING & TRAVEL	REGISTRATION FOR YALSA SYMPOSIUM RENEE NEUMEIER
LIBRARY/ADMIN	USPS 16262202033308925	\$ 392.00	04/11/2016	62315 POSTAGE	US FLAG COIL STAMPS 8 ROLLS
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 4.94	04/12/2016	65100 LIBRARY SUPPLIES	BULK PINTO BEANS FOR PRESCHOOL TACO SHAKER CRAFT - THE FAMILY CENTER, LEARNING & GROWING PROGRAM, JEH 4/12/16
LIBRARY/ADMIN	APL APPLEONLINESTOREUS	\$ 21.09	04/12/2016	62341 INTERNET SOLUTION PROVIDERS	COMPUTER UPGRADE
LIBRARY/ADMIN	HYATT HOTELS DENVER CC	\$ 1,124.56	04/12/2016	62295 TRAINING & TRAVEL	PLA ACCOMODATION JILL SKWERSKI
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 138.70	04/12/2016	65100 LIBRARY SUPPLIES	SRP IREAD BOOKMARKS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 44.90	04/13/2016	65050 BUILDING MAINTENANCE MATERIAL	1 GALLON OF ODOBAN AIR FRESHENER, ODORSHIELD GLAD 13 GALLON TRASH BAGS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 165.48	04/14/2016	65050 BUILDING MAINTENANCE MATERIAL	FOR EMERAGNCY NORTH BRANCH PARAPIT WALL REPAIR, FILLER FOR ROTTEN WOOD REPAIR
LIBRARY/ADMIN	JC LICHT #1252	\$ 24.91	04/14/2016	65040 JANITORIAL SUPPLIES	QUART OF MATCHED TILE PAINT, PAINT SPRAY CAN BLACK, FOR STENCILING EPL PROPERTY

