



# **EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**BOARD MEETING PACKET**

**WEDNESDAY, MAY, 21, 2014**

**6:30 P.M.**

**BOARD ROOM**



**EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, May 21, 2014**

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

**AGENDA** (revised)

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

**2. CITIZEN COMMENT**

Not to exceed 15 minutes.

**3. CONSENT AGENDA**

- A. Approval of Minutes of April 23, 2014 Regular Meeting
- B. Approval of Bills and Payroll

**4. INFORMATION/COMMUNICATIONS**

**5. LIBRARY DIRECTOR'S REPORT**

**6. STAFF REPORTS**

- A. Administrative Services Report (Paul Gottschalk)

**7. BOARD REPORTS**

- A. Finance Committee (Leora Siegel)
- B. Development Committee (Margaret Lurie)
- C. Management Committee (Margaret Lurie)
  - 1) Approval of Tuition Reimbursement Policy
- D. Facilities Committee (Benjamin Schapiro)
  - 1) Approval of the Library Capital Plan
  - 2) Approval of the Lease Renewal with National Able Network
- E. Executive Committee (Benjamin Schapiro)
- F. Nominating Committee (Margaret Lurie)
- G. Transition Committee (Diane Allen and Michael Tannen)

**8. NEW BUSINESS**

- A. Board Development (Karen Danczak Lyons)
- B. Process for Approving Executive Session Minutes (Karen Danczak Lyons)
- C. Storytelling Festival (Karen Danczak Lyons)
- D. Closed Session - Personnel (Benjamin Schapiro)

**9. ADJOURNMENT**

**Next Meeting: June 18, 2014 at 6:30 pm**

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



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

Wednesday, April 23, 2014  
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

**Members Present:** Diane Allen, Tori Foreman, Margaret Lurie, Susan Newman, Vaishali Patel, Michael Tannen, Benjamin Schapiro, Leora Siegel, and Sandra Smith

**Members Absent:** none

**Staff:** Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

**Presiding Member:** Benjamin Schapiro, President

**CALL TO ORDER/DECLARATION OF QUORUM** - A quorum was present and President Schapiro called the meeting to order at 6:36 pm.

**CITIZEN COMMENT** – Lori Keenan, Co-President, and Jim Hughes, Treasurer of the Evanston Public Library Friends, presented a check for \$3,000 for the Library’s Summer Reading program to Karen Danczak Lyons, Library Director. The Board and staff were very grateful for their continued support. This year’s contribution to the Summer Reading Program is the largest they have ever made.

**CONSENT AGENDA** – Margaret Lurie moved, and Susan Newman seconded a motion to approve the Consent Agenda including the March 19, 2014 regular board meeting minutes and the current bills list and payroll. Motion passed unanimously in a voice vote.

**INFORMATION/COMMUNICATIONS** – none

**LIBRARY DIRECTOR’S REPORT** -- Director Danczak Lyons reviewed highlights from her written monthly report (attached) including:

- New tracking for personal computer usage is now activated in the Main Library (excluding the Worknet computers.)
- New Development Director is joining the staff on April 30<sup>th</sup>.
- This year’s National Library Week survey of patrons added demographic questions and results will be tabulated and reported to the Board at a future meeting.
- The Library’s mobile app added last April, 2013, has attracted 3,412 users who sent 245,940 queries through the app.

- Reference desk questions and requests are being tracked to support service delivery approaches and staffing.
- The Director is working with a committee looking at the future plans for a proposed 5,000 square foot branch library in the Robert Crown Center.
- Comments from patrons were included in the report for the first time.
- Looking ahead, the Director reminded the Board of several special events in the next 10 days: All Staff Development Day is scheduled for Friday, April 25<sup>th</sup>; a thank you reception for donors and volunteers will be held Thursday, May 1<sup>st</sup> and the annual Hirshfield Poetry Awards ceremony will be Sunday, May 4, 2014.

## **STAFF REPORTS**

**Administrative Services and Financial Reports** (Paul Gottschalk) – The Library financials will be reported in a new format from the City's new financial system, and the Board reviewed the monthly report with interest.

The AFSCME union contract negotiations have concluded, with a May 1<sup>st</sup> meeting scheduled for union members to ratify a 3-year agreement effective Jan 1, 2014.

## **BOARD REPORTS**

A. Finance Committee (Leora Siegel) – met earlier in the day at 5 p.m. Reviewed the descriptions of controls for the budgets and new reports, and unanimously approved:

1) Approval of Matching Funds for Live & Learn Accessibility Grant – the Finance Committee unanimously recommended the approval of matching funds for the grant to renovate the washrooms at North Branch. Ben Schapiro moved, and Diane Allen seconded a motion to approve the matching funds. Motion unanimously passed in a roll call vote.

2) Approval of Gale/Cengage Database Annual Renewal -- the Finance Committee also unanimously recommended approval of the database contract renewal with Gale/Cengage. Ben Schapiro moved, and Diane Allen again seconded a motion to approve the renewal. Motion unanimously passed in a roll call vote.

B. Development Committee (Margaret Lurie) – No recent meetings, but the Board members were encouraged to attend and represent the Board at the May 1<sup>st</sup> Reception for donors and volunteers.

C. Management Committee (Margaret Lurie) Approval of Revisions to Services and Facilities Policies:

Leora Siegel moved, and Margaret Lurie seconded a motion to approve the Services policies as presented; motion passed in voice vote.

On the Facilities policies, Leora Siegel suggested adding “may not” before each bullet point #1 – 17 in the rules to make it clearer that the provisions are not permitted; then Leora Siegel moved, and Michael Tannen seconded a motion to amend the Facilities policy as suggested. Motion was approved unanimously in a voice vote.

Michael Tannen moved, and Ben Schapiro seconded the motion, to approve the facilities policies. Motion was approved unanimously in a voice vote.

D. Facilities Committee (Benjamin Schapiro) – no report.

E. Executive Committee (Benjamin Schapiro) Met to begin performance review process for the Library Director, and was prepared to discuss this further in a closed meeting.

F. Transition Committee (Diane Allen & Michael Tannen) – Committee along with Karen Danczak Lyons met with the City Manager and Aldermen Fiske and Tendam to discuss the transition process, and is prepared to discuss simplifying the Memorandum of Understanding (MOU) since EPL has achieved most of the milestones set forth in the first draft of the MOU. Open issues relate to ownership and/or leasing of the Main Library and Central Street facilities. The dialogue has been collaborative.

## **NEW BUSINESS**

A Appointment of Nominating Committee -- President Benjamin Schapiro appointed Margaret Lurie, Leora Siegel, and Vaishali Patel to serve as the Board Nominating Committee, and to present a slate of officers in May. Trustee Allen moved to approve the appointment; Trustee Newman seconded the motion, and the motion approved unanimously in a voice vote.

B. Appointment of Vaishali Patel as Board Liaison to School District 65 Board -- Benjamin Schapiro nominated Ms. Patel, Michael Tannen seconded the motion, and the appointment was approved unanimously.

C. Approval of Non Resident Card Fee (Paul Gottschalk) – Mr. Gottschalk recommended a non-resident card fee of \$152/year (up from \$130/year), and Leora Siegel moved, and Sandra Smith seconded the motion to accept the recommendation. Motion passed unanimously in a roll call vote.

D. Confirmation of 2014 Board Meeting Schedule (Karen Danczak Lyons) presented three changes to the dates of meetings scheduled for August, October, and December. Following discussion of trustee availability for the dates under consideration, Ben Schapiro moved, and Vaishali Patel seconded a motion to change the August 6<sup>th</sup> meeting to August 13<sup>th</sup>, change the October 15<sup>th</sup> meeting to October 22<sup>nd</sup>, and change the December 10<sup>th</sup> meeting to December 17<sup>th</sup>. Motion passed unanimously in a voice vote.

E. Board Development Opportunities -- Karen Danczak Lyons described the importance of Public Library Association contacts with other library boards through the ALA and

ILA, as well as doing development training at regular Board meetings, and at the Board's request will look at possible topics and schedules and bring them back to the Board for consideration.

F. Closed Session—Real Estate and Personnel -- President Schapiro moved to move the Board into a Closed Executive Session, consistent with the State's policies for discussing real estate and personnel. Michael Tannen seconded the motion. Motion passed unanimously in a roll call vote, and the Board moved into an Executive Session at 7:40 p.m.

**ADJOURNMENT** - Following the closed session, Margaret Lurie moved to adjourn the Board meeting, Leora Siegel seconded the motion, and the motion passed on a voice vote. The meeting was adjourned at 8:50 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

**Next Meeting: Wednesday, May 21, 2014 at 6:30 pm in EPL Board Room**

## Library Director's Report

April 23, 2014

Foot traffic: March, 2014

February, 2014

Main:	46,987	38,824
North:	4,148	3,355
CAMS:	4,377	3,618
Total:	55,512	45,797

PC usage Main library: 6661 sessions

**Updates:**

- Development Director: We have selected our new Development Director and are working to bring her onboard before the end of the month.
- New and expanded opportunities for Volunteers at EPL: We will be creating and posting a new Concierge position which will welcome and assist patrons in the lobby of the Main library. We hope to attract a team of friendly volunteers to assist us. We will be expanding our monthly preschool book delivery program after seeking and screening additional volunteers.
- ADA accessibility work at North branch: architect selected and drafting work completed; we are seeking acceptance of the grant from the Illinois State Library at this evening's meeting.
- National Library Week survey "Lives Change 2 Your Library": This is the second year that we have surveyed our patrons during National Library Week. This year we added demographic questions to the surveys. We will tabulate the results and share them at a future meeting.
- Illinois State Library Advisory Committee highlights: The EDGE initiative has been launched for the entire state. EPL was asked to participate last year and provide feedback as part of the soft launch. The Governor's Budget submission included the Secretary of State's request for a flat or zero growth budget. A number of State-wide committees will be presenting their recommendations to ISLAC in the fall pertaining to interlibrary loan, resource sharing and delivery.
- We introduced patrons to our mobile app last April. Since that launch 3,412 users have downloaded the app and 258,940 queries have been sent through the app.

**Assessments, metrics and initiative results:**

- Presence Health Social Worker interns: Our partnership with Presence has been renewed and we will continue to receive service at the Main library from a new group of Social Worker interns.
- Reference metrics: Working together with our public service units at the main library we have captured data about the number, nature and type of service interactions we receive during a

typical week. These include both telephone and in-person questions and service requests. The data will be the basis of continuing discussions about service delivery approaches and staffing.

