



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

TUESDAY, SEPTEMBER 3, 2013

6:30 P.M.

LIBRARY BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, September 3, 2013

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes.

3. CONSENT AGENDA (an item on the Consent Agenda may be removed for separate consideration by any Board member)

- A. Approval of Meeting Minutes of Regular Meeting on July 31, 2013
- B. Approval of Meeting Minutes of Regular Meeting on August 21, 2013

4. INFORMATION/COMMUNICATIONS

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

7. BOARD REPORTS

- A. Finance Committee (Leora Siegel)
 - 1) Recommendation on Disposition of Bequest
 - 2) Discussion of the FY2014 Proposed Operating Budget
 - 3) Discussion of the FY2014 Proposed Capital Budget

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Next Meeting: September 18, 2013 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, July 31, 2013
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 (arrived at approximately 6:55 pm)

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Jill Schacter, John Devaney, Jan Bojda

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:32 pm.

CITIZEN COMMENT -- None

CONSENT AGENDA – Leora Siegel moved, and Michael Tannen seconded the motion to approve the consent agenda’s June Board Meeting minutes and the bills list and payroll. Motion carried unanimously.

INFORMATION/COMMUNICATIONS – None

LIBRARY DIRECTOR’S REPORT -- Karen Danczak Lyons presented highlights of the July 31st Director’s Report which is attached to these minutes:

- The number of Library visitors was up by 14% to 59,026 in June vs. May 2013.
- Numerous staff members attended and participated in the American Library Association Conference held in Chicago. Staff members were pleased that they had a chance to attend and learn about state-of-the-art ways of delivering exceptional library services to EPL patrons. Trustee Tannen asked the Director whether the increased participation by staff was the direct result of the Board’s recent approval of allocating a portion of a bequest from a deceased EPL patron for staff development and continuing educational initiatives. The Director answered in the affirmative.
- The Library completed the Companeros summer pilot program for Spanish-speaking preschoolers and elementary students with a July 22 program showcase at CAMS. The Youth Job Center and EPL-trained high school students read a story to two groups of 16 and 18 children, and then led them in literacy play. Mayor Tisdahl attended the program and the Library received favorable press coverage on our Spanish language initiatives in 2013.

Looking ahead:

- The Director met with Northwestern University's Special Assistant for Community Relations to discuss having Education students offer homework help at the Library.
- The Library is partnering with St. Francis Hospital personnel to create information sessions on the Affordable Care Act.
- The week of August 5 will feature three important local programs:
 - 1) A National Night Out crime prevention event will be held at the Main Library on August 6th.
 - 2) The Pink Heals Tour promoting women's health issues will be at the Dempster Dodge shopping center on August 7th and Library staff will promote health-related resources available from the Library.
 - 3) A "Maker Bus" teaching teens about electronics will be at the Main Library on August 8th.

The Summer Book Sale will be held August 9th through 11th at the Main Library.

STAFF REPORTS

- A. **AWE Early Literacy Stations (Danczak Lyons)** – Karen Danczak Lyons showed a short film created by Youth Services staff that won a contest for a children's early literacy computer. The computer will be the 3rd child-friendly unit in the Main Library. A 4th unit is already available at CAMS.
- B. **Administrative Services and Financial Reports** -- Paul Gottschalk described the implementation of regular staffing at CAMS.

BOARD REPORTS

Finance Committee – Leora Siegel reported that the Investment Committee met on July 29th with the committee's new member, Karen Young, attending. The committee is rebalancing the mix of investments in EPL's portfolio – moving toward 50% equities and selling some commodities.

CAMS 2014-15 Rent Negotiation -- The committee recommended that the Board authorize the Library Director to negotiate a lease extension for 900 Chicago Avenue (CAMS) for two years with an option for an additional year. Susan Newman moved, and Margaret Lurie seconded the motion to authorize the negotiations, and the motion passed unanimously.

Local Property Tax Announcement -- Siegel noted that the 2013 Property Tax press release included information explaining the 2012 levy was the same as 2011's, and owners of homes with Evanston's median property value of \$295,000 would pay only \$144 to support the Library. Trustee Siegel polled trustees as to whether they had heard

any negative feedback from patrons about seeing the Library's levy separately broken out on their tax bills. Not a single trustee heard any negative comments and several trustees had heard positive feedback. Trustee Tannen commented that the absence of negative feedback is notable. It shows how well EPL has progressed since it announced it was adopting the Fund model of self-governance. With the Fund in place, the Library has been able to draft a wonderful strategic plan; staff has been able to make excellent progress in implementing the details of the strategic plan; and the implementation of the Fund was a major factor in attracting the current Director to take the helm of EPL.

FY2014 Budget Options – Karen Danczak Lyons described preliminary budget options including additional public service staff, a Development Manager, building reserve planning, a 5% increase in materials collections, non-optional salary/benefits increases, and the 2014 Affordable Care Act provisions.

Development Committee – Margaret Lurie reported that the 2013 Fund for Excellence planning is moving forward and distributed Board members' mailing lists for updating for the November campaign.

Building Reserve Study -- Vaishali Patel moved, Sandra Smith seconded, and the Board voted to approve a motion to authorize the Director to sign an agreement with Wiss Janney Elstner for a building reserve study at a cost of \$39,950. Leora Siegel recused herself from the vote, and the remaining eight Board members' roll call vote was unanimous in approving the agreement. No decisions about approving any highlighted repairs will be made until Fund transition discussions with the City are completed. The trustees thanked Paul Gottschalk and John Devaney for their excellent and thorough work in vetting the bidders and presenting their recommendations to the Facilities Committee and the Board as a whole.

UNFINISHED BUSINESS

A. Strategic Plan Update -- Karen Danczak Lyons reviewed highlights from the 24 page progress report included in the Board packet. The progress report will be placed on the Library's website.

B. Board member Training – Leora Siegel suggested that each Trustee plan on having at least one day of formal Library Trustee training during their board terms.

NEW BUSINESS

A. The Board approved the policy of having the Library Director make on the Use of the Library Logo by Outside Groups. Danczak Lyons mentioned that she is working with the City's attorney to investigate trademarking the library logo. Michael Tannen proposed the following policy language: "Upon prior written approval of the Library Director, non-profit organizations and businesses may use the Library's logo for marketing purposes. The Library's approval of such use by non-profit organizations and businesses shall not be deemed as a waiver of any of the Library's intellectual or proprietary rights in its logo. The Director reserves the right to revoke his/her approval of the use of the Library's logo by such non-profit organizations and businesses at any time for any reason." The policy was approved.

B. Summer Reading Program – Evaluation of the success of the program was discussed, with Michael Tannen suggesting that staff ask parents for their impressions of how their children’s reading was improved, rather than attempting to track participating children’s school performance. Being able, even anecdotally, to gauge reading improvement and enhanced interest in reading would help staff and could be of assistance in procuring grants and donations.

ADJOURNMENT Michael Tannen moved to adjourn the meeting, Diane Allen seconded the motion, and motion passed on a voice vote. Adjourned at 8:09 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Meeting: Wednesday, August 21, 2013 at 6:30 pm in EPL Board Room

DRAFT



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, August 21, 2013
 6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Tori Foreman

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins, Jill Schacter

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:30 pm.

CITIZEN COMMENT -- none

CONSENT AGENDA – Bills Lists and Payroll approved

INFORMATION/COMMUNICATIONS – Director Danczak Lyons announced that the library received an additional \$80,000 from the estate of George Ariffe, and asked that a future discussion of how to best use the funds be scheduled with the Finance Committee and then the entire Board. This receipt of this amount of money was not expected and came as a very pleasant surprise.

LIBRARY DIRECTOR’S REPORT – The full report is attached. Director Danczak Lyons mentioned a number of updates and accomplishments, including the foot traffic for June and July, plus the well-attended Affordable Care Act presentation, and the successful Summer Book Sale on August 9th through 11th.

Library Visitors		
	Jun-13	Jul-13
Main	49,430	53,579
North	5,027	6,226
CAMS	4,569	4,906
	59,026	64,711

See the attached Report for more details.

