

evanston public library
community | events | ideas | resources



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, DECEMBER 16, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, December 16, 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 November 16, 2015 Truth in Taxation Hearing and November 18, 2015 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Crown Center Project Update

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

- A. Facilities Committee (Benjamin Schapiro)
Approval of Emergency Repairs to North Branch Roof Rafters
- B. Fund for Excellence Committee (Margaret Lurie)

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries "Board Meetings" Video

9. UNFINISHED BUSINESS

10. 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 Total Building Services Janitorial Agreement
- D. Approval of Per Capita Grant Application
- E. Discussion of Lease Renewal for Chicago Avenue/Main Street Branch
- F. Closed Session - Review of Closed Session Minutes

11. ADJOURNMENT

Next Meeting: January 20, 2016 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**

Monday, November 16, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Socorro Clarke, Shawn Iles, Vaishali Patel, Benjamin Schapiro, Michael Tannen

Members Absent: Tori Foreman, Margaret Lurie, Leora Siegel, Sandra Smith

Staff: Karen Danczak Lyons, 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 6:31 pm.

PUBLIC TRUTH IN TAXATION HEARING: Michael Tannen convened the Truth in Taxation Hearing for the Library's 2016 proposed tax levy and asked if there was public comment.

Bennett Johnson spoke in support of the Library and the Library's tax levy request.

ADJOURNMENT – Ben Schapiro motioned to adjourn the meeting, seconded by Shawn Iles. The meeting adjourned at 7:00 pm.

Respectfully Submitted,

Paul Gottschalk

Next Regular Meeting: Wednesday, November 18, 2015, 6:30 pm Evanston Public Library, Board Room

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

Wednesday, November 18, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Socorro Clarke, Tori Foreman, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith, Michael Tannen

Members Absent: Leora Siegel

Staff: Karen Danczak Lyons, Paul Gottschalk

Guest: Bennett Johnson

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:32 pm.

CITIZEN COMMENT – None

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the October 21, 2015 regular meeting, the bills list and payroll. Second by Vaishali Patel. Approved on a voice vote.

LIBRARY DIRECTOR'S REPORT

Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- Geoffrey Baer, a public television writer and documentary host, has agreed to speak at the Library's donor recognition event scheduled for May 4, 2016.
- The Fund for Excellence Campaign is well-underway and over 100 people have donated so far.
- Staff will be conducting Harwood community conversations at Family Focus and the Childcare Network of Evanston.

STAFF REPORTS

A. Administrative Services Report – Paul Gottschalk updated the Board on the Lush Evanston project.

BOARD REPORTS - none

UNFINISHED BUSINESS

Motion by Socorro Clarke to approve the FY2016 Library revenue budget as presented. Second by Benjamin Schapiro. Approved unanimously on a roll call vote.

NEW BUSINESS

- A. Approval of Resolution 2015-R1** – Motion by Benjamin Schapiro to approve resolution 2015-R1 providing for the 2016 budget and setting the annual tax levy for FY2016. Second by Socorro Clarke. Passed unanimously.
- B. Approval of 2016 Board Meeting schedule** – motion by Vaishali Patel to approve the 2016 Board meeting schedule as presented. Second by Shawn Iles. Approved unanimously on a voice vote.
- C. Approval of the 2016 Library Closing Schedule** – Karen Danczak Lyons recommended closing at 4 pm on May 4th for the Donor Recognition event. Michael Tannen expressed his thoughts that the Library should be open as many days as possible in order to serve the community. Motion by Benjamin Schapiro to approve the 2016 closing schedule as presented including closing at 4 pm on May 4th. Second by Sandra Smith. Approved on a voice vote.
- D. December 31, 2015 Closing and Unpaid Furlough Day** – Karen reported that the City of Evanston will not require staff to take a furlough day on December 31st and recommended that the Library be open until 5 pm. Motion by Benjamin Schapiro to rescind the December 31st closure and furlough day previously approved by the Board and open in the 31st until 5 pm. Second by Tori Foreman. Approved on a voice vote.
- E. Technology Assessment Review** – Karen discussed the Library’s progress improving information technology services. Wi-Fi access points were recently expanded. Laptops and projectors have been added and upgraded to meeting rooms. The 2016 budget includes \$125,000 for internal network upgrades and funds for circulating wireless hotspots. The interior renovation space plans will include the creation of a computer commons and digital learning lab.

ADJOURNMENT – Ben Schapiro motioned to adjourn the meeting, seconded by Tori Forman. The meeting adjourned at 7:42 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

Next Meeting: Truth in Taxation Hearing: Wednesday, December 16, 2015, 6:30 pm Evanston Public Library, Board Room

Library Director's Report
November 18, 2015

Updates:

- 2016 Budget: On Monday, November 16, 2015 we conducted our Truth in Taxation Hearing. The following summary was shared at the meeting:

		% of
FY2016 Revenue		Total
Property Tax Levy - Operating	\$6,054,180	86.3%
Transfer from Endowment Income	\$185,800	2.6%
Fund for Excellence	\$185,000	2.6%
Fines and Fees	\$160,000	2.3%
State Per Capita Grant	\$94,177	1.3%
Library Donations	\$87,500	1.2%
Library Book Sales	\$63,000	0.9%
Personal Property Replacement Tax	\$50,200	0.7%
Prior Year's Taxes	\$50,000	0.7%
Rental Income	\$25,300	0.4%
Library Grants	\$20,000	0.3%
Copy Machine and Printing Charges	\$15,500	0.2%
Meeting Room Fees	\$12,500	0.2%
Material Replacement Charges	\$12,000	0.2%
Investment Income	\$2,000	0.0%
	\$7,017,157	

On Monday, November 23rd the City Council will vote on the 2016 City of Evanston Budget and Levy *and* the Evanston Public Library's proposed tax levy.

As a reminder, our proposed 2016 budget captures the growth in the EAV. When applied to the value of the average home in Evanston, the increase is less than the price of a paperback book:

10% of Market Factor is 2.6039 EPL tax rate is 0.264

Market Value of Home	Assessed Value of Home	Equalized Value of Home	2015 Library Tax	2016 Projected Tax	Difference
\$ 100,000	\$ 10,000	\$ 26,039	\$ 69	\$ 72	\$ 2.82
\$ 200,000	\$ 20,000	\$ 52,078	\$ 137	\$ 143	\$ 5.64
\$ 400,000	\$ 40,000	\$ 104,156	\$ 275	\$ 286	\$ 11.27
\$ 600,000	\$ 60,000	\$ 156,234	\$ 412	\$ 429	\$ 16.91
\$ 800,000	\$ 80,000	\$ 208,312	\$ 550	\$ 572	\$ 22.55
\$ 1,000,000	\$ 100,000	\$ 260,390	\$ 687	\$ 716	\$ 28.18

Also in compliance with State law, the primary source of funding for all public libraries in the State of Illinois is local property tax. This fact is especially important when we compare our per capita property tax funding to that of surrounding and similar libraries:



- Fund for Excellence 2015**
 Report for Board of Trustees
 November 18, 2015

- Thank you so much for all your work helping to launch the 2015 Fund for Excellence Campaign.
- The Fund for Excellence Committee- composed of 9 Board members, 2 honorary members and 23 committee members- helped personalize 1334 letters to people who gave in FY2014 and other personal contacts.
- 105 volunteers received a special letter thanking them for their service and encouraging their financial support, signed by Karen with a personal note from Mary Kling, volunteer coordinator.
- 31 people who gave to the EPL Friends Co-Chair.
- 1438 library card holders who have never donated also receive a letter.
- A total of 4000 letters were in the mail the week of November 9th.
- An article in EPL electronic newsletter last week included an appeal and donate button. It received 5 gifts totaling \$535 in one day.
- We're also sending a series of emails to the 24,000 people who subscribe to the Library's newsletter. You should have received two emails to date; one comparing EPL's budget per resident to neighboring communities and one sent yesterday talking about our need to improve our digital collections. Please forward these emails to anyone in your personal email contact lists. This is a great way to reach new donors.
- Results as of November 17:
 - 100 gifts totaling \$15,670. Of these gifts, 90 were from people who received a personalized letter from the committee.
 - Jess Ticus will be sharing a list of the donors and solicitor with you so you can see if any of your people have made gifts. Thank you for all of your incredible help.
- The work of the Evanston Public Library was highlighted in an editorial in the November 4th edition of the Roundtable : "Light of Learning Still Burns Bright at the Library"

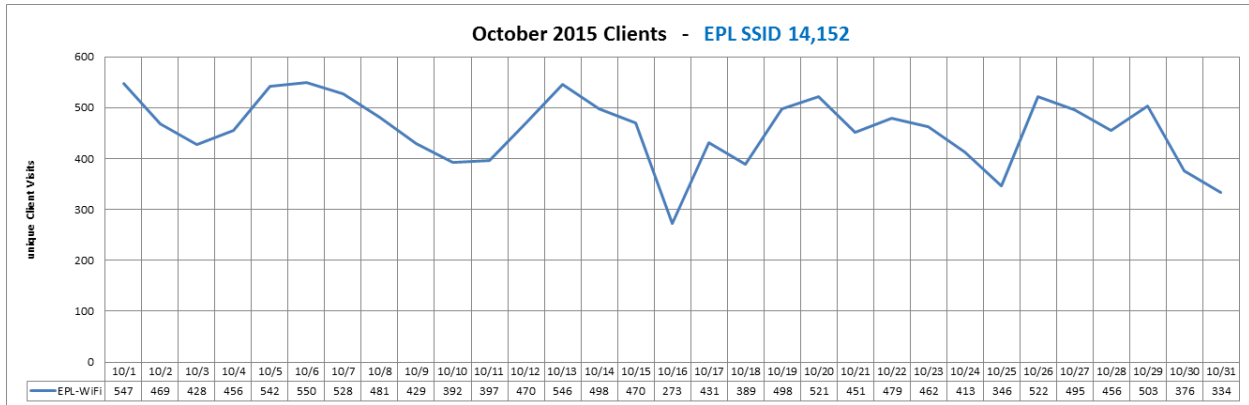
Assessments, metrics and initiative results:

Foot traffic:	October, 2015	September, 2015
Main:	43,311	43,147
North:	4,367	4,151
CAMS:	4,254	4,060
Total:	51,932	51,358

Website visits in September: 42,214 October: 41,132

Overall Computer/Internet Use – all locations: September: 6,479 October: 6,675

Wireless network: October: total: 14,152



Services and collaborations:

- My thanks to Jan Bojda who facilitated the first Cradle to Career Community Conversation on November 17 at Family Focus. Jan has also volunteered to facilitate the next Cradle to Career Community Conversation on November 30th at the Childcare Network of Evanston. I appreciate her leadership and willingness to help guide these discussions and represent EPL in this effort.
- I am pleased that we are continuing to host Social Worker Interns through our partnership with Presence Behavioral Health. The Social Worker Interns are beginning their work at the main library this week:

We have 3 students this year that will be helping out with these services. Here are their names and times that they will be at the main library:

- Rana Khalifeh, 2nd year social work student at Loyola University, will be at the library Fridays 12-2:30 pm
- Keely Beckman, 2nd year counseling student at DePaul University- will be at the library on Tuesdays from 11:30-2 pm
- Brian Casey- 2nd year social worker student at University of Chicago- will be at the Library on Wednesdays from 3:30-6 pm (there will be a couple of Wednesdays when he will actually be at the library earlier in the day, staff will be informed of these dates by Presence Behavioral Health).

Presence Behavioral Health will continue to provide support to library patrons and staff, these services might include crisis intervention, de-escalation, linking to different resources, providing one-on-one time for those that are just needing someone to talk to and any other support that you need.

- On October 29th, we participated in the national launch of the *Libraries Transform* campaign. On the second floor landing of the main library we have displayed a number of posters with messages related to the campaign. The branches should also have received a smaller version of these posters to be displayed. A banner was installed on the exterior of the main library that carries one of the key messages from the Libraries Transform campaign materials. We issued a press release that included an invitation to share stories about how the Evanston Public Library has transformed the lives of our residents and patrons.

- From Martha Meyer:

This past October we had a session of Theater Games for families which originated from Martha assisting the new education director of Lifeline Theater, Julie Ganey at the Children's Service desk. The result is the beginning of what Martha calls a "natural partnership". They can raise awareness of their productions based on high quality children's literature among our library users, many of whom appreciate high quality literature and we get to provide a free literature-based program that promotes books and that extends the variety of our offerings. They are working on another event in the future.

Here's Julie's bio:

Julie Ganey Julie Ganey — Education Director

Julie comes to the Education Director position after teaching in Lifeline's residency program for 6 years. She served as Director of Education at 2nd Story from 2009–2015, and Outreach Director at Next Theatre from 2007–2011, and she continues to work with students of all ages through the Goodman Theatre. Julie has spent two decades as an artistic associate at Wavelength, an award-winning comedy ensemble that provides professional development for educators nationwide. She has created and led workshops for teachers all over the country on communication skills, using improvisation in the classroom, and professional learning communities. Julie's bullying prevention program, Stand Up on the Schoolyard, has been presented to students and educators within the Chicago Public School system and across the country. In addition, she has performed in numerous Chicago theatre productions, including her original solo shows, *The Half-Life of Magic* and *Love Thy Neighbor... till it hurts*.

Highlights from Neighborhood Services include:

- New staff member Florencia Govea created to "Day of the Dead" programs – one in October and again in November. Patrons enjoyed both programs. Florencia is also working with staff to provide bi-lingual story-times.

CAMS Branch

Saturday, October 10 – Fire Truck Visited CAMS for Fire Prevention Week



Each child had a chance to sit in the fire truck.

Saturday, October 24 and November 7—Day of the Dead Celebrations



We had two celebrations for the Day of the Dead where children made masks, created puppets and decorated candied skulls.



- **Florencia and a volunteer began a bilingual story time at CAMS which has been very successful and brings a variety of participants. I will provide photos next month.**
- **Monday, October 19 and Saturday, October 31—Halloween Costume Making and Halloween Story time**



- **North Branch
Tail Waggin' Tutors**



- A small group of parents discussed **Feeding your Picky Eater** (led by registered dietician nutritionist Allegra Burton) and a slide show presented by patron **Heidrun Hoppe** of her trip to Nepal including the devastation of the earthquake.

- **October 31, Halloween Storytime and Celebration**

Families enjoyed stories, did a craft with the help of some young patron volunteers, and showed off their costumes including this transformer costume.



Highlights from Children's Services include:

Programming Highlights

Evanston Storytelling Festival:

Altenbach, Antolin, Iverson, Kaufmann, Sindelar and her son Charlie presented some special story times for Preschool aged children and their families on the Saturday of the festival. I am proud of the way everyone went the extra mile in making these extra special in very creative ways for our festival weekend

Purple Crayon Players began their monthly weekend story time and craft sessions. Kennelly acted as the staff contact.

Training and Continuing Ed

Bojda attended the first annual Recharge Un- Conference in Elgin: My main reason for attending this event was to hear Beck Tench. She was an inspiring speaker and talked about practices to inspire creativity. Several of the ideas she talked about were writing daily morning pages, drawing (even if you are not artistic, and quiet breath-focused meditation. She led us in a couple of exercises to learn about nurturing creativity. I also attended two breakout sessions. One was by a group calling themselves “Make It” that had formed at ILEAD U and received a Knight Foundation grant to fund circulating Maker Kits for the state of Illinois. Their session was focused on the sharing economy and the group participating by creating a post-it note including current partners, “dream” partners, things we currently share and things we would like to share. In small groups we then chose from the variety of post-it’s a sharing project and possible partners to begin shaping a way to make it happen. I thought the tool itself could be a productive way of “brainstorming” ideas in new way, so a useful tool.

Kennelly attended Lincoln Story League where she, along with colleagues from North Suburban libraries met to share ideas for Fall Story times.

Mental Health Awareness Program:

This was a really informative program at the Skokie Public Library. There was information on different mental illnesses and their manifestations as well as the medications to treat them and someone sharing a personal story. The program was part of celebrating the 25th anniversary of the ADA.

Every Child ready for Kindergarten Networking Meeting:

At this meeting we heard a really good presentation by Jennifer McCray from the Erikson Institute on math for infants and toddlers, based on the book *Big Ideas of Early Mathematic*, from the Erikson Math Collaborative. Lots of good messages and ideas for using the language of math in everyday experiences.

Outreach and Community Engagement

LEAP:

Antolin enlarged our LEAP team by including three additional staff which means that 5 staff members presented Pizza Play Literacy in classrooms in October (our last date was re-scheduled for November 9 because of Halloween parades and that will include the 6th staff member). We had really positive interactions with teachers and children and fun playing. There were quite a few children new to Pizza LEAP so there was a lot of magic in the pizza transformation and I’m glad for more staff involvement.

- Attendance **348 (289 children, 59 staff) 25 classrooms (4 remaining) 284**
- Laura – 17 classes, Kim – 13 classes, Martha – 8 classes, Andi – 6 classes, Brian – 6 classes

Bojda visited the first graders at Lincolnwood School as a part of their unit of study on Community Helpers (71 first graders; 4 adults)

Kaufmann visited her Doorway to Learning preschoolers for story time.

Wilson visited Total Child, room 25—seasonal visit (1 session)

Book Buddies:

Antolin started Book Buddies up again on October 16 – Laura and the volunteers will be going to the Child Care Center for 4 weeks and to Reba for 3 weeks this quarter. There is tremendous dedication from NU to this program in spite of the fact that there is no funding for a JumpStart volunteer coordinator this year and there has been a huge response to the call for student volunteers so far. In fact, for 2 of the 3 Book Buddies in October, there were enough students volunteers to go into 2 classrooms (Blue and Purple) at the Child Care Center instead of just the Blue room.

- Attendance **116 (60 children, 10 staff, 36 NU students)**

Group Visits to the Library

Kennelly presented a story time for Bright Horizons Four Year Olds – 19 on October 6
Bojda led two tours of the Children’s Room for new sixth graders.

Wilson was a guest lecturer for Children’s Literature class from the Blitstein Institute of Hebrew Theological College.

Learning & Growing:

The families that come to this story time are home visiting families and I’m happy to have the opportunity to interact with them - I read stories and sang songs with the families and prepared a leaf craft. The kids and parents worked together to place and glue leaves on a plate and make a wreath. This was another opportunity to work on fine motor practice.

- Attendance **23 (13 kids, 10 adults) 9 families**

Other Activities

Kennelly did advance work in readying our collection of District 65 Battle of the Books in preparation for the kickoff of this year’s Battle in November.

Mathews began researching what other library’s do for Reader’s Advisory for patrons and how staff is trained.

Balla met with Florencia Govea to plan Bilingual Jammie Time (Dec. 17)

Wilson was interviewed by a reporter from the Daily Northwestern about is election to the Caldecott Committee.

A number of Children’s staff members are planning programming for the Winter break.

Patron stories:

Ms. Laura’s visit to Fleetwood:





Exploring STEAM with Ms. Laura:



From Renee Neumeier:

6th Grade Tours

This month teen services staff welcomed all the D65 6th grades (except for Haven who comes to North Branch in December) to EPL for an orientation, tour and time to check out too. For the first time King Arts Magnet School brought their 6th grades and since they hadn't come in past years they also brought their 7th and 8th graders. Overall we got a really positive response for both students and teachers from the schools. Each year we try to address any issues that come up or approaches that need to be freshened up. Teen services did an awesome job of being flexible, having high energy and keeping the student engaged throughout their visit. Close the 600 students came through our doors as part of the tours this month and we made tons of new library cards too.

Improv Program Series:

Kayla's Sunday afternoon improv series was a huge success. Most of the sessions had 9-13 teens in attendance. The response has been so positive that we're going to try offering the class on a more regular basis either on Wednesday evenings or Sunday afternoons. During the programs Kayla does a variety of exercises with the students to help them begin to develop sketch comedy skills.

