



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, NOVEMBER 16, 2016

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, November 16, 2016

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of September 21, 2016 and October 19, 2016 Regular Meetings
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Proclamation
- B. Robert Crown Branch Library Project Update
- C. Main Library Interior Renovation Update (Presentation by Wight)

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Paul Gottschalk)
- B. Circulation Policy Review (Jose Maldonado)

7. BOARD REPORTS

- A. Development Committee (Margaret Lurie and Shawn Iles)

8. BOARD DEVELOPMENT

9. UNFINISHED BUSINESS

- A. Approval of FY2017 Library Revenue Budget

10. NEW BUSINESS

- A. Approval of Resolution 2016-R1 – providing for the budget and setting the annual tax levy for FY2017
- B. Approval of the 2017 Board Meeting Schedule (Karen Danczak Lyons)
- C. Approval of the 2017 Library Closing Schedule (Karen Danczak Lyons)
- D. Review 2017 Per Capita Grant Application Requirements (Karen Danczak Lyons)
- E. Approval of Resolution for Change in Signatories on Vanguard Account (Endowment)

11. ADJOURNMENT

Next Meeting: December 21, 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 ON PROPOSED BUDGET - In accordance with the Illinois Compiled Statutes and the Evanston City Code, this hearing was convened to offer the opportunity for public comment on the FY2017 proposed Library Budget. No citizens were present to comment.

While Truth in Taxation hearings are often perfunctory, this year, the Board took the opportunity to tell the public about EPL's vital role as our social safety net continues to shred, hastened in part by gridlock and dysfunction at the state and federal levels. Laura Antolin, Connie Heneghan, Renee Neumeier, and Jill Skwerski gave eloquent and informative testimony about the dizzying array of programs EPL offers to our community and how EPL has striven to embed itself throughout Evanston. They also highlighted the partnerships we have formed to bring library and social services to everyone, including the least among us.

Trustees commented that EPL's budget for next year reflects these priorities. EPL plans to hire a social worker to work at the main and CAMS. EPL plans to get a van to deliver library services to all parts of Evanston. EPL plans to increase the number of Wi-Fi hotspots from 35 to 50. Trustees also commented that the proposed budget seeks to have equity as a touchstone and our goal.

CONSENT AGENDA – Vaishali Patel motioned to approve the consent agenda consisting of the minutes of the August 17, 2016 and September 7, 2016 meetings, 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 2nd Annual Storytelling Festival.
- B. Robert Crown Branch Library Update** –Michael Happ, fundraising consultant from CCS, 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 PowerPoint and handout outlining the first draft of the EPL's Strategic Plan (copy attached to these minutes). 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 2nd 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.

FINAL DRAFT

Mission

Evanston Public Library aims to be the heart of our diverse community by promoting the development of independent, self-confident and literate citizens, and providing equitable access to cultural, intellectual, technological, and information resources.

Vision Statement

The Evanston Public Library Board of Trustees envisions a community in which the Library engages all residents in reaching their aspirations. The Library's staff, collections, programs, technology and leadership help ensure that:

- All Evanston residents of every background and ability have the opportunity to enjoy an intellectually and culturally rich life
- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy
- Our community celebrates, appreciates and supports its diversity in all of its forms
- Those in need can find assistance and information with ease
- Every resident experiences the pleasure of reading and the joy of lifelong learning

The Evanston Public Library endorses and embraces the American Library Association's Equity of Access Statement:

Equity of Access

Equity of access means that all people have the information they need - regardless of age, education, ethnicity, language, income, physical limitations or geographic barriers. It means they are able to obtain information in a variety of formats - electronic, as well as print. It also means they are free to exercise their right to know without fear of censorship or reprisal.

- [Digital Divide](#)
- [Internet, Technology & Telecommunications](#)

In addition to these efforts supporting equity of access, ALA also actively prioritizes access to information

<http://www.ala.org/advocacy/access/equityofaccess>

The Evanston Public Library supports the American Library Association's Library Bill of Rights. For more information, please follow this link:

<http://www.ala.org/advocacy/intfreedom/librarybill>

2016-2019 Strategic Planning Goals

Service Initiatives

Access: Provide all Evanston residents equitable access to the resources, spaces and information needed to support and nurture their educational, entertainment and cultural needs.

Engagement: Engage a diverse community of patrons by providing programs, spaces and services that reach them where they naturally gather, and that are focused on helping them reach their aspirations.

Learning and Literacy: Bolster learning and literacy in all its forms to bridge the achievement gap and support learning for community members of all ages through the creation of programs, services, collections, partnerships with other organizations, and participation in community-wide initiatives.

Innovation: Stimulate and promote a culture of innovation and exploration through the Library's programs, spaces, and collections .

Internal Initiatives

Fundraising and Human Resources: Acquire the diverse human and financial resources needed to efficiently achieve and sustain the mission and goals of the Library.

Library and Board Governance: Advance the capacity of the Library Board to successfully and transparently fulfill its statutory role, commitments and fiduciary responsibilities.

**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 6-8th 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 26th, 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.

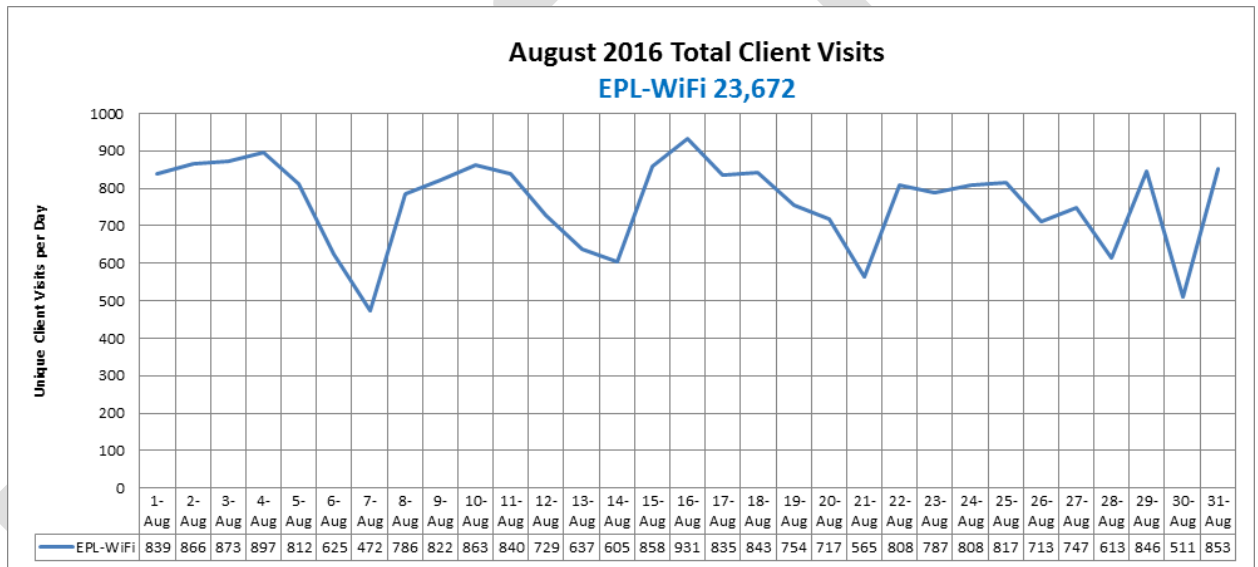
Because of these and many other activities, Lesley Williams truly embodies the Spirit of Open Communities.

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	
1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	TOTALS
16	12	15	13	16	72
8-Aug	9-Aug	10-Aug	11-Aug	12-Aug	
16	10	8	15	14	63
15-Aug	16-Aug	17-Aug	18-Aug	19-Aug	
14	15	22	11	9	71
22-Aug	23-Aug	24-Aug	25-Aug	26-Aug	
15	13	12	11	12	63
29-Aug	30-Aug	31-Aug			
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 26th 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:	21	(20 kids, 1 adult)	
Fleetwood:	24	(22 kids, 2 adults)	4 books
Mason:	35	(29 kids, 6 adults)	6 books
James:	9	(5 kids, 4 adults)	

CD Spinners:

Robert Crown:	11	(10 kids, 1 adult)	
Fleetwood:	26	(25 kids, 1 adult)	7 books
Mason:	18	(11 kids, 7 adults)	10 books
James:	14	(10 kids, 4 adults)	3 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 8th 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 5th 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 4th 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 2nd 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.











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



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

Wednesday, October 19, 2016
5:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Socorro Clarke, Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel, Sandra Smith, Michael Tannen

Members Absent: Tori Foreman, Benjamin Schapiro

Staff: Paul Gottschalk, Karen Danczak Lyons, Renee Neumeier, Jessica Ticus

Guests: Jonah Dylan, reporter from *The Daily Northwestern*

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 5:40 pm.

CITIZEN COMMENT – none

PUBLIC HEARING: Truth in Taxation Hearing for the 2016 Property Tax Levy for the Evanston Public Library – President Tannen convened the public hearing on the 2016 Property Tax Levy in accordance with the Illinois Compiled Statutes and the Evanston City Code. The purpose was to allow for public input on the proposed Levy, which was included in the agenda packet for the meeting and can be found on the Library's website. No citizens were present to comment. The meeting was adjourned at 5:45 pm.

CONSENT AGENDA – Sandra Smith motioned to approve Bills and Payroll. Seconded by Socorro Clarke and approved on a voice vote.

INFORMATION/COMMUNICATIONS

A. Robert Crown Branch Library Update – Karen Danczak Lyons reported 19 architectural firms responded to the call for proposals. The field will be narrowed to five firms for the next meeting with the architectural team on November 14.

B. Strategic Planning Committee Update – Karen Danczak Lyons reported she is working with Library staff to post the plan on a website page to seek public feedback. A letter to the Library's public partners inviting their comments and support is in production.

LIBRARY DIRECTOR'S REPORT

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

- City Manager, Wally Bobkiewicz, attended the Illinois Library Association Meeting last week. He is an advocate and good partner of the Library.
- The 2nd Annual Storytelling Festival, held October 7-9, was a great success with over 2000 people participating in a wide variety of events. There was a greater diversity of attendees representing all corners of Evanston. The new venues worked well.
- Northwestern University's Delta Chi fraternity members were a tremendous help at the Storytelling Festival again this year. On Sunday, October 23, they are hosting a coffee house/ brunch event at the fraternity house on campus. Proceeds from this modestly priced event will benefit the Library.

STAFF REPORTS

- Administrative Services Report** – Paul Gottschalk will be retiring on November 18 after 30 years of service. He reported that four key Library positions have been filled. Mitch Einhorn, owner of Lush, believes he has resolved the fire code issues, which will be reviewed by the City on November 2nd.
- 3D Printing for Teens** – Renee Neumeier presented background on a staff recommendation to pilot a nominal charge for some 3D printing use. Over the past four years, the demand for printing has increased putting a strain on staff and resources. Staff recommends that teens be able to request two free print jobs per month. There would be a small fee for teens requesting additional prints (\$1.00 plus 10 cents per every gram of filament used over 25 grams). Access to 3D printing will still be available to teens enrolled in free programs. Adam Goodman motioned to approve this proposal, Sandra Smith seconded, and it was unanimously approved on voice vote.

UNFINISHED BUSINESS:

- Discussion of the FY2017 Proposed Budget:** President Tannen, with consensus from all Board members, recommended that the Library fund the purchase and data charges to have 100 WiFi hotspots available for circulation in 2017. He asked Director Lyons to find funds for this without increasing the budget or tax levy. Ms. Lyons is meeting with Sprint, the data provider, to seek a bulk discount. She is confident there is a way to pay for this very much needed service.
- Approval of FY2017 Proposed Library Expenditure Budget** - Vaishali Patel made a motion to approve the 2017 Budget Expenditures of \$7,250,246. Margaret Lurie seconded the motion and it was unanimously approved by roll call vote.
- Preliminary Tax Levy Estimate** – Karen Danczak Lyons reviewed the preliminary tax levy estimate outlined in the memo contained in the Board packet.
- National Able Lease Renewal** - Margaret Lurie motioned to approve the 12 month lease to National Able Network, Inc., which represents 2% rent increase over last year. Sandra Smith seconded the motion and it was unanimously approved on voice vote.

NEW BUSINESS

- Michael Tannen announce he would replace Tori Foreman as the Library Board Representative to District 202.

ADJOURNMENT – Sandra Smith motioned to adjourn the meeting, seconded by Shawn Iles. Motion approved. The meeting adjourned at 6:30 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

Next Meeting: Wednesday, November 16, 2016 at 6:30 pm Evanston Public Library, Board Room.

DRAFT

**Library Director's Report
October 19, 2016**

Updates:

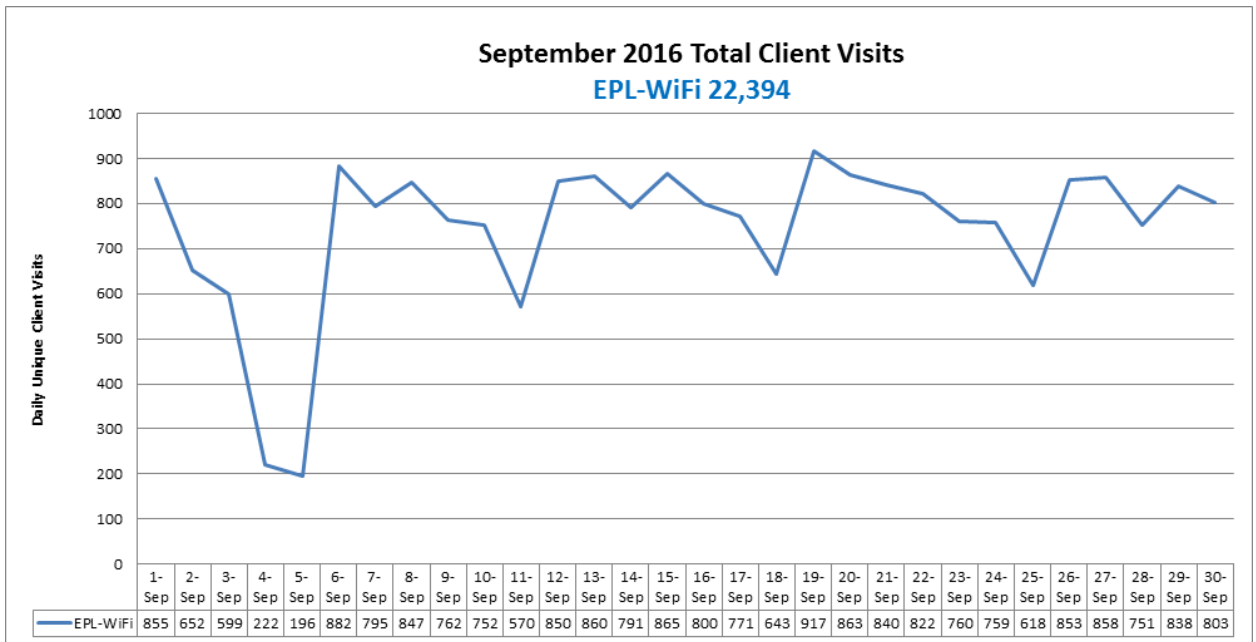
- My thanks to Board President Michael Tannen for speaking during the public comment portion of October 17th City Council meeting. This meeting included our first discussion on the proposed 2017 Budget and focused on the operating budget. Subsequent meetings on October 24 will discuss the capital budget and on Saturday, October 29 will listen to public comment.
- Ariel Erbacher is a Sylvia Murphy Williams Award recipient. Connie Heneghan and Ariel attended the awards luncheon at the Illinois Library Association conference this week.
- Also featured at this week's Illinois Library Association annual conference are presentations by Jill Skwerski, Tim Longo and Betsy Bird. Thank you for sharing your expertise and representing EPL!
- Our Second Annual Evanston Public Library Storytelling Festival was a success with over 2,000 storytelling enthusiasts enjoying the weekend. My thanks to our entire team – Our Committee of volunteers and staff: Susan Stone, Rives Collins, Rick Kinnebrew, Jan Bojda, Marlene Meyer, Mary Kling, Jill Schacter, Wynn Shawver and the tireless Maintenance/Security Team: John Devaney, Todd Galvin, Ray Wade, Don Westphal, Stan Azeem and Roger Smith and Linda Baker who helped Marlene at the merchandise table. We could not have produced this year's festival without our generous sponsors and partners including the Evanston Public Library Friends, the Illinois Arts Council, Northlands Storytelling Network, City of Evanston, The Woman's Club of Evanston, The Celtic Knot, Hyatt House, Bookends and Beginnings, Four Finches, Panera Bread, Prairie Moon and Potbelly Sandwiches.

Assessments, metrics and initiative results:

Foot traffic:	August, 2016	September, 2016
Main:	46,819	41,603
North:	476	3,784
CAMS:	4,131	3,676
Total:	51,426	49,063

Website visits August: 34,357 September: 34,355

Overall Computer/Internet Use – all locations: August: 5,426 September: 4,971



Actual Computer Usage Able WorkNet Lab -

NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
			1-Sep	2-Sep	TOTALS
			19	5	24
5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	
	18	16	15	13	62
12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	
8	16	14	11	7	56
19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	
10	16	13	15	15	69
26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	
10	23	9	9	13	64
					275

Partnerships and collaborations:

- As a follow up to our presentation earlier this year to ICMA, Wally Bobkiewicz participated in a discussion about the role of libraries at the annual conference of the International City/County Management Association held last week in Kansas City. An excerpt from his observations of the conference follows:
1. National Leader: Livability, Community Engagement, Libraries There are only a handful of communities of any size doing what we are doing to foster livability-sustainability-resilience citywide, engaging our community on every level and leveraging our libraries to work in an integrated way to address community concerns. Some local residents may believe we do not do enough to engage them, but compared to the communities represented at the conference of ICMA's 11,000 members worldwide, we are way ahead of the pack. Also in areas of reaching non-English speaking populations, we are doing more specific work in person and online than most. The average community that is considered progressive just uses Google Translate to access info only.

