EVANSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting

Wednesday
November 9, 2011
6:30 P.M.

COMMUNITY MEETING ROOM
1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT
   Not to exceed 15 minutes.

3. INFORMATION/COMMUNICATIONS

4. STAFF REPORTS
   A. Presentations on “Mission Impossible” and MyMediaMall (Karen Hanson)

5. BOARD REPORT
   A. Evanston Public Library Friends Report (Newman)

6. ITEMS FOR DISCUSSION
   A. Qualities and Attributes of the next Library Director (Dziedzic)
   B. Budget and Governance Discussion with the City Manager

7. UNFINISHED BUSINESS
   A. Amendment of the FY2012 Budget (Allen)
   B. Approval of Resolution for Budget and Annual Tax Levy (Allen)

8. NEW BUSINESS
   A. Approval of the 2012 Library Closing Schedule (Gottschalk)
   B. Proposal to Name the Lobby Book Sale Area (Gottschalk)
   C. Appointment of Committee to Review Legal Services (Arceneaux)

9. ADJOURNMENT

Next Meeting: December 1, 2011 at 6:30 pm
The City of Evanston is committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.
To: Evanston Public Library Board of Trustees
From: Donna Dziedzic, Interim Library Director
Subject: Amendment of the FY2012 Budget
Date: November 2, 2011

As you know, the Library Board adopted a FY2012 budget of $4,929,380 on September 21, 2011. On October 7th, the City Manager released his proposed FY2012 budget and it included an expense of $75,800 in rent for the Library’s use of 2026 Central Street for North Branch. The Library did not anticipate this expense therefore the Board’s FY2012 budget should be revised by either increasing Library revenue and/or by reducing expenses. Budget amendment options for your consideration are listed below.

The City Manager will attend the November 9th Board meeting to address the budget, including rent for North Branch, and progress on library governance issues. I recommend that discussion on amending the budget and adoption of the levy resolution be held until the City Manager has an opportunity to speak with the Board.

Possible budget amendments to consider include:

$22,400 decrease in expenses because of a reclassification of a Librarian position to a Library Assistant position. The change in this position took place after the recent resignation of an Adult Services Librarian.

$75,800 increase in property tax revenue to cover the cost of North Branch rent.

$49,600 decrease in expenses by having the Community Engagement Librarian start in August (savings of $7,100 per month).

$85,100 decrease in expenses by removing the Community Engagement Librarian from the budget.

$17,500 decrease in expenses by closing North Branch on Tuesdays. Three staff members may be affected.

$282,796 decrease in expenses by closing North Branch (this includes the cost of rent). Six staff members would be affected.
$85,000 decrease in expenses by opening the Main Library at 10 am Monday through Saturday and closing at 8 pm Monday through Thursday. Five staff members may be affected.

$62,300 decrease in expenses by closing the Main Library and North Branch for one week during the year. All staff members would be affected. This would be in addition to the three furlough days to be taken by all staff in 2012. An additional week-long furlough of AFSCME employees would be subject to collective bargaining.
CITY OF EVANSTON, ILLINOIS
LIBRARY BOARD RESOLUTION NO. 2011 R1

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF EVANSTON,
COOK COUNTY, ILLINOIS,
PROVIDING FOR THE BUDGET AND ANNUAL TAX LEVY
FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2012
AND ENDING DECEMBER 31, 2012

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

WHEREAS, the Library’s taxes shall be levied by the City of Evanston (“City”), and in general in the amounts determined by the Library Board (“Board”) and collected in like manner with other general taxes of the City and the proceeds shall be deposited in a special fund known as the Library Fund (75 ILCS 5/3-5); and,

WHEREAS, the Board is “[t]o have the exclusive control of the expenditure of all monies collected for the library and deposited to the credit of the Library Fund…” (75 ILCS 5/4-7); and,

