



# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, OCTOBER 19, 2016**

**5:30 P.M.**

**BOARD ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, October 19, 2016**

**\*\*5:30 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. PUBLIC HEARING:** Truth in Taxation Hearing for the 2016 Property Tax Levy for the Evanston Public Library

**4. CONSENT AGENDA**

- A. Approval of Minutes of September 21, 2016 Regular Meeting
- B. Approval of Bills and Payroll

**5. INFORMATION/COMMUNICATIONS**

- A. Robert Crown Branch Library Project Update
- B. Strategic Planning Committee Update

**6. LIBRARY DIRECTOR'S REPORT**

**7. STAFF REPORTS**

- A. Administrative Services Report (Paul Gottschalk)
- B. 3D Printing for Teens – for Action (Renee Neumeier)

**8. BOARD REPORTS**

**9. BOARD DEVELOPMENT**

**10. UNFINISHED BUSINESS**

- A. Discussion of FY2017 Proposed Budget
- B. Approval of FY2017 Proposed Library Expenditure Budget
- C. Preliminary Tax Levy Estimate
- D. National Able Lease Renewal (For Action)

**11. NEW BUSINESS**

**12. ADJOURNMENT**

**Next Meeting: November 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, September 21, 2016  
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

**Members Present:** Socorro Clarke, Tori Foreman, Adam Goodman, Shawn Iles, Vaishali Patel, Sandra Smith, Michael Tannen

**Participating by phone:** Margaret Lurie

**Members Absent:** Benjamin Schapiro

**Staff:** Laura Antolin, Paul Gottschalk, Connie Heneghan, Tim Longo, Karen Danczak Lyons, Renee Neumeier, Wynn Shawver, Jill Skwerski, Jessica Ticus

**Guests:** Trish Stieglitz and Jim Hughes, Evanston Public Library Friends; Michael Happ, fundraising consultant, CCS

**Presiding Member:** Michael Tannen, President

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

**OATH OF OFFICE** – President Tannen administered the oath of office to Adam Goodman. Mr. Goodman directs Northwestern University's Center for Leadership and is a faculty member in the McCormick School of Engineering & Applied Science. He has lived in Evanston for 10 years.

**CITIZEN COMMENT** – none

**PUBLIC HEARING** - In accordance with the Evanston City Code of Ordinance, this meeting was open to the public and offered the opportunity for public comment on the FY2017 Proposed Library Budget. No citizens were present to comment.

**CONSENT AGENDA** – Vaishali Patel motioned to approve the consent agenda consisting of the minutes of the August 17, 2016 meeting, the bills list and payroll. Seconded by Sandra Smith and approved on a voice vote.

**INFORMATION/COMMUNICATIONS**

**A. Recognition of the Evanston Public Library Friends** - Karen Danczak Lyons thanked Trish Stieglitz and Jim Hughes of the Evanston Public Library Friends for their active support of the Library's first crowdfunding campaign for the Summer Reading Program, which raised \$6,001. The Friends provided

an additional \$10,000 contribution for the Summer Reading Program and the 2<sup>nd</sup> Annual Storytelling Festival.

- B. Robert Crown Branch Library Update** –Michael Happ, fundraising consultant from SCC, shared the briefing presentation prepared for prospective individual and corporate donors. To date, \$1.1 million has been raised. This is being matched by an anonymous donor, bringing the total to \$2.2 million raised.
- C. Strategic Planning Committee Update** – Karen Danczak Lyons shared a power point and handout outlining the first draft of the EPL’s Strategic Plan. The Board approved next step which is to publish the plan online and seek community feedback. Results will be shared with the Board and the plan will be voted on in November.
- D. Community Engagement** – Librarians Laura Antolin, Connie Heneghan, Tim Longo, Renee Neumeier and Jill Skwerski shared highlights of Library programs which serve Evanston’s most vulnerable and at-risk populations.

### **LIBRARY DIRECTOR’S REPORT**

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

- The 2<sup>nd</sup> Annual Storytelling Festival is being planned for October 7-9 and the extensive line-up of programs and activities was shared.
- The Summer Reading Program’s collaboration with the City’s summer camp programs, which implement 20 minutes of reading each day, positively impacted the number of participants completing the program resulting in an increase across all age groups of 17%.

### **STAFF REPORTS**

- A. Administrative Services Report** – Paul Gottschalk reported that the Main Library is under construction from bottom to top. Projects are proceeding on time and on budget.

### **UNFINISHED BUSINESS:**

- A. Discussion of the FY2017 Proposed Budget:** Karen Danczak Lyons shared the anticipated sources of revenue for FY2017 (an increase of \$233,089 over FY2016). Requested positions - a full-time social worker at the Library and a part-time data entry position for the Development Department - were discussed. The Board will be asked to vote on the budget in October. The Truth in Taxation Hearing has yet to be scheduled.

### **NEW BUSINESS**

- A. Approval of Purchase of Computer Network Infrastructure Equipment–** Sandra Smith motioned to approved the purchase of computer network infrastructure equipment from GovConnection Public Sector Solutions in the amount of \$72,408.24. This purchase is funded from the Library Debt Service Fund account with a budgeted amount of \$125,000. Seconded by Vaishali Patel and unanimously approved by a roll call vote.

**ADJOURNMENT** – Adam Goodman motioned to adjourn the meeting, seconded by Sandra Smith. Motion approved. The meeting adjourned at 8:16 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

**Next Meeting: Wednesday, October 19, 2016 at 6:30 pm Evanston Public Library, Board Room.**

DRAFT

**Library Director's Report  
September 21, 2016**

**Updates:**

- 2016 Summer Reading Program results: My thanks to the entire EPL family – especially Jan Bojda, Renee Neumeier and Laura Antolin for another successful summer. Renee and Laura will be on hand at this month's meeting to answer questions.
- The following reports from Renee and Laura summarize the great work of everyone, beginning with the totals:

## 2016 Totals:

	Total Registration	0-24 pts	25-49	50-74	75 or more
Read to Me	326	179	26	18	103 (32%)
Childrens	2145	657	170	147	1171 (55%)
Teens	440	234	33	30	143 (33%)
Adults	529	344	38	18	133 (25%)

Total 2016 participants: 3440 Total Completed: 1550 (45%) 17% increase in completion from last year

## 2015 Totals:

	Total Registration	0-24 pts	25-49	50-74	75 or more
Read to Me	389	223	29	16	121 (31%)
Childrens	2316	961	358	159	838 (36%)
Teens	487	272	48	24	143 (29%)
Adults	899	612	61	37	189 (21%)

Total 2015 participants: 4091 Total Completed: 1291(32%)

## From Renee:

Summer reading in 2016 saw a lot of new and exciting changes and improvements. For the first time ever we had the opportunity to work with a graphic designer on our promotional materials. This was a big change that allowed us to think outside the box in terms of what we could put together and also required us to plan farther ahead in order to get all information together to in the promotional pieces. In the end the designer helped us put together an awesome summer reading booklet in both English and Spanish. We ordered 11,000 of the booklets at they went out to all the Evanston schools and throughout the community. This

booklet had all summer programming information in one place for the first time, instead of having a variety of flyers and brochures without on cohesive look. The designer also put together our reading logs and banners to put at each library location. We received a lot of positive feedback on the booklets.

Another change that happened in 2016 is that EPL, as member of Cradle to Career partnered with the Friends of the Library and the City of Evanston on the Everybody Reads! book drive. EPL staff put together a list of diverse titles that were reflective of the whole community. This book drive became part of our summer reading fundraising campaign. People could select titles off the list and drop them off or donate money. Over 500 books were donated or purchased for this drive. The books collected were distributed at City of Evanston camp locations and at Ridgeville camps. This was a time intensive complicated process that we'll improve for next year but for the first year we had great results. A key piece of this effort is that the City of Evanston and Ridgeville camps committed to reading 10-20 minutes each day at their camps. While not every counselor did this, many did and they thought it was a really great change in the camp schedule and kids enjoyed it too.

To promote summer reading Childrens Services staff put together an awesome stop motion video to get elementary schools students excite to stop in and sign up. This movie was sent out to all of the school librarians and they shared it with classes that came in and shared additional information about the program. Teen Services staff scheduled presentations with the most of the 6-8<sup>th</sup> grade classes in District 65, about 50 presentations total. During these presentations staff talking about summer reading, programming and recommended great books to checkout over the summer.

Summer Reading took place from June 1-July 31. There was a slight drop in signups, but an increase in completion rates across the board, especially with the children's program. Completions and people making progress through program is much more important that just having high sign up numbers. There was a 17% increase in the completion rate from 2015-2016. The more points someone in accumulating the more reading and library related activities they're doing and they're stopping into to interact with our staff when they come to collect prizes. Families have let us know they really like that they can all sign up together, and it's even encouraged some reluctant readers when they're competing with their parents. Compared to last year more families, teens and adult seemed to be logging their points online before coming into the library, which is great. We're going to continue to look at how we can simplify that process for patrons and staff.

From Laura regarding ABC Boosters:

We've had a couple of debriefs of ABC Boosters to look at what worked well this year and lessons learned. Lara, Frances, Nzinga, Jessie and I met to go over the program and had a good discussion about changes we might make next year. Nzinga and I continue to work on logistics and I hope to bring together the teachers from JEH this summer to talk about ABC Boosters. I ran into one of the bilingual teachers, Mirza Campos, over the weekend at the Fifth Ward Festival and we talked a little about ABC Boosters and she sent the following email:

*Hello Laura,*

*Per our conversation on Saturday, I wanted to tell you that I liked having the three boosters during summer school. At the beginning I had to change some the activities to adjust to having them in my classroom. Some of the changes were for me like been more flexible to what I thought the summer school was going to be, to get to know the teenagers and to connect with them, and to be able to adjust my schedule so all the students were able to get one to-one time with the ABC boosters. At the end it was worth it because my students got to have one to-one with me and one to-one with the boosters.*

*When ABC boosters are trained is very important to explain the expectation inside and outside (playground) of the classroom, but also to let them know that every single interaction that they have is also a teachable moment and the impact that they have in our students behavior and learning outcome.*

*I enjoyed having ABC booster in my classroom, and I am looking forward for the next summer school.*

*Thank you very much*

*Mirza Campos  
Bilingual Teacher  
Joseph E. Hill Center*

- Please join me in congratulating Lesley Williams. On August 26<sup>th</sup>, she was honored by Open Communities with the “Spirit of Open Communities Award”:

Lesley Williams’ commitment to a more equitable Evanston is evident in her tireless work to show that xenophobia and racism are not acceptable. She has been a strong local leader in raising awareness against Islamaphobia and in the Black Lives Matter movement. In light of tragic events across our nation regarding race and rhetoric that has caused a divisive atmosphere, the Spirit of Open Communities Award has been designated this year to honor an individual who exemplifies and works towards the ideal of just and inclusive communities. We can think of no greater recipient than Evanston’s Lesley Williams, who received multiple nominations from the community.

As a librarian for the Evanston Public Library, Lesley continues to lobby for equity in resources for all communities in Evanston in order to widen the net of service.

Because of these and many other activities, Lesley Williams truly embodies the Spirit of Open Communities.

