

evanston public library
community | events | ideas | resources



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, OCTOBER 18, 2017

6:30 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, October 18, 2017

Chat with a Trustee
6:00 P.M. – 6:30 P.M.

Meeting of the Board
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. Public Hearing:** Truth in Taxation Hearing for the 2017 Property Tax Levy for the Evanston Public Library
- 4. CONSENT AGENDA**
 - A. Approval of Minutes of September 13, 2017 Regular Meeting
 - B. Approval of Bills and Payroll
- 5. INFORMATION/COMMUNICATIONS**
 - A. Robert Crown Branch Library Project Update
 - B. Lush Construction Update (John Devaney)
- 6. LIBRARY DIRECTOR'S REPORT**
 - A. Director's Report
- 7. STAFF REPORTS**
 - A. Administrative Services Report (Teri Campbell)
 - B. Mission Impossible VIII (Heather Norborg and Russell Johnson)
 - C. State Per Capita grant annual requirements (Teri Campbell):
Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings. (*attached*)

Trustees — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION": <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

8. BOARD REPORTS

9. BOARD DEVELOPMENT

- Trustee training on Saturday, October 21st, 10:00-noon at the Genoa Public Library. Phil Lenzini will be talking about Library Law and Finances.

10. UNFINISHED BUSINESS

- A. Discussion of FY2018 Proposed Budget
- B. Approval of 2018 Proposed Library Expenditure Budget (**ACTION**)
- C. Preliminary Tax Levy Estimate
- D. Consultant – Equity of Access, Diversity and Inclusion Assessment (**ACTION**)
- E. Facilities Committee – Main Library Renovation Update (**UPDATE**)

11. NEW BUSINESS

- A. Furlough Day/ Library Closed on November 10th (**ACTION**)
- B. Trustee Participation (**Discussion**)

12. ADJOURNMENT

Next Meeting: November 15, 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, September 13, 2017**

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Socorro Castro, Adam Goodman, Tori Foreman, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith

Members Absent: Shawn Iles, Michael Tannen

Staff: Laura Antolin, Teri Campbell, Karen Danczak Lyons, Renee Neumeier, Jessica Ticus

Citizens Present: Deborah Lazar, Bobby Burns, Bennett Johnson, Atina Danner

Presiding Member: Benjamin Schapiro, President

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

CITIZEN COMMENT- Deborah Lazar spoke in support of an equity audit and expressed her appreciation of the Board's response to the community.

CONSENT AGENDA

- A. **Approval of the August Bills and Payroll and Minutes of August 16, 2017 Regular Meetings** –Margaret Lurie motioned to approve and Sandra Smith seconded and it was approved on a voice vote.

INFORMATION/COMMUNICATIONS

- A. **.Honoring Book Sale Volunteers** – President Schapiro read a proclamation honoring the Book Sale Volunteers for their hard work on the quarterly book sales, which have been an important fundraiser for the Library and welcomed service to the community for decades.

LIBRARY DIRECTOR'S REPORT

- A. **Director's Report-** The third annual Storytelling Festival, scheduled for October 6-8th, will feature international as well as local storytellers. All events are free and open to the public. On September 25th, the City Council will be asked for approval to move forward with construction bids for the Robert Crown Community Center. The Friends of Robert Crown signed a

memorandum of agreement with the City authorizing the City to move forward invoicing donors who have pledged financial support. The contract with CCS, the fundraising consultants for this project, ends in September and renewal of the contract is under discussion. The Library's Eclipse Viewing Event was attended by over 500 people and a great event.

- B. Evanston Public Library and Equity of Access, Diversity and Inclusion –** DeEtta Jones, founder of DJA Consulting, skyped into the meeting to discuss the company's extensive experience working with libraries and other public institutions around issues of equity, access and diversity. Members of the team at DJA consulting have professional backgrounds in marketing, technology, human resources, diversity and inclusion, organizational development, and instructional design. Ms. Jones discussed how she would approach working with the Library and the City of Evanston and emphasized the need to listen to the community and find bridges to people who feel they have not had a voice. She believes in open and honest conversation about race and class and wants to develop a more robust understanding of underserved areas and develop near and long-term strategic recommendations for providing service. Board and community members were able to ask questions. Next steps, as defined by Karen Danczak Lyons, include defining the scope of the work and working with the City to seek grant funding.

STAFF REPORT

- A. Administrative Services Report –**The North Branch Library construction is completed and the branch opened to the public on September 5th. Lush has most of the necessary permits for construction approved and anticipates opening for business by December.
- B. Summer Reading Program-** Renee Neumeier and Laura Antolin reported the Summer Reading Program continued to grow this summer. New software for patron interface and program administration made it easier to collect data and analyze results. Overall participation increases with over 442 more participants and completion rates increased from 45% to 46%. In response to community feedback, the program was extended almost three weeks, ending August 20th. Community partnerships with Y.O.U, COE summer camps and other sites helped bring the program into the community. ABC Boosters, a program that matches teen mentors from the Youth Job Center with rising kindergarteners, also continues to improve. ABC Boosters served 74 children at three sites and trained and employed 21 teens.

BOARD REPORTS

- A. Development Committee** – Shawn Iles reported that the efforts for the 2017 Fund for Excellence campaign are underway and the committee had a kick-off meeting on September 7th.

UNFINISHED BUSINESS

- A. Facilities Committee- Main Library Renovation Update** – Report tabled until October.
- B. . Appointment of Committee Members:** Ben Schapiro made the following Board Committee appointments.
- Executive Committee:** Ben Schapiro (Chair as President); Tori Foreman, (Vice-President); Vaishali Patel (Secretary); Shawn Iles(Treasurer)
 - Finance Committee:** Shawn Iles (Chair as Treasurer); Sandra Smith; Socorro Castro; Ben Shapiro, Ex-Officio
 - Management Committee:** Adam Goodman(Chair);Tori Foreman, Margaret Lurie
 - Facilities Committee:** Benjamin Schapiro, Shawn Iles, Michael Tannen
 - Development Committee:** Margaret Lurie (Chair); Shawn Iles
 - Fund for Excellence Committee:** Margaret Lurie (Chair); all Board members
 - Endowment Investment Committee:** Shawn Iles, Michael Tannen, community members Karen Young and Peter Hemwall
 - Liaison to Evanston Nursery and Pre-K Schools:** Socorro Castro
 - Liaison to D65:** Vaishali Patel
 - Liaison to D202:** Michael Tannen
 - Liaison to Northwestern:** Adam Goodman
 - Board Nominating Committee:** appointed in April
 - Director Evaluation:** Adam Goodman

ADJOURNMENT – Sandra Smith motioned to adjourn the meeting at 8:30 pm, seconded by Adam Goodman and approved by voice vote.

Respectfully Submitted,

Vaishali Patel

**Next Meeting: Wednesday, October 18, 2017 at 6:30 pm Evanston Public Library,
Community Meeting Room.**

DRAFT

Library Director's Report
September 13, 2017

Updates:

- Summer Reading:
 - Renee Neumeier and Laura Antolin will be presenting on the summer reading outcomes at the September 13 board meeting.
- Robert Crown Community Center and Library: the September 25th City Council meeting agenda includes items related to this important project including a request to approve the creation of bid documents, an update on fundraising and the execution of a Memorandum of Understanding between the Friends of Robert Crown, the City of Evanston and the Evanston Public Library.
- Eclipse programming update from Kim Kaufmann:
 - Held two of the Eclipse Viewer events (50 attendees and 45 attendees respectively). Our expert for these two programs was Joe Guzman of Chicago Astronomer who brought his telescopes for patrons to use. Unfortunately that only worked for the 8/12 event as it was raining 8/16.
 - Eclipse Party! (500+ attending!!) I could never have done this without the support of other staff, both as sounding boards during the planning and as workers during the party. We even had our two MYSEP students volunteer their own time to come and work that day because they were so excited about it. I only heard one story about a grumpy patron who didn't get glasses right away, everyone else I talked to had a great time and thanked us for hosting the event. The different stations were a hit but mostly with families, though I did see some adults working through the "How Big, How Far, How Hot?" game. Kids enjoyed making their eclipse chalk art and their Sun Cookies. The cookies for the Sun Cookies activity were donated by Bennison's and Jewel and this activity taught kids about the different features of the surface of the sun. It turned out we had many more glasses than we thought so we didn't run out until after 2pm. I never thought to count them when they arrived, I assumed they sent us what we'd asked for. We were also able to allow patrons to use the two pairs of Binoculars we received in our NAML kit to see the sun at a higher magnification than the solar glasses. I wouldn't have done much differently so I think we have a solid plan for the next eclipse in 2024!

Assessments, Metrics and initiative results:

| Computer/Internet Use | | | | | | | | | | | | | |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | FYTD |
| Main | 4,023 | 4,090 | 4,057 | 4,083 | 4,015 | 4,505 | 4,472 | 5,023 | | | | | 34,268 |
| North Branch | 201 | 227 | 265 | 244 | 252 | 260 | 250 | - | | | | | 1,699 |
| CAMS | 473 | 453 | 465 | 477 | 527 | 527 | 524 | 616 | | | | | 4,062 |
| Computer Lab | 242 | 197 | 220 | 181 | 197 | 205 | | | | | | | 1,242 |
| Overall Computer/Internet Use | 4,939 | 4,967 | 5,007 | 4,985 | 4,991 | 5,292 | 5,246 | 5,639 | - | - | - | - | 41,271 |

| Website Visits | | | | | | | | | | | | | |
|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | FYTD |
| All Location | 55,468 | 48,541 | 52,269 | 44,632 | 43,173 | 43,187 | 42,205 | 45,110 | | | | | 374,585 |

| Wifi Users | | | | | | | | | | | | | |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | FYTD |
| All Location | 25,449 | 25,114 | 26,969 | 25,171 | 26,957 | 27,358 | 25,848 | 26,785 | | | | | 209,651 |

| Library Visits | | | | | | | | | | | | | |
|------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | FYTD |
| Main | 27,390 | 26,711 | 34,402 | 41,249 | 40,502 | 46,245 | 44,373 | 45,837 | | | | | 306,709 |
| North Branch | 3,790 | 4,005 | 4,109 | 4,058 | 3,815 | 4,785 | 4,453 | 4,553 | | | | | 33,568 |
| CAMS | 3,164 | 3,426 | 3,515 | 3,440 | 3,638 | 4,156 | 4,072 | - | | | | | 25,411 |
| Overall Library Visits | 34,344 | 34,142 | 42,026 | 48,747 | 47,955 | 55,186 | 52,898 | 50,390 | - | - | - | - | 365,688 |

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

- Kaufmann met with Kumar Jensen and Ericka Doroghazi from the City to discuss partnering on a high profile event for the next NAML (NASA @ My Library) grant year. We are all definitely interested in planning something around Earth Day. We'd also like to do other things throughout the year but nothing specific was identified at this time.

Outcome: Our high profile Eclipse event is developing new partnerships.
- Meyer arranged for Courtney Schroeder and Jess Alexander from the Morton Grove Public Library to present *Putting the M in Steam* for some of our Children's Programmers. She invited Courtney and Jess after remembering their presentation at IYSI and worked with them to host a meeting of our Math Storytime Team plus 2 Erikson researchers. Great that our team could get ILA training on the topic we were all exploring. Several staff members thanked her for bringing in such an actionable training to our team.

Outcome: From Gonzales about our recent trainings: I'm excited to integrate the things I learned from the Erikson institute and the Math workshop given by Morton Grove Public Library. I will be changing the theme for week four, from *Peek a Boo* to *Shapes and Counting*. I will be using books and songs, that integrate shapes and counting in a fun way. I even made a felt display for, *Un Elefante Se Balanceaba* (The Elephant Song) with pink Elephants and a black spider web!!

Children's Outreach Highlights from Laura Antolin include:

National Night Out :

- Tabled at 5th Ward's first National Night Out at Twiggs Park in response to a request from Alderman Robin Rue Simmons. Provided mobile access library services (courtesy of Jill Skwerski and the book bike), information and STEAM activities (origami and paper

airplanes as well as the airplane launcher) with the help of summer youth employee, Isaiah Braithwaite.

- Impact: Library is responsive to community requests and connects to community members.
- Outcome: Engaged with and informed community members about library services at a large community event, bringing activities, library materials, services and resources.

SRP in camps:

- Completed SRP final visits (book prizes) to Fleetwood and Robert Crown. Throughout the summer made visits to 17 different camp groups, interacting 3 to 4 times with 908 youth. Approximately 70% or 648 of those campers received SRP books. Changing patterns of camp attendance and camp sessions meant that not all campers were seen at all visits. Non-completion of SRP was related to youth being absent or leaving camp programs. Continued work needs to be done to include information about SRP in camp registration packets so that parents are clearly informed about their children's participation in SRP while in camp.
- Impact: The importance of reading throughout the summer to help deter summer slide was supported by the SRP.
- Outcome: SRP continues to be more embedded in camp programs each year providing youth the opportunity to participate in this Library program outside of the library building(s), and to provide more equitable access to programs and services.

Y.O.U.:

- Debriefed with Casey Varela and Emily Fishman regarding SRP. Emily felt that staffing had been difficult during the summer and that SRP wasn't as successful because of that. Casey was in attendance at Family Focus during a SRP visit and liked the way I had structured the visit (I asked the youth to book talk their favorite books) so we discussed ways to modify our partnership in summer of 2018 as well as the reading log for camps.
 - Pre-Care youth (approximately 60) - for the first 30 minutes each day, youth will read. Once a week, Laura will come in and lead a "book club" where the youth talk about what books they are reading.
 - Regular Program - modification of reading log to look more like a calendar. The youth will check off or color in each day that they read (reading will be done at camp and at home). Laura will not come to meet with the youth during regular program hours until the end of the summer - at that visit all youth will get SRP prizes including a book.
- School year partnership will continue this year (Laura bringing books to check out to Y.O.U. afterschool youth) and will be set up by each site coordinator (Dawes, Oakton, Walker, Washington). Monthly dates at Oakton have been scheduled.
- Outcome: Through partnerships, library services will be expanded to provide more equitable access to programs and services.

Home Daycare Provider Book Bags:

- Added Kindercare to Book Bag delivery and delivered first 2 bags. A former Home Daycare Provider who received Book Bags currently works at Kindercare and was very excited to see me and receive the 2 bags – she told me that the need for material there was great and that she had been wanting to get in touch with me.
- Volunteer Joe Moos will be trained to deliver Book Bags in September – he successfully passed the volunteer requirements. Joe will be taking my Daycare homes and I will continue to deliver to the Centers.

- Impact: Resources and quality of the early literacy activities provided by Home providers and Centers are significantly increased.
- Outcome: 20 Books Bags delivered (14 Book Bags delivered to home providers (1 is on vacation); 6 Book Bags delivered to centers (IWSE and Kindercare)

D65:

- Teacher Checkout:
 - Prepared and sent out Teacher Checkout letters and applications to Evanston/Skokie elementary schools and private/parochial schools.
- D65 librarians:
 - Attended first D65 librarian departmental meeting of the new school year. Provided information on Library services, listened to D65 initiatives and participated in equity discussion based on training D65 teachers had received. Delivered school specific lists of students completing the SRP to librarians and their principals (compiled by summer intern, Jasmine Abron, and organized by Leigh Kennelly).
 - Delivered 4 D65 library books (returned to EPL) to Kingsley librarian and 6 library books to Washington librarian. I deliver library books at the beginning and end of each month.
- K-LEAP Curriculum Night Book Bags:
 - Contacted D65 schools to determine Curriculum Nights and worked with Lea Hernandez-Solis to order K-LEAP book bags and nonfiction books for 830 kindergarten students. Requested materials for inclusion in book bags from F65.
 - Prepared a book bag for every student in each kindergarten classroom in 6 of the 12 elementary schools (Martha Meyer is responsible for the other 6 schools) and delivered school-specific bags to the librarian at each of those schools (Dawes, Dewey, King Arts, Lincoln, Oakton and Washington).
- K-Tours:
 - Sent emails to the kindergarten teachers in each school outlining Kindergarten tours, and providing a list of dates available to schedule tours. Touched base with Positive Connections Bus Company and D65 Transportation department regarding Bus Forms. Received requests and have scheduled kindergarten tours for 7 of the 12 schools.
- Afterschool childcare programs:
 - Scheduled monthly visits to Washington School and am in process of scheduling visits to Dawes School.

