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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JANUARY 17, 2018

6:00 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, January 17, 2018

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, Main Community 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 06, 2017 Special Board Meeting, December 7, 2017 Special Board Meeting and December 20, 2017 Regular Meeting.

B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

A. Robert Crown Branch Library Project Update

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

A. Administrative Services Report (Teri Campbell)

B. Big Read (Heather Norborg and Kim Hiltwein)

7. BOARD REPORTS

A. Development Committee (Margaret Lurie and Shawn Iles)

8. BOARD DEVELOPMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Library Director Evaluation Process (Benjamin Schapiro)

11. ADJOURNMENT

Next Meeting: February 21, 2018 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-** Teri Campbell presented the Library's proposed budget in detail (presentation attached):

The proposed total operating budget contains an increase from \$7,205,345 to \$7,705,053. The difference includes a wage increase due to the new AFSCME contract (\$250,000 or 53%); the new mobile unit (\$155,000 or 32%); added technical assistance expenses for development, marketing, assessment, training; and a larger contribution to the City's operating fund that is tied to the wage increase. Because 67% of the Library operating budget is personnel cost, the wage increase has a significant impact on the overall budget.

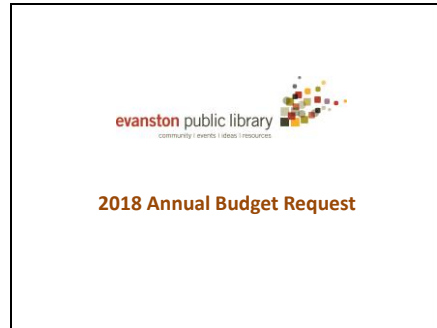
The capital budget request of \$10,097,000 includes \$8 million for the Main Library renovation, \$1.25 million for the new Robert Crown branch, and \$845,000 for a new reserve assessment and the scheduled maintenance and repair of existing facilities. The 2019 capital budget request will include the balance of the funding needed for the renovation and Robert Crown as well as maintenance needed uncovered in the reserve assessment.

Karen Danczak Lyons reiterated that the proposed budget maintains current service and program levels, invests in equity measures, and adds a new lending machine that will be placed at St. Francis Hospital. Karen revealed her vision for a 2018 reorganization to better align staff with the pillars of service. She provided a brief overview of a 2018 pilot to use target marketing for Summer Reading Program advertising and enrollment.
4. **ADJOURNMENT-** Margaret Lurie moved to adjourn, seconded by Shawn Iles and approved by voice vote.

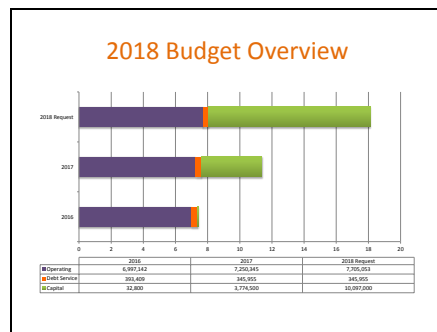
Next Regular Meeting: September 13, 2017 at 6:30 pm

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Slide 1



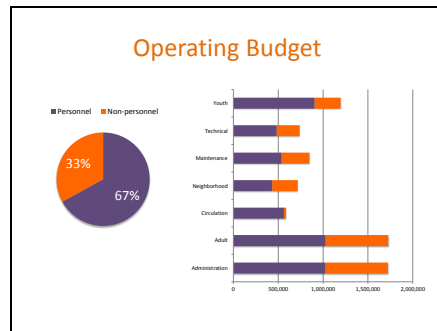
Slide 2



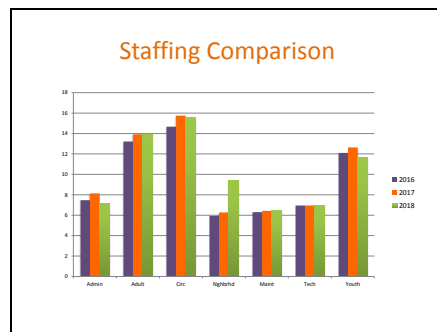
Slide 3

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- The slide is titled "Budget Highlights" in orange text. It contains a bulleted list of key budget items.
- 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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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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SPECIAL MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 7, 2017
7:00 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Socorro Castro, Victoria Foreman, Adam Goodman, Shawn Iles, Margaret Lurie (by phone), Vaishali Patel, Benjamin Schapiro, Sandra Smith, and Michael Tannen

Members Absent: None

Staff: Teri Campbell, Karen Danczak Lyons and Wynn Shawver

Citizens Present: None

Presiding Member: Benjamin Schapiro, President

ALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 7:03 pm.

CITIZEN COMMENT: There were no citizens present to comment.

NEW BUSINESS

A. Proposed 2018 Budget and Levy Adjustment Adam Goodman moved to approve the reduction of \$200,000 from the 2018 budget. Karen Danczak Lyons explained the City Council's role in levying the property tax to fund the Library's operating budget. During its last meeting, council members expressed a desire for EPL to reduce the budget/levy request similar to the reductions made by city departments. She reminded the trustees that the increases in their original approved budget were due to the wage increase granted under the terms of the new AFCSME contract (approximately \$250,000 or 48% of the increase), the mobile unit (\$155,000 or 30%), the need for additional professional services, a second vending machine and a larger contribution to the City (tied to the wage increase). It was discussed and agreed that although the mobile unit in particular had been a long time desire of the Board and a key to the expansion of community services, that administration would again attempt to raise outside funding for it and the vending machine. This 3% reduction of the original tax levy from \$6,965,750 to \$6,761,668 represents a 5% increase over the prior year. Tori Foreman seconded the motion and it was approved unanimously by voice vote.

B. Proposed Main Library Renovation Timeline Shawn Iles moved to approve modifying the construction start date from the second quarter of calendar year 2018 to the third quarter of 2018 in order to spread the expense across three fiscal years. Karen Danczak Lyons explained that the City Council expressed a desire to spread the expense of the renovation across three fiscal years rather than two. The project duration will remain 18 months, and the Main Library will not close during construction. The renovation will drastically increase the quantity, variety and amenities of public meeting spaces, improve the internet quality of and triple public computing stations, add a computer training room, expand and update the teen loft, remove most back offices from the second and third floor for added public space, and relocate most staff work rooms to the administrative floor in shared spaces. Socorro Castro seconded the motion and it was approved unanimously by voice vote.

Respectfully Submitted,

Vaishali Patel



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

Wednesday, December 20, 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

Staff: Teri Campbell, Karen Danczak Lyons, Timothy Longo

Presiding Member: Benjamin Schapiro, President

ALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:33 pm.

CONSENT AGENDA

- A. Approval of the October Bills and Payroll and Minutes of November 15, 2017 Regular Meeting** Adam Goodman moved to approve the November Bills and Payroll and the minutes of the November 15 meeting. Sandra Smith seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. .Robert Crown Branch Library Project Update-** Karen Danczak Lyons reported five groups will be interviewed for the Construction Manager position. John Devaney, Library Facilities Manager, will represent EPL in the interview and selection process.

LIBRARY DIRECTOR'S REPORT

- A. Director's Report-** The Evanston City Council successfully passed the revised 2018 Library Tax Levy on December 11th. At the Council's recommendation, Director Danczak Lyons reduced the Library's budget removing two new initiatives – the outreach van and the library lending machine for St. Frances Hospital. She hopes to find donors or sponsors for these projects. Director Danczak Lyons will continue to provide the City Council with updates on the Main Library renovation project. She and President Schapiro thanked trustees and staff who attended Council meetings and met with alderman to advocate for the Library. Director Danczak Lyons reported that the new Teen Librarian, Tyler Works, has added many new

programs for teens. Jill Skwerski, Outreach Librarian, is working with the Center for Independent Futures (CIF) to discuss partnering with CIF on their Change Champions for Inclusive Communities Project. The project will be a year long collaboration with CIF to increase inclusion of people with disabilities throughout EPL and to make EPL a more welcoming space for people with disabilities. Miguel Ruiz, Latino Outreach Librarian, collaborated with the ETHS DREAMERS Club and the KIDS Global Network to facilitate a 7 week project with ETHS DREAMERS Club students and allies. The project focused on storytelling through photography, where participants shared perspectives on issues of immigration and social justice through photography. The Library hosted the 7 week project and Mr. Ruiz co-facilitated the gatherings.

STAFF REPORT

- A. Administrative Services Report** –Teri Campbell reported the Library is still in the black with 94% of anticipated 2017 revenue collected and 84% of the budget spent. She introduced new staff members Rebecca Daugherty Hannah Siegfried and Jeff Garrett.
- B. Wi-Fi Hotspot Report** – Tim Longo, Technical Services Librarian, provided an update on the popular Wi-Fi Hotspots program. Wi-Fi Hotspots are small, portable devices that let patrons bring free internet service into their homes or wherever service is desired, for up to four weeks at a time. The Library has 80 devices in circulation to patrons 16 years or older. ETHS has 20 hotspots circulating to high school students and five are available for parents to check-out for students at Lincoln School. Mr. Longo shared heat maps showing use areas of Evanston. These devices are in high demand, and the wait list for check-out averages 45 people, waiting up to two weeks. The Library purchases unlimited data provided by Sprint at the discounted government rate. This two year contract will expire in 2018 and terms are being negotiated. Board members discussed potential expansion of this popular program, but would like to learn more about the City of Evanston’s digital strategy, which could make Wi-Fi available to all citizens. A representative from the City will be invited to the Board to discuss the City’s plans.

BOARD REPORTS

- A. Development Committee** – Margaret Lurie reported thanks to our Board, Fund for Excellence Committee members, donors and volunteers, we are having another record year in fundraising and we will reach our overall fundraising goals for the year. If you have not already done so, please be sure to make your gift by December 31st. Your contribution to the Library is

tax deductible and every gift helps us expand our most valued programs and services. Overall fundraising for the Library is on track to meet goals.

NEW BUSINESS

- A. Approval of the Schindler Service Agreement-** Adam Goodman motioned to approve the elevator service contract with Schindler Elevator for the annual amount of \$10,200. The motion was seconded by Sandra Smith and approved unanimously by roll call vote.
- B. Approval of Agreement with Mary Kling for Volunteer Management Services** – Margaret Lurie motioned to approve the renewal of the annual contract with Mary Kling, Volunteer Manager, at a cost of \$22,000 seconded by Sandra Smith and unanimously by roll call vote.
- C. Approval of the Cooperative Computer Services (CCS) Annual Agreement** – Sandra Smith motioned to approve the purchase of library automated services (\$92,000) and OCLC cataloguing records (\$18,000) from CCS. Shawn Iles seconded the motion and it was approved unanimously by roll call vote.
- D. Approval of Total Building Services Annual Agreement-** Adam Goodman moved to approve the janitorial services at Main Library with Total Building Services for \$88,500. It was seconded by Sandra Smith and approved unanimously by roll call vote.
- E. Approval of the Per Capita Grant Application** – Teri Campbell thanked the Board for completing the necessary training and compliance documentation and asked for approval to submit the Illinois State Grant Per Capita Grant Application. Adam Goodman moved to do so and the motion was seconded by Vaishali Patel and approved on a roll call vote. As required in the application, the board discussed and determined that the last update to its bylaws in 2016 were sufficient and no further changes were needed at this time.
- F. Move to Executive Session** – Adam Goodman motioned to move to closed session for review of the closed session minutes. The motion was seconded by Margaret Lurie and approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, January 17, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.

Library Director's Report December 20, 2017

Updates:

- On December 11th the Evanston Public Library's revised tax levy request was approved by the City Council. My thanks to the Board of Trustees, library staff, partners and residents who advocated on behalf of EPL's services. I am hopeful that a generous donor or sponsor will come forward to support the purchase of both the mobile library van and a second library lending machine to be installed at St. Francis hospital.
- Our work with DeEtta Jones to assess our equity, diversity and inclusion efforts began in December and will continue.
- Jill Skwerski, Laura Antolin and I distributed over 600 books (our highest level of distribution ever at this event) at the Mayor Hagerty's Food and Toy Giveaway. Mayor Hagerty was pleased to have our participation and suggested that the event should be renamed to include "Books" in the title.
- I was pleased to participate as a coach at the Public Library Association's Leadership Academy. Trustee Adam Goodman facilitates the weeklong academy which assists 28 mid-career librarians develop their personal leadership skills while leading a new program initiative at their local library.

2017 Highlights from Volunteer Program:

- Volunteer hours to date: 14,126
- Number of regular volunteers: 140
- Volunteer interviews: 54
- Placed 57 new volunteers in response to requests from staff in all departments
- Facilitated criminal background checks for 16 volunteers who work with sensitive populations
- Provided volunteer statistics to Administration for report and grant writing
- Hosted 7 volunteer groups from Northwestern, including NU Dance Marathon, Delta Chi, Omega Delta Phi, Alpha Phi Omega, and Greek Community Leaders
- Met with leaders of Northwestern Greek Community and Northwestern Community Engagement and Leadership to plan dual service learning and philanthropy retreat held at EPL on November 4, 2017
- Attended meeting of Rotary Social to highlight EPL volunteer opportunities and Delta "Chai", a fundraiser for EPL
- Attended quarterly meetings of CALVAN (Chicago Area Volunteer Administrator's Network) at Skokie Public Library, Arlington Heights Memorial Library and Palatine Public Library
- Attended webinars on Volunteer Management, Background Checks, and Writing Position Descriptions
- Met with Valerie Buchanan, Asst. Dir. For Leadership and Community Engagement at Northwestern, to discuss EPL's partnership with Delta Chi and other Northwestern groups and upcoming Community Engagement Celebration
- Attended Northwestern's Community Engagement Celebration to speak about EPL's partnership with Delta Chi.
- Assisted with EPL Donor and Volunteer Recognition Event
- Served on Fund for Excellence Committee, personalizing 125+ letters to volunteers
- Distributed appreciation gifts to volunteers
- Maintained volunteer records in Raiser's Edge
- Secured substitutes for volunteers who were unable to report due to family emergency, illness or vacation.

- Met with Jennifer Lin (COE HR) to discuss updating background check process for volunteers and subsequently updated EPL's background check policies.
- Participated in Steering Committee meetings for EPL's 3rd annual Storytelling Festival
- Recruited and managed 37 volunteers for EPL Storytelling Festival
- Established partnership with Beacon Academy's student volunteer program.
- Began planning process Heather Norberg and Julie Rand for Human Library event as part of the Big Read
- Updated EPL guidelines for Court-ordered Community Service volunteers

Outcomes: *Connected community members and students with meaningful volunteer opportunities in order to provide expanded service to patrons and the community.*

Provided EPL staff with volunteers to facilitate expanded programming and services.

