



# City of Evanston Library

<p><b>Department Overview</b></p>	<p><b>Purpose:</b> The Evanston Public Library promotes the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources.</p> <p><b>Primary Services/Divisions:</b> The primary services of the department are:</p> <ul style="list-style-type: none"> <li>• Adult &amp; Young Adult Services ( 16.93 FTE)</li> <li>• Children’s Services ( 8.01 FTE)</li> <li>• Branch Services ( 5.5 FTE)</li> <li>• Circulation ( 15.22 FTE)</li> <li>• Technical Services ( 12.12 FTE)</li> <li>• Maintenance ( 3.64 FTE)</li> <li>• Administration ( 5.04 FTE)</li> </ul> <p><b>Number of Full-time Positions:</b> 29 (2 current vacancies)</p> <p><b>Number of Part-time Positions:</b> 81 (11 current vacancies)</p> <p><b>List of Committees/Boards that require staff assistance:</b></p> <p>Evanston Public Library Board of Trustees</p>
<p><b>Mandated vs. Non-Mandated Services</b></p> <p><b>(Required by Federal/State/ or Local Legislation)</b></p>	<p><b>Mandated Services:</b></p> <p><b>Non-Mandated Services:</b></p> <p><b>Support independent learning by providing access to a broad range of information in a variety of formats for all age levels.</b></p> <p><b>Narrow the digital divide by providing public internet access and computer related classes.</b></p> <p><b>Apply current and emerging technologies to broaden the access for all residents to an increasing array of electronic resources both in our facilities and remotely.</b></p> <p><b>Promote literacy and support early childhood education through collections and programs offered by the library and in collaboration with other groups.</b></p> <p><b>Offer story times and facilitate book discussion groups.</b></p> <p><b>Loan books, DVDs, videos, CDs, e-books, downloadable audiobooks and borrow materials from other libraries for our customers. On track to loan one million items in FY10; 622,653 visitors in FY09.</b></p> <p><b>Provide direct personal service to assist customers seeking information to meet their personal, educational and professional needs.</b></p> <p><b>Respond to information requests by phone, instant messaging, and email.</b></p>



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Support the educational needs of students through resources, tours, class visits and collaboration with educators.  
 Maintain an inviting environment conducive to learning for all ages with an emphasis on safe spaces for children and teens to gather.  
 Present a wide selection of educational and cultural programs and partner with other organizations to enhance community assets.  
 Deliver materials to homebound residents.  
 Provide meeting space for organizations and community dialog.

## Financial Summary

FY 09-10 Department Specific Revenues	\$ 434,300
FY 09-10 Budgeted Expenses:	\$5,012,100
Variance:	\$(4,577,800)

**Department Specific Revenues:**

Revenue Type	Amount
<b>Fines:</b> Overdue fines & replacement fees; copy machine & printing charges; meeting room fees; nonresident card fees; video/DVD rentals; state per capita grant.	\$434,300

**% of Budget that is allocated for mandated services:**

**Balance of expenses funded from General Fund Revenues: \$4,577,800**