

**evanston** public library  
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# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, SEPTEMBER 16, 2015**

**6:30 P.M.**

**BOARD ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, September 16, 2015**

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

**AGENDA**

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

**2. CITIZEN COMMENT**

Not to exceed 15 minutes

**3. CONSENT AGENDA**

A. Approval of Minutes of August 19, 2015 Regular Meeting

**4. INFORMATION/COMMUNICATIONS**

A. Illinois Policy Institute Transparency Project

**5. LIBRARY DIRECTOR'S REPORT**

**6. STAFF REPORT**

A. Administrative Services Report (Paul Gottschalk)

**7. BOARD REPORT**

A. Development Committee (Margaret Lurie)

**8. UNFINISHED BUSINESS**

A. FY2016 Proposed Library Budget (Karen Danczak Lyons)

**9. NEW BUSINESS**

A. Closed Session – Personnel (Michael Tannen)

**10. ADJOURNMENT**

**Next Meeting: October 21, 2015 at 6:30 pm**

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



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

Wednesday, August 19, 2015  
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

**Members Present:** Shawn Iles, Vaishali Patel, Benjamin Schapiro, Leora Siegel, Sandra Smith, Michael Tannen

**Members Absent:** Socorro Clarke, Tori Foreman, Margaret Lurie

**Staff:** Elizabeth Bird, Karen Danczak Lyons, Paul Gottschalk, Jessica Ticus

**Presiding Member:** Michael Tannen, President

**CALL TO ORDER/DECLARATION OF QUORUM** - A quorum was present and President Tannen called the meeting to order at 6:37 pm.

**CITIZEN COMMENT** – none

**CONSENT AGENDA** – Benjamin Schapiro motioned to approve the consent agenda consisting of the minutes of the July 15, 2015 regular meeting, the bills list and payroll.

**INFORMATION AND COMMUNICATIONS**

Introduction of Elizabeth “Betsy” Bird, Collection Development Manager. Ms. Bird, a Midwest native, comes to EPL from New York Public Library where she began her career as a Children’s Librarian in 2004. She writes a popular blog in School Library Journal and regularly reviews children’s books for Kirkus and the New York Times. She is the author of several children’s books including *Children’s Literary Gems: Choosing and Using Them in Your Library Career*; co-author of *Wild Things: Acts of Mischief in Children’s Literature*; and the author of *Giant Dance Party*. She has two children, ages one and four, and is looking forward to working and living in Evanston.

**LIBRARY DIRECTOR’S REPORT** – Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- A meeting to continue to discuss the 2016 budget will be convened on September 2 at 6:30. The City’s budget calendar has not been presented yet but Karen’s goal is to have the Library’s budget prepared for submission in early October.
- The Board will be asked to consider how to proceed with necessary capital improvements at the North Branch and weigh the options of approaching construction projects piecemeal or closing the North Branch for 7 to 8 weeks to complete all slated projects.

- Other capital projects for the 2016 budget include replacing computer network routers at the Main Library and waterproofing the exterior of the Orrington Avenue building. Phase 1 of the waterproofing project is in this year's budget.
- Space planning for the Main Library was approved in the 2015 budget and will begin this fall.
- Ms. Danczak Lyons and staff met with Reverend Ken Cherry, the new Director of the Fleetwood Jourdain Center to discuss opportunities to collaborate. Rev. Cherry stated that EPL was "the one and only partnership he inherited."
- The Summer Reading Program participants earned 144,016 points, exceeding the goal and as a result, residents who participated will have their fines waived the week of August 30 – September 5.

## STAFF REPORTS

- A. Administrative Services Report** – Paul Gottschalk reported that EPL is in the process of hiring two part-time branch assistants. Through July 31st, Library Fund revenues exceeded expenditures by \$811,303.13. This surplus is principally due to the receipt of the second installment of property taxes. The Endowment portfolio return was 2.5% over the past 12 months.

## BOARD REPORTS

- A. Development Committee Report** – The Fund for Excellence Committee recruitment is going well, with 16 new and returning members in addition to Trustees. Morton Schapiro, President, Northwestern University and Elizabeth Tisdahl, Mayor, City of Evanston, have been recruited as honorary committee members. A kick-off reception will be held at Shawn Iles's home on September 8<sup>th</sup>.

## BOARD DEVELOPMENT

- A.** The viewing of the video "What it Means to be a Library Trustee" was tabled until the September meeting.

## NEW BUSINESS

- A.** To meet 2015 budget shortfalls, the City of Evanston is implementing a staff furlough day on December 31, 2015. Karen Danczak Lyons asked the Board to approve a motion to institute an EPL staff furlough day on December 31. Budget savings from Library salaries will go into the Library Fund. Ben Shapiro approved the motion, Sandra Smith seconded it and the Board unanimously approved the motion.
- B.** Sandra Smith announced she will be representing EPL in the Leadership Evanston training and thanked Board members and staff for recommending her.

**C. Closed Session** – Motion by Michael Tannen, second by Sandra Smith – move into closed session to discuss a personnel matter. Approved on a roll call vote. The Board convened in closed session at 7:32 pm.

Motion by Michael Tannen, second by Sandra Smith – convene in open session. Approved on a voice vote. The Board convened in open session at 8:40 pm.

**ADJOURNMENT** – The meeting adjourned at 8:41 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

DRAFT

## Library Director's Report

August 19, 2015

### Updates:

- Reminder: Additional meeting to continue to discuss the 2016 budget will be convened on September 2<sup>nd</sup> at 6:30.
- Our Concierge desk is up and running with great results reported by both staff and volunteers. Please stop and say "Hello" to our volunteers at the Concierge desk. An example of the importance this service from this morning: A young man came into the library on his way to a job interview. His printer at home had broken this morning and he needed to quickly print out his resume. The Concierge directed him to the printers and he left with resume in hand and in time for his interview.
- I arranged a meeting this morning with the new Director of the Fleetwood Jordain Recreation Center – Reverend Ken Cherry. I was joined at the meeting by our Community Outreach Team – Jill Skwerski, Renee Neumeier and Laura Antolin. We discussed Director Cherry's new vision for services at Fleetwood, our shared concerns about services to residents of all ages, opportunities to collaborate, the Summer Reading Program and using the Harwood method to assist in learning the aspirations of the Fleetwood patrons in order to shape future programs.
- Kwamae Alexander welcomed a full house to our main community room on July 23<sup>rd</sup>. Adults and children enjoyed hearing the author speak and having their books signed. My thanks to the Dajae Coleman Foundation for their continued partnership with the Evanston Public Library. I am arranging a meeting with Tiffany Rice to discuss opportunities to partner again in 2016.
- I am exploring ways to expand our ABC Boosters program for 2016 including assessing the number of rising pre-school students that would benefit from the program, reviewing ways to deepen the connection between parents and participants with the Evanston Public Library and additional sources of funding.
- National Night Out – My thanks to Jill Skwerski and Laura Antolin and the EPL team for hosting the annual National Night Out at the Main Library. Crafts, conversations, sidewalk chalk and photographs with a fire truck and ambulance were all highlights of a lovely evening.
- Our entire EPL family lead by Renee Neumeier, Laura Antolin, Connie Heneghan and Heather Norborg created a new approach to the Summer Reading Program with one unified way to participate and special emphasis on reading to our youngest patrons. The response was very strong and we exceeded our community participation goal of 125,000 points. As of yesterday, the total points earned are 144,016 and we are still entering participation numbers. As a result, Evanston residents who participated will have their fines waived (not fees for lost items) during the week of August 30 through September 5.
- Cradle to Career and Community Literacy: Several members of EPL are participating in the Cradle to Career initiative and we are discussing the merits of using the Harwood method to conduct the focus groups that will be convened through the Community Engagement Committee.

- I want to commend Kim Hiltwein and the entire team that is producing our first Community Reading Program thanks to a Big Read grant from the National Endowment for the Arts. Our programming will center on the book “Into the Beautiful North” and will kick-off on September 19<sup>th</sup>. EPL has also launched a page on our website at [www.epl.org/bigread](http://www.epl.org/bigread) . Books will be available in print (both English and Spanish) and on CD. Partnering with Districts 65 and 202 and cultural organizations, the 9 months of programs will have many opportunities to come together. For more details about the partnerships please refer to an entry under the Teen Services section.
- In partnership with the Evanston Community Foundation and Evanston Cradle to Career, we will be hosting Dana Suskind, the author of *Thirty Million Words* on September 24<sup>th</sup> from 5:30 – 7:30 at the Rotary Building Auditorium. Based on scientific research that shows the critical importance of early language exposure on the developing child, *Thirty Million Words* helps parents enhance their home language environment in order to optimize their children’s brain development and ability to learn.

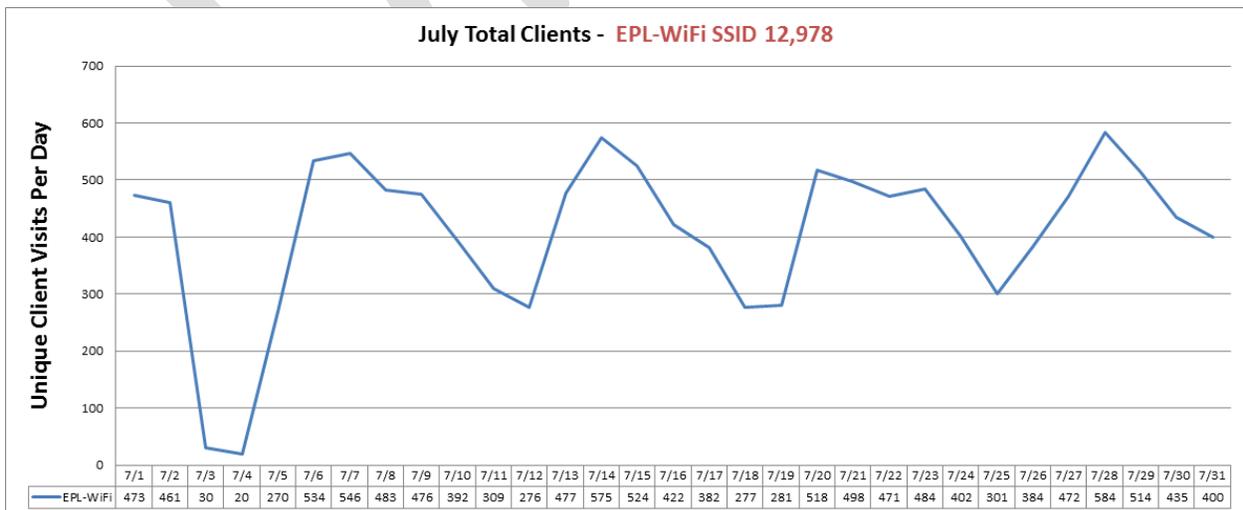
**Assessments, metrics and initiative results:**

Foot traffic:	July, 2015	June, 2015
Main:	48,653	49,520
North:	5,329	5,416
CAMS:	4,493	5,207
Total:	58,475	60,143

Website visits in June: 46,595 July: 40,164

Overall Computer/Internet Use – all locations: June: 7,054 July: 7,206

Wireless network. July: 12,978 total



### Services and collaborations:

- We are deepening our relationships with Illinois' two accredited Library Programs: Dominican University and the University of Illinois. I am exploring the potential for interns and practicum students to work at EPL, the possibility of having courses for the Masters in Library and Information Science taught at EPL and joint grants and programs.
- The Evanston Public Library and the Book Sale Volunteers helped Tim Rhoze create "God's Library" for his production of *Maya's Last Poem* at the Fleetwood Jordain Theatre by supplying 1,000 donated hardcover books to the production.
- Our partnership with Northwestern University's Middle East and North African (MENA) Studies school will begin again on Monday, September 28:

"Transcending Nationalism in the Armenian Genocide Debate"

This panel will feature journalist Meline Toumani, author of *There Was and There Was Not*, and two respondents from the Northwestern faculty: Elizabeth Shakman Hurd (Associate Professor of Political Science and MENA) and İpek Yosmaoğlu (Associate Professor of History and MENA). Panelists will explore the perspectives of a new generation of commentators on the history and politics surrounding the Armenian genocide and its legacy, the politics of recognition, and the potential of listening to new voices and views as Armenians, Turks, and others navigate life in the present given the events of the past.

[Elizabeth Shakman Hurd](#) teaches and writes on the politics of religious diversity, the history and politics of US foreign relations, and the global politics of the Middle East at Northwestern, where she is associate professor of politics and religious studies. She is the author of *The Politics of Secularism in International Relations* (Princeton, 2008) and *Beyond Religious Freedom: The New Global Politics of Religion* (Princeton, 2015), and co-editor of *Politics of Religious Freedom* (Chicago, 2015) and *Comparative Secularisms in a Global Age* (Palgrave, 2013).

Meline Toumani has written extensively for *The New York Times* about international politics as well as about classical music; her stories and essays have also appeared in *The Nation*, *Harper's*, *n+1*, and many other publications. As a reporter she has worked in Turkey, Armenia, and Georgia, and has taught journalism in Southern Russia. Her first book, *There Was and There Was Not: A Journey Through Hate and Possibility in Turkey, Armenia, and Beyond*, was a finalist for the 2014 National Book Critics Circle Award.

İpek Yosmaoğlu (Ph.D. Princeton, 2005) is a historian of the late Ottoman Empire. She taught at the University of Wisconsin-Madison and was a member at the Institute for Advanced Study in Princeton before joining the history department at Northwestern in 2010. Her research interests include nationalism, violence, political legitimacy and state modernization. In late 2013, she published her first book, *Blood Ties: Religion, Violence and the Politics of Nationhood in*

*Ottoman Macedonia, 1878–1908* (Cornell University Press), which focuses on the final decades of Ottoman rule in southeastern Europe.

