

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, FEBRUARY 17, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, February 17, 2016

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of January 20, 2016 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Update on Lush Evanston Project with Mitchell Einhorn
- B. Overview: Digital Literacy Project with Jessica Jolly

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)
- B. Community Engagement Presentation (Jill Skwerski)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries "Strategic Planning" Video

9. UNFINISHED BUSINESS

- A. Proposed Amendment to the By-Laws

10. NEW BUSINESS

- A. Approval of 2015 Illinois Public Library Annual Report
- B. Closed Session – Personnel (Library Director Evaluation)

11. ADJOURNMENT

Next Meeting: March 16, 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**

Wednesday, January 20, 2016
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, Leora Siegel, Sandra Smith, Michael Tannen

Members Absent: none

Staff: Karen Danczak Lyons, Timothy Longo, Paul Gottschalk, Jessica Ticus

Presiding Member: Michael Tannen, President

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

CITIZEN COMMENT – None

CONSENT AGENDA – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the December 16, 2015 meeting, the bills list and payroll. Seconded by Tori Foreman and approved on a voice vote.

INFORMATION/COMMUNICATIONS

- A. Updates** – President Tannen reported that Mayor Tisdahl appointed Eleanor Revelle to replace Jane Grover as the 7th Ward Alderperson. City Manager Wally Bobkiewicz is out on paternity leave after the birth of his son.

LIBRARY DIRECTOR'S REPORT

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

- The City Council met on January 19 to review the proposal for the Robert Crown Community Center and Library. CCS, the consulting firm, presented feedback from the personal interviews and community survey. The next step is to develop marketing materials and a timeline for fundraising and construction. The project plans, whether for renovation or reconstruction, include new construction for the 5000 square foot library space.
- Circulation of Library materials topped one million in 2015. Patron feedback has been very positive.

STAFF REPORTS

A. **Administrative Services Report** – Paul Gottschalk reported:

- Roof repairs at North Branch are completed. They caused minimal disruption to operations.
- Mitch Einhorn, the owner of Lush, has not secured building permits. His liquor license will expire on April 1st. Mr. Einhorn will be invited to the February 17th meeting to report on his progress toward completing building repairs.
- The Facilities Committee will meet in March to select a short list of architects for Library space planning. The Board will be asked to approve up to five from this list for bid submission.

B. Tim Longo, Technical Services Manager, gave a demonstration of Hoopla, the Library's free, online streaming service for e-books, audiobooks, movies and music.

BOARD REPORTS

A. **Fund for Excellence** – Margaret Lurie reported on the results of the annual campaign, which will wrap-up January 31. To date, over \$161,000 was raised from over 900 donors. This is an increase of 19% in dollars and 29% in donors over last year.

BOARD DEVELOPMENT

A. Tabled the showing of the Board meeting video.

NEW BUSINESS

A. Karen Danczak Lyons asked the Board to consider a proposed amendment to the Board bylaws which would eliminate the two term restriction for Board members. A vote will take place at the February 17th meeting.

B. President Michael Tannen presented the timeline for the Library Director Evaluation Process: Evaluation forms due February 5th, Executive Committee will review the forms and meet in closed session March 17th. Ms. Danczak Lyons' employment agreement is up for renewal in April.

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

Respectfully Submitted,

Margaret Lurie, Secretary

Next Meeting: Wednesday, February 17, 2016 at 6:30 pm Evanston Public Library, Board Room

Library Director's Report
January 20, 2016

Updates:

- Last evening a status update on the Robert Crown Community Center and Library fundraising analysis was shared with the City Council. A representative of the CCS firm which was hired to conduct the interviews and research provided the results which reveal that the residents are interested in having the project move forward and are willing to donate funds in support of both the Park facility and the new branch library. My thanks to Trustee Shawn Iles who attended the meeting and to President Michael Tannen for his public testimony expressing the Library Board and staff support for this construction. We now begin the next phases of the project – creating marketing materials to be used in meetings with potential donors, timeline for the project and details of the creation of a new Park/Library Foundation to accept and process donations. Expect more details in the months ahead.
- Some totals from 2015: In-person visits at all three locations: 629,032 with both branches welcoming more than 50,000 patrons each. Volunteers contributed an estimated 14,255 hours of service on behalf of the library. Computer usage: EPL provided our patrons with 80,521 free Internet sessions supporting their job searches, research and information needs. Patrons also enjoyed our free Wi-Fi service and connected 143,847 times at our three libraries. Our “online branch” – EPL’s website was visited 510, 593 times.
- Illinois State Library Advisory Committee update: With the ongoing budget stalemate in Springfield, the staff from the Illinois State Library and the Secretary of State’s Office continues to look for ways to maintain support of libraries throughout Illinois. In his budget request for the next fiscal year, the Secretary requested flat funding for libraries. Without an approved budget for this year and only 3 months remaining in the fiscal year, the State Library plans on suspending a number of important and popular Continuing Education programs including Synergy, ILEADU, and SPLIMI. Staff suggests that the public library per capita rate of \$1.25 could be reduced to 77 cents in the future. In Evanston, we spend our annual per capita dollars on books and materials. A reduction of 48 cents per capita would translate into a reduction of over \$36,000 to EPL.
- In partnership with District 65 Middle School Librarians and the Book Stall, EPL will host a Middle School YA Lit Fest on January 23rd. Look for details about the response in next month’s report from Renee Neumeier.
- Our partner, the Center for Economic Progress will provide free tax preparation services for qualifying patrons beginning next week. To accommodate more residents, they will provide their services in the main Community Room at the beginning of the tax season.

Hoopla is Here



EPL now brings you [hoopla](#). Instantly borrow free eBooks, audiobooks, digital movies, TV shows, and music, 24/7 with a library card. There's no waiting for materials to be available, no late fees ever, no placing holds.

Easy to access and use, all one needs is a library card, a computer, smart phone or tablet to get started. To register, visit hoopladigital.com. Please call the Library's Reference Desk at 847-448-8620 with questions or for assistance. Read our complete, [step-by-step guide to getting started with hoopla \(pdf\)](#).

EPL Reports on Community Survey

Evanston Public Library users show a high level of overall satisfaction with the Library and use it often. Results from a 2015 Evanston Public Library community survey of 1284 individuals show that 49% use the Library once a week or more while 72% use the Library once a month or more. Additionally, when asked to rank a list of 14 services available at the Library by level of importance, a vast majority of respondents reported all services as important or very important. [View the complete report: How Evanstonians View and Use Their Public Library System.](#)



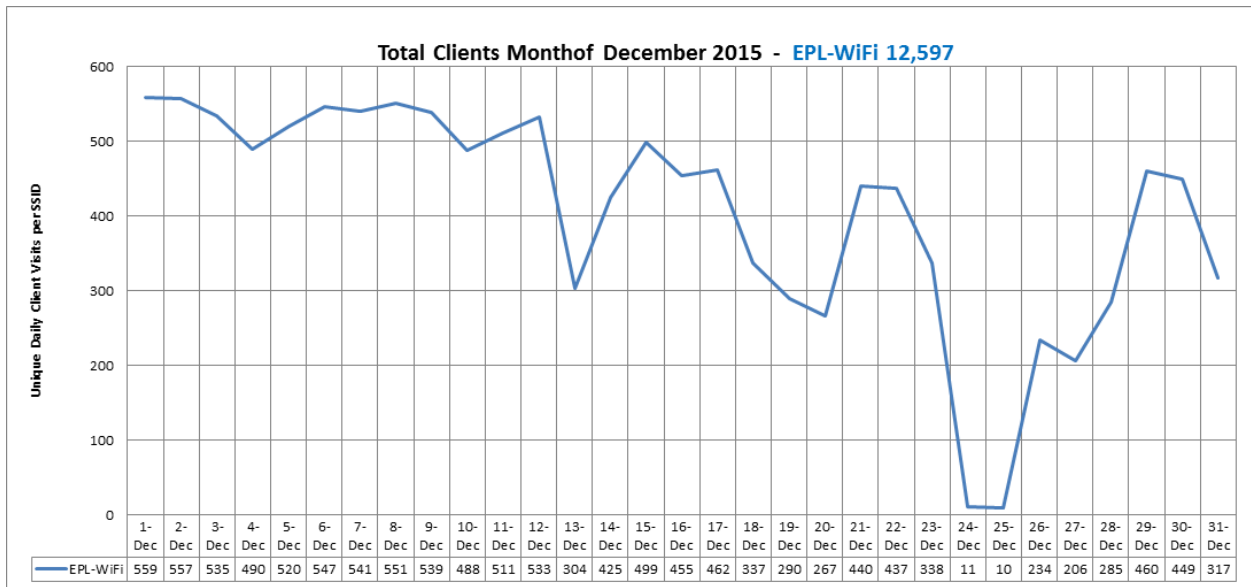
Assessments, metrics and initiative results:

| Foot traffic: | December, 2015 | November, 2015 |
|---------------|----------------|----------------|
| Main: | 40,306 | 41,034 |
| North: | 4,554 | 4,361 |
| CAMS: | 3,539 | 3,861 |
| Total: | 48,399 | 49,256 |

Website visits in November: 37,483 December: 33,135

Overall Computer/Internet Use – all locations: November: 6,359 December: 5,957

Wireless network December: total: 12,597



Services and collaborations:

- For the second year in a row, Jill Skwerski and I created the Evanston Public Library table at the Mayor’s Annual Food and Toy give away. This year we sent 400 books to new homes focusing on books for our littlest readers, but also providing books for our adults too. Jill was able to create library cards for interested participants as well as share information about our programs and services.



- My thanks to Betsy Bird for working with the publisher and making certain EPL's books were included:

Subject: Chicagoly magazine site and issue link

Good morning, all,

Thank all of you for your help and/or participation in the first issue of Chicagoly magazine. I am happy to announce that our initial landing site is up at ChicagolyMag.com and the flip-through digital version of Issue No. 1 is available here: <http://issuu.com/22ndcm/docs/chicagoly-issuu>

Feel free to pass that on to your sources or whoever you feel may be interested in a read. Physical copies are available at sites all over Chicagoland (map on landing site) and in our office, 60 Revere Drive Suite 888, Northbrook.

If you'd like a physical version and neither of those is convenient to you, feel free to reply with your mailing address and I will gladly send you a copy!

Thank you again,

Joe Coughlin
Publisher | 22nd Century Media, Chicagoly magazine

- Our successful collaboration with Northwestern's Middle East North African studies program will continue. My thanks to Brian Edwards and his incredible team for bringing our patrons thoughtful, informative and thought-provoking speakers.

Monday February 1, Elizabeth Shakman Hurd

Monday, March 21. Details tbd

Monday, April 11. An event on Syria.

Monday, May 2. An event on writers and politics in the Middle East. With two very prominent writers (one Lebanese –American, one Morocco)

- Jill Skwerski worked with our colleagues at Parks Recreation and Community Service to create our Evanston Public Library book shelves at the Gibbs-Morrison Cultural Center. Jill and Jan Bojda brought programs to the center as well. In the months ahead, working with the staff at Gibbs-Morrison, we will create a regular schedule of programs that will be of interest to a number of age groups.



Highlights from Neighborhood Services include:

Haven Sixth Graders Visit North Branch

Renee Neumeier hosted all of the sixth grade classes from Haven at North Branch. North Branch staff opened early for these visits, prepared library cards, ordered extra copies of discussed titles, and checked out books.

Branch Staff now present DIY programs prepared by Loft Staff

Bridget Petrites led Snow Globes at CAMS:



And Ranea Surbrook led the Decorate Your Own Mug DIY at North.



You may recognize the gentleman in blue (Sam Tannen).

Florencia Govea and volunteers **Judy Cohen** and **Marilyn Samuels** led **Bilingual Storytime** at CAMS



Note the parent and nanny participation in the photo above.

Florencia Govea is continuing with Bilingual Storytime and plans to introduce a monthly Saturday Bilingual Storytime and Craft and to show a monthly popular family film in Spanish at CAMS.

Other Programs:

Bridget Petrites also led the **Chat Room** discussion of Doctor Who at Comix Revolution with Ben Remsen.

Connie Heneghan presented **Science Saturday** on Whales at CAMS testing the insulating properties of blubber (using Crisco) and the advantages of baleen for gathering food (using narrow and wide toothed combs).

Barb Levie presented a **book talk** at the Monday-Wednesday Book Club at the **Levy Center**.

Other Programming was presented by Nancy Engel (Mission Impossible: Moby Dick), Ariel Ehrbacher & Connie Heneghan (Knitting and Needlework), story times (Linda Patchett and Ranea Surbrook).

Greg Coates reports that:

- 1) Last Saturday at CAMS, I counted thirty-five people in the library at one time. Every seat was taken and the children's area was crawling with little ones.
- 2) I recently was able to sit down with an elderly immigrant from Russia at the North Branch. She needed help setting up a PayPal account and downloading a word processor to her new laptop. She was deeply thankful for the assistance and said she was excited to look into taking a computer class at the main branch.

Other Staff Contributions:

Barb Levie and Nancy Engel each contributed three staff reviews in December.

Kim Hiltwein and Florencia Govea translated materials for Winter Words into Spanish. Martha Meyer, Kim Kaufmann, Laura Antolin and I prepared materials for Winter Words which is taking place in January this year.

Bridget Petrites attended the Hoopla training; and met with Ben Remsen about the health desk and possible health programs at CAMS, with Laura Antolin (about potential maker space, science projects, and promotion strategies), and observed Kim Kaufmann's squishy circuits program.

Barb Levie, Kate Kniffen, and Bridget Petrites organized staff picks displays to which all staff contributed. Nancy, Barb, Kate and Connie weeded and shifted books to make room for the construction work at North Branch. A student volunteer, Chelsea Zhao helped restore the books after construction.

Highlights from Children's Services include:**Programming Highlights**

We tried something new over the winter break this year by having a variety of MakerKids programs, started under this banner over the summer, for school-aged kids. Typically I think of the month of December as a slow month for us and it appeared to be so if judged by the circulation of our new picture book area. We had to shift items around to allow us to display more titles face out. Usually desk staff and shelvees are scrambling to locate items to fill in this area. Despite the slowing of circulation, all our MakerKids programs were well attended. We filled every session and had lots of positive feedback from families who attended some of the programs.

Steve and Kate's Camp held two Stop Motion Animation workshops, one for grades K-2 and the other 3-5. They thought they went well and are looking forward to offering them monthly from now until their summer camps start up again.

Bojda and Skwerski along with a teen volunteer visited Gibbs-Morrison to support this new city facility with two sessions of Drop-in Origami. Due at least in part to the weather, we did not have any attendees.

Antolin and Kaufmann conducted two Hour of Code programs in house.

Balla along with Florencia planned and presented a bilingual storytime as part of our Big Read participation.

Training and Continuing Ed

Antolin and Kaufmann attended Made in Evanston as their Liveability Academy training.

Iverson attended a RAILS webinar on Accessibility for All

Wilson attended an ALSC webinar on mentoring new librarians.

Outreach and Community Engagement

Hour of Code at Family Focus:

I approached Family Focus with the Jill Skwerski's idea of bringing the YTC (Youth Technology Club from ETHS) to Family Focus to offer an Hour of Code. We arranged to bring 6 laptops for the older kids and have the 4th-5th graders use the computer lab. I worked with the younger kids (primarily girls) and some YTC students and they all completed an Hour of Code. Jill was in the space with the older kids who also worked on Hour of Code. I brought certificates for all participants.

It was really gratifying in that the young girls had never done these tutorials and were so interested that they asked to return to the computer lab the next day to work on coding.

December was a big month for Kindergarten Tours.

K-Tour:

Antolin picked up Library card applications and window markers from Dawes, Dewey and Kingsley schools.

Antolin prepared teacher bags with Library cards, book coupons and parent letters, pencils and book marks for each teacher and hung up window markers for each school. **368** kindergartners toured the Library in December and we made **200** Library cards.

