Evanston Public Library
Board of Trustees
Wednesday, November 15, 2006
7:30 p.m.
Library Board Room

Approved January 17, 2007

Members Present: Maidel Cason, Dona Gerson, Brooke Roothaan, Ellen L. Schrodt, Marybeth Schroeder, Christopher Stewart, Susan Stone, and Karen Terry

Members Absent: Lynette Murphy

Staff Present: Neal Ney, Paul Gottschalk, and Kate Todd, Administrative staff

Visitors Present: Phyllis Greenbaum, Evanston resident

Call to Order

President Schroeder called the meeting to order at 7:34 p.m.

Comments from Citizens

Phyllis Greenbaum spoke in support of keeping the South Branch Library open. She hopes the branch will remain open because the South Branch Library is a valuable City outreach site in south Evanston. She also cited the importance of storytimes and the interlibrary loan function.

Approval of the Minutes

Trustee Terry moved and Trustee Stewart seconded,

MSP – Approval of the October 18, 2006, minutes of the Library Board.

Passed unanimously on a voice vote.

Old Business

Library Budget

Library Director Neal Ney reported on the City Council Budget session held at the Levy Center, at which the City Manager presented various options based on increases to the City tax levy. Library Trustees discussed the budgeting process and agreed that the Board would continue to oppose any reductions in Library funding and to advocate for increasing Library funding to add the top four positions from the Board’s Essential
**Staffing Plan.** Mr. Ney and Mr. Gottschalk are scheduled to go over the Library budget with the City Manager this coming Friday.

Board members asked to be kept informed and to have the list of Council budget policy meetings emailed to them. The dates scheduled for Saturday morning budget reviews are: January 6, 20, 27, February 3 and 10. City Council meetings are Mondays, February 5 (Hearing) and February 26 (Approval).

Board members brainstormed some ideas for keeping Library needs in the public eye. Suggestions included: guest essays or letters to the editor in local papers; a tax referendum; and personal contacts with aldermen. Board members also asked for a shortened version of the benchmarking data and budget options. (Copies attached.)

**Youth Service Renovation Project Update**

Director Ney explained that four general contractors have been pre-qualified to bid the project. Bids are due on December 12, 2006. The Library Trustees’ Executive Committee will be asked to approve the final choice so the contract can be forwarded to the City Council for approval.

Shifting of books on the second floor continues. In order to move all collections from the first floor, the Main Library will close during the week of January 22-26, hopefully for only 3 days. During closure, the branches will be open, the electronic resources will be available, and the Reference Department will take telephone queries. Mr. Ney distributed a tentative schedule for the construction. The fund raising campaign for the project is going well.

**President’s Report**

President Schroeder asked Trustees to consider pledges to the Children’s Campaign, as well as their annual contribution to the Fund for Excellence. Letters to the Board and Fund for Excellence Committee members will be coming from Trustees Gerson and Roothaan, Co-Chairs of the 2006 Fund for Excellence.

**Financial Report**

Mr. Gottschalk asked if Trustees had questions about the October 31, 2006 financial statements, and explained the “longevity” line item. The Main book sale earned over $19,000 last month.

**Library Director’s Report**

Mr. Ney referred Trustees to his written report.

**New Business**
Approval of the 2007 Meeting Schedule and Time

Trustees reviewed Director Ney’s recommendations and approved the meeting schedule for 2007. The Board of Trustees will meet on: January 17; February 21; March 21; April 18; May 16; June 20; July 18; August 15; September 19; October 17; and November 28. All dates except for November are the third Wednesday of the month. There will be no meeting in December. Meetings are scheduled for 7:30 p.m.

Trustee Gerson moved and Trustee Roothaan seconded,

MSP – Approval of the Board's 2007 meeting schedule.

Passed unanimously on a voice vote.

Review of Volunteer and Friends Policy

Trustees reviewed the Volunteer and Friends policies and recommended no changes.

Cancellation of the December 2006 Meeting

Trustee Stone moved and Trustee Roothaan seconded,

MSP – Trustees voted to cancel the meeting scheduled for December 20.

Passed unanimously on a voice vote.

Vice-President Stewart asked Trustees to discuss Evanston’s reciprocal borrowing statistics at the next meeting. Staff members were asked to provide a complete report for that meeting.

Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Catherine A. Todd, Executive Secretary
Evanston Public Library
### Budget Options Table

<table>
<thead>
<tr>
<th></th>
<th>Austerity Budget (the one submitted to the City Manager)</th>
<th>Library Director’s Presentation Budget (stasis)</th>
<th>Library Board’s Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Branches</strong></td>
<td>Eliminate branch libraries</td>
<td>Eliminate branch libraries</td>
<td>Keep the branch libraries and add 4 evening hours to the South Branch schedule</td>
</tr>
<tr>
<td><strong>Staff Cuts</strong></td>
<td>Reduction of 3.4 FTE</td>
<td>No reduction in FTE</td>
<td>No reduction in FTE</td>
</tr>
<tr>
<td><strong>New Staff Roles</strong></td>
<td>1.46 FTE in new roles (top three positions from the Essential Staffing Plan)</td>
<td>Branch staff redeployed to fill the top seven positions in the Essential Staffing Plan</td>
<td>Add the top four positions from the Essential Staffing Plan</td>
</tr>
</tbody>
</table>

### Library Benchmarking Data

<table>
<thead>
<tr>
<th></th>
<th>Arlington Heights</th>
<th>Oak Park</th>
<th>Skokie</th>
<th>Evanston</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population</strong></td>
<td>76,031</td>
<td>52,524</td>
<td>63,348</td>
<td>74,239</td>
</tr>
<tr>
<td><strong>Expenditures Per Capita</strong></td>
<td>$132.12</td>
<td>$139.06</td>
<td>$120.98</td>
<td>$67.49</td>
</tr>
<tr>
<td><strong>Materials Expenditures Per Capita</strong></td>
<td>$19.05</td>
<td>$14.99</td>
<td>$15.23</td>
<td>$11.15</td>
</tr>
<tr>
<td><strong>Staff Size</strong></td>
<td>149.2</td>
<td>74.1</td>
<td>124.8</td>
<td>68.1</td>
</tr>
<tr>
<td><strong>Staff Per 1,000 population</strong></td>
<td>1.96</td>
<td>1.41</td>
<td>1.97</td>
<td>.92</td>
</tr>
<tr>
<td><strong>Visits Per FTE</strong></td>
<td>7,519</td>
<td>9,481</td>
<td>6,164</td>
<td>9,773</td>
</tr>
</tbody>
</table>