



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, APRIL 15, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, April 15, 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 March 18, 2015 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Acceptance of "Sisters in Crime" Grant

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Collection Development Presentation (Karen Hansen)
- B. Summer Reading Program Presentation (Laura Antolin and Renee Neumeier)
- C. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

- A. Development Committee (Margaret Lurie)
- B. Executive Committee (Michael Tannen)

8. BOARD DEVELOPMENT

9. NEW BUSINESS

- A. Approval of Chicago Avenue/Main Street Branch Lease Extension
- B. Approval of National Able Network Lease Extension
- C. Approval of Change in Non-Resident Card Fee
- D. Appointment of Nominating Committee (Michael Tannen)
- E. Closed Session - Personnel (Michael Tannen)

10. ADJOURNMENT

Next Meeting: May 20, 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, March 18, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Tori Foreman, Shawn Iles, Vaishali Patel, Leora Siegel, Michael Tannen

Members Absent: Diane Allen, Margaret Lurie, Benjamin Schapiro, Sandra Smith

Staff: Karen Danczak Lyons, John Devaney, Paul Gottschalk

Guests: Bob Siedenber (Evanston Review)

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:31 pm.

CITIZEN COMMENT - none

CONSENT AGENDA – Approval of the Meeting Minutes of the February 18, 2015 regular meeting and approval of the bills and payroll.

Leora Siegel moved, and Tori Foreman seconded, a motion to approve the consent agenda consisting of the minutes of the February 18th regular meeting and the bills and payroll -- the motion passed unanimously in a voice vote.

INFORMATION/COMMUNICATIONS – none

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

Staff Development Day will be April 17th. Representative from Oakton Community College will share information about OCC services of value to library patrons and staff.

The Library’s donor and volunteer receptions will be held May 7th and we’re honored to have guest speaker Col. Jennifer Pritzker.

The third in our series of programs in partnership with Northwestern University’s Middle East and North African Studies Program (MENA) will be presented on Monday, April 13: Lecture Title: “Four Myths about the Middle East”.

NEW BUSINESS

Michael Tannen introduced a Resolution of Support for the Crown Center Branch Library (copy attached). This resolution is intended to provide formal Library Board support for the Crown Branch in a deliberate, transparent fashion and empower the Library Director to develop a service and funding plan for the branch.

Motion by Shawn Iles, second by Vaishali Patel – approve the resolution of support for the Crown Community Center branch library as presented. Passed unanimously on a roll call vote.

FACILITIES OVERVIEW AND PLANNING PRESENTATION

Facilities Manager John Devaney reviewed the ongoing routines and special projects of the maintenance and security staff. These individuals work every day of the year and almost every hour the Library is open. Safety and security of patrons and staff is the highest priority. Major improvement projects underway include the HVAC renovations, weatherproofing, and garage repairs.

ADMINISTRATIVE SERVICES REPORT – Paul Gottschalk reported on the status of hiring key positions.

BOARD REPORTS – there were no committee reports.

BOARD DEVELOPMENT

The United for Libraries “Library Advocacy” video was shown.

CLOSED SESSION – Michael Tannen read the official language for convening a Closed Executive session for personnel matters. Motion by Vaishali Patel, second by Leora Siegel – move into Closed Session. Approved on a unanimous roll call vote. The Board moved into Closed Session at 7:45 p.m.

The Board re-convened into Open Session at 8:10 pm.

ADJOURNMENT Leora Siegel moved, second by Tori Foreman – adjournment of the meeting. The motion passed on a voice vote. Adjourned at 8:12 pm.

Respectfully Submitted,

Tori Foreman, Acting Secretary

Library Director's Report
March 18, 2015

Updates:

- Throughout February, the Evanston Public Library promoted reading to our youngest children through "*Winter Words: Read and Talk with Your Young Child.*" The program, which featured a reading log, prize books, staff recommendations and a fun craft, was for children from birth through age 3 years.

Early exposure to words, language and reading is a key component of future success in school and beyond. In 2014, The American Academy of Pediatrics, representing 62,000 pediatricians, made it policy to promote reading to children from birth. Studies show that children who are talked to frequently from birth are significantly better prepared for school success. The Library is also piloted the program at a number of home daycare facilities in Evanston and reached out to families with very young children throughout the community.

Results:

We had 194 patrons register for Winter Words and 81 complete 14 days of reading and come back for a free book, for a completion rate of approximately 41%.

In response to the question of how often the parents read to their children:

4 or more times a week	175
At least twice a week	11
Occasionally	4
Never	0
Not answered	4

Laura Antolin delivered a Winter Words Reading Log, flyers for the families and a Button Sorting activity to all 10 Home Providers. She explained the program to all 10 providers and was invited into 8 of the 10 houses and had extended conversations about the reading program as well as what they were doing with their children. They were all really grateful and excited for the Button Sorting activity and in 2 cases, handed it out to their children while Laura was there. As of 2/27, she heard back from 3 of the providers who are ready for Laura to pick up their Reading Logs and deliver their book prizes. Laura wants to find ways to continue supporting these Providers with activities – they appreciated having something new to introduce to their children

- A wonderful time was had by all as 111 patrons of all ages filled the large community room on March 9th and met Dav Pilkey of Captain Underpants fame and 2015 Caldecott Award-winning artist Dan Santat (*The Adventures of Beekle*)! They celebrated the publication of Ricky Ricotta's *Mighty Robot vs. the Stupid Stinkbugs from Saturn*, the sixth book in the Ricky Ricotta series, featuring Dan Santat's brand-new full color illustrations! The authors discussed their collaboration and autographed copies made available for purchase. A special thanks and sincere appreciation to the following EPL staff: Brian Wilson who organized the event, handled logistics and welcomed everyone; Martha Meyer who distributed tickets and organized the book signing, Robin Sindelar

who helped with checking people in, and our invaluable Maintenance/Security team: Ray Wade did a beautiful job setting up the room and helped with the AV, Roger Smith helped in a pinch when the author had some AV problems with his computer presentation, Justin McCray handled security and was beyond helpful. The authors and sponsor were extremely impressed with the manner in which this program was produced. To show his appreciation, Dav Piley and his wife presented Brian with a check that is being added to our endowment .

- Thanks to the efforts of two of our newest Librarians, EPL is adding new and clever programming that will appeal to our younger adult patrons (20's – 40s) including a new science fiction book club created and facilitated by Lorena Neal and a series titled Chat Room created and produced by Ben Remsen. The Chat Room brings patrons together outside the library for a one-time meeting that's like a book discussion, but which covers something other than a book -- a TV show, a podcast, a movie, etc. This coming Thursday, Ben has scheduled the second Chat Room event, this time to be held at Prairie Moon to discuss the new season of House of Cards. Last month, Ben hosted a successful tour of Temperance brewery. Despite snowfall all day and sub-freezing temperatures, 28 people came out for an enlightening and funny tour from one of the two head brewers. By Ben's count, 15 of those people were in the 20s and 30s demographic (though this is just Ben profiling them -- he didn't ask participants' ages). Afterwards at least a dozen participants stuck around the brewery to socialize, continue to chat with the brewer, and browse EPL books that Ben had brought with him on beer and brewing. Ben also talked to many participants who stuck around and was given very positive feedback, including several people saying that this wasn't the sort of thing they expected from a library.
- Affordable Care Act enrollment update from PEER and Connections:
 - Medicaid – 57 enrolled
 - ACA – 89 enrolled
 - Patron Visits – 465

Enrollment is ongoing as there is currently a Special Enrollment Period which lasts through 4/15/15. Navigators are available in the Newberry Room in the main library, 7 days per week.

- Jill Skwerski continues to find new approaches to serving our Veterans. We recently hosted an information table for Veteran Services in the lobby of the main library and will host a Veterans Resource Fair in June.
- Following up on the very successful Resource Fair which she produced earlier this year, Jill Skwerski has worked with Evanston CASE to create a program on “How to Advocate for your Special Needs Child at School” which will be presented on March 25th. Please refer to our calendar or the flyer at the end of my report.
- Thanks to the hard work of our Book Sale volunteers and staff, the book sale brought \$17,231 in revenue – which will be used to purchase new books. With the support of our staff, we accepted credit card purchases for the first time.

- Our second annual Donor and Volunteer Recognition Reception on May 7th will feature a presentation by Jennifer Pritzker, Colonel (IL) , Illinois Army National Guard (Retired) President & CEO Tawani Enterprises and Founder & Chairwoman Pritzker Military Museum and Library titled:

“Over There”

100 Years Later: How the War to End All Wars is still being fought

Assessments, metrics and initiative results:

Foot traffic:	January, 2015	February, 2015
Main:	43,044	37,843
North:	3,751	3,749
CAMS:	4,405	3,446
Total:	51,200	45,038

Website visits in January: 47,099 February: 41,344

Overall Computer/Internet Use – all locations: January: 6,944 February: 5,902

Wi-Fi usage – all three locations for January: 12,364 February: 11,154

Services and collaborations:

- The second in our series of programs in partnership with Northwestern University’s Middle East and North African Studies Program (MENA) was another success. On March 2nd Ussama Makdisi, a history professor and the first holder of the Arab-American Educational Foundation chair of Arab Studies at Rice University, spoke to an audience of about 50 people on the topic “The Rise of Sectarianism in the Middle East in an Age of Western Hegemony: 1860 – 2014”.
- *Teen Services highlights include:* Renee Neumeier and Ashley Hamernik visited a 3rd grade classroom at Roycemore to teach the students how to use Tinkercad. The class is learning about bridges and the teacher was hoping to use Tinkercad to construct the bridges instead of the traditional popsicle sticks. Using a “Build-a-Boat” tutorial on the Tinkercad site, Ashley led the students through the tutorial step-by-step, explaining what and how to do things in Tinkercad. There were a number of adults in the classroom to assist with questions—and there were a lot of them—but the kids were quick to learn. Renee and Ashley were able to respond and troubleshoot most of the questions asked and they left the students with the tools to begin creating (or at least tinkering) their own bridge. EPL Loft staff will use our 3D printer to produce their designs.

