



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JULY 19, 2017

6:30 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, July 19, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of June 21, 2017 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Introduction of Pat Efiom, Equity and Empowerment Coordinator
- B. Robert Crown Branch Library Project Update

5. LIBRARY DIRECTOR'S REPORT

- A. Director's Report
- B. Evanston Public Library and Equity of Access, Diversity and Inclusion
(Discussion)

6. STAFF REPORTS

- A. Administrative Services Report
- B. NASA Grant (Kim Kauffman)

7. BOARD REPORTS

- A. Development Committee (Margaret Lurie and Shawn Iles)

8. BOARD DEVELOPMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Honoring Alderman Holmes **(Action)**
- B. Appointment of Committee Members **(Discussion)**
- C. Facilities Committee – Main Library Renovation Update (Discussion)
- D. Facilities Committee – Library Furniture and Fixture Moving **(ACTION)**

11. ADJOURNMENT

Next Meeting: August 16, 2017 at 6:30 pm

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



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

Wednesday, June 21, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

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

Members Absent: Sandra Smith

Staff: Betsy Bird, Teri Campbell, John Devaney, Timothy Longo, Karen Danczak Lyons, Jill Schacter, Wynn Shawver, Jessica Ticus

Citizens Present: Gerald Adler, Leila Rabb, George Zrust, Elliot Zaskin, Dave Trippel, Tina Stevenson, Nancy Streenan, Timothea Papas, Katie Kuriyama, Liliana Fargo, Lori Keenan, Alyce Barry, J.B. Summers, Mary Rosinski, Bennet Johnson

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:34 pm. President Tannen opened by welcoming citizens present, stating his appreciation of their interest in learning about the mission of the Library and its commitment to equity, diversity and inclusion. He expressed his hope that “equity not be weaponized.” Due to the large turnout he offered to extend citizen comment time beyond 15 minutes and asked people to be concise.

CITIZEN COMMENT Gerald Adler proposed a referendum process for the development of the surface lot adjacent to the Library. Leila Rabb voiced her concern that the disciplinary action involving Lesley Williams was not transparent and praised Ms. Williams’ public programs as enabling the community to learn about issues not covered in the press. George Zrust voiced his support of Lesley Williams and her programs. Elliot Zaskin supports Lesley Williams and questioned how the Library allocates resources. Dave Trippel is a member of Neighbors for Peace and is concerned about the polarization of society. Tina Stevenson praised Lesley Williams’ programs at the Levy Center and questioned the Board’s treatment of Ms. Williams. Nancy Streenan supports Lesley Williams and questioned why the Board eliminated term limits for themselves. Timothea Papas is another supporter of Lesley Williams voicing her concerns about the Board. Katie Kuriyama read a letter from the Rev. Debra Bullock, the rector of St. Mark’s Episcopal Church of Evanston, outlining their efforts to

undertake an independent equity audit to create change in their parish. Liliana Fargo of Evanston Justice Team and Open Communities called on the Library for a formal equity plan. Lori Keenan of the Evanston Public Library Friends spoke on behalf of the Library and the Friends' long history of championing for the library branches and Michael Tannen's historic involvement as a Friends volunteer in bringing books to all corners of Evanston. Alyce Barry from OPAL spoke about the unconscious bias of white citizens. J.B. Summers spoke in support of Lesley Williams. Mary Rosenski, of Evanston Public Library Friends, praised the Board as committed volunteers. Bennett Johnson, a long-time civil rights activists, recommended that people direct their anger to the "flawed system" rather than individuals.

Lori Kennan shared a YouTube video that had been produced to highlight the importance of building a branch library to serve the west side of Evanston:

https://youtu.be/pul_nb5NLDI

CONSENT AGENDA

- A. Approval of the Minutes of May 17, 2017 Regular Meeting and Approval of Bills and Payroll** –Ben Schapiro motioned to approve the minutes of the May Regular Meeting and the May Bills and Payroll. Margaret Lurie seconded and it was approved on a voice vote.

INFORMATION/COMMUNICATIONS

- A. Introduction of Pat Efiom, Equity and Empowerment Coordinator**–tabled until July meeting.
- B. Introduction of Teri Campbell** – Library Director Karen Danczak Lyons introduced the new Assistant Director Teri Campbell.
- C. Robert Crown Branch Library Update** –Karen Danczak Lyons reported that the architects are developing plans and will be sharing them at the Board meeting in July or August. The library project remains on track for bidding, construction and opening in Fall 2019. It will provide a library branch on the west side that is bigger than the North Branch and CAMS combined

LIBRARY DIRECTOR'S REPORT

- A. Director's Report**- Director Danczak Lyons reported that the State's emergency stop gap budget session is scheduled to end June 30th. If there is a three year property tax freeze, the Library's tax revenue will remain the same while unionized labor costs, which are contracted to increase, will force the Library to make difficult budget cuts to programs and services. Ms. Danczak Lyons informed Board members that the City of Evanston email platform is being transitioned from the old server to a new one and they may experience some

issues with emails during the upgrade. The protocol for email on the new server is: first [initial followed by the lastname@cityofevanston.org](mailto:initial.followed.by.the.lastname@cityofevanston.org).

- B. Evanston Public Library and Equity of Access, Diversity and Inclusion –** Director Danczak Lyons stated that the Library is absolutely and continuously committed to meeting the diverse expectations of all of Evanston. She discussed the plan to implement an “assessment” of access, diversity and inclusion. An “audit,” which measures outcomes such as learning by race or ethnicity, is not applicable in a library where patrons are not tested and demographic information is not collected. This issue is being addresses at a national level by the library profession, the American Library Association and Public Library Association. Details of the Library’s framework for moving forward are found in the attached power point from Ms. Danczak Lyons’ presentation.

STAFF REPORT

- A. Administrative Services Report –** The Library is moving forward to fill vacancies. Over two-thirds of the staff at the Library are part-time employees.
- B. Collections and Development-** Tim Longo, Technical Services Manager, gave an overview of the collection holdings at the Main Library and Branches, the collection highlights - which include an increasing number of foreign language materials and digital catalogs of material at the Evanston History Center and Shorefront Collections - as well as a breakdown of the budget and how it is allocated. Betsy Bird, Collections Development Manager, described the criteria for selecting materials for purchase, which includes a process for patrons to request books for purchase. She discussed how we can improve Patron Driven Acquisition by making it easier to make requests online as well as in person. The Library is also looking at renting best-sellers so there are multiple copies of best-sellers during the height of their popularity. This could save money and allow the Library to expand collections in other areas. The power point of this presentation is attached.

BOARD REPORTS

- A. Development Committee –**Tabled until July meeting.

BOARD DEVELOPMENT Board members are invited to the ALA Annual Meeting in Chicago, June 22-27, where there are several sessions for trustees.

NEW BUSINESS

- A. Honoring Mayor Tisdahl-** President Tannen read a proclamation honoring former Mayor Elizabeth Tisdahl. A fund to help Evanston residents and Library employees pursue a Masters of Library Science degree is being

- named in her honor. This tribute will help aspiring librarians and potentially increase the number of librarians of color.
- B. Honoring Alderman Holmes-** Alderman Holmes was unable to attend the meeting due to illness. President Tannen announced that a space at the new Robert Crown Branch Library will be named in her honor. Alderman Holmes will be honored at the July Board meeting.
 - C. Review of Board Calendar –** The Board reviewed the calendar for meetings for the remainder of 2017 and made no changes.
 - D. Approval of MyMediaMall Governance -** MyMediaMall is an online platform shared by a consortium of libraries which allows patrons to download free ebooks and audiobooks. The Board unanimously approved the signing of their governance contract.
 - E. Approval of Public Relations Consultant Agreement –** Ben Schapiro motioned to approve the temporary part-time writer to produce the Library newsletter, press releases and other communications during the FMLA leave of a Library staff member. Seconded by Socorro Clarke and approved by roll call vote.
 - F. Approval of Communications Planning Consultant Agreement –** Shawn Iles moved to approve the consultant contract with Steve Johnson for assistance in marketing the Library; seconded by Tori Foreman and approved by roll call vote.
 - G. Approval of Vending Machine Purchase –** Ben Schapiro moved to approve the purchase of lending library vending machine for installation at Robert Crown Community Center. Seconded by Shawn Iles and approved on a roll call vote.
 - H. Approval of Main Library Weatherproofing –** The Facilities Committee recommended moving forward with the contract in the amount of \$287,330 with April Building Services to weatherproof the exterior of the Main building. A motion to approve the contract was made by Ben Schapiro, seconded by Tori Foreman and approved on a roll call vote. President Tannen reminded the Board that we are once again committing the Library budget to the maintenance of City property.
 - I. Vanguard Signature Account –** Ben Schapiro moved to add the new Assistant Director, Teri Campbell, to the Vanguard account. Seconded by Vaishali Patel and approved by roll call vote.
 - J. Freedom of Information Act Request Processing –** the Board discussed appointing a Library staff member to process any FOIA requests and asked Karen Danczak Lyons to investigate the feasibility.

CLOSED SESSION – Michael Tannen read the official language for convening a Closed Executive Session for personnel matters and to approve the minutes from past

closed sessions. Second by Ben Schapiro, and approved by a unanimous roll call vote. The Board moved into Closed Session at 9:00 p.m.

RECONVENE INTO OPEN SESSION – The Board returned to open session at 10: 21 pm.

ADJOURNMENT –Ben Schapiro motioned to adjourn the meeting at 10:25 pm, seconded by Adam Goodman and approved by voice vote.

Respectfully Submitted,

Vaishali Patel, Secretary

Next Meeting: Wednesday, July 19, 2017 at 6:30 pm Evanston Public Library, Community Meeting Room.

Library Director's Report
June 21, 2017

Updates:

- Falcon update: Unfortunately the two falcons that hatched did not survive. Our Scientist Mary Hennen has shared that it is not unusual for a new breeding pair to fail to produce any eggs in the first year. On June 29th at 11:00 Mary Hennen will be signing her new book "The Peregrine Returns: The Art and Architecture of an Urban Raptor Recovery". Books will be available for purchase.
- Update from Springfield: The emergency stop gap session is scheduled to end June 30th.

The four areas that will have a definite effect if passed on our Library and community over the next two to three years will be:

- 1) Property Tax Freeze – 3 Years – No new income. Budget Stays at current income rate.
 - 2) State Income Tax Rate Increase 5.25 % -
 - 3) Business Income Tax Increase – 7% from 5.25 % - 1.75% Increase
 - 4) Increase to \$15 of the minimum wage that passed both house but needs Governor Rauner's signature.
- My thanks to the wonderful Book Sale volunteers for another successful sale - \$10, 837 was raised.

Outcomes: Work selected from the reports contained herein are offered here as examples of the approaches taken to support the pillars of our Strategic Plan and our commitment to Equity, Diversity and Inclusion. These highlights are illustrative. Direct connections to our strategic plan could be provided to each example of the work reported by our team of dedicated, talented and innovative team.

NOTE: Outcomes highlighted refer to the pillars of our Strategic Plan [Access, Engagement, Learning and Literacy and Innovation] and our commitment to Equity, Diversity and Inclusion.

- As we prepared for our Summer Reading Program staff created an array of programs for readers of all ages to support their *Learning and Literacy*. By bringing the Summer Reading Program outside the walls of the library to where our families and children already gather for the summer, we provide more convenient *Access and Engage our residents*.
- Miguel Ruiz developed, hosted, and co-sponsored an immigration panel event, titled "Assisting Evanston's Immigrant and Undocumented Community," with DearEvanston and Evanston4All Interfaith Action Team. With 100+ participants, the event discussed relevant policy, legal and mental health issues affecting Evanston residents. Along with the Outcome that Miguel stated below, this work demonstrates our work in support of *Innovation and Equity, Diversity and Inclusion*.

- *Outcome:* Increased Evanston direct service providers' knowledge of immigration issues, through panelist presentation as well as extensive, in-depth, and tailored binder resources. Assisted in positioning EPL as a welcoming institution.
- As reported by Heather Norborg, our bi-lingual Technology Trainer Eduardo Gomez taught 9 technology classes outside the library at King Arts Lab School, and at Family Focus, Blake and Primm Towers. This outreach supports *Access, Learning and Literacy, Engagement and Equity, Diversity and Inclusion.*

Assessments, metrics and initiative results:

Foot traffic: April, 2017		May, 2017
Main:	41,249	40,502
North:	4,058	3,815
CAMS:	3,440	3,638
Total:	48,747	47,955

Website visits: April: 44,632 May: 43,173

Overall Computer/Internet Use – all locations: February: 4,770 March: 4,787

Wi-Fi usage: 26,957

Actual Computer Usage
NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	TOTALS
1-May	2-May	3-May	4-May	5-May	38
9	11	8	3	7	
8-May	9-May	10-May	11-May	12-May	
10	10	4	5	12	41
15-May	16-May	17-May	18-May	19-May	
14	13	15	7	10	59
22-May	23-May	24-May	25-May	26-May	

9	7	8	10	6	40
29-May	30-May	31-May			
	12	7			19
					197

Partnerships and collaborations:

- My thanks to Betsy Bird, Heather Norborg and the entire EPL team for supporting the Digital Bookmobile’s visit to Evanston on June 12th. Over 40 visitors toured the Bookmobile when the vehicle was parked at the main library and more than 30 visitors toured the Digital Book Mobile while we were parked at Over the Rainbow. We thank Alderman Rue Simmons and the staff and residents of Over the Rainbow for their support and warm welcome. The new Digital Bookmobile is the creation of the Library Vendor OverDrive. Staff from OverDrive was excited to share the features on the Bookmobile and were happy when three patrons in wheelchairs were able to easily navigate the various stations simultaneously as they learned about the features of the OverDrive application and services.

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

Tinkerarten Class

Meyer recruited Annie Sutula and Jessica Patton of Tinkergarten in Evanston to offer the library a free class in exchange for the publicity of registration in our newsletter. She read books to the class. She enjoyed learning about Tinkergarten classes. Children’s activities: “fished” with sticks and magnets for ball jar cans, then they had a circle time to learn about animal babies, then they made animal babies out of rice and clean white socks. Anne and Jessica set up the room for baby activities – feeding them (pinecones, leaves, grass etc. ...), putting them to bed, bringing them to “the playground”. The play was different than it would have been outdoors, but they followed the basic principal of free play with imaginative guidelines that encourage kids to create. A great class. Meyer received a number of compliments from the parents. Meyer says, “The kids’ cuddling with their Forest Babies was enough thanks for me!”

Feeding Station



Here are the kids (with parents' help) filling their socks with rice to make their Forest Babies; (some kids just loved the sensory play so much, they never left the rice station).



Here is young child decorating her Forest Baby.



Here is a child learning about simple machines by giving her Forest Baby a ride!



Here is a child cuddling her baby before putting her down for a nap:



Another highlight was an event that came to us through the **Evanston Literary Festival**. The author of a book on Lego Stop Motion Animation presented a program on Stop Motion Animation. He also had books for sale and autographing. Jessica Iverson hosted and coordinated this event. A thank you from a participant and photos are below.

