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# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, MAY 17, 2017**

**6:30 P.M.**

**BARBARA FRIEDBERG STORYTELLING ROOM**



## **AGENDA**

### **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, May 17, 2017**

**6:30 P.M.**

Evanston Public Library, 1703 Orrington Avenue, Friedberg Storytelling Room

#### **1. CALL TO ORDER / DECLARATION OF QUORUM**

#### **2. CITIZEN COMMENT**

Not to exceed 15 minutes

#### **3. CONSENT AGENDA**

- A. Approval of Minutes of April 19, 2017 Meetings
- B. Approval of Bills and Payroll

#### **4. INFORMATION/COMMUNICATIONS**

- A. Robert Crown Branch Library Project Update (Danczak Lyons and Michael Tannen)  
Robert Crown Stakeholder Meeting: May 18, 2017 6:00 – 8:00 PM  
Parasol Room  
Lorraine H. Morton Civic Center  
2100 Ridge Avenue
- B. Cradle to Career Update (Danczak Lyons and Michael Tannen)
- C. Illinois Legislation Update (Danczak Lyons and Michael Tannen)
- D. Administrative Services Update

#### **5. STAFF REPORT**

- A. 2017 Summer Reading Program and Outreach and ABC Boosters update (Jan Bojda, Laura Antolin, Renee Neumeier and Jill Schacter)

#### **6. LIBRARY DIRECTOR'S REPORT**

- A. Library Director's Report
- B. Evanston Public Library and Equity of Access, Diversity and Inclusion (Discussion)

#### **7. BOARD REPORTS**

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

#### **8. BOARD DEVELOPMENT**

- A. Assisting Evanston's Immigrant and Undocumented Community  
May 23, 4:30 – 6:30 PM  
Levy Senior Center, 300 Dodge Avenue  
The Evanston Public Library, Dear Evanston and Evanston4All Solidarity Response Team invite you for a panel presentation on strategies and best practices for direct service, health and welfare providers, and educators assisting Evanston's Immigrant and undocumented community. Learn from experts about your legal rights and obligations as

educators and service providers for this vulnerable community, as well as how to address the social and emotional impact of these changes on your students and clients.

## **9. UNFINISHED BUSINESS**

## **10. NEW BUSINESS**

- A. Facilities Committee: North Branch Renovation **(For Action)**
- B. Facilities Committee: Main Library generator engineering **(For Action)**
- C. Facilities Committee: Underground Garage Phase II **(Update – Approval by City Council scheduled for May 22, 2017)**
- D. Nominating Committee Report
- E. Extension of Jessica Jolly contract **(For Action)**

## **11. ADJOURNMENT**

### **Next Meeting: June 21, 2017 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, April 19, 2017**

**6:30 P.M.**

Evanston Public Library, 1703 Orrington Avenue, Barbara Friedberg Room

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

**Participating by Phone:** Margaret Lurie

**Staff:** John Devaney, Justine Janis, Karen Danczak Lyons, Miguel Ruiz, Wynn Shawver, Jill Skwerski, Jessica Ticus

**Guests:** Mary Gavin, Evanston RoundTable

**Citizens Present:** Lynn Pollack, Eli Massey, Liliana Farfo, Esther Mack, Annie Kaufman, Deborah Lazar, Ashley Moy-Wooten, Michael Deheeger, Sallie Gratch, Alan Gratch, Ted Smukler, Gail Schechter

**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. President Tannen recommended the order of the agenda be changed to accommodate Trustee Goodman, who is leading the Executive Session discussion but needed to leave the Board meeting by 7:30 to teach a class at Northwestern. President Tannen also wanted the 12 citizens present and interested in commenting to have as much time as they needed to say whatever they wanted to say, even if it exceeded the 15 minutes typically allotted to public comment. Trustee Schapiro made a motion to move to Executive Session before Citizen Comment, the motion did not pass on voice vote and the Board moved forward with Citizen Comment, which was not to exceed 15 minutes.

**CITIZEN COMMENT** – Citizens listed above spoke on behalf of Lesley Williams, Adult Services Librarian, who is on paid administrative leave. They praised her commitment to social justice, diversity, and the community. Many know Ms. Williams from her work with Open Communities, an agency dedicated to social, economic and housing justice. The agency recently honored Ms. Williams with the Open Communities Award. Several are long-time Evanston residents who have participated in the programs Ms. Williams planned at the Library and in the community. Others are not residents of Evanston. They

urged the Board to not take disciplinary action against Ms. Williams and to provide transparency in this personnel issue. President Tannen informed the group that the Board does not get involved in staff issues and Trustee Schapiro added that all personnel issues are considered private, as per City of Evanston policy. President Tannen confirmed that none of the commenters had ever attended EPL's board meetings, President Tannen urged the commenters and all citizens to come to Board meetings, which are open to the public because citizens would realize that the staff and the Board are committed to equity, access, literacy, diversity and engagement and these principles are discussed all the time. President Tannen also encouraged the attendees to review Board minutes, agendas, and library director's reports, all of which are posted on-line on the Library's website.

**NEW BUSINESS- CLOSED SESSION- Personnel (Library Director Evaluation)**

President Tannen motioned to move to Executive Session, seconded by Trustee Foreman and approved by voice vote. The Board went into closed session and resumed the public meeting at 7:59 pm.

**CONSENT AGENDA**

- A. Approval of the Minutes of February 15, 2017 and March 15, 2017 Regular Meetings and Approval of Bills and Payroll** – Co-Treasurer Schapiro motioned to approve the minutes of the February and March Regular Meetings and the March Bills and Payroll. Trustee Foreman seconded and the motion was approved by a voice vote.

**INFORMATION/COMMUNICATIONS**

- A. Robert Crown Branch Library Update** – Library Director Karen Danczak Lyons reported that the architects are moving forward with plans for a two story structure with the library occupying the first floor and gymnasium space on the second floor. This provides the library with great visibility and foot traffic, and people will seek out the gym even if it is located on the second floor. Sound proofing is a concern that is being addressed. Connie Heneghan and Jan Bodja are working with Parks and Recreation staff on program collaborations. If the need for meeting space exceeds the original 5,000 square feet design, Director Lyons assures the Board that there is budget to expand the library space to 6,000 square feet.
- B. Administrative Services Update** – Karen Danczak Lyons reported there are five candidates scheduled for interviews for the Assistant Director position and she is confident the position will be filled by a qualified person by May or June.

**STAFF REPORT**

**A. Social Work Update:** In her first month at the Library, Justine Janis, LCSW, has had 146 interactions with patrons dealing with homelessness, poverty, and mental health issues. Much of her work involves linking patrons to community resources but she is also providing frontline counseling services to some of the Library's frequent patrons. She is also training staff to defuse situations with difficult patrons and she is on call for library and security staff who need assistance. President Tannen reminded the Board that while the Library is a safe and welcoming environment, there may be occasions in which a patron who is a danger to others is banned from using the Library. Pursuant to Policy, however, the Library Director or Head of Facilities, John Devaney, are the only staff authorized to make the decision to suspend patrons from the Library. Mr. Devaney confirmed that this has been EPL policy.

**LIBRARY DIRECTOR'S REPORT-** Karen Danczak Lyons reported that Mutual of America presented Jill Skwerski a merit award for the Library's many collaborations with Connections. In partnership with Evanston Cradle to Career, Laura Antolin has developed the *Talk Read Sing!* program. Parents and caregivers can sign up to receive twice weekly text messages that provide suggestions on early learning activities. Michael Tannen is attending the Library's all staff meeting on April 21<sup>st</sup> to talk about the role of the Board. Mitch Einhorn, owner of Lush, has gotten the necessary permits from the Metropolitan Water District for construction. John Devaney is fully prepared for concurrent construction at the North Branch and Lush.

## **BOARD REPORTS**

**A. Development Committee** – Shawn Iles reported on several fundraising mini-campaigns. The series of email solicitations during National Library Week raised \$3,360; the Annual Report mailing included an appeal envelope raising \$3,900; tribute gifts total \$5,586 to date. The Development Committee is planning to launch a recognition society for donors at the \$1000 and up level. He encouraged all Trustees to attend the May 4<sup>th</sup> Donor and Volunteer Recognition Event to meet and greet Library supporters and volunteers.

**B. District 65 Board Liaison-** Vaishali Patel reported the referendum to increase annual property tax revenue available to District 65 by \$14.5 million passed with 80% of the voters supporting it. Two new board members, Lindsay Cohen and Joseph Hailpern, were elected. Ms. Patel will introduce herself to them as the Library liaison.

**BOARD DEVELOPMENT-** Several opportunities exist for Board development. Trustees are invited to attend the "Immigration and Policy Forum" presentation being held on

April 30 at 2:30 pm at St. Nicholas Church/ Pope John 23<sup>rd</sup> School. Trustees are also invited to participate in the “Share Your Ideas on Equity and Empowerment” on April 25, 1-3 pm at the Main Library.

#### **UNFINISHED BUSINESS –**

- A. Affirming Evanston Public Library’s support of Evanston as a “Welcoming City.”** Miguel Ruiz invited discussion of documents shared in the Board packet. The document titled “Evanston Public Library’s Commitment to our Immigrant and Refugee Population” outlines the Library’s action oriented approach to programs, services and training. EPL models its position on free and open access to services and information on the American Library Association’s Library Bill of Rights. Mr. Ruiz shared a flyer, produced in English and Spanish, which outlines the Evanston Public Library’s free and equal access for all statement. Director Danczak Lyons is pursuing the idea of turning this flyer into a yard sign with the Evanston Public Library Friends. John Devaney is preparing a training manual for staff on how to respond if EPL is visited by US Immigration and Customs Enforcement staff.

#### **NEW BUSINESS**

- A. Appointment of the Nominating Committee:** President Tannen announced the appointment of Adam Goodman, Socorro Clarke and Margaret Lurie to the Nominating Committee.
- B. Approval of Change of Non-Resident Card Fee:** Ben Schapiro made a motion to increase the non-resident card fee, using the Illinois State Library recommended formula, from \$183 to \$194 annually starting May 1. Shawn Iles seconded the motion and it was approved on a roll call vote.

**ADJOURNMENT** –Ben Schapiro motioned to adjourn the meeting at 8:38 pm, seconded by Tori Foreman and approved by voice vote.

Respectfully Submitted,

Vaishali Patel, Secretary

**Next Meeting: Wednesday, May 17, 2017 at 6:30 pm Evanston Public Library, Barbara Friedberg Room.**

**Library Director's Report**  
**April 19, 2017**

**Updates:**

- As is our practice during National Library Week we distributed surveys to our patrons. In a future report, I will share the results of the surveys after they are tabulated and trends are revealed.
- On the morning of Friday, April 21<sup>st</sup> the libraries will be closed in the morning for our Spring All Staff Development session. The agenda features a presentation by Board President Michael Tannen on the role of the Evanston Public Library Board and the first session of two- part training on Equity that will be facilitated by our colleagues from the YWCA. Guests at the All Staff Day will include members of the concierge team, Justine Janis our Social Worker from Presence Health and Pat Efiom the City of Evanston's Equity and Empowerment Coordinator.
- Plans for the May 4<sup>th</sup> Donor and Volunteer Recognition reception are almost completed. More details may be provided during the report from the Development Committee later in the meeting.
- During the annual Volunteer Appreciation Week, we will be thanking our volunteers with a token of our appreciation.
- Falcon update: We are still hopeful that the pair of falcons will lay eggs. Our Scientist Mary Hennen has shared that it is not unusual for a new breeding pair to fail to produce any eggs in the first year. Our falcon cam is live and you are invited to view the activity in the nest at your leisure.
- At the City Council meeting on April 17<sup>th</sup>, the City Council approved the request to allow the City Manager to negotiate for the sale and development of the Library parking lot. As part of the development, every parking spot will be replaced.

**Assessments, metrics and initiative results:**

	Foot traffic: March, 2017	February, 2017
Main:	34,402	26,711
North:	4,109	4,005
CAMS:	3, 515	3,426
Total:	42,026	34,142

Website visits: February: 48,541 March: 52,269

Overall Computer/Internet Use – all locations: February: 4,770 March: 4,787

Wi-Fi usage: 26, 969



### Actual Computer Usage

#### NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	
		<b>1-Mar</b>	<b>2-Mar</b>	<b>3-Mar</b>	<b>TOTALS</b>
		12	9	5	26
<b>6-Mar</b>	<b>7-Mar</b>	<b>8-Mar</b>	<b>9-Mar</b>	<b>10-Mar</b>	
11	6	6	6	10	39
<b>13-Mar</b>	<b>14-Mar</b>	<b>15-Mar</b>	<b>16-Mar</b>	<b>17-Mar</b>	
12	13	13	11	15	64
<b>20-Mar</b>	<b>21-Mar</b>	<b>22-Mar</b>	<b>23-Mar</b>	<b>24-Mar</b>	
5	11	14	7	6	43
<b>27-Mar</b>	<b>28-Mar</b>	<b>29-Mar</b>	<b>30-Mar</b>	<b>31-Mar</b>	
10	11	10	9	8	48
					220

#### Partnerships and collaborations:

- I was honored to participate as a coach at the 2017 PLA Leadership Academy in Portland Oregon. The stipend for my participation will be paid to the Evanston Public Library.
- Our 24 member computer consortium CCS met last week and unanimously approved the transition to a new Integrated Library System vendor. The change to the new system will occur in April, 2018. My thanks to Tim Longo who participated on the negotiating team.
- On Friday, April 28<sup>th</sup> we will once again participate in the YWCA's Stand Against Racism by gathering in front of the main library beginning at 11:30. All are welcome.

