



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, MARCH 21, 2018

6:00 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 21, 2018

Chat with a Trustee
6:00 P.M. – 6:30 P.M.

Meeting of the Board
6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Main Community Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of January 17, 2018 and February 21, 2018 Regular Meetings
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update
- B. Robert Crown Hours of operation (Discussion)

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)
- B. Polaris update and features, implications for Circulation policy and Procedures (Kim Hegelund)
- C. Social Work update (Justine Janis)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

The following workshops are provided through RAILS:

Workshops on Running Successful Board Meetings in May

Nancy Sylvester, author and professional parliamentarian, will cover what you need to know about parliamentary procedure, including board basics, board governing documents, fiduciary duty, and much more. Two identical workshops will be held at the following locations:

- [Saturday, May 5, 9:30 a.m.–12:30 p.m., Princeton Public Library](#)

- [Saturday, May 19, 9:30 a.m.–12:30 p.m., Freeport Public Library](#)

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Approval of 2017 Illinois Public Library Annual Report (For Action)
- B. Approval of Resolution for Signatories on Vanguard Account (For Action)
- C. Healthy workplace/sexual harassment policy update (For Discussion and Action)

11. Executive Session

- A. Library Director Evaluation Process (Benjamin Schapiro)

12. ADJOURNMENT

Next Meeting: April 18, 2018 at 6:30 pm

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible



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

**Wednesday, January 17, 2018
6:30 P.M.**

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Socorro Castro, Tori Foreman, Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro

Members Absent: Sandra Smith

Staff: Teri Campbell, Karen Danczak Lyons, Heather Norberg, Kim Hiltwein, John Devaney

Presiding Member: Benjamin Schapiro, President

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

CITIZEN COMMENT – No citizen comments

CONSENT AGENDA

- A. Approval of the December Bills and Payroll and Minutes of September 06, 2017 Special Board Meeting, December 7, 2017 Special Board Meeting, and December 20, 2017 Regular Meeting** Vaishali Patel moved to approve the Bills and Payroll and the minutes of the three meetings. Margaret Lurie seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. .Robert Crown Branch Library Project Update-** Karen Danczak Lyons reported that five groups were interviewed for the Construction Manager position. John Devaney, Library Facilities Manager, represented EPL in the interview and selection process. From the interview process, two firms were recommended to the City, including Bulley & Andrews and WB Olson, Inc. The City will begin the negotiation process.

LIBRARY DIRECTOR'S REPORT

- A. Director's Report-** Karen Danczak Lyons reported that a new Programming Task Force will begin to evaluate Library program effectiveness. The Task Force is staff-led and they will work to inventory existing programs as well as align programs with the strategic plan. Adam Goodman said that as the head

of the Management Committee, he would like to be involved in the Programming Task Force. The Library is excited to begin a new Spanish-language storytime beginning in January. Bilingual Storytime will likely take place one Saturday a month. EPL is also recruiting speakers to present on the effects of childhood trauma on learning. This will be part of regular series and the first speaker will be Rainbows for All Children. Evanston Public Library will be one of the first libraries to address this subject. Benjamin Schapiro asked about multi-lingual programs to ensure that everyone in Evanston can access this important information.

STAFF REPORT

- A. Administrative Services Report** –Teri Campbell reported the Library is still posting expenses to the 2017 budget and is still waiting for transfer from endowment and for the state per capita grant. She announced the retirement of Kathleen Lanigan and introduced new staff members Heather Ross, Susan Monroe, Randy Alford. Benjamin Schapiro asked about any changes to HR policy or to policies regarding data migration to the new system. Karen Danczak Lyons will share this information at the February Board Meeting.
- B. Big Read**– Heather Norberg and Kim Hiltwein presented on the 2018 Evanston Reads, which focuses on the the award-winning book *Citizen* by Claudine Rankine. The book was chosen in collaboration with ETHS and was selected for its potential to inspire conversations about race and racism. The kick-off event will be February 11 and includes a panel discussion facilitated by Alicia Crosby of the Center for Inclusivity and small group discussions. Numerous events will take place from February through April, including poetry readings, a screening of the film “Whose Streets?,” presentations by Northwestern faculty, The Human Library, and an event at the Northwestern Block Museum. Ten book discussion groups will meet throughout the community and all ETHS sophomore humanities classes will be reading *Citizen* as well. Evanston Reads is supported by a grant from the National Endowment for the Arts and provides for 1,000 copies to be distributed throughout the community. Adam Goodman recommended reaching out the Northwestern’s Women’s Center for additional speakers and help promoting the programs. Benjamin Schapiro commended the staff for breaking down silos in the community and ensuring the community was engaged in this important conversation. Heather Norberg also credited all the Library staff who helped put this event together.

BOARD REPORTS

- A. Development Committee** – Margaret Lurie shared that the Fund for Excellence campaign is still calculating totals and that 2017 was a strong

fundraising year. More details would be included in the annual report. Shawn Iles reported that the Development Committee is considering a benchmarking project, examining 10 peer libraries and their efforts around fundraising. Benjamin Schapiro asked which libraries were being considered. Iles and Lurie reported that St. Paul was the gold standard and they were also considering Skokie, Oak Park, and Aurora. Iles also reported that the Development Committee is recruiting additional members from the community. Benjamin Schapiro asked for them to share a job description and he would disseminate the opportunity.

NEW BUSINESS

- A. **Library Director Evaluation Process** – Benjamin Schapiro reported that it was time to begin the yearly Director Evaluation Process. He proposed that Adam Goodman lead the evaluation process. The Board approved this with a unanimous voice vote.
- B. **Move to Adjourn Meeting** – Tori Foreman motioned to adjourn the meeting at 7:06pm. The motion was seconded by Socorro Castro and approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, February 21, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.

Library Director's Report January 17, 2018

Updates:

My thanks to the Board of Trustees and staff for their participation in the process resulting in the passage of our 2018 Budget. A more detailed presentation and discussion of the main library renovation with the City Council will be scheduled early in 2018.

We launched our EDI assessment with a series of meetings with the Administrative team. In the weeks ahead we will be coordinating schedules to continue the conversations with key stakeholders in Evanston.

Our circulation of materials - both physical and virtual was over 1 million items once again in 2017: 1,040,371. This total includes the 786 times that the Wi-Fi hotspots circulated at the Evanston Public Library in 2017. Please Note: This Wi-Fi hotspot circulation total does **not** include numbers from the schools.

Programming Task Force:

In December the programming task force met for the first time. This task force is made up of representatives of all areas of services. This group is tasked with developing an internal program and external program evaluation form that aligns with the Library's mission and strategic plan. These forms will take into account staff time, evaluation of programs and outcomes too. The first meeting of this group was very successful. Members have begun drafting the internal form and external program evaluation forms and creating new events categories. This task force will also make recommendations on the amount of off - desk time needed for program planning. In the future, the task force may be asked to consider the most effective way to gather information on programming to meet expressed areas of community interest and how to link EPL programs to meet these community needs.

Outcomes:

This task force will be working on ensuring that all programming that the Library produces aligns with our mission and goals. These forms will help staff to think about who their programming is serving and how it is meeting community needs and interests. These forms will help steam line work for staff.

Summer Reading 2018:

The summer reading theme for 2018 will be *Reading Takes You Everywhere*. The summer reading committee decided to make the program even more focused on reading this year versus reading or completing activities. Instead of counting minutes or books, participants will count days. Reading for 30 days means you've completed the program. Participants will be able to read more than 30 days and there will be bonus activities too. One activity that kids, teens and adults can participate in this summer is writing and designing post cards and sending them to refugees, through <http://anyrefugee.org/>. All service areas are in the process of finalizing their events for the summer reading program brochure.

Outcomes:

The Summer Reading Program focuses on literacy for all ages; encouraging youth to read throughout the summer and adults to be role models for youth. Adults can demonstrate that reading is important and an activity that can be enjoyed at any age. If youth and families can't make it to the Library to take part in this program, once again, we'll be producing the Summer Reading Program throughout the community in parks, summer camps and at partner locations

as part of their summer programs. Reading during the summer helps stop the summer slide that affects many students each year.

3D Printing:

It's been over a year since Teen Services launched the *3D Printing on Demand* service. Teens in grades 6-12 get two free 3D prints each month; if they want to submit more than 2 prints then the additional prints are produced for a small fee. Teens can select the color filament that is used to produce their 3D print. We've had 241 prints submitted from December 2016-December 2017, most months average 18 prints submitted a month.

Outcomes:

This service supports equity of access, literacy and innovation. The service is available to Evanston teens in grades 6-12 and the first two prints are free. Students can finish projects that they started in school, create part of a costume, design new accessories and more. Since 3D printing is becoming more a part of our lives, this service helps teens learn about the different software that can be used for designing objects and good resources for finding objects to print. Students often move through an iterative design process when submitting pieces: learning what to if something is their design is too big for the printer and going back to the drawing phase when their object did not print as they had envisioned. Finally, students can turn their 2D ideas into 3D objects.

Outcomes:

Assessments, Metrics and initiative results:

Computer/Internet Use													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	FYTD
Main	4,023	4,090	4,057	4,083	4,015	4,505	4,472	5,023	4,060	4,364	3,911	3,984	50,587
North Branch	201	227	265	244	252	260	250	-	220	301	242	200	2,662
CAMS	473	453	465	477	527	527	524	616	555	494	510	492	6,113
Computer Lab	242	197	220	181	197	205	180	180	180	180	180	180	2,322
verall Computer/Internet Use	4,939	4,967	5,007	4,985	4,991	5,292	5,426	5,819	5,015	5,339	4,843	4,856	61,684

Website Visits													
All Location	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	FYTD
All Location	55,468	48,541	52,269	44,632	43,173	43,187	42,205	45,110	41,924	42,966	42,076	39,837	541,388

Wifi Users													
All Location	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	FYTD
All Location	25,449	25,114	26,969	25,171	26,957	27,358	25,848	26,785	27,535	30,640	28,532	25,000	321,358

Library Visits													
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	FYTD
Main	27,390	26,711	34,402	41,249	40,502	46,245	44,373	45,837	39,156	42,290	37,696	34,944	460,795
North Branch	3,790	4,005	4,109	4,058	3,815	4,785	4,453	-	2,500	4,000	3,745	3,823	43,083
CAMS	3,164	3,426	3,515	3,440	3,638	4,156	4,072	4,553	3,827	3,955	3,495	3,393	44,634
Overall Library Visits	34,344	34,142	42,026	48,747	47,955	55,186	52,898	50,390	45,483	50,245	44,936	42,160	548,512

Partnerships and collaborations:

Social Services at the Library- Quarter 4.

Our social work program has had 187 encounters this quarter. 5 student interns have also been available to provide extra coverage at the library. In partnership with Jill Skwerski, we had our first mental health program which had 10-15 people in attendance. In January, EPL is partnering with Children's Advocacy Center to provide a free seminar on the effects of trauma on childhood development. Justine also

provided training for staff to help them gain understanding of the struggle for individuals and families experiencing homelessness and poverty. Justine has provided 1100 minutes of support/consultation for library staff this quarter.

Additional Metrics:

Total number of encounters =187
 Evanston Residents =162
 Time spent with Patrons (in minutes) = 6807
 Referrals to Resources =122
 Staff Support (in min) =1100
 Number of Housed patrons=84
 Number of Homeless patrons=103

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

Author event:

- Wilson hosted an author event with Useni Eugene Perkins and Pe'Tehn for the release of *Hey, Black Child!* (1 session). 85 year old poet, playwright, and activist Useni Eugene Perkins gave a beautiful talk on his life and career and discussed the release of his very first children's picture book *Hey, Black Child!*. 6-year-old viral sensation Pe'Tehn recited the famous poem that is the heart of the book.

Outcomes: This author attracted 45 diverse attendees meeting our intended goal of hosting an author of interest to our African American community.

- Star Wars Program for Grades 2 to 5 (1 session). 21 3rd to 5th graders had fun with games and activities created by Wilson that are Star Wars based. Participants made Chewbacca puppets, enjoyed a Star Wars Mad Lib, and put together some rocking lightsabers with LED finger lights and straws.

Outcome: Attracted some attendees not normally seen at the library.

- See children's Outreach Highlights for details on our inhouse Hour of Code Events with Mbots!

Outcomes: Children in grades 3-5 were able to learn some drag and drop coding and experience working with robots.

- Caldecott Party: Wilson coordinated a successful series of book discussions around some of 2017's outstanding picture books. This series culminated in a party where the top choices from earlier month's groups were available for review and a final winner selected. (Bojda, Balla, Antolin, Mathews, Kennelly and Meyer all participated in the overall program) And the winner was: *Wolf in the Snow* by Matthew Cordell.

Wilson was asked to share his formula for this program with a neighboring librarian wanting to replicate it at her library.

Feedback from one of the participants: A 5th grade boy in our Caldecott Club said that the program was one of the best and most interesting programs he has ever been to. He loves talking about books and art and was very happy to have a chance to take part in our program and learn about new books.

Outcomes: Many of the parents and children are repeat attenders from last year's program and commented on how much they learned and enjoyed the program. Introduces many of the participants to the Caldecott award and selection process. Allows a number of staff to hone or demonstrate their skill as discussion leaders.

From Meyer:

A patron, Catherine Kane was waiting for a hold to be placed, she got to reminiscing about her past with this library. She said that she had 2 kids in preschool during the polar vortex when all the schools closed ("and lived to tell the tale!") and said that the only reason she made it through that time was EPL's Main Children's Room.

Since I go to a lot of theater in Chicago, I know that Catherine is also known in Chicago Theatre circles as Kate Fry -- she just closed performing the title role of Emily Dickinson in *The Belle of Amherst* at the Court Theater. A thrill!

Outcomes: This demonstrates the value our space is as a community gathering space and the lasting impact it has on how our users remember and view the library.

Ongoing events:

Graphic Novel Book Club discussed *Only Child*.

Outcomes: Supports literacy, critical thinking, social and emotional intelligences.

We take a two week break from our two big drop in storytimes at the end of December, but still had two sessions of each.

Outcomes: These programs support early literacy by reinforcing the early literacy skills of talking, reading and singing, creating a regular library habit and introducing our favorite books to children, families and care providers. Our drop in programs also provide an opportunity for families to attend a story time during the weeks our registered programming does not take place.

The goals above also hold true for all our early childhood storytimes.

Winter Break Events:

Children's hosted a variety of events for children and families over the break. In December we had family films. We also made felt terrariums, did coding, made space frames using some of our items from our NASA@your library grant including the green screen and a Big Blue Block building event.

Outcomes: For our STEM and Maker programs, participants were able to learn and practice skills that many participants have not had a chance to try at home or school.

Upcoming programs:

From Gonzales:

Bilingual Storytime is a Go! (with the support of Miguel, who is bringing in an artist to run the craft.) We are producing our first storytime on Saturday the 27th from 11:00-12:00. Since I will not be running the craft, I will only have to be off desk for half an hour. The artist Piloto will then run the craft in the art garden. Since we only have a few weeks to promote the first one, I'm expecting a soft open. My plan is to produce the Bilingual Storytime every fourth Saturday, so

that it is easy for the patrons to remember. I'm hoping to have the support of the entire Team on this new adventure!!!

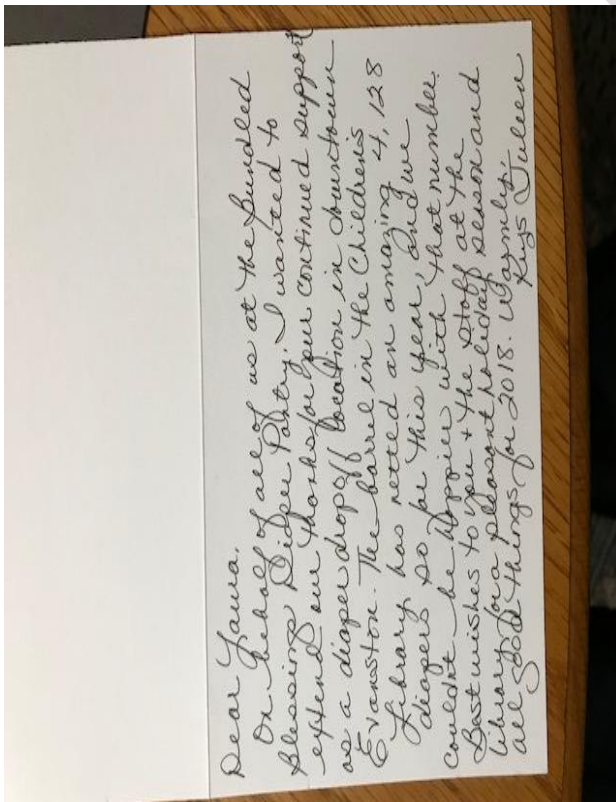
Children's Outreach Highlights from Laura Antolin include:

Community Partnerships:

- **Bundled Blessings:**

A year ago I formed a partnership with Bundled Blessings, the only diaper pantry in Evanston. It is a mission outreach program of First United Methodist Church of Evanston, who supplies diapers to families in need through partnerships with local social service agencies. The diaper pantry works with nine partner agencies serving up to 300 children in the local community and distributing up to 15,000 diapers each month. We have a year-round diaper collection barrel in the Children's Room to collect new and unused diapers (as children grow out of them). Our patrons have been incredibly generous in donating 4,128 unused and unneeded diapers to our barrel.