Teen Services Highlights from Renee Neumeier include:

The Hate U Give Book Discussion:

- Teen services partnered with ETHS staff member and community member Traci Brown Powell on a book discussion of *The Hate U Give* by Angie Thomas. The book group targeted current and former ETHS Books'r'Us Book Group members. There was a big interest in the book discussion and we gave away 15 copies of the book to interested members and alumni. Only three members were able to make it to the discussion due to inclement weather. We held an in depth discussion on the issues raised in the book ranging from police brutality, race issues, discrimination, gangs, family issues and relationships.
- Outcome: Teen Services reached black young adult women who were living in Evanston or had strong connections to Evanston and who were not regular EPL users. Teen services staff gained insight into issues that the participants felt strongly

about. Attendees were grateful for the opportunity to meet and discuss the book and we will offer this more than once next summer.

Linked in Learning Article

- Amy Odwarka, librarian at Haven asked if Renee Neumeier, Tracy Hubbard (Bessie Rhodes) and Kefira Philippe (Nichols) would be interested in submitting an article about our approach to collaboration to ISLMA to publish in *Linked in Learning*. This book is put out every few years and is often required reading for MLIS students. A close to final draft can be found here:
https://docs.google.com/document/d/11mYN5JFD5cAl_OldFWYXObCQwaouKJsCRj3TRXDbVZQ/edit?usp=sharing
- Outcome: We worked together to share ideas on how to engage with the school or public librarian in your community. Readers gain ideas on how to initially connect, how to start small with booktalking together, how to tie partnerships to the curriculum like the Mock Printz program we do annually and how to go big like the YA Middle School Lit Fest. These tips and tools will be useful to both school and public librarians in their work.

ILA 2017 Presentation:

- Kefira Philippe, Amy Odwarka, Tracy Hubbard and Renee Neumeier began outlining their presentation for ILA. They model much of their presentation off of the article they submitted to Linked in Learning. Renee Neumeier put together the slide presentation and revised the outline.

Y.O.U.

- EPL social worker, Justine Janis, made a connection with one of the members of the outreach team at Y.O.U., Emeric Mazibuko. Emeric is interested in spending some time at the Loft to make connections with our teens who come in regularly.
- Teen Services wrapped up the final session of the Y.O.U. summer program. At our final session we made art bots that the students were able to bring home.
- Renee Neumeier has a debrief meeting with Casey Valera to go over what went well and what we can work on for future enrichment programming for Y.O.U.. We're going to work on setting up a model where specific program options will always be available from EPL and possibly at more than one Y.O.U. site. Teen Services staff will also be taking part in a training put on by Y.O.U. staff about their approach to working with youth.
- Outcome: Through the summer program partnership we were able to reach teens who aren't always familiar with the Loft. We provide them with hands on learning and problem solving opportunities. The teens also become familiar with the Loft, the staff and the services available to them. This familiarity make the Loft more welcoming to these students since they know who they will see and what they can do outside of Y.O.U..

GSA

- Kevin Kelley continues to lead the teen GSA. There have been 6 -16 teens at each meeting and it's always a combination of returning and new faces. The mix of middle school and high school students is evenly matched. Kevin had concerns about how the two groups would mix, but meetings have been running very smoothly and everyone is welcoming. Justine Janis, EPL's social worker, was invited to the second meeting in August. She talked with the teens about techniques on how to manage stressful situations and back to school stress. The teens who attended the meeting were very

open about what causes them stress and anxiety. Kevin is working on finding a drag queen to present at an October meeting.

- Outcome: GSA continues to provide a safe and open space for LGBTQai+ teens and their allies. Teens from all different parts of Evanston and different Evanston schools are able to connect at these meetings and feel supported. Many of the teens use the Loft regularly because of the welcoming and supportive environment. The GSA's input helps us continue to expand and improve our services to LGBTQai+ community.

Teen Services Staffing

- Interviews were completed for the Teen Services Librarian I position and for the Teen Services Library Assistant position. Tyler Works has accepted the position for Librarian I and Elacsha Madison has accepted the position for Library Assistant. Tyler Works has several years of experience working as a teen librarian and currently is the Youth Services Assistant Department Head and Technology Librarian at Indian Prairie Public Library. Tyler has a wealth of STEM programming experience, which will be a huge asset to our team. He has experience working with diverse youth and understands the importance of equity in library service. He also brings strong project management skills and program development and evaluation knowledge. Elacsha has in depth experience working with youth from diverse backgrounds and also with diverse needs at the Mercy Home. She is prepared to handle all the different situations that can come up when serving teens. Elacsha is highly enthusiastic and excited to work with teens and sees herself as a positive role model for them. She brings a fresh perspective to programming and services. We're excited to welcome both Tyler and Elacsha to the Teen Services team.
- Outcome: Being fully staffed will allow the Teen Services team to expand our partnerships and bring more programming and services to the community. Having diverse staff helps us to strengthen relationships with teens and community members. We will also be able to offer new in house programming options to the community.

Inquiry Based STEM Programming

- Renee Neumeier met with Dr. Rebecca Daugherty, a researcher and scientist who used to be very involved in the afterschool STEM programming that NU's Science in Society Research Center runs, to discuss creating some inquiry based STEM programming at EPL. This means we're working towards creating programs that are focused on teen interests, but are also focused on having them problem solve and think critically in approaching the challenge. An additional benefit will be improving Teen Services staff's skills in presenting this type of program because the manner in which this type of program is facilitated is very important to the program's success. Currently Teen Services staff is reviewing popular books, YouTube videos and trends that can be used to create challenges that will excite teens. We're hoping to pilot 3-4 programs before March 2018.

Schools:

- Sent out teacher checkout renewal applications to all Evanston middle schools and high schools
- D65
 - Library Department meeting
 - Attended most of the the D65 librarian department meeting. Learned about their initiatives and D65 initiatives for 2018. Participated in brainstorming and discussion.

- Provided information, updates and materials on school services EPL offers.
 - Mock Printz
 - Renee Neumeier is working with D65 middle school librarians on narrowing down the booklist we'll be using for our annual Mock Printz program with 8th graders. Each year the book selection process has become more in depth. This year we started with a list of titles that have gotten multiple starred reviews and are narrowing it down from there.
- ETHS
 - Big Read
 - Working to coordinate with Samoane Jone the English Department Chair on how many copies of *Citizen* ETHS would like and when they would like them delivered.

Roundtable Interview:

- Met with science writer from the Evanston Roundtable to discuss the makerspace coordination happening in Evanston, how EPL is involved, what types of making and STEM opportunities EPL currently offers and EPL's long term plans related to STEM.

Community Engagement Highlights from Jill Skwerski include:

1. Final week of book bike visits to free lunch locations at James, Mason, Crown and Fleetwood Jourdain. During just this one week, we connected 39 patrons with direct library services.
 - a. Outcome: Made library services available to patrons at a location where they naturally gather.
2. Partnered with COPE at their school supply giveaway events at Grace Lutheran Church and St. Mark's Church. Provided +/-100 attendees with access to mobile library services via book bike. Created 8 new cards and checked out 32 items.
 - Outcome: Connected non-traditional library users to library services. At least one family had never had a card, didn't know or understand how to use a public library, and had never visited a library. Through mobile library services, we are able to break down some of the barriers that exist to connecting our non-users with access to service.
3. CommUNITY Picnic in Ingraham Park. Hosted tent with full mobile access library services and STEAM activities (courtesy of Laura Antolin and student assistants). Roughly 300 attendees visited the booth, gave away 150 books from book bike and issued 1 new library card (to new Director of Student Residential Services at NU).
 - Outcome: Engaged and informed Evanstonians regarding library services at large community event, providing access to services outside the building(s).
4. Provided letters of support for grants in support of forthcoming library programs and services.
 - EISMA (Evanston in School Music Association) letter written in support of partnership to bring music program to EPL this November.
 - a. Prism Pathways letter written in support of grant that will allow EPL to partner with local NFP in 2018 to bring neighborhood digital literacy centers to underserved neighborhoods via church locations.
 - Outcome: Through partnerships and grants, library services will be expanded beyond our current capacity to provide more equitable access to programs and services.

Highlights from Latino Engagement From Miguel Ruiz:

1. Presentation at REFORMA National Conference
 - a. Poster Session on our Chicago Community Trust “On The Table” model for Latino community engagement.

Outcome: Informs the latino serving library community about EPL’s leadership in outreach to Latino populations
2. Planned screening for WTTW Documentary
 - a. Focused on the Pilsen Latino community with Panel from Chicago and Evanston to be presented in November 2017.

Outcome: Build partnerships with Chicago leaders and build specialized programming for our Latino residents
3. Joined the Centro Romero organization as a Trustee

Outcome: Build partnerships in the Chicago metro area that focus on serving the Latino immigrant population in order to bring Chicagoland resources and services to Evanston Public Library
4. Table at ETHS Freshman & Transfer Student Orientation
 - a. Tabled during the Spanish language orientation timeline

Outcome: Engaged Spanish speaking families regarding library services and created new library cards.
5. Delegated Library student employee to develop Evanston Latino demographic data report.

Outcome: Report assists in identifying a clearer picture of Latino demographics in Evanston in order to enhance data driven decisions on outreach, resource, and service development.

Tech Training Highlights from Eduardo Gomez:

Veteran Center

- **Total Attendance:** 0 patrons
 - No participation for the month of August for the Vet Center
 - We will no longer continue to partner with the Vet Center due to zero interest and participation from the location.

Blake

- **Total Attendance:** 2-3 patrons per week
- **Topics: Email, Computer Basics, Smartphone**
 - Patrons continue to build on their computer literacy skills each week.
 - We received 1 new student for the month of August who is new to computers and will return to learn how to be well versed in operating a computer.

Primm

- **Total Attendance:** 12 students (4 per week)
- **Topics: Internet, Smartphone, Computer Basics**
 - Two new students attended during the month of August.
 - Both students had never used a computer before and wanted to begin learning how in order to use the Internet.

- Taught the rest of the students how to set up and operate their newly purchased smartphones.

* Eduardo was on vacation for two weeks during the month of August, which is why there was a slight dip in attendance for the month.

Neighborhood Services Highlights from Connie Heneghan include:

At CAMS we provided several art programs to support the Discover and Create portion of the Summer Reading Program. The highlight of our month was the Eclipse. Thanks to Kim Kaufmann and Bridget Sweeney we offered a build your own eclipse viewer program and had our own viewing party. Bridget Sweeney arranged with the Main Dempster Mile Association to bring participants onto the terrace of The Main. This kept children and families safe from traffic during the viewing. Additionally adults gathered at the corner of Main and Chicago and shared glasses.

Outcome: Engaging the diverse community that surrounds the CAMS branch.



Connie Heneghan continues to bring books, audiobooks and DVDs to the Foster Senior Group on Wednesdays. Six of their members participated in the Summer Reading Program. Member Nellie Nichols was thrilled to receive a gift certificate through the drawing.

Lewis Koppel, winner of our local Senior Spelling Bee went on to win the State Senior Spelling Bee in Springfield. He was honored by the city council. This is a joint effort between Parks and Recreation and the Library.



Connie Heneghan has taken temporary responsibility for leading the library's African American Literature book group at Gibbs Morrison discussing *The Underground Railroad* by Colson Whitehead. Fourteen attended including three new participants.

Paula Shapiro and Bridget Sweeney attended Putting the M in Steam. Paula Shapiro has been part of the Erickson program Finding Math in Storybooks and is particularly interested in identifying components of math early literacy similar to the five early literacy components of reading.

The North Branch was closed for the month of August. We are thrilled with the repairs and improvements that were made and greatly appreciate being able to set up before reopening. As much as we didn't like deserting our patrons for the month, we received many positive comments from patrons about the North Branch and about missing us while we were closed like this note from The Bonges family:

*Dear Nancy & Staff of North branch,
Thanks for being such an important part of our lives! We will miss you...*

N Engel received the following note from author Sarah Dessen:

July 2017

Hi Nancy!

I heard from my cousin Libby Hill that you are a fan of my books and a great librarian, so I wanted to send a note saying hello! Libby has great things to say about your library-which I understand, as my local one is one of my top places. I hope you are well and that you have a great summer!

From a patron who found employment using the Internet:

Thank you so much for all of your support and words of encouragement...Don't worry I will still be around for assistance!

From Linda & Raphael Moreen:

Dear EPL North Branch Team,

We just wanted to express our gratitude for your hard work year-round to help us easily gain access to other materials we enjoy!... We feel fortunate to live near a fantastic library.

Comment to Bridget Sweeney when she checked out books to a man who had immigrated from Iraq: “*Why do you do this?*” Checking this patron’s ID to sign him up for a computer, staff encouraged him to get a library card then ordered him some materials they had been discussing. He was overwhelmed at this service that we take for granted.

Adult Services Highlights from Heather Norborg include:

Programming:

In August, Kim Hiltwein hosted the AFTER HOURS FILM *The Circle* - 37 people attended and it was a lively crowd.

Upcoming film programs:

- *The Big Sick* is the After Hours Film for October, which is a multicultural movie with a diverse cast addressing issues in interracial relationships.
- *Where the Guns Go* documentary screening and lecture which is a political/current event program. It focuses on Mexico and will appeal to a Latinx audience as well as community members interested in issues of gun control - in partnership with Neighbors for Peace.
- *Before the Flood* screening and discussion, in partnership with Citizens' for a Greener Evanston. This is a science program about global warming that is aimed at all ages.
- *A Song for You* screening and discussion with the film's directors - about the director's family's experience during the Holocaust.
- *Unlocking the Cage* screening and panel - a documentary on animal rights.

Lorena Neal finalized the schedule for a new series of Law At The Library with Karen Handley at the Chicago Bar Association. The first session will be on Sept. 14, and we have new posters for the Main Library, and flyers to distribute to all branches.

Chokshi Filippone continues to provide free legal consultations on the 2nd and 4th Wednesday evening of each month. Appointments have been fully booked in advance, and we are now booking into November.

Outcomes: The purpose of the Law At the Library program and the free legal consultations as they relate to the library's strategic goals is to improve access to justice (defined as the ability of people to seek and obtain a remedy through formal or informal institutions of justice for grievances) to the Evanston community, as well as to support learning & literacy (through increased knowledge of legal subjects).

Lorena Neal has also scheduled additional dates for this season of MENA events with Danny Postel at MENA. In addition to the two programs scheduled for October 2 and Nov. 13 described last month, we now have a program scheduled for Dec. 11, called "The Risk of War with Iran: Will Trump Kill Obama's Iran Deal? A Talk by Trita Parsi." Copies of Mr. Parsi's latest book will be on sale through Bookends and Beginnings. On February 26, 2018, the Turkish-American novelist and New Yorker writer Elif Batuman will do a reading from her novel *The Idiot* (which will also be for sale at the event). On April 23, 2018, we will host a lecture by Nadia Marzouki, a political scientist from Tunisia. More details will be added as they become available.

Outcomes: The MENA lecture series relates to the library goals of engagement and learning & literacy. It serves as a bridge to bring the intellectual resources of Northwestern University to the Evanston community as a whole, so that community members can learn about current and historical events in the Middle East and North Africa.

Kathleen Lanigan continued to coordinate SCORE mentors to meet with small business owners twice a week to provide advice and encouragement.

In August, SCORE also presented a workshop about federal taxes targeting small business owners.

Outcomes: The SCORE partnership relates to the library goals of access and engagement by giving the local small business community access to free, expert advice.

Russell Johnson continues to manage our author events. He was very busy in August, with the final Mission Impossible: Don Quixote event and with **Planning for upcoming events:**
-- DQ Wrap-Up Lecture (8/9) - Over 100 attendees. Ran this final program for DQ. Introduced our guest speaker Dr. Carmen and also provided updates about the end of DQ. Helped facilitate the Q&A following the lecture. Created a brief PowerPoint to announce MI: Dostoevsky to the world Outcomes:
An example of quality supplementary MI programming that gives a richer experience and helps keep readers engaged over the year.