- In partnership with Evanston Cradle to Career, Laura Antolin has developed the *Talk Read Sing!* Program. Parents and caregivers can sign up to receive twice weekly text messages that provide suggestions on early learning activities with their little ones. To further publicize the program, car magnets and tip sheets have been produced in English and Spanish and are being distributed.

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

**Highlights:**

The library hosted a publisher event with Albert Whitman to celebrate the 50<sup>th</sup> anniversary of their long running Boxcar Children series and highlight their spring releases.

Antolin and Bojda hosted the second iteration of our first program for our IMLS STEMEx grant. These have been well attended and the children and families have been engaged in the activity.

Wilson was nominated and appointed to serve on the ALSC budget committee. The appointment will start on July 1, 2017 and end June 30, 2019. He will be attending meetings about the ALSC budget at various ALA meetings and offering input about the ALSC budgetary needs.

Balla coordinated Spring Words and Poetry Scavenger Hunt for April.

Balla conducted our Cesar Chavez Day of Service program with a film, activity and public service pledge.

We had a great week of Spring Break activities including Family Films (Sindelar), our first Graphic Novel Discussion (Iverson), Stop Motion Animation with Steve and Kate’s camp (Meyer and Kaufmann) and Cesar Chavez Day of Service.

March saw our final round of LEAP for this school year with all hands on deck. This program would not be possible without our whole team, both those at the Preschools facilitating the program with the teachers and children (Antolin, Meyer, Kaufmann, Wilson, Altenbach and Iverson.) All the rest of the team who cover the service desk to support the continuation of this program.

**Meetings:**

**Bojda:**

Attended Harwood Community of Practice Meeting at Oak Park PL.

Met with Ann Marie Heiser and Heneghan over lunch to talk about the new Robert Crown.

Met with Heneghan, Antolin and Meyer to talk about Spring Words.

**Training and Professional Development:**

Wilson, Meyer and Bojda attended the 2<sup>nd</sup> Illinois Youth Services Institute in Springfield. Wilson presented a well-received session on interactive stories.

Altenbach attending a Coding workshop sponsored by Library Journal.

Kennelly and Wilson attended Betsy's 100 Best Books Committee on March 2 - the focus was on easy readers and early chapter books.

Kennelly attended the Children's Literacy Salon focused on Cricket Magazine on March 12

## **Group Visits:**

We had our final three Kindergarten Tours of the school year.

## **Outreach and Community Engagement:**

### **Other Activities:**

Bojda and Antolin interviewed candidates for our new Children's Library Assistant. This resulted in offering Hilda Gonzales, formerly of Technical Services at EPL the position. Her energy, enthusiasm, and Spanish Language skills will help support our goals and services. She is a welcome addition to the Children's Services team.

Bojda sat in on interviews for the new Teen Librarian with Neumeier.

Wilson donated 300 picture books; he received while serving on the 2017 Caldecott Committee, to the early childhood families at the preschool at the Joseph Hill Center. They will be distributed to the preschoolers in May. He worked with Laura Antolin to make this happen, the maintenance crew (Todd, Ray, Don, and John) who helped coordinate getting the books from his home to the center, and with Karen who okayed the plan.

### **Highlights from Laura Antolin – Children's Outreach include:**

#### **In House Meetings Attended / Events Attended**

- 3/2 Library Assistant interviews (2) – Board room  
Prepare books for pick-up by Stacy Brill, NU – dock
- 3/8 Summer Engagement meeting w/Jill Skwerski, Miguel Ruiz
- 3/14 Conference call re: Robert Crown – Connie, Renee, Lesley, Karen, and Lawrence Hemingway – Board room  
123 Andres concert w/Jill Skwerski, Miguel Ruiz – Children's Room
- 3/15 Lincoln School K-Tour
- 3/22 Winter Words/Spring Words meeting w/Connie, Jan, Martha, Linda – Paul's office
- 3/31 Cesar Chavez program w/Linda & Miguel – Friedberg room

#### **Out of House Meetings Attended / Events Attended:**

- 3/2 JEH PACT program  
Pick-up library card apps – Oakton School
- 3/3 Sharing Circle – King Arts  
Book Buddies – Reba Early Learning Center
- 3/4 Infant/Toddler Conference Workshop presentation w/Martha Meyer – Oakton Community College
  
- 3/6 Deliver library card apps – Bessie Rhodes  
Summer Programming meeting w/Jamilla Pitts, Sheila Merry, Bob Dorneker – JEH  
F65 meeting w/Lise Jinno, Wynn Shawver – F65  
Y.O.U. Walker – Folk and Fairy Tales project
- 3/7 Learning & Growing – Family Center  
Meeting w/Heather Norborg (ABC Boosters model) – Peet’s
- 3/8 Sharing Circle – King Arts  
Pick-up library card apps – Lincoln School  
Y.O.U. Oakton
- 3/9 STEM program – Family Center – JEH  
Robert Crown After School Adventures
- 3/10 Every Child Ready for Kindergarten Communityworks meeting – Family Focus  
Mayor’s lunch and address – Orrington Hotel  
Book Buddies at Reba Early Learning Center
- 3/11 MYSEP interviews – ETHS  
YJC Benefit – Ravenswood Center
- 3/13 LEAP at Head Start, PFA, SPPAC – JEH  
YMCA summer meeting w/Andrea Hillsamer & Angie Swank – Cupitol  
Y.O.U. Walker
- 3/14 LEAP at Head Start, PFA, SPPAC – JEH  
Book Buddies – Reba Early Learning Center  
Fleetwood After-school K-1<sup>st</sup> grade – Fleetwood
- 3/15 EC2C Solution Design Team meeting – ETHS  
Y.O.U. Dawes
- 3/16 LEAP at Head Start, PFA, SPPAC – JEH  
Home Daycare Provider Book Bag delivery  
Fleetwood After-school 2<sup>nd</sup>-3<sup>rd</sup> grade – Fleetwood
- 3/17 Home Daycare Provider Book Bag delivery  
LEAP at Family Center – JEH  
Sharing Circle – King Arts
- 3/20 LEAP at Head Start, PFA, SPPAC – JEH  
Summer Learning meeting w/Jamilla Pitts, Sheila Merry, Bob Dorneker - JEH  
Pick-up library card apps – Bessie Rhodes
- 3/21 LEAP at Head Start, PFA, SPPAC – JEH  
Dawes After care
- 3/22 Teen Baby Nursery storytime & Book Bag delivery

- Exploring STEAM w/Ms. Laura – JEH  
 Child Care Center of Evanston storytimes
- 3/23 LEAP at Head Start, PFA, SPPAC – JEH  
 Y.O.U. Washington  
 Washington Afterschool storytime – Washington School  
 Fifth Ward STEM Fest meeting – Family Focus
- 3/24 Baby Toddler Nursery Storytime & Book Bag delivery  
 Sharing Circle – King Arts  
 EC2C phone meeting w/Suni Kartha
- 3/25 STEMeX program – Gibbs-Morrison
- 3/28 Library – Family Focus w/Colette Allen & Prya
- 3/29 SRP phone meeting w/Jamie Olah, Ridgeville
- 3/30 ABC Boosters meeting w/Lindsay Percival, Lara Galicia, Frances Collins – Child Care Center of Evanston

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

**Day Care Delivery Book Bags: 19: 15** Book Bags delivered to home providers; **4** Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

**Baby Toddler Nursery storytime: Total: 55 (43 children and 12 staff);** 6 classes- infants, toddlers, (the preschool classroom was out on a walk because of the warm weather).

**Teen Baby Nursery storytime: Total: 22 (16 children and 6 staff);** 2 classes – infants and toddlers

**Learning & Growing storytime: Total: 15 (9 children, 6 adults,)**

I did a storytime and emphasized singing. The PACT activity was making a couple of simple musical “instruments” (a tambourine and bells to wear around your wrist) using paper plates, bells, pipe cleaners, stickers and markers to use at home.

**STEM at Doorway to Learning (Family Center): Total: 11 (8 kids, 3 staff)**

This was the second of 4 STEM programs for 2 Doorway to Learning classrooms – the 2-3 year olds and the 15-23 months to align programming with the Head Start, PFA classes. This program was about math. I brought counting sheets with drawings of LEGO Duplos stacked from 1 -10 (2 numbers to a sheet) and Duplos to match and build the same numbers. I also brought sheets with representations of colored craft sticks on them as well as actual colored craft sticks to match and count and muffin tins with 6 different colored circles and 5 each of 6 different colored pom poms to match up. Lastly, I had small cards with geometric shapes in gray and in color to match together. I only visited the 2-3 year olds (the younger kids were outside playing when it was their class time) and it was a really successful program. All of the children participated in all of the activities and the teachers really like working with the materials – so much so, that I left materials for them to continue working with when I was done.

**Post Office LEAP at Doorway to Learning (Family Center): Total: 22 (16 kids, 6 staff)**

This was the second of 4 LEAP programs for 2 Doorway to Learning classrooms – the 2-3 year olds and the 15-23 months to align programming with the Head Start, PFA classes. I brought most of Post Office LEAP with me (I ended up excluding the stuffed animals and their mail boxes as well as the larger mail box as I observed how the kids were playing with the materials). I read most of *Larrabee* by Kevin Luthardt, demonstrated addressing envelopes and postcards with the animal's letter (Dog, Cat, Monkey and Lion), drawing postage stamps and stamping, stickering and weighing the mail. In both classes, the children practiced writing on the envelopes, drew stamps and stuck them to the envelopes and spent a lot of time using the self-inking stamps on their mail. They were so engaged in those activities that they were content to sit and work on their letters and weren't interested in delivering mail at all. (The success of these activities led me to make suggestions for changes to our Fall Words Post Office play for 0-3 in the library which we will be trying in 2017.)

**LEAP: Total: 416 (337 children, 79 staff) 30 classrooms**

We played Cars LEAP with the kids in March. This unit requires a lot of set-up – I created a one-way road in the board room and in the gym that the kids have to drive around. The kids make license plates which they wear, hold small steering wheels and keys and drive the course. They can go off the road and visit a car wash, a fruit and vegetable drive-through restaurant and a gas station – they get stickers at each stop and add them to their license plate. The teachers help with this one because it takes all of the adults to man the stations. The kids really have fun and also work on self-regulation - it was a good unit to end on.

Laura – 15 classes, Kim – 10 classes, Martha – 15 classes, Brian – 10 classes, Jessica – 4 classes, Andi -6 classes.

**Exploring STEAM w/Ms. Laura at JEH: Total: 19(9 children, 9 adults, 1 staff)**

I presented a technology program called Investigating Levers. The families sat in at tables placed in a "U" where they did two of the activities and also watched a short video about levers. There was one additional station set up on 2 tables in a different part of the room. Everyone participated in each activity.

After watching a short video about levers and force, the families put together

- Cutting Busy Boxes which had paper plates, card stock with different shapes to cut out, model magic to roll out and cut, yarn and ribbon. The kids practiced cutting these different materials with scissors (double-levers).
- Then they made simple catapults (single lever) using a spoon, a cylinder, a rubber band and duct tape. They practiced shooting pompoms into the air.
- Lastly, they practiced picking up cotton balls, pom poms, cut straws, dried corn and beans with tongs and large tweezers (double-levers).

The families experimented with all of the materials. I explained that Technology (the “T” in STEM/STEAM) for preschoolers was about using the right tools. In this case, scissors, tongs, tweezers and the simple catapult. This program also helped support practicing fine motor skills.

**PACT Activity at JEH: Total: 28 (15 children, 12 adults, 1 staff)**

I led the families in Post Office LEAP. I read *Larrabee* by Kevin Luthardt and modeled addressing envelopes, drawing and sticking on postage stamps, using stickers, self-inking stamps and scales to prepare the letters, mailing them in a mailbox and delivering them to the animals around the room (Dog, Cat, Monkey and Lion). The families were all engaged in the activities and the children enjoyed delivering the mail.

**Book Buddies at Reba Early Learning Center: Total: 48 (30 children, 5 staff, 13 NU students)**

- We had 2 sessions of Book Buddies in March because of exams and spring break for NU and spring break for Reba
- I bring 2 bags of books for use by the Book Buddies in the classroom; I read and sing with the children, they read with their NU Book Buddies and then do a craft.

**Winter Words:**

All of the Home Daycare Providers received an EPL book bag with 2 new picture books, 2 new boardbooks, a muffin tin with 6 colored circles in the muffin wells and 30 pom poms (5 each of 6 colors) to do a sorting activity and a certificate for the provider.

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

**Fleetwood K-1<sup>st</sup> Afterschool: Total: 8 (7 kids, 1 staff member)**

The kids made CD spinners.

**Fleetwood 2<sup>nd</sup>-3<sup>rd</sup> Grade Afterschool: Total: 8 (8 kids)**

The kids made catapults and practiced shooting pom poms.

**Dawes Afterschool K-5<sup>th</sup> grade: Total: 28 (25 kids, 3 staff members)**

I read two books and then the kids made catapults and practiced shooting pom poms.

**Washington Afterschool K-5<sup>th</sup> grade: Total: 28 (25 kids, 2 staff members)**

I read two books and then the kids made catapults and practiced shooting pom poms.

**Robert Crown After School Adventures: Total: 25 (21 kids, 4 staff members); 9 books checked out**

I brought books for the kids to check out and some of the kids made designs using perler beads.