**Services and collaborations:**

- Library at Robert Crown: I am representing EPL on a committee that will guide the creation of renderings of the space and coordinate fundraising efforts. More to come as the plans and timelines are developed.
- We have purchased books for our Children’s collection with the funds raised from the Dewey Kindergartners. Marlene Meyer from our Technical Services Department created a book that explains the process of buying books which she will present to the school. (I will circulate the book for the Board to review at the meeting.)
- Oakton Community College: I am discussing additional opportunities to collaborate including bringing GED classes to the library for our patrons.
- We welcomed over 200 preschoolers and their parents and teachers on a rainy morning to the Preschool Dance Party on April 3<sup>rd</sup>
- Transportation related project: Cook County has asked us to install a kiosk in the lobby of the Main library during May to allow patrons an opportunity to provide transportation feedback. This feedback will be considered as CCDOT creates their next 30 year plan.
- Evanston Two-Generation Initiative is a little over the halfway mark: We have 13 parents enrolled in the Evanston two-generation initiative program. Most sessions are held at the Evanston Public Library. We have a diverse group of participants whose children are enrolled in the three target EC programs: District 65 Early Childhood programs and Family Center, Infant Welfare Society of Evanston (home visiting participants), and Child Care Center of Evanston. In addition to weekly sessions focused on core concepts around career and education exploration and financial literacy, participants are receiving one on one coaching around goal setting.
- Both Renee Neumeier and I have been invited to work with Northwestern University, the YMCA and Y.O.U. to redesign the YMCA's Youth Lobby into a youth-centric digital media and learning space for 6th-8th graders. EPL’s role in digital learning programs for teens and especially Renee’s work has been recognized: “Renee Neumeier ... has been an incredible supporter of FUSE and we are deeply impressed with the success of the FUSE Studio in the Teen Loft.”

**Patron feedback:**

1) To Ms.Lyons,

I wanted to commend you and the library on having such a wonderful and I must say gutsy authoress in Sheila Flaherty for her reading today (Evanston author, reading from her first novel “East of Mecca” as part of our Arts on Sunday program: March 30<sup>th</sup>)  
The room was overcrowded to point where no further chairs would fit.

Her message was so insightful and so right on....As an expat myself (south africa)



I could feel her days in the compound and how they closed in on her and her family.  
Keep the women speakers coming....she was remarkable.

Most Sincerely,  
Diane Manning  
Newsweek Johannesburg bureau chief's wife  
1985-1986

2) - My son and I absolutely love the Evanston Public Libraries. Your selection of material is current and easy to find with help readily available. Your staff are professional and helpful, especially Latoya, Robin and Gabby, whom we see often at the Chicago and Main branch. They are very kind and considerate, and it is very clear that many other patrons think so too (judging by the interaction I have seen). Thank you for making it a pleasure to frequent the Evanston Public Libraries!

3) I was at the Main Branch location yesterday (7th of April, 2014) when a fellow patron using the computer was having a hard time accomplishing a work related task. She was so distraught and defeated by the task that she was in tears with frustration. Linda Patchett, the librarian on duty that day was so generous with her help and time and tried her best to walk the patron through the steps, all the while encouraging her and reminding her how great she would feel after seeing the task through as opposed to giving up. It was very moving to see how gently she helped and how much time she took helping her, while still managing to help other patrons with their needs. A great big Kudos to her for being so compassionate.

4) Comment about book deposit collection at Davis Street:

"I just love this! You expose me to titles that would not be on my radar, and you bring me things I read a review of two years ago but never got around to-- . Thank you!"

**Upcoming events of note:**

- All Staff Day is this Friday morning. If you are able to join us, please plan to come to the east door of the main library at 11:00 to be recognized in the closing session and for lunch.
- We will gather together to thank our donors and volunteers FROM 7:00 PM – 9:00 PM On May 1<sup>st</sup> . In addition to desserts, we will enjoy music and a presentation by Ina Pinckney.
- May 4<sup>th</sup> at 2:00 - Hirshfield Poetry Ceremony, featuring readings from this year's contest winners, and Illinois Poet Laureate Kevin Stein.



# Memorandum

To: Evanston Public Library Board of Trustees

From: Leora Siegel, Treasurer  
 Karen Danczak Lyons, Library Director  
 Paul Gottschalk, Administrative Services Manager

Subject: Library Fund Payroll and Bills

Date: May 14, 2014

**Recommended Action**

Staff and the Finance Committee recommend Library Board approval of the Library Fund Payroll, Bills Lists and Credit Card Activity.

**Summary**

Library Payroll	
March 10 through March 23, 2014	\$ 118,721.04
March 24 through April 6, 2014	\$ 113,926.81
April 7 through April 20, 2014	\$ 112,343.34
Library Bills List	
April 29, 2014	\$ 58,197.87
Supplemental Bills List – April 29	\$ 84.00
May 13, 2014	\$ 31,250.23
Supplemental Bills List – May 13	\$ 11,670.97
February 2014	\$ 5,926.62
March 2014	\$ 7,804.02
<u>TOTAL</u>	<u>\$ 459,924.90</u>

Attachments: Bills Lists, Purchasing Card Expense Reports

CITY OF EVANSTON  
LIBRARY BILLS LIST  
PERIOD ENDING 04/29/2014

185 LIBRARY FUND

<b>4805 LIBRARY YOUTH SERVICES</b>			
65100	DEMCO, INC.	VERY READY READING KIT	150.00
65100	QUARTET COPIES	LEAP FLYERS	224.00
65100	INNOVATION EXPERTS	MUSEUM ADVENTURE PASS	500.00
65630	BAKER & TAYLOR	ADULT PRINT	248.12
65630	BAKER & TAYLOR	JUV PRINT	4,503.45
65630	LIBROSBOOKS, LLC	ADULT PRINT	906.98
65630	LIBROSBOOKS, LLC	JUV PRINT	42.16
65641	BAKER & TAYLOR	JUV AV	181.50
65641	MIDWEST TAPE	JUV AV	157.92
65641	WESTON WOODS STUDIOS	JUV AV	89.85
65641	FINDAWAY WORLD, LLC	JUV AV	2,015.44
<b>4805 LIBRARY YOUTH SERVICES Total</b>			<b>9,019.42</b>
<b>4806 LIBRARY ADULT SERVICES</b>			
62340	GALE RESEARCH INC.	ADULT REF ONLINE	4,084.64
62341	PROQUEST INFO & LEARNING CO.	STATISTICAL ABSTRACT	780.00
65630	BAKER & TAYLOR	ADULT PRINT	11,151.64
65630	BERNAN ASSOCIATES	ADULT PRINT	74.00
65630	GALE RESEARCH INC.	ADULT PRINT	392.85
65630	LIBROSBOOKS, LLC	ADULT PRINT	61.15
65641	BAKER & TAYLOR	ADULT AV	72.65
65641	MIDWEST TAPE	ADULT AV	2,342.83
65641	MIDWEST TAPE	AUDIO VISUAL	53.98
65641	MIDWEST TAPE	AUDIO VISUAL EQUIPMENT AND SUP	23.99
65641	RANDOM HOUSE INC	ADULT AV	114.00
65641	RECORDED BOOKS INC.	ADULT AV	99.00
<b>4806 LIBRARY ADULT SERVICES Total</b>			<b>19,250.73</b>
<b>4820 LIBRARY CIRCULATION</b>			
52610	UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	322.20
<b>4820 LIBRARY CIRCULATION Total</b>			<b>322.20</b>
<b>4825 LIBRARY NEIGHBORHOOD SERVICES</b>			
62225	HENRICHSEN FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SERVICE	45.00
62375	ESSKAY DEVELOPMENT LLC	CAMS MAY 2014 RENT	3,391.45
65050	ENVIRONMENTAL SERVICES FIRM	ADD. COST REMOVAL OF THE ASBESTOS	7,199.00
65630	BAKER & TAYLOR	ADULT PRINT	576.80
65630	BAKER & TAYLOR	JUV PRINT	86.04
65641	MIDWEST TAPE	AV	26.99
<b>4825 LIBRARY NEIG. SERVICES Total</b>			<b>11,325.28</b>
<b>4835 LIBRARY TECHNICAL SERVICES</b>			
62341	COOPERATIVE COMPUTER	LIBRARY AUTOMATION SERVICES	8,464.52
<b>4835 LIBRARY TECHNICAL SERVICES Total</b>			<b>8,464.52</b>
<b>4840 LIBRARY MAINTENANCE</b>			
62225	HENRICHSEN FIRE & SAFETY	ANNUAL FIRE EXTINGUISHER SERVICE	680.15
62225	TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225	CINTAS #769	MAT SERVICE	129.81
62225	CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
62225	METRO DOOR AND DOCK, INC.	OVERHEAD DOOR SERVICE	396.10
62245	RUSSO POWER EQUIPMENT	EQUIPMENT MAINTENANCE	165.61
64015	NICOR	UTILITIES-FEBRUARY 2014	868.07
<b>4840 LIBRARY MAINTENANCE Total</b>			<b>9,609.74</b>
<b>4845 LIBRARY ADMINISTRATION</b>			
62275	FEDEX KINKO'S - CAS	POSTAGE	27.23
65095	OFFICE DEPOT	GENERAL OFFICE SUPPLIES	178.75
<b>4845 LIBRARY ADMINISTRATION Total</b>			<b>205.98</b>

185 LIBRARY FUND Total

**58,197.87**

CITY OF EVANSTON  
 LIBRARY BILLS LIST  
 PERIOD ENDING 04/29/2014

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
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**SUPPLEMENTAL BILLS LIST ATTACHMENT**

4845.56140	ILLINOIS DEPT OF REVENUE	SALES TAX - MARCH, 2014	84.00
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84.00