Outreach and Community Engagement:

From Kennelly:

There was an amazing show of outreach at about 10 am on May 2 when four staff members presented story times: Kim Kaufmann presented to a School for Little Children class. Brian Wilson worked with a group from Total Child. Laura traveled to the Hill Center for a program with Learning and Growing while Leigh Kennelly gave a K tour including story time and craft project to a Park School class.

We are a very busy Children's services department here at Evanston Public Library.

Of course, as always more Outreach and Community Engagement in Laura Antolin's report

Other Activities:

Staff attended training on Readsquared. There is a lot of oversight necessary to keep things on track. Staff organized and prepped prizes. Volunteers also worked on some projects for summer. We also had a number of staff on vacation for periods of time meaning more service desk hours for the full-time staff and schedule changes for many of us to guarantee coverage.

Highlights from Laura Antolin – Children's Outreach include:

Outreach/In-House Reach - Preschools:

Day Care Delivery Book Bags: 19: 15 Book Bags delivered to home providers; **4** Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

Baby Toddler Nursery story time: Total: 74 (60 children and 14 staff); 7 classes- infants, toddlers, preschoolers

Teen Baby Nursery story time: Total: 17 (12 children and 5 staff); 2 classes – infants, toddlers

Learning & Growing story time: Total: 13 (7 children, 5 adults, 1 staff)

I brought materials to make butterflies (foam craft) and flowers (tissue paper, contact paper and straws) and we read *The Very Hungry Caterpillar* and books about flowers growing.

STEM at Doorway to Learning (Family Center): Total: 22 (16 kids, 6 staff)

This was the last of 4 STEM programs for 2 Doorway to Learning classrooms – the 2-3 year olds and the 15-23 months to align programming with the Head Start, PFA classes. The program was about levers and was modified from the program for the 3-5 year olds. The children practiced using tongs and tweezers to pick up cotton balls, pom poms and pieces of straw and moving them from one container to another. They also practiced cutting paper and craft foam with appropriate scissors (though only a couple of kids in the younger classroom held the scissors). At the end, I attached 2 spoon catapults to the ends of a small table and launched foam blocks – many of the children tried to do this, too. The teachers and the children were very engaged.

These have been very successful at introducing different STEM concepts to these really young children and Angela Johnson has asked that I bring 8 monthly programs to the Family Center next year, as well. I will likely repeat programs for these younger children.

LEAP at Doorway to Learning (Family Center): Total: 22 (16 kids, 6 staff)

This was the last of 4 LEAP programs for 2 Doorway to Learning classrooms – the 2-3 year olds and the 15-23 months to align programming with the Head Start, PFA classes. We played Laundry for this final session. I read *Ms. McNosh Hangs Up Her Wash* by Sarah Weeks and modeled playing Laundry. The children did little sorting but did a lot of washing and repeat washing and sequencing and several worked on hanging up clothes on the clothesline using the clothespins. The teachers and the children enjoyed the play.

LEAP has worked well in a modified way in these classrooms and has been successful at giving these really young children the opportunity to practice some early literacy skill building. Angela Johnson has asked that I bring 8 monthly LEAP programs to the Family Center next year, as well. I will definitely repeat programs for these younger children.

Exploring STEAM w/Ms. Laura at JEH: Total: 22 (11 children, 10 adults, 1 staff)

Since we didn't see a lot of the families who usually attend Exploring STEAM in April, we decided to repeat the "lava lamp" activity and to add some other chemical reaction activities in our last Exploring STEAM in May – expanding a balloon using vinegar and baking soda; erupting playdough (making playdough using baking soda) and dropping a ball of it into a cup of vinegar; and also experimenting with those materials in a plastic bag. We also decided to do all of these activities outside which were really fun though a bit windy. We had a lot of participation and were thanked by all of the parents for the year's programs.

Exploring STEAM w/Ms. Laura at JEH – Lava lamps and chemical reactions



PACT Activity at JEH: Total: 20 (10 children, 9 adults, 1 staff)

I read books about plant and planting, we sang songs and the families worked together to decorate small pots and to plant vegetable/flower seeds.

PACT Activity- JEH



Book Buddies in May:

Total: 119 (75 children; 11 staff, 33 NU students)

Book Buddies at Reba Early Learning Center: Total: 25 (16 children, 3 staff, 6 NU students)

- We had 1 final session of Book Buddies in May at Reba
- I bring 2 bags of books for use by the Book Buddies in the classroom; I read and sing with the children, they read with their NU Book Buddies and then do a craft.

Book Buddies at Learning Bridge Early Education Center: Total: 94 (59 children, 8 staff, 27 NU students)

- We had 4 sessions of Book Buddies in May at Learning Bridge
- I bring 2 bags of books for use by the Book Buddies in the classroom; I read and sing with the children, they read with their NU Book Buddies and then do a craft.

Outreach/In-House Reach – School-Aged:

Fleetwood K-1st Afterschool:

Total: 8 (8 kids)

We finished the year by making lava lamps.

Fleetwood 2nd-3rd Grade Afterschool:

Total: 8 (8 kids)

We finished the year by making lava lamps.

Washington Afterschool K-5th grade:

Total: 36 (32 kids, 2 staff members)

We finished the year by making lava lamps.

Robert Crown After School Adventures:

Total: 24 (20 kids, 4 staff members)

We made slingshots using cups, pencils, rubber bands and we shot ping pong balls. I returned another day to collect more books that had been returned.

Y.O.U. Elementary School Book Check-outs

This year we circulated approximately 180 books each month from October –March to Y.O.U. sites at Dawes, Oakton, Walker and Washington Schools. Although there was some loss of books in this pilot year (about 3%), we are working to develop a better and more standardized practice for next year. We may move to every other month book circulation in some sites. All in all, however, the students and the staff appreciated the effort it took to bring books each month for students to select, check out and read at Y.O.U. afterschool programs.

D65 Summer Learning:

I've been working with Jamilla Pitts and Ellen Urquiagua to firm up our Summer Learning program with 120 rising 3rd graders and their families. These families were identified for this program based on the need for support. They will have the opportunity to visit the library in groups (based on which schools they attend) on Tuesdays, Wednesdays and Thursdays beginning June 6 with free bus service provided

by D65 for the months of June and July. There will also be buses on Sundays during the months of June and July. The buses will allow families to visit the library for an hour.

Four of these weeks will include short programming at the Library as well as Summer Reading Program sign-up. Teachers/librarians from each school participating will meet them at the library during these four weeks to help make the school-public library connection and I will be present on these dates to help connect families to the library and to the Children's room staff. Our hope is that families will begin to build a habit of coming to the library and seeing the library as a destination but also be introduced to and become comfortable with library staff in the Children's room as a result of this program.

D65 Newcomers:

Andrea Mishkin, D65 teacher, reached out to me about D65's program for newcomers this summer. They will be instructing their students using poetry and have asked that we support them by providing poetry books for their units of instruction based on levels and themes. I will be gathering books for them for their 5 week classes starting on June 12.

Other/Connections:

IMLS STEMeX grant program:

Balloon Powered Car Engineering Challenge Total: 4 families (7 children)

We held our second set of STEMeX expert programs, *Balloon Powered Car Challenge* (Nicolas Prieto Martinez) on Thursday, May 25, at Fleetwood from 6:30-8:00pm. I asked Jill Schachter to help promote the program via D65 e-backpacks as well as in the newsletter, put out flyers, and also reached out to Kirby Callam and Colette Allen asked them to contact families. We had 4 families participating with 7 children.

The program proved to be very challenging for all of the families – there wasn't time to stop in the middle for Nicolas to offer a narrative but he walked around the room and talked individually to families all evening. There also wasn't time to build multiple cars though families made changes based on performance throughout the evening. Some of the materials proved difficult to work with and so we will make modifications and changes before the next iteration on June 14. The program also ran about 30 minutes longer than planned because families really wanted to produce a car that worked. I was impressed by the fortitude of the families that participated and the interest. Parents did a lot of the work but mostly in consultation with their children. One family attending with one parent and two kids, produced 2 cars with one worked on entirely by the child until the very end. I also connected with Steven Pasimeni, an engineer who Renee and I met at the Volunteer/Donor event, and invited him to attend this program, which he did. Steven is interested in our STEAM/STEM programming and in the reach of this grant. He and I are arranging to get together in early June.

I'm working with Julie Cowan on a program in late August and have reached out to several other experts for future programs.

STEMeX Engineering Challenge 5-25-17 (1st program)



EC2C SEED Training:

I attended the second monthly 3-hour training for Seeking Educational Equity & Diversity. In preparation, we read *Unpacking the Invisible Knapsack* and talked a lot about white privilege. The trainings involve watching short videos, writing responses and journaling and a lot of talking one on one, in small groups and group impressions.

<https://nationalseedproject.org/white-privilege-unpacking-the-invisible-knapsack>

Free Comic Book Day: Total: 75 (or more)

We always get a big, eager, diverse crowd for Free Comic Book Day! I set up and hang around to take photos and send them to families and to Comix Revolution. We are usually out of comic books by about 11:30am or 12:00pm and this year was no exception. Like last year, I requested and chose comics to go to North Branch and to CAMS.

Free Comic Book Day



Summer Reading Program promotional video:

Kim and I created, developed and filmed another Little Book video to promote the Summer Reading Program. I reached out to D65 librarians to participate and was glad to have gotten photos from almost everyone to include in the video. We're hopeful that we'll have even more participation this year.

Summer Reading Program camp groups:

I spent a good deal of time this month working on schedules and logistics (and in a few cases, am still working on) to bring the Summer Reading Program to Robert Crown summer camps, Fleetwood Jourdain summer camps, Ridgeville summer camps (including the 2 camps for 8-12 year olds this year), Y-Readers at Washington and Foster Reading Center, Power Scholars at Oakton and Kingsley, Family Focus, and Y.O.U. at Lincoln school. I created flyers for parents of students at Y-Readers and Power Scholars, modified for Ridgeville and Y.O.U. in order to let families know that their kids are participated in EPL's SRP while at camp. I spoke briefly to the YMCA teaching staff so that they're clued in early, as well. I'm arranging to visit the camps and do a really short SRP intro so that when I return, everyone is expecting me. I'm sure we'll make changes next summer but I do feel that with each summer, the process becomes smoother and better.

ABC Boosters:

In preparation for ABC Boosters to start up, I've been following up with Nzinga West at YJC, Lindsay Percival (Director at Learning Bridge Early Education Center), Jessie Block at JEH, Brianna Jenkins at Fleetwood-Jourdain, and Lara Galicia and Frances Collins to make sure trainings are set and that we're all on the same page to begin work the week of June 12.

Teen Services Highlights from Renee Neumeier include:

Summer Reading:

- Jill Schacter and Don Westphal delivered the summer reading booklets to all of the D65 schools and all of the private schools in Evanston
- Kim Kaufmann and Laura Antolin create a short movie to promote summer reading at the local elementary schools
- Renee Neumeier and Julia Pyatetsky presented on the summer reading program, summer programs and great books to checkout this summer from the D65 recommended list at Haven, Nichols, Chute, Bessie Rhodes and King Arts. There were 48 visits total.
- All staff completed training on Read Squared, Renee Neumeier and Kim Hiltwein put together instructions for all public desks
- Booklets were dropped off at Fleetwood Jourdain; Robert Crown, Levy Center, Family Focus, Noyes Cultural Center, Curt's Cafe north and south, Church St. Barber Shop, Civic Center, Supreme, Cutting Edge, Ridgeville, Y.O.U. and other locations throughout Evanston

Teen Services Highlights:

Grants:

- Renee Neumeier worked with CIERA from Northwestern on completing the ALL HANDS grant application for the National Science Foundation. Here is a brief overview: <https://drive.google.com/file/d/0B9PyWfcn2HaJSHpWVXV0TndUYTRQUWVJdjVqRk9zU3Y1VEQw/view?usp=sharing>

Programming:

Let's Talk Evanston Teens and EPD:

- In partnership with JusBelieve, Inc. and EPD the Loft hosted a program where teens from Evanston could learn more about the Evanston Police officers and also ask them questions. Youth from JustBelieve, Inc. moderated part of the event, asking questions about why the officers wanted to be policemen or women, what they enjoyed most about their jobs, the schooling and the schooling and qualifications needed to be a police officer. The officers then answered questions from the teens some questions related to how the police handle different situations or different experiences they've had. The police also asked the teens about negative experiences that they may have had with police. The teens and officers discussed how and why situations were handled in a specific way and how all parties involved could approach things differently in the future. Eric, a teen who regularly hangs out in the Loft, said that he really liked the program. He grew up being told that the police were bad people, but after talking to the EPD officers he realized that cops are just people too and may not be so bad. About 35 teens attended the program.

Hack-a-Thon:

- Students from the ETHS Youth Technology Corps led a four hour session on Arduinos. They showed teens robots and projects they had made with Arduinos and worked with the teens to create their own projects. YTC provided pizza, snacks and prizes for the projects the teens put together. The event was enjoyed by attendees and the YTC members.

Community Engagement and Outreach:

LGBTQai+

- Kevin Kelley has continued to make connections in the community in order to prepare for the launch of EPL's Gender and Sexuality Alliance this summer. This month Kevin met with staff from Y.O.U., Response and the Illinois State School Alliance. Kevin also met with the GSA at ETHS and got a lot of feedback and ideas from them ranging from programming ideas, to community engagement ideas and how to engage other Evanston youth. The GSA will have two meetings a month. One meeting will have an outside presenter who will discuss LGBTQai+ issues, or talk about programming and services available to them. The other sessions will be led by teen services staff or GSA members.

Kevin is hoping that some of the high school students he met at the ETHS GSA may be interested in taking on a leadership role at EPL in our GSA.

Y.O.U.

- Student from Y.O.U.'s middle school program will be coming to the Loft Wednesdays throughout the summer to take part in a Little Bits program. Teen services staff we'll be developing challenges for the group each. We're really excited

D65:

- Participated in Innovation Fair that D65 hosted at Y.O.U. was able to connect with D65 staff and community members about the STEM resources and other teacher services available at EPL.

Professional Development:

- Teen services staff attended restorative justice training through EPD or watched a YALSA webinar on restorative justice in libraries. We believe that some of the approaches from restorative justice would work well in the Loft. Like using conferencing or peace circles as needed the YALSA webinar can be viewed here <https://www.youtube.com/watch?v=iDcSxRthBig&feature=youtu.be&t=1s>
- Julia Pyatetsky attended the Beyond Diversity training offered by Cradle to Career. Julia noted that "Beyond Diversity training was an experience that I believe everyone at EPL can benefit from. I already knew about the disparity in privilege that exists between races, but it was made even more apparent by this training. It was eye-opening and forced everyone to really look at things that are uncomfortable, particularly in issues of oppression. It helped bring about compassion for others, but also for myself."