LIBRARY/ADMIN	IN JET BLUE PRINT, LL	\$ 90.00	04/15/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN BURNER UPGRADE PRINT REPRODUCTIONS
LIBRARY/ADMIN	IN JET BLUE PRINT, LL	\$ 120.00	04/15/2016	65050 BUILDING MAINTENANCE MATERIAL	NB PRINT REPRODUCTIONS MECHANICAL UPGRADE
LIBRARY/ADMIN	WALGREENS #15364	\$ 29.98	04/15/2016	65050 BUILDING MAINTENANCE MATERIAL	SMART PHONE DASH MOUNT FOR LIBRARY VAN, SMART PHONE CAR CHARGER FOR LIBRARY VAN.
LIBRARY/ADMIN	TARGET 00009274	\$ 51.09	04/15/2016	65095 OFFICE SUPPLIES	STAFF DAY SUPPLIES
LIBRARY/ADMIN	PURE ELECTRIC	\$ 398.00	04/18/2016	65050 BUILDING MAINTENANCE MATERIAL	200 PL13 TWIN TUBE COMPACT FLUORESCENT BULBS FOR CAN FIXTURES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 29.98	04/18/2016	65050 BUILDING MAINTENANCE MATERIAL	AA & AAA BATTERIES
LIBRARY/ADMIN	AMERICAN 00106284114440	\$ 8.99	04/18/2016	65095 OFFICE SUPPLIES	AIRFARE FOR POERTY AWARD JUDGE
LIBRARY/ADMIN	AMERICAN 00121983034121	\$ 366.20	04/18/2016	65095 OFFICE SUPPLIES	AIRFARE FOR POETRY AWARD JUDGE
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 10.98	04/18/2016	65100 LIBRARY SUPPLIES	ANN'S BOOK CLUB BREAKFAST - 2-BITE CINNAMON ROLLS, OAT SCOTCHIE COOKIES
LIBRARY/ADMIN	PEET'S #04304	\$ 20.90	04/18/2016	65100 LIBRARY SUPPLIES	ANN'S BOOK CLUB BREAKFAST -CARTON OF COFFEE
LIBRARY/ADMIN	EVANSTON BLUE PRINT CO	\$ 62.50	04/18/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY PHASE 1 PRINTS
LIBRARY/ADMIN	EVANSTON CHAMBER OF CO	\$ 25.00	04/18/2016	62295 TRAINING & TRAVEL	MARKETING SERIES FACEBOOK INTENSIVE TRAINING
LIBRARY/ADMIN	BLICK ART 800 447 1892	\$ 47.16	04/18/2016	65100 LIBRARY SUPPLIES	SRP AND EARTH DAY OPEN STUDIOS PROGRAM SUPPLIES
LIBRARY/ADMIN	SMYLIE BROS. RESTAURAN	\$ 598.40	04/18/2016	62295 TRAINING & TRAVEL	STAFF DAY LUNCHEON
LIBRARY/ADMIN	GFS STORE #1915	\$ 62.37	04/18/2016	65095 OFFICE SUPPLIES	STAFF DAY SUPPLIES
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	04/19/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET AND COMPUTER CONNECTION
LIBRARY/ADMIN	RVT ETHS WEBSTORE	\$ 157.75	04/19/2016	65100 LIBRARY SUPPLIES	CHROMECAMP EVENT FOOD
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 300.00	04/19/2016	62295 TRAINING & TRAVEL	REACHING FORWARD REGISTRATION
LIBRARY/ADMIN	DOLRTREE 6267 00062679	\$ 24.00	04/19/2016	65100 LIBRARY SUPPLIES	SRP AND EARTH DAY OPEN STUDIOS PROGRAM SUPPLIES
LIBRARY/ADMIN	FOUR FINCHES	\$ 266.00	04/20/2016	65095 OFFICE SUPPLIES	DONOR/VOLUNTEER RECEPTION FLOWERS
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 40.95	04/20/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	VISTAPR VISTAPRINT.COM	\$ 182.37	04/20/2016	65100 LIBRARY SUPPLIES	SRP BANNERS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 448.29	04/20/2016	65100 LIBRARY SUPPLIES	SRP READING LOGS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 61.63	04/21/2016	62210 PRINTING	MOBILE HOTSPOT BOOKMARKS
LIBRARY/ADMIN	THE WEBSTAUANT STORE	\$ 146.94	04/22/2016	65095 OFFICE SUPPLIES	DONOR/VOLUNTEER RECEPTION SUPPLIES
LIBRARY/ADMIN	IN SCENTCO, INC	\$ 516.71	04/22/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	GOTPRINT.COM	\$ 23.84	04/25/2016	65095 OFFICE SUPPLIES	BUSINESS CARDS
LIBRARY/ADMIN	BADGE BOMB	\$ 120.52	04/25/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	UPSTART/EDUPRESS	\$ 57.75	04/25/2016	65100 LIBRARY SUPPLIES	PRIZES TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	TECHSOUP	\$ 55.00	04/28/2016	62341 INTERNET SOLUTION PROVIDERS	ACROBAT PRO INSTALLATION

LIBRARY/ADMIN	LOWES #01748	\$ 202.68	04/28/2016	65050 BUILDING MAINTENANCE MATERIAL	COMPRESSED AIR HOSE REEL, BIT SET, WASHERS AND NUTS, AIR COUPLER, MAGNETIC HOLDER CLIP
LIBRARY/ADMIN	1000BULBS.COM	\$ 197.02	04/28/2016	65050 BUILDING MAINTENANCE MATERIAL	LED MR16 STYLE FLOOD BULBS FOR TEEN LOFT AND CHILDREN'S DEPARTMENT
LIBRARY/ADMIN	THE WEBSTAUANT STORE	\$ 32.97	04/29/2016	65095 OFFICE SUPPLIES	DONOR/VOLUNTEER MATERIALS
APRIL LIBRARY TOTAL		\$ 10,654.59			

Evanston Public Library
Library Internal Check
May 21 - June 8, 2016

Type	Date	Num	Name	Memo	Clr	Business Account	Amount
May 21 - Jun 8, 16							
Check	06/08/2016	1379	COMCAST	MAIN LIBRARY COMCAST		185.48.4840.62235	-1.27
Check	06/08/2016	1380	Fremont Public Library	INTERLIBRARY LOAN		185.48.4820.57515	-21.95
Check	06/08/2016	1381	Dundee Public Library	INTERLIBRARY LOAN		185.48.4820.57515	-11.99
May 21 - Jun 8, 16							<u>-35.21</u>