Continued partnerships with Beacon Academy, Have Dreams, Northwestern Offices for Leadership and Community Engagement, Northwestern Delta Chi chapter, and NU Dance Marathon

Outcomes:

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 | 4,364 | 3,911 | | 46,603 |
| North Branch | 201 | 227 | 265 | 244 | 252 | 260 | 250 | - | 220 | 301 | 242 | | 2,462 |
| CAMS | 473 | 453 | 465 | 477 | 527 | 527 | 524 | 616 | 555 | 494 | 510 | | 5,621 |
| Computer Lab | 242 | 197 | 220 | 181 | 197 | 205 | 180 | 180 | 180 | 180 | 180 | | 2,142 |
| Overall Computer/Internet Use | 4,939 | 4,967 | 5,007 | 4,985 | 4,991 | 5,292 | 5,426 | 5,819 | 5,015 | 5,339 | 4,843 | - | 56,828 |
| Website Visits | | | | | | | | | | | | | |
| All Location | 55,468 | 48,541 | 52,269 | 44,632 | 43,173 | 43,187 | 42,205 | 45,110 | 41,924 | 42,966 | 42,076 | | 501,551 |
| Wifi Users | | | | | | | | | | | | | |
| All Location | 25,449 | 25,114 | 26,969 | 25,171 | 26,957 | 27,358 | 25,848 | 26,785 | 27,535 | 30,640 | 28,532 | | 296,358 |
| Library Visits | | | | | | | | | | | | | |
| Main | 27,390 | 26,711 | 34,402 | 41,249 | 40,502 | 46,245 | 44,373 | 45,837 | 39,156 | 42,290 | 37,696 | | 425,851 |
| North Branch | 3,790 | 4,005 | 4,109 | 4,058 | 3,815 | 4,785 | 4,453 | 4,553 | 2,500 | 4,000 | 3,745 | | 43,813 |
| CAMS | 3,164 | 3,426 | 3,515 | 3,440 | 3,638 | 4,156 | 4,072 | - | 3,827 | 3,955 | 3,495 | | 36,688 |
| Overall Library Visits | 34,344 | 34,142 | 42,026 | 48,747 | 47,955 | 55,186 | 52,898 | 50,390 | 45,483 | 50,245 | 44,936 | - | 506,352 |

Partnerships and collaborations:

Meyer located a volunteer to lead a monthly storytime in Mandarin. The first storytime packed the Friedberg room and had people asking to have it more frequently. Publicity on this program led another patron to request a storytime in Korean!

Outcome: Martha and others who have worked on our Chinese programming received a note from one of the original volunteers, Wendy Cao: And I am more thankful to you, Jessica, Olivia and Evanston Public library that you have been working hard on this Chinese program since 2015 and always try to find a better way to develop this

program. I am sure that a lot of Chinese families would appreciate your enthusiasm and respect to our language, culture and community.

I think this reflects the efforts to be welcoming and create a sense of community for our patrons.

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

The release of the top 101 children's books list was met with major applause. Children's authors and illustrators on social media have thanked us for including their books. I have shared the list on Facebook and other librarians in other libraries have praised the list that we all worked so hard on. Many of the illustrators and authors, including some award winners, have shared links to our list. And our list is being included on sites along with NYPL's and CPL's Best of lists.

Wilson had very successful presentation with Betsy Bird on our favorite picture books of 2017 for the patrons of the Evanston Public Library and surrounding communities. They offered a fun, fast-paced look at our favorite books of the year. Wilson encouraged audience participation. He also helped host award-winning author/illustrator Matthew Cordell who was part of our event, talking about his excellent book *Wolf in the Snow*. We unveiled the top 101 books list plus my Best Picture Books of 2017 bibliography. Those attending praised the program saying they learned about new titles and said they enjoyed our positive energy and approach to book talking.

Betsy, Renee Neumeier and Wilson gave a presentation on our favorite books to a group called TOYS which consists of several local librarians who work as collections managers in their respective libraries. I talked about picture books, middle grade novels, and nonfiction that I love.

Daufeldt attended a webinar as part of our NASA@My Library grant : Hands On Fun With STAR Net. A demonstration featured several activities on STAR Net that we can use for N@ML programming, specifically around Earth Day next spring. I got some great ideas for the joint programming I am planning with Kumar Jensen for that.

From Wilson:

A mother of a young boy said that whenever he hears they are heading to the library he starts doing a happy dance and starts singing about loving the library. At first he didn't like books but she said that my drop-in storytime plus other programs that we offer have made him a very enthusiastic library patron.

Mathews included two interactions with patrons that demonstrate the importance of level of skill, expertise and knowledge of both children's literature, child development, and reader's advisory skill that the library provides day in and day out, and not just in the children's room, but throughout all our locations:

A particularly challenging patron issue involves meeting the reading needs of children who are advanced readers. The problem lies in finding books for them which do not overreach their developmental or experiential age-defined limits. An example of working on this challenge involved an adult patron who wanted help in finding books she could read along with her six year old, who had at least a third-grade independent reading level. We discussed his personal tastes as well as books he had already read. We chose from among the grades 4-6 fiction book section and found a selection that

consisted primarily of books from an older era, when childhood was perhaps a more innocent-seeming time of life. The patron was very happy.

Another somewhat related interaction involved a preschool teacher who asked for my help in finding chapter books to read to her class. In this case, it was important to understand cognitive levels, as well as attention span and other attributes of children of this age. Another successful interaction!

From Sindelar:

Patron Stories to Support our Mission: I'm struck this month by the statement "every child experiences the joy of reading". I have had some wonderful experiences this month with two girls and one boy in terms of readers' advisory. We have realized that the girls are often at the library when I am here, and we are now part of each other's routines. It has been so rewarding to have meaningful discussions about Harry Potter with one of the girls, and provide my Tuesday evening patron with a pipeline of favorite books for third graders. I know I have to have a list ready in my mind for her! I was also able to pull some favorite funny books for a fifth grade boy – it was quiet enough that we could walk the shelves together and pull some favorites, some oldies but goodies. I really enjoy readers' advisory and have been so happy to be able to feed the imagination of these kids!

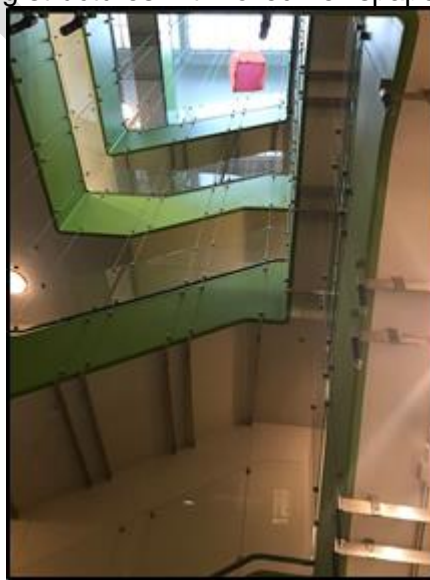
Children's Outreach Highlights from Laura Antolin include:

EC2C Summer Learning follow up meeting:

- Met with partners to discuss summer learning opportunities particularly for low-income youth. COE and D65 are working together to develop an eligibility letter for families receiving free/reduced lunch to use for registration and scholarships for COE summer camps. This would allow families to show this letter in lieu of other income eligibility documentation. The hope is that other summer learning organizations will accept this letter.

LACONI workshop- STEM Fun at Museum of Science and Industry:

- Attended hands-on workshop with replicable STEM activities suitable for library programming including building structures with rolled newspapers and hot air balloons.



Y.O.U.:

- Visited Oakton Y.O.U. and checked out books to afterschool youth.
- Scheduled visits to Walker Y.O.U. beginning in December
- Visited Washington Y.O.U. and checked out books to afterschool youth
 - Impact: Through these partnerships, library services will be expanded to provide more equitable access to programs and services.
 - Outcome: 33 books checked out to youth at Oakton; 24 books checked out to youth from Washington. Students show excitement and interest in choosing their own books to read - 100+ books are provided for students to choose from.

**Y.O.U. Oakton****D65:**

- **K-LEAP Let's Play Post Office:**

We had 2 Post Office playdates: one for Kingsley and Lincolnwood and one for Dawes and Oakton. Kindergarteners addressed envelopes to 5 different animals, weighed and stamped their mail and with their parents delivered mail to the 1st, 2nd and 3rd floors of the library. All of the parents were very gracious and thanked us for the opportunity to **participate in a K-LEAP** play literacy session. Many stayed afterwards to read and check out books in the Children's Room.

- Impact: Library resources and early literacy practices are shared with children and their families.
- Outcome: 45 participants (19 families) from Kingsley and Lincolnwood; 60 participants (23 families) from Dawes and Oakton





- **Dawes Afterschool stories and STEM/craft activity:**
Read 2 books and the kids made simple machine owls.
 - Impact: Library resources and STEM/craft experiences are shared with children (Title I school)
 - *Outcome:* 35 participants (32 students, 3 staff)





- **Washington Afterschool stories and STEM/craft activity:**
Read 2 books and the kids made simple machine owls.
 - Impact: Library resources and STEM/craft experiences are shared with children (Title I school)
 - Outcome: 35 participants (32 students, 3 staff)



- **PACT at JEH:**

Thanksgiving storytime and craft - this PACT program included stories and 2 craft activities: making a turkey with feathers and construction paper and making a small book with a turkey on the cover. Parents were very involved with their children.

- Impact: Library resources are extended to at risk children and their families. Early literacy skills gained through participation in PACT storytime/activity.
- Outcome: 27 people participated: 12 families consisting of 13 kids, 12 adults and 2 staff.

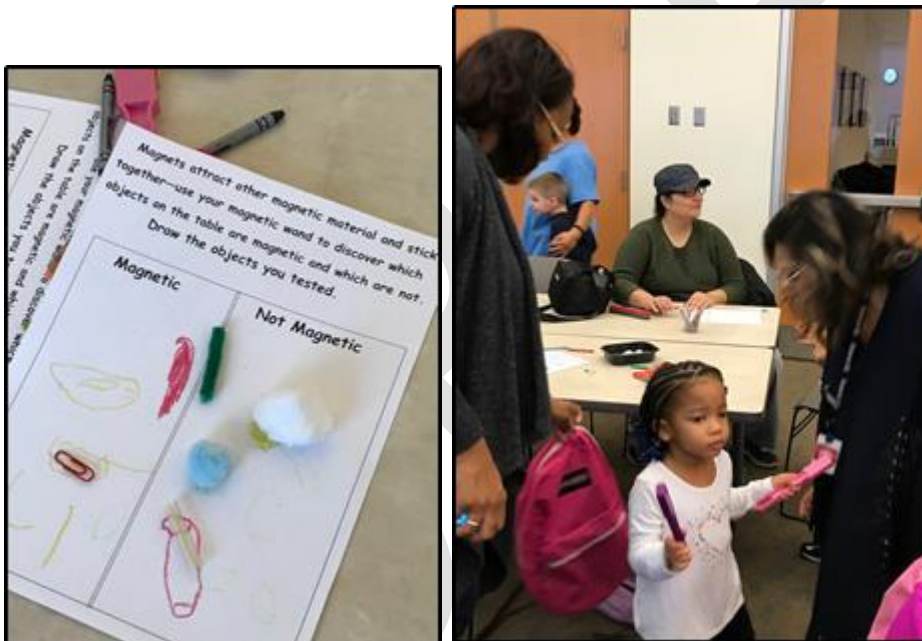


- STEAM Club w/Ms. Laura at JEH:

Families participated in Magnet activities: including using magnet wands to determine what at their tables was magnetic, building with magneforms, investigating magnetic poles, using small pieces of pipe cleaners to add “hair” to magnetic wand people, painting using magnets and paperclips and making a car/rocket move across cardboard using their magnetic wand. STEAM Club offers families an introduction to STEAM topics and to learn experientially- this month, D65 STEM staff attended and talked with families. Families brought home a magnetic wand, their painting and their car/rocket scene to continue learning at home.

- Impact: Library resources shared to engage families. Early literacy/STEM skills gained through participation in programs for at-risk children and their families.
- Outcome: 24 people participated: 10 families consisting of 12 kids, 10 adults and 2 staff.





- **STEM/LEAP and storytime session in 2 toddler classes at Doorway to Learning:**
 - Impact: Library resources are extended into the community, and early literacy/STEM skills gained through participation in programs for at-risk children.
 - Outcome: Led STEM activity about force and air with 16 kids and 5 staff; repeated Laundry LEAP program with 16 kids and 6 staff.

• **Learning & Growing at the Family Center:**
Storytime and PACT activity for Home Visiting Families- families participated in an action poem using paper leaves and then made leaf wreaths. They also practiced small motor skills using

tongs/tweezers to pick up pom poms, building with pegs and pegboards and threading pipe cleaners through colanders.

- Impact: Reinforcing positive interactions with books and the library and skill acquisition through PACT art/STEM activities.
- Outcome: 11 participants (6 kids, 4 adults, 1 staff): fine motor skill-building and encouraging parents to work with their children.



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: Baby Toddler Nursery cancelled due to furlough day; 21 (14 children, 6 staff) participants at Teen Baby Nursery.

Learning Bridge Early Education Center Storytimes:

- Rotating monthly storytimes for 2 classrooms and 3 classrooms at Learning Bridge.
- Impact: Library resources are extended into the community, and early literacy skills gained through participation in storytimes for at-risk children.
- Outcome: 60 participants (Blue room - 16 kids, 2 staff; Purple room - 17 kids, 5 staff; Orange room – 18 kids, 2 staff) at Learning Bridge.

Book Buddies:

- Storytime and craft w/NU JumpStart student coordinator and student volunteers at Learning Bridge Early Learning Center and Reba Early learning Center. Two Book Buddies sessions in November at Learning Bridge (November 10 was cancelled due to furlough day). JumpStart volunteer coordinator shares theme, finds volunteers and brings craft; I do a short storytime and bring 2 bags of library books to share with the preschoolers.
- Impact: Library resources are extended into the community and early literacy skills gained through participation in storytimes for at-risk children and NU students benefit from participating in community service program.
- Outcome: 57 (36 children; 17 NU volunteers, 4 staff) participants at Learning Bridge.

COE Community Centers:

- After School programs:
 - Visited and provided storytime and Thanksgiving crafts to students at Fleetwood (K-1; Fleetwood 2-3 was cancelled) and checked out books to students at Robert Crown.

- Impact: Reinforcing positive interactions with books and the library and skill acquisition through art/STEM activity.
- Outcome: read 2 books and 8 participants in activity at Fleetwood; 30 participants at Robert Crown and checked out 17 books.



Fleetwood K-1st grade



Robert

**Crown Afterschool
STEMeX Program at Fleetwood-Jourdain**

- Presented 2nd and 3rd STEMeX programs using coding and a simple robot. Kim Merkel, expert engineer from Sargent-Lundy, led this program for children (ages 6-10) and their families. With our input, Kim reworked her narrative to become more engaging to the children. Iterating these programs 3 times, allows us to better focus the information to be most effective for the families and is an invaluable part of this grant. Families moved through 3 short coding tutorials with their mBots and were then challenged to code their mBots to move in a circle around a chair. Kids were very engaged and felt successful. Parents expressed appreciation for the program and the opportunity to learn with their children. They were also interested in the opportunity for their children to participate in future coding programs.