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

District 65's Battle of the books has begun. The district opted to begin earlier this year than past years and will finish early so it will not run into testing later in the year. Kennelly and Wilson work together to place new orders for any additional copies needed and change the status of internal copies for nearly 200 items.

In addition to this the TWI schools have a Spanish list of Desafio de los Libros that are separate titles and two of our elementary schools run a Primary Battle for grades K-3 and each of them have distinct lists.

Jude Mathews provided a storytime and assisted with book sorting for grade levels at the Dajae Coleman Literature Festival. Laura Antolin also attended on Friday night to promote library events and services and make library cards for interested attendees.

Professional Development and training:

Bojda attended the LACONI YSS meeting on the Positive Side of Conflict and refreshing your career.

Kennelly attended the 90 Second Newbery Literary Salon.

Balla, Bojda, Kaufmann and Wilson attended training on 3D printing and Tinkercad.

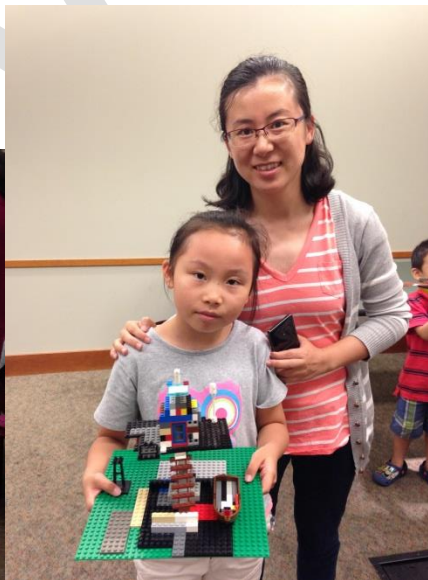
Meyer worked with our Chinese Parent Volunteers to put on a Harvest Moon Festival program. Iverson used her talents to add a sing along of songs in Chinese and Mo represented Adult Services at the event and mingled with families.

Elephant and Piggie Storytime:





Family Lego Night:



Highlights from Laura Antolin include:**Out of House Meetings Attended / Events Attended:**

- 9/1 Deliver library card applications to Family Focus and Fleetwood
- 9/6 Learning & Growing storytime– Family Center
Deliver K-LEAP Curriculum Night bags to Dewey
- 9/7 Deliver K-LEAP Curriculum Night bags to Dawes and Oakton
- 9/9 Baby Toddler Nursery Book Bag delivery and Storytimes – Baby Toddler Nursery
Book return to Kingsley, St. A's, Washington
- 9/12 Book return to Roycemore, Chiaravalle
- 9/13 Deliver K-LEAP Curriculum Night bags to King Arts
Deliver Book Bags to 4 Home Providers
EC2C Action Team leadership meeting – Family Focus
Fleetwood Afterschool K-1st grade - Fleetwood
- 9/14 IWSE Storytime – Family Focus
Head Start, PFA Open House - JEH
- 9/15 Deliver Book Bags to 4 Home Providers
Meeting w/Ann Rappel – Child Care Center of Evanston
Fleetwood Afterschool 2nd-3rd grade - Fleetwood
- 9/16 Meeting w/Angela Johnson – Family Center
Meeting w/Caroline Spikner - NU
- 9/17 ABC Boosters debrief meeting – Civic Center
Deliver library card applications to Dawes 1st grade
2016 Summer Reading Program meeting – Civic Center
- 9/20 Deliver library cards to Family Focus
Dawes Aftercare storytime – Dawes
- 9/21 EC2C Large Group Solution Design Team meeting – ETHS
Child Care Center of Evanston Storytimes – Child Care Center
- 9/23 Dae Dae World Weekend
- 9/26 City Council Meeting – Summer Reading presentation w/Jan– Civic Center
- 9/28 Library card applications pickup – Dawes
Vineyard Resource Fair w/Jill - Vineyard
- 9/30 Teen Baby Nursery Book Bag delivery and Storytimes – Family Focus
Preschool STEM scheduling meeting w/Ximomara, J.C. , Angela- Family Center & JEH

Outreach/In-House Reach - Preschools:

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

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

Teen Baby Nursery storytime: Total: 20 (16 children and 4 staff); 2 classes – infants and toddlers

Learning & Growing storytime: Total: 16 (7 children and 9 adults); home visiting families; PACT activity feelings faces)

Child Care Center of Evanston storytime: Total : 50 (40 children and 10 adults)

IWSE Home Visiting Families Socialization:

Stories, songs, library cards. **Total: 8 (5 children, 3 adults)**

Head Start/PFA Open House:

This as a new event for the Early Childhood Center at JEH and I was invited to have a Library resource table. I brought information, library cards, stickers, bookmarks and library bags. **Total: 45 interactions; 40 library bags, 20 library cards made**

Book Buddies:

I met with JumpStart Volunteer Coordinator, Caroline Spikner, and worked out the Book Buddies schedule for the academic year. We'll be visiting the Child Care Center of Evanston and Reba Early Learning Center sites again this year on Friday afternoons - we're scheduled to begin on October 7 at the Child Care Center.

Outreach/In-House Reach – School-Aged:

I've been setting up all of the Afterschool programs and was able to schedule 3 in September; Washington Aftercare program starts in October. I'm still working on scheduling at Robert Crown.

Fleetwood K-1st Afterschool :

Read 3 books and did Perler bead activity. **Total: 9 (8 kids, 1 staff member)**

Fleetwood 2nd-3rd Grade Afterschool :

We talked a little about polymers and made slime. **Total: 9 (8 kids, 1 staff member)**

Dawes Aftercare:

Read 3 books and did Perler bead activity. **Total: 32 (30 kids, 2 staff members)**

Family Focus Afterschool library card drive: 12 new library cards

K-LEAP Curriculum Night:

Martha Meyer and I are each responsible for packing and delivering K-LEAP Book Bags to 6 schools for their Curriculum Night, containing 1 non-fiction paperback book (English or Spanish), EPL Locations & Hours bookmark, sticker, F65 brochure and information sheet. **Total: 832 bags**

Dawes **61 bags, September 7**

Dewey	100 bags, September 7
King Arts	75 bags, September 13
Kingsley	52 bags, September 8
Lincoln	82 bags, September 1
Lincolnwood	60 bags, September 8
Oakton	72 bags, September 8
Orrington	68 bags, September 15
Bessie Rhodes	35 bags, September 12
Walker	56 bags, September 8
Washington	91 bags, September 1
Willard	80 bags, September 14

Library Book returns:

Twice a month, I deliver library books returned to EPL that belong to partners - to Trisha Connolly at Washington school (southside schools): **15**; to Kristen Anderson at Kingsley (northside schools): **12**; St. A's: **3**; Roycemore: **1**; Chiaravalle: **3**. **Total: 34** books returned

Other/Connections:

Dae Dae World Weekend:

The Daejae Coleman Foundation made changes to Dae Dae Word Weekend this year, replacing the Saturday basketball games with a Lit Fest. In late August, Jarrett Dapier contacted Youth Services to see if we could provide book donations as well as programming on Saturday, September 24, from 10-2 at Gibbs-Morrison. Both Renee and I had other obligations on Saturday, but I offered to man a table on Friday night and we both collected books to donate. Jude Mathews offered to be at the Saturday event. I provided Jarrett with 3 boxes of books (84 3-5th grade books and 90 K-2nd grade books).

EPL was the only resource table on Friday night – I brought library information, library cards, library bags, bookmarks to color. I was warmly received by Tiffany, Jarrett, and board members (I spoke with Mary and Sue Leoni at length). Jarrett asked me to go through some of the books collected and put appropriate ones on the EPL table to give away, which I did. The event was sparsely attended much of the evening - more teens came closer to 9:00pm. I spoke to the few families in attendance, gave away information, books and **25** library bags. **Total: 30** interactions

Vineyard Resource Fair:

Jill and I attended this first Resource Fair at the Vineyard and spoke with about 40 people. Though the majority of people attending the Resource Fair were Chicago residents, they were all very interested in EPL's resources and the opportunity to use our resources by registering their CPL cards. A number of the Vineyard's Ministry workers collected our information to pass on to folks. I made contact with a group that collects unused diapers and delivers them to several Evanston locations and we are talking about the possibility of holding a diaper drive in the Children's room.

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*

Learning & Growing at the Family Center



PACT activity – making Feeling Faces



DRAFT

Fleetwood Afterschool 2nd-3rd grade

Polymers – making slime



Fleetwood Afterschool K-1st grade

Perler bead creations



← Diverse book collection in the classroom at Fleetwood

Fleetwood Afterschool 2nd-3rd grade



Polymers – making slime

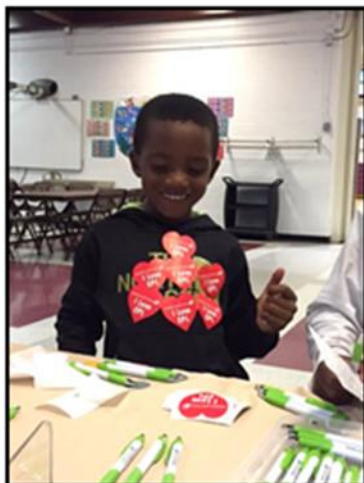


Dawes Afterscare

Perler bead creations



Dae Dae World Weekend



Teen Services Highlights from Renee Neumeier include:

Teen Services Highlights:

Loft Laughs:

- + Liz Fuqua, one of our new teen services team members developed this series of programs. *Loft laughs* is getting off to a very good start. The teens at the first session actively participated and they really enjoyed it. Together with Liz they watched a few comedy sketches and broke down what elements of comedy the comedians were using to obtain a laugh. Next, at random, teens pulled pre-prepared scripts that they would have to act out. These teens are hilarious. They then, using the scripts and the sketches we saw as model, created their own comedy sketches.

3D Printing Training:

Ashley Hamernik laid out training materials to begin to train staff on how to use the library's 3D printers. She scheduled multiple trainings for youth and adult services at the end of September. During the trainings most of the time focused on how to load and unload filament and how to get a print started. She also gave a quick overview on how tinkercad works. Staff who have taken part in the training had positive feedback and are interested in the pilot printing program we'll be offering to teens soon.

Community Engagement:

D65:

Made new connections with two different D65 programs/schools:

- First we finally were able to make a connection with Rice School. When their principal returned the teacher checkout information, Renee was able to setup a meeting with Mr. Mitchell and his staff for the end of October. The community engagement team has been trying to better connect with Rice for a few years so being able to meet with the staff in October is excellent. Rice has been bringing students to the Loft and to checkout materials regularly for several years.
- Second, Laurie Ogg from Park School contacted Renee about bringing a group of 18-22 year old students to the Loft once or twice a week during the school year. She hoped that they could use the computers, listen to music and hang out. Teen Services staff may also develop activities they can complete while they're in the Loft, like using Little Bits or a simple craft. Park School has been working with children's services for a long time and has been coming to CAMS recently so it's great that they are now utilizing the Loft too.


Community Wide Read Community Meeting:

- Renee Neumeier and Heather Norborg invited representatives from both school districts and different organizations in Evanston that plan community wide reads, author events or take part in them regularly. At the meeting participants shared what they have coming up in 2016, their goals for their programs/reads and what they're thinking for 2017. EPL shared what we are planning for *The Other Wes Moore* and proposed creating a selection committee for future community wide reads.

Musical Creation Series with Etc. Music/Family Focus Partnership:

- Renee Neumeier had an excellent meeting with Mark O'Mara and David Flowers from Etc. Music in Evanston. Etc. Music runs vocal, theater and other programs at the Noyes Cultural Center. Etc. Music proposed partnering on a workshop which would last several weeks. Etc. Music staff would work with teens to develop their ideas into a short 20-30 minute musical. The musical topic would come from the students so it could be related to a book, issues in their life etc. Students can write the words, and Etc. Music will put it to music with their help. Then if the teens want to perform their piece they can or student actors from Etc. Music can. Renee knew that Colette Allen, from Family Focus has an interest in theater programs and so asked Colette if middle schoolers from Family Focus would be interested in taking part and Colette is totally on board. Teen Services is very excited about this new partnership for 2017 and can't wait to see what the teens will come up with!

Black Female Summit:

-  Liz Fuqua attended The Black Female Summit hosted ETHS and thought it was very good. It was a day filled with activities and speakers geared toward black female empowerment. All the girls that were in attendance seemed to enjoy the summit and Liz did her very best to connect with the girls. Many of the young ladies who were in

attendance were already aware of the Loft space so she believes that we may be seeing more girls in the Loft soon.

Professional Development:

From Ashley Hamernik's report:

- Trauma Informed Care – Y.O.U. Training
 - Renee and I attended a training session at Y.O.U. intended for their AmeriCorp members. The session was to talk about Trauma Informed Care, which is what they use with their students. I found this session very informative, though in many cases, a lot of what was said were things we are already doing at the library. In some instances, we can do better in the way we interact with teens, especially those we notice may have something deeper going on. We are on a first-name basis with many of our regulars and ask them how their day is when they first arrive which we were told is a major thing (it means that someone is checking on them in a positive way)—I am always surprised to hear how important this is and now I make sure that this is something I never forget to do.
 - There were a few scenarios that we ran through and that was helpful as well as each of those scenarios was something that has come up either at Y.O.U. or the library.
- Tinker Meeting in Aurora – 3D Printing Demonstration
 - Janet Piehl from Wilmette Public Library and I drove to Aurora to listen to a presentation about how to use 3D printing in programs at your library. Though I didn't get too many new ideas, I did take away a few interesting tidbits. I also presented about SketchUp, MeshMixer and headscanning with our Xbox Kinect. To my surprise, only a few people used any of those things and almost no one did head scanning. I explained that SketchUp can be a good tool for kids who've exhausted Tinkercad and are now bored, Meshmixer can be used best to fix small holes and that headscanning is a fun way to initially get kids involved in 3D printing (and that the software is FREE, you just need an Xbox Kinect and a computer...and patience).

Renee Neumeier/YA Services Supervisor's Personal Report:

Programming:

Parent Chrome Camp with ETHS:

- We had low attendance for this Chromecamp as well, but still got really positive feedback from the attendees so are going to continue to try and tweak the program and how we get the word out so that more people will know and be able to attend.

DIY Drop In at CAMS and North

- This fall teen, children's and branch staff launched a new series of drop in DIY programs for kids in 4th and up on half days and full days off of school for D65. The first duct tape program at CAMS was a HUGE success with 12 kids attending and the North Branch program also had turnout too. We will be continuing to do these programs in the winter and spring. I plan out the events with input from staff and teen services staff gets the



supplies over to the branches before each event.



Redesign:

- Worked with Ben Remsen to layout the design plan for a future makerspace/lab, met multiple times to walk through plans and ideas, I also reached out to EvanSTEM coordinator Kirby Callum to get this thoughts and suggestions.

Community Engagement:

D65:

- Wrote up summer learning summaries for summer reading program and our program with Y.O.U. this summer
- Worked on four program proposals with Kelly Rooney(D65 Math Coach) for 2017, then met with Stacy Beardsley and Jamilla Pitts to discuss whether they were interested in these ideas and if we should flesh them out more and submit them for the 2017 summer learning proposals. During this meeting EPL's STEAM kits also came up and we discussed attending science team meetings at D65 and hosting an open house from D65 staff where they could use the kits and do different design challenges with them in order to see how they might be used in the classroom. Also going to follow up with D65 librarians to offer more PD related to STEAM kits.
- Met with Izzy Nunez, Community and Family Engagement Coordinator at D65 to discuss partnering on computer classes in the winter- spring. We have wanted to tie our programming together, but haven't been able to yet. We're planning to all meeting soon to coordinate between EPL and the Districts.

Cradle to Career Literacy on Track Team:

- Going to begin planning early childhood and kindergarten
- Put together feedback and registration experience before/when school started
- Looking through initial kindergarten registration data, finding patterns, but are waiting on the final information before coming to any conclusions
- Meet with Izzy Nunez to talk about the best ways to meet with parents to discuss Strong Start to Kindergarten materials
- Met with C2C management to discuss progress on goals and goals for next year

EvanSTEM:

- Attended meeting about STEM Ecosystem project we're a member of, which was interesting because it provided other models and cities doing similar things or having similar goals

Summer Reading

- Agreed to pursue creating a reading log similar to Chicago Public Libraries, with completing 500 minutes of reading, and then doing activities in two different categories to complete
- Attend demonstration of Read Squared- allowed for a lot of customization, good reports and interface, possible to roll out other programs, lacking point customization

Community Outreach Highlights from Jill Skwerski include:

- With staffing from our Technology Trainer, we have now expanded basic computer classes to include weekly offerings at the Perlman Apartments. This is an HACC building that houses low income seniors and residents with disabilities. EPL now has computer classes in 3 subsidized housing facilities: Blake Manor, Primm Tower and now, Perlman Apartments. I also began a monthly pop-up library at Perlman to bring library materials onsite for checkout. The first visit in September was attended by 18 residents who checked out 14 items. Additionally, I issued 4 new cards.
- The annual lightning round of Northwestern orientations is always an exciting time. This year, I attended the International Student Welcome (where I saw over 200 people and issued 47 new cards), and both the undergraduate and graduate student Wildcat Welcome. Jose Maldonado assisted with the latter events and jointly we issued 96 new cards. Jose will work to gather data to see what kind of usage is reflected in these 143 newly issued library cards at the 6 month mark.
- EPL again is the host of the Navigating Real Life Diversity series, presented by a multitude of partners including the D65 PTA Council, Y.O.U., Opal, Family Focus, YWCA, YMCA and the Moran Center. The first session, titled, *Have You Had the Talk...About What Racism Means to All of Our Children?*, was held here on 9/27 and was attended by 143 people. We will be hosting the

second session as well, set for 11/2, 6:30pm. You can read about the first session in a wonderful blog post by Dear Evanston by clicking [here](#).