STAFF REPORTS

A. Update on Edge Initiative – Karen Danczak Lyons

With help of various department heads who contributed information on EPL's current technology capabilities and services, Karen submitted data to the Edge Initiative and the Library received a score of 680 points out of a possible (perfect) score of 1000. The Library scored strongest in "Community Value". Next steps are for staff to attend various webinars for training on how to improve results, and developing an action plan and customizing communication tools.

B. Administrative Services and Financial Reports (Paul Gottschalk) – 2013 results year-to-date show revenues outpacing expenses, in effect, the Library is "living within its means." Paul reported that he expects that, absent some exigency, there may be a surplus of between one hundred and two hundred thousand dollars. The Library Fund model of governance permits EPL to roll over unexpended funds for uses subsequently determined by the Board and recommended by the Director and staff.

BOARD REPORTS

Finance Committee (Leora Siegel) – The committee met on August 13th to review the preliminary FY2014 budget and Trustee Siegel mentioned that there was no vote required at this meeting, and recommended that the Board hold questions to the end of the staff presentation.

Proposed 2014 Budget Discussion:

Base Budget projections for 2014 include a number of mandatory increases (union contract raises, health care cost increases, etc.) and several line item transfers to reflect current reporting relationships and responsibilities and funding sources.

Total proposed "Base Budget" expenditures are projected to be \$5,437,337, a 7.0% increase over 2013.

The Director's recommendations include a net increase of \$355,417 to the base budget, of which \$321,123 would be funded with property tax support.

- Net increases in wages and benefits of \$165,700; this component of the budget is beyond EPL's control, primarily due to a pre-existing collective bargaining agreement.
- The Chicago Ave/Main Street branch will be fully funded in the operating budget
- Funds for an upgrade of the website, increased professional development and tuition reimbursement program, previously approved by the Board
- A 5% increase in the collection budget (\$33,700) funded by the Endowment.

The City has decided to fully implement the Affordable Care in 2015, so no budget adjustments are included for those insurance changes for Library employees in 2014.

In addition, the staff recommended 2014 increase of \$371,600 to fund:

- A Library Fund Balance increase of \$100,000 to insure against emergencies and the ebbs and flows of cash from revenues and taxes. This will be funded by savings in the FY2013 budget.
- Staffing Increases/adjustments totaling \$271,600, Staffing changes involve hiring a full time Development Manager to increase grants, gifts and planned giving; several new part time public service positions including a Young Adult Assistant, Security Monitor, and Adult Assistant; a Custodian to leverage the time of Facilities staff for major projects; and making the hours at the North Branch and CAMS more uniform and less confusing. The Director recommends that \$30,000 be allocated for part time staff to provide library services on the West side at locations to be determined.
- EPL patrons will soon benefit from the assistance of four part-time social work interns; three of them will work at the Main; one at CAMS. These services will not cost taxpayers any money.

While some of the incremental expenses would be funded by increases in grants and an endowment fund transfer, and some cost increases will be funded by the City (being neutral to taxpayers), the proposed property tax increase would be \$592,723.

The median value of an Evanston home is currently \$300,000. The Director's proposed budget would increase the tax bill on a home of that value by \$16.83. \$7.58 of the \$16.83 is the result of costs beyond EPL's control such as cost of living increases and pension costs. The recommended staffing additions account for the remaining \$9.23. Thus, the EPL levy for the median home will increase roughly \$8.40 per tax installment.

Trustees asked the Director and Paul Gottschalk the following questions.

The Status of Unretired Bonds for the Construction of the Main Library: For many years, there has been different information about the outstanding amount of the unretired bonds and the debt service thereon. Paul Gottschalk explained that the debt service on the Main Library construction bonds are being paid through the City's property tax supported Debt Service Fund. If this expense and property tax levy are transferred to the Library Fund, the expense and levy for the Debt Service Fund will be reduced by the same amount and, as a result, there will be no change for taxpayers.

Hours at the North Branch and at CAMS: Currently, the operating hours and days of operation and the branches are different and confusing. The Director and staff currently believe that both locations should be open five days a week from 10:00 a.m. to 6:00 p.m., the particular days to be decided based on usage trends. Both branches are open one night a week to 8:00 p.m., primarily for programming events and visits by commuters.

The Recommendation of Hiring a Development Manager: Of all the potential staff additions, the Director believes that this is the most important position to fill. EPL needs a skilled employee, solely dedicated to exploring and expanding all available funding sources that might be available for the wide spectrum of services EPL provides to its citizens.

Use of Volunteers for Some of the Recommended Staff Position of Aide to Paul: This option is likely not feasible because of the AFSCME collective bargaining agreement.

Next Steps:

Board members asked for a variance analysis and line item details so they can have a better understanding of the basic budget and proposed changes.

Director Danczak Lyons and Paul Gottschalk will circulate additional materials and details prior to the scheduled September 3rd budget meeting.

Investment Committee (Leora Siegel) – no report

Development Committee – (Margaret Lurie) – no report

Management Committee - (Margaret Lurie) – no report

Facilities Committee – (Benjamin Schapiro) – no report

Executive Committee – (Benjamin Schapiro) -- no report

UNFINISHED BUSINESS -- None

NEW BUSINESS -- None

ADJOURNMENT Sandra Smith moved to adjourn the meeting, Leora Siegel seconded the motion, and the motion passed on a voice vote. Adjourned at 8:27 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary

Next Board Budget Discussion Meeting:

Wednesday, September 3, at 6:30 pm in EPL Board Room

Monthly Board Meeting:

Wednesday, September 18, 2013 at 6:30 pm in EPL Board Room

Library Director's Report
August 21, 2013

Updates

- The Children's Library at the main library is featured in this month's (August 2013) School Library Journal in the cover story on Design to Learn By: Taking cues from children's museums.
- Social worker interns have begun working at the Main library and will soon begin providing service at CAMS.
- Small business support and workspace at Main library – work continues with staff from both the City Manager's Office and Economic Development.
- "Get Caught Reading" photo contest – to engage our patrons in a new and creative manner and highlight the importance of reading and literacy we will be launching a photo contest – inviting submissions of residents who are "caught reading" in and around Evanston. More details to follow.
- In partnership with Casa Mexico-USA, we will begin to provide services at the library assisting patrons with civic documents from Mexico on the first Wednesday of the month from 4:00 – 6:00 in the main library. This is the first of the services to be scheduled in the former special collection room that is being converted into the Latino and Immigrant Resources Center.

Services and collaborations

- NU is excited to expand Read Across Evanston into the Evanston Public Library, which up until now has consisted of a few football players reading in classrooms. From September 16-19 EPL is coordinating with NU to have athletes participate in story-times and reading activities at the libraries.
- Evening classes in the WorkNET Learning lab will continue as one of our volunteers will teach EXCEL and ORT returns with a basic skills for employment readiness class.

Assessments, metrics and initiative results

- Big Book sale proceeds increased significantly from \$12,000 to \$16,000. Increase may be a function of increased social media publicity.

Upcoming events of Note:

- August 25th: EPL has a booth at the CommUNITY Picnic this Sunday at the Civic Center
- Tuesday, August 27, 6 pm, Community Meeting Room, Main Library
- Celebrate the launch of a new book featuring the best of Evanston's oldest and newest places! Join the authors of the just-published Evanston: 150 Years, 150 Places, a selection of 150 houses, public, institutional, and religious buildings from 1870 through

2012, selected by Design Evanston to celebrate Evanston's 2013 sesquicentennial. Copies of the book will be available for purchase.

- September 7th: Part of a new series called P.A.S.S. (Planning for Access and Student Success) of programs to help teens and their families learn more about finding the right pathway for them in terms of careers and colleges. Participate in an admission activity where you learn the value of all the necessary parts required of an applicant.
- September 8th at the Levy Center: Bangladeshi-American raconteur and humorist Arif Choudhury reflects on his experiences growing up as a Muslim in the United States. This program is the first in a yearlong series of book discussions, films and other events funded by the NEH/ALA grant, Muslim Journeys. As part of the grant, Evanston residents are invited to participate in 5 community discussions of books on the theme, "Pathways of Faith". Copies of the books are available on the 2nd floor of the Main Library
- September 14th: Please join us for a reading of a stage adaptation of THE BEAST by Walter Dean Myers in memory of Dajae Coleman and performed by the Loft's teen theater troupe. THE BEAST, a story about love, commitment, and addiction, was one of four books Dajae (a/k/a "Dae Dae") checked out from his school library the day before he was shot to death on Dodge Avenue on September 21, 2012. Dajae, a freshman at Evanston Township High School at the time of his death, was a reader, an avid basketball player, and a devoted son. A discussion about the play and other issues facing our youth in Evanston will follow the reading. Please register to secure your seat.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: FY2014 Library Proposed Base Budget

Date: August 28, 2013

This memo will provide you with detailed information on the Library's proposed base budget for FY2014.