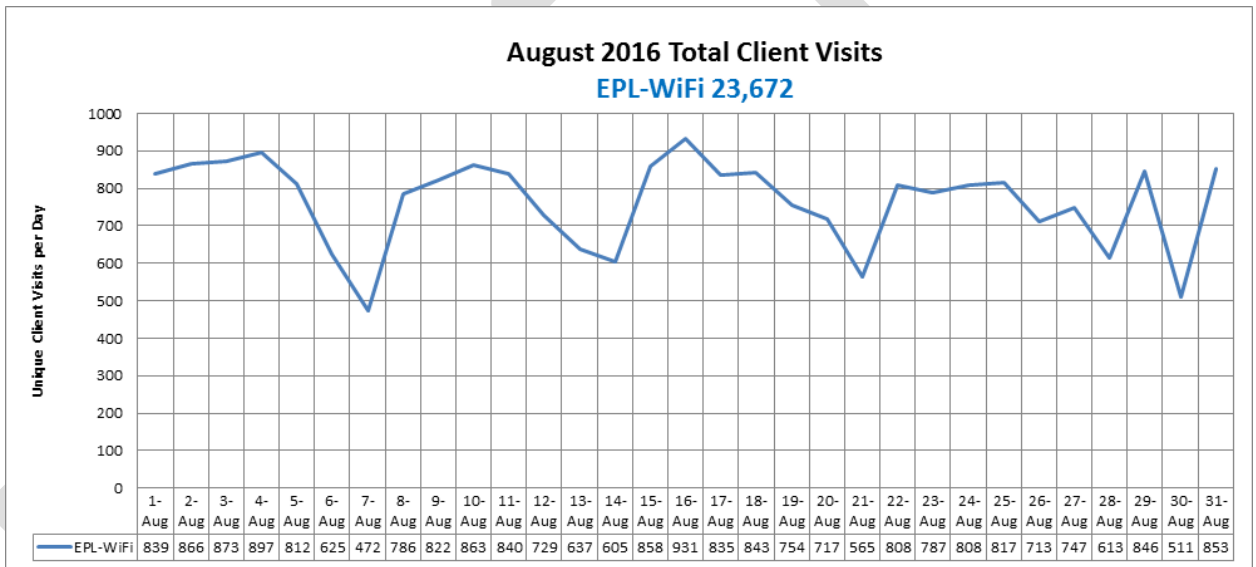


**Assessments, metrics and initiative results:**

Foot traffic:	August, 2016	July, 2016
Main:	46,819	47,738
North:	476	4,787
CAMS:	4,131	4,231
Total:	51,426	56,756

Website visits July: 33,202 August: 34,357

Overall Computer/Internet Use – all locations: July: 5,220 August: 5,426



**Actual Computer Usage Able WorkNet Lab**

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
<b>1-Aug</b>	<b>2-Aug</b>	<b>3-Aug</b>	<b>4-Aug</b>	<b>5-Aug</b>	<b>TOTALS</b>
16	12	15	13	16	72
<b>8-Aug</b>	<b>9-Aug</b>	<b>10-Aug</b>	<b>11-Aug</b>	<b>12-Aug</b>	
16	10	8	15	14	63
<b>15-Aug</b>	<b>16-Aug</b>	<b>17-Aug</b>	<b>18-Aug</b>	<b>19-Aug</b>	
14	15	22	11	9	71
<b>22-Aug</b>	<b>23-Aug</b>	<b>24-Aug</b>	<b>25-Aug</b>	<b>26-Aug</b>	
15	13	12	11	12	63
<b>29-Aug</b>	<b>30-Aug</b>	<b>31-Aug</b>			
12	2	10			24
					293

**Partnerships and collaborations:**

- We are happy to work with the Evanston Community Foundation and supply space for the Leadership Evanston Program again this fall. From Jennifer Moran the Director of Leadership Evanston: “Leadership Evanston loves EPL”: The space and the staff at EPL helped shape our wonderful kickoff. LE XXV is an amazing group of individuals poised to do wonderful things for our community. Last Thursday helped us feel positive and begin on solid ground together. We appreciate the most democratic of spaces in Evanston. FYI: Socorro is representing EPL in this session!
- The PTA Council of Evanston/Skokie presents its third annual, four-part series: ["Navigating Real Life](#)

[Diversity with Our Kids: Communicating and Acting with Awareness and Bravery](#). The first session, **Have You Had the Talk...About Race?** is Tuesday, September 27, from 6:30 to 8:30 pm in the Library's Community Meeting Room.

- City Manager Wally Bobkiewicz has been invited on behalf of the Aspen Institute Dialogue on Public Libraries to join a special roundtable session on “The Future of Libraries in the Community” at the International City/County Management Association (ICMA) Annual Conference.
- In partnership with Foundation 65 and District 65, we are supporting an author visit program this fall. A quick overview—Foundation 65 is funding five authors who will visit all schools in D65 on October 24- 29. An author panel will be produced on the evening of Oct 24 at King Arts that is open to the community. Our own Betsy Bird will moderate the panel.
- My thanks to Presence Health who will be sharing social worker interns with us beginning September 26<sup>th</sup> on Mondays, Tuesdays and Fridays at the main library.

**Highlights from Children’s Services from Jan Bojda and the team include:**

### **August Highlights**

We continue to have a trickle of summer readers turning in completed summer reading logs for a paperback book that is the final prize. Children’s and Neighborhood Services staffs met to debrief on the children’s reading programming and participation. Antolin, Neumeier and Bojda met to debrief on summer reading in the Camps and C2C’s Everybody Reads. In addition that same group with Shawver, Schacter and Williams met to debrief the entire program and begin planning for next year. Kennelly created and sent out letters and lists of participants to all the schools.

Wilson, with Bookstall in Winnetka, hosted Norwegian author, Tone Almhjall.

Revving up for the school year: Antolin sent invitations for Kindergarten Tours, letters to the D65 Principals reminding them to renew their school’s library card for Teacher Checkouts and a schedule for the school year’s LEAP visits was established.

Planning and preparation for Tours, LEAP and Fall Words programs is underway.

Meyer presented an Elephant and Piggie Storytime at Imagine U’s Block Party at NU.

She writes:

“Hundreds of people who came to the Imagine U Block Party and 2 performances on that day saw our sign. This program is the quid pro quo for the Elephant and Piggie actors coming here last month to advertise the show. It kicks off what I hope is a long collaboration with Northwestern University’s Imagine U theater. Their next show will be The Miraculous Journey of Edward Tulane by Kate DiCamillo in the spring and I need to work with Imagine U to create that programming. This is the second theater with which I am doing outreach right now. We received a note from the founder and director of Imagine U which I already forwarded to KDL and Bojda.”

Other Activities:

Kaufmann and Antolin cleaned our craft storage and the craft workspace.

Kennelly inventoried remaining Summer Reading supplies. She and Wilson prepared the order for D65 Battle of the Books.

Professional Development:

Altenbach attended Using Books for Social-Emotional Development: Literature that helps children explore feelings, by Jacky Howell and Kimberly Reinhard webinar (Early Childhood Investigations)

Bojda welcomed and gave a tour to a new refugee family from Syria.

Meeting Highlights:

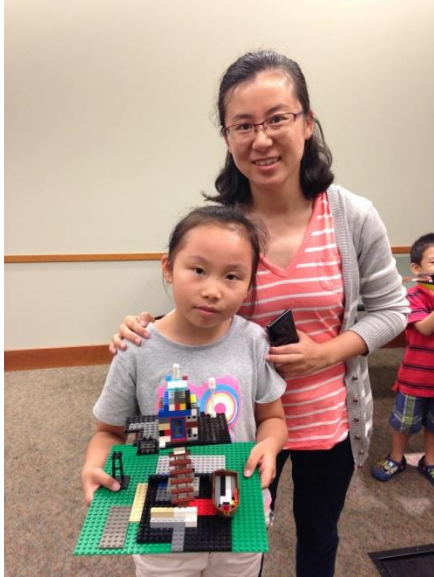
Bojda met with a local Home Educator who teaches ASL about ways she could work with us on children’s programming

Bojda attended RAILS YSS manager’s meeting.

Elephant and Piggie Storytime:



Family Lego Night:



**Highlights from Laura Antolin include:**

**Outreach/In-House Reach - Preschools:**

**Day Care Delivery Book Bags: 17:** 13 Book Bags delivered to home providers (1 new provider added); 4 Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

*Email from Marsha Fincher, Home Day Care Provider, responding to the importance and impact of the monthly Home Provider Book Bags:*

*Laura, blessings to you.*

*This little note is written to let you know that at LittleLambs home daycare and pre-school we appreciate you and the Evanston Public Library for the work you do in our community by bringing book to our facility each month. The children in our care feel connected to our Library because of the books we receive each month. The children are so excited each month*

*and share this excitement with their parents about receiving a bag of books from the neighborhood's Public Library.*

*At first thought this may seem insignificant, however please know because of your dedication and commitment to support early literacy our children can feel empowered. Also, you should know that our families use the library even more now because of the different programs you have offered including the summer and winter reading program. Thank you again and keep up the great work you are doing in our community.*

*From Mrs. Marsha, staff and the Little Lambs.*

**Baby Toddler Nursery storytime: Total: 70 (55 children and 15 staff); 7 classes- infants, toddlers, preschool classrooms (in the preschool classroom, we made CD spinners).**

## **Outreach/In-House Reach – School-Aged:**

### **Y Readers:**

I met with Andrea Hillsamer, Manager, Youth Development, to go over SRP at Y Readers and Power Scholars. Andrea was hired after the summer began and we didn't connect until late in the Y Readers program. She is very interested in continuing our partnership next year and we had a good conversation about how to improve communication with parents and staff prior to SRP next summer.

### **K-LEAP Curriculum Night:**

I began preparations for Kindergarten Curriculum Nights – with funding from Foundation 65, we provide book bags with a non-fiction title for each Kindergarten student at their school's Curriculum Night. I ferret out Curriculum Night information for each school and put together a list of kindergarten teachers and their classroom numbers. I'm responsible for 6 schools as is Martha and we pack the book bags as well as deliver them in time for Curriculum Night. I ordered stickers, K-LEAP Book Bags, 850 non-fiction books and have packed bags for the first 3 schools (Washington and Lincoln, September 1; and Dewey, September 7).

### **D65 Librarian Departmental meeting:**

This is the third year that Renee and I have attended the first D65 Librarian departmental meeting of the school year. It's a great opportunity to find out the priorities for the school year and to continue the work that began with ILEAD USA. We presented briefly about Teacher Services and then gave the librarians copies of the Teacher Checkout materials that we sent to the principals through the mail. Most of the meeting was devoted to logistics around the multi-author event in October funded by

Foundation 65. I had facilitated getting Betsy to moderate the author panel on October and requested that the Library's logo be included on the banner that evening.

## Other/Connections:

### MakerKids in the Parks:

In August, I moved all MakerKids to the 11:30-1:30 time slot to see if that would help with participation at Robert Crown and Fleetwood. We clearly saw an uptick in attendance at both sites because we were able to capture interested campers during lunchtime – although there were a couple of kids not associated with the camps, but the majority of participants were from the camps. For the 2 weeks of MakerKids in August - **Total: 158 (132 kids, 41 adults)**

Additionally, families borrowed **30** books.

#### Engineering - Airplanes:

Robert Crown:	<b>21</b>	( <b>20</b> kids, <b>1</b> adult)	
Fleetwood:	<b>24</b>	( <b>22</b> kids, <b>2</b> adults)	<b>4</b> books
Mason:	<b>35</b>	( <b>29</b> kids, <b>6</b> adults)	<b>6</b> books
James:	<b>9</b>	( <b>5</b> kids, <b>4</b> adults)	

#### CD Spinners:

Robert Crown:	<b>11</b>	( <b>10</b> kids, <b>1</b> adult)	
Fleetwood:	<b>26</b>	( <b>25</b> kids, <b>1</b> adult)	<b>7</b> books
Mason:	<b>18</b>	( <b>11</b> kids, <b>7</b> adults)	<b>10</b> books
James:	<b>14</b>	( <b>10</b> kids, <b>4</b> adults)	<b>3</b> books



MakerKids at Fleetwood



MakerKids at Mason Park



MakerKids in the Parks observations:

Over the course of the 8 weeks of MakerKids in the Parks, we interacted with **612 kids**, **156** adults and families read and used **142** books. We registered **5** people for SRP and checked in **3** children for SRP prizes.

We saw many of the same families return again and again and the beauty of the programs lay in the adaptations that could be made to different ages and abilities – some kids were able to work entirely on their own, families worked on projects together, parents helped younger children.

Or in some cases, as with one family that returned again and again to Mason Park with a kindergartener and a 2 ½ year old, the older child worked on her project and her younger brother spent a lot of time cutting paper. I told his mom, who was a little embarrassed about him sitting on the ground cutting continuously, that he was practicing something he needed to master and a light went off for her. She also thanked me for all the weeks of programming and said how much she appreciated our coming to the park.