**K-Tours:**

We had 3 tours in March. I delivered and picked up completed library card applications and window markers prior to the tours. Children's staff leads the different aspects of the tours (Tour, Craft, and Storytime) and families are invited to return to get a free book and see the school's window after their child's tour. Park School is our last school and is scheduled for May 2.

<u>School</u>	<u>Tour date</u>	<u># students</u>	<u>#library cards made</u>
Oakton	3/7	72	32
Lincoln	3/15	82	40
Bessie Rhodes	3/22	35	7
<b>Total:</b>		<b>819</b>	<b>79</b>

**Free Books claimed as of 4/4/17 = 130**

#### **Y.O.U. Elementary School Book Check-outs**

**Total: 160 kids, 8 staff 151 books checked out**

#### **Dawes Y.O.U.**

I brought about 100 books for the kids to choose among. I set up books in a classroom; checked out new books and brought back the books they had checked out previously.

**Total: 45 kids, 1 staff, 52 books**

#### **Oakton Y.O.U.**

I brought about 100 books for the kids to choose among. I set up books all along the floor in the auditorium; checked out books and brought back the books they had checked out previously.

**Total: 45 kids, 5 staff, 52 books**

#### **Washington Y.O.U.:**

I brought about 90 books for the kids to choose among. I set up books on the bench in the hallway; checked out books and brought back the books they had checked out previously.

**Total: 25 kids, 1 staff, 23 books**

#### **Walker Y.O.U.**

I brought about 100 books for the kids to choose among. I set up books all along the floor in the auditorium; checked out books and brought back the books they had checked out previously.



**Total: 45 kids, 1 staff, 24 books**

**Other/Connections:**

**IMLS STEMEx grant program:**

**Index Card Tower Engineering Challenge      Total: 6 families (7 children)**

I arranged for our first STEMEx expert and program, *Index Card Tower Engineering Challenge* on Sunday, February 26 at Fleetwood-Jourdain from 2-3:30pm. Although we didn't have as much time to promote as I would have liked (I was hampered a little bit by waiting to make sure our expert was okay and by securing a space since the library was booked), we ended up being fully registered with 2 people on the waiting list. I asked Jill Schachter to help promote the program via D65 e-backpacks as well as in the newsletter, put out flyers, and also reached out to Colette Allen, Ken Cherry and Kirby Callam and asked them to contact families in their programs. Kirby sent our emails to 333 fifth ward families.

Unfortunately, I wasn't able to attend this first program due to a death in my family and the funeral that afternoon. I purchased all the materials and prepared them for Jan to take to the program. Six families participated in the program and of those six, three families agreed to participate in the observational study. The next iteration is at Gibbs-Morrison Cultural Center on Saturday, March 22, from 10:00-11:30am. The final iteration will be on Saturday, April 11, from 10:00-11:30am – I am still securing a place for this program but hope to hold it at Robert Crown.

**123 Andrés concert:**

I worked with Jill Skwerski to co-sponsor this 2016 Latin Grammy Winner for Best Children's Album. He sang and played to approximately 100 diverse people in the Children's Room for over an hour. His show is bilingual and participatory and it was a fabulous event, bringing in Latinx families that we haven't always seen in the Library (many of whom I have seen outside of our space).

**2017 Infant Toddler Conference – Oakton Community College:**

Martha Meyer and I presented a workshop at this Conference on March 4:

***Great Read Aloud Books for Infants and Toddlers***

**Martha Meyer and Laura Antolin, Evanston Public Library**

Evanston Public Library librarians will discuss the best new books and outstanding older titles that work best with 2's, 1's, even infants. Learn what books have worked best for us with the youngest library patrons. We've done all the reading and testing for you of the huge number of picture books that come through the library, looking just for the gems that work best with the little ones. A fun and high energy time for all!

We had a large and interested group of 43 participants – because we had planned on 30 participants based on previous workshops we've given at Oakton, we hadn't brought enough materials to hand out. I collected email addresses and emailed electronic copies of materials after the Conference.

*Email from Sheila Kerwin, recently retired Chair of Early Childhood Programs, Oakton Community College*

*Who attended our presentation:*

*Dear Martha and Laura,*

*I am writing to thank you both for such a valuable presentation on Read Aloud Books for Infants and Toddlers at the March 4 Infant Toddler Conference.*

*Having recently retired as Chair of the Early Childhood Education Department at Oakton, this was one of my first opportunities to reduce my involvement on the conference committee and attend a workshop.*

*The passion and commitment with which you shared your insights and resources was infectious! The large collection of displayed books and specific handouts was terrific, making it possible for the audience to respond and participate, particularly given your leaving several minutes at the end for them to read the books directly.*

*I especially appreciated your insights about the content and writing style of several books, your developmental insights, and concrete suggestions for how to incorporate movement and other activities into reading to our youngest children.*

*As someone who has always appreciated books for children and is a current student of writing children's poetry, I deeply respect and admire the important role you have in developing in them a love of books and of reading.*

*Sincerely,*

*Sheila Kerwin*

[https://www.oakton.edu/newsevents/conferences/infant\\_toddler2017/program/workshops.php](https://www.oakton.edu/newsevents/conferences/infant_toddler2017/program/workshops.php)

**EC2C Community Literacy Design Team meetings:**

We currently have 378 people signed up for text messages/emails. I have continued to work and refine with our designer to create Talk Read Sing car magnets, posters and flyers for the Community Campaign. We are poised to launch this campaign in mid-April after printing materials. We are currently compiling a list of organizations, including preschools, hospitals, medical centers, Home Visiting programs to target with information.

**ABC Boosters meeting:**

I met with Lindsay Percival, Director of Child Care Center of Evanston, Lara Galicia and Frances Collins at the Child Care Center. The purpose of this meeting was to talk about the ABC Boosters curriculum, to

talk about the schedule and logistics for bringing this program to the Child Care Center, to see the building and for everyone to meet. I was pleased with this preliminary meeting.

#### 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:

##### Summer Reading

- Received the first draft of the summer reading booklet. We were really impressed with the designers work. She made a really fun and appealing booklet and really listened to what had to staff has to say when designing. Staff worked on proofing this copy and it has been sent back for a second draft to be done.
- Designer received information in order to begin designing the reading log, this year program will require 500 minutes of reading and the completion of one create and one discover activity
- Dave Jordan and Renee Neumeier received training on how to setup the backend of the Read Squared. Dave has been working on adapting the backend to work with how our program is designed.
- Trainings on Read Squared for the rest of staff will be scheduled at the beginning of May.

##### Teen Services Highlights:

- Julia Pyatetsky was hired as the new full time teen services librarian. She will start on April 18. Julia currently works at Vernon Area Library as the youth outreach and technology librarian. Julia is highly organized and will bring a lot of great programming ideas and STEM experience to the team.

##### Programming:

- Homeschool groups film was edited and submitted to the 90 Second Newbery Contest, it will be screened at the event April 1. Our longtime volunteer Eti Berland worked hard on getting the film ready for the screening. (View the film [https://youtu.be/P\\_ajebvGs18](https://youtu.be/P_ajebvGs18))



- Student Gallery Event- students from Nichols and Chute Media Arts classes are displaying their work in the second floor gallery space.

The students work tied into the themes of *The Other Wes Moore*. We hosted an opening event where the teachers, students, family, friends and community



members could attend. It was very well attended and many of the students and families were excited that the art was on public display.

### **Community Engagement and Outreach:**

- Liz Fuqua ran a coding station at the Girls Take Over event at MetaMedia, which was coordinated by Y.O.U. close to 80 ladies attended. All of the girls stopped by the coding station. Liz met a lot of new young ladies and saw familiar faces.
- Y.O.U students from their Nichols site continue to visit once a week to complete Little Bits challenges with Liz. This series wrapped up the end of the month,
- The King Arts Y.O.U. group brought students over for an after school visit prior to spring break. We talked about what the Loft has to offer and what was happening over spring break. After the tour the students hung out in the Loft for a while.
- Park School students came to visit twice.
- Wilmette Girl Scout visited to learn about the 3D printer, they attended a 3D design program at Wilmette, we printed the projects for Wilmette because they do not have a printer. The students we're really impressed the printers and had a lot of questions about how they work.

### **Renee Neumeier/YA Services Supervisor's Personal Report:**

- Completed first and second round interviews for the teen librarian position
- Selected candidate and met with them to discuss offer
- Worked with Helen to get all the required paper work together.

### **Programming:**

- Got all supplies together for programming at main and branches
- Put instructions together for programming at main and branches
- Entered all the information in for teen summer events that had not been entered yet
- Ran First Look Book Group, a teen did attend this month and is planning to return next month
- Proof read teen section of summer reading booklet
- Helped to plan and lead homeschool Tuesday sessions

### **Community Engagement:**

#### **ETHS:**

- Working with Traci Brown Powell to run some summer sessions of her ETHS book group at the Loft or at other community locations. Looking at best days, times and titles for students interested
- Worked on putting together a Women's Empowerment list for student working on a women's empowerment conference
- Working partnering with WiSTEM on another Women's Empowerment event where we'll provide some of the books and order the rest at a discounted prize

## D65:

- Continue to work on developing curriculum for summer camp with D65 math coach Kelly Rooney. Have students signed up from Chute Middle School, several from the ELL program
- Worked on revising D65 recommended summer reading list, working on reading all of the titles
- Scheduling SRP booktalks

## COE:

- Met with Parks and Rec staff to discuss how the programming spaces in the building may be used or shared

## Y.O.U.

- Finished list of titles for Everybody Reads collection
- Planning to discuss how summer reading visits will work and when they could be scheduled

## Community Wide Read:

- Prepared for student gallery event, helped hang art, take down art
- Ran the student gallery opening event
- Followed up with ETHS about who used the book, 15 sophomore classes used the book and three junior classes

## EvanSTEM:

- Agreed upon a few evaluation questions that can be used at all sites

**Summer Reading:**

- Met with Dave Jordan to work on the back end
- Setup trainings for the back end for staff with Read Squared Staff
- Met with designer about reading log design
- Made a map for the booklet
- Proofed the booklet, with special focus to teen events

**Restructuring:**

- Rolling out new public desk form 4/1
- Revised concierge form
- Revised weekly task form, will roll out 4/17
- Discussed communication tools, will look into a staff created newsletter and a new staff blog that is housed on our current website

**Professional Development:**

- Worked on planning Tinker's April meeting which is focused on science programming, met with staff from Science in Society about their presentation for the meeting
- Submitted ILA proposal with YA colleagues on teen community engagement and finding partners
- Working on proposals for PLA one focused on affordable STEM programming for all ages and the other on programming partnerships in YA

- Attend COE State of City event

**Other:**

- Co-wrote Rotary Grant with Wynn Shawver for summer reading
- Help Kim Kaufmann revise and edit NASA @ Your Library Grant
- Put up new display in Loft
- Attended Robert Crown planning meeting
- Taking part in 100 best children's book committee, reading picture books, chapter books and board books, have been selecting chapter books that also appeal to middle school students
- Selected eBooks and eaudiobooks for My Media Mall
- 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 includes:**

- Wes Moore discussions were held at the Vet Center, Ridgeville Park and Three Crowns. The discussion at the Vet Center was particularly interesting as we had a Vet who grew up in Chicago and whose life experience was very similar to that of the two Wes Moores, along with a current member of the Chicago Police Department who works the Lawndale beat and is a Vet. Thanks to Betsy Tolstedt, Vet Center Director, for hosting a great discussion.
- I have begun ongoing monthly visits to Over the Rainbow, which is a residential facility that seeks to provide affordable, barrier-free housing solutions for individuals with physical disabilities. During this first visit, I connected with 7 residents and issued 5 new library cards.
- The International Women's Day celebration was held at ETHS on March 8. As a member of the IWD Committee, EPL was a partner in bringing this program to fruition. Evelyn Diaz, Executive Director of Heartland Alliance, delivered an inspiring keynote address and call to action to a crowd of 225 attendees.
- On March 8, in collaboration with the Alzheimer's Association, EPL hosted a workshop titled, *Dementia Conversations*. The workshop offered tips on how to have honest and caring conversations with family members about going to the doctor, deciding when to stop driving, and making legal and financial plans. On just about the only truly snowy night of the winter, we had 6 registered but 9 show up! This is the first in a 3 part series of programs, the 2nd to be hosted at the Levy Center on April 12 with a final program in October here at EPL.
- The Latin Grammy Award winning (Best Children's Album of the year, 2016) performer, 1,2,3 Andres, put on a fabulous show live at EPL on March 14 in the Children's Room. Over 100 kids and adults sang and danced through a tremendous bi-lingual program. Attached are some photos from the event.
- On March 21, EPL was the site for the RAILS Community Engagement Networking Group meeting. I invited colleagues from Skokie PL and Oak Park PL to present on the topic of building and sustaining community partners. We had 50 librarians from across the tri-county area attend.
- Ongoing visits to the Produce Mobile, Hillside Food Pantry, 3 Crowns and newly established visits to Blake, Primm and Perlman for materials checkout rounded out the month in Community Engagement.



DR



Draft





From Miguel Ruiz, here are highlights from Latino Engagement:  
22

March efforts were directed towards continuing our outreach to community leaders across Evanston as well as participating in trainings focused on engaging our immigrant community. Additionally, a focus on building capacity with internal library public services by shadowing EPL personnel highlighted the month.