**GRAND TOTAL** 58,281.87

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

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

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

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

**185 LIBRARY FUND**

<b>4805 LIB. YOUTH SERVICES</b>	62506	103832 - NORTHWESTERN UNIVERSITY	APRIL 2014 WORK-STUDY	153.17
	65100	100255 - AMERICAN LIBRARY ASSOC.	CHILD READING BROCIURES	210.20
	65100	107741 - SCHOLASTIC INC.	BOOK FOR KINDERGARTEN TOURS	772.00
	65630	100474 - BAKER & TAYLOR	JUV PRINT	3,133.75
	65630	186504 - THE COMIX REVOLUTION	JUV PRINT	49.42
	65641	103424 - MIDWEST TAPE	AUDIO VISUAL EQUIPMENT AND SUP	203.09
	65641	103424 - MIDWEST TAPE	JUV AV	1,268.78
	65641	127266 - WESTON WOODS STUDIOS	JUV AV	99.85
<b>4805 LIBRARY YOUTH SERVICES Total</b>				<b>6,100.46</b>
<b>4806 LIB. ADULT SERVICES</b>	62506	103832 - NORTHWESTERN UNIVERSITY	APRIL 2014 WORK-STUDY	207.00
	65630	10040 - AMAZON	BOOK AVAILABLE ONLY AT AMAZON	17.17
	65630	103424 - MIDWEST TAPE	BOOKS AVAILABLE ONLY AT AMAZON	535.43
	65630	100474 - BAKER & TAYLOR	ADULT PRINT	4,771.38
	65630	102572 - INFORMATION TODAY INC	ADULT PRINT	385.53
	65630	104335 - REGENT BOOK COMPANY INC	ADULT PRINT	25.46
	65630	120319 - GALE RESEARCH INC.	ADULT PPRINT	43.17
	65630	120319 - GALE RESEARCH INC.	ADULT PRINT	140.19
	65641	10040 - AMAZON	AUDIO VISUAL AVAILABLE ONLY AT AMAZON	17.15
	65641	100655 - BLACKSTONE AUDIO BOOKS	ADULT AV	380.99
	65641	103424 - MIDWEST TAPE	ADULT AV	966.93
	65641	104293 - RANDOM HOUSE INC	ADULT AV	80.00
	65641	104325 - RECORDED BOOKS INC.	ADULT AV	41.60
	65641	287917 - THE TEACHING CO.	ADULT AV	549.55
<b>4806 LIBRARY ADULT SERVICES Total</b>				<b>8,161.55</b>
<b>4820 LIBRARY CIRCULATION</b>	62506	103832 - NORTHWESTERN UNIVERSITY	APRIL 2014 WORK-STUDY	663.76
	65100	103653 - NAT. BUSINESS FURNITURE	TASK CHAIR FOR CIRCULATION	432.00
	65100	275323 - AZURADISC, INC.	DISC CLEANING SUPPLIES	358.59
<b>4820 LIBRARY CIRCULATION Total</b>				<b>1,454.35</b>
<b>4825 LIB. NEIGHBORHOOD</b>	62341	100401 - COMCAST CABLE	INTERNET SERVICE	99.85
	62375	309006 - ESSKAY DEVELOPMENT LLC	CAMS RENT JUNE 2014	3,391.45
	64015	103744 - NICOR	UTILITIES-MARCH	626.08
	65630	100474 - BAKER & TAYLOR	ADULT PRINT	287.74
<b>4825 LIBRARY NEIGHB. SERVICES Total</b>				<b>4,405.12</b>
<b>4835 LIBRARY TECH. SERVICES</b>	62341	137361 - COOPERATIVE COMPUTER	OCLC APRIL 2014	940.36
	65555	101174 - COMPUTER DRIVE, INC.	HP printer	729.00
<b>4835 LIBRARY TECHNICAL SERVICES Total</b>				<b>1,669.36</b>
<b>4840 LIBRARY MAINTENANCE</b>	62225	104595 - SCHINDLER ELEVATOR CORP	QUARTERLY BILLING	2,683.95
	62225	151986 - CINTAS #769	MAT SERVICE	129.81
	64015	103744 - NICOR	UTILITIES-MARCH	777.86
	65040	102971 - LAPORT INC	GENERAL JANITORIAL SUPPLIES	767.20
	65050	104395 - RIDDIFORD ROOFING	ROOF REPAIR	640.25
<b>4840 LIBRARY MAINTENANCE Total</b>				<b>4,999.07</b>
<b>4845 LIBRARY ADMIN.</b>	62210	100375 - ARTS & LETTERS LTD.	NO CONCEALED CARRY DECAL	153.00
	62295	297948 - Karen Danczak Lyons	ALA ANNUAL MEETING	1,298.94
	62295	297948 - Karen Danczak Lyons	INCLEMENT WEATHER	210.63
	62295	297948 - Karen Danczak Lyons	PLA CONFERENCE	1,285.33
	62295	297948 - Karen Danczak Lyons	SPRINGFIELD	192.91
	62315	318665 - THE UPS STORE	SHIPPING	15.24
	62360	102512 - ILLINOIS LIBRARY ASSOC.	ILA MEMBERSHIP 2014-2015	350.00
	62506	103832 - NORTHWESTERN UNIVERSITY	APRIL 2014 WORK-STUDY	222.75
	64015	101143 - COMED	UTILITIES-MARCH	288.35
	64015	103744 - NICOR	UTILITIES-MARCH	153.66
	65095	10040 - AMAZON	USB MOUSE	69.90
	65095	103883 - OFFICE DEPOT	BOOK TAPE AND OTHER OFFICE SUPPLIES	320.44
	65095	103883 - OFFICE DEPOT	ENVELOPES	24.99
<b>4845 LIBRARY ADMINISTRATION Total</b>				<b>4,586.14</b>

<b>4850 LIBRARY GRANTS</b>	65100	101832 - FEDERAL EXPRESS CORP.	HIRSHFIELD MAILING	<u>84.38</u>
<b>4850 LIBRARY GRANTS Total</b>				<b>84.38</b>
<b>185 LIBRARY FUND Total</b>				<u><b>31,250.23</b></u>

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
<b>SUPPLEMENTAL BILLS LIST ATTACHMENT</b>			
4840.64015	TWIN EAGLE	NATURAL GAS - MARCH, 2014	1,939.68
4835.6234	ABILA	COMPUTER MANAGEMT SERVICES	1,900.00
100.22730	BANK OF AMERICA	PURCHASING CARDS MARCH, 2014	7,804.02
VARIOUS	NEXTEL	COMMUNICATION CHARGES-MAR	27.27
			<u>11,670.97</u>
		<b>GRAND TOTAL</b>	<b><u>42,921.20</u></b>

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

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

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

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

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	SHELL OIL 57444176606	\$ 34.88	02/03/2014	65050 BUILDING MAINTENANCE MATERIAL	1 GALLON OF ANTI-FREEZE FOR KUBOTA TRACTOR, 1 WIPER BLADE FOR KUBOTA TRACTOR
LIBRARY/ADMIN	AMAZON.COM	\$ 294.02	02/03/2014	65100 LIBRARY SUPPLIES	HANDHELD BARCODE READER FOR CIRCULATION
LIBRARY/ADMIN	WW GRAINGER	\$ 106.88	02/03/2014	65050 BUILDING MAINTENANCE MATERIAL	HYDRAULIC CYLINDER FOR KUBOTA PLOW
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 31.15	02/03/2014	65100 LIBRARY SUPPLIES	SCANNER FLEXIBLE ROD
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 10.49	02/03/2014	65050 BUILDING MAINTENANCE MATERIAL	TEFLON TAPE
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 84.55	02/04/2014	62274 TEST ADMINISTRATION	FIRE TEST BOOK FOR HR
LIBRARY/ADMIN	BARNES&NOBLE.COM	\$ 58.83	02/04/2014	62274 TEST ADMINISTRATION	TRAINING MATERIALS FOR FIRE DEPT
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 165.32	02/05/2014	62341 INTERNET SOLUTION PROVIDERS	INTERNET SERVICE FOR CAMS
LIBRARY/ADMIN	KONEMATIC DOOR SYSTEMS	\$ 426.37	02/05/2014	65050 BUILDING MAINTENANCE MATERIAL	MAIN LIBRARY EMERGENCY REPAIR EAST DOCK DOOR.
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 199.70	02/05/2014	62341 INTERNET SOLUTION PROVIDERS	MONTHLY INTERNET SERVICE FOR NORTH BRANCH
LIBRARY/ADMIN	GREEN ELECTRICAL SUPPL	\$ 367.61	02/05/2014	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT HIGH EFFICIENCY LIGHT BULBS FOR MAIN LIBRARY LOADING DOCK.
LIBRARY/ADMIN	TARGET 00009274	\$ 19.99	02/07/2014	62341 INTERNET SOLUTION PROVIDERS	AV MATERIAL
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 26.83	02/07/2014	65050 BUILDING MAINTENANCE MATERIAL	WINDOW WASHING SQUEEGE, WINDOW WASHING SPONGE
LIBRARY/ADMIN	MCKENNA AUTOMOTIVE	\$ 131.00	02/10/2014	65050 BUILDING MAINTENANCE MATERIAL	2 SIX FOOT CUSTOM MADE HYDRAULIC HOSES WITH CONNECTORS FOR KUBOTA PLOW.
LIBRARY/ADMIN	VINTAGE TECH LLC	\$ 70.00	02/10/2014	65050 BUILDING MAINTENANCE MATERIAL	DISPOSAL FEE FOR 4 MICRO-FILM UNITS / MAIN
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 24.99	02/10/2014	65050 BUILDING MAINTENANCE MATERIAL	FLOOR WAX FOR CAMS
LIBRARY/ADMIN	AMAZON.COM	\$ 111.84	02/10/2014	65100 LIBRARY SUPPLIES	MICE FOR LOFT LAPTOPS TO USE WITH FUSE AND OTHER PROGRAMMING USING LAP TOPS
LIBRARY/ADMIN	NY TIMES NATL SALES	\$ 342.48	02/10/2014	65635 PERIODICALS	SUBSCRIPTION
LIBRARY/ADMIN	BLICK ART 800 447 1892	\$ 41.48	02/11/2014	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN DIY SHRINKY DINKS WATER COLOR CARDS PROGRAMS
LIBRARY/ADMIN	AMAZON MKTPLACE PMTS	\$ 90.00	02/12/2014	65100 LIBRARY SUPPLIES	USB CABLE FOR 6 HANDHELD SCANNERS



REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	AMAZON MKTPLCE PMTS	\$ 186.90	02/13/2014	65100 LIBRARY SUPPLIES	6 HANDHELD SCANNER BASES
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 82.99	02/13/2014	65050 BUILDING MAINTENANCE MATERIAL	FURNACE MOTOR AND CAPASITOR FOR 2022 CENTRAL STREET
LIBRARY/ADMIN	BETTER WORLD BOOKS US	\$ (5.21)	02/13/2014	65630 LIBRARY BOOKS	REFUND TAXES CHARGES
LIBRARY/ADMIN	SOLVENT SYSTEMS INTERN	\$ 560.00	02/14/2014	65050 BUILDING MAINTENANCE MATERIAL	DISPOSAL OF AGING HVAC CHEMICALS / MAIN
LIBRARY/ADMIN	WW GRAINGER	\$ 49.86	02/14/2014	65050 BUILDING MAINTENANCE MATERIAL	QUICK COUPLER HYDRAULIC CONNECTORS
LIBRARY/ADMIN	BARNES&NOBLE COM	\$ 179.20	02/17/2014	65630 LIBRARY BOOKS	ADULT MATERIAL
LIBRARY/ADMIN	BARNES&NOBLE COM	\$ 27.09	02/17/2014	65630 LIBRARY BOOKS	ADULT MATERIAL
LIBRARY/ADMIN	AMAZON.COM	\$ 30.02	02/17/2014	65630 LIBRARY BOOKS	ADULT MATERIAL
LIBRARY/ADMIN	BARNES&NOBLE COM	\$ 41.02	02/17/2014	65630 LIBRARY BOOKS	ADULT MATERIALS
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 9.33	02/17/2014	65050 BUILDING MAINTENANCE MATERIAL	FURNACE PART FOR PERENNIALS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 74.05	02/17/2014	62210 PRINTING	SPANISH WELCOME BOOKMARKS
LIBRARY/ADMIN	PAPA JOHN'S 01012	\$ 33.18	02/20/2014	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	PROVANTAGE LLC	\$ 1,024.22	02/24/2014	65100 LIBRARY SUPPLIES	6 HANDHELD SCANNERS FOR CIRCULATION
LIBRARY/ADMIN	SPIRIT AI 48700972242520	\$ 35.00	02/24/2014	62295 TRAINING & TRAVEL	AIRLINE FEE
LIBRARY/ADMIN	SPIRIT AI 48700972239430	\$ 462.98	02/24/2014	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRLINE TICKET TO LAS VEGAS FOR LESLEY WILLIAMS
LIBRARY/ADMIN	AMER LIB ASSOC-CAREER	\$ 325.00	02/24/2014	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION FOR LESLEY WILLIAMS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 96.49	02/24/2014	65050 BUILDING MAINTENANCE MATERIAL	SURFACE MOUNT ELECTRICAL CONDUIT AND ELBOWS, WIRE COVER, LIGHT BULBS, 2 DOORMATS
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 57.86	02/25/2014	65050 BUILDING MAINTENANCE MATERIAL	THERMOSTST FOR NORTH BRANCH