The significant changes in the base budget include the following:

- Net increases in wages and benefits projected at \$165,700.
- A 5% increase in the collection budget funded from the Endowment.
- The Chicago Avenue/Main Street Branch is fully funded in the operating budget.
- Necessary information technology upgrades are funded at \$50,100.
- Library operating expenses for insurance and support services provided by the City (accounting, finance, payroll, purchasing, facilities maintenance, legal and information technology) have been transferred from the City's General Fund to the Library Fund. These expenses of \$525,000 will be offset by a reduction of the same amount in the City's tax levy and as a result there will no net change in the property tax levy because of the transfer of both expenses and existing revenue.
- Funds are included for an upgrade of the website, increased professional development and tuition reimbursement for staff pursuing a Master's degree in Library Science. These activities will be supported by the George Ariffe bequest.
- Use of \$100,000 of savings from the FY2013 budget to support an adequate Library Fund balance necessary to cushion the impact of unanticipated emergencies and revenue shortfalls.

FY2013 Approved Budget	\$5,081,920
FY2014 Proposed Base Budget	\$5,956,439
Increase	\$874,519

The net increase in property tax support for the base budget would be \$321,123. Additional non-tax revenue and the reduction in the City’s property tax levy account for the difference.

Below, the justification for each line item in the base budget is described in detail. Each line item (or the elements that make up the line item) is categorized as being either:

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

This categorization is intended to help identify areas for possible adjustments.

A line item summary of the base budget follows this memo.

Please send any questions you may have to Paul Gottschalk and me by 10 am, Tuesday, September 3rd so that we may prepare responses to share at the Board meeting.

Youth Services

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

Regular Pay 4805.61010

Required

FY12 approved budget of \$308,602

FY13 approved budget of \$309,672

FY14 proposed budget of \$325,196

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

Title	FTE	FY14 Budget
Head of Youth Services	1.00	\$83,108
Librarian I	4.00	\$242,088
	5.00	\$325,196

Library Substitutes 4805.61012

Required

FY12 approved budget of \$3,500

FY13 approved budget of \$3,500

FY14 proposed budget of \$5,500

For substitutes who work in Youth Services during vacancies. Based on staffing demands over past 18 months.

Permanent Part-Time Pay 4805.61050

Required

FY12 approved budget of \$224,955

FY13 approved budget of \$247,674

FY14 proposed budget of \$267,098

There are 15 part-time staff members in Youth Services. This account is for their salaries.

Title	FTE	FY14 Budget
Librarian I	1.67	\$93,910
Library Assistant	2.93	\$131,784
Shelver	1.73	\$41,404
	6.33	\$267,098

Longevity 4805.61210

Mandatory

FY12 approved budget of \$10,655

FY13 approved budget of \$9,129

FY14 proposed budget of \$6,750

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service.

Health Insurance 4805.61510

Mandatory

FY12 approved budget of \$50,067

FY13 approved budget of \$59,616

FY14 proposed budget of \$73,953

Full-time employees receive health insurance. Employees pay a portion of the total cost. The increase is due to inflation and one employee's change in coverage.

Title	FTE	FY14 Budget
Head of Children's Services	1.00	\$7,560
Supervising Librarian	1.00	\$16,690
Librarian I	2.00	\$29,199
Library Assistant	1.00	\$20,504
	5.00	\$73,953

Life Insurance 4805.61615

Mandatory

FY12 approved budget of \$102

FY13 approved budget of \$74

FY14 proposed budget of \$78

Full-time employees are eligible for term life insurance.

IMRF Pension 4805.61710

Mandatory

FY12 approved budget of \$56,591

FY13 approved budget of \$57,019

FY14 proposed budget of \$59,399

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2014, the Library will pay 11% of the employees' wages towards IMRF.

Social Security 4805.61725

Mandatory

FY12 approved budget of \$33,378

FY13 approved budget of \$34,682

FY14 proposed budget of \$36,387

6.2% of employee wages paid by the Library.

Medicare 4805.61730

Mandatory

FY12 approved budget of \$7,806

FY13 approved budget of \$8,111

FY14 proposed budget of \$8,510

1.45% of employee wages paid by the Library.

Internet Solution Providers 4805.62341

Required

FY13 approved budget of \$0

FY14 proposed budget of \$3,400

This account is for the Bookflix Gold electronic resource available for public use.

Work-Study Students 4805.62506

Dispensable

FY12 approved budget of \$900

FY13 approved budget of \$900

FY14 proposed budget of \$900

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

Library Supplies 4805.65100

Required

FY12 approved budget of \$1,000

FY13 approved budget of \$26,200

FY14 proposed budget of \$28,300

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

Childrens' Summer Reading Program	\$12,500
Childrens' Programming Supplies	\$5,000
Teen Summer Reading Program	\$800
Teen Advisory Board	\$700
Teen Programming	\$3,300
Maker Corps Intern stipends	\$4,000
3D Printer for FUSE	\$2,000
	\$28,300

Library Books 4805.65630

Dispensable

FY12 approved budget of \$73,500

FY13 approved budget of \$100,100

FY14 proposed budget of \$144,000

Books for the Children's and Young Adult collections.

The system-wide circulating material allocations were adjusted to better correlate with usage. The overall collection budget increased by 5%.

Periodicals 4805.65635

Dispensable

FY12 approved budget of \$1,000

FY13 approved budget of \$1,000

FY14 proposed budget of \$1,000

Magazines for the Youth Services collection.

Audio Visual Collection 4805.65641

Dispensable

FY12 approved budget of \$15,000

FY13 approved budget of \$20,400

FY14 proposed budget of \$33,200

Movies and music for the Youth Services collections.

IMRF Early Retirement Incentive Debt Service 4805.66025

Mandatory

FY12 approved budget of \$13,333

FY13 approved budget of \$13,643

FY14 proposed budget of \$14,138

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing debt. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Adult Services

Regular Pay 4806.61010

Required

FY12 approved budget of \$576,849

FY13 approved budget of \$457,501

FY14 proposed budget of \$468,900

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

Title	FTE	FY14 Budget
Head of Adult Services	1.00	\$89,687
Supervising Librarian	1.00	\$58,361
Virtual Services Librarian	1.00	\$73,740
Librarian I	3.00	\$195,522
Latino Outreach Assistant	1.00	\$51,590
	7.00	\$468,900

Library Substitutes 4806.61012

Required

FY12 approved budget of \$6,000

FY13 approved budget of \$4,000

FY14 proposed budget of \$4,000

For substitutes who work in Adult Services during vacancies.

Permanent Part-Time Pay 4806.61050

Required

FY12 approved budget of \$311,497

FY13 approved budget of \$302,138

FY14 proposed budget of \$314,856

There are 16 part-time staff members in Adult Services. This account is for their salaries.

Title	FTE	FY14 Budget
Librarian I	2.38	\$139,939
Library Assistant	2.15	\$97,155
Library Clerk	2.48	\$77,762
	7.01	\$314,856

Longevity 4806.61210

Mandatory

FY12 approved budget of \$13,409

FY13 approved budget of \$13,279

FY14 proposed budget of \$8,199

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service.

Health Insurance 4806.61510

Mandatory

FY12 approved budget of \$91,860

FY13 approved budget of \$67,513

FY14 proposed budget of \$82,648

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

Title	FTE	FY14 Budget
Head of Adult Services	1.00	\$20,504
Supervising Librarian	1.00	\$15,000
Virtual Services Librarian	1.00	\$7,560
Librarian I	3.00	\$34,089
Latino Outreach Assistant	1.00	\$5,495
	7.00	\$82,648

Life Insurance 4806.61615

Mandatory

FY12 approved budget of \$48

FY13 approved budget of \$38

FY14 proposed budget of \$46

Full-time employees are eligible for term life insurance.

