



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, JULY 18, 2018

6:00 P.M.

FALCON ROOM – 3RD FLOOR



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, July 18, 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, Falcon Room – 3rd Floor

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

A. Approval of Minutes of June 20, 2018 Regular Meeting

B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

A. Proclamation

5. LIBRARY DIRECTOR'S REPORT (Distributed in advance)

6. STAFF REPORTS

A. Administrative Services Report (Teri Campbell)

B. Community Engagement (Jill Skwerski)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Appointment of Committee Members

B. Parking Lot at 1714-1720 Chicago Avenue

11. ADJOURNMENT

Next Meeting: August 15, 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.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, June 20, 2018
6:30 P.M.
1703 Orrington Avenue, Barbara Friedberg Storytelling Room

Members Present: Rachel Hayman, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith

Members Absent: Socorro Castro, Tori Foreman, Adam Goodman, Shawn Iles

Staff: Karen Danczak Lyons, Teri Campbell, John Devaney, Connie Heneghan, Bridget Sweeney

Presiding Member: Benjamin Schapiro, President

ALL TO ORDER/DECLARATION OF QUORUM - President Schapiro called the meeting to order at 6:31 pm.

CITIZEN COMMENT – None

CONSENT AGENDA

- A. Approval of the May Bills and Payroll and Minutes of May 16, 2018 Board Meeting** – Trustee Smith moved to approve the Bills and Payroll and the minutes of the May meeting. Trustee Lurie seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. Oath of Office** – Rachel Hayman was sworn in as a new Trustee
- B. Proclamation** – Sandra Smith was recognized for her years of service on the Board of Trustees and thanked for her impact on the community
- C. Robert Crown Branch Library Project Update** – Andy Tinucci of Woodhouse Tinucci Architects presented plans for the new Robert Crown Community Center. He shared mock-ups of the 15 acre parkland and 130,000 square foot building. The new library branch will be located on the first floor adjacent to the lobby and will include a book collection, children’s section, meeting rooms, a kiosk to pick-up holds, and a reading garden. The new library will be larger than the two other branches combined and it will likely be a popular branch. Director Danczak Lyons shared that the public groundbreaking is scheduled for July 13.

- D. **Future of Book Sale** – Director Danczak Lyons shared that the book donation boxes will soon be installed. Library staff and volunteers will also be present at Evanston Recycles on July 7.

LIBRARY DIRECTOR'S REPORT

- A. **Director's Report**- Director Danczak Lyons shared that over 3,000 people have registered for Summer Reading Program

STAFF REPORT

- A. **Administrative Services Report** – Assistant Director Campbell reported that Library spending is on track- 47% of revenue has been received and 35% of projected budget has been spent. Planning has begun for the FY19 budget and the Library is planning for an increase between \$121,000-163,000 for salary, IMRF retirement, and health insurance costs. The Library will also be represented in the AFSME negotiations with the City. In addition, the Library has welcomed a new part-time Library Clerk, Security Monitor, and Community Engagement Library Assistant. The Library said goodbye to Sharon Yore and Jessica Ticus. Social worker Justine Janis will also be leaving the Library and a new social worker will join the team.
- B. **Neighborhood Services** – Neighborhood Services Manager Connie Heneghan presented an overview of the North and Chicago and Main (CAMS) branches. The North branch was renovated last year and is more useable now. The CAMS branch is small and is “very good at making a lot out of a little.” There is unique programming at the branches, including book groups and early literacy activities, as well as an increased effort to coordinate with the Main branch. Branch partners include Central Street Business Association, Central Street Neighbors, Main-Dempster Mile, Foster Senior Group, St. Athanasius, and Lincoln School. Trustee Lurie asked about the impact of the new Robert Crown branch on CAMS. Heneghan said it remains to be determined.

BOARD REPORTS - none

BOARD DEVELOPMENT – none

UNFINISHED BUSINESS – none

NEW BUSINESS

- A. **Election of Officers** – Trustee Shapiro was nominated for President, Trustee Smith was nominated for Vice President, Trustee Patel was nominated for Secretary, and Trustee Iles was nominated for Treasurer. Trustee Smith

- motioned and Trustee Lurie seconded. The slate of officers was approved by voice vote.
- B. Appointment of Committee Members** – Committees were discussed and Trustee Hayman will select which committee to join at the next meeting.
 - C. National Able Lease Renewal** – Renewal of the National Able lease for the third floor space was approved by roll call vote. Trustee Patel motioned and Trustee Smith seconded.
 - D. Fees for use of Falcon and Seminar Rooms** – Fees for rental of the third floor Falcon and Seminar rooms, along with increases in room rental fees in 2019 was approved by roll call vote. Trustee Hayman motioned and Trustee Patel seconded.
 - E. Communications and integrated media relations agreement renewal** – Renewal of the contract for Steve Johnson, media and marketing consultant, was approved by roll call vote. Trustee Hayman motioned and Trustee Smith seconded.