Renee Neumeier/YA Services Supervisor's Personal Report:

Programming:

- Prepared for and led TAB meeting, stickered all the Y.O.U. Everybody Reads Books , based on their topic
- Worked with Julia to plan out Loft Lab and Teen DIY for June

Community Engagement:

ETHS:

- Working with Traci Brown Powell to run some summer sessions of her ETHS book group at the Loft or at other community locations. Looking at best days, times and titles for students interested
- Provided books for Women's Empowerment Conference
- Working with reading specialist on helping plan and provide books for ETHS freshmen read of The Drowned City.

D65:

- Presented book talks to teachers at Haven, focusing on great reads for the summer, demonstrated how padlet can be used in their classrooms with Haven librarian, Amy Odwarka .

- Prepared book talks and presentations for Chute, Nichols and Haven, about 30 book talks created, did 38 presentations. Presentations went well this year. Book talked with Amy Odwarka at Haven.
- Continue to work on developing curriculum for summer camp with D65 math coach Kelly Rooney. Have students signed up from Chute Middle School, several from the ELL program and Nichols middle school.
- Park School visited twice, prepared activities for them. They really enjoyed making Shrinky Dinks for Mother's Day gifts.

Y.O.U.

- Met with Y.O.U. staff to discuss summer programming. Y.O.U. will bring 10-15 students to EPL each week from mid-June through the beginning of August. We're excited that the students will be coming to the Loft all summer.

EvanSTEM:

Makerspace Group:

- EvanSTEM called together all of the people involved with existing or soon to be existing makerspaces or maker programming in Evanston to talk about how we can connect all of our efforts
- Some of the spaces are in school and others are in out of school spaces
- We're hoping to create pathways between all of the spaces and between classes that can be taken at school and that projects or interests started at school can be completed in these spaces

Summer Reading:

- Setup all of the Read Squared trainings
- Wrote draft of procedures for read squared
- Got all of the prizes for teen summer reading together
- Wrote up procedures and signs for booklet counting and packing

Restructuring:

- Began looking at data from task form and how it will affect future staffing, programming and streamlining. Saw a need for more efficient event promotion from entering events to creating posters and other promotional materials.

Professional Development:

- Working on planning the July Tinker meeting
- Viewed Restorative Justice webinar- notes:
<https://docs.google.com/a/cityofevanston.org/document/d/1-f19wLjPamm16FQKokTIgHA6oqMYBIu23Cw7oLjkRgo/edit?usp=sharing> I thought this webinar was very interesting. I hope we can implement some of the ideas like conferencing after an event here. I also think doing peace circles after a big issue with teens and their parents/guardians would be helpful. As we're looking at all of security policies it would good to see how these practices may fit in.

Community Outreach highlights from Jill Skwerski includes:

- Along with the many informational sessions provided by our partners: Connections for the Homeless, HIRCULES Health Hub, City of Evanston General Assistance, Affordable Care Act Navigators and the Evanston Vet Center, the Book Bike is back on the Road visiting farmer's markets and weekend fairs throughout the City of Evanston. Please check our calendar for a list of locations and stop by to check out a book, get a new library card and just to say hello.

From Miguel Ruiz, here are highlights from Latino Engagement:**May Monthly Report: Latino Outreach**

May efforts were directed towards the planning and hosting of Evanston Public Library's first Latina/o *On the Table Conversation* as well as our first immigration panel presentation.

- Participated in the Cradle To Career Community Dinner, along with Karen Danczak Lyons and Michael Tannen, to discuss community challenges, opportunities, and moving forward in Evanston's collective impact efforts.
- Planned and hosted EPL's first bilingual (English/Spanish) *On the Table* conversation, based on the Chicago Community Trust Framework. With help from the Community Engagement Librarian (who hosted an *On the Table* conversation in 2016), the library hosted 25 Latina/o community leaders to discuss challenges and opportunities facing Evanston's Latina/o residents.
 - *Outcome:* The development of monthly community leader conversations to be held at alternating locations with the goal of building collaborations, discussion, and focused efforts to empower the Latina/o community.
- Participated in the Latino Coalition for Healthy Aging Networking Group to create connections on topics facing our Latina/o senior citizen communities.
 - *Outcome:* Established a small network of individuals and organizations working on Latina/o mental and physical health issues in the Chicago metro area, with potential workshop and event partnerships to be hosted at EPL.
- Began participation in an Evanston SEED cohort with 20+ community members; a peer-led professional development program that creates conversational communities to drive personal, organizational, and societal change toward greater equity and diversity.
 - *Outcome:* Ongoing: Professional development to increase personal capacity in understanding and engaging with issues of equity and diversity.
- Developed, hosted, and co-sponsored an immigration panel event, titled "Assisting Evanston's Immigrant and Undocumented Community," with DearEvanston and Evanston4All Interfaith Action Team. With 100+ participants, the event discussed relevant policy, legal and mental health issues affecting Evanston residents.
 - *Outcome:* Increased Evanston direct service providers' knowledge of immigration issues, through panelist presentation as well as extensive, in-depth, and tailored binder resources. Assisted in positioning EPL as a welcoming institution.

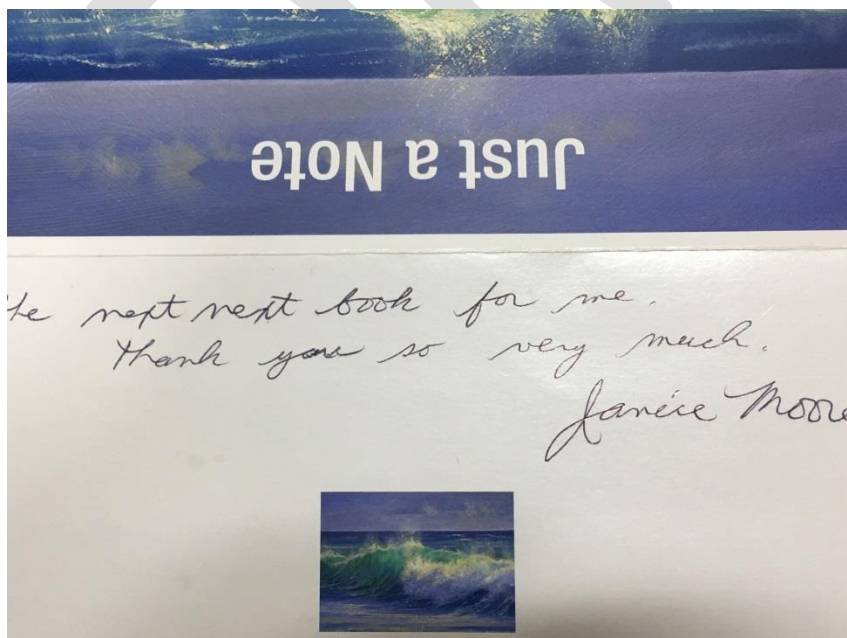
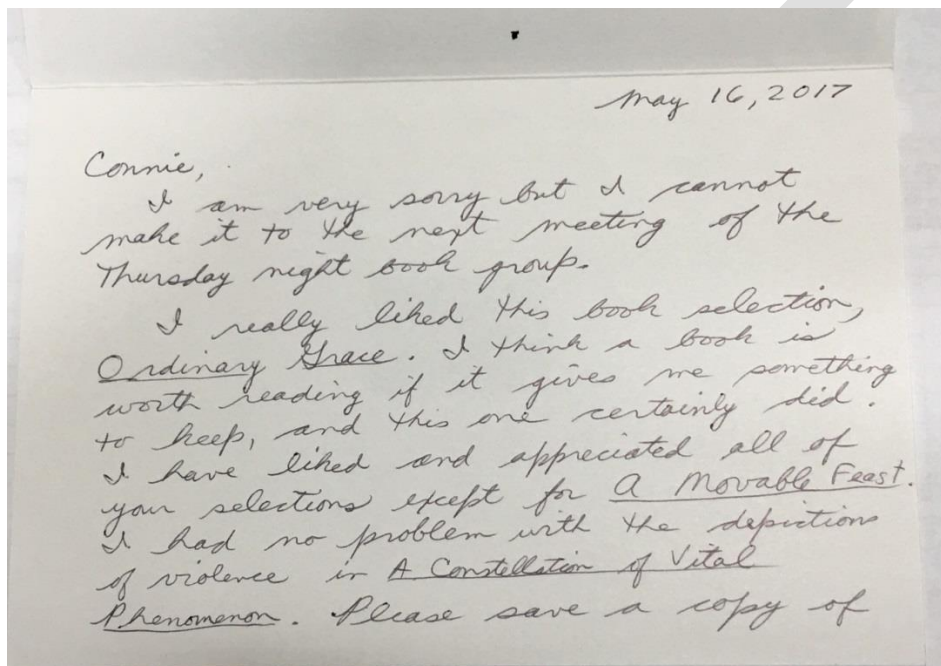
**Neighborhood Services highlights from Connie Heneghan include:
May 2017 REPORT FOR NEIGHBORHOOD SERVICES**

PROGRAMS

Train Week at CAMS, May 22-27, choo choo!! Included two train themed story times, a movie, coloring sheets and ne- Levy Center Monday-Wednesday Club Book Talk (15 attendees)

-CAMS Book Group- we read a YA book for the first time, "The Universe Versus Alex Woods."

-North Branch Book Group



Connie attended EPL's African American Literature Group on May at Gibbs-Morrison because I had read the book and the discussion had been promoted as part of the Literary Festival. Two women who had never attended the group and not read the book came thinking that the author would be present.

Paula Shapiro hosted the ESL classes from Lincoln School on May 30th, to introduce them to summer reading

From: **Huong Banh** <banhh@district65.net>
Date: Wed, May 31, 2017 at 2:28 PM
Subject: Re: Summer Reading
To: Paula Shapiro <pshapiro@cityofevanston.org>

Hello Paula,

Thank you for hosting my EL students and the kindergarteners! They love being at your library and ask if they can go again tomorrow. It's so wonderful that your library is so close to the school.

Have a wonderful summer!

Best,

Connie was able to visit the Foster Senior Group four times in May.

Our Monday and Wednesday story times were averaging about 40 people.

Bridget and Kerry met with Park School classroom teacher Christy to discuss a story time for her class. They also met with Martha Meyer who had provided a story time in the past.

Bridget and Kerry attended the Main/Dempster Mile quarterly meeting.

Bridget met with Kim Kaufmann about programming surrounding the upcoming August eclipse.

Barb Levie was recognized by the Evanston City Council for her 25 years of service at EPL.



STAFF RECOMMENDATIONS

The Dry (Fiction Harpe.J) (B Levie)

Truly Madly Guilty Fiction Moria.L (N Engel)

Mothers, Tell Your Daughters Fiction Campb.B (N Engel)

The Hate U Give/ Fiction Thoma.A (B Levie)

Passing On/Fiction Nivel.P (B Levie)

Bollywood Hollywood/DVD Comedy Bollywo (B Levie)

FACILITIES

We have been aggressively weeding in preparation for the construction this summer at North Branch.

OTHER

We sent our best wishes with Ariel Erbacher as she left us to finish her IMLS and intern at the University of Chicago Law Library. She will be joining the staff of the Cornell Law School Reference Library and teaching research classes, and with Aaron Kinskey who leaves to do graduate work at Marquette University

Adult Services highlights from Heather Norborg include:

In May, 2017, Adult Services staff demonstrated their flexibility and dedication to serving our community by working extra desk hours and helping each other host over 70 events! These included 19 technology classes taught in the library, 22 one-on-one tech help sessions and 9 technology classes taught by Eduardo Gomez outside the library at King Arts Lab School, Family Focus, Blake and Primm Towers. The Tech Desk staff continues to help patrons with our public computers and meeting rooms and does a great job referring patrons to our classes and librarians for additional help.

We had five book discussions this month, including the 2 year anniversary of Lorena Neal's popular Science Fiction & Fantasy Book Discussion Group. On May 22, Lorena also hosted the MENA event "The Afterlives of Torture: Executive Power versus International Law in the Age of Trump," with Professor Lisa Hajjar. The crowd of about 36 was very engaged with the program, and several commented afterwards about how interesting the speaker was. Lorena's legal programming continues to be popular, with the free legal advice sessions filling up a month in advance.

In addition to his two monthly book groups and planning for upcoming summer programming, Ben Remsen hosted a program on May 9 entitled "Debt Dialogue" in partnership with the Kaplan Institute, featuring the head of the Buffett Institute and the president of Northwestern. Kathleen Lanigan, who manages our electronic database subscriptions, purchased a new magazine archive product and continues to oversee our article requests, email reference requests and relationship with the Foundation Center.

Russ Johnson led our department's participation in the Evanston Literary Festival in May, planning and hosting 4 popular events. Russ received the following message from Gary Houston, a Chicago Quarterly Review editor and coordinator for the 5/2 reading:

"As the sun goes down this following day I am writing to thank you for your thoroughly conscientious preparations for our reading last night. It was the best reading we have had in turnout and in the general spirit afloat in the room, and I am deeply thankful we had someone like you there who make it happen."

Russ, as always, was busy and helpful in his management of our "Off the Shelf" blog and the local art exhibit space which this month hosted multiple artists who are residents of Westminster Place. Russ also shared this nice message from Gordon Guth, exhibiting artist and coordinator for the Westminster Place show:

"Thank you very much... for all of your help assisting some of our residents with hanging their paintings. None of this could not have happened without you being there. You even ran out to get additional "S" hooks for us. On behalf of all the artists I want to say thank you, thank you, thank you. I must say that the end result looks quite good. I am impressed..."

In addition to managing our Books on Wheels program, Julie Rand has begun a new series of programming for us this summer called "Ask the Master Gardener" during which master gardeners are available in the lobby to answer patron's horticultural questions. Julie also presented a program on herb gardening this month. One patron arrived with a Ziploc containing a few leaves from her garden with some sort of spots on them. Julie, herself a master gardener, was able to help direct her to the appropriate source of information to help identify the fungus.

Deb Winarski taught a two-part Excel class for 8 grateful patrons this month. She also continued to work with Jeny Wasilewski on a pilot book club for adults with intellectual disabilities. This group meets weekly to listen to the librarians read aloud from a book of their choosing. When the pilot series wraps up in June, we will be reevaluating the structure, timing and format to improve this program for the fall.

In addition to hosting her book club and monthly film program, Kim Hiltwein took the lead in reader's advisory this month, stepping up to manage the department's participation in the Summer Reading Program, attending training sessions on "passive RA," updating our instruction manuals for many daily tasks at the RA desk and, along with other dedicated RA staff Barb Levie, Jeny Wasilewski, Olivia Mo and Jeff Balch, keeping the desk and displays running smoothly. Led by Jeff Balch, the Free Book Distribution program distributed over 1000 books to sites around town.

All staff attending training sessions on the new Summer Reading Program software and familiarized themselves with the new Overdrive app, Libby.

In the beginning of May, Heather Norborg attended a two-day "Beyond Diversity" seminar offered to representatives from all Cradle to Career organizations. Its purpose is to help community members develop skills to discuss race and begin to help eliminate systemic racial disparities in public and private enterprise. She also represented the library at the Evanston Community Foundation's awards ceremony where a \$20,000 grant was awarded to the library's Community Digital Literacy program.