- Our partnership was featured by MENA in the recent publication *Program in Middle East and North African Studies The First Two Years 2013 – 2015*:

**MENA SPRING FILM SERIES**

**Pouran Derakhshandeh: Women and the Making of Iranian Social Cinema**

One of Iran's leading filmmakers, Pouran Derakhshandeh, visited the Northwestern Evanston campus for a weeklong residency in April 2015 as a guest of the MENA Program. Two of her films – *Hiss! Dokhtarha Farjad Nemizanan!* (*Hash! Girls Don't Scream*), which Derakhshandeh directed, and *Bist* (*Twenty*), which she produced, were screened at Block Cinema to audiences of 200 people, both of which were followed by interviews and Q&A sessions. She also visited both film and Persian classes and met with a number of students and faculty during her visit, and gave a public interview with MENA Professor Hamid Naficy.

Iran boasts one of the most celebrated film industries in the world. Iranian women's influence in filmmaking has increased dramatically in the decades since the 1979 Iranian Revolution, often through a daring critique of modern Iranian society. Derakhshandeh holds a special place in the history of filmography in Iran: her film *Mate Contact* was the first feature film directed by a woman released in Iran after the 1979 Revolution. She has gone on to direct twelve feature films and eleven documentaries, winning numerous national and international awards.

Derakhshandeh's visit was a collaboration between the Program in Middle East and North African Studies (MENA) and Block Cinema. Generous support was provided by the Edith Kreeger Wolf Endowment, which brings scholars and public figures to campus with the goal of highlighting women's successes in scholarship, the arts, and public.

**COLLABORATION WITH NU-Q**

In September 2012, eight MENA faculty traveled to Doha to participate in a symposium with colleagues from Northwestern University in Qatar (NU-Q). The resulting papers were collected, expanded upon, and published in 2013 under the title *On the Ground: New Directions in Middle East and North African Studies*, edited by MENA director Brian Edwards. The topics of the chapters range from women's social and digital mobility in modern-day Egypt to a case study of how the 2011 uprising in Libya affected Libyan and Tunisian Berbers, and represent a number of disciplines, including anthropology, communication studies, history, and political science.

The text is freely available at <http://ontheground.qatar.northwestern.edu/>.

**PUBLIC ENGAGEMENT**

In January 2015, MENA established a partnership with Evanston Public Library as one of its new initiatives in community outreach made possible by a generous gift from the GPD Charitable Trust. This collaboration is built around a series of lectures and public events, all of which are aimed at improving the public's understanding of the MENA region and allowing the space for questions and discussion. Turnout at these events has been phenomenal, with the April evening lecture bringing over 120 community members together to hear a panel of MENA faculty speakers. The events provide a way for community members to interact with nationally-acclaimed experts on the part of the world that stretches from Morocco to the Arab Gulf states and Iran and from the Mediterranean into the Sahara and beyond.

**EVENTS 2015**

January 26 <i>Diplomacy on the Front Lines in the Middle East</i> Nabeel Khoury, Northwestern University	March 2 <i>The Rise of Sectarianism in the Middle East in an Age of Western Hegemony: 1860-2014</i> Ussama Makdisi, Rice University	April 13 <i>Four Myths about the Middle East</i> Brian Edwards, Henri Lauzière, Wendy Pearlman, Jessica Winegar, Northwestern MENA Faculty	May 11 <i>The History of Iranian Photography</i> Ali Behdad, University of California, Los Angeles
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2015-16 | 2015-16

- I will be participating in the Mather Lifeway's Telephone Topics program in September and will be reading stories to a listening audience with an age range from 65-85 years of age. Along with reading, I will be marketing our Storytelling Festival and hope to attract residents from Mather to the festival.

**Children's Services highlights include: from Laura Antolin:**

*Ethnic Arts Fair:* I partnered with Open Studios to bring the Dream Weaving/Community Web that Gigi and I created last summer to the Ethnic Arts Fair Family Arts Activity Area and to create it anew. I was stationed there on July 18 and 19 from 1:30-5:30 to explain what we were doing and to help families add to the weaving. I hung two pictures of Gigi that dedicated the project to her memory next to the Dream Weaving and lots of people stopped to admire it, to help weave and to remember Gigi. I let her family know that we were doing this and among the first people to come on July 18 were Gigi's mother and father. It was very meaningful to me and a lovely tribute. One woman told me that she felt it was the "spirit of the fair" and lots of educators talked with me about how they could replicate it. It was very affirming and fitting.



DRAFT



*Evanston History Center Ice Cream Social:*

I represented the Library at EHC's Ice Cream Social on July 25. I spoke with lots of people, handed out I love EPL stickers and bookmarks and even registered a child for SRP. It was worthwhile and a good opportunity to talk to people about what we offer at the Library, connect with families that I know and engage in positive interactions.

Interactions: 102    SRP registrations: 1

*Janie's Fair:*

This is a project that arose out of Kim Holmes-Ross' consulting with Curt's Café South. I was invited to be a part of this project as a result of networking at CNE's Breakfast at Erie Health in June. There are about 16 people on this committee including EPD, IWSE, Family Center, Literacy for All of Us and community members. "Janie" is our composite teen mom who dropped out of school, has a 1 year-old, is pregnant, in an abusive relationship with her baby's father, living at home sometimes and frequently hungry and not connected to any services.

The purpose of Janie’s Fair is to hold a resource fair for teen mothers and young parents and their families and it is fast-tracked to happen on September 11 from 3-6pm at Mason Park.

*Barb Jones’ Home Day Care Kindergarten Graduation:*

Sally Schwarlose and I were asked by Barb Jones to attend the graduation of her 4 rising kindergarteners at the Library. I helped a little with set –up and Barb asked me to speak to the families which I did very briefly and I wrote a Kindergarten song that everyone sang to the tune of Twinkle Twinkle Little Star. It was a lovely event and we were both pleased to be included.



**Teen Services highlights include: from Renee Neumeier:**

- Teen DIY (from Kayla’s report)

“I have had so much fun doing these DIY workshops this summer! It has been excellent to go out and visit the branches and make crafts alongside the kids. The groups are usually small enough that I am able to talk with the teens and build some rapport with them. I think the most successful one, by far, was the Shrinky Dinks workshop at CAMS. It had a good turnout (7 or 8 if I recall) and was a lot of fun. The

Mason Park DIYs also felt like they really served a need, for each time I brought crafts to the day camp there, the kids were enthusiastic to at least give it a try, even if they didn't think of themselves as the crafty type. The Mason Park DIYs also served the largest number of kids, about 12-14 each time, and they seemed to come from a different population than whom usually attend our arts programming. The kids seemed consistently pleased with and proud of the crafts that they made, at any locations, and this is a relatively easy program to mingle kids of differing ages."

- Art of the Handmade Book Camp: (From Jamie Thome, camp leader)

This camp combined practical hands-on papermaking and bookbinding skills with various art processes and writing exercises.

The over-arching Big Idea of Book Camp this year was Identity and Self-Portrait. Inquiry questions directed towards that theme included (but were not limited to) the following: What is something that you are quite talented at doing and do well? What makes you tick? How are you different/similar in each community (peer community; family community; school community)? What talents/gifts do you possess that you can use to better your community, and how can you use them?

In addition to individual projects (hardcover handmade paper books that they made themselves and filled with artwork; Exquisite Corpse collages; book cover collages; Attitude of Gratitude painting/collages that we hid around the library as gifts to patrons who found them, and as expressions of thanks for books and libraries; sketchbooks that they made by hand and kept all of their notes and work in during camp), campers experienced extensive collaboration on three different artworks that are now part of the Loft's permanent collection: handmade paper Treewhispers (self-portraits), Core Values stained glass window project, and an Abstract Self-Portrait Quilt (which also utilized the Core Values activity we did).

The best part of the camp for me this year was the community the campers built amongst themselves. It was a treat to watch friendships strengthen and form over the three weeks of Book Camp. Another moment that made me proud and excited was when a returning camper asked, on her last day of camp this year, if we were going to have Book Camp again next summer. When I said that we were planning on it, she said, "Great! I will come every year you do this camp!!" I looked around the room at all of the other girls nodding enthusiastically. I wish we could have spent the entire summer together; three weeks wasn't nearly enough time.

- Big Read: Kim Hiltwein and Renee Neumeier worked hard to get all the events for the Big Read on to the NEA's Big Read page, the library's event calendar and the Big Read page on the Library's website. Ashley Hamernik designed headers for the webpage, flyers and brochures and a widget that can be used on the webpage. Renee, Kim and Lesley Williams met with Mercedes Fernandez at ETHS to discuss how they could engage the Latino ETHS parent advisory group in the Big Read and the Latino Americans grant. Mercedes is interested in running a book discussion group on *Into the Beautiful North* in Spanish. Renee, Kim and Laura Antolin met with Lindsey Rose and Manuel Aleman from D65 to decide on complimentary titles for the Big Read for elementary and middle schools. Two titles were selected *Yes! We are Latinos* and *The Distance Between Us*. Ashley has also designed bookmarks to go into the Big Read books. We're

also going to put book plates in the Into the Beautiful North copies. Flyers have been designed highlighting some of the fall's big events. A brochure that will highlight all events is also in the works. Kim and Renee will be meeting with Fine Arts chair from ETHS at the beginning of August to discuss tying some of the Fine Arts curriculum into the Big Read. Kim and Laura Antolin met with Rotary International about starting a partnership, which includes securing use of their auditorium for events. Rotary employee Rebecca Mendoza signed on to facilitate the Spanish book discussions in the community and host both an English and Spanish discussion at Rotary. Kim has been able to coordinate with the City of Evanston on their Day of the Dead event and the Hispanic Heritage festival the library will have a presence at each event.

**Outreach and Community Engagement includes: From Jill Skwerski:**

-The story below exemplifies the impact of having a presence at locations such as the Produce Mobile and Hillside Pantry. I met Linette Gibson at the Produce Mobile and we picked out a book for her granddaughter Shayla. I saw Linette the following week at Hillside Pantry, where she shared that Shayla loved the book, carried it with her everywhere (see attached picture) and had overcome her reluctance to read and in fact had read the book to her pre-school class!

From Shayla's Grandmother:

Hi Jill, this is Linette Gibson My granddaughter is Shayla Hunt who's 5years old and gonna start kindergarten in the Fall. Her story is below. I thank you so much for picking the book out for Shayla when I was at the (Robert Crown produce truck). To help her learn how to read. I didn't know she would advance so fast and enjoy reading. I can't thank you enough, I'm so proud of Shayla!!!! Reading is fundamental. :)

Linette Gibson  
Hillside Pantry volunteer

From Shayla's Mom:

Shayla's First Book – 'Let Fat Cat', a mini story from the Now I'm Reading! Level One: Animal Antics series.

After 1 ½ days of being introduced to this book system, Shayla was reading her first book. The mini story is called 'Let Fat Cat'. Shayla received the book on Friday, July 17, 2015, which was given to her by her grandmother. Shayla read the book several times with her grandmother until she was able to read it on her own with little help. Shayla decided to take the book to school on Tuesday, July 21st, as she wanted to read it to her teachers. The teachers were so impressed with Shayla and how she is advancing, that they said she can read the book to her classmates. One of her teachers mentioned how she is so proud of Shayla and that she is so ready for Kindergarten. When I picked Shayla up from daycare that evening, her teacher informed me that Shayla read the book 'Let Fat Cat' to the class and they all enjoyed the book.



On July 28, EPL hosted Community Partners for Affordable Housing. Amy Kaufmann, Director of Community Relations for CPAH provided an informational overview including a definition of affordable housing, how to qualify for rental and ownership opportunities, potential road blocks applicants might face and how to begin to work through such blocks. She fielded numerous questions from the audience of 40+ and then provided applications for housing. As a result of the high turnout we've scheduled a second session for 11/3. Affordable housing was identified in our Community Conversations and Ask Exercises as a persistent barrier within the community to people reaching their aspirations.

In addition to regularly scheduled visits to the Produce Mobile, Hillside Pantry, Three Crowns, James, Mason, FJ and Crown, it's also high season for City festivals. I've taken the book bike out to the West

End Market, Downtown Market, Ethnic Arts Festival and the Recycling Fair. Ben Remsen has caught the book bug and pedaled over to the Ridgeville Market. During July, out in the community, I made 13 library cards, registered 19 people for SRP and checked out 97 books. Finally, we provided 60 books to 2nd Baptist Church for their Summer Reading Celebration and planted seed collections of 30 books each at Ebony Barbershop and Cutting Edge Hair Gallery, both on Church & Dodge.

On a global note, the Special Needs Family Resource Fair that was held here in November 2014 was attended by a visiting librarian from Australia, Jo Kaeding, who was participating in a study tour of US Libraries. EPL was one of 20 libraries Jo visited on her tour. She emailed earlier this week to let me know that her final report will be held by the State Library of South Australia and uploaded to the website of the funding bodies as well on her Blog. Jo will forward the link when her report is finalized, but I've attached the EPL portion to this document:

## **Evanston Public Library**

Evanston Public Library has three branches, serving a population of 75 000.

This public library provides another very good example using partnerships to focus on creating inclusive libraries.

### **Partnerships and Outreach and Marketing**

The Evanston Public Library was the first library in the greater Chicago area to hold a community expo for families of children with special needs.

The expo was held in a community room at the Evanston Public Library. The expo was made up of information booths from the major organizations and associations that provide services and support for children with special needs in the Evanston area. The expo was very successful, with other libraries in the Chicago-area expressing an interest in hosting something similar.

Expos are an excellent way of achieving the following:

- promoting the library as being supportive of families of children with special needs
- demonstrating that public libraries are an excellent source of information
- providing a neutral environment in which information and services can be distributed to families of children with special needs

- creating an opportunity for families of children with special needs to find out about the resources available in their own community
- providing a networking opportunity for organizations and associations that provide support and services to families of children with special needs
- providing an opportunity for families of children with special needs to connect with other families in their own community
- reinforcing the library as disability friendly place.

### Learning Outcomes

- Develop partnerships with organizations and associations involved in the provision of services to children with special needs and their families.

