



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, NOVEMBER 15, 2017

6:00 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, November 15, 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, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of September 6, 2017 Special Budget meeting and October 18, 2017 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Proclamation
- B. Robert Crown Branch Library Project Update
- C. Unpaid Furlough Day November 10, 2017 (Update)

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)
- B. *Strategic Communications and the Evanston Public Library: Moving our Story Forward* (Jill Schacter and Steve Johnson)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

9. UNFINISHED BUSINESS

- A. FY2018 Library Revenue Budget (**For Approval**)

10. NEW BUSINESS

- A. Resolution 2017-R1 – providing for the budget and setting the annual tax levy for FY2018 (**For Approval**)

- B. Approval of the 2018 Board Meeting Schedule (Karen Danczak Lyons)
- C. Approval of the 2018 Library Closing Schedule (Karen Danczak Lyons)
- D. Review 2018 Per Capita Grant Application Requirements (Teri Campbell)

11. ADJOURNMENT

Next Meeting: December 20, 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



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, September 6, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Main Community Room

Minutes

Members Attending: Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel

Members Absent: Socorro Castro, Sandra Smith, Michael Tannen

Staff Present: Teri Campbell, Karen Danczak Lyons, John Devaney

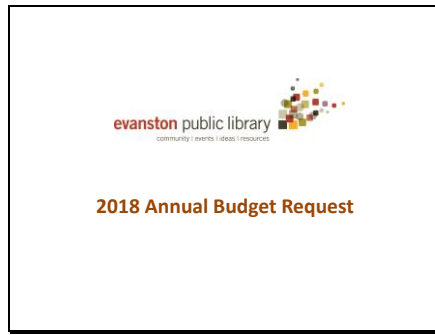
Presiding Member: Benjamin Schapiro

1. **CALL TO ORDER** President Schapiro called the meeting to order at 6:34.
2. **CITIZEN COMMENT**- there were no citizens present to comment
3. **NEW BUSINESS**- Board members were able to review the following items. The power-point is attached.
 - A. Proposed 2018 Base Budget
 - B. Proposed 2018 Adjustment Budget
 - C. Proposed 2018 Capital Budget
3. **ADJOURNMENT**- Margaret Lurie moved to adjourn, seconded by Shawn Iles and approved by voice vote.

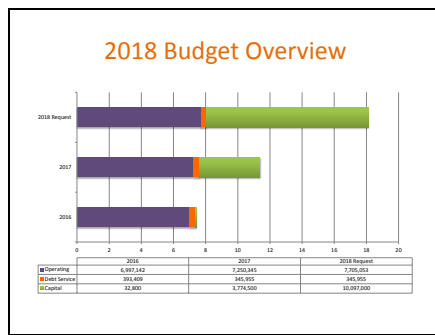
Next Regular Meeting: September 13, 2017 at 6:30 pm

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Slide 1



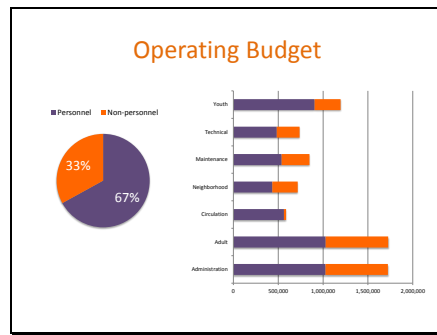
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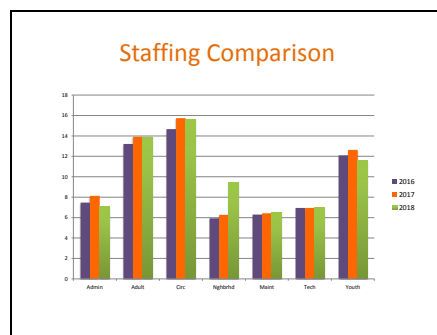
Slide 3

- Budget Highlights**
- 6% increase in operating budget
 - Major capital investment
 - Equity assessment
 - Mobile library unit
 - Development and marketing investment
 - Slight increase in staff hours
 - Maintains current level of programming

Slide 4



Slide 5



Slide 6

Budget Forecast

Fund	2017	2018	2019	2020
Operating	7,250,345	7,705,053	8,475,558	8,899,336
Debt Service	345,955	345,955	345,955	345,955
Capital	3,774,500	10,097,000	4,785,000	190,000
Total	11,370,800	18,148,008	13,606,513	9,435,291

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community | events | ideas | resources

Slide 7

Authorization Requested

- Capital investment
- Investment in equity measures
- Realignment with pillars of service
- Summer Reading program target marketing pilot
- Place additional lending machine

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

Wednesday, October 18, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith

Members Absent: Socorro Castro, Tori Foreman, Michael Tannen

Staff: Teri Campbell, Karen Danczak Lyons, John Devaney, Russell Johnson, Heather Norborg, Jessica Ticus

Citizens Present: - None

Presiding Member: Benjamin Schapiro, President

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

PUBLIC HEARING: President Schapiro called to order the Truth in Taxation Hearing for the 2017 Property Tax Levy for the City of Evanston. Teri Campbell, Assistant Director, reviewed the following:

- 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 an 8.17% increase over the previous year.

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

Memorandum. No citizens were present to comment. The Truth in Taxation Hearing portion of the meeting was adjourned.

CONSENT AGENDA

- A. Approval of the September Bills and Payroll and Minutes of September 13, 2017 Regular Meetings** –Margaret Lurie motioned to approve and Shawn Iles seconded and it was approved on a voice vote.

INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update-** Bids for the construction manager and project manager are due to City Council by November 8.
- B. Lush Construction Update** – John Devaney reported construction at the 2022 Central Street site is due to begin on October 21 and he anticipates it taking 120 days. The North Branch work is complete, doors and vestibule installed and working. The Main Library outside weatherproofing and garage repairs have been completed on time and on budget.

LIBRARY DIRECTOR'S REPORT

- A. Director's Report-** Karen Danczak Lyons reported that the Library's social worker continues to provide services to many Evanston residents struggling to make ends meet. Justine Janis, MSW, will be providing a quarterly report on her work. The Fall Staff Inservice Day is October 20th and Board members are encouraged to attend this content rich workshop. The City of Evanston transmitted its proposed 2018 Budget to the City Council on October 6th. A series of meetings to discuss the proposal in each ward began with a joint Ward 8 & 9 meeting on October 12th. Director Danczak Lyons will represent EPL at each meeting with the exception of Wards 3 & 4 which are meeting simultaneously but separately, at different locations. She will coordinate with staff so that EPL is represented at both the 3rd and 4th Ward meeting.

STAFF REPORT

- A. Administrative Services Report** –Teri Campbell reported that three new staff members have joined the Library. She also reported that 66% of the FY17 budget had been spent while 75% of the year has elapsed.
- B. Mission Impossible VIII-** Russell Johnson gave an overview of the Mission Impossible book discussion program which is in its eighth year. This very popular program takes a challenging book and conducts small group book discussions, lectures, films and concerts relating to the book over the course of a year. The goal is to deeply engage participants in a “hard-to-read” book while building camaraderie and interesting discussions. The program is growing and Mr. Johnson attributes its success to seeking input from past

participants on book selection as well as other programming elements. Mission Impossible: Dostoevsky began with a lecture from renowned Dostoevsky scholar and Northwestern professor Dr. Gary Saul Morson on September 12.

- C. **State per Capita Grant Requirements-** Teri Campbell reported on the annual grant application requirements for Library staff and Trustees. Links to information for review were included in the October 18th agenda.

BOARD REPORTS

- A. **Development Committee** – Shawn Iles reported the Development Committee met yesterday to discuss their goals. The Fund for Excellence letter is in production and will be delivered to Board and Committee members for personalization next week.

UNFINISHED BUSINESS

- A. **Discussion of the FY2018 Proposed Budget-** Trustees discussed the proposed budget, which can be found on the Library's website <https://www.epl.org/wp-content/uploads/2016/10/library-budgetproposalspresentation-20170906.pdf>
- B. **Approval of the 2018 Proposed Library Expenditure Budget:** Sandra Smith motioned to approve the 2018 proposed expenditure budget of \$7,736,741. Vaishali Patel seconded the motion and it was unanimously approved by voice vote.
- C. **Preliminary Tax Levy Estimate-**Teri Campbell reviewed the tax levy estimate (see information under Public Hearing).
- D. **Consultant- Equity of Access, Diversity and Inclusion Assessment-** Shawn Iles moved to approve the contract with DJA Consulting for consulting services to EPL to conduct this assessment. The motion was seconded by Sandra Smith and unanimously approved by voice vote.
- E. **Facilities Committee-** The proposal to fund the Main Library renovation will be discussed at the City Council meeting on October 23. Director Danczak Lyons urged Trustees to call their alderman to support the project. If approved, renovation plans are ready to be turned over to the COE and logistical moves ready, reported John Devaney. In the first quarter of 2018, the Library would look to hire a construction manager. Used books are no longer being accepted by the Library in anticipation of space renovation.

NEW BUSINESS

- A. **Furlough Day/ Library Closed on November 10th** – Director Danczak Lyons reported that the City of Evanston and the AFSCME public service employees' union agreed to a furlough day for City employees on November 10th to alleviate the 2017 budget shortfall. Because Library employees are

part of the AFSCME union and part of this agreement, Director Danczak Lyons asked the Board to approve November 10th as an EPL furlough day and Library closure. Trustee Adam Goodman expressed his displeasure at closing the Library and President Schapiro asked Director Danczak Lyons to look at ways to mitigate impact on staff. Sandra Smith motioned to approved November 10th as a furlough day for EPL staff and the closure of the EPL's facilities to the public. Vaishali Patel seconded the motion. Trustees Lurie, Schapiro, Iles voted in favor, Trustee Goodman was opposed. The motion was approved.

F. ADJOURNMENT – Sandra Smith motioned to adjourn the meeting at 8:07 pm, seconded by Shawn Iles and approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, November 15, 2017 at 6:30 pm Evanston Public Library, Community Meeting Room.

Library Director's Report October 18, 2017

Updates:

The City of Evanston transmitted its proposed 2018 Budget to the City Council on October 6th. A series of meetings to discuss the proposal in each ward began with a joint Ward 8 & 9 meeting on October 12th. I will represent EPL at each meeting with the exception of Wards 3 & 4 which is meeting simultaneously but separately, at different locations. I will coordinate with staff so that EPL is represented at both the 3rd and 4th Ward meeting.

At the recent City - School Liaison meeting I discussed the importance of a data sharing agreement between District 65, ETHS, the City of Evanston and the Evanston Public Library. I provided the City of Evanston with sample data sharing agreements and the City is reviewing the draft language. During the discussion, I emphasized that the privacy of the students will be protected. By sharing information about the areas of the City where students live and their grade levels, EPL can create a target marketing program and begin to evaluate the participation level by geographic area. In addition, with the sharing of aggregate reading levels and working with the school districts to compare Summer Reading Program participants with those students who do not participate, we can begin to evaluate the impact of our summer programs. More to come as the conversations progress.

Banned Books Week September 24-30:

- Children's Services had a display along with activity sheets. It triggered interest from children and parents as well as from the Nichols sixth grade students on their tours that week.
- Teen Services had multiple activities including a book display, coloring sheets, a photo opportunity and a simple craft. During the Nichols 6th grade tours we explained why Banned Books week is held. More than half of the books on display were checked out.
- Books on the Chopping Block:
 - City Lit Theater Company's production once again was well done and well received. They performed excerpts from the 2016 most challenged books and facilitated the discussion at the end.

Outcomes: Emphasized the importance of freedom of speech and protecting against censorship. Illustrated the importance of libraries in providing access to information.

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	4,060				38,328
North Branch	201	227	265	244	252	260	250	-	150				1,849
CAMS	473	453	465	477	527	527	524	616	555				4,617
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	4,765	-	-	-	46,036

Website Visits													
All Location	55,468	48,541	52,269	44,632	43,173	43,187	42,205	45,110	41,924				416,509

Wifi Users													
All Location	25,449	25,114	26,969	25,171	26,957	27,358	25,848	26,785	27,535				237,186

Library Visits													
Main	27,390	26,711	34,402	41,249	40,502	46,245	44,373	45,837	39,156				345,865
North Branch	3,790	4,005	4,109	4,058	3,815	4,785	4,453	4,553	3,827				37,395
CAMS	3,164	3,426	3,515	3,440	3,638	4,156	4,072	-	2,500				27,911
Overall Library Visits	34,344	34,142	42,026	48,747	47,955	55,186	52,898	50,390	45,483	-	-	-	411,171

Partnerships and collaborations:

King Arts Backlot Bash:

Laura Antolin, Jill Skwerski and Kevin Kelley represented the Library at this back to school event at King Arts. This event was organized by Y.O.U.'s community school initiative at King Arts and was open to all of King Arts students and their families. EPL staff made library cards, shared information on programs and services and checked out books from the book bike. EPL continues to be involved in King Arts' community school transformation through staff's participation on the advisory committee.

Outcomes: This event was a new way we partnered with Y.O.U. and District 65. We were able to bring resources and information to students and their families about all of our services. This provided access for residents who may not know about the Library or have the ability to travel to one of the Library's locations regularly.

Third Quarter results from Social Worker Justine Janis:

During this quarter we have had 140 encounters. About 78% of these encounters were with Evanston Residents. 36% of the encounters were with homeless individuals. We provided about 92 hours of clinical service and 74 referrals to community resources.

In addition, we have provided multiple hour- long trainings for library staff on how to work with patrons on the Autism spectrum. The format and contents of the training was found so useful that Justine will continue to provide quarterly trainings on a variety of pertinent topics. Justine has partnered with Youth Opportunities Unlimited (Y.O.U) to host outreach hours at the teen Loft space on Mondays. Y.O.U provides a variety of resources to help youth get jobs, food, and housing. Justine presented a program on Stress Management at the teens' Gender Sexuality Alliance meeting and continues to host office hours in the Loft on Thursdays. District 65, Early Start Program is also tabling in the lobby to provide outreach to parents in need of additional support.