IMRF Pension 4806.61710

Mandatory

FY12 approved budget of \$88,758

FY13 approved budget of \$76,256

FY14 proposed budget of \$76,479

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2014, the Library will pay 11% of the employees' wages toward IMRF.

Social Security 4806.61725

Mandatory

FY12 approved budget of \$51,704

FY13 approved budget of \$47,472

FY14 proposed budget of \$48,307

6.2% of employee wages paid by the Library.

Medicare 4806.61730

Mandatory

FY12 approved budget of \$12,092

FY13 approved budget of \$11,102

FY14 proposed budget of \$11,298

1.45% of employee wages paid by the Library.

Binding 4806.62220

Dispensable

FY12 approved budget of \$600

FY13 approved budget of \$600

FY14 proposed budget of \$0

Had been for permanent binding of the Evanston Review.

Internet Solution Providers 4806.62341

Required

FY12 approved budget of \$115,200

FY13 approved budget of \$122,600

FY14 proposed budget of \$128,700

This account is for the electronic resources available for public use and includes a 5% increase for 2014.

Vendor	Budget
Gale Group (reference, articles)	\$34,300
Proquest (newspapers)	\$27,500
Overdrive (e-books, e-audio)	\$20,000
RefUSA (business info)	\$12,000
Innovation Experts (Lexis Nexis)	\$7,300
BrainFuse (tutoring)	\$6,700
Learning Express (test prep)	\$5,200
Weiss (financial)	\$5,000
Mango (languages)	\$3,800
Record Information Services	\$800
5% increase in allocation	\$6,100
	<hr/>
	\$128,700

- Gale Group: full text magazines articles, 400 online encyclopedias, Chilton's Auto Repair Manuals, Literacy Criticism, Price It Antiques and Collectables, and books and authors fiction advisory services.
- ProQuest: historical New York Times, Chicago Tribune and Chicago Defender.
- Overdrive: e-book and digital audiobooks service for e-readers.
- RefUSA: searchable, customizable lists and financial information from 14 million US businesses.
- Innovation Experts: Lexis-Nexis access to company information, international and business news.
- Brainfuse: live homework help and paper writing critique.
- Learning Express: test preparation and standardized tests; skill building for elementary and high school math, reading and writing.
- Weiss: ratings and rankings for insurance, stocks and mutual funds.
- Mango: language learning for 38 different languages.
- Record Information Services: Chicago area lists of new homeowners, business licenses, foreclosures and bankruptcies.

Work-Study Students 4806.62506

Dispensable

FY12 approved budget of \$900

FY13 approved budget of \$900

FY14 proposed budget of \$900

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

Library Supplies 4806.65100

Required

FY12 approved budget of \$1,000

FY13 approved budget of \$6,300

FY14 proposed budget of \$5,500

Supplies for programs, general operations and merchandising displays.

Library Books 4806.65630

Dispensable

FY12 approved budget of \$237,000

FY13 approved budget of \$341,100

FY14 proposed budget of \$266,900

Books for the Adult Services collection.

The system-wide circulating material allocations were adjusted to better correlate with usage. The overall collection budget increased by 5%.

Periodicals 4806.65635

Dispensable

FY12 approved budget of \$15,000

FY13 approved budget of \$16,900

FY14 proposed budget of \$16,900

Magazines, newspapers and journals for the Adult Services collection.

Audio Visual Collection 4806.65641

Dispensable

FY12 approved budget of \$37,900

FY13 approved budget of \$55,700

FY14 proposed budget of \$77,500

Movies and music for the Adult Services collections.

IMRF Early Retirement Incentive Debt Service 4806.66025

Mandatory

FY12 approved budget of \$19,414

FY13 approved budget of \$18,629

FY14 proposed budget of \$19,304

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt

service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Circulation

Regular Pay 4820.61010

Required

FY12 approved budget of \$149,721

FY13 approved budget of \$156,185

FY14 proposed budget of \$155,621

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

Title	FTE	FY14 Budget
Circulation Manager	1.00	\$65,289
Clerk III	1.00	\$49,690
Aide II	1.00	\$40,642
	<hr/>	<hr/>
	3.00	\$155,621

Library Substitutes 4820.61012

Required

FY12 approved budget of \$2,500

FY13 approved budget of \$3,200

FY14 proposed budget of \$3,200

For substitutes who work in Circulation during vacancies and vacations.

Permanent Part-Time Pay 4820.61050

Required

FY12 approved budget of \$300,742

FY13 approved budget of \$310,194

FY14 proposed budget of \$294,588

There are twenty part-time staff members in Circulation. This account is for their salaries. The security staff moved to Maintenance in 2014.

Title	FTE	FY14 Budget
Library Aide II	0.53	\$17,164
Library Clerk	5.76	\$167,740
Shelver	4.05	\$109,684
	<hr/>	<hr/>
	10.34	\$294,588

Longevity 4820.61210

Mandatory

FY12 approved budget of \$4,671

FY13 approved budget of \$5,222

FY14 proposed budget of \$2,843

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service.

Health Insurance 4820.61510

Mandatory

FY12 approved budget of \$30,019

FY13 approved budget of \$34,085

FY14 proposed budget of \$16,919

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

Title	FTE	FY14 Budget
Circulation Supervisor	1.00	\$1,800
Clerk III	1.00	\$7,560
Aide II	1.00	\$7,560
	3.00	\$16,919

Life Insurance 4820.61615

Mandatory

FY12 approved budget of \$38

FY13 approved budget of \$36

FY14 proposed budget of \$67

Full-time employees are eligible for term life insurance.

IMRF Pension 4820.61710

Mandatory

FY12 approved budget of \$48,848

FY13 approved budget of \$48,891

FY14 proposed budget of \$45,857

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY14, the Library will pay 11% of the employees' wages.

Social Security 4820.61725

Mandatory

FY12 approved budget of \$27,892

FY13 approved budget of \$28,984

FY14 proposed budget of \$27,807

6.2% of employee wages paid by the Library.

Medicare 4820.61730

Mandatory

FY12 approved budget of \$6,523

FY13 approved budget of \$6,778

FY14 proposed budget of \$6,503

1.45% of employee wages paid by the Library.

Work-Study Students 4820.62506

Dispensable

FY12 approved budget of \$2,700

FY13 approved budget of \$2,700

FY14 proposed budget of \$3,400

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

Library Supplies 4820.65100

Required

FY12 approved budget of \$4,600

FY13 approved budget of \$4,600

FY14 proposed budget of \$4,000

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

Item	FY14 Budget
Library Cards	\$3,000
Envelopes	\$100
Receipt tape	\$550
Miscellaneous	\$350
	<hr/>
	\$4,000

IMRF Early Retirement Incentive Debt Service 4820.66025

Mandatory

FY12 approved budget of \$11,516

FY13 approved budget of \$12,017

FY14 proposed budget of \$12,453

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City

paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Neighborhood Services (North Branch and Chicago Ave/Main St Branch)

Regular Pay 4825.61010

Required

FY12 approved budget of \$70,409

FY13 approved budget of \$72,833

FY14 proposed budget of \$73,381

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

Title	FTE	FY14 Budget
Neighborhood Services Manager	1.00	\$73,381
	1.00	\$73,381

Library Substitutes 4825.61012

Required

FY12 approved budget of \$0

FY13 approved budget of \$65,537

FY14 proposed budget of \$2,000

For substitutes who work at the North Branch and Chicago Avenue/Main Street branches during vacancies and vacations. In FY2013, funds to staff CAMS were placed in this account before permanent part-time staff were selected and assigned to CAMS. These positions are budgeted in the permanent part-time pay account in FY2014 (see below).

Permanent Part-Time Pay 4825.61050

Required

FY12 approved budget of \$68,730

FY13 approved budget of \$70,113

FY14 proposed budget of \$157,515

There are fourteen part-time staff members at North Branch and Chicago Avenue/Main Street. This account is for their salaries. The increase reflects the staff budgeted for CAMS.

Title	FTE	FY14 Budget
Branch Assistant	2.57	\$126,277
Library Clerk	1.07	\$31,238
	3.64	\$157,515

Longevity 4825.61210

Mandatory

FY12 approved budget of \$4,076

FY13 approved budget of \$3,458

FY14 proposed budget of \$2,989

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service.