<http://faithatfirst.com/serving/bundledblessings/>



- **Rainbows for All Children:**

Laura Lindroth from Rainbows for All Children, a national organization, which runs free support groups for grieving children, has been in contact with me since September. Rainbows works with school social workers to offer their services. We've talked about how the library could partner with them and after having trouble getting their program off the ground at a local church site, Laura asked if it might be possible to hold the group at the library " *Since the Evanston Public Library is so centrally located, familiar and comfortable to*

children and families, and is obviously secular, it would be an ideal place for us to have a Rainbows group.”

We worked out space in the Children’s Public Conference Room to begin on January 22 - March 20 - three children have signed up which is the number needed to go forward. Information was sent through D65 e-backpacks before break and the library will also publicize this program. According to Laura Lindroth “...EPL will be the PREMIER library site for Rainbows in our 34 year history for the whole U.S.!! Pretty cool!! I think this could really take off and be a great idea for many communities all over. It’s truly a perfect place to hold these types of groups. Thank you for being willing to meet the challenge and make this happen.

Best,
Laura
<https://rainbows.org/>



ANNOUNCING: A NEW RAINBOWS FOR ALL CHILDREN SUPPORT GROUP FOR CHILDREN WHO ARE GRIEVING A LOSS OR EXPERIENCING A TRAUMATIC EVENT

Open to All 1st & 2nd Graders
Mondays 4:00PM-5:00PM
January 22 – March 26, 2018

Evanston Public Library
1703 Orrington Avenue
Evanston, IL 60201

What a Rainbows support group can do for your child/ren:

- Improve their school attendance, behavior and academic performance
- Help develop and strengthen their problem-solving and communication skills
- Alleviate their depression and anxiety, emotional pain, and suffering
- Reduce the likelihood of destructive behavior

Unlike traditional individual therapy, children are able to grieve, communicate, and heal among their peers. They no longer feel alone in their grief and gain confidence from group support.

About Rainbows

Headquartered in Evanston, Rainbows for All Children is an international, nonprofit organization that trains volunteers at community-based sites to lead structured, age-specific support groups for children 3-18 years old who are grieving the loss of a family member as a result of death, separation/divorce, incarceration, deployment, deportation, life-threatening illness, or other traumatic, life-altering events.

For more information or to register, contact **Kate Jordan** at **847-864-8977**



“As a parent of four children who attended Rainbows, I can speak with experience that the group helped explain to my children what divorce is, allowed an environment for them to bond with others in similar situations, and taught them empathy and understanding in a way I couldn’t. Parents can have a difficult time providing help for their children due to their own grief. This is a way to give them the help they need.” – Miguel, Father of Rainbows Participants

“When I first started Rainbows I was a young, scared little girl. I felt all alone in the world. I lacked any self-confidence and I felt all my life’s obstacles were because of something I had done wrong. Rainbows helped give me courage and strength.” – Abigail, Rainbows Alum



SEED Training:

I completed 30 hours of SEED Training in December and I have chosen to attend Beyond Diversity in January. I am committed to working in the library and the community towards understanding privilege, implicit bias and towards equity, diversity and inclusion.

Communityworks grant:

- Books were purchased to augment and replace Home Daycare provider Book bags and Book Bags were delivered to Home Daycare providers and centers (IWSE, Kindercare and YMCA Head Start).
 - Impact: Children are supported in their early literacy development and ready for kindergarten through their family's access to books, information and resources. Resources and quality of the early literacy activities provided by Home Daycare providers and centers are significantly increased.
 - Outcome: 20 Book Bags were delivered (14 Book bags to home providers and 6 Book Bags were delivered to centers.) Home daycare providers will have additional resources to increase literacy.

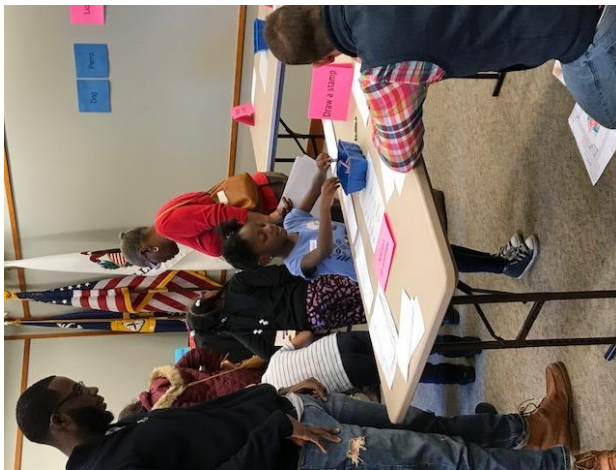
Y.O.U.:

- Visited Oakton Y.O.U. and picked up books
- Visited Walker Y.O.U. and checked out books to afterschool youth
- Visited Washington Y.O.U. and checked out books to afterschool youth
 - Impact: Through these partnerships, library services will be expanded to provide more equitable access to programs and services.
 - Outcome: 42 books checked out to youth at Walker; 32 books checked out to youth from Washington. Students show excitement and interest in choosing their own books to read - 100+ books are provided for students to choose from.

D65:

- **K-Tours:**
Kindergarten students from Kingsley and Willard toured the Children's Room in December and participated in a library card drive. The children are also invited to return with their parents (130 students; 76 library cards)
 - Impact: Through partnerships, information about and equitable access to library services will be expanded. All children gain familiarity with the library services.
 - Outcome: Total of 473 D65 students have toured the Children's Room thus far, heard a storytime and participated in a craft activity; 277 new library cards were issued; 13 Skokie library cards for kindergarten students were entered in our database; 51 families returned to the library and received a new book.
- **K-LEAP Let's Play Post Office:**
We had 2 Post Office playdates: one for Walker and Washington and one for Orrington and Willard. Kindergarteners addressed envelopes to 5 different animals, weighed and stamped their mail and with their parents delivered mail to the 1st, 2nd and 3rd floors of the library. All of the parents were very gracious and thanked us for the opportunity to participate in a K-LEAP play literacy session. Many stayed afterwards to read and check out books in the Children's Room.

- Impact: Library resources and early literacy practices are shared with children and their families.
- Outcome: Total: 83 participants (33 families) -- 44 participants (18 families) from Walker and Washington; 39 participants (15 families) from Orrington and Willard.







- **LEAP at JEH:**
Pizza LEAP in Head Start/PFA and Special Ed classrooms
 - **Impact:** Library resources shared and early literacy skills gained through participation in programs for at-risk children
 - **Outcome:** Library staff presented early literacy program to 314 preschool students and 74 teachers/staff in 26 classrooms

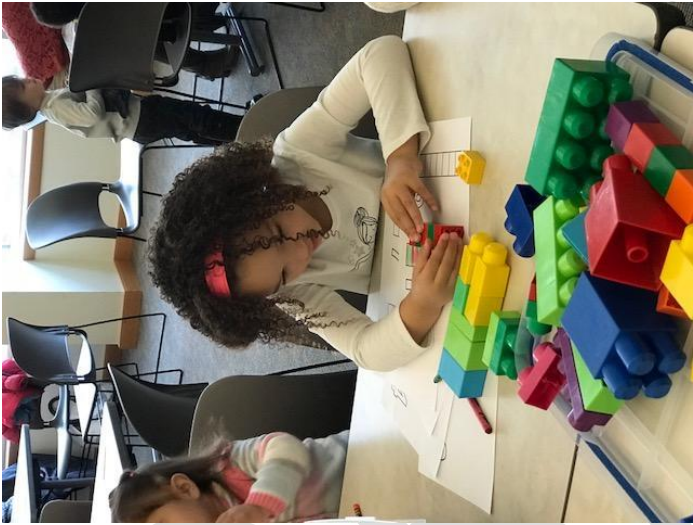
- **Dawes Afterschool stories and STEM/craft activity:**
Read 2 books and the kids did lava lamp STEM activity.
 - Impact: Library resources and STEM/craft experiences are shared with children (Title I school)
 - Outcome: 33 participants (30 students, 3 staff)



- **Washington Afterschool stories and STEM/craft activity:**
Read 2 books and the kids made star wars lightsabers
 - Impact: Library resources and STEM/craft experiences are shared with children (Title I school)
 - Outcome: 35 participants (32 students, 3 staff)
- **PACT at JEH:**
Pizza LEAP play and craft - this PACT program followed Pizza LEAP in the classrooms so the children were the experts and showed their parents how to play. Families took home felt pizzas and cut out paper ingredients
 - Impact: Library resources are extended to at risk children and their families. Early literacy skills gained through participation in PACT storytime/activity.
 - Outcome: 32 people participated: 13 families consisting of 17 kids, 13 adults and 2 staff.
- **STEAM Club w/Ms. Laura at JEH**
Families participated in Math activities: including matching colored craft sticks to their pictures; making geometric shapes using craft sticks; counting with LEGOs using patterned sheets and also making their own patterns; making a math wheel using numbered clothespins; and matching numbered bean bags with numbered felt squares on the ground. STEAM Club offers families an introduction to STEAM topics and to learn experientially- D65 STEM staff attended and talked with families. Families brought home their math wheel, a plastic bag with craft sticks and pattern sheets, blank LEGO sheets to color in and match w/LEGOs at home and sheets with pictures of geometric shapes to practice and continue learning at home.
 - Impact: Library resources shared to engage families. Early literacy/STEM skills gained through participation in programs for at-risk children and their families.

- Outcome: 34 people participated: 14 families consisting of 18 kids, 14 adults and 2 staff.









DRAFT



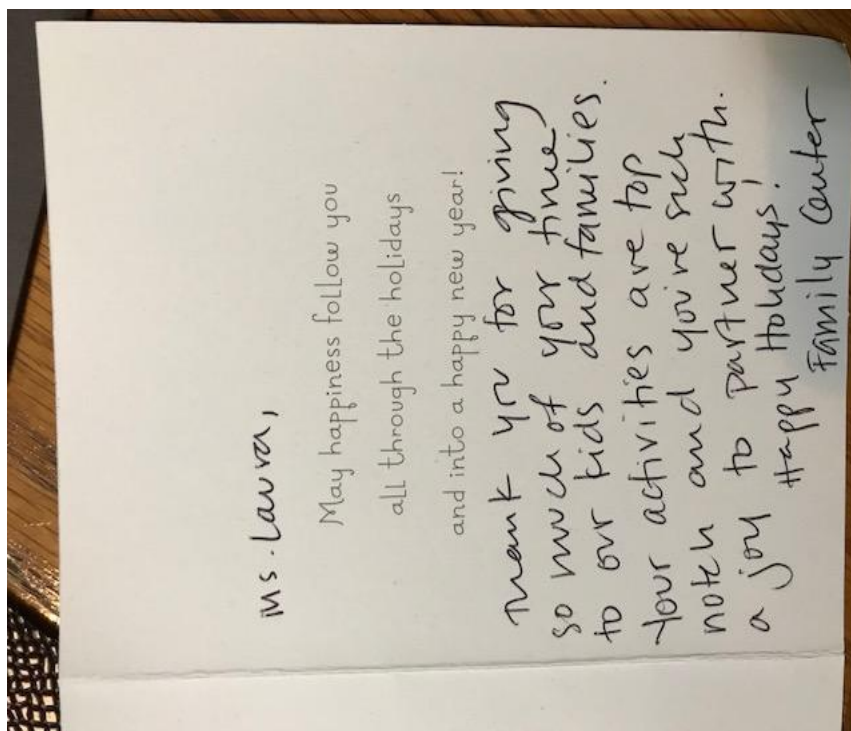
- **STEM/LEAP and storytime session in 2 toddler classes at Doorway to Learning (Family Center):**

The STEM math program consisted of patterns and counting: matching colored craft sticks to their pictures on paper; counting and matching different sized plastic bears and matching pompoms to their colors. This program was conducted in the two Toddler classrooms.

The LEAP unit I introduced was Pizza. This program was conducted in one Toddler classroom and one 1-2 year old classroom. In the Toddler classroom children concentrated primarily on making felt pizzas and cutting plastic ones. In the younger classroom, the children all practiced cutting the plastic pizzas and baking them in the ovens.

- Impact: Library resources are extended into the community, and early literacy/STEM skills gained through participation in programs for at-risk children.
 - Outcome: Led STEM activity about math with 16 kids and 6 staff in the Toddler classes; introduced Pizza LEAP with 16 kids and 7 staff in one Toddler class and in 1-2 year old class. Total: 45 (32 kids, 13 staff)
- **Learning & Growing at the Family Center:**
Storytime and PACT activity for Home Visiting Families - families participated in technology STEM activities using force and air. Families practiced using pipettes to drop colored beads of water on waxed paper and straws to blow the water droplets together and apart. They also used straws to launch paper rockets. Families took home pipettes to repeat the activity at home and their rockets.

- Impact: Reinforcing positive interactions with books and the library and skill acquisition through PACT art/STEM activities.
- Outcome: participants 5 (2 kids, 2 adults, 1 staff): fine motor and STEM skill-building and encouraging parents to work with their children.



IWSE Storytimes:

- Storytimes and songs for infants-preschoolers at Baby Toddler Nursery and for infants-toddlers at Teen Baby Nursery.
 - Impact: Library resources shared and early literacy skills gained through participation in storytimes for at-risk children.
 - Outcome: Teen Baby Nursery cancelled due to holiday; 70 (55 children, 15 staff) participants at Baby Toddler Nursery.

Book Buddies:

- Storytime and craft w/NU JumpStart student coordinator and student volunteers at Learning Bridge Early Learning Center and Reba Early learning Center. One Book Buddies session in December at Learning Bridge and the last one until the April in this location. JumpStart volunteer coordinator shares theme, finds volunteers and brings craft; I do a short storytime and bring 2 bags of library books to share with the preschoolers. The preschoolers are always really excited to see the NU students and were very sad to say goodbye to their Buddies.
 - Impact: Library resources are extended into the community and early literacy skills gained through participation in storytimes for at-risk children and NU students benefit from participating in community service program.
 - Outcome: 32 (18 children; 12 NU volunteers, 2 staff) participants at Learning Bridge.





COE Community Centers:

- After School programs:
 - Visited and provided star wars lightsaber crafts to students at Fleetwood (K-1; Fleetwood 2-3) and checked out books to students at Robert Crown and provided lava lamp STEM activity.
 - Impact: Reinforcing positive interactions with books and the library and skill acquisition through art/STEM activity.
 - Outcome: 19 participants in activity at Fleetwood; 30 participants at Robert Crown and checked out 17 books.



Robert Crown Afterschool

Family Focus:

For Hour of Code, I did 2 programs of Coding with mBots for 3rd-5th graders. This offered me the opportunity to use materials purchased for our STEMeX grant and to apply what I had learned from working with our expert. The girls were particularly engaged and worked through the tutorials. Two kids in the afternoon group were so engaged that we pushed the program to almost 2 hours in order for them to work through as many tutorials as they could.

- Impact: Reinforcing positive interactions with library and skill acquisition through STEM activity.
- Outcome: 21 participants in activity at Family Focus



Hour of Code 3rd-5th Grade at Family Focus

STEM at the Main Library:

For Hour of Code, Jan and I offered two Coding with mBots programs for kids in 3rd-5th Grade. The first was a mixed group and the second was only for girls. The kids were very collaborative in working through the tutorials. We were able to again use materials purchased for our STEMEx grant and to apply what we had learned from working with our expert. We also offered a Family Coding with mBots program for families with children in grades K-5. After each of the programs, the children and families expressed interest in coming back to work with the same robots. I am planning to offer another program for families who have already worked through the tutorials to apply their knowledge to some challenges. I think we could do the same for the kids who came to the Hour of Code programs.

- Impact: Reinforcing positive interactions with library resources and STEM skill-building are shared with children and their families.
- Outcome: Total: 12 participants for Hour of Code-Coding with mBots; and 32 participants (11 families) for Family Coding with mBots. Acquisition of coding practice and skills and family learning.





Hour of Code 3rd-5th Grade at Main Library





DRAFT





Family Coding with mBots at Main Library

Teen Services Highlights:

Programming



Loft Lab: Icee Challenge

Eleven people attended the Loft Lab: Icee Challenge event on December 2. Tyler worked with Rebecca Daugherty, formerly of Science in Society at NU, to plan and present this program. They used Next Generation Science Standards techniques to introduce participants to different scientific principles, including the second law of thermodynamics and data collection. Participants created an insulated cup using a variety of common objects with intent to help prevent brain freezes. Participants then filled their cups with ice and used digital temperature



sensors to track their temperatures over a period of time.