CLOSED SESSION

The Board moved to Closed Door Session at 8:14pm to discuss the Library Director Evaluation Process. President Schapiro motioned and Trustee Smith seconded.

ADJOURNMENT – President Schapiro moved to adjourn the meeting at 8:47pm. It was approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, July 18, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.

Library Director's Report June 20, 2018

Updates:

- Books On Wheels (Julie Rand) signed up 2 new patrons during May, 2018.
- NASA@mylibrary grant continues. Children's has a Women Scientists scavenger hunt going on at present. Kim Daufeldt, our grant manager continues to have training and attended a webinar in May. She is working with Jill Skwerski to conduct a community conversation. Hilda Gonzalez and Kim will be conducting a joint Bilingual Storytime/NASA program on June 16 and July 14.
- From Robin Sindelar:

Sunday Funday Movie Planning: ACCESS, ENGAGEMENT, LEARNING AND LITERACY, INNOVATION

Future Dates

Spent some time rethinking our family film program for the weekend. We have so many successful programs on Saturdays now – how can we provide movies to families in a more mindful way? For the summer we will try to provide movies on Sundays, calling the program the Sunday Funday Movie- we will have family friendly movies and a small craft or activity the families can do here with us or take home and do together later. I am hoping this will provide families with some relaxing together time, use our space on Sundays, and relieve confusion on the days the CAMS branch shows movies on Saturdays.

Assessments, Metrics and initiative results:

| Computer/Internet Use | | | | | | | | | | | | | |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | FYTD |
| Main | 4,080 | 3,741 | 4,097 | 3,654 | 3,855 | | | | | | | | 19,427 |
| North Branch | 191 | 217 | 240 | 213 | 200 | | | | | | | | 1,061 |
| CAMS | 467 | 440 | 470 | 438 | 411 | | | | | | | | 2,226 |
| Computer Lab | 154 | 134 | 160 | 165 | 160 | | | | | | | | 773 |
| Overall Computer/Internet Use | 4,892 | 4,532 | 4,967 | 4,470 | 4,626 | - | - | - | - | - | - | - | 23,487 |
| Website Visits | | | | | | | | | | | | | |
| All Location | 45,235 | 39,492 | 43,240 | 44,751 | 43,730 | | | | | | | | 216,448 |
| Wifi Users | | | | | | | | | | | | | |
| All Location | 27,000 | 26,870 | 31,167 | 31,427 | 31,000 | | | | | | | | 147,464 |
| Library Visits | | | | | | | | | | | | | |
| Main | 40,320 | 35,827 | 42,159 | 37,666 | 37,202 | | | | | | | | 193,174 |
| North Branch | 3,798 | 3,593 | 4,162 | 3,790 | 3,552 | | | | | | | | 18,895 |
| CAMS | 3,362 | 3,338 | 3,893 | 3,479 | 3,962 | | | | | | | | 18,034 |
| Overall Library Visits | 47,480 | 42,758 | 50,214 | 44,935 | 44,716 | - | - | - | - | - | - | - | 230,103 |

Upcoming events of Note:

- Food Security in Evanston: What can We Learn from Other Communities - Join us for part 3 of a 4 part community discussion around hunger and issues of food security in our area. Wednesday, 6/20, 6:30pm, Community Meeting Room.
- Family Focus/EPL/CEP: Jointly sponsored cookout, summer reading, financial literacy event featuring EPL book bike and CEP Progress on the Go Bus. Thursday, July 19, 3-7pm in Family Focus parking lot.
- LifeSource blood drive will return to EPL on Saturday, June 23, 11am - 4pm, Community Meeting Room.
- Children's Services is holding its second Beatles Sing Along Event on July 6 from 4-5 p.m. We have found that Beatles music is known and enjoyed by all the cultures in our community.

Excerpts from Patron feedback:

Martha Meyer presented nature books at the Inspiring Nature Play Conference at the Botanic Garden and received a number of notes from participants who received a bibliography compiled by Martha and Bobbi Scheff. Here's one:

Hi Martha,

Many thanks for a copy of your bibliography. I'll be ordering some of the books for the Lenhardt Library.

Best,

*Leora Siegel
Senior Director, Lenhardt Library*

From: Jessica Iverson:

While not exactly feedback, this is just too cute not to share:

A mid-elementary boy approached me looking for books on monsters. As we continued to talk, we narrowed it down to "king kong" kind of monsters, and godzilla. After taking him over to the stacks and offering him a few "monsters in the movies" books including zombies, werewolves and Frankenstein he asked, "Wait, so monsters aren't real?" I assured him that they were not. Not sure whether this news was a disappointing or a relief...Either way, he was excited to have books to pour over!



