

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, AUGUST 17, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, August 17, 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 July 20, 2016 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update
- B. Strategic Planning Committee Update
- C. Proclamation

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

- A. Development Committee (Shawn Iles)

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries Video

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Approval of Renewal of Siemens Building Automation Service Agreement

11. ADJOURNMENT

Next Meeting: September 21, 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, July 20, 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, Leora Siegel, Sandra Smith, Michael Tannen

Members Absent: none

Staff: Karen Danczak Lyons, Paul Gottschalk, Heather Norborg, Renee Neumeier, Kimberly Hiltwein

Guests: Bob Seidenberg, Evanston Review

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

STAFF REPORTS

Renee Neumeier reported on the progress of the Summer Reading Program. This year, children at summer camps are reading 20 minutes per day. In collaboration with Cradle to Career, nearly 500 books were collected to distribute to children to support summer reading. Promotional materials were of a much higher quality this year.

Kim Hiltwein and Heather Norborg reported on the Library's first community-wide "Big Read" of "In to the Beautiful North". Over 1,000 books were purchased and distributed to support the program. Staff worked in partnership with Evanston Township High School, the middle schools, Oakton Community College and Northwestern University. There was community involvement with seventeen local organizations. Staff gained significant experience on how to run a "community-wide read" and plans are underway for the next book, "The Other Wes Moore". The Board was very appreciative of the work by staff on summer reading and the Big Read.

BOARD DEVELOPMENT

Assistant City Attorney Mario Treto, Jr. shared information on the Open Meetings Act (presentation attached).

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the June 15, 2016 meeting, the bills list and payroll. Seconded by Margaret Lurie and approved on a voice vote.

OATH OF OFFICE

Socorro Clarke and Tori Foreman took the Oath of Office for reappointment to the Library Board. Their new terms end June 30, 2019.

INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Update** – Karen Danczak Lyons reported that the fundraising for this project is moving forward. The Committee is meeting with individuals and staff of corporations; pledges are coming in. An anonymous donor has agreed to match pledges dollar for dollar. A 501c3 foundation is being created to accept contributions. To select the architectural firm, the architectural Request for Qualifications is being prepared.
- B. Strategic Planning Committee Update** – Tremendous progress has been made. A draft plan will be ready for review in August.

LIBRARY DIRECTOR’S REPORT

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

- Library staff member Ariel Erbacher has been named a Spectrum Scholar – a huge honor.

STAFF REPORTS

- A. Administrative Services Report** – Paul Gottschalk reported that the renovation work at North Branch is scheduled to begin August 1st. Lush is appealing the City’s interpretation of a fire code issue.

BOARD REPORTS

No reports.

BOARD DEVELOPMENT

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

NEW BUSINESS

- A. Committee Assignments** – Michael Tannen made Board committee assignments.

ADJOURNMENT – Socorro Clarke motioned to adjourn the meeting, seconded by Vaishali Patel. Motion approved. The meeting adjourned at 7:54 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

Next Meeting: Wednesday, August 17, 2016 at 6:30 pm Evanston Public Library, Board Room.

DRAFT

**Library Director's Report
July 20, 2016**

Updates:

- We have received an \$18,000 check as the second disbursement from the estate of Allen H. Howard. We received \$120,000 in December 2012. These funds were placed in the Endowment.
- The surface parking lot adjacent to the main library known as the "Library Parking Lot" was on the July 11th City Council agenda. The City of Evanston received City Council approval to proceed with negotiating the sale of property. Any new mixed use development approved would include replacing the parking spaces lost to the development, probably creating a parking deck underneath the new structure.
As you know, this is a City of Evanston owned lot that is maintained by the City. All parking revenue is paid to the City's parking fund.
- Thank you to everyone who joined EPL for the 4th of July Parade. Along with having enthusiastic marchers, bike enthusiasts, representatives from Divvy bikes, fan favorites the book-card drill team and falcon enthusiasts, EPL was represented on the Backlot float (see photo under Neighborhood Services report.)
- As a result of a reduction in funding from the State of Illinois, we will reduce our book buying budget by \$36,759.47. Tim and Betsy are working with staff to minimize the impact of this reduction. Our budget reflected level funding for our FY2016 State Per Capita Grant in the amount of \$57,417.53. The payment description notes "100% payment". Budget amount was \$94,177.
- As an additional feature of our new online crowdsourced fundraising program to support the Summer Reading Program, Jess and Jill Schacter create informative emails that are sent to our online community. The most recent email featured Brian Wilson and his work with children. From Jess: The email went out about 10:30 a.m. and we received 6 gifts in the first hour. Four were new donors – those are tough to acquire. One guy, found my email and wrote me to let me know "I wish my donation to support Mr. Brian's work with children." He donated \$300.

Other comments:

"I am responding to the email message about Mr. Brian's "electric" work with children."

"Your statistics on per spending resident is very powerful, as was the fact that more people attended than Skokie but 1/3 fewer donations. Please keep providing that info, as I think it really motivates donors. Thank you for everything you do. We love it!"

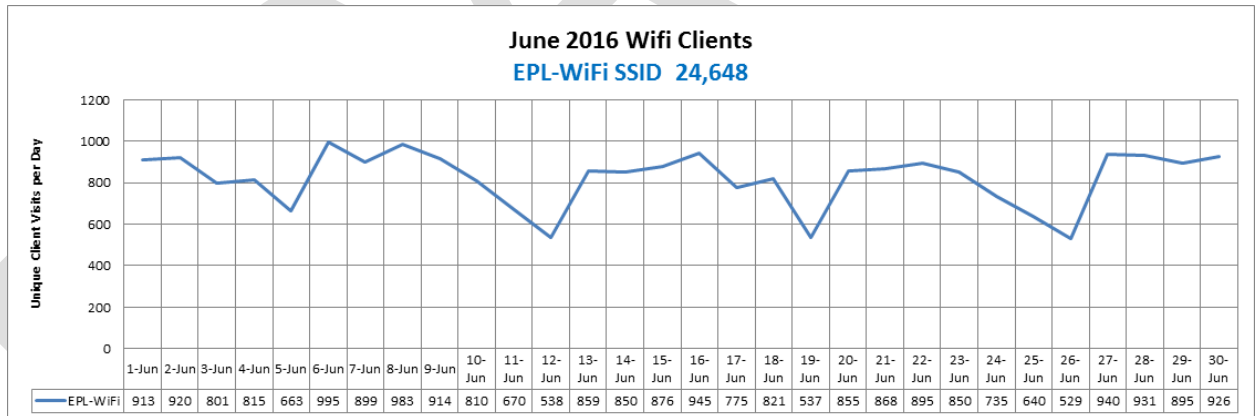
I returned from lunch and there was a check on my chair, with “keep books electric” in the memo section. This is a WOW in EPL fundraising. Thank you (Brian) for being such an eloquent spokesperson and an Evanston treasure.

Assessments, metrics and initiative results:

Foot traffic:	June, 2016	May, 2016
Main:	49,348	41,777
North:	4,913	3,994
CAMS:	4,269	3,640
Total:	58,530	49,411

Website visits in May: 40,972 June: 36,122

Overall Computer/Internet Use – all locations: May: 5,251 June: 5,800



Actual Computer Usage

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
		1-Jun	2-Jun	3-Jun	TOTALS
		12	17	12	41
6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	
13	12	23	9	13	70
13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	
14	15	11	19	18	77
20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	
16	13	20	17	16	82
27-Jun	28-Jun	29-Jun	30-Jun		
17	14	17	9		57
					327

Partnerships and collaborations:

- EPL is supporting the Evanston Police Department’s Outreach team. Jan Bojda is coordinating our efforts to identify and purchase books that feature Police Officers for a variety of grade levels. The EPD Officers will read these books to local children as part of their outreach programming.
- Renee Neumeier has been working with Evanston Township High School to draft an MOU that explains the data sharing and coordination needed to create EPL cards for incoming freshmen.
- EPL provided a space for our community to come together and discuss the recent shootings: “Where Do We Go from Here: Chaos or Community? Exploring the Current American Landscape” Creating a safe space to process unresolved traumas facilitated by Melissa Blount

Highlights from Neighborhood Services from Connie Heneghan include:

AWARDS

Ariel Erbacher was awarded an [ALA Spectrum Scholarship Award](#) for 2016-2017. She is attending the University of Illinois MLIS program.

Marcelo Anon who volunteers at CAMS twice a week, competed in track & field in the Special Olympics last Saturday. He is wearing his medal and holding his ribbon for 8th place in the javelin.



FOURTH OF JULY PARADE

Nancy Engel and family, Bridget Petrites and fiancée, volunteer Chris Steel and her two granddaughters, and Connie Heneghan, all from Neighborhood Services, marched in the parade to represent the library.

The Backlots Entry Included a float representing the North Branch of the Evanston Public Library:



NEW PROGRAMS

Family Movie Night

Ranea Surbrook and Paula Shapiro presented a Picnic in the Park and Movie Night at North Branch.



We introduced **Family Game Times** at both branches.

Also **Wii Wednesdays** at CAMS. Jayden one of our summer youth employees led this activity.



OUTREACH AND VISITS TO CAMS:

A Chute Middle School ESL class visited CAMs to checkout materials for summer reading (B Petrites)

Paula Shapiro visited a Lincoln School ESL class to introduce them to summer reading.

Ridgeville Camp Visited on June 16th. They checked out books and in the spirit of Read for the Win made Olympic torches. (B Petrites with P Shapiro and F Govea)



Connie Heneghan continues to bring books, movies, and audiobooks to members of the **Foster Senior Group and Fleetwood-Jourdain** staff each Wednesday. Jill Skwerski stopped by to show off the library book bike.

Senior Regional Spelling Bee took place on Fri., June 17 at Levy Center. Barb Levie served as pronouncer and prepared the spelling competition list. Connie Heneghan served as timer. 44 attended including 10 contestants representing 5 suburban spelling bees.

1st place: **Eston Gross** (Evanston/EPL); 2nd place: **John Stachura** (Harwood Hts./Eisenhower Pub. Lib.) Both are eligible to go to the State Senior Spelling Bee held at the State Fair on Seniors' Day.

Winning word -- *kookaburra* (native Aussie bird that "sits in the old gum tree")

Book Talks presented by Barb Levie

Three Crowns Book Talk--Wed., June 15.