During this quarter, Justine has dedicated 18 hours to EPL Staff in offering support and consultation.

Justine met with 6 new organizations this quarter to learn about a variety of community resources and explain her role at the library.

In partnering with EPL's Community Engagement Librarian, we are hosting programs in October and November to help patrons seal/expunge their records and learn ways to respond to people experiencing serious mental health symptoms.

Metrics:

140 Encounters (meaningful interactions lasting longer than 5 min)

51 encounters were individuals struggling with homelessness

109 encounters were Evanston residents

74 encounters were provided referrals to community resources

5510 minutes of clinical services provided.

1075 minutes of support/consultation provided to EPL staff

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

Wilson coordinated the first session of this year's Caldecott Club. There are a number of attendees that participated in last year's event. The children's staff enjoys reading and voting on the titles, too.

Outcomes: Participants and staff hone their critical thinking skills by viewing and discussing the art in these excellent books.

Kaufmann attended the Tinker meeting and wrote: "Went to the Tinker meeting at Indian Prairie Public Library. Topics discussed were gardens at the library and hatching chicks at the library. I keep trying to puzzle out how we could do a gardening program here with the limited open space on our property, plus the people traffic we see at EPL. I do hope to hit on the solution one of these days, and I did get some new ideas from this meeting. I liked the idea of hatching chicks and the programs we could do around that, but I'm not sure we have the right set up in our room to host the baby chicks. CAMS did this a few years back, but they are smaller and could keep a closer eye on the incubator."

Children's Outreach Highlights from Laura Antolin include:

Resource Fairs:

- Tabled at King Arts Backlot Bash w/Jill Skwerski and Kevin Kelley
- Tabled at Latinx Business Alliance "Fiesta!" event w/Jill Skwerski and Miguel Ruiz
 - 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 presentation at September Library Board meeting:

- Created and presented PowerPoint with Renee Neumeier about Summer Reading Program including summer reading in camps and ABC Boosters
 - 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.:

- Visited Oakton Y.O.U. and checked out books to afterschool youth. Scheduled visits to EPL for Walker Y.O.U. - instead of bringing books to Walker, 50 students will come to the Children's Room on 4 separate occasions to do homework and check out books. In the process of firming up schedules for Washington and Dawes Y.O.U. programs.
 - Impact: Through partnerships, library services will be expanded to provide more equitable access to programs and services.
 - Outcome: 33 books checked out to youth at Oakton.

Home Daycare Provider Book Bags:

- Training and introductions - Volunteer Joe Moos shadowed me during Book Bag delivery and met the 5 Home Providers to whom he will be delivering Book Bags.
 - Impact: Resources and quality of the early literacy activities provided by Home providers and Centers are significantly increased.
 - Outcome: 21 Books Bags delivered (15 Book Bags delivered to home providers (1 is on vacation); 6 Book Bags delivered to centers (IWSE and KinderCare)

IWSE Storytimes:

- Storytimes and songs for infants-preschoolers at Baby Toddler Nursery and for infants-toddlers at Teen Baby Nursery
 - Impact: Library resources shared and early literacy skills gained through participation in storytimes for at-risk children.
 - Outcome: 70 (55 children) participants at Baby Toddler Nursery; 21 (16 children) participants at Teen Baby Nursery.

D65:

- K-Tours:
 - Scheduled kindergarten tours for 8 of the 12 schools and delivered library card applications to Dawes, Dewey, Orrington and Walker schools in preparation for tours in mid-October.
- After School childcare programs:
 - Visited Dawes and Washington Schools and provided storytime and nightlight craft to students.
 - Impact: Reinforcing positive interactions with books and the library and skill acquisition through art/STEM activity.
 - Outcome: read 2 books and 40 participants in art activity at Dawes; read 2 books and 38 participants in art activity at Washington.



- Learning & Growing at the Family Center
 - Presented first monthly PACT program to Home Visiting families including songs and storytime and chromatography butterfly STEAM activity
 - Impact: Reinforcing positive interactions with books and the library and skill acquisition through PACT art/STEM activity.

- Outcome: 10 participants; fine motor skill-building and encouraging parents to work with their children
- STEM Club w/Ms. Laura planning meeting with J.C. Renteria
 - Meeting to plan October and November programs for monthly STEM Club for Head Start, PFA and Home Visiting families at JEH

Teen Services Highlights from Renee Neumeier include:

Gender and Sexuality Alliance:

- Kevin Kelley reached out to area drag queens to have them participate in Q & A session the October 11 GSA meeting. Kevin has asked the drag queens to talk about their experiences, how they got into drag, how they developed their characters and what tips and support they can offer Evanston teens.

Staff:

- Tyler Works, the new full time teen librarian started. He went through various trainings and has been meeting with different staff members to learn about their departments and what they do at the Library. He has already started planning programs for the fall and winter and has great ideas from Anime clubs, to robotics programs that tie into the First League groups at the schools and Y.O.U.

District 65:

- All of the 6th grade students (242) from Nichols Middle School walked over to EPL for their annual visit to receive orientation to the Loft, EPL's collections and other services. The students came in three large groups over three days. Once the groups arrived at EPL they were split into three smaller sections. Each section rotated through an overview of Hoopla and MyMediaMall in the community room, a tour of the Children's collection and tour/overview of the Loft, YA collection and teen programs. At the end of the three rotations students had the opportunity to explore on their own and check out materials. Leading up to the trip, teachers handed out library card applications so students could get cards, replace cards or have fines waived. Teen Services staff made close to 75 cards for students.

Outcomes: These visits expose library services and provide access to EPL services and spaces to students who may not be able to use them regularly. During these visits we emphasized our audiobook collections both physical and online. Many students who struggle with reading enjoy listening to the audiobooks while reading the books. This ensured both students and teachers are aware of our different audiobook collections, which is another way we're tackling literacy.

- The librarians from Nichols, Chute, Haven and Bessie Rhodes and Renee Neumeier worked on narrowing down the list of titles for the annual Mock Printz event. The librarians started with a list of books that had received multiple starred reviews in a variety of journals. The Librarians read the titles and discussed them, looking at quality, perspectives, genre and authenticity. Eighth graders at all four schools will be invited to take part in reading the titles and then attending the final event at EPL. The final Mock Printz event allows participating students to discuss all of the titles and vote on a winner. Copies of the books (print, audiobook, E-versions) will be available at all three EPL locations and at the school libraries. The list of titles is below:

[The Hate U Give by Angie Thomas](#)

[Out of Wonder by Kwame Alexander](#)

[Piecing Me Together by Renee Watson](#)

[Spill Zone by Scott Westerfeld](#)

[They Both Die at the End by Adam Silvera](#)
[Undeclared by Steve Sheinkin](#)
[Loving vs. Virginia by Patricia Powell](#)
[A Psalm for Lost Girls by Katie Bayerl](#)
[Genuine Fraud by E. Lockhart](#)
[I'm Not Your Perfect Mexican Daughter by Erika Sanchez](#)
[American Street by Ibi Zoboi](#)
[City of Saints and Thieves by Natalie Anderson](#)
[Crossing Ebenezer Creek by Tonya Bolden](#)
[A Face Like Glass by Frances Hardinge](#)
[Inexplicable Logic of My Life by Benjamin Alire Saenz](#)
[March Against Fear by Ann Bausum](#)
[Saints and Misfits by S.K. Ali](#)
[Strange the Dreamer by Laini Taylor](#)
[Vincent and Theo by Deborah Heligman](#)

Outcomes: This event aligns both with D65's curriculum and EPL's commitment to literacy. Students who are involved will be introduced to high quality literature, exposed to new perspectives or perspectives and experiences they can relate too.

Y.O.U.

- Met with Y.O.U. program managers to debrief on summer reading outcomes at their summer middle school site. Overall, we all felt it was a success. In 2018, we have agreed to work on embedding even more reading into their middle school program. Overall the format of going from room to room for check ins went well. We will both work on making sure the Y.O.U. staff who are working directly with the students are aware of both the goals of the program and how the program is produced. They recommended that more activities be hands-on vs. exploring library resources since they often do not have Internet access.

STEM Programming:

- Teen Services is working on piloting a new series of STEM programs. These programs will be inquiry based and some will align to the Next Generation Science Standards. We have been collaborating with Dr. Rebecca Daugherty, the former Associate Director of Northwestern University's Science in Society's Research Center. Rebecca comes with in depth science knowledge and in depth experience in creating STEM programming for youth of all ages. Currently we're planning four programs; the first one will focus on the physics of collisions and the second on the science behind the transfer of heat.

EvanSTEM:

- The Makerspace coordination group started to plan a Making/STEM event that will be held at EPL in March, 2018. This event will be geared towards D65 and ETHS educators. We're discussing potential keynote speaker options and the structure of the breakout sessions.
- The Director's Circle has been discussing how sustainability of EvanSTEM after the grant funding runs out after the 2017-2018 school year. Some funds will carry over to the 2018-2019 school year.

Tinker:

- The September meeting was hosted at Indian Prairie Public Library. At this meeting we had presentations on having chicks, ducks and other animals in the library, along with having gardens at your library. We discussed how to launch programs and additional programming that can be coordinated with each topic.

- For November, we're planning a maker faire focused presentation which will include: a presentation from Christina Pei, the Coordinator of the Northside Mini Maker Faire and tables of library staff sharing their ideas for great maker faire activities and projects.

Community Engagement Highlights from Jill Skwerski include:

- Book bike activity was heavy during September with visits to NFP Day at the Downtown Evanston Market, West End Market, Streets Alive, and King Arts Back to School Bash. These visits resulted in the creation of 16 new library cards and 90 items checked out to patrons "on the street".
- National Voter Registration Day was September 26th. We hosted representatives from the League of Women Voters at both the Main building and at CAMS, providing patrons access to register as new voters or update address information.
- Attended a program at Niles Library about the Career Online High School program, which offers adults 21+ the opportunity to get an actual High School diploma (not GED) online via an 18 week course offered through libraries. The cost to EPL to purchase 5 diplomas would be \$6,500. Working on partnerships with COE Youth and Young Adult, Oakton and ETHS to see about offering this as a pilot program at EPL in 2018.
- Welcomed NU International students and families as well as incoming freshmen and transfer students at 3 events. Created +/-122 cards for students, some of whom we've already seen using our collections.
- With Wynn Shawver, addressed a group of 40 seniors at the Mather to share information about how we engage the community with library services. Attendees were interested to know the breadth and depth of the work we do outside the library buildings, and to learn from Wynn how best to support EPL.
- Fun Fact - September was Library Card Sign Up month. Total cards issued via Community Engagement: 143.

Latino Engagement Highlights From Miguel Ruiz:

Community Representation

- Action: Interviewed by the Evanston RoundTable regarding DACA issues.
 - Outcome: Provided insights to community members regarding important legal issues facing the Latino community in Evanston.
- Action: As member of ALA national Committee on Diversity, submitted committee session proposal for ALA annual regarding safe spaces in libraries.
 - Outcome: Represented EPL's commitment to diversity at the national level.
- Action: Assisted in the organization of the ILA Diversity Task Force Diversity Roundtable conversation, including development of facilitation guidelines, to be presented at the ILA conference.
 - Outcome: TBD: goal of hearing diverse voices from the library profession regarding ILA.
- Action: Began participation in Leadership Evanston 2017 cohort.
 - Outcome: Received valuable information on community organizing that will be used to move Latino engagement strategic directions forward.
- Action: Invited to be the keynote speaker for the Latino Resources 4th Annual Scholarship Ceremony.
 - Outcome: Represented the library as a Latino member of the Evanston community to Latino parents and children and spoke about the value of being a Latino in the Evanston community.

Partnerships

- Action: Meet with Indira Johnson, Evanston artist, to discuss library partnership for a future community wide art project.
 - Outcome: Reinforced the library's commitment to support community arts and programming related to diversity and inclusion.
- Action: Selected to be a member of the CoE Bloomberg Mayor's Challenge team.
 - Outcome: In the process of developing a grant proposal to seek one million or five million dollars in funding to aid in addressing a large city wide issue.

Engagement

- Action: Participated in Latinx Business Alliance "Fiesta!" event with Community Engagement Librarian and Children's Outreach Librarian.
 - Outcome: Provided library services, children's activities, and resources to existing and new Latino community patrons.
- Action: Presented "DACA Aftermath" to members of the Northwestern Osher Lifelong Learning Institute Diversity Committee.
 - Outcome: Shared library and external information resources regarding issues of DACA to aid in creating an informed senior citizen community in Evanston.

Neighborhood Services Highlights from Connie Heneghan include:

We reopened our doors at North Branch with storytimes, Tail Waggin' Tutors and book groups.



We hired Katy Jacob, formerly of Circulation, to work as a branch assistant beginning Oct. 2.

Streets Alive, Sept. 10:

Bridget Sweeney and Connie Heneghan staffed a desk providing a storybook walk, crafts, bookmarks and information about the library and its services including the Storytelling Festival.

To promote the Storytelling Festival, CAMS staff member M Halke put together a book display and drew this chalkboard sign at CAMS:



Seven of twelve branch staff attended Justine Janis's training on Working with Patrons on the Autism Spectrum.

Outcome: Staff felt she provided good reminders to view the encounters from the patron's point of view. It was also good to be in a small group with staff from other departments.

C Heneghan continued weekly visits to the Foster Senior Group at Fleetwood-Jourdain.

Outcome: Checked out books, movies, audiobooks, issued a new card, reserved items for future delivery and shared information about the Storytelling Festival and African American book group.