Haven Middle School sixth graders all made their way over to North Branch during February. During their visits Renee highlighted teen programs and services that they might be interested and then did some book talking with the Haven librarian, Amy Odwarka. Tons of books were

checked out and the North Branch staff worked quickly to assist students as they checked out materials and updated their cards if needed.

Teen DIY:

This month we offered sock crafts and felties at North and CAMS. The sock crafts program at CAMS had about 6 attendees 3 were teens and 3 were younger kids. The teens had never been to CAMS before and liked the program. Teen DIY:

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- Fleetwood Jourdain After school:

Laura Antolin brought Squishy Circuits and LittleBits on February 25 for the 3rd-5th graders. They talked about basic circuits and then the kids worked together to figure out how to make the LEDs light up, the buzzers buzz and the motors spin. She brought play-doh (the conductive dough) but had provided Betsy Jenkins with the recipe for making insulating dough and the kids had actually made the dough the day before. They were all interested in the process and worked hard to figure out when things didn't work. Everyone had a really good time and the 2 or 3 staff that came into the room were really interested, too.

Upcoming events of note:

- The Evanston Public Library will screen the locally produced documentary, *The Woman's Club of Evanston: Making a Difference*, on Saturday, March 28, at 1 p.m. in the Evanston Public Library Community Meeting Room. The film celebrates Women's History Month and the significant contributions of the club. Long-time Woman's Club member and archivist Lorrie Osborne said that the documentary is "a testament to the Club's long history...[and its] deep and enduring commitment to preserve and share that history."
- The third in our series of programs in partnership with Northwestern University's Middle East and North African Studies Program (MENA) will be presented on Monday, April 13:
Lecture Title: "Four Myths about the Middle East"
Brian Edwards, Henri Lauzière, Wendy Pearlman, Jessica Winegar, Northwestern MENA Faculty
- Special thanks to Barb Levie and Connie Heneghan for continuing our collaboration on the Senior Spelling Bee. Practice sessions begin next month and the Spelling Bee will be held on May 10th. Please refer to the flyer at the end of my report for more details.
- The next series of Harwood community conversations have been scheduled :
March 26th at 10:00 am at the Main Library
March 31st at 7:00 pm at Family Focus
April 8th at 10:00 am at the Levy Center

Excerpts from Patron feedback:

“Mother told (Brian Wilson) that her child who has some speech development issues has been making the animal sounds we make in our Wednesday Drop-in Preschool Storytimes. The mother said this is a huge development for her child and thanked me because of the interactive songs and stories we do in the program.”

“Thank you for the MENA collaboration which brings NU expertise to the rest of Evanston-- I was able to attend the talk tonight @ EPL (March 2) and was so pleased to have the opportunity to attend such a scholarly lecture with NU support. It's what I have always wanted from living in Evanston and now 40 yrs. on you @ EPL have gotten them involved. Thanks!”

“As I do not have a computer in my home I was at North Branch recently to use the computer/Internet for work and personal tasks that required it. I expressed my appreciation of this resource to the librarian and also wanted to express it to you.

I grew up going to the North branch and am so grateful it is still there.

Thank-you!”

Evanston Public Library

Evanston CASE Presents:

How to Advocate for your Special Needs Child at School



Wednesday, March 25, 7 - 8:30pm

Main Library

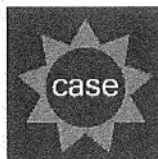
**Community Meeting
Room**

1703 Orrington Ave

847-448-8600

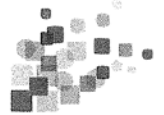
Evanston CASE's mission is "To empower parents of students with special needs through support and education, and to advocate for their concerns in the Evanston community." Join Cari Levin for a discussion of how to form a successful advocacy and strategy team for your child. Ms. Levin is a licensed clinical social worker with over 20 years experience working with school age children with disabilities and their families. She is currently in private practice as a special education advocate, and has been the Director of Evanston CASE since 2007.

No registration required.



evanston public library

1703 Orrington Ave • Evanston, IL 60201 • 847-448-8600 • epl.org



**You have something to say.
The Evanston Public Library
wants to hear it!**



**Participate in a dialogue about what we can do together
to better our city.**

Using the principles of the Harwood Institute for Public Innovation, we invite all citizens to work as a team to develop creative answers to concrete issues affecting Evanston. This is an opportunity for our diverse and vibrant population to have a safe place to discuss concerns and work toward solutions. Drop in or register online at www.epl.org.

Thursday, March 26, at 10am at the Main Library (1703 Orrington)

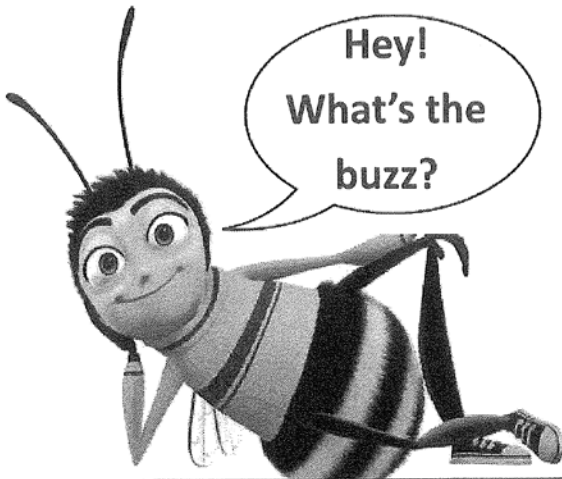
Tuesday, March 31st at 7pm at Family Focus (2010 Dewey)

Wednesday, April 8th at 10am at the Levy Center (300 Dodge)



evanston public library
community | events | ideas | resources





**So...you think you can spell?
Here's your chance to shine.**

Registration begins April 10th
at the Levy Center,
300 Dodge Ave.,
or phone Evanston's
info hotline x311
(847-448-4311 outside
Evanston),
or online at
[www.cityofevanston.org/
register](http://www.cityofevanston.org/register) (class #554104-F5).

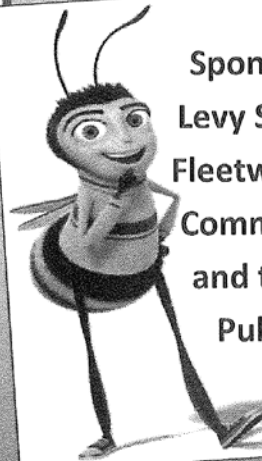
**It's coming!
Saturday, May 16th
2:00pm
at the Levy Center**

Evanston's 2015

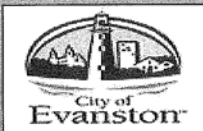
Senior*

Spelling Bee

***Age 50 and older**



Sponsored by the
Levy Senior Center,
Fleetwood-Jourdain
Community Center
and the Evanston
Public Library.



Evanston Public Library



Saturday, June 6, 2015 10am—2pm

**Main Library
Community Meeting
Room
1703 Orrington Ave
847-448-8600**

Veterans and their families are encouraged to come and meet with local organizations that provide services for vets. Meet with representatives from the Evanston Vet Center, Veterans Forward, NEIU, Harper College, Volunteers of America, Catholic Charities and many more!

No Registration is necessary.

evanston public library 
1703 Orrington Ave • Evanston, IL 60201 • 847-448-8600 • epl.org

Resolution in Support of Exploring the Creation of an Evanston Public Library at the Robert Crown Community Center and Ice Complex

Whereas, the Evanston Public Library Board of Trustees believes that access to all library services in safe, well equipped, welcoming and conveniently located locations throughout Evanston, and

Whereas, this Board believes that access to such resources should be on as equitable a basis as possible throughout the City of Evanston, and

Whereas, the City of Evanston is exploring options for the renovation and/or new construction of the Robert Crown Community Center and Ice Complex which can accommodate the construction of a 5,000 square foot library,

Whereas, a public library at the Robert Crown Community Center would be harmonious with many aspects of the Evanston Public Library's Strategic Plan

Now Therefore Be It Resolved, that the Evanston Public Library Board of Trustees supports the City's continuing exploration of the renovation and/or new construction of the Robert Crown Community Center and Ice Complex which can accommodate the construction of a 5,000 square foot library;

Be It Further Resolved, that the Evanston Public Library Board of Trustees encourages the Director and staff of the Evanston Public Library to explore options for the construction of a 5,000 square foot library at the Robert Crown Community Center and Ice Complex and report options and recommendations to the Evanston Public Library Board of Trustees including services, design options and funding proposals that minimize the impact upon the taxpayers of the City of Evanston.

Be It Further Resolved, that the Evanston Public Library Board of Trustees urges the residents of Evanston to share their thoughts and suggestions about library service at the Robert Crown Community Center and Ice Complex and participate in the upcoming Community Wide Library Service Survey that will be distributed during National Library Week which will be observed from April 12-18, 2015 with the theme, "Unlimited possibilities @ your library."