- I coordinated and participated in meetings focusing on developing our Latino outreach including three meetings with ETHS academic staff, three meetings with Evanston non-profits, two meetings with Evanston Latino-owned businesses, one meeting with D65 Latino staff, and one meeting with Skokie Public Library outreach staff, in order to increase community awareness of our resources and services.
- Continued monthly visits to St. Nicholas Church on Saturday mornings. In the March visit I registered one new library card, promoted the 1,2,3 Andres children's event, and shared information regarding our Wi-Fi hotspot.
- I participated in a 7.5 hour ICIRR training focusing on the immigration process. The training included information and basic training on resources available to immigrants, focusing on spectrum of status' from undocumented to citizen. The training provided information on what library staff can and cannot do in order to assist immigrant populations navigate the legal and citizenship process. I also participated in a USCIS webinar focusing on citizenship resources made available by the US government. I plan on using these resources to build up our immigration resources in the Library.
- I attended the D65 Washington School Hispanic Family Association Know Your Rights Training, as well as the D202 ETHS Latino Parent Advisory Committee Know Your Rights Training. In addition to providing a library presence at the meetings reaching 20+ families, I connected with families regarding their concerns, as well as connected with district staff to begin brainstorming library programming for families.
- I was invited to Oakton Elementary School to visit 5 TWI classrooms and conduct storytimes at each classroom, reaching 60+ bilingual students. I also met 1-on-1 with a family who was interested in digital library resources. I provided them Spanish information on Hoopla as well as Overdrive, as well as invited them to bring their daughter to CAMS branch. As of today they have a new library card, have downloaded Hoopla onto their tablet, and their daughter visited CAMS during my regular "office hours."
- We had 12 Northwestern University students volunteer at the library. (See photo.) They assisted me in thoroughly weeding the adult Spanish collection, as well as completely redesigned the Spanish language bulletin board next the Spanish collection, which had not been updated in numerous years. The board now has updated Spanish information on library and community events and resources.



**From Eduardo:**

Here is a summary of our offsite computer classes offered weekly at Blake Manor, Primm Tower and Perlman Apartments.

Perelman:

- Social Security Registration (Online Account)
  - Computer Basics
  - Searching for jobs
  - Shopping Online
  - Google Chrome browser
- Pearlman has become the newest addition to our outreach program for technology training services. We have been providing residents individual training sessions, rather than our standard group sessions, due to the fact that we currently do not have a great number of residents attending the course. However, this has enabled me to build a stronger relationship with the students who do attend the class, which gives them the opportunity to experience the benefit of attending the classes. We typically receive about 1 to 2 residents attending the class per week. These students have been promoting the program with other

individuals they know who live in the building and have encouraged them to attend. The bulletin list is a brief overview of some of the topics taught during our class

Blake:

- Social Security Registration (Online Account)
- Microsoft Word (Letters, Flyers, Greeting Cards)
- Computer Basics
- Email
- YouTube
- Paying Bills
- Google Chrome
- Blake Manor is the living residency in which we receive the greatest number of attendance. We have established a regular group of 6 residents that attend the classes on a weekly basis. Although we continue to encourage others to attend as well. Patrick the building manager provides excellent support when I am there to conduct my class. He is always reminding the residents to attend my class. With the residents of this apartment building I do group activities that engages them all. So far with these activities the residents are beginning to understand more about computers and are slowly becoming more independent and exploring other areas on the laptops on their own.

Primm:

- Flyers
- Email
- Computer Basics
- Google Chrome
- Uploading Files to Computer
- There's been a large shift in attendance at Primm Towers going into the month of March. In February we had at least 4 students attend the class each week. Now we only see 2 students attending the class and those same students keep returning on a weekly basis. On the last week of the month of March we had 2 new students attend the class. One student wanted to learn how to search for attorneys online, while the other wanted to learn how to fundamentals on how to operate a laptop.

*\*Note:* With Primm Towers and Perelman I would like to create a flyer to distribute amongst all residents of the apartment building. I feel that the reason why we are not seeing a huge turnout to these classes is because nobody knows about them. Hopefully by distributing a flyer to each resident we can rule out the possibility of them not knowing, as a valid reason for not attending the class. This would allow us to regroup and perhaps look into relocating to other places that may need our services.

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

- I know that I (Connie) for one was not as concerned about North Branch library users having access to mobile hotspots, but lately when driving past North Branch in the evening at 8, 9, 10 or even 11 p.m., I find someone in front of the library or in the doorway using the Wi-Fi and not the same person.

I stopped the other night to explain to a woman about mobile hotspots, and she had no idea they were available.

I will put a flyer on the windows at North, but I thought you would want to know that the mobile hotspots are needed in every neighborhood.

**PROGRAMS**

We had so much fun in March particularly during spring break.

**Plant a Seed:** Organic Farmer, Nash, came to speak about farming and growing organic food. Participants planted their own basil seeds.



**Moana:** We had a great crowd to view the film, Moana, at CAMS



**Magic Program:** Paula Shapiro shared magic, welcomed participants to guess the trick and then taught them to perform the magic. Children and parents were very engaged.





**Drive-In Movie at North Branch (photos by Lynn Trautmann)**





**Stuffed Animal Sleepover at CAMS:** If you missed the [slideshow](#) take a look. Kerry Littel and Bridget Sweeney planned a sleepover for children’s stuffed animals. They welcomed the stuffed animals and their people, helped them to decorate a pillow cases for sleeping, read to them and then Kerry recorded their overnight activities at the branch.

In addition we had DIYs, spring bingo, Wii Wednesday, and our regular programs including story times, adult book groups, Foster Senior Group etc.

## MEETINGS

Spelling Bee meeting with Gibbs Morrison manager (Barb Levie & Connie Heneghan)

Ann Marie Heiser (Robert Crown Recreation Manager), Jan Bojda and C Heneghan met for lunch.



Bridget Sweeney attended the Mayors Summer Youth Employment Program to interview for summer staff at the branches. (March 11)

C Heneghan took advanced g-mail training.

C Heneghan met with Linda Balla, Jan Bojda, and Laura Antolin to assess the success and future of our quarterly early literacy programming formerly Winter, Spring, Summer and Fall Words and decided to proceed with Winter and Summer Reading, Spring Nursery Rhymes and Fall Play for birth to three year old.

### STAFF RECOMMENDATIONS

*A Gentleman in Moscow* by Towles (Fiction Towle.A)  
*Marie's Mind for Murder* (DVD Foreign Maries)

### FACILITIES

C Heneghan met with Mike Ullenbrauck about shelving possibilities for North Branch, with Jessica Jolly about construction at North Branch and attended bid orientation at North Branch.

Conference call with Parks & Recreation about shared space at the new Robert Crown.

### Adult Services highlights include:

- Evanston Literary Festival: From April 29 to May 11, 2017, Evanston comes alive with readings, live lit, and workshops. Featured speakers this year include Scott Turow, Angela Jackson, Alex Kotlowitz, Christine Sneed, Patricia Smith, Robin Ellis, Kevin Coval, Renee Rosen, Juan Martinez, Quraysh Ali Lansana, Aleksandar Hemon, Donna Seaman, Parneshia Jones, John Keene, Cathy Park Hong, Mary Barr, and many more.

### Technical Services highlights from Tim Longo include:

#### Items Added

Adult at Main=1565  
Adult at North=55  
Adult at CAMS=5  
**Total adult items=1625**

Juvenile at Main=1838  
Juvenile at North=86  
Juvenile at CAMS=93

**Total juv items=2017**

YA at Main=383  
YA at North=92  
YA at CAMS=93

**Total YA items=568**

**Total items added to collection in March 2017=4210**

**March 2017**

**Carts Ordered:**

- Titlesource 360:  
Evanston RW Adult Fiction: 2512.66  
Evanston RW Adult Nonfiction: 4763.89  
Evanston PL Fiction- Mystery & Detective: 984.23  
Fantasy: 992.83  
Computers: 624.48  
Poetry: 146.35  
History: 440.55  
Spanish: 333.14  
Romance: 634.99  
Urban: 212.51  
Business: 289.52  
Juv Parenting: 122.22  
Main AY Fiction: 992.87  
Main AY Nonfiction: 58.75  
Popular Paperbacks: 23.77  
Poly: 540.53  
Travel: 364.34  
Non-CLS Purchases: 1262.31  
Non-CLS Most Wanted: 423.06  
Most Wanted: 610.06  
North: 885.95  
Misc: 1846.07  
Amazon: 463.03  
Overdrive: 272.79  
Audiobooks: 4734.31

**Patron Requests:**

Received 27 patron book requests for the month of March. Will purchase 11 of the titles suggested.  
Received 4 patron ebook request for the month of March. Will purchase 2 of the titles suggested.

**Donations:**

Adult Gift Books Added to the Collection: 101  
Adult Gift CDs Added to the Collection: 28  
Adult Gift DVDs Added to the Collection: 117  
Grubby Books Replaced by Gift Books: 36

**Local Authors Added to the Collection:**

Dr. Carl Greer's latest book, *Change the Story of Your Health: Using Shamanic and Jungian Techniques for Healing*

**Weeding:**

Books Sent to Repair: 30  
Audiobooks Sent to Repair: 9  
CDs Sent to Repair: 4  
Most Wanted Titles Weeded: 57  
Most Wanted Titles Added to the Circ Collection: 13  
Damaged Books Weeded: 277  
CDs Weeded: 5  
Audiobooks Weeded: 7  
Additional Old Travel and Test Books Pulled: 10  
Old Editions of New Books on Standing Orders Pulled: 14  
Books Sent to be Relabeled, Cataloged, etc. : 12  
Audiobooks Sent to be Relabeled, Cataloged, etc.: 5

Books from the "Lost" report replaced: 12

### **Weeding Plan for Nonfiction (300s)**

Missing: 175

Weeded: 3027

### **Spanish Language (Weeded by Miguel Ruiz)**

Weeded: 348

**RA Office Titles Weeded: 26**

### **Displays**

First Floor – Graphic Novels

3/1 – 2<sup>nd</sup> Floor Front – Edgar Award Nominees

3/1 – 2<sup>nd</sup> Floor Back – Free Press Display

3/15 – 2<sup>nd</sup> Floor Front – Spring Books

3/15 – 2<sup>nd</sup> Floor Back – Spy Vs. Spy

Staff: Hoopla Staff Picks

### **Meetings:**

Met with Miguel. Trained him on Collection HQ and Titlesource 360. Got him log-ins on both as well as funds for a new account. We will now place \$3K in an account called M-AD-FOR. Russell Kracke and Miguel met. Miguel has now officially taken over the purchasing of Spanish language materials.

### **Misc:**

Listened to the Collection HQ training video on Grubby Items Refresh. Produced my own list and after checking the copies on the shelves I sent Connie a list of 117 books for her to pull and send to me. We'll have them recataloged if they are significantly better than the ones currently on our shelves.

### **Literary Salons:**

Sunday, March 12, 2 pm, Community Meeting Room, Main Library

#### **Evanston Literary Salon: Cricket Magazine and Child Readers Today**

In 1973 Marianne Carus had an idea to create a magazine that could be considered "The New Yorker for children". That year, Cricket Magazine burst upon the children's literary scene. Now in its 44th year, editor Lonnie Plecha joins us for a conversation about the periodical's history, present, and daring future. For ardent fans and curious newbies alike.

### **Volunteer highlights from Mary Kling include:**

- Interviewed eight volunteers
- Checked references of four volunteers
- Received requests for additional volunteers from Staff (Circulation, Flyers, Administration, Tech, Free Book Distribution, Books on Wheels, Community Organizations Database, Periodicals)
- Facilitated volunteer groups from Delta Chi and Omega Delta Phi
- Placed new volunteers in AbleNet Lab (1), Books on Wheels (1), Book Sorters (1), Community Service (1), Concierge (1), Flyers (6), Circulation (2)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Met with 15 current volunteers
- Updated volunteer information in Raiser's Edge

- Met with Valerie Buchanan, Asst. Dir. For Leadership and Community Engagement at Northwestern, to discuss EPL's partnership with Delta Chi and other Northwestern groups and upcoming Community Engagement Celebration
- Facilitated background check for two volunteers

**Upcoming events of note:**

Thursday, April 20, 2017 – 7:00pm

Children's Librarians will do bedtime storytime for you! Bring the kids in jammies for fun stories and songs. (Jammies optional.) Jammie Time is geared to kids ages 2 - 9 but everyone in the family is welcome. [Read More](#)

## Purple Crayon Players! Storytime and Craft



Friday, April 21, 2017 – 4:00pm

Come join us for a fun storytime and craft led by NU students who've studied Children's Theater! Everyone welcome, but the stories and craft are geared to preschool and elementary school children. End your week with NU kids and fun! [Read More](#)

22  
Apr

## April Nursery Rhymes @ the Evanston Public Library!



Saturday, April 22, 2017 –

Bring your preschooler and toddler to Main, North or CAMS to find and sing nursery rhymes posted throughout the room -- and bring home a prize! Runs all month -- come in and sing or chant together all month long. Singing is the single best way to prepare your little one to be ready to learn to read. [Read More](#)

### Excerpts from patron feedback:

From Meyer:

Re: Young and the Restless and Infant Rhymetime

Hey, Mrs. Martha,

... so I want you to know how much we have enjoyed both the **Wednesday class** and the **Thursday singalong**. You are a very engaging teacher, and I (as an adult!) look forward to singing with you every week. We'll see you as soon as she drops her morning nap.