Paula Shapiro and Connie Heneghan developed a new October Fall Words activity for all locations supporting the early literacy skills of writing and play.

C Heneghan attended the Gizmo demonstration, a mobile scanning device that could be used for weeding and shelf reading as well as remote circulation.

Adult Services Highlights from Heather Norborg include:

Digital Literacy (Eduardo Gomez):

1 on 1 Sessions at Main:

- **Total:** 27 sessions
- **Topics:** iPhone, iPad, Email, Excel, PowerPoint and Tablets.

Computer Classes at Main: Basics, Gmail, Internet, Word

- **Total:** 8 classes (1 topic/2 times a week)
- **Total Attendance:** 20 students

(Heather Norborg):

Our twice weekly partnership with North Shore Village began again in September, bringing back our great volunteer technology trainer George Lowman who teaches courses geared towards seniors who are new to their mobile devices. In September, the series began with introductions to the buttons and settings on an iPad or iPhone, continued with an examination of technologies to help patrons tell their Life Stories, included sessions on email, texting, advanced settings on a device, and PowerPoint. This series will run through December. Each session has 15 students.

Outcome: Supports the (digital) literacy and learning of adults.

Book Discussions:

Science Fiction Group (Lorena Neal): 11 attendees met to discuss *The Windup Girl*, by Paolo Bacigalupi. The group continues to enjoy engaging in our new Facebook group on topics related to the books we have read and other science fiction/fantasy news.

KeepinitReal (Kim Hiltwein): 12 attendees met to discuss *Black Flags: The Rise of ISIS* by Joby Warrick

The League of Graphic Novels (Kevin Kelley, substitute): 10 attendees met to discuss *Giant Days, vol.1*

Mission Impossible: Dostoevsky (Russ Johnson):

-- Dostoevsky Kickoff Lecture (9/12) - Over 165 attendees. Delivered a brief welcome address to new and returning MI readers. Introduced our guest speaker Dr. Gary Saul Morson. Helped facilitate the Q&A following the lecture, introduced the group leaders, and facilitated the start of general registration. Created a program for the event along with a flyer.

Goals: Keep people engaged, reach new audiences, and keep the discussions fresh.

-- Mapped out the reading schedule and discussion meeting schedules for MI:8. Designed the blog and RA desk handout to facilitate easier communication with registered readers. Contacted all previous MI participants with a chance to pre-register for Mission. Worked with Betsy to order extra copies of our chosen translations.

-- Following the hugely successful and well-attended kickoff lecture, I added 3 extra discussion groups to accommodate all the interest.

ReadAbility (Jeny Wasilewski and Deb Winarski): This group is for adults with disabilities. Over the course of 10-12 weeks, librarians read a book aloud to the participants and they discuss that week's section. September was the end of our second round of this book group. We had a core group of 6-8 attendees who came every week (with 1-2 others most weeks).

Outcomes: Book discussion groups promote the library strategic goals of engagement and literacy.

Author Events:

-- *H.H. Holmes: The True History of the White City Devil* Reading (9/19) - Designed a lobby poster and consistently promoted the reading via social media. Introduced author Adam Selzer and facilitated the Q&A that followed his reading. Assisted with the book signing.

Outcomes:

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

-- Judy Nickels Reading (9/27)- Designed a lobby poster and consistently promoted the reading via social media. Introduced author Judy Nickels and facilitated the Q&A that followed her reading. Outcomes: Continued our support of local authors, promoted the *Soon to Be Famous Illinois Authors Contest*, and offered programming for Chicago history buffs, historical fiction fans, and people who can't get enough *Devil in the White City*.

Planning for future author events:

-- *From Chicago to Vietnam* Reading - Added website and calendar blurbs, designed flyers and a lobby poster, and promoted the 10/11 reading via EPL's Facebook.

Goals: Continue our support of local authors with this program timed with the release of Ken Burns' new documentary.

-- *Chicago Quarterly Review* Reading - Added website and calendar blurbs, designed flyers and a lobby poster, and promoted the 10/24 reading via EPL's Facebook.

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.

-- *Ugly Prey* Reading - Scheduled this reading by Dr. Emilie Lucchesi for 12/6. She is a Chicago writer, and *Ugly Prey* was highly recommended by the NY Times, Crain's, and Library Journal and featured on NPR and WGN-TV.

Goals: Continue our support of local authors, offer readings of high profile books, and offer programming of interest to Chicago and women's history buffs.

-- Susan Cherry Poetry Reading -- Scheduled a reading and book release celebration for Evanston poet Susan Cherry for 1/11/18.

Goals: Offer programming that supports Evanston's talented poetry scene.

Business and financial programming (Kathleen Lanigan):

SCORE mentoring continues twice a week.

Career Counseling continues twice a month.

Kathleen organized four special events this month: A business program on email marketing, a program on Medicare, a program about College Coaching, and "To Your Credit" about how to improve your credit score.

Legal Programming (Lorena Neal):

Law At the Library: Sept. 14, on the topic of Child Support. 4 attendees

Free Legal Consultations: 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 (8 appointments per month), and we are now booking into December.

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).

MENA (Lorena Neal):

The new year of MENA events has been scheduled:

October 2: author Wendy Pearlman, on her book "We Crossed A Bridge And It Trembled: Voices From Syria."

Monday November 13: Israel's Occupation @ 50: What are the Prospects for a Future Solution? A Talk by Israeli political scientist Neve Gordon

Monday December 11: The Risk of War with Iran: Will Trump Kill Obama's Iran Deal? A Talk by Trita Parsi

Monday January 8: The Middle East and North Africa: 2017 in Review—and What to Look for in

2018 — A Talk by Marc Lynch

Monday February 26: Turkish-American writer Elif Batuman reads from and discusses her novel "The Idiot"

Monday April 23: A talk by Tunisian political scientist Nadia Marzouki (registration and details to come; presented in partnership with One Book One Northwestern)

Monday May 7: Religious Freedom in Arab States: Who Is Free and What Are They Free to Do? A Talk by Nathan Brown (presented in partnership with One Book One Northwestern)

There is also a potential June lecture planned, awaiting final confirmation.

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.

Community Outreach: On September 5, new rules for DACA recipients were announced. Lorena Neal (who herself has a law degree) contacted Miguel Ruiz to inform him of some legal information pertaining to DACA which she thought might be useful for him to share with the Latino community, and she also volunteered to create a working document of community resources relating to DACA, if this would be helpful to him. Miguel and Lorena met on September 8, and discussed what information would be most helpful to gather and organize. As a result, on her personal time, Lorena created a document containing a wide variety of DACA resources (from renewal FAQs, to information on renewal clinics, to mental health resources, to legal help contacts, to employment and educational resources for DACA recipients), and shared it with Miguel to use and pass along to community members as he saw fit. You can view the document here:

https://docs.google.com/a/cityofevanston.org/document/d/1XMZII6V_27g3PMuOTSxaqw1tAXyuYRbrmBABIxRH_8/edit?usp=sharing

Outcomes: This relates to the library's strategic goals of access, engagement, and learning. The document can be used to engage with community members and to help them learn about and access services relating to DACA.

Other Special Events for Adults:

The "Ask a Master Gardener" table (Julie Rand) was back on September 23. They helped 11 patrons with their gardening questions.

-- Deena Uzzell Program - Scheduled a follow-up to Ms. Uzzell's 9/9 program for 2/7/18.

Goals: Offer programming of interest to history buffs, the African-American community, and Mission Impossible participants.

-- Being Mortal's Villages (9/25) - Distributed flyer throughout library and downtown Evanston. Assisted with tech set-up for the webcast and troubleshoot connection problems at the beginning. Gave a welcome and brief introduction before the webcast.

Outcomes: Continued to strengthen our partnership with North Shore Village and offered programming of interest to Evanston's retired population and anyone interested in issues of aging.

Books on Wheels (Julie Rand): Two new BOW patrons were registered in September. Julie is continuing outreach to possible BOW participants. This month she spoke with the new Activities Coordinator at the Presbyterian Homes about the BOW program and about coming out to the speak to the residents about the program in the future.

Patron feedback:

-- From Judy Nickels (referring to her 9/27 event): "Thank you so much for the forum at the library to present Georgianna's story. [The Evanston audience] was engaged and asked great questions and stayed for the whole time!... Thanks for all your work to ensure a smooth program, and your kind words of support in the introduction."

-- MI: Dostoevsky Kickoff Lecture Attendees:

"I thoroughly enjoyed Dr. Morson's talk--as did everyone else there--it was a wonderful introduction to the new MI."

"Thanks so much for arranging the excellent speaker tonight!"

"GREAT program tonight! That was the best kickoff lecture we've ever had."

Technical Services Highlights from Tim Longo include:

Items Added September 2017

Adult at Main=1219
Adult at North=44
Adult at CAMS=40

Total adult items=1303

Juvenile at Main=1184

Juvenile at North=58

Juvenile at CAMS=66

Total juv items=1308

YA at Main=251

YA at North=25

YA at CAMS=25

Total YA items=301

Total items added to collection in September 2017= 2912

September 2017

Carts Ordered:

- Titlesource 360:

Evanston RW Adult Fiction: 1476.88

Evanston RW Adult Nonfiction: 6288.47

Evanston PL Fiction- Mystery & Detective: 978.03

Evanston Popular Paperback: 67.75

Travel: 682.92

Fantasy: 851.27

Romance: 192.06

Urban: 108.34
 Business: 314.51
 Non-CLS Purchases: 1372.57
 Non-CLS Most Wanted: 421.44
 Most Wanted: 70.65
 Poly: 500.45
 Replacements:
 Misc: 2240.98
 Rotary: 164.25
 Amazon: 427.94
 Audiobooks: 1424.47
 Ebooks: 441.75
 North: 1655.02

Patron Requests:

Received 43 patron book requests for the month of September. Library will purchase 25 of the titles suggested.
 Received 2 patron audiobook requests for the month of September. Library will purchase 2 of the titles suggested.

Staff Requests:

- Russ Johnson: Requested 20 copies for Mission Impossible. Ordered 20 copies.
- Heather Norborg: Requested Electric Arches by Eve Ewing. Ordered.

Requested Citizen e-audio via MyMediaMall. Ordered.

Requested Our Declaration. Ordered.

- Renee Neumeier: Requested. Cradle to Kindergarten: A New Plan to Combat Inequality. Ordered.
 - Kim Hiltwein: Requested Sex Criminals 4 and The Assignment. Ordered.
- Requested Citizen audiobooks. Ordered.

- Brian Wilson: Requested Notes of a Native Son by James Baldwin. Ordered.
- Requested Summer of 1969. Ordered.
 Requested Gizo-Gizo. Ordered.

- Barb Levie: Requested audiobook versions of Our Declaration. Ordered.

Donations:

Adult Gift Books Added to the Collection: 127

Adult Gift DVDs Added to the Collection: 32

Local Authors Added to the Collection:

- Zanzibar to Chicago: A Bohra Muslim's Search for God by Fekhruddin Muhammedali Adamji (2nd copy)
- The Hundred Grasses: Poems by Leila Wilson
- The Happiness of Dirt by Aozora Brockman
- A Competent Witness by Judith Nickels (added 2 copies)
- No Reason to Hide by Elaine Starinchak

Weeding: Books Sent to Repair: 29

Most Wanted Titles Weeded: 46

Most Wanted Titles Added to the Circ Collection: 4

Grubby Books Weeded and Replaced by Gift Books: 75

Grubby CDs Replaced by Gift CDs: 7

Grubby Audiobooks Replaced by Gift Audiobooks: 2

Damaged Books Weeded: 191

Other Books Weeded: 14

CDs Weeded: 5

Audiobooks Weeded: 2

Cassette Tapes Weeded: 1

Books Sent to be Relabeled, Cataloged, etc.: 11

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

Audiobooks Sent to be Relabeled, Cataloged, etc.: 6

Books from the "Lost" report replaced: 21

Weeding Plan for Nonfiction (700s)

Missing: 11

Weeded: 304
Displays
First Floor – In Praise of Teachers
Second Floor Front 9/1 – OPAL Booklist
Second Floor Back 9/1 – Original Art
Second Floor Front 9/25 – Banned Books Week
Second Floor Back 9/15 – Food Memoirs
Staff: Teri

Misc:

Ordered 100 copies of Citizen (the Evanston Read title) for Jill S. totaling \$1190.00.

Volunteer Highlights from Mary Kling include:

- Interviewed 2 new volunteers
- Received requests for additional volunteers from Staff (Children’s, Books on Wheels, Communications, Adult Services)
- Placed new volunteers in Children’s (2), Adult Services (1), Circulation (2), Concierge (1), Flyers (10)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Updated volunteer information in Raiser’s Edge
- Attended Storytelling Festival Steering Committee meeting
- Facilitated background checks for 2 volunteers
- Attended Fund For Excellence Kick-off event
- Attended Appreciation Lunch for Book Sale volunteers
- Met with leaders of Northwestern Greek Community and Northwestern Community Engagement to plan dual service learning and philanthropy retreat to be held at EPL on November 4, 2017

Upcoming events of Note:

Excerpts from patron feedback:

“Hello and good afternoon all,
Thank you so much for bringing the EPL and its books to the King Arts Back to School Bash yesterday! Thanks to you as well Renee for helping making this connection. It was wonderful to have the Library and several of its programs represented. I hope you were able to interact with students and families. Several parents afterward said how much they appreciated that the library was present.

I could not find an email for Kevin on the website so please pass my thanks on to him as well. I look forward to future points of intersection this school year. Wishing you all a wonderful end to the week and weekend.” - Christopher Rapisarda, Community Schools Coordinator Y.O.U.

