

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, FEBRUARY 18, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, February 18, 2015

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of January 14, 2015 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Library Marketing and Communications Presentation (Jill Schacter)
- B. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries "Library Advocacy" Video

9. NEW BUSINESS

- A. Approval of Agreement with Mary Kling for Volunteer Management Services
- B. Approval of Cooperative Computer Services (CCS) Annual Agreement
- C. Approval of 2014 Illinois Public Library Annual Report
- D. Library Director Evaluation Process (Michael Tannen)
- E. Closed Session – Review and Approval of Closed Session Minutes

10. ADJOURNMENT

Next Meeting: March 18, 2015 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, January 14, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Leora Siegel, Sandra Smith, Michael Tannen

Members Absent: Tori Foreman

Staff: Karen Danczak Lyons, Wynn Shawver, Paul Gottschalk

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:30 pm.

CITIZEN COMMENT - none

CONSENT AGENDA – Approval of the Meeting Minutes of the December 17, 2014 regular meeting.

Benjamin Schapiro moved, and Diane Allen seconded, a motion to approve the consent agenda consisting of the minutes of the December 17th regular meeting -- the motion passed unanimously in a voice vote.

LIBRARY DIRECTOR'S REPORT -- Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

Circulation topped one million items in 2014, including a 15% increase in on-line books and audio-visual items.

Tax preparation, in both Spanish and English, is being provided by the Center for Economic Progress at no cost to patrons.

ACA (Affordable Care Act) Navigators have been successful helping people enroll for health insurance coverage at the Library.

The Library is partnering with Northwestern University's Middle East and North African Studies program on the first in a series of programs about the Middle East.

The Robert Crown Center renovation is a high priority project for the City Government and will be discussed at the third City Council meeting in March.

The City's Recreation Division will assume operation of the BooCoo space at Church Street and Dodge Avenue. The Library is very interested in providing programming at that location, especially for teens.

STAFF REPORTS – Paul Gottschalk reported that the Library Endowment returned 9.5% over the past 12 months and this compares favorably with a weighted benchmark return of 5.8%. Endowment transfers to the Library Fund included \$40,000 from the Ariffe bequest to support Board-approved expenditures.

Wynn Shawver reported that individual giving exceeded \$157,000 in 2014, an increase from 2013. Work continues on implementing the new development database. Review of over 30 applications that have been received for the part-time Development Associate position is underway. Wynn has been meeting with donors and potential supporters.

BOARD REPORTS

Facilities Committee – Benjamin Schapiro described the proposed installation of three sets of replacement elevator door operators from Schindler Corporation.

Motion by Benjamin Schapiro, second by Shawn Iles – approve the proposal from Schindler Elevator Corporation for the replacement of three sets of elevator door operators at a cost of \$47,135.00. Passed unanimously on a roll call vote.

Executive Committee – Michael Tannen described the upcoming performance review process for the Library Director. The assessment instrument will be distributed to Trustees for review and modest modifications.

BOARD DEVELOPMENT

Karen Danczak Lyons described training videos for library trustees that will soon be available from RAILS (the Reaching Across Illinois Library System).

There is concern among library leaders about the effects of the Illinois budget crisis on public libraries in Illinois. This will be monitored closely.

NEW BUSINESS - none

ADJOURNMENT Benjamin Schapiro moved, second by Sandra Smith – adjournment of the meeting. The motion passed on a voice vote. Adjourned at 6:52 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

Library Director's Report
January 14, 2015

Updates:

- Illinois State Library Advisory Committee budget discussion: The Secretary of State's Office is currently preparing their FY16 proposed budget and awaits additional instructions from the new administration. Currently, they are preparing a zero growth budget. As a result of the expiration of the income tax increase, the State's FY15 budget has a funding gap. It is anticipated that bill payments will be delayed and lag into the next fiscal year which begins July 1st. As additional information is received, budget adjustments will be made. The Evanston Public Library spends our annual State grant funds on library collections.

- Some feedback from Connie regarding our special day of service at CAMS on January 8th as a response to the cold weather:

"We had one man come in who lived nearby, and he had heard that we were open and was very glad that we were. He came in the morning to read the paper and returned later in the day to use the computers. Others had either heard or had just stopped in forgetting that we are normally closed on Thursdays. I remember a woman who looked particularly cold. She came in to return materials but decided to stay for about fifteen minutes to warm up before going home.

Another woman who uses us frequently was meeting someone nearby and stopped in to use the internet having forgotten that we are usually closed. My thanks to Connie and Ranae who volunteered to staff CAMS last Thursday.

- For the second year in a row, our circulation of all materials exceeded 1 million items. In 2014 we circulated 1,012,117 items of all types. Our circulation of online materials rose by over 15% to 62,885 items circulated (e-books, electronic audio books and video streaming) through My Media Mall.

Please recall that the polar vortex closed all three libraries for one day in 2014, all libraries were closed on July 3rd, and our North branch was closed for a total of 20 days for all phases of the toilet room construction project. Having our circulation exceed 1 million items demonstrates that our patrons are enjoying the variety of materials that we provide.

- In 2014 the Evanston Public Library provided 89, 729 free computer sessions; welcomed 640, 121 in person visits at all three libraries and had 558,484 visitors to our website.

Assessments, metrics and initiative results:

Foot traffic:	November, 2014	December, 2014
Main:	42,023	41,479
North:	3,996	4,044
CAMS:	4,058	4,110
Total:	50,077	49,633
Website visits in November:	42, 430	December: 39,516

Overall Computer/Internet Use – all locations: November: 6,886; December: 6,966

Services and collaborations:

- In December, the Evanston Public Library distributed 350 free books and issued 13 library cards at Mayor Tisdahl's annual Food and Toy distribution at Fleetwood Jourdain. Based upon the success of this initial effort, we will plan to participate each year. We were a welcome addition to the program.
- ACA Navigators will continue to provide services at the library 7 days per week through the end of March. Connections navigators are here Tuesday, Wednesday, Saturday and Sunday. PEER Services navigators are here Monday, Thursday and Friday. Early results and a comparison to 2013 show increased interest and enrollments:
 - ACA enrollment
 - 2013 open enrollment period (10/1 – 3/31):
 - 84 general consultations
 - 39 enrolled in ACA or Medicaid
 - 2014 open enrollment period 11/1 -12/31 (continuing thru 2/15):
 - 126 general consultations
 - 26 enrolled in ACA
 - 30 enrolled in Medicaid
- ETHS Freshman Orientation: We will staff an information and resource table on January 14th and 15th as parents and incoming Freshman receive their orientation and enrollment information.
- In collaboration with a wonderful local writer Barb Mahany, our own resident writer and public relations guru Jill Schacter, and other panelists, we will produce a series of programs under the "Power of Words" banner. More details to come in future reports.
- Thanks to our wonderful partner Center for Economic Progress, tax preparation will be offered again at the Main Library. Please refer to the following fliers in English and Spanish for specific information:



save the fee

FILE for FREE

What to

BRING:

- All W-2s and 1099s (if any)
- Social Security Cards or Individual Taxpayer Identification Numbers (ITIN) for all family members
- Valid photo ID
- Copy of last year's tax return, if available
- Bank Account Number and Routing Number to direct deposit your refund
- Property tax bill
- Amount spent on college expenses
- Proof of Health Insurance Coverage (i.e. Form 1095-A or private/ employer insurance information) or Certificate of Exemption

QUESTIONS?

www.economicprogress.org
 or call (312) 252-0280.
 For the hearing impaired,
 please dial 711.

Visit one of the Center for Economic Progress' (CEP) tax sites.
 Most tax sites are open **January 20 thru April 15, 2015**



Evanston

Evanston Public Library
 1703 Orrington Ave, Evanston, IL 60201

Hours:

Tues & Thurs, Start time: 5:30 PM, Jan 22-
 Apr 14

Sat, Start time: 10 AM, Jan 24-Apr 11

! Weekday end times are 8 p.m. and Saturday end times are 1 p.m. but **tax sites may close early when capacity is reached.**

- Sites operate on a first-come, first-served basis.
- For shorter wait times, visit in March.
- Please allow at least two hours or more for tax preparation.
- All taxes are prepared by IRS-certified volunteers.

Take advantage of the OPTIONS:



Free help to file your EITC claim

If you earned less than \$50,000 last year, you may qualify for the Earned Income Tax Credit (EITC).



Bank Accounts

Open a savings or checking account to deposit your refund.



Prepaid Debit Cards

Deposit your refund onto the card, save on fees.



ahórrase el gasto

PREPARACIÓN de IMPUESTOS

Lo que deberá

TRAER:

- Todas las formas W-2 y 1099 (si tiene)
- Tarjetas del Seguro Social o Números de Identificación Personal de Contribuyente (ITIN) para todo miembro de la familia
- Fotocredencial válida
- Copia de la declaración de impuestos del año anterior, si está disponible
- Número de cuenta bancaria y número de ruta para recibir su devolución de impuestos por depósito directo
- Factura del impuesto predial
- Monto que desembolsó por gastos para la universidad
- Forma 1095A (Si usted compró a través de healthcare.gov) o Certificado de exención emitido por el mercado

¿PREGUNTAS?

www.economicprogress.org
o llame al (312) 252-0280.
Para personas con dificultades auditivas, favor de llamar al 711.

En el Center for Economic Progress (CEP), se le puede preparar su declaración de impuestos sin costo alguno. Del 20 de enero al 15 de abril del 2015, CEP ofrece asistencia fiscal básica cerca de usted para:

Los Servicios son gratis para:



Familias

(más de una persona en el hogar)
con ingresos menores de \$50,000



Individuos

con ingresos menores de \$25,000

Evanston

Evanston Public Library
1703 Orrington Ave, Evanston, IL 60201

Martes y jueves, 5:30 pm- cierre al llegarse el cupo límite
Sábado, 10 am- cierre al llegarse el cupo límite
Abierto 22 de enero- 14 de abril



Los sitios para preparación de impuestos cerrarán al llegarse el cupo límite.

- Los sitios brindan servicio por orden de llegada.
- Para reducir su tiempo de espera, acuda durante marzo.
- Por favor dese cuando menos dos horas para la preparación de su declaración de impuestos.
- Todas las declaraciones son preparadas por voluntarios con certificación de la IRS.

Aproveche las OPCIONES



Ayuda gratuita para reclamar su EITC

Si usted ganó menos de \$50,000 el año previo, puede calificar para el Crédito por Ingreso del Trabajo (o EITC).



Cuentas bancarias

Abra una cuenta de ahorros o de cheques para depositar su devolución.



Tarjetas de débito prepagadas

Deposite su devolución en la cuenta de su tarjeta, ahórrase tarifas.

Upcoming events of note:

- The first in our series of programs in partnership with Northwestern University's Middle East and North African Studies Program (MENA) will be presented on Monday, January 26th:

Lecture Title: Diplomacy on the Front Lines in the Middle East

Speaker: Nabeel Khoury, Visiting Associate Professor, Middle East and North Africa Program

Summary: With the media focus on military options and actions, it is easy to forget that there are American diplomats on the front lines, side by side with military personnel, often sharing the difficult tasks of protecting the national interest and taking the same risks. It is also easy to forget that diplomacy, otherwise known as soft power, is part of our arsenal and, if used early and well can obviate the need for the use of force.

Speaker Bio: Nabeel Khoury, who served as a U.S. Foreign Service Officer for twenty five years, shares a number of stories from his tours of duty in the Middle East, from the relatively benign environments in Casablanca, London, and Washington, to the war zones in Riyadh, Kuwait and Baghdad, and finally to his posting as Deputy Chief of Mission in Sana'a, Yemen.

- In partnership with the American Writer's Museum and the Evanston Community Foundation, EPL is displaying the traveling exhibit: *From our Neighborhoods: Four Chicago Writers Who Changed America* from January 2 – January 30, 2015. The exhibit features the work of Gwendolyn Brooks, Lorraine Hansberry, Studs Terkel and Richard Wright and includes listening stations as well as copies of their work and information about their lives. This exhibit will be the first program highlighted under our 2015 banner "The Power of Words." Please be sure to stop on the second floor of the main library to enjoy the exhibit!
- The American Library Association's Midwinter Meeting will be held in Chicago from January 30th through February 3rd. A number of staff will attend informative sessions and learn about product innovations at the Exhibits.

Excerpts from Patron feedback:

- I just wanted to take a moment to tell you how pleased our club has been to work with Jill Skwerski this year. She has been such an asset to our ETHS YTC Advisory Committee, and has given us many terrific ideas and support. Thank you so much for lending her to us! It has been a great experience for our teens to partner with Jill and the library on tech outreach to seniors. We are looking forward to continuing this productive partnership in 2015.
- Please accept my thanks: as a regular library visitor for the extraordinary help of Kim Hiltwein and Karen Hansen. They are so prompt and cordial and welcoming.
- Feedback from a Haven Middle School ESL teacher about service from Kate Kniffen who renewed her books during the cold weather:

Kate, Thanks so much. I appreciate your help. This helps me with logistics. Lots of reading levels, lots of different subjects to help kids with.