All the best,  
Corrie and Lillianna Su

RE: Infant and Toddler Early Childhood Conference presentation by Antolin and Meyer

Dear Martha and Laura,

I am writing to thank you both for such a valuable presentation on Read Aloud Books for Infants and Toddlers at the March 4 Infant Toddler Conference.

Having recently retired as Chair of the Early Childhood Education Department at Oakton, this was one of my first opportunities to reduce my involvement on the conference committee and attend a workshop.

The passion and commitment with which you shared your insights and resources was infectious! The large collection of displayed books and specific handouts was terrific, making it possible for the audience to respond and participate, particularly given your leaving several minutes at the end for them to read the books directly.

I especially appreciated your insights about the content and writing style of several books, your developmental insights, and concrete suggestions for how to incorporate movement and other activities into reading to our youngest children.

As someone who has always appreciated books for children and is a current student of writing children's poetry, I deeply respect and admire the important role you have in developing in them a love of books and of reading.

Sincerely,

Sheila Kerwin

### From Wilson

Presented at the IYSI Conference in Springfield, Illinois. I presented a program called Whomp! Ribbit! Roar!, which was all about Interactive Storytimes. I received the following comments on the evaluation forms:

Whomp Ribbit Roar: Interactive Storytime Fun!

Comments:

- 1 Great fun! Excellent presenter! Super useful and inspiring!
- 2 Very practical and fun! Great examples of multiple elements that I will be using immediately to improve my storytimes. Great job! I give you a round of applause!!!
- 3 Brian was dynamic, and included the whole audience in modeling a great storytime. My second favorite of the whole conference. I can really use so many of his suggestions. Such high energy for the last program of the conference. Valuable!!
- 4 Wonderful! One of my favorite sessions!
- 5 Fun, interactive presenter
- 6 Got some good ideas for books
- 7 Brian was so engaging in his explanation of how to liven up storytimes. He clearly gave great examples of how to get the children involved when listening to books.
- 8 A helpful breakdown of possible approaches, with good examples, and a great bibliography. Nice way to end the institute--with an engaging storytime demo!
- 9 Loved the enthusiasm of the speaker!

-----  
A parent whose children attended the Caldecott Club program I ran during the fall and winter said that the program inspired her family to go through all the past Caldecott winners. When I saw her in the library she had a bag packed to the brim with Caldecott books!

Another parent said that the Caldecott Club inspired her to speak to her child's 2<sup>nd</sup> grade class about the Caldecott Club award. She read 2 of the 2017 Honor winners. I guess she had a PowerPoint presentation because she said that a photograph of me was shown to the class and that many of the kids (from Dewey) recognized me.

From Balla:

Fun quote: A grandmother from Winnipeg said she really enjoyed watching her grandsons at our library. The only fault she could find with us was, "You don't serve wine to grandmas who have Spring Break duty!"

From Iverson:

The first graphic novel book club went really well! All the kids had something to say about the story (*The Nameless City*), and were able to engage in true discussion. It was hard to wrap up after one hour. Many of the kids were especially drawn to the main character, Rat, who makes the difficult decision to warn the same ruling people who killed her parents of a coup. They also appreciated the unlikely friendship between Rat and the other main character Kai, who is from the ruling people group. The illustrations were also really appealing to the kids. Who would have thought of putting [parkour](#) in a graphic novel set in ancient China? Good thing book two of the series is coming out soon! (I personally talked with one of the participants requesting to place a hold on Book Two. JB)



# Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee  
Karen Danczak Lyons, Library Director  
Lea Hernandez-Solis, Bookkeeper

Subject: Library Fund Payroll and Bills

Date: May 11, 2017

## Recommended Action

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

## Summary

### Payroll

April 03, 2017 through April 16, 2017	\$ 140,151.91
April 17, 2017 through April 30, 2017	\$ 136,649.06

### Library Fund Bills List

April 25, 2017 (includes February purchasing card expenses of \$6,277.04)	\$ 107,628.68
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### Purchasing Card

February 1, 2017 through February 28, 2017	\$ 6,277.04
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Attachments: Bills Lists, Purchasing Card List



CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 04.25.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	499.59
65100 BAKER & TAYLOR	YA PROGRAMMING	665.51
65100 ILLINOIS LIBRARY ASSOCIATION	2017 ILA INSTITUTIONAL MEMBERSHIP	-270.00
65100 JANICE E BOJDA	FAMILY MATH & LITERACY NIGHT SUPPLIES	165.24
65630 BAKER & TAYLOR	ADULT PRINT	75.95
65630 BAKER & TAYLOR	JUV PRINT	10,877.89
65641 BAKER & TAYLOR	JUV AV	93.45
65641 MIDWEST TAPE	AUDIO VISUAL	623.24
65641 MIDWEST TAPE	JUV AV	512.74
65641 MIDWEST TAPE	YA AV	53.98
65641 RECORDED BOOKS INC.	JUV AV	322.60
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	16.50
		<hr/>
4805 LIBRARY YOUTH SERVICES Total		13,636.69

4806 LIBRARY ADULT SERVICES

62341 MIDWEST TAPE	AUDIO VISUAL	3,568.31
62341 GALE RESEARCH INC.	EBOOKS TITLES	11,659.25
65100 BAKER & TAYLOR	ADULT PROGRAMMING	1,317.41
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	403.96
65630 BAKER & TAYLOR	ADULT PRINT	1,900.55
65630 BAKER & TAYLOR	ADULT PRINT	9,916.78
65630 BAKER & TAYLOR	CREDIT MEMO	-222.00
65630 CENTER POINT INC	ADULT PRINT	133.02
65630 GALE RESEARCH INC.	ADULT PRINT	670.51
65630 OVER DRIVE, INC.	EBOOKS	272.79
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	582.72
65641 MIDWEST TAPE	ADULT AV	1,471.57
65641 MIDWEST TAPE	AUDIO VISUAL	2,244.93
65641 RECORDED BOOKS INC.	ADULT AV	1,373.59
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	126.25
		<hr/>
4806 LIBRARY ADULT SERVICES Total		35,419.64

4820 LIBRARY CIRCULATION

52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	152.15
57515 LAKE FOREST LIBRARY	ILL LOST BOOK 3124300525349	44.00
65100 LUCAS COLOR CARD	LIBRARY CARDS PRINTING	260.06
		<hr/>
4820 LIBRARY CIRCULATION Total		456.21

4825 LIBRARY NEIGHBORHOOD SERVICES

62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	3,609.68
64015 NICOR	CAMS NATURAL GAS	212.92
64015 NICOR	NORTH BRANCH NATURAL GAS	214.27
65630 BAKER & TAYLOR	ADULT PRINT	335.51
65630 BAKER & TAYLOR	JUV PRINT	1,541.18
		<hr/>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		5,913.56

4835 LIBRARY TECHNICAL SERVICES

62341 SPRINT	PC EQUIPMENT	3,577.26
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	8,152.00
		<hr/>
4835 LIBRARY TECHNICAL SERVICES Total		11,729.26

4840 LIBRARY MAINTENANCE

61626 VERIZON WIRELESS	INTERNET SOLUTION PROVIDER AND CELLPHONE SERVICE	182.28
62225 HENRICHSEN FIRE & SAFETY	FIRE EXTINGUISHER MAINTENANCE AT CAMS	55.00
62225 HENRICHSEN FIRE & SAFETY	FIRE EXTINGUISHER MAINTENANCE AT MAIN LIBRARY	566.20
62225 HENRICHSEN FIRE & SAFETY	FIRE EXTINGUISHER MAINTENANCE IN NORTH BRANCH	116.41
62225 SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	1,185.00
62225 SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE QUARTERLY BILLING	2,891.79
62225 MC SALES COMPANY	COIN BOXES, CARD DISPENSER AND COIN CHANGER ANNUAL MAINTENANCE	2,112.00
62225 MC SALES COMPANY	EQUIPMENT REPAIR	285.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	1,199.64
64015 NICOR	UTILITIES	582.97
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	76.40
65050 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	413.60
65503 OFFICE DEPOT	WHITE BOARD	99.99
		<hr/>
4840 LIBRARY MAINTENANCE Total		17,141.28

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 04.25.2017

4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX-MAR 2017	1,547.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,750.00
62185 ALT-ENTER, LLC	PROJECT MANAGEMENT SERVICES	1,400.00
62295 EVANSTON COMMUNITY FOUNDATION	SOCORRO CLARKE LEADERSHIP TRAINING	1,500.00
62295 LAURA D. ANTOLIN	MILEAGE REIMBURSEMENT TRIPS TO VARIOUS OUTREACH LOCATIONS	263.01
62295 HEATHER NORBORG	TRAVEL REIMBURSEMENT COMPUTERS IN LIBRARIES 2017 CONFERENCE	200.00
62295 TIMOTHY LONGO	CCS CATALOGERS MEETING	43.68
62295 TIMOTHY LONGO	TRAVEL REIMBURSEMENT COMPUTERS IN LIBRARIES 2017 CONFERENCE	1,184.15
62360 ILLINOIS LIBRARY ASSOCIATION	2017 ILA INSTITUTIONAL MEMBERSHIP	500.00
62380 XEROX CORPORATION	COPYING SERVICE	253.33
64015 XEROX CORPORATION	COPYING SERVICE	84.00
64540 VERIZON WIRELESS	INTERNET SOLUTION PROVIDER AND CELLPHONE SERVICE	76.02
64540 VERIZON NETWORKFLEET, INC.	FLEET TELEMATICS: AUTOMATIC VEHICLE LOCATORS	18.95
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	13.34
65095 CUSTOM EARTH PROMOS	CUSTOM NO-WOVEN BAGS	875.00
65095 EDITH ARMSTRONG	PROFESSIONAL FEE, FIRST HALF	750.00
65095 SUSAN MOSS	HIRSHFIELD POETRY CONTEST PRIZES	75.00
65095 IRIS B. BRANDING & COMMUNICATIONS	ANNUAL REPORT HONOR ROLL BROCHURES	1,185.00
65095 IRIS B. BRANDING & COMMUNICATIONS	ANNUAL REPORT MAILING ENVELOPES	1,135.00
65095 IRIS B. BRANDING & COMMUNICATIONS	ANNUAL REPORT POSTERS PRINTING	1,490.00
4845 LIBRARY ADMINISTRATION Total		14,343.48
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	32.77
65100 BAKER & TAYLOR	ADULT PRINT	16.10
65100 ROZANAS, NANCY	SPRING FLOWERS AND PLANTS	73.86
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	98.12
65630 SCHOLASTIC INC.	COMMUNITY WORKS BOOKS	993.46
4850 LIBRARY GRANTS Total		1,214.31
<b>185 LIBRARY FUND Total</b>		<b>99,854.43</b>
<b>Grand Total</b>		<b>99,854.43</b>

CITY OF EVANSTON  
 LIBRARY BILLS LIST  
 PERIOD ENDING 04.25.2017

ACCOUNT NUMB	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
	VARIOUS TWIN EAGLE	NATURAL GAS-MARCH 2017	1,497.21
	VARIOUS BANK OF AMERICA	PURCHASING CARD-FEBRUARY	6,277.04
			<u>7,774.25</u>
		<b>GRAND TOTAL</b>	<b><u>107,628.68</u></b>