Approved this 18th day of March 2015



President



Secretary



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: April 10, 2015

Recommended Action

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

Summary

Library Payroll	
February 23 through March 8, 2015	\$ 130,584.66
March 9 through March 22, 2015	\$ 129,558.61
March 23 through April 5, 2015	\$ 128,980.00
Library Fund Bills List	
March 24, 2015	\$ 92,207.89
April 14, 2015	\$ 73,703.69
(Includes February Purchasing Card charges of \$7,982.30)	
Library Debt Service Fund Bills List	
March 24, 2015	\$ 22,497.00
April 14, 2015	\$ 31,938.00

Attachment: Bills Lists, Purchasing Card Report

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.24.2015

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

65630 BAKER & TAYLOR	JUG PRINT	4,303.99
65630 BOOKLINX	JUG PRINT	198.30
65641 BAKER & TAYLOR	JUG AV	410.57
65641 MIDWEST TAPE	JUG AV	841.80
65641 MIDWEST TAPE	JUG PRINT	99.95
65641 PENGUIN RANDOM HOUSE LLC	JUG AV	42.75
65641 FINDAWAY WORLD, LLC	CREDIT	23.96
65641 FINDAWAY WORLD, LLC	JUG AV	549.55
65641 FINDAWAY WORLD, LLC	YA AV	85.83

4805 LIBRARY YOUTH SERVICES Total 6,556.70

4806 LIBRARY ADULT SERVICES

62340 GALE RESEARCH INC.	ADULT REF ONLINE	1,316.32
62341 PROQUEST INFO & LEARNING COMPANY	CHICAGO TRIBUNE ONLINE SUBSCRIPTION	6,965.00
62341 PROQUEST INFO & LEARNING COMPANY	NEW YORK TIMES ONLINE SUBSCRIPTION	10,328.00
62341 MY HERITAGE, LTD.	WORLD VITAL RECORDS	2,000.00
65630 BAKER & TAYLOR	ADULT PRINT	9,314.68
65630 BAKER & TAYLOR	CREDIT	(29.24)
65630 BERNAN ASSOCIATES	ADULT PRINT	176.55
65630 CENTER POINT INC	ADULT PRINT	125.22
65630 REGENT BOOK COMPANY INC	ADULT PRINT	15.01
65630 BOOKLINX	ADULT PRINT	379.05
65630 GALE RESEARCH INC.	ADULT PRINT	421.33
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	266.23
65641 BLACKSTONE AUDIO BOOKS INC.	AUDIO VISUAL	269.98
65641 MIDWEST TAPE	ADULT AV	2,124.97
65641 RECORDED BOOKS INC.	ADULT AV	48.55
65641 RECORDED BOOKS INC.	AUDIO VISUAL	99.00
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	180.00

4806 LIBRARY ADULT SERVICES Total 34,000.65

4820 LIBRARY CIRCULATION

52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	277.45
65100 AZURADISC, INC.	CD CLEANER MATERIAL	128.83

4820 LIBRARY CIRCULATION Total 406.28

4825 LIBRARY NEIGHBORHOOD SERVICES

62375 ESSKAY DEVELOPMENT LLC	CAMS APRIL 2015 RENT	3,350.47
65630 BAKER & TAYLOR	ADULT PRINT	237.45
65630 BAKER & TAYLOR	JUG PRINT	106.94
65641 MIDWEST TAPE	ADULT AV	39.99
65641 MIDWEST TAPE	JUG AV	44.99

4825 LIBRARY NEIGHBORHOOD SERVICES Total 3,779.84

4835 LIBRARY TECHNICAL SERVICES

62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	RENEWAL BIOPSIED 2015	4,390.00
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4835 LIBRARY TECHNICAL SERVICES Total 4,390.00

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.24.2015

4840 LIBRARY MAINTENANCE			
61626 VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES		126.65
62225 HENRICHSEN FIRE & SAFETY	FIRE & SAFETY EQUIPMENT MAINTENANCE		95.00
62225 SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION		15,383.00
62225 HENRICHSEN FIRE EQUIPMENT COMPANY	FIRE & SAFETY EQUIPMENT MAINTENANCE		793.70
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICE		7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE		649.05
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION		210.00
65503 BIRCHARD CO.	DEWDROP BOOK RETURNS		<u>20,000.00</u>
4840 LIBRARY MAINTENANCE Total			44,417.40
4845 LIBRARY ADMINISTRATION			
62185 KLING, MARY	VOLUNTEER COORDINATOR SERVICE		3,333.32
64540 VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES		114.05
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES		<u>209.65</u>
4845 LIBRARY ADMINISTRATION Total			3,657.02
185 LIBRARY FUND Total			<u><u>97,207.89</u></u>
186 LIBRARY DEBT SERVICE FUND			
4870 MAIN LIBRARY MECHANICAL SYSTEMS			
62911 NESTBUILDERS, INC DBA DBHMS	HVAC SYSTEM AND PLUMBING		<u>6,000.00</u>
4870 MAIN LIBRARY MECHANICAL SYSTEMS Total			6,000.00
4874 MAIN LIBRARY ELEVATOR RENOVATION			
63056 SCHINDLER ELEVATOR CORP	DOOR OPERATOR REPLACEMENT		<u>16,497.00</u>
4874 MAIN LIBRARY ELEVATOR RENOVATION Total			16,497.00
186 LIBRARY DEBT SERVICE FUND Total			<u><u>22,497.00</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.24.2015

<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 119,704.89

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 04.14.2015

185 LIBRARY FUND

185 LIBRARY SUPPORT			
22730 BANK OF AMERICA		*PURCHASING CARD-FEB 2015	7,982.30
185 LIBRARY SUPPORT Total			<u>7,982.30</u>
4805 LIBRARY YOUTH SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV MATERIAL AND COMPUTER KEYBOARD		254.07
65100 4IMPRINT	MOOD PENCILS FOR SRP 2015		774.39
65100 OPEN STUDIO PROJECT	RECYCLE/REUSE SCULPTURE		300.00
65630 BAKER & TAYLOR	JUV AV		498.11
65630 BAKER & TAYLOR	JUV PRINT		8,688.76
65641 BAKER & TAYLOR	JUV AV		234.83
65641 MIDWEST TAPE	JUV AV		1,059.71
65641 PENGUIN RANDOM HOUSE LLC	JUV AV		56.25
4805 LIBRARY YOUTH SERVICES Total			<u>11,866.12</u>
4806 LIBRARY ADULT SERVICES			
62340 GALE RESEARCH INC.	ADULT REF ONLINE		5,350.78
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV MATERIAL AND COMPUTER KEYBOARD		267.60
65630 BAKER & TAYLOR	ADULT PRINT		13,476.32
65630 BAKER & TAYLOR	BOOK		226.05
65630 GALE RESEARCH INC.	ADULT PRINT		488.64
65641 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV MATERIAL AND COMPUTER KEYBOARD		16.98
65641 BAKER & TAYLOR	ADULT AV		342.21
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV		90.00
65641 MIDWEST TAPE	ADULT AV		2,969.31
65641 MIDWEST TAPE	ADULT PRINT		56.97
65641 RECORDED BOOKS INC.	ADULT AV		423.80
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV		83.75
4806 LIBRARY ADULT SERVICES Total			<u>23,792.41</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
65630 BAKER & TAYLOR	ADULT PRINT		690.12
65630 BAKER & TAYLOR	JUV PRINT		756.48
65641 MIDWEST TAPE	ADULT AV		209.95
65641 MIDWEST TAPE	JUV AV		69.98
65641 MIDWEST TAPE	NS ADULT AV		199.95
65641 MIDWEST TAPE	NS JUV AV		336.89
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>2,263.37</u>
4835 LIBRARY TECHNICAL SERVICES			
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER		11,040.90
4835 LIBRARY TECHNICAL SERVICES Total			<u>11,040.90</u>
4840 LIBRARY MAINTENANCE			
62225 SCHINDLER ELEVATOR CORP	QUARTERLY BILLING MAINTENANCE		2,759.22
62225 CINTAS CORPORATION #769	MAT SERVICE		389.43
62225 METRO DOOR AND DOCK, INC.	DOOR REPAIR		1,732.50
65040 LAPORT INC	JANITORIAL SUPPLIES		767.21
65503 PREMIERE MUSIC & FILM SYSTEMS, INC	AV SYSTEM REPLACEMENT		8,985.58
4840 LIBRARY MAINTENANCE Total			<u>14,633.94</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.14.2015

4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX FEBRUARY	89.00
62185 IRIS B. BRANDING & COMMUNICATIONS	FFE ANNUAL REPORT DESIGN FEE	1,200.00
62210 H & H PRINTING	DONOR INVITE	147.46
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, AV MATERIAL AND COMPUTER KEYBOARD	402.36
65095 OFFICE DEPOT	DESK TRAYS AND OTHER OFFICE SUPPLIES	63.20
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	200.68
65095 OFFICE DEPOT	OVERSIZED PRINTER PAPER	<u>21.95</u>
4845 LIBRARY ADMINISTRATION Total		<u>2,124.65</u>

185 LIBRARY FUND Total	<u><u>73,703.69</u></u>
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186 LIBRARY DEBT SERVICE FUND		
62911 STEWART INC., H.R.	NORTH BRANCH SEWER CLEAN OUT	1,300.00
63056 SCHINDLER ELEVATOR CORP	DOOR OPERATOR REPLACEMENT	<u>30,638.00</u>
186 LIBRARY DEBT SERVICE FUND Total		<u>31,938.00</u>

186 LIBRARY DEBT SERVICE FUND Total	<u><u>31,938.00</u></u>
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CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 04.14.2015