Reclassification of YA Graphic Novels

This month tech services staff, teen services staff and volunteers reclassified the YA graphic novels so they're no longer cataloged under a Dewey decimal number, but under YA Graphic and the author's last name instead. We hope that this will make the collection much easier for patrons (and staff to use).

Baker Demonstration School 3D Printing Collaboration:

Ashley and Renee worked with Becky from Baker Demonstration School to introduce 3D design and printing to her students. Our first sessions went really well and while there were some sign up issues we worked with Becky to figure out work arounds. The first sessions we focused on learning the basics of Tinkercad. These sessions went so well that Becky asks Ashley and/or Renee to come back for more visits. The remaining visits are going to be assisting students with designing a piece of equipment for the school's new outdoor space. The principal came to talk to the students about what the school has envisioned for the space and then based on that other brainstorming the students are going to work in group to come up with ideas that can design. We'll be printing their pieces at the Loft.

Y.O.U. Family Night at Chute

Ashley presented at Y.O.U.'s family night at their Chute site. There were close to 60 people at the event. She shared information about teen programs, homework resources and the Big Read. The families were really interested in all the programs and took all the copies of Into the Beautiful North. We'll bring more copies once we get more in. The parents did ask a lot of questions about homework help and we don't offer it. This is something we have talked about a lot at EPL, but have had the opportunity to pursue it. Since we are now fully staff in youth services I think we may be able to begin to put together a framework and then work with Mary Kling to recruit volunteers.

LGBTQIA Book Group for 2016

Kayla reached out to some frequent Loft visitors who she knows have an interest in Queer issues. She surveyed them on their interests for programming at The Loft that would speak to these interests. They gave her feedback on stuff they would be interested in, and Renee and Kayla have since been coordinating/choosing titles for a potential trial run of a LGBTQIA Book Discussion for Teens to start in 2016. Renee purchased multiple copies of several titles focusing on different LGBTQIA topics to use for this book discussion pilot.

Programming:

Teen DIY:

- Lead the North Branch – Spa Day event, had 4 teens, which haven't come to programs before. Received a lot of positive feedback from them and from their parents
- I have been working with Connie and branch staff (Bridget and Ranae) to plan Teen DIY events at CAMS and North for winter/spring 2016. Since we've found that having branch staff lead or help with the programs has helped with attendance at CAMS we're going to pilot that at North in 2016, Ranae has volunteered to help out with the programs.
- To get more consistent teen traffic at North we're also going to try some drop in Teen DIY programs on days off, and possibly an after-hours movie.
- I have laid out all of the Teen DIY programs for all 3 branches for winter/spring 2016 and have begun coming up with program idea with input from teen services and branch staff

Big Read

- Met with Metamedia staff about collaborating on our finale event with them and touched base with Nichols and Chute's media arts teachers about having their students do projects tied into the themes
- Spanish book club at ETHS continues to meet and picked up 3 new members
- Four ETHS sophomore teachers have committed to teaching *Into the Beautiful North* this school year, we have prepared a bibliography of related titles for them and come into do book talks for two of the classes

Community Outreach:

ETHS:

- In connection to the Big Read four sophomore teachers have committed to teaching the book this school year. The first teacher to start was Liz Hartley. Liz asked me to bring flyers and bookmarks for all of her students so they could know more about the surrounding events. She also had me develop a bibliography of readalikes based on the themes in *Into the Beautiful North* (LGBTQ, immigration, following your dreams, Latinos etc.). I then met with her classes and booktalked a few of these books for them. Ashley came with on the visit so we could offer remote check out of books and we also made cards for students who needed one or needed a replacement.
- Mercedes Fernandez has continued to offer her Spanish book discussion of *Into the Beautiful North* she now has ten people in the group and it has been a success so far. We deliver refreshments for each session.

Community Outreach Highlights from Jill Skwerski include:

- The annual IL Library Association Conference took place 10/22-24 in Peoria. I presented a program along with colleagues from the Glen Ellyn Public Library titled, *Fairs with Flair*. This program shared suggestions about how to plan and coordinate successful community engagement in the production of library fairs. I shared from the perspective of producing the Special Needs Family Resource Fair last November. The Glen Ellyn PL hosts an annual STEAM Fair that draws over 1,000 attendees! This was a wonderful opportunity to both highlight what we do here in Evanston and learn from fellow librarians. Power Point presentation attached below.
- Members of the ETHS Youth Technology Corps visited Jacob Blake Manor after school on 10/27 to upgrade the equipment that was no longer viable. Blake now has 2 new desktop machines, one with speakers and one attached to a printer/scanner. Residents are overjoyed! See attached pictures to view the excitement of an installation day.
- Our partnership with Global Health Studies students at Northwestern has come to fruition in the form of a fully functional Health Information Desk. Service hours for the desk are Wednesdays, 3-6pm and Sundays, 1-4pm. The desk is promoted and staffed by the students, who produce informational handouts on monthly themes. October's theme was managing chronic health. We're tweaking schedules and fine tuning the look of the desk, but overall are thrilled to have this service in place. Many thanks to Ben Remsen for taking the lead on this ongoing effort.
- Affordable Care Act navigators have returned to EPL with regular hours in the Newberry room every Monday and Wednesday, 11am – 7pm and select Saturdays, 9am – 6pm. Additionally, navigators accompany me to Crown and Hillside to provide information about access to health care. Open enrollment runs through the end of January.
- Providing library services at the Produce Mobile, Hillside Pantry, and YWCA continue on a regular basis. At Crown and Hillside I typically give out 80-100 kids' books and 20-30 adult books, while at Hillside it's about a 50/50 split. At the YWCA, I provide information about job resources; resume writing, general library services, COE services, and other community services. I usually make at least 10 library cards and bring along a selection of donated adult and juvenile reading materials for residents to keep and read.
- Looking ahead to November – Into the Beautiful North discussion at 3 Crowns, 2nd visit from Community Partners for Affordable Housing, and a packing day with our partners at Liberation Library.



Fairs with Flair.pptx





Adult Services highlights include:

- Continuing series of programs for entrepreneurs and small businesses including:

“Business Plan – a roadmap for you, necessary for loans”: Good planning increases the odds of success. This workshop covers the essential elements of business plan development including setting goals and objectives, preparing marketing and financial plans and defining action steps to attain your goals.

“Market Research. What it is. How it works. Why it’s essential and economical”: Your business decisions should be based on the needs and wants of customers and prospects. Learn how to tap into the mind-set of your target market to help you make the right marketing, operational and financial decisions that can strengthen your opportunity for business success and lead to greater profitability.

Bring Your Own Laptop: Windows 10

Part 2: Thursday, November 19, 3 pm, Seminar Room, 3rd floor, Main Library

According to Microsoft, millions of people are already using Windows 10. It's fast, familiar and free. Learn what's new, how to install it and how to use it.

Students must bring their own laptop to class.

Students should register for both sessions.

Register [online for part 1](#) and [online for part 2](#) or by calling the Reference Desk (847) 448-8630.

Upcoming events of note:

Affordable Care Act and You



Affordable Care Act Navigators Here to Help You @ the Evanston Public Library

Certified Affordable Care Act Navigators from PEER Services will visit the library for enrollment assistance and information about insurance coverage options. Come get your questions answered! All sessions in the Newberry Room, Second Floor, Main Library, 1703 Orrington Ave.

Beginning Saturday, November 7, certified ACA Navigators from PEER services will be available for enrollment assistance and help with general ACA, Medicare and Medicaid questions.

November Teen DIY

Join us for one or all of these epic events at all of the Library's locations! We'll provide all the supplies; just bring your friends and creativity. Sign up for a reminder or drop in! Grades 6-12.



Felt Coffee Sleeves

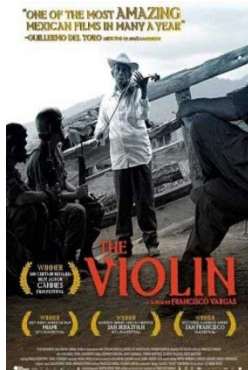
Saturday, November 21, 3-4:30pm, [North Branch](#)

Stop using cardboard coffee sleeves and make your own! From cats to funky designs add your own touches to a felt drink sleeve. [Sign up for a reminder.](#)

The Big Read Film Festival: Mexican Movies

Saturday, November 21, 11 am - 6 pm, Community Meeting Room, Main Library

Through a series of thematic film festivals, the Evanston Public Library will celebrate the topical issues raised in our [Big Read](#) choice book, [Into the Beautiful North](#). This festival focuses on popular Mexican films or films by famous Mexican directors. The schedule is as follows:



11:00 AM: [El Violín](#)

In an unnamed Latin American country that closely resembles Mexico; the government fights a rural insurgency with torture, assault, rape, and murder. Soldiers descend on a town, cutting off the rebels from their cache of ammunition hidden in a field. A family of grandfather, son, and grandson are among the rebels in the hills. The grandfather, with his violin over his shoulder, tries to pass the checkpoint, ostensibly to tend his corn crop. The commanding officer lets him pass but insists on a daily music lesson. Can the old man ferry out the ammunition in his violin case under the soldiers' nose?

Rated R, 98 Minutes

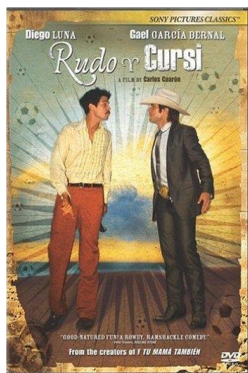


1:00 PM: [A Day Without a Mexican](#)

A thick fog surrounds California's borders, communication beyond state lines is cut off, and the Mexicans disappear: workers, spouses, and business owners are missing. Cars are abandoned in the street; food is left cooking on the stove. We meet the wife of a musician who's gone, a state Senator whose maid doesn't show up for work, and a farm owner whose produce is ripe and unpicked. A scientist asks any Mexicans who haven't disappeared to volunteer for genetic experiments: a female newscaster and the daughter of the musician may be the only missing links

around. Why them? And where have all the Mexicans gone? Even the border guards grieve. The state and its economy grind to a halt.