I feel like we're having a good school year, and I really appreciate all the help you guys give me. Letting me keep books I'm still using, ordering books for me, and suggesting books. You are great. Thanks.
Happy New Year!

- If there is a "Top Ten Best Places To Volunteer" list, the Evanston Public Library is on that list! Thank you for letting me work on a project I believe in. (I have entered that contest) Thanks for a comfortable, well-lit place to work. Most of all, my gratitude for a warm, sincere welcome and kudos to everyone who stopped by and said "hello" and "thank you."

Regarding future projects, put me on your list. If I can help, I will.

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee
Karen Danczak Lyons, Library Director
Paul Gottschalk, Assistant Director

Subject: Library Fund Payroll and Bills

Date: February 13, 2015

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund payroll, bills lists and purchasing card activity.

Summary

FY2014 Library Payroll	
November 17 through 30, 2014	\$ 119,013.83
December 1 through 14, 2014	\$ 119,245.59
December 15 through 28, 2014	\$ 120,418.60
FY2015 Library Payroll	
December 29, 2014 through January 11, 2015	\$ 125,367.41
January 12 through 25, 2015	\$ 128,492.30
FY2014 Library Bills List	
January 13, 2015	\$ 63,504.83
January 27, 2015	\$ 33,997.37
February 10, 2015	\$ 7,033.17
FY2015 Library Bills List	
January 27, 2015	\$ 41,431.69
February 10, 2015	\$ 47,196.91
FY2014 Purchasing Cards	
November 2014	\$ 2,867.56
December 2014	\$ 3,129.69

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01/13/2015

185 LIBRARY FUND			
185 LIBRARY SUPPORT			
	22730 BANK OF AMERICA	*PURCHASING CARD-NOVEMBER	2,867.56
185 LIBRARY SUPPORT Total			<u>2,867.56</u>
4805 LIBRARY YOUTH SERVICES			
65630	BAKER & TAYLOR	JUV PRINT	1,581.83
65630	BAKER & TAYLOR	JUV PRINT REF	8.76
65630	BAKER & TAYLOR	PRINT	380.58
65630	BAKER & TAYLOR, INC.	JUV PRINT	10.56
65630	BAKER & TAYLOR, INC.	JUV PRINT	229.81
65630	THE COMIX REVOLUTION, INC.	JUV PRINT	50.23
65630	CAVENDISH SQUARE PUBLISHING, LLC	YA BOOKS	177.90
65630	WORLD BOOK, INC	JUV PRINT REF	949.00
65641	BAKER & TAYLOR	JUV AV	38.18
65641	MIDWEST TAPE	JUV AV	736.35
65641	RANDOM HOUSE INC	ADULT AV	60.00
4805 LIBRARY YOUTH SERVICES Total			<u>4,223.20</u>
4806 LIBRARY ADULT SERVICES			
62340	GALE RESEARCH INC.	ADULT REF ONLINE	1,316.32
62341	MORNINGSTAR	INVESTEMENT RESEARCH DATABASE	2,122.00
62341	LYNDA.COM, INC.	ANNUAL FEE	5,500.00
65630	GEORGIA HOLDINGS	ADULT REF ONLINE	196.41
65630	AMAZON / GE CAPITAL RETAIL BANK	BOOKS AND MATERIALS	377.40
65630	BAKER & TAYLOR	ADULT PRINT	6,313.08
65630	BAKER & TAYLOR	ADULT PRINT	56.26
65630	BERNAN ASSOCIATES	ADULT PRINT	139.35
65630	BERNAN ASSOCIATES	ADULT REF PRINT	481.73
65630	CENTER POINT INC	ADULT PRINT	250.44
65630	FOUNDATION CENTER, THE	FUNDING INFORMATION NETWORK ANNUAL FEE	1,495.00
65630	MARQUIS WHO'S WHO	ADULT PRINT	309.10
65630	MARQUIS WHO'S WHO	ADULT PRINT	165.00
65630	NATIONAL REGISTER PUBLISHING	ADULT PRINT	309.10
65630	GALE RESEARCH INC.	ADULT PRINT	323.87
65630	THOMSON REUTERS (GRC), INC.	ADULT PRINT	204.00
65641	MIDWEST TAPE	ADULT AV	1,439.30
65641	MIDWEST TAPE	ADULT AV	47.96
65641	RANDOM HOUSE INC	ADULT AV	37.50
65641	RECORDED BOOKS INC.	ADULT AV	41.60
4806 LIBRARY ADULT SERVICES Total			<u>21,125.42</u>
4820 LIBRARY CIRCULATION			
	52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	205.85
4820 LIBRARY CIRCULATION Total			<u>205.85</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
62225	SUNRISE TREE SERVICE INC	FALL/WINTER PRUNING	600.00
62375	ESSKAY DEVELOPMENT LLC	*RENT CHICAGO/MAIN ST LOCATION	3,350.47
65630	BAKER & TAYLOR	ADULT PRINT	58.38
65630	BAKER & TAYLOR	JUV PRINT	61.86
65630	BAKER & TAYLOR	PRINT	474.51
65635	EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS	5.08
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>4,550.30</u>
4835 LIBRARY TECHNICAL SERVICES			
62341	COOPERATIVE COMPUTER SERVICES	LIBRARY AUTOMATION SERVICES	8,441.24
62341	COOPERATIVE COMPUTER SERVICES	LIBRARY AUTOMATION SERVICES	1,059.89
65100	DEMCO, INC.	TECH SERVICES SUPPLIES	54.72
65100	COMPUTYPE INC.	SERVICE CONTRACT BARCODE MACHINE	165.00
4835 LIBRARY TECHNICAL SERVICES Total			<u>9,720.85</u>
4840 LIBRARY MAINTENANCE			
62155	CONSTRUCTION CONSULTING & DISBURSEMENT	NB TOILET ROOM RENOVATION	6,690.00
62225	ALARM DETECTION SYSTEMS, INC.	DEC-FEB 2015 ALARM SYSTEM	496.26
62225	SCHINDLER ELEVATOR CORP	ELEVATOR MAINTENANCE	990.00
62225	THE CONTAINED GARDEN	WINTER PLANTING IN CONTAINERS	455.00
62225	CHICAGO SPRINKLER COMPANY	SPRINKLER SERVICE	169.00
62225	TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225	CINTAS Corporation #769	MAT SERVICE	389.43

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01/13/2015

62225	CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
64015	NICOR	UTILITIES	602.19
65040	LAPORT INC	JANITORIAL SUPPLIES	846.46
4840 LIBRARY MAINTENANCE Total			<u>18,008.34</u>
4845	LIBRARY ADMINISTRATION		
56140	ILLINOIS DEPARTMENT OF REVENUE	*SALES TAX NOVEMBER	96.00
62185	EVANSTON COMMUNITY TV	CONSULTING SERVICES	225.00
62185	EVANSTON COMMUNITY TV	VIDEOGRAPHY SERVICES	225.00
64540	VERIZON WIRELESS	WIRELESS SERVICES	226.72
65095	OFFICE DEPOT	GENERAL OFFICE SUPPLIES	81.24
65095	OFFICE DEPOT	OFFICE SUPPLIES	230.93
4845 LIBRARY ADMINISTRATION Total			<u>1,084.89</u>
4850	LIBRARY GRANTS		
65100	SCHOLASTIC INC.	CREDIT MEMO	-81.02
65100	SCHOLASTIC INC.	KINDERGARTEN LEAP BOOKS	396.00
4850 LIBRARY GRANTS Total			<u>314.98</u>
185 LIBRARY FUND Total			<u><u>62,101.39</u></u>

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 01/13/2015

ACCOUNT NUME	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS - NOVEMBER, 2014	1,403.44
			<u>1,403.44</u>
		GRAND TOTAL	<u><u>63,504.83</u></u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01/27/2015 FY2014

185 LIBRARY FUND			
4805	LIBRARY YOUTH SERVICES		
	65630 BAKER & TAYLOR	JUV PRINT	758.82
	65630 GREY HOUSE PUBLISHING	JUV PRINT	1,061.75
	65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.90
	65641 MIDWEST TAPE	JUV AV	<u>23.98</u>
4805	LIBRARY YOUTH SERVICES Total		<u>2,022.45</u>
4806	LIBRARY ADULT SERVICES		
	62340 GALE RESEARCH INC.	ADULT REF ONLINE	1,720.74
	62341 PROQUEST INFO & LEARNING COMPANY	CHICAGO TRIBUNE ONLINE SUBSCRIPT 10/14-09/15	11,555.00
	62341 PROQUEST INFO & LEARNING COMPANY	HNP CHICAGO DEFENDER ONLINE	705.00
	62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	218.25
	65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	584.98
	65630 BAKER & TAYLOR	ADULT PRINT	1,752.69
	65630 BERNAN ASSOCIATES	ADULT PRINT	176.55
	65630 GALE RESEARCH INC.	ADULT PRINT	269.89
	65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	197.24
	65641 MIDWEST TAPE	ADULT AV	437.26
	65641 RANDOM HOUSE INC	ADULT AV	108.75
	65641 RECORDED BOOKS INC.	ADULT AV	<u>16.50</u>
4806	LIBRARY ADULT SERVICES Total		<u>17,742.85</u>
4820	LIBRARY CIRCULATION		
	62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	<u>1,043.46</u>
4820	LIBRARY CIRCULATION Total		<u>1,043.46</u>
4825	LIBRARY NEIGHBORHOOD SERVICES		
	65630 BAKER & TAYLOR	ADULT PRINT	<u>167.60</u>
4825	LIBRARY NEIGHBORHOOD SERVICES Total		<u>167.60</u>
4835	LIBRARY TECHNICAL SERVICES		
	62341 BLACKBAUD INC.	FUNDRAISING DATABASE	2,800.00
	65100 RECORDED BOOKS INC.	OFFICE SUPPLIES	<u>13.75</u>
4835	LIBRARY TECHNICAL SERVICES Total		<u>2,813.75</u>
4840	LIBRARY MAINTENANCE		
	62225 SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	1,118.57
	62225 CINTAS CORPORATION #769	MAT SERVICE	<u>259.62</u>
4840	LIBRARY MAINTENANCE Total		<u>1,378.19</u>
4845	LIBRARY ADMINISTRATION		
	56140 ILLINOIS DEPT OF REVENUE	*SALES TAX DECEMBER	1,431.00
	62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHFER, P.	LEGAL CONSULTING FEE	185.00
	62360 FLORES, EMMA	JUGANDO CON LA CIENCIA STIPEND	1,000.00
	62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	267.50
	64540 VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	238.71
	65095 FIRST NIGHT EVANSTON	*2015 FIRST NIGHT SALES	4,035.00
	65095 OFFICE DEPOT	OFFICE SUPPLIES	<u>200.97</u>
4845	LIBRARY ADMINISTRATION Total		<u>7,358.18</u>
4850	LIBRARY GRANTS		
	65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	<u>1,470.89</u>
4850	LIBRARY GRANTS Total		<u>1,470.89</u>
185 LIBRARY FUND Total			<u><u>33,997.37</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01/27/2015 FY2014

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 33,997.37

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON

LIBRARY BILLS LIST

PERIOD ENDING 02.10.2015 FY2014

185 LIBRARY FUND

185 LIBRARY SUPPORT

22730 BANK OF AMERICA *PURCHASING CARD-DECEMBER 14 3,129.69

185 LIBRARY SUPPORT Total 3,129.69

4840 LIBRARY MAINTENANCE

64015 NICOR UTILITES 639.12

4840 LIBRARY MAINTENANCE Total 639.12

185 LIBRARY FUND Total

3,768.81

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 02.10.2015 FY14

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS		NATURAL GAS - DECEMBER, 2014	3264.36
			<u>3,264.36</u>
		GRAND TOTAL	<u>7,033.17</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01/27/2015 FY2015