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 5.98	02/26/2014	65050 BUILDING MAINTENANCE MATERIAL	1/4 X 20 NUTS FOR NORTH BRANCH SHELVING PROJECT
LIBRARY/ADMIN	JOHNSON LOCKSMITH INC	\$ 12.25	02/28/2014	65040 JANITORIAL SUPPLIES	5 KEYS COPIES FOR 2022 CENTRAL STREET
FEBRUARY LIBRARY STATEMENT TOTAL		\$ 5,926.62			

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	EXPEDIA 170849530791	\$ 246.28	03/03/2014	62295 TRAINING & TRAVEL	ACCOMODATION ALA CONFERENCE LESLEY WILLIAMS
LIBRARY/ADMIN	NCO NICOR GAS	\$ 288.67	03/03/2014	64015 NATURAL GAS	BRANCH NATURAL GAS
LIBRARY/ADMIN	EPCO PAINT STORE 1252	\$ 84.85	03/03/2014	65050 BUILDING MAINTENANCE MATERIAL	PAINT RESPIRATOR, RUST INHIBITOR SPRAY, BLACK SPRAY PAINT FOR PLOW BLADE
LIBRARY/ADMIN	OVERHEAD IN	\$ 394.50	03/03/2014	65070 OFFICE/OTHER EQ TO MAINTN MATERIAL	PARKING GARAGE ENTRANCE DOOR REPAIR / MAIN
LIBRARY/ADMIN	HAROLD'S TRUE VALUE HD	\$ 4.99	03/03/2014	65050 BUILDING MAINTENANCE MATERIAL	RIGHT ANGLE PIECE OF EXTERNAL ELECTRICAL CONDUIT.
LIBRARY/ADMIN	BENNISONS BAKERY INC	\$ 38.88	03/04/2014	65095 OFFICE SUPPLIES	HARWOOD MEETING REFRESHMENTS
LIBRARY/ADMIN	PANERA BREAD #645	\$ 27.18	03/04/2014	65095 OFFICE SUPPLIES	HARWOOD MEETING REFRESHMENTS
LIBRARY/ADMIN	WW GRAINGER	\$ 69.03	03/05/2014	65050 BUILDING MAINTENANCE MATERIAL	13 SOCKET EXTENSIONS FOR DOCK LIGHTS
LIBRARY/ADMIN	PAYPAL NICK	\$ 12.98	03/05/2014	65641 AUDIO VISUAL COLLECTIONS	AV COLLECTION
LIBRARY/ADMIN	PRESTIGE DISTRIBUTION	\$ 680.00	03/05/2014	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT HANDICAPPED STALL DOOR FOR 2ND FLOOR MENS / MAIN
LIBRARY/ADMIN	GOTPRINT.COM	\$ 17.95	03/06/2014	62210 PRINTING	BUSINESS CARDS
LIBRARY/ADMIN	BENNISONS BAKERY INC	\$ 12.26	03/06/2014	65095 OFFICE SUPPLIES	HARWOOD MEETING REFRESHMENTS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 55.43	03/06/2014	65050 BUILDING MAINTENANCE MATERIAL	METAL CUTOFF WHEEL/BLADES, 50' EXTENSION CORD AND PLUG ADAPTERS
LIBRARY/ADMIN	CENTURY THEATRES 43QPS	\$ 60.00	03/06/2014	65100 LIBRARY SUPPLIES	THEATER GIFT CARDS FOR YOU RAFFLES AND DIVERGENT RELEASE PARTY 6 10.00 GIFTCARDS
LIBRARY/ADMIN	B & H PHOTO-VIDEO.COM	\$ 642.51	03/07/2014	65050 BUILDING MAINTENANCE MATERIAL	CABLING, PROJECTOR MOUNT, AND SOUND SYSTEM FOR PROJECTION INSTALL IN SMALL MEETING ROOM.
LIBRARY/ADMIN	GOTPRINT.COM	\$ 108.86	03/07/2014	62210 PRINTING	PRINTING LIBRARY HOURS BOOKMARK
LIBRARY/ADMIN	LAKESHORE LEARNING MAT	\$ 85.49	03/07/2014	65100 LIBRARY SUPPLIES	TOY SET
LIBRARY/ADMIN	AMER LIB ASSOC-IMIS	\$ 49.00	03/07/2014	62295 TRAINING & TRAVEL	WEBINAR TRAINING LESLEY WILLIAMS
LIBRARY/ADMIN	PAPA JOHN'S 01012	\$ 42.50	03/10/2014	65100 LIBRARY SUPPLIES	PIZZA FOR TEEN ADVISORY BOARD MEETING
LIBRARY/ADMIN	PBD ALA-GRAPH EDITIONS	\$ 49.50	03/10/2014	62295 TRAINING & TRAVEL	REGISTRATION FOR ASHLEY HAMERNIK ALA WEBINAR CREATING A DIGITAL MEDIA SPACE FOR TEENS
LIBRARY/ADMIN	SYX TIGERDIRECT.COM	\$ 61.81	03/11/2014	65050 BUILDING MAINTENANCE MATERIAL	DATA/AV CONNECTION PLATE FOR SMALL MEETING ROOM AV SYSTEM.
LIBRARY/ADMIN	OFFICE MAX	\$ 10.49	03/11/2014	65100 LIBRARY SUPPLIES	FOLDERS FOR COMIC BOOK MODGE TEEN DIY PROGRAM CAMS AND MAIN
LIBRARY/ADMIN	SYX TIGERDIRECT.COM	\$ 22.17	03/11/2014	65050 BUILDING MAINTENANCE MATERIAL	USB CABLE EXTENSION FOR SMALL MEETING ROOM AV SYSTEM.
LIBRARY/ADMIN	JOHNSTONE SUPPLY OF NI	\$ 56.99	03/12/2014	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT AND BACKUP IGNITERS FOR FURNACE AT 2022 CENTRAL ST.
LIBRARY/ADMIN	PF CHANG'S #8400	\$ 14.76	03/13/2014	62295 TRAINING & TRAVEL	PER DIEM FOR PLA CONFERENCE
LIBRARY/ADMIN	VILLA FIK 240103824018	\$ 9.15	03/13/2014	62295 TRAINING & TRAVEL	PER DIEM FOR PLA CONFERENCE
LIBRARY/ADMIN	IRIS B PRINTING	\$ 610.00	03/14/2014	62210 PRINTING	PARTY INVITATION PRINTING

LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 11.96	03/17/2014	65050 BUILDING MAINTENANCE MATERIAL	4 GALLONS OF WINDOW WASH FLUID FOR WINDOWS AT CAMS.
LIBRARY/ADMIN	GOTPRINT.COM	\$ 698.69	03/17/2014	62210 PRINTING	EPL ENVELOPES AND ANNUAL REPORT LETTER PRINTING
LIBRARY/ADMIN	RADIOSHACK COR00165779	\$ 49.99	03/17/2014	65050 BUILDING MAINTENANCE MATERIAL	HDMI SWITCHER FOR SMALL MEETING ROOM AV SYSTEM.
LIBRARY/ADMIN	PRATHER PAINT AND WALL	\$ 29.99	03/17/2014	65050 BUILDING MAINTENANCE MATERIAL	MATCHING PAINT COLOR FOR TEEN STUDY ROOMS
LIBRARY/ADMIN	#2630 PAN AM PLAZA	\$ 82.00	03/17/2014	62295 TRAINING & TRAVEL	PARKING FOR PLA CONFERENCE TUESDAY -SATURDAY
LIBRARY/ADMIN	CROWNE PLAZA RESERVATI	\$ 843.25	03/17/2014	62295 TRAINING & TRAVEL	PER DIEM FOR PLA/HOTEL FOR PLA
LIBRARY/ADMIN	CROWNE PLAZA FOOD/BEV	\$ 20.34	03/17/2014	62295 TRAINING & TRAVEL	PER DIEM PLA CONFERENCE
LIBRARY/ADMIN	THE HOME DEPOT #1980	\$ 18.72	03/17/2014	65050 BUILDING MAINTENANCE MATERIAL	POWER GRAB/CAULK ADHESIVE.
LIBRARY/ADMIN	OFFICE MAX	\$ 29.99	03/17/2014	65050 BUILDING MAINTENANCE MATERIAL	USB EXTENSION FOR SMALL MEETING ROOM AV SYSTEM.
LIBRARY/ADMIN	DISPLAYS2GOCOM	\$ 155.19	03/19/2014	65050 BUILDING MAINTENANCE MATERIAL	PULL DOWN PROJECTION SCREEN FOR SMALL MEETING ROOM AV SYSTEM.
LIBRARY/ADMIN	USPS 16262202033309006	\$ 874.16	03/19/2014	62315 POSTAGE	STAMPS FOR ADMIN MASS MAILING.
LIBRARY/ADMIN	PAPA JOHN'S 01012	\$ 30.49	03/20/2014	65100 LIBRARY SUPPLIES	PAPA JOHNS PIZZA FOR TEEN AUTHOR EVENT ETHS BOOK CLUB
LIBRARY/ADMIN	JEWEL #3428	\$ 14.50	03/21/2014	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN DIVERGENT MOVIE RELEASE PARTY AND FOOD CHALLENGE
LIBRARY/ADMIN	TRADER JOE'S #702 QPS	\$ 27.59	03/21/2014	65100 LIBRARY SUPPLIES	SNACKS FOR TEEN DIVERGENT MOVIE RELEASE PARTY AND FOOD CHALLENGE
LIBRARY/ADMIN	IRIS B PRINTING	\$ 905.00	03/24/2014	62210 PRINTING	ANNUAL REPORT DESIGN AND PRINTING
LIBRARY/ADMIN	USPS 16262202033309006	\$ 294.00	03/24/2014	62315 POSTAGE	STAMPS FOR MAILING
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ (200.00)	03/25/2014	62295 TRAINING & TRAVEL	PLA CONFERENCE CANCELLATION
LIBRARY/ADMIN	DT DULUTH TRADING CO	\$ 23.95	03/26/2014	65050 BUILDING MAINTENANCE MATERIAL	VULCANIZED TAPE FOR EMERGENCY HEATING REPAIR FOR MAIN LIBRARY CONVECTORS
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 78.73	03/27/2014	65040 JANITORIAL SUPPLIES	CARPET TAPE, RESPIRATOR, CARPET KNIFE, STRIPPER HANDLE & BLADES, BASE MOLDING LIFTER TOOL, MINI SCRAPER AND GLOVES FOR 2022 CENTRAL CLEAN UP AND NORTH BRANCH ABATEMENT RELATED WORK.
LIBRARY/ADMIN	OFFICE MAX	\$ 43.27	03/27/2014	65095 OFFICE SUPPLIES	HIRSHFIELD INVITATION MATERIALS AND CERTIFICATE FOLDER
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 15.98	03/31/2014	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION - BRANCH
MARCH STATEMENT TOTAL		\$ 7,804.02			



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Paul Gottschalk, Administrative Services Manager  
Subject: Administrative Services Update  
Date: May 7, 2014

This memo provides an update on significant administrative activities.

## **Financial Resources**

The financial report for the period ending April 30<sup>th</sup> is attached.

## **Human Resources**

As you know, Wynn Shawver began working as the Library's Director of Development on April 30<sup>th</sup>. Ray Wade was promoted to our Custodian/Branch Driver position effective May 5<sup>th</sup>. Ray has been working as a Security Monitor since January 2004. We're thrilled to have both of them in their new positions.