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
4840.64015	TWIN EAGLE	NATURAL GAS -FEBRUARY, 2015	1,889.72
			<u>1,889.72</u>
		GRAND TOTAL	<u>107,531.41</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBOOK HQAQ47JH42	\$ 5.00	02/02/2015	65095 OFFICE SUPPLIES	BOOK SALE AD
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ (59.94)	02/02/2015	65050 BUILDING MAINTENANCE MATERIAL	CREDIT FOR T12 BULBS FOR NORTH BRANCH LIBRARY
LIBRARY/ADMIN	EB UNCONFERENCE-PERFO	\$ 30.00	02/02/2015	62295 TRAINING & TRAVEL	LACONI TRAINING FOR TIM LONGO
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 920.86	02/02/2015	65050 BUILDING MAINTENANCE MATERIAL	SHELVING MATERIALS FOR NORTH BRANCH. CAT6 CABLE 500'
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 32.98	02/03/2015	65050 BUILDING MAINTENANCE MATERIAL	2 GAS CANS.
LIBRARY/ADMIN	GOTPRINT.COM	\$ 108.33	02/03/2015	62210 PRINTING	BOOK SALE POSTCARDS
LIBRARY/ADMIN	KING	\$ 62.80	02/03/2015	65100 LIBRARY SUPPLIES	LEAP PROGRAM
LIBRARY/ADMIN	OFFICE MAX	\$ 22.98	02/04/2015	65095 OFFICE SUPPLIES	1099 FORMS
LIBRARY/ADMIN	GIH GLOBALINDUSTRIALEQ	\$ 376.61	02/04/2015	65100 LIBRARY SUPPLIES	I LEAD U PROGRAM STORAGE AND CHARGING CART
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 46.98	02/05/2015	65050 BUILDING MAINTENANCE MATERIAL	HARDWARE FOR SHELVING AT NORTH BRANCH.
LIBRARY/ADMIN	RUSSO HARDWARE - SCHIL	\$ 659.45	02/05/2015	65050 BUILDING MAINTENANCE MATERIAL	PALLET OF ICE MELTING SALT FOR MAIN AND NORTH BRANCH
LIBRARY/ADMIN	WW GRAINGER	\$ 27.52	02/05/2015	65050 BUILDING MAINTENANCE MATERIAL	RECYCLING BINS FOR THE CHILDRENS AREA
LIBRARY/ADMIN	JEWEL #3428	\$ 8.97	02/05/2015	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN DIY FELTIES/SOCK CRAFTS PROGRAM
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 8.99	02/06/2015	65050 BUILDING MAINTENANCE MATERIAL	SILICONE CAULK ADHESIVE FOR CHILDREN'S DESK CORNER GUARD
LIBRARY/ADMIN	FIREFOLD	\$ 60.74	02/09/2015	65050 BUILDING MAINTENANCE MATERIAL	65 FOOT HDMI CABLE FOR COMMUNITY ROOM AV INSTALL
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.77	02/09/2015	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 7.79	02/09/2015	65050 BUILDING MAINTENANCE MATERIAL	HARDWARE FOR MAIN BRANCH.
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ (34.98)	02/09/2015	65050 BUILDING MAINTENANCE MATERIAL	RETURNED UNUSED SHELVING MATERIAL.
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 106.08	02/09/2015	65050 BUILDING MAINTENANCE MATERIAL	SHELF BRACKET FOR NORTH BRANCH.
LIBRARY/ADMIN	KEEPER CLEAN, LLC	\$ 55.87	02/10/2015	65100 LIBRARY SUPPLIES	LEAP PROGRAM - SUPPLIES
LIBRARY/ADMIN	GOTPRINT.COM	\$ 29.18	02/11/2015	62210 PRINTING	BUSINESS CARDS
LIBRARY/ADMIN	NIU OUTREACH	\$ 135.00	02/11/2015	62295 TRAINING & TRAVEL	CHILDREN'S LITERATURE CONFERENCE BRIAN WILSON
LIBRARY/ADMIN	CRUTCHFIELD.COM	\$ 599.99	02/11/2015	65050 BUILDING MAINTENANCE MATERIAL	ONKYO TX-828 RECIEVER FOR COMMUNITY ROOM AV INSTALL
LIBRARY/ADMIN	MACLOCKS-COMPULOCKS	\$ 270.80	02/12/2015	65050 BUILDING MAINTENANCE MATERIAL	2 LOCKING KIOSKS FOR APPLE IPAD MINIS FOR NEW AV SYSTEM IN COMMUNITY ROOM.
LIBRARY/ADMIN	INTERNATIONAL TRANSACTION FEE	\$ 2.17	02/12/2015	65050 BUILDING MAINTENANCE MATERIAL	CHARGE FOR MACLOCKS.
LIBRARY/ADMIN	RUSSO HARDWARE - SCHIL	\$ 258.94	02/12/2015	65050 BUILDING MAINTENANCE MATERIAL	KUBOTA SNOW TRACTOR SERVICE
LIBRARY/ADMIN	COMCAST CHICAGO CS 1X	\$ 99.85	02/13/2015	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 29.98	02/13/2015	65050 BUILDING MAINTENANCE MATERIAL	THUMB DRIVES FOR TRANSFERING ENGINEERING DOCUMENTATION - MAIN/NORTH
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 21.54	02/13/2015	65050 BUILDING MAINTENANCE MATERIAL	WIRING SPLICE KIT FOR COMMUNITY ROOM AV - MAIN
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 113.00	02/16/2015	65050 BUILDING MAINTENANCE MATERIAL	BLUE PRINT REPRODUCTION FOR ENGINEERING AND ARCHIVE MAIN/NORTH
LIBRARY/ADMIN	PURE ELECTRIC	\$ 134.40	02/16/2015	65050 BUILDING MAINTENANCE MATERIAL	PL13 LIGHT BULBS FOR MAIN
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ (59.94)	02/16/2015	65050 BUILDING MAINTENANCE MATERIAL	RETURNED UNUSED SHELVING MATERIAL

Bank of America Credit Card Statement for the Period ending February 28, 2015

LIBRARY/ADMIN	PURE ELECTRIC	\$ 70.50	02/16/2015	65050 BUILDING MAINTENANCE MATERIAL	T12 BULBS FOR NORTH BRANCH
LIBRARY/ADMIN	JC LICHT #1252	\$ 87.27	02/17/2015	65040 JANITORIAL SUPPLIES	1489 PAINT FOR DOCK AREA, AND JANITORS CLOSET, JOINT COUMPOUND FOR WALL REPAIRS, FINE ROLLER COVERS FOR OFFICE WALL SURFACES
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 824.95	02/18/2015	65050 BUILDING MAINTENANCE MATERIAL	CISCO ETHERNET CONTROLLED SWITCHER PORT FOR COMMUNITY ROOM AV EQUIPMENT/ SAVANT SYSTEM
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 114.26	02/18/2015	65050 BUILDING MAINTENANCE MATERIAL	P.A. MICROPHONE FOR CIRCULATION DESK CLOSING ANNOUNCEMENTS
LIBRARY/ADMIN	PAPA JOHN'S 01012	\$ 35.72	02/18/2015	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	BEST BUY 00017772	\$ 179.99	02/19/2015	65050 BUILDING MAINTENANCE MATERIAL	VIZIO 24" FLAT PANEL MONITOR FOR NEW AV SYSTEM IN COMMUNITY ROOM
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 27.98	02/20/2015	65050 BUILDING MAINTENANCE MATERIAL	2 USB DRIVES FOR JOHN DEVANEY/BUILDING PLANS
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 234.49	02/20/2015	65050 BUILDING MAINTENANCE MATERIAL	APPLE LIGHTNING DISPLAY PORT ADAPTERS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 17.72	02/20/2015	62210 PRINTING	BUSINESS CARD
LIBRARY/ADMIN	HERTZBERG NEW METHOD I	\$ 179.98	02/20/2015	65100 LIBRARY SUPPLIES	DVD UNLOCKING DEVICE
LIBRARY/ADMIN	UPS 1ZRE07130390710059	\$ 3.82	02/20/2015	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	NY TIMES NATL SALES	\$ 917.20	02/23/2015	65635 PERIODICALS	CAMS NEW YORK TIMES SUBSCRIPTION
LIBRARY/ADMIN	ORIENTAL TRADING CO	\$ 49.00	02/23/2015	65100 LIBRARY SUPPLIES	CHILDREN'S DEPT SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 6.94	02/23/2015	65050 BUILDING MAINTENANCE MATERIAL	CLEANING SUPPLIES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 3.99	02/24/2015	65040 JANITORIAL SUPPLIES	FURNACE FILTER FOR 2022 CENTRAL
LIBRARY/ADMIN	BEST BUY 00003137	\$ 269.98	02/24/2015	65050 BUILDING MAINTENANCE MATERIAL	MOUNTING BRACKET FOR NEW PROJECTOR IN LARGE COMMUNITY ROOM
LIBRARY/ADMIN	USPS 16262202033308925	\$ 392.00	02/26/2015	65095 OFFICE SUPPLIES	8 ROLLS OF POSTAGE STAMPS FOR LEA HERNANDEZ-SOLIS
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 84.80	02/27/2015	65050 BUILDING MAINTENANCE MATERIAL	BLUE PRINT REPRODUCTION FOR ENGINEERING AND ARCHIVE
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 196.00	02/27/2015	65050 BUILDING MAINTENANCE MATERIAL	CONSTRUCTION BLUE PRINT COPIES FOR JOHN DEVANEY
February 2015 Total		\$ 7,982.30			



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: April 10, 2015

This memo provides an update on significant administrative activities.

Human Resources

Jose Cruz began working as the full-time Latino Outreach Assistant on April 12th. Jose previously worked in Youth Services at the Oak Park Public Library.

Financial Resources

The financial report for the period ending March 31st is attached. Year to date, Library Fund revenues were \$2,747,799 and expenditures were \$1,330,525. Receipt of the majority of the first installment of taxes is the reasons for the difference.

A summary of the Endowment portfolio as of March 31st is attached. The portfolio had an investment return of 10.2% over the previous 12 months. This compares favorably with the 5.9% return of a weighted benchmark over the same period.