From Robin Sindelar:

I have two favorite patron interaction stories to share. On a September weekend I was able to provide books for a mother and her 28 year old son. The son had a recent accident and suffered a brain injury. He was able to come to the library with his mother and physically appeared to do fine, although he was walking slowly. This young man was working on relearning basic language and reading – so we had to find books on topics of interest to an adult with a reading level of approximately a second grader. I was able to find some non-fiction for the man, and after some research a few days later I was able to send a list of other titles to the mother’s

email address. We had a good list of rock and roll books to choose from in the biography section and the mother was pleased. I was happy to help with the recovery of the patron and I hope to see them again. The second memorable interaction was with a teacher the following work weekend for me. The young woman was having the first year teacher experience we are all warned about in teaching school. She was assigned to a kindergarten class after graduating from teaching school in May. She was looking for books about sustaining good behavior and self-control. She has three children in the class who are being evaluated for aides who are spending their days climbing on chairs, partying, and saying things like "butt" during quiet work time. And she is in the room alone, until aides can be provided. Together with Linda Balla, I was able to find some books to help her. One thing I hope I provided most to these two sets of patrons was compassion. I was able to talk to the teacher and relate some of my own teaching experiences and share some things that worked particularly well in the classrooms of my own children. I later sent a follow-up email relating some more titles and encouraging the teacher, hopefully providing some perspective.

These stories fulfill these parts of our vision statement:

All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life

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

And

Those in need can find assistance and information with ease

Our community celebrates, appreciates and supports its diversity in all of its forms

From Martha Meyer

Di Hu had been a volunteer with The Young and the Restless until her baby was born. She's now heading back to China. She brought her husband and baby to 9/21's The Young and the Restless to say good bye and get a good picture. It was so nice to be able to wish the whole family well in their trip back to China.

2) Received this appreciation from Michael Dorn, our Concierge on Thursday Morning whom I enlisted in "catching babies" for the 9/28 The Young and the Restless in the Children's room.

Here is what he said:

"Martha,

It was great fun to watch you in ACTION today.

As you know, up until today, I had only heard you, and the children, and their parents/caregivers, but had never actually witnessed the Storytime.

Needless to say, I'm so glad that I had the opportunity to see, first-hand, all that goes into this very special event. Your energy and enthusiasm were contagious, and it's astounding how much you pack into that hour. No wonder you keep playing to "packed houses", for these very lucky kids and those who accompany them, get stories, and songs, and EXERCISE, and stars, and yes, even bubbles. And that's not all.

Bravo to you, and all your regular helpers, for your consistent four-star performances!

Best wishes,

Michael"

And

Sep 28 (6 days ago)

Michelle Grill

to Janice, me, Library-Maint, library-kids, Library-Securi., Claire, Helga, elam125, Mary

It was a great morning! I am always so impressed with all of you amazing library staff! I am so glad I can be there most weeks.

Thank you Martha and everyone!

See you next week,

Michelle

And here are the pictures Abah Antonio took, saying "great program." In the background of both shots is Jan Bojda leading one of the tours of the Children's Room for middle school students.

The most magical thing happened: The middle school students all began to sing along *earnestly* to The Wheels on the Bus. Couldn't ask for a better compliment! (I could not get the pictures copied. jb)

From Linda Balla:

A phone call was fielded to me from Circ to speak Spanish over the phone with a female patron. I was terrified, but I was able to ascertain that she needed English classes at night, and I was able to connect her with Oakton College. In the second instance, an elderly Italian couple came in and needed the copy machine to take a picture of the hip joint and the knee joint. Since Spanish is so close to Italian (we used a lot of body language too!), I was able to figure out what they needed and get them on their way to their doctor appointment. Both patrons were very grateful. . . maybe my Spanish lessons are finally paying off! Yeah! Linda



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: November 08, 2017

Recommended Action

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

Summary

Payroll	
October 2, 2017 through October 15, 2017	\$ 138,089.03
October 16, 2017 through October 29, 2017	\$ 140,207.53

Library Fund Bills List

October 24, 2017	\$ 154,777.91
(includes \$6,385.99 August 2017 purchasing card expenses)	
November 14, 2017	\$ 156,287.32
(includes \$5,045.36 September 2017 purchasing card expenses)	

Attachments: Bills Lists, Purchasing Card Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.24.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 MIDWEST TAPE	LIBRARY SUPPLIES	233.98
65630 BAKER & TAYLOR	JUV PRINT	5,233.53
65641 BAKER & TAYLOR	JUV AV	22.10
65641 LIVE OAK MEDIA	JUV AV	31.95
65641 MIDWEST TAPE	JUV AV	259.92
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	213.75
65641 FINDAWAY WORLD, LLC	JUV AV	233.03
4805 LIBRARY YOUTH SERVICES Total		<u>6,228.26</u>
4806 LIBRARY ADULT SERVICES		
65100 BOOKPAL LLC	EVANSTON READS BOOKS	8,980.00
65630 BAKER & TAYLOR	ADULT PRINT	8,934.53
65630 BAKER & TAYLOR	ADULT PRINT	359.77
65630 CENTER POINT INC	ADULT PRINT	136.62
65630 INFORMATION TODAY INC	ADULT PRINT	343.53
65630 GALE RESEARCH INC.	ADULT PRINT	498.56
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	3.97
65641 MIDWEST TAPE	ADULT AV	1,636.58
65641 RECORDED BOOKS INC.	ADULT AV	500.77
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	220.00
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	30.00
62341 MIDWEST TAPE	ADULT AV	65.97
62341 MIDWEST TAPE	REFERENCE BOOK ONLINE	3,750.17
62341 PROQUEST INFO & LEARNING COMPANY	GLOBAL NEW STREAM SUBSCRIPTION	12,800.00
4806 LIBRARY ADULT SERVICES Total		<u>38,260.47</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	98.45
57515 PARK RIDGE PUBLIC LIBRARY	ILL LOST BOOK 31467010323164	10.99
57515 GLENVIEW PUBLIC LIBRARY	ILL LOST BOOK 31170005658665	36.99
4820 LIBRARY CIRCULATION Total		<u>146.43</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
65100 DEMCO, INC.	OFFICE SUPPLIES	36.94
65630 BAKER & TAYLOR	ADULT PRINT	823.52
65630 BAKER & TAYLOR	JUV PRINT	159.08
62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	4,332.00
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>5,351.54</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 SPRINT	PC EQUIPMENT	3,722.13
62340 TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL LICENSE AND SUPPORT FOR PC RESERVATION	795.00
65100 MIDWEST TAPE	LIBRARY SUPPLIES	1,065.94
65100 SHOWCASES	LIBRARY SUPPLIES	280.58
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	7,089.02
62341 COOPERATIVE COMPUTER SERVICES	OCLC JULY 2017	1,307.33
62341 COOPERATIVE COMPUTER SERVICES	OCLC OCT 2017	1,307.33
4835 LIBRARY TECHNICAL SERVICES Total		<u>15,567.33</u>
4840 LIBRARY MAINTENANCE		
64015 NICOR	NICOR UTILITY - GAS	262.85
64505 CALL ONE	COMMUNICATIONS CHARGES	349.99
62225 METROPOLITAN INDUSTRIES INC.	BUILDING MAINTENANCE SERVICES	690.00
62225 SCHINDLER ELEVATOR CORP	QUARTERLY BILLING	2,891.79
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	223.24
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	145.00
65050 CLEMENT COMMUNICATIONS, INC.	OSHA REGULATION BOOK	218.40
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	211.00
4840 LIBRARY MAINTENANCE Total		<u>12,367.27</u>
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX	139.00
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	72.02
65095 BAKER & TAYLOR	COMMUNITY ENGAGEMENT SUPPLIES FOR THE EVANSTON READS	920.88
65095 DEMCO, INC.	OFFICE SUPPLIES	76.95
65095 EVANSTON ROUNDTABLE LLC	STORYTELLING FESTIVAL NEWSPAPER AD	493.00

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 10.24.2017

65095 EVANSTON ROUNDTABLE LLC	STORYTELLING FESTIVAL NEWSPAPER INSERT AD	900.00
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	419.31
65095 OFFICE DEPOT	OFFICE SUPPLIES	36.84
65095 THE CONTAINED GARDEN	SUMMER & FALL PLANTINGS	540.00
65095 LARON WILLIAMS	STORYTELLING FESTIVAL SPEAKER FEE	1,500.00
65095 EDITH ARMSTRONG	*STORYTELLER PROFESSIONAL FEE	750.00
65095 EDITH ARMSTRONG	STORYTELLING FESTIVAL MERCHANDISE SALE	120.80
65095 JESSICA CARLETON	STORYTELLING FESTIVAL SPEAKER FEE	1,500.00
65095 LUCIA THOMAS	STORYTELLING FESTIVAL MERCHANDISE SALE	100.00
65095 FISHEYE GRAPHIC SERVICES, INC.	STORYTELLING FESTIVAL INSERT PRINTING	895.00
65095 FISHEYE GRAPHIC SERVICES, INC.	STORYTELLING FESTIVAL MARKETING DESIGN FEE	1,293.75
65095 FISHEYE GRAPHIC SERVICES, INC.	STORYTELLING FESTIVAL PRINTING	1,007.00
65095 JAY O'CALLAHAN	*STORYTELLER PROFESSIONAL FEE	750.00
65095 JAY O'CALLAHAN	STORYTELLING FESTIVAL MERCHANDISE SALE	491.20
65095 JAY O'CALLAHAN	STORYTELLING FESTIVAL TRAVEL EXPENSE	462.40
65095 DAN KEDING	PROFESSIONAL FEE	1,500.00
65095 DAN KEDING	STORYTELLING FESTIVAL MERCHANDISE SALE	500.80
62185 STEVE JOHNSON CONNECTS	CONSULTING SERVICES	750.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	3,500.00
62380 XEROX CORP.	COPYING SERVICE	16.80
62380 XEROX CORPORATION	COPYING SERVICE	283.80
4845 LIBRARY ADMINISTRATION Total		<u>19,019.55</u>
185 LIBRARY FUND Total		<u>96,940.85</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	15,584.00
65515 WIGHT & COMPANY	PROFESSIONAL DESIGN SERVICES	32,866.31
4862 LIBRARY CAPITAL IMPROVEMENT Total		<u>50,728.11</u>
187 LIBRARY CAPITAL IMPROVEMENT FD Total		<u>50,728.11</u>
Grand Total		<u><u>147,668.96</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.24.2017

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BANK OF AMERICA	PURCHASING CARD	6,385.99
VARIOUS	TWIN EAGLE	NATURAL GAS-SEPTEMBER 2017	<u>722.96</u>
			<u>7,108.95</u>
			<u>7,108.95</u>
		GRAND TOTAL	<u><u>154,777.91</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 11.14.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 SCHOLASTIC INC.	K-LEAP BOOKS	508.50
65100 LEGO BRAND RETAIL, INC. DBA LEGO EDU NORTH AMERICA	LEGO MINDSTORMS EDUCATION EV3 CORE SET - 7 QTY	2,866.13
65630 BAKER & TAYLOR	JUV PRINT	10,223.41
65630 RAINBOW BOOK CO.	JUV PRINT	574.07
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	28.70
65641 MIDWEST TAPE	JUV AV	342.84
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	75.00
65641 FINDAWAY WORLD, LLC	JUV AV	59.38
4805 LIBRARY YOUTH SERVICES Total		<u>14,678.03</u>
4806 LIBRARY ADULT SERVICES		
62340 BRIDGEALL LIBRARIES LTD.	LIBRARY ELECTRONIC RESOURCES	6,250.00
62341 MIDWEST TAPE	REFERENCE BOOK ONLINE	3,449.92
62341 PROQUEST INFO & LEARNING COMPANY	AMERICAN PERIODICALS	350.00
62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	HOSTING FEE ANNUAL PLATFORM	82.50
62341 RECORD INFORMATION SERVICES, INC.	INTERNET SOLUTION PROVIDER	770.00
65100 BELINDA W. POTOMA	PROFESSIONAL SERVICE NOVEMBER 5 OPERA LECTURE	50.00
65630 BAKER & TAYLOR	ADUL PRINT	690.80
65630 BAKER & TAYLOR	ADULT BOOK	644.60
65630 BAKER & TAYLOR	ADULT PRINT	16,817.20
65630 BAKER & TAYLOR	JUV PRINT	754.42
65630 GALE RESEARCH INC.	ADULT PRINT	274.39
65630 OVER DRIVE, INC.	EBOOKS	26,563.26
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	-1,565.51
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	NEWSPAPER AND MAGAZINE ANNUAL SUBSCRIPTIONS	14,724.40
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	397.49
65641 MIDWEST TAPE	ADULT AV	1,736.24
65641 RECORDED BOOKS INC.	ADULT AV	1,031.36
65641 RECORDED BOOKS INC.	ADULT PRINT	26.99
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	424.25
4806 LIBRARY ADULT SERVICES Total		<u>73,472.31</u>
4820 LIBRARY CIRCULATION		
57515 NORTHBROOK PUBLIC LIBRARY	ILL LOST BOOK 31123010127309	29.00
57515 HUNTLEY AREA PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 36839113161623	17.99
57515 WINNETKA - NORTHFIELD PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 31240002405756	17.99
62506 NORTHWESTERN UNIVERSITY	NORTHWESTERN WORK-STUDY	1,611.75
4820 LIBRARY CIRCULATION Total		<u>1,676.73</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
65630 BAKER & TAYLOR	ADUL PRINT	9.49
65630 BAKER & TAYLOR	ADULT BOOK	26.48
65630 BAKER & TAYLOR	ADULT PRINT	848.01
65630 BAKER & TAYLOR	JUV PRINT	1,098.44
65641 FINDAWAY WORLD, LLC	JUV AV	1,177.00
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>3,159.42</u>
4835 LIBRARY TECHNICAL SERVICES		
65100 DEMCO, INC.	OFFICE SUPPLIES	242.38
65100 SHOWCASES	LIBRARY SUPPLIES	952.93
4835 LIBRARY TECHNICAL SERVICES Total		<u>1,195.31</u>
4840 LIBRARY MAINTENANCE		
62225 DOOR SYSTEMS, INC.	DOOR REPAIR	499.25
62225 RUSSO POWER EQUIPMENT	SERVICE EQUIPMENT	149.92
62225 WISS, JANNEY, ELSTNER ASSOCIATES INC.	PROFFESIONAL FEE	373.80
62225 CINTAS CORPORATION #769	MAT CHARGES	223.24
62225 CINTAS CORPORATION #769	MAT SERVICE	223.24
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	540.00
64015 NICOR	UTILITIES- NICOR	265.83
65040 SUPERIOR INDUSTRIAL SUPPLY	CREDIT	-103.25
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	1,113.99
65050 RUSSO POWER EQUIPMENT	CALCIUM CHLORIDE PELADOW	659.45
4840 LIBRARY MAINTENANCE Total		<u>3,945.47</u>
4845 LIBRARY ADMINISTRATION		
62295 LAURA D. ANTOLIN	MILEAGE REIMBURSEMENT & PARKING FOR JULY-OCT 2017	165.71
62295 KIMBERLY HEGELUND	MILEAGE REIMBURSEMENT FOR POLARIS TRAINING AND RAILS	104.83
62380 XEROX CORPORATION	COPYING SERVICE	283.93
62506 NORTHWESTERN UNIVERSITY	NORTHWESTERN WORK-STUDY	985.94
64540 VERIZON NETWORKFLEET, INC.	MONTHLY AVL CHARGES	18.95