WHEREAS, at its meeting of September 21, 2011, the City of Evanston Public Library (“Library”) approved the Library’s Budget for the period of January 1, 2012 and ending December 31, 2012; and,

WHEREAS, at its meeting of November 9, 2011, the Board approved an amendment of the Library’s Budget for the period of January 1, 2012 and ending December 31, 2012; and,

WHEREAS, the Library, to the Board’s knowledge and belief, has not for many years passed or filed a Budget and Appropriation Ordinance (See 75 ILCS 5/4-10) or a
Levy Ordinance (See 75 ILCS 5/3-5) in order to receive funds to operate the Library; and,

WHEREAS, for the budget year FY 2012, beginning January 1, 2012 and ending December 31, 2012, the Library’s budget has been prepared for adoption by the Board of Trustees of the Library; and,

WHEREAS, following FY 2011, the Board of Trustees of the Library intends to budget and levy in accordance with the Illinois Local Library Act (75 ILCS 5/1 et seq.) pertaining to municipal libraries;

WHEREAS, this levy request for operation of the Library for fiscal year 2012 is in the public interest and in the interest of the library and its patrons;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF EVANSTON PUBLIC LIBRARY, AS FOLLOWS:

Section 1. That the foregoing preambles are incorporated into this Section as though fully stated herein.

Section 2. That the following sums of money or as much thereof as may be authorized by law and the same are hereby budgeted for the purposes determined by the Library Board of Trustees hereinafter specified for fiscal year 2012:

**FY2012 Budgeted Expenditures**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children's Services</td>
<td>$800,752</td>
</tr>
<tr>
<td>Adult Services</td>
<td>$1,404,876</td>
</tr>
<tr>
<td>North Branch</td>
<td>$206,966</td>
</tr>
<tr>
<td>Circulation</td>
<td>$598,234</td>
</tr>
<tr>
<td>Technical Services</td>
<td>$478,091</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$490,886</td>
</tr>
<tr>
<td>Administration</td>
<td>$529,475</td>
</tr>
<tr>
<td>Community Engagement Librarian</td>
<td>$85,100</td>
</tr>
<tr>
<td>Operating Reserve</td>
<td>$50,000</td>
</tr>
<tr>
<td>Capital Reserve</td>
<td>$80,000</td>
</tr>
</tbody>
</table>
City Chargebacks $20,000
Legal Counsel $15,000

Programming $20,000
Collection Development $150,000

Total FY12 Expenditures $

FY2012 Estimated Revenues
Fines and Fees $150,000
Rental Income $47,325
Video Rentals $28,000
Copier/Printing Charges $20,000
Material Replacement Charges $12,000
Meeting Room Fees $10,000
Non-Resident Fee Cards $2,460
State Per Capita Grant $75,900
Property Replacement Tax $50,200

Transfer from Endowment Income $125,000
Fund for Excellence $75,000
Book Sales $60,000

FY12 Property Tax Levy $4,273,495

Total FY12 Revenue $

Section 3. To the extent any motion, resolution, or ordinance previously adopted by the Library Board of Trustees is inconsistent with this Resolution, it is hereby repealed.

Section 4. That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.

Section 5. That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not effect, impair or
Agenda Item 7.B

invalidate the remaining provisions of this Resolution and the remaining provisions of the Resolution shall be interpreted as if the offending Section or clause never existed.

Section 6. That this Resolution shall become effective from and after its passage.

Section 7. That the unexpended balance of any item or items of said budget as set forth in this Resolution may be expended in making up any deficiency in any other item or items in the same general budget by this Resolution.

Section 8. The Board does hereby state and declare that the financial needs of the Library to be satisfied from ad valorem property tax receipts, in addition to the amount received from other sources, is $ for the fiscal year January 1, 2012 to December 31, 2012. Any unused portions on December 31, 2012 may be accumulated and set apart as and for a Special Reserve Fund (75 ILCS 5/5-8).

PASSED and ADOPTED on this 9th day of November, 2011.