Prepared by \_\_\_\_\_ Date \_\_\_\_\_  
 Accounts Payable Coordinator

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Library Administrative Services Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Library Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	FACEBK 8U75PASH42	\$ 6.77	02/01/2017	62205 ADVERTISING	FACEBOOK AD
LIBRARY/ADMIN	EB TECHNICAL SERVICES	\$ 30.00	02/01/2017	62295 TRAINING & TRAVEL	LACONI WORKSHOP MARLENE MEYER
LIBRARY/ADMIN	GOTPRINT.COM	\$ 29.94	02/02/2017	62210 PRINTING	BUSINESS CARD PRINTING
LIBRARY/ADMIN	UPS 1ZRE07133692185151	\$ 5.92	02/02/2017	62315 POSTAGE	SHIPPING
LIBRARY/ADMIN	DNH GODADDY.COM	\$ 95.88	02/02/2017	62341 INTERNET SOLUTION PROVIDERS	STAFF WEBPAGE
LIBRARY/ADMIN	GAN USATODAYCIRC	\$ 292.55	02/02/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	GOTPRINT.COM	\$ 147.81	02/03/2017	62210 PRINTING	BOOK SALE POSTCARDS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 57.81	02/03/2017	62210 PRINTING	EPL HOTSPOT BOOKMARKS
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	02/03/2017	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 104.99	02/03/2017	65050 BUILDING MAINTENANCE MATERIAL	BLUETOOTH CONFERENCE SPEAKER
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 22.54	02/03/2017	65050 BUILDING MAINTENANCE MATERIAL	MISC. HARDWARE AND BOLTS
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 24.94	02/06/2017	65040 JANITORIAL SUPPLIES	ONE MR CLEAN M&R W/FEBREEZE 128OZ & ONE ODOR BAN EUCALYPTUS ONE GALLON
LIBRARY/ADMIN	BEST BUY 00003137	\$ 69.99	02/06/2017	65050 BUILDING MAINTENANCE MATERIAL	MULTIPLE PORT CHARGER
LIBRARY/ADMIN	BEST BUY 00003137	\$ 8.75	02/06/2017	65050 BUILDING MAINTENANCE MATERIAL	WARRANTY RENEWAL ON CARPET STAIN EXTRACTOR MACHINE
LIBRARY/ADMIN	BARNES & NOBLE #2236	\$ 9.85	02/06/2017	65100 LIBRARY SUPPLIES	DICE FOR TEEN POLE PLAYING GAME PROGRAM
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 4.19	02/06/2017	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	LANDS END BUS OUTFITTE	\$ 368.50	02/07/2017	65050 BUILDING MAINTENANCE MATERIAL	SECURITY MONITOR UNIFORMS
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 180.25	02/07/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 280.63	02/08/2017	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER AT CAMS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 25.98	02/08/2017	65050 BUILDING MAINTENANCE MATERIAL	CLEANING SUPPLIES, CARPET SHAMPOO
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 13.48	02/09/2017	65040 JANITORIAL SUPPLIES	HDX 10 GAL WASTE LINER CLEAR 250CT
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 100.59	02/09/2017	65050 BUILDING MAINTENANCE MATERIAL	HARDWARE FOR LUMBER CART
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 308.82	02/10/2017	65050 BUILDING MAINTENANCE MATERIAL	2 SHEETS OF PLYWOOD, 2 CANS OF POLYURETHANE, 1" PIPE FITTINGS FOR LUMBER CART.
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 14.97	02/10/2017	65100 LIBRARY SUPPLIES	AFTERSCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 31.54	02/13/2017	65040 JANITORIAL SUPPLIES	TWO BOXES HDX BLUE NITRILE DISP GLOVE 100 PACK
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 10.47	02/13/2017	65050 BUILDING MAINTENANCE MATERIAL	3 3/4" PIPE TEE.
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 122.49	02/13/2017	65050 BUILDING MAINTENANCE MATERIAL	CLEANING SUPPLIES, 4 PACKS OF TERRY CLOTH TOWELS
LIBRARY/ADMIN	QUARTET DIGITAL PRINTI	\$ 64.30	02/14/2017	65095 OFFICE SUPPLIES	PRINTING
LIBRARY/ADMIN	LAKESHORE LEARNING #33	\$ 36.34	02/14/2017	65100 LIBRARY SUPPLIES	STEM PROGRAM SUPPLIES
LIBRARY/ADMIN	AMERICAN 00121149435820	\$ 378.40	02/20/2017	62295 TRAINING & TRAVEL	TIM LONGO AIRFARE COMPUTER IN LIBRARIES CONFERENCE
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	02/20/2017	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER NORTH BRANCH
LIBRARY/ADMIN	LANDS END BUS OUTFITTE	\$ 304.50	02/20/2017	65050 BUILDING MAINTENANCE MATERIAL	SECURITY MONITOR UNIFORMS
LIBRARY/ADMIN	DRI PRINTING SERVICES	\$ 113.42	02/20/2017	65095 OFFICE SUPPLIES	NOTEPADS
LIBRARY/ADMIN	NY TIMES NATL SALES	\$ 1,014.00	02/20/2017	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION MAIN BRANCH
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 6.98	02/22/2017	65100 LIBRARY SUPPLIES	AFTERSCHOOL PROGRAM SUPPLIES
LIBRARY/ADMIN	DOLLARTREE	\$ 10.00	02/23/2017	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 16.47	02/24/2017	65050 BUILDING MAINTENANCE MATERIAL	1 BOX OF CARRIAGE BOLTS.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 38.97	02/27/2017	65050 BUILDING MAINTENANCE MATERIAL	3 BOTTLES OF RESOLVE CARPET STAIN LIFTER
LIBRARY/ADMIN	INT IN JET BLUE PRINT	\$ 50.60	02/27/2017	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY WEATHERPROOFING PRINTS
LIBRARY/ADMIN	INT IN JET BLUE PRINT	\$ 70.00	02/27/2017	65050 BUILDING MAINTENANCE MATERIAL	NORTH BRANCH RENOVATION PRINTS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 33.96	02/27/2017	65050 BUILDING MAINTENANCE MATERIAL	PAINT STRIPPER, MINERAL SPIRITS, DENATURED ALCOHOL, WIRE BRUSH
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 57.86	02/27/2017	65100 LIBRARY SUPPLIES	STEMEX GRANT PROGRAM SUPPLIES
LIBRARY/ADMIN	INFORMATION TODAY	\$ 508.00	02/28/2017	62295 TRAINING & TRAVEL	REGISTRATION COMPUTERS IN LIBRARIES CONFERENCE
LIBRARY/ADMIN	INFORMATION TODAY	\$ 329.00	02/28/2017	62295 TRAINING & TRAVEL	REGISTRATION COMPUTERS IN LIBRARIES CONFERENCE
LIBRARY/ADMIN	INFORMATION TODAY	\$ 329.00	02/28/2017	62341 INTERNET SOLUTION PROVIDERS	REGISTRATION COMPUTERS IN LIBRARIES CONFERENCE
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 32.10	02/28/2017	65040 JANITORIAL SUPPLIES	PIPE FITTINGS FOR ATTIC STOCK MATERIALS MOVING CART
LIBRARY/ADMIN	GIH GLOBALINDUSTRIALEQ	\$ 86.51	02/28/2017	65050 BUILDING MAINTENANCE MATERIAL	ALUMINUM FOLDING HAND TRUCK/CART
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 56.13	02/28/2017	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM FOOD
LIBRARY/ADMIN	PEET'S #04304	\$ 42.00	02/28/2017	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM REFRESHMENT
	<b>FEBRUARY LIBRARY TOTAL</b>	<b>\$ 6,277.04</b>			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Administrative Services Update  
Date: May 11, 2017

This memo provides an update on significant administrative activities.

## **Human Resources**

Five candidates for the Library Assistant Director position have been interviewed. An employment offer has been extended.

Russell Kracke resigned from his part-time Adult Services Librarian position. Also, Ariel Erbacher and Aaron Kinskey both resigned their part-time Branch Clerk positions.

Kasandra Trejo, an internal candidate has been hired as a part-time Library Clerk, Receiving & Processing in Technical Services.

Helen Fisz's position has been reclassified to Administrative Secretary effective December 26, 2016.

Victor Collaso has been hired as a part-time Shelver in Circulation effective May 15th.

Currently, there are two Library Clerk vacancies in Circulation. The position has been posted.

## **Financial Resources**

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

## **Facilities Management**

LUSH Update - LUSH is currently working through the permitting process with the MWRD for the new sewer connection under Central Street. All COE approvals are in place for the demolition permit as of April 27, 2017.

## **Agenda Item 6.A**

Facilities Update - We have 3 construction projects up for approval this month. North Branch construction phase III and the Main library back- up generator engineering are presented to the Facilities committee and the Library Board this month. Main library underground garage upgrades phase II is being presented to the City of Evanston City Council on May 22, 2017.

Bids are due back for the Main library weatherproofing Phases II and III on May 23, 2017. Memos for project approval will be presented to the Facilities Committee and the Library Board on June 21, 2017



# Budget Performance Report

Fiscal Year to Date 04/30/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	(152.15)	.00	38,972.34	125,027.66	24	152,536.90
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(63.00)	.00	1,761.04	10,238.96	15	13,123.88
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$176,000.00	\$0.00	\$176,000.00	(\$215.15)	\$0.00	\$40,733.38	\$135,266.62	23%	\$165,660.78
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	32,207.31	.00	3,235,078.74	3,049,279.26	51	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	38,603.25	.00	74,233.21	17,766.79	81	45,650.50
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	4,140.70
51616	PERS PROP REPL TAX LIBRARY	46,100.00	.00	46,100.00	.00	.00	.00	46,100.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	.00	57,418.00	0	57,417.53
56011	DONATIONS	24,849.00	.00	24,849.00	.00	.00	5,156.00	19,693.00	21	67,942.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(1,547.00)	.00	(108.35)	108.35	+++	.00
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	640.83	.00	1,018.06	4,381.94	19	4,717.24
57002	TRANSFER FROM ENDOWMENT	190,200.00	.00	190,200.00	.00	.00	.00	190,200.00	0	235,800.00
57526	LIBRARY BOOK SALE	66,000.00	.00	66,000.00	.00	.00	20,596.55	45,403.45	31	61,726.98
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	50,653.60	152,846.40	25	199,187.64
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	4,018.91	13,981.09	22	16,321.00
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	.00	.00	3,243.85	8,156.15	28	11,971.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	.00	.00	5,209.89	19,910.11	21	22,446.30
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	1,500.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$7,074,345.00	\$0.00	\$7,074,345.00	\$69,904.39	\$0.00	\$3,399,100.46	\$3,675,244.54	48%	\$6,819,419.54
Business Unit <b>4850 - LIBRARY GRANTS</b>										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	2,820.00	(2,820.00)	+++	.00
55201	Federal Grants	.00	.00	.00	.00	.00	2,100.00	(2,100.00)	+++	18,000.00
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	12,750.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,920.00	(\$4,920.00)	+++	\$30,750.00
Department <b>48 - LIBRARY</b> Totals		\$7,250,345.00	\$0.00	\$7,250,345.00	\$69,689.24	\$0.00	\$3,444,753.84	\$3,805,591.16	48%	\$7,015,830.32
<b>REVENUE TOTALS</b>		\$7,250,345.00	\$0.00	\$7,250,345.00	\$69,689.24	\$0.00	\$3,444,753.84	\$3,805,591.16	48%	\$7,015,830.32
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61010	REGULAR PAY	479,016.00	.00	479,016.00	29,673.76	.00	111,893.57	367,122.43	23	437,453.37
61012	LIBRARY SUBSTITUES	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
61050	PERMANENT PART-TIME	228,226.00	.00	228,226.00	16,209.96	.00	58,082.99	170,143.01	25	188,845.00
61055	TEMPORARY EMPLOYEES	10,600.00	.00	10,600.00	.00	.00	.00	10,600.00	0	.00
61060	SEASONAL EMPLOYEES	.00	.00	.00	140.38	.00	922.49	(922.49)	+++	9,298.60
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	407.68
61415	TERMINATION PAYOUTS	12,750.00	.00	12,750.00	.00	.00	.00	12,750.00	0	2,178.81



# Budget Performance Report

Fiscal Year to Date 04/30/17

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,189.08	(3,189.08)	+++	2,010.83
61510	HEALTH INSURANCE	90,725.00	.00	90,725.00	7,139.76	.00	26,475.22	64,249.78	29	71,790.45
61615	LIFE INSURANCE	18.00	.00	18.00	1.06	.00	4.24	13.76	24	18.55
61710	IMRF	70,198.00	.00	70,198.00	4,293.50	.00	16,417.88	53,780.12	23	63,517.24
61725	SOCIAL SECURITY	43,690.00	.00	43,690.00	2,760.85	.00	10,488.71	33,201.29	24	38,847.75
61730	MEDICARE	10,219.00	.00	10,219.00	645.67	.00	2,453.00	7,766.00	24	9,085.36
62185	CONSULTING SERVICES	13,700.00	.00	13,700.00	.00	.00	.00	13,700.00	0	.00
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	15.00
62315	POSTAGE	.00	.00	.00	.00	.00	414.00	(414.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	105.52	(105.52)	+++	785.37
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	278.12	621.88	31	393.21
65100	LIBRARY SUPPLIES	48,700.00	.00	48,700.00	1,198.67	.00	2,668.71	46,031.29	5	39,177.22
65503	FURNITURE / FIXTURES / EQUIPMENT	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	4,100.00	.00	4,100.00	.00	.00	.00	4,100.00	0	.00
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	13,123.29	.00	42,946.48	128,453.52	25	144,515.05
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	2,463.53	.00	6,238.39	26,961.61	19	29,956.47
66025	TRANSFER TO DEBT SERVICE - ERI	15,786.00	.00	15,786.00	1,315.50	.00	5,262.00	10,524.00	33	.00
Business Unit <b>4805 - LIBRARY YOUTH SERVICES Totals</b>		\$1,242,128.00	\$0.00	\$1,242,128.00	\$78,965.93	\$0.00	\$287,840.40	\$954,287.60	23%	\$1,038,295.96
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b>										
61010	REGULAR PAY	561,745.00	.00	561,745.00	46,051.65	.00	162,238.78	399,506.22	29	534,551.16
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	244,209.00	.00	244,209.00	18,825.88	.00	70,831.47	173,377.53	29	214,160.35
61060	SEASONAL EMPLOYEES	.00	.00	.00	857.04	.00	5,301.49	(5,301.49)	+++	22,842.65
61415	TERMINATION PAYOUTS	14,750.00	.00	14,750.00	.00	.00	.00	14,750.00	0	23,286.31
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,916.98	(1,916.98)	+++	4,382.89
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,311.51
61510	HEALTH INSURANCE	74,778.00	.00	74,778.00	6,411.42	.00	24,246.62	50,531.38	32	61,472.02
61615	LIFE INSURANCE	29.00	.00	29.00	3.13	.00	12.67	16.33	44	33.38
61710	IMRF	76,937.00	.00	76,937.00	6,084.55	.00	22,055.49	54,881.51	29	72,888.50
61725	SOCIAL SECURITY	48,238.00	.00	48,238.00	3,999.41	.00	14,664.86	33,573.14	30	49,127.48
61730	MEDICARE	11,282.00	.00	11,282.00	935.33	.00	3,429.66	7,852.34	30	11,489.57
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	17,292.00	10,885.32	(28,177.32)	+++	34,543.37
62341	INTERNET SOLUTION PROVIDERS	209,400.00	.00	209,400.00	16,633.36	.00	72,802.44	136,597.56	35	140,380.90
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	200.00	700.00	22	136.13
65100	LIBRARY SUPPLIES	25,550.00	.00	25,550.00	1,317.41	.00	3,888.91	21,661.09	15	18,832.33
65630	LIBRARY BOOKS	316,900.00	.00	316,900.00	21,794.89	.00	83,634.50	233,265.50	26	263,729.74