- Evanston Vineyard Care Center hosted its first resource fair on 9/28. Laura Antolin and I attended the event and shared information about our host of free services such as computer classes, career counseling, resume assistance, GED and Adult Basic Education classes.
- Finally, the book bike was out and about throughout the month at events including:
 - Not-for-Profit Day at the Farmers Market
 - Bike the Ridge
 - Rotary International Peace Festival

Neighborhood Services Highlights from Connie Heneghan include:

We have received lots and lots of praise for the new ambience at North. Although many can't quite put their finger on what exactly makes the place look so great now until we point to the new lights and ceiling.

Tail Waggin Tutors can listen in any language. Brie and trainer Wendy listen as a patron reads from an e-reader in Mandarin Chinese.



Lincoln ESL Families Visited CAMS Branch on Tuesday Evening, September 22nd



Families met at Lincoln School and walked over to the CAMS Branch.



ESL teacher Huong Banh along with Principal Michelle Cooney, Assistant Principal Michelle Bournes and other English Language teachers accompanied families. Ms. Banh organized the visit.



Paula Shapiro led a sometimes raucous telling of the story “Too Much Noise” with the help of students who held illustrations from the story and supplied the names of animals in English and their native language as well as the sounds made by these animals.



Families listened, visited and collected EPL water bottles and bug craft kits. We are working on a library card drive for the parents with the help of Huong Banh.

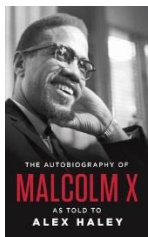
Fall Words for Preschoolers: Mailbox Play



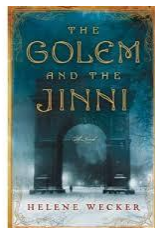
DIY at CAMS and North for grades 4 and up, September 21 (prepared by Loft staff & delivered by branch staff).



Book Group Discussions



CAMS: Autobiography of Malcolm X as told to Alex Haley, guest coleader Michael Tannen



North: The Golem and the Jinni by Helene Wecker

Other Programs

C Heneghan visited the Foster Senior twice during September.

Family Films and Crafts at CAMS:

A Bug's Life, September

Angry Birds, September

FYI, the North Branch book group is in its 10th year. In April, we will be discussing our 100th book.

Adult Services highlights include:

- Under the leadership of Russell Johnson, this year's Mission Impossible series has begun. For information about the program and this year's title *Don Quixote* please read this terrific article by another member of our Adult Services' team Jeff Balch:

<http://www.evanstonroundtable.com/main.asp?SectionID=4&SubSectionID=4&ArticleID=12611&TM=48041>

Technical Services Highlights from Tim Longo include:

Items Added

Adult at Main= 1425

Adult at North=84

Adult at CAMS=36

Total adult items=1545

Juvenile at Main= 1628

Juvenile at North=80

Juvenile at CAMS=108

Total juv items=1816

YA at Main=192

YA at North=13

YA at CAMS=12

Total YA items=217

Total items added to collection in July=3578

Carts Ordered:

- Titlesource 360:

Evanston RW Adult Fiction: 1938.14

Evanston RW Adult Nonfiction: 6549.73

Evanston PL Fiction- Mystery & Detective: 934.07

Main AY Fiction: 555.68

Main AY Nonfiction: 14.68

CDMS Popular Paperbacks: 50.52

Poly: 648.19

Rotary: 339.95

Non-CLS Purchases: 1202.34

Most Wanted: 673.87

North: 717.47

Misc: 3276.29

Staff Purchases: 2224.70

- Amazon: 458.75

Patron Requests:

Received 18 patron requests for the month of September. Will purchase 15 of the titles suggested.

Donations:

Adult Gift Books Added to the Collection: 221

Grubby Books Replaced by Gift Books: 102

Weeding, Cataloging & Repairs:

Books Sent to Repair: 14

Audiobooks Sent to Repair: 4

Most Wanted Titles Weeded: 28

Most Wanted Titles Added to the Circ Collection: 7

Other Books Weeded: 207

CDs Weeded: 6

Audiobooks Weeded: 1

Old Editions of New Books on Standing Orders Pulled: 19

Books Sent to be Relabeled, Cataloged, etc.: 13

Audiobooks Sent to be Relabeled, Cataloged, etc.: 2

Weeding Plan for Biographies:

Missing: 103

Weeded: 2880

Weeding Plan for Duplicate Fiction:

Weeded: 95

Electronic Resources (SelectReads):

Total number of subscribers: 485

New subscribers this month: 1

Newsletters Sent: 41

Public Displays:

First Floor Display: Are You Ready to Rock?!?

Second Floor Display Front:

August 1-7 – Back Pain

August 9-26 - National Book Award, Kirkus Prize, and Man Book Prize nominees

Second Floor Display Back:

August 7-30 – Don Quixote

The Staff Picks table:

9/1 – 9/15 – Elaine Ball

9/15 – 9/30 – Marlene Meyer

Misc:

Betsy Submitted piece for Evanston Roundtable on 9/14.

Purchased \$6495.19 ebook and eaudiobook titles for MyMediaMall.

Betsy conducted a Literary Salon 9/24 on the topic of the 90-Second Newbery Film Festival.

Tim and Marlene Meyer conducted interviews for Librarian I Cataloger position in Mid-September. Joan Wedell was selected for the position and her start date is October 10.

Tim and Betsy met with Curt Leppert from B&T to explore the idea of leasing popular DVDs from B&T in FY17

Volunteer Services highlights from Mary Kling include:

Mary has been working with Northwestern students and a variety of NU organizations. As a result of this collaboration, I am pleased to share the following with you:

Delta Chai Email:

Spend your Sunday brunch at Delta Chi during our first ever Delta Chai Coffeehouse, benefiting the Evanston Public Library! The event will take place Sunday, Oct. 23 from 11:00 a.m. to 2:00 p.m. in the Delta Chi house at 619 Colfax St. Tickets will be \$5 in advance online (<http://www.nudeltachi.com/deltachai>) or from any brother and \$7 at the door. Beyond performances from numerous student groups, there will be an open mic event with tea, coffee, and a variety of pastries. Representatives from the library will also be present to share information about EPL's impact in our local communities. If you are interested in performing, sign up at this link: <https://goo.gl/forms/ifQUX6VgGbZODLMI2>. If you are interested in making a donation to the library beyond the cost of your ticket, additional donations can be made online at <https://60434.thankyou4caring.org/> or in person at the event.

Webpage info:

The Delta Chai Coffeehouse is a new event this year, created as part of a growing relationship between Northwestern's chapter of the Delta Chi chapter and the Evanston Public Library. The aim of the event is to bring together members of the Northwestern and Evanston communities in support of the great resource that is the Evanston Public Library. Furthermore, the open mic aspect of the event gives members of both communities a chance to showcase their talents so that all in attendance can bond over a shared love for the performing and literary arts.

The Evanston Public Library is an incredibly important part of both the Northwestern and

Evanston communities, serving students and Evanston citizens of all ages. For students, the library can be used as a quiet off-campus study space as well as a source for reading and research materials. Furthermore, the library provides many opportunities to engage with other community members, including daily events such as movie nights, game nights and arts and crafts sessions, and large events such as its Storytelling Festival. Beyond that, the library serves Evanston residents by offering a variety of classes focused on technology usage, career development, reading and writing. All proceeds from the coffeehouse event go towards supporting the library's many outreach programs.

My thanks to Delta Chi for all of their support! And to Mary for her wonderful work recruiting a terrific group of volunteers!

Upcoming events of note:

Theater Games with Lifeline Theatre: Thumbelina!



Saturday, October 22, 2:30 pm, Community Meeting Room, Main Library. Registration required:

Register today!

Sign your K - 5th grader up for a special theater games event focused on Lifeline's NEWEST play, *Thumbelina*. and run by Julie Ganey, Lifeline's Education Director. Great opportunity for kids who love to act out stories and play imagination games! A parent/caregiver should accompany every child (or children) registered, since these games are designed for parent participation. [Register here.](#)

Registration online, in person or on the phone: 847-448-8610

EPL and MENA Present: What is Happening in Turkey? A Discussion with Journalist Amberin Zaman



Monday, October 24, 6 pm, Community Room, Main Library

Turkey is experiencing arguably its darkest days since the 1980 coup d'état. Tens of thousands of people have been either arrested or dismissed from their posts on allegations of being associated with the failed coup attempt. President Erdogan appears bent on consolidating his one-man rule and encouraging anti-Western conspiracy theories to justify it. Meanwhile, from the stalled peace talks between the Turkish state and the Kurdish insurgency and multiple ISIS attacks in the country to economic slow-down and the Syrian refugee 'crisis,' Turkey's woes seem destined to grow. In discussion with journalist Amberin Zaman, we parse out these developments to offer some possible answers to an ever-pressing question: What's happening in Turkey?

[Read more: EPL and MENA Present: What is Happening in Turkey? A Discussion with Journalist Amberin Zaman](#)

SCORE Chicago Presents: Business Plan--A Road Map to You

Monday, October 24, 7 pm, Third Floor Seminar Room,
Main Library

Good planning increases the odds of success. This workshop, presented by Mark Lieberman, SCORE mentor, covers the essential elements of business plan development including setting goals and objectives, preparing marketing and financial plans and defining action steps to attain your goals. Registration is requested but not required. [Register online](#) or call the Reference Desk at 847-448-8630.



Making Money Last in Retirement

Wednesday, October 26, 7 pm, 3rd Floor Seminar
Room, Main Library

In this presentation, we'll discuss strategies designed to help you work toward fulfilling your retirement expectations. This program focuses on providing not only for your income needs today, but also well into the future, and throughout

one's retirement years. In addition, we'll explore how to address key retirement concerns such as inflation, health care expenses and market volatility. Presented by Neil Gardner, of Edward Jones, Inc. Registration is requested but not required.

[Register online](#) or call the Reference Desk at 847-448-8630



Jazz After Hours: Mike Reed's Inner Circle

Saturday, October 29, 6pm*, Lobby, Main Library

The library lobby will vibrate with melody and improvisation from Mike Reed's Inner Circle. For over a decade Mike Reed has been “a center of gravity for music in Chicago and beyond” (Howard Reich, The Chicago Tribune). Reed grew up in Evanston and now tours the world, leads several ensembles, plays percussion in groups led by jazz legends like Roscoe Mitchell and Wadada Leo Smith, and is a member of Chicago's AACM (Association for the Advancement of Creative Musicians), the subject of the Museum of Contemporary Art's major 2015 retrospective [The Freedom Principle](#). Reed is also one of Chicago's key music presenters: he runs two venues and has key roles in programming the Chicago Jazz Festival and the Pitchfork Music Festival.

Start your Saturday night out in downtown Evanston with a group that “doesn't just preserve the Chicago tradition; they're helping extend it” (Kevin Whitehead, Fresh Air, NPR). For a preview, check out [this video](#) of Reed's quartet playing in Paris.

**Doors at 6 pm, when the library closes. Music from 6:30-7:30.*

Come to free storytimes taught by dynamic librarians.

The Young and the Restless and other drop-in sing-a-longs for infants, 1 and 2 year olds.

- EVERY THURSDAY @ 9:30 am, Main Library, 1703 Orrington Ave.
- EVERY MONDAY @ 10:15 am, North Branch, 2026 Central St.
- EVERY WEDNESDAY @ 10:30 am, CAMS Branch, 900 Chicago Ave.
- NEW! One Friday a month @ 10 am (11/11 and 12/9), Gibbs-Morrison Cultural Center, 1823 Church St.

Drop-in Preschool Storytime for 3, 4, and 5 year olds.

- EVERY WEDNESDAY @ 10:30 am, Main Library, 1703 Orrington Ave.
- EVERY MONDAY @ 10:30 am, CAMS Branch, 900 Chicago Ave.

Call 847-448-8610 for more information or visit us at [epl.org](#) to view all of our fun programming for children at the Main Library and our two branches.

Excerpts from Patron feedback:

Dear Karen,

My name is Salvador Bernardino Mancera and I am writing you this email on behalf of my mother who cannot speak/write in English, but insisted I reach out to you in order to give recognition to the superb customer service she received by one of the members of your staff, Eduardo Gomez.

Yesterday my mother entered the library hoping to obtain tickets to one of the museum exhibitions for a family outing with my younger siblings this weekend. However, upon her arrival she discovered that there was nobody willing or able to help her. She explained to me that a few members of the staff expressed frustrations with her due to the fact that they were unable to understand her and simply lost their patience with her.

At this point she felt embarrassed and disappointed because she was unable to obtain the help she needed. That's when she approached the checkout desk and thankfully encountered Eduardo Gomez. My mother was hesitant at first because she saw Mr. Gomez focused on a task he was working with and she was afraid to disturb him in fear of what she had experience with prior members of your staff. However to her relief, she said Eduardo noticed her and greeted her with a smile and welcomed her to approach the desk in order for him to assist her.

After explaining to Eduardo what she needed help with and how there wasn't anyone who spoke Spanish to help her, Eduardo offered to help her and guide her to the proper department to obtain museum passes. At this point it would be safe to say that Mr. Gomez did his duty in delivering great customer service, however the experience with Eduardo only got better. Noticing that there wasn't anybody else who spoke Spanish in the library that could assist my mother, Eduardo generously offered to walk my mother to the department she needed to speak with (Children's Department) and offered to be her personal translator in order to help her with any questions she had.

My mother was extremely relieved and happy with Eduardo, who didn't have the obligation to step outside his department but selflessly offered to do so to help someone in need.

Needless to say Eduardo stood by my mothers side throughout the entire process and translated any information or questions my mother had. Because of Eduardo's efforts my mother obtained the passes she needed and will be able to enjoy a marvelous weekend with my family.

Your library is lucky to have people like Eduardo who instead of finding excuses, find solutions.

We've been to other libraries where the staff are rude or simply do not want to accommodate customers that may face language barriers like my mother does. So please continue to enroll staff members that are genuinely interested in helping the community.

Please extend my gratitude to Eduardo and his supervisors and let them know this favor meant more to us than they could possibly imagine. Although Eduardo's gesture may seem small or insignificant to you or others, to people like my mother it makes a tremendous difference. It brings a sense of relief knowing there's someone they can communicate with and receive the help they may need.

I apologize for making this email longer than it should be, but it's important I express the words of gratitude my family and mother have for Mr. Gomez and your library.

Sincerely,

Salvador Mancera



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: November 10, 2016

Recommended Action

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

Summary

Payroll

September 19, 2016 through October 02, 2016	\$ 135,154.48
October 3, 2016 through October 16, 2016	\$ 137,649.31
October 17, 2016 through October 30, 2016	\$ 141,678.96

Library Fund Bills List

October 25, 2016	\$ 78,018.74
November 15, 2016	\$ 105,040.72

(includes September purchasing card expenses of \$4,866.76)

Internal Check List

November 02.2016	\$ 183.44
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Attachments: Bills Lists, Purchasing Card List, Internal Check List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.25.2016

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
62341 MIDWEST TAPE	ADULT AV	79.17
62506 NORTHWESTERN UNIVERSITY	JULY 2016	182.26
65630 BAKER & TAYLOR	ADULT PRINT	76.62
65630 BAKER & TAYLOR	JUV PRINT	4,751.71
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	70.15
65641 BAKER & TAYLOR	JUV AV	117.08
65641 MIDWEST TAPE	ADULT AV	77.97
65641 MIDWEST TAPE	JUV AV	307.89
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	78.75
65641 FINDAWAY WORLD, LLC	JUV AV	733.75
4805 LIBRARY YOUTH SERVICES Total		<u>6,475.35</u>
4806 LIBRARY ADULT SERVICES		
62340 MIDWEST TAPE	REFERENCE BOOK ONLINE	2,928.19
62506 NORTHWESTERN UNIVERSITY	JULY 2016	13.50
65100 ETHS BOOSTERS CLUB DBA ETHA BOOKS "R" US BOOK CLUB	REIMBURSEMENT FOR THE OTHER WES MOORE COPIES	190.04
65630 BAKER & TAYLOR	ADULT PRINT	7,261.04
65630 BERNAN ASSOCIATES	ADULT PRINT	27.00
65630 CENTER POINT INC	ADULT PRINT	128.82
65630 SAGE PUBLICATIONS INC	ADULT PRINT	226.59
65630 GALE RESEARCH INC.	ADULT PRINT	473.82
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	397.94
65641 MIDWEST TAPE	ADULT AV	1,696.11
65641 RECORDED BOOKS INC.	ADULT AV	13.90
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	216.75
4806 LIBRARY ADULT SERVICES Total		<u>13,573.70</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	107.40
62506 NORTHWESTERN UNIVERSITY	JULY 2016	718.89
65100 DLW STORYTELLER, INC.	STORYTELLING MERCHANDISE SALES	424.80
65100 JIM MAY DBA NIPPERSINK STORIES, INC.	STORYTELLING MERCHANDISE SALES	248.00
65100 DIRECT PAPER SUPPLY	CIRCULATION SUPPLIES	534.80
4820 LIBRARY CIRCULATION Total		<u>2,033.89</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	3,451.88
64015 NICOR	NATURAL GAS	27.59
65630 BAKER & TAYLOR	ADULT PRINT	455.16
65630 BAKER & TAYLOR	JUV PRINT	666.14
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>4,600.77</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL LICENSE AND SUPPORT SCAN SYSTEM	795.00
62341 SPRINT	PC EQUIPMENT	1,101.71
62341 COOPERATIVE COMPUTER SERVICES	2016 PURCHASE OF LIBRARY AUTOMATION SERVICES	8,152.00
65555 DELL COMPUTER CORP.	6 LAPTOPS FOR LIBRARY	4,515.66
4835 LIBRARY TECHNICAL SERVICES Total		<u>14,564.37</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	76.02
62225 SCHINDLER ELEVATOR CORP	ELEVATOR QUARTERLY BILLING	2,823.24
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	174.69
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
62235 BIBLIOTHECA + 3M	ANNUAL SUPPORT AND MAINTENANCE	6,726.00
64015 NICOR	UTILITIES	253.64
65040 J.C. LICHT AND COMPANY	JANITORIAL SERVICES	22.36
4840 LIBRARY MAINTENANCE Total		<u>17,445.95</u>
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX	1,107.00
62185 TRILOGY, INC.	SPEAKER FEE	300.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,666.66
62185 GLANTZ, INC	LIBRARY WEBSITE REDESIGN	4,966.25
62205 MARIA VILLEGAS DESIGN	ADVERTISING DESIGN FEE	1,050.00
62295 RENEE NEUMEIER	YALSA SYMPOSIUM	250.00
62295 TIMOTHY LONGO	MILEAGE REIMBURSEMENT FOX RIVER VALLEY PUBLIC LIBRARY	37.00
62360 URBAN LIBRARIES COUNCIL	EDGE INDIVIDUAL SUBSCRIPTION 2016-2017	2,500.00
62506 NORTHWESTERN UNIVERSITY	JULY 2016	453.39
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	182.28