The City Council approved a three-year contract with AFSCME, the union representing Library employees, effective January 1<sup>st</sup>.

## **Facilities Management**

The construction documents for the North Branch toilet room project are complete and the bid package is available for contractors. Bids are due June 10<sup>th</sup>.



# Budget Performance Report

Date Range 01/01/14 - 04/30/14

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 185 - LIBRARY FUND</b>										
<b>REVENUE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	.00	.00	37,581.02	126,418.98	23	.00
57510	NON-RESIDENT LIBRARY CARDS	1,040.00	.00	1,040.00	.00	.00	130.00	910.00	12	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	14,000.00	.00	14,000.00	.00	.00	3,326.12	10,673.88	24	.00
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$179,040.00	\$0.00	\$179,040.00	\$0.00	\$0.00	\$41,037.14	\$138,002.86	23%	\$0.00
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
57551	LIBRARY GRANTS & DONATIONS	116,545.00	.00	116,545.00	.00	.00	.00	116,545.00	0	.00
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b> Totals		\$116,545.00	\$0.00	\$116,545.00	\$0.00	\$0.00	\$0.00	\$116,545.00	0%	\$0.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
51015	PROPERTY TAXES	.00	.00	.00	21,313.94	.00	2,236,733.44	(2,236,733.44)	+++	.00
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,032,097.00	.00	5,032,097.00	.00	.00	.00	5,032,097.00	0	.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	.00
56045	MISCELLANEOUS REVENUE	.00	.00	.00	41.94	.00	161.46	(161.46)	+++	.00
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(11.33)	11.33	+++	.00
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	21.53	(21.53)	+++	.00
57002	TRANSFER FROM ENDOWMENT	159,315.00	.00	159,315.00	.00	.00	.00	159,315.00	0	.00
57005	FROM GENERAL FUND	.00	.00	.00	6,720.54	.00	63,409.57	(63,409.57)	+++	.00
57526	LIBRARY BOOK SALE	65,000.00	.00	65,000.00	.00	.00	3,327.38	61,672.62	5	.00
57527	LIBRARY FUND FOR EXCELLENCE	125,000.00	.00	125,000.00	.00	.00	13,329.00	111,671.00	11	.00
57535	LIBRARY COPY MACH. CHG	21,200.00	.00	21,200.00	.00	.00	3,994.17	17,205.83	19	.00
57540	LIBRARY MEETING RM RENTAL	10,400.00	.00	10,400.00	.00	.00	6,991.67	3,408.33	67	.00
57545	NORTH BRANCH RENTAL INCOME	60,000.00	.00	60,000.00	.00	.00	3,793.34	56,206.66	6	.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$5,617,389.00	\$0.00	\$5,617,389.00	\$28,076.42	\$0.00	\$2,331,750.23	\$3,285,638.77	42%	\$0.00
Business Unit <b>4850 - LIBRARY GRANTS</b>										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	14,240.00	(14,240.00)	+++	.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,240.00	(\$14,240.00)	+++	\$0.00
Department <b>48 - LIBRARY</b> Totals		\$5,912,974.00	\$0.00	\$5,912,974.00	\$28,076.42	\$0.00	\$2,387,027.37	\$3,525,946.63	40%	\$0.00
<b>REVENUE TOTALS</b>		\$5,912,974.00	\$0.00	\$5,912,974.00	\$28,076.42	\$0.00	\$2,387,027.37	\$3,525,946.63	40%	\$0.00
<b>EXPENSE</b>										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61010	REGULAR PAY	325,196.00	.00	325,196.00	.00	.00	72,129.09	253,066.91	22	.00
61012	LIBRARY SUBSTITUES	5,500.00	.00	5,500.00	.00	.00	1,515.33	3,984.67	28	.00
61025	RECREATION PROGRAM PAY	.00	.00	.00	.00	.00	545.79	(545.79)	+++	.00
61050	PERMANENT PART-TIME	285,746.00	.00	285,746.00	.00	.00	60,282.02	225,463.98	21	.00
61210	LONGEVITY	6,750.00	.00	6,750.00	.00	.00	1,690.15	5,059.85	25	.00



# Budget Performance Report

Date Range 01/01/14 - 04/30/14

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4805 - LIBRARY YOUTH SERVICES</b>										
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	165.20	(165.20)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,896.98	(2,896.98)	+++	.00
61510	HEALTH INSURANCE	73,953.00	.00	73,953.00	.00	.00	18,488.22	55,464.78	25	.00
61615	LIFE INSURANCE	78.00	.00	78.00	.00	.00	19.50	58.50	25	.00
61710	IMRF	61,525.00	.00	61,525.00	.00	.00	14,199.49	47,325.51	23	.00
61725	SOCIAL SECURITY	37,543.00	.00	37,543.00	.00	.00	8,513.18	29,029.82	23	.00
61730	MEDICARE	8,780.00	.00	8,780.00	.00	.00	1,990.94	6,789.06	23	.00
62341	INTERNET SOLUTION PROVIDERS	3,400.00	.00	3,400.00	.00	.00	.00	3,400.00	0	.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	156.95	743.05	17	.00
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	145.80	(145.80)	+++	.00
65100	LIBRARY SUPPLIES	28,300.00	.00	28,300.00	.00	.00	605.77	27,694.23	2	.00
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	.00	.00	28,781.12	115,218.88	20	.00
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	.00	.00	6,979.26	26,220.74	21	.00
66025	TRANSFER TO DEBT SERVICE - ERI	14,138.00	.00	14,138.00	.00	.00	3,534.51	10,603.49	25	.00
Business Unit <b>4805 - LIBRARY YOUTH SERVICES Totals</b>		\$1,030,009.00	\$0.00	\$1,030,009.00	\$0.00	\$0.00	\$222,639.30	\$807,369.70	22%	\$0.00
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b>										
61010	REGULAR PAY	430,300.00	.00	430,300.00	.00	.00	104,658.56	325,641.44	24	.00
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	333,504.00	.00	333,504.00	.00	.00	74,502.38	259,001.62	22	.00
61210	LONGEVITY	8,199.00	.00	8,199.00	.00	.00	1,875.84	6,323.16	23	.00
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	241.22	(241.22)	+++	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,441.77	(3,441.77)	+++	.00
61510	HEALTH INSURANCE	82,648.00	.00	82,648.00	.00	.00	20,661.99	61,986.01	25	.00
61615	LIFE INSURANCE	46.00	.00	46.00	.00	.00	11.49	34.51	25	.00
61710	IMRF	78,605.00	.00	78,605.00	.00	.00	18,669.14	59,935.86	24	.00
61725	SOCIAL SECURITY	49,463.00	.00	49,463.00	.00	.00	11,233.88	38,229.12	23	.00
61730	MEDICARE	11,568.00	.00	11,568.00	.00	.00	2,627.30	8,940.70	23	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	5,735.00	(5,735.00)	+++	.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	3,076.99	(3,076.99)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	128,700.00	.00	128,700.00	.00	.00	29,589.53	99,110.47	23	.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	226.13	673.87	25	.00
65100	LIBRARY SUPPLIES	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	.00
65630	LIBRARY BOOKS	266,900.00	.00	266,900.00	.00	.00	28,955.95	237,944.05	11	.00
65635	PERIODICALS	16,900.00	.00	16,900.00	.00	.00	487.57	16,412.43	3	.00
65641	AUDIO VISUAL COLLECTIONS	77,500.00	.00	77,500.00	.00	.00	18,942.42	58,557.58	24	.00
66025	TRANSFER TO DEBT SERVICE - ERI	19,304.00	.00	19,304.00	.00	.00	4,826.01	14,477.99	25	.00



# Budget Performance Report

Date Range 01/01/14 - 04/30/14

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4806 - LIBRARY ADULT SERVICES</b> Totals		\$1,514,037.00	\$0.00	\$1,514,037.00	\$0.00	\$0.00	\$329,763.17	\$1,184,273.83	22%	\$0.00
Business Unit <b>4820 - LIBRARY CIRCULATION</b>										
61010	REGULAR PAY	155,621.00	.00	155,621.00	.00	.00	34,460.15	121,160.85	22	.00
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	80.46	3,119.54	3	.00
61050	PERMANENT PART-TIME	294,588.00	.00	294,588.00	.00	.00	61,302.90	233,285.10	21	.00
61210	LONGEVITY	2,843.00	.00	2,843.00	.00	.00	1,007.30	1,835.70	35	.00
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	138.63	(138.63)	+++	.00
61510	HEALTH INSURANCE	16,919.00	.00	16,919.00	.00	.00	4,229.76	12,689.24	25	.00
61615	LIFE INSURANCE	67.00	.00	67.00	.00	.00	16.74	50.26	25	.00
61710	IMRF	45,857.00	.00	45,857.00	.00	.00	10,197.45	35,659.55	22	.00
61725	SOCIAL SECURITY	27,807.00	.00	27,807.00	.00	.00	5,944.96	21,862.04	21	.00
61730	MEDICARE	6,503.00	.00	6,503.00	.00	.00	1,390.37	5,112.63	21	.00
62506	WORK- STUDY	3,400.00	.00	3,400.00	.00	.00	666.56	2,733.44	20	.00
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	.00	.00	1,900.81	2,099.19	48	.00
66025	TRANSFER TO DEBT SERVICE - ERI	12,453.00	.00	12,453.00	.00	.00	3,113.25	9,339.75	25	.00
Business Unit <b>4820 - LIBRARY CIRCULATION</b> Totals		\$573,258.00	\$0.00	\$573,258.00	\$0.00	\$0.00	\$124,449.34	\$448,808.66	22%	\$0.00
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
61010	REGULAR PAY	73,381.00	.00	73,381.00	.00	.00	16,672.31	56,708.69	23	.00
61012	LIBRARY SUBSTITUES	32,000.00	.00	32,000.00	.00	.00	8,385.72	23,614.28	26	.00
61025	RECREATION PROGRAM PAY	.00	.00	.00	.00	.00	4,788.01	(4,788.01)	+++	.00
61050	PERMANENT PART-TIME	193,887.00	.00	193,887.00	.00	.00	26,069.90	167,817.10	13	.00
61210	LONGEVITY	2,989.00	.00	2,989.00	.00	.00	436.70	2,552.30	15	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,342.18	(1,342.18)	+++	.00
61510	HEALTH INSURANCE	21,639.00	.00	21,639.00	.00	.00	5,409.87	16,229.13	25	.00
61615	LIFE INSURANCE	6.00	.00	6.00	.00	.00	1.50	4.50	25	.00
61710	IMRF	23,744.00	.00	23,744.00	.00	.00	5,721.61	18,022.39	24	.00
61725	SOCIAL SECURITY	16,615.00	.00	16,615.00	.00	.00	3,515.58	13,099.42	21	.00
61730	MEDICARE	3,885.00	.00	3,885.00	.00	.00	822.18	3,062.82	21	.00
62225	BLDG MAINTENANCE SERVICES	2,000.00	.00	2,000.00	.00	.00	45.00	1,955.00	2	.00
62341	INTERNET SOLUTION PROVIDERS	2,400.00	.00	2,400.00	.00	.00	494.36	1,905.64	21	.00
62375	RENTALS	41,500.00	.00	41,500.00	.00	.00	13,401.88	28,098.12	32	.00
64015	NATURAL GAS	2,000.00	.00	2,000.00	.00	.00	213.50	1,786.50	11	.00
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	12.25	(12.25)	+++	.00
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	146.83	(146.83)	+++	.00
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	1,119.82	(1,119.82)	+++	.00
65630	LIBRARY BOOKS	24,900.00	.00	24,900.00	.00	.00	2,941.61	21,958.39	12	.00