# Budget Performance Report

Fiscal Year to Date 04/30/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b>										
65635	PERIODICALS	15,700.00	.00	15,700.00	.00	.00	2,191.80	13,508.20	14	26,688.15
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	7,146.00	.00	20,941.09	70,458.91	23	67,360.10
66025	TRANSFER TO DEBT SERVICE - ERI	21,554.00	.00	21,554.00	1,796.16	.00	7,184.64	14,369.36	33	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit <b>4806 - LIBRARY ADULT SERVICES Totals</b>		<b>\$1,717,372.00</b>	<b>\$0.00</b>	<b>\$1,717,372.00</b>	<b>\$131,856.23</b>	<b>\$17,292.00</b>	<b>\$506,426.72</b>	<b>\$1,193,653.28</b>	<b>30%</b>	<b>\$1,549,716.54</b>
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
61010	REGULAR PAY	173,862.00	.00	173,862.00	18,913.92	.00	59,074.53	114,787.47	34	217,275.96
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
61050	PERMANENT PART-TIME	321,478.00	.00	321,478.00	23,789.35	.00	89,710.06	231,767.94	28	294,849.50
61060	SEASONAL EMPLOYEES	.00	.00	.00	176.35	.00	507.91	(507.91)	+++	7,796.64
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	525.05
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	1,638.17
61510	HEALTH INSURANCE	37,997.00	.00	37,997.00	2,982.02	.00	11,097.76	26,899.24	29	33,380.33
61615	LIFE INSURANCE	6.00	.00	6.00	.53	.00	2.12	3.88	35	6.36
61710	IMRF	38,590.00	.00	38,590.00	3,344.16	.00	11,328.46	27,261.54	29	39,934.37
61725	SOCIAL SECURITY	30,505.00	.00	30,505.00	2,616.53	.00	9,128.99	21,376.01	30	31,109.49
61730	MEDICARE	7,134.00	.00	7,134.00	611.95	.00	2,135.01	4,998.99	30	7,275.61
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	1,634.40	3,765.60	30	1,687.52
65100	LIBRARY SUPPLIES	4,200.00	.00	4,200.00	1,839.42	.00	1,882.64	2,317.36	45	7,662.87
66025	TRANSFER TO DEBT SERVICE - ERI	13,905.00	.00	13,905.00	1,158.75	.00	4,635.00	9,270.00	33	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	750.00
Business Unit <b>4820 - LIBRARY CIRCULATION Totals</b>		<b>\$636,277.00</b>	<b>\$0.00</b>	<b>\$636,277.00</b>	<b>\$55,432.98</b>	<b>\$0.00</b>	<b>\$191,136.88</b>	<b>\$445,140.12</b>	<b>30%</b>	<b>\$643,891.87</b>
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
61010	REGULAR PAY	126,301.00	.00	126,301.00	11,474.30	.00	37,350.17	88,950.83	30	126,763.06
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
61050	PERMANENT PART-TIME	154,623.00	.00	154,623.00	12,081.31	.00	48,465.96	106,157.04	31	154,874.97
61060	SEASONAL EMPLOYEES	.00	.00	.00	228.20	.00	228.20	(228.20)	+++	2,597.87
61415	TERMINATION PAYOUTS	11,350.00	.00	11,350.00	.00	.00	.00	11,350.00	0	167.19
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,351.87
61510	HEALTH INSURANCE	36,748.00	.00	36,748.00	3,961.74	.00	11,712.31	25,035.69	32	25,948.25
61615	LIFE INSURANCE	1.00	.00	1.00	.53	.00	2.12	(1.12)	212	1.07
61710	IMRF	26,470.00	.00	26,470.00	2,080.75	.00	7,715.67	18,754.33	29	26,641.72
61725	SOCIAL SECURITY	17,631.00	.00	17,631.00	1,423.15	.00	5,179.10	12,451.90	29	17,382.32
61730	MEDICARE	4,124.00	.00	4,124.00	332.83	.00	1,211.23	2,912.77	29	4,065.12
62225	BLDG MAINTENANCE SERVICES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	5,805.00
62341	INTERNET SOLUTION PROVIDERS	6,400.00	.00	6,400.00	.00	.00	1,026.36	5,373.64	16	3,680.24



# Budget Performance Report

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Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
62375	RENTALS	46,238.00	.00	46,238.00	3,609.68	.00	14,438.72	31,799.28	31	43,712.37
64015	NATURAL GAS	2,900.00	.00	2,900.00	427.19	.00	1,087.85	1,812.15	38	2,140.37
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	52.16
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	71.77	(71.77)	+++	.00
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	96.57	.00	339.82	5,060.18	6	2,782.64
65503	FURNITURE / FIXTURES / EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	1,920.05	.00	6,842.56	23,057.44	23	19,068.45
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	483.68	1,016.32	32	1,842.09
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	3,302.10
66025	TRANSFER TO DEBT SERVICE - ERI	3,217.00	.00	3,217.00	268.08	.00	1,072.32	2,144.68	33	.00
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES Totals</b>		<b>\$486,003.00</b>	<b>\$0.00</b>	<b>\$486,003.00</b>	<b>\$37,904.38</b>	<b>\$0.00</b>	<b>\$137,227.84</b>	<b>\$348,775.16</b>	<b>28%</b>	<b>\$442,178.86</b>
Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES</b>										
61010	REGULAR PAY	282,067.00	.00	282,067.00	21,219.29	.00	80,118.87	201,948.13	28	283,197.92
61050	PERMANENT PART-TIME	110,480.00	.00	110,480.00	5,410.13	.00	21,697.23	88,782.77	20	74,471.53
61415	TERMINATION PAYOUTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,628.54
61510	HEALTH INSURANCE	40,687.00	.00	40,687.00	3,042.80	.00	11,410.50	29,276.50	28	36,283.76
61615	LIFE INSURANCE	6.00	.00	6.00	.48	.00	2.07	3.93	34	6.36
61710	IMRF	41,015.00	.00	41,015.00	2,625.67	.00	10,127.83	30,887.17	25	37,000.75
61725	SOCIAL SECURITY	24,546.00	.00	24,546.00	1,616.61	.00	6,242.40	18,303.60	25	22,092.04
61730	MEDICARE	5,741.00	.00	5,741.00	378.07	.00	1,459.91	4,281.09	25	5,166.69
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	.00	.00	9,708.63	36,591.37	21	24,625.10
62341	INTERNET SOLUTION PROVIDERS	135,800.00	.00	135,800.00	11,729.26	2,589.30	38,592.87	94,617.83	30	137,807.21
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	569.37	.00	3,968.71	6,031.29	40	6,733.46
65555	PERSONAL COMPUTER EQUIPMENT	51,870.00	.00	51,870.00	756.60	.00	756.60	51,113.40	1	10,417.09
66025	TRANSFER TO DEBT SERVICE - ERI	8,966.00	.00	8,966.00	747.17	.00	2,988.68	5,977.32	33	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES Totals</b>		<b>\$762,478.00</b>	<b>\$0.00</b>	<b>\$762,478.00</b>	<b>\$48,095.45</b>	<b>\$2,589.30</b>	<b>\$187,074.30</b>	<b>\$572,814.40</b>	<b>25%</b>	<b>\$640,930.45</b>
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61010	REGULAR PAY	254,331.00	.00	254,331.00	18,415.29	.00	66,997.60	187,333.40	26	193,588.26
61050	PERMANENT PART-TIME	96,557.00	.00	96,557.00	8,639.26	.00	33,624.84	62,932.16	35	148,521.16
61110	OVERTIME PAY	7,000.00	.00	7,000.00	290.21	.00	1,292.01	5,707.99	18	15,265.13
61415	TERMINATION PAYOUTS	7,550.00	.00	7,550.00	.00	.00	.00	7,550.00	0	101.91
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	987.15
61510	HEALTH INSURANCE	80,980.00	.00	80,980.00	7,219.78	.00	27,074.17	53,905.83	33	62,045.85
61626	CELL PHONE ALLOWANCE	1,100.00	.00	1,100.00	282.28	.00	846.60	253.40	77	2,915.04



# Budget Performance Report

Fiscal Year to Date 04/30/17

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 <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	.00	620.00	0	620.00
61710	IMRF	35,260.00	.00	35,260.00	2,696.19	.00	10,048.77	25,211.23	28	37,080.66
61725	SOCIAL SECURITY	21,209.00	.00	21,209.00	1,643.89	.00	6,123.06	15,085.94	29	21,826.10
61730	MEDICARE	4,960.00	.00	4,960.00	384.47	.00	1,432.00	3,528.00	29	5,104.51
62225	BLDG MAINTENANCE SERVICES	208,700.00	.00	208,700.00	16,293.48	92,692.16	67,819.17	48,188.67	77	208,034.46
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	6,741.24
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	33.59
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,813.32	3,626.68	33	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,628.32	3,256.68	33	4,743.00
62341	INTERNET SOLUTION PROVIDERS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	.00
64015	NATURAL GAS	27,000.00	.00	27,000.00	2,080.18	.00	8,744.44	18,255.56	32	20,852.32
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	728.97	(728.97)	+++	3,197.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	76.40	.00	1,720.67	10,279.33	14	12,304.13
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	516.20	.00	4,848.24	27,151.76	15	29,392.10
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	99.99	.00	99.99	(99.99)	+++	963.26
66025	TRANSFER TO DEBT SERVICE - ERI	5,658.00	.00	5,658.00	471.50	.00	1,886.00	3,772.00	33	.00
Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b>		<b>\$820,750.00</b>	<b>\$0.00</b>	<b>\$820,750.00</b>	<b>\$59,969.53</b>	<b>\$92,692.16</b>	<b>\$236,728.17</b>	<b>\$491,329.67</b>	<b>40%</b>	<b>\$779,771.68</b>
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	581,803.00	.00	581,803.00	40,645.99	.00	140,514.53	441,288.47	24	573,742.11
61050	PERMANENT PART-TIME	101,087.00	.00	101,087.00	7,329.17	.00	27,618.05	73,468.95	27	88,084.57
61415	TERMINATION PAYOUTS	16,150.00	.00	16,150.00	.00	.00	.00	16,150.00	0	28,237.82
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,149.41	(1,149.41)	+++	1,836.93
61510	HEALTH INSURANCE	138,518.00	.00	138,518.00	11,202.60	.00	39,953.38	98,564.62	29	112,037.64
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	3.71	(3.71)	+++	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	1,800.00	5,400.00	25	7,200.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	300.00	900.00	25	1,200.00
61710	IMRF	67,316.00	.00	67,316.00	4,730.35	.00	16,691.17	50,624.83	25	69,672.04
61725	SOCIAL SECURITY	37,906.00	.00	37,906.00	2,887.30	.00	10,705.32	27,200.68	28	38,966.14
61730	MEDICARE	9,550.00	.00	9,550.00	675.26	.00	2,503.64	7,046.36	26	9,685.87
62185	CONSULTING SERVICES	118,000.00	.00	118,000.00	4,733.75	.00	15,126.25	102,873.75	13	188,784.12
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	1,467.92	6,532.08	18	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	673.73	7,326.27	8	7,744.63
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	1,554.24
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	3,369.20	.00	9,536.16	32,463.84	23	31,876.72
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	9.56	4,490.44	0	5,369.15



# Budget Performance Report

Fiscal Year to Date 04/30/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	329.00	(329.00)	+++	.00
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	500.00	.00	991.25	1,108.75	47	5,625.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	253.33	.00	895.57	12,004.43	7	24,475.91
62506	WORK- STUDY	1,500.00	.00	1,500.00	.00	.00	620.32	879.68	41	940.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	687.04	.00	1,954.48	3,745.52	34	5,500.03
64015	NATURAL GAS	.00	.00	.00	84.00	.00	84.00	(84.00)	+++	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	94.97	.00	282.93	1,717.07	14	2,568.38
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	75.00
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	14,946.64	10,736.98	20,356.07	67,006.95	32	63,787.81
65635	PERIODICALS	.00	.00	.00	.00	.00	.00	.00	+++	298.14
66025	TRANSFER TO DEBT SERVICE - ERI	14,207.00	.00	14,207.00	1,183.92	.00	4,735.68	9,471.32	33	.00
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	20,833.33	.00	83,333.31	166,666.69	33	.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$1,535,337.00	\$0.00	\$1,535,337.00	\$114,857.91	\$10,736.98	\$381,635.44	\$1,142,964.58	26%	\$1,278,602.22
Business Unit <b>4850 - LIBRARY GRANTS</b>										
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	241.24
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	220.85	.00	497.69	9,502.31	5	23,378.96
65125	OTHER COMMODITIES	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	993.46	.00	993.46	(993.46)	+++	1,228.56
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$50,000.00	\$0.00	\$50,000.00	\$1,214.31	\$0.00	\$1,491.15	\$48,508.85	3%	\$24,848.76
Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b>										
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	19,370.00
Business Unit <b>4870 - MAIN LIBRARY MECHANICAL SYSTEMS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,370.00
Business Unit <b>4871 - NORTH BRANCH MECHANICAL SYSTEMS</b>										
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	37,509.02
Business Unit <b>4871 - NORTH BRANCH MECHANICAL SYSTEMS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$37,509.02
Department <b>48 - LIBRARY</b> Totals		\$7,250,345.00	\$0.00	\$7,250,345.00	\$528,296.72	\$123,310.44	\$1,929,560.90	\$5,197,473.66	28%	\$6,455,115.36
<b>EXPENSE TOTALS</b>		\$7,250,345.00	\$0.00	\$7,250,345.00	\$528,296.72	\$123,310.44	\$1,929,560.90	\$5,197,473.66	28%	\$6,455,115.36
Fund <b>185 - LIBRARY FUND</b> Totals										
<b>REVENUE TOTALS</b>		7,250,345.00	.00	7,250,345.00	69,689.24	.00	3,444,753.84	3,805,591.16	48%	7,015,830.32
<b>EXPENSE TOTALS</b>		7,250,345.00	.00	7,250,345.00	528,296.72	123,310.44	1,929,560.90	5,197,473.66	28%	6,455,115.36
Fund <b>185 - LIBRARY FUND</b> Totals		\$0.00	\$0.00	\$0.00	(\$458,607.48)	(\$123,310.44)	\$1,515,192.94	(\$1,391,882.50)		\$560,714.96
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b>										
<b>REVENUE</b>										