Evanston Public Library
Library Internal Checks
June 9 - 27, 2016

Type	Date	Num	Name	Memo	Account	Clr	Amount	Balance
Jun 9 - 27, 16								
Check	06/27/2016	1382	Northbrook Public Library	ILL LOST BOOK	Library Fund Internal Check		-27.99	-27.99
Check	06/27/2016	1383	PARK RIDGE PUBLIC LIBRARY	ILL LOST BOOK	Library Fund Internal Check		-7.99	-35.98
							-35.98	-35.98
Jun 9 - 27, 16								



Budget Performance Report

Fiscal Year to Date 06/30/16

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	160,000.00	.00	160,000.00	(241.65)	.00	65,442.46	94,557.54	41	129,808.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(129.98)	.00	4,556.42	7,443.58	38	11,225.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$172,000.00	\$0.00	\$172,000.00	(\$371.63)	\$0.00	\$69,998.88	\$102,001.12	41%	\$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	.00	.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	5,645.68	.00	54,845.77	(4,845.77)	110	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	15,582.00	71,918.00	18	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	185.25
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(117.00)	.00	30.05	(30.05)	+++	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	179.78	.00	1,741.16	258.84	87	2,683.47
57002	TRANSFER FROM ENDOWMENT	185,800.00	.00	185,800.00	.00	.00	.00	185,800.00	0	171,000.00
57526	LIBRARY BOOK SALE	63,000.00	.00	63,000.00	.00	.00	19,251.92	43,748.08	31	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	7,960.71	7,539.29	51	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	.00	.00	4,950.75	7,549.25	40	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	.00	.00	8,373.32	16,926.68	33	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		\$6,845,157.00	\$0.00	\$6,845,157.00	\$5,708.46	\$0.00	\$3,360,733.72	\$3,484,423.28	49%	\$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
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	750.00	(750.00)	+++	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	(\$750.00)	+++	\$88,175.12
Department 48 - LIBRARY Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$5,336.83	\$0.00	\$3,431,482.60	\$3,585,674.40	49%	\$6,768,037.23
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$5,336.83	\$0.00	\$3,431,482.60	\$3,585,674.40	49%	\$6,768,037.23
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	465,530.00	.00	465,530.00	35,492.67	.00	196,732.43	268,797.57	42	394,635.83



Budget Performance Report

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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	11,111.98	.00	83,542.77	106,793.23	44	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	5,961.36	.00	34,536.23	63,756.77	35	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	9.01	68.99	12	12.32
61710	IMRF	67,298.00	.00	67,298.00	4,672.08	.00	28,247.26	39,050.74	42	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	2,948.70	.00	17,225.73	22,677.27	43	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	689.63	.00	4,028.59	5,304.41	43	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	3,842.00	3,842.00	3,927.12	(7,769.12)	+++	4,023.99
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	210.95	689.05	23	592.89
65100	LIBRARY SUPPLIES	48,615.00	.00	48,615.00	7,099.22	3,433.93	20,272.70	24,908.37	49	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	13,134.74	.00	66,646.84	90,353.16	42	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	1,455.91	.00	9,128.00	24,072.00	27	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	1,264.92	.00	7,589.52	7,589.48	50	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,182,065.00	\$0.00	\$1,182,065.00	\$87,674.80	\$7,275.93	\$474,605.28	\$700,183.79	41%	\$978,709.33
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	43,043.15	.00	247,127.78	300,853.22	45	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	11,465.72	.00	94,202.87	120,735.13	44	209,295.48
61415	TERMINATION PAYOUTS	10,400.00	.00	10,400.00	.00	.00	23,075.11	(12,675.11)	222	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	4,821.24	.00	29,833.07	54,391.93	35	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	2.57	.00	16.92	29.08	37	37.30
61710	IMRF	72,503.00	.00	72,503.00	5,179.28	.00	34,253.40	38,249.60	47	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	3,496.42	.00	23,262.61	24,149.39	49	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	817.71	.00	5,440.48	5,647.52	49	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	19,943.13	.00	47,977.48	(47,977.48)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	833.00	31,707.02	41,520.40	96,172.58	43	133,407.36
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	122.63	777.37	14	371.25
65100	LIBRARY SUPPLIES	23,300.00	.00	23,300.00	2,213.21	940.89	5,009.42	17,349.69	26	7,090.35
65503	FURNITURE / FIXTURES / EQUIPMENT	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
65630	LIBRARY BOOKS	306,900.00	.00	306,900.00	27,153.03	.00	123,185.17	183,714.83	40	258,885.23