Some of the families counted on us bringing the two crates of books to borrow or read and used them to read as they ate their lunches. Some took books home and returned them the next week or kept them to read again and again. My only wish was that I had a better selection to offer.

All in all, I felt the MakerKids programs were well worth my time and offered interesting challenges and projects and that families looked forward and even expected to see us.

**National Night Out:**

Jill, Jasmine and I organized National Night Out at the library. Jill manned an informational table and set out bookmarks to color. Jasmine and I manned tables with marshmallow engineering and airplane making. We had a good crowd of people from about 6:30, as we were setting up, until about 8:10pm and talked about starting and ending earlier next year as well as having entertainment and maybe a food truck. **Total: 51 (29 kids, 22 adults)**

NationalNight Out



**School Supplies, St. Mark's:**

I brought Jasmine with me and set up a table with SRP water bottles, bookmarks to color, library information bookmarks, pens and the possibility of making library cards. Our table was right inside the door so we were the first people that families saw and so welcomed everyone, answered a lot of questions and helped put folks at ease. I sent Jasmine back for additional water bottles after we emptied the two boxes we had brought (200 water bottles) after about an hour and a half. We gave away 300 water bottles (it was incredibly hot and rainy and people were happy to get them) and made a few library cards. It was a good opportunity to connect with families. We saw at least 350 people but probably a lot more. **Total: 350+ (300 water bottles, 5 library cards)**

**CommUnity Picnic:**

Jill and I represented the Library at the CommUnity Picnic. We gave away hundreds of books, close to 300 water bottles and library information. Additionally, I brought materials for kids to make chromatography butterflies and to do some engineering with marshmallows. I interacted with lots of kids and families over the course of 4 hours.

**Collection:**

- Selected and ordered graphic novels for Children's Room collection
- Received and put out on the floor 12 new comics for the *Read It Here Comic Collection*

**Teen Services Highlights from Renee Neumeier include:**

**Community Engagement:****LGBTQIA @ EPL:**

Kevin Kelley has been researching ways to continue to engage the LGBTQIA community at the Loft. He looked into having the Loft become a registered save space, but after working at EPL for a while in feels that we could promote the Loft and EPL as a safe space without the formalities as registering as one. He's looking into creating a LGBTQIA advisory committee or GSA at the Loft. After attending Flame Con in New York, which is a Con specifically focused on LGBTQI authors and artists Kevin came away with new author connections and new ideas for programming or services we could adapt to a library setting.

**Y.O.U. ;**

Kevin and Ashley wrapped up their final sessions with Y.O.U. which culminated with the group of students coming to EPL for a visit and pizza party. While the group was challenging at times every student completed a game and one of our students, Kayla, even presented her game at the Y.O.U. Showcase event. Each time we work with Y.O.U. we find new ways to improve our programs and better serve the students. At the fall programming preview Ashley presented information on a series of sessions we could offer that would design challenges that could be completed in one session. These ranged from creating a robot the draws with Little Bits to making the fastest zip line.

**YMCA Maker Faire**

Jamie Thome and Ashley Hamernik took part in YMCA's Maker Faire. This was the first time the Y has hosted this kind of event. They brought projects from our Tinker Teens series this summer and supplies for attendees to make paper tree whispers. While they did get to see some families and teens, fair wasn't what they expected and was less hands on and more general library questions from attendees.

**D65 Librarian Meeting**

Laura Antolin and Renee Neumeier attended the D65 librarians first meeting of the school year. They learned about their plans for their author invasion planned for the fall. Laura and Renee then shared information about teacher checkout, teacher STEAM kits and some professional development opportunities they're working on with Gale.

**Professional Development:****Renee Neumeier/YA Services Supervisor's Personal Report:****Programming:**

- Entered all of the teen fall programming and DIY drop in information into the calendar and Joomla
- Trained Kevin and Elizabeth on entering events into the calendar and in Joomla and how to make flyers.

**Redesign:**

- Worked on revising the teen services design plan with input from staff and teen advisory board
- Began working on the Makerspace/Lab design plan with Ben Remsen. Got feedback from EvanSTEM to include in plans, looked at best practices from other libraries and spaces.

### **Community Engagement:**

#### **Teacher Checkout and STEAM Kits:**

- Updated the teacher checkout procedures document and website
- Revised and sent out teacher letters to schools
- Revised STEAM Kit checkout procedures based on teacher feedback, now can request ahead of time
- Revised STEAM Kit flyer and website
- Trained Liz and Kevin on both procedures

#### **ETHS:**

- Continued to work with ETHS staff to come to an agreement on data sharing for the creation of EPL library cards, working on getting ETHS info on the number of 8<sup>th</sup> graders who do not have cards currently, but the data isn't going to be that good since birthdates are not always entered.

#### **YOU:**

- Met with YOU staff to debrief about the summer and to discuss possibilities for working together in the fall
- Ashley attended their programming fair for program managers and did have some interest
- Their middle school program will be setup differently this school year, where students do not have to come every day and enrichment session providers can pick which days of the week they're going to offer their sessions
- Wrote report for D65 summer learning

#### **Cradle to Career Literacy on Track Team:**

- Attended meeting for cochairs about issues action teams are facing, overall our action teams is doing well and the work is evenly divided
- We're looking at how to form our parent piece and the best way to connect with parents to inform those decisions
- Team members also assisted with kindergarten registration before and after the first day of school
- We received initial data from the revised kindergarten registration form and found that there are 150 different early childhood education providers that families use, which we weren't expecting, but it makes sense since people may chose a center close to where they work. We're looking forward to getting more data on the families who registered later.

#### **EvanSTEM:**

- Attended EvanSTEM Directors and Coordination Circle meetings

- Going to begin planning STEM fest for 5<sup>th</sup> Ward and the south side of town.

### **Summer Reading**

- Wrote up final report
- Ran final data
- Led final meeting, summarized feedback
- Ran data for D65 summer learning report, wrote report

### **Professional Development:**

#### **Tinker:**

- Updated social media, helped with planning September meeting which will focus on 3D printing, began working on proposal for ALA 2017

#### **Other:**

- Selected ebooks and eaudiobooks for My Media Mall, I now the selector for the whole consortium
- Wrote book reviews for the blog
- Selected fiction/nonfiction/AV for Loft
- Weeded YA fiction, nonfiction and audiobook collection

### **Community Outreach Highlights from Jill Skwerski include:**

- EPL joined the National Night Out events for the 4<sup>th</sup> consecutive year. Partnering with event organizers from EPD and EFD, the event was held 8/2 from 6:30- 8:30pm on the Church Street entrance ramp. Beautiful weather, STEAM activities for all ages, and a visit from Police and Fire made for a great way to celebrate with the community. We had about 60 attendees, including visitors from WBEZ who interviewed staff for a radio clip that aired the following day.
- Three major summer festivals occurred in August. Here is a summary of each:
  - 8/14 – Streets Alive! Always a fun outdoor festival, this year was no exception. Library participation included the book bike traveling up and down Main Street with free books and library information, a story walk in Grey Park (*Freight Train* by Donald Crews was the featured story) and an active library booth staffed by Connie Heneghan, Bridget Petrites, and the intrepid Jessica Jolly, who was there gathering survey data for the EPL Digital Literacy Survey.
  - 8/20 – Gospel Fest This year marked my first visit to Gospel Fest, held annually at Fleetwood-Jourdain. Unfortunately, the weather was less than stellar, forcing the event inside. On the up-side, I provided access to a full service mobile library where Fest goers could check out materials, get a new card or renew an existing card, and discover all

that EPL has to offer. The booth was visited by +/-100, with several checkouts and 1 new card issued.

- 8/21 – CommUNITY Picnic: You know it's back to school time when the CommUNITY Picnic rolls around! This year, the we had picture perfect weather and a very busy booth featuring:
  - Laura Antolin helping kids create beautiful chromatic butterflies
  - A toothpick & marshmallow engineering table
  - Informational table with programming and services materials
  - Donated book giveaways for adults and kids to spark back to school reading habits

This is always a hugely attended event. I would estimate visits by around 400 people, with 250 books provided and 2 new cards issued. (Photos attached)

- Ongoing summer activities included final visits to FJ, Mason, Crown and James Parks during free lunch. A late season time change really boosted interest in this service, with the last visit to FJ resulting in 15 kids sitting around the bike reading (see pictures), 2 checkouts and 1 card issued. Also visits to the West End Farmers Market, Produce Mobile, Hillside Pantry, Three Crowns Park and the Ridgeville Farmers Market (kudos to Ben Remsen for book biking over to Ridgeville) rounded out the month.
- Looking ahead, plans for a 2<sup>nd</sup> Special Needs Family Resource Fair are well underway, with the event set for Saturday, 11/5. On Saturday, 11/19, we will be hosting a Veterans Day Ceremony here in the Community Meeting Room from 1-2pm. All are welcome to attend. Finally, in collaboration with staff from the Schaumburg Public Library, I am co-Chairing a newly established RAILS Community Engagement Networking Group that will invite librarians and support staff from across IL to come together and share how libraries are engaging their communities.



DRAFT











**Neighborhood Services Highlights from Connie Heneghan include:**

The facility work at North Branch, our reopening, staffing changes and security seemed to be most important activities in August for Neighborhood Services staff.

**Activities at CAMS:**

Fonseca Martial Arts camp visited CAMS to spend a few minutes reading, August 16

Science Saturday at CAMS: The Body of an Elite Athlete inspired by the Olympics

E-device One on One Help--Bridget worked one on one with patrons who were having trouble using My Media Mall or Hoopla This sprang from patron requests.

Laura Antolin brought her marshmallow children's program to CAMS as well.

Although we discontinued our other preschool story times at CAMS during August, we decided to continue with Bilingual Storytime since it had begun to have a following. When Florencia left we invited some visiting readers like Rosa McAndrew, TWE teacher for District 65. She teamed up with Ranea to provide books, songs and movement.



We also added an Elephant & Piggie Read Aloud where Nancy Engel and volunteer Judy Cohen took roles reading some of the Mo Willems books. Bridget gathered the books and prepared a craft.



A parent offered to read as well.



Streets Alive: Bridget Petrites, Connie Heneghan and Jessica Jolly staffed the library table while Jill Skwerski rode the library bike. Many Evanston residents filled out the digital literacy survey.

Continuing Education

ALA Security Webinar, August 17—Bridget Petrites and Connie Heneghan

## Summer Reading Wrap Up Meeting (Connie Heneghan)

### Report from Barb Levie

As I did last year on our Canada trip, I visited the Stratford Public Library. Last year the director and I chatted about the planned switch on their part to a more "user-friendly" (their term) book store like shelving system: books arranged loosely by genre, then by author; bestsellers clustered in one area; many more display racks featuring just a few items.

But--did it happen? Nope! The place looked quite like any other small town Dewey-based library. I didn't have a chance to chat with the director to see what happened to the plan--she was off for the day, but perhaps we'll cross paths next year.