CITY OF EVANSTON
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65095 RUIZ, ALFONSO NIEVES	PROGRAM FEE	150.00
65095 HOUSE OF RENTAL	STORYTELLING FESTIVAL TENT RENTAL	3,919.70
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	<u>123.36</u>
4845 LIBRARY ADMINISTRATION Total		5,752.42
4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	ADULT PRINT	73.15
65100 NICOLAS MARTINEZ PRIETO	STEMEX PROGRAM EXPERT	<u>225.00</u>
4850 LIBRARY GRANTS Total		298.15
185 LIBRARY FUND Total		<u>104,177.84</u>
186 LIBRARY DEBT SERVICE FUND		
5733 2017A BONDS		
62716 CHAPMAN & CUTLER	BOND COUNSEL SERVICES FOR SERIES 2017 ABC	2,408.40
62716 MOODY'S INVESTORS SERVICE	RATING FEE FOR SERIES 2017 ABC BONDS	1,467.30
62716 ZION FIRST NATIONAL BANK	BOND PAYING AGENT FEE 2008-2017	584.00
62716 PUBLIC FINANCIAL MANAGEMENT, INC.	FINANCIAL ADVISORY SERVICES SERIES 2017 ABC BOND	4,703.92
62716 FITCH RATINGS, INC.	RATING FEE FOR SERIES 2017 ABC BONDS	<u>1,271.66</u>
5733 2017A BONDS Total		10,435.28
5734 2017B Bonds		
62716 MOODY'S INVESTORS SERVICE	RATING FEE FOR SERIES 2017 ABC BONDS	790.57
62716 FITCH RATINGS, INC.	RATING FEE FOR SERIES 2017 ABC BONDS	<u>685.16</u>
5734 2017B BONDS Total		1,475.73
186 LIBRARY DEBT SERVICE FUND Total		<u>11,911.01</u>
187 LIBRARY CAPITAL IMPROVEMENT FD		
4862 LIBRARY CAPITAL IMPROVEMENT		
65515 APRIL BUILDING SERVICES INC.	WEATHER PROOFING PHASE 2&3 BID 17-29	12,040.00
65515 WIGHT & COMPANY	PROFESSIONAL SERVICES 9/1/2017 TO 9/30/2017	16,635.79
65515 HEARTLAND BUSINESS SYSTEMS	CISCO EQUIPMENT	<u>6,477.32</u>
4862 LIBRARY CAPITAL IMPROVEMENT Total		35,153.11
187 LIBRARY CAPITAL IMPROVEMENT FD Total		<u>35,153.11</u>
Grand Total		<u>151,241.96</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.14.2017

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BANK OF AMERICA	PURCHASING CARD	5,045.36
			<u>5,045.36</u>
			<u>5,045.36</u>
		GRAND TOTAL	<u><u>156,287.32</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBK EAAS5CEH42	\$ 20.00	08/02/2017	62205 ADVERTISING	BOOK SALE AD ON FACEBOOK
LIBRARY/ADMIN	JC LICHT - 1252 - EVAN	\$ 261.14	08/03/2017	65040 JANITORIAL SUPPLIES	4 GAL. PAINT FOR BOILER ROOM FLOOR, PAIL AND LINERS, ROLLER EXTENSION POLE, TAPE AND 1 GAL. NORTH BRANCH PAINT
LIBRARY/ADMIN	UPS 1ZRE07134397788719	\$ 4.82	08/03/2017	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	CURT'S CAFE	\$ 50.00	08/03/2017	65095 OFFICE SUPPLIES	SUMMER READING PROGRAM PRIZES
LIBRARY/ADMIN	EVANSTON LUMBER	\$ 54.40	08/04/2017	65050 BUILDING MAINTENANCE MATERIAL	(1)1X12 16FEET LONG
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 143.34	08/04/2017	65050 BUILDING MAINTENANCE MATERIAL	(2)1X12 SHELVES 8 FEET LONG, 2 SHELF UPRIGHT SUPPORTS, (34) 12" SHELF BRACKETS
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 24.93	08/04/2017	62295 TRAINING & TRAVEL	REFRESHMENTS CHIT CHAT PROGRAM WITH STAFF
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 40.47	08/04/2017	65040 JANITORIAL SUPPLIES	STAPLER AND STAPLES PER JD & SPRAY LUBRICANT
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 115.71	08/07/2017	65050 BUILDING MAINTENANCE MATERIAL	1 PACK OF DISPOSABLE EAR PLUGS, DEWALT STAPLE GUN, AIR TOOL, SUPER GLUE, ABRASIVE DISC, BUG ZAPPER BULB
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 9.99	08/07/2017	65050 BUILDING MAINTENANCE MATERIAL	2 CANS OF GREAT STUFF FOAM SEALANT
LIBRARY/ADMIN	EVERYDAY CYCLES AND	\$ 136.89	08/07/2017	65095 OFFICE SUPPLIES	BOOK BIKE REPAIR
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 22.89	08/07/2017	65095 OFFICE SUPPLIES	LATINO OUTREACH POSTER
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 29.95	08/07/2017	65100 LIBRARY SUPPLIES	MAKERKIDS PROGRAM SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 261.46	08/07/2017	65050 BUILDING MAINTENANCE MATERIAL	RYOBI 18V BATTERY POWERED HEDGE TRIMMER, UTILITY KNIFE, BLADE PACK, 4 PACKS OF TERRY CLOTH TOWELS,
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 291.95	08/08/2017	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	INT IN JET BLUE PRINT	\$ 75.00	08/08/2017	65050 BUILDING MAINTENANCE MATERIAL	LUSH PRINT REPRODUCTION
LIBRARY/ADMIN	DOLLARTREE	\$ 12.00	08/08/2017	65100 LIBRARY SUPPLIES	MAKERKIDS PROGRAM SUPPLIES
LIBRARY/ADMIN	LITTLEBITS ELECTRONICS	\$ 53.55	08/09/2017	65100 LIBRARY SUPPLIES	REPLACEMENT PIECES FOR LITTLE BITS STEM KITS AND LITTLE SYNTH KITS
LIBRARY/ADMIN	LEHIGH VALLEY ABRASIVE	\$ 137.93	08/10/2017	65050 BUILDING MAINTENANCE MATERIAL	4 180 GRIT ABRASIVE WHEELS
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 36.03	08/10/2017	65050 BUILDING MAINTENANCE MATERIAL	QTY ONE LSDA PADLOCK AND QTY TEN SINGLE SIDED KEYS
LIBRARY/ADMIN	AFP	\$ 370.00	08/11/2017	62360 MEMBERSHIP DUES	DEVELOPMENT MEMBERSHIP
LIBRARY/ADMIN	GOTPRINT.COM	\$ 143.81	08/11/2017	62210 PRINTING	EPL ENVELOPES
LIBRARY/ADMIN	GOTPRINT.COM	\$ 133.69	08/11/2017	62210 PRINTING	EPL LETTERHEAD STATIONARY
LIBRARY/ADMIN	CARQUEST 2759	\$ 4.19	08/11/2017	62245 AUTOMOTIVE EQ MAINT	ONE CARQUEST MINI BULB- LONG LIFE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 45.92	08/11/2017	65050 BUILDING MAINTENANCE MATERIAL	PAINT ROLLER HANDLE, MULTIPLE ROLLER COVERS
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 73.49	08/11/2017	65100 LIBRARY SUPPLIES	PIZZA FOR THE TEEN HATE U GIVE BOOK DISCUSSION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 165.62	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	18V MAKITA MULTI-TOOL, MULTI TOOL BLADE PACK
LIBRARY/ADMIN	LEHIGH VALLEY ABRASIVE	\$ 18.02	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	2 ABRASIVE WHEELS 2" 180 GRIT
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 35.38	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	4" WIRE WHEEL, 4" ABRASIVE WHEEL, 2" WIRE WHEEL,
LIBRARY/ADMIN	SEARS.COM 9301	\$ 44.70	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	6 ROYAL VACUUM HEPA FILTERS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 25.96	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	KNEELING PAD, GREATSTUFF PESTBLOCK, GREAT STUFF REGULAR FOAM
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 250.00	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	RENTAL OF 2 COMMERCIAL DE-HUMIDIFIERS FOR NORTH BRANCH RENOVATION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 199.00	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	RIGID AIR MOVER
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 44.94	08/14/2017	65050 BUILDING MAINTENANCE MATERIAL	RIGID TRI-TAP EXTENSION CORD, 50' RIGID EXTENSION CORD
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 8.88	08/15/2017	62295 TRAINING & TRAVEL	BEVERAGE FOR SUMMER YOUTH EMPLOYMENT APPRECIATION LUNCH

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	MCMASTER-CARR	\$ 212.60	08/16/2017	65040 JANITORIAL SUPPLIES	2 PACKS OF RECYCLED GARBAGE BAGS EXTRA HEAVY DUTY BLACK 55 GAL QTY 100 BAGS PER PACK
LIBRARY/ADMIN	CURT'S CAFE	\$ 25.00	08/16/2017	65100 LIBRARY SUPPLIES	GIFT CARD FOR SUMMER READING GAME, ADULT SERVICES
LIBRARY/ADMIN	CURT'S CAFE	\$ 25.00	08/16/2017	65100 LIBRARY SUPPLIES	ONE GIFT CARD \$25.00 AMOUNT
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 125.74	08/16/2017	62295 TRAINING & TRAVEL	PIZZA FOR SUMMER YOUTH EMPLOYMENT APPRECIATION LUNCH
LIBRARY/ADMIN	LEGO SHOP@HOME	\$ 14.20	08/16/2017	65100 LIBRARY SUPPLIES	REPLACEMENT LEGOS PIECES FOR LEGO WEDO STEM KIT
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 152.00	08/17/2017	65050 BUILDING MAINTENANCE MATERIAL	RENTAL OF 2 COMMERCIAL DE-HUMIDIFIERS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 55.91	08/17/2017	65050 BUILDING MAINTENANCE MATERIAL	SMOKE ALARM PACK, CASE OF WATER
LIBRARY/ADMIN	LOWES #01748	\$ 172.85	08/18/2017	65050 BUILDING MAINTENANCE MATERIAL	1 PACK OF CEILING TILES FOR NORTH BRANCH.
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 14.99	08/18/2017	65040 JANITORIAL SUPPLIES	AA BATTERIES FOR COMMUNITY ROOM MICROPHONES
LIBRARY/ADMIN	AMAZON.COM AMZN.COM/BI	\$ 150.00	08/18/2017	65100 LIBRARY SUPPLIES	ADULT GRAND PRIZE SUMMER READING PROGRAM
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 35.83	08/21/2017	65050 BUILDING MAINTENANCE MATERIAL	2 CANS OF WHITE SPRAY PAINT/PRIMER, 2 PACKS OF AA BATTERIES
LIBRARY/ADMIN	BEST BUY 00003137	\$ 72.50	08/21/2017	65050 BUILDING MAINTENANCE MATERIAL	BISSELL CARPET CLEANING MACHINE
LIBRARY/ADMIN	GOTPRINT.COM	\$ 30.12	08/21/2017	62210 PRINTING	BUSINESS CARD PRINTING
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	08/21/2017	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	NYT TIMES E-BILLING	\$ 382.08	08/22/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 160.90	08/23/2017	65100 LIBRARY SUPPLIES	FINAL SUMMER READING RAFFLE PRIZES FOR TEENS
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 302.71	08/23/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	S A CITGO	\$ 7.77	08/24/2017	65050 BUILDING MAINTENANCE MATERIAL	3 GALLONS OF GAS FOR UHAUL TRUCK BEFORE RETURN
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 122.86	08/24/2017	65050 BUILDING MAINTENANCE MATERIAL	NORTH BRANCH - PROTECTIVE FLOOR COVERINGS FOR NEW CARPET
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 48.49	08/24/2017	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN GSA MEETING
LIBRARY/ADMIN	U-HAUL-EVANSTON #75876	\$ 27.93	08/24/2017	65050 BUILDING MAINTENANCE MATERIAL	RENTAL OF 15 FOOT MOVING TRUCK FOR NORTH BRANCH MOVE.
LIBRARY/ADMIN	AMAZON.COM AMZN.COM/BI	\$ 84.78	08/25/2017	65050 BUILDING MAINTENANCE MATERIAL	2 180 GRIT ABRASIVE WHEELS
LIBRARY/ADMIN	DOMYOWN.COM	\$ 60.11	08/25/2017	65040 JANITORIAL SUPPLIES	ROACH MONITOR/TRAPS FOR LIBRARY BUILDING SITES
LIBRARY/ADMIN	MCMASTER-CARR	\$ 68.47	08/28/2017	65050 BUILDING MAINTENANCE MATERIAL	CORNER GUARDS FOR NORTH BRANCH
LIBRARY/ADMIN	SAMSClub #6444	\$ 23.76	08/28/2017	65100 LIBRARY SUPPLIES	LIBRARY PROGRAM SUPPLIES
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 37.67	08/28/2017	65100 LIBRARY SUPPLIES	TEEN SERVICES BOOKMARK AND POSTER SUPPLIES
LIBRARY/ADMIN	U-HAUL-EVANSTON #75876	\$ 45.85	08/28/2017	65050 BUILDING MAINTENANCE MATERIAL	UHAUL 15 FOOT TRUCK RENTAL FOR PHASE TWO OF NORTH BRANCH MOVE.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 38.28	08/29/2017	65040 JANITORIAL SUPPLIES	CARPET FOR ADHERING LOOSE CARPET TILES, EXTRA VAN KEYS FOR CIRCULATION, HARDWARE FOR CABINET REPAIR
LIBRARY/ADMIN	GOTPRINT.COM	\$ 214.11	08/29/2017	62210 PRINTING	EPL BOOKMARKS ENGLISH AND SPANISH
LIBRARY/ADMIN	UPS 000000RE0713207	\$ 4.09	08/30/2017	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 114.56	08/31/2017	65050 BUILDING MAINTENANCE MATERIAL	CABINET FOR NORTH BRANCH RENOVATION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 328.00	08/31/2017	65050 BUILDING MAINTENANCE MATERIAL	KITCHEN CABINET FOR NORTH BRANCH RENOVATION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 25.93	08/31/2017	65040 JANITORIAL SUPPLIES	ONE HDX ALL PURPOSE WIDE MOUTH SPRAYER, ONE MR. CLEAN LIQUID GAIN SCENT 128 OZ, ONE LATEX GRIPPER KNIT GLOVE X-LARGE, TWO HDX 10G WASTE LINER CLEAR 250 COUNT
LIBRARY/ADMIN	FOUNDKITCHEN.COM	\$ (375.00)	08/31/2017	65095 OFFICE SUPPLIES	REFUND PAYMENT DEVELOPMENT
	AUGUST LIBRARY STATEMENT TOTAL	\$ 6,385.99			