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65635	PERIODICALS	15,700.00	.00	15,700.00	739.03	.00	9,214.29	6,485.71	59	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	4,395.86	.00	29,427.77	61,972.23	32	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	1,727.08	.00	10,362.48	10,362.52	50	19,995.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$125,830.43	\$32,647.91	\$730,726.28	\$858,743.81	47%	\$1,472,751.54
Business Unit 4808 - NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	.00	.00	.00	490.63	.00	1,469.69	(1,469.69)	+++	.00
61510	HEALTH INSURANCE	.00	.00	.00	107.30	.00	321.80	(321.80)	+++	.00
61710	IMRF	.00	.00	.00	50.82	.00	152.24	(152.24)	+++	.00
61725	SOCIAL SECURITY	.00	.00	.00	29.39	.00	88.03	(88.03)	+++	.00
61730	MEDICARE	.00	.00	.00	6.88	.00	20.59	(20.59)	+++	.00
Business Unit 4808 - NEIGHBORHOOD SERVICES Totals		\$0.00	\$0.00	\$0.00	\$685.02	\$0.00	\$2,052.35	(\$2,052.35)	+++	\$0.00
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	16,291.88	.00	95,085.77	96,142.23	50	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	22,266.03	.00	122,800.25	183,472.75	40	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	2,869.56	.00	16,605.87	26,212.13	39	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	3.18	63.82	5	.53
61710	IMRF	45,206.00	.00	45,206.00	3,041.18	.00	17,811.34	27,394.66	39	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	2,388.37	.00	13,714.75	16,950.25	45	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	558.54	.00	3,207.50	3,964.50	45	6,852.91
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	968.63	4,431.37	18	3,219.79
65100	LIBRARY SUPPLIES	2,410.00	.00	2,410.00	362.96	855.68	4,159.31	(2,604.99)	208	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	1,114.17	.00	6,685.02	6,684.98	50	12,899.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$48,893.22	\$855.68	\$282,085.70	\$372,467.62	43%	\$603,889.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	10,623.13	.00	60,994.18	19,270.82	76	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	10,623.41	.00	63,744.02	127,578.98	33	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	1,950.50	.00	12,076.23	9,008.77	57	25,039.78
61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.57	5.43	9	1.94
61710	IMRF	25,933.00	.00	25,933.00	1,987.54	.00	11,880.22	14,052.78	46	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	1,299.78	.00	7,712.65	9,087.35	46	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	303.97	.00	1,803.70	2,125.30	46	4,003.55



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62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	3,850.00	55.00	6,595.00	37	10,143.85
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	305.98	.00	1,323.80	1,676.20	44	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	3,451.88	.00	20,711.28	23,748.72	47	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	46.78	.00	1,514.19	1,385.81	52	2,859.09
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	165.48	(165.48)	+++	20.76
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	.00	.00	892.88	4,507.12	17	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	990.22	.00	5,958.71	23,941.29	20	21,701.55
65635	PERIODICALS	1,500.00	.00	1,500.00	29.00	.00	1,309.64	190.36	87	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	257.75	.00	1,546.50	1,546.50	50	2,984.04
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$459,394.00	\$0.00	\$459,394.00	\$31,870.02	\$3,850.00	\$193,064.95	\$262,479.05	43%	\$441,601.20
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	22,238.50	.00	128,084.18	147,493.82	46	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	5,571.65	.00	34,575.50	54,955.50	39	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	18,310.25	17,815.75	51	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	3.18	82.82	4	6.25
61710	IMRF	38,968.00	.00	38,968.00	2,912.22	.00	16,634.15	22,333.85	43	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	1,710.48	.00	10,089.02	12,321.98	45	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	400.04	.00	2,359.53	2,881.47	45	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	7,096.50	.00	12,570.32	24,399.68	34	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	12,015.37	62,736.04	61,797.20	(10,833.24)	110	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	1,215.52	.00	3,603.29	9,396.71	28	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	1,264.09	.00	4,852.53	44,367.47	10	16,602.99
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	718.42	.00	4,310.52	4,310.48	50	8,318.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$693,352.00	\$0.00	\$693,352.00	\$58,262.14	\$62,736.04	\$298,486.13	\$332,129.83	52%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	15,197.53	.00	84,150.54	168,494.46	33	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	12,049.48	.00	69,855.94	28,322.06	71	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	605.49	.00	5,893.88	3,406.12	63	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	5,242.74	.00	28,784.57	42,612.43	40	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	229.53	.00	1,112.18	87.82	93	2,552.03
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	620.00	.00	100	620.00
61710	IMRF	37,615.00	.00	37,615.00	2,885.51	.00	16,667.99	20,947.01	44	34,878.24