### Staff Recommendations

Barb Levie

*The Signature of All Things* (Fiction Gilbe.E) 8-30-16

### Adult Services highlights include:

**Mission Impossible: Don Quixote, Kick-Off Lecture.** Looking for a literary challenge? Join a yearlong discussion of Miguel de Cervantes' masterpiece [Don Quixote](#). [Mission Impossible](#), now in its 7th year, is a community reading program that tackles ambitious works of literature over the course of one year with the support of library staff and fellow readers. The kick-off lecture features Northwestern University's [Dr. Dario Fernandez-Morero](#) who teaches the popular NU course, "The World of Don Quixote." After the lecture, patrons can sign up for an on-going discussion group. **Monday, September 26, 7 pm, Community Meeting Room, Main Library.**

**Author Event: "The Chicago Freedom Movement."** Learn about the legacy of the northern civil rights campaign. The book's [contributors](#) will discuss the movement's work in East Garfield Park and on the North Shore, as well as the organization of nonviolent youth protests. Everyone is welcome, but please [register online](#) or by calling (847) 448-8620 to guarantee your seat. **Wednesday, September 21, 7 pm, Community Meeting Room, Main Library**

### Technical Services Highlights from Tim Longo include:

Below is the Tech Services report for August 2016. One of the highlights of the month and entire summer has been our ongoing weeding project. Over the last 3 months we have weeded over 13,000 "dead" titles from our collection. The main focus of the summer weeding project has been adult fiction. Thousands of titles that had not circulated in three or more years were removed from the collection. Our attention has now turned to the adult biography section. Our shelves are still filled with quality books, but some of the fat has been trimmed and cobwebs dusted :]

### Items Added

Adult at Main= 1163

Adult at North=79

Adult at CAMS=37

**Total adult items=1279**

Juvenile at Main= 820

Juvenile at North=58

Juvenile at CAMS=94

**Total juv items=972**

YA at Main=191

YA at North=15

YA at CAMS=15

**Total YA items=221**

**Total items added to collection in August= 2472**

**Carts Ordered:** Titlesource 360:

Evanston RW Adult Fiction: 1388.60

Evanston RW Adult Nonfiction: 4087.76

Evanston PL Fiction- Mystery & Detective: 849.99

Main AY Fiction: 503.88

Main AY Nonfiction: 49.09

CDMS Popular Paperbacks: 46.95

Rotary: 19.99

Non-CLS Purchases: 1,130.06

Most Wanted: 830.75

Poly Purchases: 1023.68

Misc: 536.18

Staff Purchases: 2344.40

- Amazon: 684.86

**Patron Requests:**

Received 26 patron requests for the month of August. Will purchase 16 of the titles suggested.

**Donations:**

Adult Gift Books Added to the Collection: 306

Grubby Books Replaced by Gift Books: 113

**Weeding, Cataloging & Repairs:**

Books Sent to Repair: 60

CDs Sent to Repair: 1



Audiobooks Sent to Repair: 9

Most Wanted Titles Weeded: 37

Most Wanted Titles Added to the Circ Collection: 6

Other Books Weeded: 331

CDs Weeded: 3

Audiobooks Weeded: 5

Additional old travel & test books pulled: 2

Old Editions of New Books on Standing Orders Pulled: 14

Books Sent to be Relabeled, Cataloged, etc. : 30

Audiobooks Sent to be Relabeled, Cataloged, etc.: 6

CDs Sent to be Relabeled, Cataloged, etc.: 3

### **Special Projects:**

Continued the weeding project of computer books with Jessica Jolly. Kept 22 computer books that hadn't circled in a year. 159 were weeded.

### **Weeding Plan for Fiction:**

Missing: 86

Weeded: 1937

### **Weeding Plan for Duplicate Fiction:**

Weeded: 49

### **Weeding Plan for Oversized**

Weeded: 30

### **Weeding Plan for Cassette Tapes**

Weeded: 24

### **Weeding Plan for Paperback Fiction**

Missing: 360

Weeded: 61

### **Weeding Plan for World Languages**

Missing: 10

Weeded: 270

### **Electronic Resources (SelectReads):**

Total number of subscribers: 484

New subscribers this month: 0

Newsletters Sent: 371

### **Public Displays:**

First Floor Display: Olympics!

Second Floor Display Front: New Yorker Display  
Second Floor Display Back: Stranger Things

The Staff Picks table:  
8/1 – 8/15 – Russell J.  
8/15 – 8/31 – Don

**Misc:**

Betsy submitted piece for Evanston Roundtable on 8/17.

**Volunteer Services highlights from Mary Kling include:** This is a first for us. ALL the donated books have been sorted. Sheila and Priscilla.



**Upcoming events of note:**

Second Annual Storytelling Festival October 7 – 9. See brochures and information on website!

**Excerpts from Patron feedback:**

- From Brian Wilson: A father of a 3 year old boy who attends my Drop-in Preschool Storytime said that his son, who is Chinese and learning English, loves the storytime so much that he acts like he is a storyteller at home. He asked for puppets (puppets are a regular feature of the program) and for a special puppet box (I use a cauldron, and the boy wanted a cauldron) so he can tell stories. The father thanked me saying that his boy is usually shy but now with stories and puppets is coming out of his shell.
- Dear Ms. Lyons,

I just want to tell you about the wonderful service I received today from Edwardo Gomez in the Circulation Department.

I had been waiting expectantly for an interlibrary loan book which never arrived. He understood why I wanted the book and patiently went to great lengths to find out why it hadn't arrived.

The effort was very much appreciated.

Sincerely,

Isabel Naphin



# 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: October 14, 2016

## Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund bills lists, August Purchasing Card expense list, and the internal check list.

## Summary

### Payroll

August 22, 2016 through September 4, 2016	\$ 131,036.00
September 5, 2016 through September 18, 2016	\$ 133,880.83

### Library Fund Bills List

September 27, 2016	\$ 151,838.10
(includes August purchasing card expenses of \$7,498.45)	
October 11, 2016	\$ 39,063.77

### Internal Check List

September 23, 2016	\$ 235.20
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Attachments: Bills Lists, Purchasing Card List, Internal Check List

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 09.27.2016

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	60.47
65100 KIMBERLY A. KAUFMANN	MAKERKIDS PROGRAM SUPPLIES REIMBURSEMENT	66.28
65630 BAKER & TAYLOR	JUV PRINT	6,460.28
65630 BAKER & TAYLOR	JUV, ADULT, NS PRINT	1,282.55
65630 BAKER & TAYLOR	POLICE BOOKS	41.47
65641 BAKER & TAYLOR	JUV AV	198.47
65641 MIDWEST TAPE	JUV AV	56.97
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	125.25
4805 LIBRARY YOUTH SERVICES Total		<u>8,291.74</u>
4806 LIBRARY ADULT SERVICES		
62340 MIDWEST TAPE	DIGITAL AUDIOBOOKS	2,793.98
65100 BAKER & TAYLOR	COMMUNITY WORKS GRANT	430.91
65100 KAREN JARED	OPERA LECTURER	50.00
65630 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	246.29
65630 BAKER & TAYLOR	ADULT PRINT	11,576.93
65630 BAKER & TAYLOR	JUV, ADULT, NS PRINT	79.05
65630 CENTER POINT INC	ADULT PRINT	128.82
65630 INFORMATION TODAY INC	ADULT PRINT	334.03
65630 GALE RESEARCH INC.	ADULT PRINT	392.85
65630 THOMSON REUTERS (GRC), INC.	ADULT PRINT	81.00
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT MEMO	-63.00
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS	71.05
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	28.00
65641 MIDWEST TAPE	ADULT AV	2,588.09
65641 RECORDED BOOKS INC.	ADULT AV	555.13
4806 LIBRARY ADULT SERVICES Total		<u>19,293.13</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	179.00
4820 LIBRARY CIRCULATION Total		<u>179.00</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62225 CENTRAL RUG & CARPET CO.	SUPPLY AND INSTALL CARPET NORTH BRANCH	1,900.00
62375 ESSKAY DEVELOPMENT LLC	CAMS OCT 2016 RENT	3,451.88
64015 NICOR	NATURAL GAS	119.52
65630 BAKER & TAYLOR	ADULT PRINT	684.58
65630 BAKER & TAYLOR	JUV PRINT	384.50
65630 BAKER & TAYLOR	JUV, ADULT, NS PRINT	31.62
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>6,572.10</u>
4835 LIBRARY TECHNICAL SERVICES		
62341 SPRINT	PC EQUIPMENT	1,165.31
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	6,977.00
62341 COOPERATIVE COMPUTER SERVICES	OCLC SEPT 2016	1,175.00
4835 LIBRARY TECHNICAL SERVICES Total		<u>9,317.31</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	182.43
62225 METROPOLITAN INDUSTRIES INC.	POTABLE WATER PUMP	18,655.00
62225 SIEMENS INDUSTRY, INC.	RENEWAL OF SIEMENS BUILDING AUTOMATION SERVICE AGREEMENT	29,820.00
62225 NORTHSHORE UNIVERSTY HEALTH SYSTEM	HEALTH SCREENING	43.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,580.00
62225 CINTAS CORPORATION #769	MAT SERVICE	698.76
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	290.00
4840 LIBRARY MAINTENANCE Total		<u>57,269.19</u>
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX AUG 2016	123.00
62185 TRAUTMANN, LYNN	EVENT PHOTOGRAPHER	200.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185 MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION SERVICE	102.60
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	475.00
62185 WIGHT & COMPANY	ARCHITECTURAL SERVICES FOR MAIN LIBRARY RENOVATION	17,678.16
62205 EVANSTON ROUNDTABLE LLC	STORYTELLING FESTIVAL NEWSPAPER AD	351.00
62295 KAREN DANCZAK LYONS	ALA 2017 MIDWINTER REGISTRATION	275.00
62380 XEROX CORPORATION	COPYING SERVICE	67.20
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	76.02
65095 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	85.89
65095 OFFICE DEPOT	OFFICE SUPPLIES	51.69
65095 DLW STORYTELLER, INC.	SPEAKING FEE - STORYTELLING FESTIVAL	1,025.00

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 09.27.2016

65095 WELLS, MEGAN	SPEAKING FEE - STORYTELLING FESTIVAL	1,500.00
65095 GLOBAL COMMUNICATION	SPEAKING FEE - STORYTELLING FESTIVAL	811.00
65095 JIM MAY DBA NIPPERSINK STORIES, INC.	SPEAKING FEE - STORYTELLING FESTIVAL	750.00
65095 WHITEHAIR, SCOTT	SPEAKING FEE - STORYTELLING FESTIVAL	750.00
4845 LIBRARY ADMINISTRATION Total		<u>25,988.22</u>
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	167.89
65100 BAKER & TAYLOR	COMMUNITY WORKS GRANT	827.69
65630 BAKER & TAYLOR	ADULT PRINT	47.50
4850 LIBRARY GRANTS Total		<u>1,043.08</u>
<b>185 LIBRARY FUND Total</b>		<u><b>127,953.77</b></u>
<b>Grand Total</b>		<u><b>127,953.77</b></u>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 09.27.2016

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
VARIOUS	BANK OF AMERICA	PURCHASING CARD-AUGUST	7,498.45
VARIOUS	VARIOUS	CASUALTY LOSS	15,170.51
VARIOUS	TWIN EAGLE	NATURAL GAS -AUGUST, 2016	1,215.37
			<u>23,884.33</u>
		<b>GRAND TOTAL</b>	<b><u>151,838.10</u></b>