Outcome: 17 participants (6 families) consisting of 10 kids and 7 adults participated in the 2nd STEMeX program; 19 participants (8 families) consisting of 11 kids and 8 adults participated in the 3rd STEMeX program.





STEMeX grant – Coding with mBots at Main Library



STEMeX grant – Coding with mBots at Gibbs-Morrison

Teen Services Highlights from Renee Neumeier and team include:

Programming

Teen Advisory Board

November 7

The Teen Advisory Board met on November 7 with two members in attendance. Tyler worked with TAB to place promotional stickers on books for Evanston Reads.

Outcomes: One of the goals of TAB is to provide community service opportunities for teens. Projects give them a chance to participate and take some ownership of a larger community event. TAB was able to sticker over 200 books.

November 21

The Teen Advisory Board met on November 21 with one member in attendance. Tyler worked with TAB to help organize the library's new LEGO robotics kits.

Outcomes: TAB organized two LEGO kits during the meeting each with over 800 pieces. Volunteer projects like this save considerable staff time while providing community service opportunities for TAB members.

Loft Lab: Collision Course

Eight people attended the Loft Lab: Collision Course event on November 5. Tyler worked with Rebecca Daugherty, formerly of Science in Society at NU, to plan and present this program. They used Next Generation Science Standards techniques to introduce participants to different scientific principles, including Newton's 3rd Law of Motion. Participants created a simple "rocket" which they then swung from the ceiling to knock a "meteor" from its collision course with Earth. They tested their designs and then made any necessary changes based on their results.

Outcomes: Tyler was very happy with how this event turned out. Almost everyone who attended was engaged with the project and demonstrated a greater understanding of the principles involved. As a part of the event, Tyler asked participants what they discovered at the end of the program and many of their answers were inline with the goals laid out during the planning process.

Anime Club

Tyler hosted the first Anime Club on November 2. Six teens attended the event. Participants watched episodes of different anime shows and experienced different Japanese snacks. Tyler

also worked with participants to make anime themed vinyl stickers using the library's vinyl cutter.

Outcomes: Tyler was happy with the first Anime club meeting. Over half of the participants were new to the Loft. Everyone was engaged with the different activities. Tyler feels this was a solid start and has potential to grow. The majority of the participants were middle school aged. The teen services staff is exploring starting the Anime Club earlier in the day potentially making it easier for this age group to attend and take advantage of the after school crowd.

3D Thursday

Tyler hosted the first 3D Thursday: 3D design and printing class. Four teens attended the class. Participants designed and then later printed a collapsible phone stand for watching videos. An NU video journalism student also attended to create a video documenting the class.

Outcomes: Overall, the event went well. The small class size is ideal for an event such as this. The 3D design software has a high learning curve and a smaller class allowed Tyler to give more individual attention to each participant. Tyler did observe improved performance as the class progressed.

FIFA 18 Tournament

Tyler hosted a FIFA 18 tournament in the Loft on November 19 with eleven participants. Everyone was able to play a minimum of three matches. The participants also did an excellent job of organizing themselves and keeping everything on track. One participant even created a Google Sheet to track the different matches. Overall the tournament went smoothly. It did exceed the allotted time due to how the game is structured. Time will need to be a factor when planning similar future tournaments.

Outcomes: The tournament had a solid attendance. Due to the time constraints, we were at maximum capacity. Tyler was also encouraged by the number of non-regular participants. Almost everyone who attended could be classified as a non-regular. Tyler hopes to build on this success.

Future program planning:

All teen services staff has been working together to develop a new line-up of programs for 2018. Elacsha Madison will be leading a knitting and crocheting drop in program on Tuesday nights. Elacsha has already been piloting this program on Tuesdays and has seen a lot of success. There are new teens coming in to learn how to knit socks and hats and some of our regular high schools students have been taking part too. One young man who has been coming to the Loft since middle school is hoping to learn enough from Elacsha so he can assist with the program in 2018.

We will also be piloting a new Thursday series of programs after school. Each Thursday we'll be offering 3D printing, Lego Robotics, Teen DIY or Anime Club. These programs will be slightly earlier than our weekday programming has been in the past. We've been running some of these already in 2017 and they are off to a good start with a mix of regulars and new faces. Teen DIY will be offered on half days and one Saturday a month too. Kevin is working

on developing a monthly series of LGBTQai+ events. We have found that having a specific event or speaker seems to bring out more teens vs a Gender and Sexuality Alliance meeting so Kevin is working with the teens to develop more events.

Collection:

Tyler worked on creating different passive RA materials for the Loft during November. He created inserts for the shelftalker clips to highlight new, popular, and significant materials in the YA fiction collection. There are over twenty different shelftalkers spread throughout the collection currently.

Community Outreach and Engagement:

EvanSTEM:

- Renee Neumeier has continued to be involved with the City of Learning project through EvanSTEM. The group is working up to the launch of the platform in December during Hour of Code Week. In the beginning the platform will be known as Code65, but in 2018 it will be rebranded to incorporate all of the programming beyond coding.
- Renee Neumeier continues to co-chair the Maker Circle of EvanSTEM. Renee put together an survey for spaces to share what programs and equipment they have and what expertise and equipment they have to share or loan out. This group is also working on an Educator Innovation Conference that will be hosted at EPL in March 2018. Renee has reached out to the possible keynote speakers and is working with the group to narrow down presenters for the poster session and also for the breakout sessions.

Outcomes: EvanSTEM goal is to bring STEM resources to students and families who are underserved and underrepresented in STEM fields. EPL continues to take a role in these efforts, by including staff in the different committees and by bringing STEM programming out into the community and by hosting STEM events at all three locations.

District 65:

- Renee Neumeier went to both Bessie Rhodes and Chute to present to the 6th graders on library services and teen programming. During the presentation Renee covered locations, hours, teen programs that we have coming up and what the Loft is all about. 30-40 new or replacement cards were made for both schools. Students who saw the presentations have been coming to see the Loft and to teen programming.

Outcomes: These visits bring information and EPL staff to the students at their schools. For some students this is the first time they're hearing about the Loft, services and programming. For other students it's a great reminder of what EPL has to offer. These visits also help students get new or replacement cards so they know they can come in and check out materials whenever they want as well. Students continue to see the bridge of services between their schools and the public library through these visits.

Post High School Planning

Hosted Lisbeth from ISAC and Megan Bernard from Kairos College Success for one on one sessions throughout the month of November. Lisbeth focused on assisting students and families with applying for FAFSA and Megan talked with teens about post high school options whether that's a career, 2 year, 4 year or training program.

Outcomes: These sessions were well received and both Megan and Lisbeth helped several different teens and their families. Many of our regular teens took time to sit down with Megan to learn about different post high school options or options specific to their experience. These programs address access issues in terms of technology, information and location.

Professional Development:

Tinker:

Renee Neumeier and Tyler Works help to facilitate the November Tinker meeting at Naperville Public Library. Renee organized a virtual presentation with Christina Pei, who was one of the founders of the Northside Mini Maker Faire. After Christina's presentation Tinker hosted its own mini maker faire and Tyler ran one of the stations. Tyler and Renee have been working with the other Tinker members to plan the topics and secure presenters for out 2018 meetings. Tinker is also co-hosting an event focused on making in March with the Recharge committee. We'll be bringing Dr. Shirin Vossoughi to speak to the group about her work researching equity in making.

Outcomes: EPL staff shares it's skills and expertise with other librarians and library staff across the Chicagoland area. EPL staff also gathers new ideas and information to expand and improve programming long term.

Community Engagement Highlights from Jill Skwerski include:

NU Greek Leadership Volunteer Event

Met with 20 members of the NU Greek Life community to introduce them to EPL, talk about the important role they play and the ways they contribute to the community and to EPL specifically as volunteers and philanthropists.

Outcome: *Provided opportunity for NU students to engage and support the role of the library in the community.*

Center for Independent Futures

Met with Kathy Lyons and Cynthia Witherspoon to discuss partnering with CIF on their *Change Champions for Inclusive Communities Project*. The project will be a year long collaboration with CIF to increase inclusion of people with disabilities throughout EPL and to make EPL a more welcoming space for people with disabilities. The parameters of our partnership are still being outlined, but will involve some type of benchmarking as a starting point, and assistance/support in defining inclusion as a term, staff development/training, suggestions for physical space and best practices in terms of technology.

Outcome: *This work will serve to improve our capacity to provide library services, programs and employment opportunities to people of diverse abilities.*

CEDA Resource Fair at Family Focus

Attended CEDA event at FF with the goal of providing access and awareness of EPL services and programs, offering library cards, inviting community members to participate in all that EPL has to offer.

Outcome: *Met with 50 people throughout the course of the event with the ability of spreading EPL services outside the walls of the building.*

NU Student Groups

- Brady Scholars - met twice with members of group to assist in refining their literacy themed capstone project
- Consumer Health Corps - met with students to guide planning around the consumer health information desk that they host biweekly at EPL. Plans for a flu clinic had to be curtailed until Fall 2018 due to loss of funding at Walgreens. Students will focus on having fewer materials and a less cluttered desk. They will also work to attend offsite events (such as the CEDA event above) as capacity allows to bring health information to the community.

Outcome: *Provided opportunity for NU students to engage and support the role of the library in the community.*

Navigating Real Life Diversity

This is our third year as a partner in this D65 PTA Council program series. I attended the first of three NRLD sessions at JEH. The topic of this session was *Starting in the Present*, . About 80 people attended and heard about how to make sense of terms like “whiteness” and “white supremacy”. I provided a library table with access to topical books from the collection. About 25 people stopped to peruse and checkout a number of titles. The next session will be held 1/25/18 on the topic of *Rethinking the Past*; Jacqueline Battalora will present on the history we weren’t taught in school. All are welcome.

Outcome: *Supports the EPL mission and vision of supporting free, equitable access to materials at events where the community gathers.*

Other meetings, events, programs:

- Regular monthly visits to Over the Rainbow, Primm, Three Crowns, and Perlman, Produce Mobile and Hillside Pantry
- Provided 100 books to 5th Ward Alderman for Little Free Library
- Attended LACONI program: Strengthening the Virtuous Circle: Why Diversity and Cultural Competence are Important to ILS.
- Attended Leadership Evanston Alumni Idea Slam

Outcome: *Represented EPL at meetings and events across the community and beyond to both make others aware of our organization and our work, and to learn how to improve the organization.*

Latino Engagement Highlights from Miguel Ruiz include:

Programming

Día de los Muertos Program: Hosted an art/story program in the Children’s Department to celebrate Dia de los Muertos, a Mexican celebration of life and death. Participants and their families listened to a story about the celebration and then created numerous art pieces, facilitated by a local Mexican-American professional artist.

Outcomes: Educated 50 participants (children and parents/guardians) on a culturally relevant celebration in Latin America. Also initiated a new partnership with a local Mexican-American artist. Feedback included gratitude for educating both children and adults about a holiday that

many were not aware of in relation to origins and purpose.



WTTW: *My Neighborhood Pilsen Documentary*: Hosted a screening of a WTTW documentary focusing on the local Latino experience in the neighborhood of Pilsen, Chicago. The screening was accompanied by a panel presentation of WTTW producers, film subjects, and local Evanston community leaders.

Outcomes: 30 community residents learned about issues facing the Latino community in the Chicago metro-area; including topics of immigration, health, education, leadership, and gentrification. The participants learned about how issues in Chicago are reflected in our Evanston community and are both local and universal.

Photovoice--*Extraordinary Voices*: Collaborated with the ETHS DREAMERs Club and the KIDS Global Network to facilitate a 7 week project with ETHS DREAMERs Club students and allies. The project focused on storytelling through photography, where participants shared perspectives on issues of immigration and social justice through photography. The library hosted the 7 week project and the Latino Engagement Librarian co-facilitated the gatherings.

Outcomes: 5 ETHS Students learned about photography, storytelling, and writing through personal perspectives, and discussed photography as art. Professional photographers, and storytelling of lived experiences of marginalized voices educated both facilitators and students on the subjects of immigration and social justice. A reception and exhibit will be presented in January in the Library.



(Community Engagement) *Son Monarcas Community Concert*: As part of the broader community engagement mission, the Community Engagement and Latino Engagement Librarians partnered with EISMA (Evanston In-School Music Association) to bring musical performances from District 65 to the broader community. Through grants through the Evanston

Community Foundation, *Son Monarcas* full 7 member ensemble performed in the Community Meeting room to bring Mexican folklore music and education to the Evanston community.

Outcomes: 140 participants learned about Mexican folklore traditions through music, narrative, and interactive learning provided by the *Son Monarcas* group. The group presented both original and traditional bilingual music spanning a wide-genre of styles, which provided enjoyment for our Spanish and English speaking audience members.



Outreach

Nichols Middle School, Oakton & Washington Elementary School Outreach: Presented at separate Hispanic Parent Association/Group meetings at Nichols, Oakton, and Washington schools to inform parents and families about library resources to the Latino and Spanish speaking D65 populations.

Outcomes: Educated 15+ families on Spanish language resources to serve our Latino populations, as well as developed formal partnerships with newly formed Hispanic Parent Groups (Nichols and Oakton).

Latino Leaders Consensus Workshop: Helped organize and participated in an Evanston Latino Leaders Consensus workshop aimed at developing consensus among community leaders for direction, goals, and strategic planning Latino leaders will take to move Latino community issues in Evanston forward.

Outcomes: Developed a consensus on 9 overarching issues to focus on (long-term) to take action on. This includes strategic planning, goals, and action item development. In a follow-up meeting, the group decided to start with focus on the issue of “Educate Ourselves on Understanding the Latino Community” with action items, goals, and strategies forthcoming.

Collections

Feria Internacional del Libro, Guadalajara: Received a grant to attend the Guadalajara International Book Fair in Mexico (FIL). Attended expo for 1 week and gathered collections resource information, including titles, publisher/distributor information, and contacts to improve our Spanish collection development at all levels (Children, Young Adult, and Adult) and regarding all topics/subjects.

Outcomes: Worked with a city approved distributor to acquire title and purchasing information on 200+ Spanish titles to be considered for purchase in FY 2018, with a focus on authentic Latin American titles by Latin American authors. Developed formal relationships with publishers and vendors and strengthened understanding of the Spanish publishing landscape.

Professional Associations

Illinois Library Association Diversity Task Force: Task Force finalized the recommendations from 6 months of research (survey, programs, and analysis) for issues of recruitment and retention of a diverse membership within the Illinois Library Association. Latino Engagement Librarian facilitated conversations and assisted in the development of the final report.

Outcomes: Final report will be shared with the Illinois Library Association Board and will be made available to Evanston Public Library leadership to ensure consensus between library association goals and the goals of the library in relation to recruitment and retention of a diverse workforce.