Rated R, 100 Minutes.



3:00 PM: [Rudo y Cursi](#)

Mexican half-brothers Beto and Tato have a typical love/hate relationship with each other. They both work on a banana plantation and live with their extended family of the rural peasant class barely making ends meet. The brother's fortunes change when into their lives comes Batuta, a soccer scout. Despite their advancing ages, both Beto and Tato are naturally gifted at soccer, Beto as a goaltender and Tato as a striker. Playing professionally has always been Beto's dream, although Tato has other professional thoughts on his mind. Batuta eventually recruits both for different teams in Mexico City. Beto and Tato's fortunes rise and fall, the falls based on those things which hold more passion for the brothers.

Rated R, 103 Minutes

The Big Read Film Festival @ CAMS



Saturday, November 21, 2 pm, Chicago Ave. & Main St. Branch

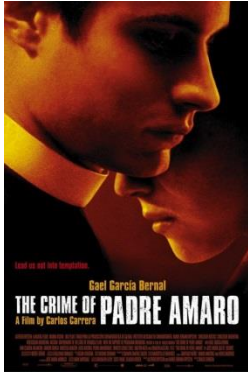
Through a series of thematic film festivals, the Evanston Public Library will celebrate the topical issues raised in our [Big Read](#) choice book, [Into the Beautiful North](#). This festival focuses on popular Mexican films or films by famous Mexican directors. We will be showing [La Misma Luna](#) which tells the parallel stories of nine-year-old Carlitos and his mother, Rosario. In the hopes of providing a better life for her son, Rosario works illegally in the U.S. In Mexico, her mother cares for Carlitos. Unexpected circumstances drive both Rosario and Carlitos to embark on their own journeys in a desperate attempt to reunite. Along the way, mother and son face challenges and obstacles but never lose hope that they will one day be together again.

Rating: PG-13 (some mature thematic elements) Run Time: 106 Minutes

The Big Read Film Festival: Mexican Movies

Sunday, November 22, 1 - 6 pm, Community Meeting Room, Main Library

Through a series of thematic film festivals, the Evanston Public Library will celebrate the topical issues raised in our [Big Read](#) choice book, [Into the Beautiful North](#). This festival focuses on popular Mexican films or films by famous Mexican directors. The schedule is as follows:



1:00 PM: [El Crimen del Padre Amaro](#)

Father Amaro, a young Roman Catholic priest, is a new arrival in a small Mexican town. Assigned to help the older Father Benito, Amaro gradually discovers that his elder is not only involved in an affair, but also building a hospital with help from a local drug czar. Struggling with temptation and sin in his own right, Amaro begins a romance with Amelia, a beautiful teen who dotes on him -- but the relationship has dire consequences.

Rated R, 118 Minutes



3:30 PM: [Babel](#)

An accident connects four groups of people on three different continents: two young Moroccan goatherds, a vacationing American couple (Brad Pitt, Cate Blanchett), a deaf Japanese teen and her father, and a Mexican nanny who takes her young charges across a border without parental permission.

Rated R, 143 Minutes

Excerpts from Patron feedback:

- Included with a donation to the Fund for Excellence was the following: “We cannot thank the third floor staff enough for the outstanding support every Tuesday pm – ESL class. Thank you!!”



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: December 11, 2015

Recommended Action

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

Summary

Library Payroll

November 2 through November 15, 2015	\$ 131,592.25
November 16 through November 29, 2015	\$ 129,048.97

Library Fund Bills List

November 24, 2015	\$ 40,647.74
December 15, 2015	\$ 88,711.79

(includes October purchasing card expenses of \$10,055.99)

Library Internal Checks List

December 1, 2015	\$ 101.20
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Attachment: Bills List, Purchasing Card Report, Internal Checks List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.24.2015

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 MCKENNA ZERFAS	*REIMBURSEMENT: YA SUPPLIES	247.28
65630 BAKER & TAYLOR	JUV PRINT	4,343.48
65641 MIDWEST TAPE	ADULT AV	34.99
65641 MIDWEST TAPE	JUV AV	1,483.22
65641 RECORDED BOOKS INC.	JUV AV	89.62
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	<u>60.00</u>
4805 LIBRARY YOUTH SERVICES Total		6,258.59
4806 LIBRARY ADULT SERVICES		
62341 LYNDA.COM, INC.	TUTORIAL DATABASE	5,500.00
65630 BAKER & TAYLOR	ADULT PRINT	2,649.93
65630 CENTER POINT INC	ADULT PRINT	125.22
65630 WEST PUBLISHING CORP. DBA THOMSON REUTERS WEST	ADULT MATERIAL	228.00
65630 GALE RESEARCH INC.	ADULT PRINT	498.56
65641 MIDWEST TAPE	ADULT AV	2,009.50
65641 MIDWEST TAPE	JUV AV	335.88
65641 RECORDED BOOKS INC.	ADULT AV	41.60
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	<u>93.75</u>
4806 LIBRARY ADULT SERVICES Total		11,482.44
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	107.40
57515 ILLINOIS HEARTLAND LIBRARY SYSTEM	MATERIAL REPLACEMENT	25.50
65100 ULINE	CREDIT CARD RECEIPTS	<u>31.27</u>
4820 LIBRARY CIRCULATION Total		164.17
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	CAMS DEC 2015 RENT	3,451.88
64015 NICOR	NORTH BRANCH NATURAL GAS	45.74
65630 BAKER & TAYLOR	ADULT PRINT	304.48
65630 BAKER & TAYLOR	JUV PRINT	<u>420.06</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		4,222.16
4835 LIBRARY TECHNICAL SERVICES		
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	118.71
65555 DELL COMPUTER CORP.	4 PCS FOR LIBRARY PUBLIC USE	<u>3,284.36</u>
4835 LIBRARY TECHNICAL SERVICES Total		3,403.07
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	124.64
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	299.66
64015 NICOR	UTILITIES	226.97
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	132.61
65050 ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION SYSTEM	<u>503.70</u>
4840 LIBRARY MAINTENANCE Total		8,447.58
4845 LIBRARY ADMINISTRATION		
62185 GOMEZ, EDUARDO	COMPUTER CLASSES	200.00
62360 AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES	657.00
64540 VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	114.03
65095 ILLINOIS PAPER COMPANY	COPY PAPER	1,384.00
65095 ILLINOIS PAPER COMPANY	FREIGHT	20.00
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	222.62
65095 OFFICE DEPOT	OFFICE SUPPLIES	154.98
65095 4IMPRINT	PROMOTIONAL PENS	346.41

CITY OF EVANSTON

LIBRARY BILLS LIST

PERIOD ENDING 11.24.2015

65095 PAYMENT ALLIANCE INTERNATIONAL	CREDIT CARD TERMINAL	161.00
65095 IRIS B. BRANDING & COMMUNICATIONS	FFE LETTERHEAD REPRINT	<u>245.00</u>
4845 LIBRARY ADMINISTRATION Total		3,505.04
4850 LIBRARY GRANTS		
65100 SCHOLASTIC INC.	COMMUNITYWORKS GRANT	950.45
65100 JASMIN CARDENAS	*STORYTELLING FESTIVAL SPEAKER	900.00
65100 ULINE	BOOK SALE SUPPLIES	<u>48.22</u>
4850 LIBRARY GRANTS Total		1,898.67
185 LIBRARY FUND Total		<u>39,381.72</u>
Grand Total		<u><u>39,381.72</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.24.2015

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -OCTOBER, 2015	1,266.02
			<u>40,647.74</u>
		GRAND TOTAL	<u>40,647.74</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 12.15.2015

185 LIBRARY FUND

185 LIBRARY SUPPORT		
22730 BANK OF AMERICA	*PRURCHASING CARD-OCT.2015	10,055.99
185 LIBRARY SUPPORT Total		10,055.99

4805 LIBRARY YOUTH SERVICES

65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	553.83
65503 DEMCO, INC.	COMPUTER STATION FURNITURE	1,468.83
65630 BAKER & TAYLOR	BOOKS	7,499.77
65630 GREY HOUSE PUBLISHING	JUV PRINT	1,110.25
65630 WORLD BOOK, INC.	521645	999.00
65630 WORLD BOOK, INC.	BUILDING MAINTENANCE	1,538.00
65630 THE COMIX REVOLUTION, INC.	JUV BOOKS	42.25
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	36.67
65641 BAKER & TAYLOR	BOOKS	200.44
65641 MIDWEST TAPE	AUDIO VISUAL	2,569.32
65641 RECORDED BOOKS INC.	ADULT AV	33.97
65641 RECORDED BOOKS INC.	JUV AV	467.28
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	507.75
65641 FINDAWAY WORLD, LLC	JUV AV	51.98
65641 FINDAWAY WORLD, LLC	YA AV	692.74
4805 LIBRARY YOUTH SERVICES Total		17,772.08

4806 LIBRARY ADULT SERVICES

62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	PLATFORM FEE	82.50
62341 RECORD INFORMATION SERVICES, INC.	DATABASE SUBSCRIPTION	770.00
65100 JEAN JOSLYN	LYRIC OPERA LECTURES	100.00
65100 MY HERITAGE, INC.	WORLD VITAL RECORDS UNLIMITED ACCESS MEMBERSHIP	2,000.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	1,180.29
65630 BAKER & TAYLOR	BOOKS	17,085.58
65630 BERNAN ASSOCIATES	ADULT PRINT	186.00
65630 CENTER POINT INC	ADULT PRINT	125.22
65630 INFORMATION TODAY INC	ADULT PRINT	404.53
65630 NATIONAL REGISTER PUBLISHING	ADULT PRINT	309.10
65630 REGENT BOOK COMPANY INC	ADULT PRINT	43.00
65630 OMNIGRAPHICS INC	ADULT PRINT	240.75
65630 GALE RESEARCH INC.	ADULT PRINT	929.64
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.90
65641 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	14.24
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	711.74
65641 MIDWEST TAPE	AUDIO VISUAL	2,529.99
65641 RECORDED BOOKS INC.	ADULT AV	1,325.00
65641 RECORDED BOOKS INC.	ADUT AV	99.00
65641 RECORDED BOOKS INC.	AUDIO VISUAL	198.00
65641 RECORDED BOOKS INC.	AV REPLACEMENTS	13.90
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	728.00
65641 THE TEACHING CO., DBA THE GREAT COURSES	ADULT AV	163.85
4806 LIBRARY ADULT SERVICES Total		29,418.23