Host or be involved in expos for children with disabilities

### **Adult Services highlights include:**

- The Roundtable included a great article about Ben Remsen and the wonderful programs that he is creating and producing throughout the City of Evanston:  
<http://evanstonroundtable.com/main.asp?SectionID=4&SubSectionID=4&ArticleID=10687>
- Also from Ben:

On July 20th, EPL hosted its first Tabletop Game Night and it succeeded beyond my greatest hopes!

“Tabletop games” is the term frequently used for board games that employ more complex rules and more fantastical elements than your typical game like Parcheesi. These sorts of games have grown in popularity recently, and last April a new store, Elysium Games, opened at 1610 Maple Street devoted primarily to Tabletop Gaming. I reached out to Jesse Reynolds, the owner of Elysium about the idea of collaborating with the store to run a game night at the library and he loved the idea. He helped promote the event in his store as well as on the store’s social media presence (thereby increasing awareness of library programs even among those who didn’t attend the event).

On the 20th he came to the Community Meeting Room with a half-dozen games for attendees to choose from. Seventeen people were signed up – which would have been a decent crowd – but 32 people attended! We started at 6:30 and at 9 over half the attendees were still there playing. I had to politely but firmly tell them that they really did need to leave because the library was closing. . . which is the kind of problem we want to have! Even better than simply having a large group, I was excited that it was the most age-diverse event I’ve been to yet at EPL. I didn’t ask people’s ages, but estimating I would say about half the crowd was in their 20s and 30s. There were also teens and people in their 60s (again, just estimating) and the six different game tables were very mixed. Many people left asking me when the next Tabletop Game Night will be. The next Tabletop Game Night will be October 5<sup>th</sup>.

- On Wednesday evening , August 12 patrons queued up in the standby line more than an hour before the author program was scheduled to start hoping to get into the program:

Authors Christine Sneed and Julia Sweeney would be sharing their latest books. Sneed would read from her new novel "Paris, He Said" which the NY Times called an "absorbing, original..., and unexpectedly poignant" exploration of love, art, and ambition. Sweeney would share from her recent essay collection "If It's Not One Thing, It's Your Mother" - her recent essay collection described by author Maria Semple as "intimate and hilarious." Copies of both books will be available to purchase courtesy of Bookends & Beginnings.

Christine Sneed's story collection "Portraits of a Few of the People I've Made Cry" won the Grace Paley Prize and was an LA Times Book Prize finalist. Her debut novel "Little Known Facts" was named a Top 10 Debut Novel of 2013 by Booklist. She teaches at Northwestern University and the University of Illinois and lives in Evanston.

Julia Sweeney is best known as a comedienne on Saturday Night Live where portrayed an androgynous character called "Pat." She has also worked as a television writer for Sex and the City and Desperate Housewives, performed in television and film productions including Frasier, Mad About You, and Pulp Fiction, and starred in three acclaimed one-woman shows that have played in theaters in Los Angeles and New York City.

As you know, a transformer failed and portions of the City, including the main library lost power. As we cleared the building, Russell Johnson worried about disappointing the patrons waiting to hear their favorite authors. Russell located the authors in a nearby restaurant, spoke with them and the owners of the Celtic Knot and quickly arranged to have the program moved across the street. I addressed the patrons that continued to wait in the darkened community room and invited them to relocate to the new location. Based upon their response it was clear that Russell's quick thinking helped to save their evening and show that the Evanston Public Library cares about our patrons and our programs. See Russell's message to me below:

Hi Karen,

Thank you so much, and I'm still so happy we were able to pull off an event given the circumstances. 63 patrons were able to fit into the Snug last Wednesday, and I'm currently in touch with both authors about a return date in the fall for the folks who weren't able to get in. I received a lot of nice feedback about the event from patrons and the authors, and you can find a sampling below.

Thanks again for your help that night!

Russell

"Thanks for making tonight's event a success. The venue change worked for me! So glad the event was not canceled."

-- Suzanne Meyering

"Thank you so much. I was able to attend and it was wonderful! I enjoyed both authors and look forward to other events in the future...if only I didn't have to pay for parking twice... :)"

-- Helene Vicker

"Russell, I was among the fortunate folks who did hear the reading last night. Appreciated your kind professionalism and calm manner in the midst of challenging circumstances. Kudos to you, as well as the authors!"

-- Heather Clark

"Thank you again, Russell, for everything! The poster you made looked great, the tickets...everything was so classy. I wish the darn power hadn't gone out.:)"

-- Christine Sneed, author "Paris, He Said"

#### Upcoming events of note:

- **Thursday, September 3, 4:30 pm, Community Meeting Room, Main Library**

Come meet celebrated children's author Jon Scieszka, who will be promoting his latest book, *Frank Einstein and the Brainturbo!* Children wearing a Mad Scientist Costume have the chance to win a prize! Mr. Scieszka will give a brief talk, answer questions, pose for photos, and sign books, on sale at the event by co-presenter The Book Stall. Registration is required; the event is recommended for ages 7 and up. Mr. Scieszka has written such great books as his memoir *Knucklehead*, the *Time Warp Trio* series, *The Stinky Cheese Man and Other Fairly Stupid Tales*, *The True Story of the Three Little Pigs*, among many others. In addition, he started the Guys Read campaign, and served as the inaugural Ambassador for Young People's Literature. [Register online](#), in person, or by calling 847-448-8610.

- **Tuesday August 18, 7pm Family Night: Father/Son Craft.** Join us for an evening of creativity working on a science/art project with your son. Boys must be accompanied by an adult. [Registration required.](#) Grades 2 -6.
- **Thursday August 20, 7pm Family Night: Jammie Time!** Come in pajamas to this stories-before-bed program. Ages 2 -9. *Drop in; no registration needed.*
  - **Working Parent Friendly programming for a great August of family togetherness at the Evanston Public Library.**
- Saturday, August 22, 11:00 AM: Meet State Representative Robyn Gabel and her staff to discuss problems and issues of concern. Main Library community room

#### Excerpts from Patron feedback:

- A note about the Summer Reading Program's "Band in a Bag":

We had to stay in yesterday morning, my two grandchildren and I, so we finally opened our band in a bag prizes. We spent almost two hours making a xylophone and finding the highest and lowest notes, putting together and playing a drum set, making maracas out of water bottles, using the toilet paper tube to make kazoos and, of course, putting together and playing the tambourines. We played and sang and took turns with the instruments and took a video for their parents. I can't thank you enough for this great idea!

DRAFT



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Paul Gottschalk, Assistant Director  
Subject: Administrative Services Update  
Date: September 10, 2015

This memo provides an update on significant administrative activities.

## **Human Resources**

I'm pleased to announce that Heather Kolke has been promoted to a 20 hour Circulation Clerk position.

The interview process is underway for the following positions: Latino Outreach Assistant, Assistant Circulation Manager, North Branch and CAMS Clerks, Acquisitions Assistant, and Technology Associate.

## **Financial Resources**

The financial report for the period ending August 31<sup>st</sup> is attached. Year to date expenditures are comfortably within target. Through August 31<sup>st</sup>, Library Fund expenditures were below the year-to-date budget by \$550,699.

A summary of the Endowment portfolio as of August 31<sup>st</sup> is attached. The annualized return on the portfolio was -2.8% over the past 12 months and 6.2% over the past five years.

## **Facilities Management**

The major HVAC renovation project is underway. The replacement of the air conditioning coils is schedule to take place in November.

The design of the parking garage drainage renovations is nearing completion.

We rejected the one bid we received for the masonry restoration. The project will be re-bid in early 2016.



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
52610	LIBRARY FINES & FEES	156,000.00	.00	156,000.00	.00	.00	129,129.50	26,870.50	83	157,637.36
57510	NON-RESIDENT LIBRARY CARDS	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	260.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	.00	.00	6,627.55	5,372.45	55	12,311.99
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$169,300.00	\$0.00	\$169,300.00	\$0.00	\$0.00	\$135,757.05	\$33,542.95	80%	\$170,209.35
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	(376.14)
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$376.14)
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	.00	.00	.00	1,555,201.37	.00	5,448,539.57	(5,448,539.57)	+++	5,066,308.26
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,813,505.00	.00	5,813,505.00	.00	.00	.00	5,813,505.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	.00	.00	.00	51,380.31	(51,380.31)	+++	138,971.07
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	50,200.00
51616	PERS PROP REPL TAX LIBRARY	50,200.00	.00	50,200.00	.00	.00	.00	50,200.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	94,177.00	.00	94,177.00	.00	.00	.00	94,177.00	0	97,107.50
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	22,379.43
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	185.25	(185.25)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	193.08	(193.08)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	836.62	(836.62)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	.00	171,000.00	.00	.00	.00	171,000.00	0	199,315.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.00	.00	+++	.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	188.07
57526	LIBRARY BOOK SALE	57,000.00	.00	57,000.00	.00	.00	36,144.58	20,855.42	63	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	.00	135,000.00	.00	.00	29,335.00	105,665.00	22	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	.00	17,500.00	.00	.00	8,638.35	8,861.65	49	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	.00	.00	6,445.00	6,055.00	52	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	.00	22,360.00	.00	.00	12,693.32	9,666.68	57	23,977.85
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$6,373,242.00	\$0.00	\$6,373,242.00	\$1,555,201.37	\$0.00	\$5,594,391.08	\$778,850.92	88%	\$5,821,010.48
Business Unit <b>4850 - LIBRARY GRANTS</b>										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	45,724.00	(45,724.00)	+++	94,961.83
57551	LIBRARY GRANTS	89,150.00	.00	89,150.00	.00	.00	.00	89,150.00	0	.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$89,150.00	\$0.00	\$89,150.00	\$0.00	\$0.00	\$45,724.00	\$43,426.00	51%	\$94,961.83
Department <b>48 - LIBRARY</b> Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$1,555,201.37	\$0.00	\$5,775,872.13	\$855,819.87	87%	\$6,085,805.52
<b>REVENUE TOTALS</b>		\$6,631,692.00	\$0.00	\$6,631,692.00	\$1,555,201.37	\$0.00	\$5,775,872.13	\$855,819.87	87%	\$6,085,805.52

**EXPENSE**



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61010	REGULAR PAY	383,543.00	.00	383,543.00	34,596.35	.00	258,756.76	124,786.24	67	314,119.86
61012	LIBRARY SUBSTITUTES	.00	.00	.00	.00	.00	.00	.00	+++	3,685.74
61050	PERMANENT PART-TIME	271,910.00	.00	271,910.00	16,208.36	.00	132,084.17	139,825.83	49	244,922.71
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,400.59
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	311.43
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	26,544.58
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	2,896.98
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	940.91
61510	HEALTH INSURANCE	59,512.00	.00	59,512.00	5,697.90	.00	42,565.76	16,946.24	72	73,952.88
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	8.08	(8.08)	+++	78.18
61710	IMRF	67,579.00	.00	67,579.00	4,956.09	.00	38,102.31	29,476.69	56	57,479.86
61725	SOCIAL SECURITY	44,952.00	.00	44,952.00	3,148.25	.00	23,660.69	21,291.31	53	36,439.16
61730	MEDICARE	10,514.00	.00	10,514.00	736.31	.00	5,533.63	4,980.37	53	8,522.06
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(5,735.00)
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	.00	.00	+++	(37,206.11)
62341	INTERNET SOLUTION PROVIDERS	3,570.00	.00	3,570.00	350.00	.00	4,023.99	(453.99)	113	3,485.00
62506	WORK- STUDY	900.00	.00	900.00	200.25	.00	396.00	504.00	44	420.38
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	872.49	(872.49)	+++	.00
65100	LIBRARY SUPPLIES	20,540.00	.00	20,540.00	.00	.00	8,275.68	12,264.32	40	21,668.01
65503	FURNITURE / FIXTURES / EQUIPMENT	3,900.00	.00	3,900.00	.00	.00	4,256.46	(356.46)	109	.00
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	7,498.69	.00	77,494.47	66,505.53	54	121,754.85
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	917.20	82.80	92	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	2,757.37	.00	19,490.10	13,709.90	59	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	.00	14,644.00	.00	.00	8,542.31	6,101.69	58	14,138.04
Business Unit <b>4805 - LIBRARY YOUTH SERVICES Totals</b>		<b>\$1,069,764.00</b>	<b>\$0.00</b>	<b>\$1,069,764.00</b>	<b>\$76,150.63</b>	<b>\$0.00</b>	<b>\$624,980.10</b>	<b>\$444,783.90</b>	<b>58%</b>	<b>\$921,309.55</b>
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b>										
61010	REGULAR PAY	533,974.00	.00	533,974.00	41,695.06	.00	350,935.77	183,038.23	66	518,705.72
61050	PERMANENT PART-TIME	277,838.00	.00	277,838.00	14,756.46	.00	135,382.15	142,455.85	49	258,158.36
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	790.47
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,854.12
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	382.48
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	5,184.02	(5,184.02)	+++	7,752.12
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,368.48	(3,368.48)	+++	3,441.77
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,491.32
61510	HEALTH INSURANCE	84,759.00	.00	84,759.00	5,391.61	.00	41,063.78	43,695.22	48	83,547.96



