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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, SEPTEMBER 21, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, September 21, 2016

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. OATH OF OFFICE – Adam Goodman

3. CITIZEN COMMENT

Not to exceed 15 minutes

4. PUBLIC HEARING: Public Hearing on the FY2017 Proposed Budget

5. CONSENT AGENDA

- A. Approval of Minutes of August 17, 2016 Regular Meeting and September 7, 2016 Budget Meeting
- B. Approval of Bills and Payroll

6. INFORMATION/COMMUNICATIONS

- A. Recognition of the Evanston Public Library Friends
- B. Robert Crown Branch Library Project Update
- C. Strategic Planning Committee Update
- D. Community Engagement – Responding to the Shredding Safety Net

7. LIBRARY DIRECTOR'S REPORT

8. STAFF REPORTS

- A. Administrative Services Report

9. BOARD REPORTS

10. BOARD DEVELOPMENT

11. UNFINISHED BUSINESS

- A. Discussion of FY2017 Proposed Budget

12. NEW BUSINESS

- A. Approval of Purchase of Computer Network Infrastructure Equipment

13. ADJOURNMENT

Next Meeting: October 19, 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, August 17, 2016
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Participating by phone: Margaret Lurie

Members Absent: Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk, Jessica Ticus

Guests: Marty Lyons, Assistant City Manager; Michael Happ, Executive Director CCS Consulting; 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 6:30 pm.

CITIZEN COMMENT – none

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

INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Update** – Marty Lyons, Assistant City Manager and Michael Happ, fundraising consultant, provided a fundraising and timeline update. To date, \$1.9 million has been raised toward the \$30 million goal for new construction. Mid-level donors and corporations are being actively solicited and naming opportunities have been identified. The establishment of the 501c3 non-profit foundation has progressed and it can now accept and receipt donations. The timeline for design specifications, bidding of construction and review was shared.
- B. Strategic Planning Committee Update** – The committee is working toward sharing a final draft of the plan.
- C. Proclamation** – President Tannen announced the resignation of Board member Leora Siegel and read a proclamation thanking her for her “heart, wisdom and courage.” Ms. Siegel is stepping down to join the Caxton Club, whose meetings conflict with the EPL Board meetings.

LIBRARY DIRECTOR'S REPORT

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

- It's been one year since the Library began offering volunteer concierge services. The program has been a huge success.
- The 2nd Annual Storytelling Festival is being planned for October 7-9.

STAFF REPORTS

- A. Administrative Services Report** – Paul Gottschalk reported that the renovation work at North Branch is underway. While some surprises were discovered, such as asbestos tiles that need replacement, the project should stay on time and on budget. Lush hire a consultant recommended by the Fire Department to resolve the fire code issues.

BOARD REPORTS

- A. Development Committee** - Shawn Iles share the invitation to the Fund for Excellence event on September 14 and encouraged Board members to attend. He also shared the job description of the Development Committee, which is in formation, and invited Board members to submit names of potential committee members.

BOARD DEVELOPMENT

- A. RAILS/United for Libraries video was tabled until next meeting.

NEW BUSINESS

- A. Approval of Renewal of the Siemens Building Automation Service Agreement** – Ben Schapiro moved to approve the renewal of the service agreement for \$29,820, which is within the \$30,000 budgeted. Seconded by Tori Foreman and unanimously approved by a roll call vote.

ADJOURNMENT – Leora Siegel motioned to adjourn the meeting, seconded by Ben Schapiro. Motion approved. The meeting adjourned at 7:30 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

Next Meeting: Wednesday, September 21, 2016 at 6:30 pm Evanston Public Library, Board Room.

**Library Director's Report
August 17, 2016**

Updates:

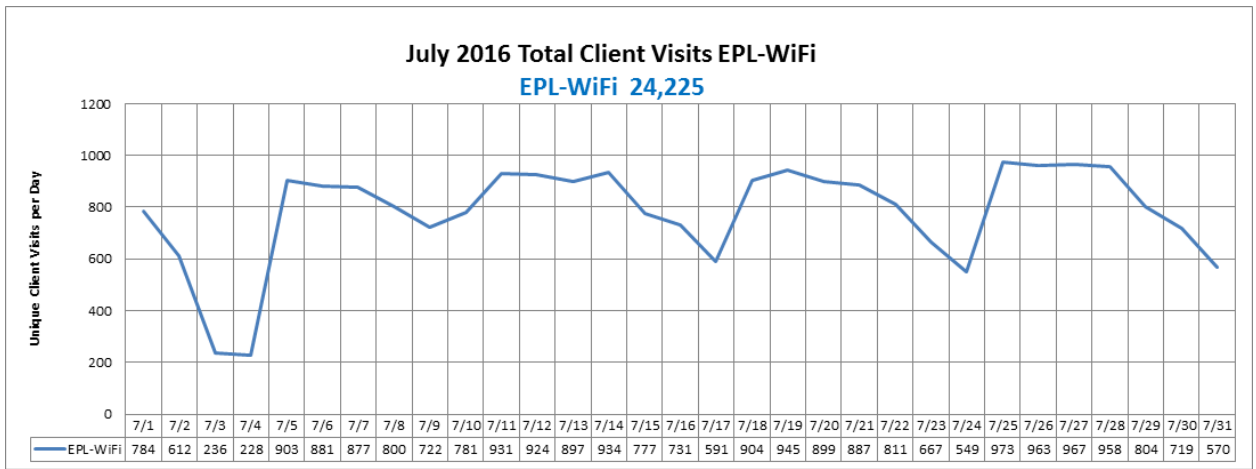
- Main Library parking garage renovation work will begin on Monday, August 29th and conclude on Wednesday, October 5th. My thanks to John Devaney for managing this project which is being paid for by the City of Evanston's parking fund. I apologize for any inconvenience but am delighted that the work will be completed before the snow flies and before the 2nd Annual Storytelling Festival!
- Laura Antolin and Martha Meyer have been invited to present at the GoAEYC conference at Oakton Community College this coming October. It is a conference for preschool teachers, home providers and others who work with young children. They are presenting a book talk TWICE at the conference.
- A year ago at the August meeting I introduced the launch of the new Concierge service. This team of remarkable volunteers has made a tremendous difference and continue to welcome and assist our patrons and support our staff. A huge thank you to the Concierge Team, Jose Maldonado and Mary Kling for their dedication and service!!!

Assessments, metrics and initiative results:

Foot traffic:	June, 2016	July, 2016
Main:	49,348	47,738
North:	4,913	4,787
CAMS:	4,269	4,231
Total:	58,530	56,756

Website visits June: 36,122 July: 33,202

Overall Computer/Internet Use – all locations: June: 5,800 July: 5,220



Actual Computer Usage Able WorkNet Lab

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
					1-Jul
				3	TOTALS
					3
4-Jul	5-Jul	6-Jul	7-Jul	8-Jul	
	18	10	15	14	57
11-Jul	12-Jul	13-Jul	14-Jul	15-Jul	
13	15	10	4	5	47
18-Jul	19-Jul	20-Jul	21-Jul	22-Jul	
15	12	16	7	7	57
25-Jul	26-Jul	27-Jul	28-Jul	29-Jul	
9	9	7	10	6	41
					205

Partnerships and collaborations:

- My thanks to Laura Antolin who will staff the EPL table on September 23rd at the Community & Family Info Fair being produced as part of the DaeDae World Weekend.
- In partnership with Walgreens, EPL will be hosting a Flu Shot Clinic this fall in November. More details to come – my thanks to Ben Remsen, Jill Skwerski and Jill Schacter for working

to develop this program and Walgreens for contacting me.

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

July Highlights

Kaufmann second Life-sized Candyland

Meyer organized an Elephant and Piggie Storytime with Imagine U from Northwestern. She created a craft for use with the program, re-sited the program with Lynn Thompson Kelso after a larger group arrived, organized a raffle of free tickets and a disbursement of discount coupons and introduced the program to a crowd of 243 excited children and parents.

Laura Antolin coordinated the library’s participation this year. Numerous staff and community marched and biked with us in the parade:



Kennelly coordinated our annual passive program of Drop-In Crafts on Thursdays: There were 100 craft projects available on each of the following Thursdays in July:

- July 7 - “Create your own puzzle”
- July 14 – “Make a jumping origami frog”
- July 21 – “Design your own board game”
- July 28 – “Decorate a sport pennant”

Kim Kaufmann’s comments after the second round of Life Sized Candyland:

Two timeslots for Life Sized Candyland with a total of 50 attending. Everyone who came to any of the three offerings, including the June date, said how much fun it was and expressed interest in coming to play, it or another large game, again. It was fun to see how it started out with the kids being the playing pieces with parents drawing the cards, then over the course of the hour it would shift to the kids making their parents be the playing pieces!

Andi Altenbach assisted prepared a Drop in Craft for the library’s participation in the citywide Harry Potter book release event.

Family Math Night: Bojda planned a Math Night. 26 parents and children attended. It should not have come as a surprise, given the amount of math phobia in the general population, but those in attendance seemed to be the “smarty pants” rather than the strugglers. Since I am purchasing some games and materials it is my plan to offer this at least once per year. Altenbach pulled an array of math books from the collection for browsing and checkout.

Training, Continuing Ed and Professional Development

Meyer continues with the Harwood training online.

Bojda, Kennelly and Wilson attended the Rita Garcia Williams author talk.

Outreach and Community Engagement

Bojda meeting with Alexis Louricelli to ways to support NU’s research into young children’s learning with technology.

Meyer is met to plan Elephant and Piggie storytime at NU’s Block party in August. This was in exchange with them for their program here.

Other Activities

Wilson continues weeding the Picture Book Collection.

Highlights from Laura Antolin include:

Outreach/In-House Reach - Preschools:

Day Care Delivery Book Bags: 14: 12 Book Bags delivered to home providers; **2** Book Bags delivered to IWSE (Baby Toddler Nursery)

Baby Toddler Nursery storytime: 70 (55 children and 15 staff); 7 classes- infants, toddlers, preschool classrooms (in the preschool classroom, we made pinwheels).

Outreach/In-House Reach – School-Aged:

I met with and gave out 50 point prizes (water bottles) and 75 point prizes (books) to campers at Robert Crown, Fleetwood, Ridgeville, Y Readers and Power Scholars. At Ridgeville and Y Readers Washington School, when I visited, I presented a storytime and sang with the campers. At Robert Crown, Fleetwood, and the remaining Y Readers and Power Scholars, I talked with campers before giving out prizes. For Creative Play preschoolers and Take Two’s at Robert Crown, I presented a storytime with songs. All in all, I distributed **491** prize books this summer to campers.

Robert Crown: I met with campers in the following camps: Creative Play, Take Two’s, Back to Basics, Kid City, and Fun Factory. . Water bottles were offered to staff/counselors as well as campers and account for the greater numbers.

Total water bottles: 229; 193 kids & 44 staff = 237

Total books: 172; 172 kids & 44 staff = 216

Fleetwood: I met with campers in the Summer Diversified camps.

Total water bottles: 61 57 kids & 10 staff = 67

Total books: 57 57 kids & 10 staff = 67

Ridgeville: I met with K-5 campers as well as preschoolers who walk over to Kamen Fieldhouse.

I did a storytime for all of the campers.

Total books: 60 60 kids & 10 staff = 70

Y Readers: I met Y Readers at Washington, Oakton, Dawes and Foster Reading Center as well as Power Scholars at Walker. I did a storytime for Washington Y Readers. Water bottles were offered to staff/counselors as well as campers and account for the greater numbers.

Total water bottles: 215 194 kids & 21 staff = 215

Total books: 202 202 kids & 21 staff = 223

Y Readers Washington:

Total pencils:	41
Total water bottles:	46
Total books:	49

Y Readers Oakton:

Total water bottles:	58
Total books:	55

Y Readers Dawes:

Total water bottles:	42
Total books:	42

Y Readers Foster Reading Center:

Total water bottles:	34
Total books:	30

Power Scholars, Walker:

Total water bottles:	35
Total books:	26

D65 Family Literacy Book Pick-up Event:

Ellen Urquiaga (Reading Specialist at Washington and Orrington Schools) is part of F65's summer reading program where books are sent home 4 times over the summer to targeted students. She and I collaborated to have the third pick-up be at the Library. Ellen brought books which we set up in the Friedberg Room and allowed students to choose 4 or 5 books to take home. I put out bookmarks to

color and targeted books for the kids to read with their parents or volunteers. We saw **30** people during the hour long event (**15** families).

Family Matters STEM Program:

Family Matters brought over about 30 kids for a storytime and craft/STEM program. After Martha read stories, I took the older kids and did a STEM Light-Up Art program for about an hour. They worked hard, got frustrated but were all successful at making their light-up art lanterns and were surprised and happy to take them home. Attendance: **16 (11 kids, 5 staff/volunteers)**

Other/Connections:

MakerKids in the Parks:

MakerKids in the Parks suffered a little from terribly hot/rainy weather in July. Even so, we saw decent attendance for many of the activities though we struggled some at Robert Crown and Fleetwood in the 2:00-4:00pm time slot. For August, I'm moving all MakerKids to the 11:30-1:30 time slot to see if that makes a difference. I'm definitely seeing repeat families who look forward to bringing their kids to do an activity each week. For the 3 weeks of MakerKids in July - **Total: 184 (143 kids, 41 adults)**

Additionally, families borrowed **7** books.

Windssocks:

Robert Crown :	0		
Fleetwood:	0		
Mason:	25	(18 kids, 7 adults)	4 books
James:	21	(17 kids, 4 adults)	1 book

Origami:

Robert Crown :	8	(5 kids, 3 adults)	
Fleetwood:	18	(16 kids, 2 adults)	
Mason:	15	(11 kids, 4 adults)	2 books
James:	10	(6 kids, 4 adults)	

Bubbles:

Robert Crown :	20	(17 kids, 3 adults)
Fleetwood:	9	(7 kids, 2 adults)
Mason:	32	(25 kids, 7 adults)
James:	26	(21 kids, 5 adults)

ABC Boosters:

I ordered and purchased materials for a Family Toolkit to go home with each student in ABC Boosters: inside a red cinch sack, each child received a small magnetic white board and dry erase marker, magnetic alphabet letters, an alphabet card game or flash cards and an alphabet book as well as a short letter explaining ways to use the materials. Our hope is that families continue to use these materials throughout the summer so that there isn't loss after ABC Boosters is over.

At Fleetwood, Lara invited families to come and pick up their bag at a pancake breakfast on the last day of ABC Boosters. Unfortunately, only 2 families attended but the children all took home their bags. At JEH, there wasn't an easy way to organize a parent event so each child took home his/her bag.

Lara, Frances, Jessie, Nzinga and I met to debrief and talk about what worked and what could be improved for next year. Ideas included a maximum number of 3 Boosters in a classroom and more training and support for both teachers and Boosters.

EC2C Parent Ambassadors Literacy Meet-up:

I attended this event at Robert Crown and put up a library table with library information, library cards, origami and bookmarks to color. There was pretty good attendance at this event especially given that it was incredibly hot that day – there were tables with activities and a book give away to families. I interacted with **18** people (**10** kids and **8** adults).

Email sent re: EC2C Parent Literacy Meet-Up (Diane Lequar Antolin, Laura ; Laura Lindroth; Kathleen Tribble-Strong; Missy Fleming; Sheila Merry)

On behalf of Cradle to Careers Parent Ambassadors I wanted to thank you all for coming out to help out with such a wonderful event on Saturday! This event could not have been done without your commitment and dedication to our community.

Many many thanks!!!

Izzy

Ismalis Nuñez, MSW

*Family & Community Engagement Coordinator/Social Worker
Special Services Department, D65*

<http://evanstonroundtable.com/main.asp?SectionID=16&SubsectionID=27&ArticleID=12301>

Cooperative Program w/Open Studio Project, Family Arts Activity Area – Ethic Arts Festival”

I worked again with Jan Ellenstein of Open Studio Project to collaborate on an interactive activity in memory of Gigi Galich, ***Dream Weaving 2***. We erected a weaving area with hula hoops and clothesline and invited folks to weave materials we had or to bring their own. I was able to man the area on Saturday and Mary Kling helped me find someone to come on Sunday. We hope to erect something each year to remember Gigi.

Email from volunteer Adriana Miyakawa, who volunteered at the Family Arts Activity Area at Ethnic Arts Festival on Sunday in response to my thank you for helping out:

Hello Laura,

It was my pleasure to help out with the weaving project. Those that participated seem to really enjoy the activity and appreciate the intention behind it.

*Take care,
Ada*

Email from Jan Ellenstein, Open Studio Project, in charge of Family Arts Activity Area, Ethnic Arts Festival

It was great to have both of you there AND they let it stay up when I left.

*I love this partnership,
Jan*

IWSE Volunteer Luncheon:

Because I visit both Baby Toddler Nursery and Teen Baby Nursery monthly to do storytimes and to bring Book Bags, I was invited to attend the volunteer luncheon. I made a short appearance and was there for the photo.

Group email from Mary Burke-Peterson, Development Director, IWSE to Volunteer Luncheon:



Thank you for all you do for this agency. Your contributions of time, talent and energy support our classrooms, administration, children and families in a variety of ways. You are integral to the work we do, and the luncheon was a small way of honoring your commitment.

Best regards,

Mary

ABC Boosters



Summer Reading Program Prize Check-ins at Robert Crown



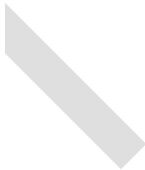
Summer Reading Program Prize Check-ins at Robert Crown



Summer Reading Program Prize Check-ins at Fleetwood



ABC Boosters



MakerKids at Robert Crown



MakerKids at Mason Park



MakerKids at Fleetwood



MakerKids at Robert Crown



DRAFT

MakerKids at JamesPark



MakerKids at JamesPark



MakerKids at Mason Park



DRAFT

D65 Family Literacy book pick-up Library event



Summer Reading Program Prize Check-in at Ridgeville



4th of July



Family Matters STEM Program



Dream Weaving 2 in memory of Gigi Galich at Ethnic Arts Festival

Join Evanston Public Library and Open Studio Project



Where: Ethnic Arts Festival, Family Arts Activity Area

When: Saturday, July 16 and Sunday, July 17
12:30-3:00pm

What: Dream Weaving 2, an outdoor weaving project in memory of beloved librarian, Gigi Galich.

Come weave with us in the Family Arts Activity Area and feel free to bring your own special material or object to weave in.



Dream Weaving 2 in memory of Gigi Galich at Ethnic Arts Festival



Collection:

- Selected and ordered graphic novels for Children's Room collection

Received and put out on the floor 12 new comics for the *Read It Here Comic Collection*

Teen Services Highlights from Renee Neumeier include:

Programming:

Rita Williams Garcia Author Event:

In partnership with the Dajae Coleman Foundation we hosted award winning author Rita Williams Garcia in July. There were kids from the YMCA and YOU, plus community members who attended. Rita was really engaging she talked about the diverse book movement, Black Lives Matter, her books and how she got into writing. She spent a lot of time answering kid's questions and also signing books and talking with her fans. She even led a mini dance party for a while. The attendees thought she was a great and engaging author. It was wonderful that Dajae Coleman made the connection and we were able to provide the space.