4820 LIBRARY CIRCULATION

65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	257.55
65100 LUCAS COLOR CARD	LIBRARY CARDS	1,287.21
65100 PAYMENT ALLIANCE INTERNATIONAL	CREDIT CARD MACHINE	161.00
65100 AZURADISC, INC.	CD CLEANER MACHINE SERVICE	237.46
4820 LIBRARY CIRCULATION Total		1,943.22

4825 LIBRARY NEIGHBORHOOD SERVICES

65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	17.01
65100 PAYMENT ALLIANCE INTERNATIONAL	CREDIT CARD MACHINE	10.00
65630 BAKER & TAYLOR	BOOKS	1,345.66
65641 BAKER & TAYLOR	BOOKS	69.01
4825 LIBRARY NEIGHBORHOOD SERVICES Total		1,441.68

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 12.15.2015

4835 LIBRARY TECHNICAL SERVICES		
62340 COOPERATIVE COMPUTER SERVICES	HOOPLA LICENSE	750.00
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	<u>5,926.79</u>
4835 LIBRARY TECHNICAL SERVICES Total		6,676.79
4840 LIBRARY MAINTENANCE		
62225 ANDERSON LOCK CO. LTD	FIRE DOOR REPLACEMENT	4,386.98
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	337.60
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	530.00
64015 NICOR	UTILITIES	330.68
64505 CALL ONE	COMMUNICATION CHARGES	170.42
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	<u>955.07</u>
4840 LIBRARY MAINTENANCE Total		13,870.75
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX OCTOBER 2015	97.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185 IRIS B. BRANDING & COMMUNICATIONS	FFE DESIGN FEE	50.00
62210 IRIS B. BRANDING & COMMUNICATIONS	PRINTING	290.00
62295 AMERICAN LIBRARY ASSOCIATION	TRAINING AND TRAVEL	110.00
62295 KAREN DANCZAK LYONS	ALA LIBRARY ASSOCIATION MEMBERSHIP	122.00
65095 AMERICAN LIBRARY ASSOCIATION	BOOKMARKS	58.32
65095 AMERICAN LIBRARY ASSOCIATION	CREDIT	-2.32
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	17.39
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	<u>418.90</u>
4845 LIBRARY ADMINISTRATION Total		2,827.95
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, SUPPLIES AND AUDIO BOOKS	12.20
65100 HOUSE OF RENTAL	TENT RENTAL FOR STORYTELLING FESTIVAL	<u>4,692.90</u>
4850 LIBRARY GRANTS Total		4,705.10
185 LIBRARY FUND Total		<u>88,711.79</u>
Grand Total		<u>88,711.79</u>

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	MICHAELS.COM	\$ 45.36	10/01/2015	65100 LIBRARY SUPPLIES	CHILDREN'S LIBRARY SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 166.88	10/01/2015	65050 BUILDING MAINTENANCE MATERIAL	ECHO BLOWER PLUS GAS 50/50MIX
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 17.96	10/01/2015	65050 BUILDING MAINTENANCE MATERIAL	GRAPHITE VALVE PACKING, ASSORTED O-RING KIT, PLUMBER TAPE
LIBRARY/ADMIN	FACEBOOK YJBFV7WG42	\$ 70.93	10/01/2015	65095 OFFICE SUPPLIES	STORYTELLING FEST PROMOTIONS
LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 321.62	10/02/2015	65050 BUILDING MAINTENANCE MATERIAL	5 GAL BUCKET, LED FLOOD BULB, 2 RIGID TRI TAP EXTENSION CORDS, CABLE TIES, 2 INLINE GFCI STRIPS, 1000' REEL OF CAT6 DATA/PLENUM CABLE.
LIBRARY/ADMIN	PGH WATER COOLER	\$ 216.80	10/02/2015	65050 BUILDING MAINTENANCE MATERIAL	INLET TUBE AND REGULATOR ASSEMBLY FOR DRINKING FOUNTAIN
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 34.99	10/02/2015	65050 BUILDING MAINTENANCE MATERIAL	MEASURING WHEEL
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 64.95	10/05/2015	65050 BUILDING MAINTENANCE MATERIAL	RJ 45 CONNECTORS, RJ 45 CRIMPER, TWINE, TELEPHONE BUTT SPLICE PACK, CAT6 RJ 45 CONNECTORS.
LIBRARY/ADMIN	GUITAR WORKS	\$ 41.20	10/07/2015	65050 BUILDING MAINTENANCE MATERIAL	2 XLR AUDIO CABLES 4FEET LONG FOR PA SYSTEM
LIBRARY/ADMIN	SUN TIMES CIRC	\$ 686.40	10/07/2015	65635 PERIODICALS	PERIODICALS
LIBRARY/ADMIN	FRAME WAREHOUSE EVANST	\$ 369.55	10/08/2015	65095 OFFICE SUPPLIES	FRAMING PEREGRINE CHICK DRAWING
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.96	10/08/2015	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	SUN TIMES CIRC	\$ 416.00	10/08/2015	65635 PERIODICALS	PERIODICALS
LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 101.88	10/12/2015	65050 BUILDING MAINTENANCE MATERIAL	BATTERIES AA, AAA, 9V. PAR38 LIGHTS FOR STAGE DURING STORY TIME FESTIVAL.
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 4.97	10/12/2015	65040 JANITORIAL SUPPLIES	CELL PHONE HOLDER FOR RAY WADE
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 150.00	10/12/2015	65050 BUILDING MAINTENANCE MATERIAL	GENERATOR RENTAL FOR STORYTIME FESTIVAL
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 38.45	10/12/2015	65050 BUILDING MAINTENANCE MATERIAL	K-CUP COFFEE PACKS FOR COFFEE MAKER DURING STORYTELLING FESTIVAL FOR GREEN ROOM VIP AREA
LIBRARY/ADMIN	JEWEL #3428	\$ 12.47	10/13/2015	65100 LIBRARY SUPPLIES	REFRESHMENTS FOR SPANISH BOOK DISCUSSION AT ETHS
LIBRARY/ADMIN	ELLISON EDUCATION.COM	\$ 20.00	10/14/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 77.51	10/14/2015	65050 BUILDING MAINTENANCE MATERIAL	CLEANING SUPPLIES, TERRY CLOTH TOWELS, TRASH BAGS
LIBRARY/ADMIN	BETH'S LITTLE BAKE SHO	\$ 175.00	10/14/2015	62295 TRAINING & TRAVEL	FOOD FOR THE INSERVICE DAY
LIBRARY/ADMIN	NYT TIMES E-BILLING	\$ 368.80	10/14/2015	65635 PERIODICALS	NORTH BRANCH PERIODICALS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 21.60	10/14/2015	65050 BUILDING MAINTENANCE MATERIAL	BILL WAS \$171.60, \$21.60 WAS THE REMAINDER CHARGED FOR THE RENTAL UPON RETURN
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 122.13	10/14/2015	65040 JANITORIAL SUPPLIES	UNITED STATES FLAG
LIBRARY/ADMIN	GOTPRINT.COM	\$ 29.55	10/15/2015	62210 PRINTING	BUSINESS CARD FOR KAREN DANCZAK-LYONS
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 18.20	10/15/2015	65635 PERIODICALS	PERIODICALS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 29.72	10/15/2015	65050 BUILDING MAINTENANCE MATERIAL	PLANTER SAUCERS
LIBRARY/ADMIN	EB TECHNICAL SERVICES	\$ 30.00	10/15/2015	62295 TRAINING & TRAVEL	TRAINING AND TRAVEL
LIBRARY/ADMIN	IRIS B PRINTING	\$ 1,325.00	10/16/2015	65095 OFFICE SUPPLIES	FFE PRINTING
LIBRARY/ADMIN	PRATHER PAINT AND WALL	\$ 21.00	10/16/2015	65040 JANITORIAL SUPPLIES	PAINT FOR BARBARA FRIEDBURG ROOM MURAL
LIBRARY/ADMIN	TRADER JOE'S #702 QPS	\$ 41.75	10/16/2015	62295 TRAINING & TRAVEL	SUPPLIES FOR INSERVICE DAY
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 45.63	10/19/2015	65050 BUILDING MAINTENANCE MATERIAL	DRAWER SLIDES, TWIN WHEEL CASTERS
LIBRARY/ADMIN	TOMATE FRESH KITCHEN	\$ 575.00	10/19/2015	62295 TRAINING & TRAVEL	LUNCH FOR INSERVICE DAY
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	10/20/2015	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 39.95	10/21/2015	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	VCN COOKCORODSKOKIECTR	\$ 49.02	10/21/2015	65050 BUILDING MAINTENANCE MATERIAL	RECORDING FEE / TITLE AMENDMENT FOR THE 2022 CENTRAL STREET UST PROJECT
LIBRARY/ADMIN	UMX INC (800)921-5523	\$ 178.59	10/21/2015	65100 LIBRARY SUPPLIES	SUPPLIES FOR BADGES AND LANYARDS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 120.65	10/22/2015	62210 PRINTING	BOOKMARKS PRINTING
LIBRARY/ADMIN	PURE ELECTRIC	\$ 117.58	10/23/2015	65050 BUILDING MAINTENANCE MATERIAL	RJ45 MODULAR PLUGS, 1 CASE OF PL13 CFL BULBS
LIBRARY/ADMIN	JC LIGHT #1252	\$ 99.84	10/26/2015	65050 BUILDING MAINTENANCE MATERIAL	1489 METAL ENAMEL PAINT FOR FIRE DOORS AND PAINTING SUPPLIES
LIBRARY/ADMIN	B&H PHOTO, 800-606-696	\$ 428.99	10/26/2015	65050 BUILDING MAINTENANCE MATERIAL	BENQ PROJECTOR AND MOUNTING BRACKET FOR WORKNET/NATIONAL ABLE ROOM.
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 14.96	10/26/2015	65050 BUILDING MAINTENANCE MATERIAL	CLEANING ITEMS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 118.88	10/28/2015	62210 PRINTING	BOOKSALE POSTCARDS
LIBRARY/ADMIN	PURE ELECTRIC	\$ 283.49	10/28/2015	65050 BUILDING MAINTENANCE MATERIAL	CONDUIT PURCHASE FOR THE HVAC MODIFICATION AT MAIN LIBRARY
LIBRARY/ADMIN	USPS 1626220203308925	\$ 490.00	10/29/2015	62315 POSTAGE	20 BOOKS OF FOREVER STAMPS FOR ADMINISTRATION
LIBRARY/ADMIN	BARNES & NOBLE #2236	\$ 13.99	10/29/2015	65630 LIBRARY BOOKS	ADULT AUDIO VISUAL MATERIAL
LIBRARY/ADMIN	EB SIRSIDYNIX LIBRAR	\$ 15.00	10/29/2015	62295 TRAINING & TRAVEL	TRAINING - LONGO
LIBRARY/ADMIN	PURE ELECTRIC	\$ 210.00	10/30/2015	65050 BUILDING MAINTENANCE MATERIAL	100 PL-13 FLUORESCENT BULBS FOR CAN LITES
LIBRARY/ADMIN	BEAN BAG FURNITURE	\$ 299.98	10/30/2015	65100 LIBRARY SUPPLIES	BEAN BAG SEATING FOR CHILDREN'S ROOM