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61615	LIFE INSURANCE	.00	.00	.00	3.01	.00	25.17	(25.17)	+++	46.61
61710	IMRF	91,631.00	.00	91,631.00	5,571.82	.00	47,660.70	43,970.30	52	81,167.11
61725	SOCIAL SECURITY	53,134.00	.00	53,134.00	3,450.45	.00	30,295.22	22,838.78	57	48,114.22
61730	MEDICARE	12,427.00	.00	12,427.00	806.98	.00	7,085.15	5,341.85	57	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	23,083.85	(23,083.85)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	.00	123,264.00	350.00	13,940.00	76,824.45	32,499.55	74	144,818.83
62506	WORK- STUDY	900.00	.00	900.00	11.25	.00	247.50	652.50	28	894.38
65100	LIBRARY SUPPLIES	4,030.00	.00	4,030.00	.00	.00	3,615.45	414.55	90	5,950.16
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
65630	LIBRARY BOOKS	333,900.00	.00	333,900.00	13,914.38	.00	161,702.06	172,197.94	48	233,265.02
65635	PERIODICALS	15,640.00	.00	15,640.00	.00	.00	3,536.39	12,103.61	23	18,076.98
65640	AUDIO RECORDINGS	.00	.00	.00	263.40	.00	263.40	(263.40)	+++	.00
65641	AUDIO VISUAL COLLECTIONS	87,000.00	.00	87,000.00	4,318.45	.00	42,639.51	44,360.49	49	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	.00	19,995.00	.00	.00	11,663.75	8,331.25	58	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$0.00	\$1,640,492.00	\$90,532.87	\$13,940.00	\$944,576.80	\$681,975.20	58%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	201,541.00	.00	201,541.00	12,328.44	.00	126,168.31	75,372.69	63	192,237.85
61012	LIBRARY SUBSTITUES	11,333.00	.00	11,333.00	.00	.00	.00	11,333.00	0	1,150.44
61050	PERMANENT PART-TIME	261,920.00	.00	261,920.00	21,334.34	.00	173,101.35	88,818.65	66	220,287.20
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,116.85
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	279.58
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	10,859.80	(10,859.80)	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	.00	66,460.00	2,308.06	.00	20,828.58	45,631.42	31	17,819.04
61615	LIFE INSURANCE	104.00	.00	104.00	.00	.00	.00	104.00	0	66.96
61710	IMRF	59,353.00	.00	59,353.00	2,360.16	.00	23,186.96	36,166.04	39	42,429.75
61725	SOCIAL SECURITY	27,986.00	.00	27,986.00	2,070.83	.00	19,078.58	8,907.42	68	25,598.85
61730	MEDICARE	2,670.00	.00	2,670.00	484.29	.00	4,462.00	(1,792.00)	167	5,986.76
62506	WORK- STUDY	5,400.00	.00	5,400.00	271.14	.00	1,573.90	3,826.10	29	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	.00	978.60	5,222.77	(2,201.37)	155	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	.00	12,899.00	.00	.00	7,524.44	5,374.56	58	12,453.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$0.00	\$653,666.00	\$41,157.26	\$978.60	\$392,006.69	\$260,680.71	60%	\$533,458.89
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	181,611.00	.00	181,611.00	10,412.73	.00	78,159.20	103,451.80	43	102,659.52
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	.00	147,320.00	11,053.65	.00	105,798.24	41,521.76	72	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	877.28
61415	TERMINATION PAYOUTS	.00	.00	.00	958.39	.00	1,094.29	(1,094.29)	+++	.00



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,454.63	(1,454.63)	+++	1,342.18
61510	HEALTH INSURANCE	43,373.00	.00	43,373.00	2,168.23	.00	16,435.83	26,937.17	38	21,639.48
61615	LIFE INSURANCE	82.00	.00	82.00	.17	.00	1.35	80.65	2	6.08
61710	IMRF	24,663.00	.00	24,663.00	1,930.61	.00	17,417.70	7,245.30	71	26,865.60
61725	SOCIAL SECURITY	15,079.00	.00	15,079.00	1,366.05	.00	11,358.12	3,720.88	75	16,589.58
61730	MEDICARE	3,526.00	.00	3,526.00	319.48	.00	2,656.27	869.73	75	3,879.74
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	9,940.00	.00	9,940.00	560.00	95	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	.00	2,500.00	.00	.00	2,404.56	95.44	96	2,926.03
62375	RENTALS	42,750.00	.00	42,750.00	3,451.88	.00	27,716.45	15,033.55	65	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	.00	2,100.00	40.02	.00	2,328.59	(228.59)	111	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	16.24	(16.24)	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	1,344.77	(1,344.77)	+++	7,599.19
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	99.85	(99.85)	+++	.00
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	.00	.00	378.16	4,121.84	8	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	.00	13,030.00	896.00	896.00	896.00	11,238.00	14	3,095.33
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	508.13	.00	11,521.39	18,378.61	39	21,926.44
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	526.45	973.55	35	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	1,081.70	1,118.30	49	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	.00	2,984.00	.00	.00	1,740.69	1,243.31	58	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$0.00	\$527,618.00	\$43,045.34	\$896.00	\$294,370.48	\$232,351.52	56%	\$438,570.78
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	296,115.00	.00	296,115.00	18,051.23	.00	134,054.30	162,060.70	45	165,512.19
61050	PERMANENT PART-TIME	70,855.00	.00	70,855.00	8,117.43	.00	79,545.00	(8,690.00)	112	100,067.86
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,242.72
61510	HEALTH INSURANCE	36,455.00	.00	36,455.00	3,202.18	.00	18,953.13	17,501.87	52	19,080.60
61615	LIFE INSURANCE	125.00	.00	125.00	.53	.00	4.13	120.87	3	86.15
61710	IMRF	35,413.00	.00	35,413.00	2,792.43	.00	22,237.41	13,175.59	63	31,384.90
61725	SOCIAL SECURITY	18,623.00	.00	18,623.00	1,608.57	.00	13,223.58	5,399.42	71	16,429.98
61730	MEDICARE	4,356.00	.00	4,356.00	376.19	.00	3,092.64	1,263.36	71	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	.00	31,070.00	.00	.00	2,296.00	28,774.00	7	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	.00	114,700.00	10,696.19	90,111.53	56,057.39	(31,468.92)	127	110,016.84
62506	WORK- STUDY	.00	.00	.00	.00	.00	.00	.00	+++	130.51
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	328.60	.00	4,152.43	7,847.57	35	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	.00	30,500.00	.00	.00	13,318.63	17,181.37	44	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	.00	8,318.00	.00	.00	4,852.19	3,465.81	58	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$0.00	\$658,530.00	\$45,173.35	\$90,111.53	\$351,786.83	\$216,631.64	67%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE										



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
61010	REGULAR PAY	226,743.00	.00	226,743.00	17,501.73	.00	146,529.23	80,213.77	65	228,934.82
61050	PERMANENT PART-TIME	86,561.00	.00	86,561.00	8,098.88	.00	55,612.84	30,948.16	64	61,938.21
61110	OVERTIME PAY	9,300.00	.00	9,300.00	763.03	.00	5,164.65	4,135.35	56	7,454.43
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	1,735.74
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	369.27
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	805.60	(805.60)	+++	1,362.94
61510	HEALTH INSURANCE	58,981.00	.00	58,981.00	4,908.04	.00	36,810.30	22,170.70	62	56,949.48
61615	LIFE INSURANCE	129.00	.00	129.00	.00	.00	.00	129.00	0	81.96
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	1,403.86	(203.86)	117	2,088.66
61630	SHOE ALLOWANCE	495.00	.00	495.00	.00	.00	620.00	(125.00)	125	545.00
61710	IMRF	35,944.00	.00	35,944.00	2,781.36	.00	21,955.88	13,988.12	61	34,564.13
61725	SOCIAL SECURITY	18,977.00	.00	18,977.00	1,598.92	.00	12,683.43	6,293.57	67	18,204.76
61730	MEDICARE	4,438.00	.00	4,438.00	373.94	.00	2,966.29	1,471.71	67	4,257.56
62225	BLDG MAINTENANCE SERVICES	214,507.00	.00	214,507.00	23,142.74	58,832.36	131,758.95	23,915.69	89	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	2,234.88	.00	9,900.61	2,099.39	83	6,736.36
62245	OTHER EQMT MAINTENANCE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	165.61
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	.00	.00	1,458.38	922.62	61	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	991.69	708.31	58	1,700.04
64015	NATURAL GAS	30,900.00	.00	30,900.00	1,539.24	.00	18,965.97	11,934.03	61	29,344.18
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	.00	7,835.62	5,693.57	(3,529.19)	135	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	.00	21,200.00	1,027.10	.00	15,988.93	5,211.07	75	28,878.77
65503	FURNITURE / FIXTURES / EQUIPMENT	27,500.00	.00	27,500.00	.00	.00	28,985.58	(1,485.58)	105	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,248.00	.00	5,248.00	.00	.00	3,061.31	2,186.69	58	5,067.00
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		\$769,204.00	\$0.00	\$769,204.00	\$64,069.86	\$66,667.98	\$501,357.07	\$201,178.95	74%	\$660,063.14
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	492,088.00	.00	492,088.00	41,193.36	.00	339,139.20	152,948.80	69	451,399.15
61050	PERMANENT PART-TIME	91,227.00	.00	91,227.00	3,853.87	.00	36,591.79	54,635.21	40	67,721.23
61415	TERMINATION PAYOUTS	69,250.00	.00	69,250.00	.00	.00	2,337.76	66,912.24	3	2,113.85
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,951.33
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,395.21
61510	HEALTH INSURANCE	99,053.00	.00	99,053.00	7,482.24	.00	55,998.94	43,054.06	57	94,415.90
61615	LIFE INSURANCE	213.00	.00	213.00	.00	.00	.00	213.00	0	288.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	4,671.43	2,528.57	65	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	778.57	421.43	65	1,209.39
61710	IMRF	63,362.00	.00	63,362.00	4,768.30	.00	39,762.73	23,599.27	63	61,375.41
61725	SOCIAL SECURITY	31,507.00	.00	31,507.00	2,761.81	.00	23,222.86	8,284.14	74	30,332.02
61730	MEDICARE	7,915.00	.00	7,915.00	645.92	.00	5,431.16	2,483.84	69	7,541.16
62185	CONSULTING SERVICES	35,000.00	.00	35,000.00	1,666.66	15,000.02	15,514.12	4,485.86	87	10,822.50



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
62210	PRINTING	1,800.00	.00	1,800.00	.00	.00	1,347.11	452.89	75	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	.00	1,600.00	.00	.00	1,393.72	206.28	87	1,844.91
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
62295	TRAINING & TRAVEL	22,500.00	.00	22,500.00	.00	.00	11,027.23	11,472.77	49	12,964.51
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	1,679.50	3,320.50	34	5,810.82
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	400.00	1,605.00	20	2,549.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	.00	.00	7,156.31	5,111.69	58	14,232.96
62431	ARMORED CAR SERVICES	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
62506	WORK- STUDY	1,000.00	.00	1,000.00	209.25	.00	400.73	599.27	40	906.50
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	.00	.00	2,866.58	1,133.42	72	3,872.78
64015	NATURAL GAS	.00	.00	.00	.00	.00	270.10	(270.10)	+++	19.62
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	.00	.00	820.84	1,379.16	37	1,863.69
65095	OFFICE SUPPLIES	69,200.00	.00	69,200.00	453.27	8,190.05	19,572.61	41,437.34	40	24,952.86
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	5,050.00	(5,050.00)	+++	.00
65635	PERIODICALS	.00	.00	.00	.00	.00	285.74	(285.74)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	.00	13,180.00	.00	.00	7,688.31	5,491.69	58	12,723.96
66030	MEDICAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	39,999.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	.00	.00	145,833.31	104,166.69	58	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$0.00	\$1,298,268.00	\$63,734.68	\$23,190.07	\$729,240.65	\$545,837.28	58%	\$1,078,428.07
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUES	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	.00
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	165.72	(165.72)	+++	.00
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	1,466.64	(1,466.64)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	.00	8,050.00	2,849.57	5,596.00	27,310.69	(24,856.69)	409	19,377.54
65125	OTHER COMMODITIES	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	767.80	(767.80)	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$0.00	\$14,150.00	\$2,849.57	\$5,596.00	\$32,110.85	(\$23,556.85)	266%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$426,713.56	\$201,380.18	\$3,870,429.47	\$2,559,882.35	61%	\$5,725,128.11
EXPENSE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$426,713.56	\$201,380.18	\$3,870,429.47	\$2,559,882.35	61%	\$5,725,128.11
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	1,555,201.37	.00	5,775,872.13	855,819.87	87	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	426,713.56	201,380.18	3,870,429.47	2,559,882.35	61	5,725,128.11
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	\$0.00	\$1,128,487.81	(\$201,380.18)	\$1,905,442.66	(\$1,704,062.48)		\$360,677.41
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										



# Budget Performance Report

Fiscal Year to Date 08/31/15

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Department <b>48 - LIBRARY</b>										
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>										
51015	PROPERTY TAXES	605,138.00	.00	605,138.00	161,393.64	.00	564,325.77	40,812.23	93	746,111.92
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals		\$605,138.00	\$0.00	\$605,138.00	\$161,393.64	\$0.00	\$564,325.77	\$40,812.23	93%	\$746,111.92
Department <b>48 - LIBRARY</b> Totals		\$605,138.00	\$0.00	\$605,138.00	\$161,393.64	\$0.00	\$564,325.77	\$40,812.23	93%	\$746,111.92
<b>REVENUE TOTALS</b>		\$605,138.00	\$0.00	\$605,138.00	\$161,393.64	\$0.00	\$564,325.77	\$40,812.23	93%	\$746,111.92
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals										
<b>REVENUE TOTALS</b>		605,138.00	.00	605,138.00	161,393.64	.00	564,325.77	40,812.23	93	746,111.92
<b>EXPENSE TOTALS</b>		.00	.00	.00	.00	.00	.00	.00	+++	.00
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals		\$605,138.00	\$0.00	\$605,138.00	\$161,393.64	\$0.00	\$564,325.77	\$40,812.23		\$746,111.92
Grand Totals										
<b>REVENUE TOTALS</b>		7,236,830.00	.00	7,236,830.00	1,716,595.01	.00	6,340,197.90	896,632.10	88	6,831,917.44
<b>EXPENSE TOTALS</b>		6,631,692.00	.00	6,631,692.00	426,713.56	201,380.18	3,870,429.47	2,559,882.35	61	5,725,128.11
Grand Totals		\$605,138.00	\$0.00	\$605,138.00	\$1,289,881.45	(\$201,380.18)	\$2,469,768.43	(\$1,663,250.25)		\$1,106,789.33

Endowment for the Evanston Public Library  
Holdings as of August 31, 2015

	Symbol	Shares/Quantity	Price	Value as of 8/31/2015	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6705.644	\$182.61	\$1,224,517.65	31.7%		
Vanguard Small-Cap Index Fund	VSMAX	3576.586	\$54.65	\$195,460.42	5.1%		
Vanguard REIT Index Fund	VGSLX	1618.426	\$104.93	\$169,821.44	4.4%		
Vanguard Total International Stock Index Fund	VTIAX	13085.244	\$24.87	\$325,430.02	8.4%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6176.775	\$28.87	\$178,323.49	4.6%	54.2%	
Vanguard Prime Money Market Fund	VMMXX	519912.770	\$1.00	\$519,912.77	13.5%		
Vanguard Federal Money Market Fund	VMFXX	28010.000	\$1.00	\$28,010.00	0.7%	14.2%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.961	\$146,790.39	3.8%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.129	\$136,004.81	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$121.288	\$133,898.31	3.5%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		300000.000	\$90.676	\$287,258.84	7.4%	18.2%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25256.916	\$10.62	\$268,228.45	6.9%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$107.338	\$48,302.10	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$108.625	\$48,881.25	1.3%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$109.307	\$49,188.15	1.3%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$107.677	\$44,147.57	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$111.618	\$11,161.80	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$114.528	\$49,247.04	1.3%	13.4%
				\$3,864,584.51		100.0%	

Cash Equivalents	14.2%
US Treasury Inflation Protected Securities	18.2%
Corporate Bonds	13.4%
Domestic Equities	41.1%
International Equities	13.0%
	<u>100.0%</u>



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: FY2016 Proposed Library Base Budget  
Date: September 10, 2015

This memo will provide you with information on the expenditures in the Library's proposed base budget for FY2016. Each line item is described in detail on the following pages.