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	SOU SQ FRONTLINE BOOK	\$ 56.90	09/01/2017	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	SQ SHOREFRONT	\$ 129.75	09/01/2017	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	FACEBK RUXFCCEH42	\$ 40.00	09/01/2017	62205 ADVERTISING	FACEBOOK AD AUGUST BOOK SALE
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 167.88	09/01/2017	65050 BUILDING MAINTENANCE MATERIAL	WOOD GLUE, CONTACT CEMENT, RESPIRATOR FILTER MASK PACK, TOE KICK KIT FOR CABINET, KITCHEN CABINET
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 11.97	09/04/2017	65050 BUILDING MAINTENANCE MATERIAL	1 GALLON OF BEDBUG KILLER.
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 5.88	09/04/2017	65050 BUILDING MAINTENANCE MATERIAL	4 S HOOKS
LIBRARY/ADMIN	DRI PRINTING SERVICES	\$ 74.73	09/04/2017	65100 LIBRARY SUPPLIES	ADULT SERVICES SUPPLIES
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 28.00	09/04/2017	65635 PERIODICALS	CAMS EVANSTON REVIEW SUBSCRIPTION RENEWAL
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 95.64	09/04/2017	65050 BUILDING MAINTENANCE MATERIAL	GORILLA TAPE, SMOKE DETECTOR PACK OF 3, 15 IVORY METAL ELECTRICAL PLATE COVERS, 10 WHITE ELECTRICAL PLATE COVERS, HARDWARE CLOTH, COUNTER TOP END CAP KIT
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	09/04/2017	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 514.34	09/06/2017	65635 PERIODICALS	NORTH BRANCH CHICAGO TRIBUNE SUBSCRIPTION
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 10.21	09/06/2017	62295 TRAINING & TRAVEL	STAFF TRAINING WITH THE SOCIAL WORKER
LIBRARY/ADMIN	INSOMNIA COOKIES - EVA	\$ 29.48	09/06/2017	62295 TRAINING & TRAVEL	STAFF TRAINING WITH THE SOCIAL WORKER
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 227.90	09/08/2017	65040 JANITORIAL SUPPLIES	2 CARPET RUNNERS FOR VESTIBULE AND FRONT ENTRANCE NORTH BRANCH
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 304.87	09/08/2017	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	FOUR FINCHES	\$ 90.00	09/08/2017	65095 OFFICE SUPPLIES	FLOWERS - FFE KICKOFF NIGHT
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 5.88	09/08/2017	65050 BUILDING MAINTENANCE MATERIAL	SPARE KEY RINGS FOR ADMIN - MAIN
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 46.16	09/11/2017	65050 BUILDING MAINTENANCE MATERIAL	KEY RING, 5 BOXES OF VARIOUS SIZED SCREWS
LIBRARY/ADMIN	LIGHTING SUPPLY	\$ 127.95	09/13/2017	65050 BUILDING MAINTENANCE MATERIAL	150 WATT PROJECTOR BULB FOR CHILDREN'S KINDERSPRING
LIBRARY/ADMIN	GOTPRINT.COM	\$ 30.12	09/13/2017	62210 PRINTING	JAN BOJDA BUSINESS CARD
LIBRARY/ADMIN	BARREL MAKER PRINTING	\$ 788.72	09/13/2017	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL T-SHIRTS
LIBRARY/ADMIN	D J WALL ST JOURNAL	\$ 221.94	09/14/2017	65635 PERIODICALS	NORTH BRANCH NEWSPAPER SUBSCRIPTION RENEWAL
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.12	09/14/2017	65050 BUILDING MAINTENANCE MATERIAL	NUTS/BOLTS/NAILS/SCREWS
LIBRARY/ADMIN	USPS PO 1626220202	\$ 392.00	09/14/2017	62315 POSTAGE	US FLAG COIL STAMPS QTY 8
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 6.99	09/18/2017	65040 JANITORIAL SUPPLIES	5016 16 OZ 8 PLY MOP HEAD
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 17.68	09/20/2017	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF 9V BATTERIES
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 175.00	09/20/2017	62295 TRAINING & TRAVEL	ILA CONFERENCE FOR BETSY BIRD
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 350.00	09/20/2017	62295 TRAINING & TRAVEL	ILA CONFERENCE FOR MIGUEL RUIZ
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	09/20/2017	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 9.99	09/20/2017	65040 JANITORIAL SUPPLIES	ONE 15 QT AQUAMRN WASTEBASKET
LIBRARY/ADMIN	LABELVALUE.COM	\$ 143.10	09/21/2017	65100 LIBRARY SUPPLIES	CORE LABELS FOR CD/DVD
LIBRARY/ADMIN	DRI PRINTING SERVICES	\$ 113.49	09/21/2017	65095 OFFICE SUPPLIES	EPL NOTEPADS
LIBRARY/ADMIN	STANDARD PIPE	\$ 72.20	09/22/2017	62245 OTHER EQ MAINT	SLOAN EL-161 PART FOR URINAL TRANSACTION ID: 0921MCFGQKOT QTY 2
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 13.54	09/25/2017	65100 LIBRARY SUPPLIES	AFTERSCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	WALMART.COM	\$ 59.97	09/26/2017	65100 LIBRARY SUPPLIES	NORTH BRANCH SUPPLIES
LIBRARY/ADMIN	DISCOUNT RAMPS.COM	\$ 169.98	09/27/2017	65050 BUILDING MAINTENANCE MATERIAL	2 METAL 42" YELLOW PARKING BOLLARDS
LIBRARY/ADMIN	EB STEM FUN AT THE MU	\$ 32.64	09/27/2017	62295 TRAINING & TRAVEL	LAURA ANTOLIN WORKSHOP REGISTRATION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 109.54	09/27/2017	65050 BUILDING MAINTENANCE MATERIAL	SANDER, SANDING DISCS, DRYWALL MUD, JOINT TAPE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 6.99	09/28/2017	65040 JANITORIAL SUPPLIES	SPACKEL FOR COMMUNITY MEETING ROOM DAMAGE (NOTE TAX DOES NOT APPEAR ON REGISTER RECIEPT)
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 23.96	09/29/2017	65050 BUILDING MAINTENANCE MATERIAL	4 CANS OF FOAMING UPHOLSTERY CLEANER
SEPTEMBER LIBRARY TOTAL		\$ 5,045.36			



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: November 1, 2017

This memo provides an update on significant administrative activities.

Human Resources

We welcome our newest staff members: Jeffrey Garrett in Adult Services as a part-time Librarian and Diane Davis in Circulation as a part-time shelver. Diane has been a member of our Concierge team.

Financial Resources

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

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

Facilities Management

LUSH - General Contractor Coterie has several trades contracts in place and is currently aligning it's demolition contractor.

Main Library - 2017 Capital construction is now complete. The lower parking garage is now fully operational. Exterior masonry phase 2 is now complete, the third and final phase will take place during the summer of 2018. Exterior window washing will take place on 11/20. Plans and specifications for the Main Library renovation have been submitted to the COE Building Department for a formal plan review.

North Branch - 2017 Capital Construction is now complete. This was the final phase of construction at the North Branch. This year included asbestos removal, new flooring, minor electrical upgrades, new roofing, masonry replacement, doors - windows, aluminum store front, refurbished signage, a full IT infrastructure upgrade, automatic handicapped doors, a ceiling mounted projector, security cameras.



Budget Performance Report

Fiscal Year to Date 10/31/17

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	(1,502.13)	.00	109,128.93	54,871.07	67	152,536.90
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(353.73)	.00	8,037.97	3,962.03	67	13,123.88
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$176,000.00	\$0.00	\$176,000.00	(\$1,855.86)	\$0.00	\$117,166.90	\$58,833.10	67%	\$165,660.78
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	59,136.96	.00	6,303,007.34	(18,649.34)	100	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	(8,377.06)	.00	53,389.84	38,610.16	58	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
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	17.93	.00	292.41	(292.41)	+++	.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	.00	.00	60,679.14	(35,830.14)	244	67,942.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(280.13)	.00	(32.28)	32.28	+++	.00
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	428.06	.00	3,561.68	1,838.32	66	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	(127.10)	.00	46,901.03	19,098.97	71	61,726.98
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	58,909.53	144,590.47	29	199,187.64
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	681.96	.00	12,287.45	5,712.55	68	16,321.00
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	.00	.00	8,427.97	2,972.03	74	11,971.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	.00	.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	\$51,480.62	\$0.00	\$6,566,217.09	\$508,127.91	93%	\$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	\$49,624.76	\$0.00	\$6,705,476.16	\$544,868.84	92%	\$7,015,830.32
REVENUE TOTALS		\$7,250,345.00	\$0.00	\$7,250,345.00	\$49,624.76	\$0.00	\$6,705,476.16	\$544,868.84	92%	\$7,015,830.32

EXPENSE



Budget Performance Report

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Include Rollup Account and Rollup to Object Account

Department **48 - LIBRARY**

Business Unit **4805 - LIBRARY YOUTH SERVICES**

61010	REGULAR PAY	479,016.00	.00	479,016.00	35,485.05	.00	328,879.86	150,136.14	69	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	14,680.34	.00	155,861.07	72,364.93	68	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	2,443.70	.00	18,459.70	(18,459.70)	+++	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	7,664.68	.00	71,971.39	18,753.61	79	71,790.45
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(8.89)	8.89	+++	.00
61615	LIFE INSURANCE	18.00	.00	18.00	26.43	.00	82.17	(64.17)	456	18.55
61710	IMRF	70,198.00	.00	70,198.00	4,790.52	.00	46,830.28	23,367.72	67	63,517.24
61725	SOCIAL SECURITY	43,690.00	.00	43,690.00	3,162.93	.00	30,618.07	13,071.93	70	38,847.75
61730	MEDICARE	10,219.00	.00	10,219.00	739.73	.00	7,160.69	3,058.31	70	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	66.68	4,034.00	4,206.20	(8,240.20)	+++	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	532.38	2,866.13	21,268.75	24,565.12	50	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	13,771.35	181.14	123,912.63	47,306.23	72	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	3,960.58	.00	23,890.79	9,309.21	72	29,956.47
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	15,179.04
66025	TRANSFER TO DEBT SERVICE - ERI	15,786.00	.00	15,786.00	1,315.50	.00	13,155.00	2,631.00	83	.00
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,242,128.00	\$0.00	\$1,242,128.00	\$88,639.87	\$7,081.27	\$916,438.25	\$318,608.48	74%	\$1,053,475.00

Business Unit **4806 - LIBRARY ADULT SERVICES**

61010	REGULAR PAY	561,745.00	.00	561,745.00	34,084.43	.00	398,817.69	162,927.31	71	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	17,715.57	.00	183,683.84	60,525.16	75	214,160.35
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,660.20	.00	17,010.96	(17,010.96)	+++	22,842.65