UIC Career Exploration Day Panelist: Participated as a panelist (representing the Evanston Public Library and the ALA Committee on Diversity) at an undergraduate career exploration day hosted at the UIC Library in Chicago, focused on informing and promoting the profession to underrepresented students interested in careers in information science.

Outcomes: Educated participants on my role as a Latino Engagement Librarian at the Evanston Public Library, including the value of diversity and equity we focus on. Focused on the value of a diverse workforce and the value of community engagement within libraries. Received a high level of interest from participants regarding my specialized role, and had a participant contact me and visit the library to learn more about Evanston and my role.

Neighborhood Services Highlights from Connie Heneghan and team include:

The CAMS Book Group is overflowing and will begin limiting to 20 participants



Outcome: In order to supply books to all participants we have had to limit attendance at this popular book discussion run by Bridget Sweeney. Attendance reflects the diversity of the branch users.

November 1st, Barb Levie did a book talk for 18 residents of Three Crowns Retirement Center.

Outcome: The library cooperates with and brings services to seniors in this facility.

Fourth grader Shayna-Dream Thompson, a regular patron at CAMS, brought in her science project from Lincoln Elementary's *Structures* class to show staff.

This project was for her "Structures" class taught by Northwestern Students. The objective was to create a parachute structure so that a gummy bear could fall safely without bouncing out a paper cup.

Shayna-Dream discovered that if the parachute was heavier, the gummy bear would fall more slowly and there was a greater chance that it would land safely. Reflecting on her winning design, she said that her group's project was the largest and neatest design and it had the heaviest parachute. Out of the five groups only two had successful designs. Her favorite part was eating the gummy bears afterwards.



Outcome: Shayna's regular attendance at the branch and her desire to share her success with us reflects on the efforts of staff to build ongoing relationships between the library and community members.

Lauren Gentle's Lincolnwood 4th Grade class came to North to do research on subjects from wars and cold wars to the Bermuda Triangle and China.

Outcome: Ms. Gentle was a fabulous partner. She supplied subjects and applications for new library cards. We supplied the cards and brought in a bounty of books on the research subjects. In the case of a few who could not check out books, Ms. Gentle checked them out and kept them in her classroom for use in research.

Connie Heneghan visited the Foster Senior Group four times in November checking out 25 items, receiving 28 returned items, renewing 7 items, renewing 1 card, reserving 16 items and checking 6 patron records.

Staff Recommendations submitted by Barb Levie:

Mothering Sunday by Graham Swift (Fiction Swift.G)

City of the Mind by Penelope Lively (Fiction Livel.P)

The Emoji Code by Vyvyan Evans (302.2223 Evans.V)

Adult Services Highlights from Heather Norborg and team include:

Programs and Events:

Book Discussions:

Sci-Fi Book Group:

Twelve members of the Science Fiction & Fantasy Book Group met to discuss *Do Androids Dream of Electric Sheep?* By Phillip K. Dick. Our next book is *The Disfavored Hero/Tomoe Gozen*, by Jessica Amanda Salmonson. 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.

Graphic Novel Book Group:

Seven members of the League of Graphic Novels Readers group met to discuss *My Favorite Thing is Monsters* by local author Emil Ferris. Our December book is *Bitch Planet*.

ReadAbility Book Group:

This weekly group is for adults with disabilities. They spend 3 months reading a book aloud and discussing together. This month they continued reading *I AM THE MESSENGER* by Marcus Zusak. We consistently get at least 6 regular members per meeting, and sometimes have up to 10 people attend. The participants are enjoying the book and ask lots of questions about the meanings of words since there are a lot of Australian colloquialisms.

Mission Impossible Dostoevsky:

-- In November, Russell Johnson led 5 *Brothers K* discussion groups (11/9, 11/12, 11/13, 11/16, 11/20).
 -- Wrote discussion questions for my 5 discussion groups. Added them to the blog's Resources page.
 -- Located the following supplementary materials for the discussions: Excerpts from *Selected Letters of Fyodor Dostoyevsky* edited by Joseph Frank (1987). Posted it to the blog's "Resources" page and made paper copies for my 5 groups.
 -- Responded to countless participant questions, scheduling conflicts, and other MI inquiries in a timely manner via phone and email.

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

Outcomes: Book discussion groups promote the library strategic goals of engagement and literacy. The ReadAbility group also improves Access to the library's resources for adults with disabilities.

Author Events (Russ Johnson):

History in Fiction and Nonfiction (11/1) - Designed a flyer and distributed it throughout library and downtown Evanston. Assisted with tech set-up, introduced authors Steve Bellinger and Joseph Rulli, and facilitated the Q&A that followed their readings. Assisted with the book signing.

Outcomes: Engagement & Literacy. Continued our support of local authors, and offered programming of interest to sci-fi readers, Chicago history buffs, the African-American community, novelists, history writers, and more.

Zanzibar to Chicago (11/30) - Added website and calendar blurbs, designed a flyer, and promoted the reading via EPL's Facebook and direct email. Introduced the author Hass Adamji and facilitated the Q&A that followed his reading. Assisted with the book signing.

Outcomes: Engagement & Literacy. Continued our support of local authors, and offered programming for folks interested in religion, spirituality, history, memoirs, personal growth, and the Middle East.

Legal Programming (Lorena Neal):

-Our November Law At The Library topic was *Starting A Small Business*. Twelve people attended.
 -Chokshi Filippone continues to provide free legal consultations on the 2nd and 4th Wednesday evening of each month. Appointments have been fully booked in advance, and we are now booking into February.

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).

Current Events Programming:

MENA (Lorena Neal): On November 13, Lorena Neal hosted a MENA lecture on the topic "Israel's Occupation @ 50: What are the Prospects for a Future Solution? A Talk by Israeli political scientist Neve Gordon." The event was completely full, with 125 people in attendance. The discussion after the lecture was lively but respectful. The next lecture in the series is on December 11, on the topic of "The Risk of War with Iran - Will Trump Kill Obama's Iran Deal? A Talk by Trita Parsi." Mr. Parsi will also conduct a book signing prior to the lecture.

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.

The Climate Reality Project (11/7) - Russ Johnson partnered with North Shore Village to stage this program and distributed flyers throughout library and downtown Evanston.

Outcomes: Engagement, Learning & Literacy. Continued to strengthen our partnership with North Shore Village and offered programming of interest to Evanston's retired population and anyone interested in environmental issues.

Gardening Programming (Julie Rand): Bonsai event featuring Larry Stephens of Midwest Bonsai Society (11/18)

Outcomes: Learning & Innovation

Ongoing Projects:

Off the Shelf Blog (Russ Johnson)

- Local Art @ EPL: Arden & Lloyd Davidson (11/9)
- Author Event: "Ugly Prey" (11/29)

Local Art @ EPL (Russ Johnson)

- Assisted with the installation of Lloyd Davidson's November exhibit (11/1)
- Added a website blurb and promoted it on EPL's Facebook page and Evanston Arts Buzz.
- Met at ETHS with NU Science in Society manager Sara Grady to plan this year's visit by the NU Scientific Images Contest Winners. Planned the show installation for 12/5.
- Worked with Miguel to coordinate a January exhibit by the ETHS DREAMER's Club and the Kids GLOBAL network. Planned the show installation for 1/9/18.
- Scheduled new exhibits by the National Vegetarian Museum (March 2018) and Socorro Mucino (June 2018).

BOOKS ON WHEELS (Julie Rand)

- Followed up with delinquent patrons about lost, overdue books.
- Received BOW statistics for 2Q2017 including circulation details such as number of items and type of items (e.g. books, DVDs, audiobooks). Created spreadsheet to record this data.

Free Book Distribution sites (Jeff Balch):

- * distributed approx. 500 books in Nov (minus 100 returns).
- * initiated pilot donation site at Civic Center

Training and Meetings:

Kathleen Lanigan attended the combined BIG/ELSUM meeting (networking group for librarians who manage electronic resources subscriptions and networking group for librarians who oversee services to their business community)

Heather Norborg attended the Public Services training for POLARIS, the CCS consortium's new ILL system.

Technical Services Highlights from Tim Longo and team include:

Items Added November 2017

Adult at Main=1483
Adult at North=98
Adult at CAMS=21

Total adult items=1602
Juvenile at Main=1606
Juvenile at North=223
Juvenile at CAMS=129
Total juv items=1958
YA at Main=199
YA at North=22
YA at CAMS=20
Total YA items=241

Total items added to collection in November 2017= 3801

November 2017

- Titlesource 360:
 - Amazon: 20.34
 - Rotary: 132.82
 - Juv: 17.98

Patron Requests:

Received 55 patron book requests for the month of October. Will purchase 26 of the titles suggested in the new fiscal year.

Staff Requests:

- Julie Rand: One suggestion. None purchased.
- Heather Norborg: One suggestion. One will be purchased in the new fiscal year.

Donations:

Adult Gift Books Added to the Collection: 41
Adult Gift DVDs Added to the Collection: 32

Weeding:

Books Sent to Repair: 30
Most Wanted Titles Weeded: 38
Most Wanted Titles Added to the Circ Collection: 9
Grubby Books Weeded and Replaced by Gift Books: 17
Grubby Transfer Titles Weeded: 8
Damaged Books Weeded: 177
Other Books Weeded: 8
Audiobooks Weeded: 40
Old Editions of New Books on Standing Orders Pulled: 12
Additional old travel & test books pulled: 1
Books Sent to be Relabeled, Cataloged, etc. : 11
Audiobooks Sent to be Relabeled, Cataloged, etc.: 5
Books from the "Lost" report replaced: 10
Audiobooks from the "Lost" report replaced: 2

Weeding Plan for Nonfiction (700s)

Missing: 66
Weeded: 1152

Displays

First Floor – Thanksgiving Reads
Second Floor Front 11/1 – Local Authors
Second Floor Back 11/1 – Halim Time & Glass Museum
Second Floor Front 11/15 - NaNoWriMo
Second Floor Back 11/15 – Activist Posters
Staff Picks: Jess Ticus

Misc:

The 101 Great Books for Kids list was finished and promoted with the following:

- Presentation with Brian Wilson and author Matthew Cordell on 11/18
- Presentation to the TOYS group of youth materials specialists on 11/20
- Listed on the RAILS website 11/30/17
- Listed in the city e-newsletter on 11/30/17
- A poster promoting the list was placed in the front entrance
- Copies of the list have been distributed around the building
- A “petting zoo” of the books was created on 11/24-11/25 to promote the titles.

Volunteer Highlights from Mary Kling include:

- Interviewed 4 new volunteers
- Received requests for additional volunteers from Staff: (Circulation), (Admin), (Free Book Distribution), (Flyers), (Concierge), (Adult Services: ReadAble Book Club for adults with disabilities)
- Placed new volunteers in Free Book Distribution (1), Children’s (1), Circulation (1), Flyers (1), ReadAble Book Club (2)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Updated volunteer information in Raiser’s Edge
- Updated EPL guidelines for Court-ordered Community Service volunteers
- Attended Storytelling Festival Debriefing Meeting
- Continued planning process for Human Library event as part of the Big Read, date tentatively set for Sunday, April 15
- Participated in conference call with Julie Rand and representative from Human Library Chicago
- Attended “Delta Chai”, NU chapter of Delta Chi’s fundraiser for EPL
- Coordinated NU Dance Marathon Service Day at EPL
- Participated with Jill Skwerski in dual service learning/volunteer retreat for Northwestern Offices for Leadership and Community Engagement and Northwestern Fraternity and Sorority Life, Nov. 4 (photo follows)



Received from Matthew Xu, Delta Chi:

“I just wanted to thank you both for helping so much with our Northwestern Fraternity & Sorority Life Community Engagement summit this past week. Our leaders got a lot of new insights and reflection out of the service components as well as the incredible advice and context you two provided -- in our dialogue after, it was clear they pulled a lot of valuable growth from what you all were able to provide us! I've attached some of the photos we have from the event if you'd like them. As always, we (and I specifically) are so grateful to you all for the partnership and support you offer constantly.”

Received from Community Engagement Chairs, NU Dance Marathon:

“Thank you so much for this kind message, and for the opportunity to connect Northwestern students with the EPL’s great work! Students really enjoyed their time at the EPL! We are so grateful we had this chance to continue to grow the partnership between NUDM and EPL, and we are so glad to hear that the support was helpful for you all.

We are looking forward to continuing to work with you all in the future. Please let us know of any upcoming events or needs that we can support!”

Outcomes :

- *Connected community members and students with meaningful volunteer opportunities in order to provide expanded service to EPL staff and patrons*
- *Continued partnerships with Beacon Academy, Have Dreams, Northwestern Offices for Leadership and Community Engagement, Northwestern Delta Chi chapter, and NU Dance Marathon*

Upcoming events of Note:

From Adult Services: Future Program Planning:

The Singing Revolution: The North Shore Choral Society (of which Lorena Neal is a member) proposed a program in partnership with the library, in which the film "[The Singing Revolution](#)" (about how Estonians used public gatherings to sing patriotic and protest songs to help gain their independence from the Soviet Union) would be shown, followed by a discussion. We may be able to get the directors of the film to lead the discussion, either over Skype or in person - negotiations are underway. The program is scheduled for Saturday, Feb. 17. Goals: This program will seek to advance the library objectives of engagement (with another community organization) and learning.

Ugly Prey Reading - Russ Johnson designed a lobby poster. Designed a flyer and distributed it throughout library and downtown Evanston. Added website and calendar blurbs, designed a flyer, and promoted the reading via EPL's Facebook and direct email. Goals: Engagement & Literacy Continue our support of local authors, offer readings of high profile books, and offer programming of interest to Chicago and women's history buffs.

Dorothy Day Reading - Russ Johnson designed a lobby poster. Designed a flyer and distributed it throughout library and downtown Evanston. Added website and calendar blurbs, designed a flyer, and promoted the reading via EPL's Facebook and direct email. Goals: Engagement & Literacy Continue to offer readings of high profile books and programming for those interested in social issues and activism, women's history, and religion.

Kevin Coval Reading - Russ Johnson scheduled a reading and Q&A with the insanely influential poet for 1/29/18. Goals: Engagement & Literacy Offer readings by high profile writers and programming that supports Chicagoland's talented poetry scene. Also hoping to attract Kevin to return for the Big Read program in April.

Tips for Living Reading - Russ Johnson scheduled a reading and Q&A with author Renée Shafransky for her debut suspense novel for 4/19/18. The author is a former local and relative of 3rd Ward Alderman Melissa Wynne. Goals: Engagement & Literacy Continue our support of new and localish authors and offer programming of interest to fiction readers.

Evanston Literary Fest - Russ Johnson met with John Wilson and Lynn Haller about planning for the 2018 fest. Nailed down the dates of May 12-20. Set up next meeting for January 17. Goals: Engagement & Literacy Continue our support of the Evanston lit scene and offer programming of interest to lit lovers of all types.