The Library received \$48,000 in March from the estate of Alan Howard. This second gift from his estate was placed in the Endowment.



Budget Performance Report

Fiscal Year to Date 03/31/15

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	156,000.00	.00	156,000.00	11,637.42	.00	37,868.16	118,131.84	24	157,637.36
57510	NON-RESIDENT LIBRARY CARDS	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	260.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	868.10	.00	2,326.65	9,673.35	19	12,311.99
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$169,300.00	\$0.00	\$169,300.00	\$12,505.52	\$0.00	\$40,194.81	\$129,105.19	24%	\$170,209.35
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	(376.14)
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$376.14)
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	.00	.00	.00	1,810,083.93	.00	2,601,081.72	(2,601,081.72)	+++	5,066,308.26
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,813,505.00	.00	5,813,505.00	.00	.00	.00	5,813,505.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	.00	13,212.24	.00	43,844.24	(43,844.24)	+++	138,971.07
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.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	.00	.00	.00	94,177.00	0	97,107.50
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	22,379.43
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	56.44	(56.44)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	1,425.20	.00	1,517.44	(1,517.44)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	.00	74.06	.00	136.33	(136.33)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	.00	171,000.00	.00	.00	.00	171,000.00	0	199,315.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.00	.00	+++	.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	188.07
57526	LIBRARY BOOK SALE	57,000.00	.00	57,000.00	16,824.13	.00	18,982.29	38,017.71	33	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	.00	135,000.00	1,415.00	.00	25,635.00	109,365.00	19	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	.00	17,500.00	1,212.11	.00	3,705.40	13,794.60	21	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	730.00	.00	3,205.00	9,295.00	26	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	.00	22,360.00	1,480.00	.00	4,440.00	17,920.00	20	23,977.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$6,373,242.00	\$0.00	\$6,373,242.00	\$1,846,456.67	\$0.00	\$2,702,603.86	\$3,670,638.14	42%	\$5,821,010.48
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	5,000.00	.00	5,000.00	(5,000.00)	+++	94,961.83
57551	LIBRARY GRANTS & DONATIONS	89,150.00	.00	89,150.00	.00	.00	.00	89,150.00	0	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$89,150.00	\$0.00	\$89,150.00	\$5,000.00	\$0.00	\$5,000.00	\$84,150.00	6%	\$94,961.83
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$1,863,962.19	\$0.00	\$2,747,798.67	\$3,883,893.33	41%	\$6,085,805.52
REVENUE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$1,863,962.19	\$0.00	\$2,747,798.67	\$3,883,893.33	41%	\$6,085,805.52
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	383,543.00	.00	383,543.00	29,427.09	.00	82,999.28	300,543.72	22	313,884.71
61012	LIBRARY SUBSTITUTES	.00	.00	.00	.00	.00	.00	.00	+++	3,685.74



Budget Performance Report

Fiscal Year to Date 03/31/15

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
61050	PERMANENT PART-TIME	271,910.00	.00	271,910.00	15,486.54	.00	41,146.22	230,763.78	15	244,922.71
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,400.59
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	311.43
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	26,544.58
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	2,896.98
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	940.91
61510	HEALTH INSURANCE	59,512.00	.00	59,512.00	5,660.15	.00	14,076.26	45,435.74	24	73,952.88
61615	LIFE INSURANCE	.00	.00	.00	1.04	.00	2.78	(2.78)	+++	78.18
61710	IMRF	67,579.00	.00	67,579.00	4,311.62	.00	12,216.68	55,362.32	18	57,452.14
61725	SOCIAL SECURITY	44,952.00	.00	44,952.00	2,730.70	.00	7,530.76	37,421.24	17	36,424.58
61730	MEDICARE	10,514.00	.00	10,514.00	638.66	.00	1,761.27	8,752.73	17	8,518.66
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(5,735.00)
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	.00	.00	+++	(37,206.11)
62341	INTERNET SOLUTION PROVIDERS	3,570.00	.00	3,570.00	.00	3,659.00	.00	(89.00)	102	3,485.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	420.38
65100	LIBRARY SUPPLIES	20,540.00	.00	20,540.00	225.44	.00	1,110.55	19,429.45	5	21,668.01
65503	FURNITURE / FIXTURES / EQUIPMENT	3,900.00	.00	3,900.00	.00	.00	4,256.46	(356.46)	109	.00
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	13,814.82	.00	24,621.50	119,378.50	17	121,754.85
65635	PERIODICALS	1,000.00	.00	1,000.00	917.20	.00	917.20	82.80	92	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	3,440.12	.00	6,215.05	26,984.95	19	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	.00	14,644.00	1,220.33	.00	3,660.99	10,983.01	25	14,138.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,069,764.00	\$0.00	\$1,069,764.00	\$77,873.71	\$3,659.00	\$200,515.00	\$865,590.00	19%	\$921,028.70
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	533,974.00	.00	533,974.00	41,390.38	.00	116,482.28	417,491.72	22	518,705.72
61050	PERMANENT PART-TIME	277,838.00	.00	277,838.00	16,714.12	.00	48,729.87	229,108.13	18	258,158.36
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	790.47
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,854.12
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	382.48
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	7,752.12
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,368.48	(3,368.48)	+++	3,441.77
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,491.32
61510	HEALTH INSURANCE	84,759.00	.00	84,759.00	5,386.53	.00	13,628.57	71,130.43	16	83,547.96
61615	LIFE INSURANCE	.00	.00	.00	3.01	.00	8.40	(8.40)	+++	46.61
61710	IMRF	91,631.00	.00	91,631.00	5,556.04	.00	16,196.90	75,434.10	18	81,167.11
61725	SOCIAL SECURITY	53,134.00	.00	53,134.00	3,555.45	.00	10,311.67	42,822.33	19	48,114.22
61730	MEDICARE	12,427.00	.00	12,427.00	831.57	.00	2,411.61	10,015.39	19	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	2,877.55	.00	12,193.88	(12,193.88)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	.00	123,264.00	19,527.45	2,000.00	25,009.55	96,254.45	22	144,818.83
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	894.38
65100	LIBRARY SUPPLIES	4,030.00	.00	4,030.00	49.00	.00	674.70	3,355.30	17	5,950.16



Budget Performance Report

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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
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
65630	LIBRARY BOOKS	333,900.00	.00	333,900.00	25,001.16	.00	62,809.89	271,090.11	19	233,265.02
65635	PERIODICALS	15,640.00	.00	15,640.00	.00	.00	770.84	14,869.16	5	18,076.98
65641	AUDIO VISUAL COLLECTIONS	87,000.00	.00	87,000.00	5,077.33	.00	13,786.22	73,213.78	16	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	.00	19,995.00	1,666.25	.00	4,998.75	14,996.25	25	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$0.00	\$1,640,492.00	\$127,635.84	\$2,000.00	\$331,381.61	\$1,307,110.39	20%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	201,541.00	.00	201,541.00	15,759.33	.00	45,728.21	155,812.79	23	192,044.83
61012	LIBRARY SUBSTITUTES	11,333.00	.00	11,333.00	.00	.00	.00	11,333.00	0	1,150.44
61050	PERMANENT PART-TIME	261,920.00	.00	261,920.00	20,395.26	.00	59,880.00	202,040.00	23	220,287.20
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,116.85
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	279.58
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	.00	66,460.00	2,958.29	.00	7,372.53	59,087.47	11	17,819.04
61615	LIFE INSURANCE	104.00	.00	104.00	.00	.00	.00	104.00	0	66.96
61710	IMRF	59,353.00	.00	59,353.00	2,906.25	.00	8,487.05	50,865.95	14	42,406.99
61725	SOCIAL SECURITY	27,986.00	.00	27,986.00	2,218.01	.00	6,501.14	21,484.86	23	25,586.88
61730	MEDICARE	2,670.00	.00	2,670.00	518.74	.00	1,520.46	1,149.54	57	5,983.95
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	473.66	.00	2,909.84	1,090.16	73	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	.00	12,899.00	1,074.92	.00	3,224.76	9,674.24	25	12,453.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$0.00	\$653,666.00	\$46,304.46	\$0.00	\$135,623.99	\$518,042.01	21%	\$533,228.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	181,611.00	.00	181,611.00	9,079.44	.00	26,811.48	154,799.52	15	102,434.51
61012	LIBRARY SUBSTITUTES	.00	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	.00	147,320.00	13,432.44	.00	39,405.65	107,914.35	27	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	877.28
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,454.63	(1,454.63)	+++	1,342.18
61510	HEALTH INSURANCE	43,373.00	.00	43,373.00	2,192.73	.00	5,641.89	37,731.11	13	21,639.48
61615	LIFE INSURANCE	82.00	.00	82.00	.19	.00	.63	81.37	1	6.08
61710	IMRF	24,663.00	.00	24,663.00	2,112.38	.00	6,384.40	18,278.60	26	26,839.07
61725	SOCIAL SECURITY	15,079.00	.00	15,079.00	1,383.56	.00	4,135.66	10,943.34	27	16,575.63
61730	MEDICARE	3,526.00	.00	3,526.00	323.53	.00	967.19	2,558.81	27	3,876.48
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	.00	2,500.00	.00	.00	408.31	2,091.69	16	2,926.03
62375	RENTALS	42,750.00	.00	42,750.00	3,350.47	.00	10,355.64	32,394.36	24	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	.00	2,100.00	64.43	.00	64.43	2,035.57	3	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	3.99	.00	3.99	(3.99)	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	1,049.50	.00	1,220.64	(1,220.64)	+++	7,599.19
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	.00	.00	82.82	4,417.18	2	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	.00	13,030.00	.00	.00	.00	13,030.00	0	3,095.33