Levy Center Book Talk (The Monday-Wednesday Club)--Wed., June 29

Community Fairs:

Paula Shapiro and Ranea Surbrook joined Laura Antolin at **The Evanston Art Center** on June 4th.

Paula Shapiro and Ariel Erbacher joined Laura Antolin for **Custer Street Fair** on June 18-19.

Staff Recommendations:

Little Black Dress: from Mourning to Night (746.92 Meyer.S)

The Marriage of Opposites (Fiction Hoffm.A)

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

June Highlights

Our first session of our life-sized Candyland went well. Kim Kaufmann did all the planning for the board and had other staff assist with creating Gumdrop Mountains and other features of the game and board pieces. Her creativity and organizational skills made the program fun for the participants.

Meyer and Iverson planned and presented our second Chinese Dragon Boat Festival with story, song and crafts inspired by this traditional festival.

Balla presented this month's Jammie Time. She is known by many patrons, young and old for her fancy slippers and colorful jammies that she wears on her work shifts preceding the storytimes to promote the program. For a while it seemed that interest in this program was dwindling, but whether it is the warmer weather and lazy summer nights or our extra push of promotion from Martha Meyer and Jill Schacter attendance is back up.

Wilson continued work with Skokie Librarians Amy Koester and Holly Jin on a Caldecott Club for kids in Evanston and Skokie to begin in the fall.

Altenbach worked on a drop-in craft for our department's participation on the city-wide celebration of the July 30 release of Harry Potter and the Cursed Child.

Our summer Maker Kids sessions kicked off this month with full registration counts. Younger kids made Zipline Birds and held races with Kennelly, while older kids made decorative Dragon Eggs. Additional sessions were a Duct Tape Scavenger Hunt and Nature Art.

Training, Continuing Ed and Professional Development

Wilson attended ALA in Orlando and was very happy to meet his fellow Caldecott members and attend many informative sessions.

A number of staff attended the ALICE training.

Meyer began her online Harwood Training.

Balla continues her Spanish language studies on her own time on behalf of the library.

Bojda toured Fire Station 3 as part of the Livability Academy.

Outreach and Community Engagement

Bojda met with staff from Northwestern to discuss a possible partnership in research in how children learn from technology.



Addendum with pictures of the Chinese Dragon Boat event:

I am helping the kids to act out rowing a dragon boat, from the drummer in the front to the person standing in the back steering. So they are ready when I tell the story with Audrey Guo.



Below is Jessica posing with Jeida who accompanied her on accordion with her parents. Her father played Qu Yuan in the play, which the dragon boats attempt to rescue.



Here is a young participant making his own dragon boat.



We had adult coloring pages available of Dragon Boat themes: a dragon boat, Qu Yuan and more.

Here is Jessica, Audrey, as well as a new volunteer named Jenny Lyu who assisted with the translation of the Read to Me log as well, along with our first donated book bought by a participant from Bookends

and Beginnings:



Highlights from Laura Antolin include:

Much of June revolved around ABC Boosters - preparations and discussions; SRP - organizing, scheduling and visiting at various locations; and MakerKids in the Parks - preparing and delivering programs. In addition, I continue to choose and create our EC2C Action Team text messages, and staffed events every weekend in June

Outreach/In-House Reach - Preschools:

Day Care Delivery Book Bags: 16: 12 Book Bags delivered to home providers; 4 Book Bags delivered to IWSE (Baby Toddler Nursery and Teen Baby Nursery);

Teen Baby Nursery storytime: 20 (16 toddlers and babies; 4 staff)

Baby Toddler Nursery storytime: cancelled in order to be at donor site visit at JEH for ABC Boosters.

Book Buddies at Child Care Center of Evanston: 24 (15 children, 2 staff, 7 NU students)

- This was the last session of Book Buddies for the year (6/2)

- The NU coordinator, Ari, received a Book Buddies grant and used the money to buy a Pete the Cat book for each child in the classroom, so we began our session handing out books to everyone. The children loved it and staff was very grateful.

Outreach/In-House Reach – School-Aged:

Washington After-Care storytime and craft: 22 (20 children, 2 staff)

For this last school visit of the year, I read *Hoot Owl, Master of Disguise* by Sean Taylor, *Shh, We Have a Plan* by Chris Haughton, and *Whoops!* by Suzi Moore – then we made the simple machine owl craft.

Other/Connections:

MakerKids in the Parks:

This year, I am offering MakerKids in the Parks (drop-in combination of STEAM activities and craft activities) from 2-4pm at Robert Crown and Fleetwood and from 11:30-1:30 at Mason and James Parks. The afternoon time was suggested by Donna Kent at Robert Crown and given that there had been sparse attendance at lunch time at both sites last year, I decided to try this variation. We bring books to borrow and bring back or keep and offer SRP registration and check-in. Our intern, Jasmine Abron, works with me at every site.

For the 3 weeks of MakerKids in June - **Total: 426 (337 kids, 89 adults)**

Additionally, families borrowed **105** books, **5** people registered for SRP and **3** people checked-in for SRP.

Butterfly Chromatography:

Robert Crown :	10	(6 kids, 4 adults)	
Fleetwood:	46	(40 kids, 6 adults)	7 books
Mason:	82	(57 kids, 25 adults)	31 books
James:	36	(29 kids, 7 adults)	17 books

Marshmallow Engineering:

Robert Crown :	6	(4 kids, 2 adults)	5 books
Fleetwood:	32	(22 kids, 10 adults)	5 books
Mason:	17	(13 kids, 4 adults)	2 SRP reg. 3 SRP check-ins
James:	67	(60 kids, 7 adults)	24 books

Pinwheels:

Robert Crown :	11	(7 kids, 4 adults)	3 SRP reg.
Fleetwood:	36	(33 kids, 3 adults)	4 books

Mason: **41** (35 kids, 6 adults) **10** books
 James: **42** (31 kids, 11 adults) **2** books

Evanston Made Kids!:

I prepped our craft – Olympic medals and Olympic torches, brought colored pencils, markers and books marks to color, a laptop, SRP materials and library cards to the Evanston Art Center. Paul Shapiro worked 2.5 hours with me and Ranea Surbrook worked 2.5 hours. Because of rain we were moved into the building up on the 2nd floor and were concerned no one would find us – as it turned out that wasn't a problem. **Total: 198 (108 kids, 90 adults); registered 14** people for SRP.

Custer Street Fair:

I brought **250** books to give away, Olympic medals to color, bookmarks to color, library information, butterfly chromatography (for Sunday) and set up and staffed our booth on Saturday and Sunday. Linda Balla, Paula Shapiro and volunteer Nancy Van Brundt worked on Saturday; last year's intern, Phoebe Metz, Ariel Erbacher, and volunteer Cynda Alberts worked on Sunday. We saw a total of **513** people at our booth, registered **7** people for SRP and made **1** library card and gave away **240** books.

OPAL Community Picnic:

I staffed a table at this picnic, brought SRP and library material, library cards, Olympic medals and bookmarks to color and books to lend. **Total: 58**, registered **9** people for SRP, made **1** library cards and **27** books were borrowed. Each of the organizations that staffed tables was asked to speak and I talked about the importance of adults modeling reading for their kids and invited everyone to join our SRP and to get library cards.

Anecdote: I noticed a man in his 30's or 40's watching my table moving closer to me over a period of about 30 minutes, but looking tentative. When he finally approached me, he asked if what I said to the group was true- that I could make him a library card. Although my laptop wouldn't connect, I made him a card on paper and told him to give me until the next day before he checked out books at the library. He was grateful to get a card and then he looked at the books on the table which were children's titles and I told him that he was welcome to borrow a book if he saw a title that interested him – it occurred to me that he might not be a strong or confident reader. He took 2 kid's books and thanked me several times. I felt that it was difficult for him to feel comfortable about approaching the table and I was glad to have been able to offer him this library service where he was.

Reading at Robert Crown



MakerKids in JamesPark



Leah & Sari volunteering



OPAL Community Picnic



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MakerKids at Robert Crown



MakerKids at Mason Park



Monique & Makenna Speight



MakerKids at Fleetwood



Teen Services Highlights from Renee Neumeier include:

Staff:

Both new members of the Teen Services team started in June and they've both been excellent additions. Kevin Kelley has already jumped in and helped with the Outside the Lines book discussion and our enrichment program at YOU. Plus his deep knowledge of graphic novels is a big asset to our team. Elizabeth Fuqua, has already been working on updating our booklists and has dove into increasing her YA knowledge by reading lots of titles. She has lead Teen DIY and had been helping with FUSE on Saturdays. We're really excited to have them on board.

Programming:

Tinker Teens:

Tinker teens is a new program series we launched this summer, which is being led by local teaching artist and Loft sub Jamie Thome. Tinker Teens is drop in and meets on Wednesday afternoons, every few weeks the theme changes in the month of June the theme was Flipping the Selfie. During these sessions teens got their head scanned and 3D printed then the attached their heads to Altoid tins and decorated the inside and outside of the tins with images, objects etc. that represented a story from their life or their identity. Each week new faces showed up for Tinker Teens, the third week 19 teens took part. Teens came up to staff working the desk to talk about the pieces they made and their explanations were very thoughtful. We're looking forward to seeing how this program does over the summer. The goal for changing the format of this program was to attract more teens and we definitely think we've been successful.

Outside the Lines

This month for Outside the Lines, McKenna and Kevin led the discussion of *Hero* by Perry Moore. There were several new faces, many of them middle schoolers and the discussion went really well. We're looking to continue to bring new teens into this discussion and are pleased to finally have a successful discussion group after many tries over the past few years. Our next title is *The Young Elites*, our first few titles were realistic fiction, but the group expressed interest in other genres or stories that aren't coming out stories, but rather one of the characters just happens to be LGBTQi. Kevin is working on selecting titles for the rest of 2016 based on that feedback. He is very excited to take over the lead on this book discussion group.

Community Engagement:

ETHS ESL Class Visit:

Mrs. Payne from ETHS brought her ESL class from ETHS over to EPL for a tour and to check out books. Some of the teens had been to the library a few times before through the Chute Middle School ELL program, but some of the students hadn't been before. We made cards for the students or replaced their lost cards. Renee gave them a tour of the whole library and helped them locate books on art and artists. The class plans to visit again to return their books and check out new materials.