ROLL CALL VOTE AYES NAYS:

Allen    ___   ___
Arceneaux   ___   ___
de los Reyes   ___   ___
Lurie    ___   ___
Newman    ___   ___
Schapiro    ___   ___
Smith    ___   ___
Stone    ___   ___
Tannen    ___   ___

ABSENT OR NOT VOTING:

Deleted: 4,273,495
Deleted: 19
Deleted: October
Certified:       Attest:

Sharon Arceneaux
President, Board of Library Trustees

Michael M. Tannen
Secretary, Board of Library

Administration/board packet/2011-11
Board packet/resolution 2011R1 approving 2012 budget levy.doc

Deleted: Diane K. Allen
Deleted: Acting
Consider the Library’s traditional holiday schedule, staff development days, and the AFSCME union contract, I recommend to the Board that the Library be closed on the following dates in 2012:

- Friday, March 23rd: Staff Development Day (open at 1 pm)
- Sunday, April 8th: Easter
- Sunday, May 27th: Memorial Day weekend
- Monday, May 28th: Memorial Day*
- Wednesday, July 4th: Fourth of July – observed*
- Sunday, September 2nd: Labor Day weekend
- Monday, September 3rd: Labor Day – observed*
- Friday, October 5th: Staff Development Day (open at 1 pm)
- Thursday, November 22nd: Thanksgiving*
- Monday, December 24th: Christmas Eve Day*
- Tuesday, December 25th: Christmas Day*
- Tuesday, January 1st, 2013: New Year’s Day*

* Paid holidays

Holiday time off with pay is granted to full-time and eligible part-time employees for May 28th, July 4th, September 3rd, November 22nd, December 24th and 25th, and January 1st.

To be eligible for holiday pay, part-time employees must be regularly scheduled to work on the day of the week the holiday falls.

Holiday pay is not granted for April 8th, May 27th, and September 2nd.
Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Administrative Services Manager
Subject: Proposal to Name the Lobby Book Sale Area
Date: November 2, 2011

Beth McGuire and I met with Mr. George Ariffe to consider the possibility of naming something in the Library in memory of his sister, Sabina Flanagan. At Beth’s suggestion, we are proposing to the Library Board that the small book sale area in the lobby be named in her memory. Mr. Ariffe would make a generous financial gift of at least $30,000 to the Library in honor of his sister.

I knew Sabina Flanagan as a warm and gracious person through her volunteer work with the book sale. I’ve attached a touching article from the Chicago Tribune from 2009 about George Ariffe and one of his former students.

Background
The Library Board has long considered naming opportunities as a means of acknowledging generous Library supporters. During the “Room to Grow” Campaign to renovate the Children’s and Young Adult areas, an extensive list of naming opportunities was developed and approved by the Board. I’ve attached this list for your information. The value of Mr. Ariffe’s gift is in line with these other naming opportunities.

Recommendation
Staff recommends that the lobby book sale area be named in memory of Sabina Flanagan and a plaque be installed to recognize the designation. Mr. Ariffe’s gift would be placed in the Endowment for the Evanston Public Library in a fund named for Ms. Flanagan. Income from the fund would be used, in perpetuity, for collection development.
Poetry helps lead retired teacher out of darkness following stroke

In the well-appointed drawing room of an Evanston, Ill., retirement home recently, the Rev. Philip Blackwell sat beside his former teacher...

By Manya A. Brachear

Chicago Tribune

CHRIS WALKER / MCT

George Ariffe, left, who suffered a stroke a few months ago, is visited by Philip Blackwell, a former student from Ariffe's days as an English teacher at an Illinois high school.

CHICAGO — In the well-appointed drawing room of an Evanston, Ill., retirement home recently, the Rev. Philip Blackwell sat beside his former teacher George Ariffe, poring over volumes of poetry that were dog-eared, creased and yellowed by the passing of time.