Significant changes in the base budget include the following:

- A 4.7% increase in the collection budget with an investment in streaming media.
- Funding of the 2016 Storytelling Festival and Big Read event.
- Funding for the next phase of the Main Library Interior Renovation Project.
- Funding of a contractual Technology Trainer.
- An allowance for graphic design services and advertising of programs.
- An increased investment in professional development and training.
- Net reduction in wages and benefits of \$43,665 (-0.9%).

FY2015 Approved Budget	\$6,631,692	
FY2016 Proposed Base Budget	\$6,868,499	
Increase	\$236,807	3.6%

To help identify areas for possible adjustments, each line item is categorized as being either:

- Mandatory – must fund; no discretion
- Required – discretionary adjustments are possible
- Dispensable – could do without

## **Youth Services**

Youth Services includes the staff, services and programs in the Children's Room, young adult services (the Loft) and youth outreach throughout the community.

### **Regular Pay 4805.61010**

Required

FY14 approved budget of \$325,196

FY15 approved budget of \$361,563

FY16 proposed budget of \$424,388

There are seven full-time staff members in Youth Services. This account is for their salaries. The Latino Outreach Assistant has been moved from Adult Services.

<b>Title</b>	<b>FTE</b>
Youth Services Manager	1.00
Supervising Librarian	1.00
Librarian I	3.00
Latino Outreach Assistant	1.00
Library Assistant	1.00
	<hr/>
	7.00

### **Library Substitutes 4805.61012**

Required

FY14 approved budget of \$5,500

FY15 approved budget of \$6,533

FY16 proposed budget of \$6,500

For substitutes who work in Youth Services during vacancies.

### **Permanent Part-Time Pay 4805.61050**

Required

FY14 approved budget of \$285,746

FY15 approved budget of \$237,912

FY16 proposed budget of \$221,193

There are nine part-time staff members in Youth Services. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Librarian I	0.50
Library Assistant	4.35
	<hr/>
	4.85

**Temporary Employees 4805.61055**

Required

FY14 approved budget of \$0

FY15 approved budget of \$17,439

FY16 proposed budget of \$16,400

For two full-time Summer workers in Children's (\$11,625) and additional staffing in Teen Services (\$4,775) to support the Summer Reading Program and community outreach.

**Longevity 4805.61210**

Mandatory

FY14 approved budget of \$6,750

FY15 approved budget of \$4,942

FY16 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

**Termination Payouts 4805.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$13,150

FY16 proposed budget of \$15,900

Allowance for vacation and sick leave payout upon retirement/resignation.

**Health Insurance 4805.61510**

Mandatory

FY14 approved budget of \$73,953

FY15 approved budget of \$77,776

FY16 proposed budget of \$85,793

Full-time employees receive health insurance. Employees pay a portion of the total cost. The Latino Outreach Assistant has been moved from Adult Services.

**Life Insurance 4805.61615**

Mandatory

FY14 approved budget of \$78

FY15 approved budget of \$78

FY16 proposed budget of \$78

Full-time employees are eligible for term life insurance.

**IMRF Pension 4805.61710**

Mandatory

FY14 approved budget of \$61,525

FY15 approved budget of \$69,297

FY16 proposed budget of \$66,213

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4805.61725**

Mandatory

FY14 approved budget of \$37,543

FY15 approved budget of \$36,730

FY16 proposed budget of \$39,265

6.2% of employee wages paid by the Library.

**Medicare 4805.61730**

Mandatory

FY14 approved budget of \$8,780

FY15 approved budget of \$8,590

FY16 proposed budget of \$9,183

1.45% of employee wages paid by the Library.

**Consulting Services 4805.62185**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$10,000

FY16 proposed budget of \$14,300

Stipends for two ABC Boosters instructors (\$10,000), two Latino Outreach programs (\$2,500), Bookmaking Camp instructor (\$1,400) and a \$400 allowance for a summer reading program.

**Internet Solution Providers 4805.62341**

Required

FY14 approved budget of \$3,400

FY15 approved budget of \$3,570

FY16 proposed budget of \$0

This account was for the Bookflix Gold electronic resource available for public use. This expense is now charged to Library Electronic Resources, account 65628.

**Work-Study Students 4805.62506**

Dispensable

FY14 approved budget of \$900

FY15 approved budget of \$900

FY16 proposed budget of \$900

Youth Services hires one Northwestern University work-study student each of the four academic terms. The students provide us with basic clerical support and shelving assistance. They pull the kids' pick lists, shelve AV, photocopy flyers, bibliographies or coloring sheets. They may pull together titles for subject bibliographies and design the final look, enter booklists on the web page, pull books for displays or programs, prepare craft materials for programs, assist with the kindergarten tours, and other duties as assigned. The Library pays 25% of the student's wages.

**Library Supplies 4805.65100**

Required

FY14 approved budget of \$28,300

FY15 approved budget of \$24,540

FY16 proposed budget of \$48,615

Supplies for summer reading program, children's and teen programs, craft programs, general operations and merchandising displays.

<b>Youth Services Supplies Summary</b>		
Children's Programming		
Craft supplies	\$1,500	
Toys	\$400	
		\$1,900
Teen Programming		
Teen Advisory Board	\$600	
Bookmaking Camp supplies	\$200	
Monthly Programs	\$1,900	
STEAM/FUSE	\$3,400	
Misc Programming	\$500	
Project EXCITE	\$1,000	
Circulating STEAM school kits	\$3,920	
Circulating STEAM patron kits	\$1,615	
		\$13,135
Children's Summer Reading		
Decorations	\$65	
Programming supplies	\$2,800	
Community Project	\$400	
Kickoff Event	\$400	
Bookmarks	\$400	
Incentives	\$4,000	
Prize Books	\$8,000	
		\$16,065
Teen Summer Reading		
Prizes	\$2,950	
Supplies	\$100	
		\$3,050
Youth Outreach		
Library tour buses	\$3,300	
K-Tour supplies	\$250	
LEAP at JEH supplies	\$1,225	
Two EPL tableclothes for Outreach	\$600	
Premiums	\$1,000	
Home Day Care book bags	\$2,530	
STEM Program Supplies	\$4,060	
		\$12,965
Latino Outreach		
Program Supplies		\$1,500
		\$48,615

**Furniture, Fixtures and Equipment 4805.65503**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$3,900

FY16 proposed budget of \$15,600

<b>Children's</b>		
Replace 2 beanbag chairs	\$320	
Replace 4 Desk Chairs	\$2,000	
Reupholster entrance bench seating	\$500	
4 stackable stools for Art Garden	\$120	
Cricut for crafts and displays	\$330	
Café table and 4 chairs - Chromebook	\$800	
		\$4,070
<b>Teen's</b>		
2 3D printers	\$5,200	
2 tables	\$800	
4 Steelcase Node chairs	\$1,080	
15 Chromebooks & security software	\$3,450	
Charging Cart	\$1,000	
		\$11,530
<b>TOTAL</b>		<b>\$15,600</b>

**Library Electronic Resources 4805.65628**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$0

FY16 proposed budget of \$3,600

This account is for the Bookflix Gold electronic resource available for public use. Replacing account titled "Internet Service Providers".

**Library Books 4805.65630**

Dispensable

FY14 approved budget of \$144,000

FY15 approved budget of \$144,000

FY16 proposed budget of \$157,000

Books for the Children's and Young Adult collections. There was a 9% inflation increase in juvenile material costs in the past year.

**Periodicals 4805.65635**

Dispensable

FY14 approved budget of \$1,000

FY15 approved budget of \$1,000

FY16 proposed budget of \$500

Magazines for the Youth Services collection.

**Audio Visual Collection 4805.65641**

Dispensable

FY14 approved budget of \$33,200

FY15 approved budget of \$33,200

FY16 proposed budget of \$33,200

Movies and music for the Youth Services collections.

**IMRF Early Retirement Incentive Debt Service 4805.66025**

Mandatory

FY14 approved budget of \$14,138

FY15 approved budget of \$14,644

FY16 proposed budget of \$15,179

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing debt. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

## **Adult Services**

### **Regular Pay 4806.61010**

Required

FY14 approved budget of \$430,300

FY15 approved budget of \$571,564

FY16 proposed budget of \$547,981

There are eight full-time staff members in Adult Services. This account is for their salaries. The full-time Latino Outreach position will be transferred to Youth Services effective January 2016.

<b>Title</b>	<b>FTE</b>
Head of Adult Services	1.00
Virtual Services Librarian	1.00
Supervising Librarian	1.00
Librarian I	3.00
Library Assistant	0.87
Technology Associate	2.00
	<hr/>
	8.87

### **Library Substitutes 4806.61012**

Required

FY14 approved budget of \$4,000

FY15 approved budget of \$4,000

FY16 proposed budget of \$4,000

For substitutes who work in Adult Services during vacancies.

### **Permanent Part-Time Pay 4806.61050**

Required

FY14 approved budget of \$333,504

FY15 approved budget of \$209,169

FY16 proposed budget of \$214,938

There are ten part-time staff members in Adult Services. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Librarian I	2.03
Library Assistant	1.51
Technology Associate	0.80
	<hr/>
	4.34

**Longevity 4806.61210**

Mandatory

FY14 approved budget of \$8,199

FY15 approved budget of \$10,350

FY16 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

**Termination Payouts 4806.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$8,750

FY16 proposed budget of \$10,400

Allowance for vacation and sick leave payout upon resignation/termination.

**Health Insurance 4806.61510**

Mandatory

FY14 approved budget of \$82,648

FY15 approved budget of \$107,044

FY16 proposed budget of \$84,225

Full-time employees receive health insurance. Employees pay a portion of the cost. A full-time position has been transferred to Youth Services.

**Life Insurance 4806.61615**

Mandatory

FY14 approved budget of \$46

FY15 approved budget of \$46

FY16 proposed budget of \$46

Full-time employees are eligible for term life insurance.

**IMRF Pension 4806.61710**

Mandatory

FY14 approved budget of \$78,605

FY15 approved budget of \$83,108

FY16 proposed budget of \$72,503

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4806.61725**

Mandatory

FY14 approved budget of \$49,463

FY15 approved budget of \$48,405

FY16 proposed budget of \$47,412

6.2% of employee wages paid by the Library.

**Medicare 4806.61730**

Mandatory

FY14 approved budget of \$11,568

FY15 approved budget of \$11,327

FY16 proposed budget of \$11,088

1.45% of employee wages paid by the Library.

**Internet Solution Providers 4806.62341**

Required

FY14 approved budget of \$128,700

FY15 approved budget of \$123,264

FY16 proposed budget of \$0

This account was for the electronic resources available for public use. These expenses are now charged to Library Electronic Resources, account 65628.

**Work-Study Students 4806.62506**

Dispensable

FY14 approved budget of \$900

FY15 approved budget of \$900

FY16 proposed budget of \$900

Adult Services hires one Northwestern University work-study student each of the four academic terms. The students provide basic clerical support. They make flyers and posters; post events to newspapers; look up books in the journals for the collection development librarian; help with weeding, pulling books from the shelves and then checking them out to discard. The Library pays 25% of the student's wages.

**Library Supplies 4806.65100**

Required

FY14 approved budget of \$5,500

FY15 approved budget of \$4,030

FY16 proposed budget of \$23,300

Supplies for programs, general operations and merchandising displays.

	FY2016	
One Concert	\$500	
Local Art Supplies	\$500	
Lyric Opera Lectures	\$250	
Movie Licensing fee	\$1,550	
Speaker Fees	\$2,500	includes \$1,000 for BigRead 2015/2016
Display case rental	\$1,000	for Big Read 2015/2016
Community Read/Big Read	\$15,000	
3D printing supplies	\$200	
Programming supplies	\$300	
Summer Reading	\$1,500	
	\$23,300	

**Furniture, Fixtures and Equipment 4806.65503**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$2,000

FY16 proposed budget of \$1,200

**Library Electronic Resources 4806.65628**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$0

FY16 proposed budget of \$169,400

On-line resources for public use. Replacing account titled "Internet Service Providers".

