

EVANSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING

WEDNESDAY, APRIL 18, 2012

6:30 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, April 18, 2012

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES of

January 11, 2012 Regular Board Meeting

February 15, 2012 Regular Board Meeting

3. CITIZEN COMMENT

Not to exceed 15 minutes.

4. INFORMATION/COMMUNICATIONS

A. Update on Evanston 150 "The More You Know" Idea (Leora Siegel and Benjamin Schapiro)

5. UNFINISHED BUSINESS

A. Revision of Services Policy (Gottschalk)

6. STAFF REPORTS

A. Administrative Services and Financial Reports (Paul Gottschalk)

B. Presentation on Summer Reading Program and Neighborhood Services (Connie Heneghan)

7. NEW BUSINESS

A. Approval of Summer Reading Program Budget (Gottschalk)

B. Approval of Purchase of a Self-Check Station, Early Literacy Workstations and On-line Reading Collections for Youth Services (Gottschalk)

C. Approval of Lease with Workforce Board of Northern Cook County (Gottschalk)

D. Approval of Non-Resident Card Fee (Gottschalk)

E. Approval of Change of Meeting Date from May 16th to May 23rd (Gottschalk)

F. Appointment of Board Nominating Committee (Sharon Arceneaux)

G. Resolution Naming Karen Danczak Lyons as a Signer on Library Accounts (Gottschalk)

H. Resolution in Honor of Donna Dziedzic (Susan Newman)

9. ADJOURNMENT

Next Meeting: May 16, 2012 at 6:30 pm

The City of Evanston is 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 11, 2012

6:30 PM

Evanston Public Library, 1703 Orrington Ave, Friedberg Storytelling Room

Members Present: Diane Allen, Sharon Arceneaux, Sergio de los Reyes, Benjamin Schapiro, Leora Siegel, Sandra Smith, Michael Tannen

Members Absent: Susan Newman, Margaret Lurie

Parliamentarian Present: Joan Bundley

Staff Present: Donna Dziedzic, Karen Hansen, Paul Gottschalk, Beth McGuire

Presiding Member: Sharon Arceneaux, President

CALL TO ORDER/DECLARATION OF QUORUM

A quorum was present and President Arceneaux called the meeting to order at 6:35 p.m.

OATH OF OFFICE

Trustee Leora Siegel was given the oath of office by President Arceneaux.

UNFINISHED BUSINESS

Consideration of Appeal of Suspension of Robert Huston

In a memo to the Board, Trustee Tannen had recommended ending Robert Huston's suspension on January 15th (from February 4th) under the condition that Mr. Huston conduct himself appropriately in the Library. The recommendation had been made based on what had appeared to have been remorse that Mr. Huston had expressed when he had made his formal presentation of his appeal to the Board. Mr. Huston was advised that the Board could simply announce its decision without discussion, but in the name of transparency, the Board would talk about its decision publicly. Mr. Huston was further advised that the evidence was closed because he had already presented his appeal to the Board orally at a prior Board meeting and in writing. Nonetheless, Mr. Huston continued to argue the illegitimacy and unconstitutionality of his suspension. The Board also learned that earlier in the week, Mr. Huston had sent an email to Board President Arceneaux, with a subject reference in the re: section to cancer. In the email, Mr. Huston asserted that the Board's actions amounted to an *ex post facto* law. Trustee Tannen commented that a board's suspension was no such thing and that his reference to cancer in his email to Trustee Arceneaux was highly inappropriate. Mr. Huston continued to state that he believed he was being punished without due process. Trustee Tannen said that the Library staff has the authority to suspend people's library privileges and the suspension was legitimate. The Board voted unanimously to uphold the suspension of Mr. Huston until February 4th.

APPROVAL OF MEETING MINUTES

The Minutes of the regular Board Meeting of October 26, 2011 were approved by a voice vote of the Trustees.

The Minutes of the regular Board Meeting of November 9, 2011 were approved by a voice vote of the Trustees.

The Minutes of the special Board Meeting of December 1, 2011 were approved by a voice vote of the Trustees.

CITIZEN COMMENT

Marcia Mahoney described an initiative of the Library Friends and Family Focus to refurbish the library at the Weissbord-Holmes Center to support children's literacy. She encouraged volunteer support.

STAFF REPORTS

"Mission Impossible" and MyMediaMall

Adult Services Librarian Karen Hansen presented information on the successful "Mission Impossible" book discussion group. Ms. Hansen developed the initiative of having a year-long discussion of a long, challenging book. Last year's discussion of *Ulysses* by James Joyce was very popular and successful. Ms. Hansen said that the initiative was one of her most rewarding professional experiences. Over 160 people are currently reading and discussing *War and Peace*. Ms. Hansen also discussed the growing use of the on-line collections available through MyMediaMall. The number of items checked out and users has doubled in the past year. Much of this growth can be attributed to the change by Amazon to permit library downloads to a Kindle. Trustees congratulated Ms. Hansen for her hard work and dedication and commented that her colleagues should regularly update the Board about their innovative initiatives.

Administrative Services Update

Paul Gottschalk reported that 26 people had applied for the Library Director position. The Library Fund was set-up effective January 1st. The Fund for Excellence Campaign was very successful thanks to Chair Margaret Lurie, the campaign team and Beth McGuire. Campaign income was up 32% over 2010. Development of specific, measureable objectives for the strategic plan is underway.

NEW BUSINESS

Materials Selection Policy

Paul Gottschalk discussed revisions to the Materials Selection Policy. Connie Heneghan, Jan Bojda and Lesley Williams worked on the revision. The collection development librarians use professional, reliable resources for selecting materials for the collection. There are database licenses that the Library acquires therefore the Library is not able to retain the information when the license is not renewed. Weeding outdated materials from the collection is a critical part of collection management. The policy relating to re-evaluation of library material was also discussed. The policy is transparent and vests discretion and review in the hands of professional library staff, thus obviating the need for the Board to micro-manage disputes patrons might have with the selection of materials.

Evanston 150 “The More You Know” Goal

Paul Gottschalk recommended that the Board commit to participating on the Evanston 150 goal of creating literacy centers. He also suggested that Board members be appointed to the work group.

Michael Tannen moved, Diane Allen seconded a motion to support Library participation in the Evanston 150 “The More You Know” goal and the appointment of two Board members to the work group. Passed unanimously on a voice vote.

Sharon Arceneaux appointed Leora Siegel and Benjamin Schapiro to the Evanston 150 project.

Library Advocacy

Trustees Allen and Tannen strongly encouraged Board members to better communicate with City Council members. This can be accomplished informally and by attending Ward meetings. Both Trustees urged Board members to read the Urban Libraries Council’s monograph, “Partners for the Future: Public Libraries and Local Governments Creating Sustainable Communities.” Trustee Siegel suggested that Board members attend the annual Illinois Library Association Legislative Breakfast scheduled for February 22nd.

ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

Respectfully Submitted,

Michael Tannen, Secretary
Evanston Public Library Board of Trustees

THE NEXT REGULAR LIBRARY BOARD MEETING WILL BE WEDNESDAY, FEBRUARY 15th AT 6:30 P.M. IN THE COMMUNITY MEETING ROOM OF THE MAIN LIBRARY



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 15, 2012
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

Members Present: Diane Allen, Sergio de los Reyes, Margaret Lurie, Susan Newman, Benjamin Schapiro, Leora Siegel, Sandra Smith

Members Absent: Sharon Arceneaux, Michael Tannen

Staff Present: Donna Dziedzic, Paul Gottschalk, Jill Skwerski, Beth McGuire, Rick Kinnebrew, Lesley Williams, Laura Antolín, Martha Meyer

Presiding Member: Susan Newman, Vice-President

CALL TO ORDER/DECLARATION OF QUORUM

A quorum was present and Vice-President Newman called the meeting to order at 6:30 p.m.

CITIZEN COMMENT

No citizen comments

INFORMATION/COMMUNICATIONS

Evanston Community Foundation President and CEO Sara Schastok and ECF Board Member Burgwell Howard addressed the Board. ECF Trustee Howard presented the Library Trustees with a \$1,000 award and a certificate in honor of the foundation's silver anniversary. It was the first of 25 gifts to organizations that have had an enduring positive impact on the community with ECF support over the years. The \$1,000 award is an unrestricted gift.

Paul Gottschalk thanked President Schastok and Trustee Howard and stated the Foundation has been incredibly generous to the library from the start. The two organizations missions do similar work, especially the common goal of preparing kids for school and ready for life.

Vice-President Newman thanked President Schastok and Trustee Howard, and suggested informing the press about this surprise gift.

UNFINISHED BUSINESS

Strategic Plan Update

Vice-President Newman praised the staff for the incredible amount of work accomplished on fleshing out the new strategic plan. She said staff had done more than she expected at this point.

Paul Gottschalk explained the original plan was a skeleton with the beginning of objectives but measurable objectives tied to responsible parties on staff were needed. He continued by stating teams were assigned to work on various aspects of the strategic plan including collections/circulation, neighborhood outreach, technology and youth services.

The staff decided to add one objective that wasn't in the original strategic plan, namely to increase circulation by 25% within two years. This can be accomplished in many ways. The budget for collections is 20% higher which will affect the quantity and quality of resources acquired. New merchandising methods can help including placement of new carts with recently returned items for increasing last minute circulation. The staff is considering other ways to increase circulation, as detailed in the board packet attachment.

Vice-President Newman asked if the increase includes electronic media circulated. Paul Gottschalk affirmed those resources are included in circulation statistics. He stated the Neighborhood Services team was led by Connie Heneghan and Lesley Williams, the Youth Services team was led by Jan Bojda and the Technology team was led by David Jordan and Karen Hansen.

With Neighborhood Services objectives, an emerging issue is expanding partnerships. Another is overcoming barriers to service by reaching out to under-served groups to find out what the barriers are and addressing them. Some examples of under-served groups are low income, small business, and people who live in shared community setting like senior housing, or low income housing.

For the Technology objectives, bringing the Library's technology up to date is crucial. He stated we have a long way to go with lots of basic things to improve upon.

For example, from 4-7 pm there is not enough broadband capacity because many people are using computers to watch videos. The Library should strive to double the bandwidth presently available. Another focus was on creating a digital media lab where teens can create music, videos and edit their creations. Finally mobile applications like Boopsie have lots of great functions for iPhones and Androids and are relatively inexpensive.

Paul reminded everyone this is a dynamic document with much more development to come and he is responsible for shepherding the plan along. Quarterly updates will be made to the Board.

The strategic plan includes many things the staff will be asking from the Board primarily related to funding and budget planning.

Trustee de los Reyes stated he had a number of questions about the plan.

Regarding objective 1.1.2 Trustee de los Reyes stated it is important to have a balance of serious books as the readership in town demands it. Paul responded the staff continually struggles with the question do you buy something really popular, meeting immediate demand or do you provide depth to the collection? He continued the Library needs to do a better job addressing what patrons want. Realistically, if a patron waits a long time for materials they might go elsewhere.

The Library tries to have a 4 to 1 ratio, that is, 1 copy on hand for every 4 copies on reserve. For example, we had many, many copies of the Girl with the Dragon Tattoo series, now most of the copies aren't needed because the demand has plummeted.

Trustee de los Reyes asked why the objective for a 25% increase in circulation was added and where it originated. Was it connected to removing bottlenecks and technical problems and marketing? He said he sees this as a response to a problem and is not sure what the problem is. Paul stated that circulation has gone down and circulation

numbers demonstrate use of the collection. Paul wants the staff to focus on improving circulation for patrons and focus on all of the things we can do to make that happen. The Library is not a book store, but there are many things we can do.

Treasurer Allen asked if the Library does staff recommendations and Paul replied that has been in practice as long as he has been at the Library.

Trustee Schapiro addressed Trustee de los Reyes question about collection development. He stated one way to address it is to use online delivery as a way of buffering immediate demand for best sellers.

Trustee de los Reyes asked what was behind the plan for getting a technology bar and Paul replied a technology bar would enable people that don't have a new device to see how it works and show a lot people how to effectively use devices like Kindles.

Trustee de los Reyes asked why the Library even offers DVDs and suggested it was a poor use of tax dollars to compete with Netflix. He questioned the elimination of DVD rental fees. Paul provided background and stated when the popular media was VHS, the Library charged rental fees to cover the cost of purchasing the collection. Other area libraries that have eliminated their DVD rental fees have seen their fees for overdues on these items meet or exceed the revenue brought in before.

Additionally, some staff members think it creates barriers to access for certain population groups. Trustee Schapiro suggested charging a DVD fee after taxes amounts to double charging patrons and that overdue fines would more than make up for the loss of DVD rental fees. Circulation would also go through the roof. Circulation Supervisor Jill Skwerski stated the Evanston Public Library is the only library in the consortium that charges for DVDs. Director Dziejdzic stated that Naperville did charge for DVDs and said she would investigate their policy and find out more.

Trustee de los Reyes related his experience with digital tech bars has been when someone shows you something they make it look easy. Each user has their own specific problems. Paul responded that the Library already does a lot of this kind of troubleshooting and many staff members have been trained in this area.

Trustee de los Reyes inquired about the new self-check machines, recalling the Library used to have them but took them out. He asked was wrong with those. Paul replied there were connection issues with the old ones and they couldn't process certain types of resources. He stated two self-check stations would be installed Friday, February 17th. There will be additional self-check stations in Children's and on the 2nd floor in Adult Services.

Trustee Siegel stated there is room for growth but she believes the strategic plan is a great document.

Relationship between the Library and the Friends

Director Dziejdzic stated that the opinion on the Board had been divided regarding the relationship between the Library and the Friends. The staff needs clear direction from the Board as to how we pursue a productive and collaborative relationship with the Friends.

Director Dziejdzic stated the optimal solution is for the Friends and Library to work together for the enhancement and benefit of the community. Certainly there will be issues, but that's the point of collaboration.

Friends' President Marcia Mahoney and Director Dziejdzic had met several times to try to lay out new material regarding possible collaborative events between the two organizations in the joint memo included in the board packet. She stated both parties would be happy to respond to any questions.

It was asked what kind of direction the Director and Friends were looking for from the Trustees. Director Dziejdzic stated that they were interested in knowing whether they may pursue a relationship with the Friends or not. She continued stating the memo presented two potential areas where the two organizations could almost immediately begin to work together. Namely, the Summer Reading Game and Neighborhood Outreach services planning and programming.

Vice-President Newman asked for clarification as to whether they were looking for votes or a general consensus. Director Dziejdzic replied they would like a consensus. The main reason being the staff is unclear on how to proceed and the Board's consensus would be helpful.

Trustee de los Reyes agreed with the memo and stated it would be good to cooperate on specific initiatives as long as those initiatives are covered by the existing budget. If there is an additional proposal that needs to go beyond that, the Board should be consulted.

Treasurer Allen stated she was uncomfortable with the Friends and how they have gone about things in the past. She was uncomfortable giving authority to another independent group not related to the Library and not necessarily doing what the Library does. She was also uncomfortable with them working with and directing staff. Treasurer Allen stated the Friend's marketing efforts have made the Board look bad in certain instances and have put the Board behind the eight ball repeatedly. She recommended the Friends approach the Board and ask, 'What do you want to do?' not approach us and say, 'Here's what we're going to do' and keep pushing the Board until we do it.

Vice-President Newman suggested it was time we made peace and that the two groups were at a crossroads. She asked Director Dziejdzic to weigh in on the topic of who runs the show. Director Dziejdzic stated she thought it would be useful to allow Marcia Mahoney to speak. She pointed out the memo states the Friends understand that the Board is responsible for policies and programs that support its strategic plan and mission.

Marcia Mahoney stated there has never been any question that the Board runs the Library. There are citizens and members of the Friends who have strong opinions, but the role of the Friends is to support the Library Board.

Paul stated the Library is part of a major municipal government with lots of guidelines to follow.

Marcia continued there are areas where the Friends can be and that fit with our skills. Right now, the Friends are best at bringing people together to solve problems. The Mighty Twig runs on \$45,000 per year. It is not the Library, but the Friends are able to accomplish a lot with volunteer energy and time. She added volunteers can have opinions and that's exciting and fun in her opinion. She stated she hopes the two groups can have a good collaborative relationship.

Trustee Siegel stated she would like the Library and Friends to move forward immediately. It is vital that these two groups move forward with direction from the Board.

The Friends group wants direction. Most of the current Trustees are new to the Board and it is a great opportunity to move forward. What happened before is water under the bridge. All good will is needed by the Library. Any good outcome outweighs the bad and it is always good to have volunteers and their groundswell of support for the Library. She stated the Board should take advantage of that and move forward.

Trustee Schapiro stated he felt the Library failed to step up to its responsibilities with the Family Focus Library project. He thanked the Friends for doing that in a vacuum. He insisted a public library can't exist without the support of friends groups. He stated that he agrees there have been tensions and the Friends need to recognize that public involvement means public liability. He agreed that we need to make sure there is oversight by library management. If the Friends are doing something with the Library's name on it, then the Library is responsible. Given that we're in directorship transition he suggested limiting the collaborative programs until the new director is installed. Trustee Schapiro also stated all volunteers need to be supervised and background checks need to be done with anyone working with children.

Trustee Lurie emphasized the need for collaboration with the Friends. She asked how the Board can reject the all of these volunteers with tons of energy. The summer reading game could use the volunteer support and could have more locations with them. She recommended welcoming and making room for them and understood the rift had been difficult for the staff.

Trustee Smith stated she didn't know what happened in the past but would like to see the two groups move forward and come to a happy medium. The Library should utilize the Friends.

Treasurer Allen affirmed the Library's need for volunteer organizations and would like to see an amicable volunteer group for the Library. She would be happy to see the Friends take the Board's lead and follow our direction. She suggested leaders of the Friends group can encourage their members to do the same and collaborations can unfold in meaningful way. She would like to see this happen, but hasn't yet.

Director Dziedzic assumed full responsibility for not moving forward with the Fleetwood Jourdain project. Her concern was there was no direction from the Board. Although she agreed it was appropriate personally, she was hesitant to move ahead without direction from the Board.

She encouraged the Board and the Friends to start small with a couple of small collaborations to establish good successes to build on. The groups can continue expanding collaborations once the new director has been hired.

Vice-President Newman stated it sounded like a general consensus has been formed.

Trustee Schapiro asked for clarification regarding collaborative fundraising efforts. Treasurer Allen asked who decides who spends money. Director Dziedzic stated should the Friends choose to fundraise for a specific program they can.

Treasurer Allen stated the Board must approve the donation per Library policy.

Marcia Mahoney stated the Friends would probably start with the Summer Reading Game. One of the things we do well in addition to volunteer organization is sell books donated to the group and get funds to buy new books. She offered the Friends could get prize books for the Summer Reading Game that way.

She continued describing another thing the Friends do well - throw parties around books. The Friends could help with Summer Reading Game kick off events. The Friends could use funds donated to us to buy things to help with some sort of kick off party. The Board and Friends would have a conversation about how we could help in this instance.

Vice-President Newman asked for consensus from the Board to which she received no dissent.

COMMITTEE REPORTS

Evanston 150 Update

Trustee Siegel stated the Evanston150 working group titled, "The More You Know" is comprised of two Board members, Friends members, Library staff and other concerned citizens. The goal is to create literacy centers throughout Evanston for many types of literacy and the plan includes making wi-fi free throughout the city.

The working group has asked the Library Board and Staff to give a presentation on the new strategic plan. Trustee Siegel stated she would like to share the survey information from the consultant to help the group move forward.

Vice-President Newman asked what the time table was on the working group. Trustee Siegel stated there was no hard deadline. The group will at some point reach a consensus and their findings will be turned over to those who will try to implement the project.

STAFF REPORTS

Presentation on Youth Outreach

Children's Department Staff members Rick Kinnebrew, Martha Meyer and Laura Antolín gave a presentation on Youth Outreach including the LEAP (Literacy Education at Play) program, Kindergarten Library Tours, and the Book Buddies partnership with Northwestern University.

Rick Kinnebrew spoke about LEAP's beginnings with launch funding and support from the Evanston Community Foundation, how the program has evolved and is a unique, cost-effective and targeted program. Laura Antolín described how the successful Kindergarten LEAP program grew out of the Pre-K LEAP program as a result of meeting with D65 librarians. Now K-LEAP is in 12 schools with the first phase happening in library then it's taken into the classroom.

Laura continued describing the Kindergarten Tours started in 2007 and continuously supported by Foundation 65 and Evanston Community Foundation grants. All new Kindergarten classes are bussed to the library for a tour, storytime and craft. The Kindergarten library card drive generated 400 new cards this year alone, too. Trustee Schapiro asked if they do library card drives for preschoolers? Laura responded they do and it keeps Jill Skwerski very busy.

Trustee Siegel asked about comparing these outreach programs to IREAD to which Rick Kinnebrew responded IREAD is similar to a Summer Reading Game model.

Trustee Siegel asked if the three had presented these programs at library conferences and the like to which Laura Antolín responded they had presented at Oakton and in

Springfield, Illinois but not at the ALA. Trustee Siegel asked if they had considered marketing as it can be a huge revenue builder.

Rick Kinnebrew spoke about how Book Buddies started with Northwestern University Jumpstart volunteers. Every young child is paired with a college student and they spend time reading together it is a very successful program and continues to expand also through partnering with the Evanston Community Foundation and Northwestern.

Administrative Services Update and Financial Statements for ten month period ending December 31, 2011

Paul summarized the financial statement for the 10 month period ending in December, 2011 which was also the fiscal year end. Expenditures were under-budget by \$16,000 (0.4%) and revenues were over-budget by \$13,000 (4.2%).

He continued stating these additional revenues will not be part of the new Library Fund fund balance. The extra money is rolled back into the City's reserve.

Paul stated the two new self-check stations in circulation will be a huge help. The staff is in the final stages of hiring a new Young Adult Librarian. This position will work with the schools, do creative programming and really making a difference in teens' lives. Paul stated it has been rewarding meeting these outstanding and enthusiastic candidates.

The City Council met as a whole on Monday night, February 13th, 2012. The ordinance on library governance was introduced and placed on consent agenda. It passed without discussion and is scheduled for adoption at the February 27th City Council meeting. The City Manager has done a fabulous job stewarding this ordinance and deserves a lot of credit.

NEW BUSINESS

Summer Reading Partnership with Foundation 65

Paul outlined the existing relationship with Foundation 65 including their rental of office space on the 4th floor of the Library building. They have supported low income families in the school district through an intensive summer reading program for children between 1st and 2nd grade who are at risk for falling behind. They send books to the homes and have seen great success in maintaining and improving reading skills.

Foundation 65 wants to expand the program to reach all of the District 65 schools. Meanwhile the Library has received a total of \$30,000 in grants from the Broad Foundation on the recommendation of Northwestern President and former Broad Foundation Trustee Morton Schapiro. The Broad Foundation's mission fits closely with Foundation 65's summer reading program. Paul suggested using these funds to support and work with Foundation 65's summer reading program. He specified Foundation 65 would not be getting a grant, we would be buying the books at a better price, thereby freeing up their money to support teacher's stipends and expand the program.

Vice-President Newman spoke in favor of the partnership.

Trustee Schapiro motioned to approval of the summer reading program partnership with Foundaton 65 and the expenditure of \$30,000 over three years to support the program. Trustee Allen seconded the proposal. Passed on a unanimous vote.

Review and Adoption of Revised Services Policy

Paul commented that the services policy in the packet was a straightforward revision of the policy. Jill Skwerski was a great help with the many updates needed. The document is the original policy with edits for the Board's recommendation and approval.

Trustee Allen suggested that the reference policy be changed to read that "Library staff members **will exercise discretion** about the feasibility of answering time consuming questions."

Treasurer Allen said that there is outdated language about branch services in the policy and given we are coming up with new outreach neighborhood services ideas, she didn't know if the policy should mention specific locations. Treasurer Allen read her own revision to the community outreach and access policy.

Trustee de los Reyes makes motion to incorporate the edits in the services policy
Treasurer Allen seconded the motion.

Vice-President Newman requested more time to review the new verbiage presented by Treasurer Allen. Trustee Schapiro agreed it looked odd to include a listing of physical places.

Trustee Lurie moves to table the agenda item for the next meeting. Trustee Smith seconds, and the issue was unanimously tabled.

Appointment of Board Members to Governance Transition Joint Committee

Vice-President Newman suggested Treasurer Allen and Secretary Tannen to the Governance Transition Joint Committee.

Trustee Lurie moved to appoint the Allen and Tannen to the Committee. Treasurer Allen seconded the motion.

Treasurer Allen stated she would like to recommend Trustee Schapiro instead of Trustee Tannen. Although she has the utmost respect for Secretary Tannen, he has not been involved with the discussions with the City with the MOU. Trustee Schapiro has a library director's experience which would be helpful for the committee.

Trustee Siegel suggested the Board table the discussion of the committee appointments for the next meeting.

Director Dziedzic reviewed the time table on the committee's upcoming work and stated the work of the committee would not start for a while and can be tabled.

Trustee Siegel moved to table the discussion; Trustee Smith seconded and the issue was tabled unanimously.

Close for Executive Session – Personnel

Vice-President Newman read official statement about executive session to address personnel issues. A motion was made to go into executive session.

Vice-President Newman adjourned the regular meeting at 8:22 pm.

Respectfully Submitted,

Paul Gottschalk
Administrative Services Manager

Next Meeting: March 21, 2012 at 6:30 pm Community Meeting Room

The City of Evanston is 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.

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Revision of the Services Policy

Date: April 11, 2012

At the February 15th Board meeting, staff introduced proposed revisions to the Services policy. Discussion of the policy will continue at the April 18th meeting.

Attached to this memo is a copy of the existing Services Policy. Proposed additions and deletions are clearly identified. Please review the proposed changes prior to the Board Meeting.

Staff recommends Board approval of the revised Services Policy as set forth in the attachment.

**Evanston Public Library
Services Policy
Amended xx/xx/2012**

Community Outreach and Access

The Evanston Public Library's mission statement sets forth the essence of its services policy: to promote the development of independent, self-confident and literate citizens through the provision of open access to cultural, intellectual, and informational resources. The Evanston Public Library is committed to providing equitable opportunities for all residents to have access to Library services through conventional and innovative means. Therefore, the policy of the Evanston Public Library relating to community outreach and access is to continually assess the changing needs of Evanston residents, to evaluate the best ways in which to meet those changing needs, and to implement traditional and non-traditional solutions to further the Library's mission in the community.

Borrower Registration

Evanston Residents

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

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

As proof of the applicant's current address, one of the following is acceptable:

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

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

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

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

Cash Deposits

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

Non-resident Taxpayers

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The Evanston Public Library is a network of three agencies sharing one collection and serving the entire community from its three separate locations. The Main Library serves as the network's principal public access unit, as a reference and resource center for the entire network, and as the network's administrative center. The Library's two branches are located in or near busy retail districts. They are intended to serve as an inviting gateway to the Library's collection and services in areas outside of the central business district. The branches provide convenient access to library materials for children through elementary school age and to popular adult reading materials. Through the Library's electronic network and transportation system the branches can also provide access to the Library's other services. The Library Board recognizes that this level of branch service is exceptional in a community of our size, but believes that service of this nature is an important contributor to the quality of life in Evanston. Evanston has a long history of using branches to provide library service in these neighborhood shopping districts. The board intends the branches to be comfortable, convenient, and accessible library outlets. They are an important means of fulfilling the Library's mission.¶

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

Business and Institutional Library Privileges

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

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

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

Non-resident Cards

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

The applicant for a non-resident card must meet the same identification requirements as a resident of Evanston. The card will be valid for one year.

Registration of Reciprocal Borrowers

The Evanston Public Library will register for use in its facilities any currently valid library card from a Reaching Across Illinois Library System (RAILS) library or from any library having reciprocal borrowing agreements with RAILS or with the Evanston Public Library. In addition to presenting a currently valid library card, the applicant must present one form of picture identification with the current address, or picture identification plus a lease, bill or statement with the applicant's current address.

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Such registration is valid for a three-year period.

Chicago Public Library cardholders who register their cards with the Library will be given a two year expiration date.

Renewals

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

Patron's Change of Address

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

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Ownership of Library Cards

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

Appeals

Anyone who believes that he/she has been unfairly denied a library card may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

Borrowers with Overdue Items or Fines

Patrons are not permitted to check out library materials when they owe fines and fees that total \$10.00 or more. Library materials are considered lost when they are five weeks overdue. Patrons are expected to pay for the replacement of lost materials. An additional service fee is also charged for lost materials.

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

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

Charges for Damaged Materials Policy

There is no charge for normal wear and tear on any item. If an item is damaged by a patron so that further circulation is impossible, the patron is charged the full replacement price of the item plus a processing fee. The Library Director or his designee determines the charge for damage that can be repaired or that does not render the item unusable.

Damage to material is assumed to be accidental unless there is reason to suspect otherwise. Patrons found defacing or destroying library materials are required to pay for a replacement copy plus a processing fee, and will have their library privileges suspended. Legal action may be taken if the damage is extensive.

Confidentiality of Records

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

Patron-identifiable information does not include statistical records relating to use of the Library or its materials and services that cannot be used to identify particular patrons or information concerning behavioral issues in the Library's records concerning particular patrons.

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

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

A patron may have access to any patron-identifiable records the Library holds about him or her, if the patron presents his or her library card. Telephone callers who provide their library card number will be treated the same as in person visitors. If the patron is a minor, the minor's parent or legal guardian may have access to the circulation records of that child if the parent or guardian is in possession of the child's library card and is able to provide appropriate identification for himself or herself.

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

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

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

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

Photocopy Fees

The Evanston Public Library makes available to the public a wide variety of reference materials, including special resources relating to the history of Evanston: city directories, microfilmed telephone directories, and obituaries from the local papers. The Library applies a service charge to any request received from individuals residing outside the [Reaching](#)

Across Illinois Library System and the metropolitan Chicago area for the location and photocopying of material. This fee is listed in the Library's Fee Schedule. The Reference staff may place a limit on the pages photocopied, due to copyright restrictions, staff limitations, or the fragility of the material.

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Internet Access Policy

Internet access is available on selected public computers for all users of the Evanston Public Library. The Internet is a resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). The Library's Internet access is intended primarily as an information resource. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the library. The Evanston Public Library has no control over these resources nor does the library have complete knowledge of what is on the Internet. The Library does not select or edit Internet content, or take responsibility for its reliability, currency, or accuracy. Library patrons use the Internet at their own discretion. The Internet contains some material that is inappropriate for viewing or reading by children, such as sexually explicit, violent, and racist material and images. For this reason, parents are encouraged to monitor and supervise their children's use of the Internet. The Library staff does not limit or restrict adults or children in the Internet sites they choose to view. Users are, however, expected to follow all state, municipal, and federal laws, as well as library rules of conduct while using the Internet, and may not use the Internet to harass or intimidate others. Patrons using computers not equipped with privacy protection need to be aware that other Library patrons may view the screen. If such images disturb other people's use of the Library, the Library reserves the right to ask patrons to use a computer equipped with privacy protection.

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

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

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

The Evanston Public Library is bound by an agreement with its Internet provider. This agreement prohibits any unlawful use of the Internet. Patrons who make unlawful use of the Internet may be banned from using the Library's Internet resources. This policy applies to all Library users who use the Library's network to access the Internet and not just to those using computers that the Library has specifically designated as Internet stations.

Deleted: Security System¶

The purpose of the Library's security system is to reduce the loss of library materials due to theft and accidental removal. The staff generally assume that an honest mistake has been made when the alarm sounds, but an effort is made to determine what caused the alarm to sound. If library materials activated the alarm, the patron is given the opportunity to check out the materials. If the materials cannot be checked out they are retained for reshelving. If a patron deliberately or persistently attempts to evade the alarm system or refuses to cooperate in efforts to determine what is setting off the alarm, the Library Director or his designee may report the incident to law enforcement officials or suspend the patron's library privileges.¶

Library Cooperation

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

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

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

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

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

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Reciprocal Borrowing

The Evanston Public Library shall make all material that it loans to Evanston cardholders available to valid cardholders from RAILS member libraries.

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Reciprocal Borrowing -- Chicago Users

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

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Interlibrary Loan

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

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

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

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Reference Policy

The Library's staff responds to the information needs of all Evanston Public Library users, providing clear and accurate answers to all patron inquiries, regardless of age, gender, sexual orientation, race, or ethnicity of the questioner, or purpose of the question. Reference services are available at all times the library is open, and users have a right to expect consistent service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, text message, IM or fax; and are handled as expeditiously as possible.

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

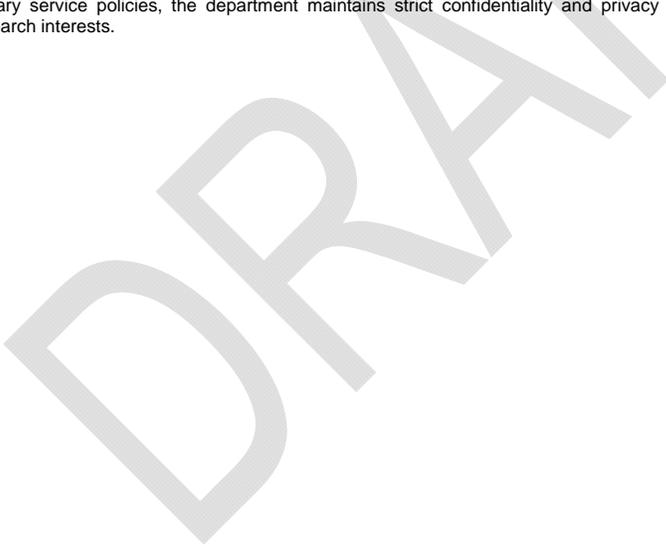
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The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, World Wide Web pages, and social media, may all be used to answer questions. The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

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





Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Administrative Services Manager
Subject: Administrative Services Update
Date: April 9, 2012

With this memo I want to give the Library Board an update on significant administrative activities at the Library:

Human Resources

Part-time Circulation Clerks Marjorie Haj-Ahmad and Keisha Love both began maternity leaves of absence.

Marie Nowak, a part-time Library Clerk at North Branch, resigned her position. Recruitment to replace her is underway.

Renee Neumeier began working as our full-time Young Adult Librarian on March 26th. Renee's was previously employed as the Teen Outreach Librarian at the Mount Prospect Public Library.

Kellye Fleming, Linda Patchett and Gordan Kalabic were hired as 20 hour Circulation Clerks. Kellye also works as a Conference Coordinator for NorthShore University Health System. Linda has extensive experience as a school librarian in District 65. Gordan recently received a BA in Secondary Education and History, works as a substitute teacher for the Chicago Public Schools and had been working as a substitute Circulation Clerk.

As you know, Karen Danczak Lyons will begin working as Library Director on April 16th. Karen and I have had extensive conversations about the Library since she accepted the position.

We decided to delay recruitment for the Community Engagement Librarian until Karen had a chance to review the job description.

I am serving on the City's negotiating team that is working on a new collective bargaining agreement with AFSCME, the union representing the majority of Library employees.

Working with the City, we will soon be conducting a classification and compensation study for non-union employees, including an update of job descriptions.

Financial Resources

The financial reports for the three month period ending March 31st are attached.

Through March, expenditures are 84.7% of the YTD (year-to-date) budget and revenues are 97.8% of YTD budget.

Note that expenditures and revenues are balanced (\$4,649,599 each) and property tax and the personal property replacement tax are now shown as sources of Library revenue. Also, there is a new line showing the net YTD operating surplus or deficit each month.

To pay invoices more efficiently, North Branch materials are being charged to the Adult Services and Youth Services materials accounts. As a result, the report will show no spending for North Branch books, periodicals and audio-visual, and, eventually, over spending for materials in Adult and Youth Services.

The Endowment Investment Committee met on April 9th and made several changes to the portfolio. All shares of the S&P BRIC 40 ETF (BIK) will be sold and 5% of the portfolio will be invested in the Vanguard Emerging Markets Stock Index Fund (VEMAX). The BRIC 40 exchange traded fund (ETF) invests in 40 stocks in Brazil, Russia, India and China (BRIC). The Vanguard emerging market fund invests in 907 stocks in 21 countries classified as emerging markets. This change will provide greater diversification to this asset class within the portfolio. In addition, two more \$100,000 TIPS (Treasury Inflation Protected Securities) will be purchased.

Evanston Public Library
 FY2012 Financial Summary
 Three Month Period ending March 31, 2012

Year to Date = 25.0%
 Expenditures as a percent of YTD budget = 84.7%
 Revenues as a percent of YTD budget = 97.8%

LIBRARY OPERATING BUDGET

EXPENDITURES

Division	FY2012 Budget	Budget Year to Date	Expenditures Year to Date	% Expended Year to Date
Youth Services	\$800,390	\$200,098	\$176,785	22.1%
Adult Services	\$1,579,231	\$394,808	\$333,631	21.1%
Circulation	\$589,769	\$147,442	\$140,242	23.8%
North Branch	\$203,336	\$50,834	\$44,060	21.7%
Technical Services	\$473,306	\$118,327	\$100,969	21.3%
Maintenance	\$491,375	\$122,844	\$90,574	18.4%
Administration	\$512,192	\$128,048	\$98,048	19.1%
TOTALS	\$4,649,599	\$1,162,400	\$984,309	21.2%

REVENUES

Source	FY2012 Budget	Budget Year to Date	Net Revenue Year to Date	% Revenue Year to Date
Property Tax	\$4,253,214	\$1,063,304	\$1,063,304	25.0%
Personal Property Repl Tax	\$50,200	\$12,550	\$0	0.0%
Fines and Fees	\$150,000	\$37,500	\$37,246	24.8%
State Per Capita Grant	\$75,900	\$18,975	\$0	0.0%
Rental Income	\$47,325	\$11,831	\$16,885	35.7%
DVD Rental	\$28,000	\$7,000	\$9,606	34.3%
Copier Revenue	\$20,000	\$5,000	\$4,892	24.5%
Material Replacement Charges	\$12,500	\$3,125	\$2,890	23.1%
Meeting Room Rentals	\$10,000	\$2,500	\$1,110	11.1%
Non-Resident Cards	\$2,460	\$615	\$492	20.0%
TOTALS	\$4,649,599	\$1,162,400	\$1,136,425	24.4%

NET OPERATING SURPLUS (DEFICIT) \$152,116

ENDOWMENT FOR THE EVANSTON PUBLIC LIBRARY

Account	Balance as of 2/29/12	Net Additions/ Withdrawals	Investment Gain/(Loss)	Balance as of 3/31/12
Endowment Fund	\$3,221,627.80	\$0.00	(\$13,171.09)	\$3,208,456.71

Evanston Public Library
Expenditure Report for the FY2012 Budget
Three Month Period ending March 31, 2012

Youth Services 4805

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4805.61010	Regular Pay	\$308,602	\$77,151	\$58,373	\$18,778
4805.61012	Library Substitutes	\$3,500	\$875	\$1,842	(\$967)
4805.61050	Permanent Part-Time Pay	\$224,955	\$56,239	\$56,542	(\$303)
4805.61210	Longevity	\$10,655	\$2,664	\$2,164	\$499
4805.61410	Shift Differential	\$0	\$0	\$126	(\$126)
4805.61420	Annual Sick Leave Payout	\$0	\$0	\$2,239	(\$2,239)
4805.61510	Health Insurance	\$50,067	\$12,517	\$12,517	\$0
4805.61615	Life Insurance	\$102	\$26	\$26	\$0
4805.61710	IMRF Pension	\$56,591	\$14,148	\$10,656	\$3,492
4805.61725	Social Security	\$33,378	\$8,345	\$7,406	\$939
4805.61730	Medicare	\$7,806	\$1,952	\$1,732	\$220
4805.62506	Work-Study Students	\$900	\$225	\$147	\$78
4805.65100	Library Supplies	\$1,000	\$250	\$247	\$3
4805.65630	Library Books	\$73,500	\$18,375	\$14,765	\$3,610
4805.65635	Periodicals	\$1,000	\$250	\$0	\$250
4805.65641	Audio Visual Collections	\$15,000	\$3,750	\$4,671	(\$921)
4805.66025	IMRF Pension - ERI Debt Service	\$13,333	\$3,333	\$3,333	\$0
		\$800,390	\$200,097	\$176,785	\$23,313

Adult Services 4806

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4806.61010	Regular Pay	\$576,849	\$144,212	\$115,958	\$28,254
4806.61012	Library Substitutes	\$6,000	\$1,500	\$383	\$1,117
4806.61050	Permanent Part-Time Pay	\$311,497	\$77,874	\$63,568	\$14,306
4806.61210	Longevity	\$13,409	\$3,352	\$3,063	\$290
4806.61410	Shift Differential	\$0	\$0	\$94	(\$94)
4806.61420	Annual Sick Leave Payout	\$0	\$0	\$4,423	(\$4,423)
4806.61510	Health Insurance	\$91,860	\$22,965	\$22,965	(\$0)
4806.61615	Life Insurance	\$48	\$12	\$12	\$0
4806.61710	IMRF Pension	\$88,758	\$22,190	\$15,342	\$6,848
4806.61725	Social Security	\$51,704	\$12,926	\$11,452	\$1,474
4806.61730	Medicare	\$12,092	\$3,023	\$2,678	\$345
4806.62220	Binding	\$600	\$150	\$0	\$150
4806.62341	Internet Solution Providers	\$115,200	\$28,800	\$28,545	\$255
4806.62506	Work-Study Students	\$900	\$225	\$133	\$92
4806.65100	Library Supplies	\$1,000	\$250	\$0	\$250
4806.65630	Library Books	\$237,000	\$59,250	\$53,481	\$5,769
4806.65635	Periodicals	\$15,000	\$3,750	\$568	\$3,182
4806.65641	Audio Visual Collection	\$37,900	\$9,475	\$6,113	\$3,362
4806.66025	IMRF Pension - ERI Debt Service	\$19,414	\$4,854	\$4,853	\$0
		\$1,579,231	\$394,808	\$333,631	\$61,177

Evanston Public Library
 Expenditure Report for the FY2012 Budget
 Three Month Period ending March 31, 2012

Circulation 4820

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4820.61010	Regular Pay	\$149,721	\$37,430	\$38,530	(\$1,099)
4820.61012	Library Substitutes	\$2,500	\$625	\$1,599	(\$974)
4820.61050	Permanent Part-Time Pay	\$300,742	\$75,186	\$69,577	\$5,609
4820.61210	Longevity	\$4,671	\$1,168	\$1,129	\$38
4820.61410	Shift Differential	\$0	\$0	\$139	(\$139)
4820.61415	Termination Payouts	\$0	\$0	\$0	\$0
4820.61510	Health Insurance	\$30,019	\$7,505	\$7,505	\$0
4820.61615	Life Insurance	\$38	\$10	\$10	(\$0)
4820.61710	IMRF Pension	\$48,848	\$12,212	\$9,879	\$2,332
4820.61725	Social Security	\$27,892	\$6,973	\$6,782	\$191
4820.61730	Medicare	\$6,523	\$1,631	\$1,586	\$45
4820.62506	Work-Study Students	\$2,700	\$675	\$628	\$47
4820.65100	Library Supplies	\$4,600	\$1,150	\$0	\$1,150
4820.66025	IMRF Pension - ERI Debt Service	\$11,516	\$2,879	\$2,879	(\$0)
		\$589,769	\$147,442	\$140,242	\$7,200

North Branch 2825

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4825.61010	Regular Pay	\$70,409	\$17,602	\$15,770	\$1,832
4825.61012	Library Substitutes	\$0	\$0	\$419	(\$419)
4825.61050	Permanent Part-Time Pay	\$68,730	\$17,183	\$14,984	\$2,198
4825.61210	Longevity	\$4,076	\$1,019	\$890	\$129
4825.61420	Annual Sick Leave Payout	\$0	\$0	\$1,074	(\$1,074)
4825.61510	Health Insurance	\$17,819	\$4,455	\$4,455	(\$0)
4825.61615	Life Insurance	\$6	\$2	\$2	\$0
4825.61710	IMRF Pension	\$13,981	\$3,495	\$2,526	\$969
4825.61725	Social Security	\$8,712	\$2,178	\$1,989	\$188
4825.61730	Medicare	\$2,037	\$509	\$465	\$44
4825.62225	Building Maintenance Services	\$3,000	\$750	\$525	\$225
4825.64015	Natural Gas	\$1,000	\$250	\$139	\$111
4825.65100	Library Supplies	\$400	\$100	\$0	\$100
4825.65630	Library Books	\$7,880	\$1,970	\$0	\$1,970
4825.65635	Periodicals	\$1,000	\$250	\$0	\$250
4825.65641	Audio Visual Collection	\$1,000	\$250	\$0	\$250
4825.66025	IMRF Pension - ERI Debt Service	\$3,285	\$821	\$821	\$0
		\$203,336	\$50,834	\$44,060	\$6,774

Evanston Public Library
 Expenditure Report for the FY2012 Budget
 Three Month Period ending March 31, 2012

Technical Services 4835

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4835.61010	Regular Pay	\$168,563	\$42,141	\$39,004	\$3,137
4835.61050	Permanent Part-Time Pay	\$96,923	\$24,231	\$22,782	\$1,449
4835.61210	Longevity	\$5,577	\$1,394	\$1,262	\$132
4835.61420	Annual Sick Leave Payout	\$0	\$0	\$2,001	(\$2,001)
4835.61510	Health Insurance	\$29,200	\$7,300	\$7,300	\$0
4835.61615	Life Insurance	\$91	\$23	\$23	\$0
4835.61710	IMRF Pension	\$31,714	\$7,929	\$6,493	\$1,436
4835.61725	Social Security	\$16,402	\$4,100	\$3,954	\$146
4835.61730	Medicare	\$3,836	\$959	\$925	\$34
4835.62341	Internet Solution Providers	\$103,545	\$25,886	\$13,410	\$12,476
4835.65100	Library Supplies	\$10,000	\$2,500	\$1,951	\$549
4835.66025	IMRF Pension - ERI Debt Service	\$7,456	\$1,864	\$1,864	\$0
		\$473,306	\$118,327	\$100,969	\$17,358

Maintenance 4840

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4840.61010	Regular Pay	\$167,791	\$41,948	\$39,605	\$2,343
4840.61110	Overtime Pay	\$9,000	\$2,250	\$1,870	\$380
4840.61210	Longevity	\$2,966	\$742	\$729	\$13
4840.61420	Annual Sick Leave Payout	\$0	\$0	\$1,067	(\$1,067)
4840.61510	Health Insurance	\$38,628	\$9,657	\$9,657	\$0
4840.61615	Life Insurance	\$42	\$11	\$11	\$0
4840.61630	Shoe Allowance	\$390	\$98	\$0	\$98
4840.61710	IMRF Pension	\$19,979	\$4,995	\$4,348	\$646
4840.61725	Social Security	\$10,717	\$2,679	\$2,600	\$80
4840.61730	Medicare	\$2,506	\$627	\$608	\$19
4840.62225	Building Maintenance Services	\$170,480	\$42,620	\$23,732	\$18,888
4840.62235	Office Equipment Maintenance	\$5,700	\$1,425	\$0	\$1,425
4840.62245	Other Equipment Maintenance	\$900	\$225	\$514	(\$289)
4840.62305	Vehicle Maintenance	\$2,381	\$595	\$595	(\$0)
4840.62309	Vehicle Replacement	\$1,700	\$425	\$425	(\$0)
4840.64015	Natural Gas Chargeback	\$29,000	\$7,250	\$1,638	\$5,612
4840.65040	Janitorial Supplies	\$10,700	\$2,675	\$1,128	\$1,547
4840.65050	Building Maintenance Materials	\$13,500	\$3,375	\$875	\$2,500
4840.65085	Minor Tools & Equipment	\$300	\$75	\$0	\$75
4840.66025	IMRF Pension - ERI Debt Service	\$4,693	\$1,173	\$1,173	\$0
		\$491,375	\$122,844	\$90,574	\$32,270

Evanston Public Library
Expenditure Report for the FY2012 Budget
Three Month Period ending March 31, 2012

Administration 4845

Account Number	Account Name	FY2012 Approved Budget	FY2012 Budget YTD	FY2012 Actual	(over)/under spent YTD
4845.61010	Regular Pay	\$262,523	\$65,631	\$46,579	\$19,051
4845.61050	Permanent Part-Time Pay	\$74,943	\$18,736	\$19,455	(\$720)
4845.61210	Longevity	\$596	\$149	\$0	\$149
4845.61420	Annual Sick Leave Payout	\$0	\$0	\$1,446	(\$1,446)
4845.61510	Health Insurance	\$50,874	\$12,719	\$12,719	(\$0)
4845.61615	Life Insurance	\$125	\$31	\$31	(\$0)
4845.61625	Automobile Allowance	\$4,980	\$1,245	\$0	\$1,245
4845.61710	IMRF Pension	\$39,553	\$9,888	\$5,251	\$4,637
4845.61725	Social Security	\$20,914	\$5,229	\$3,202	\$2,026
4845.61730	Medicare	\$4,891	\$1,223	\$749	\$474
4845.62210	Printing	\$1,200	\$300	\$0	\$300
4845.62275	Postage Chargeback	\$1,500	\$375	\$228	\$147
4845.62295	Training & Travel	\$5,000	\$1,250	\$0	\$1,250
4845.62315	Postage	\$9,100	\$2,275	\$0	\$2,275
4845.62360	Membership Dues	\$400	\$100	\$0	\$100
4845.62380	Copy Machine Charges	\$12,268	\$3,067	\$3,067	\$0
4845.62506	Work-Study Students	\$400	\$100	\$0	\$100
4845.64540	Telecom - Wireless	\$1,000	\$250	\$280	(\$30)
4845.65095	Office Supplies	\$6,000	\$1,500	\$1,239	\$261
4845.65125	Other Commodities	\$718	\$180	\$0	\$180
4845.66025	IMRF Pension - ERI Debt Service	\$9,308	\$2,327	\$2,327	(\$0)
4845.66030	Worker's Comp and Liability Insurance	\$5,898	\$1,475	\$1,475	\$0
		\$512,192	\$128,048	\$98,048	\$30,000

Evanston Public Library
The Endowment for the Evanston Public Library
Three Month Period ending March 31, 2012

		Asset Allocation
Vanguard S&P 500 Stock Index Fund	\$931,538.52	29.0%
Vanguard Total International Stock Index Fund	\$176,284.17	5.5%
SPDR S&P BRIC 40 ETF (index of stocks from Brazil, Russia, India, China)	\$107,666.16	3.4%
Vanguard Prime Money Market Fund	\$352,619.97	11.0%
Vanguard Federal Money Market Fund	\$97,035.32	3.0%
US Treasury Notes, inflation indexed, 2.0%, 1/15/16 maturity	\$128,932.18	4.0%
US Treasury Notes, inflation indexed, 2.375%, 1/15/17 maturity	\$131,607.50	4.1%
US Treasury Notes, inflation indexed, 1.625%, 1/15/18 maturity	\$124,263.19	3.9%
US Treasury Notes, inflation indexed, 2.125%, 1/15/19 maturity	\$126,247.37	3.9%
US Treasury Notes, inflation indexed, 2.375%, 1/15/25 maturity	\$152,766.81	4.8%
US Treasury Notes, inflation indexed, 2.0%, 1/15/26 maturity	\$139,804.59	4.4%
Vanguard Short-Term Investment Grade Bond Fund	\$204,102.27	6.4%
Goldman Sachs note 5/15/17; 4.358% YTM	\$49,638.15	1.5%
Merrill Lynch note 8/28/17; 4.36% YTM	\$49,063.50	1.5%
JPMorgan Chase note 1/15/18; 4.036% YTM	\$52,074.00	1.6%
HSBC Finance note 2/15/18; 4.383% YTM	\$44,307.06	1.4%
General Electric Capital note 4/15/18; 4.51% YTM	\$11,966.30	0.4%
PIMCO Commodity Real Return Strategy Fund	\$145,821.06	4.5%
Gabelli Gold Fund	\$118,703.39	3.7%
iShares Silver Trust	\$64,015.20	2.0%
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Total Balance	\$3,208,456.71	100.0%

Balance - beginning of month	\$3,221,627.80
Net Contributions/Withdrawals	\$0.00
Change in investment value	(\$13,171.09)
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Balance - end of month	\$3,208,456.71

Endowment Principal Balance	\$1,965,139.72
Accumulated Income	\$1,243,316.99
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Total Endowment Balance	\$3,208,456.71

Asset Diversification

Cash Equivalents	14.0%
US Treasuries - Inflation Protected	25.0%
Corporate Bonds	12.8%
Domestic Stocks	29.0%
International Stocks	8.9%
Commodities	10.2%
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	100.0%



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Recommend Approval of the Summer Reading Program Budget

Date: April 11, 2012

Staff recommends Board approval of the Summer Reading Program budget in an amount not to exceed \$19,900 to be funded from unrestricted income from the Endowment for the Evanston Public Library.

Background

The Summer Reading Program is an annual initiative to promote summer reading among school-aged children. Extensive research has demonstrated that children who read during the summer maintain or improve their reading level when they return to school in the fall. Head of Youth Services Jan Bojda and Neighborhood Services Manager Connie Heneghan are the team leaders for the Summer Reading Program.

The reading program will be held at the Main Library, North Branch, The Mighty Twig, the Fleetwood-Jourdain Community Center, the Robert Crown Community Center and the Evanston Plaza Shopping Center at Dempster Street and Dodge Avenue. A teen reading program will be led by Young Adult Librarian Renee Neumeier.

Summer Reading Program Budget

Additional Staffing	\$3,404
Incentives and Prize Books	\$15,571
Printing - flyers and reading logs	\$925
	<hr/>
	\$19,900

Neighborhood Services Manager Connie Heneghan will make a presentation about the Summer Reading Program at the Board meeting and will be able to answer questions.



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Recommend Purchase of Early Literacy Workstations, On-Line Reading Collections and a Self-Check Station for Youth Services

Date: April 11, 2012

Staff recommends Board approval of the purchase of two AWE early literacy computer workstations (\$3,150 each), the Bookflix on-line reading collection from Scholastic (\$3,700) and a self-check station from 3M (\$10,534) at a total cost not to exceed \$20,534. Funding is from the Youth Services Project Reserve account. These products fulfill Strategic Plan objectives related to children and technology.

Background

Objective 3.1.3 of the Strategic Plan recommends the purchase of A.W.E. early literacy computer stations. These computers contain over 30 early learning games and have bilingual, English/Spanish options. The applications were developed with the assistance of the Free Library of Philadelphia (the public library system serving Philadelphia).

Objective 3.1.5 of the plan recommends the purchase of an online reading collection for children. Staff recommends Bookflix, a product that offers high quality Weston Woods videos based on children's picture books paired with appropriate Scholastic nonfiction ebook titles in both English and Spanish. All materials would be available to patrons remotely from school or home. Along with each pair are lesson plans for educators, educational games, editorially selected websites, author biographies, and a read along option for new readers. It is a very accessible product for early readers, reluctant readers as well as English Language Learners.

Objective 4.3.1 of the plan recommends adding two more 3M self check machines, one in the Children's Room and one on the second floor in Reader's Services. At this time, staff recommends adding one unit in Youth Services.

The new self-check stations in the lobby have been quite popular and convenient for patrons. The Youth Services desk was designed to include space for a self-check station.



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Approval of the Lease with the Workforce Board of Northern Cook County

Date: April 13, 2012

Since May 2011, The Workforce Board of Northern Cook County has leased the 3rd floor computer training room as a workforce development resource center operating as Illinois workNet Center. The workNet Center helps individuals find and prepare for jobs, assists with career planning and development, and provides resources for people who are unemployed. Both Library staff and the Workforce Board wish to renew the lease for an additional year. A copy of the proposed lease is attached.

The terms of the lease are identical to the current lease with the exception of a 2% rent increase.

Recommendation

Staff recommends Board approval of the lease renewal with The Workforce Board of Northern Cook County.

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of the 15th day of May, 2012, by and between CITY OF EVANSTON, an Illinois municipal corporation and a home rule unit of the State of Illinois, c/o the Evanston Public Library (the "Landlord") and WORKFORCE BOARD OF NORTHERN COOK COUNTY (the "Tenant") for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

RECITALS

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

WHEREAS, Workforce Board seeks to lease the Training Room from the City for purposes of operating a workforce development and career services training site;

WHEREAS, the City desires to be a site location for the services that the Workforce Board provides to the community, and

WHEREAS, the Training Room will provide centralized services regarding career assistance, including access to technology, serve as recruitment venue, provide job training to community members, and many other purposes and services not fully described in this Lease.

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

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

- (a) Landlord: The City of Evanston
 1703 Orrington Avenue
 Evanston, Illinois 60201

- (b) Tenant: Workforce Board of Northern Cook County
 2604 E. Dempster, Suite 305
 Park Ridge, IL 60068

- (c) Premises: 1703 Orrington Avenue
 Room # 303
 Evanston, Illinois 60201
 (+/- 870 sq/ft)

- (d) Commencement Date: May 15, 2012
- (e) Lease Term: One Year (May 15, 2012 – May 14, 2013)
- (f) Base Rent: \$17,760.00 per year; (\$1,480.00/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Workforce Board in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties following the execution of this Lease and approved by

Landlord.

- (n) Landlord's Personal Property at Premises: The Parties agree and acknowledge that all items described on Exhibit "A" are at all times the property of Landlord, and shall remain at the Premises upon termination of this Lease.

2. PREMISES. Landlord does hereby lease and rent to Tenant, and Tenant does hereby lease, take and rent from Landlord the leased space located at 1703 Orrington Avenue, Room #303, Evanston, Illinois 60201. The Landlord will cause the halls, corridors, and other parts of the building adjacent to the Premises to be lighted, cleaned and generally cared for, accidents and unavoidable delays excepted. Landlord will air-condition the Premises when required by outside temperature. Tenant shall comply with such rules and regulations of the Library Facility at 1703 Orrington Avenue, Evanston, Illinois 60201, for the necessary, proper, and orderly care of the Library building in which the Premises are located. No modifications, alterations, additions, installations, or renovations including decorating shall be undertaken by the Tenant without first obtaining the written permission from the Landlord. The cost of all alterations and additions, if applicable, shall be borne by the Tenant and shall remain for the benefit of Landlord. The Premises will be accessible to Tenant employees when the Main Library facility is open to Evanston Library employees. The Landlord will provide entrance keys to the Premises, Patrons of the Training Facility will be able to access the Premises for use during the hours of operation set by the Tenant. The Workforce Board, through its affiliates, will assign at least 2 full-time staff members to work in the Training Room. The initial two staff members will be a Training Room Coordinator and a Career Advisor. The Training Room will be staffed and open at a minimum of five days a week. The tentative hours of operation proposed are as follows: Monday, Wednesday and Friday from 10 a.m. to 6 p.m.; and Tuesday and Thursday from 10 a.m. to 8 p.m.

3. TERM and RENEWAL. The term of this lease agreement (the "Term") shall be for a period of one (1) year commencing on May 15, 2012 (the "Commencement Date") and ending on May 14, 2013 (the "Expiration Date"). If the Workforce Board desires to renew the Lease for another one year term, the Workforce Board shall give the City sixty days written notice of said intention to elect to exercise said option to renew. The terms of the renewal Lease shall be negotiated at said time of renewal.

4. RENT. Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of 15% on the base rent will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date. If Tenant fails to pay any amount due for more than thirty (30) days, Landlord may accelerate all other amounts due under this Lease

upon written notice to Tenant and following fourteen (14) day period for Tenant to cure said default. No delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall be deemed a waiver of that right or any other term of the Lease.

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

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

7. **WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be

covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's insurance carrier against the other party's carrier arising out of any such loss.

8. QUIET ENJOYMENT. Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises.

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

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

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

10. DEFAULT REMEDIES.

- (a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:
 - (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
 - (2) Tenant shall fail to maintain the insurance coverage as set forth herein;
 - (3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and

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

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

(1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor; and Tenant agrees to Indemnify Landlord for all loss and damage which Landlord may suffer by reason of such lease termination, whether through inability to re-let the Premises, or through decrease in Rent, or otherwise.

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

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

11. INDEMNITY. Tenant agrees that Landlord, mayor, department and divisions officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person. Tenant shall indemnify and hold Landlord harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; c) Tenant's own negligent act or omission is not a cause of the claim; and d) the claim is unrelated to Tenant's use and occupancy of the Premises.

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

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

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

15. ATTORNEYS' FEES AND EXPENSES. Tenant shall pay and discharge all costs, attorney fees and expenses that shall be made and incurred by the Landlord in enforcing the agreements of this lease and all the parties to this lease agree that the agreements herein contained shall be binding upon, apply, and inure to their respective successors and assigns.

16. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE. This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or

effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

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

18. ASSIGNMENT AND SUBLETTING. This Lease shall not be assignable, unless the Landlord has issued prior written consent.

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

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

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

If to the City:
Evanston Public Library
Attn: Karen Danczak Lyons, Library Director
1703 Orrington Avenue
Evanston, IL 60201

Fax: 847-866-0313

With a copy to:
City of Evanston Law Department
Attn: W. Grant Farrar, Corporation Counsel
2100 Ridge Avenue, Room 4400
Evanston, IL 60201
Fax: 847-448-8093

If to Tenant:
Workforce Board of Northern Cook County:
2604 E. Dempster, Suite 305
Park Ridge, IL 60068
Fax: 847-699-9155

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

THE CITY OF EVANSTON

WORKFORCE BOARD OF COOK COUNTY

By: _____

By: _____

Its: City Manager

Its: _____

Print Name: Wally Bobkiewicz

Print Name: _____

EXHIBIT "A"

PROPERTY LIST OF LANDLORD

<u>Item</u>	<u>Quantity</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Approval of Non-Resident Fee Program

Date: April 9, 2012

The Library Board reviews the Library's non-resident fee annually. The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property taxes sources or its equivalent (\$4,253,214/FY2012) is divided by the population (74,486/2010 census) to yield the per capita library support (\$57.10). This amount is then multiplied by the average number of persons per household (2.25/2010 census) to produce the recommended non-resident fee (\$128.48). Our non-resident fee must at least equal this amount in order for the Library to be eligible for a per capita grant. Our current non-resident fee is \$123.00.

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 20 active non-resident card users per year. Most are purchased by Chicago residents, who wish to check out more than ten items per visit to the Library.

Recommendation: Staff recommends Board approval of an increase in the non-resident fee to \$130 per year effective May 1, 2012.



Memorandum

To: Evanston Public Library Board of Trustees

From: Paul Gottschalk, Administrative Services Manager

Subject: Resolution Authorizing Karen Danczak Lyons as a Signer on Library Accounts

Date: April 9, 2012

Whereas Karen Danczak Lyons was appointed the Library Director effective April 16, 2012, I recommend that the Library Board adopt the following resolution:

The Evanston Public Library Board of Trustees authorizes Karen Danczak Lyons and Paul Gottschalk to be signers on the Library's accounts held at JP Morgan Chase Bank (Gift Fund and Petty Cash Imprest accounts), US Bank (E-Pay Fines/Fees and Gift Fund), and Vanguard (The Endowment for the Evanston Public Library).



1703 Orrington Ave., Evanston, Illinois 60201
Phone: 847.448.8600 Fax: 847.866.0313
www.epl.org

Resolution in Honor of Donna Dziedzic

Whereas, Donna Dziedzic served as the Interim Library Director of the Evanston Public Library from September 6, 2011 to March 31, 2012, and

Whereas, Ms. Dziedzic lent her vision and wisdom to the Board and staff through their efforts to transition to the municipal library form of governance, and

Whereas, Ms. Dziedzic helped the Board with the recruitment, selection and appointment of a new Library Director, and

Whereas, Ms. Dziedzic guided the staff effectively during a difficult transition, and

Whereas, Ms. Dziedzic is a warm, friendly and consummate professional,

Now Therefore Be It Resolved, that the Evanston Public Library Board of Trustees does with this resolution extend its grateful appreciation and thanks to Donna Dziedzic for her service to the Evanston Public Library, and

Be It Further Resolved that a signed copy of this resolution be presented to Ms. Dziedzic as a token of our appreciation.

Approved this 18th day of April, 2012.

President

Secretary

FOR YOUR INFORMATION

Library in the News

Media Monitoring Report for March 2012

Library New Funding Model Plays Role in Library Director Search

Evanston Review

<http://evanston.suntimes.com/news/11172514-418/new-evanston-library-funding-model-played-role-in-luring-new-director.html?intcmp=emailheadlines>

Hunger Games Movie Release Party, The Loft

TribLocal

<http://triblocal.com/evanston/calendar/2012/03/22/hunger-games-movie-release-party/>

Evanston Patch

<http://patch.com/E-lgh6>

Evanston RoundTable

“Library Loft Feeds Evanston’s Youth Appetite for ‘The Hunger Games’”

<http://evanstonroundtable.com/main.asp?Search=1&ArticleID=5579&SectionID=4&SubSectionID=4&S=1>

City of Evanston Website

<http://www.cityofevanston.org/events/2012/03/hunger-games-movie-release-party/>

Loft-Planned Event

Free Film Screening of ‘The Wise Kids’

The Chicago Reader mention in 3/22/12 print edition on page 41, as well as:

Film Editor J.R. Jones Blog for ‘The Bleader,’ an inside glimpse of *The Reader*

<http://www.chicagoreader.com/Bleader/archives/2012/03/23/how-the-sausage-is-made-ugh>

TribLocal

<http://triblocal.com/evanston/community/stories/2012/03/the-wise-kids-free-film-screening-at-the-evanston-public-library/>

Tweeted by *North Shore Daily*

<https://twitter.com/#!/search?q=http%3A%2F%2Ftriblocal.com%2Fevanston%2Fcommunity%2Fstories%2F2012%2F03%2Fthe-wise-kids-free-film-screening-at-the-evanston-public-library%2F>

City of Evanston Website

<http://www.cityofevanston.org/events/2012/03/the-wise-kids-free-film-screening-at-library/index.php>

Paying Less for College

TribLocal

<http://triblocal.com/evanston/calendar/2012/03/08/strategic-ways-to-pay-less-for-college/>