Ariffe tapped a page, prompting Blackwell to begin reading Matthew Arnold's "Dover Beach" with a cadence the teacher instilled in his pupil decades ago:

Ah, love, let us be true

To one another!

for the world, which seems

To lie before us like a land of dreams,
Ariffe, who has great difficulty speaking and cannot read or write because of a stroke, listened intently, nodding his affirmation when Blackwell read the closing stanza.

Many have had a teacher who left an indelible mark on their lives. For Blackwell, the pastor of Chicago's First United Methodist Church, that hero is Ariffe, his former high-school English teacher.

Rather than merely read John Milton and William Shakespeare, Ariffe made his students memorize lines, believing they could draw value from the verses later in life.

In the days immediately after a stroke April 13, the 85-year-old teacher struggled to find his words and the will to live. When Blackwell visited his former teacher for the first time four days after his stroke, Ariffe uttered only one sentence Blackwell could comprehend: "I want to die."

"This was one of those teachers that changed your life because they opened worlds you hadn't imagined," Blackwell said.

So he set out to do the same for his teacher, using the poetry they both treasured. "What I was looking for was a language he and I could share that was ... significant," Blackwell said.

Blackwell bought a copy of Alfred Lord Tennyson's "In Memoriam" at a secondhand bookstore and read the verses when he returned to his teacher's bedside May 6:

There lives more faith in honest doubt, 

Believe me, than in half the creeds. 

"It's not my job to tell people whether they want to die or not," Blackwell said. "I wanted him to know he was not outside the faith if he wanted to die and still had grand questions about why things are the way they are."

It was the least Blackwell could do for a teacher who had encouraged him more than four decades earlier.

In 1960, Ariffe's classroom was a sanctuary for Blackwell, the new kid at Libertyville-Fremont Consolidated High School, trying to establish an identity of his own.

"My junior year was really an awkward year," Blackwell recalled. "There was an in-group, and I wasn't in it."
In Ariffe's classroom, Blackwell memorized passages from Geoffrey Chaucer's "Canterbury Tales," Shakespeare's "Merchant of Venice" and Milton's "On His Blindness."

"I would say that George's class helped to place me," Blackwell said. "Having read all that Shakespeare and learned those poems and gone to see 'Antigone,' his class opened up some options for me that I went back and claimed."

The next year, half the students at Libertyville-Fremont, including Blackwell, became the first senior class at Mundelein High School. Blackwell played trombone in the marching band, served on the student council and played football and basketball. He credits Ariffe for enabling him to memorize a script and star in the school play. He also graduated as valedictorian.

Meanwhile, Ariffe had embarked on his own adventure, taking a sabbatical to co-edit four volumes of English literature from the 5th to 20th centuries. After helping to select what he believed were the quintessential works of English literature, he wrote commentaries and biographies of the authors.

Three days before Easter in 1967, Blackwell visited his favorite teacher to fill him in on his progress and his plans. A first-year student at Yale Divinity School, Blackwell was headed to England for an internship.

Ariffe presented him with a goodbye gift: autographed copies of his opus. Volume I had the longest inscription: "Very best wishes to my good friend and favorite clergyman, Phil."

Though Blackwell was not ordained, the inscription assured him that his teacher approved of his career path. This year, the gift sparked a new chapter of their friendship.

On May 11, Blackwell unearthed the collection from his library and carried it to the Presbyterian Home in Evanston where Ariffe was recuperating. Ariffe could not articulate his thoughts, but Blackwell would remind him that he once did by reading those words back to him.

He started with Milton's lament "On His Blindness":

*When I consider how my light is spent,*

*e're half my days in this dark world and wide,*

*a nd that one talent which is death to hide*

*Lodged with me useless, though my soul more bent*

Ariffe seemed consumed by a darkness similar to Milton's. Still insisting he wanted to die, he had refused food since entering the hospital.
"I'd always been struck both by the pathos of an artist who lost his capacity to create and then also the affirmation that you can serve even when you're mute or inactive or sidelined in some way," Blackwell said.