Outcomes: Overall, this program met almost every metric of success laid out in the planning process. Attendance exceeded expectations. Participants were engaged with their projects and demonstrated a greater understanding of the principles involved by the end of the program. The Loft Lab program series continues to develop positively. YA staff are currently planning an additional two programs in February and March.

Anime Club

Tyler hosted the second Anime Club on December 7. Eleven teens attended the event. Participants watched episodes of different anime shows and connected over their shared interest in different Anime shows. Tyler also worked with participants to make anime themed vinyl stickers using the library's vinyl cutter.

Outcomes: The Anime Club continues to grow. Over half of the participants were new to the Loft and about half the teens who attended the previous Anime returned for the second meeting.

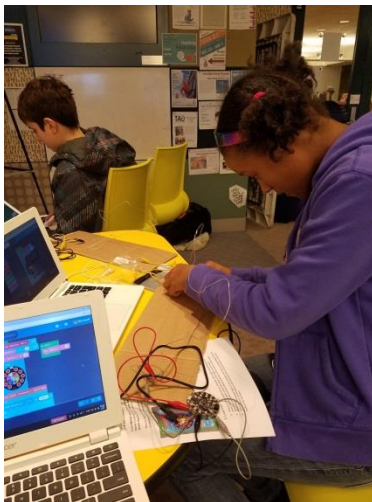
Everyone was engaged with the different activities. The majority of the participants were middle school aged. Anime Club will start earlier in February to make it more accessible to middle school students.

3D Thursday

Tyler hosted the second 3D Thursday: 3D Design and Printing class. Three teens attended the class. Participants designed and then later printed an earbud wrap.

Outcomes: Overall, the event went well. The small class size is ideal for an event such as this. The 3D design software has a high learning curve and a smaller class allowed Tyler to give more individual attention to each participant. Tyler did observe improved performance as the class progressed. One participant returned from the first class the previous month. The two other participants were new to this program. Tyler also provided written instructions for participants to use instead of just following along. This allowed participants to work on their projects independently. This method seemed to work well. Tyler is considering expanding this to videos as well.

Hacking Electronics



Tyler offered the first Hacking Electronics class in the Loft on December 10 in support of Computer Science Education week. Nine teens attended the event. Participants designed their own electronic maze using galvanized wire and cardboard then programmed microcontrollers to sense when a player touched the wire triggering LEDs and a sounds.

Outcomes: This program achieved the goals set during the planning process. There was a maximum number of participants at the program. The majority of participants were engaged with the activity. They also demonstrated a great understanding of the resources used by the end of the program. A few participants even worked on developing their projects further, such as adding a “life system” and a finish line mechanic. This initial response to this first program is encouraging. Tyler is planning follow up programs for January and February.

Future Program Planning

Summer 2018

Tyler met with Renee and Kelly Rooney on December 21 to discuss potential programs and camps for summer reading 2018. They continued to discuss ideas for weekly camps throughout the summer. They are currently planning camps related to robotics and video game design. At least half the camp slots will be reserved for students who underperform or who are underrepresented in STEM fields. We will work with EvanSTEM and D65 to reach these students.

Tyler, Renee, Kevin and Elacsha are also planning additional summer programs for teens. Some will be a continuation of active series programs as well as some new standalone programs. We are looking into partnering with Y.O.U. and MetaMedia on specific programs that tie into services that all three organizations offer.

Loft Winter/Spring Programs

The YA staff is planning new series programs that will start on Thursdays in January. There will be a program every Thursday starting at 4:30 pm. In addition to the Anime Club and 3D Thursday, Tyler will be starting a drop-in LEGO robotics program. Renee and Elacsha will also begin offering Teen DIY programs on regular basis again.

Tyler is also working on creating some gaming tournaments.

Community Outreach and Engagement:

D65:

Renee Neumeier spent a week at the North Branch presenting to all of the Haven 6th grade students (approximately 264 students) on library services for teens. At the end of the presentation, Renee and the Haven librarian, Amy Odwarka booktalked different titles from the Rebecca Caudill nominee list. North Branch staff requested all the books for the booktalks so students could check them out during their visit. North Branch also made new cards and replaced old cards leading up the the library visit.

Y.O.U.:

After School Enrichment

Tyler is working Y.O.U. to offer enrichment programs here at the library for their after school program. Tyler will lead a seven week robotics program using different resources, such as Ozobots, Spheros, and LEGOs. Y.O.U. middle schools students from Nichols will be coming to EPL once a week for 8 weeks starting in mid-January.

Street Outreach Team

Staff from the Y.O.U. street outreach team have been keeping regular hours on Mondays at the Loft. Teens in the Loft have been able to connect with Y.O.U. and talk through issues their having or have been connected to resources they need.

City of Evanston Youth and Young Adult Division

Renee and Tyler met with Kevin Brown, Porschia Davis and Nathan Norman to learn more about their new programs and initiatives, to share what teen services staff has been working on and to talk about possibilities for collaboration. One program idea that came up was a job fair or series of programs featuring jobs that have shorter training programs or are more

entrepreneurial like beautician, tattoo artist and DJ. Kevin and his team are working with ETHS on a similar program and now have connected EPL to see if there's a role for us to play.

EvanSTEM:

- Met with staff from MetaMedia, Y.O.U. and ETHS to discuss how we can all thoughtfully connect our middle school students and their families with information on different STEM courses they can sign up for at ETHS.
- The Makerspace group continues to work on planning the March Mini Educator Innovation Fair that will be hosted at the Library; Dr. Shirin Vossoughi from Northwestern University has been confirmed as one of the keynote speakers, Her research has focused on equity in making.
- City of Learning launched their platform through Code65 at D65. Overall this pilot was a success with many students logging on and activating their accounts. This group is now focusing how to get outside providers to use the site for their programs.

Collection:

- Renee and Tyler weeded the nonfiction and graphic novel collection.
- Tyler created two display posters for the Loft. The first was a passive guide designed to help people select a science fiction book based on likes and dislikes. The second was a top ten list of the most circulated YA books of 2017.
- Renee, Tyler and Kevin have been working on refreshing the manga series that is in the YA collection, ordering new volumes we may have missed and replacing lost volumes.
- Renee has been shifting the YA fiction collection inside the Loft. Once the shifting is completed, one or two of the audiobook collections from outside the Loft will be moved inside to leave more room for the graphic novels and nonfiction collection. We will also be pulling all the World Language materials and putting them in one area in the Loft.

Community Engagement Highlights from Jill Skwerski include:

- **ACA Navigator**
 - A year end report from our ACA navigator includes the following stats:
 - 213 patrons received assistance
 - 61 enrolled in either Affordable Care or Medicaid
 - Compared to 2014 stats which were as follows:
 - 84 patrons received assistance
 - 39 enrolled in Affordable Care or Medicaid

Outcome : The library's role and commitment to providing access to health information and health literacy has resulted in 61 people attaining health care coverage through visiting the Evanston Public Library.

- **Community Book Distribution**
 - 850 books were given away through Community Engagement at the following locations/events:
 - 2nd Baptist Church - 200 childrens, teen and adult books donated to their annual basket giveaway program. This marks our 4th consecutive year of supporting this event.

- Mayor's Annual Food and Toy Giveaway - gave out 400 books to Evanston residents of all ages attending this annual event.



- Produce Mobile and Hillside Food Pantry - 250 adult, teen and kids books were given away during December visits at these monthly library pop-up locations.

Outcome : Connecting and engaging our residents through access to library materials at locations where they naturally gather and attend reflects our commitment and effort to the provision of equitable access.

- **LifeSource Blood and Marrow Drive**

- Hosted another successful blood and marrow drive that resulted in 26 successful donations and 6 deferrals. Next drive will be during summer months.

Outcome : Reflects ongoing engagement and commitment to events that support the broader community. From our rep at LifeSource:

Thank you for hosting your drives with us and for saving lives right here in our community. You know that volunteer blood donations provide a safe and adequate blood supply for our community.

Please extend our gratitude to everyone who gave unselfishly of themselves to help others. Their generosity will help Chicagoland area friends, family and neighbors in need, including cancer patients, critically ill newborns, burn survivors, accident victims, transplant patients and many, many more who have illnesses requiring treatment with blood products.

As always, on behalf of LifeSource and the patients, who are the ultimate beneficiaries of your generosity and efforts, thank you for saving lives through your Blood Drive.

Latino Engagement Highlights from Miguel Ruiz include: Community Engagement

Latino Engagement Conversations: Developed formalized plan for latino community engagement through the *individual relational meeting* model in collaboration with Cradle 2 Career and Evanston Latino community leaders, to be implemented in spring 2018. The model focuses on establishing authentic conversations with community residents regarding their lived-experience.

Outcome: Established a formal partnership with Evanston Cradle 2 Career and enhanced relationships with local community leaders regarding community engagement.

Access To Care Navigator: Established a partnership which will bring health insurance resources to individuals with high insurance, no insurance, or those not eligible for health insurance, planned to begin in Spring 2018.

Outcome: Provides a new partnership for the Library that reaches out to our low-income and vulnerable populations regarding opportunities to obtain health insurance.

UIC Student Tour: Provided a library tour for an undergraduate Latina student interested in public librarianship.

Outcome: Presented EPL as an opportunity for recruitment and volunteer opportunities for an individual interested in librarianship.

Professional Development

Diversity Study Task Force Report: In collaboration with ILA (Illinois Library Association) colleagues, assisted in developing and publishing an ILA report on recruitment and retention recommendations of diverse candidates for the ILA and library community.

Outcomes: The report offers recommendations and strategies that can be implemented at the library level, which has been shared with the EPL administrative team to consider as we move forward with hiring staff at all levels.

Neighborhood Services highlights from Connie Heneghan included:

Beyond our regular storytimes and programs, at North Branch we hosted all of the 6th grade classes from Haven for orientation and book talks by Renee Neumeier and Haven librarian Amy Odwarka, gathering a large collection of titles for checkout.

The highlight of December was winter break. We provided programming for families and adults including:

Passive programs like a scavenger hunt, guessing jar, book recommendations, and bow play:



Programs that included a cookbook show & tell for adults, a family movie night, stories and crafts:

A Happy Noon Year Celebration,





a variety of story and craft activities.





and a safe and friendly space to spend time with others in the community or just read together.



Staff Rec:

Eleanor Oliphant is Completely Fine (Fiction Honey.G) Barb Levie

Staff Activities:

Bridget Sweeney and Paula Shapiro attended the Main Children's Room summer reading planning meeting.

Connie Heneghan attended RAILS Youth Services Managers meeting, visited the Foster Senior Group at Fleetwood-Jourdain twice, attended the City Council meeting on Dec. 11 and the Central Street Neighbors Association meeting.

Adult Services Highlights from Heather Norborg and team include:

Book Discussions:

KeepinitReal:

Ten members of the Narrative Non-Fiction book group (Keepinitreal) met to discuss *Killers of the Flower Moon* by David Grann on Dec 5.

Graphic Novel Book Group:

Six members of the League of Graphic Novels Readers group met to discuss *Bitch Planet Vol 1*, by Kelly Sue DeConnick & Valentine De Landro. Our January book is *The Best We Could Do* by Thi Bui.

ReadAbility Book Group:

This weekly group is for adults with disabilities. We spend 3 months reading a book aloud and discussing together. This month we finished reading *I AM THE MESSENGER* by Marcus Zusak. We consistently get at least 6 regular members per meeting, and sometimes have up to 10 people attend. The participants are enjoying the book and ask lots of questions about the meanings of words since there are a lot of Australian colloquialisms. This month the group chose the new book for the next session, which will run from January to April, 2018. They chose *House Rules* by Jodi Picoult.

Mission Impossible Dostoevsky:

-- In December, Russell Johnson led 5 *Brothers K* discussion groups and Heather Norborg, Lorena Neal, Kim Hiltwein, and Jeff Balch each led one.

-- Russ Johnson wrote discussion questions for the discussion groups. Added them to the blog's Resources page.

Goals: Keep people engaged, reach new audiences, and keep the discussions fresh.

Outcomes: Book discussion groups promote the library strategic goals of engagement and literacy. The ReadAbility group also improves Access to the library's resources for adults with disabilities.

Author Events (Russ Johnson):

-- *Ugly Prey* Reading (12/7) - Promoted the reading via EPL's Facebook and direct email. Wrote a welcome/author intro and arranged for Jeff Garrett to serve as library contact during the event. Coordinated with Maintenance on room and tech set-up.

Outcomes: Continued our support of local authors, offering readings of high profile books, and offering programming of interest to Chicago and women's history buffs.

-- *Dorothy Day* Reading (12/9) - Promoted the reading via EPL's Facebook and direct email. Wrote a welcome/author intro and arranged for Kim Hiltwein to serve as library contact during the event. Coordinated with Maintenance on room and tech set-up.

Outcomes: Continued to offer readings of high profile books and programming for those interested in social issues and activism, women's history, and religion.

Other Events:

--*Where Rivers Meet: Songs and Stories from Masters of Arabic Music* (12/10) - Jeffrey Garrett welcomed and introduced three musicians from the Crossing Borders Music Collective, which celebrates master musicians from around the world. This program was full, with standing-room only.

Ongoing Projects:

Off the Shelf Blog (Russ Johnson)

-- NU Scientific Image Winners @ EPL (12/13)

Local Art @ EPL (Russ Johnson)

- Assisted with the installation of the NU Scientific Images Exhibit (12/5)
- Added a website blurb and promoted it on EPL's Facebook page and Evanston Arts Buzz.
- Worked with Miguel to coordinate a January exhibit by the ETHS DREAMER's Club and the Kids GLOBAL network. Planned the show installation for 1/9/18.
- Scheduled new exhibits by Masood Bolorforoush (April 2018) and Charles Steele (May 2018).

BOOKS ON WHEELS (Julie Rand)

- 4 new patrons this month.
- Sent welcome letters to new BOW patrons
- Met with Kim Hegelund, Heather and Teri Campbell to discuss BOW policies (12/6)
- Followed up with delinquent patrons about lost, overdue books.
- Requested BOW statistics for 3Q2017, specifically circulation details such as number of items, type of items (e.g. books, DVDs, audiobooks).
- Spoke with Jonah Meadows of Patch.com about BOW program. He is writing an article about book delivery services to homebound patrons.

Free Book Distribution sites (Jeff Balch):

- distributed approx. 400 books in December (minus 100 returns).

Training and Meetings:

Russ Johnson attended the first meeting of the Programming Committee.
Kim Hiltwein attended the SRP Committee meeting.

Technical Services Highlights from Tim Longo and team include:

Items Added December 2017

Adult at Main=1288
Adult at North=68
Adult at CAMS=18

Total adult items=1374

Juvenile at Main=458
Juvenile at North=36
Juvenile at CAMS=13

Total juv items=507

YA at Main=26
YA at North=1
YA at CAMS=1
Total YA items=28

Total items added to collection in December 2017= 1909

December 2017
- **Carts Ordered:**
Amazon: 44.24

Patron Requests:

Received 33 patron book requests for the month of December. Will purchase 16 of the titles suggested in the new fiscal year.

Received 1 patron audiobook request for the month of December. Will purchase 1 of the titles suggested in the new fiscal year.

Staff Requests:

- Heather: 1 suggestion. 1 purchased.
- Marlene: 1 suggestion. 1 purchased.
- Julie: 1 suggestion. 1 purchased.
- Renee: 6 suggestions. 6 purchased.

Donations:

Adult Gift Books Added to the Collection: 113

Adult Gift DVDs Added to the Collection: 13

YA Gift Books Added to the Collection: 1

Weeding:

Books Sent to Repair: 19

Most Wanted Titles Weeded: 47

Most Wanted Titles Added to the Circ Collection (Main): 2

Most Wanted Titles Added to the Circ Collection (North): 7

Crown Vending Machine Titles Added to the Main Circ Collection: 8

Crown Vending Machine Titles Weeded: 9

Grubby Books Weeded and Replaced by Gift Books: 33

Damaged Books Weeded: 108

Other Books Weeded: 13

CDs Weeded: 7

Old Editions of New Books on Standing Orders Pulled: 66

Additional old travel & test books pulled: 142

Books Sent to be Relabeled, Cataloged, etc.: 12

Audiobooks Sent to be Relabeled, Cataloged, etc.: 8

CDs Sent to be Relabeled, Cataloged, etc.: 1

Books from the "Lost" report replaced: 6

Weeding Plan for Nonfiction (700s)

Missing: 29

Weeded: 214

Displays

First Floor – Holiday Titles

Second Floor Front 12/1 – New York Times Best Books of 2017

Second Floor Back 12/1 – Protest Posters

Second Floor Front 12/15 – MENA

Second Floor Back 12/15 – New York Times Best Books of 2017

Staff Picks: Holiday Picks from Staff

Volunteer Highlights from Mary Kling include:

- Interviewed 3 new volunteers
- Received requests for additional volunteers from Staff: Circulation, Concierge, Adult Services: ReadAble Book Club for adults with disabilities, The Loft, and Free Book Distribution Packing
- Placed new volunteers in Children's (1) and Circulation (1)
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Updated volunteer information in Raiser's Edge
- With Julie Rand, continued planning process for Human Library event as part of the Big Read, scheduled for Sunday, April 15, 2018

Outcomes:

- *Connected community members and students with meaningful volunteer opportunities in order to provide expanded service to EPL staff and patrons*

Upcoming events of Note:

Know Your Rights Program
Monday, February 26, 4:30-5pm, The Loft, Main Library

Staff from the Moran Center will present the facts on what an individual's constitutional rights are when someone is pulled over by the police and recommended responses in police situations. The Moran Center's goal is to provide Evanston youth and their families with the tools to make positive life choices, the support to successfully emerge from a challenging legal situation, and the ability to thrive in the local community as productive citizens. To that end, their programmatic approach focuses on legal representation, social work services, youth advocacy, and restorative justice services.