- Lincolnwood 12/9/15 **61** students **30** Library cards
- Washington 12/11/15 **99** students **63** Library cards
- Dawes 12/15/15 **58** students **29** Library cards
- Dewey 12/17/15 **89** students **34** Library cards
- Kingsley 12/17/15 **61** students **44** Library cards

Preschool Outreach

This was a LEAP month. Led by Antolin and assisted by Meyer, Altenbach, Iverson, and Kaufmann . They reached 344 children.

- Laura – 17 classes, Kim – 13 classes, Andi – 6 classes, Martha – 10 classes, Jessica – 4 classes

Other Activities

Antolin, Meyer and Kaufmann worked with Connie Heneghan on planning and prep for January’s Winter Words reading program for children 3 and under drawing in other staff and volunteers to help prepare logs and other necessary materials.

Lise Jinno, Executive Director of F65 suggested to Kristen James, PTA Council co-President that Laura Antolin be among the people speaking to the **PTA Council about successful grants we’d written**. She about successful grants that we had received through F65 and ECF.

Antolin arranged for a bilingual book discussion for The Big Read in February at Family Focus and in January at Robert Crown and delivered English and Spanish books and brochures to both sites.

From Jessica Iverson:

It was great getting the chance to lead another MakerKid craft! Even with the bad weather, I ended with 7 kids. The kids were engaged the whole time and were all great about sharing the rolls of duct tape. We spent the first five or so minutes brainstorming what our designs would be and the rest of the time making the bookmarks. Most of the kids felt free to be creative and not necessarily make a pattern that “looked like something”. I had the occasional, “can you help me?” request, but overall the older kids were independent. It was especially validating when one of the girls asked if we had other crafts going on this week and decided to check out a duct tape craft book. It had been her first time working with the material. Also, as I suspected, the kids were pretty attached to their creations. So even though I

introduced the idea of making two bookmarks and keeping one and giving away one, I don't know that that any gifting will be happening!



Photos from Antolin:

Fleetwood After-school 2nd-5th grade





DRAFT

Lunch Bunch at JEH





MakerKids Squishy Circuits



Janie's Holiday

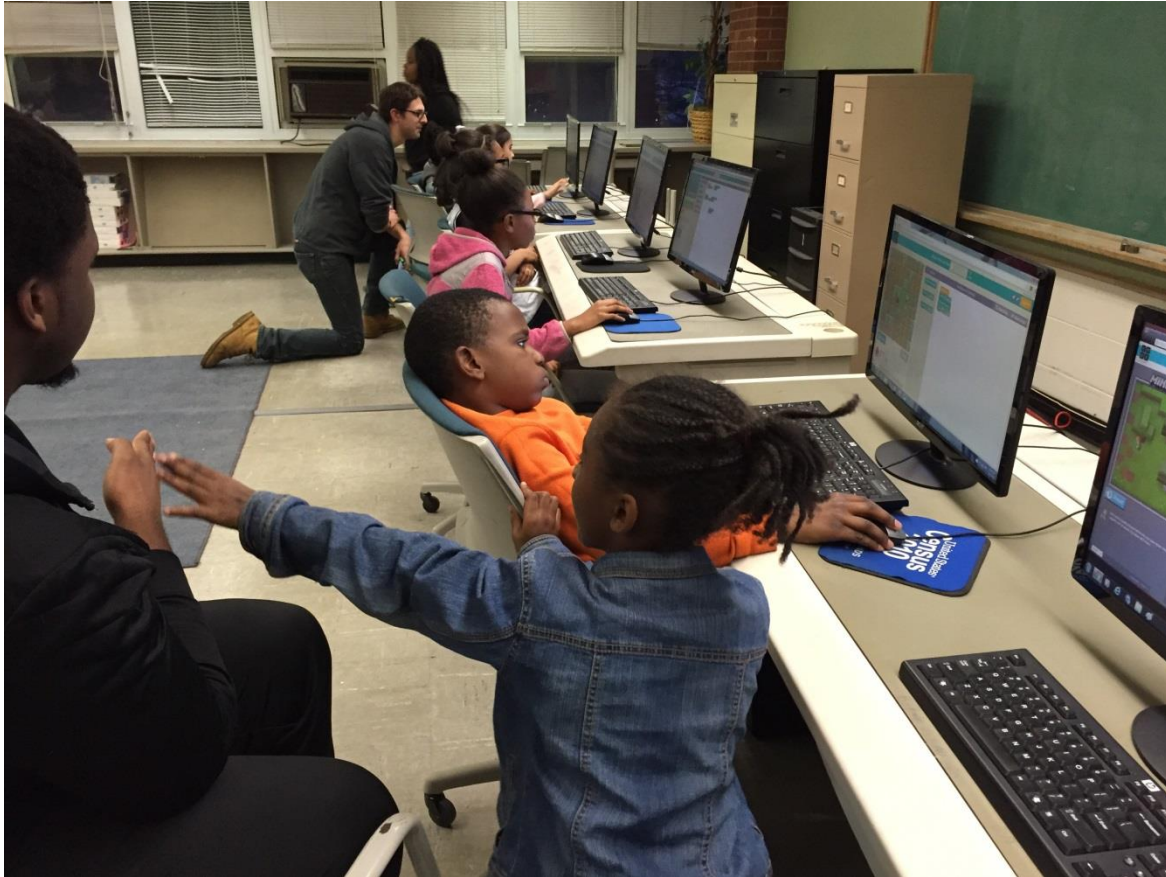




DRAFT

Hour of Code at Family Focus





From Renee Neumeier:

Teen Services Highlights include:

New Partnership with Y.O.U. :

- We have committed to running an after school program every Thursday from January – March for a group of students who attend Y.O.U. at Chute Middle School. Ashley will be running a film making session with them on Thursday afternoons. Depending on how this session goes we may continue to partner on programs like this.

Summer Reading for Whole Library:

- Narrowed down the reading log options, discussed promotional materials needed, set due dates for program details and for events information to be entered, will follow up with graphic designer about what is needed for the program
- Discussed the possibility of a reach a goal, the library donates x number of books or The Friends of the Library donates x number of books to Little Free Libraries with C2C, Barbershop Books, Liberation Library etc.

New Winter/Spring Programming for Teens:

- All the Teen DIY programs that rotate through all three Library locations have been scheduled, some new projects include candle making, introduction to Arduinos , Wearables (cuff bracelets with LED lights sewn in) and mini foosball games.
- Due to the popularity of our teen improve programs run by Kayla Freeman, we'll be trying out a twice a month improve club on Sunday afternoons starting in February, if this arrangement continues to do well we'll continue it through the summer
- A Teen Book Club with a LGBTQ focus starting in February on Wednesday evenings Kayla will be running a book discussion group with a special focus on books that deal with LGBTQ issues, this program was created in response to queer teens suggestions that we try out a program like this, teens who participate will be able to keep a copy of the book discussed
- The Teen Advisory Board led by McKenna laid out new ideas for passive programming for the 2016 year, we will be featuring these programs/contests throughout the year and teens who take part will have the opportunity to win books and raffle prizes
- Programming on days off/half days- movies or drop in teen DIY programs have been schedule for most of the days off and half days for D65 and ETHS. We started offering consistent programming on these dates in the fall/winter and had success and will continue them in the winter/spring

Community Engagement:

YOU:

- Confirmed once a week after school program with YOU, Ashley will run a series of film making workshops

ETHS:

- Worked with reference staff to put together a list of transgender titles and resources for some classes
- Did book talks for Tammi Holmes students to help them find an independent reading book or a book to read over winter break, book talks were well received and Ms. Holmes is hoping to have me back and invite other teachers and their students to attend.

Baker Demonstration School:

- Followed up with teacher who will be bringing a group of 8th graders to research for their first big paper, this will be the first time she's bringing her students and the 2nd year she's doing this project

Project Excite:

- Met with Celishia to discuss plans for summer 2016, are planning to do camp in the morning again but for 3 hours instead 2.5, maybe have up to 25 students, are hoping to offer two different sessions one focused on 3D design and printing and another focused on Raspberry Pis. Kelly Rooney one of the Math Coaches at D65 approached me about

partnering on the Raspberry Pi camp and he had also worked with Project Excite in the past.

Middle School Lit Fest:

- Worked with Amy Odwarka and Ashley to put together the marketing materials for the Middle School lit fest

Cradle to Career Literacy on Track Team:

- We ran our pilot with the revised kindergarten registration with mixed results, however based on the pilot D65 is keeping some of the questions, which will help identify what the Early Childhood Education experiences are for incoming kindergartners
- We've also been working on meeting with kindergarten teachers, principals and social workers to discuss what information is currently shared, how and how it's used and what information could be share between schools and early childhood education providers
- We began looking at the transition between 8th and 9th grade too, especially since the announcement at the joint school board meeting where 100 students are reading far below the 40th percentile, and we also discussed the issue raised at the recent D65 board meeting by concerned parents and community members
- ETHS staff talked about how they gather information about new students through surveys and how that information is used to create a support system for students (and their families)

Community Outreach Highlights from Jill Skwerski include:

- The Health Desk (HIRCULES) continues to gain momentum as a resource to patrons looking for consumer health information. During December, representatives from the American Cancer Society's Relay for Life Team joined Health Desk staff to provide library patrons with information about Blood Cancer and invite them to join the national database of blood marrow donors by providing a cheek swab sample. Plans are underway for future collaborations with partners including the Susan G. Komen Foundation and an Alzheimer's Educator from the Walk to End Alzheimer's.
- Visits with residents at Primm, Blake, and Three Crowns continue with visits providing computer labs, book discussion and book/DVD/audiobook checkout. This past year, over 200 hours of computer lab time was held at Blake and Primm, attended by 96 participants.
- Book distribution to the community was heavier than normal in December, due in part to the Mayor's Annual Holiday Basket Giveaway event. December totals include distribution of 600+ books during visits to the Produce Mobile, Hillside Pantry and the Mayor's event at Fleetwood-Jourdain. (See photos.)

Adult Services highlights include:

- **Science Fiction & Fantasy Book Discussion Group discusses: babel-17** on Wednesday, February 3, 7 pm, Third Floor Seminar Room, Main Library.
- **Love opera?** Join us for a lecture on Verdi's Nabucco presented by Jean Joslyn of the Lyric Opera Lecture Corps.

Saturday, January 23, 2 pm, Seminar Room, Main Library.

Tuesday, January 26, 12 pm, North Branch.

Celebrate Shakespeare in February

#DiscoverWill

Illinois Libraries Celebrate Shakespeare's First Folio



Evanston Public Library joins libraries across the state of Illinois in February 2016 to celebrate the work of William Shakespeare who died 400 years ago. The Library will host six

programs including discussions for adults and activities for teens. [See all February Shakespeare activities.](#)

This Shakespeare programming coincides with a traveling exhibit of Shakespeare's First Folio, considered by many to be one of the greatest books ever printed in English. The exhibit, on loan from the Folger Shakespeare Library, will be on display at the Lake County Discovery Museum from February 3-28.

Upcoming events of note:

- [Outside The Lines Book Club](#) is a new teen reading series at the Teen Loft. Teens grades 6-12 are invited to discuss a YA fiction title about strong teen protagonists pushing back against normative identities to live their lives with pride. Once a month on Wednesdays, 5:30-7pm, beginning February 10. Our first book pick is [Tomboy](#) by Liz Prince.

This is a safe space for teens of all identities. Teen are invited to come hang out, meet new friends, eat snacks and chat about what really matters!

More Events for Children

Registration now open for February Story times! Sign up your child for a registered storytime geared just to the right age: infants, 1 year olds, 2 year olds, preschool stories & craft, as well as a nighttime family storytime and a wonderful evening program of reading to dogs for K - 2! [Register online](#), over the phone (847) 448-8610, or in person at the **Main Children's Room**.



See all story times at the [Main Library](#), the [North Branch](#), and [Chicago Ave./Main St. Branch](#).



Bring the whole family to our Chinese New Year/Year of the Monkey Storytime and Celebration in two languages! We will hear a Monkey King story, enjoy making Year of the Monkey crafts and the children will march in a monkey-themed Lion Dance parade. Bessie Rhodes and ETHS Mandarin students especially encouraged to come. Both Chinese and English speakers welcome. Saturday, February 6, 3 pm Community Meeting Room, Main Library

More Author Events and Local Culture



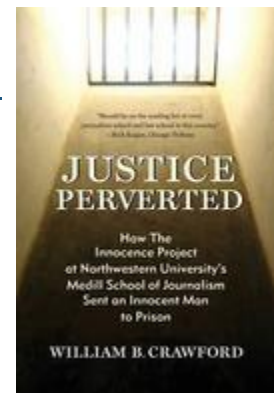
Rick Perlstein, a Chicago-based journalist reads from his latest book, The Invisible Bridge: The Fall of Nixon and the Rise of Reagan, as well as from his forthcoming book, Reaganland. [Register online](#) or by calling (847) 448-8620. Sunday, January 31, 1 pm, Main Library.



Discover the Studs Terkel radio archive! For more than 45 years, Studs Terkel hosted a radio show on WFMT, interviewing everyone from Martin Luther King to Bob Dylan. In partnership with the Chicago History Museum, the WFMT Radio Network is making these broadcasts into [an online resource](#) for the public. Archive Director Tony Macaluso and Archive Manager Allison Schein

discuss Studs and the archive, and play memorable excerpts of the show, including some pertaining to Evanston. Sunday, February 7, 4 pm, Main Library. [Register online](#) or by calling (847) 448-8620.

Former Chicago Tribune legal affairs columnist William B. Crawford discusses his new book [Justice Perverted: How the Innocence Project at Northwestern University's Medill School of Journalism Sent an Innocent Man to Prison](#). Crawford will take questions following his reading and copies of his book will be available for purchase. Crawford spent 23 years as a reporter and columnist at the Chicago Tribune during which time he was awarded a Pulitzer Prize. Wednesday, February 10, 7 pm. Everyone is welcome, but please [register online](#) or by calling (847) 448-8620 to guarantee your seat.



More Services for Essential Planning



Civic Legal Corps offers free legal consultations every Thursday evening from 6 to 8 pm. Visit the Reference Desk (3rd Floor) or call (847) 448-8630 for more details, or to schedule your 30-minute appointment.

Affordable Care Act Navigators Here to Help You. Certified Affordable Care Act Navigators from PEER Services will visit the library for enrollment assistance and information about insurance coverage options. Appointments are required and can be scheduled online at www.getcoveredamerica.org/connector or by calling either 847-644-9732 or 847-492-1778, x1317. All sessions in the Newberry Room, Second Floor, Main Library, 1703 Orrington Ave.

Home Sweet Home: A workshop for homeowners and home buyers. Monday, January 25, 7 pm, Small Meeting Room, Main Library. Learn why now is a great time to buy or refinance and how to protect your investment and understand all your options. Registration is requested but not required. [Register online](#) or call the Reference Desk at 847-448-8630.

File for Free. Filing taxes can be overwhelming. Between Tuesday, January 26 and Saturday, April 16, Evanston Public Library, in conjunction with the [Center for Economic Progress](#) and the [Evanston Community Foundation](#), is offering free tax help for families with incomes less than \$50,000 per year and for individuals with incomes less than \$25,000 per year. [Read more.](#)



Excerpts from Patron feedback:

From Martha Meyer:

Anonymous Thank You Note left in my box about The Young and the Restless:

Ms. Martha, Thank you for all that you do – especially 'The Young and the Restless' on Thursdays. We appreciate it so much. Happy Holidays!

Thank you note from Christy Schlickman of Park School (2nd group I took on)

Reply Reply to all Forward [Icons] Close Help

You replied on 12/2/2015 9:11 AM.

From: [Christy Schlickman \[schlickmanc@district65.net\]](mailto:schlickmanc@district65.net)

Sent: Tue 12/1/2015 10:13 PM

To: [Meyer, Martha](#)

Cc:

Subject: Re: FW: Monthly Visits to EPL - Friday 10:30am

Attachments:

[View As Web Page](#)

Hi Martha!

We had such a great time thanks for everything! Could we plan a date for January? December is a little too crazy for us as well due to the shortened month.