Evanston Reads: *Citizen: an American Lyric* (Kim Hiltwein and Heather Norborg)
Planning continues for the 2018 community-wide read of *Citizen: an American Lyric* by Claudia Rankine. In addition to book discussions of the title, there will be a kick-off event, poetry readings, films, a lecture on the 14th Amendment, and more. Goals: Engagement, Access & Literacy

Human Library (Julie Rand)

Met with Heather and Mary to discuss how to set up the Human Library at EPL (11/20), Set date for HL event - April 15, 2018, as part of Evanston Reads: Citizen (community-wide read program); Had a phone meeting with Human Library Chicago organizer, Marlena Johnson, about logistics involved with doing an HL event (11/29). Typed up notes in a Google doc on shared drive. Goals: Engagement & Literacy

Gardening Programming (Julie Rand):

Wrote description and put event, Winter Sowing, on website and in evanced (January 13, 2018)
Contacted Morton Arboretum trying to get a speaker to address the issue of Gardening in a changing climate

Mental Health & Guardianship (Lorena Neal):

Justine Janis and I met on Nov. 21 to discuss creating and scheduling a workshop around legal issues and mental health - specifically about patient rights, guardianship and family involvement. I have

contacted several lawyers, and am waiting to hear back as to who might be interested in helping us create this program. Currently, we are thinking of trying to have something scheduled in late April or early May. Goals: This program will seek to advance the library objectives of engagement and learning, by providing information to an underserved population.

Excerpts from Patron feedback:

From Meyer:

Outcome: A note from a Family Storytime and Craft participant's mother (11/6) about how they talk about the story time after it is over, which is great because engendering conversation between the child and the non-attending parent is a great way for preschool kids to get ready to learn to read!

Thanks Martha! Amália was so excited to show me her "bat hat" and fly around the house in it! It's on her bedside table now because she wouldn't part with it. She has started really looking forward to your family story time and always has a lot to tell me about it afterwards

Priya A. Kapoor

Neighborhood Services comments we love to hear:

On November 29, a gentleman from out of town visiting his daughter and her family for the holiday, donated a small sum to compliment us on a very "clean and cheerful" facility. He said he enjoyed his few hours here relaxing and reading the paper. He said it's one of the nicest libraries he's ever visited. He did not wish to leave his name. (B Levie)

Hi Bridget,

Margot Goode, the patron who is looking for cat mysteries, called to thank you for finding the Harriet Hahn book for her. She said you were so spot-on, that she already owns it. (Nancy Engel)

From Barb Levie:

"On two occasions recently I was able to proudly mention that EPL is still hosting a weekly drop-in program with the ACA Navigator (every Friday 1-5pm) along with some of the other regular drop-in counseling services (Open Communities, for example)."

"I was able to tout our community efforts when I was at a forum of public elected officials for the 9th and 17th districts--state and federal--that was held at Beth Emet Synagogue Sunday, Nov. 12th. U.S. Representative Jan Schakowsky, State Representatives Laura Fine (running for the senatorial seat currently held by Biss), Robyn Gabel, State Senator Daniel Biss (also gubernatorial candidate), and Evanston Mayor Steve Hagerty were there. As expected, many issues raised at the Q&A session involved the ACA and its future. Afterwards I spoke to Rep. Schakowsky, Sen. Biss and Mayor Hagerty and told them about the programs at EPL. They were all very happy to have that information.

The next evening at a coffee for Mary Rita Luecke, running for Laura Fine's House seat in Springfield, I showed her the EPL website blurb on the ACA navigator visits. She, too, was impressed and said that it's a great talking point for anyone on the side of continuing and improving the ACA."

Adult Services Patron Feedback:

--A Chicago patron called to say how much he appreciated being able to get a live person at the EPL reference desk. He complimented us on the speed, efficiency and courtesy of the librarians with whom he's dealt and said our service was outstanding, especially compared to CPL.

-- From Steve Bellinger (regarding 11/1 author event): "Thank you for all of your efforts. It was a great room and a nice turnout. Thanks to all the work you did to promote it. One of the attendees was a friend I had not seen in over 25 years! It was our best presentation to date. Hope to work with you again in the future!"

-- From Hass Adamji (regarding 11/30 author event): "Thank you a million again for arranging and publicizing my talk... The attendance was great and the space was perfect."

--Kathleen Lanigan was checking out of Whole Foods one day before Thanksgiving, and the bagger looked at me and stated, "Library Lady! You helped me get this job!" She thanked me for all the assistance I gave her in filling out an online application and attaching a resume.

--Heather Norborg received this message from a patron who she told about the weekly ACA Navigator at EPL: "I qualified for enough tax credits to sign up for health insurance in 2018! She was super helpful so thanks for that!"

DRAFT



Memorandum

To: Library Finance Committee
Karen Danczak Lyons, Library Director

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

Subject: Library Fund Bills

Date: January 12, 2018

Recommended Action

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

Summary

| | |
|---------------------------------------|---------------|
| Payroll | |
| December 11 through December 24, 2018 | \$ 138,845.72 |

Library Fund Bills List

| | |
|--|---------------|
| January 9, 2018 | \$ 107,732.45 |
| (includes October 2017 purchasing card expenses) | |

Purchasing Card

| | |
|--------------------------------------|-------------|
| November 1 through November 30, 2017 | \$ 7,202.98 |
|--------------------------------------|-------------|

Attachments: Bills Lists, Purchasing Card

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.09.2018 FY 2017

185 LIBRARY FUND

| | | |
|--|--------------------------------------|-----------------|
| 4805 LIBRARY YOUTH SERVICES | | |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 1,397.34 |
| 65630 BAKER & TAYLOR | JUV PRINT | 18,377.35 |
| 65630 WORLD BOOK, INC. | JUV PRINT | 999.00 |
| 65630 GREY HOUSE PUBLISHING, INC. | JUV PRINT | 1,268.75 |
| 65630 THE COMIX REVOLUTION, INC. | JUV PRINT | 21.52 |
| 65641 BAKER & TAYLOR | JUV AV | 590.08 |
| 65641 MIDWEST TAPE | 95638767 | 60.72 |
| 65641 MIDWEST TAPE | AUDIO VISUAL | 33.48 |
| 65641 MIDWEST TAPE | JUV AV | <u>602.98</u> |
| 4805 LIBRARY YOUTH SERVICES Total | | 23,351.22 |
| 4806 LIBRARY ADULT SERVICES | | |
| 62340 FOUNDATION CENTER, THE | INTERNET SOLUTION PROVIDER | 1,995.00 |
| 62341 MIDWEST TAPE | REFERENCE BOOK ONLINE | 3,299.58 |
| 62341 GALE RESEARCH INC. | REFERENCE BOOK ONLINE | 468.16 |
| 65100 FOURNIER, MARGARET | LYRIC OPERA LECTURE | 50.00 |
| 65100 HELEN MAGID | LYRIC OPERA LECTURE | 50.00 |
| 65100 ULINE | ADULT SERVICES | 84.34 |
| 65630 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 357.36 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 10,217.10 |
| 65630 CENTER POINT INC | ADULT PRINT | 342.24 |
| 65630 INFORMATION TODAY INC | ADULT PRINT | 433.03 |
| 65630 GALE RESEARCH INC. | ADULT PRINT | 1,075.08 |
| 65630 LAW BULLETIN PUBLISHING COMPANY | ADULT PRINT | 86.11 |
| 65641 MIDWEST TAPE | 95614980 | 26.49 |
| 65641 MIDWEST TAPE | ADULT AV | 10,483.47 |
| 65641 MIDWEST TAPE | ADULT PRINT | 37.98 |
| 65641 MIDWEST TAPE | AUDIO VISUAL | 29.59 |
| 65641 RECORDED BOOKS INC. | ADULT AV | 165.09 |
| 65641 RECORDED BOOKS INC. | AUDIO VISUAL | <u>31.49</u> |
| 4806 LIBRARY ADULT SERVICES Total | | 29,232.11 |
| 4820 LIBRARY CIRCULATION | | |
| 52610 UNIQUE MANAGEMENT SERVICES | OFFICE SUPPLIES | 125.30 |
| 57515 LAKE VILLA DISTRICT LIBRARY | ILL LOST BOOK 31981004985911 | 21.00 |
| 57515 DES PLAINES PUBLIC LIBRARY | ILL LOST BOOK 31468008028567 | 15.95 |
| 57515 NILES PUBLIC LIBRARY DISTRICT | ILL LOST BOOK 31491011615154 | 29.00 |
| 57515 GLENVIEW PUBLIC LIBRARY | ILL LOST BOOK 3117009072426 | 29.95 |
| 65100 PARK RIDGE PUBLIC LIBRARY | ILL LOST BOOK 31467008991477 | <u>12.99</u> |
| 4820 LIBRARY CIRCULATION Total | | 234.19 |
| 4825 LIBRARY NEIGHBORHOOD SERVICES | | |
| 64015 NICOR | CAMS NATURAL GAS | 78.68 |
| 64015 NICOR | NORTH BRANCH NATURAL GAS | 105.98 |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 135.97 |
| 65630 BAKER & TAYLOR | ADULT PRINT | 780.42 |
| 65630 BAKER & TAYLOR | JUV PRINT | 1,037.12 |
| 65641 MIDWEST TAPE | ADULT AV | 124.97 |
| 65641 WESTON WOODS STUDIOS | JUV AV | <u>480.78</u> |
| 4825 LIBRARY NEIGHBORHOOD SERVICES Total | | 2,743.92 |
| 4835 LIBRARY TECHNICAL SERVICES | | |
| 62340 GLANTZ, INC | WEB MAINTENANCE | 990.00 |
| 62340 COMMUNICO LLC | COMMUNICO BASE CONTRACT | 15,000.00 |
| 62341 SPRINT | INTERNET SOLUTION PROVIDER | 3,729.39 |
| 62341 COOPERATIVE COMPUTER SERVICES | INTERNET SOLUTION PROVIDER | <u>8,396.35</u> |
| 4835 LIBRARY TECHNICAL SERVICES Total | | 28,115.74 |
| 4840 LIBRARY MAINTENANCE | | |
| 61626 VERIZON WIRELESS | WIRELESS/INTERNET AND CELLPHONES | 211.00 |
| 62225 SERVICE BUILDING MAINTENANCE, INC. | MAIN LIBRARY WINDOW WASHING | 3,390.00 |
| 62225 TOTAL BUILDING SERVICES | JANITORIAL SERVICES | 7,375.00 |
| 62225 CINTAS CORPORATION #769 | MAT CHARGES | 227.25 |
| 62225 CINTAS CORPORATION #769 | MAT SERVICE | 487.49 |
| 64505 CALL ONE | COMMUNICATION CHARGES | <u>289.70</u> |
| 4840 LIBRARY MAINTENANCE Total | | 11,980.44 |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.09.2018 FY 2017

| | | |
|--|--------------------------------------|-------------------------|
| 4845 LIBRARY ADMINISTRATION | | |
| 56140 ILLINOIS DEPT OF REVENUE | *SALES TAX- NOV 2017 | 167.00 |
| 62185 STEVE JOHNSON CONNECTS | CONSULTING SERVICES | 500.00 |
| 62205 EVANSTON ROUNDTABLE LLC | FFE ADVERTISEMENT | 351.00 |
| 62380 XEROX CORP. | COPYING SERVICE | 219.86 |
| 64540 VERIZON WIRELESS | WIRELESS/INTERNET AND CELLPHONES | 72.06 |
| 64540 VERIZON NETWORKFLEET, INC. | AVL MONTHLY CHARGE | 18.95 |
| 65095 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 330.23 |
| 65095 EVANSTON PUBLIC LIBRARY | PETTY CASH REIMBURSEMENT | 40.60 |
| 65095 OFFICE DEPOT | GENERAL OFFICE SUPPLIES | 461.75 |
| 65095 THE CONTAINED GARDEN | WINTER PLANTING | 610.00 |
| 65095 RESEARCH TECHNOLOGY INT, INC. T/A PUBLIC KIOSK | BOOK VENDING PARTS | 165.00 |
| 4845 LIBRARY ADMINISTRATION Total | | <u>2,936.45</u> |
| | | |
| 4850 LIBRARY GRANTS | | |
| 65100 AMAZON / GE CAPITAL RETAIL BANK | BOOKS, OFFICE SUPPLIES AND MATERIALS | 177.85 |
| 65100 BAKER & TAYLOR | YA PRINT | 27.11 |
| 65100 POSITIVE CONNECTIONS, INC. | K-TOUR BUS | 233.23 |
| 4850 LIBRARY GRANTS Total | | <u>438.19</u> |
| | | |
| 185 LIBRARY FUND Total | | <u><u>99,032.26</u></u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.09.2018 FY 2017