Health Insurance 4825.61510

Mandatory

FY12 approved budget of \$17,819

FY13 approved budget of \$20,415

FY14 proposed budget of \$21,639

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

Title	FTE	FY14 Budget
Neighborhood Services Manager	1.00	\$21,639
		<u>\$21,639</u>

Life Insurance 4825.61615

Mandatory

FY12 approved budget of \$6

FY13 approved budget of \$5

FY14 proposed budget of \$6

Full-time employees are eligible for term life insurance.

IMRF Pension 4825.61710

Mandatory

FY12 approved budget of \$13,981

FY13 approved budget of \$11,834

FY14 proposed budget of \$19,598

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY2014, the Library will pay 11% of the employees' wages towards IMRF.

Social Security 4825.61725

Mandatory

FY12 approved budget of \$8,712

FY13 approved budget of \$12,836

FY14 proposed budget of \$14,360

6.2% of employee wages paid by the Library.

Medicare 4825.61730

Mandatory

FY12 approved budget of \$2,037

FY13 approved budget of \$3,001

FY14 proposed budget of \$3,358

1.45% of employee wages paid by the Library.

Building Maintenance Services 4825.62225

Required

FY12 approved budget of \$3,000

FY13 approved budget of \$2,000

FY14 proposed budget of \$2,000

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

Internet Solution Providers 4825.62341

Required

FY12 approved budget of \$0

FY13 approved budget of \$1,200

FY14 proposed budget of \$2,400

“Business Class” broadband at both branch locations.

Rental Expense 4825.62375

Required

FY12 approved budget of \$0

FY13 approved budget of \$40,300

FY14 proposed budget of \$41,500

For lease expense of 900 Chicago Avenue as Chicago Avenue/Main Street Branch. Estimate 3% increase for 2014.

Electricity 4825.64005

Required

FY12 approved budget of \$0

FY13 approved budget of \$5,000

FY14 proposed budget of \$0

An estimate had been budgeted for CAMS in FY2013. This location is not charged for electricity.

Natural Gas 4825.64015

Mandatory

FY12 approved budget of \$1,000

FY13 approved budget of \$1,400

FY14 proposed budget of \$2,000

Gas to heat North Branch.

Library Supplies 4825.65100

Required

FY12 approved budget of \$400

FY13 approved budget of \$5,800

FY14 proposed budget of \$4,500

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

Furniture, Fixtures & Equipment 4825.65503

Required

FY12 approved budget of \$0

FY13 approved budget of \$6,000

FY14 proposed budget of \$0

Library Books 4825.65630

Dispensable

FY12 approved budget of \$7,880

FY13 approved budget of \$10,500

FY14 proposed budget of \$24,900

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

The system-wide circulating material allocations were adjusted to better correlate with usage. The overall collection budget increased by 5%.

Periodicals 4825.65635

Dispensable

FY12 approved budget of \$1,000

FY13 approved budget of \$1,000

FY14 proposed budget of \$1,000

Magazines and newspapers for the North Branch and CAMS collections.

Audio Visual Collection 4825.65641

Dispensable

FY12 approved budget of \$1,000

FY13 approved budget of \$1,700

FY14 proposed budget of \$7,200

Movies and music for the North Branch and CAMS collections.

IMRF Early Retirement Incentive Debt Service 4825.66025

Mandatory

FY12 approved budget of \$3,285

FY13 approved budget of \$2,780

FY14 proposed budget of \$2,881

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Contingencies 4825.68205

Required

FY12 approved budget of \$0

FY13 approved budget of \$16,237

FY14 proposed budget of \$0

This had been a contingency for opening CAMS in 2013.

Technical Services

Regular Pay 4835.61010

Required

FY12 approved budget of \$168,563

FY13 approved budget of \$174,363

FY14 proposed budget of \$161,432

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

Title	FTE	FY14 Budget
Technical Services Manager	1.00	\$66,368
Library Assistant	2.00	\$95,065
	<u>3.00</u>	<u>\$161,432</u>

Permanent Part-Time Pay 4835.61050

Required

FY12 approved budget of \$96,923

FY13 approved budget of \$100,708

FY14 proposed budget of \$112,984

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

Title	FTE	FY14 Budget
Librarian I	0.67	\$43,605
Library Clerk	2.08	\$69,379
	<u>2.75</u>	<u>\$112,984</u>

Longevity 4835.61210

Mandatory

FY12 approved budget of \$5,577

FY13 approved budget of \$5,433

FY14 proposed budget of \$3,826

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service. The FY11 budget was not calculated accurately.

Health Insurance 4835.61510

Mandatory

FY12 approved budget of \$29,200

FY13 approved budget of \$32,876

FY14 proposed budget of \$19,081

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

Title	FTE	FY14 Budget
Technical Services Manager	1.00	\$5,495
Library Assistant	2.00	\$13,586
	3.00	\$19,081

Life Insurance 4835.61615

Mandatory

FY12 approved budget of \$91

FY13 approved budget of \$90

FY14 proposed budget of \$86

Full-time employees are eligible for term life insurance.

IMRF Pension 4835.61710

Mandatory

FY12 approved budget of \$31,714

FY13 approved budget of \$31,781

FY14 proposed budget of \$30,607

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY14, the Library will pay 11% of the employees' wages.

Social Security 4835.61725

Mandatory

FY12 approved budget of \$16,402

FY13 approved budget of \$17,005

FY14 proposed budget of \$17,014

6.2% of employee wages.

Medicare 4835.61730

Mandatory

FY12 approved budget of \$3,836

FY13 approved budget of \$3,977
 FY14 proposed budget of \$3,979
 1.45% of employee wages.

Computer Licenses and Support 4835.62340

Required

FY12 approved budget of \$0
 FY13 approved budget of \$8,000
 FY14 proposed budget of \$28,175

This account is for computer licenses and support agreements. Increase due to new applications (Boopsie mobile app and Collection HQ) and transfer of some licenses from internet solution providers account below.

Service	FY14 Budget
Microsoft licenses	\$8,800
PrinterOn Wi-Fi printing	\$900
Boopsie Mobile App	\$3,300
Collection HQ	\$6,825
BookScan Station Support	\$900
Evanced Summer Reading	\$1,650
Evanced Room Reservation and Events	\$2,500
Sage - development database	\$2,000
Public Computer Reservation	\$1,300
	\$28,175

Internet Solution Providers 4835.62341

Required

FY12 approved budget of \$103,545
 FY13 approved budget of \$112,450
 FY14 proposed budget of \$109,700

This account is for software licenses and support for the Library's technology infrastructure.

Service	FY14 Budget
CCS Support and Maintenance	\$87,600
OCLC Cataloging records	\$14,100
B&T Title Source 3	\$3,000
Cost escalation allowance	\$5,000
	\$109,700

Library Supplies 4835.65100

Required

FY12 approved budget of \$10,000

FY13 approved budget of \$9,000

FY14 proposed budget of \$12,000

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

Personal Computer Equipment 4835.65555

Required

FY13 approved budget of \$0

FY14 proposed budget of \$31,965

Replacement computers, printers, accessories plus three projectors for meeting rooms.

IMRF Early Retirement Incentive Debt Service 4835.66025

Mandatory

FY12 approved budget of \$7,456

FY13 approved budget of \$7,749

FY14 proposed budget of \$8,030

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Maintenance

Regular Pay 4840.61010

Required

FY12 approved budget of \$167,791

FY13 approved budget of \$173,566

FY14 proposed budget of \$207,345

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

Title	FTE	FY14 Budget
Facility Maintenance Supervisor	1.00	\$88,140
Facility Maintenance Worker	2.00	\$119,205
	3.00	\$207,345

Permanent Part-Time Pay 4840.61050

Required

FY13 approved budget of \$0

FY14 proposed budget of \$34,342

This is for the wages for part-time staff security and maintenance staff. The Security staff transferred from Circulation to Maintenance in 2013.

Title	FTE	FY14 Budget
Custodian	0.00	\$0
Security Monitors	1.17	\$34,342
	1.17	\$34,342

Overtime Pay 4840.61110

Required

FY12 approved budget of \$9,000

FY13 approved budget of \$8,700

FY14 proposed budget of \$9,300

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

Longevity 4840.61210

Mandatory

FY12 approved budget of \$2,966

FY13 approved budget of \$2,893

FY14 proposed budget of \$2,397

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service.