Harry Potter Release Party:

In celebration of the release of *Harry Potter and the Cursed Child*, Kevin decided he wanted to have a release party in the Loft the Thursday before the book came out. Since Kevin is new to our staff he only had about two weeks to plan everything with the help of our summer intern, Hannah and our regular volunteer Eti. They put together an awesome event with trivia, a scavenger hunt, a magic wand craft, snacks and prizes. Some teens stayed for the whole event

and others dropped in for part of it. The magic wand craft and the trivia were the most popular. Some the teens had so much fun they stayed until close .

Community Engagement:

Project Excite:

Our annual summer collaboration with incoming Project Excite 6th graders started and the end of June and wrapped up with a family night in mid-July. This year we welcomed 16 students to the program. Monday-Thursday they met at EPL in the mornings and then in the afternoons and Fridays they went to NU. Kelly Rooney, a math coach from D65 worked with us as an instructor this year and because of that partnership we were really able to take the program to the next level. Students had a choice of designing a board game or a video game with Scratch. We worked on teaching them about the five elements of game design goals, rules, space, mechanics and components. We began with playing other games, hacking the rules and then playing more advanced games. Along with playing games, we also went over the basics of Scratch and 3D design and printing. Kids could either create a game on their own or with partners. Digital game vs. board game was split pretty evenly. Some kids who had never used Scratch at all designed pretty complex games. We were really impressed with everyone's work and so were their parents when they came to the finale event. At the finale all the kids share what they learned and parents had a chance to walk around and try everyone else's games. Throughout the camp the kids journaled about different topics and also recorded feedback about their games they received. We're looking forward to continuing to grow this program next year.

Y.O.U.

Kevin and Ashley have continued to visit Y.O.U. on Tuesdays and Thursdays this summer. For Y.O.U. students don't always get their top ranked enrichment option so some of the kids who ended up in the EPL program, weren't happy to be there, but after a few sessions they seemed to change their mind. The Y.O.U. kids are also doing game design, but with more focus on board games and 3D design. The students really struggle with staying focused on one thing, so Ashley and Kevin have a few different activities planned each day. Additional students were added a few weeks in after they were kicked out of another session so that also changed the dynamics with the group. Some of the students are really into making their projects and are taking part in the Y.O.U. showcase at the end of July too. Moving forward we're going to keep tweaking our approach with Y.O.U. until we find a model that works well, right now it seems to be having a few short active projects for each session rather than a larger overarching project for all of the sessions.

Professional Development:

EvanSTEM – Golden Apple STEM Workshop:

Renee attended a week long STEM design workshop at D65 that was sponsored by EvanSTEM. She worked on a team with one of the D65 math coaches the Nichols Media Arts and Studio Arts teacher and the Chute Media Arts teacher. Throughout of the week they learned about what makes a program truly STEM, vs. just an activity. There needs to be team work, projects should address real world problems and the instructor takes on more of a guide role rather than direct instruction. Renee's team is developing a unit where students will create interactive art pieces using basic circuits that will be installed into the library in the spring. EvanSTEM is hoping that

these initial groups will be ambassadors at their schools to inspire other teachers/providers to also redesign their curriculum to allow for more project design and STEM activities.

Renee Neumeier/YA Services Supervisor's Personal Report:

Programming:

- Rita Williams Garcia- adjusted room setup and event information as attendance from YOU and YMCA changed, handled room setup, registration preparation and ticketing.
- Friday Flicks- has been pretty successful this summer, big action and superhero movies seem to be the favorite we've ranged from 2-8 at each movie
- Laid out all the fall programming for the Loft and also the drop in DIY programs at the branches, will be the point person for the branch programs which will target 4-8 graders, entered all the information in evance and Joomla, looking at having some teens lead some of the Loft Lab sessions in the fall.

Community Engagement:

ETHS:

- Hosted ESL class from ETHS, made them cards, tour of the whole library and helped them locate books on art and artists.
- Ms. Newman brought her summer school classes again, we made them cards, gave them an overview of teen services and since many of them took part in the summer reading program we also gave all of them check in prizes and prize books

YOU:

- Brought over all small group of students for a tour, also gave them a quick sticker making demonstration

Project Excite:

- Led sessions
- Put together PowerPoints for each day
- Planned finale event
- Additional planning sessions before each week with Kelly

Cradle to Career Literacy on Track Team:

- Hosted joint meeting between Parent/Caregiver team and Literacy on Track team at EPL, shared what each team was working on and how we could collaborate

EvanSTEM:

Summer Reading

- Presented to library board on summer reading 2016, noted the changes from 2015
- Ran stats for all the programs
- Kept teen supplies and raffles going

Professional Development:

Tinker:

- Updated social media, began discussing proposal

Other:

- Selected ebooks and eaudiobooks for My Media Mall, I now the selector for the whole consortium
- Wrote book reviews for the blog
- Selected fiction/nonfiction/AV for Loft
- Weeded YA fiction, nonfiction and audiobook collection

Community Outreach Highlights from Jill Skwerski include:

- Summer continues with book bike visits to various parks, beaches, markets and festivals. Overall for the month of July, book bike engagement resulted in contacts with 478 patrons who checked out 84 items and for whom 17 new cards were issued. Attached is a photo from the Ethnic Arts Festival where I was visited by 4 young women from West Africa who were in town as part of a women's leadership conference through the Expanding Lives program at NU. They loved the library and were amazed at how many books were in the bike!
- Library pop ups at local senior centers (Blake, Primm, Three Crowns) continue to be in high demand with services expanding this month to the newly renovated 1900 Sherman building (aka Perlman Apartments). Beginning in September, EPL will be conducting a full array of basic computer classes at Perlman along with monthly visits for book/DVD/audiobook checkout. This programming is the result of a new collaboration with Audrey Thompson, who is the COE Long Term Care Ombudsman.
- EPL partnered with Life Source and the Evanston chapter of Kappa Alpha Psi to host an on-site blood and bone marrow drive. The event was held on Saturday, July 30 in the large community meeting room and resulted in 23 collections and 7 deferrals. I'm told by our partner at Life Source that this is a fabulous number, so much so that we're planning to repeat the effort in January 2017.



DRAFT





Neighborhood Services Highlights from Connie Heneghan include:

August Report for Neighborhood Services

DIY at CAMS Saturday, July 9



This DIY became a mother/daughter event. (Plan & materials/the Loft, B Petrites)

Movie and Craft (Wreck It Ralph/Candy Car Craft)

After viewing the movie Wreck It Ralph, participants created there own candy cars. (B Petrites)



CAMS Adult Book Group

CAMS adult book group of "The Martian" a first foray into SciFi and wonder of wonders, it was the first book everyone liked! Book group surprised me with a party to celebrate my marriage (sent picture (Bridget Petrites)

"I have been overwhelmed by how lovely all of the patrons have been, regarding my recent wedding. I've received numerous well wishes, requests for photos, and cards." Bridget Petrites

North Branch book group discussed A Moveable Feast by Ernest Hemingway. (C Heneghan and volunteer D Mellinger)

Knitting Groups



This is the North Branch Knitting Group, July 18. We have a similar book group at CAMS on July 11.

Although our first Picnic in the Park followed by a movie in the North Branch was a great success, our second attempt was less so. Weather and the COE movie at the stadium were too much competition. The city's movie was not scheduled when we made our plans.

After a few misses in July, we decided to continue the bilingual storytime through August since momentum for this program seems to be building. We had help with Spanish from a volunteer Catron Booker and Rosa McAndrew working with Ranea Surbrook.



We also had another surprise visit from Park School.



Mission Impossible: Moby Dick

Many members of the North Branch discussion of Mission Impossible: Moby Dick told me what a fantastic job Nancy Engel does leading this group.

Webinars

“Engaged and Inclusive: Libraries Embracing Racial Equity and Social Justice.” (C Heneghan)
Sarah Lawton, Neighborhood Libraries Supervisor, Madison (Wisc) Public Library, Amita Lonial, Learning Experiences Manager, Skokie Public Library, and Amy Sonnie, Civic Engagement and Adult Literacy, Oakland (Calif.) Public Library. The clearest message for me is that being an agent for racial equity and social justice is a long term project built one step at a time on the libraries efforts to transform lives by facilitating the production of knowledge in cooperation with others.

Connecting with Your Community: Finding and Serving patrons in New Spaces (C Heneghan) **July 21**

Cate Crushman, Branch Manager, Reading Branch, Public Library of Cincinnati and Hamilton County and **Paula Brehm-Heeger**, Strategic Initiatives Director, Public Library of Cincinnati and Hamilton County. Shared how their goals impacted floor plan and staff expectations.

C Heneghan met with Paul Gottschalk and John Devaney about security at CAMS. Bryan from the EPD visited CAMS and said we could arrange a meeting through Officer Henry. We will pursue this for the fall.

North Branch staff worked with Maintenance to prepare for construction work during the month of August. Kate Kniffen particularly took responsibility for this but all contributed.
Bilingual Storytime

Staff Rec

Early Warning (Fiction Smile.J) 7-12-16 (B Levie)

Mind Your Manors (648.5 Lethb.L) 7-19-16 (B Levie)

Adult Services highlights include:

- From Ben Remsen:

A quick report back in the hunt for the elusive younger adults: the event that I set up last Wednesday was a big success in that regard. This was the program on medical marijuana, marijuana decriminalization, and attempts at full legalization – to which I gave the intentionally eye-grabbing title “Legal Cannabis 101” and eye-grabbing image of a big bunch of marijuana being doled out.

It grabbed eyes! And younger ones at that! Of the 35 people in the room, I counted 19 who looked younger than me, and most of those I’d put in their 20s! This was easily the highest percentage of younger adults I’ve ever seen at an EPL program (though I don’t see them all). It was also an ethnically diverse crowd, and one that was very engaged and had a ton of questions. I took a few quick pictures. They’re not fancy or worth using for publicity, but they give you a sense of the audience.

I asked Ali Nagib – the main presenter – if he’d like to come back and do a similar presentation, ideally after some change in policy. Apparently there’s nothing coming down the pike very soon in Illinois, but

there will be some national-level results after the election in November that should be of interest. Also we'd probably get a lot of people for the exact same content, especially when it's not August.

Beyond that, the moral of the story is. . . kids like drugs? Okay, not exactly! But I at least learned one program topic that will attract this demographic. With this in mind, I definitely want to do a survey next time we do this.

Thanks for the support, especially Jill for promoting it so well!



- From Russell Johnson's July report:
- Good Stuff -- Off the Shelf had nearly 3200 visits in July.

- -- From Kevin Coughlin (in response to my sending the Proust certificate): "Excellent. Thanks, Russell. And thanks for contacting Professor Epstein for me. And the Moby Dick music the other night was perfect. Looking forward to the album. And The Defender guy was great. What an interesting couple of weeks at the library."

- -- From patron Fiona Murphy (after I helped her find an article in our databases): "Thank you for your help, Russ. I can be a bit of a terrier myself (and I mean that in the best way), so I especially appreciate it when I meet someone who also has an attitude of "let's get that problem solved!", combined with a bloodhound's "hey, cool, what's going on with this mystery?". You've also given me some good navigation around the library's site, which I appreciate."

Technical Services Highlights from Tim Longo include:

Items Added

Adult at Main= 2,002

Adult at North=576

Adult at CAMS=22

Total adult items=2600

Juvenile at Main= 833

Juvenile at North=32

Juvenile at CAMS=6

Total juv items=871

YA at Main=179

YA at North=11

YA at CAMS=11

Total YA items=201

Total items added to collection in July= 3672

Carts Ordered:

- Titlesource 360:

Evanston RW Adult Fiction: 1217.62

Evanston RW Adult Nonfiction: 3425.09

Evanston PL Fiction- Mystery & Detective: 747.83

Main AY Fiction: 323.06

Main AY Nonfiction: 47.29

CDMS Popular Paperbacks: 38.03

North: 1,494.33
Rotary: Purchased four titles - \$114.89
Non-CLS Purchases: 766.47
Most Wanted: 346.30
Poly Purchases: 231.61
Misc: 710.66
Staff Purchases: 3418.03
- Amazon: 313.51

Patron Requests:

Received 18 patron requests for the month of July. Will purchase 11 of the titles suggested.

Donations:

Adult Gift Books Added to the Collection: 168
Adult Gift Books Replacing Grubby Editions: 66

Weeding, Cataloging & Repairs:

Books Sent to Repair: 12
CDs Sent to Repair: 6
Audiobooks Sent to Repair: 1
Most Wanted Titles Weeded: 27
Most Wanted Titles Added to the Circ Collection: 11
Grubby Books Weeded and Replaced by Gift Books: 66
RA Books Weeded: 9
RA Books Added to the Circ Collection: 2
Other Books Weeded: 167

CDs Weeded: 23
CD-ROMs Weeded: 30
Cassette Tapes Weeded: 82
Audiobooks Weeded: 7
Additional old travel & test books pulled: 1
Old Editions of New Books on Standing Orders Pulled: 12
Book Sent to be Relabeled, Cataloged, etc.: 22
Audiobooks Sent to be Relabeled, Cataloged, etc.:
CDs Sent to be Relabeled, Cataloged, etc.: 1
DVDs Sent to be Relabeled, Cataloged, etc.: 1

Special Projects:

Computer Books: Betsy created a cart in Baker & Taylor of the books with the greatest need as per Jessica Jolly's request (and spreadsheet) and the total came to \$173.60.

Lesley weeded the RA Ref books. Of the titles she sent up we transferred 2 to the circulating collection. 9 were weeded.

106 cassette tapes were pulled and their last circulation dates checked. 24 have circulated in the last 3 years. Lesley approved discarding the remaining 24.

Looked at all the remaining CD-ROMS. Found that 30 had not circulated in the last 3 years. Weeded these titles.

Weeding Plan for Fiction:

Missing: 18

Weeded: 349

Weeding Plan for Duplicate Fiction:

Weeded: 56

Weeding Plan for Oversized

Missing: 31

Weeded: 603

Meetings:

7/7= Tim attended ALA Tech Wrap up webinar

7/8= Tim and Karen DL met with representatives from Sprint to talk about mobile hotspot project

7/12= Tim Strategic Planning Meeting

7/13= Betsy, as the current 2017 Chair of the May Hill Arbuthnot Committee, we held our virtual meeting on 7/13 and determined the upcoming Arbuthnot speaker for 2018.

7/14= Baker & Taylor CLS team at Evanston for Library visit

7/22= Tim at ILA Orientation Session in Normal, Illinois. Tim started his term as ILA RTSF Forum Manager on July 1.

7/22= Betsy attended Baker & Taylor Titlesource 360 CIP meeting.

7/29= Tim participated in Divvy Bike tour as part of the City Livability Series

Presentations:

7/11=Betsy attended the NerdCamp conference on Monday, July 11th in Parma, MI. This is an annual conference of teachers and educators held with a concentration on children's literature. I spoke with two other panelists on the topic of the current state of children's literature blogs.

Electronic Resources (SelectReads):

Total number of subscribers: 485

New subscribers this month: 3

Newsletters Sent: 307

Public Displays:

First Floor Display: Pets and Animals

Second Floor Display Front: Read for the Win – Sports Titles

Second Floor Display Back: I don't remember the title but the cover was blue

The Staff Picks table:

7/1-7/15 – Karen Danczak-Lyons

7/15-7/31 – Russell J.

Misc:

Betsy submitted piece for Evanston Roundtable on 7/20.

Volunteer Services highlights from Mary Kling include:

In the summer of 2015, through Karen Danczak Lyons' leadership, EPL entered into an agreement with the Moran Law Center to provide volunteer opportunities for juvenile offenders who are ordered to perform community service for minor offenses. They are assigned to our Maintenance Department on a routine basis. We also take, on a case-by-case basis, older citizens who have court-mandated community service.

The volunteers provide a valuable service to the library, totaling approximately 165 hours in the past 12 months, but maintenance staff must supervise and make sure safety requirements are met. This takes time. After 36 years in public education I have known many maintenance directors and staff. Never have I encountered such a professional and caring group of people as EPL's Maintenance Department. Each one takes a personal interest in these volunteers, often providing mentoring and life lessons, and always setting a great example to follow.

Three letters we received after community service was completed illustrate the impact EPL made for these volunteers:

“Thank you so much for the amazing opportunity! I had a great time working for the library and getting to know some of the employees, especially my conversations with Don. He is a very

friendly and wonderful man. Working for the library was a very great and worthwhile experience.”

“Thank you so much! That is great! It was a pleasure helping out at the EPL.”

“I wanted to thank you, Don, and everyone else at maintenance for allowing _____ to volunteer. He has completed his hours with all of your help, and we are truly grateful.” (from a grandfather)

Upcoming events of note:

Survey: What Kind of Library User Are You?

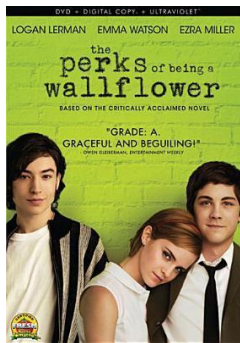


Are you a “Library Lover?” An “Information Omnivore?” Or are you totally “Off the Grid?” The Evanston Public Library encourages you to take a brief Pew Research survey to help the library compare its results with the rest of the nation.



<http://www.pewinternet.org/quiz/library-typology/group/6897449/>

Friday Flicks for Teens: Perks of Being A Wallflower



Friday, August 19, 3-5 pm, The Loft, Main Library

Stop by the Loft to kick back relax and take in a movie with your friends. Recommended for ages 13 and up.

Socially awkward teen Charlie (Logan Lerman) is a wallflower, always watching life from the sidelines, until two charismatic students become his mentors. Free-spirited Sam (Emma Watson) and her stepbrother Patrick (Ezra Miller) help Charlie discover the joys of friendship, first love, music and more, while a teacher sparks Charlie's dreams of becoming a writer. However, as his new friends prepare to leave for college, Charlie's inner sadness threatens to shatter his newfound confidence.

SCORE Chicago Presents: Exploring Business Ownership and Franchise Opportunities for New Entrepreneurs

Monday, August 22, 7 pm, Community Meeting Room,
Main Library



John McLellan, of [FranNet](#), will explore the advantages and disadvantages of starting your own business. Should you buy an existing business or buy a franchise? This workshop will highlight emerging concepts and businesses, demographic trends, and how to find the "right" business. He will also review the various financial options that are available in the market place. Registration is requested but not required. [Register online](#) or call the Reference Desk at 847-448-8630.

Donate your Legos to Evanston's Children!



August 1 - 31, Main Library

Want to help Evanston's kids get more Science/Technology/Engineering/Math (STEM) expertise? Do you have extra LEGOS around that your kids or grandkids have outgrown? **Bring your LEGOS to the bin in the Children's Room to donate to NEW local robotics clubs!**

Evanston Public Library is partnering with Inspire Evanston Robotic to collect LEGOS in support of Jr & FIRST LEGO teams forming in Evanston schools this fall! Want more info? Check out [Inspire Evanston Robotics](#) website. **Donate today!**

Excerpts from Patron feedback:

From Jessica Iverson on Harry Potter and the Cursed Child Reading Rally:



From Andi Altenbach:

I've enjoyed the last month of Summer Reading. Seeing kids go home happy with their free book choice is definitely the highlight of the experience for me. This is minor, but I got one ten-year-old-ish boy who was struggling with his choice and wanted a graphic novel to take *Hereville*. I don't usually have that much success getting boys to take books about girls, and I think he'll really like it.