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|---|-----------------|---------------------------|--------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| VARIOUS | TWIN EAGLE | NATURAL GAS-NOVEMBER 2017 | 1,497.21 |
| VARIOUS | BANK OF AMERICA | PURCHASING CARD | <u>7,202.98</u> |
| | | | <u>8,700.19</u> |
| | | | <u>8,700.19</u> |
| | | GRAND TOTAL | <u><u>107,732.45</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 | FIRE HOSE DIRECT | \$ 345.51 | 11/01/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 1.5" FIRE HOSE AND NOZZLES FOR CONTINUING GARAGE FLOOR MAINTENANCE |
| LIBRARY/ADMIN | CARQUEST 2759 | \$ 49.28 | 11/02/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 2 PACKS OF 12VOLT WIRE |
| LIBRARY/ADMIN | GOOGLE SVCSAPPS_EPL.O | \$ 7.74 | 11/02/2017 | 62341 INTERNET SOLUTION PROVIDERS | EMAIL HOST |
| LIBRARY/ADMIN | INT IN MEILNER MECHAN | \$ 555.00 | 11/02/2017 | 65050 BUILDING MAINTENANCE MATERIAL | EMERGENCY BOILER SERVICE CALL - BOILER SOURCE/MEILNER MECHANICAL |
| LIBRARY/ADMIN | GOTPRINT.COM | \$ 133.40 | 11/02/2017 | 65100 LIBRARY SUPPLIES | LABELS PRINTING |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 4.99 | 11/03/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 1 PACK OF 12VOLT 7.5 AMP FUSES |
| LIBRARY/ADMIN | POTBELLY #5 | \$ 43.60 | 11/03/2017 | 65095 OFFICE SUPPLIES | DEVELOPMENT REFRESHMENT AND LUNCH MEETING |
| LIBRARY/ADMIN | THE HOME DEPOT #1902 | \$ 29.94 | 11/03/2017 | 65040 JANITORIAL SUPPLIES | HDX 13G DRAWSTRING KITCHEN 150 CT |
| LIBRARY/ADMIN | DOLLARTREE | \$ 8.00 | 11/03/2017 | 65100 LIBRARY SUPPLIES | STEM PROGRAM SUPPLIES |
| LIBRARY/ADMIN | ADAFRUIT INDUSTRIES | \$ 417.20 | 11/03/2017 | 65100 LIBRARY SUPPLIES | SUPPLIES FOR LOFT LAB TEEN PROGRAM FOR SPEAKER CREATION, CODING AND OTHER STEM PROGRAMMING |
| LIBRARY/ADMIN | WP ENGINE | \$ 99.00 | 11/03/2017 | 62341 INTERNET SOLUTION PROVIDERS | WEB HOST |
| LIBRARY/ADMIN | WHOLEFDS EVN 10076 | \$ 7.98 | 11/03/2017 | 62295 TRAINING & TRAVEL | WORKSHOP REFRESHMENT |
| LIBRARY/ADMIN | LAKESHORE LEARNING MAT | \$ 166.08 | 11/03/2017 | 65100 LIBRARY SUPPLIES | YA SUPPLIES PIZZA PLAYSET |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 112.84 | 11/06/2017 | 65050 BUILDING MAINTENANCE MATERIAL | CLEANING SUPPLIES |
| LIBRARY/ADMIN | RUSSO POWER - SCHILLER | \$ 149.92 | 11/06/2017 | 65050 BUILDING MAINTENANCE MATERIAL | KUBOTA TRACTOR PART |
| LIBRARY/ADMIN | RHS LONDON | \$ 70.88 | 11/06/2017 | 65635 PERIODICALS | MAGAZINE SUBSCRIPTION |
| LIBRARY/ADMIN | INTERNATIONAL TRANSACTION FEE | \$ 0.71 | 11/06/2017 | 65635 PERIODICALS | PERIODICALS |
| LIBRARY/ADMIN | QUALIFIED HARDWARE | \$ 412.00 | 11/07/2017 | 65050 BUILDING MAINTENANCE MATERIAL | REPLACEMENT KEYPADS / CHILDRENS AREA |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 18.98 | 11/08/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 2 ROLLS OF MASKING TAPE |
| LIBRARY/ADMIN | VISTAPR VISTAPRINT.COM | \$ 75.99 | 11/08/2017 | 65095 OFFICE SUPPLIES | EPL MUGS |
| LIBRARY/ADMIN | BEST BUY 00003137 | \$ 80.97 | 11/08/2017 | 65100 LIBRARY SUPPLIES | IPAD GLASS SHEILDS (STEMEX GRANT) |
| LIBRARY/ADMIN | BEST BUY 00003137 | \$ 185.90 | 11/08/2017 | 65100 LIBRARY SUPPLIES | IPAD GLASS SHEILDS AND INSTALLATION (STEMEX GRANT) |
| LIBRARY/ADMIN | BEST BUY 00003137 | \$ (14.99) | 11/08/2017 | 65100 LIBRARY SUPPLIES | RETURN OF IPAD GLASS SHIELD (STEMEX GRANT) |
| LIBRARY/ADMIN | TARGET.COM | \$ 79.66 | 11/09/2017 | 65641 AUDIO VISUAL COLLECTIONS | ADULT AV SUPPLIES |
| LIBRARY/ADMIN | TARGET.COM | \$ 2.81 | 11/09/2017 | 65641 AUDIO VISUAL COLLECTIONS | AV SUPPLIES |
| LIBRARY/ADMIN | COMCAST CHICAGO | \$ 305.02 | 11/09/2017 | 62341 INTERNET SOLUTION PROVIDERS | CAMS INTERNET SOLUTION PROVIDER |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 12.99 | 11/09/2017 | 65050 BUILDING MAINTENANCE MATERIAL | HASP FOR PADLOCK |
| LIBRARY/ADMIN | WHOLEFDS EVN 10076 | \$ 10.24 | 11/10/2017 | 65095 OFFICE SUPPLIES | PROGRAM REFRESHMENTS |
| LIBRARY/ADMIN | SQ SQ HEWNBAKER | \$ 168.71 | 11/10/2017 | 62295 TRAINING & TRAVEL | STAFF DAY FOOD |
| LIBRARY/ADMIN | ALEPHOBJECTSLULZBOT | \$ 43.63 | 11/15/2017 | 65100 LIBRARY SUPPLIES | FILAMENT FOR 3D PRINTER |
| LIBRARY/ADMIN | GAMESTOP #1568 | \$ 40.00 | 11/15/2017 | 65100 LIBRARY SUPPLIES | PRIZES FOR TEEN GAMING TOURNAMENTS |
| LIBRARY/ADMIN | PURE ELECTRIC | \$ 238.80 | 11/16/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 4 CASES OF T8 FLUORESCENT BULBS |
| LIBRARY/ADMIN | WHOLEFDS EVN 10076 | \$ 7.98 | 11/16/2017 | 62295 TRAINING & TRAVEL | BOARD MEETING REFRESHMENTS |
| LIBRARY/ADMIN | PANERA BREAD #645 | \$ 14.99 | 11/16/2017 | 65040 JANITORIAL SUPPLIES | COFFEE FOR BOARD MEETING 11-15-17 |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 15.99 | 11/16/2017 | 65050 BUILDING MAINTENANCE MATERIAL | PACK OF C BATTERIES |
| LIBRARY/ADMIN | STANDARD PIPE | \$ 99.30 | 11/17/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 4 FLUSHOMETERS FOR SLOAN TOILET VALVE |
| LIBRARY/ADMIN | NONPROFIT MARKETING GU | \$ 99.00 | 11/17/2017 | 62295 TRAINING & TRAVEL | WEBINAR NONPROFIT MARKETING |
| LIBRARY/ADMIN | TARGET.COM | \$ 57.35 | 11/17/2017 | 65100 LIBRARY SUPPLIES | YA CHAIR REPLACEMENT |
| LIBRARY/ADMIN | MCMaster-CARR | \$ (68.47) | 11/20/2017 | 65040 JANITORIAL SUPPLIES | REFUND DEFECTIVE CORNER GUARDS FOR NORTH BRANCH |
| LIBRARY/ADMIN | PLA | \$ 280.00 | 11/20/2017 | 62295 TRAINING & TRAVEL | REGISTRATION FOR PUBLIC LIBRARY ASSOCIATION CONFERENCE RENEE NEUMEIER WILL BE PRESENTING AT |
| LIBRARY/ADMIN | CONNEXION | \$ 1,300.00 | 11/20/2017 | 65050 BUILDING MAINTENANCE MATERIAL | REPLACEMENT EMERGENCY LIGHTS - MAIN |
| LIBRARY/ADMIN | MCMaster-CARR | \$ 58.74 | 11/20/2017 | 65040 JANITORIAL SUPPLIES | REPLACEMENT FOR DEFECTIVE CORNER GUARDS NORTH BRANCH |
| LIBRARY/ADMIN | COMCAST CHICAGO | \$ 229.85 | 11/21/2017 | 62341 INTERNET SOLUTION PROVIDERS | NORTH BRANCH INTERNET SOLUTION PROVIDER |
| LIBRARY/ADMIN | DRI PRINTING SERVICES | \$ 377.96 | 11/22/2017 | 65095 OFFICE SUPPLIES | STATIONARY PRINTING |
| LIBRARY/ADMIN | ULTIMATE SACK | \$ 318.00 | 11/22/2017 | 65100 LIBRARY SUPPLIES | YA BEAN BAG REPLACEMENT |
| LIBRARY/ADMIN | SP AMERICAN BUTTON M | \$ 89.00 | 11/22/2017 | 65100 LIBRARY SUPPLIES | YA SUPPLIES |

| REPORTS TO INTERMEDIATE | MERCHANT NAME | TRANSACTION AMOUNT | POSTING DATE | COST ALLOCATION - EXPENSE OBJECT | EXPENSE DESCRIPTION |
|-------------------------|------------------------|--------------------|--------------|-------------------------------------|---|
| LIBRARY/ADMIN | ABLE DISTRIBUTORS | \$ (176.60) | 11/27/2017 | 65050 BUILDING MAINTENANCE MATERIAL | NORTH BRANCH REPLACEMENT THERMOSTAT - CREDIT |
| LIBRARY/ADMIN | USPS PO 1626220201 | \$ 490.00 | 11/29/2017 | 62315 POSTAGE | 10 ROLLS OF FOREVER STAMPS PER LEA FOR ADMINISTRATION |
| LIBRARY/ADMIN | GIH GLOBALINDUSTRIALEQ | \$ 111.40 | 11/30/2017 | 65050 BUILDING MAINTENANCE MATERIAL | 7 FT X 4FT BULLETIN BOARD |
| LIBRARY/ADMIN | JC LICHT - 1252 - EVAN | \$ 35.71 | 11/30/2017 | 65040 JANITORIAL SUPPLIES | GALLON WHITE PAINT FOR JANITOR CLOSET NORTH BRANCH |
| | | | | | |
| LIBRARY NOVEMBER TOTAL | | \$ 7,202.98 | | | |



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: January 12, 2018

This memo provides an update on significant administrative activities.

Human Resources

We welcome our newest Staff members: Heather Ross has returned to EPL as a part-time Public Services Librarian in Adult Services. Randy Alford has been hired as a part-time Circulation Clerks.

We have job openings for the following positions: a part-time Circulation Library Clerk position, a part-time Security Monitor and a part-time Technology Trainer.

Financial Resources

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

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

Facilities Management

All 2017 CIP projects are now complete with the exception of the Main Library Backup Generator Design project. In late December 2017, EPL staff was provided with a preliminary design report for a backup generator system for the Main library. The final design and public bid documents will be completed and presented to staff by late February 2018.

Budget Performance Report

Fiscal Year to Date 12/31/17

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 | 12,464.26 | .00 | 131,890.28 | 32,109.72 | 80 | 152,536.90 |
| 57515 | LIBRARY MATERIAL REPLACEMENT CHARGES | 12,000.00 | .00 | 12,000.00 | 1,468.53 | .00 | 11,182.77 | 817.23 | 93 | 13,123.88 |
| Business Unit 4820 - LIBRARY CIRCULATION Totals | | \$176,000.00 | \$0.00 | \$176,000.00 | \$13,932.79 | \$0.00 | \$143,073.05 | \$32,926.95 | 81% | \$165,660.78 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 6,284,358.00 | .00 | 6,284,358.00 | 8,625.93 | .00 | 6,334,116.92 | (49,758.92) | 101 | 6,090,597.50 |
| 51025 | PRIOR YEAR'S TAXES | 92,000.00 | .00 | 92,000.00 | (7,532.69) | .00 | 35,770.25 | 56,229.75 | 39 | 45,650.50 |
| 51605 | PERSONAL PROPERTY REPLACEMENT TAX | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 4,140.70 |
| 51616 | PERS PROP REPL TAX LIBRARY | 46,100.00 | .00 | 46,100.00 | .00 | .00 | .00 | 46,100.00 | 0 | .00 |
| 55245 | LIBRARY STATE PER CAPITA GRANT | 57,418.00 | .00 | 57,418.00 | .00 | .00 | .00 | 57,418.00 | 0 | 57,417.53 |
| 56011 | DONATIONS | 24,849.00 | .00 | 24,849.00 | 1,948.00 | .00 | 69,459.14 | (44,610.14) | 280 | 67,942.69 |
| 56140 | FEES AND MERCHANDISE SALE | .00 | .00 | .00 | 166.46 | .00 | 494.16 | (494.16) | +++ | .00 |
| 56501 | INVESTMENT INCOME | 5,400.00 | .00 | 5,400.00 | 579.03 | .00 | 5,169.12 | 230.88 | 96 | 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 | 1,499.49 | .00 | 50,069.12 | 15,930.88 | 76 | 61,726.98 |
| 57527 | LIBRARY FUND FOR EXCELLENCE | 203,500.00 | .00 | 203,500.00 | 3,508.41 | .00 | 117,904.64 | 85,595.36 | 58 | 199,187.64 |
| 57535 | LIBRARY COPY MACH. CHG | 18,000.00 | .00 | 18,000.00 | 1,748.28 | .00 | 15,276.27 | 2,723.73 | 85 | 16,321.00 |
| 57540 | LIBRARY MEETING RM RENTAL | 11,400.00 | .00 | 11,400.00 | 450.00 | .00 | 9,867.97 | 1,532.03 | 87 | 11,971.46 |
| 57545 | NORTH BRANCH RENTAL INCOME | 25,120.00 | .00 | 25,120.00 | 2,154.33 | .00 | 23,101.64 | 2,018.36 | 92 | 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 | \$13,147.24 | \$0.00 | \$6,661,229.23 | \$413,115.77 | 94% | \$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 | 11,000.00 | (11,000.00) | +++ | 12,750.00 |
| Business Unit 4850 - LIBRARY GRANTS Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$33,092.17 | (\$33,092.17) | +++ | \$30,750.00 |
| Department 48 - LIBRARY Totals | | \$7,250,345.00 | \$0.00 | \$7,250,345.00 | \$27,080.03 | \$0.00 | \$6,837,394.45 | \$412,950.55 | 94% | \$7,015,830.32 |
| REVENUE TOTALS | | \$7,250,345.00 | \$0.00 | \$7,250,345.00 | \$27,080.03 | \$0.00 | \$6,837,394.45 | \$412,950.55 | 94% | \$7,015,830.32 |

Budget Performance Report

Fiscal Year to Date 12/31/17

Include Rollup Account and Rollup to Object Account

EXPENSE

Department **48 - LIBRARY**

Business Unit **4805 - LIBRARY YOUTH SERVICES**

| | | | | | | | | | | |
|---|----------------------------------|-----------------------|---------------|-----------------------|---------------------|-------------------|-----------------------|---------------------|------------|-----------------------|
| 61010 | REGULAR PAY | 479,016.00 | .00 | 479,016.00 | 53,819.60 | .00 | 421,737.17 | 57,278.83 | 88 | 437,453.37 |
| 61012 | LIBRARY SUBSTITUTES | 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 | 18,188.84 | .00 | 190,033.62 | 38,192.38 | 83 | 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 | 919.54 | .00 | 19,441.06 | (19,441.06) | +++ | 9,298.60 |
| 61110 | OVERTIME PAY | .00 | .00 | .00 | 517.84 | .00 | 517.84 | (517.84) | +++ | 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 | 7,664.56 | .00 | 87,322.03 | 3,402.97 | 96 | 71,790.45 |
| 61615 | LIFE INSURANCE | 18.00 | .00 | 18.00 | 26.65 | .00 | 135.47 | (117.47) | 753 | 18.55 |
| 61710 | IMRF | 70,198.00 | .00 | 70,198.00 | 7,593.89 | .00 | 59,708.35 | 10,489.65 | 85 | 63,517.24 |
| 61725 | SOCIAL SECURITY | 43,690.00 | .00 | 43,690.00 | 4,862.68 | .00 | 38,806.38 | 4,883.62 | 89 | 38,847.75 |
| 61730 | MEDICARE | 10,219.00 | .00 | 10,219.00 | 1,137.26 | .00 | 9,075.74 | 1,143.26 | 89 | 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 | 764.94 | 4,034.00 | 4,971.14 | (9,005.14) | +++ | 785.37 |
| 62506 | WORK- STUDY | 900.00 | .00 | 900.00 | .00 | .00 | 753.13 | 146.87 | 84 | 393.21 |
| 65100 | LIBRARY SUPPLIES | 48,700.00 | .00 | 48,700.00 | 1,230.00 | .00 | 31,421.24 | 17,278.76 | 65 | 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 | 6,742.50 | 181.14 | 149,395.41 | 21,823.45 | 87 | 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 | 4,978.71 | .00 | 30,025.25 | 3,174.75 | 90 | 29,956.47 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 15,786.00 | .00 | 15,786.00 | 1,315.50 | .00 | 15,786.00 | .00 | 100 | .00 |
| Business Unit 4805 - LIBRARY YOUTH SERVICES Totals | | \$1,242,128.00 | \$0.00 | \$1,242,128.00 | \$109,762.51 | \$4,215.14 | \$1,128,527.24 | \$109,385.62 | 91% | \$1,038,295.96 |