Health Insurance 4840.61510

Mandatory

FY12 approved budget of \$38,628

FY13 approved budget of \$40,941

FY14 proposed budget of \$56,949

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

Title	FTE	FY14 Budget
Maintenance Supervisor	1.00	\$20,504
Facilities Maintenance Worker II	2.00	\$36,445
	3.00	\$56,949

Life Insurance 4840.61615

Mandatory

FY12 approved budget of \$42

FY13 approved budget of \$41

FY14 proposed budget of \$82

Full-time employees are eligible for term life insurance.

Cell Phone Allowance 4840.61626

Dispensable

FY12 approved budget of \$0

FY13 approved budget of \$0

FY14 proposed budget of \$1,200

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

Shoe Allowance 4840.61630

Mandatory

FY12 approved budget of \$390

FY13 approved budget of \$465

FY14 proposed budget of \$465

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

IMRF Pension 4840.61710

Mandatory

FY12 approved budget of \$19,979

FY13 approved budget of \$19,993

FY14 proposed budget of \$26,849

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount that may vary from year to year. For FY14, the Library will pay 11% of the employees' wages.

Social Security 4840.61725

Mandatory

FY12 approved budget of \$10,717

FY13 approved budget of \$11,005

FY14 proposed budget of \$14,340

6.2% of employee wages paid by Library.

Medicare 4840.61730

Mandatory

FY12 approved budget of \$2,506

FY13 approved budget of \$2,574

FY14 proposed budget of \$3,354

1.45% of employee wages paid by Library.

Building Maintenance Services 4840.62225

Mandatory/Required

FY12 approved budget of \$170,480

FY13 approved budget of \$184,970

FY14 proposed budget of \$164,214

Facility services for the Main Library. Reduction due to one-time expense budgeted in FY2013 (building reserve study).

Vendor	Description		FY14 Budget
Total Building Services	Janitorial services	M	\$85,920
Seimens	Building controls system	M	\$29,442
Schindler	Elevator service	M	\$10,703
Simplex/Grinnell	Fire alarm systems testing	M	\$9,379
TBD	Major boiler service	M	\$5,000
Service Building Maintenance	Window cleaning & power washing	R	\$3,400
Conquest Pest Solutions	Rat control in landscaping	R	\$2,520
Overhead Door Systems	Garage door service and repair	M	\$2,500
Alarm Detection Services	Security system monitoring	M	\$2,045
TBD	Chiller start-up	M	\$2,000
Metropolitan Pump	Servicing pumps	M	\$2,000
TBD	Replace fire pump packing	M	\$2,000
Cintas	Entrance door mat rental	R	\$1,840
The Contained Garden	Outdoor container plantings	R	\$1,820
Chicago Sprinkler Co.	Irrigation service allowance	M	\$1,500
Hendricksen's	Fire extinguisher testing and repair	M	\$1,000
US Fire Protection	Fire pump and system testing	M	\$995
ADT	Fire alarm connection to 911	M	\$150
			\$164,214

Office Equipment Maintenance 4840.62235

Required

FY12 approved budget of \$5,700

FY13 approved budget of \$7,000

FY14 proposed budget of \$11,900

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

Vendor	Description		FY14 Budget
Multiple	Microprint service contracts	R	\$1,800
Accountor Systems	Coin-op, print, vend equipment service	M	\$2,500
3M	Self-check maintenance	R	\$6,300
TBD	Audio-visual system service allowance	R	\$1,000
TBD	Piano tuning	R	\$300
			\$11,900

Other Equipment Maintenance 4840.62245

Required

FY12 approved budget of \$900

FY13 approved budget of \$900

FY14 proposed budget of \$1,000

This account is for service on maintenance equipment.

Vendor	Description		FY14 Budget
TBD	Snow blower and tractor service	M	\$500
TBD	Allowance for service on misc eqpt	M	\$500
			<u>\$1,000</u>

Vehicle Maintenance 4840.62305

Mandatory

FY12 approved budget of \$2,381

FY13 approved budget of \$2,381

FY14 proposed budget of \$2,500

The account covers the cost of fuel and service for the Library's van. Estimate 5% increase.

Vehicle Replacement 4840.62309

Mandatory

FY12 approved budget of \$1,700

FY13 approved budget of \$1,700

FY14 proposed budget of \$1,700

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

Natural Gas Chargeback 4840.64015

Mandatory

FY12 approved budget of \$29,000

FY13 approved budget of \$16,000

FY14 proposed budget of \$25,000

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

Janitorial Supplies 4840.65040

Required

FY12 approved budget of \$10,700

FY13 approved budget of \$10,000

FY14 proposed budget of \$10,000

The account covers the cost of janitorial supplies.

Description	FY14 Budget
Light bulbs	\$4,300
Paper products	\$4,200
De-icer for sidewalks	\$1,000
Allowance for misc	\$500
<u>\$10,000</u>	

Building Maintenance Materials 4840.65050

Required

FY12 approved budget of \$13,500

FY13 approved budget of \$19,500

FY14 proposed budget of \$30,000

The account covers the wide variety of materials and parts needed to maintain the facilities. One-time replacement of all emergency light batteries in 2014 at an estimated cost of \$10,000.

IMRF Early Retirement Incentive Debt Service 4840.66025

Mandatory

FY12 approved budget of \$4,693

FY13 approved budget of \$4,889

FY14 proposed budget of \$5,066

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Administration

Regular Pay 4845.61010

Required

FY12 approved budget of \$262,523

FY13 approved budget of \$353,979

FY14 proposed budget of \$368,582

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

Title	FTE	FY14 Budget
Library Director	1.00	\$153,414
Administrative Services Manager	1.00	\$98,749
Community Engagement Librarian	1.00	\$72,320
Clerk III	1.00	\$44,099
	4.00	\$368,582

Permanent Part-Time Pay 4845.61050

Required

FY12 approved budget of \$74,943

FY13 approved budget of \$83,549

FY14 proposed budget of \$80,998

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

Title	FTE	FY14 Budget
Bookkeeper	0.53	\$28,482
Administrative Assistant	1.06	\$52,516
	1.59	\$80,998

Longevity 4845.61210

Mandatory

FY12 approved budget of \$596

FY13 approved budget of \$564

FY14 proposed budget of \$0

Employees receive an additional 2% of base pay when they complete eight years of service and a total of 3% of base pay when they complete 15 years of service.

Health Insurance 4845.61510

Mandatory

FY12 approved budget of \$50,874

FY13 approved budget of \$62,675

FY14 proposed budget of \$80,473

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

Title	FTE	FY14 Budget
Library Director	1.00	\$21,639
Administrative Services Manager	1.00	\$16,690
Community Engagement Librarian	1.00	\$20,504
Clerk III	1.00	\$21,640
	<hr/>	<hr/>
	4.00	\$80,473

Life Insurance 4845.61615

Mandatory

FY12 approved budget of \$125

FY13 approved budget of \$276

FY14 proposed budget of \$288

Full-time employees are eligible for term life insurance.

Auto Allowance 4845.61625

Dispensable

FY12 approved budget of \$4,980

FY13 approved budget of \$4,800

FY14 proposed budget of \$7,200

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

Cell Phone Allowance 4845.61626

Dispensable

FY12 approved budget of \$0

FY13 approved budget of \$1,200

FY14 proposed budget of \$1,200

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

IMRF Pension 4845.61710

Mandatory

FY12 approved budget of \$39,553

FY13 approved budget of \$49,636

FY14 proposed budget of \$49,455

Library employees who work 18.75 hours (half-time) or more per week are required to participate in the Illinois Municipal Retirement Fund (IMRF). Employees pay 4.5% of their wages toward their IMRF pension. The Library pays an actuarially required amount

that may vary from year to year. For FY2014, the Library will pay 11% of the employees' wages towards IMRF.

Social Security 4845.61725

Mandatory

FY12 approved budget of \$20,914

FY13 approved budget of \$27,016

FY14 proposed budget of \$27,414

6.2% of employee wages paid by Library.

Medicare 4845.61730

Mandatory

FY12 approved budget of \$4,891

FY13 approved budget of \$6,318

FY14 proposed budget of \$6,411

1.45% of employee wages paid by Library.