185 LIBRARY FUND			
4805 LIBRARY YOUTH SERVICES			
65630 BAKER & TAYLOR	BOOK		153.74
65630 BAKER & TAYLOR	CREDIT MEMO		-22.99
65630 BAKER & TAYLOR	JUV PRINT		950.98
65641 MIDWEST TAPE	JUV AV		<u>154.13</u>
4805 LIBRARY YOUTH SERVICES Total			<u>1,235.86</u>
4806 LIBRARY ADULT SERVICES			
62340 GALE RESEARCH INC.	ADULT REF ONLINE		7,867.31
62340 GALE RESEARCH INC.	ADULT REFONLINE		132.70
62341 LEARNING EXPRESS, LLC	ONLINE SUBSCRIPTION		5,030.00
65100 SOUL CREATIONS	MUSIC PERFORMANCE		500.00
65630 BAKER & TAYLOR	ADULT PRINT		2,925.75
65630 CENTER POINT INC	ADULT PRINT		125.22
65630 GALE RESEARCH INC.	ADULT PRINT		524.79
65630 RED BOOKS LLC	ADULT REF PRINT		2,887.55
65641 BAKER & TAYLOR	ADULT AV		10.18
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV		90.00
65641 MIDWEST TAPE	ADULT AV		1,321.73
65641 RANDOM HOUSE INC	ADULT AV		<u>82.50</u>
4806 LIBRARY ADULT SERVICES Total			<u>21,497.73</u>
4820 LIBRARY CIRCULATION			
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES		214.80
65100 AZURADISC, INC.	CD CLEANER SOLUTION		<u>237.80</u>
4820 LIBRARY CIRCULATION Total			<u>452.60</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
62375 ESSKAY DEVELOPMENT LLC	CAMS FEB 2015 RENT		3,350.47
65630 BAKER & TAYLOR	ADULT PRINT		<u>204.19</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>3,554.66</u>
4835 LIBRARY TECHNICAL SERVICES			
62341 COOPERATIVE COMPUTER SERVICES	OCLC JANUARY 2015		1,059.89
62341 ENVISONWARE, INC.	PC RESERVATION AND PRINT MANAGEMENT		1,235.10
65100 DEMCO, INC.	BOOK TAPE AND OTHER SUPPLIES		398.39
65100 ACCO BRANDS USA, LLC DBA GBC	LAMINATING FILM		249.25
65100 BLACKBOURN	CD AND DVD CASES		<u>379.18</u>
4835 LIBRARY TECHNICAL SERVICES Total			<u>3,321.81</u>
4840 LIBRARY MAINTENANCE			
62225 SCHINDLER ELEVATOR CORP	QUARTERLY BILLING MAINTENANCE		2,759.22
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES		7,160.00
62225 CINTAS Corporation #769	MAT SERVICE		<u>129.81</u>
4840 LIBRARY MAINTENANCE Total			<u>10,049.03</u>
4845 LIBRARY ADMINISTRATION			
62295 Karen Danczak Lyons	ALA MEMBERSHIP DUES		<u>120.00</u>
4845 LIBRARY ADMINISTRATION Total			<u>120.00</u>
4850 LIBRARY GRANTS			
62225 AMERICAN WRITERS MUSEUM	EXHIBIT INSTALLATION		<u>1,200.00</u>
4850 LIBRARY GRANTS Total			<u>1,200.00</u>
185 LIBRARY FUND Total			<u><u>41,431.69</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01/27/2015 FY2015

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 41,431.69

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.05.2015 FY2015

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65630 BAKER & TAYLOR	JUV PRINT	4,795.61
65641 MIDWEST TAPE	JUV AV	<u>1,200.50</u>
4805 LIBRARY YOUTH SERVICES Total		5,996.11
4806 LIBRARY ADULT SERVICES		
65630 BAKER & TAYLOR	ADULT PRINT	17,460.23
65630 BAKER & TAYLOR	BOOK	2,595.82
65630 MANUFACTURERS' NEWS, INC.	ADULT REF PRINT	218.45
65630 GALE RESEARCH INC.	ADULT PRINT	167.93
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	307.47
65641 MIDWEST TAPE	ADULT AV	3,345.90
65641 RANDOM HOUSE INC	ADULT AV	63.75
65641 RANDOM HOUSE INC	JUV AV	283.46
65641 RECORDED BOOKS INC.	ADULT AV	<u>222.80</u>
4806 LIBRARY ADULT SERVICES Total		24,665.81
4820 LIBRARY CIRCULATION		
65100 DEMCO, INC.	SIGN CLIP FOR CIRCULATION	107.57
65100 OFFICE DEPOT	OFFICE SUPPLIES	69.39
65100 AZURADISC, INC.	SCREW FOR CD CLEANER	<u>6.43</u>
4820 LIBRARY CIRCULATION Total		183.39
4825 LIBRARY NEIGHBORHOOD SERVICES		
65630 BAKER & TAYLOR	ADULT PRINT	238.61
65630 BAKER & TAYLOR	BOOK	<u>10.71</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		249.32
4835 LIBRARY TECHNICAL SERVICES		
65100 BRODART COMPANY	VINYL CORNER PACKET	16.15
65100 RECORDED BOOKS INC.	AV REPLACEMENTS	37.90
65555 IMAGING OFFICE SYSTEMS	MICROFILM SCANNER MACHINE	<u>7,309.00</u>
4835 LIBRARY TECHNICAL SERVICES Total		7,363.05
4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	259.62
62225 UNITED STATES ALLIANCE FIRE PROTECTION	ALARM MAINTENANCE SERVICE	712.95
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
62225 METRO DOOR AND DOCK, INC.	DOOR SERVICE	846.12
62235 FINK SAFE & LOCK COMPANY	SAFE SERVICE REPAIR	138.00
65040 LAPORT INC	JANITORIAL SUPPLIES	<u>1,227.97</u>
4840 LIBRARY MAINTENANCE Total		3,394.66
4845 LIBRARY ADMINISTRATION		
62295 KAREN DANCZAK LYONS	REIMBURSEMENT-ALA CONFERENCE	1,154.35
62360 EVANSTON CHAMBER OF COMMERCE	MEMBERSHIP INVESTMENT	250.00
65095 ILLINOIS PAPER COMPANY	COPY PAPER	1,404.00
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	435.50
65095 OFFICE DEPOT	OFFICE SUPPLIES	74.36
65095 OFFICE DEPOT	ORGANIZER AND OTHER OFFICE SUPPLIES	145.76
65095 CUSTOM EARTH PROMOS	CUSTOM REUSABLE BAG	<u>1,880.60</u>
4845 LIBRARY ADMINISTRATION Total		5,344.57

185 LIBRARY FUND Total

47,196.91

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.10.2015 FY15

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 47,196.91

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	AMAZON.COM	\$ 30.55	11/03/2014	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	AMER LIB ASSOC-CAREER	\$ 190.00	11/03/2014	62295 TRAINING & TRAVEL	ALA CONFERENCE EARLY REGISTRATION FOR LAURA ANTOLIN
LIBRARY/ADMIN	AMAZON.COM	\$ 10.71	11/03/2014	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	AMAZON.COM	\$ 7.14	11/03/2014	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	AMAZON.COM	\$ 26.09	11/03/2014	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	SP BIRTHSTORY-ONANDB	\$ 22.63	11/03/2014	65641 AUDIO VISUAL COLLECTIONS	ADULT AV COLLECTION
LIBRARY/ADMIN	AMAZON.COM	\$ 52.68	11/03/2014	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	AMAZON.COM	\$ 131.70	11/04/2014	65100 LIBRARY SUPPLIES	TECH SERVICES SUPPLIES
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 39.98	11/06/2014	65050 BUILDING MAINTENANCE MATERIAL	2 USB ADAPTERS FOR BOARD ROOM TABLE
LIBRARY/ADMIN	PURE ELECTRIC	\$ 228.42	11/06/2014	65050 BUILDING MAINTENANCE MATERIAL	CFL BULBS, 4 INCH HOLE SAW, WIRE NUTS, HEX ARBOR
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ (39.98)	11/07/2014	65050 BUILDING MAINTENANCE MATERIAL	RETURNED USB ADAPTERS
LIBRARY/ADMIN	OFFICE MAX	\$ 44.97	11/07/2014	65050 BUILDING MAINTENANCE MATERIAL	DUAL USB CHARGER
LIBRARY/ADMIN	COMCAST CHICAGO CS 1X	\$ 174.86	11/13/2014	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET AND PHONE PROVIDER
LIBRARY/ADMIN	COMCAST CHICAGO CS 1X	\$ 99.85	11/13/2014	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET PROVIDER
LIBRARY/ADMIN	LOWES #01748	\$ 234.98	11/13/2014	65050 BUILDING MAINTENANCE MATERIAL	SUNCAST HORIZONTAL STORAGE SHED
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 60.27	11/13/2014	65050 BUILDING MAINTENANCE MATERIAL	ROTO ZIP WOOD BITS, COLLET NUT, 9VOLT BATTERIES
LIBRARY/ADMIN	BUILD-CHARGE.COM	\$ 202.33	11/17/2014	65050 BUILDING MAINTENANCE MATERIAL	CHICAGO FAUCET FOR STAFF ROOM KITCHEN SINK
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 76.52	11/17/2014	65050 BUILDING MAINTENANCE MATERIAL	4X8 PRESSURE TREATED PLYWOOD, DRYWALL SCREWS, FENDER WASHERS, WOOD SCREWS
LIBRARY/ADMIN	BEST BUY 00003137	\$ 129.98	11/17/2014	65050 BUILDING MAINTENANCE MATERIAL	CUISINART TOASTER AND TOASTER OVEN FOR STAFF KITCHEN
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 7.97	11/18/2014	65050 BUILDING MAINTENANCE MATERIAL	MAGNETIC BIT HOLDER/SCREW GUIDE
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 97.02	11/18/2014	65050 BUILDING MAINTENANCE MATERIAL	HARDWARE FOR TOOL STORAGE
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 41.55	11/19/2014	65050 BUILDING MAINTENANCE MATERIAL	5 EYEGLASS PROTECTORS, EARPLUGS PER JOHN FOR CONTRACTOR PRE BID MEETING, 2
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 7.99	11/20/2014	65040 JANITORIAL SUPPLIES	6 FT. CABLE TO LOCK SNOWBLOWER FOR NORTH BRANCH
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 96.90	11/21/2014	65050 BUILDING MAINTENANCE MATERIAL	SAFETY GOGGLES, SANDING MASKS, GORILLA GLUE, WOOD GLUE, BATH CAULK
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 24.45	11/21/2014	65050 BUILDING MAINTENANCE MATERIAL	DIAMOND BLADE FOR CUTTING TILE, GRINDING DISC
LIBRARY/ADMIN	ADVANCE AUTO PARTS #88	\$ 36.98	11/24/2014	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF BLACK NITRILLE DISPOSABLE GLOVES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 28.96	11/24/2014	65050 BUILDING MAINTENANCE MATERIAL	RAZOR BLADES, BLADE HOLDER/SCRAPER TOOL, TILE FLOAT
LIBRARY/ADMIN	ADVANCE AUTO PARTS #88	\$ 25.98	11/24/2014	65050 BUILDING MAINTENANCE MATERIAL	HORN FOR KUBOTA FLOW TRACTOR
LIBRARY/ADMIN	PURE ELECTRIC	\$ 363.16	11/24/2014	65050 BUILDING MAINTENANCE MATERIAL	CFL BULBS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 20.92	11/25/2014	62210 PRINTING	JOHN DEVANEY'S BUSINESS CARD
LIBRARY/ADMIN	USPS 16262202033308925	\$ 392.00	11/26/2014	62315 POSTAGE	8 ROLLS OF STAMPS PER LEA
	MONTHLY LIBRARY STATEMENT TOTAL	\$ 2,867.56			