Y.O.U. 3D Printing Camp:

This summer we committed to a twice weekly enrichment session with Y.O.U.'s middle school summer site. We developed a program that focused on board game design, 3D printing, reading and writing. These enrichment sessions can be challenging because your session may not have been the teens first choice. We had 9 middle schoolers in our session and while some of the were not on board the first session, by the time we were done with our introductions and board game activities they seemed to have changed their mind. Renee and Ashley ran the first two sessions and Kevin stepped in for Renee and will be running the sessions with Ashley throughout the summer. The students have played different board games, hacked the rules of those games, learned the basics of 3D printing and worked towards designing a keychain on Tinkercad to practice their design skills. They really enjoyed the 3D printing session and have started thinking about ideas for their own games. With this program we are always flexible with our plans and tweaking things as we go along to make it the best fit for the students, but so far so good.

Project Excite

- This summer we expanded Project Excite again. We welcomed 16 incoming 6th graders to our summer program, which was developed by Ashley, Renee and Kelly Rooney, D65 middle school math specialist who frequently works with Project Excite in the summer. Like the Y.O.U. summer session this camp focuses on game design in terms of board games, but it also include video games. The students are at the Library Monday-Thursday all morning and then they go to NU to finish the day with Kelly and all day Friday they are at NU. Throughout the camp so far we had the students play a large variety of games to help them understand the 5 elements of game

design that are necessary to develop a board game or video game, they have also learned the basics of the simple coding software Scratch and Tinkercad for 3D design. Several times a day they journal about what they're working on or the note feedback from other groups they're working with. We even were able to bring a researcher who specializes in 3D printing to talk to the group one afternoon and he'll be returning in July to give them feedback on their games. They've also read articles and watch videos about game design throughout the camp. We're interested to see what kind of games they will design and how far they will get. We're hoping this model can be used for future camps.

Community Outreach Highlights from Jill Skwerski include:

- Book bike activity kicked into gear this month with several outings to parks, farmers markets and a cameo appearance at the inaugural EPL Book Expo. This summer, Laura Antolin and I are teaming up at Mason, Fleetwood, Crown and James Parks to bring STEM activities and access to books throughout the summer. The combination seems to be working well and we have many visitors who take advantage of both MakerKids activities and book check outs each visit. For the month of June in the parks, I've checked out 36 books and issued 3 new cards. A bonus visit to Fleetwood-Jourdain to introduce the bike to the Foster Women's Group was fun for all.
- The bike was also present at both the Downtown Farmers Market and Ridgeville Market. At the Downtown Market, I was visited by 118 people, issued 3 new cards, checked out 12 books (see photo) and accepted 2 items for return. Ridgeville was also busier than usual with 37 people dropping by and 13 items checked out.
- Heather Norborg accompanied me on my monthly visit to Three Crowns Park where she offered a *Bring Your Own Device* drop-in concurrent with the regular library visit. Together, we had a roomful of seniors seeking advice on downloading and streaming library materials. One download was successful, while 25 physical items were checked out. One obstacle for the residents who attended was the age of many of their devices. Overall, the visit was quite positive.
- I am joined this summer by Brooke Roothaan, a practicum student finishing up her MLIS at UW-Madison. She is working on a number of projects including collating data from our most recent satisfaction survey, surveying potential community partners regarding a series of mental health programs to be held here at EPL, and of course, getting out on the book bike. Ms. Roothaan also spends time at the Concierge Desks on Sunday afternoons.
- Looking ahead to July:
 - Ethnic Arts Festival 7/16 & 17
 - Blood & Marrow Drive 7/30
 - West End Market 7/16

- Downtown Market 7/23
- Ridgeville Market 7/27

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**Adult Services highlights include:**

- In June we started offering basic computer classes 4 times per week (M/W/F/Sun). The classes have up to 6 students. The small size really allows for targeted, personal instruction and the feedback from the students has been very positive. We've had many take the whole series and really feel more confident using computers at the end.
- Another result of EPL programs: there have been a few groups started through our programs that have continued to meet, on their own, after our series was over. For example, a Mission Impossible: Proust group led by Karen Hansen (that program was 2 years ago) has continued to meet on their own to read the rest of the books together (in addition to continuing on with our other Mission Impossible titles). Also, Heather Ross was leading a "Book Lovers" club at the Levy

Center that had 4 loyal members. Now that she's leaving, they have decided to continue, on their own, because they really like each other so much (none of them knew each other before). Those are just two I know of, there may be others. It's nice to know that we are the spark of ongoing friendships!

Technical Services Highlights from Tim Longo include:

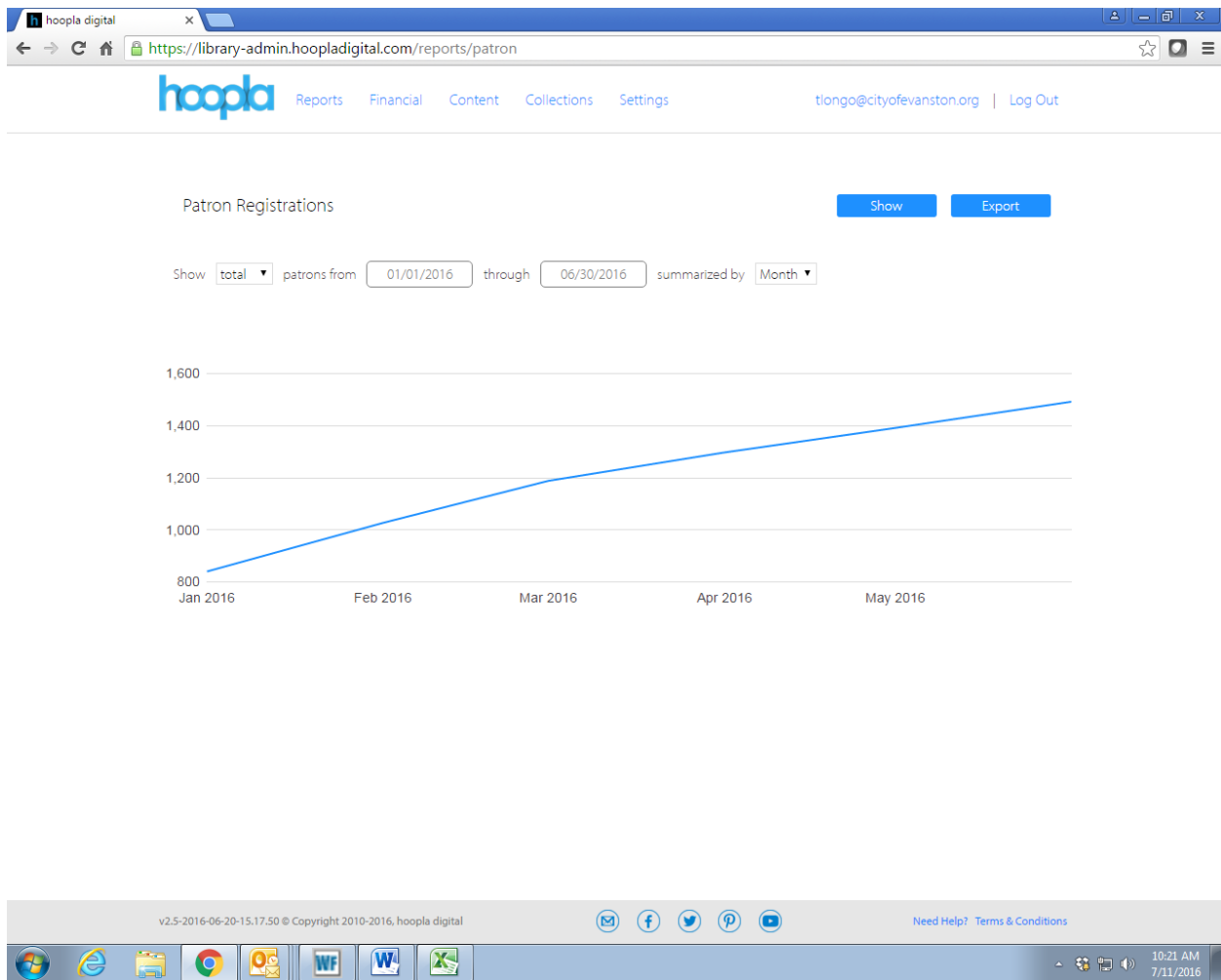
- Betsy Bird spoke at the NerdCamp Conference: **Nibling Power: Blogging, Book Deals, and How Social Media is Changing Everything:** Blogging and social media have never been more important when it comes to the world of children's literature, but what are the ultimate effects? Join The Nibblings, Betsy Bird, Travis Jonker, and Minh Lê as they reflect on your work, their book deals, and the state of online children's literature today. (Elementary, Middle School)
Presenters: Betsy Bird, Travis Jonker, and Minh Lê

HOOPLA STATUS REPORT

The Evanston Public Library has now been live with Hoopla for 6 months. The report below includes data from January to end of June 2016.