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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
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	2,158.43	.00	2,822.39	27,077.61	9	21,926.44
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	30.00	1,470.00	2	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	84.98	.00	84.98	2,115.02	4	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	.00	2,984.00	248.67	.00	746.01	2,237.99	25	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$0.00	\$527,618.00	\$35,484.74	\$0.00	\$100,620.74	\$426,997.26	19%	\$438,302.03
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	296,115.00	.00	296,115.00	17,046.22	.00	50,589.85	245,525.15	17	165,512.19
61050	PERMANENT PART-TIME	70,855.00	.00	70,855.00	10,233.87	.00	28,091.70	42,763.30	40	100,067.86
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,242.72
61510	HEALTH INSURANCE	36,455.00	.00	36,455.00	3,202.18	.00	8,155.45	28,299.55	22	19,080.60
61615	LIFE INSURANCE	125.00	.00	125.00	.53	.00	1.48	123.52	1	86.15
61710	IMRF	35,413.00	.00	35,413.00	2,909.70	.00	8,389.07	27,023.93	24	31,384.90
61725	SOCIAL SECURITY	18,623.00	.00	18,623.00	1,683.27	.00	4,866.14	13,756.86	26	16,429.98
61730	MEDICARE	4,356.00	.00	4,356.00	393.67	.00	1,138.06	3,217.94	26	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	.00	31,070.00	.00	.00	1,718.00	29,352.00	6	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	.00	114,700.00	4,844.29	111,090.00	7,139.28	(3,529.28)	103	110,016.84
62506	WORK- STUDY	.00	.00	.00	.00	.00	.00	.00	+++	130.51
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	205.37	.00	1,434.67	10,565.33	12	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	.00	30,500.00	.00	5,468.94	8,303.47	16,727.59	45	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	.00	8,318.00	693.17	.00	2,079.51	6,238.49	25	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$0.00	\$658,530.00	\$41,212.27	\$116,558.94	\$121,906.68	\$420,064.38	36%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	226,743.00	.00	226,743.00	17,111.81	.00	49,427.04	177,315.96	22	228,934.82
61050	PERMANENT PART-TIME	86,561.00	.00	86,561.00	6,583.00	.00	18,302.46	68,258.54	21	61,938.21
61110	OVERTIME PAY	9,300.00	.00	9,300.00	544.52	.00	2,324.37	6,975.63	25	7,454.43
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	1,735.74
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	369.27
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	805.60	(805.60)	+++	1,362.94
61510	HEALTH INSURANCE	58,981.00	.00	58,981.00	4,908.04	.00	12,270.10	46,710.90	21	56,949.48
61615	LIFE INSURANCE	129.00	.00	129.00	.00	.00	.00	129.00	0	81.96
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	226.65	.00	529.88	670.12	44	2,088.66
61630	SHOE ALLOWANCE	495.00	.00	495.00	.00	.00	.00	495.00	0	545.00
61710	IMRF	35,944.00	.00	35,944.00	2,557.25	.00	7,475.69	28,468.31	21	34,564.13
61725	SOCIAL SECURITY	18,977.00	.00	18,977.00	1,467.23	.00	4,313.49	14,663.51	23	18,204.76
61730	MEDICARE	4,438.00	.00	4,438.00	343.14	.00	1,008.80	3,429.20	23	4,257.56
62155	CONSTRUCTION MGMT SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	66,900.00
62225	BLDG MAINTENANCE SERVICES	214,507.00	.00	214,507.00	24,290.75	114,112.66	44,473.09	55,921.25	74	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	1,095.19	10,904.81	9	6,736.36
62245	OTHER EQMT MAINTENANCE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	165.61
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	208.34	.00	625.02	1,755.98	26	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	141.67	.00	425.01	1,274.99	25	1,700.04
64015	NATURAL GAS	30,900.00	.00	30,900.00	.00	.00	7,411.18	23,488.82	24	29,344.18



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65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	221.67	8,772.03	1,767.04	(539.07)	105	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	.00	21,200.00	4,107.74	.00	5,588.42	15,611.58	26	28,878.77
65503	FURNITURE / FIXTURES / EQUIPMENT	27,500.00	.00	27,500.00	20,000.00	8,499.78	20,000.00	(999.78)	104	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,248.00	.00	5,248.00	437.33	.00	1,311.99	3,936.01	25	5,067.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$769,204.00	\$0.00	\$769,204.00	\$83,149.14	\$131,384.47	\$179,154.37	\$458,665.16	40%	\$726,963.14
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	492,088.00	.00	492,088.00	41,882.37	.00	117,011.41	375,076.59	24	451,077.36
61050	PERMANENT PART-TIME	91,227.00	.00	91,227.00	3,356.88	.00	9,714.20	81,512.80	11	67,721.23
61415	TERMINATION PAYOUTS	69,250.00	.00	69,250.00	.00	.00	2,337.76	66,912.24	3	2,113.85
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,951.33
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,395.21
61510	HEALTH INSURANCE	99,053.00	.00	99,053.00	7,482.24	.00	18,587.74	80,465.26	19	94,415.90
61615	LIFE INSURANCE	213.00	.00	213.00	.00	.00	.00	213.00	0	288.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	1,671.43	5,528.57	23	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	278.57	921.43	23	1,209.39
61710	IMRF	63,362.00	.00	63,362.00	4,788.56	.00	13,413.60	49,948.40	21	61,337.47
61725	SOCIAL SECURITY	31,507.00	.00	31,507.00	2,791.84	.00	7,976.36	23,530.64	25	30,312.07
61730	MEDICARE	7,915.00	.00	7,915.00	652.93	.00	1,865.44	6,049.56	24	7,536.49
62185	CONSULTING SERVICES	35,000.00	.00	35,000.00	3,333.32	16,666.68	3,333.32	15,000.00	57	10,822.50
62210	PRINTING	1,800.00	.00	1,800.00	155.23	.00	613.25	1,186.75	34	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	.00	1,600.00	173.65	.00	518.63	1,081.37	32	1,844.91
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
62295	TRAINING & TRAVEL	22,500.00	.00	22,500.00	623.43	.00	2,826.78	19,673.22	13	12,964.51
62315	POSTAGE	5,000.00	.00	5,000.00	3.82	.00	757.00	4,243.00	15	5,810.82
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	400.00	1,605.00	20	2,549.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	1,022.33	.00	3,066.99	9,201.01	25	14,232.96
62431	ARMORED CAR SERVICES	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
62506	WORK- STUDY	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	906.50
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	291.50	.00	976.21	3,023.79	24	3,872.78
64015	NATURAL GAS	.00	.00	.00	.00	.00	270.10	(270.10)	+++	19.62
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	114.05	.00	228.08	1,971.92	10	1,863.69
65095	OFFICE SUPPLIES	69,200.00	.00	69,200.00	882.90	6,831.41	5,512.35	56,856.24	18	24,952.86
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	.00	13,180.00	1,098.33	.00	3,294.99	9,885.01	25	12,723.96
66030	MEDICAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	39,999.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	20,833.33	.00	62,499.99	187,500.01	25	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$0.00	\$1,298,268.00	\$90,186.71	\$23,498.09	\$257,154.20	\$1,017,615.71	22%	\$1,078,043.72
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUTES	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	.00
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	60.94	(60.94)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	.00	8,050.00	2,866.81	5,596.00	2,907.75	(453.75)	106	19,377.54



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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
65125	OTHER COMMODITIES	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$0.00	\$14,150.00	\$2,866.81	\$5,596.00	\$4,168.69	\$4,385.31	69%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$504,713.68	\$282,696.50	\$1,330,525.28	\$5,018,470.22	24%	\$5,790,863.60
EXPENSE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$504,713.68	\$282,696.50	\$1,330,525.28	\$5,018,470.22	24%	\$5,790,863.60
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	1,863,962.19	.00	2,747,798.67	3,883,893.33	41	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	504,713.68	282,696.50	1,330,525.28	5,018,470.22	24	5,790,863.60
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	\$0.00	\$1,359,248.51	(\$282,696.50)	\$1,417,273.39	(\$1,134,576.89)		\$294,941.92
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	605,138.00	.00	605,138.00	219,418.73	.00	315,422.84	289,715.16	52	746,111.92
56571	INTEREST INCOME ON LOANS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$606,138.00	\$0.00	\$606,138.00	\$219,418.73	\$0.00	\$315,422.84	\$290,715.16	52%	\$746,111.92
Department 48 - LIBRARY Totals		\$606,138.00	\$0.00	\$606,138.00	\$219,418.73	\$0.00	\$315,422.84	\$290,715.16	52%	\$746,111.92
REVENUE TOTALS		\$606,138.00	\$0.00	\$606,138.00	\$219,418.73	\$0.00	\$315,422.84	\$290,715.16	52%	\$746,111.92
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
68305	DEBT SERVICE- PRINCIPAL	520,100.00	.00	520,100.00	.00	.00	.00	520,100.00	0	641,810.50
68315	DEBT SERVICE- INTEREST	85,038.00	.00	85,038.00	.00	.00	.00	85,038.00	0	106,710.05
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$605,138.00	\$0.00	\$605,138.00	\$0.00	\$0.00	\$0.00	\$605,138.00	0%	\$748,520.55
Business Unit 4870 - MAIN LIBRARY MECHANICAL										
62911	ESSENTIAL REPAIRS	.00	.00	.00	6,000.00	.00	6,000.00	(6,000.00)	+++	.00
Business Unit 4870 - MAIN LIBRARY MECHANICAL Totals		\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	(\$6,000.00)	+++	\$0.00
Business Unit 4874 - MAIN LIBRARY ELEVATOR										
63056	ELEVATOR REPAIR	.00	.00	.00	16,497.00	.00	16,497.00	(16,497.00)	+++	.00
Business Unit 4874 - MAIN LIBRARY ELEVATOR Totals		\$0.00	\$0.00	\$0.00	\$16,497.00	\$0.00	\$16,497.00	(\$16,497.00)	+++	\$0.00
Department 48 - LIBRARY Totals		\$605,138.00	\$0.00	\$605,138.00	\$22,497.00	\$0.00	\$22,497.00	\$582,641.00	4%	\$748,520.55
EXPENSE TOTALS		\$605,138.00	\$0.00	\$605,138.00	\$22,497.00	\$0.00	\$22,497.00	\$582,641.00	4%	\$748,520.55
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
REVENUE TOTALS		606,138.00	.00	606,138.00	219,418.73	.00	315,422.84	290,715.16	52	746,111.92
EXPENSE TOTALS		605,138.00	.00	605,138.00	22,497.00	.00	22,497.00	582,641.00	4	748,520.55
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$1,000.00	\$0.00	\$1,000.00	\$196,921.73	\$0.00	\$292,925.84	(\$291,925.84)		(\$2,408.63)
Grand Totals										
REVENUE TOTALS		7,237,830.00	.00	7,237,830.00	2,083,380.92	.00	3,063,221.51	4,174,608.49	42	6,831,917.44
EXPENSE TOTALS		7,236,830.00	.00	7,236,830.00	527,210.68	282,696.50	1,353,022.28	5,601,111.22	23	6,539,384.15