-- Deena Uzzell Program - Met with Ms. Uzzell on 8/2 to discuss what details of her 9/9 program (which he inherited) had already been planned. Added website and calendar blurbs, designed a flyer, and promoted the reading via EPL's Facebook. Reached out via email to MI: *Moby-Dick* veterans who might be interested.
Goals: Offer programming of interest to history buffs, the African-American community, and Mission Impossible participants.

-- *Being Mortal's Villages* - Working with North Shore Village to host this live webcast on 9/25. The webcast will feature a live interview with *Being Mortal* author Dr. Gawande and will be viewed at the same time at 300 locations nationwide. Added website and calendar blurbs and designed a flyer.

Goals: Foster our continued partnership with North Shore Village and offer programming of interest to Evanston's retired population and anyone interested in issues of aging.

-- *H.H. Holmes: The True History of the White City Devil* Reading - Scheduled a reading for 9/19 with Chicago author Adam Selzer. Added website and calendar blurbs, designed a flyer, and promoted the reading via EPL's Facebook.

Goals: Continue our support of local authors, link to Judy Nickels' reading, and offer programming for Chicago history buffs, true crime fans, and people who can't get enough *Devil in the White City*.

-- Judy Nickels Reading - Scheduled a 9/27 reading for Evanston author Judy Nickels novel *Competent Witness* - a new angle on H.H. Holmes in historical fiction. Added website and calendar blurbs, designed a flyer, and promoted the reading via EPL's Facebook.

Goals: Continue our support of local authors, promote the Soon to Be Famous Illinois Authors Contest with hopes of bringing it to EPL, and offer programming for Chicago history buffs, historical fiction fans, and people who can't get enough *Devil in the White City*.

-- *Chicago Quarterly Review* Reading - Scheduled a reading for 10/24 for the launch of the respected lit journal's latest issue.

Goals: Strengthen our relationship with this Chicago lit fixture after an extremely successful ELF event in May. Continue our support of diverse local authors and build EPL into an even more attractive reading venue.

-- History in Fiction and Nonfiction - Scheduled a joint reading for two Chicago authors on 11/1. Steve Bellinger is an African-American sci-fi author who will share *The Chronocar*. Joseph Rulli is an historian who will share *The Chicago Haymarket Affair*. As a pair they have presented at 57th Street Books, The Book Stall, Chicago Public Library, and Oak Park Public Library and talk about how research influences their fiction and nonfiction writing about Chicago.

Goals: Continue our support of local authors, and offer programming of interest to sci-fi readers, Chicago history buffs, the African-American community, novelists, history writers, and more.

-- The Climate Reality Project - Scheduled this North Shore Village program for 11/7. More details to come, but it originates from Al Gore's organization and look to feature a panel of speaker on climate change.

Goals: Continue our relationship with North Shore Village and offer programming for those interested in environmental issues and climate change.

-- *Dorothy Day: The World Will Be Saved By Beauty* Reading - Worked with Rosalie Riegle to schedule a reading by Day's granddaughter Kate Hennessy on 12/9. Recently heard Hennessy interviewed on NPR's Fresh Air about the biography, and it sounded fascinating.

Goals: Continue to build EPL as a venue for national authors of "big" books. Strengthen our relationship with Rosalie and her large Evanston network of authors and activists including Neighbors for Peace.

Russell also continues to manage our Local Art space and the *Off the Shelf* blog: August Local Art @ EPL: Jim Parks

Julie Rand continues to plan the ASK A MASTER GARDENER program. She is working on a program for the fall to address how climate change affects gardening.

Outcomes: The master gardener program provides access to free, innovative programs and expert advice on topics of interest to garden enthusiasts.

Julie Rand signed up 2 new BOOKS ON WHEELS patrons in August. She is working to streamline and improve the BOW service, to make it clearer and more consistent for staff and patrons.

Outcomes: BOW provides access to library materials and services for homebound patrons.

Deb Winarski and Jeny Wasilewski continued our partnership with the Center for Independent Futures with their book club for adults with disabilities. It meets once a week at the library. Leaders read aloud from the book and participants discuss what they've read. The group is full, with between 10-14 attendees per week.

Outcomes: Expand services to adults with disabilities. Address issues of learning & literacy and access to services for this community.

Jeff Balch continued to manage our Free Book Distribution Program:

Continued coordinating FBD

* distributed approx. 700 books in August (minus 200 returns)

* continued process of reducing distribution due cessation of accepting donations during planned renovation

* continued day-to-day management of this program

Eduardo Gomez continued to teach computer classes at the Main Library:

1 on 1 Sessions:

- **Total:** 21 sessions
- **Cancel/No Show:** 5 sessions
- **Topics:** iPhone, LinkedIn, Word, PowerPoint and Tablets.

I worked with two of the same students throughout the month of August. One student wanted to learn how to use Microsoft Word and PowerPoint and the other wanted to learn how to use their smartphone. We had a dip in participation during the month of August because I was on vacation for nearly two weeks. Patrons continue to express their desire to expand the sessions to at least 1 hour

Computer Classes: Basics, Gmail, Internet, Word

- **Total:** 8 classes (1 topic/2 times a week)
- **Total Attendance:** 3 students

Wednesday seems to be the time that works for most patrons as 90% of the attendance came from the session we offer on Wednesday. We did not receive any patrons on Saturdays.

I was gone for nearly a two-week vacation that helps explain the poor performance for this month's attendance.

In September, we will again begin offering technology classes in Spanish at King Arts School (in partnership with D65) and in English at Family Focus. This session we will also offer 1-on-1 appointments at Family Focus.

Goals: To expand our digital literacy offerings at locations throughout the community. To increase Evanstonians' knowledge and confidence using online tools and resources for school, work and daily life.

Due to our department being short-staffed this month, we have asked for assistance on a few programs until we hire new staff. Connie Heneghan and Kevin Kelley have stepped up to continue two of our monthly book groups (African American Literature and Graphic Novels) to

keep these popular programs going. Katy Davis volunteered to staff our monthly Tabletop Game night as well. We really appreciate their help!

Positive Patron comments

-- From Jeffrey Gettleman (referring to his 7/25 event): "Wynn and Russ – I thoroughly enjoyed myself and thought you guys put on a great event. What a great idea and look forward to doing more with the library as soon as I have some new material! Have a great rest of the summer and thanks again for being wonderful hosts."

-- From Thomas Kingsley (Mission Impossible reader): "I want you to know how much I enjoyed our travels through *Don Quixote* over the past months. You were ever energetic, well organized, thoughtful and, indeed, inspiring. I look forward to our next "Impossible Dream."

-- From Jeffrey Allen (Mission Impossible reader): "I want to thank you for guiding the group with your usual upbeat spirits, insightful comments and deft leadership... I look forward to the new reads, *The Brothers Karamazov* and *Crime and Punishment* and hope to be able to sign up for one of the classes that you will be leading."

--Kim Hiltwein reports that her partners at the Block Museum were very excited about the number of new visitors who attended two programs in the summer which were part of our Summer Reading Program. Over 50 people attended each of their Sculpture Walks and most said they had heard about it through the library. They are very interested in partnering with us again for next year's Evanston Reads: *Citizen* program.

Technical Services Highlights from Tim Longo include:

Items Added August 2017

Adult at Main=1319
 Adult at North=40
 Adult at CAMS=29

Total adult items=1388
 Juvenile at Main=1490
 Juvenile at North=39
 Juvenile at CAMS=38
 Total juv items=1567
 YA at Main=308
 YA at North=31
 YA at CAMS=20

Total YA items=359

Total items added to collection in August 2017= 3314

August 2017

Carts Ordered:

Evanston RW Adult Fiction: 1337.45
 Evanston RW Adult Nonfiction: 6813.74
 Evanston PL Fiction- Mystery & Detective: 1019.15
 Evanston Popular Paperback: 33.87
 Travel: 714.79
 Fantasy: 294.34
 Romance: 627.57
 Urban: 370.07
 Non-CLS Purchases: 822.08

Non-CLS Most Wanted: 204.41
 Most Wanted: 37.19
 Poly: 565.43
 Replacements: 1536.34
 Misc: 678.34
 Rotary: 224.50
 Amazon: 249.44
 Audiobooks:
 Ebooks: 1004.84

Patron Requests:

Received 36 patron book requests for the month of August. Will purchase 16 of the titles suggested.
 Received 3 patron ebook requests for the month of August. Will purchase 0 of the titles suggested.
 Received 1 patron audiobook request for the month of August. Will purchase 0 of the titles suggested.

Weeding:

Staff Requests:

Kim Hiltwein: 6 ebooks, Purchased: 6 ebooks
 Renee: 4 books, Purchased: 4 books
 Kim Heglund: 1 book, Purchased: 1 book
 Connie: 2 e-audiobooks, Purchased: 2 e-audiobooks

Donations:

Adult Gift Books Added to the Collection: 112
 Adult Gift DVDs Added to the Collection: 295
 Adult Gift CDs Added to the Collection: 31

Local Authors Added to the Collection:

- *Thinking and Learning Through Children's Literature* by Junko Yokota
- *Trial* by Wendell Thomas
- *Psychics, Healers & Mediums* by Jenniffer Weigel
- *Gardens of Green, Boston and Beyond, A Continuum, and Warm Intrigues* by Lynn M. Dixon

Weeding:

Books Sent to Repair: 17
 Most Wanted Titles Weeded: 56
 Most Wanted Titles Added to the Circ Collection: 8
 Grubby Books Weeded and Replaced by Gift Books: 49
 Grubby CDs Replaced by Gift CDs: 10
 Grubby Audiobooks Replaced by Gift Audiobooks: 3
 Damaged Books Weeded: 221
 Other Books Weeded: 4
 CDs Weeded: 12
 Audiobooks Weeded: 6
 Old Editions of New Books on Standing Orders Pulled: 27
 Old Editions of Audiobooks Pulled: 1
 Books Sent to be Relabeled, Cataloged, etc. : 25
 CDs Sent to be Relabeled, Cataloged, etc: 1
 Audiobooks Sent to be Relabeled, Cataloged, etc: 9
 DVDs Sent to be Relabeled, Cataloged, etc.: 1
 Books from the "Lost" report replaced: 18
 Audiobooks from the "Lost" report replaced: 7

Weeding Plan for Nonfiction (700s)

Missing: 164
 Weeded: 3216

Displays

First Floor – Sad Reads
 Second Floor Front 8/1 – Readalikes
 Second Floor Front 8/8 – Solar Eclipse Titles
 Second Floor Front 8/25 – Labor Day Books (Midwifery)

Second Floor Back 8/1 – Words Words Words
Second Floor Back 8/25 – Funny Audiobooks
Staff: Ben

Volunteer Highlights from Mary Kling include:

August 2017

- Interviewed six new volunteers
- Checked references for seven volunteers
- Received requests for additional volunteers from Staff (Books on Wheels, Book Sale, Flyers, Free Book Delivery, Children's, One-Time Events, and Circulation)
- Placed new volunteers in Concierge (1), Flyers (2), Children's (3), Circulation (3), Book Sale (2)
- Attended Storytelling Festival meeting
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Recruited substitute volunteers for Free Book Distribution
- Finalized list of volunteers for Raiser's Edge for FFE
- Facilitated background checks for three volunteers
- Updated background check procedures for EPL volunteers
- Began partnership with Beacon Academy to provide volunteer opportunities for their students

Upcoming events of Note:

Banned Books Week

- Books on the Chopping Block

Tail Waggin' Tutors:

While not a new program, Tail Waggin' Tutors is still going strong. Originally proposed and organized by Laura Antolin, Leigh Kennelly and her colleague on Tuesday evenings when the program is scheduled, Robin Sindelar, keep this popular event going. Its purpose is to provide struggling or beginning readers the opportunity to develop confidence and fluency in reading by reading to our volunteers' non-judgmental therapy dogs.

Excerpts from patron feedback:

- From Wilson:
A family going back to China made sure to visit the library one more time. The mother said that her daughter loves the library and they will return to China with fond memories of the times they spent here and in our programs.
- From Gonzales:
A little boy came in with his grandmother; I think he was around three years old. They were looking for books about Michael Jackson. Me being who I am I started

singing a Michael Jackson song. The little boy smiled and I asked if he knew the song and he did. I showed him and his grandmother where the biography section was, found them a book and a movie on Michael Jackson. They thanked me and stopped by the desk to say bye. I liked to think that I brightened their day a little.

Outcomes: Positive experiences with the library

DRAFT



Memorandum

To: Library Finance Committee
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Bookkeeper
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: October 13, 2017

Recommended Action

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

Summary

| | |
|--|---------------|
| Payroll | |
| August 21, 2017 through September 3, 2017 | \$ 129,822.24 |
| September 4, 2017 through September 17, 2017 | \$ 134,136.77 |
| September 18, 2017 through October 1, 2017 | \$ 136,402.31 |

Library Fund Bills List

| | |
|--------------------|---------------|
| September 12, 2017 | \$ 398,440.67 |
| September 26, 2017 | \$ 107,538.77 |
| October 10, 2017 | \$ 127,521.68 |

Attachments: Bills Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.12.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

| | | |
|--|--|------------------|
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 419.31 |
| 65100 CITY LIT THEATER COMPANY | HONORARIUM FOR BOOKS ON THE CHOPPING BLOCK PERFORMANCE | 150.00 |
| 65630 BAKER & TAYLOR | JUV PRINT | 10,421.79 |
| 65630 EDUCATIONAL DEVELOPMENT | JUV PRINT | 181.14 |
| 65630 RAINBOW BOOK CO. | JUV PRINT | 344.49 |
| 65630 THE COMIX REVOLUTION, INC. | JUV BOOKS | 35.08 |
| 65630 THE COMIX REVOLUTION, INC. | JUV PRINT | 27.10 |
| 65641 BAKER & TAYLOR | JUV AV | 415.25 |
| 65641 MIDWEST TAPE | AUDIO VISUAL | 58.56 |
| 65641 MIDWEST TAPE | JUV AV | 329.96 |
| 65641 RECORDED BOOKS INC. | JUV AV | 171.80 |
| 65641 PENGUIN RANDOM HOUSE LLC | JUV AV | 33.75 |
| 65641 FINDAWAY WORLD, LLC | JUV AV | 3,137.94 |
| 4805 LIBRARY YOUTH SERVICES Total | | 15,726.17 |

4806 LIBRARY ADULT SERVICES

| | | |
|--|--------------------------------------|------------------|
| 65100 DEENA UZZELL | SPEAKER EVENT | 150.00 |
| 65630 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 629.88 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 37.72 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 15,888.31 |
| 65630 CENTER POINT INC | ADULT AV | 136.62 |
| 65630 GALE RESEARCH INC. | ADULT PRINT | 410.84 |
| 65641 BLACKSTONE AUDIO BOOKS INC. | ADULT AV | 476.23 |
| 65641 MIDWEST TAPE | ADULT AV | 633.41 |
| 65641 MIDWEST TAPE | AUDIO VISUAL | 2,987.69 |
| 65641 RECORDED BOOKS INC. | ADULT AV | 99.00 |
| 65641 PENGUIN RANDOM HOUSE LLC | ADULT AV | 71.25 |
| 4806 LIBRARY ADULT SERVICES Total | | 21,520.95 |

4820 LIBRARY CIRCULATION

| | | |
|---|------------------------------|---------------|
| 57515 ILLINOIS HEARTLAND LIBRARY SYSTEM | ILL FEE MANAGEMENT | 12.25 |
| 57515 PROSPECT HEIGHTS PUBLIC LIBRARY | ILL LOST BOOK 31530002555752 | 29.99 |
| 65100 OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 41.93 |
| 65100 ULINE | CIRCULATION SUPPLIES | 137.06 |
| 4820 LIBRARY CIRCULATION Total | | 221.23 |

4825 LIBRARY NEIGHBORHOOD SERVICES

| | | |
|---|---------------------------------------|-----------------|
| 62375 ESKAY DEVELOPMENT LLC | RENT FOR CHICAGO AVE/MAIN ST LOCATION | 4,332.00 |
| 64015 NICOR | NATURAL GAS AT NORTH BRANCH | 25.13 |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 31.89 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 703.66 |
| 65630 BAKER & TAYLOR | JUV PRINT | 469.30 |
| 4825 LIBRARY NEIGHBORHOOD SERVICES Total | | 5,561.98 |