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Library Director

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

Subject: Library Fund Bills

Date: July 13, 2018

Recommended Action

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

Payroll

| | |
|-------------------------------------|---------------|
| May 28, 2018 through June 10, 2018 | \$ 150,020.30 |
| June 11, 2018 through June 24, 2018 | \$ 147,733.87 |
| June 25, 2018 through July 08, 2018 | \$ 146,478.59 |

Library Fund Bills List

| | |
|---------------|--------------|
| July 10, 2018 | \$ 47,222.71 |
|---------------|--------------|

Purchasing Card

Attachments: Bills Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.10.2018

| | | |
|------------------------------------|-------------------------------------|--|
| 185 LIBRARY FUND | | |
| 4805 LIBRARY YOUTH SERVICES | | |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | PROGRAM SUPPLIES 105.14 |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | YA PROGRAM SUPPLIES 67.77 |
| 65100 | BAKER & TAYLOR | LIBRARY SUPPLIES 1,282.86 |
| 65100 | DEMCO, INC. | YA BOOKMARKS 39.11 |
| 65100 | SCHOLASTIC LIBRARY PUBLISHING | COMMUNITY WORKS BOOKS 39.80 |
| 65630 | BAKER & TAYLOR | JUV PRINT 861.19 |
| 65641 | MIDWEST TAPE | JUV AV 223.42 |
| 65641 | PENGUIN RANDOM HOUSE LLC | JUV AV 380.99 |
| 4805 | LIBRARY YOUTH SERVICES Total | <u>3,000.28</u> |
| 4806 LIBRARY ADULT SERVICES | | |
| 65630 | AMAZON / GE CAPITAL RETAIL BANK | ADULT PRINT 811.91 |
| 65630 | AMAZON / GE CAPITAL RETAIL BANK | CREDIT -2.00 |
| 65630 | BAKER & TAYLOR | ADULT PRINT 11,254.56 |
| 65630 | CENTER POINT INC | ADULT PRINT 158.37 |
| 65630 | GALE RESEARCH INC. | ADULT PRINT 587.03 |
| 65630 | OVER DRIVE, INC. | EBOOKS 4,288.04 |
| 65635 | EBSCO INDUSTRIES, INC. DBA EBSCO | EVANSTON REVIEW 55.94 |
| 65641 | BLACKSTONE PUBLISHING | ADULT AV 682.42 |
| 65641 | MIDWEST TAPE | 96156382 27.04 |
| 65641 | MIDWEST TAPE | ADULT AV 2,869.96 |
| 65641 | RECORDED BOOKS INC. | 75799015 45.00 |
| 65641 | RECORDED BOOKS INC. | ADULT AV 245.66 |
| 65641 | PENGUIN RANDOM HOUSE LLC | ADULT AV 10.00 |
| 4806 | LIBRARY ADULT SERVICES Total | <u>21,033.93</u> |
| 4820 LIBRARY CIRCULATION | | |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | CIRCULATION SUPPLIES 45.96 |
| 4820 | LIBRARY CIRCULATION Total | <u>45.96</u> |
| 4825 LIBRARY NEIGHBORHOOD SERVICES | | |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | PROGRAM SUPPLIES 91.19 |
| 65100 | DEMCO, INC. | LIBRARY SUPPLIES 126.86 |
| 65100 | BRIDGET SWEENEY | TRAVEL AND PROGRAM SUPPLY REIMBURSEMENT 105.59 |
| 65630 | BAKER & TAYLOR | ADULT PRINT 1,677.42 |
| 65630 | BAKER & TAYLOR | JUV PRINT 115.66 |
| 65630 | BAKER & TAYLOR | NS ADULT PRINT 35.04 |
| 4825 | LIBRARY NEIGHBORHOOD SERVICES Total | <u>2,151.76</u> |
| 4835 LIBRARY TECHNICAL SERVICES | | |
| 62340 | BAKER & TAYLOR | REFERENCE BOOK ONLINE 2,995.00 |
| 62341 | COOPERATIVE COMPUTER SERVICES | CCS MEMBERSHIP FEE 7,089.02 |
| 62341 | COOPERATIVE COMPUTER SERVICES | OCLC JUNE 2018 1,240.00 |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | OFFICE SUPPLIES 33.32 |
| 65100 | BRODART COMPANY | LIBRARY SUPPLIES 367.97 |
| 4835 | LIBRARY TECHNICAL SERVICES Total | <u>11,725.31</u> |
| 4840 LIBRARY MAINTENANCE | | |
| 62225 | ALARM DETECTION SYSTEMS, INC. | ALARM DETECTION 511.26 |
| 62225 | CARRIER CORPORATION | BUILDING MAINTENANCE SERVICES 1,695.00 |
| 62225 | CINTAS CORPORATION #769 | MAT SERVICE 294.28 |
| 62225 | CINTAS CORPORATION #769 | MAT SERVICES 561.51 |
| 62225 | CTL GROUP | BUILDING SERVICES 2,254.00 |
| 62225 | CONQUEST PEST SOLUTIONS | MAT SERVICES 330.00 |
| 62225 | CONQUEST PEST SOLUTIONS | PEST SOLUTION 565.00 |
| 64015 | NICOR | UTILITIES NICOR 358.47 |
| 4840 | LIBRARY MAINTENANCE Total | <u>6,569.52</u> |
| 4845 LIBRARY ADMINISTRATION | | |
| 62185 | STEVE JOHNSON CONNECTS | CONSULTING SERVICES 450.00 |
| 62295 | TIMOTHY LONGO | CCS CATALOGERS MEETING IN LAKE VILLA 43.68 |
| 65095 | AMAZON / GE CAPITAL RETAIL BANK | ADMIN SUPPLIES 56.72 |
| 65095 | OFFICE DEPOT | CREDIT -23.46 |
| 65095 | OFFICE DEPOT | OFFICE SUPPLIES 108.89 |
| 65095 | OFFICE DEPOT | OFFICE SUPPLIES 51.69 |
| 4845 | LIBRARY ADMINISTRATION Total | <u>687.52</u> |
| 4850 LIBRARY GRANTS | | |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | ABC BOOSTERS 507.47 |
| 65100 | AMAZON / GE CAPITAL RETAIL BANK | ABC BOOSTERS SUPPLIES 590.84 |
| 65100 | BAKER & TAYLOR | ABC BOOSTERS 897.88 |
| 65100 | BAKER & TAYLOR | ADULT PRINT 12.24 |
| 4850 | LIBRARY GRANTS Total | <u>2,008.43</u> |
| 185 LIBRARY FUND Total | | <u>47,222.71</u> |
| Grand Total | | <u>47,222.71</u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 07.10.2018