LIBRARY/ADMIN	STANDARD PIPE	\$ 9.61	10/30/2015	65050 BUILDING MAINTENANCE MATERIAL	BRASS VALVE FOR BOILER FILTER POT REPAIR
LIBRARY/ADMIN	PLO MAGIC CABIN DOLLS	\$ 61.95	10/30/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	LAKESHORE LEARNING MAT	\$ 32.92	10/30/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	LITTLEBITS ELECTRONICS	\$ 199.00	10/30/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	KAMISHIBAI FOR KIDS	\$ 229.60	10/30/2015	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	CICI ENG SALES AND SER	\$ 1,003.60	10/30/2015	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT BOILER MOTOR AND WHEEL FOR BOILER #2 AT MAIN LIBRARY
LIBRARY/ADMIN	JEWEL #3428	\$ 54.27	10/30/2015	65100 LIBRARY SUPPLIES	SUPPLIES FOR ESL AND TEEN HALLOWEEN EVENTS/PROGRAMS
LIBRARY/ADMIN	TARGET 00009274	\$ 19.01	10/30/2015	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN PROGRAMMING
	LIBRARY TOTAL	\$ 10,055.99			

Evanston Public Library
Library Internal Checks
October 16 through December 1, 2015

Type	Date	Num	Name	Memo	Business Account Number	Amount
Check	12/01/2015	1335	Northbrook Public Library	ILL LOST BOOK	185.48.4820.57515	-35.00
Check	12/01/2015	1336	Prospect Heights Public L	ILL LOST BOOK	185.48.4820.57515	-20.00
Check	12/01/2015	1337	Glenview Public Library	ILL LOST BOOK	185.48.4820.57515	-29.95
Check	12/01/2015	1338	IHLS-OCLC	ILL FEE MANAGEMENT LIBRARY	185.48.4820.57515	-16.25
						-101.20



Memorandum

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

This memo provides an update on significant administrative activities.

Financial Resources

The financial report for the period ending November 30th is attached. Year to date expenditures and revenue are within target. The Library has received its State per Capita grant.

A summary of the Endowment portfolio as of November 30th is attached. The Investment Committee met on November 2nd and approved the sale of \$150,000 (par value) of the 2042 Treasury Inflation-Protected Securities maturing in 2042 because of their long duration (sensitivity to higher interest rates). To date, \$100,000 (par value) of the bonds have been sold and the last \$50,000 will be sold in late December.

Facilities Management

The pre-proposal meeting with architectural firms interested in the interior renovation project was held on December 3rd and twenty-three firms were represented. The deadline to submit proposals is January 12th and the Library Board will review the list of pre-qualified architectural firms at the March meeting. These firms will then be offered an Invitation to Bid on the project.

The major HVAC renovation project continues. Outside air dampers have been replaced and variable frequency drives on the exhaust fans have been installed. The old cooling coils and sound attenuators have been removed.

A significant amount of time has been spent addressing the rafter situation at North Branch. John Devaney has done an excellent job managing this emergency repair.



Budget Performance Report

Fiscal Year to Date 11/30/15

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	10,623.36	.00	175,883.53	(19,883.53)	113	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	719.80	.00	10,070.46	1,929.54	84	12,311.99
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$169,300.00	\$0.00	\$169,300.00	\$11,343.16	\$0.00	\$185,953.99	(\$16,653.99)	110%	\$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	31,258.89	.00	5,817,888.56	(5,817,888.56)	+++	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	20,810.79	.00	82,095.04	(82,095.04)	+++	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	93,107.50	1,069.50	99	97,107.50
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	22,379.43
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	185.25	(185.25)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(10.50)	.00	165.15	(165.15)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	.00	379.17	.00	2,377.20	(2,377.20)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	.00	171,000.00	.00	.00	171,000.00	.00	100	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	961.09	.00	51,878.39	5,121.61	91	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	.00	135,000.00	47,747.01	.00	78,252.01	56,747.99	58	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	.00	17,500.00	1,260.17	.00	15,245.50	2,254.50	87	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	555.00	.00	9,850.00	2,650.00	79	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	.00	22,360.00	2,093.33	.00	21,096.64	1,263.36	94	23,977.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$6,373,242.00	\$0.00	\$6,373,242.00	\$105,054.95	\$0.00	\$6,343,141.24	\$30,100.76	100%	\$5,821,010.48
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	56,920.51	.00	145,095.63	(145,095.63)	+++	94,961.83
57551	LIBRARY GRANTS	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	\$56,920.51	\$0.00	\$145,095.63	(\$55,945.63)	163%	\$94,961.83
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$173,318.62	\$0.00	\$6,674,190.86	(\$42,498.86)	101%	\$6,085,805.52
REVENUE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$173,318.62	\$0.00	\$6,674,190.86	(\$42,498.86)	101%	\$6,085,805.52

EXPENSE



Budget Performance Report

Fiscal Year to Date 11/30/15

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
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	383,543.00	.00	383,543.00	29,078.68	.00	342,961.26	40,581.74	89	314,119.86
61012	LIBRARY SUBSTITUTES	.00	.00	.00	.00	.00	.00	.00	+++	3,685.74
61050	PERMANENT PART-TIME	271,910.00	.00	271,910.00	17,132.59	.00	187,027.14	84,882.86	69	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	5,697.90	.00	59,659.46	(147.46)	100	73,952.88
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	11.26	(11.26)	+++	78.18
61710	IMRF	67,579.00	.00	67,579.00	4,661.96	.00	52,188.41	15,390.59	77	57,479.86
61725	SOCIAL SECURITY	44,952.00	.00	44,952.00	2,779.73	.00	32,031.75	12,920.25	71	36,439.16
61730	MEDICARE	10,514.00	.00	10,514.00	650.12	.00	7,491.38	3,022.62	71	8,522.06
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	.00	4,023.99	(453.99)	113	3,485.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	396.00	504.00	44	420.38
65100	LIBRARY SUPPLIES	20,540.00	.00	20,540.00	566.36	.00	11,725.82	8,814.18	57	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	14,015.80	.00	110,683.93	33,316.07	77	121,754.85
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	917.20	82.80	92	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	2,304.71	.00	23,552.84	9,647.16	71	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	.00	14,644.00	.00	.00	12,203.30	2,440.70	83	14,138.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,069,764.00	\$0.00	\$1,069,764.00	\$76,888.91	\$0.00	\$849,130.20	\$220,633.80	79%	\$921,309.55
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	533,974.00	.00	533,974.00	41,862.34	.00	476,317.17	57,656.83	89	518,705.72
61050	PERMANENT PART-TIME	277,838.00	.00	277,838.00	16,500.58	.00	183,919.16	93,918.84	66	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	5,184.02	(5,184.02)	+++	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	5,391.71	.00	57,212.36	27,546.64	68	83,547.96
61615	LIFE INSURANCE	.00	.00	.00	3.05	.00	34.24	(34.24)	+++	46.61