4835 LIBRARY TECHNICAL SERVICES

| | | |
|--|--------------------------------------|------------------|
| 62340 DEMCO, INC. | EVENTS AND ROOM RESERVATION DATABASE | 2,756.00 |
| 62340 BLACKBAUD INC. | FUNDRAISING ANNUAL RENEWAL DATABASE | 7,794.00 |
| 62340 COOPERATIVE COMPUTER SERVICES | CCS MONTHLY FEE | 7,089.02 |
| 62340 COOPERATIVE COMPUTER SERVICES | OCLC AUGUST 2017 | 1,307.33 |
| 65100 BRODART COMPANY | LIBRARY SUPPLIES | 34.10 |
| 65100 DEMCO, INC. | LIBRARY SUPPLIES | 255.87 |
| 65100 MIDWEST TAPE | LIBRARY SUPPLIES | 591.96 |
| 65100 COMPUTYPE INC. | LIBRARY SUPPLIES | 351.69 |
| 65100 ACCO BRANDS USA, LLC DBA GBC DUNNING | LAMINATING FILM | 518.55 |
| 65100 ACCO BRANDS USA, LLC DBA GBC DUNNING | LAMINATING FILM SUPPLIES | 918.24 |
| 4835 LIBRARY TECHNICAL SERVICES Total | | 21,616.76 |

4840 LIBRARY MAINTENANCE

| | | |
|---------------------------------------|---------------------------------------|------------------|
| 61626 VERIZON WIRELESS | WIRELESS/INTERNET AND CELLPHONES | 210.52 |
| 62225 ALARM DETECTION SYSTEMS, INC. | BUILDING | 511.26 |
| 62225 CARRIER CORPORATION | SPRING START-UP FOR TWO CARRIER UNITS | 1,695.00 |
| 62225 TOTAL BUILDING SERVICES | JANITORIAL SERVICES | 7,375.00 |
| 62225 CINTAS CORPORATION #769 | MAT SERVICE | 446.48 |
| 62225 CINTAS CORPORATION #769 | PEST CONTROL | 223.24 |
| 62225 CONQUEST PEST SOLUTIONS | PEST SOLUTION | 210.00 |
| 64505 CALL ONE | COMMUNICATION CHARGES | 250.37 |
| 65040 SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 40.15 |
| 4840 LIBRARY MAINTENANCE Total | | 10,962.02 |

4845 LIBRARY ADMINISTRATION

| | | |
|--|---|----------|
| 56140 ILLINOIS DEPT OF REVENUE | *SALES TAX JULY | 108.00 |
| 62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P. | LEGAL SERVICES | 3,956.25 |
| 62185 TRAUTMANN, LYNN | PHOTOGRAPHY SERVICE | 200.00 |
| 62185 KLING, MARY | EPL VOLUNTEER MANAGEMENT | 1,750.00 |
| 62210 FISHEYE GRAPHIC SERVICES, INC. | KLEAP PRINTING | 85.00 |
| 62295 WILSON, BRIAN | SLJ DAY OF DIALOG, BOOK EXPO, ALA REGISTRATION REIMBURSEMENTS | 560.44 |
| 62380 XEROX CORPORATION | COPIER SERVICE | 100.80 |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.12.2017

| | | |
|---|--|---------------------------------|
| 64540 VERIZON WIRELESS | WIRELESS/INTERNET AND CELLPHONES | 72.02 |
| 64540 VERIZON NETWORKFLEET, INC. | AVL INVOICE AUGUST 2017 | 18.95 |
| 65095 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 92.39 |
| 65095 OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 135.05 |
| 65095 XEROX CORPORATION | COPIER SERVICE | 16.80 |
| 65095 REELTIME MEDIA | DEVELOPMENT PROMOTIONAL VIDEO | 500.00 |
| 65095 JAY O'CALLAHAN | STORYTELLING FESTIVAL SPEAKER FEE | 750.00 |
| 4845 LIBRARY ADMINISTRATION Total | | <u>8,345.70</u> |
| 4850 LIBRARY GRANTS | | |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 156.77 |
| 65100 BAKER & TAYLOR | ADULT PRINT | 8.90 |
| 65100 BAKER & TAYLOR | COMMUNITY WORKS BOOKS | 28.23 |
| 65100 4IMPRINT | KLEAP CONFERENCE TOTE | 1,025.44 |
| 65100 SCHOLASTIC INC. | KLEAP BOOKS | 2,077.65 |
| 4850 LIBRARY GRANTS Total | | <u>3,296.99</u> |
| 185 LIBRARY FUND Total | | <u>87,251.80</u> |
| 187 LIBRARY CAPITAL IMPROVEMENT FD | | |
| 4862 LIBRARY CAPITAL IMPROVEMENT | | |
| 65515 CLARK DIETZ, INC. | MAIN LIBRARY GENERATOR | 2,277.80 |
| 65515 APRIL BUILDING SERVICES INC. | WEATHER PROOFING PHASE 2&3 | 69,335.55 |
| 65515 WIGHT & COMPANY | PROFESSIONAL SERVICES 7/1/2017 TO 7/31/2017 | 44,157.41 |
| 65515 STRUCTURES CONSTRUCTION LLC | NORTH BRANCH RENOVATION | 190,554.00 |
| 65515 MEILAHN MANUFACTURING CO. | SHELVING PURCHASES FOR NORTH BRANCH LIBRARY RENOVATION PHASE 3 | 4,027.00 |
| 4862 LIBRARY CAPITAL IMPROVEMENT Total | | <u>310,351.76</u> |
| 187 LIBRARY CAPITAL IMPROVEMENT FD Total | | <u>310,351.76</u> |
| Grand Total | | <u><u>397,603.56</u></u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.12.2017

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|---|---------------|-----------------------|---------------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| VARIOUS | TWIN EAGLE | NATURAL GAS-JULY 2017 | <u>837.11</u> |
| | | | 837.11 |
| | | | <u>837.11</u> |
| | | GRAND TOTAL | <u><u>398,440.67</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 EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.26.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

| | | |
|---------------------------------------|--------------------------------------|----------|
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 98.43 |
| 65630 BAKER & TAYLOR | JUV PRINT | 3,730.02 |
| 65630 SULAIMAN'S BOOK SHOP | JUV PRINT | 150.50 |
| 65641 BAKER & TAYLOR | JUV AV | 286.98 |
| 65641 MIDWEST TAPE | JUV AV | 834.22 |
| 65641 RECORDED BOOKS INC. | JUV AV | 115.40 |
| 65641 WESTON WOODS STUDIOS | JUV AV | 25.46 |
| 65641 FINDAWAY WORLD, LLC | JUV AV | 374.50 |

4805 LIBRARY YOUTH SERVICES Total 5,615.51

4806 LIBRARY ADULT SERVICES

| | | |
|---------------------------------------|--------------------------------------|----------|
| 62341 MIDWEST TAPE | REFERENCE BOOK ONLINE | 7,221.30 |
| 65100 JEAN JOSLYN | LYRIC OPERA LECTURE | 50.00 |
| 65630 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 808.98 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 9,448.97 |
| 65630 BAKER & TAYLOR | JUV PRINT | 561.52 |
| 65630 SAGE PUBLICATIONS INC | ADULT BOOK | 361.59 |
| 65630 GALE RESEARCH INC. | ADULT PRINT | 170.93 |
| 65640 RECORDED BOOKS INC. | ADULT AV | 74.20 |
| 65641 BLACKSTONE AUDIO BOOKS INC. | ADULT AV | 442.46 |
| 65641 MIDWEST TAPE | ADULT AV | 18.99 |
| 65641 MIDWEST TAPE | ADULT AV | 2,274.78 |
| 65641 MIDWEST TAPE | ADULT V | 29.59 |
| 65641 RECORDED BOOKS INC. | ADULT AV | 443.74 |
| 65641 PENGUIN RANDOM HOUSE LLC | ADULT AV | 101.25 |

4806 LIBRARY ADULT SERVICES Total 22,008.30

4820 LIBRARY CIRCULATION

| | | |
|---|--------------------------------------|-------|
| 52610 UNIQUE MANAGEMENT SERVICES | COLLECTION CHARGES | 80.55 |
| 57515 NORTHBROOK PUBLIC LIBRARY | ILL LOST BOOK 31123009510499 | 19.95 |
| 57515 LINCOLNWOOD PUBLIC LIBRARY DISTRICT | ILL LOST BOOK 31242002959451 | 21.00 |
| 57515 PROSPECT HEIGHTS PUBLIC LIBRARY | ILL LOST BOOK 3153003104386 | 30.00 |
| 57515 WINNETKA - NORTHFIELD PUBLIC LIBRARY DISTRICT | ILL LOST BOOK 31240005067355 | 19.95 |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 74.77 |

4820 LIBRARY CIRCULATION Total 246.22

4825 LIBRARY NEIGHBORHOOD SERVICES

| | | |
|---------------------------------------|--------------------------------------|--------|
| 64015 NICOR | NATURAL GAS AT NORTH BRANCH | 50.79 |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 23.96 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 433.74 |
| 65630 BAKER & TAYLOR | JUV PRINT | 173.82 |

4825 LIBRARY NEIGHBORHOOD SERVICES Total 682.31

4835 LIBRARY TECHNICAL SERVICES

| | | |
|---------------------------------------|--------------------------------------|----------|
| 62341 SPRINT | PC EQUIPMENT | 3,749.99 |
| 62341 COOPERATIVE COMPUTER SERVICES | INTERNET SOLUTION PROVIDER | 7,089.02 |
| 62341 COOPERATIVE COMPUTER SERVICES | OCLC SEPT 2017 | 1,307.33 |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 7.07 |
| 65100 AFFORDABLE ALTERNATIVES INC | LIBRARY SUPPLIES | 69.97 |

4835 LIBRARY TECHNICAL SERVICES Total 12,223.38

4840 LIBRARY MAINTENANCE

| | | |
|----------------------------------|----------------------------------|----------|
| 61626 VERIZON WIRELESS | WIRELESS/INTERNET AND CELLPHONES | 210.52 |
| 62225 CARRIER CORPORATION | BUILDING MAINTENANCE SERVICES | 1,585.00 |
| 62225 TOTAL BUILDING SERVICES | JANITORIAL SERVICES | 7,665.00 |
| 62225 CINTAS CORPORATION #769 | MAT SERVICE | 1,339.44 |
| 62225 CONQUEST PEST SOLUTIONS | PEST SOLUTION | 1,040.00 |
| 64015 NICOR | GAS, HEAT SERVICE | 263.32 |
| 65040 SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SERVICES | 606.60 |
| 65040 SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 55.15 |
| 65050 A & J SEWER SERVICE | SEWER SERVICE | 466.00 |

4840 LIBRARY MAINTENANCE Total 13,231.03

4845 LIBRARY ADMINISTRATION

| | | |
|-------------------------------------|---|----------|
| 56140 ILLINOIS DEPT OF REVENUE | *SALES TAX AUG | 932.00 |
| 62185 TRAUTMANN, LYNN | PHOTOGRAPHY SERVICE | 400.00 |
| 62185 ALT-ENTER, LLC | PROJECT MANAGEMENT | 2,038.75 |
| 62295 EVANSTON COMMUNITY FOUNDATION | TUITION PAYMENT LEADERSHIP EVANSTON 2017-2018 | 3,000.00 |
| 62380 XEROX CORPORATION | COPY SERVICE | 229.88 |
| 62380 XEROX CORPORATION | COPYING SERVICE | 16.80 |
| 64540 VERIZON WIRELESS | WIRELESS/INTERNET AND CELLPHONES | 72.02 |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.26.2017

| | | |
|---|--|--------------------------|
| 64540 VERIZON NETWORKFLEET, INC. | VEHICLE DETECTORS | 18.95 |
| 65095 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 194.85 |
| 65095 OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 113.30 |
| 65095 4IMPRINT | EPL PENS FOR COMMUNITY ENGAGEMENT | 396.41 |
| 65095 4IMPRINT | EPL STICKERS | 275.67 |
| 65095 KAREN DANCZAK LYONS | BOOK SALE VOLUNTEERS LUNCHEON | 306.10 |
| 4845 LIBRARY ADMINISTRATION Total | | <u>7,994.73</u> |
| | | |
| 4850 LIBRARY GRANTS | | |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 103.50 |
| 65100 BAKER & TAYLOR | ADULT PRINT | 89.24 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 84.00 |
| 4850 LIBRARY GRANTS Total | | <u>276.74</u> |
| | | |
| 185 LIBRARY FUND Total | | <u>62,278.22</u> |
| | | |
| 187 LIBRARY CAPITAL IMPROVEMENT FD | | |
| 4862 LIBRARY CAPITAL IMPROVEMENT | | |
| 65515 HALLETT & SONS EXPERT MOVERS | NORTH BRANCH CONSTRUCTION INTERIOR MOVE GOODS AND SERVICES | 41,880.00 |
| 4862 LIBRARY CAPITAL IMPROVEMENT Total | | <u>41,880.00</u> |
| | | |
| 187 LIBRARY CAPITAL IMPROVEMENT FD Total | | <u>41,880.00</u> |
| | | |
| Grand Total | | <u>104,158.22</u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 09.26.2017

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|---|-----------------|--------------------|--------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| VARIOUS | BANK OF AMERICA | PURCHASING CARD | 3,380.55 |
| | | | <u>3,380.55</u> |
| | | | <u>3,380.55</u> |
| | | GRAND TOTAL | <u>107,538.77</u> |

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LSIT
PERIOD ENDING 10.10.2017

185 LIBRARY FUND

| | | |
|--|--|-------------------------|
| 4805 LIBRARY YOUTH SERVICES | | |
| 65100 JANICE E BOJDA | SUPPLIES FOR CHILDREN'S PROGRAMMING | 84.86 |
| 65100 SHE IS CODE | SHE IS CODE PROGRAM AND PANEL DISCUSSION | 200.00 |
| 65630 BAKER & TAYLOR | JUV PRINT | 8,191.78 |
| 65630 SULAIMAN'S BOOK SHOP | JUV PRINT | 150.50 |
| 65630 CAVENDISH SQUARE PUBLISHING, LLC | JUV PRINT | 195.54 |
| 65641 BAKER & TAYLOR | JUV AV | 60.30 |
| 65641 MIDWEST TAPE | JUV AV | 2,706.88 |
| 65641 RECORDED BOOKS INC. | JUV AV | 350.20 |
| 65641 PENGUIN RANDOM HOUSE LLC | JUV AV | 52.50 |
| 65641 WESTON WOODS STUDIOS | JUV AV | 29.95 |
| 62341 MIDWEST TAPE | JUV AV | 51.68 |
| 62341 PENGUIN RANDOM HOUSE LLC | JUV AV | 15.00 |
| 4805 LIBRARY YOUTH SERVICES Total | | <u>12,089.19</u> |
| 4806 LIBRARY ADULT SERVICES | | |
| 65100 JEFFREY BALCH | BOOK SHELVES FOR FREE BOOK DISTRIBUTION SITES | 44.00 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 315.42 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 8,020.63 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 2,031.94 |
| 65630 CENTER POINT INC | ADULT PRINT | 181.62 |
| 65630 SAGE PUBLICATIONS INC | ADULT PRINT | 361.59 |
| 65630 GALE RESEARCH INC. | ADULT PRINT | 749.71 |
| 65641 BLACKSTONE AUDIO BOOKS INC. | ADULT AV | 322.94 |
| 65641 MIDWEST TAPE | ADULT AV | 1,704.23 |
| 65641 MIDWEST TAPE | ADULT AV | 71.97 |
| 65641 RECORDED BOOKS INC. | ADULT AV | 894.91 |
| 65641 RECORDED BOOKS INC. | ADULT AV | 198.00 |
| 65641 PENGUIN RANDOM HOUSE LLC | 10837182528 | 86.25 |
| 62341 INFO USA MARKETING, INC. | REFERENCE USA ELECTRONIC RESOURCE | 12,000.00 |
| 4806 LIBRARY ADULT SERVICES Total | | <u>26,983.21</u> |
| 4820 LIBRARY CIRCULATION | | |
| 65100 ELM USA, INC. | DISC REPAIR SYSTEM | 1,195.00 |
| 65100 DIRECT PAPER SUPPLY | THERMAL RECEIPT PAPER | 534.80 |
| 57515 GLENCOE PUBLIC LIBRARY | ILL LOST BOOK 31121002947429 | 11.00 |
| 57515 GLENVIEW PUBLIC LIBRARY | ILL LOST BOOK 31170006980464, 31170005251602, 31170007329109 | 269.75 |
| 57515 GLENVIEW PUBLIC LIBRARY | ILL LOST BOOK 31170010153157 | 25.00 |
| 4820 LIBRARY CIRCULATION Total | | <u>2,035.55</u> |
| 4825 LIBRARY NEIGHBORHOOD SERVICES | | |
| 65630 BAKER & TAYLOR | ADULT PRINT | 262.65 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 16.95 |
| 65630 BAKER & TAYLOR | JUV PRINT | 370.73 |
| 4825 LIBRARY NEIGHBORHOOD SERVICES Total | | <u>650.33</u> |
| 4835 LIBRARY TECHNICAL SERVICES | | |
| 65100 PEAK-RYZEX, INC. | LIBRARY SUPPLIES | 88.62 |
| 4835 LIBRARY TECHNICAL SERVICES Total | | <u>88.62</u> |
| 4840 LIBRARY MAINTENANCE | | |
| 62225 UNITED STATES FIRE PROTECTION | FIRE PUMP SERVICE | 2,459.74 |
| 62225 CINTAS CORPORATION #769 | MAT SERVICE | 446.48 |
| 62225 CONQUEST PEST SOLUTIONS | PEST SOLUTION | 210.00 |
| 4840 LIBRARY MAINTENANCE Total | | <u>3,116.22</u> |
| 4845 LIBRARY ADMINISTRATION | | |
| 65095 BAKER & TAYLOR | COMMUNITY ENGAGEMENT SUPPLIES FOR THE EVANSTON READS | 275.07 |
| 65095 OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 400.90 |
| 65095 OFFICE DEPOT | OFFICE SUPPLIES | 47.98 |
| 65095 ON TRACK FULFILLMENT INC. | FFE PRINTING AND MAILING SERVICES | 277.28 |
| 62380 XEROX CORP. | COPYING SERVICE | 16.80 |
| 62380 XEROX CORPORATION | COPYING SERVICE | 50.40 |
| 4845 LIBRARY ADMINISTRATION Total | | <u>1,068.43</u> |
| 4850 LIBRARY GRANTS | | |
| 65100 BAKER & TAYLOR | ADULT PRINT | 68.33 |
| 4850 LIBRARY GRANTS Total | | <u>68.33</u> |
| 185 LIBRARY FUND Total | | <u>46,099.88</u> |