One of the moms who comes in with her two-year-old multiple times a week often asks me for picture book recommendations (I'm sure she hits up the rest of the staff as well). I gave them

Creepy Carrots a while back and she told me recently that he is now obsessed with it, and always brings it up when they eat carrots.

From Brian Wilson:

A mother and her college aged daughter told me that they have fond memories of coming to the library when the daughter was a child. The mother said that thanks to our resources and our programming that helped her daughter (and son) became better students and ended up getting into their top colleges. The mother said that I and other staff members are very patient and warm with children and helped create a fun atmosphere for her kids.

As I was leaving the library I saw a mother taking a photo of her 3 children. They were celebrating finishing the summer reading program, posing with their reading logs in front of the library.

Received many, many compliments on this year's summer reading program.

Patron engagement (Neighborhood Services)

When the opportunity to register (or reinstate) new EPL patrons comes up, I love the part when I tell them about MyMediaMall and Hoopla. Hoopla especially is fun to pitch (movies, music, books, no waiting, generous renewal policy, etc.) but the clincher that usually gets me a "wow!" response is when I use a little Broadway show known as "Hamilton" to explain how easy it is to stream the music. I've even grabbed my phone and pushed "play." Also, one mom at North Branch joined in when I was talking it up to say how much she and her kids were enjoying all the comic books accessible on Hoopla. (B Levie)

From Northwestern University Staff:

Dear Martha,

Thank you so so much for orchestrating such a wonderful event on Saturday. The puppets were delightful, and you certainly know and are connected with your audience. The actors could not believe the size and excitement of the audience. It could not have gone smoother.

How fortunate we are to have you as a collaborator and friend. We hope that you will have a chance to see the show. Know that you are always welcome. And we are already looking forward to our next opportunity to work together.

Again, many thanks,
Lynn

From Heather Norborg:

I just spoke to one of our adult weekly raffle winners who was 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!
Heather N.

DRAFT



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

Wednesday, September 7, 2016
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Special Budget Meeting

Members Present: Socorro Clarke, Shawn Iles, Vaishali Patel, Benjamin Schapiro, Michael Tannen

Members Absent: Tori Foreman, Margaret Lurie, Leora Siegel, Sandra Smith

Staff: Karen Danczak Lyons, Paul Gottschalk

Guests: Charles Bartling

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:37 pm.

CITIZEN COMMENT – none

NEW BUSINESS

Discussion of FY2017 Proposed Base, Adjustment, and Capital Budgets

Library Director Karen Danczak Lyons described the important elements of the three parts of the Library's proposed budget for FY2017. The base budget includes and 8% increase in collection expenditures, primarily for electronic resources. Several essential staffing adjustments are proposed including the addition of a part-time Children's Assistant and a Shelver in Circulation. Additional mobile hotspots would be dedicated to Evanston Township High students. The proposed base budget is a 2.2% increase over 2016.

The proposed adjustment budget includes the addition of a full-time, grant funded Social Worker (beginning in July 2017), a reading specialist to optimize literacy services, a part-time project/data manager to help raise non-tax revenue and funds for a summer learning/recreation portal. The annual tax bill for a homeowner with a house valued at \$350,000 would increase by \$9.53 per year if the base and adjustment budget were adopted.

The proposed capital budget was introduced. The budget includes the first phase of two significant projects, the interior renovation of the Main Library and the construction of the branch library at the Robert Crown Center. Engineering design for a generator at the Main Library is proposed. The remaining projects are planned improvements recommended in the building reserve study.

ADJOURNMENT – Vaishali Patel motioned to adjourn the meeting, seconded by Socorro Clarke. Motion approved. The meeting adjourned at 7:37 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

Next Meeting: Wednesday, September 21, 2016 at 6:30 pm Evanston Public Library, Board Room.

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Payroll and Bills

Date: September 15, 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

July 11, 2016 through July 24, 2016	\$ 137,047.72
July 25, 2016 through August 7, 2016	\$ 138,773.72
August 8, 2016 through August 21, 2016	\$ 136,306.17

Library Fund Bills List

August 16, 2016	\$ 76,210.17
(includes June purchasing card expenses of \$7,423.01)	
September 13, 2016	\$ 117,794.54
(includes July purchasing card expenses of \$7,076.46)	

Attachments: Bills Lists, Purchasing Card Lists

CITY OF EVANSTON
LIBRARY BILLS LSIT
PERIOD ENDING 08.16.2016

185 LIBRARY FUND

185 LIBRARY SUPPORT

22730 BANK OF AMERICA	*PURCHASING CARD#4355-JUNE 2016	7,423.01
185 LIBRARY SUPPORT Total		7,423.01

4805 LIBRARY YOUTH SERVICES

65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	1,389.83
65630 BAKER & TAYLOR	ADULT PRINT	350.48
65630 BAKER & TAYLOR	JUV PRINT	3,972.79
65641 BAKER & TAYLOR	JUV AV	13.80
65641 MIDWEST TAPE	ADULT AV	211.67
65641 MIDWEST TAPE	JUV AV	1,003.38
65641 RECORDED BOOKS INC.	JUV AV	330.60
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	71.25
4805 LIBRARY YOUTH SERVICES Total		7,343.80

4806 LIBRARY ADULT SERVICES

62340 MIDWEST TAPE	REFERENCE BOOK ONLINE	4,704.26
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	339.50
65630 BAKER & TAYLOR	ADULT PRINT	12,637.06
65630 BAKER & TAYLOR	JUV PRINT	782.04
65630 INFORMATION TODAY INC	ADULT PRINT	684.53
65630 GALE RESEARCH INC.	ADULT PRINT	149.19
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	373.44
65641 MIDWEST TAPE	ADULT AV	99.97
65641 MIDWEST TAPE	ADULT AV	1,960.65
65641 MIDWEST TAPE	ADULT PRINT	68.97
65641 RECORDED BOOKS INC.	ADULT AV	338.60
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	20.00
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	161.25
4806 LIBRARY ADULT SERVICES Total		22,319.46

4820 LIBRARY CIRCULATION

65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	335.68
4820 LIBRARY CIRCULATION Total		335.68

4825 LIBRARY NEIGHBORHOOD SERVICES

62375 ESSKAY DEVELOPMENT LLC	CAMS SEPT 2016 RENT	3,451.88
65100 4IMPRINT	TABLE THROW	306.47
65630 BAKER & TAYLOR	ADULT PRINT	421.95
65630 BAKER & TAYLOR	JUV PRINT	117.01
4825 LIBRARY NEIGHBORHOOD SERVICES Total		4,297.31

4835 LIBRARY TECHNICAL SERVICES

62340 TODAY'S BUSINESS SOLUTIONS, INC.	PRINTER ANNUAL LICENSE AND SUPPORT	890.00
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	8,152.00
62341 DERBY TECH, INC. DBA CIPAFILTER	COMPUTER FILTERING MAINTENANCE	1,245.00
62341 EVANCED SOLUTIONS, LLC	RENEWAL ONLINE ROOM RESERVATION DATABASE	2,756.00
62341 FARONICS TECHNOLOGIES USA, INC.	DEEP FREEZE RENEWAL MAINTENANCE	549.00
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	29.99
65100 DEMCO, INC.	OFFICE SUPPLIES	89.07
65100 COMPUTYPE INC.	INTERNET SOLUTION PROVIDER	325.12
65555 GLOBAL EQUIPMENT CO.	LAPTOP STORAGE	349.95
65555 1ST GLOBAL INDUSTRIAL SERVICES, LP	LAPTOP STORAGE	349.95
4835 LIBRARY TECHNICAL SERVICES Total		14,736.08

4840 LIBRARY MAINTENANCE

62225 CINTAS	MAT SERVICE	174.69
62225 SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	1,051.49
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	524.07
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	355.00

CITY OF EVANSTON
LIBRARY BILLS LSIT
PERIOD ENDING 08.16.2016

64505 CALL ONE	COMMUNICATION CHARGES	240.62
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	1,366.36
65050 GRAINGER, INC., W.W.	BUILDING MAINTENANCE SERVICES	<u>217.40</u>
4840 LIBRARY MAINTENANCE Total		11,089.63
4845 LIBRARY ADMINISTRATION		
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	3,333.32
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	350.00
62295 TIMOTHY LONGO	MILEAGE REIMBURSEMENT ILA ORIENTATION MEETING	309.40
62380 XEROX CORPORATION	COPYING SERVICE	250.88
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	331.76
65095 DEMCO, INC.	BOOKMARKS	57.45
65095 OFFICE DEPOT	OFFICE SUPPLIES	823.59
65095 CUSTOM EARTH PROMOS	NON-WOVEN PROMOTIONAL BAGS	1,035.00
65095 ROZANAS, NANCY	PLANTS FOR THE LIBRARY	<u>81.86</u>
4845 LIBRARY ADMINISTRATION Total		6,573.26
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	635.78
65630 BAKER & TAYLOR	ABC BOOSTER	<u>22.95</u>
4850 LIBRARY GRANTS Total		658.73
185 LIBRARY FUND Total		<u><u>74,776.96</u></u>
Grand Total		<u><u>74,776.96</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 08.16.2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -JULY, 2016	1,433.21
			<u>1,433.21</u>
		GRAND TOTAL	<u>76,210.17</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
BILLS LIST
PERIOD ENDING 09.13.2016

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	408.43
65100 LAURA D. ANTOLIN	SUPPLIES REIMBURSEMENT 1/25-2/15/2015	30.36
65630 BAKER & TAYLOR	ADULT PRINT	776.15
65630 BAKER & TAYLOR	JUV PRINT	8,805.08
65641 MIDWEST TAPE	ADULT AV	161.94
65641 MIDWEST TAPE	JUV AV	441.24
65641 MIDWEST TAPE	JUV PRINT	9.99
65641 RECORDED BOOKS INC.	JUV AV	329.00
4805 LIBRARY YOUTH SERVICES Total		<u>8,962.19</u>
4806 LIBRARY ADULT SERVICES		
65100 BELINDA W. POTOMA	OPERA LECTURER	50.00
65100 CARLA M. THORPE	OPERA LECTURER	50.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	973.73
65630 BAKER & TAYLOR	BOOKS, OFFICE SUPPLIES AND MATERIALS	771.69
65630 BAKER & TAYLOR	ADULT BOOK	210.83
65630 BAKER & TAYLOR	ADULT PRINT	10,336.98
65630 BERNAN ASSOCIATES	ADULT PRINT	74.00
65630 CENTER POINT INC	ADULT PRINT	128.82
65630 RECORDED BOOKS INC.	ADULT AV	99.00
65630 GALE RESEARCH INC.	ADULT PRINT	859.17
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	MAGAZINE AND NEWSPAPER SUBSCRIPTIONS	15,290.64
65641 BAKER & TAYLOR	ADULT AV	198.00
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	479.97
65641 MIDWEST TAPE	ADULT AV	57.33
65641 MIDWEST TAPE	ADULT AV	2,628.81
65641 MIDWEST TAPE	AUDIO VISUAL	35.98
65641 RECORDED BOOKS INC.	ADULT AV	930.86
65641 RECORDED BOOKS INC.	ADULT PRINT	74.20
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	30.00
65641 THE TEACHING CO., DBA THE GREAT COURSES	ADULT AV	18.90
4806 LIBRARY ADULT SERVICES Total		<u>33,298.91</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	80.55
61010 PETER N. GOBIN	GRIEVANCE SETTLEMENT	15,170.51
4820 LIBRARY CIRCULATION Total		<u>15,251.06</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
64015 NICOR	NATURAL GAS	102.04
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	359.66
65630 BAKER & TAYLOR	JUV PRINT	30.51
65630 BAKER & TAYLOR	ADULT PRINT	906.77
65630 BAKER & TAYLOR	JUV PRINT	49.60
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>1,448.58</u>
4835 LIBRARY TECHNICAL SERVICES		
62341 SPRINT	PC EQUIPMENT	1,278.30
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	8,152.00
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	130.71
65100 BRODART COMPANY	LIBRARY SUPPLIES	165.23
4835 LIBRARY TECHNICAL SERVICES Total		<u>9,726.24</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	182.43
62225 ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION SYSTEM	511.26
62225 SCHINDLER ELEVATOR CORP	BUILDING MAINTENANCE SERVICES	660.00
62225 NORTHSHORE UNIVERSTIY HEALTH SYSTEM	PULMONARY SURVEILLANCE	43.00
62225 SIMPLEX GRINNELL	ANNUAL FIRE ALARM AND WET SPRINKLER SYSTEM	9,940.00
62225 CINTAS CORPORATION #769	MAT SERVICE	698.76
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
64015 NICOR	UTILITIES	496.54
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	891.78

CITY OF EVANSTON
 BILLS LIST
 PERIOD ENDING 09.13.2016

65050 CLEMENT COMMUNICATIONS, INC.	OSHA GUIDE	218.40
65050 UNITED STATES FIRE PROTECTION	SERVICE CALL	289.10
65050 NESTBUILDERS, INC DBA DBHMS	BOILER BURNER REPLACEMENT	920.00
65503 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	<u>155.91</u>
4840 LIBRARY MAINTENANCE Total		15,217.18
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX	1,352.00
62185 MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	102.06
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	800.00
62185 WIGHT & COMPANY	ARCHITECTURAL SERVICES-MAIN LIBRARY RENOVATION	20,122.67
62380 XEROX CORPORATION	COPYING SERVICE	138.75
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	76.02
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	182.54
65095 OFFICE DEPOT	OFFICE SUPPLIES	202.03
65095 4IMPRINT	TABLE THROW	<u>306.47</u>
4845 LIBRARY ADMINISTRATION Total		23,282.54
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	389.56
65100 BAKER & TAYLOR	CREDIT	-22.49
65100 4IMPRINT	CONFERENCE TOTE	1,025.44
65100 SCHOLASTIC INC.	K-LEAP BOOKS	<u>2,138.87</u>
4850 LIBRARY GRANTS Total		3,531.38
185 LIBRARY FUND Total		<u>110,718.08</u>
Grand Total		<u><u>110,718.08</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.13.2016

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BANK OF AMERICA	PURCHASING CARD-JULY	7,076.46
			<u>7,076.46</u>
		GRAND TOTAL	<u>117,794.54</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 755S99AH42	\$ 40.38	06/01/2016	62185 OTHER CONSULTING SERVICES	PROGRAMMING ADS
LIBRARY/ADMIN	WINDY CITY FLOWER GIRL	\$ 117.75	06/01/2016	65095 OFFICE SUPPLIES	STEWARDSHIP FLOWERS
LIBRARY/ADMIN	ADVANCE AUTO PARTS 682	\$ 22.48	06/02/2016	65050 BUILDING MAINTENANCE MATERIAL	CASE OF NITRILLE GLOVES
LIBRARY/ADMIN	WWW.BOOKSONRESERVE.COM	\$ 171.46	06/03/2016	65100 LIBRARY SUPPLIES	CIRCULATION HOLD LABELS
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 105.95	06/03/2016	65100 LIBRARY SUPPLIES	PRIZE FOR TEEN SUMMER READING PROGRAM GRAND PRIZE RAFFLE
LIBRARY/ADMIN	STARBUCKS #00243 EVANS	\$ 40.00	06/03/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	POTBELLY #5	\$ 20.00	06/03/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAMS
LIBRARY/ADMIN	CHIPOTLE 0087	\$ 20.00	06/03/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAMS
LIBRARY/ADMIN	SUBWAY 00539510	\$ 40.00	06/06/2016	65100 LIBRARY SUPPLIES	GIFT CARDS TEEN SUMMER READING PROGRAMS
LIBRARY/ADMIN	USPS 16262202033309188	\$ 470.00	06/06/2016	62315 POSTAGE	10 ROLLS OF STAMPS
LIBRARY/ADMIN	AMER LIB ASSOC-IMIS	\$ 28.00	06/06/2016	62295 TRAINING & TRAVEL	PLA WEBINAR REGISTRATION
LIBRARY/ADMIN	TACO BELL#22013	\$ 20.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	CENTURY THEATRES 439	\$ 80.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	ANDY'S FROZEN CUSTAR	\$ 5.00	06/06/2016	65100 LIBRARY SUPPLIES	PRIZES FOR TEEN SUMMER READING PROGRAM
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 134.96	06/06/2016	65050 BUILDING MAINTENANCE MATERIAL	TORO POWERHEAD FOR WEED WACKER, TWO CYCLE FUEL MIX
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.13	06/07/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SERVICE
LIBRARY/ADMIN	CALLOWAY HOUSE	\$ 63.54	06/07/2016	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	PAYPAL EVANSTONFOU	\$ 100.00	06/07/2016	65095 OFFICE SUPPLIES	PARADE PERMIT
LIBRARY/ADMIN	LITTLEBITS ELECTRONICS	\$ 1,449.55	06/07/2016	65100 LIBRARY SUPPLIES	TEACHER STEAM KIT MATERIALS
LIBRARY/ADMIN	LAS PALMAS MEXICAN RES	\$ 63.86	06/08/2016	65095 OFFICE SUPPLIES	VOLUNTEER LUNCHEON
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 37.97	06/09/2016	65050 BUILDING MAINTENANCE MATERIAL	SQUEEGE AND SPONGE COMBO, ADAPTER POLE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 23.96	06/09/2016	65050 BUILDING MAINTENANCE MATERIAL	TOGGLE BOLTS
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 72.73	06/10/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS SUPPLIES - GRANT FUNDED