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 10.11.2016

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65630 BAKER & TAYLOR	ADULT AND JUV PRINT	603.52
65630 BAKER & TAYLOR	ADULT PRINT	733.59
65630 BAKER & TAYLOR	BOOK	167.14
65630 BAKER & TAYLOR	JUV PRINT	7,845.91
65630 BAKER & TAYLOR	SRP BOOK	21.55
65630 BAKER & TAYLOR	YA PROGRAMMING	48.39
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.90
65641 BAKER & TAYLOR	JUV AV	19.33
65641 MIDWEST TAPE	JUV AV	348.68
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	<u>150.00</u>
4805 LIBRARY YOUTH SERVICES Total		10,116.01
4806 LIBRARY ADULT SERVICES		
62341 ENCYCLOPAEDIA BRITANNICA INC.	ONLINE ENCYCLOPEDIA SUBSCRIPTION	6,075.00
62341 CONSUMER'S CHECKBOOK	ONLINE ACCESS CHECKBOOK	360.00
65100 DEMCO, INC.	LIBRARY SUPPLIES	147.60
65100 CHRISTINE O. CASEY	LYRIC OPERA LECTURE	50.00
65100 MIKE REED	JAZZ CONCERT PERFORMANCE	350.00
65630 BAKER & TAYLOR	ADULT AND JUV PRINT	78.54
65630 BAKER & TAYLOR	ADULT PRINT	8,852.47
65630 BAKER & TAYLOR	BOOK	15.26
65630 REGENT BOOK COMPANY INC	ADULT PRINT	16.06
65630 GALE RESEARCH INC.	ADULT AV	47.23
65630 GALE RESEARCH INC.	ADULT PRINT	225.66
65641 MIDWEST TAPE	ADULT AV	1,507.44
65641 RECORDED BOOKS INC.	ADULT AV	335.39
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	<u>495.00</u>
4806 LIBRARY ADULT SERVICES Total		18,555.65
4820 LIBRARY CIRCULATION		
65100 DIRECT PAPER SUPPLY	THERMAL RECEIPT PAPER	<u>534.80</u>
4820 LIBRARY CIRCULATION Total		534.80
4825 LIBRARY NEIGHBORHOOD SERVICES		
65630 BAKER & TAYLOR	ADULT AND JUV PRINT	31.64
65630 BAKER & TAYLOR	ADULT PRINT	312.12
65630 BAKER & TAYLOR	BOOK	45.75
65630 BAKER & TAYLOR	JUV PRINT	<u>758.75</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		1,148.26
4835 LIBRARY TECHNICAL SERVICES		
62340 BLACKBAUD INC.	CREDIT MEMO	-6,233.75
62340 BLACKBAUD INC.	FUNDRAISING SOFTWARE MIGRATION PREPARATION	900.00
62341 BLACKBAUD INC.	ANNUAL FUNDRAISING DATABASE SUBSCRIPTION	9,306.00
65100 DEMCO, INC.	BOOK TAPE	<u>131.32</u>
4835 LIBRARY TECHNICAL SERVICES Total		4,103.57
4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	349.38
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	<u>210.00</u>
4840 LIBRARY MAINTENANCE Total		559.38
4845 LIBRARY ADMINISTRATION		
62185 TRAUTMANN, LYNN	PHOTOGRAPHY SERVICE	200.00
62185 MINA MARIEN	CHROMECAMP INSTRUCTOR	120.00
62185 DAVID CHAN	GOOGLE APPS WORKSHOP TRAINING	120.00
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	325.00
62205 EVANSTON ROUNDTABLE LLC	ROUNDTABLE INSERTION	900.00
62210 GRACE PRINTING & MAILING	ROUNDTABLE INSERTION PRINTOUT	<u>1,240.00</u>



CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.11.2016

62295 MARLENE A. MEYER	MILEAGE REIMBURSEMENT BAKER AND TAYLOR VISIT	82.88
62295 MARLENE A. MEYER	MILEAGE REIMBURSEMENT LACONI CATALOGING WORKSHOP	35.84
62295 MARLENE A. MEYER	MILEAGE REIMBURSEMENT LACONI ROA WORKSHOP	52.64
62380 XEROX CORPORATION	COPYING SERVICE	491.65
65095 OFFICE DEPOT	OFFICE SUPPLIES	<u>334.40</u>
4845 LIBRARY ADMINISTRATION Total		3,902.41
4850 LIBRARY GRANTS		
65630 BAKER & TAYLOR	COMMUNITY WORKS GRANT	<u>143.69</u>
4850 LIBRARY GRANTS Total		143.69
<b>185 LIBRARY FUND Total</b>		<b><u>39,063.77</u></b>
<b>Grand Total</b>		<b><u>39,063.77</u></b>

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 10.11.2016

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

0.00

**GRAND TOTAL** 39,063.77

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  
August 27 through September 23, 2016

	Type	Date	Num	Name	Memo	Clr	Split	Amount
Aug 27 - Sep 23, 16	Check	09/23/2016	1392	Lake Villa District Library	MATERIAL REPLACEMENT CHARGES		185.48.4820.57515	-8.00
	Check	09/23/2016	1393	Glenview Public Library	ILL LOST ITEMS		185.48.4820.57515	-28.95
	Check	09/23/2016	1394	Michele Lowe	ROOM RESERVATION CANCELLATION		185.48.4845.57540	-30.00
	Check	09/23/2016	1395	IHLS-OCLC	ILL FEE MANAGEMENT LIBRARY		185.48.4820.57515	-18.25
	Check	09/23/2016	1396	Karen Ray	ROOM RESERVATION CANCELLATION		185.48.4845.57540	-60.00
	Check	09/23/2016	1397	Mike Dusa	ROOM RESERVATION CANCELLATION		185.48.4845.57540	-90.00
Aug 27 - Sep 23, 16								<u>-235.20</u>

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBK B644D9NH42	\$ 12.00	08/01/2016	62205 ADVERTISING	FACEBOOK AD
LIBRARY/ADMIN	UPS 1ZRE07130399507898	\$ 4.46	08/01/2016	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 19.20	08/01/2016	65050 BUILDING MAINTENANCE MATERIAL	20 1X3"X8' FURRING BOARDS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 248.30	08/01/2016	65050 BUILDING MAINTENANCE MATERIAL	4 ROLLS OF PLASTIC SHEETING, 2 ROLLS OF STRETCH WRAP, 2 ROLLS OF ROSIN PAPER
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 180.80	08/01/2016	65050 BUILDING MAINTENANCE MATERIAL	MAKITA 18V CIRCULAR SAW, LATEX GRIPPER GLOVES 4 PAIRS, METAL HANDLE, ANGLE BRACKET, 40 1X3"X8' FURRING STRIPS
LIBRARY/ADMIN	BLICK ART 800 447 1892	\$ 10.80	08/01/2016	65100 LIBRARY SUPPLIES	SUPPLIES FOR HARRY POTTER RELEASE PARTY CRAFTS
LIBRARY/ADMIN	DRI PRINTING SERVICES	\$ 50.74	08/02/2016	62210 PRINTING	CHILDREN'S SUPPLIES CARBONLESS FORMS
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	08/03/2016	62340 IS SUPPORT FEES	WEB HOSTING
LIBRARY/ADMIN	J C LICHT EVANSTON	\$ 25.23	08/03/2016	65050 BUILDING MAINTENANCE MATERIAL	5 5GALLON BUCKETS WITH LIDS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 54.82	08/04/2016	65040 JANITORIAL SUPPLIES	CUSTOM MATCH PAINT FOR CHILDREN'S RESTROOM, 3 PACK OF ROLLER COVERS (INCLUDING A RECEIPT FOR REFUND OF THE TAX CHARGED)
LIBRARY/ADMIN	UPS 000000RE0713316	\$ 35.70	08/05/2016	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 15.63	08/05/2016	65040 JANITORIAL SUPPLIES	THREAD LOCK, GLUE AND SCREWS FOR LOFT TABLE REPAIR
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 304.28	08/05/2016	65050 BUILDING MAINTENANCE MATERIAL	24 STEEL CASTERS FOR COMMUNITY ROOM CHAIR CARTS
LIBRARY/ADMIN	DISCOUNTMUGS.COM	\$ 380.34	08/05/2016	65100 LIBRARY SUPPLIES	MISSION IMPOSSIBLE MUGS
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.16	08/08/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET PROVIDER
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 35.57	08/08/2016	65100 LIBRARY SUPPLIES	MAKER KIDS IN THE PARK SUPPLIES
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 9.94	08/08/2016	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 3.99	08/09/2016	65100 LIBRARY SUPPLIES	MAKER KIDS IN THE PARK SUPPLIES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 3.49	08/10/2016	65040 JANITORIAL SUPPLIES	GLASS PLUS 32OZ FOR WINDOWS
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 114.22	08/11/2016	65050 BUILDING MAINTENANCE MATERIAL	8 CASTERS FOR COMMUNITY ROOM CHAIR CARTS
LIBRARY/ADMIN	EB TECHNICAL SERVICES	\$ 60.00	08/12/2016	62295 TRAINING & TRAVEL	BASIC CATALOGING BOOT CAMP REGISTRATION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 33.16	08/12/2016	65040 JANITORIAL SUPPLIES	LYSOL TOILET BOWL LIQUID 32OZ / MR CLEAN SUMMER CITRUS 128OZ / HDX 10G WASTE LINER CLEAR 25OCT /GLAD 13G 110CT ODOR SHIELD FRESH
LIBRARY/ADMIN	CONNEXION	\$ 47.00	08/12/2016	65050 BUILDING MAINTENANCE MATERIAL	CIRCUIT BREAKER FOR NORTH BRANCH RTU
LIBRARY/ADMIN	FEDEXOFFICE 00036053	\$ 32.52	08/12/2016	65050 BUILDING MAINTENANCE MATERIAL	NEW JUMP DRIVES FOR BUILDING ARCHIVES
LIBRARY/ADMIN	JEWEL #3428	\$ 17.36	08/12/2016	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN HARRY POTTER RELEASE PARTY AND TINKER TEENS GALLERY EVENT
LIBRARY/ADMIN	PODS #26	\$ 169.00	08/15/2016	65050 BUILDING MAINTENANCE MATERIAL	POD RENTAL TO STORE NORTH BRANCH ITEMS DURING CONSTRUCTION
LIBRARY/ADMIN	INTERNATIONAL TRANSACTION FEE	\$ 0.67	08/15/2016	65635 PERIODICALS	NEWSLETTER SUBSCRIPTION

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	RHS LONDON	\$ 67.21	08/15/2016	65635 PERIODICALS	NEWSLETTER SUBSCRIPTION
LIBRARY/ADMIN	USPS 16262202033309006	\$ 282.00	08/16/2016	62315 POSTAGE	US FLAG COIL/1 6 ROLLS POSTAGE STAMPS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 195.50	08/16/2016	65100 LIBRARY SUPPLIES	LABEL WITHDRAWN FOR DISCHARGED BOOKS
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 43.91	08/17/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 181.03	08/17/2016	65635 PERIODICALS	PERIODICALS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 134.16	08/18/2016	65095 OFFICE SUPPLIES	BOOK SALE POSTCARDS
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	08/22/2016	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET PROVIDER
LIBRARY/ADMIN	THE WEBSTAUANT STORE	\$ 39.02	08/22/2016	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	NY TIMES NATL SALES	\$ 192.34	08/22/2016	65635 PERIODICALS	PERIODICALS
LIBRARY/ADMIN	TARGET 00009274	\$ (201.02)	08/23/2016	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY/ADMIN	J C LICHT EVANSTON	\$ 20.99	08/24/2016	65040 JANITORIAL SUPPLIES	PRIMER FOR NORTH BRANCH WALLS
LIBRARY/ADMIN	EB DANGER IN THE STAC	\$ 25.00	08/24/2016	65050 BUILDING MAINTENANCE MATERIAL	WEBINAR ON LIBRARY SAFETY (APPROVED BY KDL)
LIBRARY/ADMIN	SURVEYMONKEY.COM	\$ 26.00	08/24/2016	65095 OFFICE SUPPLIES	SUBSCRIPTION
LIBRARY/ADMIN	J C LICHT EVANSTON	\$ 21.62	08/26/2016	65040 JANITORIAL SUPPLIES	QUART OF FERN GREEN PAINT FOR NORTH BRANCH
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 28.10	08/26/2016	65050 BUILDING MAINTENANCE MATERIAL	SCREWS AND BITS FOR NORTH BRANCH BAR
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE ASHLEY HAMERNIK
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE BEN REMSEN
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE BETSY BIRD
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE CONNIE HENEGHAN
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE JAN BOJDA
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE JENNIFER WASILEWSKI
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE JILL SCHACTER
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE JOSE MALDONADO
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE KIM KAUFMANN
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 150.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE MARTHA MEYER
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE RUSSELL JOHNSON
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE TIM LONGO

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	ILLINOIS LIBRARY ASSOC	\$ 200.00	08/29/2016	62295 TRAINING & TRAVEL	ILA CONFERENCE WYNN SHAWVER
LIBRARY/ADMIN	NYT TIMES E-BILLING	\$ 370.19	08/29/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	SUN TIMES CIRC	\$ 686.40	08/29/2016	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	DRI PRINTING SERVICES	\$ 117.32	08/30/2016	65100 LIBRARY SUPPLIES	PERIODICALS SLIPS
LIBRARY/ADMIN	PODS #26	\$ 69.00	08/31/2016	65050 BUILDING MAINTENANCE MATERIAL	POD RENTAL TO STORE ITEMS DURING NORTH BRANCH CONSTRUCTION
LIBRARY/ADMIN	GOTPRINT.COM	\$ 575.45	08/31/2016	65095 OFFICE SUPPLIES	STORYTELLING FEST PROGRAMS
	LIBRARY TOTAL	\$ 7,498.45			



# Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Administrative Services Update

Date: October 14, 2016

This memo provides an update on significant administrative activities.