CITY OF EVANSTON
LIBRARY BILLS LSIT
PERIOD ENDING 10.10.2017

| | | |
|---|----------------------------|---------------------------------|
| 187 LIBRARY CAPITAL IMPROVEMENT FD | | |
| 4862 LIBRARY CAPITAL IMPROVEMENT | | |
| 65515 APRIL BUILDING SERVICES INC. | WEATHER PROOFING PHASE 2&3 | <u>80,822.91</u> |
| 4862 LIBRARY CAPITAL IMPROVEMENT Total | | <u>80,822.91</u> |
| 187 LIBRARY CAPITAL IMPROVEMENT FD Total | | <u>80,822.91</u> |
| | | |
| Grand Total | | <u><u>126,922.79</u></u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.10.2017

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|---|---------------|-------------------------|--------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| VARIOUS | TWIN EAGLE | NATURAL GAS-AUGUST 2017 | 598.89 |
| | | | <u>598.89</u> |
| | | | <u>598.89</u> |
| | | GRAND TOTAL | <u><u>127,521.68</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



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Administrative Services Update
Date: August 11, 2017

This memo provides an update on significant administrative activities.

Human Resources

We welcome our newest staff members, Charmoise Jackson as a part-time Library Assistant in Children's Services and Elacsha Madison as a part-time Library Assistant in Teen Services.

Katy Jacob in circulation will be working at North Branch as a part-time Branch Assistant.

Financial Resources

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

Facilities Management

John Devaney will provide updates on the Main Library renovation and progress on the construction of Lush Wine Bar at the meeting.



Budget Performance Report

Fiscal Year to Date 09/30/17

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 | 24,795.96 | .00 | 110,631.06 | 53,368.94 | 67 | 152,536.90 |
| 57515 | LIBRARY MATERIAL REPLACEMENT CHARGES | 12,000.00 | .00 | 12,000.00 | 2,650.62 | .00 | 8,391.70 | 3,608.30 | 70 | 13,123.88 |
| Business Unit 4820 - LIBRARY CIRCULATION Totals | | \$176,000.00 | \$0.00 | \$176,000.00 | \$27,446.58 | \$0.00 | \$119,022.76 | \$56,977.24 | 68% | \$165,660.78 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 6,284,358.00 | .00 | 6,284,358.00 | 9,286.28 | .00 | 5,919,188.72 | 365,169.28 | 94 | 6,090,597.50 |
| 51025 | PRIOR YEAR'S TAXES | 92,000.00 | .00 | 92,000.00 | 1,064.24 | .00 | 61,766.90 | 30,233.10 | 67 | 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 | 11,900.57 | .00 | 60,679.14 | (35,830.14) | 244 | 67,942.69 |
| 56140 | FEES AND MERCHANDISE SALE | .00 | .00 | .00 | 329.75 | .00 | 247.85 | (247.85) | +++ | .00 |
| 56501 | INVESTMENT INCOME | 5,400.00 | .00 | 5,400.00 | 619.17 | .00 | 3,133.62 | 2,266.38 | 58 | 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 | 11,032.16 | .00 | 47,028.13 | 18,971.87 | 71 | 61,726.98 |
| 57527 | LIBRARY FUND FOR EXCELLENCE | 203,500.00 | .00 | 203,500.00 | 13,321.24 | .00 | 58,909.53 | 144,590.47 | 29 | 199,187.64 |
| 57535 | LIBRARY COPY MACH. CHG | 18,000.00 | .00 | 18,000.00 | 2,995.47 | .00 | 11,605.49 | 6,394.51 | 64 | 16,321.00 |
| 57540 | LIBRARY MEETING RM RENTAL | 11,400.00 | .00 | 11,400.00 | 1,543.00 | .00 | 8,427.97 | 2,972.03 | 74 | 11,971.46 |
| 57545 | NORTH BRANCH RENTAL INCOME | 25,120.00 | .00 | 25,120.00 | 4,594.77 | .00 | 18,792.98 | 6,327.02 | 75 | 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 | \$56,686.65 | \$0.00 | \$6,189,780.33 | \$884,564.67 | 87% | \$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 | 19,272.17 | (19,272.17) | +++ | 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 | \$22,092.17 | (\$22,092.17) | +++ | \$30,750.00 |
| Department 48 - LIBRARY Totals | | \$7,250,345.00 | \$0.00 | \$7,250,345.00 | \$84,133.23 | \$0.00 | \$6,330,895.26 | \$919,449.74 | 87% | \$7,015,830.32 |
| REVENUE TOTALS | | \$7,250,345.00 | \$0.00 | \$7,250,345.00 | \$84,133.23 | \$0.00 | \$6,330,895.26 | \$919,449.74 | 87% | \$7,015,830.32 |

EXPENSE

Department **48 - LIBRARY**



Budget Performance Report

Fiscal Year to Date 09/30/17

Include Rollup Account and Rollup to Object Account

Business Unit **4805 - LIBRARY YOUTH SERVICES**

| | | | | | | | | | | |
|---|----------------------------------|----------------|--------|----------------|-------------|------------|--------------|--------------|-----|----------------|
| 61010 | REGULAR PAY | 479,016.00 | .00 | 479,016.00 | 30,328.59 | .00 | 293,394.81 | 185,621.19 | 61 | 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 | 12,435.50 | .00 | 141,180.73 | 87,045.27 | 62 | 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 | 2,645.48 | .00 | 16,016.00 | (16,016.00) | +++ | 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 | .00 | .00 | 65,794.33 | (53,044.33) | 516 | 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 | 7,171.65 | .00 | 64,306.71 | 26,418.29 | 71 | 71,790.45 |
| 61615 | LIFE INSURANCE | 18.00 | .00 | 18.00 | 25.75 | .00 | 55.74 | (37.74) | 310 | 18.55 |
| 61710 | IMRF | 70,198.00 | .00 | 70,198.00 | 4,159.31 | .00 | 42,039.76 | 28,158.24 | 60 | 63,517.24 |
| 61725 | SOCIAL SECURITY | 43,690.00 | .00 | 43,690.00 | 2,778.82 | .00 | 27,455.14 | 16,234.86 | 63 | 38,847.75 |
| 61730 | MEDICARE | 10,219.00 | .00 | 10,219.00 | 649.90 | .00 | 6,420.96 | 3,798.04 | 63 | 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 | 4,139.52 | (8,173.52) | +++ | 785.37 |
| 62506 | WORK- STUDY | 900.00 | .00 | 900.00 | .00 | .00 | 753.13 | 146.87 | 84 | 393.21 |
| 65100 | LIBRARY SUPPLIES | 48,700.00 | .00 | 48,700.00 | 1,121.75 | .00 | 20,736.37 | 27,963.63 | 43 | 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 | 14,890.12 | 181.14 | 110,141.28 | 61,077.58 | 64 | 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 | 5,783.82 | .00 | 19,930.21 | 13,269.79 | 60 | 29,956.47 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 15,786.00 | .00 | 15,786.00 | 1,315.50 | .00 | 11,839.50 | 3,946.50 | 75 | .00 |
| Business Unit 4805 - LIBRARY YOUTH SERVICES Totals | | \$1,242,128.00 | \$0.00 | \$1,242,128.00 | \$83,306.19 | \$4,215.14 | \$827,807.27 | \$410,105.59 | 67% | \$1,038,295.96 |

Business Unit **4806 - LIBRARY ADULT SERVICES**

| | | | | | | | | | | |
|-------|---|------------|-----|------------|-----------|-----|------------|-------------|-----|------------|
| 61010 | REGULAR PAY | 561,745.00 | .00 | 561,745.00 | 31,034.24 | .00 | 364,733.26 | 197,011.74 | 65 | 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 | 17,515.02 | .00 | 165,968.27 | 78,240.73 | 68 | 214,160.35 |
| 61060 | SEASONAL EMPLOYEES | .00 | .00 | .00 | 1,873.35 | .00 | 15,350.76 | (15,350.76) | +++ | 22,842.65 |
| 61415 | TERMINATION PAYOUTS | 14,750.00 | .00 | 14,750.00 | .00 | .00 | 8,402.93 | 6,347.07 | 57 | 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 09/30/17

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|--|---|----------------|--------|----------------|--------------|-------------|----------------|--------------|-----|----------------|
| 61510 | HEALTH INSURANCE | 74,778.00 | .00 | 74,778.00 | 5,976.80 | .00 | 55,957.39 | 18,820.61 | 75 | 61,472.02 |
| 61615 | LIFE INSURANCE | 29.00 | .00 | 29.00 | 18.55 | .00 | 50.33 | (21.33) | 174 | 33.38 |
| 61710 | IMRF | 76,937.00 | .00 | 76,937.00 | 4,542.24 | .00 | 50,103.30 | 26,833.70 | 65 | 72,888.50 |
| 61725 | SOCIAL SECURITY | 48,238.00 | .00 | 48,238.00 | 3,053.70 | .00 | 33,832.88 | 14,405.12 | 70 | 49,127.48 |
| 61730 | MEDICARE | 11,282.00 | .00 | 11,282.00 | 714.16 | .00 | 7,912.51 | 3,369.49 | 70 | 11,489.57 |
| 62340 | COMPTER LICENSE & SUPP | .00 | .00 | .00 | .00 | 17,292.00 | 19,160.33 | (36,452.33) | +++ | 34,543.37 |
| 62341 | INTERNET SOLUTION PROVIDERS | 209,400.00 | .00 | 209,400.00 | 7,221.30 | 29,876.00 | 107,933.60 | 71,590.40 | 66 | 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 | 450.00 | 8,980.00 | 7,469.67 | 9,100.33 | 64 | 18,832.33 |
| 65630 | LIBRARY BOOKS | 316,900.00 | .00 | 316,900.00 | 28,455.36 | .00 | 203,108.98 | 113,791.02 | 64 | 263,729.74 |
| 65635 | PERIODICALS | 15,700.00 | .00 | 15,700.00 | 684.79 | 15,458.89 | 3,220.55 | (2,979.44) | 119 | 26,688.15 |
| 65640 | AUDIO RECORDINGS | .00 | .00 | .00 | 74.20 | .00 | 74.20 | (74.20) | +++ | .00 |
| 65641 | AUDIO VISUAL COLLECTIONS | 91,400.00 | .00 | 91,400.00 | 7,578.39 | .00 | 46,651.96 | 44,748.04 | 51 | 67,360.10 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 21,554.00 | .00 | 21,554.00 | 1,796.16 | .00 | 16,165.44 | 5,388.56 | 75 | .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 | \$110,988.26 | \$71,606.89 | \$1,108,402.40 | \$537,362.71 | 69% | \$1,549,716.54 |
| Business Unit 4820 - LIBRARY CIRCULATION | | | | | | | | | | |
| 61010 | REGULAR PAY | 173,862.00 | .00 | 173,862.00 | 11,877.95 | .00 | 124,625.87 | 49,236.13 | 72 | 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 | 24,931.20 | .00 | 225,445.04 | 96,032.96 | 70 | 294,849.50 |
| 61060 | SEASONAL EMPLOYEES | .00 | .00 | .00 | 86.44 | .00 | 2,066.77 | (2,066.77) | +++ | 7,796.64 |
| 61415 | TERMINATION PAYOUTS | .00 | .00 | .00 | .00 | .00 | 830.48 | (830.48) | +++ | 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 | 2,991.65 | .00 | 25,955.80 | 12,041.20 | 68 | 33,380.33 |
| 61615 | LIFE INSURANCE | 6.00 | .00 | 6.00 | 6.50 | .00 | 15.12 | (9.12) | 252 | 6.36 |
| 61710 | IMRF | 38,590.00 | .00 | 38,590.00 | 2,755.36 | .00 | 26,529.84 | 12,060.16 | 69 | 39,934.37 |
| 61725 | SOCIAL SECURITY | 30,505.00 | .00 | 30,505.00 | 2,240.66 | .00 | 21,512.44 | 8,992.56 | 71 | 31,109.49 |
| 61730 | MEDICARE | 7,134.00 | .00 | 7,134.00 | 524.02 | .00 | 5,031.18 | 2,102.82 | 71 | 7,275.61 |
| 62506 | WORK- STUDY | 5,400.00 | .00 | 5,400.00 | .00 | .00 | 4,729.80 | 670.20 | 88 | 1,687.52 |
| 65100 | LIBRARY SUPPLIES | 4,200.00 | .00 | 4,200.00 | 253.76 | 534.80 | 2,369.40 | 1,295.80 | 69 | 7,662.87 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 13,905.00 | .00 | 13,905.00 | 1,158.75 | .00 | 10,428.75 | 3,476.25 | 75 | .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 | \$46,826.29 | \$534.80 | \$449,540.49 | \$186,201.71 | 71% | \$643,891.87 |
| Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES | | | | | | | | | | |
| 61010 | REGULAR PAY | 126,301.00 | .00 | 126,301.00 | 11,061.92 | .00 | 97,185.72 | 29,115.28 | 77 | 126,763.06 |