Consulting Services 4845.62185

Dispensable

FY12 approved budget of \$0

FY13 approved budget of \$10,000

FY14 proposed budget of \$15,000

Allowance for legal and planning services. Includes \$10,000 for website re-design.

Printing 4845.62210

Required

FY12 approved budget of \$1,200

FY13 approved budget of \$1,800

FY14 proposed budget of \$1,800

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

Postage Chargeback 4845.62275

Required

FY12 approved budget of \$1,500

FY13 approved budget of \$1,300

FY14 proposed budget of \$1,500

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

Tuition Reimbursement 4845.62290

Required

FY13 approved budget of \$0

FY14 proposed budget of \$20,000

For staff pursuing a Master’s in Library Science degree. Funded from the bequest made by George Ariffe.

Training and Travel 4845.62295

Required

FY12 approved budget of \$5,000

FY13 approved budget of \$10,000

FY14 proposed budget of \$20,000

For seminars, workshops, conferences and travel for staff and Board members. Includes \$5,000 for professional development for the Library Director. Additional revenue of \$10,000 from the bequest made by George Ariffe.

Postage 4845.62315

Required

FY12 approved budget of \$9,100

FY13 approved budget of \$5,000

FY14 proposed budget of \$5,000

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

Membership Dues 4845.62360

Required

FY12 approved budget of \$400

FY13 approved budget of \$1,006

FY14 proposed budget of \$1,430

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

Description	FY14 Budget
ALA - Library	\$500
ALA - Danczak Lyons	\$130
ILA - Library	\$350
ILA - Danczak Lyons	\$225
United for Libraries	\$125
LACONI	\$100
	\$1,430

Copy Machine Chargeback 4845.62380

Required

FY12 approved budget of \$12,268

FY13 approved budget of \$12,268

FY14 proposed budget of \$12,268

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

Work-Study Students 4845.62506

Dispensable

FY12 approved budget of \$400

FY13 approved budget of \$400

FY14 proposed budget of \$400

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

Telecommunications - Wireless 4845.64540

Required

FY12 approved budget of \$1,000

FY13 approved budget of \$1,200

FY14 proposed budget of \$2,200

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

Office Supplies 4845.65095

Required

FY12 approved budget of \$6,000

FY13 approved budget of \$17,500

FY14 proposed budget of \$38,550

Office supplies for use library-wide.

Description	FY2014
General office supplies	\$17,500
Toner for printers	\$7,650
Outreach and marketing allowance	\$5,000
Development allowance	\$5,000
Poetry awards	\$3,400
	\$38,550

Toner had been paid for by the City's IT division and is now covered by departments. The two allowances are needed for our expanded marketing and development initiatives. The poetry award expenses are funded by a dedicated Endowment account.

Other Commodities 4845.65125

Required

FY12 approved budget of \$718

FY13 approved budget of \$718

FY14 proposed budget of \$718

This is the account used for staff development events.

IMRF Early Retirement Incentive Debt Service 4845.66025

Mandatory

FY12 approved budget of \$9,308

FY13 approved budget of \$12,279

FY14 proposed budget of \$12,724

In 2007, the City offered an early retirement incentive (ERI) to employees as a way to reduce the City's overall number of employees. The cost of the incentive (an additional five years of pension service credit) was paid by the employee and the City. The City paid its portion by issuing bonds. This expense is the Library's portion of the ERI debt service. City-wide cost allocation is based on full and part-time salaries. ERI debt is scheduled to continue until 2019, increasing by 37% from 2013 to 2019.

Insurance Chargebacks 4845.66030

Required

FY12 approved budget of \$5,898

FY13 approved budget of \$5,898

FY14 proposed budget of \$125,000

This is the account is a chargeback for the Library's insurance coverage. The Library may be seeking insurance separately from the City and the estimated budget would be \$125,000 based on the general insurance costs for a comparable municipal library. This expense will be offset by a decrease in the property tax support for the City's Insurance Fund resulting in no net change for taxpayers.

Transfer to General Fund 4845.66131

Required

FY13 approved budget of \$0

FY14 proposed budget of \$400,000

This is the inter fund transfer from the Library Fund to cover the estimated cost of City General Fund support services used by the Library, including Human Resources, Payroll, Accounting, Finance, Purchasing, Information Technology, Facilities

Maintenance and Law. The \$400,000 increase in Library Fund property tax will be balanced with a \$400,000 reduction in the General Fund property tax resulting in no net tax increase for taxpayers as a result of this chargeback.

Library Grants

The first five grant funded outreach programs below are delivered by the Youth Services staff.

LEAP – Pre-School for All

Grant revenue of \$4,643 funded by a State agency for literacy education for preschoolers. Staff costs of \$3,420 and supply costs of \$1,223.

Kindergarten LEAP

Grant revenue of \$6,000 funded by Foundation 65 for literacy education for kindergarteners. Staff costs of \$900 and supply costs of \$5,100.

Community Works

Grant revenue of \$2,000 funded by the Evanston Community Foundation. Supply costs of \$2,000.

ABC Boosters

Grant revenue of \$11,000 funded by the Evanston Community Foundation for literacy education. Supply costs of \$1,000 and stipends for two site managers of \$5,000 each.

Kindergarten Tours

Grant funds of \$2,902 from Foundation 65 to have kindergarten classes visit the Main Library. Costs include \$1,192 for staff, \$100 for supplies, and \$1,610 for bus transportation.

Foundation 65 Intensive Summer Reading Program

Grant funds of \$10,000 from the Broad Foundation for intensive summer reading support for at-risk rising second graders. Funds used to purchase books for the children. These funds have been received.

Evanston Public Library
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Library Fund # 185

	Library Division	FY2013 Approved Budget	FY2014 Proposed Base Budget
4805	Youth Services	\$891,720	\$1,007,809
4806	Adult Services	\$1,542,027	\$1,530,437
4820	Circulation	\$612,892	\$573,258
4825	Neighborhood Services	\$353,949	\$383,227
4835	Technical Services	\$504,433	\$538,879
4840	Maintenance	\$507,518	\$608,003
4845	Administration	\$669,381	\$1,278,281
4850	Library Grants	\$0	\$36,545
		\$5,081,920	\$5,956,439

Youth Services 4805

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4805.61010	Regular Pay	\$309,672	\$325,196
4805.61012	Library Substitutes	\$3,500	\$5,500
4805.61050	Permanent Part-Time Pay	\$247,674	\$267,098
4805.61210	Longevity	\$9,129	\$6,750
4805.61510	Health Insurance	\$59,616	\$73,953
4805.61615	Life Insurance	\$74	\$78
4805.61710	IMRF Pension	\$57,019	\$59,399
4805.61725	Social Security	\$34,682	\$36,387
4805.61730	Medicare	\$8,111	\$8,510
4805.62341	Internet Solution Providers	\$0	\$3,400
4805.62506	Work-Study Students	\$900	\$900
4805.65100	Library Supplies	\$26,200	\$28,300
4805.65630	Library Books	\$100,100	\$144,000
4805.65635	Periodicals	\$1,000	\$1,000
4805.65641	Audio Visual Collection	\$20,400	\$33,200
4805.66025	Early Retirement Incentive Debt	\$13,643	\$14,138
		\$891,720	\$1,007,809

Evanston Public Library
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Adult Services 4806

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4806.61010	Regular Pay	\$457,501	\$468,900
4806.61012	Library Substitutes	\$4,000	\$4,000
4806.61050	Permanent Part-Time Pay	\$302,138	\$314,856
4806.61210	Longevity	\$13,279	\$8,199
4806.61510	Health Insurance	\$67,513	\$82,648
4806.61615	Life Insurance	\$38	\$46
4806.61710	IMRF Pension	\$76,256	\$76,479
4806.61725	Social Security	\$47,472	\$48,307
4806.61730	Medicare	\$11,102	\$11,298
4806.62220	Binding	\$600	\$0
4806.62341	Internet Solution Providers	\$122,600	\$128,700
4806.62506	Work-Study Students	\$900	\$900
4806.65100	Library Supplies	\$6,300	\$5,500
4806.65630	Library Books	\$341,100	\$266,900
4806.65635	Periodicals	\$16,900	\$16,900
4806.65641	Audio Visual Collection	\$55,700	\$77,500
4806.66025	Early Retirement Incentive Debt	\$18,629	\$19,304
		\$1,542,027	\$1,530,437