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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
61510	HEALTH INSURANCE	74,778.00	.00	74,778.00	5,944.24	.00	61,901.63	12,876.37	83	61,472.02
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(9.08)	9.08	+++	.00
61615	LIFE INSURANCE	29.00	.00	29.00	18.66	.00	68.99	(39.99)	238	33.38
61710	IMRF	76,937.00	.00	76,937.00	4,712.94	.00	54,816.24	22,120.76	71	72,888.50
61725	SOCIAL SECURITY	48,238.00	.00	48,238.00	3,242.08	.00	37,074.96	11,163.04	77	49,127.48
61730	MEDICARE	11,282.00	.00	11,282.00	758.23	.00	8,670.74	2,611.26	77	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	28,616.14	5,076.00	136,549.74	67,774.26	68	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	9,098.73	.00	16,568.40	8,981.60	65	18,832.33
65630	LIBRARY BOOKS	316,900.00	.00	316,900.00	22,120.57	.00	225,229.55	91,670.45	71	263,729.74
65635	PERIODICALS	15,700.00	.00	15,700.00	.00	15,458.89	3,220.55	(2,979.44)	119	26,688.15
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	74.20	(74.20)	+++	.00
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	5,669.62	.00	52,321.58	39,078.42	57	67,360.10
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	20,724.96
66025	TRANSFER TO DEBT SERVICE - ERI	21,554.00	.00	21,554.00	1,796.16	.00	17,961.60	3,592.40	83	.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	\$135,437.57	\$37,826.89	\$1,243,830.89	\$435,714.22	75%	\$1,570,441.50
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	173,862.00	.00	173,862.00	16,535.96	.00	141,161.83	32,700.17	81	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	24,285.49	.00	249,730.53	71,747.47	78	294,849.50
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	2,066.77	(2,066.77)	+++	7,796.64
61415	TERMINATION PAYOUTS	.00	.00	.00	332.99	.00	1,163.47	(1,163.47)	+++	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	3,009.41	.00	28,965.21	9,031.79	76	33,380.33
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(3.52)	3.52	+++	.00
61615	LIFE INSURANCE	6.00	.00	6.00	6.53	.00	21.65	(15.65)	361	6.36
61710	IMRF	38,590.00	.00	38,590.00	2,839.32	.00	29,369.16	9,220.84	76	39,934.37
61725	SOCIAL SECURITY	30,505.00	.00	30,505.00	2,504.63	.00	24,017.07	6,487.93	79	31,109.49
61730	MEDICARE	7,134.00	.00	7,134.00	585.74	.00	5,616.92	1,517.08	79	7,275.61
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	4,729.80	670.20	88	1,687.52



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65100	LIBRARY SUPPLIES	4,200.00	.00	4,200.00	1,729.80	.00	4,099.20	100.80	98	7,662.87
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	13,370.04
66025	TRANSFER TO DEBT SERVICE - ERI	13,905.00	.00	13,905.00	1,158.75	.00	11,587.50	2,317.50	83	.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	\$52,988.62	\$0.00	\$502,525.59	\$133,751.41	79%	\$657,261.91
	Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES									
61010	REGULAR PAY	126,301.00	.00	126,301.00	10,920.39	.00	108,106.11	18,194.89	86	126,763.06
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	11,738.83	.00	120,365.81	34,257.19	78	154,874.97
61060	SEASONAL EMPLOYEES	.00	.00	.00	221.28	.00	2,236.48	(2,236.48)	+++	2,597.87
61415	TERMINATION PAYOUTS	11,350.00	.00	11,350.00	.00	.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	3,934.35	.00	35,596.91	1,151.09	97	25,948.25
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(3.20)	3.20	+++	.00
61615	LIFE INSURANCE	1.00	.00	1.00	10.35	.00	34.13	(33.13)	3413	1.07
61710	IMRF	26,470.00	.00	26,470.00	1,963.53	.00	20,429.32	6,040.68	77	26,641.72
61725	SOCIAL SECURITY	17,631.00	.00	17,631.00	1,372.58	.00	13,950.85	3,680.15	79	17,382.32
61730	MEDICARE	4,124.00	.00	4,124.00	321.00	.00	3,262.66	861.34	79	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	534.72	.00	4,112.57	2,287.43	64	3,680.24
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	44,042.37	2,195.63	95	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	.00	.00	1,220.98	1,679.02	42	2,140.37
65040	JANITORIAL SUPPLIES	.00	.00	.00	227.90	.00	227.90	(227.90)	+++	52.16
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	308.22	(308.22)	+++	.00
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	96.91	.00	779.17	4,620.83	14	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	1,632.93	.00	17,746.57	12,153.43	59	19,068.45
65635	PERIODICALS	1,500.00	.00	1,500.00	28.00	.00	903.96	596.04	60	1,842.09
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	3,302.10
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	3,093.00
66025	TRANSFER TO DEBT SERVICE - ERI	3,217.00	.00	3,217.00	268.08	.00	2,680.80	536.20	83	.00
	Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES Totals	\$486,003.00	\$0.00	\$486,003.00	\$37,602.85	\$0.00	\$377,779.29	\$108,223.71	78%	\$445,271.86



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Business Unit 4835 - LIBRARY TECHNICAL SERVICES

61010	REGULAR PAY	282,067.00	.00	282,067.00	21,418.01	.00	220,005.96	62,061.04	78	283,197.92
61050	PERMANENT PART-TIME	110,480.00	.00	110,480.00	3,747.17	.00	51,103.15	59,376.85	46	74,471.53
61415	TERMINATION PAYOUTS	5,000.00	.00	5,000.00	.00	.00	1,350.84	3,649.16	27	1,628.54
61510	HEALTH INSURANCE	40,687.00	.00	40,687.00	3,042.80	.00	29,751.19	10,935.81	73	36,283.76
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(6.30)	6.30	+++	.00
61615	LIFE INSURANCE	6.00	.00	6.00	21.48	.00	66.51	(60.51)	1109	6.36
61710	IMRF	41,015.00	.00	41,015.00	2,481.26	.00	26,953.16	14,061.84	66	37,000.75
61725	SOCIAL SECURITY	24,546.00	.00	24,546.00	1,525.59	.00	16,593.89	7,952.11	68	22,092.04
61730	MEDICARE	5,741.00	.00	5,741.00	356.76	.00	3,880.83	1,860.17	68	5,166.69
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	4,517.13	.00	49,542.74	(3,242.74)	107	24,625.10
62341	INTERNET SOLUTION PROVIDERS	135,800.00	.00	135,800.00	9,802.68	2,589.30	112,226.24	20,984.46	85	137,807.21
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	269.40	.00	269.40	(269.40)	+++	.00
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	1,578.24	.00	10,490.95	(490.95)	105	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
65630	LIBRARY BOOKS	.00	.00	.00	736.28	.00	736.28	(736.28)	+++	.00
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	8,621.04
66025	TRANSFER TO DEBT SERVICE - ERI	8,966.00	.00	8,966.00	747.17	.00	7,471.70	1,494.30	83	.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	\$50,243.97	\$2,589.30	\$531,903.45	\$227,985.25	70%	\$649,551.49

Business Unit 4840 - LIBRARY MAINTENANCE

61010	REGULAR PAY	254,331.00	.00	254,331.00	20,355.87	.00	199,231.52	55,099.48	78	193,588.26
61050	PERMANENT PART-TIME	96,557.00	.00	96,557.00	8,349.84	.00	88,903.94	7,653.06	92	148,521.16
61110	OVERTIME PAY	7,000.00	.00	7,000.00	22.91	.00	1,705.12	5,294.88	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	7,219.78	.00	70,472.64	10,507.36	87	62,045.85
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(6.00)	6.00	+++	.00
61615	LIFE INSURANCE	.00	.00	.00	20.83	.00	61.37	(61.37)	+++	.00
61626	CELL PHONE ALLOWANCE	1,100.00	.00	1,100.00	311.00	.00	2,357.60	(1,257.60)	214	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	2,832.67	.00	28,578.37	6,681.63	81	37,080.66
61725	SOCIAL SECURITY	21,209.00	.00	21,209.00	1,728.98	.00	17,469.36	3,739.64	82	21,826.10
61730	MEDICARE	4,960.00	.00	4,960.00	404.34	.00	4,085.57	874.43	82	5,104.51
62225	BLDG MAINTENANCE SERVICES	208,700.00	.00	208,700.00	14,441.25	45,368.58	148,202.00	15,129.42	93	208,034.46



Budget Performance Report

Fiscal Year to Date 10/31/17

Include Rollup Account and Rollup to Object Account

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	72.20	.00	152.33	1,147.67	12	33.59
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.34	.00	4,533.32	906.68	83	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	4,070.82	814.18	83	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	985.81	.00	16,344.76	10,655.24	61	20,852.32
64505	TELECOMMUNICATIONS	.00	.00	.00	349.99	.00	2,324.03	(2,324.03)	+++	3,197.00
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	352.60	(352.60)	+++	.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	23.97	.00	8,385.59	3,614.41	70	12,304.13
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	276.64	.00	16,357.88	15,642.12	51	29,392.10
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	313.74	(313.74)	+++	963.26
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	5,439.96
66025	TRANSFER TO DEBT SERVICE - ERI	5,658.00	.00	5,658.00	471.50	.00	4,715.00	943.00	83	.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$820,750.00	\$0.00	\$820,750.00	\$58,728.01	\$45,368.58	\$626,725.60	\$148,655.82	82%	\$785,211.64
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	581,803.00	.00	581,803.00	48,591.68	.00	454,855.01	126,947.99	78	573,742.11
61050	PERMANENT PART-TIME	101,087.00	.00	101,087.00	7,616.44	.00	74,178.40	26,908.60	73	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	11,202.60	.00	107,358.15	31,159.85	78	112,037.64
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	(14.22)	14.22	+++	.00
61615	LIFE INSURANCE	.00	.00	.00	55.81	.00	168.90	(168.90)	+++	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	7,400.00	(200.00)	103	7,200.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	900.00	300.00	75	1,200.00
61710	IMRF	67,316.00	.00	67,316.00	5,542.12	.00	51,006.03	16,309.97	76	69,672.04
61725	SOCIAL SECURITY	37,906.00	.00	37,906.00	2,881.89	.00	31,313.59	6,592.41	83	38,966.14
61730	MEDICARE	9,550.00	.00	9,550.00	794.19	.00	7,443.53	2,106.47	78	9,685.87
62185	CONSULTING SERVICES	118,000.00	.00	118,000.00	4,250.00	.00	58,359.53	59,640.47	49	188,784.12
62205	ADVERTISING	8,000.00	.00	8,000.00	40.00	.00	2,555.99	5,444.01	32	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	30.12	.00	2,086.98	5,913.02	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	597.33	.00	24,585.31	17,414.69	59	31,876.72



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62315	POSTAGE	4,500.00	.00	4,500.00	392.00	.00	1,783.80	2,716.20	40	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	.00	.00	2,348.74	(248.74)	112	5,625.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	367.80	.00	2,576.73	10,323.27	20	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	293.41	.00	4,199.73	1,500.27	74	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	72.02	.00	1,126.71	873.29	56	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	16,251.37	10,221.01	67,715.60	20,163.39	79	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
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	263,661.00
66025	TRANSFER TO DEBT SERVICE - ERI	14,207.00	.00	14,207.00	1,183.92	.00	11,839.20	2,367.80	83	.00
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	20,833.33	.00	208,333.29	41,666.71	83	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,535,337.00	\$0.00	\$1,535,337.00	\$122,196.03	\$10,221.01	\$1,127,441.87	\$397,674.12	74%	\$1,542,263.22
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	68.33	.00	6,251.65	3,748.35	63	23,378.96
65125	OTHER COMMODITIES	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	1,077.46	(1,077.46)	+++	1,228.56
Business Unit 4850 - LIBRARY GRANTS Totals		\$50,000.00	\$0.00	\$50,000.00	\$68.33	\$0.00	\$7,329.11	\$42,670.89	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	\$545,905.25	\$103,087.05	\$5,333,974.05	\$1,813,283.90	75%	\$6,785,204.40
EXPENSE TOTALS		\$7,250,345.00	\$0.00	\$7,250,345.00	\$545,905.25	\$103,087.05	\$5,333,974.05	\$1,813,283.90	75%	\$6,785,204.40
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,250,345.00	.00	7,250,345.00	49,624.76	.00	6,705,476.16	544,868.84	92%	7,015,830.32
EXPENSE TOTALS		7,250,345.00	.00	7,250,345.00	545,905.25	103,087.05	5,333,974.05	1,813,283.90	75%	6,785,204.40



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Include Rollup Account and Rollup to Object Account

Fund 185 - LIBRARY FUND Totals	\$0.00	\$0.00	\$0.00	(\$496,280.49)	(\$103,087.05)	\$1,371,502.11	(\$1,268,415.06)		\$230,625.92
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Fund 186 - LIBRARY DEBT SERVICE FUND

REVENUE

Department 48 - LIBRARY

Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN

51015	PROPERTY TAXES	345,955.00	.00	345,955.00	.00	.00	338,897.00	7,058.00	98	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	\$0.00	\$0.00	\$338,904.24	\$7,050.76	98%	\$1,040,978.21

Business Unit 5734 - 2017B Bonds

56060	BOND PROCEEDS	.00	.00	.00	743,535.00	.00	743,535.00	(743,535.00)	+++	.00
56061	BOND PREMIUM	.00	.00	.00	35,209.93	.00	35,209.93	(35,209.93)	+++	.00
Business Unit 5734 - 2017B Bonds Totals		\$0.00	\$0.00	\$0.00	\$778,744.93	\$0.00	\$778,744.93	(\$778,744.93)	+++	\$0.00