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBOOK 7B9HT6JH42	\$ 39.80	12/01/2014	65095 OFFICE SUPPLIES	FACEBOOK AD FOR FUND FOR EXCELLENCE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 31.97	12/04/2014	65040 JANITORIAL SUPPLIES	MICROFIBER MOP HEADS, MICROFIBER MOP HANDLE & HEAD FOR NORTH BRANCH FLOOR SEALER AND WAX APPLICATION
LIBRARY/ADMIN	GIH GLOBALINDUSTRIALEQ	\$ 57.05	12/04/2014	65050 BUILDING MAINTENANCE MATERIAL	PLACKARDS FOR AED (AUTOMATED EXTERNAL DEFIBRILLATOR) MACHINES AT MAIN BRANCH
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 3.92	12/05/2014	65050 BUILDING MAINTENANCE MATERIAL	8/32" MACHINE SCREWS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 117.04	12/05/2014	62210 PRINTING	LETTERHEAD PRINTING
LIBRARY/ADMIN	PURE ELECTRIC	\$ 484.99	12/08/2014	65050 BUILDING MAINTENANCE MATERIAL	50 CFL BULBS 42WATT
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 165.36	12/08/2014	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SERVICE AND PHONE
LIBRARY/ADMIN	ORIENTAL TRADING CO	\$ 161.73	12/08/2014	65100 LIBRARY SUPPLIES	KLEAP MATERIALS
LIBRARY/ADMIN	CONSOLIDATED PLASTICS	\$ 75.57	12/10/2014	65050 BUILDING MAINTENANCE MATERIAL	FLOOR MATS FOR MAIN LIBRARY
LIBRARY/ADMIN	THE TRANE COMPANY	\$ 277.87	12/10/2014	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT TEMPERATURE CONTROL FOR EMPLOYEE ENTRANCE CABINET HEATER
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 519.48	12/16/2014	65635 PERIODICALS	MAIN PERIODICALS
LIBRARY/ADMIN	STANDARD PIPE	\$ 554.02	12/17/2014	65050 BUILDING MAINTENANCE MATERIAL	SLOAN FLUSH SENSORS, 3/8" COMPRESSION T
LIBRARY/ADMIN	OFFICE MAX	\$ 392.00	12/19/2014	62315 POSTAGE	8 ROLLS OF STAMPS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.87	12/22/2014	65050 BUILDING MAINTENANCE MATERIAL	CRACKSHOT SPAKEL FOR WALL REPAIR, 2 WOOD DOWELS FOR END PANEL REAAIR
LIBRARY/ADMIN	WWW.NEWEGG.COM	\$ 66.56	12/24/2014	65050 BUILDING MAINTENANCE MATERIAL	SPECIALIZED CFL BULBS
LIBRARY/ADMIN	D J WALL ST JOURNAL	\$ 80.97	12/26/2014	65635 PERIODICALS	MAIN PERIODICALS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 19.39	12/31/2014	62210 PRINTING	BUSINESS CARDS FOR PAUL GOTTSCHALK
LIBRARY/ADMIN	COMED	\$ 19.62	12/31/2014	64015 NATURAL GAS	COMED BILL FOR 2022 CENTRAL ST
LIBRARY/ADMIN	BILLMATRIX CORPORATION	\$ 2.50	12/31/2014	64015 NATURAL GAS	COMED PROCESSING FEE
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 5.99	12/31/2014	65040 JANITORIAL SUPPLIES	FURNITURE WAX FOR DONATED BABY GRAND IN COMMUNITY ROOM
LIBRARY/ADMIN	EB UNCONFERENCE-PERFO	\$ 30.00	12/31/2014	62295 TRAINING & TRAVEL	LACONI TRAINING FOR HEATHER NORBORG
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.99	12/31/2014	65050 BUILDING MAINTENANCE MATERIAL	MINI TUBING CUTTER
	MONTHLY LIBRARY STATEMENT TOTAL	\$ 3,129.69			



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: February 12, 2015

This memo provides an update on significant administrative activities.

Human Resources

Robin Sindelar assumed additional hours as a Youth Services Library Assistant. She is now working 20 hours per week.

Bridget Petrites was hired on January 26th as a Branch Assistant at CAMS for 20 hours per week. Bridget worked for us previously in the Loft and we're thrilled to have her back.

Jennifer Wasilewski began on January 27th as an Adult Services Library Assistant working 20 hours per week.

There are several positions in different stages of the hiring process including: two part-time Youth Services Assistants, the full-time Latino Outreach Assistant, the part-time Development Associate, a part-time Branch Assistant, a part-time Shelver, and a part-time Technology Associate.

Financial Resources

The financial report for the period ending December 31st is attached. This is the unaudited final report for FY2014. Revenue exceeded budget by \$152,754 and expenditures were \$189,469 below budget.

A summary of the Endowment portfolio as of January 31st is attached. The portfolio includes a significant amount of long-term Treasury Inflation-Protected Securities (TIPS) and these Treasuries have contributed to the portfolio performing well as interest rates have declined.

Facilities Management Updates

Lush Wine & Spirits – John Devaney has attended two site visits with the architects and consultants hired by Mitchell Einhorn to design the store at 2022 Central. We understand they are working hard to complete construction documents. The construction timeline is to be determined.

Main and North Branch HVAC/Air Handling System - the engineering firm hired for the project will deliver ready-for-bid construction documents and specifications for the Main Library and North Branch by March 2nd. Construction at North Branch will be scheduled between the end of the Summer Reading Program and the beginning of school.

Main and North Branch Weatherproofing – a mandatory pre-bid meeting for engineering firms was held on January 29th. Three firms attended. Bids for the design work are due February 13th.

Elevator Door Renovation – Schindler plans to begin replacing the elevator door operators on February 23rd. This project will take two weeks to complete with one elevator out of service each week.

Interior Space Planning – the Library's Administrative Team spent two hours on February 12th brainstorming ideas for improving services through better uses of space throughout the Main Library.



Budget Performance Report

Fiscal Year to Date 12/31/14

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	16,150.64	.00	150,039.29	13,960.71	91	169,582.91
57510	NON-RESIDENT LIBRARY CARDS	1,040.00	.00	1,040.00	.00	.00	260.00	780.00	25	1,565.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	14,000.00	.00	14,000.00	750.13	.00	12,311.99	1,688.01	88	12,483.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$179,040.00	\$0.00	\$179,040.00	\$16,900.77	\$0.00	\$162,611.28	\$16,428.72	91%	\$183,631.49
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
57551	LIBRARY GRANTS & DONATIONS	116,545.00	.00	116,545.00	.00	.00	.00	116,545.00	0	.00
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES Totals		\$116,545.00	\$0.00	\$116,545.00	\$0.00	\$0.00	\$0.00	\$116,545.00	0%	\$0.00
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	(188.07)	.00	(376.14)	376.14	+++	.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	(\$188.07)	\$0.00	(\$376.14)	\$376.14	+++	\$0.00
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	.00	.00	.00	25,931.35	.00	5,066,308.26	(5,066,308.26)	+++	4,165,512.73
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,032,097.00	.00	5,032,097.00	.00	.00	.00	5,032,097.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	.00	.00	.00	138,971.07	(138,971.07)	+++	.00
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	50,200.00	.00	50,200.00	(50,200.00)	+++	50,200.00
51616	PERS PROP REPL TAX LIBRARY	50,200.00	.00	50,200.00	.00	.00	.00	50,200.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	94,177.00	.00	94,177.00	93,107.50	.00	97,107.50	(2,930.50)	103	76,545.54
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	15,932.67
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	370.85	(370.85)	+++	380.12
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(71.04)	.00	(88.71)	88.71	+++	2,654.10
56501	INVESTMENT INCOME	.00	.00	.00	154.50	.00	2,869.01	(2,869.01)	+++	820.01
57002	TRANSFER FROM ENDOWMENT	159,315.00	.00	159,315.00	.00	.00	199,315.00	(40,000.00)	125	131,250.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.16	(.16)	+++	.00
57050	FROM ECON DEV FUND	.00	.00	.00	.00	.00	9,900.00	(9,900.00)	+++	9,900.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	188.07	.00	188.07	(188.07)	+++	.00
57526	LIBRARY BOOK SALE	65,000.00	.00	65,000.00	16,177.08	.00	59,147.68	5,852.32	91	56,139.67
57527	LIBRARY FUND FOR EXCELLENCE	125,000.00	.00	125,000.00	76,481.00	.00	128,402.00	(3,402.00)	103	127,433.15
57535	LIBRARY COPY MACH. CHG	21,200.00	.00	21,200.00	827.26	.00	16,540.64	4,659.36	78	18,813.67
57540	LIBRARY MEETING RM RENTAL	10,400.00	.00	10,400.00	900.00	.00	15,321.67	(4,921.67)	147	71,093.21
57545	NORTH BRANCH RENTAL INCOME	60,000.00	.00	60,000.00	1,480.00	.00	23,977.85	36,022.15	40	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$5,617,389.00	\$0.00	\$5,617,389.00	\$265,375.72	\$0.00	\$5,808,531.05	(\$191,142.05)	103%	\$4,726,674.87
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	10,310.83	.00	94,961.83	(94,961.83)	+++	55,430.50
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$10,310.83	\$0.00	\$94,961.83	(\$94,961.83)	+++	\$55,430.50



Budget Performance Report

Fiscal Year to Date 12/31/14

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
Department 48 - LIBRARY Totals		\$5,912,974.00	\$0.00	\$5,912,974.00	\$292,399.25	\$0.00	\$6,065,728.02	(\$152,754.02)	103%	\$4,965,736.86
REVENUE TOTALS		\$5,912,974.00	\$0.00	\$5,912,974.00	\$292,399.25	\$0.00	\$6,065,728.02	(\$152,754.02)	103%	\$4,965,736.86
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	325,196.00	.00	325,196.00	42,140.62	.00	313,884.71	11,311.29	97	310,359.37
61012	LIBRARY SUBSTITUES	5,500.00	.00	5,500.00	.00	.00	3,685.74	1,814.26	67	(516.30)
61025	RECREATION PROGRAM PAY	.00	.00	.00	(545.79)	.00	.00	.00	+++	9,196.13
61050	PERMANENT PART-TIME	285,746.00	.00	285,746.00	25,802.83	.00	244,922.71	40,823.29	86	250,674.17
61210	LONGEVITY	6,750.00	.00	6,750.00	.00	.00	3,400.59	3,349.41	50	9,220.61
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	311.43	(311.43)	+++	622.76
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	26,544.58	(26,544.58)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,896.98	(2,896.98)	+++	2,162.59
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	940.91	(940.91)	+++	2,871.47
61510	HEALTH INSURANCE	73,953.00	.00	73,953.00	6,747.91	.00	74,538.05	(585.05)	101	59,615.76
61615	LIFE INSURANCE	78.00	.00	78.00	6.68	.00	78.18	(.18)	100	73.56
61710	IMRF	61,525.00	.00	61,525.00	6,601.52	.00	57,452.14	4,072.86	93	57,681.08
61725	SOCIAL SECURITY	37,543.00	.00	37,543.00	4,113.74	.00	36,424.58	1,118.42	97	35,854.21
61730	MEDICARE	8,780.00	.00	8,780.00	962.10	.00	8,518.66	261.34	97	8,484.96
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	(5,735.00)	.00	(5,735.00)	5,735.00	+++	.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	(37,206.11)	.00	(37,206.11)	37,206.11	+++	.00
62341	INTERNET SOLUTION PROVIDERS	3,400.00	.00	3,400.00	.00	.00	3,485.00	(85.00)	102	3,319.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	420.38	479.62	47	1,081.14
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	(145.80)	.00	.00	.00	+++	.00
65100	LIBRARY SUPPLIES	28,300.00	.00	28,300.00	856.35	.00	21,668.01	6,631.99	77	20,852.63
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	11,885.49	.00	121,754.85	22,245.15	85	98,505.28
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	4,087.14	.00	29,489.44	3,710.56	89	20,172.42
66025	TRANSFER TO DEBT SERVICE - ERI	14,138.00	.00	14,138.00	1,178.17	.00	14,138.04	(.04)	100	13,643.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,030,009.00	\$0.00	\$1,030,009.00	\$60,749.85	\$0.00	\$921,613.87	\$108,395.13	89%	\$903,873.88
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	430,300.00	.00	430,300.00	66,191.34	.00	518,705.72	(88,405.72)	121	424,438.06
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61025	RECREATION PROGRAM PAY	.00	.00	.00	.00	.00	.00	.00	+++	160.50
61050	PERMANENT PART-TIME	333,504.00	.00	333,504.00	22,502.64	.00	258,158.36	75,345.64	77	349,241.63
61110	OVERTIME PAY	.00	.00	.00	.00	.00	790.47	(790.47)	+++	.00
61210	LONGEVITY	8,199.00	.00	8,199.00	.00	.00	3,854.12	4,344.88	47	12,435.65
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	382.48	(382.48)	+++	663.63