LIBRARY/ADMIN	PAYPAL BARRELMAKER	\$ 556.95	06/10/2016	65095 OFFICE SUPPLIES	FALCON T-SHIRTS
LIBRARY/ADMIN	AMAZONPRIME MEMBERSHIP	\$ 99.00	06/13/2016	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	SQ PICCOLO THEATRE	\$ 395.00	06/14/2016	65095 OFFICE SUPPLIES	CUSTER FAIR TENT RENTAL
LIBRARY/ADMIN	GIVING USA FOUNDATION	\$ 119.95	06/15/2016	62360 MEMBERSHIP DUES	GIVING USA SUBSCRIPTION
LIBRARY/ADMIN	BLICK ART 800 447 1892	\$ 49.57	06/16/2016	65100 LIBRARY SUPPLIES	SUPPLIES FOR TINKER TEENS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 18.47	06/16/2016	65040 JANITORIAL SUPPLIES	WINDOW SCRUBBER/SQUEEGEE & BUCKET
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.99	06/17/2016	65040 JANITORIAL SUPPLIES	2" PAINTING ANGLE BRUSH
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 59.68	06/17/2016	65050 BUILDING MAINTENANCE MATERIAL	5 HDMI CABLES FOR COMMUNITY ROOM AV SYSTEM
LIBRARY/ADMIN	IN JET BLUE PRINT, LL	\$ 72.00	06/17/2016	65050 BUILDING MAINTENANCE MATERIAL	BLUE PRINTS FOR MAIN LIBRARY WEATHERPROOFING PHASE 1
LIBRARY/ADMIN	SWEETWATER SOUND INC	\$ 326.35	06/17/2016	65050 BUILDING MAINTENANCE MATERIAL	SHURE WIRELESS LAPEL/LAVALIER MICROPHONE RECIEVER COMBO FOR COMMUNITY ROOM AV SYSTEM.
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	06/20/2016	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SERVICE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 20.26	06/20/2016	65050 BUILDING MAINTENANCE MATERIAL	SPADE BIT SET FOR DRILL
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 75.00	06/20/2016	62360 MEMBERSHIP DUES	TRUSTEE ILA MEMBERSHIP
LIBRARY/ADMIN	NONPROFITMARKETINGGUID	\$ 99.00	06/20/2016	62295 TRAINING & TRAVEL	WEBINAR TRAINING FOR WYNN SHAWVER
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 28.00	06/21/2016	65635 PERIODICALS	EVANSTON REVIEW SUSCRIPTION RENEWAL
LIBRARY/ADMIN	VALLI PRODUCE	\$ 5.45	06/21/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	USPS 16262202033309188	\$ 11.42	06/21/2016	62315 POSTAGE	REGISTERED MAILING - KEMP
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 58.45	06/22/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 50.83	06/23/2016	62295 TRAINING & TRAVEL	ALICE TRAINING REFRESHMENT
LIBRARY/ADMIN	VALLI PRODUCE	\$ 12.45	06/23/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	D J WALL ST JOURNAL	\$ 197.94	06/23/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 5.99	06/23/2016	65040 JANITORIAL SUPPLIES	OFF DEEP WOODS MOSQUITO SPRAY
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 61.72	06/23/2016	65050 BUILDING MAINTENANCE MATERIAL	SAFETY VESTS AND GLASSES FOR MAIN
LIBRARY/ADMIN	REUSABLEFRAMES.COM	\$ 58.00	06/23/2016	65095 OFFICE SUPPLIES	SIGN HOLDERS
LIBRARY/ADMIN	J C LICHT EVANSTON	\$ 40.59	06/24/2016	65050 BUILDING MAINTENANCE MATERIAL	1 GALLON OF LATEX PAINT
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 131.76	06/24/2016	65050 BUILDING MAINTENANCE MATERIAL	9V BATTERIES, AA BATTERIES, AAA BATTERIES, BRASSO METAL POLISH, DAWN DISH SOAP, RESOLVE CARPET CLEANER
LIBRARY/ADMIN	MINASIAN RUG COMPANY	\$ 275.00	06/24/2016	62225 BLDG MAINT SVCS	QUIET ROOM ORIENTAL RUG CLEANING
LIBRARY/ADMIN	SURVEYMONKEY.COM	\$ 26.00	06/24/2016	65095 OFFICE SUPPLIES	SURVEY MONKEY UPGRADE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 13.98	06/27/2016	65050 BUILDING MAINTENANCE MATERIAL	3LB SLEDGE HAMMER
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 23.96	06/27/2016	65040 JANITORIAL SUPPLIES	CALCIUM LIME RUST(CLR) REMOVER
LIBRARY/ADMIN	MCMASTER-CARR	\$ 79.90	06/27/2016	65050 BUILDING MAINTENANCE MATERIAL	GREASE GUN, GREASE AND MAINTENANCE COMPLETED TAGS, FOR SCHEDULED ELECTRIC MOTOR BEARING LUBRICATION

LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 49.99	06/27/2016	65050 BUILDING MAINTENANCE MATERIAL	HANDS FREE CELL PHONE SPEAKER FOR LIBRARY VAN
LIBRARY/ADMIN	US TOY/CONSTR PLAYTHIN	\$ 21.52	06/27/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 12.99	06/28/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS SUPPLIES GRANT FUNDED
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 55.92	06/28/2016	62295 TRAINING & TRAVEL	ALICE TRAINING REFRESHMENTS
LIBRARY/ADMIN	PTI PEAKTECH TELPAR	\$ 208.53	06/28/2016	65100 LIBRARY SUPPLIES	HOTSPOTS CHARGERS
LIBRARY/ADMIN	THE CHRONICLE	\$ 142.00	06/29/2016	62360 MEMBERSHIP DUES	MEMBERSHIP FEE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 81.90	06/29/2016	65050 BUILDING MAINTENANCE MATERIAL	METAL STAKES FOR TEMPORARY FENCE AT NORTH BRANCH
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 27.96	06/29/2016	65100 LIBRARY SUPPLIES	OUTREACH SUPPLIES
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 349.00	06/30/2016	65555 PERSONAL COMPUTER EQ	BOOKSALE LAPTOP
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 19.97	06/30/2016	65630 LIBRARY BOOKS	LAPTOP BATTERY REPLACEMENT
	JUNE LIBRARY TOTAL	\$ 7,423.01			

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBOOK YJ449EH42	\$ 62.27	07/01/2016	62185 OTHER CONSULTING SERVICES	FACEBOOK AD
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 90.81	07/01/2016	65095 OFFICE SUPPLIES	STORY TRAIL AT STREET ALIVE BOOK
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 43.45	07/01/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS DRY ERASE MARKERS GRANT FUNDED
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 244.94	07/01/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS MARKER BOARD GRANT FUNDED
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 83.85	07/01/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS SPANISH ALPHABETH AND PICTURE WORDS GRANT FUNDED
LIBRARY/ADMIN	WWW.BOOKSONRESERVE.COM	\$ 764.31	07/01/2016	65100 LIBRARY SUPPLIES	CIRCULATION LABEL PRINTER
LIBRARY/ADMIN	UPS 1ZRE07130399744088	\$ 3.50	07/04/2016	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	TARGET.COM	\$ 199.65	07/04/2016	65095 OFFICE SUPPLIES	ABC BOOSTERS FOAM ALPHABET LETTERS GRANT FUNDED
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 293.51	07/04/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS ALPHABET SOUP LETTERS AND MEMORY CARD GAME GRANT FUNDED
LIBRARY/ADMIN	CUSTOMINK LLC	\$ 540.38	07/04/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS BAGS GRANT FUNDED
LIBRARY/ADMIN	TARGET.COM	\$ 1.41	07/04/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS FOAM ALPHABET LETTERS GRANT FUNDED
LIBRARY/ADMIN	TARGET.COM	\$ 3.71	07/04/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS FOAM ALPHABET LETTERS GRANT FUNDED
LIBRARY/ADMIN	TARGET.COM	\$ 525.41	07/04/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS FOAM ALPHABET LETTERS GRANT FUNDED
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 11.18	07/04/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS SPANISH ALPHABET AND MEMORY CARD GAME GRANT FUNDED
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 14.49	07/04/2016	65100 LIBRARY SUPPLIES	OUTREACH SUPPLIES
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 17.17	07/06/2016	65100 LIBRARY SUPPLIES	ABC BOOSTERS FOAM ALPHABET LETTERS GRANT FUNDED
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.13	07/08/2016	62315 POSTAGE	INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	MCMASTER-CARR	\$ 158.95	07/08/2016	65040 JANITORIAL SUPPLIES	3 WALL MOUNT SOAP DISPENSORS
LIBRARY/ADMIN	J C LIGHT EVANSTON	\$ 56.07	07/08/2016	65040 JANITORIAL SUPPLIES	GALLON 1486 PAINT, QUART PRIMER GREEN (FOR 2022 CENTRAL STREET AWNING) BRUSH
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 4.39	07/08/2016	65040 JANITORIAL SUPPLIES	GORILLA SUPER GLUE
LIBRARY/ADMIN	J C LIGHT EVANSTON	\$ 7.79	07/08/2016	65050 BUILDING MAINTENANCE MATERIAL	3 5 GALLON BUCKETS WITH LIDS
LIBRARY/ADMIN	PROVANTAGE LLC	\$ 169.60	07/08/2016	65095 OFFICE SUPPLIES	HEADPHONES SUPPLIES
LIBRARY/ADMIN	CHECKOUT STORE INC	\$ 84.00	07/08/2016	65100 LIBRARY SUPPLIES	DVD CASES
LIBRARY/ADMIN	WWW.BOOKSONRESERVE.COM	\$ (77.31)	07/11/2016	65100 LIBRARY SUPPLIES	RETURN
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 16.64	07/13/2016	65040 JANITORIAL SUPPLIES	FLAT GREEN PAINT FOR 2022 CENTRAL STREET (TO PAINT OUT "PERENIALS" FROM AWNING)
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ (224.89)	07/13/2016	65100 LIBRARY SUPPLIES	RETURN
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 43.97	07/14/2016	65050 BUILDING MAINTENANCE MATERIAL	SHOP RAGS, RAKE, LEAF RAKE
LIBRARY/ADMIN	GOTPRINT.COM	\$ 60.32	07/15/2016	62210 PRINTING	POSTCARD PRINTING
LIBRARY/ADMIN	PODS #26	\$ 238.00	07/15/2016	65050 BUILDING MAINTENANCE MATERIAL	STORAGE POD FOR NORTH BRANCH CONSTRUCTION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 258.32	07/18/2016	65050 BUILDING MAINTENANCE MATERIAL	MAKITA 2 PACK OF 3.0 AMP HOUR BATTERIES, RYOBI POLISHER, D BATTERIES, WD-40, POLISHER CLOTH, 2 PACKS OF TERRY CLOTH TOWELS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 9.99	07/19/2016	65040 JANITORIAL SUPPLIES	HEX KEY SET METRIC & S.A.E.
LIBRARY/ADMIN	ALLEY GALLERY INC	\$ 50.00	07/19/2016	65100 LIBRARY SUPPLIES	FRAMING FOR COMMUNITY WEAVING PROJECT
LIBRARY/ADMIN	WWW.MAKERBOT.COM	\$ 151.91	07/19/2016	65100 LIBRARY SUPPLIES	REPLACEMENT PART FOR MAKERBOT 3D PRINTER
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ (2.52)	07/19/2016	65100 LIBRARY SUPPLIES	RETURN

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	07/20/2016	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.98	07/20/2016	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF STEEL WOOL
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 43.91	07/20/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 23.39	07/21/2016	65040 JANITORIAL SUPPLIES	OUTLET COVER EXTENSION, OUTLET COVER FOR STAFF KITCHEN, 2 PACKS OF 3 PAINTING ROLLER COVERS
LIBRARY/ADMIN	MCMASER-CARR	\$ 25.48	07/21/2016	65050 BUILDING MAINTENANCE MATERIAL	VINYL WALL BASE FOR STAFF KITCHEN
LIBRARY/ADMIN	LITTLEBITS ELECTRONICS	\$ 1,899.05	07/21/2016	65100 LIBRARY SUPPLIES	PROGRAMMING KIT FOR TEENS
LIBRARY/ADMIN	DOWNTOWN EVANSTON	\$ 50.00	07/21/2016	65100 LIBRARY SUPPLIES	SUMMER READING PRIZE
LIBRARY/ADMIN	DOWNTOWN EVANSTON	\$ 102.00	07/21/2016	65100 LIBRARY SUPPLIES	SUMMER READING PRIZE
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 47.35	07/25/2016	65050 BUILDING MAINTENANCE MATERIAL	2 8FOOT 2X4 STUDS, 2 ROLLS OF BLACK DUCT TAPE
LIBRARY/ADMIN	MARV-O-LUS MFG. CO.	\$ 69.31	07/25/2016	65095 OFFICE SUPPLIES	SUPPLIES FOR STREET ALIVE
LIBRARY/ADMIN	SURVEYMONKEY.COM	\$ 26.00	07/25/2016	65095 OFFICE SUPPLIES	SURVEY MONKEY SUBSCRIPTION
LIBRARY/ADMIN	VALLI PRODUCE	\$ 3.39	07/25/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	DOLLARTREE	\$ 7.00	07/25/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	VALLI PRODUCE	\$ 7.52	07/25/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	VALLI PRODUCE	\$ (5.14)	07/25/2016	65100 LIBRARY SUPPLIES	REFUND - RETURN OF MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 38.97	07/26/2016	65040 JANITORIAL SUPPLIES	THREE BOTTLES OF RESOLVE STEAM CARPET CLEANER
LIBRARY/ADMIN	DOLLARTREE	\$ 3.00	07/26/2016	65100 LIBRARY SUPPLIES	MAKERKIDS IN THE PARKS SUPPLIES
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 332.69	07/26/2016	65635 PERIODICALS	CHICAGO TRIBUNE SUBSCRIPTION
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 15.99	07/27/2016	65050 BUILDING MAINTENANCE MATERIAL	1 BOX OF SMALL BOLTS FOR DRAIN COVERS
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 29.40	07/29/2016	65040 JANITORIAL SUPPLIES	6 EACH FRONT AND BACK DOOR KEYS FOR CONTRACTORS AT NORTH BRANCH
LIBRARY/ADMIN	GOTPRINT.COM	\$ 76.48	07/29/2016	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL POSTCARDS
LIBRARY/ADMIN	BARNES & NOBLE #2236	\$ 35.46	07/29/2016	65100 LIBRARY SUPPLIES	PRIZES FOR HARRY POTTER BOOK RELEASE PARTY
LIBRARY/ADMIN	JEWEL #3428	\$ 21.98	07/29/2016	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN HARRY POTTER RELEASE PARTY
	LIBRARY TOTAL	\$ 7,076.46			



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: September 15, 2016

This memo provides an update on significant administrative activities.

Human Resources

Aaron Kinskey, a part-time Shelver, has been promoted to a part-time Branch Clerk position. I'm happy when we promote excellent employee from within.

Patricia Alm has been hired as a part-time Shelver in Circulation effective September 30th.

Interviews have been completed for a full-time and a part-time Public Services Librarian positions and employment offers will be extended in the near future.

Interviews have been completed for a part-time Librarian position in Technical Services and an employment offer will be extended soon.

Financial Resources

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

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

Facilities Management

The North Branch renovations have been completed.

The parking garage renovations and masonry work at the Main Library are on schedule.



Budget Performance Report

Fiscal Year to Date 08/31/16

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	13,741.25	.00	95,667.92	64,332.08	60	129,808.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,212.00	.00	6,848.06	5,151.94	57	11,225.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$172,000.00	\$0.00	\$172,000.00	\$14,953.25	\$0.00	\$102,515.98	\$69,484.02	60%	\$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	1,773,545.91	.00	5,939,739.77	114,440.23	98	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	1,748.58	.00	57,560.20	(7,560.20)	115	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	.00	.00	57,417.53	36,759.47	61	93,107.50
56011	DONATIONS	87,500.00	.00	87,500.00	4,778.40	.00	30,045.40	57,454.60	34	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	222.37	.00	222.37	(222.37)	+++	185.25
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(1,251.99)	.00	54.61	(54.61)	+++	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	165.10	.00	3,174.27	(1,174.27)	159	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	1,000.24	.00	33,019.09	29,980.91	52	65,334.39
57527	LIBRARY FUND FOR EXCELLENCE	185,000.00	.00	185,000.00	4,460.00	.00	27,334.42	157,665.58	15	187,017.13
57535	LIBRARY COPY MACH. CHG	15,500.00	.00	15,500.00	1,506.41	.00	11,080.52	4,419.48	71	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	435.00	.00	6,645.75	5,854.25	53	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	2,093.33	.00	12,562.98	12,737.02	50	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	\$1,788,703.35	\$0.00	\$6,180,356.91	\$664,800.09	90%	\$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	2,000.00	.00	12,750.00	(12,750.00)	+++	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$12,750.00	(\$12,750.00)	+++	\$88,175.12
Department 48 - LIBRARY Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$1,805,656.60	\$0.00	\$6,295,622.89	\$721,534.11	90%	\$6,763,896.53
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$1,805,656.60	\$0.00	\$6,295,622.89	\$721,534.11	90%	\$6,763,896.53
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	465,530.00	.00	465,530.00	33,141.91	.00	280,735.16	184,794.84	60	115,590.33



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Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
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	16,169.31	.00	122,594.99	67,741.01	64	211,274.60
61110	OVERTIME PAY	.00	.00	.00	.00	.00	407.68	(407.68)	+++	.00
61415	TERMINATION PAYOUTS	15,900.00	.00	15,900.00	.00	.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	46,458.95	51,834.05	47	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	12.19	65.81	16	12.32
61710	IMRF	67,298.00	.00	67,298.00	4,947.06	.00	40,654.04	26,643.96	60	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	3,072.32	.00	25,035.31	14,867.69	63	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	718.57	.00	5,855.05	3,477.95	63	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	3,572.40	3,433.93	27,817.32	17,363.75	64	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	4,323.27	.00	81,155.34	75,844.66	52	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	1,630.70	.00	11,309.45	21,890.55	34	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	2,529.84	.00	10,119.36	5,059.64	67	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,182,065.00	\$0.00	\$1,182,065.00	\$76,068.33	\$7,275.93	\$659,162.84	\$515,626.23	56%	\$698,499.04
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	37,392.66	.00	341,453.84	206,527.16	62	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	16,475.36	.00	136,185.76	78,752.24	63	209,295.48
61415	TERMINATION PAYOUTS	10,400.00	.00	10,400.00	211.20	.00	23,286.31	(12,886.31)	224	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	4,521.24	.00	39,175.55	45,049.45	47	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	2.57	.00	22.06	23.94	48	37.30
61710	IMRF	72,503.00	.00	72,503.00	5,117.80	.00	47,105.34	25,397.66	65	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	3,421.42	.00	31,947.50	15,464.50	67	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	800.20	.00	7,471.62	3,616.38	67	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	4,704.26	.00	55,409.90	(55,409.90)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	.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	152.00	940.89	7,554.42	14,804.69	36	7,090.35



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
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	14,592.32	.00	159,488.04	147,411.96	52	258,885.23
65635	PERIODICALS	15,700.00	.00	15,700.00	.00	15,290.64	9,440.23	(9,030.87)	158	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	3,022.88	.00	36,610.86	54,789.14	40	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	3,454.16	.00	13,816.64	6,908.36	67	19,995.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	300.00	.00	300.00	(300.00)	+++	.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$94,168.07	\$47,938.55	\$959,857.50	\$614,321.95	62%	\$1,472,751.54
Business Unit 4808 - NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	.00	.00	.00	555.46	.00	2,794.06	(2,794.06)	+++	.00
61510	HEALTH INSURANCE	.00	.00	.00	121.71	.00	558.01	(558.01)	+++	.00
61710	IMRF	.00	.00	.00	57.54	.00	289.43	(289.43)	+++	.00
61725	SOCIAL SECURITY	.00	.00	.00	33.25	.00	167.86	(167.86)	+++	.00
61730	MEDICARE	.00	.00	.00	7.77	.00	39.25	(39.25)	+++	.00
Business Unit 4808 - NEIGHBORHOOD SERVICES Totals		\$0.00	\$0.00	\$0.00	\$775.73	\$0.00	\$3,848.61	(\$3,848.61)	+++	\$0.00
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	16,024.64	.00	133,309.60	57,918.40	70	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	24,189.61	.00	181,169.29	125,103.71	59	268,988.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.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	2,770.68	.00	21,764.83	21,053.17	51	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	4.24	62.76	6	.53
61710	IMRF	45,206.00	.00	45,206.00	3,271.96	.00	25,605.98	19,600.02	57	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	2,555.06	.00	19,810.76	10,854.24	65	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	597.50	.00	4,633.14	2,538.86	65	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	1,022.68	855.68	5,620.60	(4,066.28)	269	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	2,228.34	.00	8,913.36	4,456.64	67	12,899.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	150.00	.00	150.00	(150.00)	+++	.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$52,811.00	\$855.68	\$403,116.50	\$251,436.82	62%	\$603,889.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	7,466.81	.00	81,105.26	(840.26)	101	119,479.18
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
61050	PERMANENT PART-TIME	191,323.00	.00	191,323.00	10,030.37	.00	94,054.66	97,268.34	49	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	1,884.97	.00	16,385.78	4,699.22	78	25,039.78