Technical Services highlights from Tim Longo include:

Items Added

Adult at Main=1234
Adult at North=70
Adult at CAMS=23
Total adult items=1327

Juvenile at Main=1558
Juvenile at North=216
Juvenile at CAMS=122

Total juv items=1896

YA at Main=345
YA at North=64
YA at CAMS=62

Total YA items=471

Total items added to collection in May 2017=3694

May 2017

Carts Ordered:

- Titlesource 360:
Evanston RW Adult Fiction: 1356.55
Evanston RW Adult Nonfiction: 4967.35
Evanston PL Fiction- Mystery & Detective: 496.90
Fantasy: 392.35
Romance: 240.61
Poetry: 232.79
Urban: 36.15
Business: 737.76
Parenting (JUV): 47.97
Main AY Fiction: 1180.84
Main AY Nonfiction: 123.12
Popular Paperbacks: 25.56
Poly: 401.32
Travel: 266.28
Non-CLS Purchases: 1323.83
Non-CLS Most Wanted: 221.81
Most Wanted: 762.25
North: 149.09
BB ADULT RE-ORDER- APR(1): 157.63
Replacements: 1273.84
Misc: 670.60
Y.O.U. books ordered for the children's room.
Amazon: 407.06
Overdrive: 1507.87
Audiobooks: 2398.38

Patron Requests:

Received 39 patron book requests for the month of May. Will purchase 27 of the titles suggested.
Received 3 patron audiobook requests for the month of May. Will purchase 2 of the titles suggested.
Received 2 patron ebook requests for the month of May. Will purchase 1 of the titles suggested.
Received 1 patron CD request for the month of May. Will purchase 0 of the titles suggested.

Donations:

Adult Gift Books Added to the Collection: 102

Adult Gift DVDs Added to the Collection: 202

Local Authors Added to the Collection:

An American in Acapulco: Dodging Raindrops and Bullets by John R. Lyman

Weeding:

Books Sent to Repair: 30

Most Wanted Titles Weeded: 48

Most Wanted Titles Added to the Circ Collection: 11

Damaged Books Weeded: 245

CDs Weeded: 1

Audiobooks Weeded: 1

Old Editions of New Books on Standing Orders Pulled: 9

Additional Old Travel & Test Books Pulled: 4

Books Sent to be Relabeled, Cataloged, etc.: 23

Audiobooks Sent to be Relabeled, Cataloged, etc.: 9

CDs Sent to be Relabeled, Cataloged, etc.: 1

DVDs Sent to be Relabeled, Cataloged, etc.: 1

Books from the “Lost” report replaced:

Audiobooks from the “Lost” report replaced:

Weeding Plan for Nonfiction (300s)

Missing: 109

Weeded: 927

Displays

First Floor – DIY in Your Own Backyard

5/1 – 2nd Floor Front – Debt

5/1 – 2nd Floor Back – Evanston Literary Festival

5/10 – 2nd Floor Front – Black Panthers

5/10 – 2nd Floor Back – How to Draw

Staff: Jill S.

Meetings: All from Betsy this month as I was out on paternity leave

5/2 – Met with Miguel and Kathleen about Odilo at Karen’s request. After much discussion it was determined that Miguel will look at a demo of Odilo but that after considering staff feedback to previous demos we may not pursue this further. We are currently trying to increase awareness of our print collection. When that occurs we will be able to move into pure ebook platforms in Spanish. However, to meet the current needs (which are difficult to determine) Miguel will look into whether or not Hoopla and Overdrive have Spanish options we can opt into. Additionally, we discussed Flipster and the possibility of adding it to the budget in 2018.

5/9 – Met with Amanda Kramme of Blackstone Audio.

5/10 – Met with Karen DL about collections, diversity, equity, and speaking to the board.

5/12 – Meet with Wynn Shawver about a donor who may wish to set up an endowment for adult fiction.

5/19 – Had a phone conversation with Katie Yap of Overdrive and Heather Norborg to discussing the upcoming Digital Bookmobile visit and to work out the logistics.

Literary Salons:

May – 6th @ 4:00

The Rhythm in the Words: How Music and the Beat Informs Books for Kids and Teens

Musicians make music. Authors write books. And when musicians write books, the results can be eclectic. Join musicians Mike Grosso (I Am Drums) and Donovan Mixon (Ahgottahandleonit) as they discuss their latest books for children and teens and how the influence of music, rhythm, and beat pervades their writing styles and works particularly well in books for young readers.

Mike Grosso is a musician and a fourth-grade teacher who always keeps a guitar in his classroom. His father gave him his first lesson, and his mom taught him how to keep a steady rhythm. Mike continues to write and record music at his home in Oak Park, Illinois, where he lives with his wife, son, and a drum set he plays much too loud. *I AM DRUMS* is his first novel, and its accompanying soundtrack, *Songs for Sam(antha)*, is available at many digital music outlets.

Donovan Mixon was a full-time faculty member at Berklee College of Music when in 1988 he won an NEA grant for jazz composition. Five years later he moved to Europe for professional and artistic development. During these years Donovan released four recordings that feature prominent musicians from Boston, to Milan to Istanbul. The apex of his recording career to date was recording *Free With Lee* with Philology Records. In 2000, Advance Music published his critically acclaimed music text *Performance Ear Training*. *Ahgotahandleonit*, published by Cinco Puntos Press, is his first YA novel.

Volunteer highlights from Mary Kling include:

- Interviewed seven new volunteers
- Checked references of two volunteers
- Received requests for additional volunteers from Staff (Circulation, Children's, Free Book Distribution (substitutes), Community Outreach, Administration
- Placed new volunteers in Community Service (1), Free Book Distribution (2), and Circulation (1)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Communicated with 21 current volunteers
- Updated volunteer information in Raiser's Edge
- Attended EPL Donor and Volunteer Recognition Event
- Distributed appreciation gifts to volunteers
- Met with Julie Rand to plan background check process/timeline for Books on Wheels volunteers

Upcoming events of note:

June 29th 11:00 – 12:30

The Peregrine Returns: The Art and Architecture of an Urban Raptor Recovery

Author:

Mary Hennen
 Director, Chicago Peregrine Program
 Bird Asst Collection Manager, Science and Education
 The Field Museum

Book Signing Event

Excerpts from patron feedback:

From Laura Antolin:

From Joe Chouinard, Comix Revolution:

Thank you for the pictures, Laura! We look forward to it every year.

Thanks,

Joe Chouinard

From Angie Banks-Stewart (photos sent)

Thank you! Both Annika and Jonah have read all of their comic book picks already.

Angie Banks-Stewart

From Emily Fishman, Y.O.U. Oakton

Hi Laura,

Our year has come to a close and unfortunately we weren't able to find more books. I will definitely check back in with teachers and parents when the school year ends, however I am not optimistic. Just wanted to give you a heads up. Thank you again for this amazing partnership. I will definitely look forward to continuing and improving (the organization on my end!) next year!

Best,

Emily

Letter from Y.O.U. Site staff:

Dear Laura

Thank you so much for partnering with us this year. The library deliveries brought so much joy to our youth. We hope to work with you again next year!

Sincerely,

Emily, Froilan, Simone and Tori

From Xiomara, Family Center

Thank you so much Laura for doing L&G all this year, we really appreciate this partnership! Thank you for the electronic library card app., I will pass it to our parents.

Have a great week!

*Xiomara Alfaro Mayen
District 65 Family Center
Early Start Program Supervisor*

From Wilson:

I end every single one of my drop-in preschool story times with the song “Jenny Works with One Hammer.” A father told me that the other day at home he heard his 4 year-old daughter and 3 year-old son singing in the living room. He recognized the song. They were singing “Jenny Works with One Hammer” and laughing and adding verses. I usually end with five hammers but they were going up to seven, eight, nine hammers. When they stopped the daughter said “we’re doing story time!!!” and started singing the song again. This story of course made me very happy.

From: Sindelar

May was a very enjoyable month in Children’s. Parent-Child Workshop was in full swing and we had a very nice group of new families. We had two days that were particularly magical. Brian booked a guest who specialized in music therapy. He was there on the day we were working with playdough. It’s incredible to be reminded of the power of music. The guest sat and played guitar during free play. Kids mushed playdough, danced with shaky eggs and parents sat on the floor in a group and talked gently. It was the most wonderful morning for all! Our volunteer was able to take the lead in organizing the final craft of the year, and she chose art made with yarn. One family brought a big brother, and he and I ended up doing a braiding lesson and made him a bracelet while his younger brothers did free play. His dad was reminded of how much he enjoyed lanyard making at camp as a child. You really never know where art and music will take you!!

From Iverson:

Dear Jessica,

Thank you so much for a fun program this morning. Eli is up in his room stop-motioning as I type this!! He was inspired!!

Best,
Rachel



There was also another participant who geeked out when he realized the presenter and author (David Pickett) for the program was the same guy the boy had been watching on YouTube build



cool Lego creations.

From Altenbach:

On a morning when Robin Sindelar and I were on the desk together, a little girl (age 3-4) came up and asked us, “Are scorpions real?”

Robin answered her very seriously, and informed her that scorpions were real but did not live in Illinois, and offered to show her where the books about scorpions were. Her dad showed up from where he was lagging behind her. She informed him that they did not need to worry about scorpions, and he told us that he had explained to her that you had to wear your shoes inside buildings like the library just in case there were scorpions around ready to sting you.

Although Robin and I felt bad that we had not corroborated his story while he was responsibly trying to keep his child’s shoes on her feet, we ultimately felt that we had stuck to our professional ethics as employees of the library in sharing the truth with her.

--

I had a bit of an unusual reader’s advisory interaction. Ben Remsen from Adult Services forwarded this query to me which they had received from their e-mail reference form, because it seemed more in our wheelhouse:

----- Forwarded message -----
From: **EPL website** <djordan@cityofevanston.org>
Date: Wed, May 24, 2017 at 7:24 PM
Subject: New question from Reference Question
To: library-eref@cityofevanston.org

Name
Vera Mae Nolan
Evanston Resident?
Yes
Do you prefer an answer by:
Email
Email
becnolan@comcast.net
How soon do you need this information?
As soon as you can
What is your question? The more you tell us, the better we can help you, so please be specific.
Hi, I love reading Franny K. Stein, Dory Fantasmagory, and The Origami Yoda series. My mom says you can help me find another series I will like. I am almost 7 years old. I do not like June B. Jones. Oh and I like Princess in Black and Ivy and Bean but not as much. Thank you for your help.
How will you use this information? For example, is it for a term paper, a business, a hobby, or trivia game? It's okay if you are just curious!
More reading! My mom says I get lost in books and love more adventures. And to read about bold kids like me.

Please tell us what sources you have checked already. What words did you use to search? We don't want to duplicate any work that you have already done.

I have not looked because I don't know what to type in the search.

Jude Mathews and I brainstormed a list of titles for her and then I sent a response, and received a nice reply from her mom (I also thought this reflected very well on the K-Tours):

Wed, May 24, 2017 at 8:59 PM

Andrea Altenbach <aaltenbach@cityofevanston.org>

To: becnolan@comcast.net

Dear Vera,

Thank you so much for your message! You gave us exactly the information we needed to answer your question, and all the librarians were very impressed. Sometimes adults do not ask questions that well. Based on the series you told us you liked and didn't like, we think you should try these:

- *Keena Ford* by Melissa Thomson
- *Dragonbreath* by Ursula Vernon
- *Mercy Watson* by Kate Dicamillo
- *Judy Moody* by Megan McDonald
- *Gooney Bird Greene* by Lois Lowry
- *Anna Hibiscus* by Atinuke

These are series that are full of bold kids and are very funny like Franny K. Stein and the Origami Yoda books. Let us know how you like them!

R. Nolan <becnolan@comcast.net>

Wed, May 24, 2017 at 10:58 PM

To: Andrea Altenbach <aaltenbach@cityofevanston.org>

Thank you, immensely!

Vera was unbelievably proud of herself for negotiating the website and typing her thoughts to you. She remembers you having explained your role when she was there for her Kindergarten orientation. I was delighted to support her in her quest to reach you.

I will show her your response—she might want it to be included in her “remembering box” (AKA her collection of important papers). Your service to our family and the community is appreciated.

We will be in soon to review books on the list.

My best,

Becca

Better known as Vera’s mom

From Gonzales:

I have seen a lot more Latin American families lately, and it brings me great joy to be able to make them feel welcome by interacting with them in their native tongue. I have welcomed them to participate in our story times and summer reading. I’m glad to be able to represent a mirror for them in our children’s department.

Collection Development at EPL

Tim Longo | Technical Services Manager
Evanston Public Library

Betsy Bird | Collection Development Manager
Evanston Public Library



Main Library

- 478,000 items in collection
- 31,000 E-Books
- 25,000 DVD's
- 10,500 CD's
- 9,400 Audiobooks



North Branch

- 24,000 items in collection
- 21,300 Books
- 1,000 DVDs
- 530 Audiobooks



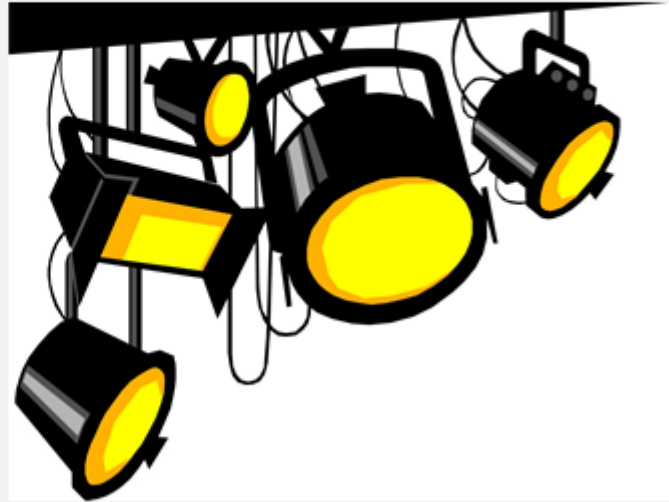
CAMS

- 8,300 items in collection
- 6,900 Books
- 670 DVDs
- 70 Audiobooks



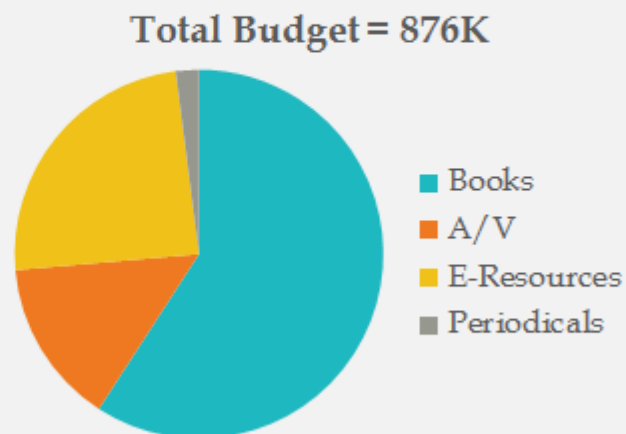
Collection Spotlights

- Materials in more than 35 different languages
- 5,600 Spanish language materials
- Over 1,700 Foreign language DVDs
- Over 370 Adult Literacy materials and over 900 Plays
- EHC & Shorefront Collections