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.25.2016

65095 HOUSE OF RENTAL	STORYTELLING FESTIVAL TENT RENTAL	3,839.70
65095 THE CONTAINED GARDEN	FALL PLANTING	465.00
65095 IRIS B. BRANDING & COMMUNICATIONS	FFE DESIGN GRAPHIC	<u>1,100.00</u>
4845 LIBRARY ADMINISTRATION Total		17,917.28
4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	YA PROGRAM AND COMMUNITY WORKS	119.77
65100 QUARTET COPIES	KTOUR BOOKMARK PRINTING	<u>120.00</u>
4850 LIBRARY GRANTS Total		239.77
185 LIBRARY FUND Total		<u>76,851.08</u>
186 LIBRARY DEBT SERVICE FUND		
4861 LIBRARY DEBT SERVICE ADMIN		
62716 CHAPMAN & CUTLER	LEGAL SERVICES FOR G.O. BONDS 2016AB	627.38
62716 MOODY'S INVESTORS SERVICE	2016AB BOND ISSUANCE	<u>540.28</u>
4861 LIBRARY DEBT SERVICE ADMIN Total		1,167.66
186 LIBRARY DEBT SERVICE FUND Total		<u>1,167.66</u>
Grand Total		<u>78,018.74</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 10.25.2016

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS -SEPTEMBER, 2016	927.67
			<u>927.67</u>
		GRAND TOTAL	<u>78,946.41</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.15.2016

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100	AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS 868.11
65100	BAKER & TAYLOR	YA PROGRAM 69.90
65100	JEAN JOSLYN	LYRIC OPERA LECTURE 50.00
65630	BAKER & TAYLOR	ADULT PRINT 206.95
65630	BAKER & TAYLOR	JUV PRINT 9,937.47
65630	DEMCO, INC.	BOOKMARKS 41.95
65641	MIDWEST TAPE	AUDIO VISUAL 1,058.70
65641	MIDWEST TAPE	JUV AV 665.86
65641	PENGUIN RANDOM HOUSE LLC	JUV AV 26.25
4805	LIBRARY YOUTH SERVICES Total	<u>12,925.19</u>
4806 LIBRARY ADULT SERVICES		
62341	INFOGROUP	REFERENCE USA RENEWAL 12,000.00
62341	PROQUEST INFO & LEARNING COMPANY	AMERICAN PERIODICALS ONLINE SUBSCRIPTION 350.00
62341	PROQUEST INFO & LEARNING COMPANY	ONLINE ACCESS TO PROQUEST NEWSSTAND 12,340.00
62341	RECORD INFORMATION SERVICES, INC.	ELECTRONIC RECORD DATA ONLINE ACCESS 770.00
65100	DEMCO, INC.	CD/DVD POUCH SLEEVES 822.29
65100	ADVANCED EDUCATIONAL PRODUCTS, INC.	COMMUNITY WIDE READ BOOK 7,053.06
65630	AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS 1,097.40
65630	BAKER & TAYLOR	ADULT BOOK 666.95
65630	BAKER & TAYLOR	ADULT PRINT 16,902.45
65630	MIDWEST TAPE	AUDIO VISUAL 99.95
65630	THOMSON REUTERS WEST	ADULT PRINT 249.00
65630	GALE RESEARCH INC.	ADULT AV 128.20
65630	GALE RESEARCH INC.	ADULT PRINT 146.94
65641	BLACKSTONE AUDIO BOOKS INC.	ADULT AV 45.00
65641	MIDWEST TAPE	ADULT AV 1,580.20
65641	MIDWEST TAPE	AUDIO VISUAL 803.62
65641	RECORDED BOOKS INC.	ADULT AV 76.55
65641	PENGUIN RANDOM HOUSE LLC	ADULT AV 138.75
4806	LIBRARY ADULT SERVICES Total	<u>55,270.36</u>
4820 LIBRARY CIRCULATION		
57515	NORTHBROOK PUBLIC LIBRARY	ILL LOST BOOK 31.15
57515	WILMETTE PUBLIC LIBRARY	ILL LOST BOOK 28.00
57515	PROSPECT HEIGHTS	ILL LOST BOOK 23.00
57515	HUNTLEY AREA PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 12.99
65100	AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS 234.97
65100	AZURADISC, INC.	LIBRARY SUPPLIES 39.56
4820	LIBRARY CIRCULATION Total	<u>369.67</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375	ESSKAY DEVELOPMENT LLC	*CAMS RENT INCREASE 2015-16 1,974.21
65100	AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS 489.21
65100	DEMCO, INC.	OFFICE SUPPLIES 19.53
65630	BAKER & TAYLOR	ADULT PRINT 622.41
65630	BAKER & TAYLOR	JUV PRINT 751.06
4825	LIBRARY NEIGHBORHOOD SERVICES Total	<u>3,856.42</u>
4835 LIBRARY TECHNICAL SERVICES		
62340	EVANSTON ROUNDTABLE LLC	ADVERTISEMENT AD FOR GROW A READER 286.00
65100	BRODART COMPANY	LIBRARY SUPPLIES 59.94
65100	DEMCO, INC.	LIBRARY SUPPLIES 81.97
65100	MIDWEST TAPE	TECH SERVICES SUPPLIES 987.92
65100	GBC DUNNING	LAMINATING FILM 125.63
4835	LIBRARY TECHNICAL SERVICES Total	<u>1,541.46</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 11.15.2016

4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	524.07
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	185.00
64015 NICOR	NICOR	252.63
64505 CALL ONE	*COMMUNICATION CHARGES	1,181.90
65040 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	164.87
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	178.05
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	1,884.30
65503 PREMIERE MUSIC & FILM SYSTEMS, INC	AV INSTALL AND WIRELESS ROUTER	717.41
4840 LIBRARY MAINTENANCE Total		<u>5,088.23</u>
4845 LIBRARY ADMINISTRATION		
62185 MINA MARIEN	CHROME CAMP INSTRUCTOR	120.00
62185 DAVID CHAN	GOOGLE APPS WORKSHOP TRAINING	120.00
62185 CALEB HOISINGTON	COMPUTER INSTRUCTOR	450.00
62185 WIGHT & COMPANY	ARCHITECTURAL SERVICES-MAIN LIBRARY RENOVATION	15,658.02
62205 EVANSTON ROUNDTABLE LLC	ADVERTISING AD STORYTELLING	351.00
62360 LACONI, INC.	MEMBERSHIP DUES	100.00
62380 XEROX CORPORATION	COPYING SERVICE	276.30
65095 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	38.99
65095 DEMCO, INC.	BOOKMARKS	49.20
65095 OFFICE DEPOT	OFFICE SUPPLIES	608.55
65095 NORTHWESTERN UNIVERSITY	WORK STUDY PROGRAM	759.64
65095 IRIS B. BRANDING & COMMUNICATIONS	FFE ENVELOPES AND LETTERHEAD	1,755.00
65095 IRIS B. BRANDING & COMMUNICATIONS	NOTECARDS AND ENVELOPES	715.00
4845 LIBRARY ADMINISTRATION Total		<u>21,001.70</u>
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	SUPPLIES AND BOOKS	34.90
65630 BAKER & TAYLOR	YA PROGRAM	86.03
4850 LIBRARY GRANTS Total		<u>120.93</u>
185 LIBRARY FUND Total		<u>100,173.96</u>
Grand Total		<u>100,173.96</u>

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 11.15.2016

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BANK OF AMERICA	PURCHASING CARD-SEPTEMBER	4,866.76
			<u>4,866.76</u>
		GRAND TOTAL	<u>105,040.72</u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

Evanston Public Library
Library Internal Checks
October 14, 2016 through November 02, 2016

Type	Date	Num	Name	Memo	Clr	Split	Amount
Check	11/02/2016	1409	Bryn Mawr College	MEETING ROOM CANCELLATION		185.48.4845.57540	-30.00
Check	11/02/2016	1410	Glenview Public Library	ILL LOST ITEMS		185.48.4820.57515	-33.40
Check	11/02/2016	1411	Fremont Public Library	ILL LOST BOOK		185.48.4820.57515	-28.00
Check	11/02/2016	1412	Round Lake Area Library	VOID: ILL LOST BOOK GJE, RGJE created on 11/02/2016	√	185.48.4845.57540	0.00
Check	11/02/2016	1413	Des Plaines Public Library	ILL LOST ITEM		185.48.4820.57515	-19.75
Check	11/02/2016	1414	Round Lake Area Library	ILL LOST BOOK		185.48.4845.57540	-39.29
Check	11/02/2016	1415	Niles Public Library District	ILL LOST BOOK		185.48.4820.57515	-33.00
							<u>-183.44</u>

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	AMERLIBASSOC-BRIGHTKEY	\$ 65.00	09/01/2016	65095 OFFICE SUPPLIES	BOOKMARKS FOR OUTREACH
LIBRARY/ADMIN	FACEBK YZXVK96H42	\$ 22.00	09/01/2016	62205 ADVERTISING	STORYTELLING FESTIVAL AD
LIBRARY/ADMIN	VISTAPR VISTAPRINT.COM	\$ 200.80	09/01/2016	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL BANNERS
LIBRARY/ADMIN	VISTAPR VISTAPRINT.COM	\$ 194.40	09/01/2016	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL BANNERS (TO BE REFUNDED)
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.94	09/02/2016	65050 BUILDING MAINTENANCE MATERIAL	ANCHORS AND ALUMINUM STRIP FOR SECURING MAINTENANCE SERVICE SINK
LIBRARY/ADMIN	ALEPHOBJECTSLULZBOT	\$ 90.25	09/02/2016	65100 LIBRARY SUPPLIES	REPLACEMENT BUILD PLATE FOR LULZBOT 3D PRINTER IN TEEN SERVICES
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 26.91	09/05/2016	65050 BUILDING MAINTENANCE MATERIAL	FLOOR MOUNTING HARDWARE FOR BAR AT NORTH BRANCH
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	09/05/2016	62340 IS SUPPORT FEES	WEBSITE HOST
LIBRARY/ADMIN	EB SHAKIN IT UP STAFF	\$ 90.00	09/07/2016	62295 TRAINING & TRAVEL	PROFESSIONAL DEVELOPMENT - NEUMEIER, NORBORG, MALDONADO
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 206.20	09/08/2016	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	SWEETWATER SOUND INC	\$ 252.24	09/09/2016	65050 BUILDING MAINTENANCE MATERIAL	DIGITAL MIXER FOR PA SYSTEM
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ (4.98)	09/09/2016	65040 JANITORIAL SUPPLIES	HOME DEPOT SALES TAX REFUND FROM SEPTEMBER
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 16.98	09/09/2016	65040 JANITORIAL SUPPLIES	VINYL TILE AND PAINT ROLLER COVERS FOR NORTH BRANCH
LIBRARY/ADMIN	IN JET BLUE PRINT, LL	\$ 33.50	09/12/2016	65050 BUILDING MAINTENANCE MATERIAL	CONSTRUCTION DRAWING REPRODUCTION - MAIN
LIBRARY/ADMIN	CLEMENT COMMUNICATIONS	\$ 218.40	09/13/2016	65050 BUILDING MAINTENANCE MATERIAL	MONTHLY SAFETY TRAINING DOCUMENTS - 1 YEAR SUBSCRIPTION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 57.80	09/14/2016	65050 BUILDING MAINTENANCE MATERIAL	10 TUBES OF SIKA-FLEX CONSTRUCTION CAULK
LIBRARY/ADMIN	CONNEXION	\$ 73.00	09/14/2016	65050 BUILDING MAINTENANCE MATERIAL	ELECTRICAL REPLACEMENT FUSES - MAIN
LIBRARY/ADMIN	FOUR FINCHES	\$ 90.00	09/14/2016	65095 OFFICE SUPPLIES	FFE KICKOFF EVENT FLOWERS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 171.72	09/14/2016	65040 JANITORIAL SUPPLIES	LED LIGHT BULBS FOR 4TH FLOOR MECHANICAL AREAS, PAINTING SUPPLIES
LIBRARY/ADMIN	ADVANCE AUTO PARTS 682	\$ 36.50	09/15/2016	65050 BUILDING MAINTENANCE MATERIAL	4 CANS OF UPHOLSTERY/CARPET SPOT CLEANER
LIBRARY/ADMIN	CVS/PHARMACY #03901	\$ 10.16	09/16/2016	65100 LIBRARY SUPPLIES	AFTERSCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	US TOY/CONSTR PLAYTHIN	\$ 11.16	09/16/2016	65100 LIBRARY SUPPLIES	AFTERSCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	PAYPAL BARRELMAKER	\$ 761.75	09/16/2016	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL T-SHIRTS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 13.98	09/19/2016	65050 BUILDING MAINTENANCE MATERIAL	5 GALLON BUCKET, SEAT LID
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 39.84	09/19/2016	65100 LIBRARY SUPPLIES	AFTERSCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	FREDPRYOR CAREERTRACK	\$ 179.00	09/19/2016	65050 BUILDING MAINTENANCE MATERIAL	PROFESSIONAL DEVELOPMENT - 2016 OSHA - DEVANEY
LIBRARY/ADMIN	EB DESIGNING THE FUTU	\$ 185.62	09/19/2016	62295 TRAINING & TRAVEL	REGISTRATION FOR DESIGN THINKING WORKSHOP AT CHICAGO PUBLIC LIBRARY FOR RENEE NEUMEIER
LIBRARY/ADMIN	EB THE FUTURE OF LIBR	\$ 15.00	09/20/2016	62295 TRAINING & TRAVEL	LACONI TRAINING TIM LONGO
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 99.85	09/20/2016	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	BETTYMILLSC	\$ 48.46	09/20/2016	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL SUPPLIES
LIBRARY/ADMIN	PAPA JOHN'S #01012	\$ 40.21	09/21/2016	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 43.59	09/23/2016	65050 BUILDING MAINTENANCE MATERIAL	NUTS/BOLTS/SCREWS, SPRAY PAINT, RUST REFORMER SPRAY
LIBRARY/ADMIN	VISTAPR VISTAPRINT.COM	\$ 154.57	09/23/2016	65095 OFFICE SUPPLIES	STORYTELLING FESTIVAL YARD SIGNS
LIBRARY/ADMIN	SWEETWATER SOUND INC	\$ 411.23	09/26/2016	65050 BUILDING MAINTENANCE MATERIAL	2 PAR64 LED STAGE LIGHTS FOR STORYTELLING FESTIVAL
LIBRARY/ADMIN	CONNEXION	\$ 17.15	09/26/2016	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT TRIM FOR ELEVATOR LIGHT - MAIN
LIBRARY/ADMIN	SURVEYMONKEY.COM	\$ 26.00	09/26/2016	65095 OFFICE SUPPLIES	SURVEY MONKEY SUBSCRIPTION
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 10.97	09/27/2016	65040 JANITORIAL SUPPLIES	APPLIANCE BULB FOR STAFF ROOM FRIDGE, SANDING DISCS
LIBRARY/ADMIN	SSP CFTH	\$ 103.00	09/28/2016	62295 TRAINING & TRAVEL	CONNECTIONS FOR THE HOMELESS MTG - SKWERSKI
LIBRARY/ADMIN	AZURADISC	\$ 217.41	09/29/2016	65100 LIBRARY SUPPLIES	DVD/CD CLEANING SUPPLIES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 18.97	09/29/2016	65050 BUILDING MAINTENANCE MATERIAL	WOOD FILLER, STAIN, STAINING BRUSH
LIBRARY/ADMIN	GOTPRINT.COM	\$ 131.18	09/30/2016	62210 PRINTING	BOOKMARK PRINTING

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	USPS 16262202033309006	\$ 376.00	09/30/2016	62315 POSTAGE	USPS ROLLS OF STAMPS
	LIBRARY TOTAL	\$ 4,866.76			



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Assistant Director

Subject: Administrative Services Update

Date: November 10, 2016

This memo provides an update on significant administrative activities.

Financial Resources

The Library Fund financial report for the period ending October 31st is attached. Expenses are within budget.