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61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.73	5.27	12	1.94
61710	IMRF	25,933.00	.00	25,933.00	1,606.53	.00	16,716.05	9,216.95	64	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	1,061.83	.00	10,822.11	5,977.89	64	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	248.32	.00	2,530.89	1,398.11	64	4,003.55
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	3,905.00	6,595.00	37	10,143.85
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	99.85	.00	1,729.63	1,270.37	58	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	3,451.88	.00	27,615.04	16,844.96	62	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
65040	JANITORIAL SUPPLIES	.00	.00	.00	46.04	.00	46.04	(46.04)	+++	.00
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	306.47	.00	1,199.35	4,200.65	22	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	538.96	.00	7,514.77	22,385.23	25	21,701.55
65635	PERIODICALS	1,500.00	.00	1,500.00	332.69	.00	1,642.33	(142.33)	109	1,657.99
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	958.80	1,241.20	44	1,886.14
66025	TRANSFER TO DEBT SERVICE - ERI	3,093.00	.00	3,093.00	515.50	.00	2,062.00	1,031.00	67	2,984.04
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$459,394.00	\$0.00	\$459,394.00	\$27,590.30	\$0.00	\$271,344.01	\$188,049.99	59%	\$441,601.20
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	20,733.83	.00	181,231.71	94,346.29	66	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	5,848.41	.00	50,367.83	39,163.17	56	113,354.37
61415	TERMINATION PAYOUTS	3,900.00	.00	3,900.00	332.08	.00	1,628.54	2,271.46	42	3,518.31
61510	HEALTH INSURANCE	36,126.00	.00	36,126.00	2,818.82	.00	24,247.89	11,878.11	67	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	4.24	81.76	5	6.25
61710	IMRF	38,968.00	.00	38,968.00	2,819.41	.00	23,872.90	15,095.10	61	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	1,654.94	.00	14,356.37	8,054.63	64	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	387.07	.00	3,357.56	1,883.44	64	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	890.00	.00	27,049.32	9,920.68	73	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	12,702.00	47,933.37	82,477.56	(16,710.93)	115	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	528.18	.00	4,712.42	8,287.58	36	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	699.90	4,515.66	5,901.43	38,802.91	21	16,602.99
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	19.97	(19.97)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	1,436.84	.00	5,747.36	2,873.64	67	8,318.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	300.00	.00	300.00	(300.00)	+++	.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$693,352.00	\$0.00	\$693,352.00	\$51,152.01	\$52,449.03	\$425,275.10	\$215,627.87	69%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	15,501.78	.00	119,372.06	133,272.94	47	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	12,513.41	.00	103,162.28	(4,984.28)	105	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	1,169.65	.00	8,639.67	660.33	93	9,421.09



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61415	TERMINATION PAYOUTS	8,200.00	.00	8,200.00	101.91	.00	101.91	8,098.09	1	.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	39,270.05	32,126.95	55	57,120.17
61615	LIFE INSURANCE	82.00	.00	82.00	.00	.00	.00	82.00	0	.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	1,507.06	(307.06)	126	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	3,034.09	.00	24,062.48	13,552.52	64	34,878.24
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	1,779.85	.00	14,175.47	7,037.53	67	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	416.28	.00	3,315.25	1,645.75	67	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	8,626.94	95,615.00	94,984.14	29,157.86	87	211,056.92
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	2.54	.00	12.70	11,987.30	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	3,626.64	1,813.36	67	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	395.25	.00	3,162.00	1,581.00	67	1,700.04
62315	POSTAGE	.00	.00	.00	.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	1,433.21	.00	14,534.61	15,965.39	48	26,413.01
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,658.12	.00	8,089.20	3,910.80	67	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	866.28	.00	14,733.53	17,266.47	46	58,264.19
65100	LIBRARY SUPPLIES	.00	.00	.00	50.00	.00	50.00	(50.00)	+++	(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	906.66	.00	3,626.64	1,813.36	67	5,247.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$838,251.00	\$0.00	\$838,251.00	\$54,252.04	\$95,615.00	\$458,688.08	\$283,947.92	66%	\$809,118.63
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	550,338.00	.00	550,338.00	43,922.97	.00	384,999.67	165,338.33	70	876,532.14
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	6,779.95	.00	53,089.72	35,175.28	60	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	72,744.32	35,628.68	67	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	4,800.00	2,400.00	67	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	800.00	400.00	67	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	5,252.82	.00	45,607.35	22,124.65	67	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	3,081.31	.00	26,811.17	12,346.83	68	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	720.64	.00	6,270.37	2,886.63	68	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	3,745.59	142,023.75	32,604.30	(3,628.05)	102	26,157.92
62210	PRINTING	6,000.00	.00	6,000.00	60.32	4.49	5,494.48	501.03	92	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.00	1,554.24	345.76	82	2,624.46



Budget Performance Report

Fiscal Year to Date 08/31/16

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
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	359.51	.00	25,310.40	16,714.60	60	17,940.51
62315	POSTAGE	5,500.00	.00	5,500.00	209.63	.00	2,393.94	3,106.06	44	3,693.08
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	1,737.14	267.86	87	1,017.00
62380	COPY MACHINE CHARGES	12,881.00	.00	12,881.00	250.88	.00	687.72	12,193.28	5	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	911.53	.00	3,868.01	131.99	97	5,700.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	761.04	1,238.96	38	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	3,019.51	2,073.93	40,374.83	55,321.24	43	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	2,276.84	.00	9,107.36	4,553.64	67	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	20,833.33	.00	166,666.64	83,333.36	67	249,999.96
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,505,153.00	\$0.00	\$1,505,153.00	\$101,600.09	\$144,102.17	\$888,016.76	\$473,034.07	69%	\$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	2,273.38	.00	17,955.47	(7,955.47)	180	51,355.62
65630	LIBRARY BOOKS	.00	.00	.00	22.95	.00	305.16	(305.16)	+++	7,258.10
Business Unit 4850 - LIBRARY GRANTS Totals		\$20,000.00	\$0.00	\$20,000.00	\$2,296.33	\$0.00	\$18,260.63	\$1,739.37	91%	\$63,981.81
Department 48 - LIBRARY Totals		\$6,975,742.00	\$0.00	\$6,975,742.00	\$460,713.90	\$348,236.36	\$4,087,570.03	\$2,539,935.61	64%	\$6,650,493.71
EXPENSE TOTALS		\$6,975,742.00	\$0.00	\$6,975,742.00	\$460,713.90	\$348,236.36	\$4,087,570.03	\$2,539,935.61	64%	\$6,650,493.71
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	1,805,656.60	.00	6,295,622.89	721,534.11	90	6,763,896.53
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	460,713.90	348,236.36	4,087,570.03	2,539,935.61	64	6,650,493.71
Fund 185 - LIBRARY FUND Totals		\$41,415.00	\$0.00	\$41,415.00	\$1,344,942.70	(\$348,236.36)	\$2,208,052.86	(\$1,818,401.50)		\$113,402.82
Grand Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	1,805,656.60	.00	6,295,622.89	721,534.11	90	6,763,896.53
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	460,713.90	348,236.36	4,087,570.03	2,539,935.61	64	6,650,493.71
Grand Totals		\$41,415.00	\$0.00	\$41,415.00	\$1,344,942.70	(\$348,236.36)	\$2,208,052.86	(\$1,818,401.50)		\$113,402.82

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

	Symbol	Shares/Quantity	Price	Value as of 8/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6851.908	\$201.07	\$1,377,713.14	34.1%		
Vanguard Small-Cap Index Fund	VSMAX	3647.803	\$58.59	\$213,724.78	5.3%		
Vanguard REIT Index Fund	VGSLX	1691.050	\$126.14	\$213,309.05	5.3%		
Vanguard Total International Stock Index Fund	VTIAX	13461.752	\$25.12	\$338,159.21	8.4%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6344.591	\$31.10	\$197,316.78	4.9%	58.0%	
Vanguard Prime Money Market Fund	VMMXX	0.000	\$1.00	\$0.00	0.0%		
Vanguard Federal Money Market Fund	VMFXX	564241.690	\$1.00	\$564,241.69	14.0%	14.0%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$118.347	\$151,318.47	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$116.504	\$141,471.97	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$133.789	\$149,185.43	3.7%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$103.555	\$165,679.19	4.1%	15.1%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25811.519	\$10.78	\$278,248.17	6.9%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$103.686	\$46,658.70	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$104.784	\$47,152.80	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$106.145	\$47,765.25	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$105.248	\$43,151.68	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$108.617	\$10,861.70	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$113.376	\$48,751.68	1.2%	13.0%
				\$4,034,709.69		100.0%	

Cash Equivalents	14.0%
US Treasury Inflation Protected Securities	15.1%
Corporate Bonds	13.0%
Domestic Equities	44.7%
International Equities	13.3%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: FY2017 Proposed Library Base Budget
Date: September 15, 2016

This memo will provide you with information on the expenditures in the Library's proposed baseline budget for FY2017. Each line item is described in detail on the following pages.

Significant changes in the base budget include the following:

- An 8% increase in the collection budget with an additional investment in streaming media.
- To cover essential staffing needs, the following additions: 1) hours of a 20 hour Branch Assistant were increased to full-time; 2) addition of a 20 hour Children's Assistant for desk coverage; 3) addition of a 15 hour Shelver to handle increased volume of interlibrary loans.
- Jose Maldonado will begin a 13 month military deployment in March 2017. An additional 25 hour Circulation Clerk has been added to staff the desk in his absence.
- An additional 15 mobile hotspots dedicated for Evanston Township High students.
- Purchasing a mobile outreach vehicle contingent on grant funding.

FY2016 Approved Budget	\$6,997,142	
FY2017 Proposed Base Budget	\$7,150,886	
Increase	\$153,744	2.2%

To help identify areas for possible adjustments, each line item is categorized as being either:

- Mandatory – must fund; no discretion
- Required – discretionary adjustments are possible
- Dispensable – could do without

Youth Services

Youth Services includes the staff, services and programs in the Children’s Room, young adult services (the Loft) and youth outreach throughout the community.

Regular Pay 185.48.4805.61010

Required

FY15 approved budget of \$361,563

FY16 approved budget of \$465,530

FY17 proposed budget of \$479,016

There are eight full-time staff members in Youth Services. This account is for their salaries. “FTE” is an abbreviation for Full-Time Equivalent.

Title	FTE
Youth Services Manager	1.00
Supervising Librarian	2.00
Librarian I	2.00
Library Assistant	3.00
	<hr/>
	8.00

Library Substitutes 185.48.4805.61012

Required

FY15 approved budget of \$6,533

FY16 approved budget of \$6,500

FY17 proposed budget of \$8,000

For substitutes who work in Youth Services during vacancies and programmatic coverage.

Permanent Part-Time Pay 185.48.4805.61050

Required

FY15 approved budget of \$237,912

FY16 approved budget of \$190,336

FY17 proposed budget of \$213,325

There are nine part-time staff members in Youth Services. This account is for their wages.

Title	FTE
Librarian I	0.50
Library Assistant	4.13
	<hr/>
	4.63

20 hour Library Assistant added effective February 1st for necessary desk coverage.

Temporary Employees 185.48.4805.61055

Required

FY15 approved budget of \$17,439

FY16 approved budget of \$16,400

FY17 proposed budget of \$10,600

For one full-time Summer workers in Children's (\$5,800) and additional staffing in Teen Services (\$4,800) to support the Summer Reading Program and community outreach.

Longevity 185.48.4805.61210

Mandatory

FY15 approved budget of \$4,942

FY16 approved budget of \$0

FY17 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

Termination Payouts 185.48.4805.61415

Dispensable

FY15 approved budget of \$13,150

FY16 approved budget of \$15,900

FY17 proposed budget of \$12,750

Allowance for vacation and sick leave payout upon retirement/resignation.

Health Insurance 185.48.4805.61510

Mandatory

FY15 approved budget of \$77,776

FY16 approved budget of \$98,293

FY17 proposed budget of \$90,725

Full-time employees receive health insurance. Employees pay 10% of the total cost.

Life Insurance 185.48.4805.61615

Mandatory

FY15 approved budget of \$78

FY16 approved budget of \$78

FY17 proposed budget of \$18

Full-time employees are eligible for term life insurance.

IMRF Pension 185.48.4805.61710

Mandatory

FY15 approved budget of \$69,297

FY16 approved budget of \$67,298

FY17 proposed budget of \$68,729

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. In 2017, this will be 9.86% of salaries.

Social Security 185.48.4805.61725

Mandatory

FY15 approved budget of \$36,730

FY16 approved budget of \$39,903

FY17 proposed budget of \$42,780

6.2% of employee wages paid by the Library.

Medicare 185.48.4805.61730

Mandatory

FY15 approved budget of \$8,590

FY16 approved budget of \$9,333

FY17 proposed budget of \$10,006

1.45% of employee wages paid by the Library.

Consulting Services 185.48.4805.62185

Dispensable

FY15 approved budget of \$10,000

FY16 approved budget of \$14,300

FY17 proposed budget of \$13,700

Stipends for two ABC Boosters instructors (\$10,000), Summer Learning Camp with D65 (\$2,500), and performers (\$1,200).

Internet Solution Providers 185.48.4805.62341

Required

FY15 approved budget of \$3,570

FY16 approved budget of \$0

FY17 proposed budget of \$0

This account was for the Bookflix Gold electronic resource available for public use. This expense is now charged to Library Electronic Resources, account 65628.

Work-Study Students 185.48.4805.62506

Dispensable

FY15 approved budget of \$900

FY16 approved budget of \$900

FY17 proposed budget of \$900

Youth Services hires one Northwestern University work-study student each of the four academic terms. The students provide us with basic clerical support and shelving assistance. They pull the kids' pick lists, shelve AV, photocopy flyers, bibliographies or coloring sheets. They may pull together titles for subject bibliographies and design the final look, enter booklists on the web page, pull books for displays or programs, prepare craft materials for programs, assist with the kindergarten tours, and other duties as assigned. The Library pays 25% of the student's wages.

Library Supplies 185.48.4805.65100

Required

FY15 approved budget of \$24,540

FY16 approved budget of \$48,615

FY17 proposed budget of \$48,700

Supplies for summer reading program, children's, teen and outreach programs, craft programs, general operations and merchandising displays.

Youth Services Supplies Summary		
Children's Programming		
Craft supplies	\$1,800	
Performers	\$1,200	
Toys and Games	\$800	
		\$3,800
Teen Programming		
Teen Advisory Board	\$600	
Discussion Group books	\$1,200	
Monthly in-house Programs	\$3,000	
Outreach Programs	\$3,000	
3D printing supplies	\$1,550	
STEAM teacher kits	\$7,950	
		\$17,300
Children's Summer Reading		
Programming supplies	\$3,600	
Performer	\$400	
Prize Books	\$12,000	
		\$16,000
Teen Summer Reading		
Prizes	\$1,400	
Supplies	\$400	
		\$1,800
Youth Outreach		
K-Tour supplies	\$400	
LEAP at JEH supplies	\$1,200	
Premiums	\$1,000	
Home Day Care book bags	\$1,500	
STEM Program Supplies	\$5,700	
		\$9,800
TOTAL		\$48,700

Furniture, Fixtures and Equipment 185.48.4805.65503

Dispensable

FY15 approved budget of \$3,900

FY16 approved budget of \$15,600

FY17 proposed budget of \$400

Replace two beanbag chairs.

Library Electronic Resources 185.48.4805.65628

Dispensable

FY15 approved budget of \$0

FY16 approved budget of \$3,600

FY17 proposed budget of \$4,100

This account is for the Bookflix Gold electronic resource available for public use (\$3,600) and Museum Pass participation (\$500).

Library Books 185.48.4805.65630

Dispensable

FY15 approved budget of \$144,000

FY16 approved budget of \$157,000

FY17 proposed budget of \$171,400

Books for the Children's and Young Adult collections.

Periodicals 185.48.4805.65635

Dispensable

FY15 approved budget of \$1,000

FY16 approved budget of \$500

FY17 proposed budget of \$500

Magazines for the Youth Services collection.

Audio Visual Collection 185.48.4805.65641

Dispensable

FY15 approved budget of \$33,200

FY16 approved budget of \$33,200

FY17 proposed budget of \$33,200

Movies and music for the Youth Services collections.

IMRF Early Retirement Incentive Debt Service 185.48.4805.66025

Mandatory

FY15 approved budget of \$14,644

FY16 approved budget of \$15,179

FY17 proposed budget of \$15,786

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing debt. This expense is the Library's portion of the ERI debt

service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Adult Services

Regular Pay 185.48.4806.61010

Required

FY15 approved budget of \$571,564

FY16 approved budget of \$547,981

FY17 proposed budget of \$561,745

There are nine full-time staff members in Adult Services. This account is for their salaries.

Title	FTE
Head of Adult Services	1.00
Virtual Services Librarian	1.00
Supervising Librarian	1.00
Librarian I	3.00
Library Assistant	1.00
Technology Associate	2.00
	<hr/>
	9.00

Library Substitutes 185.48.4806.61012

Required

FY15 approved budget of \$4,000

FY16 approved budget of \$4,000

FY17 proposed budget of \$4,000

For substitutes who work in Adult Services during vacancies.

Permanent Part-Time Pay 185.48.4806.61050

Required

FY15 approved budget of \$209,169

FY16 approved budget of \$214,938

FY17 proposed budget of \$244,210

There are eleven part-time staff members in Adult Services. This account is for their salaries.

Title	FTE
Librarian I	2.03
Library Assistant	1.54
Technology Trainer	0.53
Technology Associate	0.80
	<hr/>
	4.90

20 hour Technology Trainer (Assistant) added and consulting allowance removed. Net overall cost of \$2,500.

Longevity 185.48.4806.61210

Mandatory

FY15 approved budget of \$10,350

FY16 approved budget of \$0

FY17 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

Termination Payouts 185.48.4806.61415

Dispensable

FY15 approved budget of \$8,750

FY16 approved budget of \$10,400

FY17 proposed budget of \$14,750

Allowance for vacation and sick leave payout upon resignation/termination.

Health Insurance 185.48.4806.61510

Mandatory

FY15 approved budget of \$107,044

FY16 approved budget of \$84,225

FY17 proposed budget of \$74,778

Full-time employees receive health insurance. Employees pay 10% of the cost.

Life Insurance 185.48.4806.61615

Mandatory

FY15 approved budget of \$46

FY16 approved budget of \$46

FY17 proposed budget of \$29

Full-time employees are eligible for term life insurance.

IMRF Pension 185.48.4806.61710

Mandatory

FY15 approved budget of \$83,108

FY16 approved budget of \$72,503

FY17 proposed budget of \$76,937

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year.

Social Security 185.48.4806.61725

Mandatory

FY15 approved budget of \$48,405

FY16 approved budget of \$47,412

FY17 proposed budget of \$48,238

6.2% of employee wages paid by the Library.

Medicare 185.48.4806.61730

Mandatory

FY15 approved budget of \$11,327

FY16 approved budget of \$11,088

FY17 proposed budget of \$11,282

1.45% of employee wages paid by the Library.

Internet Solution Providers 185.48.4806.62341

Required

FY15 approved budget of \$123,264

FY16 approved budget of \$0

FY17 proposed budget of \$0

This account was for the electronic resources available for public use. These expenses are now charged to Library Electronic Resources, account 65628.

Work-Study Students 185.48.4806.62506

Dispensable

FY15 approved budget of \$900

FY16 approved budget of \$900

FY17 proposed budget of \$900

Adult Services hires one Northwestern University work-study student each of the four academic terms. The students provide basic clerical support. They make flyers and posters; post events to newspapers; look up books in the journals for the collection development librarian; help with weeding, pulling books from the shelves and then checking them out to discard. The Library pays 25% of the student's wages.

Library Supplies 185.48.4806.65100

Required

FY15 approved budget of \$4,030

FY16 approved budget of \$23,300

FY17 proposed budget of \$25,550

Supplies for programs, general operations and merchandising displays.

	FY2017
Community Read	\$18,000
Speaker Fees	\$2,500
Movie Licensing fee	\$1,800
Summer Reading	\$1,500
One Concert	\$500
Local Art Supplies	\$500
Programming supplies	\$300
Lyric Opera Lectures	\$250
3D printing supplies	\$200
	\$25,550

Furniture, Fixtures and Equipment 185.48.4806.65503

Dispensable

FY15 approved budget of \$2,000

FY16 approved budget of \$1,200

FY17 proposed budget of \$0

Library Electronic Resources 185.48.4806.65628

Dispensable

FY15 approved budget of \$0

FY16 approved budget of \$169,400

FY17 proposed budget of \$209,400

On-line resources for public use.

Library Books 185.48.4806.65630

Dispensable

FY15 approved budget of \$333,900

FY16 approved budget of \$306,900

FY17 proposed budget of \$316,900

Books for the Adult Services collection.

Periodicals 185.48.4806.65635

Dispensable

FY15 approved budget of \$15,640

FY16 approved budget of \$15,700

FY17 proposed budget of \$15,700

Magazines, newspapers and journals for the Adult Services collection.

Audio Visual Collection 185.48.4806.65641

Dispensable

FY15 approved budget of \$87,000

FY16 approved budget of \$91,400

FY17 proposed budget of \$91,400

Movies and music for the Adult Services collections.

IMRF Early Retirement Incentive Debt Service 185.48.4806.66025

Mandatory

FY15 approved budget of \$19,995

FY16 approved budget of \$20,725

FY17 proposed budget of \$21,554

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Circulation

Regular Pay 185.48.4820.61010

Required

FY15 approved budget of \$184,376

FY16 approved budget of \$191,228

FY17 proposed budget of \$173,862

There are four full-time staff members in Circulation (a Library Aide II works the remaining portion of her hours in Neighborhood Services). This account is for their salaries.

Title	FTE	
Circulation Manager	1.00	
Assistant Circulation Manager	1.00	
Aide II	1.79	(partial position shared with CAMS)
	3.79	

Reduction to compensate for Jose Maldonado’s military leave and an increase for eight month temporary duty assignment for Kim Hegelund.

Library Substitutes 185.48.4820.61012

Required

FY15 approved budget of \$3,200

FY16 approved budget of \$3,200

FY17 proposed budget of \$3,200

For substitutes who work in Circulation during vacancies and vacations.

Permanent Part-Time Pay 185.48.4820.61050

Required

FY15 approved budget of \$307,488

FY16 approved budget of \$306,273

FY17 proposed budget of \$321,477

There are twenty-five part-time staff members in Circulation. This account is for their salaries.

Title	FTE
Library Aide II	1.28
Library Clerk	5.83
Shelver	4.83
	11.94

A 15 hour Shelver added to compensate for significant increase in interlibrary loans. A 25 hour Clerk added April 1st to compensate for Jose Maldonado's year-long military leave.

Longevity 185.48.4820.61210

Mandatory

FY15 approved budget of \$3,662

FY16 approved budget of \$0

FY17 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

Termination Payouts 185.48.4820.61415

Dispensable

FY15 approved budget of \$6,600

FY16 approved budget of \$0

FY17 proposed budget of \$0

Allowance for vacation and sick leave payout upon resignation/retirement.

Health Insurance 185.48.4820.61510

Mandatory

FY15 approved budget of \$42,670

FY16 approved budget of \$42,818

FY17 proposed budget of \$37,997

Full-time employees receive health insurance. Employees pay 10% of the cost.

Life Insurance 185.48.4820.61615

Mandatory

FY15 approved budget of \$67

FY16 approved budget of \$67

FY17 proposed budget of \$6

Full-time employees are eligible for term life insurance.

IMRF Pension 185.48.4820.61710

Mandatory

FY15 approved budget of \$49,077

FY16 approved budget of \$45,206

FY17 proposed budget of \$38,590

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year.

Social Security 185.48.4820.61725

Mandatory

FY15 approved budget of \$30,440

FY16 approved budget of \$30,665

FY17 proposed budget of \$30,505

6.2% of employee wages paid by the Library.

Medicare 185.48.4820.61730

Mandatory

FY15 approved budget of \$3,787

FY16 approved budget of \$7,172

FY17 proposed budget of \$7,134

1.45% of employee wages paid by the Library.

Work-Study Students 185.48.4820.62506

Dispensable

FY15 approved budget of \$5,400

FY16 approved budget of \$5,400

FY17 proposed budget of \$5,400

Circulation hires five Northwestern University work-study students during the fall, winter and spring terms and two during the summer term to help with shelving, the pick list, and checking in returned items. The Library pays 25% of the student's wages. Increase for an additional full-time student in the summer to help manage shelving and weeding workload.

Library Supplies 185.48.4820.65100

Required

FY15 approved budget of \$4,000

FY16 approved budget of \$2,410

FY17 proposed budget of \$4,200

Supplies for Circulation include library cards, envelopes for mailing notices and receipt tape.

Furniture, Fixtures and Equipment 185.48.4820.65503

Dispensable

FY15 approved budget of \$0

FY16 approved budget of \$7,600

FY17 proposed budget of \$0

IMRF Early Retirement Incentive Debt Service 185.48.4820.66025

Mandatory

FY15 approved budget of \$12,899

FY16 approved budget of \$13,370

FY17 proposed budget of \$13,905

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Neighborhood Services

Regular Pay 185.48.4825.61010

Required

FY15 approved budget of \$78,307

FY16 approved budget of \$80,265

FY17 proposed budget of \$126,301

There are two full-time staff members in Neighborhood Services. This account is for their salaries.

Title	FTE
Neighborhood Services Manager	1.00
Branch Assistant	1.00
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	2.00

Increase in hours of a Branch Assistant from 20 to full-time to meet essential service needs.

Library Substitutes 185.48.4825.61012

Required

FY15 approved budget of \$2,000

FY16 approved budget of \$2,000

FY17 proposed budget of \$2,000

For substitutes who work at the North Branch and Chicago Avenue/Main Street branches during vacancies and vacations.

Permanent Part-Time Pay 185.48.4825.61050

Required

FY15 approved budget of \$197,333

FY16 approved budget of \$191,323

FY17 proposed budget of \$154,623

There are nine part-time positions at North Branch and the Chicago Avenue/Main Street Branch. This account is for their wages.

Title	FTE
Branch Assistant	2.69
Library Clerk	1.57
<hr/>	
	4.26

Temporary Employees 185.48.4825.61055

Dispensable

FY15 approved budget of \$54,265

FY16 approved budget of \$0

FY17 proposed budget of \$0

Longevity 185.48.4825.61210

Mandatory

FY15 approved budget of \$2,688

FY16 approved budget of \$0

FY17 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

Termination Payouts 185.48.4825.61415

Dispensable

FY15 approved budget of \$13,900

FY16 approved budget of \$14,200

FY17 proposed budget of \$11,350

Allowance for vacation and sick leave payout upon resignation/retirement.

Health Insurance 185.48.4825.61510

Mandatory

FY15 approved budget of \$20,866

FY16 approved budget of \$21,085

FY17 proposed budget of \$36,748

Full-time employees receive health insurance. Employees pay a portion of the cost.

Life Insurance 185.48.4825.61615

Mandatory

FY15 approved budget of \$6

FY16 approved budget of \$6

FY17 proposed budget of \$1

Full-time employees are eligible for term life insurance.

IMRF Pension 185.48.4825.61710

Mandatory

FY15 approved budget of \$25,166

FY16 approved budget of \$25,933

FY17 proposed budget of \$26,470

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year.

Social Security 185.48.4825.61725

Mandatory

FY15 approved budget of \$17,120

FY16 approved budget of \$16,800

FY17 proposed budget of \$17,631

6.2% of employee wages paid by the Library.

Medicare 185.48.4825.61730

Mandatory

FY15 approved budget of \$4,003

FY16 approved budget of \$3,929

FY17 proposed budget of \$4,124

1.45% of employee wages paid by the Library.

Building Maintenance Services 185.48.4825.62225

Required

FY15 approved budget of \$10,500

FY16 approved budget of \$10,500

FY17 proposed budget of \$4,000

Services to heating, ventilation and cooling systems, the electrical and plumbing systems, pest control and carpet cleaning.

Internet Solution Providers 185.48.4825.62341

Required

FY15 approved budget of \$2,500

FY16 approved budget of \$3,000

FY17 proposed budget of \$6,400

“Business Class” broadband at both locations upgraded to meet wireless demands.

Rental Expense 185.48.4825.62375

Required

FY15 approved budget of \$42,750

FY16 approved budget of \$44,460

FY17 proposed budget of \$46,238

For lease expense of 900 Chicago Avenue as Chicago Avenue/Main Street Branch.
Estimate 4% increase in lease and taxes.

Natural Gas 185.48.4825.64015

Mandatory

FY15 approved budget of \$2,100

FY16 approved budget of \$2,900

FY17 proposed budget of \$2,900

Gas to heat North Branch.

Library Supplies 185.48.4825.65100

Required

FY15 approved budget of \$4,500

FY16 approved budget of \$5,400

FY17 proposed budget of \$5,400

Supplies for programs, craft programs, general operations and merchandising displays.

Furniture, Fixtures & Equipment 185.48.4825.65503

Required

FY15 approved budget of \$13,030

FY16 approved budget of \$900

FY17 proposed budget of \$5,000

Replacement furniture (three chairs and two stools) and a new rug.

Library Books 185.48.4825.65630

Dispensable

FY15 approved budget of \$29,900

FY16 approved budget of \$29,900

FY17 proposed budget of \$29,900

Books for the North Branch and the Chicago Avenue/Main Street (CAMS) collections.

Periodicals 185.48.4825.65635

Dispensable

FY15 approved budget of \$1,500

FY16 approved budget of \$1,500

FY17 proposed budget of \$1,500

Magazines and newspapers for the North Branch and CAMS collections.

Audio Visual Collection 185.48.4825.65641

Dispensable

FY15 approved budget of \$2,200

FY16 approved budget of \$2,200

FY17 proposed budget of \$2,200

Movies and music for the North Branch and CAMS collections.

IMRF Early Retirement Incentive Debt Service 185.48.4825.66025

Mandatory

FY15 approved budget of \$2,984

FY16 approved budget of \$3,093

FY17 proposed budget of \$3,217

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Technical Services

Regular Pay 185.48.4835.61010

Required

FY15 approved budget of \$268,638

FY16 approved budget of \$275,578

FY17 proposed budget of \$282,067

There are five full-time staff members in Technical Services. This account is for their salary.

Title	FTE
Technical Services Manager	1.00
Collection Development Manager	1.00
Library Assistant	2.00
Library Clerk	1.00
	<hr/>
	5.00

Permanent Part-Time Pay 185.48.4835.61050

Required

FY15 approved budget of \$85,120

FY16 approved budget of \$89,531

FY17 proposed budget of \$110,480

There are three part-time staff members in Technical Services. This account is for their salaries.

Title	FTE
Librarian I	0.67
Library Assistant	0.75
Library Clerk	0.53
	<hr/>
	1.95

Longevity 185.48.4835.61210

Mandatory

FY15 approved budget of \$4,020

FY16 approved budget of \$0

FY17 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

Termination Payouts 185.48.4835.61415

Dispensable

FY15 approved budget of \$3,450

FY16 approved budget of \$3,900

FY17 proposed budget of \$5,000

Allowance for vacation and sick leave payout upon resignation/retirement.

Health Insurance 185.48.4835.61510

Mandatory

FY15 approved budget of \$31,467

FY16 approved budget of \$36,126

FY17 proposed budget of \$40,687

Full-time employees receive health insurance. Employees pay a portion of the cost.

Life Insurance 185.48.4835.61615

Mandatory

FY15 approved budget of \$86

FY16 approved budget of \$86

FY17 proposed budget of \$6

Full-time employees are eligible for term life insurance.

IMRF Pension 185.48.4835.61710

Mandatory

FY15 approved budget of \$42,312

FY16 approved budget of \$38,968

FY17 proposed budget of \$41,015

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year.

Social Security 185.48.4835.61725

Mandatory

FY15 approved budget of \$21,760

FY16 approved budget of \$22,411

FY17 proposed budget of \$24,546

6.2% of employee wages.

Medicare 185.48.4835.61730

Mandatory

FY15 approved budget of \$5,089

FY16 approved budget of \$5,241

FY17 proposed budget of \$5,741

1.45% of employee wages.

Computer Licenses and Support 185.48.4835.62340

Required

FY15 approved budget of \$31,070

FY16 approved budget of \$36,970

FY17 proposed budget of \$46,300

This account is for licenses and agreements that support the business operations of the Library.

	FY2017
Microsoft licenses	\$9,000
Evidence-based Selection Planning	\$8,250
Collection HQ	\$7,000
Raiser's Edge	\$7,800
Boopsie Mobile app	\$3,500
Public computer reservation	\$3,300
Evanced Room reservaton and events	\$2,800
Evanced summer reading	\$1,700
PrinterOn Wi-Fi printing	\$1,000
Bookscan station support	\$1,000
Deep Freeze	\$550
WebDewey	\$300
Apple Developer license	\$100
	\$46,300

Internet Solution Providers 185.48.4835.62341

Required

FY15 approved budget of \$114,700

FY16 approved budget of \$0

FY17 proposed budget of \$22,100

This account is for the data plans for 45 mobile hotspots (15 additional hotspots in 2017). Formerly budgeted in 4835.65555.

Library Supplies 185.48.4835.65100

Required

FY15 approved budget of \$12,000

FY16 approved budget of \$13,000

FY17 proposed budget of \$10,000

Technical Services book and a/v processing, including theft deterrent products, a/v packaging, laminating film, and a variety of labels and tapes.

Personal Computer Equipment 185.48.4835.65555

Required

FY15 approved budget of \$30,500

FY16 approved budget of \$49,220

FY17 proposed budget of \$51,870

Replacement computers, printers, and accessories.

Library Electronic Resources 185.48.4835.65628

Dispensable

FY15 approved budget of \$0

FY16 approved budget of \$113,700

FY17 proposed budget of \$113,700

On-line resources for internal support. Replacing account titled "Internet Service Providers".

	FY2017
CCS Support and Maintenance	\$92,600
OCLC Cataloging Records	\$14,100
B&T Title Source 360	\$3,000
Cost escalation allowance	\$4,000
	\$113,700

IMRF Early Retirement Incentive Debt Service 185.48.4835.66025

Mandatory

FY15 approved budget of \$8,318

FY16 approved budget of \$8,621

FY17 proposed budget of \$8,966

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt

service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Maintenance

Regular Pay 185.48.4840.61010

Required

FY15 approved budget of \$207,930

FY16 approved budget of \$252,645

FY17 proposed budget of \$254,331

There are four full-time staff members in Maintenance. This account is for their salary.

Title	FTE
Facilities Management Supervisor	1.00
Facility Maintenance Worker	2.00
Safety Monitor	1.00
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	4.00

Permanent Part-Time Pay 185.48.4840.61050

Required

FY15 approved budget of \$96,681

FY16 approved budget of \$98,178

FY17 proposed budget of \$96,557

This is for the wages for part-time staff safety and maintenance staff.

Title	FTE
Custodian	0.80
Safety Monitors	1.67
	<hr/>
	2.47

Increase in Custodian hours from 25 to 30 per week.

Overtime Pay 185.48.4840.61110

Required

FY15 approved budget of \$9,300

FY16 approved budget of \$9,300

FY17 proposed budget of \$7,000

The Library Maintenance team works 365 days per year. The building systems must be checked and book drops emptied on days the library is closed. Staff also responds to building emergencies after hours and necessary off-schedule work, including closing the Library when security is unavailable. A significant amount of overtime is used to cover paid time off by others and snow removal.

Longevity 185.48.4840.61210

Mandatory

FY15 approved budget of \$3,211

FY16 approved budget of \$0

FY17 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

Termination Payouts 185.48.4840.61415

Dispensable

FY15 approved budget of \$8,050

FY16 approved budget of \$8,200

FY17 proposed budget of \$7,550

Allowance for vacation and sick leave payout upon resignation/retirement.

Health Insurance 185.48.4840.61510

Mandatory

FY15 approved budget of \$56,766

FY16 approved budget of \$71,397

FY17 proposed budget of \$80,980

Full-time employees receive health insurance. Employees pay a portion of the cost.

Life Insurance 185.48.4840.61615

Mandatory

FY15 approved budget of \$82

FY16 approved budget of \$82

FY17 proposed budget of \$0

Full-time employees are eligible for term life insurance.

Cell Phone Allowance 185.48.4840.61626

Dispensable

FY15 approved budget of \$1,200

FY16 approved budget of \$1,200

FY17 proposed budget of \$1,100

In lieu of a Library-issued cell phone, the Maintenance Supervisor receives an allowance for the use of his personal cell phone for Library business.

Shoe Allowance 185.48.4840.61630

Mandatory

FY15 approved budget of \$495

FY16 approved budget of \$620

FY17 proposed budget of \$620

As part of the AFSCME contract, maintenance employees receive an annual safety shoe allowance of \$165.

IMRF Pension 185.48.4840.61710

Mandatory

FY15 approved budget of \$36,482

FY16 approved budget of \$37,615

FY17 proposed budget of \$35,260

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year.

Social Security 185.48.4840.61725

Mandatory

FY15 approved budget of \$18,293

FY16 approved budget of \$21,213

FY17 proposed budget of \$21,209

6.2% of employee wages paid by Library.