EPL Collection Budget

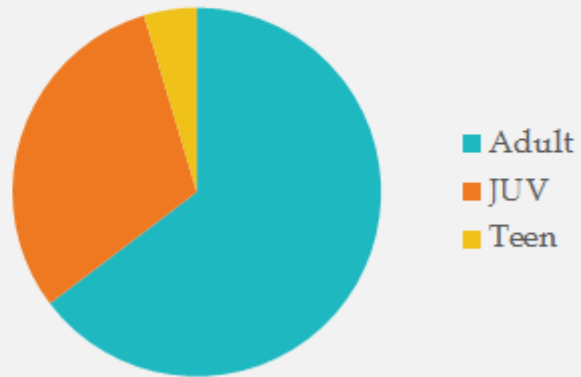
- Books=518K-59%
- E-Resources=213K-24%
- A/V=127K-14%
- Periodicals=18K-3%



Book Budget Breakdown

- ADULT= 335K-65%
- JUV= 159K-33%
- YA= 24K-5%

Total book budget=518K



Collection Curation

Data Analytics



Professional Expertise



Patron Concerns and Feedback

What we're changing, trying, and looking into. Areas where we can grow

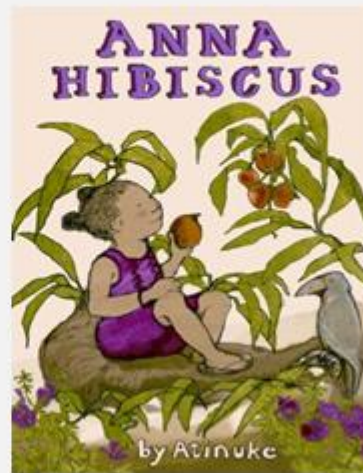
Methods of Requesting Materials

- Request items through the librarians working on the desk
- Submit a request through the homepage
- Submit a request through the catalog page
- Submit a written request through the suggestion box on the second floor.
- Visiting, calling, or emailing me directly.
- Phone: 847-448-8619
- Email: ebird@cityofevanston.org

How Can We Do More?

- Ebook Diversity (upcoming RTL feature)
- Weeding parameters for the collection
- More outreach to specific publishers
- Displays (Patron Picks & Assessing Staff Recs)
- Popular Materials – Renting, not buying
- PDA – Patron Driven Acquisition

Closing Thoughts





Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee
Karen Danczak Lyons, Library Director
Lea Hernandez-Solis, Bookkeeper

Subject: Library Fund Payroll and Bills

Date: July 13, 2017

Recommended Action

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

Summary

Payroll

June 12, 2017 through June 25, 2017	\$ 145,359.88
June 26, 2017 through July 9, 2017	\$ 138,665.39

Library Fund Bills List

June 27, 2017	\$ 82,907.67
July 11, 2017	\$ 164,614.15

Attachment: Bills Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.27.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	966.88
65100 BAKER & TAYLOR	Y.O.U. ELEMENTARY SUPPLIES	12.71
65100 BAKER & TAYLOR	YOU ELEMENTARY SUMMER PRIZES	190.51
65100 PROSPECT HEIGHTS PUBLIC LIBRARY	ILL LOST BOOK 31530001953701	20.00
65100 FREMONT PUBLIC LIBRARY	ILL LOST BOOK 33090004186583	26.98
65630 BAKER & TAYLOR	JUV PRINT	3,374.88
65630 BAKER & TAYLOR	JUV PRINT	11,625.44
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.93
65641 LIVE OAK MEDIA	JUV AV	937.59
65641 MIDWEST TAPE	AUDIO VISUAL	457.81
65641 MIDWEST TAPE	JUV AV	391.62
65641 WESTON WOODS STUDIOS	JUV AV	2,247.24
4805 LIBRARY YOUTH SERVICES Total		<u>20,429.59</u>
4806 LIBRARY ADULT SERVICES		
62340 PROQUEST INFO & LEARNING COMPANY	REFERENCE BOOK ONLINE	842.00
62340 GALE RESEARCH INC.	REFERENCE BOOK ONLINE	1,347.01
62341 EBSCO INDUSTRIES, INC. DBA EBSCO	ONLINE MAGAZINE SUBSCRIPTIONS	10,000.00
62341 MIDWEST TAPE	AUDIO VISUAL	3,098.55
65100 2 FOR THE ROAD, DANIEL YAMSHON	PERFORMANCE AT THE LIBRARY	200.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	656.10
65630 BAKER & TAYLOR	ADULT PRINT	16,381.00
65630 CENTER POINT INC	ADULT PRINT	133.02
65630 HAINES & COMPANY INC	ADULT REF PRINT	415.50
65630 GALE RESEARCH INC.	ADULT PRINT	339.62
65630 GALE RESEARCH INC.	PRINT ADULT	287.14
65630 OVER DRIVE, INC.	ADULT E-BOOK/AUDIO BOOK	1,492.88
65630 OVER DRIVE, INC.	ADULT E-BOOKS/AUDIO BOOKS	14.99
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	261.75
65641 MIDWEST TAPE	ADULT AV	380.51
65641 MIDWEST TAPE	AUDIO VISUAL	722.61
65641 RECORDED BOOKS INC.	ADULT AV	157.49
4806 LIBRARY ADULT SERVICES Total		<u>36,730.17</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	107.40
57515 DES PLAINES PUBLIC LIBRARY	ILL LOST BOOK 31468012483733	14.95
57515 PROSPECT HEIGHTS PUBLIC LIBRARY	ILL LOST BOOK 31530003287462	32.00
57515 NILES PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 21192020602371	10.99
4820 LIBRARY CIRCULATION Total		<u>165.34</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
64015 NICOR	NATURAL GAS AT NORTH BRANCH	12.96
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	177.39
65630 BAKER & TAYLOR	ADULT PRINT	729.99
65630 BAKER & TAYLOR	JUV PRINT	79.21
65630 BAKER & TAYLOR	JUV PRINT	948.63
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>1,948.18</u>
4835 LIBRARY TECHNICAL SERVICES		
62341 SPRINT	PC EQUIPMENT	3,778.99
65100 PEAK-RYZEX, INC.	HOTSPOT BOX REPLACEMENT	15.00
65100 PEAK-RYZEX, INC.	LIBRARY SUPPLIES	15.00
65555 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	710.31
4835 LIBRARY TECHNICAL SERVICES Total		<u>4,519.30</u>
4840 LIBRARY MAINTENANCE		
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	223.24
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
64015 NICOR	UTILITIES	441.02
4840 LIBRARY MAINTENANCE Total		<u>8,249.26</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.27.2017

4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX- MAY 2017	125.00
62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P.	LEGAL CONSULTING	926.25
62205 EVANSTON ROUNDTABLE LLC	EVANSTON ROUNDTABLE AD	286.00
62360 XEROX CORPORATION	COPYING SERVICE	189.49
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	232.34
64540 VERIZON NETWORKFLEET, INC.	FLEET TELEMATICS-AUTOMATIC VEHICLE LOCATORS	18.95
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	641.23
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	225.41
65095 4IMPRINT	GROCERY TOTE	1,117.55
4845 LIBRARY ADMINISTRATION Total		<u>3,762.22</u>
185 LIBRARY FUND Total		<u>75,804.06</u>
Grand Total		<u>75,804.06</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 06.27.2017

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-MAY 2017	1,404.00
VARIOUS	BANK OF AMERICA	PURCHASING CARD	5,699.61
			<u>7,103.61</u>
		GRAND TOTAL	<u><u>82,907.67</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF CHICAGO
LIBRARY BILLS LIST
PERIOD ENDING 07.11.2017

185 LIBRARY FUND			
4805	LIBRARY YOUTH SERVICES		
	62341 SCHOLASTIC INC.	YA BOOKFLIX	4,034.00
	65630 BAKER & TAYLOR	ADULT PRINT	37.55
	65630 BAKER & TAYLOR	JUV PRINT	8,240.41
	65630 GALE RESEARCH INC.	JUV PRINT	536.13
	65641 BAKER & TAYLOR	YA AV	70.34
	65641 MIDWEST TAPE	JUV AV	354.56
	65641 MIDWEST TAPE	JUV PRINT	31.98
	65641 RECORDED BOOKS INC.	JUV AV	106.19
	65641 PENGUIN RANDOM HOUSE LLC	JUV AV	67.50
	65641 WESTON WOODS STUDIOS	JUV AV	76.38
4805	LIBRARY YOUTH SERVICES Total		<u>13,555.04</u>
4806	LIBRARY ADULT SERVICES		
	65630 BAKER & TAYLOR	ADULT AV	372.93
	65630 BAKER & TAYLOR	ADULT PRINT	7,147.96
	65630 GALE RESEARCH INC.	ADULT PRINT	146.94
	65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	584.99
	65641 MIDWEST TAPE	ADULT AV	1,865.47
	65641 RECORDED BOOKS INC.	ADULT AV	443.36
	65641 RECORDED BOOKS INC.	AV ADULT	62.20
	65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	442.00
4806	LIBRARY ADULT SERVICES Total		<u>11,065.85</u>
4820	LIBRARY CIRCULATION		
	57515 WILMETTE PUBLIC LIBRARY	ILL LOST BOOK 21192020579546	19.00
	57515 WILMETTE PUBLIC LIBRARY	ILL LOST BOOK 31239008039288	20.00
4820	LIBRARY CIRCULATION Total		<u>39.00</u>
4825	LIBRARY NEIGHBORHOOD SERVICES		
	62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	4,332.00
	65630 BAKER & TAYLOR	ADULT PRINT	186.29
	65630 BAKER & TAYLOR	JUV PRINT	1,343.65
4825	LIBRARY NEIGHBORHOOD SERVICES Total		<u>5,861.94</u>
4835	LIBRARY TECHNICAL SERVICES		
	62341 BAKER & TAYLOR	LIBRARY ELECTRONIC RESOURCES	2,995.00
	62341 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	6,977.00
	62341 COOPERATIVE COMPUTER SERVICES	OCLC JUNE 2017	1,175.00
	65100 PEAK-RYZEX, INC.	HOTSPOT BOX REPLACEMENT	87.94
4835	LIBRARY TECHNICAL SERVICES Total		<u>11,234.94</u>
4840	LIBRARY MAINTENANCE		
	62225 SIMPLEX GRINNELL	FIRE ALARM SYSTEM	1,034.39
	62225 CINTAS CORPORATION #769	MAT SERVICE	446.48
	62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	145.00
	64505 CALL ONE	COMMUNICATION CHARGES	248.32
4840	LIBRARY MAINTENANCE Total		<u>1,874.19</u>
4845	LIBRARY ADMINISTRATION		
	62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFFER, P.	LEGAL SERVICES	97.50
	62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,750.00
	62205 EVANSTON ROUNDTABLE LLC	SUMMER READING ADVERTISING	675.00
	62295 ELIZABETH BIRD	ALA CONFERENCE 2017 TRAVEL REIMBURSEMENT	156.51
	62295 JILL SKWERSKI	ALA CONFERENCE 2017 TRAVEL REIMBURSEMENT	149.86
	62295 KAREN DANCZAK LYONS	ALA ANNUAL CONFERENCE REGISTRATION	394.00
	62295 KAREN DANCZAK LYONS	ALA CONFERENCE 2017 TRAVEL REIMBURSEMENT	214.00
	62295 TIMOTHY LONGO	ALA CONFERENCE 2017 TRAVEL REIMBURSEMENT	97.66
	62380 XEROX CORPORATION	COPYING SERVICE	84.00
	65095 OFFICE DEPOT	OFFICE SUPPLIES	23.99
	65095 THE CONTAINED GARDEN	SPRING FLOWERS AND PLANTS	555.00
	65095 THE CONTAINED GARDEN	SUMMER PLANTING	555.00
4845	LIBRARY ADMINISTRATION Total		<u>4,752.52</u>
4850	LIBRARY GRANTS		
	65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	196.24
4850	LIBRARY GRANTS Total		<u>196.24</u>
185	LIBRARY FUND Total		<u>48,579.72</u>

CITY OF CHICAGO
LIBRARY BILLS LIST
PERIOD ENDING 07.11.2017

187 LIBRARY CAPITAL IMPROVEMENT FD		
4862 LIBRARY CAPITAL IMPROVEMENT		
65515 WIGHT & COMPANY	PHASE 2 PROFESSIONAL SERVICES	57,130.93
65515 STRUCTURES CONSTRUCTION LLC	BID 17-18 NORTH BRANCH RENOVATION	<u>58,903.50</u>
4862 LIBRARY CAPITAL IMPROVEMENT Total		116,034.43
187 LIBRARY CAPITAL IMPROVEMENT FD Total		<u>116,034.43</u>
Grand Total		<u><u>164,614.15</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.11.2017

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
-----------------------	----------------------	--------------------	---------------

SUPPLEMENTAL BILLS LIST ATTACHMENT

GRAND TOTAL 164,614.15

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Administrative Services Update
Date: July 13, 2017

This memo provides an update on significant administrative activities.

Human Resources

Mallory Cline has been hired as a part-time Library Clerk at Circulation and Rolinda Stevenson has been hired as a part-time Branch Clerk at North Branch . We welcome our newest Library staff members.

There are two part-time job openings: Library Assistant positions one each in Children's and Young Adult.

Financial Resources

The Library Fund financial report for the period ending June 30th is attached. Expenses are within budget.

Facilities Management

The Evanston Public Library underground parking garage has reopened after upgrades to maintain a well-functioning garage. The first phase of these repairs was conducted last summer, and this completes the planned second phase of work.