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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
61415	TERMINATION PAYOUTS	.00	.00	.00	724.04	.00	7,752.12	(7,752.12)	+++	12,074.84
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,441.77	(3,441.77)	+++	4,545.59
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	3,491.32	(3,491.32)	+++	12,168.56
61510	HEALTH INSURANCE	82,648.00	.00	82,648.00	7,646.85	.00	84,157.48	(1,509.48)	102	67,512.60
61615	LIFE INSURANCE	46.00	.00	46.00	4.48	.00	46.61	(.61)	101	37.80
61710	IMRF	78,605.00	.00	78,605.00	8,984.16	.00	81,167.11	(2,562.11)	103	73,491.93
61725	SOCIAL SECURITY	49,463.00	.00	49,463.00	5,414.29	.00	48,114.22	1,348.78	97	49,864.48
61730	MEDICARE	11,568.00	.00	11,568.00	1,266.23	.00	11,252.56	315.44	97	11,796.02
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	5,735.00	(5,735.00)	+++	150,152.64
62340	COMPTER LICENSE & SUPP	.00	.00	.00	3,037.06	.00	38,926.85	(38,926.85)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	128,700.00	.00	128,700.00	77,073.11	27,493.00	144,818.83	(43,611.83)	134	.00
62506	WORK- STUDY	900.00	.00	900.00	218.25	.00	894.38	5.62	99	1,073.40
65100	LIBRARY SUPPLIES	5,500.00	.00	5,500.00	200.00	.00	5,950.16	(450.16)	108	7,138.95
65630	LIBRARY BOOKS	266,900.00	.00	266,900.00	30,719.99	.00	233,265.02	33,634.98	87	300,888.20
65635	PERIODICALS	16,900.00	.00	16,900.00	1,211.15	(14,100.47)	17,476.53	13,523.94	20	18,577.99
65641	AUDIO VISUAL COLLECTIONS	77,500.00	.00	77,500.00	6,233.41	.00	68,747.56	8,752.44	89	67,649.29
66025	TRANSFER TO DEBT SERVICE - ERI	19,304.00	.00	19,304.00	1,608.67	.00	19,304.04	(.04)	100	18,629.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,514,037.00	\$0.00	\$1,514,037.00	\$233,035.67	\$13,392.53	\$1,556,432.71	(\$55,788.24)	104%	\$1,582,540.80
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	155,621.00	.00	155,621.00	25,063.98	.00	192,044.83	(36,423.83)	123	157,110.03
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	1,150.44	2,049.56	36	.00
61050	PERMANENT PART-TIME	294,588.00	.00	294,588.00	26,195.86	.00	220,287.20	74,300.80	75	303,889.13
61210	LONGEVITY	2,843.00	.00	2,843.00	.00	.00	2,116.85	726.15	74	4,867.63
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	279.58	(279.58)	+++	553.05
61415	TERMINATION PAYOUTS	.00	.00	.00	256.41	.00	1,471.90	(1,471.90)	+++	.00
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	1,360.43
61510	HEALTH INSURANCE	16,919.00	.00	16,919.00	1,879.37	.00	18,138.49	(1,219.49)	107	34,085.40
61615	LIFE INSURANCE	67.00	.00	67.00	5.58	.00	66.96	.04	100	36.36
61710	IMRF	45,857.00	.00	45,857.00	4,725.83	.00	42,406.99	3,450.01	92	48,324.59
61725	SOCIAL SECURITY	27,807.00	.00	27,807.00	3,168.73	.00	25,586.88	2,220.12	92	29,388.49
61730	MEDICARE	6,503.00	.00	6,503.00	741.04	.00	5,983.95	519.05	92	6,952.36
62506	WORK- STUDY	3,400.00	.00	3,400.00	1,043.46	.00	4,838.68	(1,438.68)	142	2,624.21
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	.00	999.80	6,722.03	(3,721.83)	193	4,656.87
66025	TRANSFER TO DEBT SERVICE - ERI	12,453.00	.00	12,453.00	1,037.75	.00	12,453.00	.00	100	12,017.04
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$573,258.00	\$0.00	\$573,258.00	\$64,118.01	\$999.80	\$533,547.78	\$38,710.42	93%	\$605,865.59
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	73,381.00	.00	73,381.00	12,519.25	.00	102,434.51	(29,053.51)	140	71,949.91
61012	LIBRARY SUBSTITUES	32,000.00	.00	32,000.00	.00	.00	21,876.02	10,123.98	68	(1,613.88)



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61025	RECREATION PROGRAM PAY	.00	.00	.00	(4,788.01)	.00	.00	.00	+++	54,742.82
61050	PERMANENT PART-TIME	193,887.00	.00	193,887.00	27,847.45	.00	145,366.79	48,520.21	75	73,739.69
61210	LONGEVITY	2,989.00	.00	2,989.00	.00	.00	877.28	2,111.72	29	3,365.16
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,342.18	(1,342.18)	+++	254.78
61510	HEALTH INSURANCE	21,639.00	.00	21,639.00	2,072.84	.00	21,909.03	(270.03)	101	20,415.48
61615	LIFE INSURANCE	6.00	.00	6.00	.58	.00	6.08	(.08)	101	5.40
61710	IMRF	23,744.00	.00	23,744.00	3,428.02	.00	26,839.07	(3,095.07)	113	17,805.85
61725	SOCIAL SECURITY	16,615.00	.00	16,615.00	2,177.48	.00	16,575.63	39.37	100	12,535.83
61730	MEDICARE	3,885.00	.00	3,885.00	509.27	.00	3,876.48	8.52	100	2,953.36
62210	PRINTING	.00	.00	.00	(83.00)	.00	.00	.00	+++	.00
62225	BLDG MAINTENANCE SERVICES	2,000.00	.00	2,000.00	600.00	.00	7,474.33	(5,474.33)	374	475.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	2,175.33
62341	INTERNET SOLUTION PROVIDERS	2,400.00	.00	2,400.00	274.71	.00	2,760.67	(360.67)	115	260.24
62375	RENTALS	41,500.00	.00	41,500.00	3,350.47	.00	44,224.09	(2,724.09)	107	32,725.70
64005	ELECTRICITY	.00	.00	.00	.00	.00	443.63	(443.63)	+++	.00
64015	NATURAL GAS	2,000.00	.00	2,000.00	.00	.00	2,836.10	(836.10)	142	1,367.04
65040	JANITORIAL SUPPLIES	.00	.00	.00	(563.12)	.00	7.99	(7.99)	+++	.00
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	7,599.19	(7,599.19)	+++	48.33
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	83.00	.00	1,118.23	3,381.77	25	5,013.28
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	3,095.33	(3,095.33)	+++	5,184.78
65555	PERSONAL COMPUTER EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	+++	683.70
65630	LIBRARY BOOKS	24,900.00	.00	24,900.00	1,827.32	.00	21,926.44	2,973.56	88	13,094.90
65635	PERIODICALS	1,000.00	.00	1,000.00	5.08	.00	2,237.48	(1,237.48)	224	1,942.58
65641	AUDIO VISUAL COLLECTIONS	7,200.00	.00	7,200.00	4.79	.00	664.24	6,535.76	9	2,970.36
66025	TRANSFER TO DEBT SERVICE - ERI	2,881.00	.00	2,881.00	240.08	.00	2,880.96	.04	100	2,780.04
68205	CONTINGENCIES	.00	.00	.00	.00	.00	.00	.00	+++	774.00
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$456,527.00	\$0.00	\$456,527.00	\$49,506.21	\$0.00	\$438,371.75	\$18,155.25	96%	\$325,649.68
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	161,432.00	.00	161,432.00	20,252.31	.00	165,512.19	(4,080.19)	103	132,433.49
61050	PERMANENT PART-TIME	112,984.00	.00	112,984.00	14,360.24	.00	100,067.86	12,916.14	89	95,839.28
61210	LONGEVITY	3,826.00	.00	3,826.00	.00	.00	2,242.72	1,583.28	59	4,956.33
61510	HEALTH INSURANCE	19,081.00	.00	19,081.00	1,965.28	.00	19,455.83	(374.83)	102	32,876.28
61615	LIFE INSURANCE	86.00	.00	86.00	7.28	.00	86.15	(.15)	100	90.12
61710	IMRF	30,607.00	.00	30,607.00	3,920.54	.00	31,384.90	(777.90)	103	26,785.89
61725	SOCIAL SECURITY	17,014.00	.00	17,014.00	2,134.52	.00	16,429.98	584.02	97	14,427.21
61730	MEDICARE	3,979.00	.00	3,979.00	499.20	.00	3,842.47	136.53	97	3,409.07
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	(9,913.81)	.00	.00	.00	+++	90,109.11
62340	COMPTER LICENSE & SUPP	28,175.00	.00	28,175.00	10,563.81	.00	28,463.61	(288.61)	101	16,771.64



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62341	INTERNET SOLUTION PROVIDERS	109,700.00	.00	109,700.00	18,717.02	29,448.83	110,016.84	(29,765.67)	127	.00
62506	WORK- STUDY	.00	.00	.00	.00	.00	130.51	(130.51)	+++	817.88
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	(1,312.94)	.00	.00	.00	+++	.00
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	492.34	(830.05)	8,242.53	4,587.52	62	4,849.26
65555	PERSONAL COMPUTER EQUIPMENT	31,965.00	.00	31,965.00	1,390.50	1,965.00	12,297.14	17,702.86	45	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,030.00	.00	8,030.00	669.17	.00	8,030.04	(.04)	100	7,749.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$538,879.00	\$0.00	\$538,879.00	\$63,745.46	\$30,583.78	\$506,202.77	\$2,092.45	100%	\$431,114.56
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	207,345.00	.00	207,345.00	27,708.38	.00	228,934.82	(21,589.82)	110	184,927.30
61050	PERMANENT PART-TIME	78,608.00	.00	78,608.00	9,055.38	.00	61,938.21	16,669.79	79	26,717.95
61110	OVERTIME PAY	9,300.00	.00	9,300.00	122.28	.00	7,454.43	1,845.57	80	8,707.01
61210	LONGEVITY	2,397.00	.00	2,397.00	.00	.00	1,735.74	661.26	72	3,883.86
61415	TERMINATION PAYOUTS	.00	.00	.00	369.27	.00	369.27	(369.27)	+++	9,141.40
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,362.94	(1,362.94)	+++	1,448.61
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	5,347.29
61510	HEALTH INSURANCE	56,949.00	.00	56,949.00	5,271.65	.00	57,475.34	(526.34)	101	40,940.76
61615	LIFE INSURANCE	82.00	.00	82.00	6.83	.00	81.96	.04	100	40.68
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	121.43	.00	2,088.66	(888.66)	174	812.04
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	545.00	(80.00)	117	465.00
61710	IMRF	31,896.00	.00	31,896.00	4,173.14	.00	34,564.13	(2,668.13)	108	26,035.47
61725	SOCIAL SECURITY	17,085.00	.00	17,085.00	2,280.90	.00	18,204.76	(1,119.76)	107	14,570.00
61730	MEDICARE	3,996.00	.00	3,996.00	533.44	.00	4,257.56	(261.56)	107	3,436.21
62225	BLDG MAINTENANCE SERVICES	164,214.00	.00	164,214.00	13,657.36	62,823.00	150,096.17	(48,705.17)	130	246,504.38
62235	OFFICE EQUIPMENT MAINT	11,900.00	.00	11,900.00	.00	112.50	6,736.36	5,051.14	58	9,512.57
62245	OTHER EQMT MAINTENANCE	1,117.00	.00	1,117.00	.00	.00	165.61	951.39	15	1,869.22
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	198.42	.00	2,381.04	(.04)	100	.00
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	141.67	.00	1,700.04	(.04)	100	.00
62315	POSTAGE	.00	.00	.00	.00	.00	.00	.00	+++	460.00
64015	NATURAL GAS	25,000.00	.00	25,000.00	3,155.03	.00	28,705.06	(3,705.06)	115	31,382.20
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(78.00)
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	1,425.31	.00	17,201.02	(7,201.02)	172	10,243.16
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	3,659.63	1,837.00	27,334.93	828.07	97	37,108.50
65060	MATER. TO MAINT. AUTOS	.00	.00	.00	(646.25)	.00	.00	.00	+++	.00
65126	BIOTERRORISM GRANT EXPENSES	.00	.00	.00	.00	.00	.00	.00	+++	(48.58)
66025	TRANSFER TO DEBT SERVICE - ERI	5,067.00	.00	5,067.00	422.25	.00	5,067.00	.00	100	5,107.16
69600	TRANSFER TO FLEET	.00	.00	.00	.00	.00	.00	.00	+++	2,381.04
69601	TRANSFER TO EQUIPMENT REPLACEMENT	.00	.00	.00	.00	.00	.00	.00	+++	1,700.04
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$660,702.00	\$0.00	\$660,702.00	\$71,656.12	\$64,772.50	\$658,400.05	(\$62,470.55)	109%	\$672,615.27