A summary of the Endowment portfolio as of October 31st is attached.

Facilities Management

Mitch Einhorn of Lush has submitted demolition plans to the City of Evanston and once the plan is approved the City will issue a demolition permit so that the project may begin. Since there will be a new sewer connection to the storefront, Einhorn must get a special permit from the Metropolitan Water Reclamation District. Once the MWRD permit is issued, the project will be presented to the City's Design and Appearance Review (DAPR) Committee for final approval.



Budget Performance Report

Fiscal Year to Date 10/31/16

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4820 - LIBRARY CIRCULATION										
52610	LIBRARY FINES & FEES	160,000.00	.00	160,000.00	11,405.20	.00	118,898.60	41,101.40	74	129,808.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,495.51	.00	9,953.15	2,046.85	83	11,225.58
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$172,000.00	\$0.00	\$172,000.00	\$12,900.71	\$0.00	\$128,851.75	\$43,148.25	75%	\$141,033.74
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	34.00
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$34.00
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,054,180.00	.00	6,054,180.00	10,941.01	.00	6,019,485.81	34,694.19	99	5,834,746.12
51025	PRIOR YEAR'S TAXES	50,000.00	.00	50,000.00	(8,133.66)	.00	47,026.21	2,973.79	94	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	16,774.76	.00	55,602.16	31,897.84	64	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	(222.37)	.00	.00	.00	+++	185.25
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	20.06	.00	76.49	(76.49)	+++	101.21
56501	INVESTMENT INCOME	2,000.00	.00	2,000.00	285.81	.00	3,882.30	(1,882.30)	194	2,683.47
57002	TRANSFER FROM ENDOWMENT	185,800.00	.00	185,800.00	235,800.00	.00	235,800.00	(50,000.00)	127	171,000.00
57526	LIBRARY BOOK SALE	63,000.00	.00	63,000.00	11,271.84	.00	45,539.24	17,460.76	72	65,334.39
57527	LIBRARY FUND FOR EXCELLENCE	185,000.00	.00	185,000.00	35.00	.00	27,379.42	157,620.58	15	187,017.13
57535	LIBRARY COPY MACH. CHG	15,500.00	.00	15,500.00	799.61	.00	12,997.70	2,502.30	84	16,653.08
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	570.00	.00	8,580.75	3,919.25	69	10,960.00
57545	NORTH BRANCH RENTAL INCOME	25,300.00	.00	25,300.00	1,510.00	.00	16,166.31	9,133.69	64	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 4845 - LIBRARY ADMINISTRATION Totals		\$6,845,157.00	\$0.00	\$6,845,157.00	\$269,652.06	\$0.00	\$6,531,453.92	\$313,703.08	95%	\$6,534,653.67
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	88,175.12
55201	Federal Grants	.00	.00	.00	.00	.00	3,000.00	(3,000.00)	+++	.00
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	12,750.00	(12,750.00)	+++	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,750.00	(\$15,750.00)	+++	\$88,175.12
Department 48 - LIBRARY Totals		\$7,017,157.00	\$0.00	\$7,017,157.00	\$282,552.77	\$0.00	\$6,676,055.67	\$341,101.33	95%	\$6,763,896.53
REVENUE TOTALS		\$7,017,157.00	\$0.00	\$7,017,157.00	\$282,552.77	\$0.00	\$6,676,055.67	\$341,101.33	95%	\$6,763,896.53
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										

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
61010	REGULAR PAY	465,530.00	.00	465,530.00	34,296.57	.00	348,192.01	117,337.99	75	115,590.33
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	9,233.90	.00	146,640.18	43,695.82	77	211,274.60
61055	TEMPORARY EMPLOYEES	16,400.00	.00	16,400.00	.00	.00	.00	16,400.00	0	.00
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	8,717.04	(8,717.04)	+++	1,350.00
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	58,381.67	39,911.33	59	66,145.55
61615	LIFE INSURANCE	78.00	.00	78.00	1.59	.00	15.37	62.63	20	12.32
61710	IMRF	67,298.00	.00	67,298.00	4,875.10	.00	50,333.90	16,964.10	75	59,882.25
61725	SOCIAL SECURITY	39,903.00	.00	39,903.00	2,940.56	.00	30,860.36	9,042.64	77	36,639.81
61730	MEDICARE	9,333.00	.00	9,333.00	687.74	.00	7,217.36	2,115.64	77	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)
62295	TRAINING & TRAVEL	.00	.00	.00	15.00	.00	15.00	(15.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	(3,641.75)	3,842.00	285.37	(4,127.37)	+++	4,023.99
62506	WORK- STUDY	900.00	.00	900.00	182.26	.00	393.21	506.79	44	592.89
65100	LIBRARY SUPPLIES	48,615.00	.00	48,615.00	(76.41)	3,433.93	28,457.10	16,723.97	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	12,968.48	.00	109,489.35	47,510.65	70	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	1,833.45	.00	14,465.76	18,734.24	44	28,490.69
66025	TRANSFER TO DEBT SERVICE - ERI	15,179.00	.00	15,179.00	1,264.92	.00	12,649.20	2,529.80	83	14,643.96
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,198,465.00	\$0.00	\$1,198,465.00	\$70,542.77	\$7,275.93	\$819,390.49	\$371,798.58	69%	\$699,849.04
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	547,981.00	.00	547,981.00	38,872.03	.00	417,354.80	130,626.20	76	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	14,468.24	.00	166,443.78	48,494.22	77	209,295.48
61060	SEASONAL EMPLOYEES	.00	.00	.00	2,178.17	.00	17,616.19	(17,616.19)	+++	.00
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	48,218.03	36,006.97	57	63,320.36
61615	LIFE INSURANCE	46.00	.00	46.00	2.57	.00	27.20	18.80	59	37.30
61710	IMRF	72,503.00	.00	72,503.00	5,084.45	.00	57,174.05	15,328.95	79	73,771.61
61725	SOCIAL SECURITY	47,412.00	.00	47,412.00	3,401.41	.00	38,731.49	8,680.51	82	46,941.33
61730	MEDICARE	11,088.00	.00	11,088.00	795.46	.00	9,058.19	2,029.81	82	10,978.18
62340	COMPTER LICENSE & SUPP	.00	.00	.00	(55,275.69)	.00	2,928.19	(2,928.19)	+++	2,229.72
62341	INTERNET SOLUTION PROVIDERS	169,400.00	.00	169,400.00	68,566.00	43,707.02	112,338.40	13,354.58	92	133,407.36
62506	WORK- STUDY	900.00	.00	900.00	13.50	.00	136.13	763.87	15	371.25
65100	LIBRARY SUPPLIES	23,300.00	.00	23,300.00	(62.36)	8,207.79	8,766.13	6,326.08	73	7,090.35
65503	FURNITURE / FIXTURES / EQUIPMENT	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
65630	LIBRARY BOOKS	306,900.00	.00	306,900.00	17,372.46	.00	203,163.63	103,736.37	66	258,885.23
65635	PERIODICALS	15,700.00	.00	15,700.00	.00	.00	26,236.76	(10,536.76)	167	20,321.74
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	4,662.53	.00	48,898.66	42,501.34	53	68,703.71
66025	TRANSFER TO DEBT SERVICE - ERI	20,725.00	.00	20,725.00	1,727.08	.00	17,270.80	3,454.20	83	19,995.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	300.00	.00	900.00	(900.00)	+++	.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,622,118.00	\$0.00	\$1,622,118.00	\$106,627.09	\$51,914.81	\$1,205,243.14	\$364,960.05	78%	\$1,472,751.54
Business Unit 4808 - NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	.00	.00	.00	(3,038.28)	.00	.00	.00	+++	.00
61510	HEALTH INSURANCE	.00	.00	.00	(611.61)	.00	.00	.00	+++	.00
61710	IMRF	.00	.00	.00	(314.73)	.00	.00	.00	+++	.00
61725	SOCIAL SECURITY	.00	.00	.00	(182.39)	.00	.00	.00	+++	.00
61730	MEDICARE	.00	.00	.00	(42.65)	.00	.00	.00	+++	.00
Business Unit 4808 - NEIGHBORHOOD SERVICES Totals		\$0.00	\$0.00	\$0.00	(\$4,189.66)	\$0.00	\$0.00	\$0.00	+++	\$0.00
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	191,228.00	.00	191,228.00	14,368.57	.00	177,529.91	13,698.09	93	196,030.02
61012	LIBRARY SUBSTITUTES	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	24,241.06	.00	228,925.67	77,347.33	75	268,988.75
61060	SEASONAL EMPLOYEES	.00	.00	.00	99.43	.00	7,641.00	(7,641.00)	+++	362.05
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	525.05	(525.05)	+++	10,900.51
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	1,210.82	(1,210.82)	+++	.00
61510	HEALTH INSURANCE	42,818.00	.00	42,818.00	2,719.38	.00	27,203.59	15,614.41	64	31,155.12
61615	LIFE INSURANCE	67.00	.00	67.00	.53	.00	5.30	61.70	8	.53
61710	IMRF	45,206.00	.00	45,206.00	3,030.82	.00	31,721.81	13,484.19	70	36,570.31
61725	SOCIAL SECURITY	30,665.00	.00	30,665.00	2,375.62	.00	24,604.32	6,060.68	80	29,301.80
61730	MEDICARE	7,172.00	.00	7,172.00	555.63	.00	5,754.24	1,417.76	80	6,852.91
62506	WORK- STUDY	5,400.00	.00	5,400.00	718.89	.00	1,687.52	3,712.48	31	3,219.79
65100	LIBRARY SUPPLIES	2,410.00	.00	2,410.00	1,742.40	855.68	7,363.00	(5,808.68)	341	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	11,141.70	2,228.30	83	12,899.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	150.00	.00	450.00	(450.00)	+++	.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$655,409.00	\$0.00	\$655,409.00	\$51,116.50	\$855.68	\$525,763.93	\$128,789.39	80%	\$604,251.38
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	80,265.00	.00	80,265.00	13,078.42	.00	103,192.42	(22,927.42)	129	119,479.18
61012	LIBRARY SUBSTITUTES	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	13,952.27	.00	118,103.69	73,219.31	62	158,079.01
61060	SEASONAL EMPLOYEES	.00	.00	.00	642.41	.00	1,888.80	(1,888.80)	+++	.00
61415	TERMINATION PAYOUTS	14,200.00	.00	14,200.00	.00	.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	2,669.59	.00	21,059.75	25.25	100	25,039.78
61615	LIFE INSURANCE	6.00	.00	6.00	.08	.00	.89	5.11	15	1.94
61710	IMRF	25,933.00	.00	25,933.00	2,515.19	.00	21,003.59	4,929.41	81	26,144.26
61725	SOCIAL SECURITY	16,800.00	.00	16,800.00	1,684.15	.00	13,677.79	3,122.21	81	17,119.17
61730	MEDICARE	3,929.00	.00	3,929.00	393.89	.00	3,198.77	730.23	81	4,003.55
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	5,805.00	4,695.00	55	10,143.85

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
62341	INTERNET SOLUTION PROVIDERS	3,000.00	.00	3,000.00	99.85	.00	2,135.49	864.51	71	3,819.49
62375	RENTALS	44,460.00	.00	44,460.00	5,426.09	.00	36,493.01	7,966.99	82	41,523.97
64015	NATURAL GAS	2,900.00	.00	2,900.00	27.59	.00	1,763.34	1,136.66	61	2,859.09
65040	JANITORIAL SUPPLIES	.00	.00	.00	(71.67)	.00	16.98	(16.98)	+++	.00
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	(165.48)	.00	.00	.00	+++	20.76
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	217.41	.00	1,776.42	3,623.58	33	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	2,269.56	.00	11,871.91	18,028.09	40	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	2,577.50	515.50	83	2,984.04
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$459,394.00	\$0.00	\$459,394.00	\$42,997.10	\$0.00	\$348,685.54	\$110,708.46	76%	\$441,601.20
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	275,578.00	.00	275,578.00	21,418.06	.00	223,988.33	51,589.67	81	225,663.79
61050	PERMANENT PART-TIME	89,531.00	.00	89,531.00	4,258.09	.00	58,381.68	31,149.32	65	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	29,885.53	6,240.47	83	32,164.52
61615	LIFE INSURANCE	86.00	.00	86.00	.53	.00	5.30	80.70	6	6.25
61710	IMRF	38,968.00	.00	38,968.00	2,691.14	.00	29,194.90	9,773.10	75	35,569.81
61725	SOCIAL SECURITY	22,411.00	.00	22,411.00	1,578.17	.00	17,476.61	4,934.39	78	21,155.88
61730	MEDICARE	5,241.00	.00	5,241.00	369.09	.00	4,087.29	1,153.71	78	4,947.76
62340	COMPTER LICENSE & SUPP	36,970.00	.00	36,970.00	(6,339.75)	.00	20,808.57	16,161.43	56	4,325.01
62341	INTERNET SOLUTION PROVIDERS	113,700.00	.00	113,700.00	18,559.71	24,652.37	119,784.88	(30,737.25)	127	110,345.27
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	131.32	.00	5,139.68	7,860.32	40	6,236.09
65555	PERSONAL COMPUTER EQUIPMENT	49,220.00	.00	49,220.00	4,515.66	.00	10,417.09	38,802.91	21	16,602.99
65630	LIBRARY BOOKS	.00	.00	.00	(19.97)	.00	.00	.00	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,621.00	.00	8,621.00	718.42	.00	7,184.20	1,436.80	83	8,318.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	300.00	.00	900.00	(900.00)	+++	.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$693,352.00	\$0.00	\$693,352.00	\$50,999.29	\$24,652.37	\$528,882.60	\$139,817.03	80%	\$582,208.09
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	252,645.00	.00	252,645.00	14,142.36	.00	147,791.02	104,853.98	58	229,035.95
61050	PERMANENT PART-TIME	98,178.00	.00	98,178.00	11,078.49	.00	125,293.30	(27,115.30)	128	91,409.86
61110	OVERTIME PAY	9,300.00	.00	9,300.00	2,728.70	.00	12,699.95	(3,399.95)	137	9,421.09
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	49,755.53	21,641.47	70	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	176.02	.00	2,147.94	(947.94)	179	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	2,895.56	.00	29,720.10	7,894.90	79	34,878.24
61725	SOCIAL SECURITY	21,213.00	.00	21,213.00	1,696.98	.00	17,489.51	3,723.49	82	20,133.84
61730	MEDICARE	4,961.00	.00	4,961.00	396.85	.00	4,090.28	870.72	82	4,708.70
62225	BLDG MAINTENANCE SERVICES	219,757.00	.00	219,757.00	10,927.31	39,980.00	175,061.23	4,715.77	98	211,056.92
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	6,726.00	.00	6,741.24	5,258.76	56	11,718.03

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
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	14.85	(14.85)	+++	.00
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	4,533.30	906.70	83	2,500.08
62309	RENTAL OF AUTO REPLACEMENT	4,743.00	.00	4,743.00	395.25	.00	3,952.50	790.50	83	1,700.04
62315	POSTAGE	.00	.00	.00	(531.71)	.00	.00	.00	+++	4.32
62341	INTERNET SOLUTION PROVIDERS	2,160.00	.00	2,160.00	.00	.00	.00	2,160.00	0	.00
64015	NATURAL GAS	30,500.00	.00	30,500.00	1,181.31	.00	17,427.83	13,072.17	57	26,413.01
64505	TELECOMMUNICATIONS	.00	.00	.00	1,181.90	.00	2,696.15	(2,696.15)	+++	504.48
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	338.72	.00	9,426.80	2,573.20	79	10,897.02
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	1,559.69	.00	18,983.37	13,016.63	59	58,264.19
65100	LIBRARY SUPPLIES	.00	.00	.00	(50.00)	.00	.00	.00	+++	(288.86)
65503	FURNITURE / FIXTURES / EQUIPMENT	7,500.00	.00	7,500.00	.00	.00	245.85	7,254.15	3	30,810.93
65504	LIBR GARAGE REHAB CONSTRUCTION DESIGN	.00	.00	.00	.00	.00	.00	.00	+++	75.49
66025	TRANSFER TO DEBT SERVICE - ERI	5,440.00	.00	5,440.00	453.33	.00	4,533.30	906.70	83	5,247.96
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	\$838,251.00	\$0.00	\$838,251.00	\$60,992.83	\$39,980.00	\$634,346.70	\$163,924.30	80%	\$809,698.60
	Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	550,338.00	.00	550,338.00	42,460.30	.00	480,669.26	69,668.74	87	876,532.14
61050	PERMANENT PART-TIME	88,265.00	.00	88,265.00	7,429.00	.00	67,249.38	21,015.62	76	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	91,694.84	16,678.16	85	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	6,000.00	1,200.00	83	7,071.43
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	1,000.00	200.00	83	1,178.57
61710	IMRF	67,732.00	.00	67,732.00	5,168.54	.00	55,897.88	11,834.12	83	62,668.09
61725	SOCIAL SECURITY	39,158.00	.00	39,158.00	2,486.07	.00	32,300.29	6,857.71	82	34,147.13
61730	MEDICARE	9,157.00	.00	9,157.00	708.86	.00	7,681.55	1,475.45	84	8,538.81
62185	CONSULTING SERVICES	171,000.00	.00	171,000.00	7,697.91	99,256.67	81,449.36	(9,706.03)	106	26,157.92
62205	ADVERTISING	5,000.00	.00	5,000.00	1,972.00	.00	3,982.81	1,017.19	80	.00
62210	PRINTING	6,000.00	.00	6,000.00	1,371.18	4.49	6,916.40	(920.89)	115	2,919.32
62275	POSTAGE CHARGEBACKS	1,900.00	.00	1,900.00	.00	.00	1,554.24	345.76	82	2,624.46
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,025.00	.00	42,025.00	885.36	.00	28,880.76	13,144.24	69	17,940.51
62315	POSTAGE	5,500.00	.00	5,500.00	907.71	.00	3,623.81	1,876.19	66	3,693.08
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	2,500.00	.00	4,237.14	(2,232.14)	211	1,017.00
62380	COPY MACHINE CHARGES	12,881.00	.00	12,881.00	491.65	.00	1,385.32	11,495.68	11	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	453.39	.00	940.52	59.48	94	400.73
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	472.97	.00	4,735.89	(735.89)	118	5,700.69
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	182.28	.00	1,095.36	904.64	55	1,391.03
65095	OFFICE SUPPLIES	97,770.00	.00	97,770.00	6,540.08	1,485.81	53,437.64	42,846.55	56	48,305.97
65100	LIBRARY SUPPLIES	.00	.00	.00	(10.00)	.00	.00	.00	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	13,661.00	.00	13,661.00	1,138.42	.00	11,384.20	2,276.80	83	13,179.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	20,833.33	.00	208,333.30	41,666.70	83	249,999.96