Budget Performance Report

Fiscal Year to Date 11/30/15

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
61710	IMRF	91,631.00	.00	91,631.00	5,575.39	.00	64,463.95	27,167.05	70	81,167.11
61725	SOCIAL SECURITY	53,134.00	.00	53,134.00	3,568.94	.00	40,929.72	12,204.28	77	48,114.22
61730	MEDICARE	12,427.00	.00	12,427.00	834.67	.00	9,572.22	2,854.78	77	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	26.97	.00	26.97	(26.97)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	.00	123,264.00	5,500.00	(391.40)	132,350.91	(8,695.51)	107	144,818.83
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	247.50	652.50	28	894.38
65100	LIBRARY SUPPLIES	4,030.00	.00	4,030.00	300.00	.00	4,990.35	(960.35)	124	5,950.16
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	18,853.04	.00	216,155.97	117,744.03	65	233,265.02
65635	PERIODICALS	15,640.00	.00	15,640.00	.00	.00	18,859.34	(3,219.34)	121	18,076.98
65641	AUDIO VISUAL COLLECTIONS	87,000.00	.00	87,000.00	5,154.94	.00	60,111.97	26,888.03	69	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	.00	19,995.00	.00	.00	16,662.50	3,332.50	83	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$0.00	\$1,640,492.00	\$103,571.63	(\$391.40)	\$1,290,406.83	\$350,476.57	79%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	201,541.00	.00	201,541.00	14,133.85	.00	166,221.93	35,319.07	82	192,237.85
61012	LIBRARY SUBSTITUES	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	21,245.11	.00	237,060.44	24,859.56	91	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	10,859.80	(10,859.80)	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	.00	66,460.00	2,405.10	.00	28,030.55	38,429.45	42	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	2,927.06	.00	31,407.73	27,945.27	53	42,429.75
61725	SOCIAL SECURITY	27,986.00	.00	27,986.00	2,176.27	.00	25,475.78	2,510.22	91	25,598.85
61730	MEDICARE	2,670.00	.00	2,670.00	508.97	.00	5,958.09	(3,288.09)	223	5,986.76
62506	WORK- STUDY	5,400.00	.00	5,400.00	788.63	.00	2,362.53	3,037.47	44	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	31.27	2,128.60	6,017.25	(4,145.85)	204	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	.00	12,899.00	.00	.00	10,749.20	2,149.80	83	12,453.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$0.00	\$653,666.00	\$44,216.26	\$2,128.60	\$524,143.30	\$127,394.10	81%	\$533,458.89
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	181,611.00	.00	181,611.00	7,983.00	.00	104,231.54	77,379.46	57	102,659.52
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	.00	147,320.00	11,997.99	.00	140,226.73	7,093.27	95	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	877.28
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,981.95	(1,981.95)	+++	.00
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	2,071.09	.00	22,688.98	20,684.02	52	21,639.48



Budget Performance Report

Fiscal Year to Date 11/30/15

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
61615	LIFE INSURANCE	82.00	.00	82.00	.13	.00	1.82	80.18	2	6.08
61710	IMRF	24,663.00	.00	24,663.00	1,875.90	.00	23,009.21	1,653.79	93	26,865.60
61725	SOCIAL SECURITY	15,079.00	.00	15,079.00	1,215.51	.00	15,093.93	(14.93)	100	16,589.58
61730	MEDICARE	3,526.00	.00	3,526.00	284.26	.00	3,529.94	(3.94)	100	3,879.74
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	10,143.85	356.15	97	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	.00	2,500.00	.00	.00	3,112.03	(612.03)	124	2,926.03
62375	RENTALS	42,750.00	.00	42,750.00	3,451.88	.00	38,072.09	4,677.91	89	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	.00	2,100.00	45.74	.00	2,253.11	(153.11)	107	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	7,599.19
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	.00	.00	589.07	3,910.93	13	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	.00	13,030.00	.00	896.00	896.00	11,238.00	14	3,095.33
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	3,015.27	.00	16,663.66	13,236.34	56	21,926.44
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	724.39	775.61	48	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	1,081.70	1,118.30	49	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	.00	2,984.00	.00	.00	2,486.70	497.30	83	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$0.00	\$527,618.00	\$31,940.77	\$896.00	\$388,241.33	\$138,480.67	74%	\$438,570.78
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	296,115.00	.00	296,115.00	21,102.69	.00	192,702.44	103,412.56	65	165,512.19
61050	PERMANENT PART-TIME	70,855.00	.00	70,855.00	5,477.14	.00	102,659.11	(31,804.11)	145	100,067.86
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,242.72
61415	TERMINATION PAYOUTS	.00	.00	.00	586.96	.00	586.96	(586.96)	+++	.00
61510	HEALTH INSURANCE	36,455.00	.00	36,455.00	3,202.18	.00	28,559.67	7,895.33	78	19,080.60
61615	LIFE INSURANCE	125.00	.00	125.00	.53	.00	5.72	119.28	5	86.15
61710	IMRF	35,413.00	.00	35,413.00	2,835.82	.00	30,958.26	4,454.74	87	31,384.90
61725	SOCIAL SECURITY	18,623.00	.00	18,623.00	1,670.47	.00	18,287.63	335.37	98	16,429.98
61730	MEDICARE	4,356.00	.00	4,356.00	390.66	.00	4,276.96	79.04	98	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	.00	31,070.00	.00	2,039.25	3,205.03	25,825.72	17	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	.00	114,700.00	278.03	66,273.94	88,828.01	(40,401.95)	135	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	1,196.20	.00	5,949.44	6,050.56	50	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	.00	30,500.00	3,284.36	200.00	16,602.99	13,697.01	55	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	.00	8,318.00	.00	.00	6,931.70	1,386.30	83	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$0.00	\$658,530.00	\$40,025.04	\$68,513.19	\$499,553.92	\$90,462.89	86%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	226,743.00	.00	226,743.00	17,543.01	.00	199,083.35	27,659.65	88	228,934.82
61050	PERMANENT PART-TIME	86,561.00	.00	86,561.00	7,690.91	.00	79,455.46	7,105.54	92	61,938.21



Budget Performance Report

Fiscal Year to Date 11/30/15

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
61110	OVERTIME PAY	9,300.00	.00	9,300.00	146.88	.00	7,921.09	1,378.91	85	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	51,534.42	7,446.58	87	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	224.64	.00	2,202.45	(1,002.45)	184	2,088.66
61630	SHOE ALLOWANCE	495.00	.00	495.00	.00	.00	620.00	(125.00)	125	545.00
61710	IMRF	35,944.00	.00	35,944.00	2,677.68	.00	30,306.54	5,637.46	84	34,564.13
61725	SOCIAL SECURITY	18,977.00	.00	18,977.00	1,537.96	.00	17,484.01	1,492.99	92	18,204.76
61730	MEDICARE	4,438.00	.00	4,438.00	359.67	.00	4,089.01	348.99	92	4,257.56
62225	BLDG MAINTENANCE SERVICES	214,507.00	.00	214,507.00	8,958.45	76,346.34	171,871.84	(33,711.18)	116	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	1.98	.00	10,322.59	1,677.41	86	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	.00	.00	2,083.40	297.60	88	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	1,416.70	283.30	83	1,700.04
64015	NATURAL GAS	30,900.00	.00	30,900.00	1,492.99	.00	23,183.28	7,716.72	75	29,344.18
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	132.61	7,835.62	9,607.10	(7,442.72)	174	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	.00	21,200.00	503.70	.00	25,031.88	(3,831.88)	118	28,878.77
65503	FURNITURE / FIXTURES / EQUIPMENT	27,500.00	.00	27,500.00	.00	.00	28,985.58	(1,485.58)	105	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,248.00	.00	5,248.00	.00	.00	4,373.30	874.70	83	5,067.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	\$769,204.00	\$0.00	\$769,204.00	\$46,178.52	\$84,181.96	\$670,377.60	\$14,644.44	98%	\$660,063.14
	Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	492,088.00	.00	492,088.00	40,007.57	.00	460,013.20	32,074.80	93	451,399.15
61050	PERMANENT PART-TIME	91,227.00	.00	91,227.00	6,591.92	.00	55,628.10	35,598.90	61	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	78,445.66	20,607.34	79	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	6,471.43	728.57	90	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	1,078.57	121.43	90	1,209.39
61710	IMRF	63,362.00	.00	63,362.00	4,932.05	.00	54,570.69	8,791.31	86	61,375.41
61725	SOCIAL SECURITY	31,507.00	.00	31,507.00	2,131.16	.00	30,521.78	985.22	97	30,332.02
61730	MEDICARE	7,915.00	.00	7,915.00	668.41	.00	7,438.02	476.98	94	7,541.16
62185	CONSULTING SERVICES	35,000.00	.00	35,000.00	600.00	15,000.02	22,527.10	(2,527.12)	107	10,822.50
62210	PRINTING	1,800.00	.00	1,800.00	.00	.00	1,566.56	233.44	87	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	.00	1,600.00	.00	.00	2,015.23	(415.23)	126	1,844.91



Budget Performance Report

Fiscal Year to Date 11/30/15

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
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	1,538.82	.00	16,882.95	5,617.05	75	12,964.51
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	2,272.41	2,727.59	45	5,810.82
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	657.00	.00	1,057.00	948.00	53	2,549.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	.00	.00	10,223.30	2,044.70	83	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	400.73	599.27	40	906.50
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	893.02	.00	4,980.80	(980.80)	125	3,872.78
64015	NATURAL GAS	.00	.00	.00	.00	.00	.00	.00	+++	19.62
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	114.03	.00	1,162.95	1,037.05	53	1,863.69
65095	OFFICE SUPPLIES	69,200.00	.00	69,200.00	6,959.62	4,959.18	41,501.67	22,739.15	67	24,952.86
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	.00	13,180.00	.00	.00	10,983.30	2,196.70	83	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	.00	.00	208,333.30	41,666.70	83	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$0.00	\$1,298,268.00	\$73,275.84	\$19,959.20	\$1,020,412.51	\$257,896.29	80%	\$1,078,428.07
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUES	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	.00
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	1,640.00	(1,640.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	250.60	(250.60)	+++	.00
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	2,277.49	(2,277.49)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	.00	8,050.00	3,316.68	10,398.10	46,626.40	(48,974.50)	708	19,377.54
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	7,258.10	(7,258.10)	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$0.00	\$14,150.00	\$3,316.68	\$10,398.10	\$59,252.59	(\$55,500.69)	492%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$419,413.65	\$185,685.65	\$5,301,518.28	\$1,144,488.07	83%	\$5,725,128.11
EXPENSE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$419,413.65	\$185,685.65	\$5,301,518.28	\$1,144,488.07	83%	\$5,725,128.11
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	173,318.62	.00	6,674,190.86	(42,498.86)	101	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	419,413.65	185,685.65	5,301,518.28	1,144,488.07	83	5,725,128.11
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	\$0.00	(\$246,095.03)	(\$185,685.65)	\$1,372,672.58	(\$1,186,986.93)		\$360,677.41
Grand Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	173,318.62	.00	6,674,190.86	(42,498.86)	101	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	419,413.65	185,685.65	5,301,518.28	1,144,488.07	83	5,725,128.11
Grand Totals		\$0.00	\$0.00	\$0.00	(\$246,095.03)	(\$185,685.65)	\$1,372,672.58	(\$1,186,986.93)		\$360,677.41