What dates do you have available from 10:25-10:45? Would that time period work? With the bus schedule I think it would be better for us to try to catch the 11am bus.

Thanks again!!

Christy

3. Patron at the desk indicated that we were a “great resource” because I had helped her with finding Alphabet books for her reading-challenged son and we used Leigh Kennelly’s reference book of titles; and then she said that she would never have made it through the beginning of Winter Break without the great range of activities we had for K – 5 graders. She said our Winter Break programming was “fantastic.”
4. Michelle Grill says on 12/15, I really love being there- thank you!
See you soon
Michelle
5. Anne Mirapaul says in an email dated 12/18, “I reiterate, Martha, that this library position has been so utterly glorious for me. Being around talented, devoted, positive professionals like you (and all), books (countless glorious books) and, of course, the kidlets.....has rekindled such life and spirit in my being. I simply adore working/playing at the library. Thanks for making it all happen!

Best,

Anne

Anne is one of our volunteers.

Greg Coates reports that:

1) Last Saturday at CAMS, I counted thirty-five people in the library at one time. Every seat was taken and the children's area was crawling with little ones.

2) I recently was able to sit down with an elderly immigrant from Russia at the North Branch. She needed help setting up a PayPal account and downloading a word processor to her new laptop. She was deeply thankful for the assistance and said she was excited to look into taking a computer class at the main branch.

Barb also shared this heartwarming story:

"Lilette Rohe, age 94, beloved ballet teacher to many in the Evanston area is an avid reader. A few years ago Lilette was diagnosed with macular degeneration and reading became more and more difficult. I urged her to try to listen to books on CD, but her tastes were fussy and she was reluctant to depend on a CD player even though she uses one when she's teaching. Fortunately her daughter absolutely insisted that she read (listen to) "All the Light We Cannot See" by Doerr last summer because the book is set in France during WWII. Lilette is French and fled Paris with her family at the age of 19 in 1939, giving up a chance to dance with the Paris Opera Ballet. Her daughter knew that Lilette would love this book, with all the history of the occupation, the various sites around Paris, and the resort town where Lilette's family spent their summers featured as the town where most of the action takes place. She gave it a try and...success! She loved the book, managed the CD player nicely and has not stopped ordering books on CD since. She's as avid a listener as she was a reader. I am her Books on Wheels volunteer and her student, so I see her often. She has a running list now of things she wants and her friends and family make suggestions, too. What's especially nice is that I can get some titles on CD in French through ILL. That's a real treat for her. She's now waiting for Nemerovsky's "Suite Francaise" in French. She said the other week, "Barbara, the library has saved my life! But I think you've created a monster." I think she meant that I'd be forever getting her books on CD since she's now addicted. I love it. I hope she has a long and happy relationship with audiobooks."

- Wynn shared this feedback from one of our volunteers:

Dear Team,

This morning, I went to thank our volunteer Karen Sandler for her continued support while we grow our development efforts. She started one year ago next week – right at the end of the year when we had no database, high gift volume, and were experiencing staffing transition. We were really in a pickle and Karen's consistency was extremely helpful.

This morning Karen mentioned how much she is enjoying being here. She thinks our organization is particularly well run. She named each of you specifically when she talked about how impressive she thinks our administration is. She is volunteering at multiple organizations and said the experience here is much more professional and well managed by comparison.

Karen started volunteering in Development one year ago next week and because she feels valued here she seems to be constantly finding additional ways to help – she was at our Storytelling Festival and this morning she mentioned that she plans to increase her volunteer time to include working with our tax preparation services.

I just wanted to be sure you all received her compliment. She said it was alright for me to share.

Wynn

- From Jill Skwerski:
- Notable quote from a Hillside Pantry patron who renewed his library card after years of living without library access, “You’ve made this too easy; I’ll have to find something new to complain about because I have no library complaints anymore!”



Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Payroll and Bills

Date: February 12, 2016

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund payroll, bills lists, internal check lists and December purchasing card expenses.

Summary

Library Payroll

| | |
|--|---------------|
| December 28, 2015 through January 10, 2016 | \$ 140,379.97 |
| January 11, 2016 through January 24, 2016 | \$ 147,872.06 |

Library Fund Bills List

| | |
|--|--------------|
| January 26, 2016 (FY2015) | \$ 48,704.24 |
| (includes December purchasing card expenses of \$2,647.67) | |
| February 9, 2016 (FY2015) | \$ 31,173.14 |
| January 26, 2016 (FY2016) | \$ 15,098.76 |
| February 9, 2016 (FY2016) | \$ 44,967.60 |

| | |
|----------------------------------|-------------|
| Supplemental Bills List (FY2016) | \$ 1,740.38 |
|----------------------------------|-------------|

| | |
|--|-----------|
| Internal Check List - January 20, 2016 | \$ 449.19 |
| Internal Check List - February 9, 2016 | \$ 66.19 |

Attachment: Bills Lists, December Purchasing Card Report, Internal Check Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.26.2016 FY2015

| | | | |
|--|--|--|-------------------------|
| 185 LIBRARY FUND | | | |
| 185 LIBRARY SUPPORT | | | |
| 22730 BANK OF AMERICA | *PURCHASING CARD #4355-DEC.2015 | | 2,647.67 |
| 185 LIBRARY SUPPORT Total | | | <u>2,647.67</u> |
| | | | |
| 4805 LIBRARY YOUTH SERVICES | | | |
| 65630 BAKER & TAYLOR | JUV PRINT | | 1,217.66 |
| 65641 BAKER & TAYLOR | JUV AV | | 0.04 |
| 65641 MIDWEST TAPE | AUDIO VISUAL | | 215.92 |
| 65641 MIDWEST TAPE | JUV AV | | 14.99 |
| 4805 LIBRARY YOUTH SERVICES Total | | | <u>1,448.61</u> |
| | | | |
| 4806 LIBRARY ADULT SERVICES | | | |
| 65630 BAKER & TAYLOR | ADULT PRINT | | 4,125.38 |
| 65630 BERNAN ASSOCIATES | ADULT PRINT | | 107.00 |
| 65630 MANUFACTURERS' NEWS, INC. | ADULT PRINT | | 218.90 |
| 65630 REGENT BOOK COMPANY INC | ADULT PRINT | | 17.06 |
| 65630 GALE RESEARCH INC. | ADULT PRINT | | 171.68 |
| 65641 BLACKSTONE AUDIO BOOKS INC. | ADULT AV | | 45.00 |
| 65641 MIDWEST TAPE | ADULT AV | | 561.69 |
| 65641 MIDWEST TAPE | AUDIO VISUAL | | 390.93 |
| 65641 GALE RESEARCH INC. | ADULT PRINT | | 23.24 |
| 4806 LIBRARY ADULT SERVICES Total | | | <u>5,660.88</u> |
| | | | |
| 4820 LIBRARY CIRCULATION | | | |
| 52610 UNIQUE MANAGEMENT SERVICES | COLLECTION CHARGES | | 205.85 |
| 4820 LIBRARY CIRCULATION Total | | | <u>205.85</u> |
| | | | |
| 4825 LIBRARY NEIGHBORHOOD SERVICES | | | |
| 64015 NICOR | NATURAL GAS | | 213.13 |
| 65630 BAKER & TAYLOR | ADULT PRINT | | 224.86 |
| 65641 BAKER & TAYLOR | JUV AV | | 8.24 |
| 4825 LIBRARY NEIGHBORHOOD SERVICES Total | | | <u>446.23</u> |
| | | | |
| 4835 LIBRARY TECHNICAL SERVICES | | | |
| 62341 COOPERATIVE COMPUTER SERVICES | INTERNET SOLUTION PROVIDER | | 5,724.95 |
| 65100 BLACKBOURN | LIBRARY SUPPLIES | | 149.30 |
| 4835 LIBRARY TECHNICAL SERVICES Total | | | <u>5,874.25</u> |
| | | | |
| 4840 LIBRARY MAINTENANCE | | | |
| 61626 VERIZON WIRELESS | WIRELESS INTERNET AND CELLPHONES | | 124.96 |
| 62225 DOOR SYSTEMS, INC. | SERVICES EASH DOCK DOOR | | 447.32 |
| 62225 NORTHSHORE UNIVERSTIY HEALTH SYSTEM | PULMONARY SURVEILLANCE | | 130.00 |
| 62225 TOTAL BUILDING SERVICES | JANITORIAL SERVICES | | 7,160.00 |
| 62225 CINTAS CORPORATION #769 | MAT SERVICE | | 337.60 |
| 62225 CONQUEST PEST SOLUTIONS | PEST SOLUTION | | 210.00 |
| 62225 CONSTRUCTION CONSULTING & DISBURSEMENT | EMERGENCY REPAIR ROOF RAFTERS | | 19,995.00 |
| 64015 NICOR | UTILITIES | | 486.18 |
| 65050 CHICAGO SPRINKLER COMPANY | SPRINKLER REPAIR | | 169.00 |
| 4840 LIBRARY MAINTENANCE Total | | | <u>29,060.06</u> |
| | | | |
| 4845 LIBRARY ADMINISTRATION | | | |
| 62295 ILLINOIS LIBRARY ASSOCIATION | CONFERENCE REGISTRATION | | 45.00 |
| 64540 VERIZON WIRELESS | WIRELESS INTERNET AND CELLPHONES | | 114.03 |
| 65095 FIRST NIGHT EVANSTON | *2015 FIRST NIGHT SALE-LIBRARY | | 3,058.50 |
| 65095 ROZANAS, NANCY | INDOOR PLANTING SUPPLIES REIMBURSEMENT | | 143.16 |
| 4845 LIBRARY ADMINISTRATION Total | | | <u>3,360.69</u> |
| | | | |
| 185 LIBRARY FUND Total | | | <u>48,704.24</u> |
| | | | |
| Grand Total | | | <u>48,704.24</u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.26.2016 FY2015

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

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 48,704.24

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.09.2016 FY2015

| | | | |
|-------------------------------|---------------------------------------|--|--------------------------------|
| 185 LIBRARY FUND | | | |
| 4805 | LIBRARY YOUTH SERVICES | | |
| 62506 | NORTHWESTERN UNIVERSITY | WORK-STUDY PROGRAM | <u>196.89</u> |
| 4805 | LIBRARY YOUTH SERVICES Total | | 196.89 |
| | | | |
| 4806 | LIBRARY ADULT SERVICES | | |
| 62340 | GALE RESEARCH INC. | REFERENCE ONLINE DATABASE | 2,202.75 |
| 62506 | NORTHWESTERN UNIVERSITY | WORK-STUDY PROGRAM | <u>123.75</u> |
| 4806 | LIBRARY ADULT SERVICES Total | | 2,326.50 |
| | | | |
| 4820 | LIBRARY CIRCULATION | | |
| 62506 | NORTHWESTERN UNIVERSITY | WORK-STUDY PROGRAM | <u>857.26</u> |
| 4820 | LIBRARY CIRCULATION Total | | 857.26 |
| | | | |
| 4840 | LIBRARY MAINTENANCE | | |
| 62225 | WBR ROOFING COMPANY INC. | ROOFING REPAIR | 1,470.00 |
| 64015 | NICOR | UTILITIES | 672.49 |
| 65050 | VOGUE FABRICS | REUPHOLSTERY | 9,500.00 |
| 65050 | WISS, JANNEY, ELSTNER ASSOCIATES INC. | GARAGE WATERPROOFING AND PLUMBING REPAIRS | 6,200.00 |
| 65050 | CTL GROUP | WEATHERPROOFING PROJECT AT NORTH BRANCH AND MAIN LIBRARY | <u>9,950.00</u> |
| 4840 | LIBRARY MAINTENANCE Total | | 27,792.49 |
| | | | |
| 185 LIBRARY FUND Total | | | <u>31,173.14</u> |
| | | | |
| Grand Total | | | <u><u>31,173.14</u></u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.09.2016 FY15

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

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 31,173.14

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.26.2016 FY2016

185 LIBRARY FUND

4806 LIBRARY ADULT SERVICES

| | | | |
|-------|-----------------------------|----------------------|--------|
| 65100 | FOURNIER, MARGARET | LYRIC OPERA LECTURES | 50.00 |
| 65630 | CENTER POINT INC | ADULT PRINT | 125.22 |
| 65630 | GALE RESEARCH INC. | ADULT PRINT | 377.85 |
| 65641 | BLACKSTONE AUDIO BOOKS INC. | ADULT AV | 135.00 |
| 65641 | MIDWEST TAPE | ADULT AV | 131.95 |
| 65641 | MIDWEST TAPE | AUDIO VISUAL | 68.68 |
| 65641 | PENGUIN RANDOM HOUSE LLC | ADULT AV | 36.25 |
| 65641 | PENGUIN RANDOM HOUSE LLC | AUDIO VISUAL | 120.00 |

4806 LIBRARY ADULT SERVICES Total 1,044.95

4825 LIBRARY NEIGHBORHOOD SERVICES

| | | | |
|-------|------------------------|------------------------|----------|
| 62375 | ESSKAY DEVELOPMENT LLC | CAMS RENT FOR FEB 2016 | 3,451.88 |
| 64015 | NICOR | NATURAL GAS | 108.05 |

4825 LIBRARY NEIGHBORHOOD SERVICES Total 3,559.93

4835 LIBRARY TECHNICAL SERVICES

| | | | |
|-------|--------------------------------------|---------------------|----------|
| 62341 | ENVISIONWARE, INC. | ANNUAL MAINTENANCE | 1,293.91 |
| 65100 | ACCO BRANDS USA, LLC DBA GBC DUNNING | LAMINATING SUPPLIES | 125.63 |
| 65100 | BLACKBOURN | LIBRARY SUPPLIES | 234.96 |

4835 LIBRARY TECHNICAL SERVICES Total 1,654.50

4840 LIBRARY MAINTENANCE

| | | | |
|-------|----------------------------|---------------------|----------|
| 62225 | CINTAS CORPORATION #769 | MAT SERVICE | 337.60 |
| 62225 | CONQUEST PEST SOLUTIONS | PEST SOLUTION | 145.00 |
| 65040 | SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SUPPLIES | 1,268.68 |

4840 LIBRARY MAINTENANCE Total 1,751.28

4845 LIBRARY ADMINISTRATION

| | | | |
|-------|-----------------------------------|---|----------|
| 62185 | TRAUTMANN, LYNN | PHOTOGRAPHY SERVICES | 200.00 |
| 62185 | KLING, MARY | EPL VOLUNTEER MANAGEMENT | 1,666.66 |
| 62295 | KAREN DANCZAK LYONS | ALA MID CONFERENCE IN BOSTON | 1,336.44 |
| 65095 | DLW STORYTELLER, INC. | FIRST PAYMENT FOR EPL STORYTELLING FESTIVAL | 750.00 |
| 65095 | WELLS, MEGAN | FIRST PAYMENT FOR EPL STORYTELLING FESTIVAL | 750.00 |
| 65095 | WHITEHAIR, SCOTT | FIRST PAYMENT FOR EPL STORYTELLING FESTIVAL | 750.00 |
| 65095 | IRIS B. BRANDING & COMMUNICATIONS | SURVEY REPORT | 1,560.00 |

4845 LIBRARY ADMINISTRATION Total 7,013.10

4850 LIBRARY GRANTS

| | | | |
|-------|------------------------------|----------------------|-------|
| 65100 | MULTILINGUAL CONNECTIONS LLC | BIG READ TRANSLATION | 75.00 |
|-------|------------------------------|----------------------|-------|

4850 LIBRARY GRANTS Total 75.00

185 LIBRARY FUND Total

15,098.76

Grand Total

15,098.76

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 01.26.2016 FY2016

| ACCOUNT NUMBER | SUPPLIER NAME | DESCRIPTION | AMOUNT |
|---|---------------|-----------------------------|-------------------------|
| SUPPLEMENTAL BILLS LIST ATTACHMENT | | | |
| VARIOUS | TWIN EAGLE | NATURAL GAS -DECEMBER, 2015 | 1,740.38 |
| | | | <u>1,740.38</u> |
| | | GRAND TOTAL | <u><u>16,839.14</u></u> |