Budget Performance Report

Fiscal Year to Date 03/31/15

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
	Grand Totals	\$1,000.00	\$0.00	\$1,000.00	\$1,556,170.24	(\$282,696.50)	\$1,710,199.23	(\$1,426,502.73)		\$292,533.29

Endowment for the Evanston Public Library
 Holdings as of March 31, 2015

	Symbol	Shares/Quantity	Price	Value as of 3/31/2015	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6674.460	\$190.71	\$1,272,886.27	31.5%		
Vanguard Small-Cap Index Fund	VSMAX	3576.586	\$58.53	\$209,337.58	5.2%		
Vanguard REIT Index Fund	VGSLX	1602.191	\$119.54	\$191,525.91	4.7%		
Vanguard Total International Stock Index Fund	VTIAX	12948.309	\$26.98	\$349,345.38	8.7%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6120.062	\$33.89	\$207,408.90	5.1%	55.3%	
Vanguard Prime Money Market Fund	VMMXX	500613.480	\$1.00	\$500,613.48	12.4%		
Vanguard Federal Money Market Fund	VMFXX	28008.630	\$1.00	\$28,008.63	0.7%	13.1%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$121.203	\$150,296.56	3.7%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$118.508	\$139,564.50	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$133.508	\$144,380.89	3.6%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		400000.000	\$101.125	\$418,430.98	10.4%	21.1%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	15751.694	\$10.72	\$168,858.16	4.2%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$109.366	\$49,214.70	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$110.833	\$49,874.85	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$111.854	\$50,334.30	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$109.179	\$44,763.39	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$113.610	\$11,361.00	0.3%	
CareFusion Corp	8/1/2019	3.122% YTM	43000.000	\$116.913	\$50,272.59	1.2%	10.5%
				\$4,036,478.07		100.0%	

Cash Equivalents	13.1%
US Treasury Inflation Protected Securities	21.1%
Corporate Bonds	10.5%
Domestic Equities	41.5%
International Equities	13.8%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Approval of 2015 Lease Renewal for the Chicago Avenue/Main Street Branch

Date: April 10, 2015

Recommended Action:

Staff recommends approval of the lease renewal with Esskay Development LLC (900 Chicago Avenue, Suite 105, Evanston, 60202) for 900 Chicago Avenue, Suite 102 for use as the Chicago Avenue/Main Street Branch in the annual amount of \$41,422.56. This represents a 1.8% increase over 2014.

Funding Source:

Funding in the amount of \$41,422.56 will be from the Library Fund's Neighborhood Services Rental Expense account (185.48.4825.62375).



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Approval of 2015-2016 Lease Renewal with National Able Network

Date: April 10, 2015

Recommended Action:

Staff recommends approval of the lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site. The annual lease is in the amount of \$18,120 for the period July 1, 2015 through June 30, 2016. This is a 2% rent increase. A copy of the lease is attached.

-LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this ____ day of _____, 2015, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

RECITALS

WHEREAS, the Main Library is located at 1703 Orrington Avenue, Evanston, Illinois and, within the facility there is a 12 – station computer lab training room (the "Training Room");

WHEREAS, Tenant seeks to lease the Training Room from Landlord for purposes of operating a workforce development and career services training site;

WHEREAS, the Landlord desires to be a site location for the services that the Tenant provides to the community; and

WHEREAS, the services provided by Tenant at the Training Room include provisions of services regarding career assistance, including access to technology, serve as a recruitment venue, provide access to job training to community members, and many other purposes and services not fully described in this Lease.

In consideration of the rents, covenants and conditions hereafter set forth and the conditions and understandings, the Landlord and Tenant hereby agree as follows:

1. BASIC LEASE PROVISIONS. In addition to the other terms which are elsewhere defined in this Lease, the following words and phrases, whenever used in this Lease, shall have the meanings set forth in this Section 1.

- (a) Landlord: Evanston Public Library Board of Trustees
1703 Orrington Avenue
Evanston, Illinois 60201
- (b) Tenant: National Able Network, Inc.
567 West Lake St., Suite 1150
Chicago, Illinois 60661
- (c) Premises: 1703 Orrington Avenue
Room # 303
Evanston, Illinois 60201

(+/- 870 sq/ft)

- (d) Commencement Date: July 1, 2015
- (e) Initial Lease Term: July 1, 2015 – June 30, 2016
- (f) Base Rent: \$18,120.00 for the One Year Term; (\$1,510.00/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties

following the execution of this Lease and approved by Landlord.

- (n) Landlord's Personal: The Parties agree and acknowledge that all equipment and personal property items of Landlord within the Premises, shall remain at the Premises upon termination of this Lease.

2. PREMISES. Landlord does hereby lease and rent to Tenant, and Tenant does hereby lease, take and rent from Landlord the leased space located at 1703 Orrington Avenue, Room #303, Evanston, Illinois 60201. The Landlord will cause the halls, corridors, and other parts of the building adjacent to the Premises to be lighted, cleaned and generally cared for, accidents and unavoidable delays excepted. Landlord will air-condition the Premises when required by outside temperature. Tenant shall comply with such rules and regulations of the Library Facility at 1703 Orrington Avenue, Evanston, Illinois 60201, for the necessary, proper, and orderly care of the Library building in which the Premises are located. No modifications, alterations, additions, installations, or renovations including decorating shall be undertaken by the Tenant without first obtaining the written permission from the Landlord. The cost of all alterations and additions, if applicable, shall be borne by the Tenant and shall remain for the benefit of Landlord. The Premises will be accessible to Tenant employees when the Main Library facility is open to Evanston Library employees. The Landlord will provide entrance keys to the Premises, Patrons of the Training Facility will be able to access the Premises for use during the hours of operation set by the Tenant. Tenant will assign at least 2 full-time staff members to work in the Training Room. The initial two staff members will be a Training Room Coordinator and a Career Advisor. The Training Room will be staffed and open at a minimum of five days a week. The hours of operation are as follows: Monday - Friday from 10 a.m. to 6 p.m. (the "NAN Hours of Operation"). The Landlord reserves the right to lease the Premises to another entity to provide similar community services for the hours that the Main Library is open for business and outside of NAN Hours of Operation specified in this Lease. Tenant hereby acknowledges and consents to Landlord leasing the Premises during hours outside of the NAN Hours of Operation.

3. TERM and RENEWAL. The term of this lease agreement (the "Term") shall be for a period of one year, commencing on July 1, 2015 (the "Commencement Date") and ending on June 30, 2016 (the "Expiration Date"). There are no automatic renewal provisions provided in this Lease.

4. RENT. Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of \$50/per day will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date until such payment is received by Landlord. No

delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall be deemed a waiver of that right or any other term of the Lease.

5. **NO LIENS.** Tenant shall not permit to be created nor to remain undischarged any lien, encumbrance or charge to become, a lien or encumbrance or charge upon the Premises. If any lien or notice of lien on account of an alleged debt of Tenant or any notice of contract by a party engaged by Tenant or Tenant's contractor to work in the Premises shall be filed against the Premises, Tenant shall, within sixty (60) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit or bond. If Tenant shall fail to cause such lien or notice of lien to be discharged by either paying the amounts claimed to be due or by procuring the discharge of such lien by deposit or by bonding proceedings, Landlord shall be entitled, if Landlord so elects, to defend any prosecution of an action for foreclosure of such lien and any money reasonably paid by Landlord and all reasonable costs and expenses, including attorneys' fees, reasonably incurred by Landlord in connection therewith, together with interest thereon at shall be paid by Tenant to Landlord within thirty (30) days following Tenant's receipt of Landlord's written demand. In the event Tenant diligently contests any such claim of lien, Tenant agrees to indemnify, defend, and hold harmless Landlord from any and all reasonable out of pocket costs, liability and damages, including attorneys' fees resulting therefrom, and, if requested, upon demand, Tenant agrees to immediately deposit with Landlord cash or surety bond in form and with a company reasonably satisfactory to Landlord in an amount equal to the amount of such contested claim.