Budget Performance Report

Fiscal Year to Date 06/30/17

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	164,000.00	.00	164,000.00	13,245.83	.00	75,538.97	88,461.03	46	152,536.90
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,095.52	.00	4,738.61	7,261.39	39	13,123.88
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$176,000.00	\$0.00	\$176,000.00	\$14,341.35	\$0.00	\$80,277.58	\$95,722.42	46%	\$165,660.78
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	.00	.00	3,302,934.71	2,981,423.29	53	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	899.23	.00	77,004.22	14,995.78	84	45,650.50
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	4,140.70
51616	PERS PROP REPL TAX LIBRARY	46,100.00	.00	46,100.00	.00	.00	.00	46,100.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	.00	57,418.00	0	57,417.53
56011	DONATIONS	24,849.00	.00	24,849.00	12,195.00	.00	42,850.00	(18,001.00)	172	67,942.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	1,015.50	.00	1,036.57	(1,036.57)	+++	.00
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	344.30	.00	2,145.70	3,254.30	40	4,717.24
57002	TRANSFER FROM ENDOWMENT	190,200.00	.00	190,200.00	.00	.00	.00	190,200.00	0	235,800.00
57526	LIBRARY BOOK SALE	66,000.00	.00	66,000.00	11,392.51	.00	34,850.90	31,149.10	53	61,726.98
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	(10,135.31)	.00	42,223.29	161,276.71	21	199,187.64
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	1,010.82	.00	6,822.28	11,177.72	38	16,321.00
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	1,665.00	.00	6,329.97	5,070.03	56	11,971.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,123.33	.00	12,074.88	13,045.12	48	22,446.30
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	1,500.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$7,074,345.00	\$0.00	\$7,074,345.00	\$20,510.38	\$0.00	\$3,528,272.52	\$3,546,072.48	50%	\$6,819,419.54
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	2,820.00	(2,820.00)	+++	.00
55201	Federal Grants	.00	.00	.00	.00	.00	2,100.00	(2,100.00)	+++	18,000.00
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	12,750.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,920.00	(\$4,920.00)	+++	\$30,750.00
Department 48 - LIBRARY Totals		\$7,250,345.00	\$0.00	\$7,250,345.00	\$34,851.73	\$0.00	\$3,613,470.10	\$3,636,874.90	50%	\$7,015,830.32
REVENUE TOTALS		\$7,250,345.00	\$0.00	\$7,250,345.00	\$34,851.73	\$0.00	\$3,613,470.10	\$3,636,874.90	50%	\$7,015,830.32

EXPENSE

Department **48 - LIBRARY**



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

Business Unit **4805 - LIBRARY YOUTH SERVICES**

61010	REGULAR PAY	479,016.00	.00	479,016.00	53,645.74	.00	199,735.48	279,280.52	42	437,453.37
61012	LIBRARY SUBSTITUES	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
61050	PERMANENT PART-TIME	228,226.00	.00	228,226.00	23,891.46	.00	99,294.24	128,931.76	44	188,845.00
61055	TEMPORARY EMPLOYEES	10,600.00	.00	10,600.00	.00	.00	.00	10,600.00	0	.00
61060	SEASONAL EMPLOYEES	.00	.00	.00	2,681.09	.00	3,804.12	(3,804.12)	+++	9,298.60
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	407.68
61415	TERMINATION PAYOUTS	12,750.00	.00	12,750.00	1,121.74	.00	1,121.74	11,628.26	9	2,178.81
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,189.08	(3,189.08)	+++	2,010.83
61510	HEALTH INSURANCE	90,725.00	.00	90,725.00	7,811.20	.00	42,097.62	48,627.38	46	71,790.45
61615	LIFE INSURANCE	18.00	.00	18.00	.00	.00	4.24	13.76	24	18.55
61710	IMRF	70,198.00	.00	70,198.00	7,605.92	.00	28,954.16	41,243.84	41	63,517.24
61725	SOCIAL SECURITY	43,690.00	.00	43,690.00	4,850.55	.00	18,450.09	25,239.91	42	38,847.75
61730	MEDICARE	10,219.00	.00	10,219.00	1,134.40	.00	4,314.93	5,904.07	42	9,085.36
62185	CONSULTING SERVICES	13,700.00	.00	13,700.00	.00	.00	.00	13,700.00	0	.00
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	15.00
62315	POSTAGE	.00	.00	.00	.00	.00	414.00	(414.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	4,034.00	105.52	(4,139.52)	+++	785.37
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	590.62	309.38	66	393.21
65100	LIBRARY SUPPLIES	48,700.00	.00	48,700.00	9,484.71	.00	14,705.07	33,994.93	30	39,177.22
65503	FURNITURE / FIXTURES / EQUIPMENT	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	4,100.00	.00	4,100.00	.00	.00	.00	4,100.00	0	.00
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	27,854.46	.00	79,271.42	92,128.58	46	144,515.05
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	5,521.77	.00	12,572.02	20,627.98	38	29,956.47
66025	TRANSFER TO DEBT SERVICE - ERI	15,786.00	.00	15,786.00	1,315.50	.00	7,893.00	7,893.00	50	.00
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,242,128.00	\$0.00	\$1,242,128.00	\$146,918.54	\$4,034.00	\$516,517.35	\$721,576.65	42%	\$1,038,295.96

Business Unit **4806 - LIBRARY ADULT SERVICES**

61010	REGULAR PAY	561,745.00	.00	561,745.00	61,516.87	.00	262,643.64	299,101.36	47	534,551.16
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	244,209.00	.00	244,209.00	26,027.26	.00	114,443.39	129,765.61	47	214,160.35
61060	SEASONAL EMPLOYEES	.00	.00	.00	2,419.31	.00	9,806.18	(9,806.18)	+++	22,842.65
61415	TERMINATION PAYOUTS	14,750.00	.00	14,750.00	5,471.93	.00	6,280.13	8,469.87	43	23,286.31
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,916.98	(1,916.98)	+++	4,382.89
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,311.51



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

61510	HEALTH INSURANCE	74,778.00	.00	74,778.00	6,411.42	.00	37,069.46	37,708.54	50	61,472.02
61615	LIFE INSURANCE	29.00	.00	29.00	.00	.00	12.67	16.33	44	33.38
61710	IMRF	76,937.00	.00	76,937.00	8,159.30	.00	35,604.92	41,332.08	46	72,888.50
61725	SOCIAL SECURITY	48,238.00	.00	48,238.00	5,744.46	.00	24,012.85	24,225.15	50	49,127.48
61730	MEDICARE	11,282.00	.00	11,282.00	1,343.48	.00	5,615.91	5,666.09	50	11,489.57
62340	COMPTER LICENSE & SUPP	.00	.00	.00	8,275.01	17,292.00	19,160.33	(36,452.33)	+++	34,543.37
62341	INTERNET SOLUTION PROVIDERS	209,400.00	.00	209,400.00	13,203.74	18,985.00	88,563.38	101,851.62	51	140,380.90
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	389.06	510.94	43	136.13
65100	LIBRARY SUPPLIES	25,550.00	.00	25,550.00	939.01	.00	5,291.22	20,258.78	21	18,832.33
65630	LIBRARY BOOKS	316,900.00	.00	316,900.00	36,155.21	.00	139,744.45	177,155.55	44	263,729.74
65635	PERIODICALS	15,700.00	.00	15,700.00	181.62	.00	2,373.42	13,326.58	15	26,688.15
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	6,761.27	.00	31,035.12	60,364.88	34	67,360.10
66025	TRANSFER TO DEBT SERVICE - ERI	21,554.00	.00	21,554.00	1,796.16	.00	10,776.96	10,777.04	50	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,717,372.00	\$0.00	\$1,717,372.00	\$184,406.05	\$36,277.00	\$794,740.07	\$886,354.93	48%	\$1,549,716.54
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	173,862.00	.00	173,862.00	19,075.99	.00	89,884.58	83,977.42	52	217,275.96
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
61050	PERMANENT PART-TIME	321,478.00	.00	321,478.00	36,733.42	.00	150,434.55	171,043.45	47	294,849.50
61060	SEASONAL EMPLOYEES	.00	.00	.00	919.65	.00	1,623.82	(1,623.82)	+++	7,796.64
61415	TERMINATION PAYOUTS	.00	.00	.00	639.75	.00	639.75	(639.75)	+++	525.05
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	1,638.17
61510	HEALTH INSURANCE	37,997.00	.00	37,997.00	2,951.18	.00	16,999.93	20,997.07	45	33,380.33
61615	LIFE INSURANCE	6.00	.00	6.00	.00	.00	2.12	3.88	35	6.36
61710	IMRF	38,590.00	.00	38,590.00	4,252.62	.00	18,288.98	20,301.02	47	39,934.37
61725	SOCIAL SECURITY	30,505.00	.00	30,505.00	3,455.13	.00	14,769.49	15,735.51	48	31,109.49
61730	MEDICARE	7,134.00	.00	7,134.00	808.06	.00	3,454.19	3,679.81	48	7,275.61
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	3,290.69	2,109.31	61	1,687.52
65100	LIBRARY SUPPLIES	4,200.00	.00	4,200.00	178.28	.00	2,060.92	2,139.08	49	7,662.87
66025	TRANSFER TO DEBT SERVICE - ERI	13,905.00	.00	13,905.00	1,158.75	.00	6,952.50	6,952.50	50	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	750.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$636,277.00	\$0.00	\$636,277.00	\$70,172.83	\$0.00	\$308,401.52	\$327,875.48	48%	\$643,891.87
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	126,301.00	.00	126,301.00	16,704.15	.00	65,457.63	60,843.37	52	126,763.06
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

61050	PERMANENT PART-TIME	154,623.00	.00	154,623.00	16,817.93	.00	77,634.48	76,988.52	50	154,874.97
61060	SEASONAL EMPLOYEES	.00	.00	.00	988.31	.00	1,382.47	(1,382.47)	+++	2,597.87
61415	TERMINATION PAYOUTS	11,350.00	.00	11,350.00	577.19	.00	577.19	10,772.81	5	167.19
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,351.87
61510	HEALTH INSURANCE	36,748.00	.00	36,748.00	3,992.58	.00	19,697.66	17,050.34	54	25,948.25
61615	LIFE INSURANCE	1.00	.00	1.00	.00	.00	2.12	(1.12)	212	1.07
61710	IMRF	26,470.00	.00	26,470.00	2,997.52	.00	12,804.23	13,665.77	48	26,641.72
61725	SOCIAL SECURITY	17,631.00	.00	17,631.00	2,088.16	.00	8,695.81	8,935.19	49	17,382.32
61730	MEDICARE	4,124.00	.00	4,124.00	488.38	.00	2,033.69	2,090.31	49	4,065.12
62225	BLDG MAINTENANCE SERVICES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	5,805.00
62341	INTERNET SOLUTION PROVIDERS	6,400.00	.00	6,400.00	543.21	.00	2,029.27	4,370.73	32	3,680.24
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	26,714.37	19,523.63	58	43,712.37
64015	NATURAL GAS	2,900.00	.00	2,900.00	34.07	.00	1,121.92	1,778.08	39	2,140.37
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	52.16
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	167.98	.00	239.75	(239.75)	+++	.00
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	177.39	.00	517.21	4,882.79	10	2,782.64
65503	FURNITURE / FIXTURES / EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	3,499.15	.00	11,730.92	18,169.08	39	19,068.45
65635	PERIODICALS	1,500.00	.00	1,500.00	363.28	.00	875.96	624.04	58	1,842.09
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	3,302.10
66025	TRANSFER TO DEBT SERVICE - ERI	3,217.00	.00	3,217.00	268.08	.00	1,608.48	1,608.52	50	.00
	Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES	486,003.00	\$0.00	\$486,003.00	\$54,039.38	\$0.00	\$233,123.16	\$252,879.84	48%	\$442,178.86
	Business Unit 4835 - LIBRARY TECHNICAL SERVICES									
61010	REGULAR PAY	282,067.00	.00	282,067.00	32,588.92	.00	134,425.72	147,641.28	48	283,197.92
61050	PERMANENT PART-TIME	110,480.00	.00	110,480.00	9,245.24	.00	34,842.18	75,637.82	32	74,471.53
61415	TERMINATION PAYOUTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,628.54
61510	HEALTH INSURANCE	40,687.00	.00	40,687.00	3,042.80	.00	17,496.10	23,190.90	43	36,283.76
61615	LIFE INSURANCE	6.00	.00	6.00	.00	.00	2.07	3.93	34	6.36
61710	IMRF	41,015.00	.00	41,015.00	4,124.81	.00	16,778.52	24,236.48	41	37,000.75
61725	SOCIAL SECURITY	24,546.00	.00	24,546.00	2,518.09	.00	10,314.12	14,231.88	42	22,092.04
61730	MEDICARE	5,741.00	.00	5,741.00	588.86	.00	2,412.15	3,328.85	42	5,166.69
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	.00	13,589.00	9,989.26	22,721.74	51	24,625.10
62341	INTERNET SOLUTION PROVIDERS	135,800.00	.00	135,800.00	10,974.49	2,589.30	61,947.22	71,263.48	48	137,807.21
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	30.00	.00	4,502.12	5,497.88	45	6,733.46
65555	PERSONAL COMPUTER EQUIPMENT	51,870.00	.00	51,870.00	710.31	.00	1,466.91	50,403.09	3	10,417.09



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

66025	TRANSFER TO DEBT SERVICE - ERI	8,966.00	.00	8,966.00	747.17	.00	4,483.02	4,482.98	50	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$762,478.00	\$0.00	\$762,478.00	\$64,570.69	\$16,178.30	\$298,659.39	\$447,640.31	41%	\$640,930.45
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	254,331.00	.00	254,331.00	30,722.89	.00	117,863.53	136,467.47	46	193,588.26
61050	PERMANENT PART-TIME	96,557.00	.00	96,557.00	12,747.84	.00	55,014.90	41,542.10	57	148,521.16
61110	OVERTIME PAY	7,000.00	.00	7,000.00	217.56	.00	1,509.57	5,490.43	22	15,265.13
61415	TERMINATION PAYOUTS	7,550.00	.00	7,550.00	.00	.00	.00	7,550.00	0	101.91
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	987.15
61510	HEALTH INSURANCE	80,980.00	.00	80,980.00	7,219.78	.00	41,513.73	39,466.27	51	62,045.85
61626	CELL PHONE ALLOWANCE	1,100.00	.00	1,100.00	100.00	.00	1,115.04	(15.04)	101	2,915.04
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	465.00	155.00	75	620.00
61710	IMRF	35,260.00	.00	35,260.00	4,307.68	.00	17,194.68	18,065.32	49	37,080.66
61725	SOCIAL SECURITY	21,209.00	.00	21,209.00	2,614.97	.00	10,499.33	10,709.67	50	21,826.10
61730	MEDICARE	4,960.00	.00	4,960.00	611.56	.00	2,455.49	2,504.51	50	5,104.51
62225	BLDG MAINTENANCE SERVICES	208,700.00	.00	208,700.00	9,064.32	85,317.16	79,052.75	44,330.09	79	208,034.46
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	6,741.24
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	194.74	(194.74)	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	4.99	.00	4.99	1,295.01	0	33.59
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,719.98	2,720.02	50	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,442.48	2,442.52	50	4,743.00
62315	POSTAGE	.00	.00	.00	.00	.00	392.00	(392.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	.00
64015	NATURAL GAS	27,000.00	.00	27,000.00	1,845.02	.00	11,818.61	15,181.39	44	20,852.32
64505	TELECOMMUNICATIONS	.00	.00	.00	249.58	.00	1,226.51	(1,226.51)	+++	3,197.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,476.18	.00	4,063.88	7,936.12	34	12,304.13
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	915.59	.00	9,598.47	22,401.53	30	29,392.10
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	313.74	(313.74)	+++	963.26
66025	TRANSFER TO DEBT SERVICE - ERI	5,658.00	.00	5,658.00	471.50	.00	2,829.00	2,829.00	50	.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$820,750.00	\$0.00	\$820,750.00	\$73,429.87	\$85,317.16	\$362,288.42	\$373,144.42	55%	\$779,771.68
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	581,803.00	.00	581,803.00	65,861.01	.00	244,532.58	337,270.42	42	573,742.11
61050	PERMANENT PART-TIME	101,087.00	.00	101,087.00	11,295.97	.00	46,621.23	54,465.77	46	88,084.57
61415	TERMINATION PAYOUTS	16,150.00	.00	16,150.00	.00	.00	.00	16,150.00	0	28,237.82
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,149.41	(1,149.41)	+++	1,836.93