Adult Services Future Program Planning:**Russ Johnson:**

-- Susan Cherry Reading - Designed a lobby poster for her 1/11 poetry reading. Designed a flyer and distributed it throughout the Main Library and branches. Added website and calendar blurbs, and promoted the reading via EPL's Facebook and direct email.

Goals: Continued our support of local authors, and offered programming of interest to poetry readers.

-- Kevin Coval Reading - Designed a lobby poster for his 1/29 poetry reading. Designed a flyer and distributed it throughout the Main Library and branches. Added website and calendar blurbs, and promoted the reading via EPL's Facebook and direct email. Submitted a Marketing Request to Jill Schacter and arranged for Bookends to handle sales.

Goals: Offer readings by high profile writers and programming that supports Chicagoland's talented poetry scene. Also hoping to attract Kevin to return for Big Read program in April.

-- Local Author Showcase - Organizing a memoir-focused event on 3/14 featuring three local writers. Patti Waldmeir will read from her book *Chinese Lessons*, and I have feelers out to other local memoir writers for the other open slots.

Goals: Continue our support of new and localish authors by starting an ongoing "showcase" event that will broaden the reach of these local books while best utilizing staff time.

-- *Tips for Living Reading* - Working on the flyer and poster for this 4/19 reading by debut suspense novelist Renée Shafransky.

Goals: Continue our support of new and localish authors and offer programming of interest to fiction readers.

-- Evanston Literary Fest - Met with John Wilson and Lynn Haller about planning for the 2018 fest. Nailed down the dates of May 12-20. Discussed hosting a local author showcase and open mic.

Goals: Continue our support of the Evanston lit scene and offer programming of interest to lit lovers of all types.

Julie Rand:

--Prepared poster and flyer for WINTER SOWING workshop scheduled for January 13, 2018

--**HUMAN LIBRARY (4/15):** Met with Heather and Mary to discuss how to set up the Human Library at EPL; Emailed Kathy Lyons at Center for Independent Futures about helping us find "books".

Evanston Reads: *Citizen: an American Lyric* (Kim Hiltwein and Heather Norborg)

Planning continues for the 2018 community-wide read of *Citizen: an American Lyric* by Claudia Rankine. The program will run from Feb-April, 2018. In addition to book discussions of the title, there will be a kick-off event with the Center for Inclusivity, poetry readings by Nate Marshall, Parneshia Jones, Kelly Norman Ellis and Krista Franklin, films, a lecture on the 14th Amendment, and more.

Goals: Engagement, Access & Literacy

Excerpts from Patron feedback:

In re. To the 12/15 Crossing Borders Collective concert: "... that performance yesterday was remarkable! The sound tech crew did a better job than is typical at a lot of the commercial venues that offer music 'for a living' - i.e. just right. The haunting quality of the ouds really 'made the scene'. For some of the numbers, two players performed on them at the same time, something I don't think I've heard before. The instrument is already very resonant, by virtue of the large internal cavity, but when there are two, side by side, the resonances seem to interact somehow, creating a very punchy but multi-layered texture. As a listener, I found that the sensation was as though the strings were running directly through my head. Good vibrations, as they say."



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 21, 2018
6:30 P.M.
1703 Orrington Avenue, Community Meeting Room

Members Present: Adam Goodman, Shawn Iles, Vaishali Patel, Benjamin Schapiro

Members Absent: Socorro Castro, Tori Foreman, Margaret Lurie, Sandra Smith

Staff: Teri Campbell, Karen Danczak Lyons, Tim Longo, Kim Hegelund

Presiding Member: Benjamin Schapiro, President

ALL TO ORDER/DECLARATION OF QUORUM - President Schapiro called the meeting to order at 6:42 pm. A quorum was not present and the meeting was adjourned at 6:43 pm.

The Executive Committee granted EPL permission to submit the 2017 IPLAR report on time. Official approval will occur at the March meeting of the Board of Trustees.



Memorandum

To: Library Finance Committee
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Bookkeeper
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: March 15, 2018

Recommended Action

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

Payroll

December 25 through January 7, 2018	\$ 145,480.38
January 8 through January 21, 2018	\$ 154,008.14
January 22 through February 4, 2018	\$ 150,483.48
February 5 through February 18, 2018	\$ 146,741.75
February 19 through March 4, 2018	\$ 142,537.08

Library Fund Bills List

January 23, 2018 – FY 2017	\$ 48,276.95
January 23, 2018 – FY 2018	\$ 15,773.23
February 13, 2018 – FY 2017	\$ 38,259.71
February 13, 2018 – FY 2018	\$ 57,670.09
February 27, 2018	\$ 92,216.55
March 13, 2018	\$ 77,707.77

(includes January 2018 purchasing card expenses)

Purchasing Card

January 1 through January 31, 2018	\$ 5,527.14
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Attachments: Bills Lists and Purchasing Card

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.23.2018 FY 2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	333.44
65100 WILMETTE PUBLIC LIBRARY	STEMEX PROGRAM EXPERT KEREN JOSHI	900.00
65630 BAKER & TAYLOR	ADULT PRINT	10.68
65630 BAKER & TAYLOR	JUV PRINT	947.54
65641 BAKER & TAYLOR	JUV AV	13.82
65641 MIDWEST TAPE	JUV AV	242.40
65641 RECORDED BOOKS INC.	JUV AV	<u>194.60</u>
4805 LIBRARY YOUTH SERVICES Total		2,642.48
4806 LIBRARY ADULT SERVICES		
62341 MIDWEST TAPE	REFERENCE BOOK ONLINE	3,361.14
62341 PROQUEST INFO & LEARNING COMPANY	HNP CHICAGO DEFENDER	705.00
62341 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	REFERENCE BOOK ONLINE	3,521.00
65100 KIMBERLY N HILTWEIN	REGISTRATION FEE FOR ART	15.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	192.48
65630 BAKER & TAYLOR	ADULT PRINT	3,981.71
65630 INFORMATION TODAY INC	ADULT PRINT	433.03
65630 MANUFACTURERS' NEWS, INC.	ADULT PRINT	218.90
65630 GALE RESEARCH INC.	ADULT PRINT	121.45
65630 GLENVIEW PUBLIC LIBRARY	ILL LOST BOOK 31170010350258	21.00
65641 MIDWEST TAPE	ADULT AV	2,328.13
65641 RECORDED BOOKS INC.	ADULT AV	<u>129.58</u>
4806 LIBRARY ADULT SERVICES Total		15,028.42
4820 LIBRARY CIRCULATION		
52610 FIRST NIGHT EVANSTON	2018 FIRST NIGHT TICKET SALES	1,760.00
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	161.10
57515 FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT	ILL LOS BOOK 31783004143263	5.00
4820 LIBRARY CIRCULATION Total		<u>1,926.10</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	41.94
65630 BAKER & TAYLOR	ADULT PRINT	110.45
65630 BAKER & TAYLOR	JUV PRINT	<u>41.62</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		194.01
4835 LIBRARY TECHNICAL SERVICES		
62341 SPRINT	INTERNET SOLUTION PROVIDER	3,771.20
65555 DELL COMPUTER CORP.	REPLACEMENT COMPUTERS	<u>19,354.50</u>
4835 LIBRARY TECHNICAL SERVICES Total		23,125.70
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	213.92
62225 CHICAGO SPRINKLER COMPANY	BUILDING MAINTENANCE SERVICES	179.00
62225 CINTAS CORPORATION #769	MAT SERVICE	1,020.00
64015 NICOR	UTILITIES NICOR	<u>551.59</u>
4840 LIBRARY MAINTENANCE Total		1,964.51
4845 LIBRARY ADMINISTRATION		
62185 EVANSTON ROUNDTABLE LLC	NEWSPAPER AD	351.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,916.00
62295 KIMBERLY N HILTWEIN	MILEAGE REIMBURSEMENT FOR POLARIS TRAINING IN ARLINGTON HEIGHTS	24.86
62380 XEROX CORP.	COPYING SERVICE	267.98
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	72.04
65095 DEMCO, INC.	OFFICE SUPPLIES	<u>61.43</u>
4845 LIBRARY ADMINISTRATION Total		2,693.31
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	<u>702.42</u>
4850 LIBRARY GRANTS Total		702.42

185 LIBRARY FUND Total

48,276.95

Grand Total

48,276.95

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.23.2018 FY 2017

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

GRAND TOTAL 48,276.95

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.23.2018 FY 2018

185 LIBRARY FUND			
4805 LIBRARY YOUTH SERVICES			
65630 BAKER & TAYLOR	JUV PRINT		392.55
65630 THE COMIX REVOLUTION, INC.	JUV PRINT		<u>19.93</u>
4805 LIBRARY YOUTH SERVICES Total			412.48
4806 LIBRARY ADULT SERVICES			
62341 GALE RESEARCH INC.	REFERENCE BOOK ONLINE		1,806.81
65630 BAKER & TAYLOR	ADULT PRINT		400.73
65630 GALE RESEARCH INC.	ADULT BOOK		153.69
65641 MIDWEST TAPE	ADULT AV		<u>239.71</u>
4806 LIBRARY ADULT SERVICES Total			2,600.94
4820 LIBRARY CIRCULATION			
57515 NILES PUBLIC LIBRARY DISTRICT	ILL LOST BOOK		<u>13.95</u>
4820 LIBRARY CIRCULATION Total			13.95
4825 LIBRARY NEIGHBORHOOD SERVICES			
62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION		4,332.00
64015 NICOR	CAMS NATURAL GAS		140.29
65630 BAKER & TAYLOR	JUV PRINT		<u>31.85</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total			4,504.14
4840 LIBRARY MAINTENANCE			
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES		7,375.00
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES		<u>704.15</u>
4840 LIBRARY MAINTENANCE Total			8,079.15
4845 LIBRARY ADMINISTRATION			
65095 ROZANAS, NANCY	INDOOR PLANTS		116.04
65095 MIGUEL RUIZ	REIMBURSEMENT OUTREACH PROGRAM		<u>46.53</u>
4845 LIBRARY ADMINISTRATION Total			162.57
185 LIBRARY FUND Total			<u>15,773.23</u>
Grand Total			<u>15,773.23</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 01.23.2018 FY 2018

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

GRAND TOTAL 15,773.23

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.13.2018 FY 2017

185 LIBRARY FUND			
4805 LIBRARY YOUTH SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		124.14
65630 BAKER & TAYLOR	JUV PRINT		364.80
65641 BAKER & TAYLOR	CREDIT		-10.98
4805 LIBRARY YOUTH SERVICES Total			<u>477.96</u>
4806 LIBRARY ADULT SERVICES			
62341 PROQUEST INFO & LEARNING COMPANY	MAGAZINE ONLINE SUBSCRIPTIONS		2,585.00
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		1,462.86
65630 BAKER & TAYLOR	ADULT PRINT		844.53
65630 BAKER & TAYLOR	CREDIT		-131.33
65630 BAKER & TAYLOR	JUV PRINT		640.12
65641 BLACKSTONE PUBLISHING	ADULT AV		-48.00
65641 RECORDED BOOKS INC.	ADULT AV		68.39
4806 LIBRARY ADULT SERVICES Total			<u>5,421.57</u>
4825 LIBRARY NEIGHBORHOOD SERVICES			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		80.22
65503 FORWARD SPACE LLC D/B/A OFFICE	NORTH BRANCH FURNITURE		9,590.23
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>9,670.45</u>
4840 LIBRARY MAINTENANCE			
62225 CTL GROUP	MAIN LIBRARY & NORTH BRANCH WEATHERPROOFING PROJECT		6,828.00
4840 LIBRARY MAINTENANCE Total			<u>6,828.00</u>
4845 LIBRARY ADMINISTRATION			
62380 XEROX CORP.	COPYING SERVICE		16.80
64540 VERIZON NETWORKFLEET, INC.	AVL TRACKERS DEC 2017		18.95
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		123.26
4845 LIBRARY ADMINISTRATION Total			<u>159.01</u>
4850 LIBRARY GRANTS			
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS		433.14
65100 BAKER & TAYLOR	COMMUNITY WORKS BOOKS		895.31
65100 BAKER & TAYLOR	ECF BOOKS		1,068.41
65100 BAKER & TAYLOR	PROGRAM BOOK		17.66
65100 BAKER & TAYLOR	ROTARY		-378.60
4850 LIBRARY GRANTS Total			<u>2,035.92</u>
185 LIBRARY FUND Total			<u>24,592.91</u>
187 LIBRARY CAPITAL IMPROVEMENT FD			
4862 LIBRARY CAPITAL IMPROVEMENT			
65515 CLARK DIETZ, INC.	MAIN LIBRARY GENERATOR		13,666.80
4862 LIBRARY CAPITAL IMPROVEMENT Total			<u>13,666.80</u>
187 LIBRARY CAPITAL IMPROVEMENT FD Total			<u>13,666.80</u>
Grand Total			<u><u>38,259.71</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.13.2018 FY 2017

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
PRIOR			
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-DECEMBER 2017	2,230.87
VARIOUS	BANK OF AMERICA	PURCHASING CARD	<u>5,792.74</u>
			<u>8,023.61</u>
			<u>8,023.61</u>
		GRAND TOTAL	<u><u>46,283.32</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.13.2018 FY 2018

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	334.39
65100 FISHEYE GRAPHIC SERVICES, INC.	BOOKMARKS PRINTING	85.00
65630 BAKER & TAYLOR	JUV PRINT	8,790.62
65641 BAKER & TAYLOR	JUV AV	154.76
65641 MIDWEST TAPE	JUV AV	801.95
65641 FINDAWAY WORLD, LLC	JUV AV	384.13
4805 LIBRARY YOUTH SERVICES Total		<u>10,550.85</u>
4806 LIBRARY ADULT SERVICES		
62341 WORLD TRADE PRESS	ONLINE MAGAZINE SUBSCRIPTIONS	500.00
62341 OVER DRIVE, INC.	REFERENCE BOOK ONLINE	299.95
65100 DEMCO, INC.	OFFICE SUPPLIES	32.63
65100 KAREN JARED	LYRIC OPERA LECTURE	50.00
65630 BAKER & TAYLOR	ADULT PRINT	1,898.74
65630 BAKER & TAYLOR	ADULT PRINT	15,981.28
65630 CENTER POINT INC	ADULT PRINT	136.62
65630 GALE RESEARCH INC.	ADULT PRINT	449.07
65630 OVER DRIVE, INC.	EBOOKS	4,813.20
65641 BLACKSTONE PUBLISHING	ADULT AV	303.95
65641 MIDWEST TAPE	ADULT AV	3,469.82
65641 RECORDED BOOKS INC.	ADULT AV	401.18
4806 LIBRARY ADULT SERVICES Total		<u>28,336.44</u>
4820 LIBRARY CIRCULATION		
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	2,034.41
4820 LIBRARY CIRCULATION Total		<u>2,034.41</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
64015 NICOR	NATURAL GAS AT NORTH BRANCH	232.87
65630 BAKER & TAYLOR	ADULT PRINT	950.36
65630 BAKER & TAYLOR	JUV PRINT	271.56
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>1,454.79</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 ENVISIONWARE, INC.	ANNUAL MAINTENANCE	1,144.15
62340 FARONICS TECHNOLOGIES USA, INC.	COMPUTER DEEP FREEZE MAINTENANCE RENEWAL	576.00
62341 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	7,089.02
62341 COOPERATIVE COMPUTER SERVICES	OCLC JAN 2018	1,307.33
62341 SYSTEMS TECHNOLOGY GROUP, INC. DBA READSQUARED	IREAD SUBSCRIPTION	2,000.00
65100 ACCO BRANDS USA, LLC DBA GBC DUNNING	LIBRARY SUPPLIES	139.09
4835 LIBRARY TECHNICAL SERVICES Total		<u>12,255.59</u>
4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	528.50
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	355.00
64015 NICOR	UTILITIES NICOR	683.80
64505 CALL ONE	INFO TECHNOLOGY INVOICES	290.97
4840 LIBRARY MAINTENANCE Total		<u>1,858.27</u>
4845 LIBRARY ADMINISTRATION		
62380 XEROX CORP.	COPYING SERVICE	84.00
62506 NORTHWESTERN UNIVERSITY	WORK-STUDY STUDENTS	662.51
65095 YOUNG, STEPHEN	TUNE TWO PIANOS	200.00
4845 LIBRARY ADMINISTRATION Total		<u>946.51</u>
4850 LIBRARY GRANTS		
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	233.23
4850 LIBRARY GRANTS Total		<u>233.23</u>