Budget Performance Report

Fiscal Year to Date 12/31/17

Include Rollup Account and Rollup to Object Account

Business Unit **4806 - LIBRARY ADULT SERVICES**

| | | | | | | | | | | |
|---|---|----------------|--------|----------------|--------------|-------------|----------------|--------------|-----|----------------|
| 61010 | REGULAR PAY | 561,745.00 | .00 | 561,745.00 | 48,270.64 | .00 | 481,893.11 | 79,851.89 | 86 | 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 | 24,887.67 | .00 | 224,412.36 | 19,796.64 | 92 | 214,160.35 |
| 61060 | SEASONAL EMPLOYEES | .00 | .00 | .00 | 2,294.68 | .00 | 21,969.69 | (21,969.69) | +++ | 22,842.65 |
| 61415 | TERMINATION PAYOUTS | 14,750.00 | .00 | 14,750.00 | 560.43 | .00 | 8,963.36 | 5,786.64 | 61 | 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 | 5,944.12 | .00 | 73,811.84 | 966.16 | 99 | 61,472.02 |
| 61615 | LIFE INSURANCE | 29.00 | .00 | 29.00 | 18.66 | .00 | 106.31 | (77.31) | 367 | 33.38 |
| 61710 | IMRF | 76,937.00 | .00 | 76,937.00 | 6,760.91 | .00 | 66,204.27 | 10,732.73 | 86 | 72,888.50 |
| 61725 | SOCIAL SECURITY | 48,238.00 | .00 | 48,238.00 | 4,640.32 | .00 | 44,948.00 | 3,290.00 | 93 | 49,127.48 |
| 61730 | MEDICARE | 11,282.00 | .00 | 11,282.00 | 1,085.24 | .00 | 10,512.05 | 769.95 | 93 | 11,489.57 |
| 62340 | COMPTER LICENSE & SUPP | .00 | .00 | .00 | .00 | 13,037.00 | 25,410.33 | (38,447.33) | +++ | 34,543.37 |
| 62341 | INTERNET SOLUTION PROVIDERS | 209,400.00 | .00 | 209,400.00 | .00 | 9,661.00 | 141,202.16 | 58,536.84 | 72 | 140,380.90 |
| 62506 | WORK- STUDY | 900.00 | .00 | 900.00 | .00 | .00 | 389.06 | 510.94 | 43 | 136.13 |
| 65100 | LIBRARY SUPPLIES | 25,550.00 | .00 | 25,550.00 | 450.00 | .00 | 17,149.45 | 8,400.55 | 67 | 18,832.33 |
| 65630 | LIBRARY BOOKS | 316,900.00 | .00 | 316,900.00 | 15,378.62 | .00 | 295,659.52 | 21,240.48 | 93 | 263,729.74 |
| 65635 | PERIODICALS | 15,700.00 | .00 | 15,700.00 | .00 | .00 | 16,928.26 | (1,228.26) | 108 | 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 | 7,129.84 | .00 | 67,033.55 | 24,366.45 | 73 | 67,360.10 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 21,554.00 | .00 | 21,554.00 | 1,796.16 | .00 | 21,553.92 | .08 | 100 | .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 | \$119,217.29 | \$22,698.00 | \$1,520,138.42 | \$174,535.58 | 90% | \$1,549,716.54 |

Business Unit **4820 - LIBRARY CIRCULATION**

| | | | | | | | | | | |
|--|---|--------------|--------|--------------|-------------|--------|--------------|-------------|-----|--------------|
| 61010 | REGULAR PAY | 173,862.00 | .00 | 173,862.00 | 19,570.00 | .00 | 175,973.56 | (2,111.56) | 101 | 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 | 37,629.50 | .00 | 311,161.50 | 10,316.50 | 97 | 294,849.50 |
| 61060 | SEASONAL EMPLOYEES | .00 | .00 | .00 | 537.02 | .00 | 2,653.92 | (2,653.92) | +++ | 7,796.64 |
| 61415 | TERMINATION PAYOUTS | .00 | .00 | .00 | 184.21 | .00 | 1,347.68 | (1,347.68) | +++ | 525.05 |
| 61430 | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS) | .00 | .00 | .00 | 402.85 | .00 | 402.85 | (402.85) | +++ | 1,638.17 |
| 61510 | HEALTH INSURANCE | 37,997.00 | .00 | 37,997.00 | 3,067.50 | .00 | 35,118.28 | 2,878.72 | 92 | 33,380.33 |
| 61615 | LIFE INSURANCE | 6.00 | .00 | 6.00 | 6.53 | .00 | 34.72 | (28.72) | 579 | 6.36 |
| 61710 | IMRF | 38,590.00 | .00 | 38,590.00 | 4,186.08 | .00 | 36,426.87 | 2,163.13 | 94 | 39,934.37 |
| 61725 | SOCIAL SECURITY | 30,505.00 | .00 | 30,505.00 | 3,567.91 | .00 | 29,961.08 | 543.92 | 98 | 31,109.49 |
| 61730 | MEDICARE | 7,134.00 | .00 | 7,134.00 | 834.38 | .00 | 7,007.01 | 126.99 | 98 | 7,275.61 |
| 62506 | WORK- STUDY | 5,400.00 | .00 | 5,400.00 | .00 | .00 | 6,341.55 | (941.55) | 117 | 1,687.52 |
| 65100 | LIBRARY SUPPLIES | 4,200.00 | .00 | 4,200.00 | .00 | .00 | 4,099.20 | 100.80 | 98 | 7,662.87 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 13,905.00 | .00 | 13,905.00 | 1,158.75 | .00 | 13,905.00 | .00 | 100 | .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 | \$71,144.73 | \$0.00 | \$624,433.22 | \$11,843.78 | 98% | \$643,891.87 |

Budget Performance Report

Fiscal Year to Date 12/31/17

Include Rollup Account and Rollup to Object Account

Business Unit **4825 - LIBRARY NEIGHBORHOOD SERVICES**

| | | | | | | | | | | |
|---|----------------------------------|---------------------|---------------|---------------------|--------------------|-------------------|---------------------|-------------------|-------------|---------------------|
| 61010 | REGULAR PAY | 126,301.00 | .00 | 126,301.00 | 17,102.96 | .00 | 137,327.13 | (11,026.13) | 109 | 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 | 19,133.11 | .00 | 152,184.81 | 2,438.19 | 98 | 154,874.97 |
| 61060 | SEASONAL EMPLOYEES | .00 | .00 | .00 | 103.03 | .00 | 2,773.00 | (2,773.00) | +++ | 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 | 3,876.02 | .00 | 43,347.30 | (6,599.30) | 118 | 25,948.25 |
| 61615 | LIFE INSURANCE | 1.00 | .00 | 1.00 | 10.35 | .00 | 54.78 | (53.78) | 5478 | 1.07 |
| 61710 | IMRF | 26,470.00 | .00 | 26,470.00 | 3,136.47 | .00 | 25,699.58 | 770.42 | 97 | 26,641.72 |
| 61725 | SOCIAL SECURITY | 17,631.00 | .00 | 17,631.00 | 2,200.28 | .00 | 17,670.54 | (39.54) | 100 | 17,382.32 |
| 61730 | MEDICARE | 4,124.00 | .00 | 4,124.00 | 514.53 | .00 | 4,132.57 | (8.57) | 100 | 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 | .00 | .00 | 4,342.42 | 2,057.58 | 68 | 3,680.24 |
| 62375 | RENTALS | 46,238.00 | .00 | 46,238.00 | 4,332.00 | .00 | 52,706.37 | (6,468.37) | 114 | 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 | 1,293.97 | 1,606.03 | 45 | 2,140.37 |
| 65040 | JANITORIAL SUPPLIES | .00 | .00 | .00 | .00 | .00 | 285.88 | (285.88) | +++ | 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 | 209.07 | .00 | 2,330.29 | 3,069.71 | 43 | 2,782.64 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 5,000.00 | .00 | 5,000.00 | .00 | 9,590.23 | .00 | (4,590.23) | 192 | .00 |
| 65630 | LIBRARY BOOKS | 29,900.00 | .00 | 29,900.00 | 1,229.10 | .00 | 22,178.19 | 7,721.81 | 74 | 19,068.45 |
| 65635 | PERIODICALS | 1,500.00 | .00 | 1,500.00 | .00 | .00 | 903.96 | 596.04 | 60 | 1,842.09 |
| 65641 | AUDIO VISUAL COLLECTIONS | 2,200.00 | .00 | 2,200.00 | 599.85 | .00 | 1,883.81 | 316.19 | 86 | 3,302.10 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 3,217.00 | .00 | 3,217.00 | 268.08 | .00 | 3,216.96 | .04 | 100 | .00 |
| Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES | | \$486,003.00 | \$0.00 | \$486,003.00 | \$52,714.85 | \$9,590.23 | \$474,417.46 | \$1,995.31 | 100% | \$442,178.86 |

Business Unit **4835 - LIBRARY TECHNICAL SERVICES**

| | | | | | | | | | | |
|-------|-----------------------------|------------|-----|------------|-----------|-----------|------------|-------------|------|------------|
| 61010 | REGULAR PAY | 282,067.00 | .00 | 282,067.00 | 32,987.91 | .00 | 275,294.08 | 6,772.92 | 98 | 283,197.92 |
| 61050 | PERMANENT PART-TIME | 110,480.00 | .00 | 110,480.00 | 5,452.05 | .00 | 60,091.69 | 50,388.31 | 54 | 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 | 4,889.12 | .00 | 39,544.72 | 1,142.28 | 97 | 36,283.76 |
| 61615 | LIFE INSURANCE | 6.00 | .00 | 6.00 | 22.12 | .00 | 110.75 | (104.75) | 1846 | 6.36 |
| 61710 | IMRF | 41,015.00 | .00 | 41,015.00 | 3,790.17 | .00 | 33,290.83 | 7,724.17 | 81 | 37,000.75 |
| 61725 | SOCIAL SECURITY | 24,546.00 | .00 | 24,546.00 | 2,335.89 | .00 | 20,484.30 | 4,061.70 | 83 | 22,092.04 |
| 61730 | MEDICARE | 5,741.00 | .00 | 5,741.00 | 546.30 | .00 | 4,790.69 | 950.31 | 83 | 5,166.69 |
| 62340 | COMPTER LICENSE & SUPP | 46,300.00 | .00 | 46,300.00 | .00 | 15,000.00 | 49,542.74 | (18,242.74) | 139 | 24,625.10 |
| 62341 | INTERNET SOLUTION PROVIDERS | 135,800.00 | .00 | 135,800.00 | .00 | 6,110.30 | 120,803.95 | 8,885.75 | 93 | 137,807.21 |
| 65050 | BLDG MAINTENANCE MATERIAL | .00 | .00 | .00 | .00 | .00 | 269.40 | (269.40) | +++ | .00 |
| 65100 | LIBRARY SUPPLIES | 10,000.00 | .00 | 10,000.00 | .00 | .00 | 11,751.08 | (1,751.08) | 118 | 6,733.46 |
| 65555 | PERSONAL COMPUTER EQUIPMENT | 51,870.00 | .00 | 51,870.00 | .00 | 19,354.50 | 2,257.86 | 30,257.64 | 42 | 10,417.09 |
| 65630 | LIBRARY BOOKS | .00 | .00 | .00 | .00 | .00 | 736.28 | (736.28) | +++ | .00 |