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.09.2016 FY2016

| | | | |
|--|--|--|--------------------------------|
| 185 LIBRARY FUND | | | |
| 4805 LIBRARY YOUTH SERVICES | | | |
| 65630 BAKER & TAYLOR | CREDIT | | -8.14 |
| 65630 BAKER & TAYLOR | JUV PRINT | | 412.73 |
| 65630 THE COMIX REVOLUTION, INC. | BOOKS | | 39.06 |
| 65641 MIDWEST TAPE | JUV AV | | <u>374.04</u> |
| 4805 LIBRARY YOUTH SERVICES Total | | | 817.69 |
| | | | |
| 4806 LIBRARY ADULT SERVICES | | | |
| 62340 MERGENT, INC. | ONLINE REFERENCE DATABASE | | 7,500.00 |
| 62340 GALE RESEARCH INC. | BOOKS | | 425.32 |
| 62340 GALE RESEARCH INC. | REFERENCE ONLINE DATABASE | | 1,639.61 |
| 62340 OVER DRIVE, INC. | EBOOKS | | 694.96 |
| 62341 EBSCO INDUSTRIES, INC. DBA EBSCO | LEARNING EXPRESS LIBRARY DATABASE | | 5,282.00 |
| 62341 FOUNDATION CENTER, THE | FUNDING INFORMATION NETWORK ANNUAL FEE | | 1,995.00 |
| 65100 MONROE, DEREK | LECTURE DEMOCRACY IN INDIA AND SRI LANKA | | 400.00 |
| 65100 GILLOUURY INSTITUTE DBA SILK ROAD RISING | SHAKESPEARE IN THE MIDDLE EAST LECTURE BY RIAD ISMAT | | 500.00 |
| 65630 AMAZON / GE CAPITAL RETAIL BANK | ADULT BOOKS AND SUPPLIES | | 339.38 |
| 65630 BAKER & TAYLOR | ADULT PRINT | | 10,355.15 |
| 65630 BAKER & TAYLOR | CREDIT | | -1,694.75 |
| 65630 BAKER & TAYLOR | JUV PRINT | | 13.49 |
| 65630 BAKER & TAYLOR | PRINT | | 527.95 |
| 65635 STANDARD & POOR'S | OUTLOOK MAGAZINE | | 360.00 |
| 65641 BAKER & TAYLOR | ADULT AV | | 43.98 |
| 65641 MIDWEST TAPE | ADULT AV | | 2,717.98 |
| 65641 RECORDED BOOKS INC. | ADULT AV | | 260.20 |
| 65641 PENGUIN RANDOM HOUSE LLC | ADULT AV | | <u>131.25</u> |
| 4806 LIBRARY ADULT SERVICES Total | | | 31,491.52 |
| | | | |
| 4820 LIBRARY CIRCULATION | | | |
| 65100 CARLA M. THORPE | LYRIC OPERA LECTURES | | <u>50.00</u> |
| 4820 LIBRARY CIRCULATION Total | | | 50.00 |
| | | | |
| 4825 LIBRARY NEIGHBORHOOD SERVICES | | | |
| 65630 BAKER & TAYLOR | ADULT PRINT | | 45.21 |
| 65630 BAKER & TAYLOR | JUV PRINT | | <u>20.32</u> |
| 4825 LIBRARY NEIGHBORHOOD SERVICES Total | | | 65.53 |
| | | | |
| 4835 LIBRARY TECHNICAL SERVICES | | | |
| 62341 COOPERATIVE COMPUTER SERVICES | 2016 PURCHASE OF LIBRARY AUTOMATION SERVICES | | 5,151.41 |
| 65100 BRODART COMPANY | OFFICE SUPPLIES | | 21.23 |
| 65100 SHOWCASES | OFFICE SUPPLIES | | <u>547.34</u> |
| 4835 LIBRARY TECHNICAL SERVICES Total | | | 5,719.98 |
| | | | |
| 4840 LIBRARY MAINTENANCE | | | |
| 62225 CINTAS CORPORATION #769 | MAT SERVICE | | 168.80 |
| 62225 NORTHSHORE UNIVERSITY HEALTH SYSTEM | PULMONARY SURVEILLANCE | | 130.00 |
| 62225 CONQUEST PEST SOLUTIONS | PEST SOLUTION | | 210.00 |
| 65040 SUPERIOR INDUSTRIAL SUPPLY | JANITORIAL SERVICES | | 116.40 |
| 65050 BRUCKER COMPANY | AIR FILTER REPLACEMENT PARTS | | <u>2,951.00</u> |
| 4840 LIBRARY MAINTENANCE Total | | | 3,576.20 |
| | | | |
| 4845 LIBRARY ADMINISTRATION | | | |
| 56140 ILLINOIS DEPT OF REVENUE | *SALES TAX DECEMBER | | 1,190.00 |
| 62185 ANCEL, GLINK, DIAMOND, BUSH, DICIANNI & KRAFTHOFER, P. | LEGAL SERVICES | | 475.00 |
| 65095 AMAZON / GE CAPITAL RETAIL BANK | ADULT BOOKS AND SUPPLIES | | 12.98 |
| 65095 OFFICE DEPOT | OFFICE SUPPLIES | | 818.70 |
| 65095 GLOBAL COMMUNICATION | FIRST PAYMENT FOR EPL STORYTELLING FESTIVAL | | <u>750.00</u> |
| 4845 LIBRARY ADMINISTRATION Total | | | 3,246.68 |
| | | | |
| 185 LIBRARY FUND Total | | | <u>44,967.60</u> |
| | | | |
| Grand Total | | | <u><u>44,967.60</u></u> |

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.09.2016 FY16

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

SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 44,967.60

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

**Evanston Public Library
Library Internal Checks
December 2 through January 20, 2016**

| Type | Date | Num | Name | Memo | Business Account Number | Amount |
|-------|------------|------|------------------------------|--|-------------------------|---------------|
| Check | 12/09/2015 | 1340 | Wilmette Public Library | ILL-DAMAGED BOOK | 185.48.4820.57515 | 17.99 |
| Check | 12/09/2015 | 1341 | Glenview Public Library | ILL LOST ITEMS | 185.48.4820.57515 | 23.40 |
| Check | 01/18/2016 | 1346 | COMCAST | MAIN LIBRARY COMCAST | 185.48.4840.62235 | 3.81 |
| Check | 01/18/2016 | 1347 | IHLS-OCLC | ILL FEE MANAGEMENT LIBRARY | 185.48.4820.57515 | 83.00 |
| Check | 01/18/2016 | 1348 | Niles Public Library Distric | LOST BOOKS | 185.48.4820.62295 | 10.99 |
| Check | 01/18/2016 | 1349 | Laconi | 2016 MEMBERSHIP FEE | 185.48.4845.62360 | 100.00 |
| Check | 01/18/2016 | 1350 | Laura Grandeau | HONORARIUM AND SUPPLIES | 185.48.4805.65100 | 75.00 |
| Check | 01/18/2016 | 1351 | Jared Eggers | ROOM CANCELLATION | 185.48.4845.57540 | 75.00 |
| Check | 01/18/2016 | 1352 | ATLAS | BUILDING AN INNOVATIVE WORK CULTURE WORKSHOP | 185.48.4845.62295 | 25.00 |
| Check | 01/20/2016 | 1354 | Glencoe Public Library | LOST BOOKS | 185.48.4820.57515 | 35.00 |
| | | | | | | 449.19 |

Evanston Public Library
Library Internal Checks
January 21 through February 9, 2016

| Type | Date | Num | Name | Memo | Business Account Number | Amount |
|-------|------------|------|-------------------------|----------------------------|-------------------------|--------------|
| Check | 02/09/2016 | 1354 | Glenview Public Library | ILL LOST ITEMS | 185.48.4820.57515 | 38.40 |
| Check | 02/09/2016 | 1355 | IHLS-OCLC | ILL FEE MANAGEMENT LIBRARY | 185.48.4820.57515 | 25.25 |
| Check | 02/09/2016 | 1356 | COMCAST | MAIN LIBRARY COMCAST | 185.48.4840.62235 | 2.54 |
| | | | | | | <u>66.19</u> |

Bank of America Credit Card Statement for the Period ending December 31, 2015

| REPORTS TO INTERMEDIATE | MERCHANT NAME | TRANSACTION AMOUNT | POSTING DATE | COST ALLOCATION - EXPENSE OBJECT | EXPENSE DESCRIPTION |
|-------------------------|------------------------|--------------------|--------------|-------------------------------------|---|
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 8.27 | 12/02/2015 | 65050 BUILDING MAINTENANCE MATERIAL | LIQUID NAILS AND SCREWS FOR LOFT CORNER GUARD REPAIR |
| LIBRARY/ADMIN | BROTHERS UPHOLSTERY IN | \$ 250.00 | 12/04/2015 | 62225 BLDG MAINT SVCS | CUSHION REPAIR FOR MCR |
| LIBRARY/ADMIN | JC LICHT #1252 | \$ 33.88 | 12/18/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 1486 WALL PAINT |
| LIBRARY/ADMIN | PRATHER PAINT AND WALL | \$ 48.65 | 12/21/2015 | 65050 BUILDING MAINTENANCE MATERIAL | GALLON ORIGINAL LOFT PAINT COLOR |
| LIBRARY/ADMIN | QUARTET DIGITAL PRINTI | \$ 9.84 | 12/30/2015 | 65050 BUILDING MAINTENANCE MATERIAL | LIBRARY DIRECTORY SIGN COPIES |
| LIBRARY/ADMIN | EVANSTON BLUE PRINT | \$ 156.00 | 12/02/2015 | 65050 BUILDING MAINTENANCE MATERIAL | MAIN ARCHITECTURAL AND STRUCTURAL PRINT DIGITIZATION AND REPRODUCTION |
| LIBRARY/ADMIN | EVANSTON BLUE PRINT | \$ 2.40 | 12/14/2015 | 65050 BUILDING MAINTENANCE MATERIAL | MAIN ARCHITECTURAL PRINT DIGITIZATION |
| LIBRARY/ADMIN | FACEBOOK VLRU786H42 | \$ 35.00 | 12/01/2015 | 65095 OFFICE SUPPLIES | FACEBOOK ADS FFE CAMPAIGN |
| LIBRARY/ADMIN | BARREL MAKER PRINTING | \$ (399.00) | 12/08/2015 | 65095 OFFICE SUPPLIES | CREDIT |
| LIBRARY/ADMIN | COMCAST CHICAGO | \$ 203.95 | 12/08/2015 | 62341 INTERNET SOLUTION PROVIDERS | CAMS INTERNET SOLUTION PROVIDERS |
| LIBRARY/ADMIN | THE VIDEO PROJECT | \$ 94.99 | 12/11/2015 | 65641 AUDIO VISUAL COLLECTIONS | AUDIO VISUAL |
| LIBRARY/ADMIN | GOTPRINT.COM | \$ 313.07 | 12/11/2015 | 62210 PRINTING | PRINTING LETTERHEAD ENVELOPES |
| LIBRARY/ADMIN | EB OPENING THE DOORS | \$ 30.00 | 12/14/2015 | 62295 TRAINING & TRAVEL | TRAINING TIM LONGO |
| LIBRARY/ADMIN | COMCAST CHICAGO | \$ 99.85 | 12/21/2015 | 62341 INTERNET SOLUTION PROVIDERS | NORTH BRANCH INTERNET SOLUTION PROVIDERS |
| LIBRARY/ADMIN | UPS 000000RE0713495 | \$ 10.20 | 12/24/2015 | 62315 POSTAGE | SHIPPING |
| LIBRARY/ADMIN | UPS 000000RE0713465 | \$ 4.32 | 12/24/2015 | 62315 POSTAGE | SHIPPING |
| LIBRARY/ADMIN | UPS 000000RE0713385 | \$ 4.26 | 12/24/2015 | 62315 POSTAGE | SHIPPING |
| LIBRARY/ADMIN | UPS 000000RE0713485 | \$ 19.77 | 12/24/2015 | 62315 POSTAGE | SHIPPING |
| LIBRARY/ADMIN | EB BRINGING LIBRARY S | \$ 40.00 | 12/28/2015 | 62295 TRAINING & TRAVEL | LACONI TRAINING |
| LIBRARY/ADMIN | D J WALL ST JOURNAL | \$ 197.94 | 12/29/2015 | 65635 PERIODICALS | NEWSPAPER SUBSCRIPTION |
| LIBRARY/ADMIN | USPS 16262202033309188 | \$ 392.00 | 12/14/2015 | 62315 POSTAGE | STAR SPANGLED BANNER POSTAGE STAMPS, 8 ROLLS |
| LIBRARY/ADMIN | HAROLD'S TRUE VALUE HD | \$ 26.99 | 12/31/2015 | 62245 OTHER EQ MAINT | ONE POLY SNOW SHOVEL/PUSHER |
| LIBRARY/ADMIN | PAPA JOHN'S #01012 | \$ 45.91 | 12/16/2015 | 65100 LIBRARY SUPPLIES | FOOD FOR TEEN ADVISORY BOARD |
| LIBRARY/ADMIN | JEWEL #3428 | \$ 47.14 | 12/18/2015 | 65100 LIBRARY SUPPLIES | GIFTCARDS FOR TEEN GAMING TOURNAMENT PRIZES, SUPPLIES FOR DECEMBER TEEN DIY PROGRAM, PAPER GOODS FOR TAB MEETINGS |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 11.98 | 12/04/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 2 CANS OF GLOSS BLACK SPRAY PAINT. |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 21.89 | 12/07/2015 | 62245 OTHER EQ MAINT | GALVANIZED 3/8" NUTS, BOLTS, AND WASHERS FOR TRACTOR PLOW BLADE. GOJO HAND SOAP. |
| LIBRARY/ADMIN | SEARS.COM 9301 | \$ 53.99 | 12/07/2015 | 65503 FURNITURE FIXTURES EQUIPMENT | BLUETOOTH TX/RX FOR COMMUNITY ROOM AV SYSTEM. |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 45.96 | 12/07/2015 | 65050 BUILDING MAINTENANCE MATERIAL | CHANNEL LOCK PLIER SET. ODO-BAN DE-ODORIZER SPRAY, 2 BOTTLES. |

Bank of America Credit Card Statement for the Period ending December 31, 2015

| REPORTS TO INTERMEDIATE | MERCHANT NAME | TRANSACTION AMOUNT | POSTING DATE | COST ALLOCATION - EXPENSE OBJECT | EXPENSE DESCRIPTION |
|-------------------------|------------------------|--------------------|--------------|-------------------------------------|--|
| LIBRARY/ADMIN | ADVANCE AUTO PARTS #88 | \$ 36.98 | 12/07/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 2 BOXES OF BLACK XL NITRILLE DISPOSABLE GLOVES. |
| LIBRARY/ADMIN | 1000BULBS.COM | \$ 333.00 | 12/08/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 24 L.E.D. TUBE LAMPS FOR LOFT "TEEN" SIGN ON 3RD FLOOR. |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 7.45 | 12/11/2015 | 65100 LIBRARY SUPPLIES | PVC TEE PIECES FOR WEAVING LOOMS. |
| LIBRARY/ADMIN | THE HOME DEPOT 1902 | \$ 125.13 | 12/11/2015 | 65100 LIBRARY SUPPLIES | PVC SUPPLIES FOR WEAVING LOOM BUILD FOR TEEN LOFT. |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 32.95 | 12/11/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 3 ACCORDION STYLE TOILET PLUNGERS. |
| LIBRARY/ADMIN | SPOT LIGHTING SUPPL | \$ 215.09 | 12/14/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 30 U-SHAPED CFL BULBS FOR 3RD FLOOR AERIAL LIGHTING. |
| LIBRARY/ADMIN | HAROLD'S TRUE VALUE HD | \$ 15.77 | 12/15/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 2 PK OF 2032 BATTERIES FOR NORTH BRANCH HANDICAP CALL BUTTON. |
| LIBRARY/ADMIN | MCMaster-CARR | \$ 205.96 | 12/17/2015 | 65050 BUILDING MAINTENANCE MATERIAL | 2 CASES OF 55 GALLON TRASH BAGS. |
| LIBRARY/ADMIN | LEMOI ACE HARDWARE | \$ 34.99 | 12/21/2015 | 65100 LIBRARY SUPPLIES | MONSTER BRAND 8 OUTLET SURGE PROTECTOR/POWER STRIP FOR CHROMEBOOKS IN CHILDREN'S DEPARTMENT. |
| LIBRARY/ADMIN | HAROLD'S TRUE VALUE HD | \$ 4.99 | 12/21/2015 | 65050 BUILDING MAINTENANCE MATERIAL | HARDWARE FOR NORTH BRANCH LIGHTING. |
| LIBRARY/ADMIN | VERSARE SOLUTIONS | \$ (288.86) | 12/24/2015 | 65100 LIBRARY SUPPLIES | CREDIT BACK FROM RETURN OF ROOM PARTITION FOR C.A.M.S |
| LIBRARY/ADMIN | BESTBUYCOM775215043225 | \$ 114.97 | 12/28/2015 | 65040 JANITORIAL SUPPLIES | 20 MEGAPIXEL POINT & SHOOT CAMERA FOR MAINTENANCE OFFICE. MEMORY CARD, AND PROTECTIVE CASE. |
| | LIBRARY TOTAL | \$ 2,647.67 | | | |



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: February 11, 2016

This memo provides an update on significant administrative activities.