185 LIBRARY FUND Total

57,670.09

Grand Total

57,670.09

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.13.2018 FY 2018

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

0.00

GRAND TOTAL 57,670.09

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.27.2018

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

65100 AMAZON / GE CAPITAL RETAIL BANK	CHILDREN'S SUPPLIES	124.14
65100 AMAZON / GE CAPITAL RETAIL BANK	TEEN SERVICES SUPPLIES	61.57
65100 ROBERTO MONTOYA	LOFT COUCHES REPAIR	330.00
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	13.99
65630 BAKER & TAYLOR	ADULT PRINT	57.62
65630 BAKER & TAYLOR	JUV PRINT	917.05
65630 BAKER & TAYLOR	JUV PRINT	5,264.54
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.93
65641 BAKER & TAYLOR	JUV PRINT	16.57
65641 MIDWEST TAPE	JUV AV	495.47
65641 RECORDED BOOKS INC.	JUV AV	94.60
65641 FINDAWAY WORLD, LLC	JUV AV	60.48
4805 LIBRARY YOUTH SERVICES Total		7,613.96

4806 LIBRARY ADULT SERVICES

62341 MIDWEST TAPE	REFERENCE BOOK ONLINE	3,730.51
62341 GALE RESEARCH INC.	REFERENCE BOOK ONLINE	1,581.09
65100 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	11.96
65100 DEMCO, INC.	ADULT SERVICES SUPPLIES	85.55
65100 DEENA UZZELL	EVENT SPEAKER FEE	150.00
65100 CENTER FOR INCLUSIVITY	EVANSTON READS KICKOFF EVENT	1,500.00
65100 BEOTIS CREATIVE LLC	EVANSTON READS SPEAKER FEE	1,000.00
65100 KIMBERLY N HILTWAIN	PURCHASE REIMBURSEMENT	61.95
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	60.24
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	1,156.62
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	114.67
65630 AMAZON / GE CAPITAL RETAIL BANK	CREDIT	-3.55
65630 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	92.86
65630 BAKER & TAYLOR	ADULT PRINT	1,638.41
65630 BAKER & TAYLOR	ADULT PRINT	7,435.69
65630 BAKER & TAYLOR	JUV PRINT	14.68
65630 CENTER POINT INC	ADULT PRINT	136.62
65630 GALE RESEARCH INC.	ADULT BOOKS	127.45
65630 GALE RESEARCH INC.	ADULT PRINT	308.88
65630 OVER DRIVE, INC.	EBOOKS	8,159.63
65641 BLACKSTONE PUBLISHING	ADULT AV	48.97
65641 MIDWEST TAPE	ADULT AV	1,418.36
65641 MIDWEST TAPE	AUDIO VISUAL	111.96
65641 RECORDED BOOKS INC.	ADULT AV	321.53
65641 PENGUIN RANDOM HOUSE LLC	AUDIO VISUAL	15.00
4806 LIBRARY ADULT SERVICES Total		29,279.08

4820 LIBRARY CIRCULATION

52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	170.05
57515 LAKE FOREST LIBRARY	ILL LOST BOOK 31243005960694	28.00
57515 HUNTLEY AREA PUBLIC LIBRARY DISTRICT	ILL LOST BOOK	25.99
4820 LIBRARY CIRCULATION Total		224.04

4825 LIBRARY NEIGHBORHOOD SERVICES

62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	4,332.00
64015 NICOR	CAMS NATURAL GAS	105.49
64015 NICOR	NORTH BRANCH NATURAL GAS	145.97
65630 BAKER & TAYLOR	ADULT PRINT	16.94
65630 BAKER & TAYLOR	ADULT PRINT	425.26
65630 BAKER & TAYLOR	JUV PRINT	239.66
4825 LIBRARY NEIGHBORHOOD SERVICES Total		5,265.32

4835 LIBRARY TECHNICAL SERVICES

62340 OCLC ONLINE COMPUTER LIBRARY CENTER, INC	WEB DEWEY CATALOGING	312.71
62341 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	7,089.02
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	768.71
62341 SPRINT COM. INC.	INTERNET MOBILE ACCESS	4,101.38
65100 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	120.09
4835 LIBRARY TECHNICAL SERVICES Total		12,391.91

4840 LIBRARY MAINTENANCE

61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	213.92
62225 ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION	511.26
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
62225 CINTAS CORPORATION #769	MAT SERVICE	264.25
4840 LIBRARY MAINTENANCE Total		8,364.43

4845 LIBRARY ADMINISTRATION

62185 STEVE JOHNSON CONNECTS	CONSULTING SERVICES	500.00
62185 TRAUTMANN, LYNN	PHOTOGRAPHY SERVICE	200.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,833.00
62185 DEETTA JONES	CONSULTING SERVICES	14,176.40
62205 EVANSTON ROUNDTABLE LLC	NEWSPAPER AD	675.00
62295 KIMBERLY N HILTWAIN	REIMBURSEMENT: POLARIS TRAINING	67.48
62295 KAREN DANCZAK LYONS	2018 MID WINTER CONFERENCE TRAVEL REIMBURSEMENT	1,581.13
62380 XEROX CORP.	COPYING SERVICE	209.78
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	72.04
64540 VERIZON NETWORKFLEET, INC.	JANUARY AVL INVOICE	18.95
65095 AMERICAN LIBRARY ASSOCIATION	COMMUNITY ENGAGEMENT SUPPLIES	132.06

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 02.27.2018

65095 AMAZON / GE CAPITAL RETAIL BANK	ADMIN SUPPLIES	231.52
65095 AMAZON / GE CAPITAL RETAIL BANK	CREDIT	-415.17
65095 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	114.49
65095 OFFICE DEPOT	OFFICE SUPPLIES	549.32
65095 4IMPRINT	LIBRARY TOTE BAGS QUOTE 15225823	1,057.55
65095 FISHEYE GRAPHIC SERVICES, INC.	FFE DESIGN FEE	975.00
65095 FISHEYE GRAPHIC SERVICES, INC.	FFE MAILING AND PRINTING	6,830.00
65095 MIGUEL RUIZ	REIMBURSEMENT OUTREACH PROGRAM	64.00
4845 LIBRARY ADMINISTRATION Total		28,872.55
4850 LIBRARY GRANTS		
65100 AMAZON / GE CAPITAL RETAIL BANK	LEAP CONSTRUCTION	433.14
65100 AMAZON / GE CAPITAL RETAIL BANK	STEMEX PROJECT CREDIT	-227.88
4850 LIBRARY GRANTS Total		205.26
185 LIBRARY FUND Total		92,216.55
Grand Total		92,216.55

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 02.27.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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SUPPLEMENTAL BILLS LIST ATTACHMENT

	0.00
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	GRAND TOTAL 92,216.55
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Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.13.2018

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65100 DEMCO, INC.	CHILDREN'S SUPPLIES	88.99
65100 ILLINOIS LIBRARY ASSOCIATION	SUMMER READING MATERIALS 2018	1,038.50
65100 SUZANNE SHERIDAN	PROGRAM FEE	200.00
65630 BAKER & TAYLOR	ADULT AND JUV BOOKS	4.00
65630 BAKER & TAYLOR	JUV PRINT	9,558.39
65641 MIDWEST TAPE	JU V AV	211.92
65641 MIDWEST TAPE	JUV AV	<u>1,435.24</u>
4805 LIBRARY YOUTH SERVICES Total		12,537.04
4806 LIBRARY ADULT SERVICES		
62340 CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	ONLINE LANGUAGE TUTORIAL SUBSCRIPTION	4,958.10
62341 EBSCO INDUSTRIES, INC. DBA EBSCO	LEARNING EXPRESS SUBSCRIPTION	5,823.00
62341 PROQUEST INFO & LEARNING COMPANY	NEWSPAPER ONLINE ANNUAL SUBSCRIPTION	19,110.00
62341 NUB GAMES, INC.	ANNUAL SUBSCRIPTION	375.00
65100 SWANK MOTION PICTURES, INC.	MOVIE SCREENING FEE	118.00
65630 BAKER & TAYLOR	ADULT AND JUV BOOKS	38.71
65630 BAKER & TAYLOR	ADULT BOOK	36.35
65630 BAKER & TAYLOR	ADULT PRINT	9,867.00
65630 BAKER & TAYLOR	BOOK LEASING SERVICE	2,098.80
65630 RECORDED BOOKS INC.	ADULT AV	20.85
65630 GALE RESEARCH INC.	ADULT BOOKS	76.47
65630 GALE RESEARCH INC.	ADULT PRINT	147.69
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	CREDIT	-80.00
65635 EBSCO INDUSTRIES, INC. DBA EBSCO	FINANCIAL TIMES SUBSCRIPTION	412.90
65641 BLACKSTONE PUBLISHING	ADULT AV	622.48
65641 MIDWEST TAPE	ADULT	238.41
65641 MIDWEST TAPE	ADULT AV	1,297.96
65641 RECORDED BOOKS INC.	ADULT AV	<u>262.08</u>
4806 LIBRARY ADULT SERVICES Total		45,423.80
4820 LIBRARY CIRCULATION		
57515 DES PLAINES PUBLIC LIBRARY	ILL LOST BOOK 31468008043640	60.00
57515 GLENVIEW PUBLIC LIBRARY	CIRCULATION REPLACEMENT CHARGES	<u>9.99</u>
4820 LIBRARY CIRCULATION Total		69.99
4825 LIBRARY NEIGHBORHOOD SERVICES		
65630 BAKER & TAYLOR	ADULT AND JUV BOOKS	13.49
65630 BAKER & TAYLOR	ADULT PRINT	516.68
65630 BAKER & TAYLOR	JUV PRINT	<u>179.76</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		709.93
4835 LIBRARY TECHNICAL SERVICES		
62340 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	7,089.02
65100 SHOWCASES	OFFICE SUPPLIES	<u>385.69</u>
4835 LIBRARY TECHNICAL SERVICES Total		7,474.71
4840 LIBRARY MAINTENANCE		
62225 GRAINGER, INC., W.W.	BUILDING MAINTENANCE SERVICES	111.92
62225 CINTAS CORPORATION #769	MAT SERVICE	1,063.00
62225 CONQUEST PEST SOLUTIONS	PEST CONTROL	145.00
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
64015 NICOR	UTILITIES NICOR	710.71
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	<u>142.41</u>
4840 LIBRARY MAINTENANCE Total		2,383.04
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX-JAN 2018	94.00
57540 MASONIC PHILOSOPHICAL SOCIETY	ROOM RESERVATION REFUND	120.00
62185 STEVE JOHNSON CONNECTS	CONSULTING SERVICES	500.00
62295 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	WORKSHOP	25.00
62360 EVANSTON CHAMBER OF COMMERCE	MEMBERSHIP DUES	250.00
62380 XEROX CORP.	COPYING SERVICE	405.18
65095 RUIZ, ALFONSO NIEVES	ARTISTIC SERVICE FOR TWO LIBRARY PROGRAMS	300.00
65095 ILLINOIS PAPER DBA IMPACT NETWORKING LLC	PREMIUM HIGH TECH WHITE COPY PAPER	1,404.00
65095 OFFICE DEPOT	OFFICE SUPPLIES	409.07
65095 PICCOLO THEATRE, INC.	CUSTER FAIR BOOTH	<u>60.00</u>
4845 LIBRARY ADMINISTRATION Total		3,567.25
4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	ADULT PRINT	<u>14.87</u>
4850 LIBRARY GRANTS Total		14.87

185 LIBRARY FUND Total

72,180.63

Grand Total

72,180.63

CITY OF EVANSTON
 LIBRARY BILLS LIST
 PERIOD ENDING 03.13.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BANK OF AMERICA	PURCHASING CARD	5,527.14
			<u>5,527.14</u>
			<u>5,527.14</u>
		GRAND TOTAL	<u><u>77,707.77</u></u>

Prepared by _____ Date _____
 Accounts Payable Coordinator

Approved by _____ Date _____
 Library Administrative Services Manager

Approved by _____ Date _____
 Library Director

Approved by _____ Date _____
 Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 9.98	01/22/2018	65050 BUILDING MAINTENANCE MATERIAL	10 PACK OF FELT FURNITURE SLIDERS
LIBRARY/ADMIN	USPS PO 1626220202	\$ 500.00	01/31/2018	62315 POSTAGE	10 ROLLS OF US FLAG COIL/1 POSTAGE STAMPS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 49.56	01/15/2018	65050 BUILDING MAINTENANCE MATERIAL	2 SCOTTS WIZZ ELECTRIC HAND SALT SPREADER, DEWALT THERMAL WORK GLOVES
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 39.62	01/15/2018	65050 BUILDING MAINTENANCE MATERIAL	4 PACK OF STRETCH WRAP/TAPE.
LIBRARY/ADMIN	NOR NORTHERN TOOL	\$ 78.18	01/18/2018	65050 BUILDING MAINTENANCE MATERIAL	48" SNOW SHOVEL
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 55.23	01/11/2018	65050 BUILDING MAINTENANCE MATERIAL	9VOLT BATTERIES, 4 ROLLS OF ELECTRICAL TAPE, GEAR TIE, MOUNTING TAPE
LIBRARY/ADMIN	UNITED 01623794070684	\$ 181.30	01/05/2018	62295 TRAINING & TRAVEL	ALA CONFERENCE FLIGHT TO PHL FOR RENEE N
LIBRARY/ADMIN	PLA	\$ 280.00	01/24/2018	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION FOR TIM L
LIBRARY/ADMIN	AMERICAN 00121652495366	\$ 194.30	01/05/2018	62295 TRAINING & TRAVEL	ALA CONFERENCE TO CHI FOR RENEE N.
LIBRARY/ADMIN	AMERICAN 00121655130866	\$ 194.30	01/08/2018	62295 TRAINING & TRAVEL	ALA CONFERENCE TO CHI FOR TYLER W
LIBRARY/ADMIN	UNITED 01623818265930	\$ 487.60	01/22/2018	65095 OFFICE SUPPLIES	ALA CONFERENCE TO PHIL FOR TIM L
LIBRARY/ADMIN	UNITED 01623796098665	\$ 156.30	01/08/2018	62295 TRAINING & TRAVEL	ALA CONFERENCE TO PHL FOR TYLER W
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 66.15	01/18/2018	62295 TRAINING & TRAVEL	ALA WEBINAR FOR BRIDGET S
LIBRARY/ADMIN	MCAFFEE WWW.MCAFFEE.COM	\$ 106.24	01/31/2018	65050 BUILDING MAINTENANCE MATERIAL	ANTI-VIRUS SOFTWARE FOR MAINTENANCE LAPTOP
LIBRARY/ADMIN	EXXONMOBIL 96024591	\$ 4.95	01/10/2018	62240 AUTOMOTIVE EQ MAINT	AUTOMATIC CAR WASH FOR LIBRARY VAN
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 152.17	01/02/2018	65050 BUILDING MAINTENANCE MATERIAL	BOX OF CAT6 RISER CABLE 1000 FEET.
LIBRARY/ADMIN	GOTPRINT.COM	\$ 30.40	01/29/2018	62210 PRINTING	BUSINESS CARD FOR SUSAN M
LIBRARY/ADMIN	GOTPRINT.COM	\$ 154.57	01/30/2018	62210 PRINTING	BUSINESS CARDS FOR THE BOARD MEMBERS
LIBRARY/ADMIN	EXXONMOBIL 96024591	\$ 4.95	01/22/2018	62240 AUTOMOTIVE EQ MAINT	CARWASH FOR LIBRARY VAN
LIBRARY/ADMIN	CHICAGO SUN TIMES CIRC	\$ 189.60	01/15/2018	65635 PERIODICALS	CHICAGO SUNTIMES SUBSCRIPTION FOR MAIN LIBRARY
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 541.32	01/23/2018	65635 PERIODICALS	CHICAGO TRIBUNE SUBSCRIPTION AT THE MAIN LIBRARY
LIBRARY/ADMIN	LAKESHORE LEARNING MAT	\$ 61.08	01/18/2018	65100 LIBRARY SUPPLIES	CHILDREN'S SUPPLIES
LIBRARY/ADMIN	POPULAR CULTURE ASSOC	\$ 200.00	01/17/2018	62295 TRAINING & TRAVEL	CONFERENCE REGISTRATION FOR KEVIN K
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 13.94	01/22/2018	65050 BUILDING MAINTENANCE MATERIAL	DAWN DISH SOAP, DEGREASER
LIBRARY/ADMIN	FACEBK 59ZDBDEH42	\$ 29.42	01/02/2018	62205 ADVERTISING	FACEBOOK AD WINTER BREAK ACTIVITIES
LIBRARY/ADMIN	ALEPHOBJECTSLULZBOT	\$ 118.66	01/11/2018	65100 LIBRARY SUPPLIES	FILAMENT FOR THE 3D PRINTERS
LIBRARY/ADMIN	GOOGLE SVCSAPPS_EPL.O	\$ 10.00	01/02/2018	62341 INTERNET SOLUTION PROVIDERS	GOOGLE APPS
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 305.03	01/09/2018	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER AT CAMS
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	01/22/2018	62341 INTERNET SOLUTION PROVIDERS	INTERNET SOLUTION PROVIDER FOR NORTH BRANCH
LIBRARY/ADMIN	EB LARGE-SCALE ALL AG	\$ 20.00	01/04/2018	62295 TRAINING & TRAVEL	LACONI TRAINING IN ELMHURST PUBLIC LIBRARY FOR PAULA S
LIBRARY/ADMIN	EB LARGE-SCALE ALL AG	\$ 20.00	01/04/2018	62295 TRAINING & TRAVEL	LACONI WORKSHOP IN ELMHURST PUBLIC LIBRARY FOR CONNIE H
LIBRARY/ADMIN	UPS 000000RE0713427	\$ 37.50	01/11/2018	62315 POSTAGE	MAILING PACKAGE
LIBRARY/ADMIN	NONPROFIT MARKETING GU	\$ 499.00	01/12/2018	65095 OFFICE SUPPLIES	NONPROFIT MARKETING GUIDE
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 5.74	01/05/2018	65040 JANITORIAL SUPPLIES	ONE DUCT TAPE YELLOW & BLACK STRIP
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 17.78	01/02/2018	65040 JANITORIAL SUPPLIES	ONE POLY SNOW SHOVEL PUSHER AND ONE WINDSHIELD WASHER FLUID
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 97.23	01/02/2018	65050 BUILDING MAINTENANCE MATERIAL	PACK OF 11 INCH ZIP TIES, 50 FT RETRACTABLE CORD REEL
LIBRARY/ADMIN	CELLULAR CONNECTION 48	\$ 73.68	01/16/2018	65040 JANITORIAL SUPPLIES	PHONE CASE AND SCREEN PROTECTOR FOR NEW CITY IPHONE 6
LIBRARY/ADMIN	WHOLEFDS EVN 10076	\$ 20.75	01/18/2018	65095 OFFICE SUPPLIES	PROGRAM REFRESHMENTS
LIBRARY/ADMIN	WHOLEFDS GBR #10570	\$ 13.47	01/26/2018	65095 OFFICE SUPPLIES	PROGRAM REFRESHMENTS
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 17.79	01/11/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	GFS STORE #1915	\$ (9.98)	01/24/2018	65100 LIBRARY SUPPLIES	RETURN OF WORKSHOP SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT #1902	\$ 37.74	01/19/2018	65040 JANITORIAL SUPPLIES	SHEET METAL SCREWS AND THREADLOCK FOR METALM DOOR HOLDS, CARPENTERS' GLUE FOR MCR DOLL HOUSE, 3 PLUNGERS
LIBRARY/ADMIN	JEWEL #3428	\$ 19.93	01/17/2018	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN DIY STRESS BALLS ACTIVITY
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 19.39	01/05/2018	65040 JANITORIAL SUPPLIES	TWO CUT END MOP HEADS AND ONE C L R BATH AND KITCHEN CLEANER
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	01/03/2018	62341 INTERNET SOLUTION PROVIDERS	WEB HOST
LIBRARY/ADMIN	DOLLARTREE	\$ 40.00	01/12/2018	65100 LIBRARY SUPPLIES	WORKSHOP SUPPLIES
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 43.44	01/17/2018	65100 LIBRARY SUPPLIES	WORKSHOP SUPPLIES
LIBRARY/ADMIN	GFS STORE #1915	\$ 9.98	01/22/2018	65100 LIBRARY SUPPLIES	WORKSHOP SUPPLIES
	JANUARY LIBRARY TOTAL	\$ 5,527.14			