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

61510	HEALTH INSURANCE	138,518.00	.00	138,518.00	11,202.60	.00	62,358.58	76,159.42	45	112,037.64
61615	LIFE INSURANCE	.00	.00	.00	.00	.00	3.71	(3.71)	+++	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	3,000.00	4,200.00	42	7,200.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	500.00	700.00	42	1,200.00
61710	IMRF	67,316.00	.00	67,316.00	7,373.05	.00	28,586.43	38,729.57	42	69,672.04
61725	SOCIAL SECURITY	37,906.00	.00	37,906.00	4,592.68	.00	18,050.89	19,855.11	48	38,966.14
61730	MEDICARE	9,550.00	.00	9,550.00	1,074.11	.00	4,221.58	5,328.42	44	9,685.87
62185	CONSULTING SERVICES	118,000.00	.00	118,000.00	3,210.00	.00	23,250.78	94,749.22	20	188,784.12
62205	ADVERTISING	8,000.00	.00	8,000.00	295.00	.00	1,820.99	6,179.01	23	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	439.22	.00	1,271.76	6,728.24	16	7,744.63
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	1,554.24
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	291.00	.00	16,122.65	25,877.35	38	31,876.72
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	476.40	4,023.60	11	5,369.15
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	329.00	(329.00)	+++	.00
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	189.49	.00	1,529.74	570.26	73	5,625.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	84.00	.00	1,295.85	11,604.15	10	24,475.91
62506	WORK- STUDY	1,500.00	.00	1,500.00	.00	.00	1,382.83	117.17	92	940.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	446.45	.00	2,708.53	2,991.47	48	5,500.03
64015	NATURAL GAS	.00	.00	.00	.00	.00	84.00	(84.00)	+++	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	251.29	.00	781.78	1,218.22	39	2,568.38
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	75.00
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	15,353.61	3,758.01	41,703.90	52,638.09	46	63,787.81
65635	PERIODICALS	.00	.00	.00	.00	.00	358.80	(358.80)	+++	298.14
66025	TRANSFER TO DEBT SERVICE - ERI	14,207.00	.00	14,207.00	1,183.92	.00	7,103.52	7,103.48	50	.00
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	20,833.33	.00	124,999.97	125,000.03	50	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,535,337.00	\$0.00	\$1,535,337.00	\$144,676.73	\$3,758.01	\$634,244.91	\$897,334.08	42%	\$1,278,602.22
Business Unit 4850 - LIBRARY GRANTS										
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	241.24
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	13.29	.00	829.87	9,170.13	8	23,378.96
65125	OTHER COMMODITIES	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	993.46	(993.46)	+++	1,228.56
Business Unit 4850 - LIBRARY GRANTS Totals		\$50,000.00	\$0.00	\$50,000.00	\$13.29	\$0.00	\$1,823.33	\$48,176.67	4%	\$24,848.76
Business Unit 4870 - MAIN LIBRARY MECHANICAL SYSTEMS										



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	19,370.00
	Business Unit 4870 - MAIN LIBRARY MECHANICAL SYSTEMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,370.00
	Business Unit 4871 - NORTH BRANCH MECHANICAL SYSTEMS									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	37,509.02
	Business Unit 4871 - NORTH BRANCH MECHANICAL SYSTEMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$37,509.02
	Department 48 - LIBRARY Totals	\$7,250,345.00	\$0.00	\$7,250,345.00	\$738,227.38	\$145,564.47	\$3,149,798.15	\$3,954,982.38	45%	\$6,455,115.36
	EXPENSE TOTALS	\$7,250,345.00	\$0.00	\$7,250,345.00	\$738,227.38	\$145,564.47	\$3,149,798.15	\$3,954,982.38	45%	\$6,455,115.36
	Fund 185 - LIBRARY FUND Totals									
	REVENUE TOTALS	7,250,345.00	.00	7,250,345.00	34,851.73	.00	3,613,470.10	3,636,874.90	50%	7,015,830.32
	EXPENSE TOTALS	7,250,345.00	.00	7,250,345.00	738,227.38	145,564.47	3,149,798.15	3,954,982.38	45%	6,455,115.36
	Fund 185 - LIBRARY FUND Totals	\$0.00	\$0.00	\$0.00	(\$703,375.65)	(\$145,564.47)	\$463,671.95	(\$318,107.48)		\$560,714.96
	Fund 186 - LIBRARY DEBT SERVICE FUND									
	REVENUE									
	Department 48 - LIBRARY									
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0	364,827.06
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	1.20
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$364,828.26
	Department 48 - LIBRARY Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$364,828.26
	REVENUE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$364,828.26
	EXPENSE									
	Department 48 - LIBRARY									
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	(1,007.10)
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	.00	.00	.00	330,955.00	0	323,241.00
68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	.00	.00	38,227.16	(23,227.16)	255	62,454.95
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$38,227.16	\$307,727.84	11%	\$384,688.85
	Department 48 - LIBRARY Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$38,227.16	\$307,727.84	11%	\$384,688.85
	EXPENSE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$38,227.16	\$307,727.84	11%	\$384,688.85
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0%	364,828.26
	EXPENSE TOTALS	345,955.00	.00	345,955.00	.00	.00	38,227.16	307,727.84	11%	384,688.85
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$38,227.16)	\$38,227.16		(\$19,860.59)



Budget Performance Report

Fiscal Year to Date 06/30/17

Include Rollup Account and Rollup to Object Account

Grand Totals									
REVENUE TOTALS	7,596,300.00	.00	7,596,300.00	34,851.73	.00	3,613,470.10	3,982,829.90	48%	7,380,658.58
EXPENSE TOTALS	7,596,300.00	.00	7,596,300.00	738,227.38	145,564.47	3,188,025.31	4,262,710.22	44%	6,839,804.21
Grand Totals	\$0.00	\$0.00	\$0.00	(\$703,375.65)	(\$145,564.47)	\$425,444.79	(\$279,880.32)		\$540,854.37

Endowment for the Evanston Public Library
 Holdings as of June 30, 2017

	Symbol	Shares/Quantity	Price	Value as of 10/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6989.197	\$223.75	\$1,563,832.83	38.5%		
Vanguard Small-Cap Index Fund	VSMAX	3705.301	\$64.99	\$240,807.51	5.9%		
Vanguard REIT Index Fund	VGSLX	1767.879	\$117.90	\$208,432.93	5.1%		
Vanguard Total International Stock Index Fund	VTIAX	13848.237	\$27.88	\$386,088.85	9.5%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6504.082	\$33.88	\$220,358.30	5.4%	64.5%	
Vanguard Federal Money Market Fund	VMFXX	436996.640	\$1.00	\$436,996.64	10.8%	10.8%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.923	\$147,769.52	3.6%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$112.061	\$138,045.70	3.4%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.370	\$140,688.58	3.5%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$95.144	\$154,425.84	3.8%	14.3%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26278.702	\$10.68	\$280,656.54	6.9%		
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$100.710	\$45,319.50	1.1%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$102.247	\$46,011.15	1.1%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$101.971	\$41,808.11	1.0%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$103.672	\$10,367.20	0.3%	10.4%
				\$4,061,609.20		100.0%	

Cash Equivalents	10.8%
US Treasury Inflation Protected Securities	14.3%
Corporate Bonds	10.4%
Domestic Equities	49.6%
International Equities	14.9%
	100.0%

Evanston Public Library
Board of Trustees
Committee Membership 2016-2017

Executive Committee

Michael Tannen (Chair as President)
Margaret Lurie (as Vice President)
Vaishali Patel (as Secretary)
Shawn Iles (as Co-Treasurer)
Benjamin Schapiro (as Co-Treasurer)

Finance Committee

Shawn Iles (as Co-Treasurer)
Benjamin Schapiro (as Co-Treasurer)
Leora Siegel
Michael Tannen

Management Committee

Margaret Lurie (Chair as Vice President)
Tori Foreman
Shawn Iles

Facilities Committee

Benjamin Schapiro
Shawn Iles
Michael Tannen

Development Committee

Margaret Lurie (Chair)
Vaishali Patel
Benjamin Schapiro
Shawn Iles

Fund for Excellence Committee

Margaret Lurie (Chair)
Board as a Whole

Endowment Investment Committee

Shawn Iles (as Co-Treasurer)
Benjamin Schapiro (as Co-Treasurer)
Karen Young
Peter Hemwall

Liaison to Evanston Nursery and Pre-K Schools

Socorro Clarke

Agenda Item 10.b

Liaison to School District 65

Vaishali Patel

Liaison to Evanston Twp High School District 202

Michael Tannen

Liaison to Oakton Community College

Shawn Iles

Board Nominating Committee

Appointed each April

Director Evaluation Committee

To be appointed

As of July 2016



Memorandum

To: Evanston Public Library Board Trustees

From: Karen Danczak Lyons, Library Director
John Devaney, Facilities Manager

Subject: Approval of Phase III North Branch Construction Interior Move Goods and Services Bid 17-45

Date: July 12, 2017

Recommended Action:

Library staff went out to public bid with Goods and Services Bid 17 – 45 and received two bids back. Hallett Movers \$41,880, and Bradford Systems Corporation \$45,699. Both vendors submitted responsible/responsive bids for the project scope.

Staff recommends the Facilities Committee and the Library Board authorize the Library Director to approve a goods and service agreement with Hallett Movers 7535 W. 59th Street, Summit, IL 60501 in the amount of \$41,880.00 related to Phase III of the North Branch Library renovations. The work includes packing, removal, off-site storage, and reshelving of Library materials and furnishings. The scope also includes the demolition of existing shelves and replacing with new (EPL supplied). This work is being performed in order to provide access to the entire facility floor to perform abatement of the asbestos containing tile and installation of the new carpeting. Hallett Movers acknowledges its understanding of the scope, nature and quality of the work that EPL expects, and verifies their availability for the projected relocation dates. Hallett Movers specializes in library relocations and comes with impressive references from similar past library projects.

Library services will stop at the North Branch at 6:00 pm on Saturday July 29, 2017. If approved, Hallett Movers will begin work on Monday July 31, 2017 in order to meet our extremely tight construction schedule. (Please see steps 5 and 6 “Impact to the Public”)

Funding Source:

Funding is from the Library Fund, account 187.4862.65515. The 2017 CIP budget for the third phase of the project is \$474,000.

Background:

We have completed two prior phases of work at the North Branch renovation to date:

Phase I: Restroom Renovations - 2014

Phase II: HVAC and water main replacement - 2016

During Phase III, the third and final phase, we will complete the following work:

- 1) Repair all of the exterior masonry
- 2) Replace roof and gutters
- 3) Replacement of the storefront and vestibule including modifications add automatic doors
- 4) Replacement of south and east facing windows in the rear
- 5) Replacement of rear door
- 6) Asbestos tile abatement
- 7) Carpet replacement
- 8) Install new shelving

The anticipated schedule is as follows:

Month	June	July	August
Task	Masonry repair Storefront replacement Begin roof replacement	Replacement of SE facing windows Replacement of rear door	Asbestos abatement Carpet replacement Install new shelving Electrical work

Impact to the public:

During steps 1 through 4, there will be the following impact for the public:

- a) The sidewalk on Central Street in front of the North Branch will be partially blocked.
- b) The parking for staff and volunteers (in the rear) will be unavailable.
- c) The front (North) end of the branch reading room will be blocked off with plywood. This will necessitate a reduction in the seating area available for adult patrons.
- d) The New Books and part of the Mystery collection will be re-arranged on a temporary basis during the construction of the storefront.
- e) The computer bar in the North window will not be available.

During steps 5 and 6 the North Branch and the book drop will be closed.

The Branch will close on July 29th, at 6:00 p.m. The Branch will re-open on Tuesday, September 5th, at 10:00 a.m.

The closure is required because the work that is being done is asbestos abatement, and this work has stringent environmental controls that **must** be applied. Therefore the public can **not** be allowed access during this work.

During steps 5 and 6, there will be the following impact for the public:

- a) No materials can be returned or checked out during August.
- b) All patron holds will be picked up at the Main Library.
- c) No programming at the North Branch during August.
- d) The collection at the North Branch will be unavailable to the Evanston Library and the Consortium.

Improvements for the public:

While most of the work we are performing will address the building's structural elements, and therefore not visible to public, there will some visible improvements to the North Branch.

Specifically:

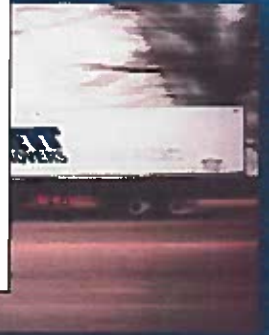
- 1) New carpeting. The current carpeting is old and worn. New carpeting will be welcome.
- 2) A motorized drop down screen, a daylight ceiling mounted projector, and motorized black out shades for the North storefront will be included. This will greatly enhance the programming capabilities.
- 3) An expanded Children's activity area with more room for activities.
- 4) New furniture for both the adult reading area and the children's activity area.
- 5) Re-installation of the computer catalog station.
- 6) Re-upholstery (or replacement) of Children's Reading chair.
- 7) New modern shelving.

HALLETT MOVERS



**Hallett Movers Bid Proposal
For
City of Evanston
North Branch Library Phase III Interior Move
Bid # 17-45
Evanston, IL**

Submitted July 11, 2017





July 11, 2017

City of Evanston
Linda Thomas
Purchasing Division, Room 4200
Lorraine H. Morton Civic Center
2100 Ridge Avenue
Evanston, IL 60201

RE: North Branch Library Phase III Interior Move, Bid Number 17-45

Dear Ms. Thomas,

Thank you for the opportunity to provide a proposal for the **City of Evanston, North Branch Library Phase III Interior Move, Bid Number 17-45**. Our quote is based on the RFP issued June 26, 2017. This proposal endeavors to provide all requested information, which should effectively prove Hallett to be of the highest quality experience and service in library relocations such as the City of Evanston, North Branch Library is about to embark. Hallett further acknowledges its understanding of the scope, nature and quality of work to be performed and verifies that we are readily available for the projected relocation dates.

As is our standard practice, Hallett agrees that we are in compliance with all applicable laws and policies - as stipulated in the RFP. Hallett has developed its lump sum price for this project at current Prevailing Wage Rates for Cook County. All prices found within are firm and remain valid for 60 days after the Bid Opening Date. Furthermore, a Bid Bond is furnished for 5% and a Performance Bond will be furnished in the stated amount of 110% of the contract price. As instructed, we guarantee all appropriate insurances (see enclosed COI) will be in force through the duration of the project and we will indemnify and hold the City & Officers harmless for claims and damages as required.