Human Resources

Ami Patel and Aaron Kinskey were hired as part-time Shelves effective January 29th.

Paula Shapiro has been hired as a part-time Branch Assistant effective February 18th and she will be working at both locations.

Janice Das resigned from her part-time Technical Services Clerk position and interviews are underway to fill her position.

Financial Resources

The financial report for the period ending January 31st is attached.

A summary of the Endowment portfolio as of January 31st is attached. The portfolio had a return of -4.6% over the past twelve months compared with a return of -4.4% of the weighted benchmark.

Facilities Management

The evaluation of architectural qualifications for the Main Library Interior Renovation Project continues.

The major HVAC renovation project is substantially complete with work on the controls being finalized.



Budget Performance Report

Fiscal Year to Date 01/31/16

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 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 189,928.75 |
| 57515 | LIBRARY MATERIAL REPLACEMENT CHARGES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 11,225.58 |
| Business Unit 4820 - LIBRARY CIRCULATION Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$201,154.33 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | | | | | | |
| 51015 | PROPERTY TAXES | 6,054,180.00 | .00 | 6,054,180.00 | .00 | .00 | .00 | 6,054,180.00 | 0 | 5,834,746.12 |
| 51025 | PRIOR YEAR'S TAXES | 50,000.00 | .00 | 50,000.00 | 16,420.01 | .00 | 16,420.01 | 33,579.99 | 33 | 82,106.25 |
| 51605 | PERSONAL PROPERTY REPLACEMENT TAX | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 50,200.00 |
| 51616 | PERS PROP REPL TAX LIBRARY | 50,200.00 | .00 | 50,200.00 | .00 | .00 | .00 | 50,200.00 | 0 | .00 |
| 55245 | LIBRARY STATE PER CAPITA GRANT | 94,177.00 | .00 | 94,177.00 | .00 | .00 | .00 | 94,177.00 | 0 | 93,107.50 |
| 56011 | DONATIONS | 87,500.00 | .00 | 87,500.00 | .00 | .00 | .00 | 87,500.00 | 0 | .00 |
| 56045 | MISCELLANEOUS REVENUE | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 185.25 |
| 56140 | FEES AND MERCHANDISE SALE | 160,000.00 | .00 | 160,000.00 | .00 | .00 | .00 | 160,000.00 | 0 | 101.21 |
| 56501 | INVESTMENT INCOME | 2,000.00 | .00 | 2,000.00 | 218.20 | .00 | 218.20 | 1,781.80 | 11 | 2,683.47 |
| 57002 | TRANSFER FROM ENDOWMENT | 185,800.00 | .00 | 185,800.00 | .00 | .00 | .00 | 185,800.00 | 0 | 171,000.00 |
| 57515 | LIBRARY MATERIAL REPLACEMENT CHARGES | 12,000.00 | .00 | 12,000.00 | .00 | .00 | .00 | 12,000.00 | 0 | .00 |
| 57526 | LIBRARY BOOK SALE | 63,000.00 | .00 | 63,000.00 | .00 | .00 | .00 | 63,000.00 | 0 | 65,334.39 |
| 57527 | LIBRARY FUND FOR EXCELLENCE | 185,000.00 | .00 | 185,000.00 | .00 | .00 | .00 | 185,000.00 | 0 | 187,017.13 |
| 57535 | LIBRARY COPY MACH. CHG | 15,500.00 | .00 | 15,500.00 | .00 | .00 | .00 | 15,500.00 | 0 | 16,653.08 |
| 57540 | LIBRARY MEETING RM RENTAL | 12,500.00 | .00 | 12,500.00 | .00 | .00 | .00 | 12,500.00 | 0 | 10,960.00 |
| 57545 | NORTH BRANCH RENTAL INCOME | 25,300.00 | .00 | 25,300.00 | .00 | .00 | .00 | 25,300.00 | 0 | 24,699.97 |
| 57551 | LIBRARY GRANTS | 20,000.00 | .00 | 20,000.00 | .00 | .00 | .00 | 20,000.00 | 0 | .00 |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | \$7,017,157.00 | \$0.00 | \$7,017,157.00 | \$16,638.21 | \$0.00 | \$16,638.21 | \$7,000,518.79 | 0% | \$6,538,794.37 |
| Business Unit 4850 - LIBRARY GRANTS | | | | | | | | | | |
| 55146 | STATE, COUNTY AND OTHER GRANTS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 145,095.63 |
| Business Unit 4850 - LIBRARY GRANTS Totals | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$145,095.63 |
| Department 48 - LIBRARY Totals | | \$7,017,157.00 | \$0.00 | \$7,017,157.00 | \$16,638.21 | \$0.00 | \$16,638.21 | \$7,000,518.79 | 0% | \$6,885,044.33 |
| REVENUE TOTALS | | \$7,017,157.00 | \$0.00 | \$7,017,157.00 | \$16,638.21 | \$0.00 | \$16,638.21 | \$7,000,518.79 | 0% | \$6,885,044.33 |
| EXPENSE | | | | | | | | | | |
| Department 48 - LIBRARY | | | | | | | | | | |
| Business Unit 4805 - LIBRARY YOUTH SERVICES | | | | | | | | | | |
| 61010 | REGULAR PAY | 465,530.00 | .00 | 465,530.00 | 32,164.48 | .00 | 32,164.48 | 433,365.52 | 7 | 389,637.56 |
| 61012 | LIBRARY SUBSTITUTES | 6,500.00 | .00 | 6,500.00 | .00 | .00 | .00 | 6,500.00 | 0 | .00 |
| 61050 | PERMANENT PART-TIME | 190,336.00 | .00 | 190,336.00 | 16,949.61 | .00 | 16,949.61 | 173,386.39 | 9 | 209,009.34 |
| 61415 | TERMINATION PAYOUTS | 15,900.00 | .00 | 15,900.00 | .00 | .00 | .00 | 15,900.00 | 0 | .00 |



Budget Performance Report

Fiscal Year to Date 01/31/16

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 |
|--|----------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | 2,010.83 | .00 | 2,010.83 | (2,010.83) | +++ | .00 |
| 61510 | HEALTH INSURANCE | 98,293.00 | .00 | 98,293.00 | 5,517.62 | .00 | 5,517.62 | 92,775.38 | 6 | 65,357.36 |
| 61615 | LIFE INSURANCE | 78.00 | .00 | 78.00 | 1.06 | .00 | 1.06 | 76.94 | 1 | 12.32 |
| 61710 | IMRF | 67,298.00 | .00 | 67,298.00 | 5,092.23 | .00 | 5,092.23 | 62,205.77 | 8 | 59,163.51 |
| 61725 | SOCIAL SECURITY | 39,903.00 | .00 | 39,903.00 | 3,086.62 | .00 | 3,086.62 | 36,816.38 | 8 | 36,203.22 |
| 61730 | MEDICARE | 9,333.00 | .00 | 9,333.00 | 721.89 | .00 | 721.89 | 8,611.11 | 8 | 8,466.96 |
| 62185 | CONSULTING SERVICES | 14,300.00 | .00 | 14,300.00 | .00 | .00 | .00 | 14,300.00 | 0 | .00 |
| 62341 | INTERNET SOLUTION PROVIDERS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 4,023.99 |
| 62506 | WORK- STUDY | 900.00 | .00 | 900.00 | .00 | .00 | .00 | 900.00 | 0 | 592.89 |
| 65100 | LIBRARY SUPPLIES | 48,615.00 | .00 | 48,615.00 | .00 | .00 | .00 | 48,615.00 | 0 | 14,791.02 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 15,600.00 | .00 | 15,600.00 | .00 | .00 | .00 | 15,600.00 | 0 | 5,725.29 |
| 65555 | PERSONAL COMPUTER EQUIPMENT | 3,600.00 | .00 | 3,600.00 | .00 | .00 | .00 | 3,600.00 | 0 | .00 |
| 65630 | LIBRARY BOOKS | 157,000.00 | .00 | 157,000.00 | .00 | .00 | .00 | 157,000.00 | 0 | 132,217.99 |
| 65635 | PERIODICALS | 500.00 | .00 | 500.00 | .00 | .00 | .00 | 500.00 | 0 | 1,064.07 |
| 65641 | AUDIO VISUAL COLLECTIONS | 33,200.00 | .00 | 33,200.00 | .00 | .00 | .00 | 33,200.00 | 0 | 28,490.69 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 15,179.00 | .00 | 15,179.00 | .00 | .00 | .00 | 15,179.00 | 0 | 14,643.96 |
| Business Unit 4805 - LIBRARY YOUTH SERVICES Totals | | \$1,182,065.00 | \$0.00 | \$1,182,065.00 | \$65,544.34 | \$0.00 | \$65,544.34 | \$1,116,520.66 | 6% | \$969,400.17 |
| Business Unit 4806 - LIBRARY ADULT SERVICES | | | | | | | | | | |
| 61010 | REGULAR PAY | 547,981.00 | .00 | 547,981.00 | 43,771.45 | .00 | 43,771.45 | 504,209.55 | 8 | 541,852.04 |
| 61012 | LIBRARY SUBSTITUES | 4,000.00 | .00 | 4,000.00 | .00 | .00 | .00 | 4,000.00 | 0 | .00 |
| 61050 | PERMANENT PART-TIME | 214,938.00 | .00 | 214,938.00 | 18,622.27 | .00 | 18,622.27 | 196,315.73 | 9 | 207,032.11 |
| 61415 | TERMINATION PAYOUTS | 10,400.00 | .00 | 10,400.00 | .00 | .00 | .00 | 10,400.00 | 0 | 5,184.02 |
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | 4,382.89 | .00 | 4,382.89 | (4,382.89) | +++ | 3,368.48 |
| 61510 | HEALTH INSURANCE | 84,225.00 | .00 | 84,225.00 | 5,241.91 | .00 | 5,241.91 | 78,983.09 | 6 | 62,610.68 |
| 61615 | LIFE INSURANCE | 46.00 | .00 | 46.00 | 3.01 | .00 | 3.01 | 42.99 | 7 | 37.30 |
| 61710 | IMRF | 72,503.00 | .00 | 72,503.00 | 6,302.55 | .00 | 6,302.55 | 66,200.45 | 9 | 72,911.82 |
| 61725 | SOCIAL SECURITY | 47,412.00 | .00 | 47,412.00 | 4,101.72 | .00 | 4,101.72 | 43,310.28 | 9 | 46,376.24 |
| 61730 | MEDICARE | 11,088.00 | .00 | 11,088.00 | 959.26 | .00 | 959.26 | 10,128.74 | 9 | 10,846.03 |
| 62340 | COMPTER LICENSE & SUPP | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,229.72 |
| 62341 | INTERNET SOLUTION PROVIDERS | 169,400.00 | .00 | 169,400.00 | .00 | .00 | .00 | 169,400.00 | 0 | 133,407.36 |
| 62506 | WORK- STUDY | 900.00 | .00 | 900.00 | .00 | .00 | .00 | 900.00 | 0 | 371.25 |
| 65100 | LIBRARY SUPPLIES | 23,300.00 | .00 | 23,300.00 | 50.00 | .00 | 50.00 | 23,250.00 | 0 | 7,090.35 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 1,200.00 | .00 | 1,200.00 | .00 | .00 | .00 | 1,200.00 | 0 | .00 |
| 65630 | LIBRARY BOOKS | 306,900.00 | .00 | 306,900.00 | 503.07 | .00 | 503.07 | 306,396.93 | 0 | 258,902.72 |
| 65635 | PERIODICALS | 15,700.00 | .00 | 15,700.00 | .00 | .00 | .00 | 15,700.00 | 0 | 20,321.74 |
| 65641 | AUDIO VISUAL COLLECTIONS | 91,400.00 | .00 | 91,400.00 | 491.88 | .00 | 491.88 | 90,908.12 | 1 | 68,703.71 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 20,725.00 | .00 | 20,725.00 | .00 | .00 | .00 | 20,725.00 | 0 | 19,995.00 |
| Business Unit 4806 - LIBRARY ADULT SERVICES Totals | | \$1,622,118.00 | \$0.00 | \$1,622,118.00 | \$84,430.01 | \$0.00 | \$84,430.01 | \$1,537,687.99 | 5% | \$1,461,240.57 |