## **Human Resources**

Kerry Littel began working as a Branch Assistant at CAMS on October 7<sup>th</sup>. Kerry also works as a Public Services Librarian at Harper Community College and has experience as a school librarian in Lake Forest and Skokie.

Joan Wedell began working as our Cataloger in Technical Services on October 10<sup>th</sup>. Joan recently worked as the Head of Technical Services at the Moody Bible Institute and has been a Lecturer in Spanish at the University of Wisconsin.

Julie Rand and Deborah Winarski will begin working as part-time Adult Services Librarians in on October 17<sup>th</sup>. Julie has worked as a public services librarian at the Skokie, Arlington Heights and Highland Park Public Libraries. Deb has worked as a librarian and computer trainer at the Park Ridge Public Library and was recently the Digital Products Supervisor at the American Theological Library Association.

## **Financial Resources**

The Library Fund financial report for the period ending September 30<sup>th</sup> is attached. Expenses are within budget.

A summary of the Endowment portfolio as of September 30<sup>th</sup> is attached. The FY2016 budgeted transfer of \$235,800 from the Endowment to the Library Fund was made in September.

**Facilities Management**

The parking garage renovations have been completed and the masonry work at the Main Library is substantially completed. John Devaney has done an exceptional job managing these projects.

Mitch Einhorn of Lush believes he has addressed the outstanding building, health and fire code issues and has re-submitted the revised construction documents to the City for permitting.





# Budget Performance Report

Fiscal Year to Date 09/30/16

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
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
52610	LIBRARY FINES & FEES	160,000.00	.00	160,000.00	11,825.48	.00	107,493.40	52,506.60	67	129,808.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,609.58	.00	8,457.64	3,542.36	70	11,225.58
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$172,000.00	\$0.00	\$172,000.00	\$13,435.06	\$0.00	\$115,951.04	\$56,048.96	67%	\$141,033.74
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	34.00
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$34.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	6,054,180.00	.00	6,054,180.00	68,805.03	.00	6,008,544.80	45,635.20	99	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	(2,400.33)	.00	55,159.87	(5,159.87)	110	82,106.25
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	46,059.30
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	57,417.53	36,759.47	61	93,107.50
56011	DONATIONS	87,500.00	.00	87,500.00	8,782.00	.00	38,827.40	48,672.60	44	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	222.37	(222.37)	+++	185.25
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	1.82	.00	56.43	(56.43)	+++	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	422.22	.00	3,596.49	(1,596.49)	180	2,683.47
57002	TRANSFER FROM ENDOWMENT	185,800.00	.00	185,800.00	.00	.00	.00	185,800.00	0	171,000.00
57526	LIBRARY BOOK SALE	63,000.00	.00	63,000.00	1,248.31	.00	34,267.40	28,732.60	54	65,334.39
57527	LIBRARY FUND FOR EXCELLENCE	185,000.00	.00	185,000.00	10.00	.00	27,344.42	157,655.58	15	187,017.13
57535	LIBRARY COPY MACH. CHG	15,500.00	.00	15,500.00	1,117.57	.00	12,198.09	3,301.91	79	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	1,365.00	.00	8,010.75	4,489.25	64	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	2,093.33	.00	14,656.31	10,643.69	58	24,699.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	1,500.00	18,500.00	8	.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$6,845,157.00	\$0.00	\$6,845,157.00	\$81,444.95	\$0.00	\$6,261,801.86	\$583,355.14	91%	\$6,534,653.67
Business Unit <b>4850 - LIBRARY GRANTS</b>										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	88,175.12
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	12,750.00	(12,750.00)	+++	.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,750.00	(\$12,750.00)	+++	\$88,175.12
Department <b>48 - LIBRARY</b> Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$94,880.01	\$0.00	\$6,390,502.90	\$626,654.10	91%	\$6,763,896.53
<b>REVENUE TOTALS</b>		\$7,017,157.00	\$0.00	\$7,017,157.00	\$94,880.01	\$0.00	\$6,390,502.90	\$626,654.10	91%	\$6,763,896.53
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61010	REGULAR PAY	465,530.00	.00	465,530.00	33,160.28	.00	313,895.44	151,634.56	67	115,590.33



# Budget Performance Report

Fiscal Year to Date 09/30/16

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
61012	LIBRARY SUBSTITUES	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	14,811.29	.00	137,406.28	52,929.72	72	211,274.60
61110	OVERTIME PAY	.00	.00	.00	.00	.00	407.68	(407.68)	+++	.00
61415	TERMINATION PAYOUTS	15,900.00	.00	15,900.00	.00	.00	859.10	15,040.90	5	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,010.83	(2,010.83)	+++	.00
61510	HEALTH INSURANCE	98,293.00	.00	98,293.00	5,961.36	.00	52,420.31	45,872.69	53	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	13.78	64.22	18	12.32
61710	IMRF	67,298.00	.00	67,298.00	4,804.76	.00	45,458.80	21,839.20	68	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	2,884.49	.00	27,919.80	11,983.20	70	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	674.57	.00	6,529.62	2,803.38	70	8,569.07
62185	CONSULTING SERVICES	14,300.00	.00	14,300.00	.00	.00	.00	14,300.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(1,164.79)
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	3,842.00	3,927.12	(7,769.12)	+++	4,023.99
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	210.95	689.05	23	592.89
65100	LIBRARY SUPPLIES	48,615.00	.00	48,615.00	716.19	3,433.93	28,533.51	16,647.56	66	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	15,365.53	.00	96,520.87	60,479.13	61	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	1,322.86	.00	12,632.31	20,567.69	38	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	1,264.92	.00	11,384.28	3,794.72	75	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,182,065.00	\$0.00	\$1,182,065.00	\$80,967.84	\$7,275.93	\$740,130.68	\$434,658.39	63%	\$698,499.04
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	37,028.93	.00	378,482.77	169,498.23	69	548,850.42
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	15,789.78	.00	151,975.54	62,962.46	71	209,295.48
61415	TERMINATION PAYOUTS	10,400.00	.00	10,400.00	.00	.00	23,286.31	(12,886.31)	224	5,184.02
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	4,382.89	(4,382.89)	+++	3,368.48
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	2,311.51	(2,311.51)	+++	.00
61510	HEALTH INSURANCE	84,225.00	.00	84,225.00	4,521.24	.00	43,696.79	40,528.21	52	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	2.57	.00	24.63	21.37	54	37.30
61710	IMRF	72,503.00	.00	72,503.00	4,984.26	.00	52,089.60	20,413.40	72	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	3,382.58	.00	35,330.08	12,081.92	75	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	791.11	.00	8,262.73	2,825.27	75	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	2,793.98	.00	58,203.88	(58,203.88)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	.00	37,782.02	43,772.40	87,845.58	48	133,407.36
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	122.63	777.37	14	371.25
65100	LIBRARY SUPPLIES	23,300.00	.00	23,300.00	1,274.07	940.89	8,828.49	13,530.62	42	7,090.35



# Budget Performance Report

Fiscal Year to Date 09/30/16

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
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	26,303.13	.00	185,791.17	121,108.83	61	258,885.23
65635	PERIODICALS	15,700.00	.00	15,700.00	16,796.53	.00	26,236.76	(10,536.76)	167	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	7,625.27	.00	44,236.13	47,163.87	48	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	1,727.08	.00	15,543.72	5,181.28	75	19,995.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	300.00	.00	600.00	(600.00)	+++	.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$123,320.53	\$38,722.91	\$1,083,178.03	\$500,217.06	69%	\$1,472,751.54
Business Unit 4808 - NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	.00	.00	.00	244.22	.00	3,038.28	(3,038.28)	+++	.00
61510	HEALTH INSURANCE	.00	.00	.00	53.60	.00	611.61	(611.61)	+++	.00
61710	IMRF	.00	.00	.00	25.30	.00	314.73	(314.73)	+++	.00
61725	SOCIAL SECURITY	.00	.00	.00	14.53	.00	182.39	(182.39)	+++	.00
61730	MEDICARE	.00	.00	.00	3.40	.00	42.65	(42.65)	+++	.00
Business Unit 4808 - NEIGHBORHOOD SERVICES Totals		\$0.00	\$0.00	\$0.00	\$341.05	\$0.00	\$4,189.66	(\$4,189.66)	+++	\$0.00
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	29,851.74	.00	163,161.34	28,066.66	85	196,030.02
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	23,515.32	.00	204,684.61	101,588.39	67	268,988.75
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	525.05	(525.05)	+++	10,900.51
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	569.80	.00	1,210.82	(1,210.82)	+++	.00
61510	HEALTH INSURANCE	42,818.00	.00	42,818.00	2,719.38	.00	24,484.21	18,333.79	57	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	4.77	62.23	7	.53
61710	IMRF	45,206.00	.00	45,206.00	3,085.01	.00	28,690.99	16,515.01	63	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	2,417.94	.00	22,228.70	8,436.30	72	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	565.47	.00	5,198.61	1,973.39	72	6,852.91
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	968.63	4,431.37	18	3,219.79
65100	LIBRARY SUPPLIES	2,410.00	.00	2,410.00	.00	855.68	5,620.60	(4,066.28)	269	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	1,114.17	.00	10,027.53	3,342.47	75	12,899.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	150.00	.00	300.00	(300.00)	+++	.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$63,989.36	\$855.68	\$467,105.86	\$187,447.46	71%	\$603,889.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	9,008.74	.00	90,114.00	(9,849.00)	112	119,479.18
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	10,096.76	.00	104,151.42	87,171.58	54	158,079.01
61415	TERMINATION PAYOUTS	14,200.00	.00	14,200.00	143.16	.00	167.19	14,032.81	1	1,981.95
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,351.87	(1,351.87)	+++	1,454.63
61510	HEALTH INSURANCE	21,085.00	.00	21,085.00	2,004.38	.00	18,390.16	2,694.84	87	25,039.78



# Budget Performance Report

Fiscal Year to Date 09/30/16

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
61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.81	5.19	14	1.94
61710	IMRF	25,933.00	.00	25,933.00	1,772.35	.00	18,488.40	7,444.60	71	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	1,171.53	.00	11,993.64	4,806.36	71	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	273.99	.00	2,804.88	1,124.12	71	4,003.55
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	1,900.00	.00	5,805.00	4,695.00	55	10,143.85
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	306.01	.00	2,035.64	964.36	68	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	3,451.88	.00	31,066.92	13,393.08	70	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	221.56	.00	1,735.75	1,164.25	60	2,859.09
65040	JANITORIAL SUPPLIES	.00	.00	.00	42.61	.00	88.65	(88.65)	+++	.00
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	165.48	(165.48)	+++	20.76
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	359.66	.00	1,559.01	3,840.99	29	804.85
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	2,087.58	.00	9,602.35	20,297.65	32	21,701.55
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	1,642.33	(142.33)	109	1,657.99
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	958.80	1,241.20	44	1,886.14
66025	TRANSFER TO DEBT SERVICE - ERI	3,093.00	.00	3,093.00	257.75	.00	2,319.75	773.25	75	2,984.04
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$459,394.00	\$0.00	\$459,394.00	\$33,098.04	\$0.00	\$304,442.05	\$154,951.95	66%	\$441,601.20
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	21,338.56	.00	202,570.27	73,007.73	74	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	3,755.76	.00	54,123.59	35,407.41	60	113,354.37
61415	TERMINATION PAYOUTS	3,900.00	.00	3,900.00	.00	.00	1,628.54	2,271.46	42	3,518.31
61510	HEALTH INSURANCE	36,126.00	.00	36,126.00	2,818.82	.00	27,066.71	9,059.29	75	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	4.77	81.23	6	6.25
61710	IMRF	38,968.00	.00	38,968.00	2,630.86	.00	26,503.76	12,464.24	68	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	1,542.07	.00	15,898.44	6,512.56	71	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	360.64	.00	3,718.20	1,522.80	71	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	99.00	.00	27,148.32	9,821.68	73	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	18,747.61	42,110.37	101,225.17	(29,635.54)	126	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	295.94	.00	5,008.36	7,991.64	39	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	.00	4,515.66	5,901.43	38,802.91	21	16,602.99
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	19.97	(19.97)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	718.42	.00	6,465.78	2,155.22	75	8,318.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	300.00	.00	600.00	(600.00)	+++	.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$693,352.00	\$0.00	\$693,352.00	\$52,608.21	\$46,626.03	\$477,883.31	\$168,842.66	76%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	14,276.60	.00	133,648.66	118,996.34	53	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	11,052.53	.00	114,214.81	(16,036.81)	116	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	1,331.58	.00	9,971.25	(671.25)	107	9,421.09