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,510,153.00	\$0.00	\$1,510,153.00	\$113,864.31	\$100,746.97	\$1,156,286.88	\$253,119.15	83%	\$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	239.77	.00	22,521.18	(12,521.18)	225	51,355.62
65630	LIBRARY BOOKS	.00	.00	.00	143.69	.00	496.35	(496.35)	+++	7,258.10
Business Unit 4850 - LIBRARY GRANTS Totals		\$20,000.00	\$0.00	\$20,000.00	\$383.46	\$0.00	\$23,017.53	(\$3,017.53)	115%	\$63,981.81
Business Unit 4870 - MAIN LIBRARY MECHANICAL										
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	198,305.82
Business Unit 4870 - MAIN LIBRARY MECHANICAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$198,305.82
Business Unit 4871 - NORTH BRANCH MECHANICAL										
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	37,509.02	(37,509.02)	+++	13,920.51
Business Unit 4871 - NORTH BRANCH MECHANICAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,509.02	(\$37,509.02)	+++	\$13,920.51
Business Unit 4872 - MAIN LIBRARY WEATHERPROOFING										
62912	WEATHERPROOFING	.00	.00	.00	.00	.00	.00	.00	+++	14,550.00
Business Unit 4872 - MAIN LIBRARY WEATHERPROOFING		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$14,550.00
Business Unit 4874 - MAIN LIBRARY ELEVATOR										
63056	ELEVATOR REPAIR	.00	.00	.00	.00	.00	.00	.00	+++	49,894.22
Business Unit 4874 - MAIN LIBRARY ELEVATOR		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$49,894.22
Department 48 - LIBRARY Totals		\$6,997,142.00	\$0.00	\$6,997,142.00	\$493,333.69	\$225,425.76	\$5,279,125.83	\$1,492,590.41	79%	\$6,929,456.28
EXPENSE TOTALS		\$6,997,142.00	\$0.00	\$6,997,142.00	\$493,333.69	\$225,425.76	\$5,279,125.83	\$1,492,590.41	79%	\$6,929,456.28
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		7,017,157.00	.00	7,017,157.00	282,552.77	.00	6,676,055.67	341,101.33	95	6,763,896.53
EXPENSE TOTALS		6,997,142.00	.00	6,997,142.00	493,333.69	225,425.76	5,279,125.83	1,492,590.41	79	6,929,456.28
Fund 185 - LIBRARY FUND Totals		\$20,015.00	\$0.00	\$20,015.00	(\$210,780.92)	(\$225,425.76)	\$1,396,929.84	(\$1,151,489.08)		(\$165,559.75)
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	393,409.00	.00	393,409.00	.00	.00	364,827.06	28,581.94	93	601,811.42
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	650,000.00	(650,000.00)	+++	.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	26,149.95	(26,149.95)	+++	.00
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	1.20	(1.20)	+++	.00
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$393,409.00	\$0.00	\$393,409.00	\$0.00	\$0.00	\$1,040,978.21	(\$647,569.21)	265%	\$601,811.42
Department 48 - LIBRARY Totals		\$393,409.00	\$0.00	\$393,409.00	\$0.00	\$0.00	\$1,040,978.21	(\$647,569.21)	265%	\$601,811.42
REVENUE TOTALS		\$393,409.00	\$0.00	\$393,409.00	\$0.00	\$0.00	\$1,040,978.21	(\$647,569.21)	265%	\$601,811.42
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
62716	BOND ISSUANCE COSTS	.00	.00	.00	1,167.66	.00	11,770.32	(11,770.32)	+++	.00
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	.00	.00	.00	330,955.00	0	481,936.00

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
68315	DEBT SERVICE- INTEREST	62,454.00	.00	62,454.00	.00	.00	31,227.60	31,226.40	50	80,803.60
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$393,409.00	\$0.00	\$393,409.00	\$1,167.66	\$0.00	\$42,997.92	\$350,411.08	11%	\$562,739.60
	Business Unit 4870 - MAIN LIBRARY MECHANICAL									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	41,446.90	(41,446.90)	+++	.00
	Business Unit 4870 - MAIN LIBRARY MECHANICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,446.90	(\$41,446.90)	+++	\$0.00
	Department 48 - LIBRARY Totals	\$393,409.00	\$0.00	\$393,409.00	\$1,167.66	\$0.00	\$84,444.82	\$308,964.18	21%	\$562,739.60
	EXPENSE TOTALS	\$393,409.00	\$0.00	\$393,409.00	\$1,167.66	\$0.00	\$84,444.82	\$308,964.18	21%	\$562,739.60
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	393,409.00	.00	393,409.00	.00	.00	1,040,978.21	(647,569.21)	265	601,811.42
	EXPENSE TOTALS	393,409.00	.00	393,409.00	1,167.66	.00	84,444.82	308,964.18	21	562,739.60
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	(\$1,167.66)	\$0.00	\$956,533.39	(\$956,533.39)		\$39,071.82
	Grand Totals									
	REVENUE TOTALS	7,410,566.00	.00	7,410,566.00	282,552.77	.00	7,717,033.88	(306,467.88)	104	7,365,707.95
	EXPENSE TOTALS	7,390,551.00	.00	7,390,551.00	494,501.35	225,425.76	5,363,570.65	1,801,554.59	76	7,492,195.88
	Grand Totals	\$20,015.00	\$0.00	\$20,015.00	(\$211,948.58)	(\$225,425.76)	\$2,353,463.23	(\$2,108,022.47)		(\$126,487.93)

Endowment for the Evanston Public Library
 Holdings as of October 31, 2016

	Symbol	Shares/Quantity	Price	Value as of 10/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6882.528	\$196.55	\$1,352,760.88	36.1%		
Vanguard Small-Cap Index Fund	VSMAX	3665.146	\$56.15	\$205,797.95	5.5%		
Vanguard REIT Index Fund	VGSLX	1702.731	\$115.97	\$197,465.71	5.3%		
Vanguard Total International Stock Index Fund	VTIAX	13540.688	\$24.89	\$337,027.72	9.0%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6421.086	\$31.33	\$201,172.62	5.4%	61.3%	
Vanguard Federal Money Market Fund	VMFXX	328963.850	\$1.00	\$328,963.85	8.8%	8.8%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$118.398	\$151,279.49	4.0%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$116.578	\$141,463.90	3.8%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$130.560	\$145,424.14	3.9%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$100.624	\$160,879.66	4.3%	16.0%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25883.786	\$10.76	\$278,509.54	7.4%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$102.835	\$46,275.75	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$104.016	\$46,807.20	1.3%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$105.281	\$47,376.45	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$104.140	\$42,697.40	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$106.791	\$10,679.10	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$112.127	\$48,214.61	1.3%	13.9%
				\$3,742,795.98		100.0%	

Cash Equivalents	8.8%
US Treasury Inflation Protected Securities	16.0%
Corporate Bonds	13.9%
Domestic Equities	46.9%
International Equities	14.4%
	100.0%

Evanston Public Library
Services Policy
Amended [411/2309/20142016](#)

5.0 Library Services and Community Outreach

It is the policy of the Evanston Public Library to optimize availability of library services and programs throughout the community. Library staff and the Board of Trustees shall determine the best and most efficient means to accomplish these goals. Services may be provided at library locations, schools, summer reading program sites, book study venues, community centers, senior centers, festivals/fairs, community events, and other locations where community members may gather. Local officials -- library trustees, librarians, and other professional library staff -- are the most qualified to decide how library services including Internet access should be provided to their patrons.

5.1 Borrower Registration

5.1.1 Evanston Residents

To receive a borrower's card, residents of Evanston should present a valid Illinois Driver's License or an Illinois State Identification Card with a currently valid Evanston address. Other forms of picture identification issued by state or national governments with a currently valid Evanston address are also acceptable. If this identification is not available, two forms of identification are required to obtain a library card. One must be a picture identification and the other must be a recently dated document with the applicant's current address.

5.1.2 Photo Identification

Acceptable picture identification includes:

- * Driver's License
- * State Identification Card
- * Student or Faculty Identification Card
- * Northwestern University Wild Card
- * Passport
- * US Permanent Resident Card (green card)
- * Illinois Public Aid Identification Card
- * Evanston Township High School Identification Card
- * City of Evanston Employee Identification Card
- * Matricula Consular Identification Card
- * Military Identification Card

5.1.3 Proof of Residency

As proof of the applicant's current address, one of the following is acceptable (paper or electronic copy acceptable):

- * Instructional Driver's Permit
- * Lease or Housing Agreement
- * Utility Bill (Telephone, Gas, Electric, Water or Cable)
- * Credit Card Statement
- * Bank Statement
- * Northwestern University Wild Card Statement
- * Current Term's Class Schedule

An account statement or bill must be not more than sixty days old. Leases, housing agreements, and instructional permits must be currently valid. Residential employees may confirm their local address by means of a letter from their employers indicating that the employees reside in the household. Residents of transitional shelters or assisted living homes may confirm their residence by means of a letter from the shelter's administration on the shelter's letterhead.

Agenda Item 6.B

At the time of registration for library privileges, the applicant will provide the following information: name, address, telephone number, e-mail address (optional) and signature. Children under the age of 14 must be accompanied by a parent or legal guardian, and must either present two forms of identification or be accompanied by a parent or guardian who can supply acceptable adult identification. The Library's staff, in cooperation with local schools and other community agencies, may modify these identification requirements and issue cards to Evanston residents when the schools takes responsibility for the verification of address information and for securing the parent or legal guardian's approval if necessary.

A library card applicant may grant written permission to an individual who provides proof of identification and residency in their place, when for medical or other circumstances, they themselves are not personally able to do so. All applicants for the creation or renewal of a library card are required to meet the same identification requirements as described above.

5.1.4 Library Card Terms

Library cards are valid for three years. College and university students who do not have a permanent residence in Evanston are issued a library card with a one-year expiration date. Residents of transitional shelters or assisted living homes and temporary visitors are issued a library card with a 90 day expiration date.

Each library cardholder must safeguard his or her own library card. Cardholders are responsible for all materials checked out on their library cards. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use.

~~An Evanston Public Library staff card may be issued to each non-resident employee upon employment with the Library or the City of Evanston. When an employee who does not live in Evanston leaves the employ of the Library or City that person's staff card account will be closed.~~

~~Each library cardholder must safeguard his or her own library card. Cardholders are responsible for all materials checked out on their library cards. Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use.~~

5.1.5 Permissive Library Card Use

A patron may grant ~~written~~ permission to other individuals who may use their library card for checking out materials or managing activity of the account. This authority may be immediately revoked at patron's written request.

5.2 Borrowing Privileges

5.2.1 City of Evanston Employee Cards

~~An Evanston Public Library staff card may be issued to each non-resident employee upon employment with the Library or the City of Evanston. When an employee who does not live in Evanston leaves the employ of the Library or City that person's staff card account will be closed.~~

Cash Deposits

~~New residents or temporary residents who cannot meet the above identification requirements may borrow books by making a cash deposit equal to the value of the materials and the appropriate replacement service charges. The entire fee will be refunded if the books are returned on or before their due date; if materials are overdue, fines will be deducted from the fee. Patrons are permitted to borrow materials by this method on only two occasions.~~

5.2.2 Non-Resident Taxpayers

Library cards are available without charge to persons who pay Evanston property taxes, but do not reside within the City limits. Such cards are issued to non-residents who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property in Evanston. Only one such card will be issued for each parcel of property. Applicants should present their current tax bill and acceptable identification as described above.

Such cards are only valid at the Evanston Public Library and valid for one year.

5.2.3 Business and Institutional Borrowing Privileges

Library borrowing privileges may be extended to businesses located in Evanston. The applicant must be the sole owner, a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation located in Evanston. The applicant must present a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the firm is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

5.2.4 Organizational Borrowing Privileges

Not-for-profit organizations and units of local government located in Evanston may obtain library-borrowing privileges by presenting a letter on organizational letterhead indicating that the organization will take responsibility for all materials borrowed and indicating who in the organization is authorized to borrow materials.

Such cards are valid for one year and may only be used at the Evanston Public Library.

5.2.5 School Borrowing Privileges

Library borrowing privileges may be extended to District 65 schools, Evanston Township High School and other schools located in Evanston. To receive a school card, the school principal shall complete an application form, attach a list of teachers and/or staff eligible to use the card and return the form to the Library. These cards are not for reciprocal use and are only valid for use at the Evanston Public Library. Schools will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The school card will expire at the end of the school year. The Youth Services staff and the Young Adult Librarian will monitor the school cards and will communicate with school staff and/or teachers about overdue and missing items.

5.2.6 Youth Organization Borrowing Privileges

Library borrowing privileges may be extended to organizations that serve Evanston youth (infants – grade 12). The organizations must be located in Evanston. To receive an organization card, the head of the organization shall complete an application form, attach a list of staff eligible to use the card and return the form to the Library. Depending on the structure of the organization more than one staff card could be authorized by the Circulation Manager. These cards are not for reciprocal use and are only valid for use at the Evanston Public Library. Organizations will be responsible for items that are lost at the end of the year if the total amount exceeds \$30. The card will expire at the end of the year. The Youth Services Department staff and the Young Adult Librarian will monitor the organization cards and will communicate with the organization about overdue and missing items.

5.2.7 Non-Resident "Cards" Fee" Cards

Non-residents may purchase a library card for use at the Evanston Public Library if such non-residents are eligible for an Evanston Public Library card under the current State of Illinois rules and regulations governing the issuing of such cards. The minimum fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director calculates said fee annually and reports it to the Library Board at the April meeting. When necessary the Library Board will adjust the non-resident fee to equal or exceed the fee determined by the Illinois State Library formula.

A non-resident card will only be issued to patrons who have a current valid library card from their home library. If a patron cannot provide proof of said library card, the Library is required by State law to deny the sale of a non-resident card to the individual.

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston.

The ~~Such~~ cards ~~will~~may only be valid for one year and may only be used at the Evanston Public Library.

5.2.8 Registration of Reciprocal Borrowers

The Evanston Public Library will register for use any currently valid library card from a Reaching Across Illinois Library System (RAILS) library or from any library having reciprocal borrowing agreements with RAILS or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must present

one form of picture identification with the current address, or picture identification plus a lease, bill or statement with the applicant's current address.

~~All Reciprocal Borrowers Such registration is valid for a three-year period.~~

~~Chicago Public Library cardholders~~ who register their cards with the Evanston Public Library will be given the same expiration date as the one on their ~~Chicago Public~~ Library account.

5.2.9 Cash Deposit Borrowing

New residents or temporary residents who cannot meet the above identification requirements may borrow books by making a cash deposit equal to the value of the materials and the appropriate replacement service charges. The entire fee will be refunded if the books are returned on or before their due date; if materials are overdue, fines will be deducted from the fee. Patrons are permitted to borrow materials by this method on only two occasions per year.

5.3 Verification and Changes of Patron Information

5.3.1 Library Card Renewals

The Evanston Public Library looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower. All applicants for the renewal of a library card are required to meet the same identification requirements as a new applicant, as described in the applicable section.

5.3.2 Patron's Change of Address

All registered patrons of the Evanston Public Library, whether Evanston residents or registered reciprocal borrowers, are required to inform the Evanston Public Library of any change of address. If at any time mail sent to a patron by the Evanston Public Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's library card privileges will be suspended until the address can be verified by staff. The patron will need to verify their address according to the procedures outlined above.

5.4 Account Suspensions, Denials and Appeals

5.4.1 Library Card Account Suspension

The Evanston Public Library reserves the right to suspend the Library card account for violation of library rules or in other instances determined by the Library's Administration.

5.4.1 Ownership of Library Cards

~~All cards issued by the Evanston Public Library remain the property of the Evanston Public Library and may be repossessed by the Library for the violation of library rules or in other instances determined by the Library's Administration.~~

5.4.2 Appeals

Anyone who believes that he/she has been unfairly ~~suspended or~~ denied a library ~~card, and~~ card and is not satisfied by the decision made by the Library Director or his/her designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

5.5 Fines, Fees, Replacements and Service Hours

5.5.1 Borrowers with Overdue Items or Fines

The Library notifies patrons by email prior to an item's due date and notifies patrons by email or US mail when items are overdue and fines accruing. These notices are sent as a courtesy to patrons and all fines and fees accrued are due to the Library whether or not the patron sees or receives any notice. It is each patron's responsibility to return items before or when due.

Fines may be waived by the Circulation Manager or designee when, in his/her judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts so cardholders have access to all services.