Medicare 185.48.4840.61730

Mandatory

FY15 approved budget of \$4,278

FY16 approved budget of \$4,961

FY17 proposed budget of \$4,960

1.45% of employee wages paid by Library.

Building Maintenance Services 185.48.4840.62225

Mandatory/Required

FY15 approved budget of \$214,507

FY16 approved budget of \$219,757

FY17 proposed budget of \$208,700

Facility maintenance services for the Main Library.

Vendor	Description	FY2017 Budget
Total Building Services	Janitorial services	\$86,000
Seimens	Building controls system	\$29,800
TBD	Dry Pipe Sytem Compressors	\$12,000
TBD	Electrical Safety Survey	\$12,000
Simplex/Grinnell	Fire alarm systems testing	\$12,000
TBD	Allowance for painting	\$12,000
Schindler	Elevator service	\$11,300
TBD	3rd Floor Toilet Partition replacement	\$8,000
Service Building Maintenance	Window cleaning & power washing	\$7,900
Cintas	Entrance door mat rental	\$2,000
Overhead Door Systems	Garage door service and repair	\$3,000
Conquest Pest Solutions	Rat control in landscaping	\$2,700
Alarm Detection Services	Security system monitoring	\$2,300
TBD	Cushion Replacement/Cleaning	\$2,000
The Contained Garden	Outdoor container plantings	\$2,000
Chicago Sprinkler Co.	Irrigation service allowance	\$1,500
Hendricksen's	Fire extinguisher testing and repair	\$1,100
US Fire Protection	Fire pump and system testing	\$1,100
		\$208,700

Office Equipment Maintenance 185.48.4840.62235

Required

FY15 approved budget of \$12,000

FY16 approved budget of \$12,000

FY17 proposed budget of \$12,000

This account is for service agreements and “time and materials” service on equipment.

Vendor	Description	FY17 Budget
Multiple	Microprint service contracts	\$1,800
Accountor Systems	Coin-op, print, vend equipment service	\$2,500
3M	Self-check maintenance	\$6,400
TBD	Audio-visual system service allowance	\$1,000
TBD	Piano tuning	\$300
		\$12,000

Other Equipment Maintenance 185.48.4840.62245

Required

FY15 approved budget of \$1,000

FY16 approved budget of \$1,300

FY17 proposed budget of \$1,300

This account is for service on maintenance equipment.

Vendor	Description	FY17 Budget
TBD	Snow blower and tractor service	\$800
TBD	Allowance for service on misc eqpt	\$500
		<hr/>
		\$1,300

Vehicle Maintenance 185.48.4840.62305

Mandatory

FY15 approved budget of \$2,381

FY16 approved budget of \$5,441

FY17 proposed budget of \$5,440

The account covers the cost of fuel and service for the Library's van.

Vehicle Replacement 185.48.4840.62309

Mandatory

FY15 approved budget of \$1,700

FY16 approved budget of \$4,743

FY17 proposed budget of \$4,885

The account covers the depreciation cost of the Library's van.

Natural Gas Chargeback 185.48.4840.64015

Mandatory

FY15 approved budget of \$30,900

FY16 approved budget of \$30,500

FY17 proposed budget of \$27,000

The account covers the cost of natural gas for the Main Library. The City negotiates a gas contract for all facilities and has a chargeback for each facility.

Telecommunications 185.48.4840.64505

Mandatory

FY15 approved budget of \$0

FY16 approved budget of \$2,160

FY17 proposed budget of \$2,200

The account covers the cost of five POTS phone lines for North Branch (2), elevator security, parking garage security and Siemens remote communication with the building control system.

Janitorial Supplies 185.48.4840.65040

Required

FY15 approved budget of \$10,000

FY16 approved budget of \$12,000

FY17 proposed budget of \$12,000

The account covers the cost of janitorial supplies.

Building Maintenance Materials 185.48.4840.65050

Required

FY15 approved budget of \$21,200

FY16 approved budget of \$32,000

FY17 proposed budget of \$32,000

The account covers the wide variety of materials and parts needed to maintain the facilities. Includes one-time cost of replacing emergency light batteries/fixtures.

Furniture, Fixtures and Equipment 185.48.4840.65503

Mandatory

FY15 approved budget of \$27,500

FY16 approved budget of \$7,500

FY17 proposed budget of \$0

IMRF Early Retirement Incentive Debt Service 185.48.4840.66025

Mandatory

FY15 approved budget of \$5,248

FY16 approved budget of \$5,440

FY17 proposed budget of \$5,558

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Administration

Regular Pay 185.48.4845.61010

Required

FY15 approved budget of \$538,660

FY16 approved budget of \$550,338

FY17 proposed budget of \$581,803

There are six full-time staff members in Administration. This account is for their salaries.

Title	FTE
Library Director	1.00
Assistant Director - Administration	1.00
Development Officer	1.00
Community Engagement Librarian	1.00
Office Coordinator	1.00
Clerk III	1.00
	<hr/>
	6.00

Permanent Part-Time Pay 185.48.4845.61050

Required

FY15 approved budget of \$69,528

FY16 approved budget of \$88,265

FY17 proposed budget of \$80,733

There are two part-time staff members in Administration. This account is for their salaries.

Title	FTE
Communication Coordinator	0.80
Development Assistant	0.80
	<hr/>
	1.60

Increase in hours for Development Assistant from 25 to 30 per week.

Termination Payouts 185.48.4845.61415

Dispensable

FY15 approved budget of \$15,350

FY16 approved budget of \$18,200

FY17 proposed budget of \$16,150

Allowance for vacation and sick leave payout upon resignation/retirement.

Health Insurance 185.48.4845.61510

Mandatory

FY15 approved budget of \$112,004

FY16 approved budget of \$108,373

FY17 proposed budget of \$138,518

Full-time employees (30 hours per week or more) receive health insurance. Employees pay a portion of the cost.

Life Insurance 185.48.4845.61615

Mandatory

FY15 approved budget of \$288

FY16 approved budget of \$288

FY17 proposed budget of \$0

Full-time employees are eligible for term life insurance.

Auto Allowance 185.48.845.61625

Dispensable

FY15 approved budget of \$7,200

FY16 approved budget of \$7,200

FY17 proposed budget of \$7,200

The Library Director receives an auto allowance for the use of her personal vehicle.

Cell Phone Allowance 185.48.4845.61626

Dispensable

FY15 approved budget of \$1,200

FY16 approved budget of \$1,200

FY17 proposed budget of \$1,200

The Library Director receives an allowance for the use of her personal cell phone.

IMRF Pension 185.48.4845.61710

Mandatory

FY15 approved budget of \$72,503

FY16 approved budget of \$67,732

FY17 proposed budget of \$65,339

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year.

Social Security 185.48.4845.61725

Mandatory

FY15 approved budget of \$37,510

FY16 approved budget of \$39,158

FY17 proposed budget of \$36,663

6.2% of employee wages paid by Library.

Medicare 185.48.4845.61730

Mandatory

FY15 approved budget of \$8,772

FY16 approved budget of \$9,157

FY17 proposed budget of \$9,259

1.45% of employee wages paid by Library.

Consulting Services 185.48.4845.62185

Dispensable

FY15 approved budget of \$35,000

FY16 approved budget of \$171,000

FY17 proposed budget of \$60,000

Graphic Design allowance	\$25,000
Volunteer Coordinator agreement	\$21,000
Legal services allowance	\$8,000
Raiser's Edge Consulting	\$2,000
Translation Services	\$2,000
Photographer allowance	\$2,000
	\$60,000

Advertising 185.48.4845.62205

Dispensable

FY15 approved budget of \$0

FY16 approved budget of \$5,000

FY17 proposed budget of \$8,000

For promotion of services, programs and events.

Printing 185.48.4845.62210

Required

FY15 approved budget of \$1,800

FY16 approved budget of \$6,000

FY17 proposed budget of \$8,000

For printing of letterhead, flyers, envelopes, memo pads and miscellaneous.

Includes Summer Reading Program printing of \$2,700

Postage Chargeback 185.48.4845.62275

Required

FY15 approved budget of \$1,600

FY16 approved budget of \$1,900

FY17 proposed budget of \$2,600

For postage on materials that go through the City's postage meter.

Tuition Reimbursement 185.48.4845.62290

Required

FY15 approved budget of \$15,000

FY16 approved budget of \$5,000

FY17 proposed budget of \$5,000

For staff pursuing a Master's in Library Science degree.

Training and Travel 185.48.4845.62295

Required

FY15 approved budget of \$22,500

FY16 approved budget of \$42,025

FY17 proposed budget of \$42,000

For seminars, workshops, conferences and travel for staff and Board members.

Professional Development	
Library Director	\$5,000
Leadership Evanston	\$1,200
Staff Development Days	\$1,500
Spanish Language Training	\$5,000
Reaching Forward Conference	\$1,000
ALA Mid-Winter Conference	\$3,200
ALA Conference	\$8,000
Professional Development Allowance	\$4,600
ILA Conference	\$3,000
Board Development	\$1,000
LACONI Programs	\$1,200
NIU Children's Lit Conference	\$300
BookExpo	\$1,500
Travel Reimbursement	\$3,000
Development Staff	\$2,500
	\$42,000

Postage 185.48.4845.62315

Required

FY15 approved budget of \$5,000

FY16 approved budget of \$5,500

FY17 proposed budget of \$4,500

Postage for overdue notices and other mailings, including fundraising solicitations.

Membership Dues 185.48.4845.62360

Required

FY15 approved budget of \$2,005

FY16 approved budget of \$2,005

FY17 proposed budget of \$2,100

Annual dues for the American Library Association, Illinois Library Association, United for Libraries and Library Administrators Conference of North Illinois (LACONI).

Copy Machine Chargeback 185.48.4845.62380

Required

FY15 approved budget of \$12,268

FY16 approved budget of \$12,881

FY17 proposed budget of \$12,900

Annual cost of depreciation, service and supplies for seven public copiers and one administrative copier.

Armored Car Services 185.48.4845.62431

FY15 approved budget of \$500

FY16 approved budget of \$500

FY17 proposed budget of \$0

Weekly pick-up of cash receipts and delivery of rolled coin.

Work-Study Students 185.48.4845.62506

Dispensable

FY15 approved budget of \$1,000

FY16 approved budget of \$1,000

FY17 proposed budget of \$1,500

Administration hires three Northwestern University work-study students during the fall, winter and spring terms to help with the Fund for Excellence Campaign and general clerical duties. The Library pays 25% of the student's wages. Additional support for development efforts required.

Bank Service Charges 185.48.4845.62705

Mandatory

FY15 approved budget of \$4,000

FY16 approved budget of \$4,000

FY17 proposed budget of \$5,700

Credit card processing fees.

Telecommunications - Wireless 185.48.4845.64540

Required

FY15 approved budget of \$2,200

FY16 approved budget of \$2,000

FY17 proposed budget of \$2,000

Costs for two cell phones (for security and maintenance staff) and two wireless broadband connections for access at events throughout town.

Office Supplies 185.48.4845.65095

Required

FY15 approved budget of \$69,200

FY16 approved budget of \$97,770

FY17 proposed budget of \$98,100

Office, programming, development and marketing expenses.

Description	FY2017	
General office supplies	\$17,500	
Toner for printers	\$7,550	
		\$25,050
Development		
Fund for Excellence Campaign	\$10,000	
Donor/Volunteer Stewardship event	\$9,000	
Summer Appeal	\$1,000	
Face-to-face conversations	\$2,500	
Stewardship/Cultivation	\$5,000	
Premiums	\$2,000	
		\$37,300
Marketing & Communications		
Annual Report	\$6,800	
Marketing materials	\$1,000	
		\$9,000
Community Engagement		
Storytelling Festival	\$15,000	
Premiums	\$3,000	
Programming/Meetings	\$3,000	
Health Info Desk	\$1,000	
Harwood meetings	\$600	
Fairs and Festivals	\$750	
Hirshfield Poetry Awards	\$3,400	
		\$26,750
		\$98,100

IMRF Early Retirement Incentive Debt Service 185.48.4845.66025

Mandatory

FY15 approved budget of \$13,180

FY16 approved budget of \$13,661

FY17 proposed budget of \$14,207

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

Transfer to General Fund 185.48.4845.66131

Required

FY15 approved budget of \$250,000

FY16 approved budget of \$250,000

FY17 proposed budget of \$250,000

This is the transfer from the Library Fund to cover City General Fund overhead (accounting, human resources, payroll, facilities management) used by the Library.

Library Grants

There are three grant funded outreach programs delivered by the Youth Services staff.

ABC Boosters

Anticipated grant revenue of \$10,000 to help support proposed expenditures of \$20,000 for program.

Kindergarten LEAP/Kindergarten Tours

Anticipated grant revenue of \$10,000 funded by Foundation 65 for literacy education and library visits for kindergarteners.

Outreach Vehicle

Grant-funded mobile outreach vehicle.

	FY2017
Vehicle Purchase	\$30,000
Consulting Services	\$10,000
Library Supplies	\$10,000
	\$50,000



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Recommended Adjustments to FY2017 Proposed Base Budget
Date: September 15, 2016

I recommend that the Library Board consider the following adjustments to the Library's FY2017 proposed base budget:

- A part-time professional reading specialist to support literacy efforts.
- A part-time data/project management assistant in Administration.
- A full-time social worker hired through Presence Health beginning July 1st.
- Development of a Summer Learning and Recreation Web Portal

20 hour Reading Specialist	\$17,494
20 hour Data/Project Assistant	\$23,866
Full-time Social Worker	\$33,000
Summer Learning Portal	\$25,000
	\$99,360

These recommended adjustments increase the proposed FY2017 budget by an additional 1.4% over FY2016 (3.6% increase overall in base and adjustment budgets).

Justifications for these proposed adjustments follow.

Reading Specialist Consultation and Program Review

Background:

In our Vision Statement, the second element states our desire: "The Evanston Public Library's staff, collections, programs, technology and leadership help ensure that:

- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy.”

Our staff provides a variety of engaging and fun programs to support our youngest future readers and their families. As test results and studies demonstrate, the early learning and skills development that occurs in the 0-5 years is critical to future success.

Proposal:

As we plan for the new Robert Crown branch library and a deepening partnership to support the pre-school program at that facility, we have an opportunity to review our existing programs, services and collections and evaluate the best strategies for program and service refinement and strategic expansion.

Engaging the temporary consulting services of a reading specialist to meet with staff, review our programs and services and help to evaluate our results would inform our planning and confirm our approach.

Cost: Estimated at \$17,494

Timeline: July – December 2017

Data/Project Assistant for Development

Background:

The Raisers Edge development database is a robust tool that has many opportunities that we are unable to utilize due to lack of staff time. Generating strategic reports, managing clean data analysis, and entering new information such as strategies, proposals, and prospect management activity takes a great deal of time and care. The current staffing structure does not properly allow for this, and the output suffers. Having a staff person to run analysis, design customized reports for all individual donor and grant activity will significantly improve the Library’s ability to manage strategy and move forward with the work of developing gifts. Most importantly, it will also allow the Development Associate position the time necessary to manage the roll out of the giving societies.

Proposal: Hire a detail oriented part-time staff member to manage the data input and assist with Development related special events such as the Donor and Volunteer Recognition Reception.

Cost estimate: \$23,866

Timeline: Part-time new position - hours fluctuate depending upon project and data entry requirements

Pilot Program: Full time Social Worker at the Evanston Public Library

Background:

With the reductions to social service programs, the Evanston Public Library increasingly serves a vulnerable population of homeless or near homeless patrons each day. Through a partnership with Presence Health, we have hosted Social Worker student interns who support our patrons and staff and can assist in referrals of clients to the care that they need.

When the students graduate and until a new group of student interns are recruited and receive orientation, this service option is not available to our patrons and staff. There is usually a break in services over the summer which has been filled with staff from Presence Health when their staffing levels and caseloads permitted.

Proposal:

To seek grant funding to contract with Presence Health for the services of a licensed full time Social Worker. Adding a full-time fully licensed clinician to the services provided at the Evanston Public Library main library and Chicago Avenue/Main Street Branch would provide immediate access to critical services. Along with supporting and training staff, the Social Worker can connect patrons in need with a continuum of services including crisis intervention/de-escalation, support, outreach, education, and assessments to determine if a higher level of care is needed up to and including hospitalization. Finding effective ways to quickly meet immediate needs will be an important new tool at the Evanston Public Library.

Cost:

\$66,000: 12 month Salary for Social Worker and indirect cost reimbursement to Presence for recruiting, managing and directing Social Worker and processing payroll.

Timeframe:

If grants are identified and received, this program could begin in July, 2017.

Summer Learning and Recreation Portal Development

Background:

Registration for summer learning and recreational programs is a repetitive and time intensive process each year for our families. Coordinating schedules and looking for meaningful options for children of all ages (0 – 23 years of age) is a challenge. Tracking participation and results and creating a plan each summer to keep children engaged and learning are the overarching goals of this proposal. Allowing families and program providers to have one web based portal to provide access to programs, registration and results tracking for all summer programs in Evanston is the desired outcome.

Proposal:

Working in partnership with the City of Evanston and District 65, the Evanston Public Library would retain the services of a developer to create a web-based portal that supports registration for the 2017 Summer Programs including the Summer Reading Program (EPL) and Parks summer camps. Each agency would load details and requirements for their programs and parents would register their children online. Staff would track results and share participation with District 65 to explore linkages between summer program participation, retention of reading levels and attitudes toward learning.

The portal created would allow additional organizations to add their programs to the portal in 2018 and beyond to build a one-stop-shop for summer program registration and participation and data sharing across organizations i.e. assessing how many children participate in multiple summer programs and how many children do not participate at all. Analyzing participation, which programs fill quickly, the ages of participants and the locations of programs have implications for planning. The need to fill service gaps and add additional capacity for popular programs and those with waiting lists or demand that surpasses capacity would be supported by the data gathering.

Cost: For the Evanston Public Library's portion of the project \$25,000 is requested to support the work of a developer. Grant funds will be sought to support this initiative.

Timeframe: First quarter of 2017 in order to create a version that can be used to support the 2017 Summer Reading Program.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Recommended Capital Projects for FY2017 Proposed Budget

Date: September 15, 2016

I recommend that the Library Board consider the following capital projects for FY2017:

2017 Proposed Projects - Summary

Proposed Library Debt Service Funded Projects 2017	
Main Library Interior Renovations	\$2,500,000
Crown Branch Library Construction	\$500,000
Main Library Weatherproofing - Phases 2 & 3	\$250,000
2022 Central Street Mechanical & Plumbing Renovation*	\$150,000
North Branch Roof and Gutter Replacement*	\$150,000
North Branch Exterior Weatherproofing/Storefront Replacement	\$249,500
North Branch Asbestos Abatement/Carpet Replacement	\$75,000
Main Library Back-Up Generator - Engineering Services	\$50,000
TOTAL	\$3,774,500
Estimated Annual Debt Service on GO Bonds	\$283,088

*staff proposes that one or the other of these projects, but not both, would be completed depending on the status of the Lush Evanston project.

Proposed Parking Debt Service Funded Projects 2017	
Library Parking Garage Renovation - phase 2	\$250,000

2017 Proposed Projects - Details

Main Library Interior Renovations

\$5,000,000 projected construction budget split between FY2017 and FY2018.