# Budget Performance Report

Fiscal Year to Date 09/30/16

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
61415	TERMINATION PAYOUTS	8,200.00	.00	8,200.00	.00	.00	101.91	8,098.09	1	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	987.15	(987.15)	+++	805.60
61510	HEALTH INSURANCE	71,397.00	.00	71,397.00	5,242.74	.00	44,512.79	26,884.21	62	57,120.17
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	464.86	.00	1,971.92	(771.92)	164	2,552.03
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	620.00	.00	100	620.00
61710	IMRF	37,615.00	.00	37,615.00	2,762.06	.00	26,824.54	10,790.46	71	34,878.24
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	1,617.06	.00	15,792.53	5,420.47	74	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	378.18	.00	3,693.43	1,267.57	74	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	69,149.78	47,140.00	164,133.92	8,483.08	96	211,056.92
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	2.54	6,726.00	15.24	5,258.76	56	11,718.03
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	33.59	1,266.41	3	109.51
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	4,079.97	1,360.03	75	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	395.25	.00	3,557.25	1,185.75	75	1,700.04
62315	POSTAGE	.00	.00	.00	.00	.00	531.71	(531.71)	+++	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	1,711.91	.00	16,246.52	14,253.48	53	26,413.01
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	998.88	.00	9,088.08	2,911.92	76	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	2,690.15	.00	17,423.68	14,576.32	54	58,264.19
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	50.00	(50.00)	+++	(288.86)
65503	FURNITURE / FIXTURES / EQUIPMENT	7,500.00	.00	7,500.00	155.91	.00	245.85	7,254.15	3	30,810.93
66025	TRANSFER TO DEBT SERVICE - ERI	5,440.00	.00	5,440.00	453.33	.00	4,079.97	1,360.03	75	5,247.96
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		\$838,251.00	\$0.00	\$838,251.00	\$113,136.69	\$53,866.00	\$571,824.77	\$212,560.23	75%	\$809,118.63
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	550,338.00	.00	550,338.00	53,209.29	.00	438,208.96	112,129.04	80	876,532.14
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	6,730.66	.00	59,820.38	28,444.62	68	64,639.50
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	.00	.00	1,836.93	(1,836.93)	+++	.00
61510	HEALTH INSURANCE	108,373.00	.00	108,373.00	9,475.26	.00	82,219.58	26,153.42	76	535,732.05
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	5,400.00	1,800.00	75	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	900.00	300.00	75	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	5,121.99	.00	50,729.34	17,002.66	75	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	3,003.05	.00	29,814.22	9,343.78	76	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	702.32	.00	6,972.69	2,184.31	76	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	41,147.15	104,222.92	73,751.45	(6,974.37)	104	26,157.92
62210	PRINTING	6,000.00	.00	6,000.00	50.74	4.49	5,545.22	450.29	92	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.00	1,554.24	345.76	82	2,624.46



# Budget Performance Report

Fiscal Year to Date 09/30/16

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
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	2,685.00	.00	27,995.40	14,029.60	67	17,940.51
62315	POSTAGE	5,500.00	.00	5,500.00	322.16	.00	2,716.10	2,783.90	49	3,693.08
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	2,500.00	1,737.14	(2,232.14)	211	1,017.00
62380	COPY MACHINE CHARGES	12,881.00	.00	12,881.00	205.95	.00	893.67	11,987.33	7	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	487.13	512.87	49	400.73
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	394.91	.00	4,262.92	(262.92)	107	5,700.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	152.04	.00	913.08	1,086.92	46	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	6,522.73	5,659.91	46,897.56	45,212.53	54	48,305.97
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	10.00	(10.00)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	13,661.00	.00	13,661.00	1,138.42	.00	10,245.78	3,415.22	75	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	20,833.33	.00	187,499.97	62,500.03	75	249,999.96
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,505,153.00	\$0.00	\$1,505,153.00	\$152,395.00	\$112,387.32	\$1,040,411.76	\$352,353.92	77%	\$1,978,444.07
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	4,325.94	.00	22,281.41	(12,281.41)	223	51,355.62
65630	LIBRARY BOOKS	.00	.00	.00	47.50	.00	352.66	(352.66)	+++	7,258.10
Business Unit 4850 - LIBRARY GRANTS Totals		\$20,000.00	\$0.00	\$20,000.00	\$4,373.44	\$0.00	\$22,634.07	(\$2,634.07)	113%	\$63,981.81
Department 48 - LIBRARY Totals		\$6,975,742.00	\$0.00	\$6,975,742.00	\$624,230.16	\$259,733.87	\$4,711,800.19	\$2,004,207.94	71%	\$6,650,493.71
<b>EXPENSE TOTALS</b>		\$6,975,742.00	\$0.00	\$6,975,742.00	\$624,230.16	\$259,733.87	\$4,711,800.19	\$2,004,207.94	71%	\$6,650,493.71
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	94,880.01	.00	6,390,502.90	626,654.10	91	6,763,896.53
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	624,230.16	259,733.87	4,711,800.19	2,004,207.94	71	6,650,493.71
Fund 185 - LIBRARY FUND Totals		\$41,415.00	\$0.00	\$41,415.00	(\$529,350.15)	(\$259,733.87)	\$1,678,702.71	(\$1,377,553.84)		\$113,402.82
Grand Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	94,880.01	.00	6,390,502.90	626,654.10	91	6,763,896.53
EXPENSE TOTALS		6,975,742.00	.00	6,975,742.00	624,230.16	259,733.87	4,711,800.19	2,004,207.94	71	6,650,493.71
Grand Totals		\$41,415.00	\$0.00	\$41,415.00	(\$529,350.15)	(\$259,733.87)	\$1,678,702.71	(\$1,377,553.84)		\$113,402.82

Endowment for the Evanston Public Library  
Holdings as of September 30, 2016

	Symbol	Shares/Quantity	Price	Value as of 9/30/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6882.528	\$200.21	\$1,377,950.93	36.2%		
Vanguard Small-Cap Index Fund	VSMAX	3665.146	\$58.55	\$214,594.30	5.6%		
Vanguard REIT Index Fund	VGSLX	1702.731	\$122.98	\$209,401.86	5.5%		
Vanguard Total International Stock Index Fund	VTIAX	13540.688	\$25.33	\$342,985.63	9.0%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6421.086	\$31.12	\$199,824.20	5.3%	61.7%	
Vanguard Federal Money Market Fund	VMFXX	328542.350	\$1.00	\$328,542.35	8.6%	8.6%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$119.165	\$152,141.53	4.0%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$117.454	\$142,416.49	3.7%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$133.039	\$148,132.27	3.9%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$103.033	\$164,602.94	4.3%	16.0%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25843.651	\$10.78	\$278,594.56	7.3%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$103.261	\$46,467.45	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$104.333	\$46,949.85	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$105.652	\$47,543.40	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$105.193	\$43,129.13	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$107.398	\$10,739.80	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$112.837	\$48,519.91	1.3%	13.7%
				\$3,802,536.59		100.0%	

Cash Equivalents	8.6%
US Treasury Inflation Protected Securities	16.0%
Corporate Bonds	13.7%
Domestic Equities	47.4%
International Equities	14.3%
	100.0%



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director  
Renee Neumeier, Teen Services Librarian

Subject: 3D Printing for Teens

Date: October 12, 2016

Recommended Action:

Staff recommends approval of a charge for printing 3D items (details below).

Summary:

For the past four years Evanston teens have been making 3D prints at the Library, whether as part of a teen program or on a drop-in basis. Given the increasing demand for 3D printing, staff thinks it is important to adopt a service model to handle requests outside of our programming in order to provide teens more access and consistency with what can be printed and when.

The Loft has three 3D printers and on average Teen Services staff handles about five prints per week. During the summer or after large promotions, staff manages 15-20 prints per week. 75% of teens wanting to print something have never used a 3D printer or 3D design software before. To instruct a teen how to use 3D design software, create a successful object to print and then to print that object takes an average of 4 hours, which includes constant monitoring, staff showing teens how to use the software and then checking in on them through the process. The average print lasts an hour and each print uses approximately 20 minutes of staff time from setup to finish. The average cost of a print including supplies and staff time is \$8.17.

The service model Teen Services is proposing is an online request system. To request a 3D print, teens would go to the Library website's teen page and fill out an online request form that would be sent to the Teen Services staff. Printing files would need to be 500 MB or less. Teen Services staff would download the file to our drive, and then add the teen's information to our printing queue. Teen Services staff would check and print from the queue. Once a teen's print was completed then staff would notify the teen by email or phone.



## Agenda Item 7.B

3D printing is already in high demand with teens and providing a service that would allow teens to submit prints at any time would increase the demand. In order to balance accessibility and staff time we propose that teens can submit two objects per month to be printed for free. After the two free prints, teens would be charged a \$1.00 minimum fee and then 10 cents for every gram of print filament above 10 grams. The average print weighs 25 grams. Print projects created as part of a Library program would remain free.

We want teens to have access to explore 3D printing and want to encourage them to design their own objects to print, but we feel that there is value in a teen being able to consciously consider the cost of his/her design. 3D printers are an important tool that we can begin to utilize to teach teens that 3D printers can be much more than vehicles of fun. Our 3D printers have been used for tool production, prototyping and as a way to build objects that fix problems in everyday life such as playground equipment models, camera lens and phone covers, or docking stations.

In order to accommodate teens who have never printed or designed before the 3D printing page will have resources they can use on their own and in 2017 we'll offer monthly 3D Design and Printing basics programs for teens.