Patrons are not permitted to check out library materials or renew their library account when they owe fines and fees that total \$10.00 or more. Library materials are considered lost when they are five weeks overdue. Patrons are expected to pay for the replacement of lost materials. An additional processing fee is also charged for lost materials. Refunds are made if lost materials are returned in good condition to the Library within ~~60~~90 days after items are billed. The processing fee is not refundable. The applicable maximum fine will be deducted from the refund. If the fine matches or exceeds the cost of the item, no refund will be issued.

The Library makes use of a collection service or appropriate legal remedies to obtain the return of or payment for overdue library materials.

When informed that a patron has overdue books or owes fines at another library, the Evanston Public Library may deny borrowing privileges until those materials are returned or the debt is paid.

5.5.2 Borrowers with Damaged or Missing Materials

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Circulation Manager or his/her designee determines the charge for damage that can be repaired. Patrons may replace lost or damaged books owned by the Evanston Public Library with a new book that is an exact ISBN match. Replacement items must be new and not used or marked. Otherwise patrons are to pay the specified replacement fee. In either case, a processing fee is assessed.

The Evanston Public Library does not except replacements for non-print material.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for the items plus a processing fee. Suspension of Library privileges and legal action may be taken if the damage is extensive.

5.5.3 Hours of Service, Loan Periods, Fines and Fees Determined by Library Board

The Library Board establishes, in consultation with the Library Director, hours of service to be provided at each library service point, loan periods for materials, and fines and fees for library services. These are reviewed annually by the Library's staff and the Library Board.

5.5.4 Photocopy Fees

The Evanston Public Library makes available to the public a wide variety of reference materials, including special resources relating to the history of Evanston: city directories, microfilmed telephone directories, and obituaries from the local papers. The Library applies a service charge to any request received from individuals residing outside the Reaching Across Illinois Library System and the metropolitan Chicago area for the location and photocopying of material. This fee is listed in the Library's Fee Schedule. Staff may place a limit on the pages photocopied, due to copyright restrictions, staff limitations, or the fragility of the material.

5.6 Confidentiality of Records

It is the policy of the Board of Trustees of the Evanston Public Library to insure the privacy of the users of its services and considers any patron-identifiable library records to be confidential in nature. Patron-identifiable library records are collected only when they are necessary for the fulfillment of the Library's mission or for the purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library patrons. Patron-identifiable library records include any information that links a patron to use of particular library materials, resources, or services, or that identify a patron's choices, tastes, or research interests. Such records include, but are not limited to, all types of registration and circulation records, temporary Internet files stored in a computer, computer sign-up sheets, inter-library loan requests and records, patron requests to reserve, recall or obtain certain materials, staff notes pertaining to patron requests for assistance, and all correspondence with patrons having to do with use of library resources including email and social media. Even records that do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's library card number, address, driver's license number, or phone number are considered patron-identifiable library records. In addition to physically extant records, patron-identifiable library records include computers, computer components, disks and other electronic storage media containing such records.

Patron-identifiable information does not include statistical records relating to use of the Library or its materials

and services that cannot be used to identify particular patrons or information concerning behavioral issues in the Library's records concerning particular patrons.

No identifiable library records shall be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by a court under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Any costs incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search. Only the Library Director and ~~Administrative Services Manager~~designee are authorized to accept and respond to such court orders. If the order requires immediate compliance, the designated librarian-in-charge, may respond to such an order, but should first attempt to notify the Library Director or ~~Administrative Services Manager~~designee. Whenever possible the Library's staff should seek to have the court order reviewed by the City Attorney or his/her designee before complying.

Patron-identifiable information may be disclosed without a court order only in the following circumstances:

* A patron may have access to any patron-identifiable records the Library holds about him or her, if the patron presents his or her library card or ~~valid~~valid photo identification. Telephone callers who provide their library card number will be treated the same as in-person visitors.

* If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's library card and is able to provide appropriate identification for himself or herself.

* When contacting a patron, patron-identifiable information (such as the title or subject of a requested item available to be picked up) may not be left on an answering machine, voice mail, or email to the patron, unless the patron specifically requests this form of identification at the time of the request. The Library cannot be responsible for maintaining confidentiality in the notification process if these methods are selected by the patron.

* The Federal Protection of Children from Sexual Predators Act requires the Library to report possible violations of child pornography laws to the Cyber Tip Line at the National Center for Missing and Exploited Children (www.cybertipline.com). Reports received by the Cyber Tip Line are forwarded to the appropriate law enforcement agencies. Such disclosures should be made only by the Library Director or ~~Administrative Services Manager~~designee, and whenever possible they will consult with the City Attorney before making such a disclosure. The Library is protected from liability for good faith disclosure to the Cyber Tip Line.

Photocopy Fees

~~The Evanston Public Library makes available to the public a wide variety of reference materials, including special resources relating to the history of Evanston: city directories, microfilmed telephone directories, and obituaries from the local papers. The Library applies a service charge to any request received from individuals residing outside the Reaching Across Illinois Library System and the metropolitan Chicago area for the location and photocopying of material. This fee is listed in the Library's Fee Schedule. Staff may place a limit on the pages photocopied, due to copyright restrictions, staff limitations, or the fragility of the material.~~

Internet Access Policy

~~Internet access is available on selected public computers for all users of the Evanston Public Library. The Internet is a resource to be utilized in the fulfillment of the Library's mission (see Mission Statement). The Library's Internet access is intended primarily as an information resource. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the Library. The Evanston Public Library has no control over those resources nor does the Library have complete knowledge of what is on the Internet. The Library does not select or edit Internet content, or take responsibility for its reliability, currency, or accuracy. Library patrons use the Internet at their own discretion. The Internet contains some material that is inappropriate for viewing or reading by children, such as sexually explicit, violent, and racist material and images. For this reason, parents are encouraged to monitor and supervise their children's use of the Internet. The Library staff does not limit or restrict adults or children in the Internet sites they choose to view. Users are, however, expected to follow all~~

~~state, municipal, and federal laws, as well as library rules of conduct while using the Internet, and may not use the Internet to harass or intimidate others. Patrons using computers not equipped with privacy protection need to be aware that other Library patrons may view the screen. If such images disturb other people's use of the Library, the Library will address the incident as a disturbance and will both address the behavior and reserves the right to ask patrons to use a computer equipped with privacy protection.~~

~~The Library provides unfiltered Internet access and may also make limited or filtered access to the Internet available at certain locations within its facilities. The Library recognizes the limitations of filtering software and urges parents and other Library patrons not to assume that filtering software will prevent access to materials that they may consider objectionable. The filtering software may also block access to some materials that patrons wish to access, in which case the patron may need to use the unfiltered stations.~~

~~The Library's staff develops and implements such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources.~~

~~The Library's staff assists patrons with Internet use as time permits but cannot offer personal instruction. The Library may offer formal instruction or information on the Internet at designated times. Current materials about the Internet are available in the Library's collection.~~

~~The Evanston Public Library is bound by an agreement with its Internet provider that prohibits any unlawful use of the Internet. The Internet and/or Wi-Fi connection shall not be used for illegal purposes nor used in such a way as to violate Evanston Public Library policies. Patrons who make unlawful use of the Internet may be barred from using the Library's Internet resources. This policy applies to all Library users who use the Library's network to access the Internet.~~

5.7 Library Cooperation

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

Materials from other libraries must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

Patrons who are not currently allowed to check out library materials because of fines or overdue items are not allowed to request materials from cooperating libraries or agencies. The services involved include, but are not limited to, interlibrary loan and photocopy requests.

If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended for six months to a year. The suspension will reflect the number of items kept overdue and will be determined by the Library Director or his/her designee.

The Evanston Public Library charges back to its patrons any charges for services provided by cooperating libraries and other agencies.

5.7.1 Reciprocal Borrowing

The Evanston Public Library shall make all material that it loans to Evanston cardholders available to valid cardholders from RAILS member libraries except the following materials: Inter Library Loan, Hot spots, Most Wanted, New, Hot Picks, Downloadable, streaming material and any other material as deemed by the Library Director or designee.

5.7.2 Reciprocal Borrowing -- Chicago Residents

In order to maintain a balance in the Reciprocal Borrowing arrangement with the City of Chicago, the Evanston Public Library restricts loans to Chicago residents to no more than ~~ten~~ fifty items charged to a library card at any given time.

5.7.3 Interlibrary Loan

The Evanston Public Library is an active member of the Reaching Across Illinois Library System (RAILS), and follows System interlibrary loan procedures and protocols wherever applicable. The Evanston Public Library also initiates and responds to loan requests within the greater library community.

The Evanston Public Library relies on RAILS as its primary means of satisfying interlibrary loan requests, and the Library attempts, in turn, to fill all requests received from RAILS member libraries.

The Evanston Public Library attempts to satisfy requests from non-RAILS Illinois libraries with any item not currently on loan, except those published within ~~the current year~~ six months and those in frequent demand. The Evanston Public Library will accept requests from libraries throughout the United States, when it appears that the requesting library may have exhausted local and regional resources. Reference books are generally not loaned. Material in fragile condition is not loaned.

Photocopy Fees

The Evanston Public Library makes available to the public a wide variety of reference materials, including special resources relating to the history of Evanston: city directories, microfilmed telephone directories, and obituaries from the local papers. The Library applies a service charge to any request received from individuals residing outside the Reaching Across Illinois Library System and the metropolitan Chicago area for the location and photocopying of material. This fee is listed in the Library's Fee Schedule. Staff may place a limit on the pages photocopied, due to copyright restrictions, staff limitations, or the fragility of the material.

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The Library's staff assists patrons with Internet use as time permits but cannot offer personal instruction. The Library may offer formal instruction or information on the Internet at designated times. Current materials about the Internet are available in the Library's collection.

The Evanston Public Library is bound by an agreement with its Internet provider that prohibits any unlawful use of the Internet. The Internet and/or Wi-Fi connection shall not be used for illegal purposes nor used in such a way as to violate Evanston Public Library policies. Patrons who make unlawful use of the Internet may be barred from using the Library's Internet resources. This policy applies to all Library users who use the Library's network to access the Internet.

5.8.2 Wi-Fi Hot Spots

5.8.2.1 General Guidelines

Patrons must be 16 or older and will require an acceptable picture identification as detailed in section 5.1.2 Photo Identification.

An Evanston public library cardholder in good standing can borrow one device per library card to use within the City of Evanston

Patrons can borrow an Internet Hot Spot for a period determined by the Library Director or designee; the loan is not renewable.

Internet Hot Spots may be placed on hold

Internet Hot Spots are available for pickup/checkout at the locations designated by the Library Director or designee.

Internet Hot Spots must be returned to the Evanston Public Library only or a location designated by the Library Director or designee.

The Internet Hot Spot is intended for the use of the patron who checked out the device and their immediate family members.

Patrons are responsible for the ethical and legal use of the technology usage of the device.

Patron agrees the transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following; confidential information, copyrighted material, threatening or obscene material, and computer viruses because of internet usage from the Internet Hot Spot.

Any attempt to alter data, the configuration of the Internet Hot Spot, is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value.

Late fees will be charged for each day the Hot Spot is past its due date

A replacement fee will be charged to the patron's account for lost or damaged Hot Spots.

5.8.2.2 Privacy and Safety

Chat rooms and sending of chain letters is not permissible.

Do not open, use, or change computer files that do not belong to you.

Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people through the internet.

Storage is not guaranteed to be private or confidential.

5.8.2.3 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. The library is not responsible for any miss-use, harm or any other result due to your use of the Internet Hot Spot.

Patron may not profit from renting or charging connection fees to the Internet Hot Spot.

5.8.2.4 Protecting and Storing

Patron is responsible for care of the internet Hot Spot ensuring that it is not abused by impact, water, sand, dirt, extreme temperature etc. and will be charged the replacement value of the device.

5.9 Reference Services Policy

The Library's staff responds to the information needs of all Evanston Public Library users, providing clear and accurate answers to all patron inquiries, regardless of age, gender, sexual orientation, race, or ethnicity of the

Agenda Item 6.B

questioner, or purpose of the question. Reference services are available at all times the library is open, and users have a right to expect consistently high quality service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, text message, IM or fax; and are handled as expeditiously as possible.

Library staff members may have to make judgments about the feasibility of answering certain time consuming questions, or those requiring expertise or materials outside the realm of a public library. In such cases, when the Library's collection or services do not meet the patron's needs, staff will give a thoughtful referral to other resources or institutions. To facilitate such transactions, the Library's staff maintains collegial relations with other library facilities in the Chicago area, and is familiar with their collections.

The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, websites, and social media may all be used to answer questions. The professional staff reserves the right to determine which sources are most appropriate for each query.

The Evanston Public Library subscribes to the American Library Association's Library Bill of Rights. Consistent with other Library service policies, the department maintains strict confidentiality and privacy regarding all patron inquiries and research interests.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of FY2017 Library Revenue Budget

Date: November 9, 2016

I recommend Library Board approval of the Library’s FY2017 revenue budget:

		% of
FY2017 Revenue		Total
Property Tax Levy - Operating	\$6,284,358	86.7%
Fund for Excellence	\$203,500	2.8%
Transfer from Endowment Income	\$190,200	2.6%
Fines and Fees	\$164,000	2.3%
Prior Year's Taxes	\$92,000	1.3%
Library Book Sales	\$66,000	0.9%
State Per Capita Grant	\$57,418	0.8%
Library Grants	\$50,000	0.7%
Personal Property Replacement Tax	\$46,100	0.6%
Rental Income	\$25,120	0.3%
Library Donations	\$24,849	0.3%
Copy Machine and Printing Charges	\$18,000	0.2%
Material Replacement Charges	\$12,000	0.2%
Meeting Room Fees	\$11,400	0.2%
Investment Income	\$5,400	0.1%
	\$7,250,345	

**CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2016-R1**

**RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2017
AND ENDING DECEMBER 31, 2017**

WHEREAS, the City of Evanston Public Library (“Library”) is a municipal city library under the Illinois Local Library Act (75 ILCS 5/1, *et seq.*); and,

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the Library and deposited to the credit of the Library Fund...” (75 ILCS 5/4-7); and,

WHEREAS, for the budget year FY 2017, beginning January 1, 2017 and ending December 31, 2017, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, at its meeting of November 16, 2016, the Board of Trustees of the Library approved the Library’s Budget for the period of January 1, 2017 and ending December 31, 2017; and,

WHEREAS, this levy request for operation of the Library for fiscal year 2017 is in the public interest and in the interest of the Library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2017:

FY2017 Adopted Budget	
Expenditures	
Youth Services	\$1,242,128
Adult Services	\$1,717,372
Circulation	\$636,277
Neighborhood Services	\$486,003
Technical Services	\$762,478
Maintenance	\$820,650
Administration	\$1,535,337
Library Grants	\$50,000
	\$7,250,245

Revenues	
Property Tax Levy - Operating	\$6,284,358
Prior Year's Taxes	\$92,000
Fund for Excellence	\$203,500
Transfer from Endowment Income	\$190,200
Fines and Fees	\$164,000
Library Book Sales	\$66,000
State Per Capita Grant	\$57,418
Library Grants	\$50,000
Personal Property Replacement Tax	\$46,100
Rental Income	\$25,120
Library Donations	\$24,849
Copy Machine and Printing Charges	\$18,000
Material Replacement Charges	\$12,000
Meeting Room Fees	\$11,400
Investment Income	\$5,400
	\$7,250,345

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is \$6,412,610 (budgeted tax revenue of \$6,284,358 plus a 2% loss in collection factor) for the fiscal year January 1, 2017 to December 31, 2017. Any unused portions on December 31, 2017 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 16th day of November, 2016.

ROLL CALL VOTE	AYES	NAYS:
Clarke	___	___
Foreman	___	___
Goodman	___	___
Iles	___	___
Lurie	___	___
Patel	___	___
Schapiro	___	___
Smith	___	___
Tannen	___	___

ABSENT OR
NOT VOTING:

Certified:

Attest:

Michael M. Tannen
President, Board of Library Trustees

Vaishali Patel
Secretary, Board of Library Trustees



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Library Board Meeting Schedule for 2017

Date: November 9, 2016

Traditionally the Library Board meets on the third Wednesday of the month at 6:30 p.m. The proposed 2017 Board meeting dates are on the third Wednesday of the month with the exception of a special budget meeting and the regular Board meeting, both in September.

I recommend Board approval of the following Board meetings for 2017:

- January 18th
- February 15th
- March 15th
- April 19th
- May 17th
- June 21st
- July 19th
- August 16th
- September 6th (special budget meeting)
- September 13th (Public Hearing on budget)*
- October 18th (Truth in Taxation Hearing)
- November 15th (Adoption of Tax Levy)
- December 20th

*Regular Board meeting on September 13th is on the second Wednesday of the month. A meeting on September 20th would conflict with Rosh Hashana.



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: 2017 Library Closing Schedule
Date: November 9, 2016

Considering the Library's traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend that the Board approve closing the Library on the following dates in 2017:

Sunday, April 16 th	Easter
Friday, April 21 st	Staff Development Day (open at 1 pm)
Thursday, May 4 th	Donor Recognition Event (close at 4 pm)
Sunday, May 28 th	Memorial Day weekend
Monday, May 29 th	Memorial Day*
Tuesday, July 4 th	Independence Day*
Sunday, September 3 rd	Labor Day weekend
Monday, September 4 th	Labor Day – observed*
Friday, October 20 th	Staff Development Day (open at 1 pm)
Thursday, November 23 rd	Thanksgiving*
Sunday, December 24 th	Christmas Eve Day
Monday, December 25 th	Christmas Day – observed*
Sunday, December 31 st	New Year's Eve (close at 5 pm)
Monday, January 1 st , 2018	New Year's Day - observed*

* Paid holidays

Holiday time off with pay is granted to full-time and eligible part-time employees for May 29th, July 4th, September 4th, November 23rd, December 25th, and January 1st, 2018. Staff will receive an extra floating holiday in lieu of the Christmas Eve holiday per section 9.3.A(b) of the AFSCME contract.