Budget Performance Report

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|---|----------------------------------|---------------------|-------------------|---------------------|----------------------------|------------------|--------------------|---------------------------|---------------|---------------------|
| Business Unit 4820 - LIBRARY CIRCULATION | | | | | | | | | | |
| 61010 | REGULAR PAY | 191,228.00 | .00 | 191,228.00 | 18,627.34 | .00 | 18,627.34 | 172,600.66 | 10 | 192,962.77 |
| 61012 | LIBRARY SUBSTITUES | 3,200.00 | .00 | 3,200.00 | .00 | .00 | .00 | 3,200.00 | 0 | .00 |
| 61050 | PERMANENT PART-TIME | 306,273.00 | .00 | 306,273.00 | 20,484.22 | .00 | 20,484.22 | 285,788.78 | 7 | 266,150.91 |
| 61415 | TERMINATION PAYOUTS | .00 | .00 | .00 | 142.50 | .00 | 142.50 | (142.50) | +++ | 10,859.80 |
| 61510 | HEALTH INSURANCE | 42,818.00 | .00 | 42,818.00 | 2,447.82 | .00 | 2,447.82 | 40,370.18 | 6 | 30,751.37 |
| 61615 | LIFE INSURANCE | 67.00 | .00 | 67.00 | .53 | .00 | .53 | 66.47 | 1 | .53 |
| 61710 | IMRF | 45,206.00 | .00 | 45,206.00 | 3,194.11 | .00 | 3,194.11 | 42,011.89 | 7 | 36,078.85 |
| 61725 | SOCIAL SECURITY | 30,665.00 | .00 | 30,665.00 | 2,419.86 | .00 | 2,419.86 | 28,245.14 | 8 | 28,936.84 |
| 61730 | MEDICARE | 7,172.00 | .00 | 7,172.00 | 565.95 | .00 | 565.95 | 6,606.05 | 8 | 6,767.55 |
| 62506 | WORK- STUDY | 5,400.00 | .00 | 5,400.00 | .00 | .00 | .00 | 5,400.00 | 0 | 3,219.79 |
| 65100 | LIBRARY SUPPLIES | 2,410.00 | .00 | 2,410.00 | .00 | .00 | .00 | 2,410.00 | 0 | 7,970.55 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 7,600.00 | .00 | 7,600.00 | .00 | .00 | .00 | 7,600.00 | 0 | .00 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 13,370.00 | .00 | 13,370.00 | .00 | .00 | .00 | 13,370.00 | 0 | 12,899.04 |
| Business Unit 4820 - LIBRARY CIRCULATION Totals | | \$655,409.00 | \$0.00 | \$655,409.00 | \$47,882.33 | \$0.00 | \$47,882.33 | \$607,526.67 | 7% | \$596,598.00 |
| Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES | | | | | | | | | | |
| 61010 | REGULAR PAY | 80,265.00 | .00 | 80,265.00 | 12,510.09 | .00 | 12,510.09 | 67,754.91 | 16 | 118,128.02 |
| 61012 | LIBRARY SUBSTITUES | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | .00 |
| 61050 | PERMANENT PART-TIME | 191,323.00 | .00 | 191,323.00 | 9,378.24 | .00 | 9,378.24 | 181,944.76 | 5 | 156,509.84 |
| 61415 | TERMINATION PAYOUTS | 14,200.00 | .00 | 14,200.00 | .00 | .00 | .00 | 14,200.00 | 0 | 1,981.95 |
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | 1,351.87 | .00 | 1,351.87 | (1,351.87) | +++ | 1,454.63 |
| 61510 | HEALTH INSURANCE | 21,085.00 | .00 | 21,085.00 | 2,557.41 | .00 | 2,557.41 | 18,527.59 | 12 | 24,753.69 |
| 61615 | LIFE INSURANCE | 6.00 | .00 | 6.00 | .17 | .00 | .17 | 5.83 | 3 | 1.94 |
| 61710 | IMRF | 25,933.00 | .00 | 25,933.00 | 2,185.11 | .00 | 2,185.11 | 23,747.89 | 8 | 25,874.68 |
| 61725 | SOCIAL SECURITY | 16,800.00 | .00 | 16,800.00 | 1,413.57 | .00 | 1,413.57 | 15,386.43 | 8 | 16,941.80 |
| 61730 | MEDICARE | 3,929.00 | .00 | 3,929.00 | 330.58 | .00 | 330.58 | 3,598.42 | 8 | 3,962.07 |
| 62225 | BLDG MAINTENANCE SERVICES | 10,500.00 | .00 | 10,500.00 | .00 | .00 | .00 | 10,500.00 | 0 | 10,143.85 |
| 62341 | INTERNET SOLUTION PROVIDERS | 3,000.00 | .00 | 3,000.00 | .00 | .00 | .00 | 3,000.00 | 0 | 3,819.49 |
| 62375 | RENTALS | 44,460.00 | .00 | 44,460.00 | 3,451.88 | .00 | 3,451.88 | 41,008.12 | 8 | 41,523.97 |
| 64015 | NATURAL GAS | 2,900.00 | .00 | 2,900.00 | 108.05 | .00 | 108.05 | 2,791.95 | 4 | 2,859.09 |
| 65050 | BLDG MAINTENANCE MATERIAL | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 20.76 |
| 65100 | LIBRARY SUPPLIES | 5,400.00 | .00 | 5,400.00 | .00 | .00 | .00 | 5,400.00 | 0 | 789.60 |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 900.00 | .00 | 900.00 | .00 | .00 | .00 | 900.00 | 0 | 896.00 |
| 65630 | LIBRARY BOOKS | 29,900.00 | .00 | 29,900.00 | .00 | .00 | .00 | 29,900.00 | 0 | 21,701.55 |
| 65635 | PERIODICALS | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | 1,657.99 |
| 65641 | AUDIO VISUAL COLLECTIONS | 2,200.00 | .00 | 2,200.00 | .00 | .00 | .00 | 2,200.00 | 0 | 1,886.14 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 3,093.00 | .00 | 3,093.00 | .00 | .00 | .00 | 3,093.00 | 0 | 2,984.04 |
| Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES | | \$459,394.00 | \$0.00 | \$459,394.00 | \$33,286.97 | \$0.00 | \$33,286.97 | \$426,107.03 | 7% | \$437,891.10 |



Budget Performance Report

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|---|----------------------------------|---------------------|-------------------|---------------------|----------------------------|------------------|--------------------|---------------------------|---------------|---------------------|
| Business Unit 4835 - LIBRARY TECHNICAL SERVICES | | | | | | | | | | |
| 61010 | REGULAR PAY | 275,578.00 | .00 | 275,578.00 | 20,160.04 | .00 | 20,160.04 | 255,417.96 | 7 | 223,003.28 |
| 61050 | PERMANENT PART-TIME | 89,531.00 | .00 | 89,531.00 | 7,192.83 | .00 | 7,192.83 | 82,338.17 | 8 | 112,114.78 |
| 61415 | TERMINATION PAYOUTS | 3,900.00 | .00 | 3,900.00 | 1,296.46 | .00 | 1,296.46 | 2,603.54 | 33 | 3,518.31 |
| 61510 | HEALTH INSURANCE | 36,126.00 | .00 | 36,126.00 | 3,118.82 | .00 | 3,118.82 | 33,007.18 | 9 | 31,761.85 |
| 61615 | LIFE INSURANCE | 86.00 | .00 | 86.00 | .53 | .00 | .53 | 85.47 | 1 | 6.25 |
| 61710 | IMRF | 38,968.00 | .00 | 38,968.00 | 2,735.82 | .00 | 2,735.82 | 36,232.18 | 7 | 35,184.19 |
| 61725 | SOCIAL SECURITY | 22,411.00 | .00 | 22,411.00 | 1,762.45 | .00 | 1,762.45 | 20,648.55 | 8 | 20,920.39 |
| 61730 | MEDICARE | 5,241.00 | .00 | 5,241.00 | 412.20 | .00 | 412.20 | 4,828.80 | 8 | 4,892.69 |
| 62340 | COMPTER LICENSE & SUPP | 36,970.00 | .00 | 36,970.00 | .00 | .00 | .00 | 36,970.00 | 0 | 4,325.01 |
| 62341 | INTERNET SOLUTION PROVIDERS | 113,700.00 | .00 | 113,700.00 | 1,293.91 | .00 | 1,293.91 | 112,406.09 | 1 | 110,345.27 |
| 65100 | LIBRARY SUPPLIES | 13,000.00 | .00 | 13,000.00 | 360.59 | .00 | 360.59 | 12,639.41 | 3 | 6,236.09 |
| 65555 | PERSONAL COMPUTER EQUIPMENT | 49,220.00 | .00 | 49,220.00 | .00 | .00 | .00 | 49,220.00 | 0 | 16,602.99 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 8,621.00 | .00 | 8,621.00 | .00 | .00 | .00 | 8,621.00 | 0 | 8,318.04 |
| Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals | | \$693,352.00 | \$0.00 | \$693,352.00 | \$38,333.65 | \$0.00 | \$38,333.65 | \$655,018.35 | 6% | \$577,229.14 |
| Business Unit 4840 - LIBRARY MAINTENANCE | | | | | | | | | | |
| 61010 | REGULAR PAY | 252,645.00 | .00 | 252,645.00 | 15,679.51 | .00 | 15,679.51 | 236,965.49 | 6 | 226,329.48 |
| 61050 | PERMANENT PART-TIME | 98,178.00 | .00 | 98,178.00 | 10,537.39 | .00 | 10,537.39 | 87,640.61 | 11 | 90,251.12 |
| 61110 | OVERTIME PAY | 9,300.00 | .00 | 9,300.00 | 1,358.64 | .00 | 1,358.64 | 7,941.36 | 15 | 9,206.94 |
| 61415 | TERMINATION PAYOUTS | 8,200.00 | .00 | 8,200.00 | .00 | .00 | .00 | 8,200.00 | 0 | .00 |
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | 987.15 | .00 | 987.15 | (987.15) | +++ | 805.60 |
| 61510 | HEALTH INSURANCE | 71,397.00 | .00 | 71,397.00 | 4,744.20 | .00 | 4,744.20 | 66,652.80 | 7 | 56,442.46 |
| 61615 | LIFE INSURANCE | 82.00 | .00 | 82.00 | .00 | .00 | .00 | 82.00 | 0 | .00 |
| 61626 | CELL PHONE ALLOWANCE | 1,200.00 | .00 | 1,200.00 | 100.00 | .00 | 100.00 | 1,100.00 | 8 | 2,552.03 |
| 61630 | SHOE ALLOWANCE | 620.00 | .00 | 620.00 | .00 | .00 | .00 | 620.00 | 0 | 620.00 |
| 61710 | IMRF | 37,615.00 | .00 | 37,615.00 | 2,959.14 | .00 | 2,959.14 | 34,655.86 | 8 | 34,455.61 |
| 61725 | SOCIAL SECURITY | 21,213.00 | .00 | 21,213.00 | 1,739.55 | .00 | 1,739.55 | 19,473.45 | 8 | 19,886.71 |
| 61730 | MEDICARE | 4,961.00 | .00 | 4,961.00 | 406.81 | .00 | 406.81 | 4,554.19 | 8 | 4,650.91 |
| 62225 | BLDG MAINTENANCE SERVICES | 219,757.00 | .00 | 219,757.00 | 482.60 | .00 | 482.60 | 219,274.40 | 0 | 236,140.92 |
| 62235 | OFFICE EQUIPMENT MAINT | 12,000.00 | .00 | 12,000.00 | .00 | .00 | .00 | 12,000.00 | 0 | 11,718.03 |
| 62245 | OTHER EQMT MAINTENANCE | 1,300.00 | .00 | 1,300.00 | .00 | .00 | .00 | 1,300.00 | 0 | 109.51 |
| 62305 | RENTAL OF AUTO-FLEET MAINTENANCE | 5,440.00 | .00 | 5,440.00 | .00 | .00 | .00 | 5,440.00 | 0 | 2,500.08 |
| 62309 | RENTAL OF AUTO REPLACEMENT | 4,743.00 | .00 | 4,743.00 | .00 | .00 | .00 | 4,743.00 | 0 | 1,700.04 |
| 62315 | POSTAGE | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 4.32 |
| 62341 | INTERNET SOLUTION PROVIDERS | 2,160.00 | .00 | 2,160.00 | .00 | .00 | .00 | 2,160.00 | 0 | .00 |
| 64015 | NATURAL GAS | 30,500.00 | .00 | 30,500.00 | 1,740.38 | .00 | 1,740.38 | 28,759.62 | 6 | 26,413.01 |
| 65040 | JANITORIAL SUPPLIES | 12,000.00 | .00 | 12,000.00 | 1,268.68 | .00 | 1,268.68 | 10,731.32 | 11 | 10,897.02 |
| 65050 | BLDG MAINTENANCE MATERIAL | 32,000.00 | .00 | 32,000.00 | .00 | .00 | .00 | 32,000.00 | 0 | 58,264.19 |



Budget Performance Report

Fiscal Year to Date 01/31/16

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 |
|--|----------------------------------|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| 65100 | LIBRARY SUPPLIES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (288.86) |
| 65503 | FURNITURE / FIXTURES / EQUIPMENT | 7,500.00 | .00 | 7,500.00 | .00 | .00 | .00 | 7,500.00 | 0 | 30,810.93 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 5,440.00 | .00 | 5,440.00 | .00 | .00 | .00 | 5,440.00 | 0 | 5,247.96 |
| Business Unit 4840 - LIBRARY MAINTENANCE Totals | | \$838,251.00 | \$0.00 | \$838,251.00 | \$42,004.05 | \$0.00 | \$42,004.05 | \$796,246.95 | 5% | \$828,718.01 |
| Business Unit 4845 - LIBRARY ADMINISTRATION | | | | | | | | | | |
| 61010 | REGULAR PAY | 550,338.00 | .00 | 550,338.00 | 40,782.06 | .00 | 40,782.06 | 509,555.94 | 7 | 521,833.05 |
| 61050 | PERMANENT PART-TIME | 88,265.00 | .00 | 88,265.00 | 6,194.54 | .00 | 6,194.54 | 82,070.46 | 7 | 63,833.35 |
| 61415 | TERMINATION PAYOUTS | 18,200.00 | .00 | 18,200.00 | .00 | .00 | .00 | 18,200.00 | 0 | 2,337.76 |
| 61420 | ANNUAL SICK LEAVE PAYOUT | .00 | .00 | .00 | 1,836.93 | .00 | 1,836.93 | (1,836.93) | +++ | .00 |
| 61510 | HEALTH INSURANCE | 108,373.00 | .00 | 108,373.00 | 9,006.52 | .00 | 9,006.52 | 99,366.48 | 8 | 85,927.90 |
| 61615 | LIFE INSURANCE | 288.00 | .00 | 288.00 | .00 | .00 | .00 | 288.00 | 0 | .00 |
| 61625 | AUTO ALLOWANCE | 7,200.00 | .00 | 7,200.00 | 600.00 | .00 | 600.00 | 6,600.00 | 8 | 7,071.43 |
| 61626 | CELL PHONE ALLOWANCE | 1,200.00 | .00 | 1,200.00 | 100.00 | .00 | 100.00 | 1,100.00 | 8 | 1,178.57 |
| 61710 | IMRF | 67,732.00 | .00 | 67,732.00 | 5,072.61 | .00 | 5,072.61 | 62,659.39 | 7 | 61,974.14 |
| 61725 | SOCIAL SECURITY | 39,158.00 | .00 | 39,158.00 | 2,977.40 | .00 | 2,977.40 | 36,180.60 | 8 | 33,750.68 |
| 61730 | MEDICARE | 9,157.00 | .00 | 9,157.00 | 696.31 | .00 | 696.31 | 8,460.69 | 8 | 8,446.09 |
| 62185 | CONSULTING SERVICES | 171,000.00 | .00 | 171,000.00 | 1,866.66 | .00 | 1,866.66 | 169,133.34 | 1 | 26,157.92 |
| 62210 | PRINTING | 6,000.00 | .00 | 6,000.00 | .00 | .00 | .00 | 6,000.00 | 0 | 2,919.32 |
| 62275 | POSTAGE CHARGEBACKS | 1,900.00 | .00 | 1,900.00 | .00 | .00 | .00 | 1,900.00 | 0 | 2,624.46 |
| 62290 | TUITION | 5,000.00 | .00 | 5,000.00 | .00 | .00 | .00 | 5,000.00 | 0 | .00 |
| 62295 | TRAINING & TRAVEL | 42,025.00 | .00 | 42,025.00 | 1,572.53 | .00 | 1,572.53 | 40,452.47 | 4 | 18,111.70 |
| 62315 | POSTAGE | 5,500.00 | .00 | 5,500.00 | .00 | .00 | .00 | 5,500.00 | 0 | 3,679.78 |
| 62360 | MEMBERSHIP DUES | 2,005.00 | .00 | 2,005.00 | .00 | .00 | .00 | 2,005.00 | 0 | 1,057.00 |
| 62380 | COPY MACHINE CHARGES | 12,881.00 | .00 | 12,881.00 | .00 | .00 | .00 | 12,881.00 | 0 | 12,267.96 |
| 62431 | ARMORED CAR SERVICES | 500.00 | .00 | 500.00 | .00 | .00 | .00 | 500.00 | 0 | .00 |
| 62506 | WORK- STUDY | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | 400.73 |
| 62705 | BANK SERVICE CHARGES | 4,000.00 | .00 | 4,000.00 | 502.89 | .00 | 502.89 | 3,497.11 | 13 | 5,389.69 |
| 64540 | TELECOMMUNICATIONS - WIRELESS | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | 1,391.03 |
| 65095 | OFFICE SUPPLIES | 97,770.00 | .00 | 97,770.00 | 3,810.00 | .00 | 3,810.00 | 93,960.00 | 4 | 48,305.96 |
| 66025 | TRANSFER TO DEBT SERVICE - ERI | 13,661.00 | .00 | 13,661.00 | .00 | .00 | .00 | 13,661.00 | 0 | 13,179.96 |
| 66148 | TRSF OUT TO GEN FUND FROM LIBR | 250,000.00 | .00 | 250,000.00 | .00 | .00 | .00 | 250,000.00 | 0 | 249,999.96 |
| Business Unit 4845 - LIBRARY ADMINISTRATION Totals | | \$1,505,153.00 | \$0.00 | \$1,505,153.00 | \$75,018.45 | \$0.00 | \$75,018.45 | \$1,430,134.55 | 5% | \$1,171,838.44 |
| Business Unit 4850 - LIBRARY GRANTS | | | | | | | | | | |
| 62185 | CONSULTING SERVICES | 10,000.00 | .00 | 10,000.00 | .00 | .00 | .00 | 10,000.00 | 0 | 1,200.00 |
| 62225 | BLDG MAINTENANCE SERVICES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 1,640.00 |
| 62341 | INTERNET SOLUTION PROVIDERS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 250.60 |
| 65095 | OFFICE SUPPLIES | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,277.49 |
| 65100 | LIBRARY SUPPLIES | 10,000.00 | .00 | 10,000.00 | 75.00 | .00 | 75.00 | 9,925.00 | 1 | 51,855.62 |