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

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 47,222.71

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: July 13, 2018

This memo provides an update on significant administrative activities.

Human Resources

We welcome our newest Staff member: Kristen Wood a part-time Development Associate.

Financial Resources

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

A summary of the Endowment portfolio as of June 30th is also attached.

Facilities Management

Construction at LUSH Wine & Spirits 2022 W. Central St. continues. No opening date as of yet.

CIP - Main Weatherproofing Phase 4 will be publically mid-July 2018.

Budget Performance Report

Fiscal Year to Date 06/30/18

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted | Budget | Amended | Current Month | YTD | YTD | Budget - YTD | % Used/ | Prior Year Total |
|-------------------------|---|-----------------------|---------------|-----------------------|--------------------|---------------|-----------------------|-----------------------|------------|-----------------------|
| | | Budget | Amendments | Budget | Transactions | Encumbrances | Transactions | Transactions | Rec'd | |
| Fund 185 - LIBRARY FUND | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 6,625,000.00 | .00 | 6,625,000.00 | .00 | .00 | 3,486,547.33 | 3,138,452.67 | 53 | 6,334,842.84 |
| 51025 | PRIOR YEAR'S TAXES | 60,000.00 | .00 | 60,000.00 | .00 | .00 | (27,758.21) | 87,758.21 | -46 | 35,663.70 |
| 52610 | LIBRARY FINES & FEES | 130,000.00 | .00 | 130,000.00 | .00 | .00 | 50,980.61 | 79,019.39 | 39 | 122,861.69 |
| 53200 | BEV SNACK VENDING MACHINE | .00 | .00 | .00 | 30.50 | .00 | 152.91 | (152.91) | +++ | 337.66 |
| 55201 | Federal Grants | 95,000.00 | .00 | 95,000.00 | .00 | .00 | 37,027.46 | 57,972.54 | 39 | 16,372.17 |
| 55245 | LIBRARY STATE PER CAPITA GRANT | 57,418.00 | .00 | 57,418.00 | .00 | .00 | 57,833.91 | (415.91) | 101 | 57,833.91 |
| 56011 | DONATIONS | 130,000.00 | .00 | 130,000.00 | .00 | .00 | 28,088.67 | 101,911.33 | 22 | 69,984.14 |
| 56045 | MISCELLANEOUS REVENUE | .00 | .00 | .00 | .00 | .00 | 5,997.11 | (5,997.11) | +++ | 56.00 |
| 56140 | FEES AND MERCHANDISE SALE | .00 | .00 | .00 | (21.00) | .00 | 1,252.70 | (1,252.70) | +++ | 766.81 |
| 56501 | INVESTMENT INCOME | 5,400.00 | .00 | 5,400.00 | 4,178.56 | .00 | 7,849.68 | (2,449.68) | 145 | 5,169.12 |
| 57002 | TRANSFER FROM ENDOWMENT | 195,771.00 | .00 | 195,771.00 | .00 | .00 | .00 | 195,771.00 | 0 | 190,200.00 |
| 57058 | TRANSFER FROM GOOD NEIGHBOR FUND | 70,000.00 | .00 | 70,000.00 | 5,833.33 | .00 | 34,999.98 | 35,000.02 | 50 | .00 |