That following Sunday, May 17, Blackwell told his congregation about his friend and beloved teacher.

"True friendship," he said, "is abiding, not fleeting; it is deep, not shallow. It includes giving of one's self to another and receiving what another person has to give to us."

When Blackwell arrived by Ariffe's bedside later that day, he learned the patient had started to eat.

Blackwell continued to note a shift in Ariffe's personality, a determination to recover that Blackwell had not sensed before. The new fighting spirit inspired him to read "Do Not Go Gentle Into That Good Night" by Dylan Thomas on May 25:

Do not go gentle into that good night,

Old age should burn and rave at close of day;

Rage, rage against the dying of the light.

"I thought: 'George does not have access to his vocabulary, but he and I share vocabulary in large part because he gave it to me, these poems,' " Blackwell said. "If I read back to him his vocabulary, not only might there be some meaning in it, it might be a technique for him to retrieve some capacity to speak."

Words have slowly returned to Ariffe. Short simple sentiments occasionally roll off his tongue. A booklet of pictures and labels helps him communicate.

Blackwell and Ariffe don't need that picture book.

One recent afternoon, Ariffe looked at the reporter in the room and clasped his hand to his chest. He had tried unsuccessfully for an hour to convey an important point. But now what Ariffe had to say rolled right off his tongue.

"This one's the best," he said, gesturing toward Blackwell. "I'm so glad."