Budget Performance Report

Fiscal Year to Date 09/30/17

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|-------|---|---------------------|---------------|---------------------|--------------------|---------------|---------------------|---------------------|------------|---------------------|
| 61012 | LIBRARY SUBSTITUES | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | .00 |
| 61050 | PERMANENT PART-TIME | 154,623.00 | .00 | 154,623.00 | 8,482.67 | .00 | 108,626.98 | 45,996.02 | 70 | 154,874.97 |
| 61060 | SEASONAL EMPLOYEES | .00 | .00 | .00 | 72.61 | .00 | 2,015.20 | (2,015.20) | +++ | 2,597.87 |
| 61415 | TERMINATION PAYOUTS | 11,350.00 | .00 | 11,350.00 | 1,178.56 | .00 | 1,755.75 | 9,594.25 | 15 | 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 | 3,976.22 | .00 | 31,662.56 | 5,085.44 | 86 | 25,948.25 |
| 61615 | LIFE INSURANCE | 1.00 | .00 | 1.00 | 10.83 | .00 | 23.78 | (22.78) | 2378 | 1.07 |
| 61710 | IMRF | 26,470.00 | .00 | 26,470.00 | 1,855.97 | .00 | 18,465.79 | 8,004.21 | 70 | 26,641.72 |
| 61725 | SOCIAL SECURITY | 17,631.00 | .00 | 17,631.00 | 1,243.15 | .00 | 12,578.27 | 5,052.73 | 71 | 17,382.32 |
| 61730 | MEDICARE | 4,124.00 | .00 | 4,124.00 | 290.74 | .00 | 2,941.66 | 1,182.34 | 71 | 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 | 521.80 | .00 | 3,577.85 | 2,822.15 | 56 | 3,680.24 |
| 62375 | RENTALS | 46,238.00 | .00 | 46,238.00 | 4,332.00 | .00 | 39,710.37 | 6,527.63 | 86 | 43,712.37 |
| 62770 | MISCELLANEOUS | .00 | .00 | .00 | .00 | .00 | 21.93 | (21.93) | +++ | .00 |
| 64015 | NATURAL GAS | 2,900.00 | .00 | 2,900.00 | 75.92 | .00 | 1,220.98 | 1,679.02 | 42 | 2,140.37 |
| 65040 | JANITORIAL SUPPLIES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 52.16 |
| 65050 | BLDG MAINTENANCE MATERIAL | .00 | .00 | .00 | 68.47 | .00 | 308.22 | (308.22) | +++ | .00 |
| 65100 | LIBRARY SUPPLIES | 5,400.00 | .00 | 5,400.00 | 55.85 | .00 | 682.26 | 4,717.74 | 13 | 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 | 1,780.52 | .00 | 16,113.64 | 13,786.36 | 54 | 19,068.45 |
| 65635 | PERIODICALS | 1,500.00 | .00 | 1,500.00 | .00 | .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 | 2,412.72 | 804.28 | 75 | .00 |
| | Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES | \$486,003.00 | \$0.00 | \$486,003.00 | \$35,275.31 | \$0.00 | \$340,179.64 | \$145,823.36 | 70% | \$442,178.86 |
| | Business Unit 4835 - LIBRARY TECHNICAL SERVICES | | | | | | | | | |
| 61010 | REGULAR PAY | 282,067.00 | .00 | 282,067.00 | 21,463.03 | .00 | 198,587.95 | 83,479.05 | 70 | 283,197.92 |
| 61050 | PERMANENT PART-TIME | 110,480.00 | .00 | 110,480.00 | 2,020.70 | .00 | 47,355.98 | 63,124.02 | 43 | 74,471.53 |
| 61415 | TERMINATION PAYOUTS | 5,000.00 | .00 | 5,000.00 | 446.35 | .00 | 1,350.84 | 3,649.16 | 27 | 1,628.54 |
| 61510 | HEALTH INSURANCE | 40,687.00 | .00 | 40,687.00 | 3,065.40 | .00 | 26,708.39 | 13,978.61 | 66 | 36,283.76 |
| 61615 | LIFE INSURANCE | 6.00 | .00 | 6.00 | 21.48 | .00 | 45.03 | (39.03) | 750 | 6.36 |
| 61710 | IMRF | 41,015.00 | .00 | 41,015.00 | 2,359.48 | .00 | 24,471.90 | 16,543.10 | 60 | 37,000.75 |
| 61725 | SOCIAL SECURITY | 24,546.00 | .00 | 24,546.00 | 1,449.01 | .00 | 15,068.30 | 9,477.70 | 61 | 22,092.04 |
| 61730 | MEDICARE | 5,741.00 | .00 | 5,741.00 | 338.89 | .00 | 3,524.07 | 2,216.93 | 61 | 5,166.69 |
| 62340 | COMPTER LICENSE & SUPP | 46,300.00 | .00 | 46,300.00 | 19,045.35 | .00 | 45,025.61 | 1,274.39 | 97 | 24,625.10 |
| 62341 | INTERNET SOLUTION PROVIDERS | 135,800.00 | .00 | 135,800.00 | 12,146.34 | 2,589.30 | 102,423.56 | 30,787.14 | 77 | 137,807.21 |



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Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|---|----------------------------------|--------------|--------|--------------|-------------|-------------|--------------|--------------|-----|--------------|
| 65100 | LIBRARY SUPPLIES | 10,000.00 | .00 | 10,000.00 | 2,747.45 | .00 | 8,912.71 | 1,087.29 | 89 | 6,733.46 |
| 65555 | PERSONAL COMPUTER EQUIPMENT | 51,870.00 | .00 | 51,870.00 | .00 | .00 | 1,466.91 | 50,403.09 | 3 | 10,417.09 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 8,966.00 | .00 | 8,966.00 | 747.17 | .00 | 6,724.53 | 2,241.47 | 75 | .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 | \$65,850.65 | \$2,589.30 | \$481,665.78 | \$278,222.92 | 64% | \$640,930.45 |
| Business Unit 4840 - LIBRARY MAINTENANCE | | | | | | | | | | |
| 61010 | REGULAR PAY | 254,331.00 | .00 | 254,331.00 | 20,467.50 | .00 | 178,875.65 | 75,455.35 | 70 | 193,588.26 |
| 61050 | PERMANENT PART-TIME | 96,557.00 | .00 | 96,557.00 | 8,466.96 | .00 | 80,554.10 | 16,002.90 | 83 | 148,521.16 |
| 61110 | OVERTIME PAY | 7,000.00 | .00 | 7,000.00 | .00 | .00 | 1,682.21 | 5,317.79 | 24 | 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 | 7,241.27 | .00 | 63,252.86 | 17,727.14 | 78 | 62,045.85 |
| 61615 | LIFE INSURANCE | .00 | .00 | .00 | 20.27 | .00 | 40.54 | (40.54) | +++ | .00 |
| 61626 | CELL PHONE ALLOWANCE | 1,100.00 | .00 | 1,100.00 | 521.04 | .00 | 2,046.60 | (946.60) | 186 | 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 | 2,852.94 | .00 | 25,745.70 | 9,514.30 | 73 | 37,080.66 |
| 61725 | SOCIAL SECURITY | 21,209.00 | .00 | 21,209.00 | 1,741.73 | .00 | 15,740.38 | 5,468.62 | 74 | 21,826.10 |
| 61730 | MEDICARE | 4,960.00 | .00 | 4,960.00 | 407.35 | .00 | 3,681.23 | 1,278.77 | 74 | 5,104.51 |
| 62225 | BLDG MAINTENANCE SERVICES | 208,700.00 | .00 | 208,700.00 | 22,090.42 | 52,635.37 | 133,760.75 | 22,303.88 | 89 | 208,034.46 |
| 62235 | OFFICE EQUIPMENT MAINT | 12,000.00 | .00 | 12,000.00 | .00 | .00 | 7,062.30 | 4,937.70 | 59 | 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 | 4.19 | .00 | 80.13 | 1,219.87 | 6 | 33.59 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00 | .00 | 5,440.00 | 453.34 | .00 | 4,079.98 | 1,360.02 | 75 | 5,439.96 |
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.00 | .00 | 4,885.00 | 407.09 | .00 | 3,663.73 | 1,221.27 | 75 | 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 | 862.21 | .00 | 15,358.95 | 11,641.05 | 57 | 20,852.32 |
| 64505 | TELECOMMUNICATIONS | .00 | .00 | .00 | 250.37 | .00 | 1,974.04 | (1,974.04) | +++ | 3,197.00 |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 1,355.42 | .00 | 8,361.62 | 3,638.38 | 70 | 12,304.13 |
| 65050 | BLDG MAINTENANCE MATERIAL | 32,000.00 | .00 | 32,000.00 | 3,350.24 | .00 | 16,081.24 | 15,918.76 | 50 | 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 | 4,243.50 | 1,414.50 | 75 | .00 |
| Business Unit 4840 - LIBRARY MAINTENANCE Totals | | \$820,750.00 | \$0.00 | \$820,750.00 | \$70,963.84 | \$52,635.37 | \$567,650.99 | \$200,463.64 | 76% | \$779,771.68 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | | | | | | |
| 61010 | REGULAR PAY | 581,803.00 | .00 | 581,803.00 | 48,678.09 | .00 | 406,263.33 | 175,539.67 | 70 | 573,742.11 |



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| | | | | | | | | | | |
|--|--------------------------------|----------------|--------|----------------|--------------|-------------|----------------|--------------|-----|----------------|
| 61050 | PERMANENT PART-TIME | 101,087.00 | .00 | 101,087.00 | 7,707.23 | .00 | 66,561.96 | 34,525.04 | 66 | 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 |
| 61510 | HEALTH INSURANCE | 138,518.00 | .00 | 138,518.00 | 11,253.56 | .00 | 96,155.55 | 42,362.45 | 69 | 112,037.64 |
| 61615 | LIFE INSURANCE | .00 | .00 | .00 | 54.69 | .00 | 113.09 | (113.09) | +++ | .00 |
| 61625 | AUTO ALLOWANCE | 7,200.00 | .00 | 7,200.00 | 1,100.00 | .00 | 6,300.00 | 900.00 | 88 | 7,200.00 |
| 61626 | CELL PHONE ALLOWANCE | 1,200.00 | .00 | 1,200.00 | 100.00 | .00 | 800.00 | 400.00 | 67 | 1,200.00 |
| 61710 | IMRF | 67,316.00 | .00 | 67,316.00 | 5,559.58 | .00 | 45,463.91 | 21,852.09 | 68 | 69,672.04 |
| 61725 | SOCIAL SECURITY | 37,906.00 | .00 | 37,906.00 | 3,406.87 | .00 | 28,431.70 | 9,474.30 | 75 | 38,966.14 |
| 61730 | MEDICARE | 9,550.00 | .00 | 9,550.00 | 796.77 | .00 | 6,649.34 | 2,900.66 | 70 | 9,685.87 |
| 62185 | CONSULTING SERVICES | 118,000.00 | .00 | 118,000.00 | 8,345.00 | .00 | 54,109.53 | 63,890.47 | 46 | 188,784.12 |
| 62205 | ADVERTISING | 8,000.00 | .00 | 8,000.00 | 20.00 | .00 | 2,515.99 | 5,484.01 | 31 | 9,339.08 |
| 62210 | PRINTING | 8,000.00 | .00 | 8,000.00 | 606.73 | .00 | 2,056.86 | 5,943.14 | 26 | 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 | 3,758.99 | .00 | 23,987.98 | 18,012.02 | 57 | 31,876.72 |
| 62315 | POSTAGE | 4,500.00 | .00 | 4,500.00 | 8.91 | .00 | 1,391.80 | 3,108.20 | 31 | 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 | 370.00 | .00 | 2,348.74 | (248.74) | 112 | 5,625.37 |
| 62380 | COPY MACHINE CHARGES | 12,900.00 | .00 | 12,900.00 | 347.48 | .00 | 2,208.93 | 10,691.07 | 17 | 24,475.91 |
| 62506 | WORK- STUDY | 1,500.00 | .00 | 1,500.00 | .00 | .00 | 2,054.72 | (554.72) | 137 | 940.52 |
| 62705 | BANK SERVICE CHARGES | 5,700.00 | .00 | 5,700.00 | 389.04 | .00 | 3,906.32 | 1,793.68 | 69 | 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 | 181.94 | .00 | 1,054.69 | 945.31 | 53 | 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 | 2,616.88 | 11,041.22 | 51,464.23 | 35,594.55 | 64 | 63,787.81 |
| 65100 | LIBRARY SUPPLIES | .00 | .00 | .00 | .00 | .00 | 1,344.94 | (1,344.94) | +++ | .00 |
| 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 | 10,655.28 | 3,551.72 | 75 | .00 |
| 66131 | TRANSFER TO GENERAL FUND | 250,000.00 | .00 | 250,000.00 | 20,833.33 | .00 | 187,499.96 | 62,500.04 | 75 | .00 |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | \$1,535,337.00 | \$0.00 | \$1,535,337.00 | \$117,319.01 | \$11,041.22 | \$1,005,260.06 | \$519,035.72 | 66% | \$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 | 3,489.73 | .00 | 6,183.32 | 3,816.68 | 62 | 23,378.96 |



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Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|---|-------------------------|----------------|--------|----------------|----------------|----------------|----------------|------------------|-----|----------------|
| 65125 | OTHER COMMODITIES | 30,000.00 | .00 | 30,000.00 | .00 | .00 | .00 | 30,000.00 | 0 | .00 |
| 65630 | LIBRARY BOOKS | .00 | .00 | .00 | 84.00 | .00 | 1,077.46 | (1,077.46) | +++ | 1,228.56 |
| Business Unit 4850 - LIBRARY GRANTS Totals | | \$50,000.00 | \$0.00 | \$50,000.00 | \$3,573.73 | \$0.00 | \$7,260.78 | \$42,739.22 | 15% | \$24,848.76 |
| Business Unit 4870 - MAIN LIBRARY MECHANICAL SYSTEMS | | | | | | | | | | |
| 62911 | ESSENTIAL REPAIRS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 19,370.00 |
| Business Unit 4870 - MAIN LIBRARY MECHANICAL SYSTEMS Totals | | \$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 Totals | | \$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 | \$534,103.28 | \$142,622.72 | \$4,787,767.41 | \$2,319,954.87 | 68% | \$6,455,115.36 |
| EXPENSE TOTALS | | \$7,250,345.00 | \$0.00 | \$7,250,345.00 | \$534,103.28 | \$142,622.72 | \$4,787,767.41 | \$2,319,954.87 | 68% | \$6,455,115.36 |
| Fund 185 - LIBRARY FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 7,250,345.00 | .00 | 7,250,345.00 | 84,133.23 | .00 | 6,330,895.26 | 919,449.74 | 87% | 7,015,830.32 |
| EXPENSE TOTALS | | 7,250,345.00 | .00 | 7,250,345.00 | 534,103.28 | 142,622.72 | 4,787,767.41 | 2,319,954.87 | 68% | 6,455,115.36 |
| Fund 185 - LIBRARY FUND Totals | | \$0.00 | \$0.00 | \$0.00 | (\$449,970.05) | (\$142,622.72) | \$1,543,127.85 | (\$1,400,505.13) | | \$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 | 509.38 | .00 | 324,681.66 | 21,273.34 | 94 | 364,827.06 |
| 56060 | BOND PROCEEDS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 650,000.00 |
| 56061 | BOND PREMIUM | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 26,149.95 |
| 56501 | INVESTMENT INCOME | .00 | .00 | .00 | .00 | .00 | 7.24 | (7.24) | +++ | 1.20 |
| Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals | | \$345,955.00 | \$0.00 | \$345,955.00 | \$509.38 | \$0.00 | \$324,688.90 | \$21,266.10 | 94% | \$1,040,978.21 |
| Department 48 - LIBRARY Totals | | \$345,955.00 | \$0.00 | \$345,955.00 | \$509.38 | \$0.00 | \$324,688.90 | \$21,266.10 | 94% | \$1,040,978.21 |
| REVENUE TOTALS | | \$345,955.00 | \$0.00 | \$345,955.00 | \$509.38 | \$0.00 | \$324,688.90 | \$21,266.10 | 94% | \$1,040,978.21 |
| EXPENSE | | | | | | | | | | |
| Department 48 - LIBRARY | | | | | | | | | | |
| Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN | | | | | | | | | | |
| 62716 | BOND ISSUANCE COSTS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 12,348.52 |
| 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% | \$398,044.47 |
| Department 48 - LIBRARY Totals | | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$38,227.16 | \$307,727.84 | 11% | \$398,044.47 |