Budget Performance Report

Fiscal Year to Date 12/31/17

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|-------|--|--------------|--------|--------------|-------------|-------------|--------------|-------------|-----|--------------|
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 8,966.00 | .00 | 8,966.00 | 747.17 | .00 | 8,966.04 | (.04) | 100 | .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 | \$50,770.73 | \$40,464.80 | \$629,285.25 | \$92,727.95 | 88% | \$640,930.45 |
| | Business Unit 4840 - LIBRARY MAINTENANCE | | | | | | | | | |
| 61010 | REGULAR PAY | 254,331.00 | .00 | 254,331.00 | 30,574.14 | .00 | 251,588.07 | 2,742.93 | 99 | 193,588.26 |
| 61050 | PERMANENT PART-TIME | 96,557.00 | .00 | 96,557.00 | 13,179.06 | .00 | 110,190.19 | (13,633.19) | 114 | 148,521.16 |
| 61110 | OVERTIME PAY | 7,000.00 | .00 | 7,000.00 | 376.71 | .00 | 2,081.83 | 4,918.17 | 30 | 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 |
| 61430 | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS) | .00 | .00 | .00 | 1,255.70 | .00 | 1,255.70 | (1,255.70) | +++ | .00 |
| 61510 | HEALTH INSURANCE | 80,980.00 | .00 | 80,980.00 | 7,219.54 | .00 | 84,926.39 | (3,946.39) | 105 | 62,045.85 |
| 61615 | LIFE INSURANCE | .00 | .00 | .00 | 21.07 | .00 | 103.51 | (103.51) | +++ | .00 |
| 61626 | CELL PHONE ALLOWANCE | 1,100.00 | .00 | 1,100.00 | 100.00 | .00 | 2,768.60 | (1,668.60) | 252 | 2,915.04 |
| 61630 | SHOE ALLOWANCE | 620.00 | .00 | 620.00 | .00 | .00 | 465.00 | 155.00 | 75 | 620.00 |
| 61710 | IMRF | 35,260.00 | .00 | 35,260.00 | 4,475.04 | .00 | 36,000.53 | (740.53) | 102 | 37,080.66 |
| 61725 | SOCIAL SECURITY | 21,209.00 | .00 | 21,209.00 | 2,761.69 | .00 | 22,032.02 | (823.02) | 104 | 21,826.10 |
| 61730 | MEDICARE | 4,960.00 | .00 | 4,960.00 | 645.89 | .00 | 5,152.66 | (192.66) | 104 | 5,104.51 |
| 62225 | BLDG MAINTENANCE SERVICES | 208,700.00 | .00 | 208,700.00 | 887.74 | 37,993.58 | 159,835.98 | 10,870.44 | 95 | 208,034.46 |
| 62235 | OFFICE EQUIPMENT MAINT | 12,000.00 | .00 | 12,000.00 | .00 | .00 | 7,062.30 | 4,937.70 | 59 | 6,741.24 |
| 62240 | AUTOMOTIVE EQMP MAINT | .00 | .00 | .00 | .00 | .00 | 194.74 | (194.74) | +++ | 14.85 |
| 62245 | OTHER EQMT MAINTENANCE | 1,300.00 | .00 | 1,300.00 | .00 | .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 | 5,440.00 | .00 | 100 | 5,439.96 |
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.00 | .00 | 4,885.00 | 407.09 | .00 | 4,885.00 | .00 | 100 | 4,743.00 |
| 62315 | POSTAGE | .00 | .00 | .00 | .00 | .00 | 392.00 | (392.00) | +++ | .00 |
| 62341 | INTERNET SOLUTION PROVIDERS | 2,200.00 | .00 | 2,200.00 | .00 | .00 | .00 | 2,200.00 | 0 | .00 |
| 64015 | NATURAL GAS | 27,000.00 | .00 | 27,000.00 | 1,839.61 | .00 | 19,541.53 | 7,458.47 | 72 | 20,852.32 |
| 64505 | TELECOMMUNICATIONS | .00 | .00 | .00 | 583.59 | .00 | 2,907.62 | (2,907.62) | +++ | 3,197.00 |
| 65020 | CLOTHING | .00 | .00 | .00 | (18.50) | .00 | (18.50) | 18.50 | +++ | .00 |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 1,059.66 | .00 | 10,742.19 | 1,257.81 | 90 | 12,304.13 |
| 65050 | BLDG MAINTENANCE MATERIAL | 32,000.00 | .00 | 32,000.00 | .00 | .00 | 18,944.28 | 13,055.72 | 59 | 29,392.10 |
| 65100 | LIBRARY SUPPLIES | .00 | .00 | .00 | .00 | .00 | 333.03 | (333.03) | +++ | .00 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | .00 | .00 | .00 | .00 | .00 | 313.74 | (313.74) | +++ | 963.26 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 5,658.00 | .00 | 5,658.00 | 471.50 | .00 | 5,658.00 | .00 | 100 | .00 |
| | Business Unit 4840 - LIBRARY MAINTENANCE Totals | \$820,750.00 | \$0.00 | \$820,750.00 | \$66,292.87 | \$37,993.58 | \$752,948.74 | \$29,807.68 | 96% | \$779,771.68 |
| | Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | | | | | |
| 61010 | REGULAR PAY | 581,803.00 | .00 | 581,803.00 | 74,305.63 | .00 | 576,429.47 | 5,373.53 | 99 | 573,742.11 |
| 61050 | PERMANENT PART-TIME | 101,087.00 | .00 | 101,087.00 | 11,288.42 | .00 | 92,884.08 | 8,202.92 | 92 | 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 | 11,202.24 | .00 | 129,797.19 | 8,720.81 | 94 | 112,037.64 |
| 61615 | LIFE INSURANCE | .00 | .00 | .00 | 55.81 | .00 | 280.47 | (280.47) | +++ | .00 |

Budget Performance Report

Fiscal Year to Date 12/31/17

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|---|--------------------------------|----------------|--------|----------------|--------------|--------------|----------------|--------------|-----|----------------|
| 61625 | AUTO ALLOWANCE | 7,200.00 | .00 | 7,200.00 | 1,100.00 | .00 | 9,600.00 | (2,400.00) | 133 | 7,200.00 |
| 61626 | CELL PHONE ALLOWANCE | 1,200.00 | .00 | 1,200.00 | 100.00 | .00 | 1,100.00 | 100.00 | 92 | 1,200.00 |
| 61710 | IMRF | 67,316.00 | .00 | 67,316.00 | 8,439.56 | .00 | 64,837.63 | 2,478.37 | 96 | 69,672.04 |
| 61725 | SOCIAL SECURITY | 37,906.00 | .00 | 37,906.00 | 3,968.37 | .00 | 37,791.08 | 114.92 | 100 | 38,966.14 |
| 61730 | MEDICARE | 9,550.00 | .00 | 9,550.00 | 1,213.32 | .00 | 9,428.97 | 121.03 | 99 | 9,685.87 |
| 62185 | CONSULTING SERVICES | 118,000.00 | .00 | 118,000.00 | 2,250.00 | .00 | 63,153.23 | 54,846.77 | 54 | 188,784.12 |
| 62205 | ADVERTISING | 8,000.00 | .00 | 8,000.00 | .00 | .00 | 2,673.59 | 5,326.41 | 33 | 9,339.08 |
| 62210 | PRINTING | 8,000.00 | .00 | 8,000.00 | .00 | .00 | 2,117.11 | 5,882.89 | 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 | .00 | .00 | 27,552.81 | 14,447.19 | 66 | 31,876.72 |
| 62315 | POSTAGE | 4,500.00 | .00 | 4,500.00 | .00 | .00 | 1,783.80 | 2,716.20 | 40 | 5,369.15 |
| 62341 | INTERNET SOLUTION PROVIDERS | .00 | .00 | .00 | .00 | .00 | 633.87 | (633.87) | +++ | .00 |
| 62360 | MEMBERSHIP DUES | 2,100.00 | .00 | 2,100.00 | 123.00 | .00 | 3,229.74 | (1,129.74) | 154 | 5,625.37 |
| 62380 | COPY MACHINE CHARGES | 12,900.00 | .00 | 12,900.00 | 67.20 | .00 | 2,927.86 | 9,972.14 | 23 | 24,475.91 |
| 62506 | WORK- STUDY | 1,500.00 | .00 | 1,500.00 | .00 | .00 | 3,040.66 | (1,540.66) | 203 | 940.52 |
| 62705 | BANK SERVICE CHARGES | 5,700.00 | .00 | 5,700.00 | 316.08 | .00 | 4,855.32 | 844.68 | 85 | 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 | .00 | .00 | 5,103.63 | (3,103.63) | 255 | 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 | (12,454.26) | 6,294.97 | 60,911.86 | 30,893.17 | 69 | 63,787.81 |
| 65100 | LIBRARY SUPPLIES | .00 | .00 | .00 | .00 | .00 | 1,344.94 | (1,344.94) | +++ | .00 |
| 65635 | PERIODICALS | .00 | .00 | .00 | .00 | .00 | 358.80 | (358.80) | +++ | 298.14 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 14,207.00 | .00 | 14,207.00 | 1,183.92 | .00 | 14,207.04 | (.04) | 100 | .00 |
| 66131 | TRANSFER TO GENERAL FUND | 250,000.00 | .00 | 250,000.00 | 20,833.33 | .00 | 249,999.95 | .05 | 100 | .00 |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | \$1,535,337.00 | \$0.00 | \$1,535,337.00 | \$123,992.62 | \$6,294.97 | \$1,367,276.51 | \$161,765.52 | 89% | \$1,278,602.22 |
| Business Unit 4850 - LIBRARY GRANTS | | | | | | | | | | |
| 62185 | CONSULTING SERVICES | 10,000.00 | .00 | 10,000.00 | .00 | .00 | .00 | 10,000.00 | 0 | .00 |
| 62225 | BLDG MAINTENANCE SERVICES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 241.24 |
| 65100 | LIBRARY SUPPLIES | 10,000.00 | .00 | 10,000.00 | .00 | .00 | 9,111.95 | 888.05 | 91 | 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 | \$0.00 | \$0.00 | \$10,189.41 | \$39,810.59 | 20% | \$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 | \$593,895.60 | \$121,256.72 | \$6,507,216.25 | \$621,872.03 | 91% | \$6,455,115.36 |
| EXPENSE TOTALS | | \$7,250,345.00 | \$0.00 | \$7,250,345.00 | \$593,895.60 | \$121,256.72 | \$6,507,216.25 | \$621,872.03 | 91% | \$6,455,115.36 |

Budget Performance Report

Fiscal Year to Date 12/31/17

Include Rollup Account and Rollup to Object Account

Fund 185 - LIBRARY FUND Totals

| | | | | | | | | | |
|--------------------------------|--------------|--------|--------------|----------------|----------------|--------------|----------------|-----|--------------|
| REVENUE TOTALS | 7,250,345.00 | .00 | 7,250,345.00 | 27,080.03 | .00 | 6,837,394.45 | 412,950.55 | 94% | 7,015,830.32 |
| EXPENSE TOTALS | 7,250,345.00 | .00 | 7,250,345.00 | 593,895.60 | 121,256.72 | 6,507,216.25 | 621,872.03 | 91% | 6,455,115.36 |
| Fund 185 - LIBRARY FUND Totals | \$0.00 | \$0.00 | \$0.00 | (\$566,815.57) | (\$121,256.72) | \$330,178.20 | (\$208,921.48) | | \$560,714.96 |

Fund 186 - LIBRARY DEBT SERVICE FUND

REVENUE

Department 48 - LIBRARY

Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN

| | | | | | | | | | | |
|--|-------------------|--------------|--------|--------------|--------|--------|--------------|------------|-----|----------------|
| 51015 | PROPERTY TAXES | 345,955.00 | .00 | 345,955.00 | .00 | .00 | 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 |
| Department 48 - LIBRARY Totals | | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$338,904.24 | \$7,050.76 | 98% | \$1,040,978.21 |
| REVENUE TOTALS | | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$338,904.24 | \$7,050.76 | 98% | \$1,040,978.21 |

EXPENSE

Department 48 - LIBRARY

Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN

| | | | | | | | | | | |
|--|-------------------------|--------------|--------|--------------|--------|--------|----------------|----------------|------|--------------|
| 62716 | BOND ISSUANCE COSTS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 12,348.52 |
| 68305 | DEBT SERVICE- PRINCIPAL | 330,955.00 | .00 | 330,955.00 | .00 | .00 | 1,064,547.00 | (733,592.00) | 322 | 323,241.00 |
| 68315 | DEBT SERVICE- INTEREST | 15,000.00 | .00 | 15,000.00 | .00 | .00 | 70,022.96 | (55,022.96) | 467 | 62,454.95 |
| Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals | | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$1,134,569.96 | (\$788,614.96) | 328% | \$398,044.47 |
| Department 48 - LIBRARY Totals | | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$1,134,569.96 | (\$788,614.96) | 328% | \$398,044.47 |
| EXPENSE TOTALS | | \$345,955.00 | \$0.00 | \$345,955.00 | \$0.00 | \$0.00 | \$1,134,569.96 | (\$788,614.96) | 328% | \$398,044.47 |

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

| | | | | | | | | | |
|---|------------|--------|------------|--------|--------|----------------|--------------|------|--------------|
| REVENUE TOTALS | 345,955.00 | .00 | 345,955.00 | .00 | .00 | 338,904.24 | 7,050.76 | 98% | 1,040,978.21 |
| EXPENSE TOTALS | 345,955.00 | .00 | 345,955.00 | .00 | .00 | 1,134,569.96 | (788,614.96) | 328% | 398,044.47 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$795,665.72) | \$795,665.72 | | \$642,933.74 |

Grand Totals

| | | | | | | | | | |
|----------------|--------------|--------|--------------|----------------|----------------|----------------|--------------|------|----------------|
| REVENUE TOTALS | 7,596,300.00 | .00 | 7,596,300.00 | 27,080.03 | .00 | 7,176,298.69 | 420,001.31 | 94% | 8,056,808.53 |
| EXPENSE TOTALS | 7,596,300.00 | .00 | 7,596,300.00 | 593,895.60 | 121,256.72 | 7,641,786.21 | (166,742.93) | 102% | 6,853,159.83 |
| Grand Totals | \$0.00 | \$0.00 | \$0.00 | (\$566,815.57) | (\$121,256.72) | (\$465,487.52) | \$586,744.24 | | \$1,203,648.70 |

Endowment for the Evanston Public Library
 Holdings as of December 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 | 7058.888 | \$246.82 | \$1,742,274.74 | 39.8% | |
| Vanguard Small-Cap Index Fund | VSMAX | 3739.245 | \$70.78 | \$264,663.76 | 6.0% | |
| Vanguard REIT Index Fund | VGSLX | 1813.731 | \$117.55 | \$213,204.08 | 4.9% | |
| Vanguard Total International Stock Index Fund | VTIAX | 14057.433 | \$30.52 | \$429,032.86 | 9.8% | |
| Vanguard Emerging Markets Stock Index Fund | VEMAX | 6611.610 | \$38.18 | \$252,431.27 | 5.8% | 66.3% |
| Vanguard Federal Money Market Fund | VMFXX | 1.000 | \$504,454.01 | \$504,454.01 | 11.5% | 15.1% |
| iShares Silver Trust | SLV | 4788.000 | \$15.99 | \$76,560.12 | 1.7% | |
| SPDR Gold Trust | GLD | 625.000 | \$123.65 | \$77,281.25 | 1.8% | |
| iShares Russell 1000 | IWF | 134.680 | \$8.02 | \$1,080.27 | 0.0% | |
| US Treasury TIPS Notes, maturing 1/25, 2.375% | | 100000.000 | \$113.956 | \$149,129.65 | 3.4% | |
| US Treasury TIPS Notes, maturing 1/26, 2.0% | | 100000.000 | \$112.481 | \$139,797.01 | 3.2% | |
| US Treasury TIPS Notes, maturing 2/40, 2.125% | | 100000.000 | \$130.123 | \$148,508.07 | 3.4% | |
| US Treasury TIPS Notes, maturing 2/42, 0.75% | | | | \$0.00 | 0.0% | 10.0% |
| Vanguard Short-Term Investment Grade Bond Fund | VFSUX | 10.630 | \$26,545.14 | \$282,174.87 | 6.4% | |
| JP Morgan Chase 1/15/2018 4.036% YTM | | 45000.000 | \$100.139 | \$45,062.55 | 1.0% | |
| HSBC Finance 2/15/2018 4.383% YTM | | 41000.000 | \$100.182 | \$41,074.62 | 0.9% | |
| General Electric Capital 4/15/2018 4.510% YTM | | 10000.000 | \$100.897 | \$10,089.70 | 0.2% | |
| Honeywell Intl Inc 1/3/2018 | | 0.000 | \$154.175 | \$2,305.58 | 0.1% | 8.7% |
| | | | | \$4,379,124.40 | | 100.0% |

| | |
|--|---------------|
| Cash Equivalents | 15.1% |
| US Treasury Inflation Protected Securities | 10.0% |
| Corporate Bonds | 8.7% |
| Domestic Equities | 50.7% |
| International Equities | 15.6% |
| | <u>100.0%</u> |