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: March 15, 2018

This memo provides an update on significant administrative activities.

Human Resources

We welcome our newest Staff member: Gina Rose De Keersmaecker has been hired as a part-time Shelver.

Kathleen Lanigan, the Adult Service Librarian, retired on February 1st after nineteen years of service. Her outstanding service to our community will be missed.

All six job openings have closed and interviews are underway.

Financial Resources

The Library Fund financial reports for the period ending January 31st and February 28th are attached. Expenses are within budget. The 2017 current year end financial report is also included.

A summary of the Endowment portfolio as of January 1st and February 1st is attached.

Facilities Management

Building Maintenance is currently working with CTL Group on minor revisions to the architectural plans for the 4th and final phase of the Main Library weatherproofing project. Phase 4 is estimated to be wrapped up by late summer 2018.

Building Maintenance is currently working with Wiss, Janney, Elstner Associates, Inc. on a refresh of the building reserve study that was commissioned by EPL during 2013. The refresh work will revisit the report and evaluate our progress up to this point, and make recommendations on estimated costs, and phasing plans for future project implementation.



Budget Performance Report

Fiscal Year to Date 12/31/17

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 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	9,351.85	.00	6,334,842.84	(50,484.84)	101	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	(7,639.24)	.00	35,663.70	56,336.30	39	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
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	3,435.67	.00	122,861.69	41,138.31	75	152,536.90
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	15.15	.00	337.66	(337.66)	+++	.00
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	19,272.17	(19,272.17)	+++	18,000.00
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	2,373.00	.00	69,884.14	(45,035.14)	281	67,942.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	439.11	.00	766.81	(766.81)	+++	.00
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	579.03	.00	5,169.12	230.88	96	4,717.24
57002	TRANSFER FROM ENDOWMENT	190,200.00	.00	190,200.00	190,200.00	.00	190,200.00	.00	100	235,800.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	2,761.54	.00	12,475.78	(475.78)	104	13,123.88
57526	LIBRARY BOOK SALE	66,000.00	.00	66,000.00	2,359.04	.00	50,928.67	15,071.33	77	61,726.98
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	97,642.69	.00	212,038.92	(8,538.92)	104	199,187.64
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	3,386.14	.00	16,914.13	1,085.87	94	16,321.00
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	(1,308.80)	.00	8,109.17	3,290.83	71	11,971.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	4,578.66	.00	25,525.97	(405.97)	102	22,446.30
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	8,795.00	.00	19,795.00	30,205.00	40	14,250.00
	REVENUE TOTALS	\$7,250,345.00	\$0.00	\$7,250,345.00	\$316,968.84	\$0.00	\$7,127,605.77	\$122,739.23	98%	\$7,015,830.32
EXPENSE										
61010	REGULAR PAY	2,459,125.00	.00	2,459,125.00	325,191.07	.00	2,368,802.78	90,322.22	96	2,366,571.84
61012	LIBRARY SUBSTITUES	17,200.00	.00	17,200.00	.00	.00	.00	17,200.00	0	.00
61050	PERMANENT PART-TIME	1,256,660.00	.00	1,256,660.00	151,935.13	.00	1,163,134.73	93,525.27	93	1,163,807.08
61055	TEMPORARY EMPLOYEES	10,600.00	.00	10,600.00	.00	.00	.00	10,600.00	0	.00
61060	SEASONAL EMPLOYEES	.00	.00	.00	5,031.10	.00	48,014.50	(48,014.50)	+++	42,535.76
61110	OVERTIME PAY	7,000.00	.00	7,000.00	1,535.91	.00	3,241.03	3,758.97	46	15,672.81
61415	TERMINATION PAYOUTS	67,550.00	.00	67,550.00	1,115.42	.00	79,582.74	(12,032.74)	118	56,125.63
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	6,255.47	(6,255.47)	+++	10,569.67
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	2,488.05	.00	2,488.05	(2,488.05)	+++	3,949.68
61510	HEALTH INSURANCE	500,433.00	.00	500,433.00	54,600.28	.00	504,604.93	(4,171.93)	101	402,958.30
61610	DENTAL INSURANCE	.00	.00	.00	168.82	.00	204.30	(204.30)	+++	.00
61615	LIFE INSURANCE	60.00	.00	60.00	161.19	.00	826.01	(766.01)	1377	65.72
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	9,600.00	(2,400.00)	133	7,200.00
61626	CELL PHONE ALLOWANCE	2,300.00	.00	2,300.00	624.92	.00	4,293.52	(1,993.52)	187	4,115.04
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	465.00	155.00	75	620.00
61710	IMRF	355,786.00	.00	355,786.00	44,666.35	.00	328,452.29	27,333.71	92	346,735.28
61725	SOCIAL SECURITY	223,725.00	.00	223,725.00	28,720.43	.00	216,076.69	7,648.31	97	219,351.32



Budget Performance Report

Fiscal Year to Date 12/31/17

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 185 - LIBRARY FUND										
EXPENSE										
61730	MEDICARE	53,010.00	.00	53,010.00	6,994.53	.00	51,117.30	1,892.70	96	51,872.73
62185	CONSULTING SERVICES	141,700.00	.00	141,700.00	5,017.00	.00	65,920.23	75,779.77	47	188,784.12
62205	ADVERTISING	8,000.00	.00	8,000.00	379.30	.00	3,052.89	4,947.11	38	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	422.63	.00	2,539.74	5,460.26	32	7,744.63
62225	BLDG MAINTENANCE SERVICES	212,700.00	.00	212,700.00	20,394.48	.00	179,342.72	33,357.28	84	214,080.70
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	7,062.30	4,937.70	59	6,741.24
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	8.95	.00	203.69	(203.69)	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	152.33	1,147.67	12	33.59
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	902.25	.00	28,455.06	13,544.94	68	31,891.72
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.34	.00	5,440.00	.00	100	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.09	.00	4,885.00	.00	100	4,743.00
62315	POSTAGE	4,500.00	.00	4,500.00	784.00	.00	3,373.80	1,126.20	75	5,369.15
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	18,147.06	.00	93,100.13	(46,800.13)	201	59,168.47
62341	INTERNET SOLUTION PROVIDERS	353,800.00	.00	353,800.00	31,887.25	.00	303,075.85	50,724.15	86	282,653.72
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	123.00	.00	3,229.74	(1,129.74)	154	5,625.37
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	52,706.37	(6,468.37)	114	43,712.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	571.84	.00	3,432.50	9,467.50	27	24,475.91
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	10,524.40	(1,824.40)	121	3,157.38
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	316.08	.00	4,855.32	844.68	85	5,500.03
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	21.93	(21.93)	+++	.00
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	56,879.02
64015	NATURAL GAS	29,900.00	.00	29,900.00	4,806.73	.00	23,886.62	6,013.38	80	22,992.69
64505	TELECOMMUNICATIONS	.00	.00	.00	873.29	.00	3,197.32	(3,197.32)	+++	3,197.00
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	182.00	.00	5,285.63	(3,285.63)	264	2,568.38
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	352.60	(352.60)	+++	.00
65020	CLOTHING	.00	.00	.00	(18.50)	.00	(18.50)	18.50	+++	.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	1,216.70	.00	11,185.11	814.89	93	12,356.29
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	5,083.79	.00	24,605.69	7,394.31	77	29,467.10
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	(9,606.31)	.00	63,759.81	34,340.19	65	63,787.81
65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	14,491.08	.00	90,143.19	13,706.81	87	98,567.48
65125	OTHER COMMODITIES	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	9,590.23	.00	9,903.97	(4,503.97)	183	963.26
65555	PERSONAL COMPUTER EQUIPMENT	55,970.00	.00	55,970.00	19,854.30	.00	22,112.16	33,857.84	40	10,417.09
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	67,605.14	.00	513,301.78	4,898.22	99	428,541.80
65635	PERIODICALS	17,700.00	.00	17,700.00	1,071.88	.00	19,262.90	(1,562.90)	109	28,828.38
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	74.20	(74.20)	+++	.00
65641	AUDIO VISUAL COLLECTIONS	126,800.00	.00	126,800.00	28,375.93	.00	114,610.14	12,189.86	90	100,618.67



Budget Performance Report

Fiscal Year to Date 12/31/17

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 185 - LIBRARY FUND										
EXPENSE										
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	330,089.04
66025	TRANSFER TO DEBT SERVICE - ERI	83,293.00	.00	83,293.00	6,941.08	.00	83,292.96	.04	100	.00
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	3,750.00
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	20,833.33	.00	249,999.95	.05	100	.00
	EXPENSE TOTALS	\$7,250,345.00	\$0.00	\$7,250,345.00	\$879,780.14	\$0.00	\$6,793,488.87	\$456,856.13	94%	\$6,785,204.40
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,250,345.00	.00	7,250,345.00	316,968.84	.00	7,127,605.77	122,739.23	98%	7,015,830.32
	EXPENSE TOTALS	7,250,345.00	.00	7,250,345.00	879,780.14	.00	6,793,488.87	456,856.13	94%	6,785,204.40
	Fund 185 - LIBRARY FUND Totals	\$0.00	\$0.00	\$0.00	(\$562,811.30)	\$0.00	\$334,116.90	(\$334,116.90)		\$230,625.92
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	345,955.00	.00	345,955.00	.00	.00	338,897.00	7,058.00	98	364,827.06
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	743,535.00	(743,535.00)	+++	650,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	35,209.93	(35,209.93)	+++	26,149.95
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	7.24	(7.24)	+++	1.20
	REVENUE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$1,117,649.17	(\$771,694.17)	323%	\$1,040,978.21
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	(10,435.28)	.00	8,586.60	(8,586.60)	+++	12,348.52
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	650,000.00
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	.00	.00	1,064,547.00	(733,592.00)	322	323,241.00
68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	.00	.00	70,022.96	(55,022.96)	467	62,454.95
	EXPENSE TOTALS	\$345,955.00	\$0.00	\$345,955.00	(\$10,435.28)	\$0.00	\$1,143,156.56	(\$797,201.56)	330%	\$1,048,044.47
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	345,955.00	.00	345,955.00	.00	.00	1,117,649.17	(771,694.17)	323%	1,040,978.21
	EXPENSE TOTALS	345,955.00	.00	345,955.00	(10,435.28)	.00	1,143,156.56	(797,201.56)	330%	1,048,044.47
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$10,435.28	\$0.00	(\$25,507.39)	\$25,507.39		(\$7,066.26)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	3,774,500.00	.00	3,774,500.00	.00	.00	1,380,000.00	2,394,500.00	37	.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	51,106.30	(51,106.30)	+++	.00
	REVENUE TOTALS	\$3,774,500.00	\$0.00	\$3,774,500.00	\$0.00	\$0.00	\$1,431,106.30	\$2,343,393.70	38%	\$0.00
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	10,435.28	.00	30,790.28	(30,790.28)	+++	.00
65515	OTHER IMPROVEMENTS	3,774,500.00	.00	3,774,500.00	74,474.30	.00	1,091,917.22	2,682,582.78	29	.00
66020	TRANSFERS TO OTHER FUNDS	.00	.00	.00	(500,000.00)	.00	.00	.00	+++	.00
	EXPENSE TOTALS	\$3,774,500.00	\$0.00	\$3,774,500.00	(\$415,090.42)	\$0.00	\$1,122,707.50	\$2,651,792.50	30%	\$0.00



Budget Performance Report

Fiscal Year to Date 12/31/17

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	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
	REVENUE TOTALS	3,774,500.00	.00	3,774,500.00	.00	.00	1,431,106.30	2,343,393.70	38%	.00
	EXPENSE TOTALS	3,774,500.00	.00	3,774,500.00	(415,090.42)	.00	1,122,707.50	2,651,792.50	30%	.00
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	\$415,090.42	\$0.00	\$308,398.80	(\$308,398.80)		\$0.00
	Grand Totals									
	REVENUE TOTALS	11,370,800.00	.00	11,370,800.00	316,968.84	.00	9,676,361.24	1,694,438.76	85%	8,056,808.53
	EXPENSE TOTALS	11,370,800.00	.00	11,370,800.00	454,254.44	.00	9,059,352.93	2,311,447.07	80%	7,833,248.87
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$137,285.60)	\$0.00	\$617,008.31	(\$617,008.31)		\$223,559.66