# Budget Performance Report

Date Range 01/01/14 - 04/30/14

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES</b>										
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	368.48	631.52	37	.00
65641	AUDIO VISUAL COLLECTIONS	7,200.00	.00	7,200.00	.00	.00	303.01	6,896.99	4	.00
66025	TRANSFER TO DEBT SERVICE - ERI	2,881.00	.00	2,881.00	.00	.00	720.24	2,160.76	25	.00
Business Unit <b>4825 - LIBRARY NEIGHBORHOOD SERVICES Totals</b>		<b>\$456,527.00</b>	<b>\$0.00</b>	<b>\$456,527.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$92,932.54</b>	<b>\$363,594.46</b>	<b>20%</b>	<b>\$0.00</b>
Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES</b>										
61010	REGULAR PAY	161,432.00	.00	161,432.00	.00	.00	35,568.22	125,863.78	22	.00
61050	PERMANENT PART-TIME	112,984.00	.00	112,984.00	.00	.00	19,189.83	93,794.17	17	.00
61210	LONGEVITY	3,826.00	.00	3,826.00	.00	.00	1,105.48	2,720.52	29	.00
61510	HEALTH INSURANCE	19,081.00	.00	19,081.00	.00	.00	4,770.15	14,310.85	25	.00
61615	LIFE INSURANCE	86.00	.00	86.00	.00	.00	21.51	64.49	25	.00
61710	IMRF	30,607.00	.00	30,607.00	.00	.00	6,555.10	24,051.90	21	.00
61725	SOCIAL SECURITY	17,014.00	.00	17,014.00	.00	.00	3,426.28	13,587.72	20	.00
61730	MEDICARE	3,979.00	.00	3,979.00	.00	.00	801.29	3,177.71	20	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	9,913.81	(9,913.81)	+++	.00
62340	COMPTER LICENSE & SUPP	28,175.00	.00	28,175.00	.00	.00	4,340.00	23,835.00	15	.00
62341	INTERNET SOLUTION PROVIDERS	109,700.00	.00	109,700.00	.00	.00	5,269.21	104,430.79	5	.00
62506	WORK- STUDY	.00	.00	.00	.00	.00	130.51	(130.51)	+++	.00
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	.00	.00	1,955.33	10,044.67	16	.00
65555	PERSONAL COMPUTER EQUIPMENT	31,965.00	.00	31,965.00	563.70	(10,177.64)	10,177.64	31,965.00	0	.00
66025	TRANSFER TO DEBT SERVICE - ERI	8,030.00	.00	8,030.00	.00	.00	2,007.51	6,022.49	25	.00
Business Unit <b>4835 - LIBRARY TECHNICAL SERVICES Totals</b>		<b>\$538,879.00</b>	<b>\$0.00</b>	<b>\$538,879.00</b>	<b>\$563.70</b>	<b>(\$10,177.64)</b>	<b>\$105,231.87</b>	<b>\$443,824.77</b>	<b>18%</b>	<b>\$0.00</b>
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
61010	REGULAR PAY	207,345.00	.00	207,345.00	.00	.00	46,368.27	160,976.73	22	.00
61050	PERMANENT PART-TIME	78,608.00	.00	78,608.00	.00	.00	11,098.82	67,509.18	14	.00
61110	OVERTIME PAY	9,300.00	.00	9,300.00	.00	.00	5,595.14	3,704.86	60	.00
61210	LONGEVITY	2,397.00	.00	2,397.00	.00	.00	887.92	1,509.08	37	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,362.94	(1,362.94)	+++	.00
61510	HEALTH INSURANCE	56,949.00	.00	56,949.00	.00	.00	14,237.37	42,711.63	25	.00
61615	LIFE INSURANCE	82.00	.00	82.00	.00	.00	20.49	61.51	25	.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	.00	.00	287.96	912.04	24	.00
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	.00	465.00	0	.00
61710	IMRF	31,896.00	.00	31,896.00	.00	.00	7,536.51	24,359.49	24	.00
61725	SOCIAL SECURITY	17,085.00	.00	17,085.00	.00	.00	3,941.55	13,143.45	23	.00
61730	MEDICARE	3,996.00	.00	3,996.00	.00	.00	921.81	3,074.19	23	.00
62225	BLDG MAINTENANCE SERVICES	164,214.00	.00	164,214.00	.00	(21,881.00)	33,290.26	152,804.74	7	.00



# Budget Performance Report

Date Range 01/01/14 - 04/30/14

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>										
62235	OFFICE EQUIPMENT MAINT	11,900.00	.00	11,900.00	.00	.00	138.00	11,762.00	1	.00
62245	OTHER EQMT MAINTENANCE	1,117.00	.00	1,117.00	.00	.00	.00	1,117.00	0	.00
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	.00	.00	595.26	1,785.74	25	.00
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	425.01	1,274.99	25	.00
64015	NATURAL GAS	25,000.00	.00	25,000.00	.00	.00	11,835.21	13,164.79	47	.00
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	.00	.00	861.28	9,138.72	9	.00
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	.00	7,114.60	22,885.40	24	.00
65060	MATER. TO MAINT. AUTOS	.00	.00	.00	.00	.00	646.25	(646.25)	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,067.00	.00	5,067.00	.00	.00	1,266.75	3,800.25	25	.00
Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b>		\$660,702.00	\$0.00	\$660,702.00	\$0.00	(\$21,881.00)	\$148,431.40	\$534,151.60	19%	\$0.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
61010	REGULAR PAY	422,744.00	.00	422,744.00	.00	.00	79,710.19	343,033.81	19	.00
61050	PERMANENT PART-TIME	96,370.00	.00	96,370.00	.00	.00	22,426.18	73,943.82	23	.00
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,951.33	(1,951.33)	+++	.00
61510	HEALTH INSURANCE	94,223.00	.00	94,223.00	.00	.00	23,555.76	70,667.24	25	.00
61615	LIFE INSURANCE	288.00	.00	288.00	.00	.00	72.00	216.00	25	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	.00	.00	1,727.76	5,472.24	24	.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	.00	.00	287.96	912.04	24	.00
61710	IMRF	59,102.00	.00	59,102.00	.00	.00	12,084.47	47,017.53	20	.00
61725	SOCIAL SECURITY	32,661.00	.00	32,661.00	.00	.00	6,407.79	26,253.21	20	.00
61730	MEDICARE	7,638.00	.00	7,638.00	.00	.00	1,498.60	6,139.40	20	.00
62185	CONSULTING SERVICES	15,000.00	.00	15,000.00	.00	.00	450.00	14,550.00	3	.00
62210	PRINTING	1,800.00	.00	1,800.00	.00	.00	457.09	1,342.91	25	.00
62275	POSTAGE CHARGEBACKS	1,500.00	.00	1,500.00	156.27	.00	399.57	1,100.43	27	.00
62290	TUITION	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
62295	TRAINING & TRAVEL	20,000.00	.00	20,000.00	.00	.00	1,407.98	18,592.02	7	.00
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	669.23	4,330.77	13	.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	650.00	(650.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	.00	.00	127.57	(127.57)	+++	.00
62360	MEMBERSHIP DUES	1,430.00	.00	1,430.00	.00	.00	.00	1,430.00	0	.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	.00	.00	3,066.99	9,201.01	25	.00
62506	WORK- STUDY	400.00	.00	400.00	.00	.00	171.00	229.00	43	.00
62705	BANK SERVICE CHARGES	.00	.00	.00	.00	.00	988.83	(988.83)	+++	.00
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	.00	.00	200.37	1,999.63	9	.00
65095	OFFICE SUPPLIES	38,550.00	.00	38,550.00	.00	(564.77)	2,378.33	36,736.44	5	.00
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	294.02	(294.02)	+++	.00
65125	OTHER COMMODITIES	718.00	.00	718.00	.00	.00	.00	718.00	0	.00



# Budget Performance Report

Date Range 01/01/14 - 04/30/14

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund <b>185 - LIBRARY FUND</b>										
EXPENSE										
Department <b>48 - LIBRARY</b>										
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>										
65555	PERSONAL COMPUTER EQUIPMENT	.00	.00	.00	.00	(1,390.50)	1,390.50	.00	+++	.00
66025	TRANSFER TO DEBT SERVICE - ERI	12,724.00	.00	12,724.00	.00	.00	3,180.99	9,543.01	25	.00
66030	MEDICAL INSURANCE	40,000.00	.00	40,000.00	.00	.00	9,999.99	30,000.01	25	.00
66148	66148	210,000.00	.00	210,000.00	.00	.00	52,500.00	157,500.00	25	.00
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$1,103,016.00	\$0.00	\$1,103,016.00	\$156.27	(\$1,955.27)	\$228,054.50	\$876,916.77	20%	\$0.00
Business Unit <b>4850 - LIBRARY GRANTS</b>										
61012	LIBRARY SUBSTITUES	5,512.00	.00	5,512.00	.00	.00	.00	5,512.00	0	.00
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
65100	LIBRARY SUPPLIES	19,423.00	.00	19,423.00	.00	.00	396.00	19,027.00	2	.00
65125	OTHER COMMODITIES	1,610.00	.00	1,610.00	.00	.00	.00	1,610.00	0	.00
Business Unit <b>4850 - LIBRARY GRANTS</b> Totals		\$36,545.00	\$0.00	\$36,545.00	\$0.00	\$0.00	\$396.00	\$36,149.00	1%	\$0.00
Department <b>48 - LIBRARY</b> Totals		\$5,912,973.00	\$0.00	\$5,912,973.00	\$719.97	(\$34,013.91)	\$1,251,898.12	\$4,695,088.79	21%	\$0.00
<b>EXPENSE TOTALS</b>		\$5,912,973.00	\$0.00	\$5,912,973.00	\$719.97	(\$34,013.91)	\$1,251,898.12	\$4,695,088.79	21%	\$0.00
Fund <b>185 - LIBRARY FUND</b> Totals										
<b>REVENUE TOTALS</b>		5,912,974.00	.00	5,912,974.00	28,076.42	.00	2,387,027.37	3,525,946.63	40	.00
<b>EXPENSE TOTALS</b>		5,912,973.00	.00	5,912,973.00	719.97	(34,013.91)	1,251,898.12	4,695,088.79	21	.00
Fund <b>185 - LIBRARY FUND</b> Totals		\$1.00	\$0.00	\$1.00	\$27,356.45	\$34,013.91	\$1,135,129.25	(\$1,169,142.16)		\$0.00
Grand Totals										
<b>REVENUE TOTALS</b>		5,912,974.00	.00	5,912,974.00	28,076.42	.00	2,387,027.37	3,525,946.63	40	.00
<b>EXPENSE TOTALS</b>		5,912,973.00	.00	5,912,973.00	719.97	(34,013.91)	1,251,898.12	4,695,088.79	21	.00
Grand Totals		\$1.00	\$0.00	\$1.00	\$27,356.45	\$34,013.91	\$1,135,129.25	(\$1,169,142.16)		\$0.00



# Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Tuition Reimbursement Policy for Masters in Library Science

Date: May 12, 2014

Recommended Action:

I recommend that the Library Board approve the proposed policy offering tuition reimbursement for staff pursuing a Masters in Library and Information Science degree (attached). The Library's FY2014 budget includes \$20,000 for tuition reimbursement funded by the gift from George Ariffe. The percentage of reimbursement is a function of Board-approved annual funding for the program, the student's grades and will not exceed the cost of tuition of the University of Illinois' Library and Information Science Program.