Budget Performance Report

Fiscal Year to Date 06/30/16

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
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	1,690.89	.00	9,822.00	11,391.00	46	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	395.44	.00	2,297.08	2,663.92	46	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	17,026.66	61,460.00	74,606.65	83,690.35	62	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	453.33	.00	2,719.98	2,720.02	50	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	395.25	.00	2,371.50	2,371.50	50	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	1,119.98	.00	11,660.83	18,839.17	38	26,413.01
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,119.90	.00	6,261.52	5,738.48	52	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	2,236.87	.00	12,709.75	19,290.25	40	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	453.33	.00	2,719.98	2,720.02	50	5,247.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$838,251.00	\$0.00	\$838,251.00	\$61,101.93	\$61,460.00	\$333,435.67	\$443,355.33	47%	\$809,118.63
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	550,338.00	.00	550,338.00	43,431.37	.00	276,962.78	273,375.22	50	876,532.14
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	5,704.32	.00	36,664.43	51,600.57	42	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	9,475.26	.00	53,793.80	54,579.20	50	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	600.00	.00	3,600.00	3,600.00	50	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	600.00	600.00	50	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	5,090.44	.00	32,713.07	35,018.93	48	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	2,984.17	.00	19,230.08	19,927.92	49	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	697.93	.00	4,497.40	4,659.60	49	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	2,129.16	127,125.00	20,920.42	22,954.58	87	26,157.92
62210	PRINTING	6,000.00	.00	6,000.00	313.23	4.49	5,434.16	561.35	91	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	398.19	.00	1,554.24	345.76	82	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	2,523.56	.00	21,125.95	20,899.05	50	17,940.51
62315	POSTAGE	5,500.00	.00	5,500.00	81.63	.00	2,073.89	3,426.11	38	3,693.08
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	105.19	.00	1,400.19	604.81	70	1,017.00
62380	COPY MACHINE CHARGES	12,881.00	.00	12,881.00	386.44	.00	386.44	12,494.56	3	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	487.13	512.87	49	400.73



Budget Performance Report

Fiscal Year to Date 06/30/16

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
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	387.19	.00	2,447.46	1,552.54	61	5,700.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	114.05	.00	695.15	1,304.85	35	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	7,237.31	3,033.72	35,408.59	59,327.69	39	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	1,138.42	.00	6,830.52	6,830.48	50	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	20,833.33	.00	124,999.98	125,000.02	50	249,999.96
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,505,153.00	\$0.00	\$1,505,153.00	\$103,731.19	\$130,163.21	\$653,672.61	\$721,317.18	52%	\$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	4,683.63	.00	15,575.79	(5,575.79)	156	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	\$4,683.63	\$0.00	\$15,575.79	\$4,424.21	78%	\$63,981.81
Department 48 - LIBRARY Totals		\$6,975,742.00	\$0.00	\$6,975,742.00	\$522,732.38	\$298,988.77	\$2,983,704.76	\$3,693,048.47	47%	\$6,930,704.00
EXPENSE TOTALS		\$6,975,742.00	\$0.00	\$6,975,742.00	\$522,732.38	\$298,988.77	\$2,983,704.76	\$3,693,048.47	47%	\$6,930,704.00
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	5,336.83	.00	3,431,482.60	3,585,674.40	49	6,768,037.23
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	522,732.38	298,988.77	2,983,704.76	3,693,048.47	47	6,930,704.00
Fund 185 - LIBRARY FUND Totals		\$41,415.00	\$0.00	\$41,415.00	(\$517,395.55)	(\$298,988.77)	\$447,777.84	(\$107,374.07)		(\$162,666.77)
Grand Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	5,336.83	.00	3,431,482.60	3,585,674.40	49	6,768,037.23
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	522,732.38	298,988.77	2,983,704.76	3,693,048.47	47	6,930,704.00
Grand Totals		\$41,415.00	\$0.00	\$41,415.00	(\$517,395.55)	(\$298,988.77)	\$447,777.84	(\$107,374.07)		(\$162,666.77)