| 57515 | LIBRARY MATERIAL REPLACEMENT CHARGES | 12,000.00 | .00 | 12,000.00 | .00 | .00 | 4,472.49 | 7,527.51 | 37 | 12,475.78 |
| 57526 | LIBRARY BOOK SALE | 35,000.00 | .00 | 35,000.00 | .00 | .00 | 3,621.95 | 31,378.05 | 10 | 50,928.67 |
| 57527 | LIBRARY FUND FOR EXCELLENCE | 203,500.00 | .00 | 203,500.00 | .00 | .00 | 68,980.61 | 134,519.39 | 34 | 214,858.92 |
| 57535 | LIBRARY COPY MACH. CHG | 18,000.00 | .00 | 18,000.00 | .00 | .00 | 6,986.58 | 11,013.42 | 39 | 16,914.13 |
| 57540 | LIBRARY MEETING RM RENTAL | 11,000.00 | .00 | 11,000.00 | .00 | .00 | 2,235.00 | 8,765.00 | 20 | 8,109.17 |
| 57545 | NORTH BRANCH RENTAL INCOME | 25,120.00 | .00 | 25,120.00 | .00 | .00 | 9,365.65 | 15,754.35 | 37 | 25,525.97 |
| 57551 | LIBRARY GRANTS | 20,000.00 | .00 | 20,000.00 | .00 | .00 | 10,000.00 | 10,000.00 | 50 | 33,795.00 |
| | REVENUE TOTALS | \$7,693,209.00 | \$0.00 | \$7,693,209.00 | \$10,021.39 | \$0.00 | \$3,788,634.43 | \$3,904,574.57 | 49% | \$7,196,695.68 |
| EXPENSE | | | | | | | | | | |
| 61010 | REGULAR PAY | 2,533,417.00 | .00 | 2,533,417.00 | 279,423.69 | .00 | 1,173,319.54 | 1,360,097.46 | 46 | 2,368,802.78 |
| 61050 | PERMANENT PART-TIME | 1,358,094.00 | .00 | 1,358,094.00 | 152,041.11 | .00 | 622,593.03 | 735,500.97 | 46 | 1,163,134.73 |
| 61060 | SEASONAL EMPLOYEES | 41,000.00 | .00 | 41,000.00 | 6,147.72 | .00 | 18,727.54 | 22,272.46 | 46 | 48,014.50 |
| 61110 | OVERTIME PAY | 7,000.00 | .00 | 7,000.00 | 670.04 | .00 | 4,627.59 | 2,372.41 | 66 | 3,241.03 |
| 61415 | TERMINATION PAYOUTS | 32,500.00 | .00 | 32,500.00 | 6,514.36 | .00 | 24,127.60 | 8,372.40 | 74 | 79,582.74 |
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | .00 | .00 | 4,262.52 | (4,262.52) | +++ | 6,255.47 |
| 61430 | VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS) | .00 | .00 | .00 | .00 | .00 | 1,035.19 | (1,035.19) | +++ | 2,488.05 |
| 61510 | HEALTH INSURANCE | 493,468.00 | .00 | 493,468.00 | 42,776.57 | .00 | 245,360.30 | 248,107.70 | 50 | 504,604.93 |
| 61610 | DENTAL INSURANCE | .00 | .00 | .00 | 35.29 | .00 | 35.29 | (35.29) | +++ | 204.30 |
| 61615 | LIFE INSURANCE | 2,106.00 | .00 | 2,106.00 | 172.89 | .00 | 1,019.89 | 1,086.11 | 48 | 826.01 |
| 61625 | AUTO ALLOWANCE | 7,200.00 | .00 | 7,200.00 | 1,100.00 | .00 | 6,600.00 | 600.00 | 92 | 9,600.00 |
| 61626 | CELL PHONE ALLOWANCE | 3,400.00 | .00 | 3,400.00 | 413.56 | .00 | 2,269.55 | 1,130.45 | 67 | 4,293.52 |
| 61630 | SHOE ALLOWANCE | 465.00 | .00 | 465.00 | .00 | .00 | 465.00 | .00 | 100 | 465.00 |
| 61710 | IMRF | 343,098.00 | .00 | 343,098.00 | 39,010.34 | .00 | 161,598.71 | 181,499.29 | 47 | 328,452.29 |