## **Evanston Public Library**

### **Masters in Library and Information Science Tuition Reimbursement Program**

**Adopted xx/xx/2014**

The Evanston Public Library supports the educational and skills development of our staff in a number of ways including attendance at seminars and webinars, participation in conferences and through annual All Staff Development days.

Recognizing that library service depends upon the employment and retention of staff at all levels including degreed Librarians, and to support the goal of a diverse workforce, the tuition reimbursement program for staff pursuing a Master's Degree in Library and Information Science (MLIS) has been created.

#### **Eligibility**

Staff employed with the Evanston Public Library who have successfully completed their probationary period, have occupied permanent positions (both part- and full-time) for a minimum of one year and whose current performance evaluation does NOT include any areas in need of improvement are eligible to apply. Only actively employed staff will be considered for tuition reimbursement for MLIS coursework.

#### **Recognized MLIS programs and coursework**

Only American Library Association accredited graduate programs will be eligible for reimbursement. In addition to ALA accreditation, the courses selected by the employee must be relevant to library service at a public library.

#### **Application**

Application for MLIS tuition reimbursement will be made using the form provided. The written application form which includes: name of Graduate school, course title and description and explanation of relevance to work at the Evanston Public Library must be submitted in writing at least 30 days before the first day of class. The written application must be approved in writing by the following: immediate supervisor; unit or department head if applicable, and Library Director. Employees will be notified of approval or denial of application in writing. A copy of the fully approved request must accompany the request for reimbursement upon completion of the course work.

## Reimbursement

Funding for tuition reimbursement will be reviewed and approved in conjunction with the annual budget. Reimbursement will be dispersed on a first-come, first served basis until the annual funds are exhausted for the fiscal year.

*A maximum reimbursement per course and per employee will be approved each year as part of the budgeting process.* The maximum reimbursement by the Evanston Public Library per calendar year will never exceed the threshold set by the Internal Revenue Service for non-taxable reimbursement. The current threshold is \$5,250. Depending upon funding for the program, the annual reimbursement may be significantly less.

No reimbursement will be provided for tuition supported by federal, state or private sources including scholarships, financial aid or grants. As part of the application process, employees must attest that the reimbursement requested is not funded through any other sources. Failure to report other sources will result in immediate exclusion of the employee from the tuition reimbursement program.

Only costs associated with the *tuition* of MLIS degree related courses will be considered for reimbursement. Books, fees, travel expenses or other associated costs will not be eligible.

Within 30 days of the completion of the coursework previously approved for reimbursement, the employee will submit copies of the tuition reimbursement application which include a copy of the final grade and proof that the tuition has been fully paid.

*Reimbursement levels are indexed to the final grade received for the course, but will not exceed the maximum reimbursement per course approved for the year.*

A grade of **A** will be eligible for 100% reimbursement up to the maximum approved for the year

A grade of **B** will be eligible for 75% reimbursement up to the maximum approved for the year

A grade of **C** will be eligible for 50% reimbursement up to the maximum approved for the year

A final grade below C or classes which are not completed will not be eligible for any tuition reimbursement.

### **Commitment to continuing employment with the Evanston Public Library**

The employee must remain employed by the Evanston Public Library for a full two years following the completion of the MLIS program. If the employee leaves the employment of the Evanston Public Library before the completion of two years of employment either voluntarily or as a result of termination due to cause, the employee will reimburse the Evanston Public Library for all tuition reimbursements received for the two year period prior to leaving employment. This full reimbursement will be received prior to the release of the final paycheck.

DRAFT



**Staff Tuition Assistance Program Application**

**Applicant Information**

Name:  Employee ID:   
 Department:  Job Title:   
 Email:  Phone:   
 Employment Date:

**Academic Information**

Educational Institution:  Will you graduate this term:  Yes  No  
 First Day of Class:  Last Day of Class:

	Course Title	Credit Hours	Tuition
1.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

**Additional Information**

Explain how this coursework applies to your current job and career goal at the Evanston Public Library

I certify that I have read and understand the policy and procedure. I am not eligible for another reimbursement plan or scholarship source, and the information supplied is correct.

Applicant Signature

Date

**To be Completed by Supervisor and Department Head**

For **graduate level** coursework only: please answer the following questions:  
 Yes  No  Does the coursework maintain and/or improve the skills required in the employee's current position or meet your requirements as an employer?  
 Yes  No  Does the coursework relate to the employee's current responsibilities or add knowledge in carrying on their existing vocation?

**Approval:** I support the above named employee's application.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Immediate Supervisor's Name (please print)	Date	Immediate Supervisor's Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Library Director Name (please print)	Date	Library Director Signature

**To be completed by EPL Staff**

The application for STAP  is approved  is not approved

Signature Date





# Memorandum

To: Library Board of Trustees

From: Facilities Committee  
Karen Danczak Lyons, Library Director  
Paul Gottschalk, Administrative Services Manager  
John Devaney, Facilities Supervisor

Subject: Proposed 2014-2018 Library Capital Plan

Date: May 15, 2014

Attached for discussion and approval is the proposed five-year Library Capital Plan. Based on the comprehensive building assessment completed by Wiss Janney Elstner and the proposed branch library in the Robert Crown Center, this plan is the basis for our capital budget and projects in 2014 and 2015.

**Evanston Public Library  
2014-2018 Library Capital Projects**

16-May-14

Description	Project Head	Department	Funding Source	Project # BU	Fund Responsible	Fund # Responsible	FY14	FY15	FY16	FY17	FY18	Total
Main Library Weatherproofing	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186	99,200	29,700			21,400	150,300
Fire System Inspection and Treatment	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186	15,800					15,800
Air Conditioning Coil Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186	5,000	175,100				180,100
Accessible Toilet Rooms - North Branch	Danczak Lyons	Library	GO Debt/Grant	416453	Library Debt Service Fund	186	73,500					73,500
New Library Branch at Crown Center	Danczak Lyons	Library	Fundraising		Library Debt Service Fund	186		2,500,000				2,500,000
Main Library Roofing Maintenance	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186		10,200				10,200
North Branch Exterior Weatherproofing	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186		83,500				83,500
North Branch Mechanicals	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186		190,700				190,700
Parking Garage Drainage & Repairs	Robinson	Public Works	GO Debt		City Debt Service Fund			269,500				269,500
Main Library Interior Renovations	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186		25,000	TBD			25,000
Main Library Windows and Entrance Doors	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186			113,700			113,700
Main Library Pump Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186			119,200			119,200
Main Fire Alarm/Emergency Response System	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186			36,100			36,100
Main Library Concrete Repairs	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186			78,700			78,700
Main Library Elevator Controls Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186			17,500			17,500
North Branch Roof and Gutter Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186			143,200			143,200
Main Library Carpet Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186				420,500		420,500
Main Library Fan Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186					77,100	77,100
Main Library Clock Replacement	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186					23,200	23,200
North Branch Fire Protection	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186					45,000	45,000
Main Library Sculpture Conservation	Danczak Lyons	Library	GO Debt		Library Debt Service Fund	186					9,000	9,000
<b>TOTAL</b>							<b>193,500</b>	<b>3,283,700</b>	<b>508,400</b>	<b>420,500</b>	<b>175,700</b>	<b>4,581,800</b>
<b>FUNDING SOURCES</b>					Library Debt Service Fund		158,000	514,200	508,400	420,500	175,700	1,776,800
					Library Grants		35,500	-	-	-	-	35,500
					Library Fundraising		-	2,500,000	-	-	-	2,500,000
					City Debt Service Fund		-	269,500	-	-	-	269,500
<b>TOTAL - FUNDING SOURCES</b>							<b>193,500</b>	<b>3,283,700</b>	<b>508,400</b>	<b>420,500</b>	<b>175,700</b>	<b>4,581,800</b>

## 2014-2018 Library Capital Improvement Plan

May 5, 2014

Project ID numbers from Wiss Janney Building Assessment Report

### Proposed 2014 Projects

#### **Main Library Weatherproofing \$99,200**

ID	Description	Est Cost
04-01	Cast stone coping work	\$20,600
04-04	Replace expansion joint sealant	\$25,900
04-05	Repoint/reseal cast stone joints	\$15,300
04-06	Localized cast stone repairs	\$5,470
04-07	Water repellent sealant on cast stone	\$16,400
07-03	Replace sealant at counterflashing	\$11,330
07-04	Reanchor counterflashing	\$2,600
07-05	Localized replacement of flashing	\$1,600
		\$99,200

#### **Fire System Inspection and Treatment \$15,800**

ID	Description	Est Cost
21-01	Dry Valve Inspection/Pipe Treatment	\$15,800

#### **Air Conditioning Coil Replacement – Design Documents \$5,000**

Coil Replacement is a major 2015 project (\$164,200)

ID	Description	Est Cost
23-02	AC Coil Design/Bid Documents	\$5,000

#### **Accessible Restrooms – North Branch \$73,500**

Awarded \$35,500 grant from Illinois State Library; requires \$38,000 from GO Debt

City Project # 416453 “North Branch Toilet Room Access Improvements”

Construction scheduled for August 4<sup>th</sup> to 24<sup>th</sup>

ID	Description	Est Cost
	Accessible Restrooms	\$73,500

## **Proposed 2015 Projects**

### **Main Library Weatherproofing \$29,700**

ID	Description	Est Cost
04-02	Recoating exterior steel columns	\$22,300
04-03	Recoating exterior steel at sound atten	\$7,400
		<b>\$29,700</b>

### **HVAC System/Air Handling System – Construction \$175,100**

ID	Description	Est Cost
23-02	Air Handling Unit Coil Replacement	\$87,700
23-03	Replace return & outside air dampers	\$10,900
23-03	Replace exhaust fans/relief air dampers	\$46,500
23-04	Variable frequency drives on exhaust fans	\$6,400
23-05	Fan spring isolator replacement	\$6,900
23-06	Supply duct board replacement	\$2,300
23-07	Replace carbon monoxide detectors	\$1,300
23-08	Replace toilet exhaust fans (2)	\$2,200
25-01	Add control points for exhaust fan VFDs	\$10,900
		<b>\$175,100</b>

### **New Library Branch at the Robert Crown Center \$2,500,000**

A new 5,000 square foot library facility within the Robert Crown Center.