Budget Performance Report

Fiscal Year to Date 09/30/17

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | |
|--|--------------|--------|--------------|----------------|----------------|----------------|------------------|-----|----------------|
| EXPENSE TOTALS | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$38,227.16 | \$307,727.84 | 11% | \$398,044.47 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | | | | | | | | | |
| REVENUE TOTALS | 345,955.00 | .00 | 345,955.00 | 509.38 | .00 | 324,688.90 | 21,266.10 | 94% | 1,040,978.21 |
| EXPENSE TOTALS | 345,955.00 | .00 | 345,955.00 | .00 | .00 | 38,227.16 | 307,727.84 | 11% | 398,044.47 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | \$0.00 | \$0.00 | \$0.00 | \$509.38 | \$0.00 | \$286,461.74 | (\$286,461.74) | | \$642,933.74 |
| Grand Totals | | | | | | | | | |
| REVENUE TOTALS | 7,596,300.00 | .00 | 7,596,300.00 | 84,642.61 | .00 | 6,655,584.16 | 940,715.84 | 88% | 8,056,808.53 |
| EXPENSE TOTALS | 7,596,300.00 | .00 | 7,596,300.00 | 534,103.28 | 142,622.72 | 4,825,994.57 | 2,627,682.71 | 65% | 6,853,159.83 |
| Grand Totals | \$0.00 | \$0.00 | \$0.00 | (\$449,460.67) | (\$142,622.72) | \$1,829,589.59 | (\$1,686,966.87) | | \$1,203,648.70 |

Endowment for the Evanston Public Library
Holdings as of August 31, 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 | \$229.03 | \$1,600,735.79 | 38.5% | |
| Vanguard Small-Cap Index Fund | VSMAX | 3705.301 | \$65.09 | \$241,178.04 | 5.8% | |
| Vanguard REIT Index Fund | VGSLX | 1767.879 | \$119.10 | \$210,554.39 | 5.1% | |
| Vanguard Total International Stock Index Fund | VTIAX | 13848.237 | \$29.02 | \$401,875.84 | 9.7% | |
| Vanguard Emerging Markets Stock Index Fund | VEMAX | 6504.082 | \$36.81 | \$239,415.26 | 5.8% | 64.7% |
| Vanguard Federal Money Market Fund | VMFXX | 545107.150 | \$1.00 | \$545,107.15 | 13.1% | 14.4% |
| iShares Silver Trust | SLV | 3139.000 | \$16.65 | \$27,272.04 | 0.7% | |
| SPDR Gold Trust | GLD | 411.000 | \$125.82 | \$26,815.42 | 0.6% | |
| US Treasury TIPS Notes, maturing 1/25, 2.375% | | 100000.000 | \$115.202 | \$149,702.69 | 3.6% | |
| US Treasury TIPS Notes, maturing 1/26, 2.0% | | 100000.000 | \$113.564 | \$140,152.73 | 3.4% | |
| US Treasury TIPS Notes, maturing 2/40, 2.125% | | 100000.000 | \$127.201 | \$144,155.62 | 3.5% | |
| US Treasury TIPS Notes, maturing 2/42, 0.75% | | 500000.000 | \$97.774 | \$52,994.97 | 1.3% | 11.7% |
| Vanguard Short-Term Investment Grade Bond Fund | VFSUX | 26372.112 | \$10.72 | \$282,709.04 | 6.8% | |
| JP Morgan Chase 1/15/2018 4.036% YTM | | 45000.000 | \$101.570 | \$45,706.50 | 1.1% | |
| HSBC Finance 2/15/2018 4.383% YTM | | 41000.000 | \$101.420 | \$41,582.20 | 1.0% | |
| General Electric Capital 4/15/2018 4.510% YTM | | 10000.000 | \$102.958 | \$10,295.80 | 0.2% | 9.1% |
| | | | | \$4,160,253.48 | | 100.0% |

| | |
|--|--------|
| Cash Equivalents | 14.4% |
| US Treasury Inflation Protected Securities | 11.7% |
| Corporate Bonds | 9.1% |
| Domestic Equities | 49.3% |
| International Equities | 15.4% |
| | 100.0% |

Endowment for the Evanston Public Library
 Holdings as of September 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 | 7025.063 | \$232.57 | \$1,633,818.90 | 38.9% | |
| Vanguard Small-Cap Index Fund | VSMAX | 3719.656 | \$67.70 | \$251,820.71 | 6.0% | |
| Vanguard REIT Index Fund | VGSLX | 1786.057 | \$117.74 | \$210,290.35 | 5.0% | |
| Vanguard Total International Stock Index Fund | VTIAX | 13923.295 | \$29.38 | \$409,066.41 | 9.7% | |
| Vanguard Emerging Markets Stock Index Fund | VEMAX | 6580.476 | \$36.09 | \$237,489.38 | 5.7% | 65.3% |
| Vanguard Federal Money Market Fund | VMFXX | 495768.990 | \$1.00 | \$495,768.99 | 11.8% | 15.4% |
| iShares Silver Trust | SLV | 4788.000 | \$15.74 | \$75,363.12 | 1.8% | |
| SPDR Gold Trust | GLD | 625.000 | \$121.58 | \$75,987.50 | 1.8% | |
| CBS Corp (stocks) | CBS | 12.000 | \$58.00 | \$696.00 | 0.0% | |
| US Treasury TIPS Notes, maturing 1/25, 2.375% | | 100000.000 | \$114.242 | \$148,363.80 | 3.5% | |
| US Treasury TIPS Notes, maturing 1/26, 2.0% | | 100000.000 | \$112.463 | \$138,709.61 | 3.3% | |
| US Treasury TIPS Notes, maturing 2/40, 2.125% | | 100000.000 | \$125.835 | \$142,519.46 | 3.4% | |
| US Treasury TIPS Notes, maturing 2/42, 0.75% | | 500000.000 | \$97.774 | \$0.00 | 0.0% | 10.2% |
| Vanguard Short-Term Investment Grade Bond Fund | VFSUX | 26409.171 | \$10.69 | \$282,314.04 | 6.7% | |
| JP Morgan Chase 1/15/2018 4.036% YTM | | 45000.000 | \$101.273 | \$45,572.85 | 1.1% | |
| HSBC Finance 2/15/2018 4.383% YTM | | 41000.000 | \$100.954 | \$41,391.14 | 1.0% | |
| General Electric Capital 4/15/2018 4.510% YTM | | 10000.000 | \$102.564 | \$10,256.40 | 0.2% | 9.0% |
| | | | | \$4,199,428.66 | | 100.0% |

| | |
|--|---------------|
| Cash Equivalents | 15.4% |
| US Treasury Inflation Protected Securities | 10.2% |
| Corporate Bonds | 9.0% |
| Domestic Equities | 49.9% |
| International Equities | 15.4% |
| | <u>100.0%</u> |



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Teri Campbell, Assistant Director

Subject: Preliminary Tax Levy Estimate

Date: October 13, 2017

For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2018:

The corporate and special purpose property taxes extended or abated for tax year 2016 (FY2017) equaled \$6,412,610.

The proposed corporate and special purpose property taxes to be levied for tax year 2017 (FY2018) equals \$6,965,750. This represents an 8.63% increase over the previous year.

The property taxes extended for debt service and public building commission leases for tax year 2016 equaled \$353,015.

The estimated property taxes to be levied for debt service and public building commission leases for tax year 2017 equals \$352,847. This represents a -.05% decrease over the previous year.

The total property taxes extended or abated for tax year 2016 equaled \$6,765,625.

The estimated total property taxes to be levied for tax year 2017 equals \$7,318,597. This represents a 8.17% increase over the previous year.

This tax information was published in the Library's Truth in Taxation Notice.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Equity, Diversity and Inclusion Assessment Consultant: Approval to Negotiate Sole Source Agreement

Date: October 12, 2017

Staff recommends that the Evanston Public Library Board of Trustees authorizes the Library Director to execute a sole source contract with DeEtta Jones and Associates LLC (DJA Consulting) for an Equity, Diversity and Inclusion Assessment, Strategy Guidance and Education Plan.

Along with assessing how the Evanston Public Library's current library work addresses equity, diversity and inclusion and sharing a snapshot of this level of effort, the assessment will place EPL's work in the context of the national library community.

Elements of the assessment will include engaging key stakeholders, the EPL staff and Board.

Attached please find the final detailed agreement and timeline. Funding is recommended to be provided in both 2017 and 2018 from the Library's Operating budget's professional services allocation. The consulting engagement will commence in 2017 and continue in 2018.

**EQUITY, DIVERSITY AND INCLUSION
ASSESSMENT, STRATEGY GUIDANCE AND EDUCATION
EVANSTON PUBLIC LIBRARY**

Submitted by
DeEtta Jones and Associates, LLC

OVERVIEW

DJA Consulting submits this proposal for consulting services for 1) the Evanston Public Library (EPL) to conduct an assessment of the Library's equity, diversity and inclusion (E,D&I) positioning, and 2) to provide educational services within and across the City.

The Evanston Public Library "aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources." The Library – comprised of a main library and two branches plus a new branch in the planning stages – values its role as the "important third place in our community, after home, work or school." With a compelling strategic plan crafted by the Board of Trustees and Library Director Karen Danczak Lyons and staff in 2016, the Library has four service pillars: Access, Engagement, Learning and Literacy, and Innovation.

EPL is at the heart of Evanston's diverse community of approximately 75,000. The city's population is roughly 65% White, 18% African American, 9% and rapidly growing Latina/o, 9% Asian and other races. Just over 25% of the 30,000 households have children under 18 living at home. Evanston is also the home of Northwestern University. According to the American Community Survey, the city's population is "younger, wealthier, more diverse and significantly more educated than that of the average Illinois municipality."

Appreciating this context, EPL espouses the aspiration, adopted from the American Library Association, that "all people have the information they need – regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers. It means they are able to obtain information in a variety of formats – electronic, as well as print. It also means they are free to exercise their right to know without fear of censorship or reprisal." The Board and the Library's staff are committed to equity, access, diversity, literacy, and engagement. For example, the document entitled "Evanston Public Library's Commitment to our Immigrant and Refugee Population" outlines the Library's free and open access to programs, services and training, modeled on the American Library Association's Library Bill of Rights. Demonstrating its commitment to equity, diversity and inclusion, the Library recently welcomed a new Latino/Latina Outreach Coordinator, the first librarian dedicated to engaging with the Hispanic community. An African American librarian was hired in 2017 as the EPL's Assistant Director.

As with many organizations, the Evanston Public Library is continuing to learn and develop its equity, diversity and inclusion strategies and programs and embed this philosophy and values into its resources, systems and culture. Some Evanston residents have recently called on the Library to increase its diversity efforts. As stated in a statement issued by the Board in April “The Board and its Director do recognize that there is a paucity of degreed librarians of color at EPL ... EPL is working diligently to address this diversity issue.”

The City of Evanston’s newly hired Equity and Empowerment Coordinator – who is charged to provide coordination and leadership regarding issues of access, equity and empowerment for City services – is a valuable resource available to assist the Board and the Library Director. Also at this time, EPL seeks additional expertise to facilitate assessment, strategy guidance, and education in order to strengthen the Library’s equity, diversity, and inclusion approaches.

DJA Consulting is uniquely suited to develop and initiate a multi-faceted program of assessment of equity, diversity and inclusion, to provide strategy guidance, and to offer education for those affiliated with the Library. This proposal outlines the DJA Consulting approach, specific actions and schedule.

The DJA Approach

What sets DJA Consulting apart from others is our goal — to partner with leading libraries to **build organizational capacity**. Working with the Board of Trustees, Library Administration, Library staff and stakeholders, we focus on facilitating critical conversations related to the current reality and the future of libraries. We understand that libraries are at a significant moment of redefinition, strengthened by an esteemed past while transforming in ways that are substantive and meaningful for today’s communities. The most impactful changes are not reactionary or episodic; they are intentional, ongoing and organization-wide—strengthening the understanding of external factors and developing collaborations across multiple communities; enhancing strategy, systems and culture among the leaders and members of an organization; and simultaneously building individual contributors’ knowledge and skills. The DJA approach infuses a focus on diversity and inclusion throughout the organization as a critical component of strategy, systems and culture. This deliberate and ongoing effort to enhance the library’s people, systems and culture is what we refer to as **building organizational capacity**—the focus of DJA Consulting’s philosophy and of our service and product offerings. Building organizational capacity is the process of continually learning to change and thrive — bringing the library to the next level of strategic, operational, programmatic, and organizational maturity, in order to more effectively achieve its unique mission.

DJA Consulting’s Equity, Diversity, and Inclusion services primarily focus on helping to develop cultural competence that can be used to enhance an organization’s culture and performance. Cultural competence is a skill set; the confidence and competence to effectively move in and out of diverse relationships and experiences. Cultural competence is required in today’s diverse community settings. Rather than a static learning specific to only one national, ethnic, generational, or other group, DJA Consulting’s approach to cultural competence combines cultural knowledge, emotional intelligence, and

interpersonal skills that can be adapted to achieve improved interpersonal and organizational results in any cross-cultural situation. Further, DJA Consulting works with leaders on understanding, messaging and thoughtful approaches for ensuring that cultural competence is a skill being developed throughout the organization, and shows up in an integrative way in the library's strategic endeavors.

PROJECT DESCRIPTION AND SCHEDULE WITH ESTIMATE OF FEES AND EXPENSES

DJA Consulting proposes a process for helping to identify strengths and opportunities for the Evanston Public Library related to its equity, diversity and inclusion goals. It is suggested that the core elements of this engagement include significant engagement of the Library's Board, Administration, members of its staff, and key stakeholders.

Outlined below is an estimated work plan with approximate dates, a range or maximum number of on- and off-site support days/hours, and associated fees. On-site visits will include one or two consultants plus reimbursement of travel expenses directly related to delivery of on-site sessions. Off-site support will include communication via email, video/conference calls, and team/project management web applications; additional time off-site is necessary for preparation of and follow-up from on-site meetings and for general and administrative services. DJA Consulting will track activity and will invoice for on-site days, off-site hours and expenses at the end date of each phase outlined below. If hours are expected to exceed Work Plan estimates, permission will be secured before performing work.

I. Launch a focused E,D&I initiative, outline the process and guiding principles

1. DJA consultants will meet with members of the EPL Board of Trustees and the Library's senior management to facilitate discussions about overall desired outcomes, guiding principles for the process, roles and responsibilities, and effective group process, and create a timeline.
2. DJA consultants will engage EPL members to outline key constituents from whom to gather data and input that will inform the vision and strategic directions (see II. Assessment below).
3. DJA consultants will aid EPL members to develop plans to regularly communicate with key stakeholders about progress and accomplishments.

Days/Hours and Fees:

On-site consulting:

- Up to three (3) on-site days, as needed, with DJA Principal and additional consultant, as needed
- * one consultant = \$3,500/day , ** two consultants = \$5,750/day

Off-site consulting support, preparation and follow-up:

- Up to thirty (30) hours off-site for research on EPL and trends and relevant new developments in and beyond libraries, designing assessment methodology and questionnaires (for in-person meetings and online survey outlined in II. Assessment below), and correspondence with identified stakeholders = \$9,000 (which will be prorated based on actual hours above twenty).

Subtotal: \$19,500 - \$26,250

II. **Assessment:** Consider the intercultural competence and perspectives of key EPL stakeholders and investigate contemporary trends and developments in equity, diversity and inclusion in libraries, communities and beyond.

1. DJA consultants will facilitate data gathering sessions for internal and external constituents that will provide input to inform EPL's equity, diversity and inclusion strategy, resources, programs, and culture.
 - Five to six (5-6) open public sessions will be held at library branches and locations throughout the city, encouraging input from a diverse range of community individuals.
 - Up to six (6) invitation sessions will be held, targeting identified individuals and groups.
 - Two (2) staff sessions, to accommodate participation by any/all library staff member(s) (approximately 85 employees) will provide an opportunity for input in the process.
2. DJA consultants prepare and make available a confidential online instrument to allow input from individuals who are unable to attend one of the in-person meetings. The content from this tool will be aggregated with the information gathered from the sessions described above.
3. DJA will prepare a high-level report, summarizing the findings of the multiple data gathering methods.