Budget Performance Report

Fiscal Year to Date 06/30/18

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|-------|----------------------------------|------------|-----|------------|-----------|-----------|------------|------------|-----|------------|
| 61725 | SOCIAL SECURITY | 237,205.00 | .00 | 237,205.00 | 27,029.62 | .00 | 111,763.49 | 125,441.51 | 47 | 216,076.69 |
| 61730 | MEDICARE | 56,307.00 | .00 | 56,307.00 | 6,321.60 | .00 | 26,130.92 | 30,176.08 | 46 | 51,117.30 |
| 62185 | CONSULTING SERVICES | 211,700.00 | .00 | 211,700.00 | 2,108.00 | .00 | 25,216.40 | 186,483.60 | 12 | 65,920.23 |
| 62205 | ADVERTISING | 8,000.00 | .00 | 8,000.00 | 917.74 | .00 | 3,533.13 | 4,466.87 | 44 | 3,052.89 |
| 62210 | PRINTING | 8,000.00 | .00 | 8,000.00 | .00 | .00 | 420.29 | 7,579.71 | 5 | 2,539.74 |
| 62225 | BLDG MAINTENANCE SERVICES | 212,700.00 | .00 | 212,700.00 | 9,808.76 | 90,145.00 | 60,386.75 | 62,168.25 | 71 | 179,342.72 |
| 62235 | OFFICE EQUIPMENT MAINT | 12,000.00 | .00 | 12,000.00 | .00 | .00 | .00 | 12,000.00 | 0 | 7,062.30 |
| 62240 | AUTOMOTIVE EQMP MAINT | .00 | .00 | .00 | .00 | .00 | 14.85 | (14.85) | +++ | 203.69 |
| 62245 | OTHER EQMT MAINTENANCE | 1,300.00 | .00 | 1,300.00 | .00 | .00 | .00 | 1,300.00 | 0 | 152.33 |
| 62275 | POSTAGE CHARGEBACKS | 2,600.00 | .00 | 2,600.00 | .00 | .00 | 1,032.67 | 1,567.33 | 40 | .00 |
| 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 | 861.73 | .00 | 12,691.33 | 29,308.67 | 30 | 28,455.06 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00 | .00 | 5,440.00 | 453.33 | .00 | 2,719.98 | 2,720.02 | 50 | 5,440.00 |
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,885.00 | .00 | 4,885.00 | 407.09 | .00 | 2,442.50 | 2,442.50 | 50 | 4,885.00 |
| 62315 | POSTAGE | 4,500.00 | .00 | 4,500.00 | .00 | .00 | 1,043.82 | 3,456.18 | 23 | 3,373.80 |
| 62340 | COMPTER LICENSE & SUPP | 44,000.00 | .00 | 44,000.00 | 8,405.43 | 3,979.00 | 41,490.52 | (1,469.52) | 103 | 93,100.13 |
| 62341 | INTERNET SOLUTION PROVIDERS | 368,600.00 | .00 | 368,600.00 | 19,124.36 | .00 | 131,804.37 | 236,795.63 | 36 | 303,075.85 |
| 62360 | MEMBERSHIP DUES | 2,100.00 | .00 | 2,100.00 | 100.00 | .00 | 850.00 | 1,250.00 | 40 | 3,229.74 |
| 62375 | RENTALS | 46,238.00 | .00 | 46,238.00 | 4,332.00 | .00 | 25,992.00 | 20,246.00 | 56 | 52,706.37 |
| 62380 | COPY MACHINE CHARGES | 12,900.00 | .00 | 12,900.00 | 365.66 | .00 | 1,936.13 | 10,963.87 | 15 | 3,432.50 |
| 62506 | WORK- STUDY | 8,700.00 | .00 | 8,700.00 | .00 | .00 | 3,031.31 | 5,668.69 | 35 | 10,524.40 |
| 62705 | BANK SERVICE CHARGES | 5,700.00 | .00 | 5,700.00 | 328.90 | .00 | 2,664.97 | 3,035.03 | 47 | 4,855.32 |
| 62770 | MISCELLANEOUS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 21.93 |
| 64015 | NATURAL GAS | 29,900.00 | .00 | 29,900.00 | 2,200.22 | .00 | 13,017.27 | 16,882.73 | 44 | 23,886.62 |
| 64505 | TELECOMMUNICATIONS | .00 | .00 | .00 | 302.88 | .00 | 1,507.22 | (1,507.22) | +++ | 3,197.32 |
| 64540 | TELECOMMUNICATIONS - WIRELESS | 2,000.00 | .00 | 2,000.00 | 218.75 | .00 | 510.69 | 1,489.31 | 26 | 5,285.63 |
| 65005 | AGRI/BOTANICAL SUPPLIES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 352.60 |
| 65020 | CLOTHING | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (18.50) |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 835.54 | .00 | 4,194.39 | 7,805.61 | 35 | 11,185.11 |
| 65050 | BLDG MAINTENANCE MATERIAL | 30,000.00 | .00 | 30,000.00 | 1,233.41 | .00 | 9,345.60 | 20,654.40 | 31 | 24,605.69 |
| 65095 | OFFICE SUPPLIES | 98,100.00 | .00 | 98,100.00 | 13,022.51 | 6,573.80 | 42,247.88 | 49,278.32 | 50 | 74,959.81 |