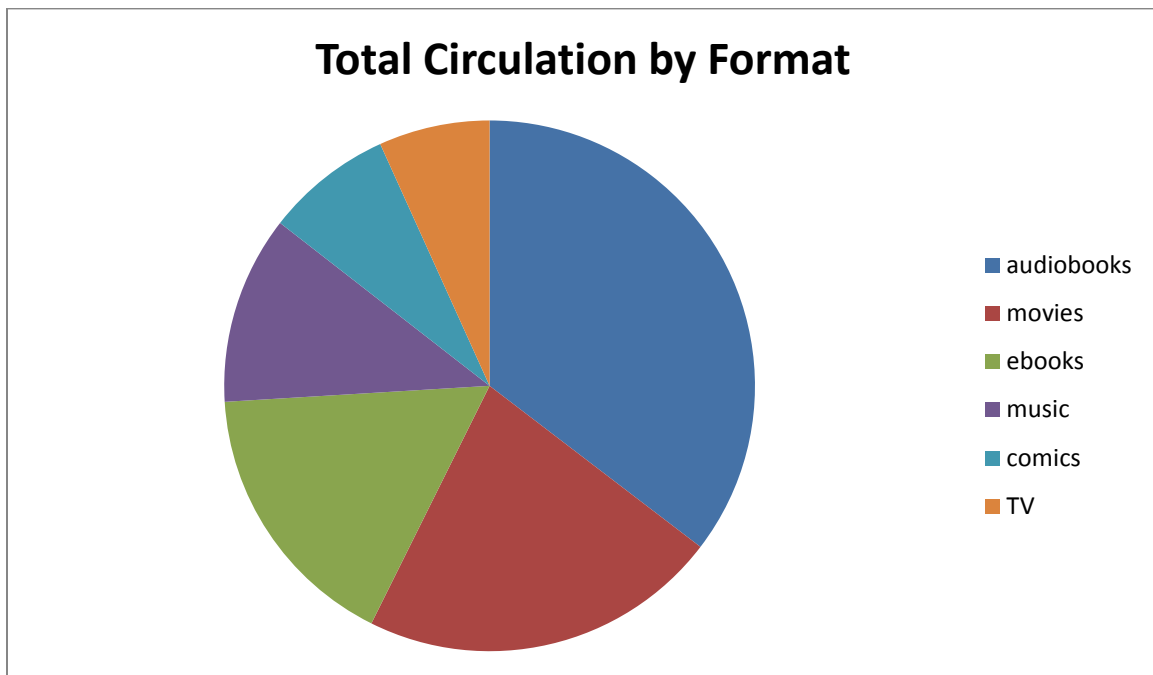
PATRONS REGISTERED

There are currently 1,530 EPL patrons registered with Hoopla. The graph below shows the total number of patron registrations summarized by month. Patron registration is still increasing every month, albeit at a slower rate than the first few months after implementation.



Circulation and Spending

The pie chart below shows the total circulation by format from January 1 to June 30th. The overall number of circulations during this time period was 6, 656. Audiobooks and movies were the two most popular formats. Comics and TV were the two least popular formats.



Overall, EPL spent a total of 13,335.20 on Hoopla from January 1 to June 30. The average price per circulation of each item on Hoopla was approximately \$2.00. The average monthly cost for Hoopla during this timeframe was \$2222.53. Patrons are limited to 6 circulations per month.

Volunteer Services highlights from Mary Kling include:

- Interviewed 11 new volunteers
- Checked references of ten volunteers
- Received requests for additional volunteers from Staff (Children's, Summer Festivals, Communications)
- Placed new volunteers in Community Service (1), Concierge (2), Circulation (3), and Children's (1)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Met with 16 current volunteers
- Updated volunteer information in Raiser's Edge
- Finalized volunteer background check procedures
- Continued transition of Linda Gavelek's work with donated materials from CAMS to Main

Upcoming events of note:

- The Evanston Public Library will host our NNO site at our main building, 1703 Orrington. We'll be providing Science Technology Engineering Art and Math (STEAM) activities outside the building's Church Street entrance between 7-9pm. The book bike will also be parked outside for community members to access library materials. We would love a visit from Fire and Police, as per previous years. Additionally, if there is a banner available that we can hang in our lobby to promote the event both at the library and across the community.

Summer Family Night: Fun with Math - TONIGHT!

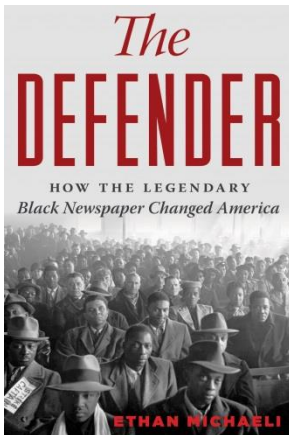


Wednesday, July 20, 6:30 - 8 pm, Children's Room, Main Library

Join us for an evening of family games and activities involving math! *Drop in anytime* and stay as long as you like for family fun.

Working Parent Friendly!

Author Event: "The Defender: How the Legendary Black Newspaper Changed America"



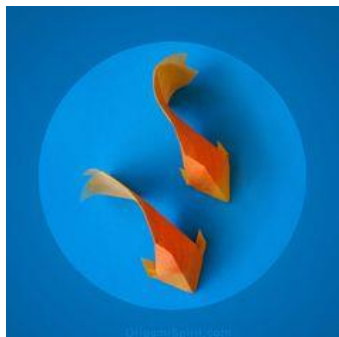
Thursday, July 21, 7 pm, Community Meeting Room, Main Library

Come meet award-winning Chicago author Ethan Michaeli as he shares his extraordinary new history [*The Defender: How the Legendary Black Newspaper Changed America*](#). Praised by the *New York Times* as a "deeply researched, elegantly written... towering achievement that will not be soon forgotten," the book "constructs a revelatory narrative of race in America and brings to life the reporters who braved lynch mobs and policeman's clubs to do their jobs, from the age of Teddy Roosevelt to the age of Barack Obama." Michaeli will take questions following his reading, and copies of *The Defender* will be available to purchase.

Ethan Michaeli was an investigative reporter at the *Chicago Daily Defender* before founding [We The People Media](#) and the *Residents' Journal* - an award-winning not-for-profit organization and affiliated magazine that trains Chicago Public Housing residents in the skills of modern journalism. His writing has also been appeared in *The Nation*, *In These Times*, and the *Chicago Tribune*.

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

MakerKids in the Parks! Week of July 18: origami!



Monday, July 18, 2 pm - 4 pm, Robert Crown

Tuesday, July 19, 2 pm - 4 pm, Fleetwood-Jourdain

Wednesday, July 20, 11:30 am - 1:30 pm, Mason Park

Thursday, July 21, 11:30 - 1:30 pm, James Park

Come visit Evanston's parks the week of **July 18th** for a fun drop-in MakerKids science activity using **folded paper**. Kids & students of all ages welcome.

Register for the Summer Reading Program **at the park** or check in to record your points and win prizes. **Attending** a library program, even in the park, also nets you a point on your summer reading log. Come learn something fun while enjoying the great weather. See you there!

Don't miss the weeks of July 25 (Bubbles!), August 1 (Engineering Challenge) and August 8 (CD wind spinner) all coming up on the same schedule!

Jammie Time!



Thursday, July 21, 7 pm, Children's Room, Main Library (also 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!

Excerpts from Patron feedback:

From Martha Meyer:

I received this thank you note from an *Infant Rhymetime* and *The Young and the Restless* parent, a mother of twin 1 year olds, who are moving to Seattle with her husband:

Dear Martha

Thank you so much for putting your heart into the storytime. My boys have grown so much thanks to you, ever since they were 6 months. We will be missing our Thursday morning outing at the library. (And all the rhymes and songs that go with it!!)

With Love,

Mimi, Thomas, Owen & Liam (The Girardots)

Email from Programs Director at Ridgeville Park District:

Hi Laura,

Thank you so much for coming out and reading with our campers. They really enjoy it and we appreciate it!

Also, we are delighted to have gotten the cradle to career books delivered today! Our campers and staff are enthusiastic about it.

Many thanks,

-Kari

*Kari Lindquist
Programs Director
Ridgeville Park District*

From Heather Norborg:

I just spoke to one of our adult weekly raffle winners who were excited to win a prize ("I never win anything! I'm doing a happy dance!") but, more importantly, was extremely thankful for the Summer Reading Program. She said that her 8 year old is not usually a recreational reader but that doing this program together, as a family, has inspired him to read, and them to read together, much more than he would without it. I wanted to pass along her "thanks for a great program" to all of you. Great job!



City of
Evanston[™]

ILLINOIS OPEN MEETINGS ACT TRAINING

Mario Treto, Jr.
Assistant City Attorney

OVERVIEW OF OMA

- Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*
- Purpose: Designed to ensure that the actions of public bodies are conducted in the open, through public meetings, and the public can observe deliberations behind actions taken.
- Basic Requirements: Meetings of public bodies must be:
 - a) Open to the public except in specific and limited situations; and
 - b) Provide advance notice of the time, place and subject matter of meetings.

PUBLIC BODIES COVERED BY OMA

- “Public Bodies” include all legislative, executive, administrative, or advisory bodies of:
 - The State of Illinois
 - Counties, townships, cities, villages or incorporated towns
 - School districts
 - All municipal corporations
- “Public Bodies” also encompass all committees, subcommittees and other subsidiary bodies of public bodies.

PUBLIC MEETING

- The OMA defines a “meeting” as: (1) having a gathering; (2) of a majority of a quorum; (3) to discuss public business.
- Example #1: 7 member board
 - Quorum of a board of 7 is 4 members
 - Majority of the quorum is 3 members
- Example #2: 5 member board – P.A. 95-245 amended OMA to state that 5 member board has a “meeting” only with a full quorum (3), not just a majority of the quorum
- Board packet – Do not need to disseminate or provide public with copies of board packet.

NOTICE OF A MEETING

- Regular Meeting Schedule: At the beginning of each year, the schedule for regular meetings that year, including the dates, times and locations of the meetings must be made available to the public.
- Posting agenda for the regular or special meetings: must be posted in the principal office of public body AND on City's website at least 48 hours in advance of the meeting.
- If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions.

MEETING AGENDA

- Agenda: List of items to be acted on or discussed.
- Amendments to Agenda: Cannot be changed by the public body less than 48 hours before the meeting.
- FAQ: Can a public body take action on items not on the agenda?
 - Answer: No. Public bodies may discuss items not on the agenda for a regular meeting, but the public body cannot take action with regard to items or topic.
 - Note for Special Meetings: Public bodies cannot even discuss items not on the agenda.

LOGISTICS

- Time and Location: Public bodies must hold a meeting at a specific time and place that is convenient and open to the public.
 - Application: No meetings in a board member's home.
 - Holiday: Unless the regularly scheduled meeting falls on the holiday, cannot hold a meeting on a holiday
- Recordings: Any person can record a meeting by tape, film, or other means.

LOGISTICS

- Minutes: Public bodies are required to take minutes and they must include:
 - Date, time and place of the meeting;
 - List of members present or absent;
 - Summary of discussion of all matters proposed, deliberated, or decided; and
 - Record of any votes taken.
- Posting: Post minutes on website within 7 days after approval and make them available for inspection.

MEMBER DELIBERATIONS

- Informal gatherings: May constitute a “meeting” if a majority of a quorum are present at any gathering and discussions veer to business of the public body.
- E-mail:
 - E-mail correspondence or chat room discussions on issues deliberative in nature by board members, with the intent to formulate policy outside of the public view is a violation of the OMA.
 - Pre-deliberative discussion, i.e., conversation where no decision is finalized but discussion is had regarding components to an issue or a decision, is subject to OMA.