Days/Hours and Fees:

On-site consulting:

- Up to four (4) days for five to six (5-6) public sessions, up to six (6) invitation sessions and two (2) staff sessions; the number of on-site consultants per day will be dependent on scheduling and daily meeting load
- Estimate (maximum): 4 days x 2 consultants = \$23,000

Off-site consulting support, preparation, and follow-up, which includes report writing

- Estimate: 50-60 hours = \$15,000 - \$18,000

Subtotal: \$35,000 - \$41,000

II. Guide the Library Board and Library Administration to craft EPL's Equity, Diversity and Inclusion **Strategy**

1. DJA consultants will share detailed findings from the Assessment of stakeholder input and examination of trends and will propose preliminary recommendations to the Board of Trustees and Library Administration. The consultants will engage the Board and Administration in discussions to elicit ideas about potential initiatives and action items.
2. DJA will facilitate a Board and Administration working session that explores, clarifies and results in agreement on EPL's Strategy for equity, diversity and inclusion and outlines initiatives related to collections/resources, systems and processes, human resources' practices, staff learning and development, and organizational culture.

3. DJA consultants, in partnership with the Board and Administration, will outline a communication strategy to disseminate and inform the community, key stakeholders, and the Library's staff about the EPL equity, diversity and inclusion Strategy, planned initiatives and action items.
4. DJA consultants, in partnership with the Board and Administration, will conduct 1 - 2 dialogue sessions for Library staff to share detailed findings from the Assessment of stakeholder input examination of trends as well as the agreed upon EPL Strategy and will facilitate discussion.

Days/Hours and Fees:

On-site consulting:

- Board Retreat and staff sessions: Two (2) on-site days** (2 consultants)
- Estimate = \$11,500

Off-site consulting support, preparation, and follow-up:

- Estimate: 25 hours = \$7,500

Subtotal = \$19,000

V. Education: Provide opportunities for E,D&I training and development for identified members of the EPL community and City of Evanston employees.

The aim is to:

- Develop deeper intercultural knowledge to become more aware and open to unfamiliar culturally-based behavior;
- Begin developing intercultural problem-solving and communication skills to avoid misunderstandings and to accelerate effectiveness;
- Become versed in common intercultural concepts with colleagues to be an active participant in an organizational culture that requires competence across cultures;
- Develop a compelling personal action plan for further increasing cultural competence; and
- Apply cultural knowledge to City practices, challenges and strategic opportunities.

Cultural Competence In-Person Workshop

Participants in this workshop will:

- Learn the foundational concepts and language for cross cultural competence
- Understand the power of culture on values and how they influence personal worldviews and behavior
- Increase awareness about the impact of unconscious bias on perception and behavior
- Explore practical ways of moving from diversity "awareness" to "action"
- Identify ways to bring more culturally inclusive behaviors and programs to the community

Online Course Offerings

Developing an Equity Mindset

This course is a perfect foundation for people new to equity, diversity and inclusion or who want to better understand contemporary best practices. Described in it is the transition from traditional practices related to diversity and how those are now translated into a more contemporary understanding of equity in the workplace and beyond.

Understanding and Reducing Workplace Bias

Understanding bias is key to reducing its presence and harmful effects. This course describes how bias works, the negative implications of bias in the workplace, and introduces participants to practices for mitigating it.

Allyship as a Workplace Competency

Participants in this online course explore what it means to be an ally, and specific techniques for action that can be taken by anyone, anywhere, at any level to create a more equitable workplace.

Systems, Structures and Culture of Workplace Inclusion

This course is ideal for people who have responsibility for helping their organization “do diversity.” It describes some of the major pitfalls to avoid, and provides guidance about the scaffolding associated with effective and sustainable workplace E,D &I programs.

Any of the online courses can be customized* to reflect City-specific language, policies or practices. Courses asynchronous and 2-3 contact hours each. Each is a stand-alone learning experience and can be taken individually or as a part of a custom-built package.

Each course includes video-lecturettes, self-assessments, worksheets, and a resource library.

Fees:

Cross Cultural Competence Workshop

- \$6,500/offering for up to 40 people, plus facilitator expenses

Online courses:

- \$50 per person, group rates are available

*Customization is only available with 25 or more registrations for a single course. A fee of \$500 per course will be added for significant customization.

QUALIFICATIONS OF THE CONSULTING TEAM

DeEtta Jones and Associates (also known as DJA Consulting), a minority and woman-owned business founded in 2005 and based in Chicago IL, has engaged more than 100 clients from industries including private, municipal and state government, K-12, higher education, not-for-profit and corporate. DJA Consulting is uniquely positioned as a niche consulting firm that is large enough to provide a full suite of services—from E,D&I to strategy design and implementation to organizational development and training—yet small enough to only offer customized services delivered by seasoned professionals.

DJA Consulting offers a wide array of organizational development consulting services that are customized to fit individual organizational needs as well as extensive training opportunities. The most commonly requested services include:

- Equity, Diversity and Inclusion assessment, strategy development, key messaging, and education
- Strategic Planning (often with specific emphasis on identification and incorporation of diversity and inclusion goals)
- Aligning Libraries with Users and Key Stakeholders
- Transforming Organizational Culture and Aligning Values with Strategy
- Leadership Coaching
- Team Building and Group Facilitation
- Organizational Structures and Processes

Our unique positioning is that on our team we have deep subject matter expertise including interculturalism, libraries, community engagement, and organizational development and coaching. Further, we are seen as trusted partners by many groups within and across libraries, and often have perspective shared with us in confidence that allows us to bring a more nuanced and helpful approach to our client engagements. Further, we are committed to helping libraries and people in library leadership positions, at any point in their journey, develop the confidence, tools and strategies to pursue E,D&I goals that are consistent with best practice and organizational aspirations.

DeEtta Jones, Principal, DeEtta Jones and Associates, LLC

DeEtta Jones will be the project lead for this engagement. She will be continually involved in all aspects of the project, and serve as primary interface with the Evanston Public Library Director. Others on the consulting team will be engaged as needed to ensure timeliness of communication, and the highest quality experience and outcome for Evanston Public Library.

DeEtta is one of the most requested thought leaders on equity, diversity and inclusion, leadership and organizational effectiveness in the library profession. She has been deeply embedded in the trends and developments in libraries throughout her entire career, with over twenty of experience consulting in libraries and designing and facilitating learning events for audiences around the world.

DeEtta has worked with many institutions on diversity and inclusion engagements including: designing a comprehensive diversity and inclusion strategy for Kildeer Countryside School District 96 (IL); design and delivery of diversity training and diversity and inclusion strategic planning for OCLC, the global library cooperative; and design and delivery of a U.S.-wide diversity and inclusion training program for Edelman Communication and Marketing, the largest public relations firm in the U.S. Beginning with her time at the Association of Research Libraries as Director of Diversity Initiatives and through present day, DeEtta has designed, launched and administered 13 national-level leadership development programs in and beyond libraries; many of them targeting increased professional representation of people from underrepresented racial and ethnic groups. A model of potential interest to Evanston, for bringing equity, diversity and inclusion to communities, is the Multicultural Community Retreat in Fort Collins, CO, which was launched by DeEtta and colleagues more than twenty years ago. It continues to experience high demand and is a model for communities across North America.

In addition, DJA Consulting works with Library and School Boards to coach and position members as spokespeople for their communities' E,D&I goals. In addition, our leadership development engagements include, to name a few: Newark (NJ) Public Library, Omaha (MO) Public Library, the Department of State, Florida and King Abdullah University of Science and Technology (Saudi Arabia). Some recent library strategic planning processes designed and conducted by DJA Consulting include the Newark (NJ) Public Library, the Ohio State University Libraries, University of Delaware Libraries, and the University of North Carolina, Chapel Hill Libraries. DeEtta has conducted leadership development educational workshops and programs that have reached over 17,000 participants.

Before launching DeEtta Jones and Associates (DJA Consulting) in 2005, DeEtta spent ten years with the Association of Research Libraries, five of those years as Director of Organizational Learning Services and five as Director of Diversity Initiatives. DeEtta's other previous professional experience includes Director of Human Rights Advocacy and Education for the City of Fort Collins CO; Director of Multicultural Education and Programs at Colorado State University; and Adjunct Faculty roles with Colorado State University and the University of Maryland, College Park. DeEtta has a M.S. in Higher Education Administration from Colorado State University, course work in library and information science at Catholic University, and an M.B.A. from The Johns Hopkins University. DeEtta is based in Chicago, IL.

Raynna Bowlby, Senior Consultant

Raynna specializes in organizational and human resource development in libraries, as well as in library assessment. For the past 10 years, her primary area of practice is guidance in strategic planning and organizational assessment and work re/design. Raynna has assisted several libraries with strategic planning including Ohio State University, Ohio University, Oklahoma State University, University of Delaware, University of North Carolina, Chapel Hill and others. Raynna also guides libraries in the development of assessment initiatives, working regularly with the Association of Research Libraries to enable librarians to effectively utilize data obtained from user surveys such as LIBQUAL+® and other instruments. Raynna formerly worked for twenty years in the Brown University Library (Providence RI) as the Library's organizational and staff development officer, responsible for leading strategic and annual planning, the design and implementation of a new organizational structure, and development of

changing work responsibilities. In addition to academic libraries, Raynna has worked in health sciences and corporate libraries. Raynna has been affiliated with the Simmons College Graduate School of Library & Information Science (GSLIS) as Adjunct Faculty. She has an M.S.L.S. from Simmons College and an M.B.A., with a specialization in General Management and Organizational Behavior, from the University of Rhode Island. Raynna is based in Providence RI.

Pamela Espinosa de los Monteros, Consultant

Pamela Espinosa de los Monteros is an Assistant Professor and Latin American Area Studies Librarian at The Ohio State University. As a bilingual/bicultural information professional, Pamela has supported international research initiatives, developed non-profit signature events, and managed programs for organizations operating in California, Arizona, New York, and Mexico. As a former public librarian with the San Diego County Library and the Sedona Public Library, she oversaw year-round educational and cultural library programming for youth, teens, and adults that resulted in expanded services to diverse and at-risk communities. Previously with the International House of Blues Foundation-San Diego, Pamela independently managed educational art programming that promoted intercultural exchange and dialogue for over 6,000 participants annually. She is the recipient of a Fulbright Garcia Robles Binational Business Fellowship, a program initiated after the signing of NAFTA to promote binational business relations. As a Fulbright Fellow, Pamela worked as an international communication specialist for the “Golden Eagle, Man and Nature” conservation campaign and exhibit debuted at the National Museum of History, Castillo de Chapultepec. The Ohio State Office of Diversity and Inclusion and the Latino & Latin American Space for Enrichment and Research selected Pamela as the 2016 Latino Role Models Day keynote speaker. Her committee work with Universities Libraries’ Diversity and Inclusion Committee was the recipient of the 2017 Distinguished Diversity Enhancement Awards through The Ohio State’s Office of Human Resources and the Senate Diversity Committee. Pamela received a B.A from the University of San Diego and an M.S. in Library and Information Science from Syracuse University. In her current role, Pamela liaisons for students, faculty and staff of the Department of Spanish and Portuguese, the Diversity and Identity Studies Collective at OSU -Latino/a Studies Program, and the Center for Latin American Studies (CLAS).

Barb Kistler

Barb provides consulting and training in the areas of diversity and inclusion, cross-cultural communication competence, organizational effectiveness, leadership, and management development. She has 25 years’ experience designing and facilitating training and group process within and outside the United States. Barb teaches undergraduate and graduate level courses on leadership development, organizational behavior, and cross-cultural/multi-cultural education at Colorado State University. In addition to her work as a university educator and consultant in the private sector, Barb also worked for many years with Hewlett Packard Company in Human Resources Management and Organizational Effectiveness. She holds advanced degrees and professional certifications in education, business and intercultural communication.

Alma Vigo-Morales

Alma is co-founder and principal consultant with Diversity Solutions Group, specializing in domestic and

global intercultural relations, and the creation and implementation of diversity and inclusion strategies. She successfully led the diversity and inclusion functions at Kaiser Permanente-Colorado, MWH, Agilent Technologies and Hewlett Packard, after many years of accomplishments in the fields of human services, human rights and health education.

Being born and raised outside USA's mainland in San Juan, Puerto Rico has provided Alma with a unique cross-cultural perspective. This experience continues to influence her deep understanding and commitment for diversity and inclusion, and for facilitating culturally mindful behaviors that lead to effective relationships and organizational success.

Alma studied Sociology and Women's Studies at the College of the Sacred Heart in San Juan, Puerto Rico and at Colorado State University in Fort Collins, Colorado. She has studied extensively with distinguished multiculturalist Lillian Roybal Rose, and with world-renowned interculturalist Milton Bennett. Alma is fluent in Spanish and English and highly experienced with Latin American cultures.

Candace Washington, Managing Consultant

Candace coordinates all client engagements for DJA. She works directly with the DJA and client team to ensure that engagements are clearly scoped and seamlessly executed. For this engagement, her role will be primarily project management and administrative oversight.

Candace brings ten years of training and communications experience building learning solutions in corporate, not-for-profit and higher education institutions. Before joining DJA, Candace held roles in learning and development at the University of Chicago, Youth Leadership Academy and Discover Financial Services. She has an MBA in Learning and Development from Roosevelt University and a Bachelor's degree in Communications from the University of Illinois, Urbana-Champaign. Candace is based in Chicago IL.

REFERENCES

The following individuals may be contacted as references for services provided by DJA Consulting:

Jeffrey Trzeciak, Director
Newark Public Library
Telephone: 973-733-7780 or 973-733-7758
Email: director@npl.org

DJA is guiding the Newark Public Library Strategic Planning and engaging in longer-term group development with the Library's Board of Trustees. This engagement includes conducting community listening sessions and interviews with key stakeholders across the city, facilitating the strategic planning steering group (jointly comprised on library staff and trustees), and writing the strategic plan and implementation plan.

Trevor A. Dawes, Vice Provost for Libraries and Museums and May Morris University Librarian
University of Delaware
Telephone: 302-831-2231
Email: tadawes@udel.edu

DJA guided the University of Delaware Libraries and Museums in the preparation of strategic plan upon the arrival of a new director and following the merger of the main library and the museums. DJA also maintains an ongoing relationship with Trevor as an adjunct faculty on the DJA team.

Julie Schmidt, Superintendent
School District 96
Email: jschmidt@kcsd96.org

DJA has an ongoing relationship with the school district to help build cultural competence and capacity through administrator coaching, teacher training, integrating culturally aware concepts and tools into school curriculum, and educating the community.

Damon Jaggars, Vice Provost and Director of Libraries
Ohio State University
Telephone: 614-292-4241
Email: jaggars1@osu.edu

DJA facilitated the development of a new agile strategic planning process for the Ohio State University Libraries, with a focus on creating ongoing strategic involvement of the Libraries' managerial staff. The consultants performed a key aspect of environmental scanning for the plan, conducting six focus groups with over fifty campus stakeholders including faculty, students, administrators, alumni/donors, and the Libraries' faculty and staff.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of Unpaid Furlough Day November 10, 2017

Date: October 13, 2017

Recommended Action:

Staff recommends approval of the closure of all Evanston Public Libraries as Library staff will be required to take an unpaid furlough day on November 10, 2017. This unpaid day is pursuant to an agreement negotiated between the City of Evanston and AFSCME. Library employees are members of AFSCME and subject to the collective bargaining agreement between the City of Evanston and the Union.

The pay for all Evanston Public Library employees will be reduced by the same percentage for the pay period. All savings will remain in the Library Fund.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Trustee Participation

Date: October 13, 2017

The following excerpts from the Bylaws are provided as background information and to inform the discussion at the October 13, 2017 Board meeting. This agenda item was added to the agenda at the request of the Board President.

Bylaws of the Evanston Public Library include:

1.3.4 Resignation or Removal from the Board

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the Mayor of the vacancy.

Section 1-6-5 of the Evanston City Code states that the Mayor may remove a Trustee from the Board "for cause upon report of such action to the City Council in executive session. Cause shall be determined by the Mayor and may include, but shall not be limited to: absenteeism; conflict of interest; incapacitation, physical or mental; conviction of a criminal offense; incompetence or inattention to assigned duties."

1.7.2 Remote Participation at Meetings

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, family emergency or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Agenda Item 11.B

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices.

1.7.11 Trustee Participation

Trustees are expected to attend and participate in all regular board meetings and to fulfill their committee obligations. If a Trustee attends fewer than six meetings per year, the Board President shall request that the Mayor remove the Trustee in question from the Board in accordance with appropriate statutes and City ordinances.