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Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	422,744.00	.00	422,744.00	58,023.25	.00	451,077.36	(28,333.36)	107	324,778.83
61050	PERMANENT PART-TIME	96,370.00	.00	96,370.00	8,764.42	.00	67,721.23	28,648.77	70	92,376.59
61415	TERMINATION PAYOUTS	.00	.00	.00	2,113.85	.00	2,113.85	(2,113.85)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,951.33	(1,951.33)	+++	1,714.32
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	3,395.21	(3,395.21)	+++	.00
61510	HEALTH INSURANCE	94,223.00	.00	94,223.00	8,669.66	.00	95,040.78	(817.78)	101	62,675.40
61615	LIFE INSURANCE	288.00	.00	288.00	24.00	.00	288.00	.00	100	275.88
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	728.57	.00	7,256.33	(56.33)	101	6,444.24
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	121.43	.00	1,209.39	(9.39)	101	1,205.04
61710	IMRF	59,102.00	.00	59,102.00	7,570.90	.00	61,337.47	(2,235.47)	104	47,522.89
61725	SOCIAL SECURITY	32,661.00	.00	32,661.00	3,506.30	.00	30,312.07	2,348.93	93	23,821.15
61730	MEDICARE	7,638.00	.00	7,638.00	989.77	.00	7,536.49	101.51	99	6,036.23
62185	CONSULTING SERVICES	15,000.00	.00	15,000.00	635.00	.00	10,822.50	4,177.50	72	1,405.00
62210	PRINTING	1,800.00	.00	1,800.00	20.92	.00	6,728.59	(4,928.59)	374	6,640.97
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	(455.00)	.00	.00	.00	+++	.00
62275	POSTAGE CHARGEBACKS	1,500.00	.00	1,500.00	229.43	.00	1,844.91	(344.91)	123	.00
62290	TUITION	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
62295	TRAINING & TRAVEL	20,000.00	.00	20,000.00	335.97	.00	12,934.51	7,065.49	65	33,575.80
62315	POSTAGE	5,000.00	.00	5,000.00	392.00	.00	5,418.82	(418.82)	108	7,634.35
62340	COMPTER LICENSE & SUPP	.00	.00	.00	(650.00)	.00	.00	.00	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	(293.54)	.00	.00	.00	+++	41.96
62360	MEMBERSHIP DUES	1,430.00	.00	1,430.00	1,000.00	.00	2,549.00	(1,119.00)	178	2,625.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	1,022.33	1,965.00	14,232.96	(3,929.96)	132	12,267.96
62431	ARMORED CAR SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	388.62
62506	WORK- STUDY	400.00	.00	400.00	267.50	.00	906.50	(506.50)	227	347.22
62705	BANK SERVICE CHARGES	.00	.00	.00	338.45	.00	3,872.78	(3,872.78)	+++	2,892.27
64015	NATURAL GAS	.00	.00	.00	(815.80)	.00	.00	.00	+++	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	384.51	.00	1,863.69	336.31	85	1,883.41
65040	JANITORIAL SUPPLIES	.00	.00	.00	(7.74)	.00	.00	.00	+++	.00
65095	OFFICE SUPPLIES	38,550.00	.00	38,550.00	6,002.63	2,950.96	24,913.06	10,685.98	72	23,640.65
65100	LIBRARY SUPPLIES	.00	.00	.00	(334.02)	.00	.00	.00	+++	.00
65125	OTHER COMMODITIES	718.00	.00	718.00	.00	.00	.00	718.00	0	58.09
65555	PERSONAL COMPUTER EQUIPMENT	.00	.00	.00	(1,390.50)	.00	.00	.00	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	12,724.00	.00	12,724.00	1,060.33	.00	12,723.96	.04	100	12,279.00
66030	MEDICAL INSURANCE	40,000.00	.00	40,000.00	3,333.33	.00	39,999.96	.04	100	5,898.00
66148	TRSF OUT TO GEN FUND FROM LIBR	210,000.00	.00	210,000.00	17,500.00	.00	210,000.00	.00	100	.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,103,016.00	\$0.00	\$1,103,016.00	\$119,087.95	\$4,915.96	\$1,078,050.75	\$20,049.29	98%	\$678,428.87



Budget Performance Report

Fiscal Year to Date 12/31/14

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
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUES	5,512.00	.00	5,512.00	.00	.00	.00	5,512.00	0	.00
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	7,650.00	2,350.00	76	10,000.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	.00	.00	+++	14,850.00
65100	LIBRARY SUPPLIES	19,423.00	.00	19,423.00	3,646.61	.00	19,215.81	207.19	99	8,036.38
65125	OTHER COMMODITIES	1,610.00	.00	1,610.00	.00	.00	.00	1,610.00	0	.00
65126	BIOTERRORISM GRANT EXPENSES	.00	.00	.00	.00	.00	.00	.00	+++	48.58
65630	LIBRARY BOOKS	.00	.00	.00	818.91	.00	4,018.96	(4,018.96)	+++	2,635.43
Business Unit 4850 - LIBRARY GRANTS Totals		\$36,545.00	\$0.00	\$36,545.00	\$4,465.52	\$0.00	\$30,884.77	\$5,660.23	85%	\$35,570.39
Department 48 - LIBRARY Totals		\$5,912,973.00	\$0.00	\$5,912,973.00	\$666,364.79	\$114,664.57	\$5,723,504.45	\$74,803.98	99%	\$5,235,659.04
EXPENSE TOTALS		\$5,912,973.00	\$0.00	\$5,912,973.00	\$666,364.79	\$114,664.57	\$5,723,504.45	\$74,803.98	99%	\$5,235,659.04
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		5,912,974.00	.00	5,912,974.00	292,399.25	.00	6,065,728.02	(152,754.02)	103	4,965,736.86
EXPENSE TOTALS		5,912,973.00	.00	5,912,973.00	666,364.79	114,664.57	5,723,504.45	74,803.98	99	5,235,659.04
Fund 185 - LIBRARY FUND Totals		\$1.00	\$0.00	\$1.00	(\$373,965.54)	(\$114,664.57)	\$342,223.57	(\$227,558.00)		(\$269,922.18)
Grand Totals										
REVENUE TOTALS		5,912,974.00	.00	5,912,974.00	292,399.25	.00	6,065,728.02	(152,754.02)	103	4,965,736.86
EXPENSE TOTALS		5,912,973.00	.00	5,912,973.00	666,364.79	114,664.57	5,723,504.45	74,803.98	99	5,235,659.04
Grand Totals		\$1.00	\$0.00	\$1.00	(\$373,965.54)	(\$114,664.57)	\$342,223.57	(\$227,558.00)		(\$269,922.18)

**CITY OF EVANSTON
PROFESSIONAL SERVICES AGREEMENT**

The parties referenced herein desire to enter into an agreement for professional services for Evanston Public Library Volunteer Management and Recruitment (“EPL Volunteer Management”).

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this ___ day of _____, 20___, between the Evanston Public Library, an Illinois municipal public library with a main library and administrative offices located at 1703 Orrington Avenue, and branches at 900 Chicago Avenue and 2026 Central Street in Evanston Illinois 60201 (hereinafter referred to as the “Library”), and Mary Kling, with offices located at **[Insert address here]**, (hereinafter referred to as the “Consultant”). Compensation for all basic Services (“the Services”) provided by the Consultant pursuant to the terms of this Agreement shall not exceed \$20,000.

I. COMMENCEMENT DATE

Consultant shall commence the Services on February 18, 2015 or no later than three (3) DAYS AFTER The Library executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by February 18, 2016. This Agreement may be renewed after an initial term for up to three (3) one year extensions. No renewal shall begin until agreed to in writing by both parties prior to the completion date of the Agreement.

III. PAYMENTS

The Library shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A – Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the Library in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the “Services”) set forth here: Services are those as defined in Exhibit A. Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit B).

V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by the Library, or by others at Library's direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of the Library while working and to perform its Services in a manner which does not unreasonably interfere with the Library's business and operations, or the business and operations of other tenants and occupants in the Library which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of Library or other parties that may be affected in connection therewith. If requested by the Library, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the Library, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker's Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its sub consultants provide false information, or fail to be or remain in compliance with this Agreement, the Library may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

The Consultant shall obtain prior approval from the Library prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this Agreement, the sub consultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the Library's prior written consent. The Consultant shall be responsible for the accuracy and quality of any sub consultant's work.

All sub consultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every sub consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the Library, other Library contractors, the City of Evanston, other municipalities and local government officials, public utility companies, and others, as may be directed by the Library. This shall include attendance at meetings, discussions and hearings as requested by the Library. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the Library in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified in writing and after approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

B. Representation and Warranties. Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

C. Termination. Library may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the Library terminates this agreement, the Library will make payment to Consultant for Services performed prior to termination. Payments made by the Library pursuant to this Agreement are subject to sufficient appropriations made by the Evanston Public Library and appropriations approved by Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the Evanston Public Library and approved by the City Council, the Library's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the Library shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the Library any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the Library related to the Services herein.

- D. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of the Evanston Public Library or City of Evanston. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of the Evanston Public Library or City of Evanston. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of the Evanston Public Library or City of Evanston. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.
- E. Conflict of Interest.** Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of the Library or City of Evanston in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to the Library and consented to in writing to the Library.
- F. Ownership of Documents and Other Materials.** All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of the Library, and the Library shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of the Library, during any stage of the Services, Consultant shall promptly deliver all such materials to the Library. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of the Library, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.
- G. Payment.** Invoices for payment shall be submitted by Consultant to Library at the address set forth above, together with reasonable supporting documentation, Library may require such additional supporting documentation as Library reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after Library's receipt of an invoice and all such supporting documentation.
- H. Right to Audit.** Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by Library or Library's authorized employees, agents or

representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide Library an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of Library's expenses for and in connection with the audit respecting such invoice.

I. Indemnity. Consultant shall defend, indemnify and hold harmless the Library and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the Library, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the Library and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the Library and City of Evanston has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel and the Library, if the settlement requires any action on the part of the City or the Library.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v.*

Cyclops Welding Corporation, 146 Ill. 2d 155 (1991). The Library and City of Evanston, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-Consultants' work. Acceptance of the work by the Library will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

J. Confidentiality. In connection with this Agreement, Library may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for Library. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by Library as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for Library to any person, firm or corporation or use the same in any manner whatsoever without first obtaining Library's written approval, and (iii) not to disclose to Library any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the Library has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the Library that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the Library so that the Library may comply with the request within the required timeframe. The Library and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the Library from and against all claims arising from the Library's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the Library with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the Library and the City, shall not be a violation of this Section.

K. Use of Library's Name or Picture of Property. Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of Library's name nor the name of any affiliate of the Library or City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party without the implied or express consent of the Library's Director. After termination of this Agreement, Consultant shall be prohibited from using or permitting the use of Library's name nor the name of any affiliate of the Library or City, nor any picture of or reference to its Services in any advertising, promotional or other materials

L. No Assignments or Subcontracts. Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without Library's express prior written approval. Any attempt to do so without the Library's prior consent shall, at Library's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of Library.

M. Compliance with Applicable Statutes, Ordinances and Regulations. In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the Library deems it reasonably necessary for security reasons, the Library may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the Library does not pass the background check.

N. Liens and Encumbrances. Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmen's or other such lien claims, or rights to place a lien upon Library or City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by Library. Consultant shall protect Library and City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any sub Consultant, supplier or materialmen, or other person, firm or corporation,

upon Library or City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

O. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to Library as follows: Evanston Public Library, 1703 Orrington Avenue, Evanston, Illinois 60201, Attention: Library Director and to Consultant at the address first above set forth, or at such other address or addresses as Library or Consultant may from time to time designate by notice given as above provided.

P. Attorney's Fees. In the event that the Library commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the Library shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.

Q. Waiver. Any failure or delay by Library to enforce the provisions of this Agreement shall in no way constitute a waiver by Library of any contractual right hereunder, unless such waiver is in writing and signed by Library.

R. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

S. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The Library shall not enter into binding arbitration to resolve any dispute under this Agreement. The Library does not waive tort immunity by entering into this Agreement.

T. Time. Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the Library.

V. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

VI. EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other

applicable law, the Consultant may be declared nonresponsible and therefore ineligible for future contracts or subcontracts with the Library, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

A. That it will not discriminate against any employee or applicant for employment or volunteer because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications and volunteer position descriptions to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees or volunteers placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

VII. SEXUAL HARASSMENT POLICY

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

A. The illegality of sexual harassment;

B. The definition of sexual harassment under State law;

C. A description of sexual harassment utilizing examples;

D. The Consultant's internal complaint process including penalties;

E. Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and

F. Protection against retaliation as provided to the Department of Human Rights.

VIII. CONSULTANT CERTIFICATIONS

- A.** Consultant acknowledges and agrees that should Consultant or its sub consultant provide false information, or fail to be or remain in compliance with the Agreement, the Library may void this Agreement.
- B.** Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 et seq.) and applicable rules in performance under this Agreement.
- C.** If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.
- D.** Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).
- E.** In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.
- F.** Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.
- G.** If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.
- H.** Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

IX. INTEGRATION

This Agreement, together with Exhibits A, and B sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the

terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT:

**EVANSTON Public Library
1703 ORRINGTON AVENUE
EVANSTON, IL 60201**

By _____

By: _____

Its: _____

Its: Library Director

FEIN Number: _____

Date: _____

Date: _____

EXHIBIT A

In consultation with the Library Director and staff as designated, the Consultant will perform the following duties on behalf of the Library:

- Communicate regularly with staff regarding needs
- Respond to inquiries from prospective volunteers by email and/or phone
- Check references of prospective volunteers
- Interview prospective volunteers
- Place volunteers with staff
- Use Volunteer Evanston website to receive referrals, log hours for volunteers who do not use a computer, verify hours logged, post new volunteer opportunities, update on-going opportunities, remove old opportunities
- Schedule Computer Lab volunteers and their substitutes
- Send notes of thanks to volunteers
- Coordinate between staff and groups of volunteers (Kellogg Cares, NU Gives Back, Greek Day of Service, APO, Rotary International, etc.)
- Write letters of recommendation for volunteers
- Submit information to various community newsletters to highlight outstanding volunteers
- Strengthen our partnership with ETHS to increase the number of student volunteers
- Refine volunteer application process, to include using EPL website to facilitate access to volunteer information.
- Track volunteer hours and make periodic reports to administration
- Attend staff meetings and other volunteer-related meetings (City, CALVAN, ICOVA)
- Use Raiser's Edge volunteer component to maintain volunteer database

- Assist with annual Donor/Volunteer Recognition event
- Assist with background check process for volunteers who will work with sensitive populations

EXHIBIT B

The consultant will submit a monthly report that includes the following detail in support of the monthly payment of \$1,666:

Exhibit B: Documentation of Efforts to Fulfill Contract

Emails received/sent

Phone conversations

Interviews

Interaction with EPL Staff

Projects, completed

Projects, on-going

Record and report weekly: dates, times worked and work completed



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Approval of 2015 Purchase of Library Automation Services from Cooperative Computer Services

Date: February 13, 2015

Recommended Action:

Staff recommends approval of the single source purchase of library automation services (\$92,600) and OCLC cataloging records (\$14,100) from Cooperative Computer Services (3355J N. Arlington Heights Rd., Arlington Heights, IL) for FY2015.