In all phases, in all processes and in all endeavors Hallett's primary goal will be to provide the most efficient, least disruptive move for all materials and shelving. Enclosed you will find the resumes of our Project Managers and Supervisors whom are all well versed in moves of this nature. This project will be assigned one Project Manager who will be supported on site by several experienced move staff. With a full professional moving staff and owning our own equipment - Hallett assures its ability to accomplish the project within the requested parameters.

Hallett Movers was established in 1937, we are a family owned business operated by the 2nd and 3rd generations. We provide hands-on management that reflects our pride in our family tradition and past performance. Hallett are longstanding members in many professional associations including Illinois Movers' and Warehousemen's Association, as well as the American Library Association. We have long been rated A+ with 0 complaints with the Illinois Better Business Bureau. Hallett is a woman-owned company and is singularly capable of providing all services for the scope of this project.

In selecting Hallett Movers, you are assured of the finest quality moving service obtainable. If you have any questions, or would like to discuss any part of this bid proposal do not hesitate to contact me at 708-458-8600 or via email at dawn@hallettmovers.com. We look forward to being of service to you.

Sincerely,

Dawn Hallett
President



EXHIBIT A – BID FORM
For
North Branch Library Phase III Interior Move
(BID No. 17-45)

1.01 BID TO:

Evanston Public Library/THE CITY OF EVANSTON
2100 Ridge Avenue
Evanston, Illinois 60201

hereinafter called "OWNER".

1.02 BID FROM:

Hallett & Sons Expert Movers, Inc.

(Hereinafter call "BIDDER")

7535 W. 59th Street, Summit, IL 60501

Address

708-458-8600

Telephone Number

708-458-7116

Fax Number

1.03 BID FOR: North Branch Library Phase III Interior Move

1.04 ACKNOWLEDGEMENT:

A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the Project in accordance with all the plans, specifications and related Contract Documents as prepared by the City of Evanston.

- B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No.	<u> N/A </u>	Dated	<u> N/A </u>
Addendum No.	<u> N/A </u>	Dated	<u> N/A </u>
Addendum No.	<u> N/A </u>	Dated	<u> N/A </u>

1.05 GENERAL STATEMENTS

- A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.
- B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.
- C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.
- D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.
- E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.
- F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

1.06 ALTERNATES

- A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the undersigned may be required to perform by reason of the acceptance of alternates.

1.07 AGREEMENT

- A. In submitting this Bid, the undersigned agrees:
 - 1. To hold this Bid open for sixty (60) days from submittal date.
 - 2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
 - 3. To accomplish the work in accordance with the Contract Documents.
 - 4. To complete the work by the time stipulated in the General Conditions
- B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

1.08 SCHEDULE

- A. See General Conditions for required schedule of completion dates.

1.09 PROPOSED PRICES

- A. The Bidder hereby proposes to furnish all labor, materials, equipment, transportation, construction plant and facilities necessary to complete, in a workmanlike manner and in accordance with the contract documents, the contract of work bid upon herein for compensation in accordance with the following prices:

BASE BID AMOUNT:

\$ 41,880.00

(Forty One Thousand, Eight Hundred Eighty Dollars and no/100)

1.10 BID SECURITY

Accompanying this proposal is a bank draft, bid bond, Cashier's check or Certified check as surety in the amount of not less than five percent (5%) of the Total Bid payable to the City of Evanston.

The amount of the check or draft is: \$ (5%) Bid Bond Enclosed

If this bid is accepted and the undersigned shall fail to execute a contract and contract bond as required it is hereby agreed that the amount of the check or draft or bidder's bond substituted in lieu thereof, shall become the property of the City and shall be considered as payment of damages due to delay and other causes suffered by the City because of the failure to execute said contract and contract bond; otherwise said check or draft shall be returned to the undersigned.

ATTACH BANK DRAFT, BANK CASHIER'S CHECK OR CERTIFIED CHECK HERE.

In the event that one check or draft is intended to cover two or more bids, the amount must be equal to the sum of the proposal guarantees of the individual sections covered.

If the check or draft is placed on another proposal, state below where it may be found, as follows: The check or draft will be found in the proposal for:

N/A

1.11 MATERIAL SUBSTITUTION SHEET

The following is a schedule of substitute materials I propose to furnish on this job, with the difference in price being added to or deducted from the Base Bid. The Base Bid is understood to include only those items which are definitely specified by trade names or otherwise.

I understand that if no price difference is indicated, then the selection of materials is optional with the Owner, and approval or rejection of the substitution below will be indicated prior to signing of Contracts.

<u>PRODUCT NAME AND/OR MANUFACTURER</u>	<u>ADD</u>	<u>DEDUCT</u>
<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

1.12 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__

Notary Public

Commission Expires: _____

B. PARTNERSHIP

Signature of All Partners:

Name (typed or printed)

Name (typed or printed)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__

Notary Public

Commission Expires: _____

C. CORPORATION

Signature of Authorized Official: *Dawn Hallett-Temes*

Title: President

Name above (typed or printed): Dawn Hallett-Temes

(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)

(Corporate Seal)

Attest: *Dawn Hallett-Temes*
Secretary

SUBSCRIBED AND SWORN to before me this 7th day of July, 2017

Debra K Gossett
Notary Public

Commission Expires: 05/22/2020



1.13 DISCLOSURE

A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

B.

Bidder: Hallett & Sons Expert Movers, Inc.

Business Address: 7535 W. 59th Street
Summit, IL 60501

Telephone Number: 708-458-8600

1.15 CONTACTS

A. In the event the Evanston Public Library Board of Trustees approves this bid response, list the name, address, telephone, and fax number of the person to be contacted to place an order:

Bidder: Hallett & Sons Expert Movers, Inc./ Dawn Hallett-Ternes

Address: 7535 W. 59th Street

Summit, IL 60501

Telephone Number: 708-458-8600

Fax Number: 708-458-7116

1.14 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: Indianapolis Public Library

Address: 2450 N. Meridian Street, Indianapolis, IN 46208

Contact Person: Deb Lambert - dlambert@indypl.org

Phone: 317-275-4850

Contract Value: \$235,009.50

Contract Dates: 02/15/17 - 3/2/17

2. Name: Skokie Public Library

Address: 5215 Oakton, Skokie, IL 60077

Contact Person: Richard Kong, Director - rkong@skokielibrary.info

Phone: 847-673-7774

Contract Value: \$70,050.00

Contract Dates: 8/2016 - 9/2016

3. Name: Northwestern University

Address: 2020 Ridge Avenue, Evanston, IL 60208

Contact Person: Noel Davis - noel.davis@northwestern.edu

Phone: 847-467-7180

Contract Value: \$159,000.00

Contract Dates: 09/2016 - 10/2016

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Hallett & Sons Expert Movers, Inc.
7535 W. 59th Street
Summit, IL 60501

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

One Tower Square
Hartford, CT 06183
Mailing Address for Notices

Same as above

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

City of Evanston
2100 Ridge Road
Evanston, IL 60201

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Dismantling and moving shelving; packing and moving collection to offsite storage; move library staff personal effects and misc. furniture; installing new shelving; and returning collection

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of July, 2017.

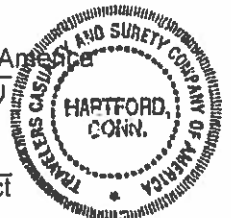
Beth Bergh
(Witness)

Hallett & Sons Expert Movers, Inc.
(Principal) (Seal)

By: [Signature]
(Title) President

Travelers Casualty and Surety Company of America
(Surety) (Seal)

By: [Signature]
(Title) Rene' Roulo, Attorney-in-Fact



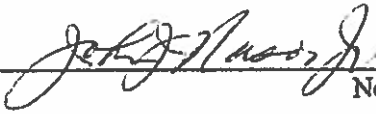
(Witness) See Attached Jurat

STATE OF ILLINOIS
COUNTY OF COOK

I, John J. Naso Jr., a Notary Public in and for the state and county aforesaid, do hereby certify that Rene' Roulo of Orland Park, Illinois who is personally known to me, appeared before me this day and acknowledged that she signed, sealed and delivered the foregoing instrument as her free and voluntary act as Attorney-in-Fact of the Travelers Casualty and Surety Company of America, and as the free and voluntary act of the Travelers Casualty and Surety Company of America, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 11th day of July, A.D. 2017.

My commission expires December 13, 2017
NOTARIAL JURAT



Notary Public





POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Surety Bond No. Bid Bond

Principal: Hallett & Sons Expert Movers, Inc.

OR

Project Description: Dismantling and moving shelving; packing and moving collection to offsite storage;
move library staff personal effects and misc.
furniture; installing new shelving; and returning collection

Obligee: City of Evanston

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Rene' Roulo of the City of Orland Park, State of IL, their true and lawful Attorney-in-Fact, to sign, execute, seal and acknowledge the surety bond(s) referenced above.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 24th day of June, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut

City of Hartford ss.

By:

[Signature]
Robert L. Raney, Senior Vice President

On this the 24th day of June, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021.



[Signature]
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 11th day of July, 2017

Kevin E. Hughes

Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

**EXHIBIT B- CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT
OPPORTUNITY
(Only if Contract Exceeds \$10,000)**

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION OF BIDDER

Hallett & Sons Expert Movers, Inc., 7535 W. 59th Street, Summit, IL 60501

Name and Address of Bidder (Include ZIP Code)

IRS EMPLOYER I.D. NUMBER 36-2438075

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause. Yes No

2. Bidder has filed all compliance reports due under applicable instructions. Yes No

3. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended? Yes No

Name: Dawn Hallett-Ternes

Title: President

Signature: 

Date: 07/07/17

EXHIBIT C – DISCLOSURE OF OWNERSHIP INTERESTS

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: Hallett & Sons Expert Movers, Inc.

APPLICANT ADDRESS: 7535 W. 59th Street, Summit, IL 60501

TELEPHONE NUMBER: 708-458-8600

FAX NUMBER: 708-458-7116

APPLICANT is (Check One)

1. Corporation () 2. Partnership () 3. Sole Owner () 4. Association ()
5. Other ()

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

- 1a. Names and addresses of all Officers and Directors of Corporation.
Corinne Hallett (Owner), 1401 Burr Oak Rd., Unit 117B, Hinsdale, IL 60521
Dawn Hallett-Ternes (President), 20426 Falling Water Circle, Frankfort, IL 60423

- 1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

N/A

- 1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

Corinne Hallett- 100%

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

- 2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

N/A

- 2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

N/A

SECTION 3 - TRUSTS

- 3a. Trust number and institution.

N/A

- 3b. Name and address of trustee or estate administrator.

N/A

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

N/A

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1,2, or 3 are being held by an agent or nominee, and give the name and address of principal.

N/A

4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

N/A

4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture or partnership agreements.)

N/A

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

07/07/17
Date


Signature of Person Preparing Statement

President
Title

ATTEST: 
Notary Public

Commission Expires: 05/22/2020

(Notary Seal)



EXHIBIT D – ADDITIONAL INFORMATION SHEET

Bid/Proposal Name: North Branch Library Phase III Interior Move

Bid/Bid Number #: 17-45

Company Name: Hallett & Sons Expert Movers, Inc.

Contact Name: Dawn Hallett-Ternes

Address: 7535 W. 59th Street

City, State, Zip: Summit, IL 60501

Telephone/FAX: # 708-458-8600/708-458-7116

E-mail: dawn@hallettmovers.com

Comments: _____

EXHIBIT E

**CERTIFICATE OF COMPLIANCE
WITH PREVAILING WAGE RATE ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of Evanston, Cook, County, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois, 820 ILCS 130 *et seq*, and as amended by Public Acts 86-799 and 86-693 and current City of Evanston Resolution, with rates to be paid in effect at time work is performed. Contractors shall submit monthly certified payroll records to the city.

Name of Contractor: Hallett & Sons Expert Movers, Inc.

By: 
Dawn Hallett-Ternes

By: State of Illinois, County of Cook

Subscribed and sworn to before me this 7th day

of July, 2017.

Notary Public



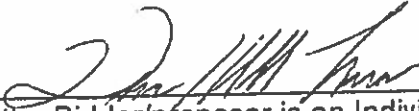


EXHIBIT F – CONFLICT OF INTEREST

Hallett & Sons Expert Movers, Inc., hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Bidder, its owners and employees and any official or employee of the City of Evanston.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Bidder/proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

Dawn Hallett-Ternes, President



(Name of Bidder/proposer if the Bidder/proposer is an Individual)
(Name of Partner if the Bidder/proposer is a Partnership)
(Name of Officer if the Bidder/proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.
Subscribed and Sworn to this 7th day of July, 2017



Notary Public

(Notary Seal)

Commission Expires: 05/22/2020

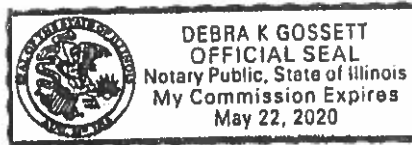



EXHIBIT G – SIGNATURE FORM
THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the proposer hereby certifies that they are not barred from bidding on this contract as a result bid rigging or bid rotating or any similar offense (720 ILCS 5/33 E-3, E-4).

Authorized Signature:  _____

Company Name: Hallett & Sons Expert Movers, Inc. _____

Typed/Printed Name: Dawn Hallett-Temes _____

Date: July 7, 2017 _____

Title: President _____

Telephone Number: 708-458-8600 _____

E-mail
dawn@hallettmovers.com _____

Fax Number: 708-458-7116 _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 7131 N Knoxville Ave #1 Peoria IL 61614	CONTACT NAME: Abbey Fliege PHONE (A/C, No, Ext): 309-691-1781 E-MAIL ADDRESS: Abbey_Fliege@ajg.com	FAX (A/C, No): 309-690-7828
	INSURER(S) AFFORDING COVERAGE	
INSURED Hallett & Sons Expert Movers, Inc. 7535 West 59th Street Summit IL 60501	INSURER A: General Casualty Insurance Company NAIC # 18821	
	INSURER B: General Casualty Insurance Company 18821	
	INSURER C: BrickStreet Mutual Insurance Compan 12372	
	INSURER D: Travelers Casualty and Surety Co of 31194	
	INSURER E:	
	INSURER F:	

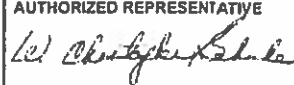
COVERAGES **CERTIFICATE NUMBER:** 2048232319 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CCI 1278688	4/22/2017	4/22/2018	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CBA1278688	4/22/2017	4/22/2018	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			CCU 1278688	4/22/2017	4/22/2018	EACH OCCURRENCE	\$6,000,000
							AGGREGATE	\$6,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCN 6001323	4/22/2017	4/22/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000
B B D	Carriers Legal Warehouse Legal EE Theft Client Property			CCI 1278688 CCI 1278688 106673433	4/22/2017 4/22/2017 1/27/2017	4/22/2018 4/22/2018 1/27/2018	\$500,000/\$1,000,000 Ded - \$1,000 \$1,000,000	\$1,000 22,000,000 10,000 DED

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

For Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
----------------------	---