<b>Electronic Resources Budget 2016</b>	
	<b>2016</b>
<b>ABMS</b>	\$ 949
<b>Consumers Checkbook</b>	\$ 300
<b>Foundation Center Online</b>	\$ 1,495
<b>GALE</b>	
Analytics on Demand	\$ 4,070
eBooks (LCO & GDL)	\$ 21,000
Journals package	\$ 17,921
GVRL	\$ 2,000
<b>EBSCO</b>	
Consumer Reports	\$ 5,770
MyHeritage (replaces World Vital Records)	\$ 2,000
<b>Hoopla</b>	\$ 12,000
<b>MyMediamall/Overdrive</b>	\$ 13,000
<b>Allowance for additional streaming resources</b>	\$ 13,000
<b>Innovation Experts</b> (GVRL Platform fee)	\$ 289
<b>Learning Express</b> (includes new training module for 2016 to replace Lynda.com)	\$ 8,120
<b>Lynda.com</b>	\$ -
<b>Mango Languages</b>	\$ 4,496
<b>Mergent</b>	\$ 14,250
<b>Morningstar</b>	\$ 2,228
<b>Proquest</b>	
Ancestry/Heritage Quest	\$ 4,557
NewsStand	\$ 12,133
Historical Newspapers	\$ 13,601
Hosting Fees (Chgo. Def. & Am. Per.)	\$ 1,108
Statistal Abstract of the U.S.	\$ 1,622
<b>Public Records Online</b>	\$ 891
<b>Reference USA</b>	\$ 12,600
<b>World Vital Records</b>	\$ -
<b>TOTAL</b>	<b>\$ 169,400</b>

### **Library Books 4806.65630**

Dispensable

FY14 approved budget of \$266,900

FY15 approved budget of \$333,900

FY16 proposed budget of \$306,900

Books for the Adult Services collection. Reduction in reference standing orders.

### **Periodicals 4806.65635**

Dispensable

FY14 approved budget of \$16,900

FY15 approved budget of \$15,640

FY16 proposed budget of \$15,700

Magazines, newspapers and journals for the Adult Services collection.

**Audio Visual Collection 4806.65641**

Dispensable

FY14 approved budget of \$77,500

FY15 approved budget of \$87,000

FY16 proposed budget of \$91,400

Movies and music for the Adult Services collections.

**IMRF Early Retirement Incentive Debt Service 4806.66025**

Mandatory

FY14 approved budget of \$19,304

FY15 approved budget of \$19,995

FY16 proposed budget of \$20,725

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

**Circulation**

**Regular Pay 4820.61010**

Required

FY14 approved budget of \$155,621

FY15 approved budget of \$184,376

FY16 proposed budget of \$191,228

There are four full-time staff members in Circulation. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Circulation Manager	1.00
Assistant Circulation Manager	1.00
Aide II	1.00
Clerk	0.79
<hr/>	
	3.79

**Library Substitutes 4820.61012**

Required

FY14 approved budget of \$3,200

FY15 approved budget of \$3,200

FY16 proposed budget of \$3,200

For substitutes who work in Circulation during vacancies and vacations.

**Permanent Part-Time Pay 4820.61050**

Required

FY14 approved budget of \$294,588

FY15 approved budget of \$307,488

FY16 proposed budget of \$306,273

There are twenty-four part-time staff members in Circulation. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Library Aide II	1.28
Library Clerk	5.17
Shelver	4.43
<hr/>	
	10.88

**Longevity 4820.61210**

Mandatory

FY14 approved budget of \$2,843

FY15 approved budget of \$3,662

FY16 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

**Termination Payouts 4820.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$6,600

FY16 proposed budget of \$0

Allowance for vacation and sick leave payout upon resignation/retirement.

**Health Insurance 4820.61510**

Mandatory

FY14 approved budget of \$16,919

FY15 approved budget of \$42,670

FY16 proposed budget of \$42,818

Full-time employees receive health insurance. Employees pay a portion of the cost.

**Life Insurance 4820.61615**

Mandatory

FY14 approved budget of \$67

FY15 approved budget of \$67

FY16 proposed budget of \$67

Full-time employees are eligible for term life insurance.

**IMRF Pension 4820.61710**

Mandatory

FY14 approved budget of \$45,857

FY15 approved budget of \$49,077

FY16 proposed budget of \$45,206

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4820.61725**

Mandatory

FY14 approved budget of \$27,807

FY15 approved budget of \$30,440

FY16 proposed budget of \$30,665

6.2% of employee wages paid by the Library.

**Medicare 4820.61730**

Mandatory

FY14 approved budget of \$6,503

FY15 approved budget of \$3,787

FY16 proposed budget of \$7,172

1.45% of employee wages paid by the Library.

**Work-Study Students 4820.62506**

Dispensable

FY14 approved budget of \$3,400

FY15 approved budget of \$5,400

FY16 proposed budget of \$5,400

Circulation hires five Northwestern University work-study students during the fall, winter and spring terms and two during the summer term to help with shelving, the pick list, and checking in returned items. The Library pays 25% of the student's wages. Increase for an additional full-time student in the summer to help manage shelving and weeding workload.

**Library Supplies 4820.65100**

Required

FY14 approved budget of \$4,000

FY15 approved budget of \$4,000

FY16 proposed budget of \$2,410

Supplies for Circulation include library cards, envelopes for mailing notices and receipt tape.

**Furniture, Fixtures and Equipment 4820.65503**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$0

FY16 proposed budget of \$7,600

Replacing eight chairs and three tables.

**IMRF Early Retirement Incentive Debt Service 4820.66025**

Mandatory

FY14 approved budget of \$12,453

FY15 approved budget of \$12,899

FY16 proposed budget of \$13,370

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

## **Neighborhood Services**

### **Regular Pay 4825.61010**

Required

FY14 approved budget of \$73,381

FY15 approved budget of \$78,307

FY16 proposed budget of \$80,265

There is one full-time staff member in Neighborhood Services. This account is for her salary.

<b>Title</b>	<b>FTE</b>
Neighborhood Services Manager	1.00
	<hr/>
	1.00

### **Library Substitutes 4825.61012**

Required

FY14 approved budget of \$32,000

FY15 approved budget of \$2,000

FY16 proposed budget of \$2,000

For substitutes who work at the North Branch and Chicago Avenue/Main Street branches during vacancies and vacations.

### **Permanent Part-Time Pay 4825.61050**

Required

FY14 approved budget of \$193,887

FY15 approved budget of \$197,333

FY16 proposed budget of \$191,323

There are thirteen part-time staff members at North Branch and the Chicago Avenue/Main Street Branch. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Branch Assistant	3.36
Library Clerk	1.57
	<hr/>
	4.93

### **Temporary Employees 4825.61055**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$54,265

FY16 proposed budget of \$0

FY2015 budget included \$30,000 allowance for service to West Evanston and initial staffing of the Crown Center Library. Staffing of the Crown Center Library will be included in the FY2017 proposed budget.

**Longevity 4825.61210**

Mandatory

FY14 approved budget of \$2,989

FY15 approved budget of \$2,688

FY16 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

**Termination Payouts 4825.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$13,900

FY16 proposed budget of \$14,200

Allowance for vacation and sick leave payout upon resignation/retirement.

**Health Insurance 4825.61510**

Mandatory

FY14 approved budget of \$21,639

FY15 approved budget of \$20,866

FY16 proposed budget of \$21,085

Full-time employees receive health insurance. Employees pay a portion of the cost.

**Life Insurance 4825.61615**

Mandatory

FY14 approved budget of \$6

FY15 approved budget of \$6

FY16 proposed budget of \$6

Full-time employees are eligible for term life insurance.

**IMRF Pension 4825.61710**

Mandatory

FY14 approved budget of \$23,744

FY15 approved budget of \$25,166

FY16 proposed budget of \$25,933

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4825.61725**

Mandatory

FY14 approved budget of \$16,615

FY15 approved budget of \$17,120

FY16 proposed budget of \$16,800

6.2% of employee wages paid by the Library.

**Medicare 4825.61730**

Mandatory

FY14 approved budget of \$3,885

FY15 approved budget of \$4,003

FY16 proposed budget of \$3,929

1.45% of employee wages paid by the Library.

**Building Maintenance Services 4825.62225**

Required

FY14 approved budget of \$2,000

FY15 approved budget of \$10,500

FY16 proposed budget of \$10,500

Services to heating, ventilation and cooling systems, the electrical and plumbing systems, pest control and carpet cleaning.

**Internet Solution Providers 4825.62341**

Required

FY14 approved budget of \$2,400

FY15 approved budget of \$2,500

FY16 proposed budget of \$3,000

“Business Class” broadband at both locations.

**Rental Expense 4825.62375**

Required

FY14 approved budget of \$41,500

FY15 approved budget of \$42,750

FY16 proposed budget of \$44,460

For lease expense of 900 Chicago Avenue as Chicago Avenue/Main Street Branch.  
Estimate 4% increase for 2016.

**Natural Gas 4825.64015**

Mandatory

FY14 approved budget of \$2,000

FY15 approved budget of \$2,100

FY16 proposed budget of \$2,900

Gas to heat North Branch.

**Library Supplies 4825.65100**

Required

FY14 approved budget of \$4,500

FY15 approved budget of \$4,500

FY16 proposed budget of \$5,400

Supplies for programs, craft programs, general operations and merchandising displays.

**Furniture, Fixtures & Equipment 4825.65503**

Required

FY14 approved budget of \$0

FY15 approved budget of \$13,030

FY16 proposed budget of \$900

Replacement furniture, printers and a stroller rack.

2 Circulation stools for CAMS	\$800	
2 color printers and scanners	in Tech budget	
Stroller rack for CAMS	\$100	
	\$900	

**Library Books 4825.65630**

Dispensable

FY14 approved budget of \$24,900

FY15 approved budget of \$29,900

FY16 proposed budget of \$29,900

Books for the North Branch and the Chicago Avenue/Main Street (CAMS) collections.

**Periodicals 4825.65635**

Dispensable

FY14 approved budget of \$1,000

FY15 approved budget of \$1,500

FY16 proposed budget of \$1,500

Magazines and newspapers for the North Branch and CAMS collections.

**Audio Visual Collection 4825.65641**

Dispensable

FY14 approved budget of \$7,200

FY15 approved budget of \$2,200

FY16 proposed budget of \$2,200

Movies and music for the North Branch and CAMS collections.

**IMRF Early Retirement Incentive Debt Service 4825.66025**

Mandatory

FY14 approved budget of \$2,881

FY15 approved budget of \$2,984

FY16 proposed budget of \$3,093

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

## **Technical Services**

### **Regular Pay 4835.61010**

Required

FY14 approved budget of \$161,432

FY15 approved budget of \$268,638

FY16 proposed budget of \$275,578

There are five full-time staff members in Technical Services. This account is for their salary.

<b>Title</b>	<b>FTE</b>
Technical Services Manager	1.00
Collection Development Manager	1.00
Library Assistant	2.00
Library Clerk	1.00
	<hr/>
	5.00

### **Permanent Part-Time Pay 4835.61050**

Required

FY14 approved budget of \$112,984

FY15 approved budget of \$85,120

FY16 proposed budget of \$89,531

There are four part-time staff members in Technical Services. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Librarian I	0.67
Library Assistant	0.75
Library Clerk	0.53
	<hr/>
	1.95

### **Longevity 4835.61210**

Mandatory

FY14 approved budget of \$3,826

FY15 approved budget of \$4,020

FY16 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

**Termination Payouts 4835.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$3,450

FY16 proposed budget of \$3,900

Allowance for vacation and sick leave payout upon resignation/retirement.

**Health Insurance 4835.61510**

Mandatory

FY14 approved budget of \$19,081

FY15 approved budget of \$31,467

FY16 proposed budget of \$36,126

Full-time employees receive health insurance. Employees pay a portion of the cost.

**Life Insurance 4835.61615**

Mandatory

FY14 approved budget of \$86

FY15 approved budget of \$86

FY16 proposed budget of \$86

Full-time employees are eligible for term life insurance.

**IMRF Pension 4835.61710**

Mandatory

FY14 approved budget of \$30,607

FY15 approved budget of \$42,312

FY16 proposed budget of \$38,968

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4835.61725**

Mandatory

FY14 approved budget of \$17,014

FY15 approved budget of \$21,760

FY16 proposed budget of \$22,421

6.2% of employee wages.

**Medicare 4835.61730**

Mandatory

FY14 approved budget of \$3,979

FY15 approved budget of \$5,089

FY16 proposed budget of \$5,241

1.45% of employee wages.

**Computer Licenses and Support 4835.62340**

Required

FY14 approved budget of \$28,175

FY15 approved budget of \$31,070

FY16 proposed budget of \$36,970

This account is for licenses and agreements that support the business operations of the Library.

	<b>FY2016</b>
Microsoft licenses	\$9,000
Collection HQ	\$7,000
Raiser's Edge	\$4,770
Raiser's Edge - 2 additional licenses	\$2,500
Boopsie Mobile app	\$3,500
Evanced Room reservaton and events	\$2,800
Public computer reservation -CAMS	\$2,000
Evanced summer reading	\$1,700
Public computer reservation	\$1,300
PrinterOn Wi-Fi printing	\$1,000
Bookscan station support	\$1,000
WebDewey	\$300
Apple Developer license	\$100
	\$36,970

**Internet Solution Providers 4835.62341**

Required

FY14 approved budget of \$109,700

FY15 approved budget of \$114,700

FY16 proposed budget of \$0

This account is for software licenses and support for the Library's technology infrastructure. These expenses are now charged to Library Electronic Resources, account 65628.

**Library Supplies 4835.65100**

Required

FY14 approved budget of \$12,000

FY15 approved budget of \$12,000

FY16 proposed budget of \$13,000

Technical Services book and a/v processing, including theft deterrent products, a/v packaging, laminating film, and a variety of labels and tapes.

**Personal Computer Equipment 4835.65555**

Required

FY14 approved budget of \$31,965

FY15 approved budget of \$30,500

FY16 proposed budget of \$34,220

Replacement computers, printers, and accessories.

**Library Electronic Resources 4835.65628**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$0

FY16 proposed budget of \$113,700

On-line resources for internal support. Replacing account titled "Internet Service Providers".