Funding Source:

Funding in the amount of \$106,700 will be from the Library Fund's Technical Services Internet Solution Provider account (185.48.4835.62341).

Summary:

Cooperative Computer Services (CCS) is a partnership providing an integrated library automation system (ILS) for the Evanston Public Library and 22 other CCS member public libraries located in the north and northwest suburbs of Chicago. This shared resource allows the member libraries to recognize significant cost savings through group purchasing power. CCS is an Intergovernmental Instrumentality formed under the Illinois state constitution to administer the system on behalf of its member libraries, which fund virtually all its activities. The City of Evanston entered into an inter-governmental agreement with CCS in 2005.

In Evanston, CCS supports 60,406 registered borrowers and the circulation of 1,056,243 items (2013 data) through the Library's selection of materials, cataloging, public catalogs, circulation (including payment of bills and fines), interlibrary loan, other resource sharing activities and access to databases inside and outside the Library by providing the technical support for the computer hardware and software infrastructure, thus saving the City the costs of maintaining a separate standalone system.

Agenda Item 9.B

CCS libraries check out almost ten million items a year using the system, and send hundreds of thousands of books and other media back and forth to serve the needs of customers. This ILS is fully compatible with the City's computing infrastructure and uses a web-based architecture that has a minimal impact on the City's technology resources. This purchase covers the Evanston Public Library's annual share of these services.

The primary users are the library customers and staff who depend on this automated system to provide the online catalog of materials and circulation system. Customers and staff use the online catalog both in the library and remotely to determine if the library owns an item, whether it's checked out or available and where it's located; and the online circulation feature provides the mechanism for checking materials in and out, and placing holds or renewing items on-line. Because all the members of the consortium share the same ILS, Evanston customers and staff have immediate access to the catalogs of all the member libraries, greatly expanding the number of available books and other materials than would otherwise be available if the library had a standalone automation system.

Legislative History:

The City Council approved an intergovernmental agreement with Cooperative Computer Services for the provision of library automation services in 2005.

IPLAR

As Secretary of State and State librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

IDENTIFICATION (1.1 - 1.37)

1.1ISL Control # [PLSC 151, PLSC 701]	30265
1.2ISL Branch # [PLSC 151, PLSC 701]	00
1.3aFSCS ID [PLSC 150, PLSC 700]	IL0172
1.3bFSCS_SEQ [PLSC 700]	002
1.4aLegal Name of Library [PLSC 152]	Evanston Public Library
1.4bIf this locked question's answer has changed, then enter the updated answer here.	
1.5aFacility Street Address [PLSC 153]	1703 Orrington Avenue
1.5bIf this locked question's answer has changed, then enter the updated answer here.	
1.6aFacility City [PLSC 154]	Evanston
1.6bIf this locked question's answer has changed, then enter the updated answer here.	
1.7aFacility Zip [PLSC 155]	60201
1.7bIf this locked question's answer has changed, then enter the updated answer here.	
1.8aFacility Zip +4 [PLSC 156]	3827
1.8bIf this locked question's answer has changed, then enter the updated answer here.	
1.9aMailing Address [PLSC 157]	1703 Orrington Avenue
1.9bIf this locked question's answer has changed, then enter the updated answer here.	
1.10aMailing City [PLSC 158]	Evanston
1.10bIf this locked question's answer has changed, then enter the updated answer here.	
1.11aMailing Zip [PLSC 159]	60201
1.11bIf this locked question's answer has changed, then enter the updated answer here.	
1.12aMailing Zip +4 [PLSC 160]	3827
1.12bIf this locked question's answer has changed, then enter the updated answer here.	
1.13aLibrary Telephone Number [PLSC 162]	847-448-8600
1.13bIf this locked question's answer has changed, then enter the updated answer here.	
1.14aLibrary FAX Number	847-866-0313
1.14bIf this locked question's answer has changed, then enter the updated answer here.	
1.15WWW Home Page	http://epl.org

Library Director's Information

1.16Name	Karen Danczak Lyons
1.17Title	Library Director
1.18Library Director's E-mail	kdanczaklyons@cityofevanston.org

Library Information

1.19aType of library	City
1.19bIf this locked question's answer has changed, then enter the updated answer here.	
1.19cLegal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19dGeographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20Is your library a combined public and school library?	No
1.21Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

1.22IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	-1
1.22IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	-1

Administrative Information

1.23aCounty in which the administrative entity is located [PLSC 161]	Cook
1.23bIf this locked question's answer has changed, then enter the updated answer here.	
1.23cMetropolitan Status Code [PLSC 710]	Metropolitan Area, but Not Within Central City Limits
1.24Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26aPopulation residing in tax base (Use the latest official federal census figure) [PLSC 208]	74,486
1.26bIf this locked question's answer has changed, then enter the updated answer here.	
1.27If the population has changed from the prior year's answer, then indicate the reason.	-1
1.28aThis library is currently a member of what Illinois library system?	RAILS
1.28bIf this locked question's answer has changed, then enter the updated answer here.	
1.28cInterlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30Does this library have paid staff?	Yes
1.31Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33Is this library supported in whole or in part with public funds?	Yes
1.34Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35Number of Central Libraries [PLSC 209]	1
1.36Outlet Type Code [PLSC 709]	Central Library
1.37Administrative Structure Code [PLSC 202]	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

EVANSTON PUBLIC LIBRARY 2015

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.17)

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2 Total number of branch libraries [PLSC 210]	2

Branch Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If this locked question's answer has changed, then enter the updated answer here.
NORTH BRANCH	North Branch	
SOUTH BRANCH	Chicago Ave/Main St Branch	

ISL #

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
NORTH BRANCH	30265	3026502
SOUTH BRANCH	30265	3026501

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If this locked question's answer has changed, then enter the updated answer here.
NORTH BRANCH	2026 Central St.	
SOUTH BRANCH	900 Chicago Avenue	

Address

Location	2.7a City [PLSC 704]	2.7b If this locked question's answer has changed, then enter the updated answer here.	2.8a Zip [PLSC 705]	2.8b If this locked question's answer has changed, then enter the updated answer here.	2.9a Zip +4 [PLSC 706]	2.9b If this locked question's answer has changed, then enter the updated answer here.
NORTH BRANCH	Evanston		60201		2218	
SOUTH BRANCH	Evanston		60202		4557	

County & Phone

Location	2.10a County [PLSC 707]	2.10b If this locked question's answer has changed, then enter the updated answer here.	2.11a Telephone [PLSC 708]	2.11b If this locked question's answer has changed, then enter the updated answer here.
NORTH BRANCH	Cook	-1	8478660330	
SOUTH BRANCH	Cook	-1	8479050764	

Square Feet

Location	2.12a Square Footage [PLSC 711]	2.12b If this locked question's answer has changed, then enter the updated answer here.	2.12c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORTH BRANCH	3,510		-1
SOUTH BRANCH	691		-1

IDs

Location	2.13 Outlet Type Code [PLSC 709]	2.14 FSCS ID [PLSC 700]	2.15 FSCS_SEQ [PLSC 700]
NORTH BRANCH	Branch Library	IL0172	003
SOUTH BRANCH	Branch Library	IL0172	004

Hours

Location	2.16 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.17 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]
NORTH BRANCH	2,058	49
SOUTH BRANCH	2,184	52

ANNUAL REPORT DATA (3.1 - 3.7)

3.1Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2014
3.2Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2014
3.3Number of months in this fiscal year	12
3.4Name of person preparing this annual report	Paul Gottschalk
3.5Telephone Number	847-448-8656
3.6FAX Number	847-866-0313
3.7E-Mail Address	pgottschalk@cityofevanston.org

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2014/2015?	No
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Referenda dates

If in the last year, or in the period before filing this report, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action.

4.7 Conversion - Effective Date (mm/dd/year)	-1
4.8 Annexation - Effective Date (mm/dd/year)	-1
4.9 Other (please specify)	-1
4.10 Other - Effective Date (mm/dd/year)	-1
4.11 Other (please specify)	-1
4.12 Other - Effective Date (mm/dd/year)	-1

EVANSTON PUBLIC LIBRARY 2015**CURRENT LIBRARY BOARD (5.1 - 5.14)**

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	-1

Members

5.5 Name	Benjamin H. Schapiro
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2015
5.8 Telephone Number	847-826-1083
5.9 E-mail Address	BenjaminSchapiro@epl.org
5.10 Home Address	150 Dewey Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip	60202
5.14 Zip +4	3762

Second member

5.5 Name	Tori Foreman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2016
5.8 Telephone Number	847-738-1387
5.9 E-mail Address	ToriForeman@epl.org
5.10 Home Address	936 Sherman Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip	60202
5.14 Zip +4	1704

Third member

5.5 Name	Vaishali Patel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	847-859-3676
5.9 E-mail Address	vaishalipatel@epl.org
5.10 Home Address	2026 Grant Street
5.11 City	Evanston
5.12 State	IL
5.13 Zip	60201
5.14 Zip +4	2539

Fourth member

5.5Name	Margaret Lurie
5.6Trustee Position	Secretary
5.7Present Term Ends (mm/year)	06/2017
5.8Telephone Number	847-492-9821
5.9E-mail Address	MargaretLurie@epl.org
5.10Home Address	641 Sheridan Sq
5.11City	Evanston
5.12State	IL
5.13Zip	60202
5.14Zip +4	3186

Fifth member

5.5Name	Leora Siegel
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	06/2016
5.8Telephone Number	847-767-0402
5.9E-mail Address	LeoraSiegel@epl.org
5.10Home Address	2128 Forestview Road
5.11City	Evanston
5.12State	IL
5.13Zip	60201
5.14Zip +4	2008

Sixth member

5.5Name	Shawn Iles
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	06/2017
5.8Telephone Number	847-859-2179
5.9E-mail Address	ShawnIles@epl.org
5.10Home Address	647 Judson Avenue
5.11City	Evanston
5.12State	IL
5.13Zip	60202
5.14Zip +4	2550

Seventh member

5.5Name	Diane Allen
5.6Trustee Position	Treasurer
5.7Present Term Ends (mm/year)	06/2016
5.8Telephone Number	847-869-5749
5.9E-mail Address	DianeAllen@epl.org
5.10Home Address	330 Barton Avenue
5.11City	Evanston
5.12State	IL
5.13Zip	60202
5.14Zip +4	3364

Eighth member

5.5Name	Sandra Smith
5.6Trustee Position	Vice-President
5.7Present Term Ends (mm/year)	06/2015
5.8Telephone Number	847-644-9332
5.9E-mail Address	SandraSmith@epl.org
5.10Home Address	1101 Pitner Ave
5.11City	Evanston
5.12State	IL
5.13Zip	60202
5.14Zip +4	1046

Ninth member

5.5Name	Michael Tannen
5.6Trustee Position	President
5.7Present Term Ends (mm/year)	06/2015
5.8Telephone Number	847-328-7273
5.9E-mail Address	michaeltannen@epl.org
5.10Home Address	1010 Elmwood Ave
5.11City	Evanston
5.12State	IL
5.13Zip	60202
5.14Zip +4	1201

FRIENDS GROUP/FOUNDATION (6.1 - 6.2)

6.1 Does your library have a friends group?	Yes
6.2 Does your library have a library foundation?	No

FACILITY/FACILITIES (7.1 - 7.2)

7.a Total square footage of the main library building [PLSC 711]	112,000
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1
7.2 Total square footage of the branch library building(s), if applicable	4,201
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1

ASSETS AND LIABILITIES (8.1 - 8.13)

PROPERTY

8.1What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$20,000,000
8.2During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

ESTIMATED REPLACEMENT COST

8.8What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$4,000,000
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FISCAL ACCUMULATIONS

8.9Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	Yes
8.10IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7) , 75 ILCS 16/30-65(a)(4)]	Unaudited net operating surplus of \$342,224 in 2014. Revenues exceeded budget by \$152,754 primarily from property tax receipts exceeding budget.