Crown Branch Library Construction

\$2,500,000 construction budget split between FY2017 and FY2018.

Main Library Weatherproofing – Phases 2 & 3

The building envelope deficiencies were originally documented in the 2013 Wiss, Janney, Elstner building reserve study. This phase will remedy the deterioration of the cast stone and sealants on the building as identified by CTL Group, the architectural firm that was hired to produce construction drawings for the masonry restoration at Main Library. The base of walls around the entire building perimeter will be repaired. Work includes:

1. Remove and replace damaged and deteriorated stone at base of wall
2. Remove stone to stone joints, replace with sealant
3. Clean stone.
4. Install clear sealer on vertical face of stone at base of wall.
5. Remove and replace horizontal sealant joint between base of wall and adjacent concrete elements such as sidewalks, driveway, stairs and ramps.

In 2018, Phase 4 will complete the building envelope weatherproofing project.

2022 Central Street Mechanical and Plumbing Renovations*

If the lease with Lush Evanston is terminated for any reason, the storefront requires substantial work to create a “vanilla box” prior to leasing the space to another tenant. New utilities would be terminated in such a manner that a new tenant would be able to buildout the space appropriately for their business model.

As of August 2016, there is no water or sewer service at this location.

Plumbing	\$45,000
HVAC system	\$60,000
Electrical service	\$10,000
Structural	\$20,000
Design services	\$15,000
Total	\$150,000

***This work would not proceed if Lush begins construction.**

North Branch Roof and Gutter Replacement**

If the Lush project proceeds, we would replace the membrane roof, including flashings, gutters and downspouts. Since Lush will expand the size of the building, the gutters and downspouts must be reconfigured.

ID	Description	Est Cost
07-04	Replace membrane roof, including flashings	\$143,500
07-07	Replace gutters and downspouts	\$6,500
		\$150,000

****This work would proceed if Lush begins construction.**

North Branch Exterior – Weatherproofing and Storefront Replacement

The entire front façade of North Branch needs to be replaced. The anchors for the upper stucco section are deteriorated and need to be replaced. The vestibule and doorways are not ADA compliant. The upper masonry requires tuckpointing. Proposed budget of \$180,000.

The following items were described in the Wiss Janney Elstner building reserve study:

ID	Description	2015 Est Cost	Inflation Adjusted
04-01	Coping repairs	\$3,600	\$3,960
04-02	Joint sealant	\$2,300	\$2,530
04-03	Close up Side Wall Vent	\$10,300	\$11,330
04-05	Replace stucco corner beds; paint stucco	\$3,500	\$3,850
04-06	Replace top corner bed; reconfigure drainage	\$4,100	\$4,510
04-09	Repoint joints at brick masonry	\$3,300	\$3,630
04-10	Repoint joints presently sealed with sealant	\$500	\$550
04-14	Remove abandoned anchors	\$600	\$660
07-02	Replace sealant at roof flashing	\$3,000	\$3,300
07-03	Sealant at flashing lap joints	\$1,000	\$1,100
08-01	Replace steel windows at south and east walls	\$20,600	\$22,640
32-01	Site drainage at rear	\$10,400	\$11,440
		\$63,200	\$69,500

North Branch Asbestos Abatement and Carpet Replacement

The carpet at North Branch is over 20 years old and in poor condition. The existing carpet is glued to asbestos containing tile that would have to be professionally remediated. The shelving and collections must be moved before the work begins.

Cost to move/store furniture and shelving		\$10,000
Cost of asbestos tile remediation	\$11/SF	\$33,000
Cost of new carpet installation	\$9/SF	\$27,000
Cost to move furniture and shelving back		\$5,000
		\$75,000

Main Library Back-Up Generator

A diesel-powered back-up generator would keep the Main Library fully operational during an extreme environmental or civil emergency allowing the building to serve as an emergency heating/cooling and/or overnight shelter for community residents. The estimated project cost is \$750,000. In FY2017, engineering design and cost estimation services would be completed. Grant funding will be sought for this project.

Parking Garage Renovations – Phase 2

Applying traffic-bearing coating on all garage floor surfaces to protect the concrete. Re-paint traffic markings. Replace wheel stops and bollards. New concrete masonry wall for storage area with door and lighting. Clean ceiling-mounted piping and other items. Re-paint garage walls and columns. Funded by the Parking Fund.

FY2018 Preliminary Capital Plan

Main Library Interior Renovations	\$2,500,000
Crown Center Branch Library	\$2,000,000
Main Library Weatherproofing - Phase 4	\$250,000
Main Library Back-Up Generator	\$700,000
Total	\$5,450,000

Evanston Public Library
 FY2017 Proposed Budget

15-Sep-16

Library Fund # 185

		FY2017	FY2017	FY2017	Change
	Library Division	Base Budget	Adjustments	Proposed Budget	from 2016
185.48.4805	Youth Services	\$1,224,634	\$17,494	\$1,242,128	3.64%
185.48.4806	Adult Services	\$1,717,372	\$0	\$1,717,372	5.87%
185.48.4820	Circulation	\$636,277	\$0	\$636,277	-2.92%
185.48.4825	Neighborhood Services	\$486,003	\$0	\$486,003	5.79%
185.48.4835	Technical Services	\$762,478	\$0	\$762,478	9.97%
185.48.4840	Maintenance	\$820,650	\$0	\$820,650	-2.10%
185.48.4845	Administration	\$1,453,472	\$81,866	\$1,535,337	1.67%
185.48.4850	Library Grants	\$50,000	\$0	\$50,000	150.00%
		\$7,150,886	\$99,360	\$7,250,246	3.62%

Youth Services 185.48.4805

Account Number	Account Name	FY2017	FY2017	FY2017
		Base Budget	Adjustments	Proposed Budget
185.48.4805.61010	Regular Pay	\$479,016		\$479,016
185.48.4805.61012	Library Substitutes	\$8,000		\$8,000
185.48.4805.61050	Permanent Part-Time Pay	\$213,325	\$14,901	\$228,226
185.48.4805.61055	Temporary Employees	\$10,600		\$10,600
185.48.4805.61415	Termination Payouts	\$12,750		\$12,750
185.48.4805.61510	Health Insurance	\$90,725		\$90,725
185.48.4805.61615	Life Insurance	\$18		\$18
185.48.4805.61710	IMRF Pension	\$68,729	\$1,470	\$70,198
185.48.4805.61725	Social Security	\$42,780	\$910	\$43,690
185.48.4805.61730	Medicare	\$10,006	\$213	\$10,219
185.48.4805.62185	Consulting Services	\$13,700		\$13,700
185.48.4805.62506	Work-Study Students	\$900		\$900
185.48.4805.65100	Library Supplies	\$48,700		\$48,700
185.48.4805.65503	Furniture, Fixtures and Equipment	\$400		\$400
185.48.4805.65628	Library Electronic Resources	\$4,100		\$4,100
185.48.4805.65630	Library Books	\$171,400		\$171,400
185.48.4805.65635	Periodicals	\$500		\$500
185.48.4805.65641	Audio Visual Collection	\$33,200		\$33,200
185.48.4805.66025	Early Retirement Incentive Debt	\$15,786		\$15,786
		\$1,224,634	\$17,494	\$1,242,128

Evanston Public Library
 FY2017 Proposed Budget

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Adult Services 185.48.4806

Account Number	Account Name	FY2017 Base Budget	FY2017 Adjustments	FY2017 Proposed Budget
185.48.4806.61010	Regular Pay	\$561,745		\$561,745
185.48.4806.61012	Library Substitutes	\$4,000		\$4,000
185.48.4806.61050	Permanent Part-Time Pay	\$244,210		\$244,210
185.48.4806.61415	Termination Payouts	\$14,750		\$14,750
185.48.4806.61510	Health Insurance	\$74,778		\$74,778
185.48.4806.61615	Life Insurance	\$29		\$29
185.48.4806.61710	IMRF Pension	\$76,937		\$76,937
185.48.4806.61725	Social Security	\$48,238		\$48,238
185.48.4806.61730	Medicare	\$11,282		\$11,282
185.48.4806.62506	Work-Study Students	\$900		\$900
185.48.4806.65100	Library Supplies	\$25,550		\$25,550
185.48.4806.65503	Furniture, Fixtures and Equipment	\$0		\$0
185.48.4806.65628	Library Electronic Resources	\$209,400		\$209,400
185.48.4806.65630	Library Books	\$316,900		\$316,900
185.48.4806.65635	Periodicals	\$15,700		\$15,700
185.48.4806.65641	Audio Visual Collection	\$91,400		\$91,400
185.48.4806.66025	Early Retirement Incentive Debt	\$21,554		\$21,554
		\$1,717,372	\$0	\$1,717,372

Circulation 185.48.4820

Account Number	Account Name	FY2017 Base Budget	FY2017 Adjustments	FY2017 Proposed Budget
185.48.4820.61010	Regular Pay	\$173,862		\$173,862
185.48.4820.61012	Library Substitutes	\$3,200		\$3,200
185.48.4820.61050	Permanent Part-Time Pay	\$321,477		\$321,477
185.48.4820.61510	Health Insurance	\$37,997		\$37,997
185.48.4820.61615	Life Insurance	\$6		\$6
185.48.4820.61710	IMRF Pension	\$38,590		\$38,590
185.48.4820.61725	Social Security	\$30,505		\$30,505
185.48.4820.61730	Medicare	\$7,134		\$7,134
185.48.4820.62506	Work-Study Students	\$5,400		\$5,400
185.48.4820.65100	Library Supplies	\$4,200		\$4,200
185.48.4820.65503	Furniture, Fixtures and Equipment	\$0		\$0
185.48.4820.66025	Early Retirement Incentive Debt	\$13,905		\$13,905
		\$636,277	\$0	\$636,277

Evanston Public Library
 FY2017 Proposed Budget

15-Sep-16

Neighborhood Services 185.48.4825

Account Number	Account Name	FY2017 Base Budget	FY2017 Adjustments	FY2017 Proposed Budget
185.48.4825.61010	Regular Pay	\$126,301		\$126,301
185.48.4825.61012	Library Substitutes	\$2,000		\$2,000
185.48.4825.61050	Permanent Part-Time Pay	\$154,623		\$154,623
185.48.4825.61415	Termination Payouts	\$11,350		\$11,350
185.48.4825.61510	Health Insurance	\$36,748		\$36,748
185.48.4825.61615	Life Insurance	\$1		\$1
185.48.4825.61710	IMRF Pension	\$26,470		\$26,470
185.48.4825.61725	Social Security	\$17,631		\$17,631
185.48.4825.61730	Medicare	\$4,124		\$4,124
185.48.4825.62225	Building Maintenance Services	\$4,000		\$4,000
185.48.4825.62341	Internet Solution Providers	\$6,400		\$6,400
185.48.4825.62375	Rent	\$46,238		\$46,238
185.48.4825.64015	Natural Gas	\$2,900		\$2,900
185.48.4825.65100	Library Supplies	\$5,400		\$5,400
185.48.4825.65503	Furniture, Fixtures and Equipment	\$5,000		\$5,000
185.48.4825.65630	Library Books	\$29,900		\$29,900
185.48.4825.65635	Periodicals	\$1,500		\$1,500
185.48.4825.65641	Audio Visual Collection	\$2,200		\$2,200
185.48.4825.66025	Early Retirement Incentive Debt	\$3,217		\$3,217
		\$486,003	\$0	\$486,003

Evanston Public Library
 FY2017 Proposed Budget

15-Sep-16

Technical Services 48.4835

Account Number	Account Name	FY2017	FY2017	FY2017
		Base Budget	Adjustments	Proposed Budget
185.48.4835.61010	Regular Pay	\$282,067		\$282,067
185.48.4835.61050	Permanent Part-Time Pay	\$110,480		\$110,480
185.48.4835.61415	Termination Payouts	\$5,000		\$5,000
185.48.4835.61510	Health Insurance	\$40,687		\$40,687
185.48.4835.61615	Life Insurance	\$6		\$6
185.48.4835.61710	IMRF Pension	\$41,015		\$41,015
185.48.4835.61725	Social Security	\$24,546		\$24,546
185.48.4835.61730	Medicare	\$5,741		\$5,741
185.48.4835.62340	Computer Licenses and Support	\$46,300		\$46,300
185.48.4835.62341	Internet Service Providers	\$22,100		\$22,100
185.48.4835.65100	Library Supplies	\$10,000		\$10,000
185.48.4835.65555	Personal Computer Equipment	\$51,870		\$51,870
185.48.4835.65628	Library Electronic Resources	\$113,700		\$113,700
185.48.4835.66025	Early Retirement Incentive Debt	\$8,966		\$8,966
		\$762,478	\$0	\$762,478

Maintenance 48.4840

Account Number	Account Name	FY2017	FY2017	FY2017
		Base Budget	Adjustments	Proposed Budget
185.48.4840.61010	Regular Pay	\$254,331		\$254,331
185.48.4840.61050	Permanent Part-Time Pay	\$96,557		\$96,557
185.48.4840.61110	AFSCME Overtime Pay	\$7,000		\$7,000
185.48.4840.61415	Termination Payouts	\$7,550		\$7,550
185.48.4840.61510	Health Insurance	\$80,980		\$80,980
185.48.4840.61615	Life Insurance	\$0		\$0
185.48.4840.61626	Cell Phone Allowance	\$1,100		\$1,100
185.48.4840.61630	Shoe Allowance	\$620		\$620
185.48.4840.61710	IMRF Pension	\$35,260		\$35,260
185.48.4840.61725	Social Security	\$21,209		\$21,209
185.48.4840.61730	Medicare	\$4,960		\$4,960
185.48.4840.62225	Building Maintenance Services	\$208,700		\$208,700
185.48.4840.62235	Office Equipment Maintenance	\$12,000		\$12,000
185.48.4840.62245	Other Equipment Maintenance	\$1,300		\$1,300
185.48.4840.62305	Vehicle Maintenance	\$5,440		\$5,440
185.48.4840.62309	Vehicle Replacement	\$4,885		\$4,885
185.48.4840.64015	Natural Gas Chargeback	\$27,000		\$27,000
185.48.4840.64505	Telecommunications	\$2,200		\$2,200
185.48.4840.65040	Janitorial Supplies	\$12,000		\$12,000
185.48.4840.65050	Building Maintenance Materials	\$32,000		\$32,000
185.48.4840.65503	Furniture, Fixtures and Equipment	\$0		\$0
185.48.4840.66025	Early Retirement Incentive Debt	\$5,558		\$5,558
		\$820,650	\$0	\$820,650

Evanston Public Library
 FY2017 Proposed Budget

15-Sep-16

Administration 48.4845

Account Number	Account Name	FY2017 Base Budget	FY2017 Adjustments	FY2017 Proposed Budget
185.48.4845.61010	Regular Pay	\$581,803		\$581,803
185.48.4845.61050	Permanent Part-Time Pay	\$80,733	\$20,355	\$101,088
185.48.4845.61415	Termination Payouts	\$16,150		\$16,150
185.48.4845.61510	Health Insurance	\$138,518		\$138,518
185.48.4845.61615	Life Insurance	\$0		\$0
185.48.4845.61625	Automobile Allowance	\$7,200		\$7,200
185.48.4845.61626	Cell Phone Allowance	\$1,200		\$1,200
185.48.4845.61710	IMRF Pension	\$65,339	\$1,977	\$67,316
185.48.4845.61725	Social Security	\$36,663	\$1,243	\$37,906
185.48.4845.61730	Medicare	\$9,259	\$291	\$9,550
185.48.4845.62185	Consulting Services	\$60,000	\$58,000	\$118,000
185.48.4845.62205	Advertising	\$8,000		\$8,000
185.48.4845.62210	Printing	\$8,000		\$8,000
185.48.4845.62275	Postage Chargeback	\$2,600		\$2,600
185.48.4845.62290	Tuition Reimbursement	\$5,000		\$5,000
185.48.4845.62295	Training & Travel	\$42,000		\$42,000
185.48.4845.62315	Postage	\$4,500		\$4,500
185.48.4845.62360	Membership Dues	\$2,100		\$2,100
185.48.4845.62380	Copy Machine Chargebacks	\$12,900		\$12,900
185.48.4845.42431	Armored Car Services	\$0		\$0
185.48.4845.62506	Work-Study Students	\$1,500		\$1,500
185.48.4845.62705	Bank Service Charges	\$5,700		\$5,700
185.48.4845.64540	Telecommunications - wireless	\$2,000		\$2,000
185.48.4845.65095	Office Supplies	\$98,100		\$98,100
185.48.4845.66025	Early Retirement Incentive Debt	\$14,207		\$14,207
185.48.4845.66131	Transfer to General Fund	\$250,000		\$250,000
		\$1,453,472	\$81,866	\$1,535,337

Library Grants 48.4850

Account Number	Account Name	FY2017 Base Budget	FY2017 Adjustments	FY2017 Proposed Budget
4850.61012	Library Substitutes	\$0		\$0
4850.61050	Permanent Part-Time Pay	\$0		\$0
4850.62185	Consulting Services	\$10,000		\$10,000
4850.65100	Library Supplies	\$10,000		\$10,000
4850.65125	Other Commodities	\$30,000		\$30,000
		\$50,000	\$0	\$50,000
	Total	\$7,150,886	\$99,360	\$7,250,246

Evanston Public Library
 FY2017 Proposed Budget

15-Sep-16

Summary	FY2017 Base Budget	FY2017 Adjustments	FY2017 Proposed Budget	
Salaries and Benefits	\$4,919,910	\$41,360	\$4,961,269	68%
Everything Else	\$1,568,276	\$58,000	\$1,626,276	22%
Collections	\$662,700	\$0	\$662,700	9%
Total	\$7,150,886	\$99,360	\$7,250,246	



Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Approval of Purchase of Computer Network Infrastructure Equipment

Date: September 15, 2016

Recommended Action:

Staff recommends the purchase of computer network infrastructure equipment from GovConnection Public Sector Solutions (732 Milford Road, Merrimack, NH 03054) in the amount of \$72,408.24.

Funding Source:

This purchase is funded from the Library Debt Service Fund account 415.40.4116.65515.480002 with a budgeted amount of \$125,000.

Summary:

In 2015, the City's Information Technology staff identified significant impairments in the Main Library's aged computer network infrastructure. The Library has 10 old Cisco computer networking switches and one old Netgear switch that connect the Library's network together and to the Internet. This computer networking switching equipment has reached the end of its serviceable life. This purchase would allow us to increase bandwidth (a critical, ongoing issue for patrons and staff) and create network redundancy to all locations at the Main Library. The current network equipment is "daisy-chained" together and if one network switch in that chain breaks, all locations after it will stop receiving service. Purchasing new switching equipment with fiber uplinks will allow for built-in redundancy.

Agenda Item 11.A

The equipment was put out for bid and three firms responded:

Company	City/State	Amount
GovConnection	Merrimack, NH	\$72,408.24
iNetworks Services	Chicago, IL	\$88,647.20
Heartland	Little Chute, WI	\$99,324.00

Staff recommended purchasing the equipment from the lowest responsive bidder, GovConnection.