	<b>FY2016</b>
<u>CCS Support and Maintenance</u>	<u>\$92,600</u>
<u>OCLC Cataloging Records</u>	<u>\$14,100</u>
<u>B&amp;T Title Source 360</u>	<u>\$3,000</u>
<u>Cost escalation allowance</u>	<u>\$4,000</u>
	<b>\$113,700</b>

**IMRF Early Retirement Incentive Debt Service 4835.66025**

Mandatory

FY14 approved budget of \$8,030

FY15 approved budget of \$8,318

FY16 proposed budget of \$8,621

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

## **Maintenance**

### **Regular Pay 4840.61010**

Required

FY14 approved budget of \$207,345

FY15 approved budget of \$207,930

FY16 proposed budget of \$213,098

There are three full-time staff members in Maintenance. This account is for their salary.

<b>Title</b>	<b>FTE</b>
Facility Maintenance Supervisor	1.00
Facility Maintenance Worker	2.00
	<hr/>
	3.00

### **Permanent Part-Time Pay 4840.61050**

Required

FY14 approved budget of \$78,608

FY15 approved budget of \$96,681

FY16 proposed budget of \$98,178

This is for the wages for part-time staff security and maintenance staff.

<b>Title</b>	<b>FTE</b>
Custodian	0.67
Security Monitors	1.67
	<hr/>
	2.34

### **Overtime Pay 4840.61110**

Required

FY14 approved budget of \$9,300

FY15 approved budget of \$9,300

FY16 proposed budget of \$9,300

The Library Maintenance team works 365 days per year. The building systems must be checked and book drops emptied on days the library is closed. Staff also responds to building emergencies after hours and necessary off-schedule work, including closing the Library when security is unavailable. A significant amount of overtime is used to cover paid time off by others and snow removal.

### **Longevity 4840.61210**

Mandatory

FY14 approved budget of \$2,397

FY15 approved budget of \$3,211

FY16 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. Longevity pay has been added to base pay and is no longer accounted for separately.

**Termination Payouts 4840.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$8,050

FY16 proposed budget of \$8,200

Allowance for vacation and sick leave payout upon resignation/retirement.

**Health Insurance 4840.61510**

Mandatory

FY14 approved budget of \$56,949

FY15 approved budget of \$56,766

FY16 proposed budget of \$58,897

Full-time employees receive health insurance. Employees pay a portion of the cost.

**Life Insurance 4840.61615**

Mandatory

FY14 approved budget of \$82

FY15 approved budget of \$82

FY16 proposed budget of \$82

Full-time employees are eligible for term life insurance.

**Cell Phone Allowance 4840.61626**

Dispensable

FY14 approved budget of \$1,200

FY15 approved budget of \$1,200

FY16 proposed budget of \$1,200

In lieu of a Library-issued cell phone, the Maintenance Supervisor receives an allowance for the use of his personal cell phone for Library business.

**Shoe Allowance 4840.61630**

Mandatory

FY14 approved budget of \$465

FY15 approved budget of \$495

FY16 proposed budget of \$620

As part of the AFSCME contract, maintenance employees receive an annual safety shoe allowance of \$165.

**IMRF Pension 4840.61710**

Mandatory

FY14 approved budget of \$31,896

FY15 approved budget of \$36,482

FY16 proposed budget of \$33,359

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4840.61725**

Mandatory

FY14 approved budget of \$17,085

FY15 approved budget of \$18,293

FY16 proposed budget of \$18,712

6.2% of employee wages paid by Library.

**Medicare 4840.61730**

Mandatory

FY14 approved budget of \$3,996

FY15 approved budget of \$4,278

FY16 proposed budget of \$4,376

1.45% of employee wages paid by Library.

**Building Maintenance Services 4840.62225**

Mandatory/Required

FY14 approved budget of \$164,214

FY15 approved budget of \$214,507

FY16 proposed budget of \$204,757

Facility maintenance services for the Main Library.

<b>Vendor</b>	<b>Description</b>	<b>FY2016 Budget</b>
Total Building Services	Janitorial services	\$85,920
Seimens	Building controls system	\$30,914
Metropolitan	Domestic water pump replacement	\$16,000
Simplex/Grinnell	Fire alarm systems testing	\$12,000
TBD	Allowance for painting	\$12,000
Schindler	Elevator service	\$11,273
TBD	2nd Floor Toilet Partition replacement	\$10,000
Service Building Maintenance	Window cleaning & power washing	\$7,900
Cintas	Entrance door mat rental	\$3,100
Overhead Door Systems	Garage door service and repair	\$3,000
Conquest Pest Solutions	Rat control in landscaping	\$2,700
Alarm Detection Services	Security system monitoring	\$2,300
TBD	Cushion Replacement/Cleaning	\$2,000
The Contained Garden	Outdoor container plantings	\$2,000
Chicago Sprinkler Co.	Irrigation service allowance	\$1,500
Hendricksen's	Fire extinguisher testing and repair	\$1,100
US Fire Protection	Fire pump and system testing	\$1,050
		<b>\$204,757</b>

#### **Office Equipment Maintenance 4840.62235**

Required

FY14 approved budget of \$11,900

FY15 approved budget of \$12,000

FY16 proposed budget of \$12,000

This account is for service agreements and "time and materials" service on equipment.

<b>Vendor</b>	<b>Description</b>		<b>FY16 Budget</b>
Multiple	Microprint service contracts	R	\$1,800
Accountor Systems	Coin-op, print, vend equipment service	M	\$2,500
3M	Self-check maintenance	R	\$6,400
TBD	Audio-visual system service allowance	R	\$1,000
TBD	Piano tuning	R	\$300
			<b>\$12,000</b>

#### **Other Equipment Maintenance 4840.62245**

Required

FY14 approved budget of \$1,117

FY15 approved budget of \$1,000

FY16 proposed budget of \$1,300

This account is for service on maintenance equipment.

Vendor	Description		FY16 Budget
TBD	Snow blower and tractor service	M	\$800
TBD	Allowance for service on misc eqpt	M	\$500
			\$1,300

**Vehicle Maintenance 4840.62305**

Mandatory

FY14 approved budget of \$2,381

FY15 approved budget of \$2,381

FY16 proposed budget of \$2,441

The account covers the cost of fuel and service for the Library's van.

**Vehicle Replacement 4840.62309**

Mandatory

FY14 approved budget of \$1,700

FY15 approved budget of \$1,700

FY16 proposed budget of \$1,743

The account covers the depreciation cost of the Library's van.

**Natural Gas Chargeback 4840.64015**

Mandatory

FY14 approved budget of \$25,000

FY15 approved budget of \$30,900

FY16 proposed budget of \$30,500

The account covers the cost of natural gas for the Main Library. The City negotiates a gas contract for all facilities and has a chargeback for each facility.

**Telecommunications 4840.64505**

Mandatory

FY15 approved budget of \$0

FY16 proposed budget of \$2,160

The account covers the cost of five POTS phone lines for North Branch (2), elevator security, parking garage security and Siemens remote communication with the building control system.

**Janitorial Supplies 4840.65040**

Required

FY14 approved budget of \$10,000

FY15 approved budget of \$10,000

FY16 proposed budget of \$12,000

The account covers the cost of janitorial supplies.

**Building Maintenance Materials 4840.65050**

Required

FY14 approved budget of \$30,000

FY15 approved budget of \$21,200

FY16 proposed budget of \$32,000

The account covers the wide variety of materials and parts needed to maintain the facilities. Includes one-time cost of replacing emergency light batteries/fixtures.

**Furniture, Fixtures and Equipment 4840.65503**

Mandatory

FY14 approved budget of \$0

FY15 approved budget of \$27,500

FY16 proposed budget of \$7,500

Replacing fifteen task chairs. The majority of the task chairs in the building are over 20 years old and most are broken.

**IMRF Early Retirement Incentive Debt Service 4840.66025**

Mandatory

FY14 approved budget of \$5,067

FY15 approved budget of \$5,248

FY16 proposed budget of \$5,440

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

## **Administration**

### **Regular Pay 4845.61010**

Required

FY14 approved budget of \$422,744

FY15 approved budget of \$538,660

FY16 proposed budget of \$550,338

There are six full-time staff members in Administration. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Library Director	1.00
Assistant Director - Administration	1.00
Development Officer	1.00
Community Engagement Librarian	1.00
Bookkeeper	1.00
Clerk III	1.00
	<hr/>
	6.00

### **Permanent Part-Time Pay 4845.61050**

Required

FY14 approved budget of \$96,370

FY15 approved budget of \$69,528

FY16 proposed budget of \$80,992

There are two part-time staff members in Administration. This account is for their salaries.

<b>Title</b>	<b>FTE</b>
Communication Coordinator	0.80
Development Assistant	0.53
	<hr/>
	1.33

### **Termination Payouts 4845.61415**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$15,350

FY16 proposed budget of \$18,200

Allowance for vacation and sick leave payout upon resignation/retirement.

### **Health Insurance 4845.61510**

Mandatory

FY14 approved budget of \$94,233

FY15 approved budget of \$112,004

FY16 proposed budget of \$108,373

Full-time employees receive health insurance. Employees pay a portion of the cost.

Additional ACA coverage for one part-time employee at an estimated cost of \$12,500.

**Life Insurance 4845.61615**

Mandatory

FY14 approved budget of \$288

FY15 approved budget of \$288

FY16 proposed budget of \$288

Full-time employees are eligible for term life insurance.

**Auto Allowance 4845.61625**

Dispensable

FY14 approved budget of \$7,200

FY15 approved budget of \$7,200

FY16 proposed budget of \$7,200

The Library Director receives an auto allowance for the use of her personal vehicle.

**Cell Phone Allowance 4845.61626**

Dispensable

FY14 approved budget of \$1,200

FY15 approved budget of \$1,200

FY16 proposed budget of \$1,200

The Library Director receives an allowance for the use of her personal cell phone.

**IMRF Pension 4845.61710**

Mandatory

FY14 approved budget of \$59,102

FY15 approved budget of \$72,503

FY16 proposed budget of \$66,965

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2016, the Library will pay 10.55% (down from 11.79%) of the employees' wages towards IMRF.

**Social Security 4845.61725**

Mandatory

FY14 approved budget of \$32,661

FY15 approved budget of \$37,510

FY16 proposed budget of \$38,707

6.2% of employee wages paid by Library.

**Medicare 4845.61730**

Mandatory

FY14 approved budget of \$7,638

FY15 approved budget of \$8,772

FY16 proposed budget of \$9,052

1.45% of employee wages paid by Library.

**Consulting Services 4845.62185**

Dispensable

FY14 approved budget of \$15,000

FY15 approved budget of \$35,000

FY16 proposed budget of \$171,000

Architectural Services - Main	\$100,000
Volunteer Coordinator agreement	\$20,000
Technology Trainer	\$20,000
Graphic Design allowance	\$20,000
Legal services allowance	\$10,000
Photographer allowance	\$1,000
	\$171,000

Includes funds for the development of construction documents for the Main Library Interior Renovation Project.

**Advertising 4845.62205**

Dispensable

FY14 approved budget of \$0

FY15 approved budget of \$0

FY16 proposed budget of \$5,000

For promotion of services, programs and events.

**Printing 4845.62210**

Required

FY14 approved budget of \$1,800

FY15 approved budget of \$1,800

FY16 proposed budget of \$6,000

For printing of letterhead, flyers, envelopes, memo pads and miscellaneous.

Includes Summer Reading Program printing of \$2,700

**Postage Chargeback 4845.62275**

Required

FY14 approved budget of \$1,500

FY15 approved budget of \$1,600

FY16 proposed budget of \$1,900

For postage on materials that go through the City's postage meter.

**Tuition Reimbursement 4845.62290**

Required

FY14 approved budget of \$20,000

FY15 approved budget of \$15,000

FY16 proposed budget of \$5,000

For staff pursuing a Master's in Library Science degree.

**Training and Travel 4845.62295**

Required

FY14 approved budget of \$20,000

FY15 approved budget of \$22,500

FY16 proposed budget of \$42,025

For seminars, workshops, conferences and travel for staff and Board members.

Professional Development	
Library Director	\$5,000
Leadership Evanston	\$1,200
Staff Development Days	\$1,500
Spanish Language Training	\$5,000
Reaching Forward Conference	\$1,000
ALA Mid-Winter Conference	\$3,200
ALA Conference	\$8,000
PLA Conference	\$7,525
ILA Conference	\$1,000
Board Development	\$1,000
LACONI Programs	\$1,200
NIU Children's Lit Conference	\$300
BookExpo	\$600
Travel Reimbursement	\$3,000
Development Staff	\$2,500
	\$42,025

**Postage 4845.62315**

Required

FY14 approved budget of \$5,000

FY15 approved budget of \$5,000

FY16 proposed budget of \$5,500

Postage for overdue notices and other mailings, including fundraising solicitations.

**Membership Dues 4845.62360**

Required

FY14 approved budget of \$1,430

FY15 approved budget of \$2,005

FY16 proposed budget of \$2,005

Annual dues for the American Library Association, Illinois Library Association, United for Libraries and Library Administrators Conference of North Illinois (LACONI).

<b>Description</b>	<b>FY16 Budget</b>
American Library Assoc - Library	\$500
American Library Assoc - Danczak Lyons	\$130
American Library Assoc - Tannen	\$125
Illinois Library Assoc - Library	\$350
Illinois Library Assoc - Danczak Lyons	\$225
Illinois Library Assoc - Tannen	\$75
Am Assoc of Fundraising Professionals	\$375
United for Libraries	\$125
LACONI - Admin Conference of No IL	\$100
	\$2,005

**Copy Machine Chargeback 4845.62380**

Required

FY14 approved budget of \$12,268

FY15 approved budget of \$12,268

FY16 proposed budget of \$12,881

Annual cost of depreciation, service and supplies for seven public copiers and one administrative copier.

**Armored Car Services 4845.62431**

FY14 approved budget of \$0

FY15 approved budget of \$500

FY16 proposed budget of \$500

Weekly pick-up of cash receipts and delivery of rolled coin.