Budget Performance Report

Fiscal Year to Date 01/31/16

Include Rollup Account and Rollup to Object Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|---------|---|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| 65630 | LIBRARY BOOKS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 7,258.10 |
| | Business Unit 4850 - LIBRARY GRANTS Totals | \$20,000.00 | \$0.00 | \$20,000.00 | \$75.00 | \$0.00 | \$75.00 | \$19,925.00 | 0% | \$64,481.81 |
| | Department 48 - LIBRARY Totals | \$6,975,742.00 | \$0.00 | \$6,975,742.00 | \$386,574.80 | \$0.00 | \$386,574.80 | \$6,589,167.20 | 6% | \$6,107,397.24 |
| | EXPENSE TOTALS | \$6,975,742.00 | \$0.00 | \$6,975,742.00 | \$386,574.80 | \$0.00 | \$386,574.80 | \$6,589,167.20 | 6% | \$6,107,397.24 |
| | Fund 185 - LIBRARY FUND Totals | | | | | | | | | |
| | REVENUE TOTALS | 7,017,157.00 | .00 | 7,017,157.00 | 16,638.21 | .00 | 16,638.21 | 7,000,518.79 | 0 | 6,885,044.33 |
| | EXPENSE TOTALS | 6,975,742.00 | .00 | 6,975,742.00 | 386,574.80 | .00 | 386,574.80 | 6,589,167.20 | 6 | 6,107,397.24 |
| | Fund 185 - LIBRARY FUND Totals | \$41,415.00 | \$0.00 | \$41,415.00 | (\$369,936.59) | \$0.00 | (\$369,936.59) | \$411,351.59 | | \$777,647.09 |
| | Grand Totals | | | | | | | | | |
| | REVENUE TOTALS | 7,017,157.00 | .00 | 7,017,157.00 | 16,638.21 | .00 | 16,638.21 | 7,000,518.79 | 0 | 6,885,044.33 |
| | EXPENSE TOTALS | 6,975,742.00 | .00 | 6,975,742.00 | 386,574.80 | .00 | 386,574.80 | 6,589,167.20 | 6 | 6,107,397.24 |
| | Grand Totals | \$41,415.00 | \$0.00 | \$41,415.00 | (\$369,936.59) | \$0.00 | (\$369,936.59) | \$411,351.59 | | \$777,647.09 |

Library Endowment Asset Allocation

| | Symbol | Value as of 31-Jan-16 | Current Allocation | Target Allocation | Target Allocation | Variance over (under) Target |
|---|--------|--------------------------|-----------------------|----------------------|----------------------|------------------------------------|
| US Stocks | | | | | | |
| S&P 500 Index Fund | VFIAX | \$1,214,694 | 33.4% | \$1,092,287 | 30.0% | \$122,407 |
| Small-Cap Index Fund | VSMAX | \$177,736 | 4.9% | \$182,048 | 5.0% | (\$4,312) |
| REIT Index Fund | VGSLX | \$180,975 | 5.0% | \$182,048 | 5.0% | (\$1,073) |
| | | <u>\$1,573,404</u> | <u>43.2%</u> | <u>\$1,456,382</u> | <u>40.0%</u> | <u>\$117,022</u> |
| International Stocks | | | | | | |
| Total International Stock Index Fund | VTIAX | \$303,176 | 8.3% | \$364,096 | 10.0% | (\$60,919) |
| Emerging Markets Stock Index Fund | VEMAX | \$161,646 | 4.4% | \$182,048 | 5.0% | (\$20,402) |
| | | <u>\$464,822</u> | <u>12.8%</u> | <u>\$546,143</u> | <u>15.0%</u> | <u>(\$81,321)</u> |
| Fixed Income | | | | | | |
| Corporate Bonds | | \$247,432 | 6.8% | \$247,432 | | \$0 |
| Short-Term Investment Grade Bond Fund | VFSUX | \$270,209 | 7.4% | \$116,663 | | \$153,545 |
| Total Corporate Bonds | | <u>\$517,641</u> | <u>14.2%</u> | <u>\$364,096</u> | <u>10.0%</u> | <u>\$153,545</u> |
| Treasury Inflation Protected Securities | | \$556,930 | 15.3% | \$910,239 | 25.0% | (\$353,309) |
| Money Market Funds (cash equivalents) | | <u>\$528,159</u> | <u>14.5%</u> | <u>\$364,096</u> | <u>10.0%</u> | <u>\$164,063</u> |
| Total Fixed Income | | <u>\$1,602,730</u> | <u>44.0%</u> | <u>\$1,638,430</u> | <u>45.0%</u> | <u>(\$35,701)</u> |
| TOTAL | | <u>\$3,640,956</u> | <u>100.0%</u> | <u>\$3,640,956</u> | <u>100.0%</u> | <u>(\$0)</u> |

Portfolio Performance One Year Five Year
 -4.6% 3.7% annualized as of 1/31/16



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of 2015 Illinois Public Library Annual Report

Date: February 12, 2016

The Illinois State Library is the agency charged by the Illinois Compiled Statutes (ILCS) to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. This information is collected through each library's Illinois Public Library Annual Report (IPLAR).

Municipal libraries must submit their IPLAR within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10] therefore the Evanston Public Library's IPLAR is due by February 29th.

The draft IPLAR for 2015 is attached for the Board's review and approval. Please note that items 8.17b, 8.18, and 8.19 regarding the safeguarding of library funds has not yet been completed as they require insurance documentation from the City's Finance division.

Illinois Public Library Annual Report (IPLAR)

FY2016 Worksheet

IDENTIFICATION (1.1-1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section will be pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

- 1.1 ISL Control # [PLSC 151, PLSC 701] _____
- 1.2 ISL Branch # [PLSC 151, PLSC 701] _____
- 1.3a FSCS ID [PLSC 150, PLSC 700] _____
- 1.3b FSCS_SEQ [PLSC 700] _____
- 1.4a Legal Name of Library [PLSC 152] _____
- 1.4b If the library's name has changed, then enter the updated answer here. _____
- 1.4c Was this an official name change? _____
- 1.5a Facility Street Address [PLSC 153] _____
- 1.5b If the facility's street address has changed, then enter the updated answer here. _____
- 1.5c Was this a physical location change? _____
- 1.6a Facility City [PLSC 154] _____
- 1.6b If the facility's city has changed, then enter the updated answer here. _____
- 1.7a Facility Zip [PLSC 155] _____
- 1.7b If the facility's zip code has changed, then enter the updated answer here. _____
- 1.8a Mailing Address [PLSC 157] _____
- 1.8b If the facility's mailing address has changed, then enter the updated answer here. _____
- 1.9a Mailing City [PLSC 158] _____
- 1.9b If the facility's mailing city has changed, then enter the updated answer here. _____
- 1.10a Mailing Zip [PLSC 159] _____
- 1.10b If the facility's mailing zip code has changed, then enter the updated answer here. _____

- 1.11a Library Telephone Number [PLSC 162] _____
- 1.11b If the telephone number has changed, then enter the updated answer here. _____
- 1.12a Library FAX Number _____
- 1.12b If the fax number has changed, then enter the updated answer here. _____
- 1.13 Website _____

Library Director's Information

- 1.14 Name _____
- 1.15 Title _____
- 1.16 Library Director's E-mail _____

Library Information

- 1.17a Type of library _____
- 1.17b If the library type has changed, then enter the updated answer here. _____
- 1.18 Is the main library a combined public and school library? _____
- 1.19a Are any of the branch libraries a combined public and school library? _____
- 1.19b If YES, provide the name of the branch or branches in the box provided. _____
- 1.20a Does your library contract with another library to RECEIVE ALL your library services? _____
- 1.20b IF YES, list the name(s) of the library(ies) with whom you contract (Enter each in a separate repeating field) _____

Administrative Information

- 1.21a County in which the administrative entity is located [PLSC 161] _____
- 1.21b If the administrative entity's county has changed, then enter the updated answer here. _____

- 1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205] _____
- 1.22b IF YES, indicate the reason for the boundary change _____
- 1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208] _____
- 1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here. _____
- 1.23c Documentation of legal population change _____
- 1.24 If the population has changed from the prior year's answer, then indicate the reason. _____
- 1.25a This library is currently a member of what Illinois library system? _____
- 1.25b If the library's system has changed, then enter the updated answer here. _____

Federal Public Library Criteria

- 1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof? _____
- 1.27 Does this library have paid staff? _____
- 1.28 Does this library have an established schedule in which services of the staff are available to the public? _____
- 1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule? _____
- 1.30 Is this library supported in whole or in part with public funds? _____
- 1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] _____

BRANCHES AND BOOKMOBILE OUTLETS (2.1-2.13)

This section gathers information about the branches and bookmobiles of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Jamie Mott (217-782-5506, jmott@ilsos.net) so that it can be added.

- 2.1 Total number of bookmobiles [PLSC 211 & PLSC 712] _____
- 2.2 Total number of branch libraries [PLSC 210] _____

Outlet questions 2.3 – 2.13 will be appended to the end of the document

ANNUAL REPORT DATA (3.1-3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

- 3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206] _____
- 3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207] _____
- 3.3 Number of months in this fiscal year _____
- 3.4 Name of person preparing this annual report _____
- 3.5 Telephone Number of Person Preparing Report _____
- 3.6 FAX Number _____
- 3.7 E-Mail Address _____

REFERENDA (4.1-4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

- 4.1a Was your library involved in a referendum during the fiscal year reporting period? _____
- 4.1b How many referenda was your library involved in? _____

Repeating Section (4.2-4.7): Provide information for EACH referendum

- 4.2 Referendum Type _____

4.3 If Other, what was the referendum type? _____
4.4 Referendum Date (mm/dd/year) _____
4.5 Passed or Failed? _____
4.6 If PASSED, enter the effective date
(mm/dd/year) _____
4.7 Referendum ballot language documentation _____

4.2 Referendum Type _____
4.3 If Other, what was the referendum type? _____
4.4 Referendum Date (mm/dd/year) _____
4.5 Passed or Failed? _____
4.6 If PASSED, enter the effective date
(mm/dd/year) _____
4.7 Referendum ballot language documentation _____

4.2 Referendum Type _____
4.3 If Other, what was the referendum type? _____
4.4 Referendum Date (mm/dd/year) _____
4.5 Passed or Failed? _____
4.6 If PASSED, enter the effective date
(mm/dd/year) _____
4.7 Referendum ballot language documentation _____

4.2 Referendum Type _____
4.3 If Other, what was the referendum type? _____
4.4 Referendum Date (mm/dd/year) _____
4.5 Passed or Failed? _____
4.6 If PASSED, enter the effective date
(mm/dd/year) _____
4.7 Referendum ballot language documentation _____

4.2 Referendum Type _____
4.3 If Other, what was the referendum type? _____
4.4 Referendum Date (mm/dd/year) _____
4.5 Passed or Failed? _____
4.6 If PASSED, enter the effective date
(mm/dd/year) _____

- 4.7 Referendum ballot language documentation _____
- 4.8 District Conversion - Effective Date (mm/dd/year) _____
- 4.9 Territory Annexation - Effective Date (mm/dd/year) _____
- 4.10a Other Action by Backdoor Referendum (please specify) _____
- 4.10b Other - Effective Date (mm/dd/year) _____
- 4.11a Other Action by Backdoor Referendum (please specify) _____
- 4.11b Other - Effective Date (mm/dd/year) _____

CURRENT LIBRARY BOARD (5.1-5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public.

The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

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

Repeating Section (5.5-5.13): Provide information for ALL board members

- 5.5 Name _____
- 5.6 Trustee Position _____
- 5.7 Present Term Ends (mm/year) _____
- 5.8 Telephone Number _____
- 5.9 E-mail Address _____
- 5.10 Home Address _____
- 5.11 City _____
- 5.12 State _____

5.13 Zip Code _____

5.5 Name _____

5.6 Trustee Position _____

5.7 Present Term Ends (mm/year) _____

5.8 Telephone Number _____

5.9 E-mail Address _____

5.10 Home Address _____

5.11 City _____

5.12 State _____

5.13 Zip Code _____

5.5 Name _____

5.6 Trustee Position _____

5.7 Present Term Ends (mm/year) _____

5.8 Telephone Number _____

5.9 E-mail Address _____

5.10 Home Address _____

5.11 City _____

5.12 State _____

5.13 Zip Code _____

5.5 Name _____

5.6 Trustee Position _____

5.7 Present Term Ends (mm/year) _____

5.8 Telephone Number _____

5.9 E-mail Address _____

5.10 Home Address _____

5.11 City _____

5.12 State _____

5.13 Zip Code _____

5.5 Name _____

5.6 Trustee Position _____

5.7 Present Term Ends (mm/year) _____

5.8 Telephone Number _____

5.9 E-mail Address _____
5.10 Home Address _____
5.11 City _____
5.12 State _____
5.13 Zip Code _____

5.5 Name _____
5.6 Trustee Position _____
5.7 Present Term Ends (mm/year) _____
5.8 Telephone Number _____
5.9 E-mail Address _____
5.10 Home Address _____
5.11 City _____
5.12 State _____
5.13 Zip Code _____

5.5 Name _____
5.6 Trustee Position _____
5.7 Present Term Ends (mm/year) _____
5.8 Telephone Number _____
5.9 E-mail Address _____
5.10 Home Address _____
5.11 City _____
5.12 State _____
5.13 Zip Code _____

5.5 Name _____
5.6 Trustee Position _____
5.7 Present Term Ends (mm/year) _____
5.8 Telephone Number _____
5.9 E-mail Address _____
5.10 Home Address _____
5.11 City _____
5.12 State _____
5.13 Zip Code _____

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- 5.5 Name _____
- 5.6 Trustee Position _____
- 5.7 Present Term Ends (mm/year) _____
- 5.8 Telephone Number _____
- 5.9 E-mail Address _____
- 5.10 Home Address _____
- 5.11 City _____
- 5.12 State _____
- 5.13 Zip Code _____

FACILITY/FACILITIES (6.1)

- 6.1a Total square footage of the main library building [PLSC 711] _____
- 6.1b If the main library's square footage has changed, then enter the updated answer here. _____
- 6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. _____

ASSETS AND LIABILITIES (7.1-7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

- 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? _____
- 7.2 During the last fiscal year, did the library acquire any real and/or personal property? _____

If YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies.)

- 7.3 Purchase _____
- 7.4 Legacy _____
- 7.5 Gift _____
- 7.6 Other _____

7.7 Provide a general description of the property acquired. _____

Fiscal Accumulations

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? _____

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. _____

Liabilities

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? _____

7.11 IF YES, what is the total amount of the outstanding liabilities? _____

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. _____

OPERATING RECEIPTS BY SOURCE (8.1-8.20)

Libraries are required by statute [75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

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

NOTE: Round answers to the nearest whole dollar.