6. **TENANT INSURANCE OBLIGATIONS.** Tenant shall, during the entire term hereof, keep in full force and effect a Comprehensive General Liability policy in the amount of One Million and no/100 Dollars (\$1,000,000.00) with respect to the Premises, with provisions acceptable to Landlord, and the activities of Tenant in the Premises. The Tenant shall furnish copies of a Certificate of Insurance with the Landlord and the Evanston Public Library named as an additional insured with an insurance company acceptable to the Landlord. The Tenant shall furnish, when requested, a certified copy of the policy to the Landlord. The policy shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until thirty (30) days after the Landlord has received written notice from the insurance company. An insurance company having less than an A- Policyholder's Rating by the Alfred M. Best Company will not be considered acceptable. Tenant shall at its own expense, cost, and risk shall defend and pay all costs, including attorney's fees, of any and all suits or other legal proceedings that may be brought or instituted against the Landlord and/or the Evanston Public Library, or any claim or demand, and pay and satisfy any judgment that may be rendered against them in any such suit or legal proceeding or the amount of any compromise or settlement that may result therefrom.

7. **WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's

insurance carrier against the other party's carrier arising out of any such loss.

8. QUIET ENJOYMENT and USE OF PREMISES. Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises. All filing cabinets within the Premises have working locks. Files will be secured each evening before Tenant staff leaves pursuant to standard protocol. The computers used for public instruction are the property of and responsibility of the Landlord. Therefore, the Landlord is responsible for maintaining the equipment and promptly responding to any calls for service from the Tenant within a reasonable time. If any malfunction of the computers or other technology equipment within the Premises occurs, Tenant shall notify David Jordan, of the Evanston Public Library, who will facilitate repairs. Any computers provided by Tenant and used by Tenant's staff or others at Tenant's option, are the property of and responsibility of Tenant to secure, maintain, and provide clear identification as property of Tenant.

9. CERTAIN RIGHTS RESERVED TO LANDLORD. In addition to those rights identified above, Landlord reserves the following rights:

- (a) to decorate, remodel, repair, alter or otherwise prepare the Premises for re-occupancy if Tenant should vacate the Premises during or prior to the last ninety (90) days of the Term or any part thereof;
- (b) to retain pass keys to the Premises;
- (c) to take any and all measures, including, without limitation, inspections, repairs, and alterations to all or any part of the Premises, as may be necessary or desirable for the safety, protection or preservation of the Premises or Landlord's Interests or as may be necessary or desirable in the operation of the commercial portions of the Premises; and

Landlord may enter upon the Premises with reasonable notice to Tenant and may exercise any or all of the foregoing rights hereby reserved without being deemed guilty of an eviction or disturbance of Tenant's use or possession and without being liable in any manner to Tenant. Landlord agrees that it shall not interfere with the Tenant's use and occupancy unless Landlord determines in its reasonable discretion that such interference is necessary.

10. DEFAULT REMEDIES.

(a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:

- (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
- (2) Tenant shall fail to maintain the insurance coverage as set forth herein;

(3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and

(4) Tenant shall make a general assignment the benefit of creditors, or shall admit in writing its inability to pay its debts as they become due or shall file a petition in bankruptcy;

(b) Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies subject to the laws of the State of Illinois and the Tenant's right to cure:

(1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor;

(2) Landlord may recover from Tenant upon demand all of Landlord's costs, charges and expenses, including the fees and costs of counsel, agents and others retained by Landlord which have been incurred by Landlord in enforcing Tenant's obligations hereunder, subject to Landlord prevailing on its claims.

(c) Pursuit of any of the foregoing remedies shall not preclude pursuit of any other remedy herein provided or available to Landlord at law or in equity, or constitute a forfeiture or waiver of any Rent due hereunder or of any damages suffered by Landlord.

11. INDEMNITY. Tenant agrees that Landlord, elected officials, Evanston Public Library officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person except as set forth herein. Tenant shall indemnify and hold Landlord, mayor, Evanston Public Library officials, officers, agents, attorneys, and employees harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named

as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; and c) Tenant's own negligent act or omission is not a cause of the claim.

12. LIABILITY FOR ACTS OR NEGLECT. If any damage to the Premises, or any part thereof, results from any act or neglect of Tenant or its invitees or other guests, agents, customers, invitees or other guests of its customers, or employees, independent contractors, or the like, Tenant shall immediately repair the same; provided, however, that Landlord may, at its option, repair such damage and Tenant shall, upon demand by the Landlord, reimburse the Landlord forthwith for the total cost of such repairs. All personal property belonging to Tenant shall be at the sole risk of the Tenant and such other person only and the Landlord shall not be liable for damage, theft or misappropriation thereof.

13. DESTRUCTION OR DAMAGE. In the event of destruction of or damage to, the Premises by fire or other casualty, Landlord shall use the proceeds of its insurance to promptly rebuild and restore the Premises to their condition immediately prior to such destruction or damage. Landlord shall rebuild and restore the Premises to the condition of the Premises that existed on the Possession Date. In the event that the proceeds have been applied to indebtedness secured by any mortgage on the Premises, or are otherwise unavailable or the proceeds of insurance are not sufficient to pay for the cost of rebuilding or restoration, and Landlord elects not to make an equivalent amount of funds available to rebuild and restore the Premises, then Landlord may terminate this Lease and Tenant's rights hereunder and Tenant shall be released of its obligations and this Lease shall cease and terminate as of the date Tenant receives Landlord's written notice of such election.

14. CONDEMNATION. If the whole, or any part of the demised Premises shall be taken by any public authority under the power of eminent domain, the Lease term shall cease as of the day of possession shall be taken by such authority if such is of the entire demised Premises and any rents shall be prorated as of said date. If the entire premises are not taken, but such taking is more than 20% of the Premises the Tenant shall have the option to terminate this Lease. If the taking is less than 20% and such taking would cost the Tenant monies to reconfigure/ restructure the business premises or make it not practical to continue said business, tenant shall have the option to terminate the lease upon 30 days written notice to Landlord. All compensation awarded for any taking under the power of eminent domain, whether in whole or in part of the demised premises shall be the property of the Landlord, however, the Landlord shall not be entitled to any award made expressly to the Tenant for the taking of the Tenant's business value, furniture, fixtures or leasehold improvements (exclusive of the Landlord's contributions).

15. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE. This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

16. HOLDING OVER. Upon termination of this Lease, by lapse of time or otherwise, Tenant shall surrender the Premises (and all keys thereto) in the same condition as at commencement of the Term, excepting only reasonable wear and tear and loss by insured casualty. If Tenant remains in possession after expiration of the Term, Tenant agrees to yield up immediate and peaceable possession to Landlord, and if failing to do so, the Tenant shall pay the sum of two hundred and no/100 Dollars (\$200.00) per day, for the time such possession is withheld. The Landlord or its legal representative at any time after the expiration of the Term, without notice, to re-enter the Premises, and to expel, remove and put the Tenant or any person(s) occupying the said Premises, and to repossess and enjoy the Premises against as before this Lease, without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenants. The Tenant expressly agrees that the Landlord does NOT have to bring a forcible entry and detainer action in the Circuit Court of Cook County for possession rights, if the Tenant is a holdover tenant or defaults on its obligations to pay rent, Paragraph

17. ASSIGNMENT AND SUBLETTING. This Lease shall not be assignable, unless the Landlord has issued prior written consent which consent shall not be unreasonably withheld. The Parties agree that the agreements herein contained in this Lease shall be binding upon, apply, and inure to their respective successors and assigns.

18. SEVERABILITY. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall be determined to be invalid or unenforceable to any extent, neither the remainder of this Lease nor the application of such term, covenant or condition to any other person or circumstance shall be affected thereby, and each term, covenant or condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

19. GOVERNING LAW AND TIME LIMITATION. This Lease shall be construed and enforced in accordance with the laws of the State of Illinois. All disputes relating to the interpretation of the provisions of this Lease shall be resolved exclusively by the federal or state court located in Cook County, Illinois, and the parties hereto hereby submit to the jurisdiction and venue of the court for such purpose. The parties hereby waive trial by jury.

20. NOTICES. Notices sent to the Landlord, should be mailed to the address set forth in Paragraph 1(a) of this Lease and notice to the Tenant should be mailed to the address set forth in Paragraph 1(b) of this Lease. A mailed notice must be sent via certified mail, return receipt requested and effective three (3) business days after deposit in the U.S. Mail. Notice given by personal delivery is effective upon delivery.

If to the Landlord:
Evanston Public Library
Attn: Karen Danczak Lyons, Library Director
1703 Orrington Avenue

Evanston, IL 60201
Fax: 847-866-0313

If to Tenant:
National Able Network, Inc.
Attn: Andi Drileck, Vice-President
567 West Lake Street, Suite 1150
Chicago, Illinois 60661
Fax: 312-994-4201

IN WITNESS WHEREOF, both of said Landlord and Tenant have caused this Lease to be executed as of the date and year first above written by a duly authorized officer or manager of each of the respective parties.

**BOARD OF TRUSTEES OF THE
EVANSTON PUBLIC LIBRARY**

NATIONAL ABLE NETWORK, INC.

By: _____

By: _____

Its: President

Its: Vice-President

Print Name: Michael M. Tannen

Print Name: Andi Drileck



Memorandum

To: Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Proposed Change to Non-Resident Card Fee

Date: April 10, 2015

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property taxes sources or its equivalent (\$5,813,505/FY2015) is divided by the population (74,486/2010 census) to yield the per capita library property tax support (\$78.05). This amount is then multiplied by the average number of persons per household (2.25/2010 census) to produce the recommended non-resident fee of \$176.00. Our non-resident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant. Our current non-resident card fee is \$152.00.

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 20 active non-resident card users per year. Most are purchased by Chicago residents, who wish to check out more than ten items per visit to the Library.

Recommendation: Staff recommends Board approval of increasing the non-resident library card fee to \$176 per year effective May 1st.