Budget Performance Report

Fiscal Year to Date 01/31/18

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,625,000.00	.00	6,625,000.00	700,708.67	.00	700,708.67	5,924,291.33	11	6,334,842.84
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	(8,716.07)	.00	(8,716.07)	68,716.07	-15	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	9,595.00	.00	9,595.00	120,405.00	7	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	27.32	.00	27.32	(27.32)	+++	337.66
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	2,820.00
55201	Federal Grants	95,000.00	.00	95,000.00	21,309.47	.00	21,309.47	73,690.53	22	19,272.17
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	.00	57,418.00	0	.00
56011	DONATIONS	130,000.00	.00	130,000.00	8,344.10	.00	8,344.10	121,655.90	6	69,884.14
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	693.70	.00	693.70	(693.70)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	160.93	.00	160.93	5,239.07	3	5,169.12
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	190,200.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	5,833.33	64,166.67	8	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,118.14	.00	1,118.14	10,881.86	9	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	939.00	.00	939.00	34,061.00	3	50,928.67
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	68,095.23	.00	68,095.23	135,404.77	33	212,038.92
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	833.45	.00	833.45	17,166.55	5	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	645.00	.00	645.00	10,355.00	6	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,154.33	.00	2,154.33	22,965.67	9	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	19,795.00
REVENUE TOTALS		\$7,693,209.00	\$0.00	\$7,693,209.00	\$811,741.60	\$0.00	\$811,741.60	\$6,881,467.40	11%	\$7,127,605.77
EXPENSE										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	143,307.98	.00	143,307.98	2,390,109.02	6	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	73,893.43	.00	73,893.43	1,284,200.57	5	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	2,263.82	.00	2,263.82	38,736.18	6	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	835.36	.00	835.36	6,164.64	12	3,241.03
61415	TERMINATION PAYOUTS	47,500.00	.00	47,500.00	295.15	.00	295.15	47,204.85	1	79,582.74
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	3,485.76	.00	3,485.76	(3,485.76)	+++	6,255.47
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,488.05
61510	HEALTH INSURANCE	493,468.00	.00	493,468.00	32,021.80	.00	32,021.80	461,446.20	6	504,604.93
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	204.30
61615	LIFE INSURANCE	2,106.00	.00	2,106.00	167.28	.00	167.28	1,938.72	8	826.01
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	1,100.00	6,100.00	15	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	200.00	.00	200.00	3,200.00	6	4,293.52
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	.00	465.00	0	465.00
61710	IMRF	343,098.00	.00	343,098.00	19,705.78	.00	19,705.78	323,392.22	6	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	13,632.90	.00	13,632.90	223,572.10	6	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	3,180.80	.00	3,180.80	53,126.20	6	51,117.30
62185	CONSULTING SERVICES	241,700.00	.00	241,700.00	.00	.00	.00	241,700.00	0	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	3,052.89



Budget Performance Report

Fiscal Year to Date 01/31/18

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	2,539.74
62225	BLDG MAINTENANCE SERVICES	162,700.00	.00	162,700.00	7,375.00	88,500.00	7,375.00	66,825.00	59	179,342.72
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	7,062.30
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	203.69
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	152.33
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	331.11	.00	331.11	2,268.89	13	.00
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	52.16	.00	52.16	41,947.84	0	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	453.33	4,986.67	8	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	407.08	4,477.92	8	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	.00	.00	.00	44,000.00	0	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	1,806.81	.00	1,806.81	366,793.19	0	303,075.85
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	3,229.74
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	4,332.00	41,906.00	9	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	.00	.00	.00	12,900.00	0	3,432.50
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	.00	8,700.00	0	10,524.40
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	921.98	.00	921.98	4,778.02	16	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	140.29	.00	140.29	29,759.71	0	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	.00	.00	.00	.00	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	5,285.63
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	352.60
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(18.50)
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	704.15	.00	704.15	11,295.85	6	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	24,605.69
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	(1,837.43)	6,000.00	(1,837.43)	93,937.43	4	63,759.81
65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	43.78	.00	43.78	103,806.22	0	90,143.19
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	9,903.97
65550	AUTOMOTIVE EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,100.00	.00	49,100.00	.00	.00	.00	49,100.00	0	22,112.16
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	998.75	.00	998.75	517,201.25	0	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	.00	.00	.00	17,700.00	0	19,262.90
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	.00	.00	+++	74.20
65641	AUDIO VISUAL COLLECTIONS	126,800.00	.00	126,800.00	239.71	.00	239.71	126,560.29	0	114,610.14
66025	TRANSFER TO DEBT SERVICE - ERI	86,624.00	.00	86,624.00	7,218.65	.00	7,218.65	79,405.35	8	83,292.96
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	22,500.00	247,500.00	8	249,999.95
EXPENSE TOTALS		\$7,471,297.00	\$0.00	\$7,471,297.00	\$339,777.43	\$94,500.00	\$339,777.43	\$7,037,019.57	6%	\$6,793,488.87



Budget Performance Report

Fiscal Year to Date 01/31/18

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,693,209.00	.00	7,693,209.00	811,741.60	.00	811,741.60	6,881,467.40	11%	7,127,605.77
	EXPENSE TOTALS	7,471,297.00	.00	7,471,297.00	339,777.43	94,500.00	339,777.43	7,037,019.57	6%	6,793,488.87
Fund 185 - LIBRARY FUND Totals										
		\$221,912.00	\$0.00	\$221,912.00	\$471,964.17	(\$94,500.00)	\$471,964.17	(\$155,552.17)		\$334,116.90
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	345,790.00	.00	345,790.00	32,050.28	.00	32,050.28	313,739.72	9	338,897.00
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	743,535.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	35,209.93
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	7.24
	REVENUE TOTALS	\$345,790.00	\$0.00	\$345,790.00	\$32,050.28	\$0.00	\$32,050.28	\$313,739.72	9%	\$1,117,649.17
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	8,586.60
68305	DEBT SERVICE- PRINCIPAL	231,831.00	.00	231,831.00	.00	.00	.00	231,831.00	0	1,064,547.00
68315	DEBT SERVICE- INTEREST	101,573.00	.00	101,573.00	.00	.00	.00	101,573.00	0	70,022.96
	EXPENSE TOTALS	\$333,404.00	\$0.00	\$333,404.00	\$0.00	\$0.00	\$0.00	\$333,404.00	0%	\$1,143,156.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	345,790.00	.00	345,790.00	32,050.28	.00	32,050.28	313,739.72	9%	1,117,649.17
	EXPENSE TOTALS	333,404.00	.00	333,404.00	.00	.00	.00	333,404.00	0%	1,143,156.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$12,386.00	\$0.00	\$12,386.00	\$32,050.28	\$0.00	\$32,050.28	(\$19,664.28)		(\$25,507.39)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	10,095,000.00	.00	10,095,000.00	.00	.00	.00	10,095,000.00	0	1,380,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	51,106.30
	REVENUE TOTALS	\$10,095,000.00	\$0.00	\$10,095,000.00	\$0.00	\$0.00	\$0.00	\$10,095,000.00	0%	\$1,431,106.30
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	30,790.28
65515	OTHER IMPROVEMENTS	10,095,000.00	.00	10,095,000.00	.00	280,122.09	.00	9,814,877.91	3	1,091,917.22
	EXPENSE TOTALS	\$10,095,000.00	\$0.00	\$10,095,000.00	\$0.00	\$280,122.09	\$0.00	\$9,814,877.91	3%	\$1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	10,095,000.00	.00	10,095,000.00	.00	.00	.00	10,095,000.00	0%	1,431,106.30
	EXPENSE TOTALS	10,095,000.00	.00	10,095,000.00	.00	280,122.09	.00	9,814,877.91	3%	1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	(\$280,122.09)	\$0.00	\$280,122.09		\$308,398.80
Grand Totals										
	REVENUE TOTALS	18,133,999.00	.00	18,133,999.00	843,791.88	.00	843,791.88	17,290,207.12	5%	9,676,361.24
	EXPENSE TOTALS	17,899,701.00	.00	17,899,701.00	339,777.43	374,622.09	339,777.43	17,185,301.48	4%	9,059,352.93
	Grand Totals	\$234,298.00	\$0.00	\$234,298.00	\$504,014.45	(\$374,622.09)	\$504,014.45	\$104,905.64		\$617,008.31



Budget Performance Report

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	6,625,000.00	.00	6,625,000.00	683,495.97	.00	1,384,204.64	5,240,795.36	21	6,334,842.84
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	(2,096.23)	.00	(10,812.30)	70,812.30	-18	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	(170.05)	.00	9,424.95	120,575.05	7	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	27.32	(27.32)	+++	337.66
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	2,820.00
55201	Federal Grants	95,000.00	.00	95,000.00	.00	.00	21,309.47	73,690.53	22	19,272.17
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	.00	57,418.00	0	.00
56011	DONATIONS	130,000.00	.00	130,000.00	.00	.00	8,344.10	121,655.90	6	69,884.14
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(94.00)	.00	599.70	(599.70)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	243.64	.00	404.57	4,995.43	7	5,169.12
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	190,200.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	11,666.66	58,333.34	17	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	(23.99)	.00	1,094.15	10,905.85	9	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	.00	.00	939.00	34,061.00	3	50,928.67
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	68,095.23	135,404.77	33	212,038.92
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	833.45	17,166.55	5	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	.00	.00	645.00	10,355.00	6	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	.00	.00	2,154.33	22,965.67	9	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	19,795.00
REVENUE TOTALS		\$7,693,209.00	\$0.00	\$7,693,209.00	\$687,188.67	\$0.00	\$1,498,930.27	\$6,194,278.73	19%	\$7,127,605.77
EXPENSE										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	189,937.54	.00	333,245.52	2,200,171.48	13	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	98,468.13	.00	172,361.56	1,185,732.44	13	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	2,504.00	.00	4,767.82	36,232.18	12	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	1,060.45	.00	1,895.81	5,104.19	27	3,241.03
61415	TERMINATION PAYOUTS	47,500.00	.00	47,500.00	3,205.11	.00	3,500.26	43,999.74	7	79,582.74
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,485.76	(3,485.76)	+++	6,255.47
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,488.05
61510	HEALTH INSURANCE	493,468.00	.00	493,468.00	43,020.43	.00	75,042.23	418,425.77	15	504,604.93
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	204.30
61615	LIFE INSURANCE	2,106.00	.00	2,106.00	167.23	.00	334.51	1,771.49	16	826.01
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	2,200.00	5,000.00	31	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	413.92	.00	613.92	2,786.08	18	4,293.52
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	.00	465.00	0	465.00
61710	IMRF	343,098.00	.00	343,098.00	26,131.03	.00	45,836.81	297,261.19	13	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	17,809.94	.00	31,442.84	205,762.16	13	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	4,165.21	.00	7,346.01	48,960.99	13	51,117.30
62185	CONSULTING SERVICES	241,700.00	.00	241,700.00	16,709.40	.00	16,709.40	224,990.60	7	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	704.42	.00	704.42	7,295.58	9	3,052.89



Budget Performance Report

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
EXPENSE										
62210	PRINTING	8,000.00	.00	8,000.00	184.97	.00	184.97	7,815.03	2	2,539.74
62225	BLDG MAINTENANCE SERVICES	162,700.00	.00	162,700.00	9,034.01	81,125.00	16,409.01	65,165.99	60	179,342.72
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	7,062.30
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	9.90	.00	9.90	(9.90)	+++	203.69
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	152.33
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	249.03	.00	580.14	2,019.86	22	.00
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	2,960.96	.00	3,013.12	38,986.88	7	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	906.66	4,533.34	17	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	814.16	4,070.84	17	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	537.50	.00	537.50	3,962.50	12	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	2,032.86	4,958.10	2,032.86	37,009.04	16	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	29,110.89	44,919.00	30,917.70	292,763.30	21	303,075.85
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	3,229.74
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	8,664.00	37,574.00	19	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	293.78	.00	293.78	12,606.22	2	3,432.50
62506	WORK- STUDY	8,700.00	.00	8,700.00	3,031.31	.00	3,031.31	5,668.69	35	10,524.40
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	428.96	.00	1,350.94	4,349.06	24	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	3,747.64	.00	3,887.93	26,012.07	13	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	290.97	.00	290.97	(290.97)	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	90.99	.00	90.99	1,909.01	5	5,285.63
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	352.60
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(18.50)
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	154.33	.00	858.48	11,141.52	7	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	602.15	.00	602.15	29,397.85	2	24,605.69
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	10,759.59	9,494.68	8,922.16	79,683.16	19	63,759.81
65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	4,491.37	.00	4,535.15	99,314.85	4	90,143.19
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	9,903.97
65550	AUTOMOTIVE EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,100.00	.00	49,100.00	1,447.68	.00	1,447.68	47,652.32	3	22,112.16
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	59,285.05	.00	60,283.80	457,916.20	12	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	730.92	.00	730.92	16,969.08	4	19,262.90
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	.00	.00	+++	74.20
65641	AUDIO VISUAL COLLECTIONS	126,800.00	.00	126,800.00	8,098.73	.00	8,338.44	118,461.56	7	114,610.14
66025	TRANSFER TO DEBT SERVICE - ERI	86,624.00	.00	86,624.00	7,218.65	.00	14,437.30	72,186.70	17	83,292.96
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	45,000.00	225,000.00	17	249,999.95
EXPENSE TOTALS		\$7,471,297.00	\$0.00	\$7,471,297.00	\$577,881.46	\$140,496.78	\$917,658.89	\$6,413,141.33	14%	\$6,793,488.87



Budget Performance Report

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,693,209.00	.00	7,693,209.00	687,188.67	.00	1,498,930.27	6,194,278.73	19%	7,127,605.77
	EXPENSE TOTALS	7,471,297.00	.00	7,471,297.00	577,881.46	140,496.78	917,658.89	6,413,141.33	14%	6,793,488.87
Fund 185 - LIBRARY FUND Totals										
		\$221,912.00	\$0.00	\$221,912.00	\$109,307.21	(\$140,496.78)	\$581,271.38	(\$218,862.60)		\$334,116.90
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	345,790.00	.00	345,790.00	31,097.09	.00	63,147.37	282,642.63	18	338,897.00
56060	BOND PROCEEDS	.00	.00	.00	.00	.00	.00	.00	+++	743,535.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	35,209.93
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	7.24
	REVENUE TOTALS	\$345,790.00	\$0.00	\$345,790.00	\$31,097.09	\$0.00	\$63,147.37	\$282,642.63	18%	\$1,117,649.17
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	8,586.60
68305	DEBT SERVICE- PRINCIPAL	231,831.00	.00	231,831.00	.00	.00	.00	231,831.00	0	1,064,547.00
68315	DEBT SERVICE- INTEREST	101,573.00	.00	101,573.00	.00	.00	.00	101,573.00	0	70,022.96
	EXPENSE TOTALS	\$333,404.00	\$0.00	\$333,404.00	\$0.00	\$0.00	\$0.00	\$333,404.00	0%	\$1,143,156.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	345,790.00	.00	345,790.00	31,097.09	.00	63,147.37	282,642.63	18%	1,117,649.17
	EXPENSE TOTALS	333,404.00	.00	333,404.00	.00	.00	.00	333,404.00	0%	1,143,156.56
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
		\$12,386.00	\$0.00	\$12,386.00	\$31,097.09	\$0.00	\$63,147.37	(\$50,761.37)		(\$25,507.39)
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	10,095,000.00	.00	10,095,000.00	.00	.00	.00	10,095,000.00	0	1,380,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	51,106.30
	REVENUE TOTALS	\$10,095,000.00	\$0.00	\$10,095,000.00	\$0.00	\$0.00	\$0.00	\$10,095,000.00	0%	\$1,431,106.30
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	30,790.28
65515	OTHER IMPROVEMENTS	10,095,000.00	.00	10,095,000.00	.00	280,122.09	.00	9,814,877.91	3	1,091,917.22
	EXPENSE TOTALS	\$10,095,000.00	\$0.00	\$10,095,000.00	\$0.00	\$280,122.09	\$0.00	\$9,814,877.91	3%	\$1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	10,095,000.00	.00	10,095,000.00	.00	.00	.00	10,095,000.00	0%	1,431,106.30
	EXPENSE TOTALS	10,095,000.00	.00	10,095,000.00	.00	280,122.09	.00	9,814,877.91	3%	1,122,707.50
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		\$0.00	\$0.00	\$0.00	\$0.00	(\$280,122.09)	\$0.00	\$280,122.09		\$308,398.80
Grand Totals										
	REVENUE TOTALS	18,133,999.00	.00	18,133,999.00	718,285.76	.00	1,562,077.64	16,571,921.36	9%	9,676,361.24
	EXPENSE TOTALS	17,899,701.00	.00	17,899,701.00	577,881.46	420,618.87	917,658.89	16,561,423.24	7%	9,059,352.93
	Grand Totals	\$234,298.00	\$0.00	\$234,298.00	\$140,404.30	(\$420,618.87)	\$644,418.75	\$10,498.12		\$617,008.31