LIABILITIES

8.11Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	No
8.12IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	-1
8.13IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	-1

EVANSTON PUBLIC LIBRARY 2015**OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)**

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

Exclude: revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$5,215,179
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STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$97,108
9.3 Equalization aid grant	\$0
9.4 Personal property replacement tax	\$50,200
9.5 Educate and Automate grants (an IL State Library grant)	\$0
9.6 Other	-1
9.7 If Other, please specify	-1
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$147,308

FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	\$0
9.10 E-Rate funds received	\$0
9.11 Other federal funds received	-1
9.12 If Other, please specify	-1
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	\$0

OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	\$0
9.15a Other receipts intended to be used for operating expenditures	\$667,741
9.15b Other non-capital receipts placed in reserve funds	\$0
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$667,741

TOTAL OPERATING RECEIPTS

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17TOTAL receipts (9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$6,030,228
9.18The library safeguards its funds using which option?	Insurance Policy/Instrument
9.19What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
9.20aIs the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	-1
9.20bIs the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	No
9.21The designated custodian of the library's funds is:	Municipal Corporate Authority
9.22Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No

OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$3,178,289
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$954,536
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$4,132,825
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

EVANSTON PUBLIC LIBRARY 2015

MATERIALS EXPENDITURES (11.1 - 11.4)

Include: All materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed.

Exclude: Charges or fees for interlibrary loans and Expenditures for document delivery.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1Printed Materials [PLSC 353]	\$400,679
11.2Electronic Materials [PLSC 354]	\$150,025
11.3Other Materials [PLSC 355]	\$98,901
11.4TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$649,605

OTHER OPERATING EXPENDITURES (12.1 - 12.3)

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1 All other operating expenditures not included above [PLSC 357]	\$941,084
12.2 TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$5,723,514
12.3 Children's Materials Expenditures	\$117,523

CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)

Include funds received for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

CAPITAL REVENUE

NOTE: Round answers to the nearest whole dollar.

13.1aLocal Government: Capital Income from Bond Sales	\$0
13.1bLocal Government: Other	\$0
13.1cTotal Local Government (13.1a + 13.1b) [PLSC 400]	\$0
13.2State Government [PLSC 401]	\$35,500
13.3Federal Government [PLSC 402]	\$0
13.4Other [PLSC 403]	\$0
13.5If Other, please specify	-1
13.6Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$35,500

CAPITAL EXPENDITURES

13.7Total Capital Expenditures [PLSC 405]	\$71,900
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EVANSTON PUBLIC LIBRARY 2015

PERSONNEL (14.1 - 14.50)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees -- do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1Position Title	Library Director
14.2Primary Work Area Code	Library Director
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$74.99
14.7Total Hours/Week	37.50
14.1Position Title	Community Outreach Librarian
14.2Primary Work Area Code	Other Type of Librarian
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$37.67
14.7Total Hours/Week	37.50
14.1Position Title	Technical Services Manager
14.2Primary Work Area Code	Collection Development Acquisitions
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$34.20
14.7Total Hours/Week	37.50
14.1Position Title	Cataloger
14.2Primary Work Area Code	Cataloging
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$28.58
14.7Total Hours/Week	25.00
14.1Position Title	Youth Services Manager
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$43.71
14.7Total Hours/Week	37.50
14.1Position Title	Young Adult Librarian
14.2Primary Work Area Code	Young Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1

EVANSTON PUBLIC LIBRARY 2015

14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$30.26
14.7Total Hours/Week	37.50
14.1Position Title	Children's Outreach Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$27.60
14.7Total Hours/Week	37.50
14.1Position Title	Children's Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$34.41
14.7Total Hours/Week	37.50
14.1Position Title	Children's Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$26.34
14.7Total Hours/Week	22.00
14.1Position Title	Children's Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$34.75
14.7Total Hours/Week	18.75
14.1Position Title	Branch Manager
14.2Primary Work Area Code	Other Type of Librarian
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$38.79
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Manager
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$47.18
14.7Total Hours/Week	37.50
14.1Position Title	Virtual Services Librarian
14.2Primary Work Area Code	Automation/Technology/Systems
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$38.41
14.7Total Hours/Week	37.50
14.1Position Title	Supervising Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female

EVANSTON PUBLIC LIBRARY 2015

14.6Hourly Rate	\$30.70
14.7Total Hours/Week	37.50
14.1Position Title	Collection Development Librarian
14.2Primary Work Area Code	Collection Development Acquisitions
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$33.74
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$35.09
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$34.75
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$26.61
14.7Total Hours/Week	37.50
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$26.34
14.7Total Hours/Week	20.00
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$35.09
14.7Total Hours/Week	18.75
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Male
14.6Hourly Rate	\$37.75
14.7Total Hours/Week	18.75

Group A Total

14.8Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	17.14
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Group B

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

14.9 Position Title	-1
14.10 Primary Work Area Code	
14.11 Secondary Work Area Code [OPTIONAL]	
14.12 Education Code	
14.13 Sex	
14.14 Hourly Rate	
14.15 Total Hours/Week	-1

Group B Total

14.16 Total Group B: FTE Other Librarians (14.15/40)	0.00
14.17 Total FTE Librarians (14.8 + 14.16) [PLSC 251]	17.14

Group C

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18 Total hours worked in a typical week by all Group C employees	1,209.00
14.19 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$13.18
14.20 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$51.44
14.21 Total FTE Group C employees (14.18 / 40)	30.23

Group D

Full-time/part-time pages or shelvers.

14.22 Total hours worked in a typical week by all Group D employees	181.00
14.23 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.32
14.24 Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$13.18
14.25 Total FTE Group D employees (14.22 / 40)	4.53

Group E

Full-time/part-time building maintenance, security or plant operation employees.

14.26 Total hours worked in a typical week by all Group E employees	167.75
14.27 Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$18.68
14.28 Maximum hourly rate actually paid (convert annual salary to hourly rate)	43.04
14.29 Total FTE Group E employees (14.26 / 40)	4.19
14.30 Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	38.94
14.31 Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	56.09

EVANSTON PUBLIC LIBRARY 2015

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.

14.32Position Title	Children's Librarian
14.33Primary Work Area Code	Children's Services
14.34Education Code	Master's Degree (ALA accredited)
14.35Total Hours/Week	37.50
14.36Number of Weeks Vacant during FY2014/15	26
14.37aAnnual Salary Range Minimum	\$51,381.00
14.37bAnnual Salary Range Maximum	\$65,799.00
14.32Position Title	Latino Outreach Librarian
14.33Primary Work Area Code	Other Type of Librarian
14.34Education Code	Master's Degree (ALA accredited)
14.35Total Hours/Week	37.50
14.36Number of Weeks Vacant during FY2014/15	18
14.37aAnnual Salary Range Minimum	\$51,381.00
14.37bAnnual Salary Range Maximum	\$65,799.00
14.32Position Title	Adult Services Librarian
14.33Primary Work Area Code	Adult Services
14.34Education Code	Master's Degree (ALA accredited)
14.35Total Hours/Week	18.75
14.36Number of Weeks Vacant during FY2014/15	16
14.37aAnnual Salary Range Minimum	\$25,691.00
14.37bAnnual Salary Range Maximum	\$32,900.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2014/2015.

14.38Position Title	-1
14.39Primary Work Area Code	
14.40Education Code	
14.41Total Hours/Week	
14.42Current Status: Filled or Unfilled	
14.43Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2013/14 but was not in the budget for FY2014/15.

14.44Position Title	-1
14.45Primary Work Area Code	
14.46Education Code	
14.47Total Hours/Week	
14.48Date Eliminated (mm/year)	
14.49Last Annual Salary Paid	
14.50Reason Eliminated (i.e. lack of funds or need, etc.)	

SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12.00
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	9.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	9.00
15.13 Sunday Open?	Yes
15.14 Based on a typical Sunday, how many hours was the library open on this day?	6.00
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	4
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,672
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	4,242
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	7,914
15.19 Total annual visits/attendance in the library [PLSC 501]	640,121
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1 Total Number of Adult Programs	902
16.2 Adult Program Attendance	6,129
16.3 Total Number of Young Adult Programs [PLSC 602]	459
16.4 Young Adult Program Attendance	4,638
16.5 Total Number of Children's Programs [PLSC 601]	1,010
16.6 Children's Program Attendance [PLSC 604]	19,873
16.7 Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	2,371
16.8 Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	30,640

REGISTERED USERS (17.1 - 17.4)

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	62,591
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	34
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$260.00
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	62,625
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

EVANSTON PUBLIC LIBRARY 2015**RESOURCES OWNED (18.1 - 18.15)**

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1Books Held at end of the fiscal year [PLSC 450]	401,000
18.2Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	38
18.3Are these counts a volume count OR a title count	Title
18.4Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year	262
18.5Are these counts a volume count OR a title count	Title
18.6Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	401,300
18.7Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year [PLSC 460]	300
18.8E-books Held at end of the fiscal year [PLSC 451]	17,175
18.9aAudio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	17,400
18.9bAudio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	9,129
18.10aDVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	22,768
18.10bDVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	120

Licensed Databases

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11Local License negotiated by the local library	36
18.12State License negotiated by the Illinois State Library [PLSC 457]	22
18.13Other consortia within the state or region	2
18.14Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	60

Children's Holdings

18.15Children's Holdings	177,000
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USE OF RESOURCES (19.1 - 19.13)

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1Number of adult materials loaned	609,766
19.2Number of children's materials loaned [PLSC 551]	465,206
19.3Total number of materials loaned (19.1 + 19.2) [PLSC 550]	1,074,972

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4Books	714,368
19.5Videos/DVDs	224,161
19.6Audios (include music)	73,415
19.7Magazines/Periodicals	173
19.8Other Formats	62,855
19.9TOTAL (Sum of 19.4-19.8)	1,074,972
19.10Number of interlibrary loans loaned to other libraries [PLSC 553]	47,654
19.11Number of interlibrary loans borrowed from other libraries [PLSC 554]	61,286
19.12Does your library participate in reciprocal borrowing?	Yes
19.13IF YES, report the number of materials loaned	90,461
19.14Circulation of Electronic Materials [PLSC 552]	62,855

REFERENCE QUESTIONS (20.1 - 20.3)

Number of reference questions, for the fiscal year, asked.

20.1Adult Department	86,812
20.2Children's Department	41,633
20.3TOTAL (20.1 + 20.2) [PLSC 502]	128,445

AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	201
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	124
21.3 Is your library's catalog automated?	Yes
21.4 Is your library's catalog accessible via the web?	Yes
21.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (22.1 - 22.20)

22.1 Does your library have Internet access?	Yes
22.2 Does your library have wireless Internet access?	Yes
22.2a Wireless Sessions Per Year	-1

What Internet provider(s) does your library use? (Check all that apply)

22.3 Illinois Century Network (ICN)	Yes
22.4 Other	Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	-1

What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)

22.6 DSL	
22.6 Cable	Yes
22.6 Wireless	Yes
22.6 Satellite	
22.6 Fiber	Yes
22.6 Leased Line	
22.6 Network (State, Regional, Municipal)	Yes
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

Internet

22.7 What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
22.8 If Other, please specify	
22.9 Has your library board adopted an Internet public access policy?	Yes
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	98
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	89,729
22.12 Report the annual number of views of your library's homepage	558,484
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
22.14 Does your library utilize Internet filters?	Yes
22.15 IF YES, when did your library start using filters? (mm/year)	08/2005

IF YES, which Internet stations have filters?

	22.16a All	22.16b Some
Staff		
Public		Yes
Children	Yes	
Young Adult	Yes	
Adult		Yes

E-RATE (23.1 - 23.3)

23.1 Did your library apply directly for E-rate (telecommunications discounts) for the fiscal year?	No
23.2 IF YES, what is the dollar amount that your library was awarded for FY2014/15?	-1
23.3 Why did your library NOT participate in the E-rate program?	Complicated process

STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)

24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$12,935
24.2 Does this include travel expenses?	Yes
24.3 How many hours of training did employees receive this year?	1,000.00

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	-1
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PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2014/2015."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

CERTIFICATION PAGE

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CERTIFICATION PAGE

FISCAL YEAR 2014/15

INSTRUCTIONS:

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

[Certification Form](#)

Name of Community	Evanston
Name of Library	Evanston Public Library
Fiscal Year State Date:	03/01/2014
Fiscal Year End Date:	02/29/2015

Certification:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director	Karen Danczak Lyons	02/18/2015
President	Michael M. Tannen	02/18/2015
Secretary	Margaret Lurie	02/18/2015

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
2. Review the form and resolve any required fields or edit checks, they will be highlighted in red. In the case of Edit Checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select Submit/Lock NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information.