**Work-Study Students 4845.62506**

Dispensable

FY14 approved budget of \$400

FY15 approved budget of \$1,000

FY16 proposed budget of \$1,000

Administration hires one Northwestern University work-study student during the fall, winter and spring terms to help with the Fund for Excellence Campaign and general clerical duties. The Library pays 25% of the student's wages. Additional support for development efforts required.

**Bank Service Charges 4845.62705**

Mandatory

FY14 approved budget of \$0

FY15 approved budget of \$4,000

FY16 proposed budget of \$4,000

**Telecommunications - Wireless** 4845.64540

Required

FY14 approved budget of \$2,200

FY15 approved budget of \$2,200

FY16 proposed budget of \$2,000

Costs for two cell phones (for security and maintenance staff) and two wireless broadband connections for access at events throughout town.

**Office Supplies** 4845.65095

Required

FY14 approved budget of \$38,550

FY15 approved budget of \$69,200

FY16 proposed budget of \$97,770

Office, programming, development and marketing expenses.

<b>Description</b>	<b>FY2016</b>	
General office supplies	\$17,500	
Toner for printers	\$7,520	
		\$25,020
Development		
Fund for Excellence Campaign	\$8,500	
Planned Giving materials	\$5,000	
Summer Appeal	\$6,000	
Annual Report	\$6,500	
Case for Support	\$5,000	
Marketing materials	\$1,000	
Stewardship event	\$8,000	
Cultivation efforts	\$2,000	
Premiums	\$2,000	
		\$44,000
Community Engagement		
Storytelling Festival	\$15,000	
Premiums	\$3,000	
Programming/Meetings	\$5,000	
Health Info Desk	\$1,000	
Harwood meetings	\$600	
Fairs and Festivals	\$750	
Hirshfield Poetry Awards	\$3,400	
		\$28,750
		\$97,770

**IMRF Early Retirement Incentive Debt Service 4845.66025**

Mandatory

FY14 approved budget of \$12,724

FY15 approved budget of \$13,180

FY16 proposed budget of \$13,661

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019.

**Transfer to General Fund 4845.66131**

Required

FY14 approved budget of \$250,000

FY15 approved budget of \$250,000

FY16 proposed budget of \$250,000

This is the transfer from the Library Fund to cover City General Fund overhead (accounting, human resources, payroll, facilities management) used by the Library.

## **Library Grants**

There are three grant funded outreach programs delivered by the Youth Services staff.

### **ABC Boosters**

Anticipated grant revenue of \$10,000 to help support proposed expenditures of \$19,000 for program.

### **Kindergarten LEAP/Kindergarten Tours**

Anticipated grant revenue of \$10,000 funded by Foundation 65 for literacy education and library visits for kindergarteners.

	FY2016
Consulting Services	\$10,000
Library Supplies	\$10,000
	\$20,000



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Recommended Adjustments to FY2016 Proposed Base Budget

Date: September 10, 2015

I recommend that the Library Board consider the following adjustments to the Library's FY2016 proposed base budget:

- Provide additional staffing to meet essential security, public service and fundraising needs.
- Purchase a mobile outreach vehicle to better provide library services throughout Evanston.
- Provide portable Wi-Fi hotspots for Library patrons without Internet access.
- Begin the first phase of renovations to the Chicago Avenue/Main Street Branch.

Add Full-Time Security Monitor	\$59,389	
CAMS Renovation - phase 1	\$35,000	
Make Teen Assistant Full-Time	\$24,658	
Circulating Hotspots	\$15,000	
Add 5 hours to Development Associate	\$8,596	
Add Community Outreach Van	\$6,000	per year
	\$148,643	

Justifications for these proposed adjustments follow.

### **Add a full-time Security Monitor**

The safety and security of our staff and patrons is the highest priority. We currently employ three part time security monitors at the Main Library. The Main Library is open a total of 72 hours per week; current staffing provides security coverage for 57 hours. The addition of a full time security guard would allow for security coverage during all hours of operation. The EPL security team is understaffed given the demands of the clientele and compared to libraries of similar square footage and geographic locations. The addition of a full time monitor would allow us to cover all hours of operation and give us the ability to staff vacation and sick hours more efficiently.

### **Begin Renovations of the Chicago Avenue/Main Street Branch**

Given the small size of CAMS, every square foot must be put to the best use. The space was designed and constructed by the Evanston Public Library Friends and our service delivery approaches have changed since we assumed operation of the library. In this first phase, funds have been budgeted for a new, relocated service desk, including electrical modifications, and design services for subsequent phases of the renovation.

**Add additional hours to create an additional full-time Teen Services position:** In order to better serve teens in Evanston and to allow staff to devote more time to developing programs and expanding outreach efforts, making the 28 hour staff position full-time has become a necessity. If programming is going to continue to be offered during the school year, the summer and other breaks at all three library locations and also expanded to other locations in the community, there always needs to be a Loft staff member available as backup to cover the desk so that another staff member can run the program. Currently we only have additional coverage for half the day, which is an improvement, but it doesn't completely fix the program. Adding additional hours would allow more flexibility with desk coverage during the summer, other school breaks and staff vacations. It would allow teen services to continue to offer programming at all library locations throughout the City and would provide the opportunity to pilot new collaborations with our community partners.

In 2014 and 2015 teen services expanded our partnership and collaboration with the local schools more. Having a second full-time staff person available between 9-5pm would make it easier to schedule visits. It would allow staff to schedule visits at different schools on the same day and make it easier to bring school and community groups into the library for tours and programming without needing to pull in substitutes or pull staff from other departments to assist.

Currently the 28 hour Library Assistant position and the Young Adult Librarian oversee much of the Library's STEM programming for teens, assist with STEM programming for children and adults and help with STEM collaborations in the schools and professional development opportunities for teachers and staff at Evanston schools. The demand for STEM resources and expertise has grown greatly in the past year and making this

position full-time would allow teen services staff to better meet these community expectations and also would allow them to collaborate and innovate with regard to programs offered at the Evanston Public Library and with other organizations that serve teens. This supports the second goal of the Library's strategic plan to expand library services throughout the community.

Arlington Heights Memorial Library, Schaumburg Township District Library and Skokie Public Library all have at least two full time teen services staff members and additional part time teen services staff. All three of these libraries serve communities close in size to Evanston. Both Arlington Heights and Schaumburg have dedicated teen spaces. Arlington Heights also has two 100 hour interns and a regular adult volunteer. Our teen services team offers the same range, scope and quality of programming and schedules more outreach visits than these three libraries.

### **Circulating Internet Wi-Fi Hotspots**

As more and more information and communication becomes available exclusively over the web, those without access to broadband in their homes are at a disadvantage in terms of education, employment possibilities and even health and safety. Although low income residents may have cellphones, or even Smartphones, these provide limited access to the online services and experiences necessary to take full advantage of all the web has to offer, and do not result in the same level of technological skills.

Currently, all Evanston Township High School freshman and sophomores have Chromebooks under the Digital Learning Initiative program. However, the Chromebooks do not come with Internet access, meaning students from families without broadband at home can only get the full value of their Chromebooks at school or using public Wi-Fi services. The ability to borrow a Wi-Fi hotspot from the library would greatly increase the utility of Chromebooks for these students. A Wi-Fi loan program would also provide incentive for getting and keeping a library card, and give staff additional opportunities to make students aware of library online services.

A Wi-Fi hotspot circulated by libraries typically serves multiple simultaneous users in a household. While children are using it to research papers or read online textbooks; adults may be using it to apply for jobs, social services, housing programs, or to maintain health records. Parents would also have more consistent access to ETHS and District 65 online services, forms and apps, thus improving communication with the schools. EPL is planning to start offering home streaming services, Wi-Fi hotspots would make it possible for a wider range of residents to take advantage of streaming music video and digital audiobooks.

### **Add five Hours per Week to the Development Associate Position**

By increasing the Development Associate's hours from 20 to 25 per week, we will continue to strengthen our use of the Raiser's Edge database, utilize the online components for gift solicitation and processing, event management and volunteer management and have the capacity to better respond to the continued growth in annual giving and increased planned and major gift work.

### **Add a Library Outreach Vehicle**

With a small “transit” van, outreach staff will be able to better reach patrons of all ages, with particular attention to non-traditional library users, via the use of a mobile unit. The mobile library unit would be used to meet patrons and provide full mobile library services at schools, parks, community centers, senior centers and community events. For example, Youth Outreach Librarian Laura Antolin must transport her LEAP programming supplies (see photo) to locations throughout Evanston and with a van she would no longer have to cram the materials into her car. Community Engagement Librarian Jill Skwerski would use the van to deliver books and computers to the many locations she visits all year long.

The annual cost of the van is estimated to be \$6,000 for depreciation, maintenance and fuel over ten years.



The above recommendations total \$148,643.

Youth Services	\$24,658
Adult Services	\$0
Circulation	\$0
Neighborhood Services	\$0
Technical Services	\$15,000
Maintenance	\$100,389
Adminstration	\$8,596
	\$148,643



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed FY2016 Capital Budget

Date: September 10, 2015

I recommend that the Library Board consider the capital projects described in this memo as part of the proposed FY2016 budget. Following is a summary of the projects and a justification for each project. These projects would be funded through the Library Debt Service Fund.

## 2016 Proposed Capital Projects - Summary

<b>Proposed 2016 Debt Service Funded Projects</b>		
North Branch Storefront Replacement	\$155,000	
North Branch Weatherproofing	\$70,560	
North HVAC, Water/Sewer, Lighting, Carpet	\$272,300	
		\$497,860
Main Library Weatherproofing - phase 1	\$209,400	
Main Library IT Infrastructure	\$125,000	
Main Library Boiler Burners Replacement	\$68,700	
Elevator Code Compliance	\$15,000	
		\$418,100
TOTAL	\$915,960	
Estimated Annual Debt Service on Bonds	\$68,697	

## **2016 Proposed Capital Projects - Detail**

The scope of the proposed work at North Branch will require a general contractor to coordinate the many skilled trades involved in the project (plumbing, electrical, HVAC, masonry and carpentry).

### **North Branch Storefront**

The entire front façade of North Branch needs to be replaced. The anchors for the upper stucco section are deteriorated and need to be replaced. The vestibule and doorways are not ADA compliant. Initial architectural cost estimate from the CTL Group assessment is \$155,000.

### **North Branch Exterior – Weatherproofing**

The following items were described in the Wiss Janney Elstner building reserve study:

ID	Description	2015 Est Cost	Inflation Adjusted
04-01	Coping repairs	\$3,600	\$3,780
04-02	Joint sealant	\$2,300	\$2,415
04-03	Close up Side Wall Vent	\$10,300	\$10,815
04-04	Dismantle Abandoned Chimney	\$1,800	\$1,890
04-05	Replace stucco corner beds; paint stucco	\$3,500	\$3,675
04-06	Replace top corner bed; reconfigure drainage	\$4,100	\$4,305
04-09	Repoint joints at brick masonry	\$3,300	\$3,465
04-10	Repoint joints presently sealed with sealant	\$500	\$525
04-14	Remove abandoned anchors	\$600	\$630
07-02*	Replace sealant at roof flashing	\$3,000	\$3,150
07-03*	Sealant at flashing lap joints	\$1,000	\$1,050
08-01	Replace steel windows at south and east walls	\$20,600	\$21,630
08-02	Seal library storefront glazing	\$2,200	\$2,310
32-01	Site drainage at rear	\$10,400	\$10,920
		\$67,200	\$70,560

### **North Branch HVAC, Lighting, Water/Sewer Service, Carpet**

Replacing the heating, ventilation and air conditioning systems (HVAC), upgrading to energy efficient lighting, replacing the ceiling, replacing the water service to the Branch, and relining the sewer plumbing were projects bid out in 2015 but unable to be completed because of lack of funds. At the end of this project, the carpet would be replaced and this would require moving the book stacks.

### **Main Library Weatherproofing – Phase 1**

This phase will remedy the deterioration of the cast stone at the top of the building as identified by CTL Group, the architectural firm that was hired to produce construction drawings for the masonry restoration at Main Library. The building envelope

deficiencies were originally documented in the 2013 Wiss, Janney, Elstner building reserve study. In 2017, Phases 2 & 3 will continue the building envelope weatherproofing project in order of severity/most needed repairs.

### **Main Library Information Technology (IT) Infrastructure**

The Main Library has 10 old Cisco computer networking switches and one old Netgear switch that connect the library's network together and to the Internet. This computer networking switching equipment has reached the end of its serviceable life. These purchases would allow us to increase bandwidth (a critical, ongoing issue for patrons and staff) and create network redundancy to all locations at the Main Library. The current network equipment is "daisy-chained" together and if one network switch in that chain breaks, all locations after it will stop receiving service. Purchasing new switching equipment with fiber uplinks will allow for built-in redundancy.

### **Main Library Boiler Burners Replacement**

The burners in the two boilers that heat water to warm the Main Library are original to the building. The existing burners rely on linkages to adjust the fuel to air ratio of the burning gas and, over time, the linkages often fall out of their set position and combustion efficiency suffers as a result. Our burners were manufactured by Gordon-Piatt, a firm that is no longer in business. No other manufacturer supports replacement parts for the units. The replacement of the 21 year old burners which have reached the end of their useful life cycle would realize a savings of \$3.00 per therm; this is a modest gain in efficiency. New parallel positioning burners would utilize current technologies and have an available parts network. New burner selections were specified within the 2014 HVAC engineering project. The firm that performed our energy analysis for the State of Illinois recognized a burner replacement as a documented "energy cost reduction measure" making us eligible for any available State energy rebates that may be offered at the time of replacement.

### **Main Library Elevator Code Compliance**

In 2015, the State of Illinois updated requirements of the elevator code. The revisions to the Illinois Elevator Safety rules required all owners of property utilizing conveying equipment to comply with the newly enacted Safety Rules. The changes would include installation of battery-powered interior lighting used in the event of an emergency and modifications to the emergency communication intercom/phone connections.