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<table>
<thead>
<tr>
<th>Giving Level</th>
<th>Naming Opportunity</th>
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<tbody>
<tr>
<td>$1,000,000</td>
<td><strong>New Children’s Library.</strong> The new Children’s Library will be an inviting, and comfortable landscape of learning. The room’s design is based on the developmental, cognitive, social, and emotional needs of children; its imagery derives from the natural world. Children will know instinctively that this space been designed for them.</td>
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<tr>
<td>$100,000</td>
<td><strong>Teen Room. The Loft</strong> was designed with the assistance of the Library’s Teen Advisory Board. The young people indicated that they wanted a place of their own, but one that was not totally divorced from the Library. The design builds on the Library’s prairie school sensibilities. The teen scene contains space for group study, performance or rehearsals, hanging out, and curling up to read. The room has its “silly” side with egg chairs and mood lights and its “serious” side with study carrels and task lighting.</td>
</tr>
<tr>
<td>$75,000</td>
<td><strong>Mac’s Garden Infant &amp; Toddler Zone.</strong> The quiet sheltered Mac’s Garden is the perfect spot for infants, toddlers and caregivers. The padded flooring surrounded by a bench provides space for babies to play and adults to socialize. The perimeter of the fixture contains books, games, and puppets. Soft-sculpture over-sized anthills and stacking flowers and hidden book characters will capture everyone’s attention. <strong>Art Garden.</strong> The Art Garden is an active space for art and craft activities that can be pursued by children and by parents and children together. It will also be used for scheduled art and craft programs. The stylized trees of the Art Garden contain troughs filled with raw materials for craft projects. <strong>Interactive Wall.</strong> Several interactive activities are built into the wall to encourage creativity, invention, and problem solving. The wall is designed to be enticing to school age children. The wall contains a video display, a map of Illinois, and changeable features.</td>
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<tr>
<td>$50,000</td>
<td><strong>NAMED - Reading Bar/Media and Performance Space.</strong> The Reading Bar within <strong>The Loft</strong> is a length of well-lit counter surrounding a small stage and media area, providing a café feel. It will be the central feature of the room, providing study space at most times and casual seating during performances. The performance space will be used for open mic and reader’s theater.</td>
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<tr>
<td>Giving Level</td>
<td>Naming Opportunity</td>
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<tr>
<td><strong>NAMED - Garden Gates Pre-school Zone.</strong></td>
<td>Garden Gates is designed for pre-school to early elementary age children. They can plant flowers and open Discovery Boxes with oversized keys. This place is perfect for storytelling or performances, with an overgrown throne and places to perch and listen.</td>
</tr>
<tr>
<td><strong>Inglenook.</strong></td>
<td>The Inglenook is a gathering place at the entrance of the Children’s Library. This space will be suitable for impromptu performances by children and will house a moveable puppet stage.</td>
</tr>
<tr>
<td><strong>$25,000 NAMED - Story-Telling Room.</strong></td>
<td>In addition to the various program areas throughout the Children’s Library there will be an enclosed story-telling room for those occasions when light control or noise control is important. Visiting school groups will also use this space.</td>
</tr>
<tr>
<td><strong>KinderSpring.</strong></td>
<td>The visitor’s first glimpse of the Children’s Library and Gardens will be of the KinderSpring, a tiered mosaic “fountain” with an iridescent fiber optic flow. The light and sound display can be activated by visitors of all ages. The sculpture is artisan-made, containing quotes in Spanish and English. Embedded are beautiful arts and crafts tiles and a multitude of found objects.</td>
</tr>
<tr>
<td><strong>Children’s Service Staff Room.</strong></td>
<td>The Children’s Room staff will be housed in the NW corner of the new Children’s Library.</td>
</tr>
<tr>
<td><strong>Children’s Service Desk.</strong></td>
<td>The Children’s Library and Gardens will have a service desk easily visible from the entrance. The desk will be multi-level to accommodate visitors of all ages and sizes.</td>
</tr>
<tr>
<td><strong>Family Reading Nook.</strong></td>
<td>This space is just inside the entrance to the new Children’s Library. It has comfortable seating for families to sit together, read or wait for other family members.</td>
</tr>
<tr>
<td><strong>Conference Room.</strong></td>
<td>This enclosed room in the Children’s Library is available for groups to use for meetings. Teachers might use this space to meet and plan group lessons.</td>
</tr>
<tr>
<td><strong>Adult MOST WANTED Space.</strong></td>
<td>This room is in the Lobby, just outside the entrance to the Children’s Library. The Library’s “Most Wanted” collection of hot new books for adults will have its own space on the first floor providing easy access for adult patrons.</td>
</tr>
<tr>
<td><strong>Book Sale Space.</strong></td>
<td>This room is also in the Lobby, just outside the entrance to the Children’s Library. The book sale volunteers will have permanent shelves on the first floor providing better access for bargain shoppers.</td>
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<tr>
<td><strong>Teen Book Nooks. (2) The Loft</strong></td>
<td>has two casual reading nooks.</td>
</tr>
<tr>
<td><strong>Teen Meeting Rooms. (2) The Loft</strong></td>
<td>will contain two group study rooms that are ideal for collaborative efforts.</td>
</tr>
<tr>
<td><strong>$10,000 Projection Equipment. (2)</strong></td>
<td>Projection equipment for use with DVDs, slides, or computers will be available in the Story-Telling Room and The Loft.</td>
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<tr>
<td><strong>Window Seating Nooks.</strong></td>
<td>Along the south wall of windows overlooking the main entrance ramp of the building, there will be</td>
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<tr>
<td>Giving Level</td>
<td>Naming Opportunity</td>
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<td></td>
<td>seating nooks with beanbag chairs for individuals or small groups (2 NAMED; 4 nooks available).</td>
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<tr>
<td>$5,000</td>
<td><strong>Computer Stations.</strong> Computer stations will be available in the Children’s Library (3 NAMED; 7 available)</td>
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<tr>
<td></td>
<td><strong>Computer Stations.</strong> Computer stations will be available in The Loft. (6 available)</td>
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<td>$2,500</td>
<td><strong>Children’s Room Stacks.</strong> The Children’s Library and Gardens will have fifty-seven separate ranges of shelving to house books, CDs, videos, and DVDs. (2 NAMED; 55 available)</td>
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</tbody>
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