Budget Performance Report

Fiscal Year to Date 06/30/18

Include Rollup Account and Rollup to Object Account

| | | | | | | | | | | |
|--|----------------------------------|-----------------------|---------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------|-----------------------|
| 65100 | LIBRARY SUPPLIES | 103,850.00 | .00 | 103,850.00 | 1,405.55 | .00 | 34,777.85 | 69,072.15 | 33 | 90,502.42 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 5,400.00 | .00 | 5,400.00 | .00 | .00 | 492.00 | 4,908.00 | 9 | 9,903.97 |
| 65550 | AUTOMOTIVE EQUIPMENT | 5,000.00 | .00 | 5,000.00 | .00 | .00 | .00 | 5,000.00 | 0 | .00 |
| 65555 | PERSONAL COMPUTER EQUIPMENT | 49,100.00 | .00 | 49,100.00 | 641.20 | .00 | 3,846.82 | 45,253.18 | 8 | 22,112.16 |
| 65628 | Library Electronic Resources | .00 | .00 | .00 | 851.00 | .00 | 20,654.91 | (20,654.91) | +++ | .00 |
| 65630 | LIBRARY BOOKS | 518,200.00 | .00 | 518,200.00 | 15,840.22 | .00 | 159,720.44 | 358,479.56 | 31 | 513,301.78 |
| 65635 | PERIODICALS | 17,700.00 | .00 | 17,700.00 | 29.00 | .00 | 3,877.50 | 13,822.50 | 22 | 19,262.90 |
| 65640 | AUDIO RECORDINGS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 74.20 |
| 65641 | AUDIO VISUAL COLLECTIONS | 126,800.00 | .00 | 126,800.00 | 6,743.63 | .00 | 30,885.01 | 95,914.99 | 24 | 114,610.14 |
| 66019 | COMPONENT UNIT DISBURSEMENT | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 333,292.91 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 86,624.00 | .00 | 86,624.00 | 7,218.65 | .00 | 43,311.90 | 43,312.10 | 50 | .00 |
| 66131 | TRANSFER TO GENERAL FUND | 270,000.00 | .00 | 270,000.00 | 22,500.00 | .00 | 135,000.00 | 135,000.00 | 50 | .00 |
| EXPENSE TOTALS | | \$7,476,297.00 | \$0.00 | \$7,476,297.00 | \$681,912.35 | \$100,697.80 | \$3,224,596.66 | \$4,151,002.54 | 44% | \$6,805,048.10 |
| Fund 185 - LIBRARY FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 7,693,209.00 | .00 | 7,693,209.00 | 10,021.39 | .00 | 3,788,634.43 | 3,904,574.57 | 49% | 7,196,695.68 |
| EXPENSE TOTALS | | 7,476,297.00 | .00 | 7,476,297.00 | 681,912.35 | 100,697.80 | 3,224,596.66 | 4,151,002.54 | 44% | 6,805,048.10 |
| Fund 185 - LIBRARY FUND Totals | | \$216,912.00 | \$0.00 | \$216,912.00 | (\$671,890.96) | (\$100,697.80) | \$564,037.77 | (\$246,427.97) | | \$391,647.58 |
| Fund 186 - LIBRARY DEBT SERVICE FUND | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 345,790.00 | .00 | 345,790.00 | .00 | .00 | 157,860.13 | 187,929.87 | 46 | 338,897.00 |
| 56060 | BOND PROCEEDS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 743,535.00 |
| 56061 | BOND PREMIUM | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 35,209.93 |
| 56501 | INVESTMENT INCOME | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 7.24 |
| REVENUE TOTALS | | \$345,790.00 | \$0.00 | \$345,790.00 | \$0.00 | \$0.00 | \$157,860.13 | \$187,929.87 | 46% | \$1,117,649.17 |
| EXPENSE | | | | | | | | | | |
| 62716 | BOND ISSUANCE COSTS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 8,586.60 |
| 66019 | COMPONENT UNIT DISBURSEMENT | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 112.00 |
| 68305 | DEBT SERVICE- PRINCIPAL | 231,831.00 | .00 | 231,831.00 | .00 | .00 | .00 | 231,831.00 | 0 | 1,064,547.00 |
| 68315 | DEBT SERVICE- INTEREST | 101,573.00 | .00 | 101,573.00 | .00 | .00 | 54,961.88 | 46,611.12 | 54 | 70,022.96 |
| EXPENSE TOTALS | | \$333,404.00 | \$0.00 | \$333,404.00 | \$0.00 | \$0.00 | \$54,961.88 | \$278,442.12 | 16% | \$1,143,268.56 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | | | | | | | | | | |
| REVENUE TOTALS | | 345,790.00 | .00 | 345,790.00 | .00 | .00 | 157,860.13 | 187,929.87 | 46% | 1,117,649.17 |
| EXPENSE TOTALS | | 333,404.00 | .00 | 333,404.00 | .00 | .00 | 54,961.88 | 278,442.12 | 16% | 1,143,268.56 |
| Fund 186 - LIBRARY DEBT SERVICE FUND Totals | | \$12,386.00 | \$0.00 | \$12,386.00 | \$0.00 | \$0.00 | \$102,898.25 | (\$90,512.25) | | (\$25,619.39) |
| Grand Totals | | | | | | | | | | |
| REVENUE TOTALS | | 8,038,999.00 | .00 | 8,038,999.00 | 10,021.39 | .00 | 3,946,494.56 | 4,092,504.44 | 49% | 8,314,344.85 |
| EXPENSE TOTALS | | 7,809,701.00 | .00 | 7,809,701.00 | 681,912.35 | 100,697.80 | 3,279,558.54 | 4,429,444.66 | 43% | 7,948,316.66 |
| Grand Totals | | \$229,298.00 | \$0.00 | \$229,298.00 | (\$671,890.96) | (\$100,697.80) | \$666,936.02 | (\$336,940.22) | | \$366,028.19 |