# Budget Performance Report

Fiscal Year to Date 04/30/17

Include Rollup Account and Rollup to Object Account

Department <b>48 - LIBRARY</b>										
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>										
51015	PROPERTY TAXES	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0	364,827.06
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	1.20
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>		<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>0%</b>	<b>\$364,828.26</b>
Totals										
Department <b>48 - LIBRARY</b>		<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>0%</b>	<b>\$364,828.26</b>
<b>REVENUE TOTALS</b>		<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>0%</b>	<b>\$364,828.26</b>
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	(1,007.10)
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	.00	.00	.00	330,955.00	0	323,241.00
68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	62,454.95
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>		<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>0%</b>	<b>\$384,688.85</b>
Totals										
Department <b>48 - LIBRARY</b>		<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>0%</b>	<b>\$384,688.85</b>
<b>EXPENSE TOTALS</b>		<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$345,955.00</b>	<b>0%</b>	<b>\$384,688.85</b>
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals										
<b>REVENUE TOTALS</b>		<b>345,955.00</b>	<b>.00</b>	<b>345,955.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>345,955.00</b>	<b>0%</b>	<b>364,828.26</b>
<b>EXPENSE TOTALS</b>		<b>345,955.00</b>	<b>.00</b>	<b>345,955.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>345,955.00</b>	<b>0%</b>	<b>384,688.85</b>
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>(\$19,860.59)</b>
Grand Totals										
<b>REVENUE TOTALS</b>		<b>7,596,300.00</b>	<b>.00</b>	<b>7,596,300.00</b>	<b>69,689.24</b>	<b>.00</b>	<b>3,444,753.84</b>	<b>4,151,546.16</b>	<b>45%</b>	<b>7,380,658.58</b>
<b>EXPENSE TOTALS</b>		<b>7,596,300.00</b>	<b>.00</b>	<b>7,596,300.00</b>	<b>528,296.72</b>	<b>123,310.44</b>	<b>1,929,560.90</b>	<b>5,543,428.66</b>	<b>27%</b>	<b>6,839,804.21</b>
Grand Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$458,607.48)</b>	<b>(\$123,310.44)</b>	<b>\$1,515,192.94</b>	<b>(\$1,391,882.50)</b>		<b>\$540,854.37</b>

Endowment for the Evanston Public Library  
Holdings as of April 30, 2017

	Symbol	Shares/Quantity	Price	Value as of 10/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6957.708	\$220.29	\$1,532,713.50	38.2%		
Vanguard Small-Cap Index Fund	VSMAX	3698.094	\$64.41	\$238,194.23	5.9%		
Vanguard REIT Index Fund	VGSLX	1751.146	\$117.32	\$205,444.45	5.1%		
Vanguard Total International Stock Index Fund	VTIAX	13700.511	\$27.22	\$372,927.91	9.3%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6463.409	\$33.43	\$216,071.76	5.4%	63.9%	
Vanguard Federal Money Market Fund	VMFXX	341388.160	\$1.00	\$341,388.16	8.5%	8.5%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.523	\$149,248.78	3.7%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.693	\$139,497.90	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$127.003	\$143,095.55	3.6%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$97.059	\$156,906.54	3.9%	14.7%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26183.700	\$10.68	\$279,641.92	7.0%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$100.060	\$45,027.00	1.1%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$101.585	\$45,713.25	1.1%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$103.070	\$46,381.50	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$102.842	\$42,165.22	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$104.506	\$10,450.60	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$108.632	\$46,711.76	1.2%	12.9%
				\$4,011,580.03		100.0%	

Cash Equivalents	8.5%
US Treasury Inflation Protected Securities	14.7%
Corporate Bonds	12.9%
Domestic Equities	49.3%
International Equities	14.7%
	100.0%



# Memorandum

**To:** Evanston Public Library Board Trustees

**From:** Karen Danczak Lyons, Library Director  
John Devaney, Facilities Manager

**Subject:** Approval of Phase III North Branch construction Upgrades RFP 17-18

**Date:** April 14, 2017

**Recommended Action:**

Staff recommends the Facilities Committee and the Library Board authorize the Library Director to approve a construction contract with Structures Construction LLC. in the amount of \$321,334 for Phase III of the North Branch renovations.

If approved, Staff anticipates work will begin in late May and completion of the job by September 5th, 2017.

**Funding Source:**

Funding is from the Library Fund, account 187.4862.65515. The 2017 CIP budget for the first phases of the project is \$474,000.

**Background:**

We have completed two prior phases of work at the North Branch renovation to date:

**Phase I:** Restroom Renovations - 2014

**Phase II:** HVAC and water main replacement - 2016

During Phase III, the third and final phase, we will complete the following work:

- 1) Repair of the masonry
- 2) Replace roof and gutters
- 3) Replacement of the storefront and vestibule modifications add automatic doors
- 4) Replacement of south and east facing windows in the rear
- 5) Replacement of rear door
- 6) Asbestos tile abatement
- 7) Carpet replacement
- 8) Install new shelving

The anticipated schedule is as follows:

Month	June	July	August
Task	Masonry repair Storefront replacement Begin roof replacement	Replacement of SE facing windows Replacement of rear door	Asbestos abatement Carpet replacement Install new shelving Electrical work

**Impact to the public:**

During steps 1 through 4, there will be the following impact for the public:

- a) The sidewalk on Central Street in front of the North Branch will be partially blocked.
- b) The parking for staff and volunteers (in the rear) will be unavailable.
- c) The front (North) end of the branch reading room will be blocked off with plywood. This will necessitate a reduction in the seating area available for adult patrons.
- d) The New Books and part of the Mystery collection will be re-arranged on a temporary basis during the construction of the storefront.
- e) The computer bar in the North window will not be available.

*During steps 5 and 6 the North Branch and the book drop will be closed.*

The Branch will close on July 29th, at 6:00 p.m. The Branch will re-open on Tuesday, September 5th, at 10:00 a.m.

The closure is required because the work that is being done is asbestos abatement, and this work has stringent environmental controls that **must** be applied. Therefore the public can **not** be allowed access during this work.

During steps 5 and 6, there will be the following impact for the public:

- a) No materials can be returned or checked out during August.
- b) All patron holds will be picked up at the Main Library.
- c) No programming at the North Branch during August.
- d) The collection at the North Branch will be unavailable to the Evanston Library and the Consortium.

**Improvements for the public:**

While most of the work we are performing will address the building's structural elements, and therefore not visible to public, there will some visible improvements to the North Branch.

Specifically:

- 1) New carpeting. The current carpeting is old and worn. New carpeting will be welcome.
- 2) A motorized drop down screen, a daylight ceiling mounted projector, and motorized black out shades for the North storefront will be included. This will greatly enhance the programming capabilities.
- 3) An expanded Children's activity area with more room for activities.
- 4) New furniture for both the adult reading area and the children's activity area.
- 5) Re-installation of the computer catalog station.
- 6) Re-upholstery (or replacement) of Children's Reading chair.





# Memorandum

**To:** Evanston Public Library Board Trustees

**From:** Karen Danczak Lyons, Library Director  
John Devaney, Facilities Manager

**Subject:** Approval of Back Up Electrical Generator Engineering RFP 17-19

**Date:** May 10, 2017

**Recommended Action:**

Staff recommends the Facilities Committee and the Library Board authorize the Library Director to approve a design contract with Clark-Dietz Inc. in the amount of \$45,556.00 for the design phase of provisioning a backup electrical generator for the Main Library located at 1703 Orrington Avenue, Evanston, IL 60201  
If approved, Staff anticipates work will begin in early June and completion of the documents by September 2017.

**Funding Source:**

Funding is from the Library CIP Fund, account 187.48.4862.65515.480009. The 2017 CIP budget for the first phases of the project is \$50,000.00.

**Background:**

Evanston Public Library and the City of Evanston is interested in being able to be fully self-sufficient for electrical power, in the event of an outage in the power grid. There are potential grants that would fund the installation and commissioning of an electrical generator. However, to determine our eligibility, Evanston Public Library needs to fully understand the costs for such an installation. Therefore Evanston Public Library is soliciting professional engineering services for the selection of equipment and the creation of construction drawings, cost estimations, and bid documents for a facility wide electrical back up generator.

Upon completion of this project, Evanston Public Library will be able to plan for funding the installation of a back up electrical generator, and include this capability in the EPL strategic plan.

Evanston Public Library received two responsive bids through the normal City bid process. Clark Dietz, Inc. \$45,556.00 and Henneman Engineering Inc. \$52,900.00. Both bids include costs of typical reimbursable amounts for a project of this scope.



For City Council meeting of 5/22/2017  
Business of the City by Motion: Main Library Underground Parking Garage  
Upgrade Phase2 2017  
For Action

Item

## Memorandum

To: Honorable Mayor and Members of the City Council  
Administration and Public Works Committee

From: Erika Storlie, Deputy City Manager/Administrative Services Director  
Rickey A. Voss, Parking/Fleet Manager

Subject: Approval - Main Library Underground Parking Garage Upgrade Phase 2  
2017 (Bid 17-28)

Date: May 04, 2017

### Recommended Action:

Staff recommends City Council authorize the City Manager to execute a contract for construction services related to the Main Library Underground Garage Upgrade Phase 2 2017 (Bid 17-28) with Reliable & Associates Construction Company (4106 S. Emerald Avenue, Chicago, IL 60609), in the amount of \$198,000.

### Funding Source:

Funding is from the Parking Services Fund (Account 505.19.7005.65506.480008). This project is budgeted at \$198,000.00 in FY 2017.

### Background Information:

This proposal includes furnishing of labor and materials to complete the following work:

- Coat garage floor with traffic bearing polyurethane coating
- Repaint traffic marking to match existing
- Prepare and paint gypsum board soffit
- Floor coat public entrance vestibule
- Replace garage accessories
- New concrete wall for storage area
- Repaint garage walls
- Clean ceiling pipes

In 2013, a comprehensive facility assessment of the Main Library was conducted by architectural firm Wiss, Janney, Elstner Associates Inc. (WJE). WJE noted as a "high priority item (next 1 to 2 years)" that corroded garage floor cleanouts/drains along with spalled and cracked concrete floors be removed/replaced/releveled to address further structural damage. The uneven condition of the garage floor caused pooling of residual salts and liquids that melted off of automobiles; these residuals also accelerated the deterioration of the emergency pedestrian exit doors and frames.

As a result of this assessment report, in 2015 the City sought out an architect to develop first and second phase construction drawings for the garage project. This work was awarded to WJE through the normal bid process. Funding for the architectural services was provided by the 2015 Parking Fund Budget and was approved by the City Council.

Phase 1 was completed in 2016, and remedied the deterioration of the floors and the garage drainage system as identified by WJE.

Phase 2 was publicly bid in Quarter 1, 2017 and final bids were returned on 4/18/2017. What follows is a summary of the bids received:

<b>City of Evanston</b>		
<b>Main Library Garage Upgrade Phase II</b>		
<b>Bid Number: 17-28</b>		
<b>Bid Opening: 2:00 p.m., Tuesday, April 18, 2017, Room 2404, Lorraine H. Morton Civic Center, 2100 Ridge Ave., Evanston, IL 60201</b>		
<b>Company Name</b>	<b>City/State</b>	<b>Total Base Bid Price</b>
Golf Acquisition Group LLC	Hammond, IN	\$272,390.00
Cruz Brothers Construction Company, Inc.	Chicago, IL	\$264,900.00
Reliable & Associates Construction Company	Chicago, IL	\$198,000.00
G.A. Johnson & Son	Evanston, IL	\$284,880.00
Structures Construction, LLC	Chicago, IL	\$309,998.00
Continental Construction Co., Inc	Evanston, IL	\$232,000.00
Construction Consulting & Disbursement Services	Morton Grove, IL	\$249,995.00

Reliable & Associates Construction Company has met the City of Evanston Minority-Owned Business Enterprise requirements.

Staff recommends that Reliable & Associates Construction Company be awarded this work based on their positive references and lowest responsive and responsible bid of \$198,000.

Attachments:

Agreement

Memo on M/W/EBE Compliance, dated



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Project Management Services Agreement  
Date: May 12, 2017

**Recommended Action:**

The need for temporary project management assistance was discussed at the November Board meeting and the Board voted to approve this concept and engage these services effective December 5, 2016. I recommend Board approval of a one month extension of the Project Management Services Agreement document (attached).