ID	Description	Est Cost
	New Library Branch at Crown Center	\$2,500,000
		<b>\$2,500,000</b>

### **Main Library Roofing Maintenance \$10,200**

ID	Description	Est Cost
07-07	Replace heat trace in south gutter	\$5,300
07-08	Repair gutter seams	\$2,200
07-09	Anchorage at standing seam roof	\$2,700
		<b>\$10,200</b>

**North Branch Exterior – Weatherproofing \$83,500**

ID	Description	Est Cost
04-01	Coping repairs	\$3,600
04-02	Joint sealant	\$2,300
04-03	Close up Side Wall Vent	\$10,300
04-04	Dismantle Abandoned Chimney	\$1,800
04-05	Replace stucco corner beds; paint stucco	\$3,500
04-06	Replace top corner bed; reconfigure drainage	\$4,100
04-09	Repoint joints at brick masonry	\$3,300
04-10	Repoint joints presently sealed with sealant	\$500
04-14	Remove abandoned anchors	\$600
07-02*	Replace sealant at roof flashing	\$3,000
07-03*	Sealant at flashing lap joints	\$1,000
08-01	Replace steel windows at south and east walls	\$20,600
08-02	Seal library storefront glazing	\$2,200
08-03	Replace retail storefront	\$13,000
08-05	Replace retail rear door	\$3,300
32-01	Site drainage at rear	\$10,400
		\$83,500

\*may add to North Branch roofing project in 2016

**North Branch Mechanicals \$190,700**

ID	Description	Est Cost
22-01	Install electric water heaters	\$7,400
22-02	New water mains for each building	\$3,700
22-08	New floor drains for each building	\$8,500
22-09	New sewer mains	\$27,700
22-10	New storm drains	\$37,500
22-11	New meter and water distribution pipes	\$38,200
23-01	New HVAC system for North Branch	\$21,200
23-03	New HVAC system for tenant space	\$10,600
23-02	New toilet exhaust for tenant space	\$1,000
26-01	Refurbish library load center	\$7,900
26-02	Refurbish library fused load center	\$7,900
26-03	Install 200A service in tenant space	\$10,600
26-04	Retrofit fluorescent fixtures with T-8 lamps	\$8,500
		\$190,700

**Parking Garage Drainage \$269,500**

ID	Description	Est Cost
09-01	Replace drains and cleanouts	\$157,000
09-02	Add one floor drain to each exit stairwell	\$26,500
09-09	Seal cracks in garage floor	\$1,100
09-10	Coat garage floor	\$84,900
<hr/>		\$269,500

City Debt Service Fund, not Library.

**Main Library Interior Renovations – Design Phase \$25,000**

Planning and design for substantial interior renovations at the Main Library, including additional public meeting spaces, public computer spaces, circulation layout (self-checks and self-pick-up of holds).

ID	Description	Est Cost
	Main Library Interior Renovations	\$25,000
<hr/>		\$25,000

**Proposed 2016 Projects**

**Main Library Interior Renovations – Construction and Furnishings \$ TBD**

Construction and furnishings for substantial interior renovations at the Main Library, including additional public meeting spaces, public computer spaces, circulation layout (self-checks and self-pick-up of holds).

ID	Description	Est Cost
	Main Library Interior Renovations	TBD
		TBD

**Main Library Windows and Entrance Doors \$113,700**

ID	Description	Est Cost
08-04	Major Repair/Replacement Entrance Doors	\$82,000
08-05	Replace window perimeter sealant	\$31,700
		\$113,700

**Main Library Pump Replacement \$119,200**

ID	Description	Est Cost
21-03	Jockey pump replacement	\$3,300
21-05	Replace fire pump elastomeric coupling	\$2,300
22-01, 25-02	Add major plumbing to building automation system	\$14,200
22-04	Booster pump replacement	\$31,900
23-09	Boiler circulating pump replacement	\$4,500
23-10	Main heating distribution pump replacement	\$23,200
23-11	Variable frequency drives for distribution pumps	\$7,000
23-12	Snow melt pumps replacement	\$4,300
23-13	Chilled water pumps replacement	\$21,500
23-14	Variable frequency drives for chilled water pumps	\$7,000
		\$119,200

**Main Library Fire Alarm/Emergency Response System \$36,100**

ID	Description	Est Cost
28-01	Fire Alarm Elevator Recall	\$8,700
28-02	Replace "area of refuge" communication system	\$17,500
28-03	Repair elevator in-cab communication system	\$4,400
28-04	Remote annunciator to duct detectors	\$5,500
		\$36,100

**Main Library Concrete Repairs \$78,700**

ID	Description	Est Cost
26-01	Shoring transformer pad	\$5,500
32-02	Concrete repairs, south and east entrances	\$15,300
32-03	Concrete repairs, north entrance	\$12,000
32-04	Repair foundation leakage, south ramp	\$600
32-05	Replace guard rail at north retaining wall	\$31,700
32-07	Supplemental anchorage, north side of east stairs	\$2,700
32-08	Paving joint sealant	\$10,900
		\$78,700

**Main Library Elevator Controls Replacement \$17,500**

ID	Description	Est Cost
14-01	Replace elevator controls	\$17,500
	Hydraulic Oil Cooling System	tbd
		\$17,500

**North Branch Roof and Gutter Replacement \$143,200**

ID	Description	Est Cost
07-04	Replace membrane roof, including flashings	\$137,700
07-07	Replace gutters and downspouts	\$5,500
		\$143,200



**Proposed 2017 Projects**

**Main Library Carpet Replacement \$420,500**

ID	Description	Est Cost
09-05	Replace original carpeting	\$417,000
09-04	Replace damaged vinyl bases	\$3,500
		\$420,500

## **Proposed 2018 Projects**

### **Main Library Weatherproofing \$21,400**

ID	Description	Est Cost
04-09	Remove efflorescence	\$8,300
04-10	Repaint exterior gypsum soffits	\$2,400
04-11	Recoat exterior structural concrete	\$10,700
		\$21,400

### **Main Library Fan Replacement \$77,100**

ID	Description	Est Cost
23-15	Replace parking garage fans	\$18,500
23-16	Replace ten VAV terminal boxes	\$32,200
23-17	Replace six fan-powered boxes	\$26,400
		\$77,100

### **Main Library Clock Replacement \$23,200**

ID	Description	Est Cost
04-08	Tower Clock Repair/Replacement	\$23,200
		\$23,200

### **North Branch Fire Protection \$45,000**

ID	Description	Est Cost
21-01	Wet pipe sprinkler for both buildings	\$26,700
21-02	New 4" combined water main to each	\$4,400
21-03	Floor control assembly for each	\$13,900
		\$45,000

### **Main Library Sculpture Conservation \$9,000**

ID	Description	Est Cost
07-13	Exterior Sculpture Conservation	\$9,000
		\$9,000



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Library Director  
Subject: Lease Renewal with National Able Network  
Date: May 12, 2014

Recommended Action:

Staff recommends that the Library Board authorize the Board President to sign the lease renewal agreement by and between the Evanston Public Library Board of Trustees and National Able Network for the use of a computer lab in the Main Library. The lease will be for a one-year term (July 1, 2014 through June 30, 2015) and leased at a rental rate of \$17,760.00 per year. A copy of the proposed lease is attached.

Background:

Since May 2011, the 3<sup>rd</sup> floor computer training room has been leased as a workforce development resource center operating as Illinois workNet Center. The workNet Center helps individuals find and prepare for jobs, assists with career planning and development, and provides resources for people who are unemployed.

National Able Network has agreed to allow the Library staff and its volunteers and other workforce development groups (at the discretion of and with advanced approval of EPL) to provide similar services during evening and weekend hours when the computer lab is currently closed. In addition, National Able is experimenting with services targeted at Veterans and Spanish speaking students.

**LEASE AGREEMENT**

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

**RECITALS**

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

**WHEREAS**, Tenant seeks to lease the Training Room from Landlord for purposes of operating a workforce development and career services training site;

**WHEREAS**, the Landlord desires to be a site location for the services that the Tenant provides to the community; and

**WHEREAS**, the services provided by Tenant at the Training Room include provisions of services regarding career assistance, including access to technology, serve as a recruitment venue, provide access to job training to community members, and many other purposes and services not fully described in this Lease.

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

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

- (a) Landlord: Evanston Public Library Board of Trustees  
1703 Orrington Avenue  
Evanston, Illinois 60201
  
- (b) Tenant: National Able Network, Inc.  
567 West Lake St., Suite 1150  
Chicago, Illinois 60661
  
- (c) Premises: 1703 Orrington Avenue  
Room # 303  
Evanston, Illinois 60201

(+/- 870 sq/ft)

- (d) Commencement Date: July 1, 2014
- (e) Initial Lease Term: July 1, 2014 – June 30, 2015
- (f) Base Rent: \$17,760.00 for the One Year Term; (\$1,480.00/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties

following the execution of this Lease and approved by Landlord.

- (n) Landlord's Personal Property: The Parties agree and acknowledge that all equipment and personal property items of Landlord within the Premises, shall remain at the Premises upon termination of this Lease.

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

**3. TERM and RENEWAL.** The term of this lease agreement (the "Term") shall be for a period of one year, commencing on July 1, 2014 (the "Commencement Date") and ending on June 30, 2015 (the "Expiration Date"). There are no automatic renewal provisions provided in this Lease.

**4. RENT.** Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of \$50/per day will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date until such payment is received by Landlord. No

delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall be deemed a waiver of that right or any other term of the Lease.

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

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

7. **WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's

insurance carrier against the other party's carrier arising out of any such loss.

**8. QUIET ENJOYMENT and USE OF PREMISES.** Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises. All filing cabinets within the Premises have working locks. Files will be secured each evening before Tenant staff leaves pursuant to standard protocol. The computers used for public instruction are the property of and responsibility of the Landlord. Therefore, the Landlord is responsible for maintaining the equipment and promptly responding to any calls for service from the Tenant within a reasonable time. If any malfunction of the computers or other technology equipment within the Premises occurs, Tenant shall notify David Jordan, of the Evanston Public Library, who will facilitate repairs. Any computers provided by Tenant and used by Tenant's staff or others at Tenant's option, are the property of and responsibility of Tenant to secure, maintain, and provide clear identification as property of Tenant.

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

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

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

**10. DEFAULT REMEDIES.**

(a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:

- (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
- (2) Tenant shall fail to maintain the insurance coverage as set forth herein;



(3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and

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

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

(1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor;

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

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

**11. INDEMNITY.** Tenant agrees that Landlord, elected officials, Evanston Public Library officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person except as set forth herein. Tenant shall indemnify and hold Landlord, mayor, Evanston Public Library officials, officers, agents, attorneys, and employees harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named

as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; and c) Tenant's own negligent act or omission is not a cause of the claim.

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

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

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

**15. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE.** This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

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

**17. ASSIGNMENT AND SUBLETTING.** This Lease shall not be assignable, unless the Landlord has issued prior written consent which consent shall not be unreasonably withheld. The Parties agree that the agreements herein contained in this Lease shall be binding upon, apply, and inure to their respective successors and assigns.

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

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

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

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

Evanston, IL 60201  
Fax: 847-866-0313

If to Tenant:  
National Able Network, Inc.  
Attn: Andi Drileck, Vice-President  
567 West Lake Street, Suite 1150  
Chicago, Illinois 60661  
Fax: 312-994-4201

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

**BOARD OF TRUSTEES OF THE  
EVANSTON PUBLIC LIBRARY**

**NATIONAL ABLE NETWORK, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: President

Its: Vice-President

Print Name: Benjamin Schapiro

Print Name: Andi Drileck