CLOSED SESSIONS

- OMA provides that a public body can close a meeting to the public only when specific topics are to be considered (Section 2(C) of OMA includes full list) and the public body cannot take any final actions in closed session.
- How to move to close session: The public body must first meeting in properly noticed open meeting, then vote to close the meeting by a majority vote of a quorum present and a verbatim record must be made in the form of an audio or video recording.
- Examples: (29 exceptions authorizing the closed session, Sec. 2(c))
 - Appointment, employment, compensation, discipline, performance or dismissal of a specific employee;
 - Purchase or lease of real property or to set the sale/lease price of City property; or
 - Pending or probable litigation against, affecting or on behalf of the public body.

ATTENDANCE AT MEETINGS

- Once the threshold level to establish a quorum has been met, a majority of the public body may allow one (or more) of its members to attend a meeting via video or audio conference *if*:
 - (a) the board member cannot physically attend due to a reason listed in the statute; AND
 - (b) the Rules of the board provide for remote attendance.
- Section 7(a) of the Act states that a member may attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency.
 - Reasons for non-attendance such as a vacation do not qualify.

PUBLIC ACCESS COUNSELOR

- **Request for Review:** If a member of the public believes that a public body has violated the OMA, the member can file a request for review of the allegations with the Public Access Counselor of the AG's Office within 60 days of alleged violation(s).
- **PAC Role:** If the PAC determines that further action is warranted, the City must respond to the allegations within 7 days, and then the PAC may:
 - Decide that no further review is necessary;
 - Mediate and work to resolve the dispute; or
 - Issue an opinion resolving the matter.
- **Penalties:** Potential exposure is criminal penalties if violations are prosecuted by the State's Attorney and/or civil penalties by a court of law.

ROBERT'S RULE OF ORDER

- Robert's Rules of Order ("RR") govern public body meetings as a default. Any applicable City Code language governs the meetings first, then any adopted rules of the respective board/commission, and finally RR as a last resort.
- Role of the Chair: Chair is charged with running an orderly meeting and following the applicable rules.
- This training session is devoted to OMA, however the handout titled "Cheat Sheet" for RR will give board members and employees an understanding of RR.

CONFIDENTIAL ONLY



QUESTIONS ON OMA

- Questions?
- Open Meetings Act Training Course:
<http://foia.ilattorneygeneral.net/>
 - Provide copy of training course Certificate of Completion to Rodney Greene, City Clerk.
 - Required for all elected or appointed members of a board or commission.
- Please contact me at:
 - Direct dial: 847-448-8097
 - E-mail address: mtreto@cityofevanston.org





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: August 12, 2016

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund bills lists, May Purchasing Card expense list, and the internal check list.

Summary

Payroll

June 13, 2016 through June 26, 2016	\$ 138,952.30
June 27, 2016 through July 10, 2016	\$ 139,201.98

Library Fund Bills List

July 12, 2016	\$ 43,243.27
(including May purchasing card expenses of \$11,748.22)	
July 26, 2016	\$ 72,860.41

Internal Checks List

Through July 18, 2016	\$ 22.53
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Attachment: Bills Lists, May Purchasing Card List, Internal Checks List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.12.2016

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
22730 BANK OF AMERICA		*PURCHASING CARD#4355-MAY 2016	11,748.22
185 LIBRARY SUPPORT			<u>11,748.22</u>
4805 LIBRARY YOUTH SERVICES			
65100 BAKER & TAYLOR		JUV AV	47.50
65100 BAKER & TAYLOR		SRP BOOK PRIZES	66.39
65100 THOME, JAMIE		LEADING TINKER TEENS PROGRAM	1,600.00
65630 BAKER & TAYLOR		JUV AV	7.39
65630 BAKER & TAYLOR		JUV PRINT	4,748.05
65630 GALE RESEARCH INC.		JUV PRINT REF	1,021.50
65641 BAKER & TAYLOR		JUV AV	15.46
65641 MIDWEST TAPE		AUDIO VISUAL	249.91
65641 MIDWEST TAPE		JUV AV	69.98
65641 PENGUIN RANDOM HOUSE LLC		JUV AV	101.25
4805 LIBRARY YOUTH SERVICES Total			<u>7,927.43</u>
4806 LIBRARY ADULT SERVICES			
62340 GALE RESEARCH INC.		REFERENCE BOOK ONLINE	1,283.26
65100 COY W. DAVIS JR.		*ADULT PROGRAMMING	150.00
65630 BAKER & TAYLOR		ADULT PRINT	6,370.94
65630 SALEM PRESS INC.		ADULT PRINT	513.00
65630 GALE RESEARCH INC.		ADULT AV	97.46
65630 GALE RESEARCH INC.		ADULT PRINT	124.45
65641 BLACKSTONE AUDIO BOOKS INC.		AUDIO VISUAL	8.75
65641 MIDWEST TAPE		ADULT AV	273.42
65641 MIDWEST TAPE		AUDIO VISUAL	1,438.30
65641 PENGUIN RANDOM HOUSE LLC		ADULT AV	177.75
4806 LIBRARY ADULT SERVICES Total			<u>10,437.33</u>
4820 LIBRARY CIRCULATION			
65100 OFFICE DEPOT		CIRCULATION SUPPLIES	67.06
65100 ULINE		OFFICE SUPPLIES	35.50
65100 AZURADISC, INC.		CD CLEANING SOLUTION	164.59
4820 LIBRARY CIRCULATION Total			<u>267.15</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
65630 BAKER & TAYLOR		ADULT PRINT	167.24
65630 BAKER & TAYLOR		JUV PRINT	400.42
65641 MIDWEST TAPE		AUDIO VISUAL	25.99
65641 MIDWEST TAPE		JUV AV	255.96
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>849.61</u>
4835 LIBRARY TECHNICAL SERVICES			
62341 COOPERATIVE COMPUTER SERVICES		LIBRARY AUTOMATION SERVICES	6,650.67
65100 DEMCO, INC.		TECH SERVICES SUPPLIES	35.82
4835 LIBRARY TECHNICAL SERVICES Total			<u>6,686.49</u>
4840 LIBRARY MAINTENANCE			
62225 CINTAS CORPORATION #769		MAT SERVICE	349.38
62225 CONQUEST PEST SOLUTIONS		PEST SOLUTION	355.00
64505 CALL ONE		COMMUNICATION CHARGES	241.29
65040 SUPERIOR INDUSTRIAL SUPPLY		JANITORIAL SERVICES	56.65
65040 SUPERIOR INDUSTRIAL SUPPLY		JANITORIAL SUPPLIES	52.50
4840 LIBRARY MAINTENANCE Total			<u>1,054.82</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.12.2016

4845 LIBRARY ADMINISTRATION			
62185 TRAUTMANN, LYNN	EVENT PHOTOGRAPHER		540.00
62185 MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES		75.00
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR		300.00
62295 KAREN DANCZAK LYONS	ALA CONFERENCE TRAVEL REIMBURSEMENT		1,658.29
62380 XEROX CORPORATION	COPYING SERVICE		50.40
65095 OFFICE DEPOT	OFFICE SUPPLIES		205.17
65095 THE CONTAINED GARDEN	SUMMER PLANTING		465.00
4845 LIBRARY ADMINISTRATION Total			<u>3,293.86</u>
4850 LIBRARY GRANTS			
65630 BAKER & TAYLOR	ABC BOOSTER		282.21
4850 LIBRARY GRANTS Total			<u>282.21</u>
185 LIBRARY FUND Total			<u>42,547.12</u>
Grand Total			<u><u>42,547.12</u></u>

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 07.12.2016

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>43,243.27</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBOOK 5GHYN8EH42	\$ 55.86	05/02/2016	62205 ADVERTISING	PROGRAMMING ADVERTISING ADS
LIBRARY/ADMIN	WWW.LOGMEIN.COM	\$ 153.66	05/02/2016	62341 INTERNET SOLUTION PROVIDERS	REMOTE COMPUTER ACCESS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 28.59	05/02/2016	65040 JANITORIAL SUPPLIES	BUCKET, BACKING FOAM FOR USE PRIOR TO CAULKING, 2 TUBES CAULK, MATCHING PAINT PINT, QUICK LINK FOR KEYS, DOWEL FOR TOY REPAIR
LIBRARY/ADMIN	BLICK ART 800 447 1892	\$ 12.72	05/02/2016	65040 JANITORIAL SUPPLIES	PAINT PENS FOR WIFI HOT SPOTS
LIBRARY/ADMIN	PURE ELECTRIC	\$ 320.81	05/02/2016	65050 BUILDING MAINTENANCE MATERIAL	10 BALLASTS FOR CHILDREN'S HANGING LIGHT FIXTURES AND CANS. 100 PL13 CFL BULBS.
LIBRARY/ADMIN	BARREL MAKER PRINTING	\$ 759.30	05/02/2016	65095 OFFICE SUPPLIES	FALCON T-SHIRTS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 16.98	05/03/2016	65040 JANITORIAL SUPPLIES	TILE DRILL BIT AND ANCHORS FOR TOILET ROLL DISPENSER MOUNTING
LIBRARY/ADMIN	ALLEY GALLERY INC	\$ 208.09	05/03/2016	65095 OFFICE SUPPLIES	FRAME OLD EVANSTON PHOTOS
LIBRARY/ADMIN	REI BOOKEXPO AMERICA	\$ 718.00	05/04/2016	62295 TRAINING & TRAVEL	BOOK EXPO REGISTRATIONS
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 21.72	05/05/2016	65050 BUILDING MAINTENANCE MATERIAL	3 AUDIO CABLES FOR PA SYSTEM.
LIBRARY/ADMIN	IN JET BLUE PRINT, LL	\$ 127.00	05/05/2016	65050 BUILDING MAINTENANCE MATERIAL	MAIN GARAGE UPGRADE PHASE 1 PRINT REPRODUCTIONS 2016
LIBRARY/ADMIN	FOUR FINCHES	\$ 50.00	05/05/2016	65095 OFFICE SUPPLIES	DONOR AND VOLUNTEER FLOWERS
LIBRARY/ADMIN	PATISSERIE CORALIE	\$ 292.50	05/05/2016	65095 OFFICE SUPPLIES	DONOR VOLUNTEER PARTY
LIBRARY/ADMIN	APL ITUNES.COM/BILL	\$ 5.30	05/05/2016	65100 LIBRARY SUPPLIES	SRP STOP MOTION MOVIE- STOP MOTION APP DOWNLOAD FOR MCR IPAD
LIBRARY/ADMIN	CURT'S CAFE SOUTH	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	GHB - EVANSTON	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	PATISSERIE CORALIE	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	PATISSERIE CORALIE	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	THE CELTIC KNOT LLC	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	SQ BENNISON'S BAKE	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	KOI CHINESE & SUSHI	\$ 50.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	THAT LITTLE MEXICAN CA	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	DOZIKA	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	BELGIAN CHOCOLATIER PI	\$ 25.00	05/05/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES

LIBRARY/ADMIN	APL APPLEONLINESTOREUS	\$ 105.19	05/06/2016	62360 MEMBERSHIP DUES	APPLE DEVELOPER RPROGRAM
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 7.49	05/06/2016	65040 JANITORIAL SUPPLIES	6 PACK LIQUID ANT BAIT
LIBRARY/ADMIN	RENT A CHEF INC	\$ 115.00	05/06/2016	65095 OFFICE SUPPLIES	DONOR AND VOLUNTEER SUPPLIES
LIBRARY/ADMIN	LUCKY PLATTER RESTAURA	\$ 25.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	TEN MILE HOUSE	\$ 25.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	DAVIS STREET FISHMA	\$ 25.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	BLIND FAITH CAFE	\$ 25.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	DOLLOP COFFEE	\$ 50.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	BETH'S LITTLE BAKE SHO	\$ 25.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	LEONIDAS CHOCOLATE CAF	\$ 50.00	05/06/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.13	05/09/2016	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDERS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 31.93	05/09/2016	65050 BUILDING MAINTENANCE MATERIAL	UTILITY KNIFE, SCRATCH AWL
LIBRARY/ADMIN	GOTPRINT.COM	\$ 131.25	05/09/2016	65095 OFFICE SUPPLIES	EPL LETTERHEAD PRINTING
LIBRARY/ADMIN	JEWEL #3428	\$ 28.45	05/09/2016	65100 LIBRARY SUPPLIES	REFRESHMENTS AND PAPER GOODS FOR BIG READ FINALE EVENT TEEN STUDENT GALLERY
LIBRARY/ADMIN	GOTPRINT.COM	\$ 110.98	05/09/2016	65100 LIBRARY SUPPLIES	SUMMER READING STICKERS
LIBRARY/ADMIN	LENSPROTOGO	\$ 164.87	05/10/2016	65095 OFFICE SUPPLIES	AV RENTAL FOR SUMMER SLIDE VIDEO
LIBRARY/ADMIN	VALLI PRODUCE	\$ 54.32	05/10/2016	65095 OFFICE SUPPLIES	COMMUNITY CONVERSATION MEETING REFRESHMENTS
LIBRARY/ADMIN	FARMHOUSE EVANSTON	\$ 25.00	05/10/2016	65100 LIBRARY SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 24.99	05/11/2016	62295 TRAINING & TRAVEL	ALICE TRAINING REPFRESHMENTS
LIBRARY/ADMIN	SEARS ROEBUCK 1010	\$ 64.45	05/11/2016	65050 BUILDING MAINTENANCE MATERIAL	CHAIN FOR CHAINSAW, BAR OIL FOR CHAINSAW, UTILITY LIGHT FOR HARDHAT
LIBRARY/ADMIN	POTBELLY #5	\$ 173.40	05/11/2016	65095 OFFICE SUPPLIES	COMMUNITY CONVERSATION MEETING REFRESHMENTS
LIBRARY/ADMIN	MALNATIS 22	\$ 154.75	05/11/2016	65095 OFFICE SUPPLIES	COMMUNITY CONVERSATION MEETING REFRESHMENTS
LIBRARY/ADMIN	ITECH AUTOMATION	\$ 52.21	05/11/2016	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY/ADMIN	GOTPRINT.COM	\$ 274.52	05/12/2016	62210 PRINTING	POSTCARDS AND BOOKMARKS
LIBRARY/ADMIN	KELE, INC	\$ 422.15	05/12/2016	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT TRANSDUCERS FOR SUPPLY AIR FANS AT MAIN LIBRARY

LIBRARY/ADMIN	UPS 1ZRE07130393482318	\$ 4.44	05/13/2016	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	ELLISON EDUCATION.COM	\$ 20.00	05/13/2016	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY/ADMIN	THE HARWOOD INSTITUTE	\$ 795.00	05/16/2016	62295 TRAINING & TRAVEL	HARWOOD TRAINING FOR MARTHA MEYER
LIBRARY/ADMIN	THE HARWOOD INSTITUTE	\$ 795.00	05/16/2016	62295 TRAINING & TRAVEL	HARWOOD TRAINING HEATHER NORBORG
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 13.98	05/16/2016	65050 BUILDING MAINTENANCE MATERIAL	TWO ROUND MAGNETIC BASES FOR LIBRARY EVENT SIGNAGE.
LIBRARY/ADMIN	71930 - MLK SELF PARK	\$ 23.00	05/16/2016	65100 LIBRARY SUPPLIES	PARKING - MCCORMICK PLACE, BOOK EXPO AMERICA
LIBRARY/ADMIN	LOWES #01748	\$ 134.94	05/17/2016	65050 BUILDING MAINTENANCE MATERIAL	THREE ARBORVITAE TREES FOR N.W. CORNER GARAGE ENTRANCE
LIBRARY/ADMIN	NOR NORTHERN TOOL	\$ 567.12	05/17/2016	65050 BUILDING MAINTENANCE MATERIAL	TOOL SHARPENER, 4 GALLON BACKPACK SPRAYER, 100 FOOT PRESSURE WASHER HOSE, 100 FOOT CAPACITY PRESSURE WASHER HOSE REEL. PRESSURE WASHER QUICK RELEASE FITTINGS.
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 61.00	05/17/2016	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT OFFICE SUPPLIES
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 559.00	05/17/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	BARREL MAKER PRINTING	\$ 453.05	05/18/2016	65095 OFFICE SUPPLIES	FALCON T-SHIRTS
LIBRARY/ADMIN	DOLLARTREE	\$ 6.00	05/18/2016	65100 LIBRARY SUPPLIES	MATERIALS FOR PROGRAM - FLEETWOOD AFTERSCHOOL
LIBRARY/ADMIN	GOTPRINT.COM	\$ 38.71	05/19/2016	62210 PRINTING	SELECT READS POSTCARDS
LIBRARY/ADMIN	BENNISONS BAKERY INC	\$ 47.12	05/19/2016	62295 TRAINING & TRAVEL	ALICE TRAINING REFRESHMENTS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 67.48	05/19/2016	65100 LIBRARY SUPPLIES	SUMMER READING STICKER
LIBRARY/ADMIN	CR CONSUMER REPORTS	\$ 29.00	05/19/2016	65635 PERIODICALS	NORTH BRANCH MAGAZINE SUBSCRIPTION
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 11.91	05/20/2016	62295 TRAINING & TRAVEL	CAREER SERVICE RECOGNITION LUNCHEON
LIBRARY/ADMIN	MALNATIS 22	\$ 78.90	05/20/2016	62295 TRAINING & TRAVEL	CAREER SERVICE RECOGNITION LUNCHEON
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	05/20/2016	62341 INTERNET SOLUTION PROVIDERS	INTERNET MAINTENANCE SERVICES
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 76.86	05/20/2016	65050 BUILDING MAINTENANCE MATERIAL	3/8" PRESSURE WASHER FITTINGS, 2 GALLONS OF PRESSURE WASHER DETERGENT, 2 PACKS OF TERRY CLOTH TOWELS
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 180.03	05/20/2016	65635 PERIODICALS	PERIODICALS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 184.00	05/23/2016	65050 BUILDING MAINTENANCE MATERIAL	30 BAGS OF BROWN MULCH, 1 GALLON OF ROUNDUP CONCENTRATE HERBICIDE.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 43.94	05/23/2016	65050 BUILDING MAINTENANCE MATERIAL	6 PACKS OF TOGGLE BOLTS
LIBRARY/ADMIN	EVERYDAY CYCLES AND	\$ 134.24	05/23/2016	65095 OFFICE SUPPLIES	BOOK BIKE TUNE UP
LIBRARY/ADMIN	PTI PEAKTECH TELPAR	\$ 745.88	05/23/2016	65100 LIBRARY SUPPLIES	MOBILE HOTSPOTS

LIBRARY/ADMIN	GOTPRINT.COM	\$ 133.23	05/24/2016	65095 OFFICE SUPPLIES	BOOK SALE POSTCARDS
LIBRARY/ADMIN	WWW.NEWEGG.COM	\$ 336.98	05/24/2016	65100 LIBRARY SUPPLIES	LABEL PRINTER
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 298.51	05/24/2016	65100 LIBRARY SUPPLIES	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	GOTPRINT.COM	\$ 123.19	05/25/2016	65630 LIBRARY BOOKS	SUMMER READING STICKERS
LIBRARY/ADMIN	WALGREENS #4218	\$ 19.99	05/26/2016	65050 BUILDING MAINTENANCE MATERIAL	32GIG MICRO SD CARD FOR SECURITY CAMERA
LIBRARY/ADMIN	DOLLARTREE	\$ 4.00	05/26/2016	65100 LIBRARY SUPPLIES	MATERIALS FOR PROGRAM - DAWES AFTERCARE
LIBRARY/ADMIN	MOTION PICTURE LICENSI	\$ 239.70	05/27/2016	65100 LIBRARY SUPPLIES	MOVIE LICENSING
LIBRARY/ADMIN	UPS 1ZRE07130391262925	\$ 4.56	05/30/2016	62315 POSTAGE	SHIPPING
	LIBRARY TOTAL	\$ 11,748.22			