Holiday pay is not granted for April 16th, May 3rd after 4 pm, May 28th, September 3rd, December 24th, and December 31st after 5 pm.

Agenda Item 10.C

North Branch will be closed from July 31st through September 4th for the last phase of building renovations. The last day of service would be Saturday, July 29th and first day open would be Tuesday, September 5th.

The 2017 Storytelling Festival will be scheduled for October 6th through 8th.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: FY2017 Per Capita Grant Requirements

Date: November 9, 2016

As part of our annual State Per Capita Grant application, the Library reviews and reports on elements of the State Standards for Illinois Public Libraries, and programs and services provided by the Library to the Evanston community. The following information fulfills these requirements for the 2017 Per Capita Grant application:

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 6, “Access,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

As enumerated in Chapter 6, “Access” as cited above, the Evanston Public Library fulfills all of the following elements included in the chapter. The Evanston Public Library:

- Has a publicized, fixed schedule of open hours
- Has a website and online catalog for 24/7 access
- Insures that all basic services are available when the library is open
- Insures that all materials are available for use in the building or for checkout by persons regardless of age, sex or social standing
- Participates in and promotes Interlibrary loan
- Provides holdings information in a machine-readable form and as part of a remotely accessible electronic database
- Provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services
- Has a sufficient quantity of computers and bandwidth to meet most needs
- Publishes and promotes the telephone and fax numbers and also the website address for the library

- Has policies for Internet use, retention of patron-associated records, and for a meeting room if one is available

Educational Programs and Training Opportunities for Patrons — Describe current or potential collaborative efforts that have benefited or will benefit local library patrons and patrons in neighboring communities.

Working collaboratively with a number of partners, the following list is *a sample of programs* which benefit library patrons in Evanston and the surrounding area:

- The Summer Reading Program welcomes thousands of participants of all ages to enjoy reading over the summer. In 2016, in partnership with the Department of Parks, Recreation and Community Services, along with producing the Summer Reading Program at a number of parks, EPL staff selected and delivered books of interest that were used as children read for 20 minutes each day as part of their camp activities.
- In partnership with the Skokie Public Library and Northwestern University, students staff a Health Information Desk to answer health related questions for patrons.
- In partnership with the Center for Economic Progress, income eligible patrons from Evanston and the surrounding area receive free tax preparation. For the 2015 tax preparation period, 604 returns were completed; the value of the Federal refunds was \$776, 503.
- In partnership with local providers, patrons were invited to programs that provided access to free legal advice, information for families with children with disabilities, services to Veterans, hands on training for parents whose children now have Chrome Books, free computer training and hands-on training for use of such devices as Kindles and Nooks, Tail Waggin' Tutors let reluctant readers practice by reading to dogs, parents learn how to enjoy reading and learning with our littlest patrons beginning with babies at lap-sit programs.

Technology — Library board and staff will report on the impact the EDGE Assessment has had on the library, including at least one example of how the library has used or plans to use the information gleaned from the assessment.

Serving as a benchmark, information from the EDGE Assessment helps to track our progress to improve our technology access. The data gathered is helping to inform our work as we assess the digital literacy.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Approval of Resolution for Signatories on Vanguard Account
(Endowment for the Evanston Public Library)

Date: November 9, 2016

Attached is the Organization Resolution to authorize Michael Tannen and Karen Danczak Lyons to conduct transactions within the Library's account with Vanguard and Vanguard Brokerage Services.

This authorization will be in effect for no more than 120 days. At that time, a new Organization Resolution will be presented to the Board for approval.

Library Board approval of the attached Organization Resolution is recommended.



Organization Resolution

For naming officers or other persons who are authorized to conduct transactions for an organization

Organizations covered by this form

- Corporations.
- Sole proprietorships.
- Partnerships.
- Limited liability companies and partnerships.
- Professional corporations and associations.
- Endowments.
- Business trusts.
- Other entities and organizations.

You can use this form if the organization is either:

- The registered account owner, trustee, or guardian/conservator; or
- An agent for another account owner.

Checkwriting service

If you wish to establish or change checkwriting on this account, you'll need to complete our Checkwriting Form.

Who can sign

Authorized signatories may include officers, general partners, managing members, or other persons allowed to act on the organization's Vanguard and Vanguard Brokerage Services® (Vanguard Brokerage) accounts.

Where noted in Sections 3 and 4, each authorized signatory or other authorized person for a Vanguard Brokerage account must check one or both boxes to indicate any associations or affiliations that apply. **If the first box is checked, the authorized signatory or other authorized person must include with this form a letter of account approval from the associated organization's compliance officer.** Upon written request of the member firm, we'll automatically send them duplicate copies of confirmations, statements, or other information. Failure to include an approval letter may delay the processing of your form. An account approval letter isn't needed for FINRA, New York Stock Exchange, or Vanguard employees.

Important: Signatures are required to authorize this resolution. For specific instructions, refer to Section 5.

If your organization has only one authorized signatory, please have a bank officer, practicing attorney, or member of a domestic stock exchange complete the third-party certification in Section 5.

Once we've received your completed resolution, authorized persons can transact on your organization's behalf without providing certified resolutions each time.

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Organization Resolution

Use this form to authorize persons to conduct transactions on your organization's Vanguard mutual fund and/or Vanguard Brokerage Services® (Vanguard Brokerage) accounts or to authorize persons to act for the organization on behalf of another account owner.

This resolution remains in effect until Vanguard receives notification that it has been revoked or receives a new form. You must file a new Organization Resolution each time there's a change in the identity of individuals authorized to act for your organization.

For brokerage accounts only. Please include a current copy of your organization's document that confirms that the individuals listed in Section 3 are authorized to act (for example, your corporate secretary's certificate, operating agreement, board minutes, or a similar document).

Print in capital letters and use black ink.

Questions?
Call 800-662-2739.

If you need other forms, go to vanguard.com/serviceforms.

1. Organization information

Taxpayer ID number 36-6005870	Contact phone <i>area code, number, extension</i> 847-448-8650 <input type="checkbox"/> Mobile
Name of organization <i>Provide full, legal name as currently registered with Vanguard.</i> Evanston Public Library	

2. Type of authorization *Check Option A or Option B, then skip to the appropriate section.*

If you check this box, continue to Section 3.

Option A. Authorization to act on an organization's accounts or if the organization serves as trustee or guardian/conservator

If you check this box, continue to Section 4.

Option B. Authorization to act on behalf of or as interested party for another account owner

To be eligible to serve as agent or interested party for another account owner, the organization must have been appointed under our Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form that has been or is being completed and submitted to us by the account owner.

3. Authorization to act on an organization's accounts

Complete this section only if you selected Option A in Section 2.

Authorized signatories

If Option A is selected in Section 2, the individuals listed below can act on an organization's account or if the organization serves as a trustee or guardian/conservator as follows:

1. Sign documents related to Vanguard mutual fund and Vanguard Brokerage accounts owned by the organization.
2. Invest the assets of the organization.
3. Obtain account information and give instructions for the purchase, sale, exchange, or transfer of securities.
4. Engage in margin and option trading on Vanguard Brokerage accounts owned by the organization.



Indicate how many signatures are required on documents other than checks. If you don't provide a number, Vanguard will assume only one authorized signatory must sign.	Number of signatures required one
--	---

Provide the full, legal name. >

Name of authorized signatory *first, middle initial, last*
Karen Danczak Lyons

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.) >

Signature X	Date <i>mm/dd/yyyy</i>
-----------------------	------------------------

Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
-----------------	----------------

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.) >

Name of authorized signatory *first, middle initial, last*
Michael M. Tannen

Signature X	Date <i>mm/dd/yyyy</i>
-----------------------	------------------------

Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol
-----------------	----------------

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.) >

Name of authorized signatory *first, middle initial, last*

Signature X	Date <i>mm/dd/yyyy</i>
-----------------------	------------------------

Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

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Name of company	Trading symbol
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If you need more space to list additional authorized signatories, either photocopy this page or attach a separate sheet.



Online access, electronic delivery, and Tele-Account® optional

If desired, provide the name and e-mail address of the authorized signatory, from page 2, who's authorized to establish secure access to the organization's accounts online, consent to electronic delivery (e-delivery) of the organization's account documents, and use Vanguard's automated phone system for account inquiries and transactions. **Only one person can be given this authority.**

The authorized signatory will need to sign up for each of these services separately once we've processed this form. Not all organization accounts are eligible for e-delivery; the authorized signatory will have the option of electing e-delivery for any eligible accounts after registering for online access. If the organization listed on this form isn't the account owner, you can't change the mailing preferences.

If by submitting this form the organization is removing or replacing the authorized signatory designated for online access, e-delivery, and Tele-Account, we'll reset the account's online access and change the mailing preferences for all account documents to U.S. mail delivery. The new authorized signatory (if any) will need to sign up for these services, if desired.

Note: Any of the authorized signatories listed on page 2 can obtain account information and perform transactions by calling a Vanguard investment professional.

Use an individual or personal e-mail address, such as johndoe@xyzcompany.com.

Name of authorized signatory *first, middle initial, last*
Karen Danczak Lyons

E-mail address of authorized signatory
kdanczaklyons@cityofevanston.org

This will be the e-mail address for the account; all e-mail notifications will be sent here. If you need to change the e-mail address, you'll need to first request a PIN, which will be sent to the e-mail address before you can change it.

Additional persons who can conduct transactions optional

The authorized persons listed below won't be allowed to sign any documents related to your accounts. However, they'll be allowed to invest the assets of the organization; obtain account information and give instructions for the purchase, sale, or exchange of securities; and engage in margin and option trading (if available) on Vanguard Brokerage accounts owned by the organization.

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person *first, middle initial, last*
Michael M. Tannen

Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.

Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.

Name of company	Trading symbol

Return pages 1-7 of this form, even if some sections are left blank.



If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person <i>first, middle initial, last</i>	
<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.	
<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol

4. Authorization to act on behalf of another account owner

Complete this section only if you selected Option B in Section 2.

Account owner information

Name of account owner <i>as registered with Vanguard</i>	Last four digits of taxpayer ID number
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Authorized person information *List name(s) of authorized person(s) assigned to act on behalf of the organization as agent or interested party for the above account owner.*

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person <i>first, middle initial, last</i>	
<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.	
<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol

If you check this box, a letter of account approval is required for brokerage accounts. (Refer to instructions page.)

Name of authorized person <i>first, middle initial, last</i>	
<input type="checkbox"/> Check this box if you're 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer.	
<input type="checkbox"/> Check this box if you are, or if a household member is, a control person or an affiliate of a public company, as defined in SEC Rule 144 (this would include, but isn't limited to, 10% shareholders, policymaking executives, and members of the board of directors). If this box is checked, you must provide the names and trading symbols of the companies for which such person serves as a control person or an affiliate.	
Name of company	Trading symbol

Return pages 1-7 of this form, even if some sections are left blank.



5. Certification and indemnification

For Option A

If signing to authorize persons to act on the organization's own Vanguard mutual fund or Vanguard Brokerage accounts or where the organization serves as a trustee or guardian/conservator, confirm the following by signing on page 7:

- Each of the authorized signatories identified in Section 3 is duly authorized by resolution of the board of directors or other governing body of the organization, or under the organization's charter or other organizing document, to act on behalf of the organization in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the organization. Each such signatory is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; engage in margin and option trading on Vanguard Brokerage accounts owned by the organization; and execute any necessary documents in connection with those securities and/or the Vanguard accounts owned by the organization.
- Each of the additional authorized persons identified in Section 3 is authorized to act on behalf of the organization in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the organization. Each such additional authorized person is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; and engage in margin and option trading on Vanguard Brokerage accounts owned by the organization. However, the additional authorized persons are not authorized to execute any documents in connection with the organization's accounts.
- The organization is solely responsible for informing Vanguard of any changes in the authority or identity of any of the authorized signatories or other authorized persons identified in Section 3.

Return pages 1–7 of this form, even if some sections are left blank.



For Option B

If signing to identify persons authorized to act on behalf of the organization as agent or interested party for another account owner under a Vanguard Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form, confirm the following by signing on page 7:

The undersigned authorized signatories of the organization identified in Section 1 hereby certify that each is authorized to act on behalf of the organization to the extent of the authority granted to the organization in a Vanguard Agent Authorization, Agent Certification for Incapacitated Person, or Information-Only Access Form filed with Vanguard previously or at the same time as this form.

The organization acknowledges that:

- The authorized persons identified in Section 4 are authorized to act only with respect to the Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the account owner for which the organization has been authorized as an agent or interested party. The organization further acknowledges that it must file a separate Organization Resolution for each additional account owner for whom the organization serves as an agent or interested party.
- The organization is solely responsible for informing Vanguard of any changes in the authority or identity of the authorized persons listed in this section.
- Vanguard isn't responsible for any acts or omissions taken in regard to any instructions believed by Vanguard to have originated from any authorized person identified in Section 4 until Vanguard has received written notice of the revocation of such authorized person's authority and Vanguard has had a reasonable period of time to act upon such notice.

The following statement applies to organizations that may engage in option trading:

I/We understand the investment objectives and trading plan of the registered account owner(s) and will only use trading strategies that are consistent with these objectives and plans.

I/We acknowledge that I/we have received from the registered account owner(s) (or I/we already possess) copies of the Vanguard Brokerage Option Application and Vanguard Brokerage Option Account Agreement (Option Agreement), and I/we have read and understand them. I/We also acknowledge that if the registered account owner(s) is/are approved for option trading, the owner(s) will be sent the booklet *Characteristics and Risks of Standardized Options*. I/We agree to read the booklet prior to conducting any trades in the registered account owner's(s') account. I/We also accept all the terms and conditions of the Option Agreement.

I/We acknowledge receiving a copy of the Option Agreement, which contains a predispute arbitration clause highlighted in paragraphs 14 and 15 on page 3. By signing this application, I/we agree to be bound by the terms of the Option Agreement.

Applies to brokerage option accounts only if Section 4 has been completed.

Signatures are required on the next page.



For all organizations submitting this resolution

The organization agrees to indemnify and hold The Vanguard Group, Inc., Vanguard Marketing Corporation, their affiliates, each of the investment company members of The Vanguard Group, and their respective officers, employees, and agents (collectively, Vanguard) harmless from and against all losses, claims, and expenses (including attorney's fees) of any kind incurred by Vanguard for relying in good faith upon information provided in this resolution and for acting on instructions believed by Vanguard to have originated from any authorized signatory or other authorized person identified in Section 3, or any authorized person identified in Section 4, as the case may be. This resolution remains in full force and effect until revoked by an authorized signatory of the organization. Each Organization Resolution filed with Vanguard revokes a corporate/organization resolution previously filed with Vanguard in its entirety. Any revocation will not affect any liability resulting from transactions initiated before Vanguard has had a reasonable amount of time to act upon the revocation.

The undersigned are authorized to certify this information on behalf of the organization and confirm that these provisions conform to the charter or other organizing document of our organization.

Important: Two authorized signatories must sign below.

Sign here.
 You can sign even if your name is included in Section 4 as an authorized person.
 If the organization has only one authorized signatory, a third-party certification must be provided below.

Name of authorized signatory <i>first, middle initial, last</i> Michael M. Tannen	Title President
Signature X	Date <i>mm/dd/yyyy</i>
Name of authorized signatory <i>first, middle initial, last</i> Vaishali Patel	Title Secretary
Signature X	Date <i>mm/dd/yyyy</i>

Third-party certification

I certify that the person who signed above is the duly authorized signatory of the organization identified in Section 1.

Required if the organization has only one authorized signatory.

Name of bank officer, practicing attorney, or member of a domestic stock exchange	
Title	
Name of bank or firm	
Signature X	Date <i>mm/dd/yyyy</i>

Return pages 1-7 of this form, even if some sections are left blank.



Mailing information

Make a copy of your completed form for your records.

Mail pages 1-7 of this form—even if some sections are left blank—and any attached information in the enclosed postage-paid envelope.

If you don't have a postage-paid envelope, mail to: Vanguard
P.O. Box 1110
Valley Forge, PA 19482-1110

For registered or certified mail, or overnight delivery, mail to: Vanguard
455 Devon Park Drive
Wayne, PA 19087-1815

Reminders

- Review all of these requirements before returning this resolution to Vanguard.
- You MUST include the following items. If any are missing upon receipt of this form at Vanguard, your request won't be processed.
 - The correct taxpayer ID number in Section 1.
 - Names of all authorized signatories and/or persons in Section 3 or 4.
 - All appropriate signatures in Section 5.
 - For brokerage accounts only: A current copy of your organization's secretary's certificate, operating agreement, board minutes, or a similar document.

For brokerage accounts only

If any authorized signatory/person is 1) an employee of FINRA or 2) associated with a member of a stock exchange, a FINRA member firm, or a municipal securities dealer, you must attach a letter of account approval from the associated organization's compliance officer. Upon written request of the member firm, we'll automatically send them duplicate copies of confirmations, statements, or other information. Failure to include an approval letter may delay the processing of your form. An account approval letter isn't needed for FINRA, New York Stock Exchange, or Vanguard employees.

Checkwriting service

If you wish to establish or change checkwriting on this account, you'll need to complete our Checkwriting Form.

Vanguard Brokerage Services is a division of Vanguard Marketing Corporation, member FINRA.

Vanguard Asset Management Services are provided by Vanguard National Trust Company, which is a federally chartered, limited-purpose trust company operated under the supervision of the Office of the Comptroller of the Currency.

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