Local Government

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) _____

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? _____

State Government: exclude federal funds distributed by the State of Illinois

8.2 Per capita grant _____

8.3 Equalization aid grant _____

8.4 Personal property replacement tax _____

8.5 Other State Government funds received _____

8.6 If Other, please specify _____

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] _____

Federal Government: include federal funds distributed by the State of Illinois

8.8 LSTA funds received _____

8.9 E-Rate funds received _____

8.10 Other federal funds received _____

8.11 If Other, please specify _____

8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302] _____

Other Income

8.13 Other receipts intended to be used for operating expenditures _____

8.14 Other non-capital receipts placed in reserve funds _____

8.15 TOTAL all other receipts (8.13) [PLSC 303] _____

8.16 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.13) [PLSC 304] _____

- 8.17a The library safeguards its funds using which option? _____
- 8.17b Proof of Certificate of Insurance of Library Funds _____
- 8.18 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? _____
- 8.19 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law? _____
- 8.20 The designated custodian of the library's funds is: _____

OPERATING EXPENDITURES BY CATEGORY (9.1-11.12)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

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

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

Staff Expenditures (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

- 9.1 Salaries and wages for all library staff [PLSC 350] _____
- 9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351] _____
- 9.2b If this library answered question 9.2 as zero, please select an explanation from the drop-down box. _____

9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]

Collection Expenditures (10.1-10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

10.1 Printed Materials [PLSC 353]

10.2 Electronic Materials [PLSC 354]

10.3a Other Materials [PLSC 355]

10.3b Please provide an explanation of the other types of material expenditures.

10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]

Other Expenditures (11.1-11.2)

11.1 All other operating expenditures not included above [PLSC 357]

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]

CAPITAL REVENUE AND EXPENDITURES (12.1-12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

12.1a Local Government: Capital Income from Bond Sales

12.1b Local Government: Other

12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]

12.2 State Government [PLSC 401]

12.3 Federal Government [PLSC 402]

12.4 Other Capital Revenue [PLSC 403]

12.5 If Other, please specify

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]

Capital Expenditures

12.7 Total Capital Expenditures [PLSC 405] _____

PERSONNEL (13.1-13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers. Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

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

Group A: All LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies.

Repeating Section (13.1-13.4): Enter information for each position.

| | | |
|------|-------------------|-------|
| 13.1 | Position Title | _____ |
| 13.2 | Primary Work Area | _____ |
| 13.3 | Hourly Rate | _____ |
| 13.4 | Total Hours/Week | _____ |
| 13.1 | Position Title | _____ |
| 13.2 | Primary Work Area | _____ |
| 13.3 | Hourly Rate | _____ |
| 13.4 | Total Hours/Week | _____ |
| 13.1 | Position Title | _____ |
| 13.2 | Primary Work Area | _____ |
| 13.3 | Hourly Rate | _____ |
| 13.4 | Total Hours/Week | _____ |
| 13.1 | Position Title | _____ |
| 13.2 | Primary Work Area | _____ |
| 13.3 | Hourly Rate | _____ |
| 13.4 | Total Hours/Week | _____ |
| 13.1 | Position Title | _____ |

13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____
13.2 Primary Work Area _____
13.3 Hourly Rate _____
13.4 Total Hours/Week _____
13.1 Position Title _____

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13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

13.2 Primary Work Area

13.3 Hourly Rate

13.4 Total Hours/Week

13.1 Position Title

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- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title
- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title
- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title
- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title
- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title
- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title
- 13.2 Primary Work Area
- 13.3 Hourly Rate
- 13.4 Total Hours/Week
- 13.1 Position Title

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| | | |
|------|--|-------|
| 13.2 | Primary Work Area | _____ |
| 13.3 | Hourly Rate | _____ |
| 13.4 | Total Hours/Week | _____ |
| 13.1 | Position Title | _____ |
| 13.2 | Primary Work Area | _____ |
| 13.3 | Hourly Rate | _____ |
| 13.4 | Total Hours/Week | _____ |
| 13.5 | Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] | _____ |

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

Repeating Section (13.6-13.10): Enter information for each position.

| | | |
|-------|-------------------|-------|
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |

| | | |
|-------|-------------------|-------|
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |
| 13.7 | Primary Work Area | _____ |
| 13.8 | Education Level | _____ |
| 13.9 | Hourly Rate | _____ |
| 13.10 | Total Hours/Week | _____ |
| 13.6 | Position Title | _____ |

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

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13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

13.6 Position Title

13.7 Primary Work Area

13.8 Education Level

13.9 Hourly Rate

13.10 Total Hours/Week

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- 13.6 Position Title _____
- 13.7 Primary Work Area _____
- 13.8 Education Level _____
- 13.9 Hourly Rate _____
- 13.10 Total Hours/Week _____
- 13.6 Position Title _____
- 13.7 Primary Work Area _____
- 13.8 Education Level _____
- 13.9 Hourly Rate _____
- 13.10 Total Hours/Week _____

- 13.11 Total Group B: FTE Other Librarians
(13.10/40) _____
- 13.12 Total FTE Librarians (13.5 + 13.11)
[PLSC 251] _____

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

- 13.13 Total hours worked in a typical week by all
Group C employees _____
- 13.14 Minimum hourly rate actually paid _____
- 13.15 Maximum hourly rate actually paid _____
- 13.16 Total FTE Group C employees (13.13 / 40) _____

Group D: Full-time and part-time pages or shelvees.

- 13.17 Total hours worked in a typical week by all
Group D employees _____
- 13.18 Minimum hourly rate actually paid _____
- 13.19 Maximum hourly rate actually paid _____
- 13.20 Total FTE Group D employees (13.17 / 40) _____

Group E: Full-time and part-time building maintenance, security or plant operation employees.

- 13.21 Total hours worked in a typical week by all
Group E employees _____
- 13.22 Minimum hourly rate actually paid _____
- 13.23 Maximum hourly rate actually paid _____

- 13.24 Total FTE Group E employees (13.21 / 40) _____
- 13.25 Total FTE Other Paid Employees from
Groups C, D, and E (13.16 + 13.20 + 13.21)
[PLSC 252] _____
- 13.26 Total FTE Paid Employees (13.12 + 13.25)
[PLSC 253] _____

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

Repeating Section (13.27-13.33): Enter information for each position.

- 13.27 Position Title _____
- 13.28 Primary Work Area _____
- 13.29 Education Level _____
- 13.30 Total Hours/Week _____
- 13.31 Number of Weeks Vacant during report
period. _____
- 13.32 Annual Salary Range Minimum _____
- 13.33 Annual Salary Range Maximum _____
- 13.27 Position Title _____
- 13.28 Primary Work Area _____
- 13.29 Education Level _____
- 13.30 Total Hours/Week _____
- 13.31 Number of Weeks Vacant during report
period. _____
- 13.32 Annual Salary Range Minimum _____
- 13.33 Annual Salary Range Maximum _____
- 13.27 Position Title _____
- 13.28 Primary Work Area _____
- 13.29 Education Level _____
- 13.30 Total Hours/Week _____
- 13.31 Number of Weeks Vacant during report
period. _____
- 13.32 Annual Salary Range Minimum _____
- 13.33 Annual Salary Range Maximum _____
- 13.27 Position Title _____
- 13.28 Primary Work Area _____
- 13.29 Education Level _____
- 13.30 Total Hours/Week _____

- 13.31 Number of Weeks Vacant during report period. _____
- 13.32 Annual Salary Range Minimum _____
- 13.33 Annual Salary Range Maximum _____

Newly Created Librarian Positions: Include any newly created librarian positions which were created during the fiscal year reporting period.

Repeating Section (13.34-13.39): Enter information for each position.

- 13.34 Position Title _____
- 13.35 Primary Work Area _____
- 13.36 Education Level _____
- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____
- 13.39 Date Filled (mm/year, if applicable) _____
- 13.34 Position Title _____
- 13.35 Primary Work Area _____
- 13.36 Education Level _____
- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____
- 13.39 Date Filled (mm/year, if applicable) _____
- 13.34 Position Title _____
- 13.35 Primary Work Area _____
- 13.36 Education Level _____
- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____
- 13.39 Date Filled (mm/year, if applicable) _____
- 13.34 Position Title _____
- 13.35 Primary Work Area _____
- 13.36 Education Level _____
- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____
- 13.39 Date Filled (mm/year, if applicable) _____
- 13.34 Position Title _____
- 13.35 Primary Work Area _____
- 13.36 Education Level _____
- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____

- 13.39 Date Filled (mm/year, if applicable) _____
- 13.34 Position Title _____
- 13.35 Primary Work Area _____
- 13.36 Education Level _____
- 13.37 Total Hours/Week _____
- 13.38 Current Status: Filled or Unfilled _____
- 13.39 Date Filled (mm/year, if applicable) _____

Eliminated Librarian Positions: An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period.

Repeating Section (13.40-13.46): Enter information for each position.

- 13.40 Position Title _____
- 13.41 Primary Work Area _____
- 13.42 Education Level _____
- 13.43 Total Hours/Week _____
- 13.44 Date Eliminated (mm/year) _____
- 13.45 Last Annual Salary Paid _____
- 13.46 Reason Eliminated _____
- 13.40 Position Title _____
- 13.41 Primary Work Area _____
- 13.42 Education Level _____
- 13.43 Total Hours/Week _____
- 13.44 Date Eliminated (mm/year) _____
- 13.45 Last Annual Salary Paid _____
- 13.46 Reason Eliminated _____
- 13.40 Position Title _____
- 13.41 Primary Work Area _____
- 13.42 Education Level _____
- 13.43 Total Hours/Week _____
- 13.44 Date Eliminated (mm/year) _____
- 13.45 Last Annual Salary Paid _____
- 13.46 Reason Eliminated _____
- 13.40 Position Title _____
- 13.41 Primary Work Area _____
- 13.42 Education Level _____
- 13.43 Total Hours/Week _____

- 13.44 Date Eliminated (mm/year) _____
- 13.45 Last Annual Salary Paid _____
- 13.46 Reason Eliminated _____

SERVICE HOURS/LIBRARY VISITS (14.1-14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

- 14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713] _____
- 14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES _____
- 14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500] _____
- 14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] _____
- 14.3 Total annual visits/attendance in the library [PLSC 501] _____

PROGRAMS AND ATTENDANCE (15.1-15.8)

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

- 15.1 Total Number of Children's Programs [PLSC 601] _____
- 15.2 Children's Program Attendance [PLSC 604] _____
- 15.3 Total Number of Young Adult Programs [PLSC 602] _____
- 15.4 Young Adult Program Attendance _____
- 15.5 Total Number of Other Programs _____
- 15.6 Other Program Attendance _____
- 15.7 Total Number of Library Programs (15.1 + 15.3 + 15.5) [PLSC 600] _____
- 15.8 Total Library Program Attendance (15.2 + 15.4 + 15.6) [PLSC 603] _____

REGISTERED USERS (16.1-16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

- 16.1 Total Number of Unexpired Resident Users Cards _____
- 16.2a Total Number of Unexpired Non-resident Users Cards _____
- 16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year? _____
- 16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503] _____
- 16.4 Is your library's registered user/patron file purged a minimum of one time every three years? _____

RESOURCES OWNED (17.1-17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

- 17.1 Books Held at end of the fiscal year (volume count) [PLSC 450] _____
- 17.2 Current Print Serial Subscriptions [PLSC 460] _____
- 17.3 Total Print Materials (17.1+17.2) _____
- 17.4 E-books Held at end of the fiscal year [PLSC 451] _____
- 17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452] _____
- 17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] _____
- 17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] _____
- 17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] _____

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

- 17.7 Local/Other Cooperative agreements [PLSC 456] _____
- 17.8 State (state government or state library) [PLSC 457] _____
- 17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458] _____

USE OF RESOURCES (18.1-18.12)

Report for the library's entire fiscal year.

- 18.1 Number of adult materials loaned _____
- 18.2 Number of children's materials loaned [PLSC 551] _____
- 18.3 Total number of materials loaned (18.1 + 18.2) [PLSC 550] _____
- 18.4 Books- Physical _____
- 18.5 Videos/DVDs- Physical _____
- 18.6 Audios (include music)- Physical _____
- 18.7 Magazines/Periodicals- Physical _____
- 18.8 Other Items- Physical _____
- 18.9 Circulation of Electronic Materials [PLSC 552] _____
- 18.10 Total Circulation (Sum of 18.4-18.9) _____
- 18.11 Interlibrary Loans Provided TO other libraries [PLSC 553] _____
- 18.12 Interlibrary Loans Received FROM other libraries [PLSC 554] _____

REFERENCE TRANSACTIONS (19.1)

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502] _____

AUTOMATION (20.1-20.5)

20.1 Total number of ALL computers in the library _____

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library _____

20.3 Is your library's catalog automated? _____

20.4 Is your library's catalog accessible via the web? _____

20.5 Does your library have a telecommunications messaging device for the hearing impaired? _____

INTERNET (21.1-21.8)

21.1 Does your library have Internet access? _____

21.2a What is the maximum speed of your library's Internet connection? (Select one) _____

21.2b If Other, please specify _____

- 21.3 What is the monthly cost of the library's internet access? _____
- 21.4 Number of Internet Computers Available for Public Use [PLSC 650] _____
- 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] _____
- 21.6 Wireless Sessions Per Year [PLSC 652] _____
- 21.7 Does your library utilize Internet filters on some or all of the public access computers? _____
- 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? _____

E-RATE (22.1-22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

- 22.1 Did your library apply directly for E-rate discounts for the fiscal year? _____
- 22.2a If YES, did your library apply for Category 1, Category 2 or both? _____
- 22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? _____
- 22.3 If NO, why did your library NOT participate in the E-rate program? _____
- 23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) _____

STAFF DEVELOPMENT AND TRAINING (23.1-23.3)

- 23.2 Does the above amount include travel expenses? _____
- 23.3 How many hours of training did employees receive this year? _____

COMMENTS AND SUGGESTIONS (24.1-24.3)

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

DRAFT

Repeating Section(2.3a-2.13): Provide information for EACH branch or bookmobile

- 2.3a Branch or Bookmobile Legal Name [PLSC 702] _____
- 2.3b If the outlet's legal name has changed, then enter the updated answer here. _____
- 2.3c Was this an official name change? _____
- 2.4 ISL Control # [PLSC 701] _____
- 2.5 ISL Branch # [PLSC 701] _____
- 2.6a Street Address [PLSC 703] _____
- 2.6b If the outlet's street address has changed, then enter the updated answer here. _____
- 2.6c Was this a physical location change? _____
- 2.7a City [PLSC 704] _____
- 2.7b If the outlet's city has changed, then enter the updated answer here. _____
- 2.8a Zip Code [PLSC 705] _____
- 2.8b If the outlet's zip code has changed, then enter the updated answer here. _____
- 2.9a County [PLSC 707] _____
- 2.9b If the outlet's county has changed, then enter the updated answer here. _____
- 2.10a Telephone [PLSC 708] _____
- 2.10b If the outlet's phone number has changed, then enter the updated answer here. _____
- 2.11a Square Footage of Outlet [PLSC 711] _____
- 2.11b If the facility's square footage has changed, then enter the updated answer here. _____
- 2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. _____
- 2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713] _____
- 2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714] _____

Repeating Section(2.3a-2.13): Provide information for EACH branch or bookmobile

- 2.3a Branch or Bookmobile Legal Name [PLSC 702] _____
- 2.3b If the outlet's legal name has changed, then enter the updated answer here. _____
- 2.3c Was this an official name change? _____
- 2.4 ISL Control # [PLSC 701] _____
- 2.5 ISL Branch # [PLSC 701] _____
- 2.6a Street Address [PLSC 703] _____
- 2.6b If the outlet's street address has changed, then enter the updated answer here. _____
- 2.6c Was this a physical location change? _____
- 2.7a City [PLSC 704] _____
- 2.7b If the outlet's city has changed, then enter the updated answer here. _____
- 2.8a Zip Code [PLSC 705] _____
- 2.8b If the outlet's zip code has changed, then enter the updated answer here. _____
- 2.9a County [PLSC 707] _____
- 2.9b If the outlet's county has changed, then enter the updated answer here. _____
- 2.10a Telephone [PLSC 708] _____
- 2.10b If the outlet's phone number has changed, then enter the updated answer here. _____
- 2.11a Square Footage of Outlet [PLSC 711] _____
- 2.11b If the facility's square footage has changed, then enter the updated answer here. _____
- 2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. _____
- 2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713] _____
- 2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714] _____