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.26.2016

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100 DEMCO, INC.	OFFICE SUPPLIES	48.43
65100 LAURA D. ANTOLIN	K-LEAP SUPPLIES REIMBURSEMENTS	147.47
65630 BAKER & TAYLOR	CREDIT	-161.98
65630 BAKER & TAYLOR	JUV PRINT	3,036.10
65630 RAINBOW BOOK CO.	JUV PRINT	1,534.17
65641 MIDWEST TAPE	JUV AV	114.15
4805 LIBRARY YOUTH SERVICES Total		<u>4,718.34</u>
4806 LIBRARY ADULT SERVICES		
62340 OVER DRIVE, INC.	ADULT E-BOOKS	1,444.90
62341 MORNINGSTAR	INTERNET SOLUTION PROVIDER	2,252.00
65100 MOVIE LICENSING USA	MOVIE LICENSE RENEWAL	1,618.00
65100 MAJA RIOS	JAZZ CONCERT PERFORMANCE	200.00
65100 CYNDEE SCHAFFER CONSULTING	PRESENTATION:FAMILY HISTORY OF MOTHER WHO WAS A WAC IN WWII	175.00
65630 BAKER & TAYLOR	ADULT PRINT	13,704.53
65630 BAKER & TAYLOR	CREDIT	-278.52
65630 BERNAN ASSOCIATES	ADULT PRINT	112.35
65630 CENTER POINT INC	ADULT PRINT	128.82
65630 INFORMATION TODAY INC	ADULT PRINT	404.05
65630 MIDWEST TAPE	ADULT AV	63.09
65630 GALE RESEARCH INC.	ADULT PRINT	454.32
65630 JAZ HOLDING DBA REGENT BOOK COMPANY	ADULT PRINT	16.06
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	307.49
65641 MIDWEST TAPE	ADULT AV	1,856.65
65641 RECORDED BOOKS INC.	ADULT AV	41.60
65641 PENGUIN RANDOM HOUSE LLC	ADULT PRINT	56.25
4806 LIBRARY ADULT SERVICES Total		<u>22,556.59</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	80.55
4820 LIBRARY CIRCULATION Total		<u>80.55</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62225 MAXX CONTRACTORS CORP.	NORTH BRANCH CHIMNEY DEMOLITION	3,850.00
62375 ESSKAY DEVELOPMENT LLC	AUGUST 2016 RENT	3,451.88
65630 BAKER & TAYLOR	ADULT PRINT	386.20
65630 BAKER & TAYLOR	JUV PRINT	63.24
65641 MIDWEST TAPE	JUV AV	224.96
65641 MIDWEST TAPE	JUV AV NORTH	259.93
65641 MIDWEST TAPE	JUV AV NS	191.96
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>8,428.17</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 LIBRARIES FIRST	SERVICE RENEWAL MYMEDIAMALL	13,589.00
62341 SPRINT	PC EQUIPMENT	1,327.69
65100 DEMCO, INC.	OFFICE SUPPLIES	69.82
65100 ACCO BRANDS USA, LLC DBA GBC DUNNING	LAMINATING FILM	266.78
4835 LIBRARY TECHNICAL SERVICES Total		<u>15,253.29</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	194.88
62225 ANDERSON LOCK CO. LTD	CREDIT	-62.31
62225 ANDERSON LOCK CO. LTD	DOOR REPAIR	700.62
62225 SCHINDLER ELEVATOR CORP	QUARTERLY BILLING ELEVATOR SERVICE	2,823.24
62225 CHICAGO SPRINKLER COMPANY	BUILDING MAINTENANCE SERVICES	389.50
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	174.69
64015 NICOR	UTILITIES	348.17
4840 LIBRARY MAINTENANCE Total		<u>11,728.79</u>
4845 LIBRARY ADMINISTRATION		
62185 KLING, MARY	AUGUST 2016 EPL VOLUNTEER MANAGEMENT	1,666.66
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	350.00
62185 GLANTZ, INC	LIBRARY WEBSITE REDESIGN	4,966.25
62295 WILSON, BRIAN	ALA CONFERENCE TRAVEL REIMBURSEMENT	929.14
62295 LAURA D. ANTOLIN	MILEAGE REIMBURSEMENT JAN-APRIL 2016	344.63
62295 ELIZABETH BIRD	*REIMBURSEMENT: ALA TRAVEL	659.13
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	65.89
4845 LIBRARY ADMINISTRATION Total		<u>8,981.70</u>
4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	ABC BOOSTER	15.30
65100 BAKER & TAYLOR	ABC BOOSTER BOOKS	5.28
4850 LIBRARY GRANTS Total		<u>20.58</u>
185 LIBRARY FUND Total		<u><u>71,768.01</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.26.2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -JUNE, 2016	1,092.40
			<u>1,092.40</u>
		GRAND TOTAL	<u>72,860.41</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

Evanston Public Library
Library Internal Checks
June 27 - July 18, 2016

Type	Date	Num	Name	Memo	Business Account	Clr	Amount	Balance
Jun 28 - Jul 18, 16								
Check	07/18/2016	1384	Fremont Public Library	INTERLIBRARY LOAN	185.48.4820.57515		-19.99	-19.99
Check	07/18/2016	1385	COMCAST	MAIN LIBRARY COMCAST	185.48.4840.62235		-2.54	-22.53
Jun 28 - Jul 18, 16								
							<u>-22.53</u>	<u>-22.53</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: August 12, 2016

This memo provides an update on significant administrative activities.

Human Resources

Justin McCray resigned from his part-time Safety Monitor position to focus on his full-time Facilities Management position at Northwestern University.

Julie Bevan resigned her part-time Cataloger position in Technical Services to accept a full-time position as a Technical Services Manager in St. George, Utah.

Greg Coates has resigned from his Branch Clerk position to focus on completing his PhD research.

Interviews will soon begin to fill a full-time and a part-time adult Services Librarian positions.

Financial Resources

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

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

Facilities Management

The North Branch renovations are well underway and scheduled to be completed by August 28th. The new water service has been installed and the cast-in-place sewer pipe lining has been completed. Installation of the new furnace/air conditioning system and new duct work has been completed. The new ceiling and energy-efficient lighting will be installed in the coming weeks.

Agenda Item 6.A

The parking garage below the Main Library will be closed from August 29th through October 5th for necessary renovations.



Budget Performance Report

Fiscal Year to Date 07/31/16

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	160,000.00	.00	160,000.00	16,484.21	.00	81,926.67	78,073.33	51	129,808.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,141.57	.00	5,697.99	6,302.01	47	11,225.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$172,000.00	\$0.00	\$172,000.00	\$17,625.78	\$0.00	\$87,624.66	\$84,375.34	51%	\$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	942,520.24	.00	4,166,193.86	1,887,986.14	69	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	965.85	.00	55,811.62	(5,811.62)	112	82,106.25
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	46,059.30
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	57,417.53	.00	57,417.53	36,759.47	61	93,107.50
56011	DONATIONS	87,500.00	.00	87,500.00	9,685.00	.00	25,267.00	62,233.00	29	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	185.25
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	1,276.55	.00	1,306.60	(1,306.60)	+++	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	174.00	.00	3,009.17	(1,009.17)	150	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	12,766.93	.00	32,018.85	30,981.15	51	65,334.39
57527	LIBRARY FUND FOR EXCELLENCE	185,000.00	.00	185,000.00	50.00	.00	22,874.42	162,125.58	12	187,017.13
57535	LIBRARY COPY MACH. CHG	15,500.00	.00	15,500.00	1,613.40	.00	9,574.11	5,925.89	62	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	1,260.00	.00	6,210.75	6,289.25	50	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	2,096.33	.00	10,469.65	14,830.35	41	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	\$1,029,825.83	\$0.00	\$4,391,653.56	\$2,453,503.44	64%	\$6,534,653.67
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	10,000.00	.00	10,750.00	(10,750.00)	+++	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,750.00	(\$10,750.00)	+++	\$88,175.12
Department 48 - LIBRARY Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$1,057,451.61	\$0.00	\$4,490,028.22	\$2,527,128.78	64%	\$6,763,896.53
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$1,057,451.61	\$0.00	\$4,490,028.22	\$2,527,128.78	64%	\$6,763,896.53
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	465,530.00	.00	465,530.00	50,860.82	.00	247,593.25	217,936.75	53	115,590.33



Budget Performance Report

Fiscal Year to Date 07/31/16

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	22,882.91	.00	106,425.68	83,910.32	56	211,274.60
61110	OVERTIME PAY	.00	.00	.00	407.68	.00	407.68	(407.68)	+++	.00
61415	TERMINATION PAYOUTS	15,900.00	.00	15,900.00	361.80	.00	859.10	15,040.90	5	.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	40,497.59	57,795.41	41	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	10.60	67.40	14	12.32
61710	IMRF	67,298.00	.00	67,298.00	7,459.72	.00	35,706.98	31,591.02	53	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	4,737.26	.00	21,962.99	17,940.01	55	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	1,107.89	.00	5,136.48	4,196.52	55	8,569.07
62185	CONSULTING SERVICES	14,300.00	.00	14,300.00	.00	.00	.00	14,300.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(1,164.79)
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.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	3,964.23	3,433.93	24,236.93	20,944.14	57	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	10,185.23	.00	76,832.07	80,167.93	49	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	550.75	.00	9,678.75	23,521.25	29	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	.00	.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	\$108,481.24	\$7,275.93	\$583,086.52	\$591,702.55	50%	\$698,499.04
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	56,933.40	.00	304,061.18	243,919.82	55	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	25,507.53	.00	119,710.40	95,227.60	56	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	34,654.31	49,570.69	41	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	2.57	.00	19.49	26.51	42	37.30
61710	IMRF	72,503.00	.00	72,503.00	7,734.14	.00	41,987.54	30,515.46	58	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	5,263.47	.00	28,526.08	18,885.92	60	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	1,230.94	.00	6,671.42	4,416.58	60	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	2,728.16	.00	50,705.64	(50,705.64)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	2,252.00	31,707.02	43,772.40	93,920.58	45	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	2,393.00	940.89	7,402.42	14,956.69	36	7,090.35