Endowment for the Evanston Public Library
Holdings as of November 30, 2015

	Symbol	Shares/Quantity	Price	Value as of 11/30/2015	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6741.259	\$192.65	\$1,298,703.55	34.3%		
Vanguard Small-Cap Index Fund	VSMAX	3607.599	\$55.69	\$200,907.19	5.3%		
Vanguard REIT Index Fund	VGSLX	1634.601	\$112.52	\$183,925.30	4.9%		
Vanguard Total International Stock Index Fund	VTIAX	13152.362	\$24.94	\$328,019.91	8.7%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6261.342	\$28.15	\$176,256.78	4.7%	57.9%	
Vanguard Prime Money Market Fund	VMMXX	398863.230	\$1.00	\$398,863.23	10.5%		
Vanguard Federal Money Market Fund	VMFXX	28014.270	\$1.00	\$28,014.27	0.7%	11.3%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$114.995	\$145,168.53	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$112.434	\$134,798.24	3.6%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$119.949	\$132,056.65	3.5%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		250000.000	\$89.577	\$235,831.60	6.2%	17.1%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25394.436	\$10.62	\$269,688.91	7.1%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$106.723	\$48,025.35	1.3%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$108.015	\$48,606.75	1.3%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$108.677	\$48,904.65	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$106.841	\$43,804.81	1.2%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$110.918	\$11,091.80	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$113.269	\$48,705.67	1.3%	13.7%
				\$3,781,373.19		100.0%	

Cash Equivalents	11.3%
US Treasury Inflation Protected Securities	17.1%
Corporate Bonds	13.7%
Domestic Equities	44.5%
International Equities	13.3%
	100.0%



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Volunteer Management Services Agreement

Date: December 10, 2015

I recommend Board approval of the first one-year renewal of the Volunteer Management Services Agreement with Mary Kling at a cost of \$20,000 effective February 18, 2016. The proposed agreement is attached.

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 17th day of December, 2015, 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 (hereinafter referred to as the “Library”), and Mary Kling, with her residence located at 5000 Oakton St., #204, Skokie, IL 60077 (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 continue providing the Volunteer Management Services effective February 18, 2016

II. COMPLETION DATE

Consultant shall complete the Services by February 18, 2017. This Agreement may be renewed after this term for up to two (2) 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.

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 2016 Purchase of Library Automation Services from Cooperative Computer Services

Date: December 11, 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 FY2016.

Funding Source:

Funding in the amount of \$106,700 will be from the Library Fund's Technical Services Electronic Resources account (185.48.4835.65628).

Summary:

Cooperative Computer Services (CCS) is a partnership providing an integrated library automation system (ILS) for the Evanston Public Library and 23 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 62,625 registered borrowers and the circulation of 1,074,972 items (2014 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 10.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.



Memorandum

To: Evanston Public Library Board of Trustees

From: John Devaney, Facilities Supervisor
Paul Gottschalk, Administrative Services Manager

Subject: Approval of Janitorial Agreement with Total Building Services

Date: December 11, 2015

Recommended Action:

Staff recommends approval of a one year renewal of the agreement for nightly janitorial services at the Main Library with Total Building Services (TBS) located at 340 Bennett Road, Elk Grove Village, Illinois 60007 in the annual amount of \$85,920.

Funding Source:

This agreement is funded from the Library Fund – Building Maintenance Services account 4840.62225 at the budgeted amount of \$85,920.

Summary:

In the fall of 2012, City and Library staff solicited proposals to perform janitorial services at the Main Library, Civic Center, Service Center and Police and Fire Headquarters. After a lengthy evaluation and interview process, staff determined that TBS was the lowest responsive and responsible bidder and contracting with TBS was in the best interest of the Library. TBS has cleaned the Main Library since 2009 and has performed well. TBS is a Woman-Owned Business Enterprise (WBE).



Memorandum

To: Evanston Public Library Board of Trustees

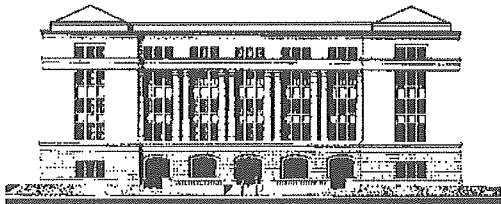
From: Karen Danczak Lyons, Library Director

Subject: Approval of 2016 State Per Capita Grant Application

Date: December 11, 2015

Recommended Action:

I recommend approval of the Library's 2016 State Per Capita Grant application (attached).



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANTS APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application, and that you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

PG 12/04/2015
Initials Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Evanston Public Library

2. Library's Control Number: 30265 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Paul Gottschalk
(Prefix) (First Name) (Last Name)

Preparer's Title: Assistant Director

Preparer's Phone Number: 847-448-8656

Preparer's Email Address: pgottschalk@cityofevanston.org

4. Population Served: 74,486

All changes in population must be documented, and that documentation must be attached as a separate document(s) and electronically submitted along with this application. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.

5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 5, "Technology," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. (75ILCS 10/8.1,1). Provide the date(s) of review and a short narrative discussing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

At their meeting on November 18, 2015, the Evanston Public Library Board of Trustees and staff reviewed the technology standards from "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014" and discussed the progress on the Library's technology plan. At this time, the Library meets all of the technology standards and recommendations in chapter 5 of *Serving Our Public 3.0*. Recent initiatives include:

- The Evanston Public Library became the second Illinois public library to receive the Sunshine Award from the Illinois Policy Institute for transparency through government accountability information provided on the website.
- Wi-Fi access points were recently expanded.
- Laptops and projectors have been upgraded and added to public meeting rooms.
- Printers and networked copiers will be replaced by January, 2016.
- The 2016 budget includes \$125,000 for internal network upgrades and funds for circulating wireless hotspots.
- Interior renovation space planning will include the creation of a computer commons, a computer training center and a digital learning lab.

6. **Education and Training:** Identify educational programs and training opportunities the library currently provides to its patrons. If the library does not currently provide such programs and training, how does the library meet or plan to meet the educational and technological needs of its patrons?

A sampling of the wide variety of educational and training opportunities offered at the Evanston Public Library include:

- North Shore Village classes for seniors on using tablets and other smart devices.
- Basic computer classes: email, Word, Excel; 3D Printing classes.
- Worknet classes: interviewing, resume writing, social media for job searches, writing cover letters, online job applications; career counseling.
- SCORE counseling (small business support).
- NextChapter workshops: setting up and financing a small or home business; payroll, marketing, etc.
- MoneySmart week programs on personal finance: budgeting, investments, retirement and college savings.
- Foundation Center programs on searching for and applying for grants.
- Affordable Care Act counseling.
- Northwestern Humanities series on health and society.
- Stop smoking programs.
- Middle East speaker series.
- Variety of speaker programs on social issues sponsored by local organizations.
- Mission Impossible: yearlong series of lectures and discussion groups: on challenging classics like *Moby Dick*, *Ulysses*, and *War and Peace*.
- KeepinitReal, African American Literature, Latino Literature and History book discussions – nonfiction topics provide adult learning opportunity for many. Latino Literature discussions also provide opportunities for bilingual discussion.

7. **Technology:** Library staff and board will complete the Edge Assessment which is supported by the Illinois State Library and provided at no charge. If the library already completed the Assessment, it does not have to be repeated. Provide the date(s) of review and completion and a synopsis of information gleaned from completion of the Edge Assessment.

The Evanston Public Library staff participated in the EDGE "soft launch" program in 2013, including completing the EDGE Initiative Assessment. Five staff members attended an EDGE webinar on June 12, 2013. The Board President attended an EDGE webinar on July 24, 2014. The Library received a score of 680 points out of a possible score of 1000.

In this year's and next year's budgets, additional resources are being invested in public technology training, on-line access to streaming collections, and circulating Wi-Fi hotspots for patrons.

The Library is undertaking a significant renovation project in 2016 and additional technology elements will include a digital media lab, a larger computer commons, and technology advanced public meeting spaces for videoconferencing.

A major investment in IT infrastructure will take place in 2016 with the replacement of outdated routers and switches.

The Library is a partner in EvanSTEM, a community-based collaborative to coordinate the delivery of STEM programming and services for children of all ages.

8. **Trustees:** Having previously analyzed the library's finances and fiscal climate, identify and describe how library funds are currently used to support educational programs and training opportunities for patrons. Beginning in 2015, the Library funded a part-time Technology Trainer to offer introductory computer classes in English and Spanish.

Working with local high school students, the Community Engagement Librarian is offering refurbished computers and regular introductory computer instruction to low-income seniors in multi-unit residential buildings.

The "Book Buddies" program has expanded to the Child Care Center of Evanston and the Reba Early Learning Center. This program pairs older children as reading mentors with early readers.

Library staff brings STEM expertise into school classrooms and to teachers by providing classes on 3D design and printing, for student and staff, and introducing staff to basic coding with Scratch.

Also, as per the requirements, the library board and staff engaged in a discussion on how the library fosters resource sharing. As the next step, provide an example of how the library has expanded or improved resource sharing for its patrons.

The Library recently assisted two small, local cultural organizations by cataloging their collections. Rare, unique materials from Shorefront, an Evanston-based African-American history center, and the Evanston History Center are now part of the Library's on-line catalog and searchable through the web for the first time.

Staff is working with elementary school librarians to pilot STEAM kits to enhance curriculum with more hands on STEAM experiences.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures. **Per Capita funds cannot be used for appliances such as refrigerators, stoves, microwaves, water coolers and drinking fountains. Vehicles, parking-lot maintenance and landscaping are also excluded from Per Capita funding.**

The FY2016 Per Capita Grant funds will be used for collection development enhancements consistent with the Collection Management and Resource Sharing Standards within *Serving Our Public 3.0 - Standards for Illinois Public Libraries*.