Endowment for the Evanston Public Library
 Holdings as of June 2018

| | Symbol | Shares/Quantity | Price | Value as of 06/30/2018 | % of portfolio | % of portfolio by asset class |
|--|--------|-----------------|--------------|---------------------------|----------------|--|
| Vanguard S&P 500 Index Fund | VFIAX | 7124.294 | \$250.98 | \$1,788,055.31 | 42.4% | |
| Vanguard Small-Cap Index Fund | VSMAX | 3759.550 | \$74.61 | \$280,500.03 | 6.7% | |
| Vanguard REIT Index Fund | VGSLX | 1848.370 | \$115.35 | \$213,209.48 | 5.1% | |
| Vanguard Total International Stock Index Fund | VTIAX | 14248.202 | \$29.02 | \$413,482.82 | 9.8% | |
| Vanguard Emerging Markets Stock Index Fund | VEMAX | 6667.041 | \$35.13 | \$234,213.15 | 5.6% | 69.5% |
| Vanguard Federal Money Market Fund | VMFXX | 1.000 | \$427,782.87 | \$427,782.87 | 10.1% | |
| iShares Silver Trust | SLV | 4788.000 | \$15.15 | \$72,538.20 | 1.7% | |
| SPDR Gold Trust | GLD | 625.000 | \$118.65 | \$74,156.25 | 1.8% | 13.6% |
| US Treasury TIPS Notes, maturing 1/25, 2.375% | | 100000.000 | \$110.880 | \$147,340.67 | 3.5% | |
| US Treasury TIPS Notes, maturing 1/26, 2.0% | | 100000.000 | \$109.578 | \$138,288.53 | 3.3% | |
| US Treasury TIPS Notes, maturing 2/40, 2.125% | | 100000.000 | \$125.695 | \$145,665.42 | 3.5% | 10.2% |
| Vanguard Short-Term Investment Grade Bond Fund | VFSUX | 10.460 | \$26,891.55 | \$281,285.64 | 6.7% | 6.7% |
| | | | | \$4,216,518.37 | | 100.0% |
| | | | | | | Cash Equivalents 13.6% |
| | | | | | | US Treasury Inflation Protected Securities 10.2% |
| | | | | | | Corporate Bonds 6.7% |
| | | | | | | Domestic Equities 54.1% |
| | | | | | | International Equities 15.4% |
| | | | | | | 100.0% |