Evanston Public Library  
 FY2017 Proposed Budget

Agenda Item 10.B

14-Oct-16

Library Fund # 185

		FY2016	FY2017	Change
	Library Division	Approved Budget	Proposed Budget	from 2016
185.48.4805	Youth Services	\$1,198,465	\$1,242,128	3.64%
185.48.4806	Adult Services	\$1,622,118	\$1,717,372	5.87%
185.48.4820	Circulation	\$655,409	\$636,277	-2.92%
185.48.4825	Neighborhood Services	\$459,394	\$486,003	5.79%
185.48.4835	Technical Services	\$693,352	\$762,478	9.97%
185.48.4840	Maintenance	\$838,251	\$820,650	-2.10%
185.48.4845	Administration	\$1,510,153	\$1,535,337	1.67%
185.48.4850	Library Grants	\$20,000	\$50,000	150.00%
		\$6,997,142	\$7,250,246	3.62%

**Youth Services 185.48.4805**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
185.48.4805.61010	Regular Pay	\$465,530	\$479,016
185.48.4805.61012	Library Substitutes	\$6,500	\$8,000
185.48.4805.61050	Permanent Part-Time Pay	\$190,336	\$228,226
185.48.4805.61055	Temporary Employees	\$16,400	\$10,600
185.48.4805.61415	Termination Payouts	\$15,900	\$12,750
185.48.4805.61510	Health Insurance	\$98,293	\$90,725
185.48.4805.61615	Life Insurance	\$78	\$18
185.48.4805.61710	IMRF Pension	\$67,298	\$70,198
185.48.4805.61725	Social Security	\$39,903	\$43,690
185.48.4805.61730	Medicare	\$9,333	\$10,219
185.48.4805.62185	Consulting Services	\$14,300	\$13,700
185.48.4805.62506	Work-Study Students	\$900	\$900
185.48.4805.65100	Library Supplies	\$48,615	\$48,700
185.48.4805.65503	Furniture, Fixtures and Equipment	\$15,600	\$400
185.48.4805.65628	Library Electronic Resources	\$3,600	\$4,100
185.48.4805.65630	Library Books	\$157,000	\$171,400
185.48.4805.65635	Periodicals	\$500	\$500
185.48.4805.65641	Audio Visual Collection	\$33,200	\$33,200
185.48.4805.66025	Early Retirement Incentive Debt	\$15,179	\$15,786
		\$1,198,465	\$1,242,128

Evanston Public Library  
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**Adult Services 185.48.4806**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
185.48.4806.61010	Regular Pay	\$547,981	\$561,745
185.48.4806.61012	Library Substitutes	\$4,000	\$4,000
185.48.4806.61050	Permanent Part-Time Pay	\$214,938	\$244,210
185.48.4806.61415	Termination Payouts	\$10,400	\$14,750
185.48.4806.61510	Health Insurance	\$84,225	\$74,778
185.48.4806.61615	Life Insurance	\$46	\$29
185.48.4806.61710	IMRF Pension	\$72,503	\$76,937
185.48.4806.61725	Social Security	\$47,412	\$48,238
185.48.4806.61730	Medicare	\$11,088	\$11,282
185.48.4806.62506	Work-Study Students	\$900	\$900
185.48.4806.65100	Library Supplies	\$23,300	\$25,550
185.48.4806.65503	Furniture, Fixtures and Equipment	\$1,200	\$0
185.48.4806.65628	Library Electronic Resources	\$169,400	\$209,400
185.48.4806.65630	Library Books	\$306,900	\$316,900
185.48.4806.65635	Periodicals	\$15,700	\$15,700
185.48.4806.65641	Audio Visual Collection	\$91,400	\$91,400
185.48.4806.66025	Early Retirement Incentive Debt	\$20,725	\$21,554
		\$1,622,118	\$1,717,372

**Circulation 185.48.4820**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
185.48.4820.61010	Regular Pay	\$191,228	\$173,862
185.48.4820.61012	Library Substitutes	\$3,200	\$3,200
185.48.4820.61050	Permanent Part-Time Pay	\$306,273	\$321,477
185.48.4820.61510	Health Insurance	\$42,818	\$37,997
185.48.4820.61615	Life Insurance	\$67	\$6
185.48.4820.61710	IMRF Pension	\$45,206	\$38,590
185.48.4820.61725	Social Security	\$30,665	\$30,505
185.48.4820.61730	Medicare	\$7,172	\$7,134
185.48.4820.62506	Work-Study Students	\$5,400	\$5,400
185.48.4820.65100	Library Supplies	\$2,410	\$4,200
185.48.4820.65503	Furniture, Fixtures and Equipment	\$7,600	\$0
185.48.4820.66025	Early Retirement Incentive Debt	\$13,370	\$13,905
		\$655,409	\$636,277

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**Neighborhood Services 185.48.4825**

Account Number	Account Name	FY2016 Approved Budget	FY2017 Proposed Budget
185.48.4825.61010	Regular Pay	\$80,265	\$126,301
185.48.4825.61012	Library Substitutes	\$2,000	\$2,000
185.48.4825.61050	Permanent Part-Time Pay	\$191,323	\$154,623
185.48.4825.61415	Termination Payouts	\$14,200	\$11,350
185.48.4825.61510	Health Insurance	\$21,085	\$36,748
185.48.4825.61615	Life Insurance	\$6	\$1
185.48.4825.61710	IMRF Pension	\$25,933	\$26,470
185.48.4825.61725	Social Security	\$16,800	\$17,631
185.48.4825.61730	Medicare	\$3,929	\$4,124
185.48.4825.62225	Building Maintenance Services	\$10,500	\$4,000
185.48.4825.62341	Internet Solution Providers	\$3,000	\$6,400
185.48.4825.62375	Rent	\$44,460	\$46,238
185.48.4825.64015	Natural Gas	\$2,900	\$2,900
185.48.4825.65100	Library Supplies	\$5,400	\$5,400
185.48.4825.65503	Furniture, Fixtures and Equipment	\$900	\$5,000
185.48.4825.65630	Library Books	\$29,900	\$29,900
185.48.4825.65635	Periodicals	\$1,500	\$1,500
185.48.4825.65641	Audio Visual Collection	\$2,200	\$2,200
185.48.4825.66025	Early Retirement Incentive Debt	\$3,093	\$3,217
		\$459,394	\$486,003

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**Technical Services 48.4835**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
185.48.4835.61010	Regular Pay	\$275,578	\$282,067
185.48.4835.61050	Permanent Part-Time Pay	\$89,531	\$110,480
185.48.4835.61415	Termination Payouts	\$3,900	\$5,000
185.48.4835.61510	Health Insurance	\$36,126	\$40,687
185.48.4835.61615	Life Insurance	\$86	\$6
185.48.4835.61710	IMRF Pension	\$38,968	\$41,015
185.48.4835.61725	Social Security	\$22,411	\$24,546
185.48.4835.61730	Medicare	\$5,241	\$5,741
185.48.4835.62340	Computer Licenses and Support	\$36,970	\$46,300
185.48.4835.62341	Internet Service Providers	\$0	\$22,100
185.48.4835.65100	Library Supplies	\$13,000	\$10,000
185.48.4835.65555	Personal Computer Equipment	\$49,220	\$51,870
185.48.4835.65628	Library Electronic Resources	\$113,700	\$113,700
185.48.4835.66025	Early Retirement Incentive Debt	\$8,621	\$8,966
		\$693,352	\$762,478

**Maintenance 48.4840**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
185.48.4840.61010	Regular Pay	\$252,644	\$254,331
185.48.4840.61050	Permanent Part-Time Pay	\$98,178	\$96,557
185.48.4840.61110	AFSCME Overtime Pay	\$9,300	\$7,000
185.48.4840.61415	Termination Payouts	\$8,200	\$7,550
185.48.4840.61510	Health Insurance	\$71,397	\$80,980
185.48.4840.61615	Life Insurance	\$82	\$0
185.48.4840.61626	Cell Phone Allowance	\$1,200	\$1,100
185.48.4840.61630	Shoe Allowance	\$620	\$620
185.48.4840.61710	IMRF Pension	\$37,615	\$35,260
185.48.4840.61725	Social Security	\$21,213	\$21,209
185.48.4840.61730	Medicare	\$4,961	\$4,960
185.48.4840.62225	Building Maintenance Services	\$219,757	\$208,700
185.48.4840.62235	Office Equipment Maintenance	\$12,000	\$12,000
185.48.4840.62245	Other Equipment Maintenance	\$1,300	\$1,300
185.48.4840.62305	Vehicle Maintenance	\$5,441	\$5,440
185.48.4840.62309	Vehicle Replacement	\$4,743	\$4,885
185.48.4840.64015	Natural Gas Chargeback	\$30,500	\$27,000
185.48.4840.64505	Telecommunications	\$2,160	\$2,200
185.48.4840.65040	Janitorial Supplies	\$12,000	\$12,000
185.48.4840.65050	Building Maintenance Materials	\$32,000	\$32,000
185.48.4840.65503	Furniture, Fixtures and Equipment	\$7,500	\$0
185.48.4840.66025	Early Retirement Incentive Debt	\$5,440	\$5,558
		\$838,251	\$820,650

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**Administration 48.4845**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
185.48.4845.61010	Regular Pay	\$550,338	\$581,803
185.48.4845.61050	Permanent Part-Time Pay	\$88,265	\$101,088
185.48.4845.61415	Termination Payouts	\$18,200	\$16,150
185.48.4845.61510	Health Insurance	\$108,373	\$138,518
185.48.4845.61615	Life Insurance	\$288	\$0
185.48.4845.61625	Automobile Allowance	\$7,200	\$7,200
185.48.4845.61626	Cell Phone Allowance	\$1,200	\$1,200
185.48.4845.61710	IMRF Pension	\$67,732	\$67,316
185.48.4845.61725	Social Security	\$39,158	\$37,906
185.48.4845.61730	Medicare	\$9,157	\$9,550
185.48.4845.62185	Consulting Services	\$171,000	\$118,000
185.48.4845.62205	Advertising	\$5,000	\$8,000
185.48.4845.62210	Printing	\$6,000	\$8,000
185.48.4845.62275	Postage Chargeback	\$1,900	\$2,600
185.48.4845.62290	Tuition Reimbursement	\$5,000	\$5,000
185.48.4845.62295	Training & Travel	\$42,025	\$42,000
185.48.4845.62315	Postage	\$5,500	\$4,500
185.48.4845.62360	Membership Dues	\$2,005	\$2,100
185.48.4845.62380	Copy Machine Chargebacks	\$12,881	\$12,900
185.48.4845.42431	Armored Car Services	\$500	\$0
185.48.4845.62506	Work-Study Students	\$1,000	\$1,500
185.48.4845.62705	Bank Service Charges	\$4,000	\$5,700
185.48.4845.64540	Telecommunications - wireless	\$2,000	\$2,000
185.48.4845.65095	Office Supplies	\$97,770	\$98,100
185.48.4845.66025	Early Retirement Incentive Debt	\$13,661	\$14,207
185.48.4845.66131	Transfer to General Fund	\$250,000	\$250,000
		\$1,510,153	\$1,535,337

**Library Grants 48.4850**

Account Number	Account Name	FY2016	FY2017
		Approved Budget	Proposed Budget
4850.61012	Library Substitutes	\$0	\$0
4850.61050	Permanent Part-Time Pay	\$0	\$0
4850.62185	Consulting Services	\$10,000	\$10,000
4850.65100	Library Supplies	\$10,000	\$10,000
4850.65125	Other Commodities	\$0	\$30,000
		\$20,000	\$50,000
	Total	\$6,997,142	\$7,250,246



# Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Preliminary Tax Levy Estimate

Date: October 14, 2016

For your information, this memo provides the Evanston Public Library's preliminary property tax estimate for FY2017:

- The corporate and special purpose property taxes extended or abated for tax year 2015 (FY2016) were \$6,177,735.
- The proposed corporate and special purpose property taxes to be levied for tax year 2016 (FY2017) are \$6,412,610. This represents a 3.80% increase over the previous year.
- The property taxes extended for debt service and public building commission leases for tax year 2015 were \$393,409.
- The estimated property taxes to be levied for debt service and public building commission leases for tax year 2016 are \$345,955. This represents a 12.06% decrease over the previous year.
- The total property taxes extended or abated for tax year 2015 were \$6,571,144.
- The estimated total property taxes to be levied for tax year 2016 are \$6,758,565. This represents a 2.85% increase over the previous year.

The tax information above was published in the Library's Truth in Taxation Notice.



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Approval of Lease Renewal with National Able Network  
Date: October 12, 2016

Recommended Action:

Staff recommends approval of the annual lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site. The monthly lease is in the amount of \$1,540 for the one-year period beginning July 1, 2016. This is a 2% rent increase.

On June 15<sup>th</sup> the Library Board approved a month-to-month lease extension at the above rate while National Able was in the process of reapplying for their grant funds with the State of Illinois. This funding has been approved by the State.

A copy of the proposed lease is attached.



## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 15th day of October, 2016, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

### RECITALS

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

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

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

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

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

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

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

(+/- 870 sq/ft)

- (d) Commencement Date: July 1, 2016
- (e) Lease Term: July 1, 2016 – June 30, 2017
- (f) Base Rent: \$18,480.00 for the One Year Term; (\$1,540.00/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties

following the execution of this Lease and approved by Landlord.

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. DEFAULT REMEDIES.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Evanston, IL 60201  
Fax: 847-866-0313

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

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

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

**NATIONAL ABLE NETWORK, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: President

Its: President and CEO

Print Name: Michael M. Tannen

Print Name: Grace Powers