Department 48 - LIBRARY Totals	\$345,955.00	\$0.00	\$345,955.00	\$778,744.93	\$0.00	\$1,117,649.17	(\$771,694.17)	323%	\$1,040,978.21
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REVENUE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$778,744.93	\$0.00	\$1,117,649.17	(\$771,694.17)	323%	\$1,040,978.21
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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
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	650,000.00
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	883,376.00	.00	883,376.00	(552,421.00)	267	323,241.00
68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	16,268.00	.00	54,495.16	(39,495.16)	363	62,454.95
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$345,955.00	\$0.00	\$345,955.00	\$899,644.00	\$0.00	\$937,871.16	(\$591,916.16)	271%	\$1,048,044.47

Business Unit 5734 - 2017B Bonds

62716	BOND ISSUANCE COSTS	.00	.00	.00	7,110.87	.00	7,110.87	(7,110.87)	+++	.00
Business Unit 5734 - 2017B Bonds Totals		\$0.00	\$0.00	\$0.00	\$7,110.87	\$0.00	\$7,110.87	(\$7,110.87)	+++	\$0.00

Department 48 - LIBRARY Totals	\$345,955.00	\$0.00	\$345,955.00	\$906,754.87	\$0.00	\$944,982.03	(\$599,027.03)	273%	\$1,048,044.47
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EXPENSE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$906,754.87	\$0.00	\$944,982.03	(\$599,027.03)	273%	\$1,048,044.47
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Fund 186 - LIBRARY DEBT SERVICE FUND Totals

REVENUE TOTALS	345,955.00	.00	345,955.00	778,744.93	.00	1,117,649.17	(771,694.17)	323%	1,040,978.21
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EXPENSE TOTALS	345,955.00	.00	345,955.00	906,754.87	.00	944,982.03	(599,027.03)	273%	1,048,044.47
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Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	(\$128,009.94)	\$0.00	\$172,667.14	(\$172,667.14)		(\$7,066.26)
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Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD



Budget Performance Report

Fiscal Year to Date 10/31/17

Include Rollup Account and Rollup to Object Account

REVENUE

Department **48 - LIBRARY**

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

56060	BOND PROCEEDS	3,774,500.00	.00	3,774,500.00	1,380,000.00	.00	1,380,000.00	2,394,500.00	37	.00
56061	BOND PREMIUM	.00	.00	.00	51,106.30	.00	51,106.30	(51,106.30)	+++	.00
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT		\$3,774,500.00	\$0.00	\$3,774,500.00	\$1,431,106.30	\$0.00	\$1,431,106.30	\$2,343,393.70	38%	\$0.00
Department 48 - LIBRARY ^{Totals}		\$3,774,500.00	\$0.00	\$3,774,500.00	\$1,431,106.30	\$0.00	\$1,431,106.30	\$2,343,393.70	38%	\$0.00
REVENUE TOTALS		\$3,774,500.00	\$0.00	\$3,774,500.00	\$1,431,106.30	\$0.00	\$1,431,106.30	\$2,343,393.70	38%	\$0.00

EXPENSE

Department **48 - LIBRARY**

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

62716	BOND ISSUANCE COSTS	.00	.00	.00	20,355.00	.00	20,355.00	(20,355.00)	+++	.00
65515	OTHER IMPROVEMENTS	3,774,500.00	.00	3,774,500.00	131,551.02	439,832.00	982,289.81	2,352,378.19	38	.00
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT		\$3,774,500.00	\$0.00	\$3,774,500.00	\$151,906.02	\$439,832.00	\$1,002,644.81	\$2,332,023.19	38%	\$0.00
Department 48 - LIBRARY ^{Totals}		\$3,774,500.00	\$0.00	\$3,774,500.00	\$151,906.02	\$439,832.00	\$1,002,644.81	\$2,332,023.19	38%	\$0.00
EXPENSE TOTALS		\$3,774,500.00	\$0.00	\$3,774,500.00	\$151,906.02	\$439,832.00	\$1,002,644.81	\$2,332,023.19	38%	\$0.00

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals

REVENUE TOTALS 3,774,500.00 .00 3,774,500.00 1,431,106.30 .00 1,431,106.30 2,343,393.70 38% .00

EXPENSE TOTALS 3,774,500.00 .00 3,774,500.00 151,906.02 439,832.00 1,002,644.81 2,332,023.19 38% .00

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD** Totals \$0.00 \$0.00 \$0.00 \$1,279,200.28 (\$439,832.00) \$428,461.49 \$11,370.51 \$0.00

Grand Totals

REVENUE TOTALS 11,370,800.00 .00 11,370,800.00 2,259,475.99 .00 9,254,231.63 2,116,568.37 81% 8,056,808.53

EXPENSE TOTALS 11,370,800.00 .00 11,370,800.00 1,604,566.14 542,919.05 7,281,600.89 3,546,280.06 69% 7,833,248.87

Grand Totals \$0.00 \$0.00 \$0.00 \$654,909.85 (\$542,919.05) \$1,972,630.74 (\$1,429,711.69) \$223,559.66

Endowment for the Evanston Public Library
Holdings as of October 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	7025.063	\$237.99	\$1,671,894.74	39.3%	
Vanguard Small-Cap Index Fund	VSMAX	3719.656	\$68.75	\$255,726.35	6.0%	
Vanguard REIT Index Fund	VGSLX	1786.057	\$116.56	\$208,182.80	4.9%	
Vanguard Total International Stock Index Fund	VTIAX	13923.295	\$29.95	\$417,002.69	9.8%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6580.476	\$36.99	\$243,411.81	5.7%	65.7%
Vanguard Federal Money Market Fund	VMFXX	496523.050	\$1.00	\$496,523.05	11.7%	15.2%
iShares Silver Trust	SLV	4788.000	\$15.79	\$75,602.52	1.8%	
SPDR Gold Trust	GLD	625.000	\$120.67	\$75,418.75	1.8%	
CBS Corp (stocks)	CBS	12.000	\$56.12	\$673.44	0.0%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.963	\$148,423.13	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$112.205	\$138,785.24	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$125.894	\$142,992.92	3.4%	
US Treasury TIPS Notes, maturing 2/42, 0.75%		500000.000	\$97.774	\$0.00	0.0%	10.1%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26451.653	\$10.69	\$282,768.17	6.6%	
JP Morgan Chase 1/15/2018 4.036% YTM		45000.000	\$100.896	\$45,403.20	1.1%	
HSBC Finance 2/15/2018 4.383% YTM		41000.000	\$101.085	\$41,444.85	1.0%	
General Electric Capital 4/15/2018 4.510% YTM		10000.000	\$101.935	\$10,193.50	0.2%	8.9%
				\$4,254,447.16		100.0%

Cash Equivalents	15.2%
US Treasury Inflation Protected Securities	10.1%
Corporate Bonds	8.9%
Domestic Equities	50.2%
International Equities	15.5%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of the FY2018 Library Revenue Budget

Date: November 9, 2017

I recommend Library Board approval of the fiscal year 2018 revenue budget as follows:

Fiscal Year 2018 Revenue	Amount	% of Total
Property Tax Levy – Operating	\$6,826,435	87.2%
Fund For Excellence	\$203,500	2.6%
Transfer from Endowment Income	\$195,771	2.5%
Fines and Fees	\$130,000	1.7%
Donations - unrestricted	\$130,000	1.7%
Federal Grant(s)	\$95,000	1.2%
Prior Year's Taxes	\$60,000	0.8%
State Library Per Capita Grant	\$57,418	0.7%
Library Book Sale	\$35,000	0.4%
North Branch Rental Income	\$25,120	0.3%
Library Grant(s) - restricted	\$20,000	0.3%
Library Copy Machine Charges	\$18,000	0.2%
Library Material Replacement Charges	\$12,000	0.2%
Library Meeting Room Rental	\$11,000	0.1%
Investment Income	\$5,400	0.0%
TOTAL	\$7,824,644	

**CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2016-R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018
AND ENDING DECEMBER 31, 2018**

WHEREAS, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

WHEREAS, for the budget year FY 2018, beginning January 1, 2018 and ending December 31, 2018, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 15, 2017, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2018 and ending December 31, 2018; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2018 is in the public interest and in the interest of the Library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2018:

FY2018 Budget Expenditures	Amount
Youth Services	\$1,132,174
Adult Services	\$1,774,130
Circulation	\$663,820
Neighborhood Services	\$995,593
Technical Services	\$732,462
Maintenance	\$850,220
Administration	\$1,565,342
Library Grants	\$20,000
TOTAL	\$7,736,741

FY2018 Revenue	Amount
Property Tax Levy – Operating	\$6,826,435
Fund For Excellence	\$203,500
Transfer from Endowment Income	\$195,771
Fines and Fees	\$130,000
Donations - unrestricted	\$130,000
Federal Grant(s)	\$95,000
Prior Year's Taxes	\$60,000
State Library Per Capita Grant	\$57,418
Library Book Sale	\$35,000
North Branch Rental Income	\$25,120
Library Grants	\$20,000
Library Copy Machine Charges	\$18,000
Library Material Replacement Charges	\$12,000
Library Meeting Room Rental	\$11,000
Investment Income	\$5,400
TOTAL	\$7,824,644

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$6,965,750 (budgeted tax revenue of \$6,826,435 plus a 2% loss in collection factor) for the fiscal year January 1, 2018 to December 31, 2018. Any unused portions on December 31, 2018 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 15th day of November, 2018.

ROLL CALL VOTE	AYES	NAYS:
Clarke	___	___
Foreman	___	___
Goodman	___	___
Iles	___	___
Lurie	___	___
Patel	___	___
Schapiro	___	___
Smith	___	___
Tannen	___	___

ABSENT OR
NOT VOTING:

Certified:

Attest:

Ben Schapiro
President, Board of Library Trustees

Vaishali Patel
Secretary, Board of Library Trustees



To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Library Board Meeting Schedule for 2018
Date: November 10, 2017

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2018 Board meeting dates are on the third Wednesday of the month with the exception of a special budget meeting and the regular Board meetings in September and November.

I recommend Board approval of the following Board meetings for 2018:

January 17th
February 21st
March 21st
April 18th
May 16th
June 20th
July 18th
August 15th
September 5th (special budget meeting)
September 12th (Public Hearing on budget)*
October 17th (Truth in Taxation Hearing)
November 14th (Adoption of Tax Levy)*
December 19th

*Regular Board meeting on September 12th is on the second Wednesday of the month. A meeting on September 19th would conflict with Yom Kippur. Regular Board meeting on November 14th is on the second Wednesday of the month. A meeting on November 21st would be held on the day before Thanksgiving.



To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: 2018 Library Closing Schedule
Date: November 10, 2017

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2018:

Sunday, April 1 st	Easter Sunday
Thursday, April 5 th	Staff Development Day (all day)
Thursday, May 3 rd	Donor Recognition event (close at 4:00 PM)
Sunday, May 27 th	Memorial Day Weekend
Monday, May 28 th	Memorial Day*
Wednesday, July 4 th	Independence Day*
Sunday, September 2 nd	Labor Day Weekend
Monday, September 3 rd	Labor Day – observed*
Thursday, October 18 th	Staff Development Day (all day)
Thursday, November 22 nd	Thanksgiving*
Monday, December 24 th	Christmas Eve (close at 5:00 PM)
Tuesday, December 25 th	Christmas Day*
Monday, December 31 st	New Year's Eve (close at 5:00 PM)
Tuesday, January 1, 2019	New Year's Day*

*Paid holidays: Holiday time off with pay is granted to full-time and eligible part-time employees for May 28th, July 4th, September 3rd, November 22nd, December 25th and January 1st. Staff will receive an extra floating holiday in lieu of the Christmas Eve holiday per section 9.3.A(b) of the AFSCME contract. NOTE: Staff Days are proposed for full days in 2018 due to training needs as we transition to a new Integrated Library System and additional new software for managing library workflows.

Holiday pay is not granted for April 1st, May 3rd after 4:00 PM, May 27th, September 2nd,

Agenda Item 10.D

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community. The following information fulfills these requirements for the 2018 Per Capita Grant application:

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.*”

As enumerated in Chapter 12, “Safety” as cited above, the Evanston Public Library fulfills all of the following elements included in the chapter. The Evanston Public Library:

- ✓ Provides a list of emergency call numbers at all staff phones in the library
- ✓ Has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms and fire extinguishers
- ✓ Has an emergency manual and disaster plan
- ✓ Provides emergency training for staff, including fire and tornado drill, use of fire extinguishers, and location of the first aid kit and an automated external defibrillator
- ✓ Provides a call list and contact information that is reviewed bi-annually
- ✓ Stores emergency supplies in a designated location and are accessible to staff.
- ✓ Indicates emergency equipment such as electric, gas and water switches, fire extinguishers and fire alarms on a library floor plan
- ✓ Maintains a prioritization list that shows what should be salvaged in order of importance
- ✓ Maintains a building safety checklist that includes daily, weekly, quarterly, semi-annual and annual safety procedures
- ✓ Has a designated tornado shelter
- ✓ Marks emergency exits and evacuation routes out of the library and to the tornado shelter clearly, as are fire extinguishers
- ✓ Provides adequate security for staff, users and collections
- ✓ Upholds a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library
- ✓ Has at least two people on duty during all open hours of operation
- ✓ Provides copies of the emergency manual and disaster plan to community safety personnel

Trustees —

Will review chapters 1-5 of the “TRUSTEE FACTS FILE THIRD EDITION”:

<http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Will complete Open Meeting Act electronic training once during their appointment

http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf

Will file an Economic Interest Statement as distributed by the County Clerk each year. The next filing must be submitted by May 1, 2018:

<https://www.cookcountyclerk.com/agency/statements-economic-interests>

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. We have selected:

The Challenging Patron Workshop: Safety, Security, and Service at the Moment of Truth

<https://www.railslibraries.info/ce/archive/114033>

Staff will report on the library’s commitment to the safety of staff and patrons in the event of an emergency.

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>.

Staff will report on the library’s current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons.