

EVANSTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING

WEDNESDAY, MAY 23, 2012

6:30 P.M.

COMMUNITY MEETING ROOM



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, May 23, 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**

April 18, 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. LIBRARY DIRECTOR'S REPORT**

A. 21<sup>st</sup> Century Literacy (Karen Danczak Lyons)

**6. STAFF REPORTS**

A. Administrative Services and Financial Reports (Paul Gottschalk)

**7. BOARD REPORTS**

- A. Nominating Committee Report (Margaret Lurie)
- B. Appointments to Joint Committee on Governance (Susan Newman)
- C. Appointments to Finance Committee (Susan Newman)

**8. UNFINISHED BUSINESS**

A. Approval of Amended Services Policy (Susan Newman)

**9. NEW BUSINESS**

- A. Review of Memorandum of Understanding on Governance Transition (Susan Newman)
- B. Establishing an Endowment Fund in memory of Sharon Arceneaux (Paul Gottschalk)

**10. ADJOURNMENT**

**Next Meeting: June 20, 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, April 18, 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, Michael Tannen

Members Absent: Sharon Arceneaux

Parliamentarian Present: Joan Bundley

Staff Present: Karen Danczak Lyons, Paul Gottschalk, Beth McGuire, Connie Heneghan

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**

Marcia Mahoney, President of the Evanston Public Library Friends, updated the Trustees on the Friends' activities.

- A \$2,500 donation was made to the Library to help support purchase of books for the summer reading game plus 200 new books to be used as prize books.
- The Eddie Lee Sutton Library at Family Focus, which the Friends refurbished and stocked, will open Sunday, April 22<sup>nd</sup>.
- The Friends are participating in Community Day on Central Street on Saturday, April 21<sup>st</sup>.
- The Friends received a Kiwanis grant to fill in gaps in the collections at the Eddie Lee Sutton Library and the reading room at Rice School.
- The Friends received a Woman's Club of Evanston grant for their Books Alive programming at the Mighty Twig for six themed program events for kids. Three will be at the Mighty Twig and three will be at other Evanston locations. The Friends hope to coordinate the programming with the Library.

Vice-President Newman thanked Marcia Mahoney for her report and the Friends' continued good work.

**APPROVAL OF MEETING MINUTES**

With one correction, the minutes of the meetings on January 11<sup>th</sup> and February 15<sup>th</sup>, 2012 were approved.

## **INFORMATION/COMMUNICATIONS**

### **Update on Evanston 150 “The More You Know” Idea**

Trustee Siegel stated the Evanston150 working group titled, “The More You Know” is comprised of twenty citizens looking at the needs of Evanston. The group is meeting twice monthly. They are exploring new and innovative literacy practices, looking at the challenges and creative solutions. The group has mapped 80% of the free wi-fi locations in Evanston.

Trustee Schapiro commended the working group on their progress and reiterated the guiding assumption that in order to improve one’s place in society, you need access to the internet. It has become a basic need. While Evanston is wired for connectivity, the issue is getting from your doorway into your house which is a cost issue. This is an opportunity for the Library to coordinate broadband access and in the process bring community members who can’t afford broadband. Trustee Schapiro also stated that the group is also talking about literacy centers as "Third Places," and the literacy encompasses more than books and includes computer and nutritional literacy.

Trustee Lurie stated this work will fit in nicely with the incoming community engagement librarian’s role and asked who will pay for this. Trustee Schapiro replied the group was asked not to think about funding until the group has developed three tiers of possible solutions, but the topic is always in the background.

Vice-President Newman asked about the Library’s current bandwidth situation. Director Lyons replied it is high priority and that one of the first calls she had made as Director was to the City's IT Manager. They discussed what it would take to split staff traffic from public traffic to help as well as double the available bandwidth for patrons.

## **UNFINISHED BUSINESS**

Vice-President Newman appointed Trustees Smith and Siegel to the Management Committee. They will review the Services Policy and make a recommendation on changes to the policy at the May meeting.

### **Revision of Services Policy**

The Revision of the Services Policy was postponed because Trustee Allen's suggested revisions included information that was not in the board packet. Parliamentarian Bundley pointed out that this was not proper and Trustee Tannen questioned whether the Board should be publically word-smithing what staff had already analyzed and drafted. Director Lyons and Paul Gottschalk will accept any changes or recommendations. Trustee Schapiro motioned to postpone the discussion of the Revisions of Services Policy until the next regular board meeting with the expectation that the staff and board will have had the opportunity to review them. Trustee Siegel seconded. The motion passed unanimously.

## **STAFF REPORTS**

### **Administrative Services and Financial Reports**

Paul Gottschalk explained the new format of the financial reports due to the transition to the Library Fund. He also stated that the Investment Committee for the Library Endowment met. The Committee strives to improve diversification and the return on the overall account is still very prudent.

Paul Gottschalk noted we’ve had expenditures budgeted that we haven’t spent yet due to staff not starting yet.

Trustee Schapiro inquired about the property tax estimate and asked if we know what Cook County has actually paid out. Paul Gottschalk replied he would find out the County's track record year-to-date to help the Board and staff plan.

### **Presentation on Neighborhood Services and the Summer Reading Game**

North Branch Manager Connie Heneghan gave a presentation on Neighborhood Services and the Summer Reading Game.

Connie spoke about staffing at North Branch including a large group of volunteers (20 volunteers working 1,776 hours) and continued discussing the different style and feel of the North Branch location in comparison to the Main Library. North Branch is smaller and service is more personalized. The branch primarily serves families with young children and seniors. Due to the branch's size, experimentation with delivery of service and programming is easily done. North Branch works well for the neighborhood but may not be the best for every part of Evanston.

Five schools are within walking distance of the North Branch (Haven, Kingsley, Lincolnwood, Willard and St. Athanasius) and students come for programming. Five classes from Willard will soon be visiting North Branch. North Branch takes their programming out into the community by partnering with organizations like the YWCA and city community centers like Fleetwood-Jourdain, and doing book talks at Three Crowns Assisted Living community.

Connie reviewed some of the popular programs at North Branch including:

- story times
- seasonal story and craft programming (e.g. Halloween party)
- e-book how-to
- best picture books
- book clubs for fiction and non-fiction readers
- mission impossible
- Lyric Opera lectures
- tech tips @ North Branch offered by Jennifer Jolley

Connie noted North Branch is celebrating its Jubilee Year as it opened in 1952, the same year that Queen Elizabeth II ascended to the throne of Great Britain.

Connie described the Summer Reading Game (SRG) as one of the most important functions EPL provides. The Summer Reading Game hits Goal 2 (neighborhood services and outreach) and Goal 3 (Children Services) of the Library's Strategic Plan by expanding library services into Evanston neighborhoods; delivering library resources into underserved areas, working with children to maintain and expand their love of reading, and engaging parents to promote the importance of reading in the home. Two EPL employees market the SRG by visiting all District 65 schools and will be visiting Evanston's preschools for the first time. In 2011, 2,876 children registered for the SDRF and 1,437 finished. In 2010, SRG was held at all three libraries, Fleetwood-Jourdain, Robert Crown, and Dempster-Dodge. In 2011, SRG was also held at the Mighty Twig where several District 65 librarians volunteered. TWI teachers were also recruited for the SRG at Robert Crown. Aldermen Holmes and Braithwaite and former EPL Trustee Stone each were guest readers at Dempster-Dodge.

A recent Dominican University report states the achievement gap widens in the summer for many students. The Summer Reading Game helps because students keep reading and/or are read to, parental involvement is expected and book selection is personalized.

Connie discussed marketing for SRG and how it has evolved over the years to now include all District 65 schools. Connie was particularly pleased that Walker School had joined the SRG fold. Outreach staff and the Evanston Public Library Friends are working together to figure out the best ways to bring in more young readers from underserved areas while building on the success of the past years.

SRG costs a lot in terms of staff time and summer employees. Would like to see the Library plan at least a year ahead for the game including improved fundraising efforts.

Treasurer Allen noted the 2010 census data backs up more Spanish language books and staffing will be needed and mentioned Ridgeville Park District as a prime location for SRG. Secretary Tannen stated the Friends had established a book nook at Ridgeville and has sent lots of books to Ridgeville.

Trustee Smith asked if District 65 students receive flyers about SRG to which Connie responded they have been doing that for years. A new marketing experiment this year was to send flyers home with all preschoolers, too.

The Trustees thanked Connie for her presentation.

## **NEW BUSINESS**

### **Approval of Summer Reading Program Budget**

Secretary Tannen moved that EPL take \$16,400 out of the unrestricted endowment for the Summer Reading Game, which represents a reduction based on the Friends' contribution to the SRG. The motion passed unanimously.

### **Approval of Purchase of a Self-Check Station, Early Literacy Workstations and On-line Reading Collections for Youth Services**

Paul Gottschalk recommended the approval of the purchase of new equipment for Youth Services suggested by Head of Youth Services Jan Bojda including bilingual software stations for early literacy and on-line reading collections. These items would fulfill two specific objectives in the work plan of the strategic plan. The third item is a self-check station. Accommodations were made for a self-check station when the Children's Room was remodeled. The two self-check stations in the lobby have been popular and kids love to use the self-check. Paul Gottschalk explained the funding for these purchases is the reserve balance for the Youth Services Renovation Project which was a \$2.4 million dollar capital campaign. The reserve balance was intended to provide resources to refurbish or enhance Children's Room and the Loft.

Trustee Schapiro moved that the Board approve the purchase of a self-check station, early literacy workstations and on-line reading collections for Youth Services. Trustee Siegel seconded. The motion passed unanimously with a roll call vote.

### **Approval of Lease with Workforce Board of Northern Cook County**

Paul Gottschalk recommended the approval of the lease with the Workforce Board of Northern Cook County. He explained that last May WorkNet moved in to the space on the third floor. They help people with career counseling, finding jobs and resume preparation. The lease was prepared by the Library and City staff. It was not brought to the Library Board for approval. He noted it is appropriate for the board to review and approve this year and the lease will subsequently be brought to the City for approval.

For this year's budget we have a rental income line item. The rentals include 2022 Central Street, Foundation 65 office space rental and the Workforce Board. This will be additional revenue over and above the Library budget for this year.

Trustee Schapiro noted this exemplifies the complexity of our relationship with the City. He advised the Joint Committee to negotiate rental agreements to the Library's benefit. Secretary Tannen agreed with Trustee Schapiro and stated there are insurance and indemnification provisions that need to be clarified, including making EPL an additional insured and that the Board be covered by the indemnification clause, suggesting the City's lawyers take a look at some of the questions that remain unanswered. Trustee Siegel suggested that the Board move forward with the lease and work out the details later. Director Lyons stated she would work with the Assistant City Manager tomorrow to make sure everyone is comfortable with the terms of the lease. Treasurer Allen agreed the indemnification and insurance were key issues.

Paul Gottschalk stated there is a time line and when the lease expires there is no holdover provision.

Secretary Tannen offered to review the document with Director Lyons.

Trustee Siegel moved that the Board approve the lease with Workforce Board of Northern Cook County pending resolution of indemnification and insurance issues. Trustee Schapiro seconded. The motion passed unanimously.

#### **Approval of Non-Resident Card Fee**

Paul Gottschalk recommended the approval of setting the fee for non-resident library cards to \$130 per year. This is the suggested amount by the State Library which uses a formula based on cost of services. He said the non-resident cards are not a huge revenue source.

Treasurer Allen moved that the Board accept the recommendation of the \$130 annual fee for a non-resident library card. Trustee Lurie seconded the motion. Passed unanimously.

#### **Approval of Change of Meeting Date from May 16th to May 23rd**

Paul Gottschalk recommended the approval of changing the May monthly meeting date from May 16<sup>th</sup> to May 23<sup>rd</sup> as the Library Director will be out of the country the third week in May.

The motion passed unanimously.

#### **Appointment of Board Nominating Committee**

Vice-President Newman appointed Trustees de los Reyes, Allen and Lurie to the nominating committee with Trustee Lurie chairing the committee. There were no objections to the committee as suggested.

#### **Resolution Naming Karen Danczak Lyons as a Signer on Library Accounts**

Vice-President Newman motioned to adopt a resolution that Karen Danczak Lyons and Paul Gottschalk should be cosigners on Library accounts. Trustee Siegel seconded the motion. The motion passed unanimously by roll call vote.

**Resolution in Honor of Donna Dziedzic**

Vice-President Newman read a resolution in honor of Interim Library Director Donna Dziedzic.

Secretary Tannen suggested the Board somehow salute President Sharon Arceneaux in her efforts to get better. Her last two public appearances were helping with the Library. The Board agreed with Secretary Tannen.

Director Lyons suggested the Board allow for discussion on designating a RAILS elector. She noted she would need the Board's approval to cast a vote in upcoming elections happening before the next meeting and that Trustee Schapiro was running for one of the two open seats for RAILS library system director positions.

Trustee Schapiro described candidates up for election for other positions and recommended the Board approve Director Lyons as the RAILS elector for the Library.

Director Lyons stated she is familiar with the candidates.

Treasurer Allen moved to appoint Karen Danczak Lyons as the Library's elector for services of any RAILS election. Trustee Lurie seconded the motion.

The motion passed unanimously.

**Adjournment**

Vice-President Newman adjourned the regular meeting at 8:10 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Paul Gottschalk, Administrative Services Manager  
Subject: Administrative Services Update  
Date: May 16, 2012

This memo provides an update on significant administrative activities at the Library:

## **Human Resources**

Beth McGuire resigned from her part-time Administrative Assistant position effective May 18<sup>th</sup>. She and her family are moving to Massachusetts. Beth began working with the Administration staff in May 2005 and she has had primary responsibility for development. Since she began, the Library has raised over \$1,975,000 in gifts. Beth has managed the fundraising efforts for most of those gifts.

Jennifer Hiltwein began working as a part-time Library Clerk at North Branch on May 21<sup>st</sup>.

We are recruiting for two positions – the part-time Administrative Assistant with responsibilities for development and the full-time Community Engagement Librarian.

## **Financial Resources**

The financial reports for the four month period ending April 30<sup>th</sup> are attached.

Through April, expenditures are 86.4% of the YTD (year-to-date) budget and revenues are 185.7% of YTD budget. The net Library Fund balance is \$1,538,993.

City property tax receipts are credited to the Library Fund as they are received from Cook County. Through April, the Library Fund has been credited with 63.7% of the full year's tax receipts.

There are concerns that a significant revenue source for the Library (and the City and school districts) may be eliminated. House Speaker Michael Madigan recently filed amendments to HB 3637 that would take money from the Personal Property Replacement Tax Fund to fund the Teacher's Retirement System. The Library's budget includes \$50,200 from the Personal Property Replacement Tax.

## Agenda Item 6.A

Young Adult Librarian Renee Neumeier and I are working on a federal grant application that supports a digital media lab, one of our major strategic plan objectives. Grants of up to \$100,000 will be awarded to support the planning and designing of up to 30 Learning Labs in libraries and museums throughout the country. The Labs are intended to engage middle- and high-school youth in mentor-led, interest-based, youth-centered, collaborative learning using digital and traditional media. This Learning Lab would fulfill at least two objectives of our strategic plan, particularly objective 4.1.3 – the digital media initiative and creation of a digital media lab. We are working with Kemi Jona, an Associate Professor and Director of the Office of STEM (Science, Technology, Engineering and Math) Educational Partnerships (OSEP) at Northwestern. Kemi has graciously offered NU's support in writing the grant application. NU would be one of our partners. Obviously, this grant is a significant opportunity for the Library and would require a major, long-term commitment of resources. Staff will provide a full report on this grant application at the June Board meeting.

Evanston Public Library  
 FY2012 Financial Summary  
 Four Month Period ending April 30, 2012

Year to Date = 33.3%

Expenditures as a percent of YTD budget = 86.4%

Revenues as a percent of YTD budget = 185.7%

LIBRARY OPERATING BUDGET

EXPENDITURES

| Division           | FY2012<br>Budget   | Budget<br>Year to Date | Expenditures<br>Year to Date | % Expended<br>Year to Date |
|--------------------|--------------------|------------------------|------------------------------|----------------------------|
| Youth Services     | \$800,390          | \$266,797              | \$238,610                    | 29.8%                      |
| Adult Services     | \$1,579,231        | \$526,410              | \$444,542                    | 28.1%                      |
| Circulation        | \$589,769          | \$196,590              | \$185,583                    | 31.5%                      |
| North Branch       | \$203,336          | \$67,779               | \$57,927                     | 28.5%                      |
| Technical Services | \$473,306          | \$157,769              | \$135,798                    | 28.7%                      |
| Maintenance        | \$491,375          | \$163,792              | \$139,059                    | 28.3%                      |
| Administration     | \$512,192          | \$170,731              | \$138,302                    | 27.0%                      |
| <b>TOTALS</b>      | <b>\$4,649,599</b> | <b>\$1,549,866</b>     | <b>\$1,339,821</b>           | <b>28.8%</b>               |

REVENUES

| Source                       | FY2012<br>Budget   | Budget<br>Year to Date | Net Revenue<br>Year to Date | % Revenue<br>Year to Date |
|------------------------------|--------------------|------------------------|-----------------------------|---------------------------|
| Property Tax                 | \$4,253,214        | \$1,417,738            | \$2,708,713                 | 63.7%                     |
| Personal Property Repl Tax   | \$50,200           | \$16,733               | \$0                         | 0.0%                      |
| Fines and Fees               | \$150,000          | \$50,000               | \$48,443                    | 32.3%                     |
| State Per Capita Grant       | \$75,900           | \$25,300               | \$76,385                    | 100.6%                    |
| Rental Income                | \$47,325           | \$15,775               | \$19,885                    | 42.0%                     |
| DVD Rental                   | \$28,000           | \$9,333                | \$12,438                    | 44.4%                     |
| Copier Revenue               | \$20,000           | \$6,667                | \$7,011                     | 35.1%                     |
| Material Replacement Charges | \$12,500           | \$4,167                | \$3,752                     | 30.0%                     |
| Meeting Room Rentals         | \$10,000           | \$3,333                | \$1,695                     | 17.0%                     |
| Non-Resident Cards           | \$2,460            | \$820                  | \$492                       | 20.0%                     |
| <b>TOTALS</b>                | <b>\$4,649,599</b> | <b>\$1,549,866</b>     | <b>\$2,878,814</b>          | <b>61.9%</b>              |

**NET OPERATING SURPLUS (DEFICIT)      \$1,538,993**

ENDOWMENT FOR THE EVANSTON PUBLIC LIBRARY

| Account        | Balance<br>as of 3/31/12 | Net Additions/<br>Withdrawals | Investment<br>Gain/(Loss) | Balance<br>as of 4/30/12 |
|----------------|--------------------------|-------------------------------|---------------------------|--------------------------|
| Endowment Fund | \$3,208,456.71           | \$0.00                        | \$4,356.28                | \$3,212,812.99           |

Evanston Public Library  
Expenditure Report for the FY2012 Budget  
Four Month Period ending April 30, 2012

**Youth Services 4805**

| Account Number | Account Name                    | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4805.61010     | Regular Pay                     | \$308,602                 | \$102,867            | \$81,382         | \$21,485                  |
| 4805.61012     | Library Substitutes             | \$3,500                   | \$1,167              | \$2,270          | (\$1,104)                 |
| 4805.61050     | Permanent Part-Time Pay         | \$224,955                 | \$74,985             | \$74,288         | \$697                     |
| 4805.61210     | Longevity                       | \$10,655                  | \$3,552              | \$2,844          | \$707                     |
| 4805.61410     | Shift Differential              | \$0                       | \$0                  | \$173            | (\$173)                   |
| 4805.61420     | Annual Sick Leave Payout        | \$0                       | \$0                  | \$2,239          | (\$2,239)                 |
| 4805.61510     | Health Insurance                | \$50,067                  | \$16,689             | \$16,689         | \$0                       |
| 4805.61615     | Life Insurance                  | \$102                     | \$34                 | \$34             | \$0                       |
| 4805.61710     | IMRF Pension                    | \$56,591                  | \$18,864             | \$14,457         | \$4,406                   |
| 4805.61725     | Social Security                 | \$33,378                  | \$11,126             | \$9,950          | \$1,176                   |
| 4805.61730     | Medicare                        | \$7,806                   | \$2,602              | \$2,327          | \$275                     |
| 4805.62506     | Work-Study Students             | \$900                     | \$300                | \$147            | \$153                     |
| 4805.65100     | Library Supplies                | \$1,000                   | \$333                | \$247            | \$87                      |
| 4805.65630     | Library Books                   | \$73,500                  | \$24,500             | \$20,826         | \$3,674                   |
| 4805.65635     | Periodicals                     | \$1,000                   | \$333                | \$0              | \$333                     |
| 4805.65641     | Audio Visual Collections        | \$15,000                  | \$5,000              | \$6,291          | (\$1,291)                 |
| 4805.66025     | IMRF Pension - ERI Debt Service | \$13,333                  | \$4,444              | \$4,444          | \$0                       |
|                |                                 | \$800,390                 | \$266,797            | \$238,610        | \$28,186                  |

**Adult Services 4806**

| Account Number | Account Name                    | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4806.61010     | Regular Pay                     | \$576,849                 | \$192,283            | \$154,449        | \$37,834                  |
| 4806.61012     | Library Substitutes             | \$6,000                   | \$2,000              | \$383            | \$1,617                   |
| 4806.61050     | Permanent Part-Time Pay         | \$311,497                 | \$103,832            | \$84,706         | \$19,126                  |
| 4806.61210     | Longevity                       | \$13,409                  | \$4,470              | \$4,037          | \$433                     |
| 4806.61410     | Shift Differential              | \$0                       | \$0                  | \$125            | (\$125)                   |
| 4806.61420     | Annual Sick Leave Payout        | \$0                       | \$0                  | \$4,423          | (\$4,423)                 |
| 4806.61510     | Health Insurance                | \$91,860                  | \$30,620             | \$30,620         | (\$0)                     |
| 4806.61615     | Life Insurance                  | \$48                      | \$16                 | \$16             | \$0                       |
| 4806.61710     | IMRF Pension                    | \$88,758                  | \$29,586             | \$20,397         | \$9,189                   |
| 4806.61725     | Social Security                 | \$51,704                  | \$17,235             | \$15,139         | \$2,095                   |
| 4806.61730     | Medicare                        | \$12,092                  | \$4,031              | \$3,541          | \$490                     |
| 4806.62220     | Binding                         | \$600                     | \$200                | \$0              | \$200                     |
| 4806.62341     | Internet Solution Providers     | \$115,200                 | \$38,400             | \$33,075         | \$5,325                   |
| 4806.62506     | Work-Study Students             | \$900                     | \$300                | \$133            | \$167                     |
| 4806.65100     | Library Supplies                | \$1,000                   | \$333                | \$0              | \$333                     |
| 4806.65630     | Library Books                   | \$237,000                 | \$79,000             | \$76,853         | \$2,147                   |
| 4806.65635     | Periodicals                     | \$15,000                  | \$5,000              | \$939            | \$4,061                   |
| 4806.65641     | Audio Visual Collection         | \$37,900                  | \$12,633             | \$9,234          | \$3,399                   |
| 4806.66025     | IMRF Pension - ERI Debt Service | \$19,414                  | \$6,471              | \$6,471          | \$0                       |
|                |                                 | \$1,579,231               | \$526,410            | \$444,542        | \$81,868                  |

Evanston Public Library  
Expenditure Report for the FY2012 Budget  
Four Month Period ending April 30, 2012

**Circulation 4820**

| Account Number | Account Name                    | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4820.61010     | Regular Pay                     | \$149,721                 | \$49,907             | \$50,429         | (\$522)                   |
| 4820.61012     | Library Substitutes             | \$2,500                   | \$833                | \$1,813          | (\$979)                   |
| 4820.61050     | Permanent Part-Time Pay         | \$300,742                 | \$100,247            | \$92,892         | \$7,356                   |
| 4820.61210     | Longevity                       | \$4,671                   | \$1,557              | \$1,497          | \$60                      |
| 4820.61410     | Shift Differential              | \$0                       | \$0                  | \$185            | (\$185)                   |
| 4820.61415     | Termination Payouts             | \$0                       | \$0                  | \$0              | \$0                       |
| 4820.61510     | Health Insurance                | \$30,019                  | \$10,006             | \$10,006         | \$0                       |
| 4820.61615     | Life Insurance                  | \$38                      | \$13                 | \$13             | (\$0)                     |
| 4820.61710     | IMRF Pension                    | \$48,848                  | \$16,283             | \$13,223         | \$3,059                   |
| 4820.61725     | Social Security                 | \$27,892                  | \$9,297              | \$8,962          | \$335                     |
| 4820.61730     | Medicare                        | \$6,523                   | \$2,174              | \$2,096          | \$78                      |
| 4820.62506     | Work-Study Students             | \$2,700                   | \$900                | \$628            | \$272                     |
| 4820.65100     | Library Supplies                | \$4,600                   | \$1,533              | \$0              | \$1,533                   |
| 4820.66025     | IMRF Pension - ERI Debt Service | \$11,516                  | \$3,839              | \$3,839          | (\$0)                     |
|                |                                 | \$589,769                 | \$196,590            | \$185,583        | \$11,007                  |

**North Branch 2825**

| Account Number | Account Name                    | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4825.61010     | Regular Pay                     | \$70,409                  | \$23,470             | \$21,142         | \$2,328                   |
| 4825.61012     | Library Substitutes             | \$0                       | \$0                  | \$582            | (\$582)                   |
| 4825.61050     | Permanent Part-Time Pay         | \$68,730                  | \$22,910             | \$19,454         | \$3,456                   |
| 4825.61210     | Longevity                       | \$4,076                   | \$1,359              | \$1,169          | \$190                     |
| 4825.61420     | Annual Sick Leave Payout        | \$0                       | \$0                  | \$1,074          | (\$1,074)                 |
| 4825.61510     | Health Insurance                | \$17,819                  | \$5,940              | \$5,940          | (\$0)                     |
| 4825.61615     | Life Insurance                  | \$6                       | \$2                  | \$2              | \$0                       |
| 4825.61710     | IMRF Pension                    | \$13,981                  | \$4,660              | \$3,394          | \$1,266                   |
| 4825.61725     | Social Security                 | \$8,712                   | \$2,904              | \$2,601          | \$303                     |
| 4825.61730     | Medicare                        | \$2,037                   | \$679                | \$608            | \$71                      |
| 4825.62225     | Building Maintenance Services   | \$3,000                   | \$1,000              | \$525            | \$475                     |
| 4825.64015     | Natural Gas                     | \$1,000                   | \$333                | \$314            | \$19                      |
| 4825.65100     | Library Supplies                | \$400                     | \$133                | \$27             | \$107                     |
| 4825.65630     | Library Books                   | \$7,880                   | \$2,627              | \$0              | \$2,627                   |
| 4825.65635     | Periodicals                     | \$1,000                   | \$333                | \$0              | \$333                     |
| 4825.65641     | Audio Visual Collection         | \$1,000                   | \$333                | \$0              | \$333                     |
| 4825.66025     | IMRF Pension - ERI Debt Service | \$3,285                   | \$1,095              | \$1,095          | \$0                       |
|                |                                 | \$203,336                 | \$67,779             | \$57,927         | \$9,851                   |

Evanston Public Library  
Expenditure Report for the FY2012 Budget  
Four Month Period ending April 30, 2012

**Technical Services 4835**

| Account Number | Account Name                    | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4835.61010     | Regular Pay                     | \$168,563                 | \$56,188             | \$51,852         | \$4,335                   |
| 4835.61050     | Permanent Part-Time Pay         | \$96,923                  | \$32,308             | \$30,226         | \$2,082                   |
| 4835.61210     | Longevity                       | \$5,577                   | \$1,859              | \$1,663          | \$196                     |
| 4835.61420     | Annual Sick Leave Payout        | \$0                       | \$0                  | \$2,001          | (\$2,001)                 |
| 4835.61510     | Health Insurance                | \$29,200                  | \$9,733              | \$9,733          | \$0                       |
| 4835.61615     | Life Insurance                  | \$91                      | \$30                 | \$30             | \$0                       |
| 4835.61710     | IMRF Pension                    | \$31,714                  | \$10,571             | \$8,626          | \$1,946                   |
| 4835.61725     | Social Security                 | \$16,402                  | \$5,467              | \$5,205          | \$263                     |
| 4835.61730     | Medicare                        | \$3,836                   | \$1,279              | \$1,217          | \$61                      |
| 4835.62341     | Internet Solution Providers     | \$103,545                 | \$34,515             | \$20,167         | \$14,348                  |
| 4835.65100     | Library Supplies                | \$10,000                  | \$3,333              | \$2,592          | \$741                     |
| 4835.66025     | IMRF Pension - ERI Debt Service | \$7,456                   | \$2,485              | \$2,485          | \$0                       |
|                |                                 | \$473,306                 | \$157,769            | \$135,798        | \$21,971                  |

**Maintenance 4840**

| Account Number | Account Name                    | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4840.61010     | Regular Pay                     | \$167,791                 | \$55,930             | \$52,555         | \$3,376                   |
| 4840.61110     | Overtime Pay                    | \$9,000                   | \$3,000              | \$2,600          | \$400                     |
| 4840.61210     | Longevity                       | \$2,966                   | \$989                | \$969            | \$20                      |
| 4840.61420     | Annual Sick Leave Payout        | \$0                       | \$0                  | \$1,067          | (\$1,067)                 |
| 4840.61510     | Health Insurance                | \$38,628                  | \$12,876             | \$12,876         | \$0                       |
| 4840.61615     | Life Insurance                  | \$42                      | \$14                 | \$14             | \$0                       |
| 4840.61630     | Shoe Allowance                  | \$390                     | \$130                | \$0              | \$130                     |
| 4840.61710     | IMRF Pension                    | \$19,979                  | \$6,660              | \$5,783          | \$876                     |
| 4840.61725     | Social Security                 | \$10,717                  | \$3,572              | \$3,428          | \$144                     |
| 4840.61730     | Medicare                        | \$2,506                   | \$835                | \$802            | \$34                      |
| 4840.62225     | Building Maintenance Services   | \$170,480                 | \$56,827             | \$46,959         | \$9,868                   |
| 4840.62235     | Office Equipment Maintenance    | \$5,700                   | \$1,900              | \$1,710          | \$190                     |
| 4840.62245     | Other Equipment Maintenance     | \$900                     | \$300                | \$530            | (\$230)                   |
| 4840.62305     | Vehicle Maintenance             | \$2,381                   | \$794                | \$794            | (\$0)                     |
| 4840.62309     | Vehicle Replacement             | \$1,700                   | \$567                | \$567            | (\$0)                     |
| 4840.64015     | Natural Gas Chargeback          | \$29,000                  | \$9,667              | \$1,661          | \$8,005                   |
| 4840.65040     | Janitorial Supplies             | \$10,700                  | \$3,567              | \$1,340          | \$2,226                   |
| 4840.65050     | Building Maintenance Materials  | \$13,500                  | \$4,500              | \$3,840          | \$660                     |
| 4840.65085     | Minor Tools & Equipment         | \$300                     | \$100                | \$0              | \$100                     |
| 4840.66025     | IMRF Pension - ERI Debt Service | \$4,693                   | \$1,564              | \$1,564          | \$0                       |
|                |                                 | \$491,375                 | \$163,792            | \$139,059        | \$24,733                  |

Evanston Public Library  
Expenditure Report for the FY2012 Budget  
Four Month Period ending April 30, 2012

**Administration 4845**

| Account Number | Account Name                          | FY2012<br>Approved Budget | FY2012<br>Budget YTD | FY2012<br>Actual | (over)/under<br>spent YTD |
|----------------|---------------------------------------|---------------------------|----------------------|------------------|---------------------------|
| 4845.61010     | Regular Pay                           | \$262,523                 | \$87,508             | \$66,599         | \$20,908                  |
| 4845.61050     | Permanent Part-Time Pay               | \$74,943                  | \$24,981             | \$25,779         | (\$798)                   |
| 4845.61210     | Longevity                             | \$596                     | \$199                | \$0              | \$199                     |
| 4845.61420     | Annual Sick Leave Payout              | \$0                       | \$0                  | \$1,446          | (\$1,446)                 |
| 4845.61510     | Health Insurance                      | \$50,874                  | \$16,958             | \$16,958         | (\$0)                     |
| 4845.61615     | Life Insurance                        | \$125                     | \$42                 | \$42             | (\$0)                     |
| 4845.61625     | Automobile Allowance                  | \$4,980                   | \$1,660              | \$400            | \$1,260                   |
| 4845.61710     | IMRF Pension                          | \$39,553                  | \$13,184             | \$7,240          | \$5,944                   |
| 4845.61725     | Social Security                       | \$20,914                  | \$6,971              | \$4,432          | \$2,539                   |
| 4845.61730     | Medicare                              | \$4,891                   | \$1,630              | \$1,037          | \$594                     |
| 4845.62210     | Printing                              | \$1,200                   | \$400                | \$187            | \$213                     |
| 4845.62275     | Postage Chargeback                    | \$1,500                   | \$500                | \$431            | \$69                      |
| 4845.62295     | Training & Travel                     | \$5,000                   | \$1,667              | \$314            | \$1,352                   |
| 4845.62315     | Postage                               | \$9,100                   | \$3,033              | \$0              | \$3,033                   |
| 4845.62360     | Membership Dues                       | \$400                     | \$133                | \$0              | \$133                     |
| 4845.62380     | Copy Machine Charges                  | \$12,268                  | \$4,089              | \$4,089          | \$0                       |
| 4845.62506     | Work-Study Students                   | \$400                     | \$133                | \$0              | \$133                     |
| 4845.64540     | Telecom - Wireless                    | \$1,000                   | \$333                | \$383            | (\$50)                    |
| 4845.65095     | Office Supplies                       | \$6,000                   | \$2,000              | \$3,896          | (\$1,896)                 |
| 4845.65125     | Other Commodities                     | \$718                     | \$239                | \$0              | \$239                     |
| 4845.66025     | IMRF Pension - ERI Debt Service       | \$9,308                   | \$3,103              | \$3,103          | (\$0)                     |
| 4845.66030     | Worker's Comp and Liability Insurance | \$5,898                   | \$1,966              | \$1,966          | \$0                       |
|                |                                       | \$512,192                 | \$170,731            | \$138,302        | \$32,429                  |

Evanston Public Library  
The Endowment for the Evanston Public Library  
Four Month Period ending April 30, 2012

|  |                | Asset<br>Allocation |
|--|----------------|---------------------|
| Vanguard S&P 500 Stock Index Fund                              | \$925,652.70   | 28.8%               |
| Vanguard Total International Stock Index Fund                  | \$173,041.01   | 5.4%                |
| Vanguard Emerging Stock Index Fund                             | \$161,699.23   | 5.0%                |
| <br>   |                |                     |
| Vanguard Prime Money Market Fund                               | \$57,440.18    | 1.8%                |
| Vanguard Federal Money Market Fund                             | \$97,036.12    | 3.0%                |
| <br>   |                |                     |
| US Treasury Notes, inflation indexed, 2.0%, 1/15/16 maturity   | \$129,615.79   | 4.0%                |
| US Treasury Notes, inflation indexed, 2.375%, 1/15/17 maturity | \$132,945.30   | 4.1%                |
| US Treasury Notes, inflation indexed, 1.625%, 1/15/18 maturity | \$126,100.72   | 3.9%                |
| US Treasury Notes, inflation indexed, 2.125%, 1/15/19 maturity | \$128,436.11   | 4.0%                |
| US Treasury Notes, inflation indexed, 2.375%, 1/15/25 maturity | \$157,385.39   | 4.9%                |
| US Treasury Notes, inflation indexed, 2.0%, 1/15/26 maturity   | \$144,497.70   | 4.5%                |
| US Treasury Notes, inflation indexed, 2.125%, 2/15/40 maturity | \$143,871.13   | 4.5%                |
| US Treasury Notes, inflation indexed, 0.75%, 2/15/42 maturity  | \$100,762.16   | 3.1%                |
| <br>   |                |                     |
| Vanguard Short-Term Investment Grade Bond Fund                 | \$204,896.67   | 6.4%                |
| Goldman Sachs note 5/15/17; 4.358% YTM                         | \$49,486.05    | 1.5%                |
| Merrill Lynch note 8/28/17; 4.36% YTM                          | \$48,631.05    | 1.5%                |
| JPMorgan Chase note 1/15/18; 4.036% YTM                        | \$51,853.50    | 1.6%                |
| HSBC Finance note 2/15/18; 4.383% YTM                          | \$44,442.36    | 1.4%                |
| General Electric Capital note 4/15/18; 4.51% YTM               | \$12,019.90    | 0.4%                |
| <br>   |                |                     |
| PIMCO Commodity Real Return Strategy Fund                      | \$146,692.94   | 4.6%                |
| Gabelli Gold Fund  | \$114,882.58   | 3.6%                |
| iShares Silver Trust   | \$61,424.40    | 1.9%                |
| Total Balance  | \$3,212,812.99 | 100.0%              |

|                               |                |
|-------------------------------|----------------|
| Balance - beginning of month  | \$3,208,456.71 |
| Net Contributions/Withdrawals | \$0.00         |
| Change in investment value    | \$4,356.28     |
| Balance - end of month        | \$3,212,812.99 |

|                             |                |
|-----------------------------|----------------|
| Endowment Principal Balance | \$1,965,139.72 |
| Accumulated Income          | \$1,247,673.27 |
| Total Endowment Balance     | \$3,212,812.99 |

| <b>Asset Diversification</b>        |        |
|-------------------------------------|--------|
| Cash Equivalents                    | 4.8%   |
| US Treasuries - Inflation Protected | 33.1%  |
| Corporate Bonds                     | 12.8%  |
| Domestic Stocks                     | 28.8%  |
| International Stocks                | 10.4%  |
| Commodities                         | 10.1%  |
|                                     | 100.0% |

**Change in Asset Allocation**

4/11/2012 Purchased \$100,000 par value TIPS maturing 2/40  
4/10/2012 Purchased \$100,000 par value TIPS maturing 2/42  
4/10/2012 Purchased \$159,100 of Vanguard Emerging Markets Index Fund  
4/10/2012 Sold position in S&P BRIC 40 ETF



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Paul Gottschalk, Administrative Services Manager  
Subject: Revision of the Services Policy  
Date: May 17, 2012

The Management Committee met on April 30<sup>th</sup> to review and amend the Services Policy.

Attached to this memo are a clean copy of the proposed Services Policy and a version of the current policy with proposed additions and deletions are clearly identified. Please review the proposed changes prior to the Board Meeting.

The Management Committee recommends Board approval of the revised Services Policy.

Suggested Motion: "Move approval of the revised Services Policy".

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

**Community Outreach Services**

~~Library staff engages the community in locations throughout Evanston including schools, summer reading game venues, day-care centers, senior centers and community centers.~~

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**Branch Services**

The Evanston Public Library is a network of ~~two~~ agencies sharing one collection and serving the entire community from its ~~two~~ 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 ~~North Branch is~~ located in a busy retail district, ~~and is intended to serve as an inviting gateway to the Library's collection and services.~~ The branch provides convenient access to library materials for children through elementary school age and to popular adult reading, ~~viewing and listening~~ materials. Through the Library's electronic network and transportation system the branch can also provide access to the Library's other services.

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Deleted: 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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**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.~~

Deleted: If no other means is available to confirm the current address, the Library will accept confirmation from AT&T's "Customer Name and Address" service.

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.

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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.~~

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**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

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.

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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](http://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.

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### 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 ([see Mission Statement](#)). The Library's Internet access is intended primarily as an information resource. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the Library. The Evanston Public Library has no control over 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 [and](#) may also make limited or filtered access to the Internet available at other locations in its facilities. The Library recognizes the limitations of filtering software and urges parents and other Library patrons not to assume that filtering software will prevent access to materials that they may consider objectionable. The filtering software may also block access to some materials that patrons wish to access, in which case the patron may need to use the unfiltered stations.

Deleted: in its reference room and at the branch libraries. The Library

Deleted: books, periodicals, and videos

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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 [materials](#) about the Internet are available in the Library's collection.

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.¶

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

### 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.

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Deleted: , and North Suburban Library System Reference Service.

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.

Deleted: Under the Reciprocal Borrowing Program of the North Suburban Library System, the Evanston Public Library shall make all materials that it loans to Evanston residents available to valid card holders from North Suburban Library System libraries.¶

### Reciprocal Borrowing

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

### 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.

#### 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 **item** 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 consistently **high quality** service from all members of the staff, at any time. Reference queries are accorded equal weight whether submitted in person, by telephone, email, mail, **text message, IM** or fax; and are handled as expeditiously as possible.

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

The Library's staff uses all available means to answer patron queries, and takes full advantage of emerging technologies. Conventional print sources, online databases, **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.

Deleted: CD-ROMs,

Deleted: newsgroups

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.

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

**Community Outreach Services**

Library staff engages the community in locations throughout Evanston including schools, summer reading game venues, day-care centers, senior centers and community centers.

**Branch Services**

The Evanston Public Library is a network of two agencies sharing one collection and serving the entire community from its two 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 North Branch is located in a busy retail district and is intended to serve as an inviting gateway to the Library's collection and services. The branch provides convenient access to library materials for children through elementary school age and to popular adult reading, viewing and listening materials. Through the Library's electronic network and transportation system the branch can also provide access to the Library's other services.

**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**

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.

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.

### **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.

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](http://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.

### **Internet Access Policy**

Internet access is available on selected public computers for all users of the Evanston Public Library. The Internet is a resource to be utilized in the fulfillment of the Library's mission (see Mission Statement). The Library's Internet access is intended primarily as an information resource. The Library cannot insure the privacy of individuals who use the Internet to conduct business or for personal correspondence. The Internet allows users to connect to networks of resources outside the Library. The Evanston Public Library has no control over 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.

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

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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.

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

### **Reciprocal Borrowing**

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

**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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The Evanston Public Library attempts to satisfy requests from non-RAILS Illinois libraries with any item not currently on loan, except those published within the current year 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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# Memorandum

To: Evanston Public Library Board of Trustees

From: Susan Newman, Vice-President  
Paul Gottschalk, Administrative Services Manager

Subject: Joint Committee on Library Transition

Date: May 14, 2012

## Recommended Action

In preparation for the Joint Committee meetings, we recommend that the Library Board review the key issues on the Library transition and provide guidance to the Library representatives who will serve on the Joint Committee. The membership of the Committee will be composed of two City Council members, two Library Board members, City Manager Wally Bobkiewicz and Library Director Karen Danczak Lyons.

## Background

In a February 2, 2012 memo from the City Manager Wally Bobkiewicz to City Council the charge of the Joint Committee was described as follows:

“The Joint Committee will meet to consider other operational issues to further transition to the new Library operations model. These issues will include:

1. Appropriate charges for City property and services to be charged by the City to the Library Fund for FY2013 and beyond;
2. Appropriate cost allocation of previous Library capital improvement debt and creation of a Library Debt Service Fund;
3. Consideration of a temporary loan in FY2013 from the City to the Library Fund to cover cash shortfalls caused by timing of tax payments;
4. Consideration of transfer from City to Library Fund of some amount for Library Operating Reserve;
5. Additional amendments to the Evanston City Code which may be necessary for Library governance.

The committee would report its findings to the City Council and Library Board no later than **July 31, 2012.**”

After extensive discussions between City staff, Library staff and Library Board representatives, the Library Board unanimously adopted a Memorandum of Understanding (MOU) between the Library and the City at the July 20, 2011 Library Board meeting (copy attached). The MOU addressed finances, property, policies, and personnel matters.

### Recommendations

We recommend that the Board review and discuss the issues listed above and any additional issues that may need to be addressed.

We also recommend that the Board discuss topics which may arise and discuss a decision-making framework for addressing and resolving issues which may arise in a collaborative manner which will help facilitate an agreement that is fair and equitable to all concerned parties.

The following issues are expected to be discussed by the Joint Committee:

1. The existing MOU will serve as the basis for the final agreement.
2. All Library operating and debt expenses, that can be clearly and reasonably identified, will be charged to the Library Fund.
3. Charges for shared City overhead operating expenses (e.g. – accounting, information technology, human resources) will be determined in a reasonable and equitable manner.
4. Decisions will be made that are consistent with State and local laws.
5. For FY2013 budgeting purposes, the final agreement is expected to be completed by July 31, 2012 and then adopted by the Library Board at their August 15, 2012 meeting.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EVANSTON  
PUBLIC LIBRARY AND THE CITY OF EVANSTON**

**DATED: JULY 20, 2011**

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

**WHEREAS**, the Library derives its authority to act through its Board of Trustees acting under the Illinois Local Library Act; and

**WHEREAS**, the Library, up through the end of Fiscal Year 2011, ending December 31, 2011, has been acting as a Department under the City of Evanston ("City") rather than as a separate governing body as established by the Illinois Local Library Act; and

**WHEREAS**, the Library and City both wish to recognize the Library as having a separate governing Board of Trustees, responsible for preparing its Budget and Levy for presentation to the City and both the Library and the City wish to have a common understanding as to certain financial matters, policy matters, personnel matters, and other matters that will likely arise as the Library assumes obligations and responsibilities that it has under the Local Library Act; and,

**WHEREAS**, it is the City's wish to have a high-quality library for its residents; and

**WHEREAS**, the Library and the City wish to memorialize their common ideas in a Memorandum of Understanding,

**NOW, THEREFORE, BE IT AGREED TO IN THIS MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF EVANSTON PUBLIC LIBRARY AND THE CITY OF EVANSTON, AS FOLLOWS:**

**ARTICLE I. FINANCIAL MATTERS**

SECTION 1. It is the intention of the parties to have the Library Board approve all expenditures of the Library on a once-monthly basis.

SECTION 2. It is the intention of the parties for the Library to adopt its own Budget and Appropriation Ordinance and Levy Ordinance, to be presented to and adopted by the City as part of its revenue process, as required under the Local Library Act. For Fiscal Year 2012, the Library shall adopt its own Budget and Appropriation Ordinance by no later than September 28, 2011, and its Levy Ordinance by no later than November 1, 2011.

SECTION 3. The City will agree to pay and be reimbursed by the Library Fund for all Library operating costs between January 1, 2012 and the receipt by the Library of the first 2012 tax levy proceeds.

SECTION 4. It is the intention of the Library Board to incorporate the "Library Gift Fund" from the City's Budget into the Library's General Corporate Fund.

SECTION 5. It is the intention of the Library Board to establish a separate levy for a Building and Maintenance Fund.

SECTION 6. It is the intention of the parties to establish a Library Debt Service Fund to reimburse the City for Library Capital Improvement Projects funded with General Obligation debt issued by the City. The debt obligation and tax levy associated with such projects will be transferred from the City's Debt Service Fund to the Library Debt Service Fund thus resulting in no net change to the tax levy for existing debt service payments. The existing General Obligation debt schedules to be transferred to the Library Debt Service Fund will include: 1) the Library Building Project (Attachment A

Library Debt Analysis); 2) the Library Chiller Replacement Project (Attachment B Library Chiller Replacement); and 3) the Library Door Renovation Project (to be determined).

SECTION 7. Because the Library receives a majority of funding from property taxes and because the General Fund of the City also relies on the same revenue source to a lesser degree for the funding of daily operations, the General Fund will not assess an interfund transfer for all administration, facilities and other support activities as is done with City Enterprise Funds. It is the intention of the City to charge the Library, through an interfund transfer, an equitable and reasonable cost for overhead expenses in the amount of \$20,000 the first year and \$22,000 the second year.

SECTION 8. The Library's Endowment shall remain a Special Revenue Fund.

SECTION 9. The City will reasonably consider requests by the Library for a proportional share of the General Fund Reserve in proportion to the Library's historic share and for purposes of the same type that the City has used them before.

SECTION 10. The Library's General Corporate Fund is expected to receive all existing non-tax revenue sources credited to the Library.

## **ARTICLE II. REAL AND PERSONAL PROPERTY**

SECTION 1. The City of Evanston will own and maintain all real and personal property occupied and/or used by the Library as of the date of this agreement. The Library shall not sell or change use from library purpose any real property without consent of the Evanston City Council.

**ARTICLE III. CITY AND LIBRARY POLICIES**

SECTION 1. The Library Board will initially adopt the City's Purchasing Manual, dated March 4, 2010 and attached hereto as Exhibit D.

SECTION 2. The Library Board will initially adopt the City's Personnel Rules (dated October 2010), current AFSCME agreement, and current pay plan, attached hereto as Exhibits E, F and G.

**ARTICLE IV. PERSONNEL MATTERS**

SECTION 1. The Library Board shall appoint, employ and direct the Library Director.

SECTION 2. Library Staff will be hired, disciplined and fired by the Library Director with advice and consent by the Library Board and with approval by the City's Human Resources Director.

SECTION 3. AFSCME members who work at the Library will remain part of the City's bargaining unit.

**ARTICLE V. PARKING SYSTEM MATTERS**

SECTION 1. The City's Parking Fund shall continue to maintain the Library's basement parking garage, including but not limited to overhead door service, repair, cleaning, light replacement and maintenance; and shall receive all revenue from parking at the Main Library.

**ARTICLE VI. TERM OF MEMORANDUM OF UNDERSTANDING**

SECTION 1. The term of this Memorandum of Understanding shall be for the next two calendar and Fiscal Years, from January 1, 2012 through and including December 31, 2013. The Memorandum of Understanding may be terminated at any time by either party to this agreement.

Agreed this \_\_\_\_\_ day of July, 2011:

By: \_\_\_\_\_  
Sharon Arceneaux  
President, Board of Library Trustees,  
On behalf of the Library Board

By: \_\_\_\_\_  
Hon. Elizabeth Tisdahl  
Mayor, City of Evanston



# Memorandum

To: Evanston Public Library Board of Trustees

From: Susan Newman, Vice-President  
Paul Gottschalk, Administrative Services Manager

Subject: Endowment Fund in Memory of Sharon Arceneaux

Date: May 16, 2012

We recommend establishing an Endowment Fund in the amount of \$10,000 in honor and memory of Library Board President Sharon Arceneaux. Income from this fund would be used to support community outreach with a focus on summer reading in perpetuity. The initial funding of \$10,000 would come from book sale proceeds. Additional gifts to the memorial fund would be most welcome.

Suggested motion: "Move approval of the establishment of the Sharon L. H. Arceneaux Memorial Fund in the Endowment for the Evanston Public Library with \$10,000 of Book Sale funds."

FOR YOUR INFORMATION

**Evanston Public Library  
Statistical Report  
April 2012**

|                                      | This Month    | Same Month Last<br>Yr | % Change    | FYTD 2012      | FYTD 2011      | % Change     |
|--------------------------------------|---------------|-----------------------|-------------|----------------|----------------|--------------|
| <b>PROGRAMMING</b>                   |               |                       |             |                |                |              |
| <b>Main Library</b>                  |               |                       |             |                |                |              |
| Children's Programs                  | 60            | 28                    | 114%        | 227            | 153            | 48%          |
| Children's Attendance                | 1658          | 477                   | 248%        | 4966           | 3156           | 57%          |
| Teen Programs                        | 13            | 7                     | 86%         | 40             | 37             | 8%           |
| Teen Attendance                      | 32            | 71                    | -55%        | 315            | 814            | -61%         |
| Adult Programs                       | 67            | 49                    | 37%         | 231            | 146            | 58%          |
| Adult Attendance                     | 451           | 428                   | 5%          | 2093           | 1357           | 54%          |
| <b>Main Total Programs</b>           | <b>140</b>    | <b>84</b>             | <b>67%</b>  | <b>498</b>     | <b>336</b>     | <b>48%</b>   |
| <b>Main Total Attendance</b>         | <b>2141</b>   | <b>976</b>            | <b>119%</b> | <b>7374</b>    | <b>5327</b>    | <b>38%</b>   |
| <b>North Branch</b>                  |               |                       |             |                |                |              |
| Children's Programs                  | 18            | 14                    | 29%         | 60             | 63             | -5%          |
| Children's Attendance                | 209           | 98                    | 113%        | 601            | 563            | 7%           |
| Adult Programs                       | 5             | 1                     | 400%        | 18             | 6              | 200%         |
| Adult Attendance                     | 158           | 13                    | 1115%       | 264            | 77             | 243%         |
| <b>North Branch Total Programs</b>   | <b>23</b>     | <b>15</b>             | <b>53%</b>  | <b>78</b>      | <b>69</b>      | <b>13%</b>   |
| <b>North Branch Total Attendance</b> | <b>367</b>    | <b>111</b>            | <b>231%</b> | <b>865</b>     | <b>640</b>     | <b>35%</b>   |
| <b>Outreach</b>                      |               |                       |             |                |                |              |
| Children's Programs                  | 19            | 22                    | -14%        | 92             | 70             | 31%          |
| Children's Attendance                | 549           | 840                   | -35%        | 2656           | 2349           | 13%          |
| Adult/Teen Programs                  | 4             | 4                     | 0%          | 5              | 17             | -71%         |
| Adult/Teen Attendance                | 167           | 163                   | 2%          | 177            | 479            | -63%         |
| <b>Outreach Total Programs</b>       | <b>23</b>     | <b>26</b>             | <b>-12%</b> | <b>97</b>      | <b>87</b>      | <b>11%</b>   |
| <b>Outreach Total Attendance</b>     | <b>716</b>    | <b>1003</b>           | <b>-29%</b> | <b>2833</b>    | <b>2828</b>    | <b>0%</b>    |
| <b>CIRCULATION MATERIALS</b>         |               |                       |             |                |                |              |
| <b>Main Library</b>                  |               |                       |             |                |                |              |
| Adult                                | 38,920        | 40,332                | -4%         | 162,810        | 160,017        | 2%           |
| Juvenile                             | 32,049        | 26,699                | 20%         | 122,780        | 114,150        | 8%           |
| <b>Main Library Total</b>            | <b>70,969</b> | <b>67,031</b>         | <b>6%</b>   | <b>285,590</b> | <b>274,167</b> | <b>4%</b>    |
| <b>North Branch</b>                  |               |                       |             |                |                |              |
| Adult                                | 3,255         | 3,384                 | -4%         | 13,308         | 12,259         | 9%           |
| Juvenile                             | 2,803         | 2,315                 | 21%         | 11,607         | 11,036         | 5%           |
| <b>North Branch Total</b>            | <b>6,058</b>  | <b>5,699</b>          | <b>6%</b>   | <b>24,915</b>  | <b>23,295</b>  | <b>7%</b>    |
| <b>South Branch</b>                  |               |                       |             |                |                |              |
| <b>South Branch Total</b>            | <b>-</b>      | <b>-</b>              | <b>0%</b>   | <b>-</b>       | <b>11,207</b>  | <b>-100%</b> |
| <b>eBooks Total</b>                  | <b>2668</b>   | <b>990</b>            | <b>169%</b> | <b>9,594</b>   | <b>3,985</b>   | <b>141%</b>  |
| <b>Total Circulation</b>             | <b>79,695</b> | <b>73,720</b>         | <b>8%</b>   | <b>320,099</b> | <b>312,654</b> | <b>2%</b>    |

**Evanston Public Library  
Statistical Report  
April 2012**

|  | This Month     | Same Month Last<br>Yr | % Change    | FYTD 2012      | FYTD 2011      | % Change    |
|--|----------------|-----------------------|-------------|----------------|----------------|-------------|
| <b>Questions Asked</b>                 |                |                       |             |                |                |             |
| <b>Main Library</b>                    |                |                       |             |                |                |             |
| Reference                              | 11,734         | 12,662                | -7%         | 49,210         | 48,174         | 2%          |
| Directional                            | 8,289          | 8,907                 | -7%         | 33,070         | 35,470         | -7%         |
| <b>North Branch</b>                    |                |                       |             |                |                |             |
| Reference                              | 1,058          | 1,018                 | 4%          | 3,571          | 3,994          | -11%        |
| Directional                            | 476            | 336                   | 42%         | 1,847          | 1,318          | 40%         |
| <b>South Branch</b>                    |                |                       |             |                |                |             |
| Reference                              | -              | -                     | 0%          | -              | 1,321          | -100%       |
| Directional                            | -              | -                     | 0%          | -              | 936            | -100%       |
| <b>Questions Total</b>                 | <b>21,557</b>  | <b>22,923</b>         | <b>-6%</b>  | <b>87,698</b>  | <b>91,213</b>  | <b>-4%</b>  |
| <b>Library Visits</b>                  |                |                       |             |                |                |             |
| <b>Main</b>                            | <b>45,172</b>  | <b>43,426</b>         | <b>4%</b>   | <b>180,690</b> | <b>165,076</b> | <b>9%</b>   |
| <b>North Branch</b>                    | <b>5,426</b>   | <b>4,970</b>          | <b>9%</b>   | <b>20,878</b>  | <b>18,847</b>  | <b>11%</b>  |
| <b>South Branch</b>                    |                | -                     | <b>0%</b>   | -              | 8,010          | -100%       |
| <b>Library Visits Total</b>            | <b>50,598</b>  | <b>48,396</b>         | <b>5%</b>   | <b>201,568</b> | <b>191,933</b> | <b>5%</b>   |
| <b>Collection Statistics</b>           |                |                       |             |                |                |             |
| <b>Total Items added to Collection</b> | <b>2,584</b>   | <b>2,112</b>          | <b>22%</b>  | <b>9,807</b>   | <b>7,838</b>   | <b>25%</b>  |
| <b>Total Items Discarded</b>           | <b>2,838</b>   | <b>4,574</b>          | <b>-38%</b> | <b>10,716</b>  | <b>18,303</b>  | <b>-41%</b> |
| <b>Total items in Collection</b>       | <b>435,274</b> | <b>450,304</b>        | <b>-3%</b>  | <b>435,274</b> | <b>450,304</b> | <b>-3%</b>  |

## Illinois workNet Center (Evanston Public Library): Activity Report for April 2012

| Types of Referrals, Service and Assistance in Center (Walk-ins & people marked down when filling out daily sign-in sheet)  | Number of People                           |
|--|--|
| Monthly Resource Center Usage  | 630  |
| Monthly FREE Basic Computer Workshop Attendance (Every Tues from 2-5pm)  | 29   |
| Internet Access for Email  | 505  |
| Job Search Inquiry: Job Board outside Resource Room  | 100  |
| Resume Critiques/ Appts and non scheduled (walk-ins)   | 350  |
| Resume & Cover Letter Creation: Winway Resume Software, Adjust Existing Resume   | 100  |
| Where to apply for Unemployment (Gave 800#, website of locations and How to apply online)  | 5  |
| One-On-One Assistance for Career Change/Research   | 25   |
| One-On-One Assistance for Online Applications  | 400  |
| Interview Techniques Help (Referred them to the Power Employment workshop or an appt)  | 30   |
| Sign Up and inquiry for FREE Basic Computer classes in person, phone, & email  | 75   |
| IllinoisworkNet Center Tours   | 0  |
| Mavis Beacon Typing Tutorial and MSN 2003 Tutorials  | 5  |
| Appt with Clients = 1 Age Options subsidized employment staff person = 13.0 hours a week (Walk-ins & Appts)  | 0  |
| Appts with Clients= 1 Community Volunteer = 8.0 hours a week (Walk-ins & Appts)  | 75   |
| Inquiry about Partners (CEDA, LIFT, EPL)   | 20   |
| Appts with Assigned WIA Career Advisor per WIA Career Advisor –Kari Martinez and Matthew Daigler   | 80   |
| WIA Program, Services and Orientation inquiry  | 125  |
| Partner Agency Activities- Disability Works- Individual Appointments-Walk-In (None scheduled)  | 1  |
| <b>Other Events Occurring at the Evanston Public Library:</b>  |  |
| WIA Orientations at EPL  | 2<br>(4/10/12 + 4/16/12)<br>Attendance: 39 |
| Power Employment Workshops at EPL  | 0  |
| Evanston Partners Meeting (None Scheduled)   | 0  |
| Partner Agency Activities Using the Resource Center & Computers- CEDA Self Employment Training Program- (Closed to the public. Participants were approved at the beginning in July 2011. ) Days: Tues & Thurs, Time: 6-8pm, Participants on average per session. (Dates for Nov: 1 <sup>st</sup> , 3 <sup>rd</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> , 15 <sup>th</sup> , 17 <sup>th</sup> , 22 <sup>nd</sup> , 29 <sup>th</sup> ). | 0  |

## Notable Patron Interactions and Comments April 2012

The employees at this reference desk are exceptional. They always extremely are willing to help with any questions. Thank you for having such quality workers.

Laura Hirshfield could not have been kinder more patient or more lovely in helping me this afternoon. She made me feel like there was nothing she'd rather be doing than helping me find a Sondheim Score. I'm really grateful.

All of you are very patient courteous and efficient in just about everything in which you folks do.

Cathleen & Russ very helpful. God Bless always

Dear Director, I am proud to tell you about a young lady Ms. Sharon who has been with your establishment a long time. Also, she wears purple gloves every time she is at work. Ms. Sharon is awesome, she represents a breath of fresh air of possibilities to discovery. Always pleasant, cheerful and resourceful. I hope she is appreciated the way I feel about her she embodies the library in its entirety a woman that should be honored for her dedicated services.

Joan very helpful

Nancy Rowley. She was very helpful in assisting me in getting in contact with my daughter!

I'm very impressed with the Evanston Library (MB). All staff is friendly & helpful. I'm quite happy you all promote reading books not just computers (Stuff). Also, the Children's section is so important so that youth continue to value books & don't just look to computer tech stuff. Keep it up!

Carmen at the front desk was very helpful. I appreciated her kindness and suggestions as I was looking for fiction literature. You should give her a raise!

I just want you to know that your "Staff-Recommend" and "face-outs" on the shelves are so wonderful! I'm finding more DVD's than ever before and this is so helpful. Upstairs (2nd floor) and downstairs (first floor) are both "display" happy, and this makes me love this library even more than I already did. Thanks! Sincerely, Marianne H. P.S. The staffs at the circulation desk on the 1st floor are always so wonderful with recommendations & customer service.

'We just moved here and this is great! We didn't have anything like this where we used to live (Oregon).

A 5 year old wanted to know if I live in the library. When I told her "no" she laughed and said "yes, you do." And then she said "I want you to live in the library!!!" and giggled. I said "where?" She pointed at the puppet theatre and said, "There! That's your house!!!" And she kept giggling. Then she said "I want to live in the library!" It was really cute.

A first time visitor to the children's room said it was the coolest children's room she has ever seen.

Día de los niños / Día de los libros: children and parent reactions to the video we produced. They were so happy and proud seeing themselves in the video.



Warren-Newport  
Public Library District  
224 North O'Plaine Road  
Gurnee, Illinois 60031  
ph: 847-244-5150  
fax: 847-244-3499  
[www.wnpl.info](http://www.wnpl.info)

February 9, 2012

Mr. Paul Gottschalk  
Evanston Public Library  
1703 Orrington Ave  
Evanston, IL 60201-3886

Dear Paul,

Thank you so very much for the generous gift of your time. I thoroughly enjoyed the art tour of your library and the wealth of information you provided.

Evanston has a beautiful library with art for the soul in addition to information for the mind. The care and dedication of your art committee certainly shines throughout the Evanston Library. It is our hope to serve the Warren-Newport community in a similar manner and the information you provided has helped to start our newly formed art committee off in the right direction.

If you would be so kind, I would also appreciate receiving by email a copy of any policies the Evanston Library has with regard to its artwork. It will be an aid as we develop policies suitable for our library.

Once again, thank you very much for your help.

Sincerely,

Andrea Farr Capizzi  
Warren-Newport Library District  
Trustee  
[afarrcapizzi@wnpl.info](mailto:afarrcapizzi@wnpl.info)

cc: Director Stephen Bero  
Board President Laurie Styracula

Dear Evanston Public Library,

Thank you so much for inviting me to be part of the Jo-Anne Hirshfield Poetry Contest celebration! What a truly wonderful event. From the advance prep to lunch to the library tour to the kindness of the Hirshfield family - I was made to feel part of your wonderful community of the written word. I was honored to participate & celebrate your poets!

Best,  
Lauka

**April 2012\***

**Library Week Celebration**

*Evanston RoundTable*

<http://evanstonroundtable.com/main.asp?SectionID=15&SubsectionID=26&ArticleID=5595>

City of Evanston

<http://www.cityofevanston.org/news/2012/04/library-week-2012-connect-your-library-virtually/>

*Evanston Patch*

“What is the Role of a 21<sup>st</sup> Century Library?”

<http://evanston.patch.com/articles/what-is-a-21st-century-library?ncid=newsltuspatc00000001>

**Book Sale**

*Trib Local*

"Spring Book Sale at the Evanston Public Library"

(<http://triblocal.com/evanston/community/stories/2012/04/spring-book-sale-at-the-evanston-public-library/>)

*Evanston Now*

[http://evanstonnow.com/event/education/city-of-evanston/2012-04-11/48991/evanston-library-holds-book-sale?utm\\_source=Daily+newsletter&utm\\_campaign=4805e91802-RSS\\_EMAIL\\_CAMPAIGN\\_MIDDAY&utm\\_medium=email](http://evanstonnow.com/event/education/city-of-evanston/2012-04-11/48991/evanston-library-holds-book-sale?utm_source=Daily+newsletter&utm_campaign=4805e91802-RSS_EMAIL_CAMPAIGN_MIDDAY&utm_medium=email)

*City of Evanston News*

<http://www.cityofevanston.org/news/2012/04/find-a-gem-at-the-spring-book-sale-april-22/>

Various Websites

<http://centralstreetneighbors.com/content/evanston-public-library-hosts-book-sale-weekend>

**EPL After Hours**

*Evanston Now*

<http://evanstonnow.com/event/entertainment/marianthi/2012-04-05/48835/epl-after-hours-free-film-at-the-library>

**A Visit with Nic Bishop**

*Evanston Patch*

[http://evanston.patch.com/blog\\_posts/a-visit-with-nic-bishop-at-the-evanston-public-library?ncid=newsltuspatc00000001](http://evanston.patch.com/blog_posts/a-visit-with-nic-bishop-at-the-evanston-public-library?ncid=newsltuspatc00000001)

*Daily Northwestern*

<http://www.dailynorthwestern.com/city/nonfiction-author-nic-bishop-visits-evanston-schools-talks-nature-at-epl-1.2734970#.T5INrsgi53a>

### **Money Smart Week**

*City of Evanston News*

<http://www.cityofevanston.org/news/2012/04/learn-the-ins-and-outs-of-investing-money-wisely-at-epl/>

### **Lenhardt Library of the Chicago Botanic Garden Event**

*TribLocal*

<http://triblocal.com/evanston/community/stories/2012/04/the-lenhardt-library-of-the-chicago-botanic-garden-hosts-evanston-residents-for-a-day-of-exploring/>

### **Falcons Call EPL Home**

*Northwestern News Network*

<http://www.nnntv.org/news.aspx?id=204556>

### **Evanston Stands Against Racism**

*Daily Northwestern*

[http://www.dailynorthwestern.com/city/evanston-residents-officials-take-stand-against-racism-1.2737169#.T5\\_pVcgi53Y](http://www.dailynorthwestern.com/city/evanston-residents-officials-take-stand-against-racism-1.2737169#.T5_pVcgi53Y)

### **Miscellaneous**

*North by Northwestern*

<http://www.northbynorthwestern.com/story/a-love-letter-to-evanston-public-library/>

\*Additional April 2012 articles from the *Evanston Review*, the *Evanston RoundTable*, *TribLocal*, and the *Daily Northwestern* sent as pdf attachments.

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# Evanston Review

\$2.00 | THURSDAY, APRIL 5, 2012

A CHICAGO SUN-TIMES publication

24/7 AT I



## MEET 'MR. RICK'

Rick Kinnebrew, known as "Mr. Rick" to young audiences, opens the Book Buddies program Friday at the Evanston Public Library, where he serves as children's outreach librarian. PAGE 6 | CURTIS LEHMKUHL-SUN TIMES MEDIA

# summer

NORTHWESTERN UNIVERSITY SU

GET AHEAD. EXPLORE

# 'Mr. Rick' keeps kids clamoring for more

BY KAREN BERKOWITZ

kberkowitz@pioneerlocal.com

Rick Kinnebrew didn't envision a career as a storyteller or performer when he enrolled in a master of library science and information program in the Chicago area.

At the time, Kinnebrew had been spending his lunch breaks at the Evanston Public Library while holding a job at Northwestern University. His exposure to librarians and the work they do got him thinking about a library career, and he enrolled in a master's program at Rosary College in River Forest, now Dominican University.

Kinnebrew pictured himself working as a reference librarian in academia, that is, until a course in children's literature changed his thinking.

"I was kind of dismissive of children's literature, like everybody else," said Kinnebrew. "You had your favorites from childhood, but as an adult, you put them aside as 'childish things.'"

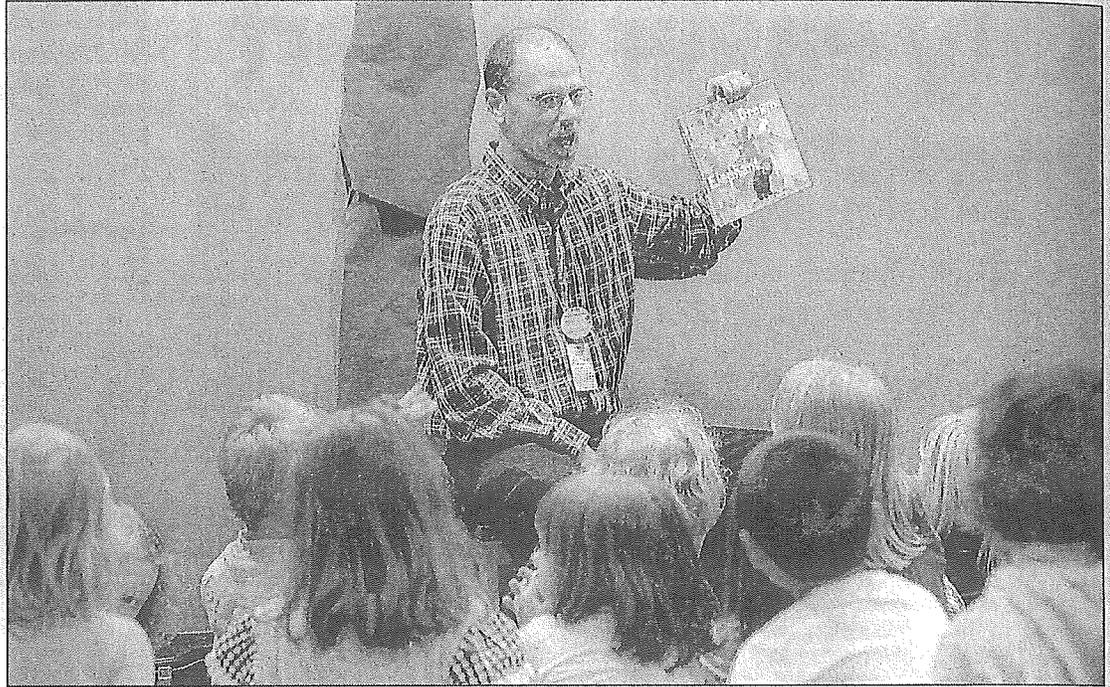
He was struck by the literary merits of such works as "Tuck Everlasting," a 1975 classic by Natalie Babbitt that asks whether you would want to live forever if you could.

"I thought, 'Wow! This is like real literature,'" said Kinnebrew, who is known simply as "Mr. Rick" to many youngsters around Evanston.

For the past 10 years, he's worked as children's outreach librarian for the Evanston Public Library, which means he's simultaneously storyteller, performer, educator and link between the library and many local agencies serving children.

"Rick is like a rock start to our early childhood children," said Ellen Fogelberg, School District 65's director of literacy. "He is wonderful at engaging them in stories and songs, while at the same time helping to develop phonemic awareness, vocabulary and comprehension."

Currently, Kinnebrew spends half of his time on a play literacy project that also involves librarians Martha



Rick Kinnebrew, children's outreach librarian, invites youngsters to predict the next elephant color as he reads "I Dream of an Elephant" during a Book Buddies session at the Evanston Public Library. | CURTIS LEHMKUHL-SUN TIMES MEDIA

Meyer and Laura Antolin. Known as LEAP, for Literacy Education at Play, the initiative sneaks pre-reading and pre-writing activities into scripted play as preschoolers pretend to be, for example, pizza makers or construction workers. The project has taken off as educators recognize its potential.

Each session opens with a story related to the play. Then out come the props, like a baker's hat and apron. A child pretending to be a pizza maker might scribble an "order" onto a piece of paper.

"You tell them, it's OK if you don't really know how to write. 'I'll have two slices of pepperoni,'" said Kinnebrew as he scribbles a squiggly line across a piece of paper, as a preschooler might do.

"You just model this kind of play writing." Children plan and lay out a construction project, rather than just randomly assembling construction objects.

The library started the play ses-

sions in Headstart classrooms, and District 65 found funding to expand the sessions. When school librarians got wind of the project, they saw the possibilities for kindergarten-aged youngsters. So Foundation 65 found money to rewrite the curriculum for the kindergarten level.

"We are kind of pleased that we have smuggled play into kindergarten at a time when it is mostly pushed out," said Kinnebrew.

On Friday afternoon, Kinnebrew was found opening a "Book Buddies" session at the library, part of another collaboration, this one with the Jump Start program at Northwestern University.

With some 30 youngsters gathered around, Kinnebrew read "I Dream of an Elephant" by Ami Rubinger, pausing to allow the youngsters to predict the colors of the elephant based on a rhyming pattern.

"From behind, all I see is a gi-

ant circle," reads Kinnebrew, in animated fashion. "I dreamed of an elephant whose color is ..."

"Purple!!" squeal the youngsters in near unison.

When the story is finished, volunteers from Northwestern pair up with the participants to read to children one on one. Each child goes home with a book that is his or hers to keep, thanks to funding from the Evanston Community Foundation.

Kinnebrew finds working with children rich in rewards.

"There is a lot of reciprocity," he said. "What you put out for them, you get back. You make them happy, and you're happy. When I share a story with kids, and they come back and ask for the same story, that is really gratifying: 'Mr. Rick, tell us the one about the magic mallet,' or 'tell us the one about the skeleton woman,'" said Kinnebrew, of two favorites drawn from folk traditions.

## ton Review

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By e-mail: gtaylor@pioneerlocal.com  
By mail: Letters to the editor, Evanston Review, 3701 West Lake Ave., Glenview, IL 60026  
By fax: (847) 486-7451  
Letters must include name, address and daytime phone.

# Evanston Review

00 | THURSDAY, APRIL 12, 2012

A CHICAGO SUN-TIMES publication

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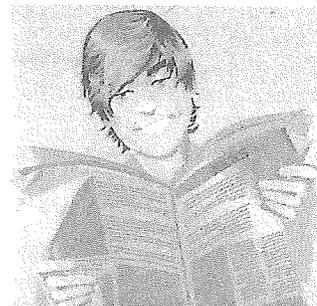


## BOOK BOOM

Evanston librarian Karen Hansen (right) talks to Lorraine Williams of Evanston about downloading electronic books onto her iPad during a how-to session Monday at the North Branch of the Evanston Public Library. PAGE 12 | RYAN PAGELOW-SUN-TIMES MEDIA

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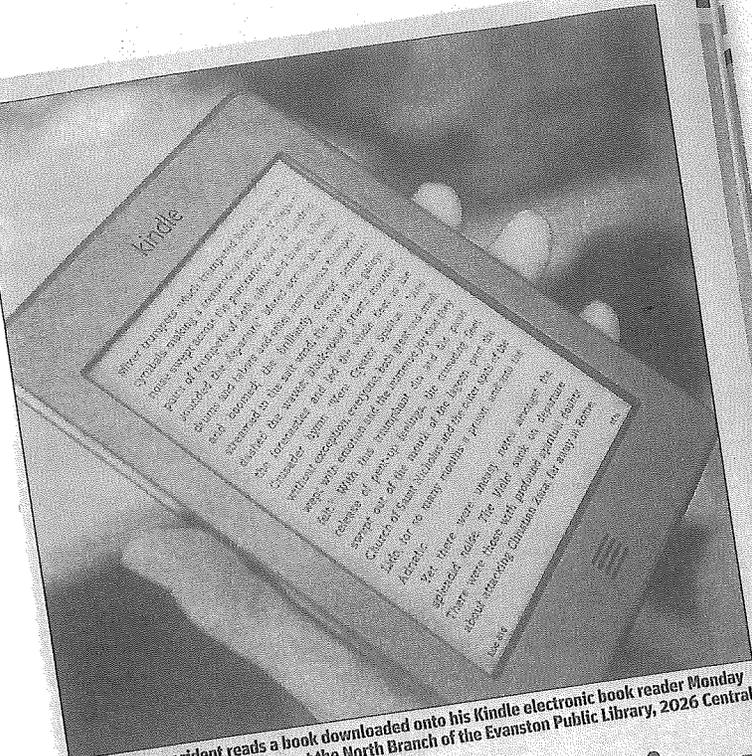


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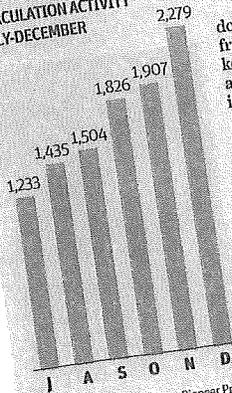
An Evanston resident reads a book downloaded onto his Kindle electronic book reader Monday during a free how-to workshop at the North Branch of the Evanston Public Library, 2026 Central St. [RYAN PAGELOW-SUN-TIMES MEDIA]

# Drop in eReader prices fuels eBook demand

## Library users go digital

Evanston library patrons nearly doubled their use of digital books during the second half of 2011.

CIRCULATION ACTIVITY  
JULY-DECEMBER



Source: Evanston Public Library

Pioneer Press

BY KAREN BERKOWITZ  
kberkowitz@pioneerlocal.com

Evanston resident Roger Girard originally purchased two books in the Hunger Games series to enjoy on a new Nook eReader while he and his wife were on vacation. But when attempts to download free books proved frustrating, "We gave up and kept buying things at Barnes and Noble," said Girard, a resident of southeast Evanston. Still, at \$10 a book, he realized reading could become a costly hobby.

So he took advantage of a free workshop Monday on how to check out eBooks using the library's My Media Mall catalogue.

The library belongs to a consortium of 60 public libraries with a shared collection of 4,000 titles.

"We have all pooled our resources, and you get the benefit of all that purchasing power," explained Evanston

librarian Karen Hansen. Patrons needn't worry about library fines accruing while a misplaced tome is buried between sofa cushions. Electronic books downloaded onto eReaders return themselves.

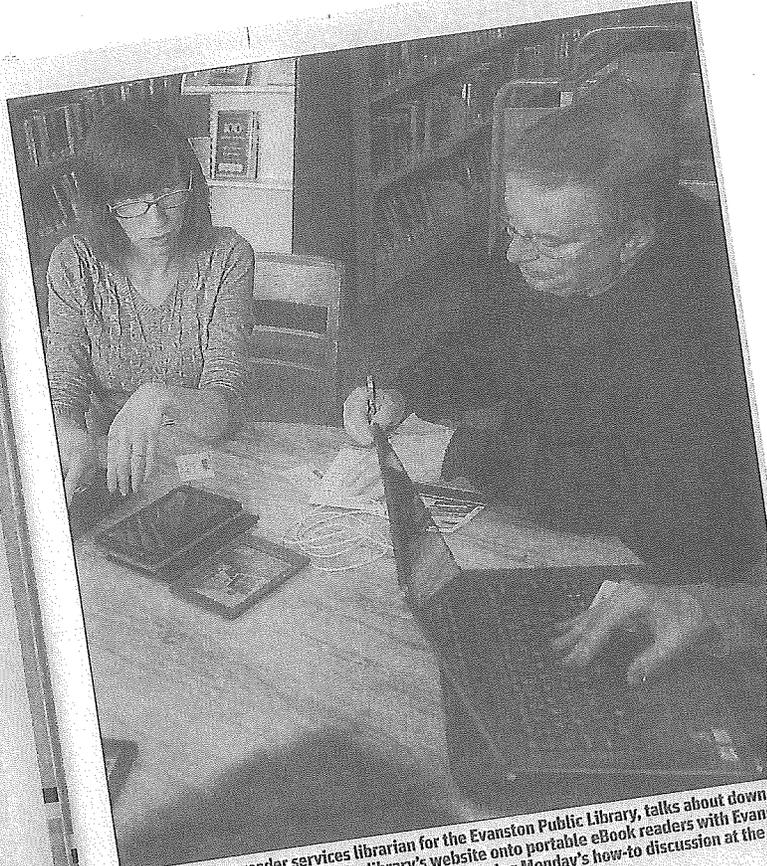
"There are never any fines, because you don't have to return anything physically to the library," said Hansen.

Electronic books may be checked out for one or two weeks, but cannot be renewed.

However, they can be checked out again when they next become available. The page where the patron left off is bookmarked, so it's easy to resume reading.

Though the Evanston Public Library has offered eBooks through the consortium since 2005, patrons' monthly usage of eBooks more than doubled during the second half of 2011, after Kindle books became available.

Evanston library card



Karen Hansen, a reader services librarian for the Evanston Public Library, talks about downloading electronic books from the library's website onto portable eBook readers with Evanston residents Ken Kling (right) and John Heimbaugh during Monday's how-to discussion at the library's North Branch. [RYAN PAGELOW-SUN-TIMES MEDIA]

holders checked out 2,279 digital books in December, compared to 1,148 just six months earlier. The figures have continued to climb, with 2,406 books circulated in March.

"I believe the overall increase in popularity directly relates to new, cheaper technology," said Hansen. "The introduction of Kindle a few years ago was just the beginning. As the devices have gotten cheaper, more folks have bought them, and consequently our digital collection gets used more."

For now, some book publishers are refusing to release titles in eBook format or for library circulation. "I think we'll see even more usage as publishers find ways to evolve and embrace eBooks more freely," said Hansen.

Ken Kling, a resident of downtown Evanston, already appreciates the portability and ease of his new eReader. He still likes holding a book in his hand, but finds it easier to read an eBook while working



Roger Girard of Evanston tries to download an eBook to his laptop from the Evanston Public Library's website, as Elaine Wall of Evanston tries to download an eBook to her Kindle during Monday's how-to discussion at the library's North Branch. [RYAN PAGELOW-SUN-TIMES MEDIA]

out on a recumbent bicycle. Kling also can easily slip the thin device into a side pocket of his cargo pants.

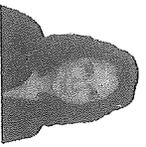
Several other patrons also appreciated the ability to use the screener over conventional

**SPORTS Shocker**  
Cats break Big Ten Tournament  
winning streak \* PAGE 8



**Evanson residents**  
dispose of  
prescription drugs \* PAGE 2

**OPINION Green**  
Western sexism ought  
not be ignored \* PAGE 4



High 72  
Low 59

# The Daily Northwestern

DAILYNORTHWESTERN.COM

Tuesday, May 1, 2012

Find us online @thedailynu

Sharing in two languages



Pumpkin Soup/The Daily Northwestern  
MUY BIEN Children at the Evanston Public Library participate in bilingual story time as part of EPL's Día de los Libros celebration.

SEE THE FULL STORY ON PAGE 2

## Council approves energy program

The renewable energy program could save residents \$22 per month

By MANUEL RAPADA  
THE DAILY NORTHWESTERN

Come summer, Evanson will begin supplying 100 percent renewable energy to participants in its electricity aggregation program.

Evanson City Council unanimously authorized city manager Wally Bobkiewicz to make a one-year agreement with Chicago-based Constellation NewEnergy Inc., capping off an electricity supplier search that began after residents approved the March 20 referendum for the program.

Over the course of Evanson's one-year agreement, a typical residential customer who uses 9,000 kilowatt-hours a year will save \$264, or \$22 a month, compared to the current rate for energy supplied by Commonwealth Edison, said David Stoneback, the city's utilities director.

To supply energy, ComEd currently charges \$0.0733 per kilowatt-hour, while Constellation NewEnergy Inc. will charge electricity aggregation customers \$0.04797. ComEd will still deliver electricity, handle billing and respond to outages.

The city received prices from all three pre-qualified suppliers Monday, but it deemed supplier FirstEnergy Solutions "nonresponsive" after the company failed

renewable energy mix over the 75 percent option because the price difference was well within the \$0.001 maximum they set. In addition, they recommended a 12-month contract rather than a 24-month one because the lowest price of the latter is more than 10 percent higher than that of the former, according to the city memo.

This spring, two groups of area municipalities awarded contracts to suppliers for electricity aggregation programs. The Northwest Suburban Electric Buyers Group, serving communities such as Arlington Heights, Ill., and Lincolnshire, Ill., received a slightly lower rate of \$0.04775 per kilowatt-hour for a 100 percent renewable energy mix, according to the memo.

In contrast, the North Shore Electric-Aggregation Consortium, including Skokie and Highland Park, Ill., secured a three-year quote of \$0.04836 per kilowatt-hour for a 7 percent renewable mix, with new prices provided every 12 months. Individual customers that did not opt out have the option to select their preferred percentage of renewable energy, Stoneback said.

Citizens Greener Evanson board member Nate Kipnis said aldermen

What I'd like you to do is

vote unanimously for 100 percent green power.

Nate Kipnis, Citizens Greener Evanson board member

"You probably don't get to go to bed and have a good night sleep very often," he said. "What I'd like you to do is vote unanimously for 100 percent green power, leave here with a big smile and have a great night's sleep." He left the podium with much applause and some laughter from the audience.

As the lone speaker who did not express support for 100 percent renewable energy, Reinberg professor Padma Rao said her efforts to opt out of electricity aggregation have been "stonewalled by the city."

"Why can't we say 'No' to the city's intrusion into our contract choices?" she asked.

Bobkiewicz responded that there's nothing to opt out of before the council takes action on the contract.

After the meeting, Catherine Hurley, the city's sustainable programs coordinator, said the next step for Evanson is to formally execute the agreement with Constellation NewEnergy before setting up a timeline to draft an opt-out letter that will be mailed to eligible customers.

The renewable energy will come from Illinois or an adjoining state, Stoneback said.

Ald. Don Wilson (4th) said 100 percent renewable energy will not reduce pollution in the area, challenging residents to "ask more questions and really work to effectuate real change."

"I'll sleep a little bit better tonight, but I'm not going to sleep a lot better tonight, because I know this is a very, very small step and we have a very long way to go," he said.

# AROUND TOWN

## EPL hosts storytime for Latino holiday

By SAMMY CAIOLA  
DAILY SENIOR STAFFER

Evanston Public Library reached out to the city's Latino community Monday for El Dia De Los Niños/El Dia De Los Libros, or Children's Book Day, a popular Latin American holiday that celebrates literacy and culture. The new event is part of a wider effort by the library to welcome Spanish speakers.

Library staff told stories in Spanish to parents and toddlers during the library's weekly story and song sessions Monday. Evanston Mayor Eliza-beth Irschahl gave a speech before the morning session. The events were coordinated by Elyra Carrizal-Dukes, EPL's newly hired Latino outreach library assistant. Carrizal-Dukes said the library should be reaching out to people of all ages and backgrounds.

"The Latino community in Evanston in general is a fast-growing population, and so we are acknowledging that increase and trying to do

specific programming, especially bilingual programming to address that community," she said. According to the U.S. Census Bureau, Evanston's Latino population has grown from 6.1 percent in 2000 to 9 percent in 2010. Rick Kinnabrew, a children's librarian, said he has noticed the increase in his 10 years at EPL.

Many efforts have been made to make the library more Spanish-friendly, including the expansion and relocation of the Spanish collection, the addition of "Bienvenidos" to the welcome signs, and the option for library staff to wear pins designating the level of Spanish they know, Kinnabrew said.

"It's a small touch, but if it's your language, you'll notice," he said. "And when the children are in the library, the parents come too. I think this will make a lovely annual thing."

One Evanston grandmother, Marcia Liss, said she had no idea this week would be different for the holiday, but was happy about the change. She said her granddaughter does not get much exposure to Spanish in home or at school.

"We love mixing it up," Liss said. "It's lucky that

it coincides with this celebration."

Paula Acuna, a Communication senior who volunteered to read at Book Babies through the Spanish department, said hearing English is helpful for Spanish-speaking children who want to become bilingual.

"In many cases they learn Spanish at home and are forced to speak English in school," she said. "It's important to have early exposure so they're familiar with English and know at least the basic words."

EPL's Latino-oriented programs are not just for children, said Karen Danczak Lyons, library director. Oakton Community College holds ESL classes for adults twice a week at the library, and the library staff run a weekly bilingual knitting club and a weekly bilingual book discussion.

"EPL recognizes that we need to serve all areas of the community, and an important segment of our community is the Latino population," she said. "We're hoping to build upon this."

SamanthaCaiola2014@u.northwestern.edu

## City participates in national drug take-back

By AMANDA GILBERT  
THE DAILY NORTHWESTERN

Evanston residents participated in the annual RX Take-back Day on Saturday to dispose of unwanted prescription drugs at James Park, located at the intersection of Oakton Street and Dodge Avenue.

The event, sponsored by the City of Evanston and nonprofit drug abuse prevention agency PEER Services, aims to keep residents from improperly disposing of their prescription drugs, Evanston Police Department spokesman Cmdr. Jay Parrott said.

"Prescription drugs can be just as dangerous

properly disposed of," Parrott said.

People and animals could be endangered by ingesting drugs in the garbage can, he said, adding that drugs flushed down the toilet enter the water system and harm life in the Great Lakes.

According to the U.S. Drug Enforcement Administration's website, more than 5,327 sites around the country participated in the National Prescription Drug Take-back Day. DEA's office of diversion control reported collecting more than 377,086 pounds of unwanted or expired medications during take-back day last year.

"I don't know how this year is compared to last year nationally," Parrott said. "I know Evanston did exceptionally well through this year. We turned

anticipated."

EPD took the collected drugs to a facility that properly disposes of them, he added.

Lake Zurich, Ill., resident Joyce Renz drove for more than an hour to Evanston on Saturday to dispose of her unwanted prescription drugs.

"Evanston is the closest location to my house that allows me to dispose of my unwanted medication," she said. "The drive to Evanston is worth it because I know I'm properly getting rid of it instead of just throwing it in the garbage can."

Renz added she praises Evanston's effort. "I'm glad everything is in good hands," she said.

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**From our READERS**

# Spring book sale set for Evanston library

**By Evanston Public Library**

The Evanston Public Library will host its Spring Book Sale on Friday, April 20 through Sunday, April 22. The sale features hundreds of items in great condition that make great gifts. There is something for everyone, including books on travel, cooking, art, music, self help, history, social issues, biographies, and much more. There is also a tremendous amount of children's books.

If you would like to get a sneak-peak before the doors officially open, the Special Preview Sale will be held on Friday, April 20 from 10 a.m. to noon. The admission to this special event is \$5 per person.

The regular book sale runs Friday, April 20 from noon to 5:30 p.m. and on Saturday, April 21 from 10 a.m. to 5:30 p.m. On Sunday, April 22 from noon to 5:30 p.m. all books and media will be sold at half-price.

All proceeds from the sale directly benefit the Evanston Public Library. The sale takes place on the third floor Book Sale Room of the Main Library located at 1703 Orrington Ave.

The book sale is run by dedicated volunteers and additional community supporters who are always looking for gently used books and media.



District 65 School Board Member Tracy Quattrocki shares a story with an Oakton class. Submitted photo

# Oakton's Literacy Day brought in the community

**By District 65 Communications Office**

Oakton Elementary School students participated in a grade-level book swap recently providing them with a gently used book.

Then, in the afternoon, guests from across the neighborhood, school and Evanston community came in as guest readers and shared a favorite book and something about themselves to the individual classrooms.

Oakton hosted 23 guest readers including Michael Robey, District 65 Asst. Superintendent; Manuel Aleman, Bilingual Education Services; Jayson Hays, Evanston firefighter; Monique Parsons, COO of McGaw YMCA; David Middleton, Northwestern University law student; Rick, Evanston Public Library; Ald. Ann Rainey, 8th ward; Christina Robertson, children's book author; Nichole Springer, Choreographer and Mayor Elisabeth Tisdahl, Mayor of Evanston.

# Youth Job Center's job fair brings in crowd

**By Youth Job Center of Evanston**

The Youth Job Center of Evanston hosted a community job fair on April 4, at the Evanston Public Library. More than 300 job seekers were in attendance along with 24 employers-all with multiple jobs available.

The employers included Mather Lifeways, REI, Lowe's, Sodexo, NorthShore University HealthSystems, Securitas, Andy's Frozen Custard, Chipotle, JP Morgan Chase and more. The jobs available ranged from entry-level positions in food service to career-track opportunities in business and finance.

The YJC job fairs are an excellent way for employers to fill available positions.

"It was amazing and we are truly grateful that we have a bunch of future employees," said John LaCognata, General Manager of Univeral Windows Direct, one of the employers in attendance. "We have already scheduled 32 interviews with people who attended the job fair; many of which I'm confident will result in jobs."

The job fair is open to the public but of the applicants who attended, about 100 were YJC clients.

51 of 53  
Michael Miro, Ridgeville Park District,

had this to say about the YJC clients.

"YJC clients are always better prepared and more professional than other jobseekers," Miro said. "They know how to approach employers and market themselves effectively."

The Youth Job Center is a nonprofit agency in Evanston that assists job seekers ages 14-25 in finding employment. The YJC also works with employers to help them meet their staffing needs by referring applicants who are trained in basic job skills and ready to get to work.

# DAR OF NTS

*Knetra Shaw  
City of Evanston  
847-448-8049*

This program is geared to Evanston youth age 14-18 years. In order to be eligible to attend the job fair, youth must be enrolled in school and be at least 14 years of age when the Youth Employment Program begins in mid-June 2012.



Job applications may be downloaded in advance, picked up at the informational meetings listed, or filled out at the Job Fair on April 21.

All applications must be submitted in person at the Job Fair.

## SUNDAY 22

### 2012 Women's Cycling Clinic: Empowering Women Through Cycling

9 a.m. to 3 p.m., Highland Park High School, 433 Vine St., Highland Park

*Sylvie Legere  
847-433-2453*

[highergearchicago.com](http://highergearchicago.com)

Join us for an all day clinic to fine tune your bicycle handling skills and review the basics to feel confident on your bike with your family, in a group or in a race.

Appropriate for all levels of cyclists: recreational, fitness or racing. Whether you are planning for a bike trip or your first race or to add cycling to your summer routine, this clinic will get you ready to ride safer, faster and with more confidence.

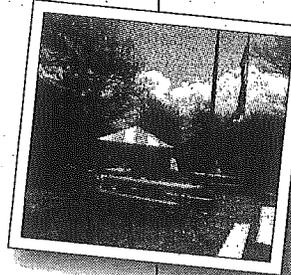
\$75 includes lunch and goodie bag. Register at [bikereg.com/Net/15544](http://bikereg.com/Net/15544).

### Earth Day Celebration

Noon to 4 p.m., Emily Oaks Nature Center, 4650 Brummel St., Skokie  
Emily Oaks Nature Center  
847-677-7001

[skokieparkdistrict.org](http://skokieparkdistrict.org)

At the Earth Day Celebration, you'll discover the four keys or needs of plant and animal life on planet Earth, then open the Life Box with your new-found knowledge. Become immersed in the elements of the natural world and enjoy an afternoon of play outdoors. There will be entertaining activities, Earth-friendly foods and native plant sale.



### Mindful Decisions: The Promise of Productive Living

8 a.m. to 5 p.m., Evanston Hospital, Frank Auditorium, 2650 Ridge Ave., Evanston  
Dr. Manuel Silverman  
773-465-3280  
[dbsa-gc.org](http://dbsa-gc.org)

DBSA-GC's 13th Annual Symposium will explore the meaning in lives, with an extensive examination of mindfulness and mindful decision making in the process of achieving productive living. The ability to focus and concentrate on a task is the cornerstone of productivity.

Mindfulness stresses the present moment without dwelling on past mistakes and without the negative anticipation of future events. The positive influence on the future, through close attention to the here and now, can have a significant uplifting effect on people and their quality of life.

Register in advance.

### Music to remember and Lox and Bagel Breakfast

9:30 to 11:15 a.m., Ezra Habonim- Niles Township Jewish Congregation, 4500 W. Dempster St., Skokie  
Sonya Dinneson  
847-675-4141  
[ehnt.org](http://ehnt.org)

Ezra Habonim-The Niles Township Jewish Congregation will present musical entertainment by the Di Bella Duo. Lyric spinto soprano Bernadette Hammond and tenor Leonard Lauricella will offer a program of music to remember.

In addition, the Men's Club will have a lox

and bagel breakfast.

Breakfast and program: \$10.

Register in advance.

## MONDAY 23

### Chicago Grandstand Big Band Concert

1 to 2 p.m., Weinberg Community for Senior Living, Social Hall, 1551 Lake Cook Road,

Deerfield  
Arlene Minzer  
847-236-7851

The Chicago Grandstand Big Band, a local favorite for the past 30 years, will perform a variety of music, from the Swing era to Big Band jazz.

## TUESDAY 24

### Children's Author Nic Bishop Visits Library

7 to 7:45 p.m., Evanston Public Library, Community Meeting Room, 1st Floor, 1703 Orrington Ave.

*Martha Meyer  
847-448-8610*

[epl.org/kidsca](http://epl.org/kidsca)

Children's author and photographer Nic Bishop will attend an open house at the Evanston Public Library. Bishop is the acclaimed photographer and author of more than 60 books for children, including "Red-Eyed Tree Frog" and the "Nic Bishop Animals" series.



### European Union Youth Orchestra

7:30 to 8:30 p.m., Pick-Staiger Concert Hall, 50 Arts Circle Drive,  
Pick-Staiger Concert Office  
847-491-5441  
[pickstaiger.org](http://pickstaiger.org)

Since 2000 the orchestra has been conducted by Grammy Award-winning pianist Vladimir Ashkenazy. Joining the orchestra in Liszt's Piano Concerto No. 2 will be renowned pianist Yefim Bronfman, the 2010 winner of Biener School of

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Ms. Lawlor refers throughout to the historical events that were the backdrop against which Ms. Carson's life unfolded, in particular the Depression and America's involvement in

World War II, and which affected the reception, especially of her earlier writing, by the public. Ms. Beingsner's illustrations bring history, as well as biography, further to life through their detail – flora and fauna in nature, and clothing, cars, furnishings and the like where people are central.

It is considerate of the author and publisher to include an epilogue – "What Happened After the Publication of 'Silent Spring'" – and a list of source notes. The 32-page book is written and illustrated beautifully and with what appears to be immaculate attention to detail while avoiding pedantry.

### The Writer

Evanston resident Laurie Lawlor has received many awards for her nearly 40 books and for her writing overall, including the 2010 Prairie State Award for Excellence in Writing for Children. She has written biographies, history (among them two series of nine books each), and fiction for kids of different ages, from picture books for pre-schoolers to novels for young adults. She teaches writing for children at Columbia College, Chicago, in particular a YA (young adult) novel-writing class and an advanced YA class.

Though she was born in Oak Park and grew up primarily in LaGrange, Ill., parents and all six kids spent summers in tiny Grand Lake, Col., about three hours from Denver, Ms. Lawlor says. Her parents started a college repertory theatre there in 1967, of which her father, a Lyons Township high school teacher, acted as artistic director.

"It was a unique way to live," Ms. Lawlor says. She was about 13 when this artistic double life began, and had known since about the third grade, she says, that she wanted to be a writer. Life with the theatre was a "very informing" influence, she says, and she has come to think of theatre as the "intersection between telling a story in a live performance and telling a story on the page."

On top of the summer theatre, "another person who was key in my development was Shakespeare," Ms. Lawlor says. She regularly went with her father's high school classes to Stratford, in Canada.

Voice became very important for Ms. Lawlor's writing. "You have to hear how the character sounds," she says. "Hearing the voices is really key – gestures [too], in thinking about how the characters interact." She adds, "Understanding the landscape is important [as well]." And, too, she "loves doing research."

The writer's interest in Rachel Carson and "Silent Spring" relates to her commitment to ecological issues. She says, "I continue to be invested in ecological concerns in Wisconsin, where we have a second home." This investment gave rise in 2005 to her book "This Tender Place: The Story of a Wetland Year (Terrace Books/ University of Wisconsin-Madison), which won a Wisconsin Library Association Literary Award.

Ms. Lawlor discovered "Silent Spring" in high school, she says, and was affected a great deal by it. It is, she says, a book that "appeals to the artistic, visionary side, when reading it, but it's scientific, too."

For a book on "Silent Spring," Ms. Lawlor says, "originally I conceived of a massive idea, a much bigger book; my editor wanted something short and smaller," and they agreed on a picture book. "It was a challenge to distill" what of a life should go into a kids' biography, she says. She had "to find the main thread." For Rachel Carson, what Ms. Lawlor distilled was her curiosity and stamina. And in the book about her, Ms. Lawlor says, "On each page I wanted to tap into touchstones about her life."

"I hated to exclude lots of things," she says; she compromised with the informative afterword. "I had hoped to go into specific examples of birds [how they were affected by pesticides] and the ways in which the chemical industry assailed [Carson]. How she testified, her bravery while she was sick and did this anyhow."

"Her courage was huge," Ms. Lawlor says. "Her story is heroic, and this is something kids need. And all of us need. You don't need to feel sad, especially if you can do something."

And this is true. Doing something will fulfill Rachel Carson's gentle demand in "Silent Spring." Doing something will protect and nurture the potential of the world for future generations – of both humans and the other living things that share it.

## EVANSTON PUBLIC LIBRARY

### Botanic Garden Library Hosts Evanston Residents

The Lenhardt Library of the Chicago Botanic Garden will welcome Evanston residents from noon to 4 p.m. on May 6. Evanston Public Library Director Karen Danczak Lyons said, "We are proud of our partnership with the Lenhardt Library, which provides Evanston residents with a unique opportunity to explore rare books, art and special collections dedicated to the world of plants and flowers. In addition, families can visit the Lenhardt Library and participate in a children's program, while also spending quality time visiting the beautiful Chicago Botanic Garden. All you need is an Evanston Public Library Card."

Patrons who show their Evanston Public Library card at the Lenhardt Library circulation desk during this event will receive a complimentary seed packet (one per family) courtesy of Renee's Garden of Felton, Cal., and a discount coupon for a Chicago Botanic Garden membership (one per family). Garden members may borrow books from the Lenhardt Library.

Space is limited, so registration is requested by May 1, by calling Marianthi Thanopoulos at 847-448-8628 emailing [mthanopoulos@cityofevanston.org](mailto:mthanopoulos@cityofevanston.org). Parking costs will be waived for those who pre-register and have an Evanston Public Library card.

April 26, 2012

Evanston Round Table