Endowment for the Evanston Public Library
 Holdings as of January 31, 2018

	Symbol	Shares/Quantity	Price	Value as of 01/31/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7058.888	\$260.94	\$1,841,946.23	42.6%	
Vanguard Small-Cap Index Fund	VSMAX	3739.245	\$72.80	\$272,217.04	6.3%	
Vanguard REIT Index Fund	VGSLX	1813.731	\$112.63	\$204,280.52	4.7%	
Vanguard Total International Stock Index Fund	VTIAX	14057.433	\$32.22	\$452,930.49	10.5%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6611.610	\$41.39	\$273,654.54	6.3%	70.4%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$357,459.51	\$357,459.51	8.3%	
iShares Silver Trust	SLV	4788.000	\$16.35	\$78,283.80	1.8%	
SPDR Gold Trust	GLD	625.000	\$127.65	\$79,781.25	1.8%	
iShares Russell 1000	IWF			\$0.00	0.0%	11.9%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$112.545	\$147,277.51	3.4%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$111.019	\$137,975.52	3.2%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.448	\$146,591.28	3.4%	
US Treasury TIPS Notes, maturing 2/42, 0.75%				\$0.00	0.0%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26598.434	\$10.57	\$281,145.45	6.5%	
JP Morgan Chase	1/15/2018	4.036% YTM		\$0.00	0.0%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$100.020	\$41,008.20	0.9%
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$100.697	\$10,069.70	0.2%
Honeywell Intl Inc	1/3/2018			\$0.00	0.0%	7.7%
				\$4,324,621.04		100.0%

Cash Equivalents	11.9%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	7.7%
Domestic Equities	53.6%
International Equities	16.8%
	<u>100.0%</u>

Endowment for the Evanston Public Library
Holdings as of February 28, 2018

	Symbol	Shares/Quantity	Price	Value as of 02/28/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7058.888	\$251.32	\$1,774,039.73	42.4%	
Vanguard Small-Cap Index Fund	VSMAX	3739.245	\$69.84	\$261,148.87	6.2%	
Vanguard REIT Index Fund	VGSLX	1813.731	\$104.05	\$188,718.71	4.5%	
Vanguard Total International Stock Index Fund	VTIAX	14057.433	\$30.57	\$429,735.73	10.3%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6611.610	\$39.44	\$260,761.90	6.2%	69.7%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$400,629.62	\$400,629.62	9.6%	
iShares Silver Trust	SLV	4788.000	\$15.46	\$74,022.48	1.8%	
SPDR Gold Trust	GLD	625.000	\$125.00	\$78,125.00	1.9%	13.2%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.654	\$146,028.91	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$109.953	\$136,572.62	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$124.354	\$141,838.17	3.4%	
US Treasury TIPS Notes, maturing 2/42, 0.75%				\$0.00	0.0%	10.1%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.520	\$26,650.06	\$280,358.66	6.7%	
General Electric Capital 4/15/2018 4.510% YTM		10000.000	\$100.511	\$10,051.10	0.2%	
Honeywell Intl Inc 1/3/2018		0.000	\$0.000	\$0.00	0.0%	6.9%
				\$4,182,031.50		100.0%

Cash Equivalents	
US Treasury Inflation Protected Securities	10.1%
Corporate Bonds	6.9%
Domestic Equities	53.2%
International Equities	16.5%
	<u>86.8%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Library Director

Subject: Approval of 2017 Illinois Public Library Annual Report

Date: February 16, 2018

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

Municipal libraries must submit their IPLAR within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10] therefore the Evanston Public Library's IPLAR is due by March 1st.

The draft IPLAR for 2017 is attached for the Board's review and approval.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2018

EVANSTON PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30265
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0172
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Evanston Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	1703 Orrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Evanston
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60201
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1703 Orrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Evanston
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60201
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8474488600
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(847) 866-0313
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://epl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Karen Danczak Lyons
1.15 Title	Library Director
1.16 Library Director's E-mail	kdanczaklyons@cityofevanston.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	74,486
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	2
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
EVANSTON P.L.	EVANSTON PUBLIC LIBRARY		
NORTH BRANCH	NORTH BRANCH		
CHICAGO AVE/MAIN ST BRANCH	Chicago Avenue/Main Street Branch		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
EVANSTON P.L.	30265	3026500
NORTH BRANCH	30265	3026502
CHICAGO AVE/MAIN ST BRANCH	30265	3026503

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
EVANSTON P.L.	1703 ORRINGTON AVENUE		
NORTH BRANCH	2026 CENTRAL ST.		
CHICAGO AVE/MAIN ST BRANCH	900 CHICAGO AVENUE, SUITE 102		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
EVANSTON P.L.	EVANSTON		60201	
NORTH BRANCH	EVANSTON		60201	
CHICAGO AVE/MAIN ST BRANCH	EVANSTON		60202	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
EVANSTON P.L.	Cook		8474488600	
NORTH BRANCH	Cook		8478660330	
CHICAGO AVE/MAIN ST BRANCH	Cook		847-905-0764	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
EVANSTON P.L.	112,000		
NORTH BRANCH	3,510		
CHICAGO AVE/MAIN ST BRANCH	691		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
EVANSTON P.L.	13,333		460,795
NORTH BRANCH	1,970		43,083
CHICAGO AVE/MAIN ST BRANCH	2,140		44,634

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	1/1/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2017
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Karen Danczak Lyons
3.5 Telephone Number of Person Preparing Report	847-448-8655
3.6 FAX Number	847-866-0313
3.7 E-Mail Address	kdanczaklyons@cityofevanston.org

REFERENDA (4.1 - 4.11)

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

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)

4.9 Territory Annexation - Effective Date (mm/dd/year)

4.10a Other Action by Backdoor Referendum (please specify)

4.10b Other - Effective Date (mm/dd/year)

4.11a Other Action by Backdoor Referendum (please specify)

4.11b Other - Effective Date (mm/dd/year)

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Benjamin H. Schapiro
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2018
5.8 Telephone Number	847-826-1083

5.9 E-mail Address	BenjaminSchapiro@epl.org
5.10 Home Address	1235.5 Ridge Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Second member

5.5 Name	Tori Foreman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-738-1387
5.9 E-mail Address	ToriForeman@epl.org
5.10 Home Address	936 Sherman Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Third member

5.5 Name	Vaishali Patel
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	847-859-3676
5.9 E-mail Address	vaishalipatel@epl.org
5.10 Home Address	2026 Grant Street
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60201

Fourth member

5.5 Name	Margaret Lurie
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	847-492-9821
5.9 E-mail Address	MargaretLurie@epl.org
5.10 Home Address	641 Sheridan Square
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Fifth member

5.5 Name	Adam Goodman
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-323-6107

5.9 E-mail Address	adamgoodman@me.com
5.10 Home Address	811 Colfax St
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60201

Sixth member

5.5 Name	Shawn Iles
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	847-859-2179
5.9 E-mail Address	ShawnIles@epl.org
5.10 Home Address	647 Judson Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Seventh member

5.5 Name	Socorro Clarke
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2019
5.8 Telephone Number	847-810-9054
5.9 E-mail Address	SocorroClarke@epl.org
5.10 Home Address	1227 Mulford Street
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Eighth member

5.5 Name	Sandra Smith
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2018
5.8 Telephone Number	847-644-9332
5.9 E-mail Address	SandraSmith@epl.org
5.10 Home Address	1101 Pitner Avenue
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	60202

Ninth member

5.5 Name	Vacant
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	

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

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	112,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	EPL provides programs and accommodations for patrons on the autism spectrum in conducive spaces.
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	375
6.4a Total Number of Study Rooms	8
6.4b Total number of times study room(s) used by the public during the fiscal year	4,341

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$20,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	No
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

Liabilities

LIABILITIES

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$6,370,507
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	-1 Unknown

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$0
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0

8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$0
Federal Government	
<p>This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).</p> <p>If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).</p>	
8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0
Other Income	
<p>This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.</p>	
8.13 Monetary Gifts and Donations	\$556,129
8.14 Other receipts intended to be used for operating expenditures	\$262,496
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$818,625
8.16 Other non-capital receipts placed in reserve funds	
Total Operating Receipts	
8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$7,189,132
Safeguarding of Library Funds	
<p>This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."</p> <p>For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."</p> <p>For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."</p>	
8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	No
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$4,098,065
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$689,394
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$4,787,459

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$535,500
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$200,600
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$144,800
10.3b Please provide an explanation of the other types of material expenditures.	Audio-visual
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$880,900

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,350,647
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$7,019,006

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

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

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	24	24	\$909.85	790.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$84.70	37.50
	Adult Services Manager	Adult Services	\$49.82	37.50
	Supervising Librarian	Adult Services	\$34.28	37.50
	Librarian	Adult Services	\$37.48	37.50
	Librarian	Adult Services	\$33.03	37.50
	Librarian	Adult Services	\$31.74	18.75
	Librarian	Adult Services	\$31.74	18.75
	Librarian	Adult Services	\$29.87	37.50
	Librarian	Adult Services	\$29.87	20.00
	Librarian	Adult Services	\$29.26	18.75
	Youth Services Manager	Children's Services	\$48.81	37.50
	Supervising Librarian	Young Adult Services	\$33.79	37.50
	Librarian	Children's Services	\$37.48	37.50
	Librarian	Children's Services	\$37.48	18.75
	Librarian	Children's Services	\$31.74	37.50
	Librarian	Young Adult Services	\$29.87	37.50
	Branch Manager	Other Type of Librarian	\$45.48	37.50
	Community Outreach Librarian	Other Type of Librarian	\$42.07	37.50
	Community Engagement Librarian	Other Type of Librarian	\$34.52	37.50
	Latino Engagement Librarian	Other Type of Librarian	\$29.87	37.50
	Technical Services Manager	Collection Development Acquisitions		
			\$38.19	37.50
	Virtual Services Librarian	Automation/Technology/Systems	\$42.89	37.50
	Collection Development Manager	Collection Development Acquisitions	\$37.46	37.50
	Librarian	Cataloging	\$28.41	20.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	19.75
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Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

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

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
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13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	19.75
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Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,460.00
13.14 Minimum hourly rate actually paid	\$14.64
13.15 Maximum hourly rate actually paid	\$65.35
13.16 Total FTE Group C employees (13.13 / 40)	36.50

Group D

This category includes full-time and part-time pages or shelvees.

13.17 Total hours worked in a typical week by all Group D employees	196.00
13.18 Minimum hourly rate actually paid	\$11.13
13.19 Maximum hourly rate actually paid	\$14.21
13.20 Total FTE Group D employees (13.17 / 40)	4.90

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	250.25
13.22 Minimum hourly rate actually paid	\$18.37
13.23 Maximum hourly rate actually paid	\$49.99
13.24 Total FTE Group E employees (13.21 / 40)	6.26
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	47.66
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	67.41

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

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

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

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

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

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

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

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

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

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,333
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	4,110
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	7,443
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	548,512

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

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

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

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

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,175	29,187	8	96,000
Young Adult	353	3,137	341	2,322
Other	794	9,954	-1 Unknown	-1 Unknown
Total	2,322	42,278	349	98,322
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	We have weekly book club for adults with disabilities, which includes members on the autism spectrum, but is not limited to patrons on the autism spectrum.			

ADULT LITERACY QUESTIONS

Please indicate the services provided by your library or in partnership with local literacy programs that serve low literate or English as a Second Language (ESL) adults and/or families. If you have any questions about this section, please contact Beth Paoli (217-785-6923 or bpaoli@ilsos.net) at the Illinois State Library.

Provide one-to-one adult volunteer tutoring	Yes
Provide space for one-to-one adult volunteer tutoring	Yes
Recruit low literate/ESL adult learners	Yes
Refer low literate/ESL adult learners	Yes
Train adult volunteer tutors	No
Provide ESL conversation groups	Yes
House a high interest/low reading level collection	Yes
House a bilingual collection (English/Spanish, English/Polish, etc.)	Yes
Employ bilingual or multilingual staff	Yes
Provide bilingual or multilingual services	Yes

Provide low literate adult learner programming	No
Provide family literacy programming, i.e. parent and child together literacy activities	Yes
Other (please specify)	
Would you like more information about the Illinois Secretary of State Literacy Program?	Yes

REGISTERED USERS (16.1 - 16.4)

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

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	37,536
16.2a Total Number of Unexpired Non-resident Users Cards	7
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$1,508.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	37,543
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	384,070
17.2 Current Print Serial Subscriptions [PLSC 460]	230
17.3 Total Print Materials (17.1+17.2)	384,300
17.4 E-books Held at end of the fiscal year [PLSC 451]	31,064
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	22,063
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	21,635
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	29,134
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	3,920

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a

third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

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

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	55
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	68

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	486,996
18.2 Number of young adult materials loaned	32,528
18.3 Number of children's materials loaned [PLSC 551]	425,521
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	945,045

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	720,459
18.6 Videos/DVDs- Physical	168,121
18.7 Audios (include music)- Physical	59,596
18.8 Magazines/Periodicals- Physical	63
18.9 Other Items- Physical	2,951
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	951,190
18.11 Use of Electronic Materials [PLSC 552]	85,000
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,036,190
18.13 Successful Retrieval of Electronic Information [PLSC 554]	-1 Unknown
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	85,000
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,036,190
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	61,569
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	82,382

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	76,844
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	-1 Unknown
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	205
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	115
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	100 Mbps
21.3 What is the monthly cost of the library's internet access?	-1 Unknown
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	98
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	61,618
21.6 Wireless Sessions Per Year [PLSC 652]	321,358
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Complicated process requiring the considerable effort from our partner, City of Evanston IT department.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$28,455
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	-1 Unknown
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Karen Danczak Lyons	2018-02-16
President	Benjamin Schapiro	2018-02-21
Secretary	Vaishali Patel	2018-02-21

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

¹, 2.14 Main Library 354 Days Open 3333 Hrs in a year (0-2018-02-15)



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

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

Date: March 16, 2018

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

This authorization will be in effect upon approval of the resolution and final approval of March 21, 2018 Board minutes reflecting action.

Library Board approval of the attached Organization Resolution is recommended.



Organization Resolution

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

Organizations covered by this form

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

You can use this form if the organization is either:

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

Who can sign

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

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

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

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

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



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Organization Resolution

Effective April 2017

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

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

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

Print in capital letters and use black ink.

Questions?

Call 800-662-2739.

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

1. Organization information

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

2. Type of authorization *Check one, then skip to the appropriate section.*

If you check this box, continue to Section 3.

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

If you check this box, continue to Section 4.

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

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

3. Authorization to act on an organization's accounts

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

Authorized signatories

When acting on an organization's account or if the organization serves as a trustee or guardian/conservator, the individuals below can:

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



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

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

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

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

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

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

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

If you need more space to list additional authorized signatories, copy this page.



Online access and electronic delivery *optional*

If desired, provide the name and email address of the authorized signatory, from page 2, who's authorized to establish secure access to the organization's accounts online and consent to electronic delivery (e-delivery) of the organization's account documents. Only one person can be given this authority.

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

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

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

Use an individual or personal email address, such as johndoe@xyzcompany.com.

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

Email address of authorized signatory
kdanczaklyons@cityofevanston.org

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

Additional persons who can conduct transactions *optional*

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

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

Name of authorized person *first, middle initial, last*
Teresa D. Campbell

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

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

Name of company	Trading symbol

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

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

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

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

Name of company	Trading symbol



4. Authorization to act on behalf of another account owner

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

Account owner information

Name of account owner, trust, or organization	Last four digits of taxpayer ID number
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Authorized person information List the names of any authorized persons assigned to act on behalf of the organization as agent or interested party for the above account owner.

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

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

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

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

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



5. Certification and indemnification

For Option A

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

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

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



For Option B

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

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

The organization acknowledges that:

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

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

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

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

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

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

Signatures are required on the next page.



For all organizations submitting this resolution

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

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

Important: Two authorized signatories must sign below.

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

Name of authorized signatory <i>first, middle initial, last</i> Benjamin Schapiro	Title President
Signature X	Date <i>mm/dd/yyyy</i>

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

Third-party certification

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

Required if the organization has only one authorized signatory.

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

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



Mailing information

Make a copy of your completed form for your records.

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

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

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

Reminders

Review all of these requirements before returning this resolution to Vanguard. You MUST include the following items. If any are missing upon receipt of this form at Vanguard, your request won't be processed.

- The correct taxpayer ID number in Section 1.
- Names of all authorized signatories and/or persons in Section 3 or 4.
- All appropriate signatures in Section 5.

For brokerage accounts only

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

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

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

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**CITY OF EVANSTON
POLICY PROHIBITING SEXUAL HARASSMENT**

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the City of Evanston to prohibit harassment of any person by any City official, agent, or employee on the basis of sex or gender. All City officials, agents, or employees are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes, but is not limited to:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds, whistling, leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking" or "kissing" noises.
- Visual: posters, pictures, signs, drawings, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, patting, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending person and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, human resources, an ethics officer, or the City Manager.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the City will not be presumed to have knowledge of the harassment.

- *Resolution Outside City.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the City. However, all City employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the City. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant’s willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. *PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS*

The City shall not take any retaliatory action against any City employee due to the employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken in retaliation for the employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) also provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other employee that the employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

Any person who violates this policy or the Prohibition on Sexual Harassment shall be subject to disciplinary action, up to and including termination, in addition to any and all other discipline that may be applicable pursuant to City policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements. Each violation may constitute a separate offense. Any discipline imposed by the City shall be separate and distinct from any fines, damages, or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action, up to and including termination. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable City policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.