Budget Performance Report

Fiscal Year to Date 07/31/16

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
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	21,710.55	.00	144,895.72	162,004.28	47	258,885.23
65635	PERIODICALS	15,700.00	.00	15,700.00	225.94	.00	9,440.23	6,259.77	60	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	4,160.21	.00	33,587.98	57,812.02	37	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	.00	.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	\$134,963.15	\$32,647.91	\$865,689.43	\$723,780.66	55%	\$1,472,751.54
Business Unit 4808 - NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	.00	.00	.00	768.91	.00	2,238.60	(2,238.60)	+++	.00
61510	HEALTH INSURANCE	.00	.00	.00	114.50	.00	436.30	(436.30)	+++	.00
61710	IMRF	.00	.00	.00	79.65	.00	231.89	(231.89)	+++	.00
61725	SOCIAL SECURITY	.00	.00	.00	46.58	.00	134.61	(134.61)	+++	.00
61730	MEDICARE	.00	.00	.00	10.89	.00	31.48	(31.48)	+++	.00
Business Unit 4808 - NEIGHBORHOOD SERVICES Totals		\$0.00	\$0.00	\$0.00	\$1,020.53	\$0.00	\$3,072.88	(\$3,072.88)	+++	\$0.00
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	22,199.19	.00	117,284.96	73,943.04	61	196,030.02
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
61050	PERMANENT PART-TIME	306,273.00	.00	306,273.00	34,179.43	.00	156,979.68	149,293.32	51	268,988.75
61415	TERMINATION PAYOUTS	.00	.00	.00	121.99	.00	525.05	(525.05)	+++	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	2,388.28	.00	18,994.15	23,823.85	44	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	3.71	63.29	6	.53
61710	IMRF	45,206.00	.00	45,206.00	4,522.68	.00	22,334.02	22,871.98	49	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	3,540.95	.00	17,255.70	13,409.30	56	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	828.14	.00	4,035.64	3,136.36	56	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	438.61	855.68	4,597.92	(3,043.60)	226	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	6,685.02	6,684.98	50	12,899.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$68,219.80	\$855.68	\$350,305.50	\$304,247.82	54%	\$603,889.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	12,644.27	.00	73,638.45	6,626.55	92	119,479.18
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
61050	PERMANENT PART-TIME	191,323.00	.00	191,323.00	20,280.27	.00	84,024.29	107,298.71	44	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	2,424.58	.00	14,500.81	6,584.19	69	25,039.78
61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.65	5.35	11	1.94
61710	IMRF	25,933.00	.00	25,933.00	3,229.30	.00	15,109.52	10,823.48	58	26,144.26



Budget Performance Report

Fiscal Year to Date 07/31/16

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
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	2,047.63	.00	9,760.28	7,039.72	58	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	478.87	.00	2,282.57	1,646.43	58	4,003.55
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	3,850.00	.00	3,905.00	6,595.00	37	10,143.85
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	305.98	.00	1,629.78	1,370.22	54	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	3,451.88	.00	24,163.16	20,296.84	54	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	.00	.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	1,017.10	.00	6,975.81	22,924.19	23	21,701.55
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	1,309.64	190.36	87	1,657.99
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	958.80	.00	958.80	1,241.20	44	1,886.14
66025	TRANSFER TO DEBT SERVICE - ERI	3,093.00	.00	3,093.00	.00	.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	\$50,688.76	\$0.00	\$243,753.71	\$215,640.29	53%	\$441,601.20
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	32,413.70	.00	160,497.88	115,080.12	58	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	9,943.92	.00	44,519.42	45,011.58	50	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	21,429.07	14,696.93	59	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	3.71	82.29	4	6.25
61710	IMRF	38,968.00	.00	38,968.00	4,419.34	.00	21,053.49	17,914.51	54	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	2,612.41	.00	12,701.43	9,709.57	57	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	610.96	.00	2,970.49	2,270.51	57	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	13,589.00	.00	26,159.32	10,810.68	71	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	7,978.36	58,841.37	69,775.56	(14,916.93)	113	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	580.95	.00	4,184.24	8,815.76	32	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	349.00	4,515.66	5,201.53	39,502.81	20	16,602.99
65630	LIBRARY BOOKS	.00	.00	.00	19.97	.00	19.97	(19.97)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	.00	.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	\$75,636.96	\$63,357.03	\$374,123.09	\$255,871.88	63%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	19,719.74	.00	103,870.28	148,774.72	41	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	20,792.93	.00	90,648.87	7,529.13	92	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	1,576.14	.00	7,470.02	1,829.98	80	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	34,027.31	37,369.69	48	57,120.17
61615	LIFE INSURANCE	82.00	.00	82.00	.00	.00	.00	82.00	0	.00



Budget Performance Report

Fiscal Year to Date 07/31/16

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
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	294.88	.00	1,407.06	(207.06)	117	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	4,360.40	.00	21,028.39	16,586.61	56	34,878.24
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	2,573.62	.00	12,395.62	8,817.38	58	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	601.89	.00	2,898.97	2,062.03	58	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	11,750.55	72,955.00	86,357.20	60,444.80	72	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	2,719.98	2,720.02	50	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	.00	.00	2,371.50	2,371.50	50	1,700.04
62315	POSTAGE	.00	.00	.00	470.00	.00	531.71	(531.71)	+++	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	1,440.57	.00	13,101.40	17,398.60	43	26,413.01
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	169.56	.00	6,431.08	5,568.92	54	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	1,157.50	.00	13,867.25	18,132.75	43	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	2,719.98	2,720.02	50	5,247.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$838,251.00	\$0.00	\$838,251.00	\$70,150.52	\$72,955.00	\$403,586.19	\$361,709.81	57%	\$809,118.63
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	550,338.00	.00	550,338.00	64,113.92	.00	341,076.70	209,261.30	62	876,532.14
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	9,645.34	.00	46,309.77	41,955.23	52	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	63,269.06	45,103.94	58	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	4,200.00	3,000.00	58	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	700.00	500.00	58	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	7,641.46	.00	40,354.53	27,377.47	60	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	4,499.78	.00	23,729.86	15,428.14	61	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	1,052.33	.00	5,549.73	3,607.27	61	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	7,938.29	142,023.75	28,858.71	117.54	100	26,157.92
62210	PRINTING	6,000.00	.00	6,000.00	.00	4.49	5,434.16	561.35	91	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.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	3,824.94	.00	24,950.89	17,074.11	59	17,940.51
62315	POSTAGE	5,500.00	.00	5,500.00	110.42	.00	2,184.31	3,315.69	40	3,693.08
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	336.95	.00	1,737.14	267.86	87	1,017.00



Budget Performance Report

Fiscal Year to Date 07/31/16

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
62380	COPY MACHINE CHARGES	12,881.00	.00	12,881.00	50.40	.00	436.84	12,444.16	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
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	509.02	.00	2,956.48	1,043.52	74	5,700.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	65.89	.00	761.04	1,238.96	38	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	1,946.73	3,863.55	37,355.32	56,551.13	42	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	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	.00	.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	\$111,910.73	\$145,891.79	\$765,583.34	\$593,677.87	61%	\$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	106.30	.00	15,682.09	(5,682.09)	157	51,355.62
65630	LIBRARY BOOKS	.00	.00	.00	282.21	.00	282.21	(282.21)	+++	7,258.10
Business Unit 4850 - LIBRARY GRANTS Totals		\$20,000.00	\$0.00	\$20,000.00	\$388.51	\$0.00	\$15,964.30	\$4,035.70	80%	\$63,981.81
Department 48 - LIBRARY Totals		\$6,975,742.00	\$0.00	\$6,975,742.00	\$621,460.20	\$322,983.34	\$3,605,164.96	\$3,047,593.70	56%	\$6,650,493.71
EXPENSE TOTALS		\$6,975,742.00	\$0.00	\$6,975,742.00	\$621,460.20	\$322,983.34	\$3,605,164.96	\$3,047,593.70	56%	\$6,650,493.71
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	1,057,451.61	.00	4,490,028.22	2,527,128.78	64	6,763,896.53
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	621,460.20	322,983.34	3,605,164.96	3,047,593.70	56	6,650,493.71
Fund 185 - LIBRARY FUND Totals		\$41,415.00	\$0.00	\$41,415.00	\$435,991.41	(\$322,983.34)	\$884,863.26	(\$520,464.92)		\$113,402.82
Grand Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	1,057,451.61	.00	4,490,028.22	2,527,128.78	64	6,763,896.53
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	621,460.20	322,983.34	3,605,164.96	3,047,593.70	56	6,650,493.71
Grand Totals		\$41,415.00	\$0.00	\$41,415.00	\$435,991.41	(\$322,983.34)	\$884,863.26	(\$520,464.92)		\$113,402.82

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

	Symbol	Shares/Quantity	Price	Value as of 7/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6851.908	\$200.79	\$1,375,794.61	34.1%		
Vanguard Small-Cap Index Fund	VSMAX	3647.803	\$58.22	\$212,375.09	5.3%		
Vanguard REIT Index Fund	VGSLX	1691.050	\$130.95	\$221,443.00	5.5%		
Vanguard Total International Stock Index Fund	VTIAX	13461.752	\$24.95	\$335,870.71	8.3%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6344.591	\$30.58	\$194,017.59	4.8%	58.0%	
Vanguard Prime Money Market Fund	VMMXX	526737.890	\$1.00	\$526,737.89	13.1%		
Vanguard Federal Money Market Fund	VMFXX	32134.320	\$1.00	\$32,134.32	0.8%	13.9%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$119.634	\$152,411.32	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$117.990	\$142,758.46	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$134.341	\$149,259.56	3.7%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$103.806	\$165,481.29	4.1%	15.1%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25767.307	\$10.80	\$278,286.92	6.9%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$104.084	\$46,837.80	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$105.314	\$47,391.30	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$106.708	\$48,018.60	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$105.472	\$43,243.52	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$108.765	\$10,876.50	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$114.140	\$49,080.20	1.2%	13.0%
				\$4,032,018.68		100.0%	

Cash Equivalents	13.9%
US Treasury Inflation Protected Securities	15.1%
Corporate Bonds	13.0%
Domestic Equities	44.9%
International Equities	13.1%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: John Devaney, Facilities Supervisor
Paul Gottschalk, Assistant Library Director

Subject: Approval of Renewal of Siemens Building Automation Service Agreement

Date: August 11, 2016

Recommended Action:

Staff recommends a one-year extension of the service and maintenance agreement with Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library at a cost of \$29,820. This extension covers the period January 1, 2016 through December 31, 2016. The delayed renewal is due to a renegotiation of the terms of service. This extension provides for a 3.1% annual reduction over 2015.

Funding Source:

This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225 at the budgeted amount of \$30,914.

Summary:

The Siemens BAS monitors and controls the heating, ventilation, air conditioning (HVAC) and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for replacement hardware and software upgrades and this renewal includes necessary upgrades. The BAS allows staff to monitor and control the HVAC system remotely.