Circulation 4820

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4820.61010	Regular Pay	\$156,185	\$155,621
4820.61012	Library Substitutes	\$3,200	\$3,200
4820.61050	Permanent Part-Time Pay	\$310,194	\$294,588
4820.61210	Longevity	\$5,222	\$2,843
4820.61510	Health Insurance	\$34,085	\$16,919
4820.61615	Life Insurance	\$36	\$67
4820.61710	IMRF Pension	\$48,891	\$45,857
4820.61725	Social Security	\$28,984	\$27,807
4820.61730	Medicare	\$6,778	\$6,503
4820.62506	Work-Study Students	\$2,700	\$3,400
4820.65100	Library Supplies	\$4,600	\$4,000
4820.66025	Early Retirement Incentive Debt	\$12,017	\$12,453
		\$612,892	\$573,258

Evanston Public Library
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Neighborhood Services 4825

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4825.61010	Regular Pay	\$72,833	\$73,381
4825.61012	Library Substitutes	\$65,537	\$2,000
4825.61050	Permanent Part-Time Pay	\$70,113	\$157,515
4825.61210	Longevity	\$3,458	\$2,989
4825.61510	Health Insurance	\$20,415	\$21,639
4825.61615	Life Insurance	\$5	\$6
4825.61710	IMRF Pension	\$11,834	\$19,598
4825.61725	Social Security	\$12,836	\$14,360
4825.61730	Medicare	\$3,001	\$3,358
4825.62225	Building Maintenance Services	\$2,000	\$2,000
4825.62341	Internet Solution Providers	\$1,200	\$2,400
4825.62375	Rent	\$40,300	\$41,500
4825.64005	Electricity	\$5,000	\$0
4825.64015	Natural Gas	\$1,400	\$2,000
4825.65100	Library Supplies	\$5,800	\$4,500
4825.65503	Furniture, Fixtures and Equipment	\$6,000	\$0
4825.65630	Library Books	\$10,500	\$24,900
4825.65635	Periodicals	\$1,000	\$1,000
4825.65641	Audio Visual Collection	\$1,700	\$7,200
4825.66025	Early Retirement Incentive Debt	\$2,780	\$2,881
4825.68205	Contingencies	\$16,237	\$0
		\$353,949	\$383,227

Technical Services 4835

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4835.61010	Regular Pay	\$174,363	\$161,432
4835.61050	Permanent Part-Time Pay	\$100,708	\$112,984
4835.61210	Longevity	\$5,433	\$3,826
4835.61510	Health Insurance	\$33,876	\$19,081
4835.61615	Life Insurance	\$90	\$86
4835.61710	IMRF Pension	\$31,781	\$30,607
4835.61725	Social Security	\$17,005	\$17,014
4835.61730	Medicare	\$3,977	\$3,979
4835.62340	Computer Licenses and Support	\$8,000	\$28,175
4835.62341	Internet Solution Providers	\$112,450	\$109,700
4835.65100	Library Supplies	\$9,000	\$12,000
4835.65555	Personal Computer Equipment	\$0	\$31,965
4835.66025	Early Retirement Incentive Debt	\$7,749	\$8,030
		\$504,433	\$538,879

Evanston Public Library
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Maintenance 4840

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4840.61010	Regular Pay	\$173,566	\$207,345
4840.61050	Permanent Part-Time Pay	\$0	\$34,342
4840.61110	AFSCME Overtime Pay	\$8,700	\$9,300
4840.61210	Longevity	\$2,893	\$2,397
4840.61510	Health Insurance	\$40,941	\$56,949
4840.61615	Life Insurance	\$41	\$82
4840.61626	Cell Phone Allowance	\$0	\$1,200
4840.61630	Shoe Allowance	\$465	\$465
4840.61710	IMRF Pension	\$19,993	\$26,849
4840.61725	Social Security	\$11,005	\$14,340
4840.61730	Medicare	\$2,574	\$3,354
4840.62225	Building Maintenance Services	\$184,970	\$164,214
4840.62235	Office Equipment Maintenance	\$7,000	\$11,900
4840.62245	Other Equipment Maintenance	\$900	\$1,000
4840.62305	Vehicle Maintenance	\$2,381	\$2,500
4840.62309	Vehicle Replacement	\$1,700	\$1,700
4840.64015	Natural Gas Chargeback	\$16,000	\$25,000
4840.65040	Janitorial Supplies	\$10,000	\$10,000
4840.65050	Building Maintenance Materials	\$19,500	\$30,000
4840.66025	Early Retirement Incentive Debt	\$4,889	\$5,066
		\$507,518	\$608,003

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Administration 4845

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4845.61010	Regular Pay	\$353,979	\$368,252
4845.61050	Permanent Part-Time Pay	\$83,549	\$80,998
4845.61210	Longevity	\$564	\$0
4845.61510	Health Insurance	\$62,675	\$80,473
4845.61615	Life Insurance	\$276	\$288
4845.61625	Automobile Allowance	\$4,800	\$7,200
4845.61626	Cell Phone Allowance	\$1,200	\$1,200
4845.61710	IMRF Pension	\$49,636	\$49,455
4845.61725	Social Security	\$27,016	\$27,414
4845.61730	Medicare	\$6,318	\$6,411
4845.62185	Consulting Services	\$10,000	\$15,000
4845.62210	Printing	\$1,800	\$1,800
4845.62275	Postage Chargeback	\$1,300	\$1,500
4845.62290	Tuition Reimbursement	\$0	\$20,000
4845.62295	Training & Travel	\$10,000	\$20,000
4845.62315	Postage	\$5,000	\$5,000
4845.62360	Membership Dues	\$1,006	\$1,430
4845.62380	Copy machine chargebacks	\$12,268	\$12,268
4845.62506	Work-Study Students	\$400	\$400
4845.64540	Telecommunications - wireless	\$1,200	\$2,200
4845.65095	Office Supplies	\$17,500	\$38,550
4845.65125	Other Commodities	\$718	\$718
4845.66025	Early Retirement Incentive Debt	\$12,279	\$12,724
4845.66030	Insurance Chargebacks	\$5,898	\$125,000
4845.66131	Transfer to General Fund	\$0	\$400,000
		\$669,381	\$1,278,281

Library Grants 4850

Account Number	Account Name	FY2013 Approved Budget	FY2014 Proposed Base Budget
4850.61050	Permanent Part-Time Pay	\$0	\$5,512
4850.62185	Consulting Services	\$0	\$10,000
4850.62210	Printing	\$0	\$0
4850.65100	Library Supplies	\$0	\$19,423
4850.65125	Other Commodities	\$0	\$1,610
		\$0	\$36,545
	Total	\$5,081,920	\$5,956,439



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Recommended Adjustments to FY2014 Proposed Base Budget

Date: August 29, 2013

I recommend that the Library Board consider the following adjustments to the Library's FY2014 proposed base budget:

Staffing Recommendations	Cost	
full-time Development Manager	\$96,200	includes health insurance
Expanded Service in West Evanston	\$30,000	
Improved Schedule for North & CAMS	\$43,300	
part-time Young Adult Assistant	\$22,200	
part-time Security Monitor	\$18,700	
part-time Adult Assistant	\$22,200	
part-time Custodian	\$34,000	
part-time Administrative Support	\$18,300	
	\$284,900	

JUSTIFICATIONS

Development Manager – adding a full-time Development Manager would increase financial resources through expanded grant writing, a planned giving program, major gifts initiatives, future capital campaign management and the annual giving program.

Expanded Services in West Evanston – additional part-time staff for library programs and services at community centers in West Evanston would enable the Library to better achieve its strategic planning goals.

Improved Schedule at North and CAMS – additional part-time staff to implement a consistent schedule at both North Branch and the CAMS Branch. The proposed schedule would be five days per week at both locations and has been revised since the August 21st Board meeting to include being open until 8 pm on Mondays to serve patrons after work. The following tables show the current and proposed schedules at each branch:

North Branch				
		hours of		hours of
Current schedule		service	Proposed	service
Monday	10 am to 8 pm	10	10 am to 8 pm	10
Tuesday	10 am to 6 pm	8	10 am to 6 pm	8
Wednesday	10 am to 6 pm	8	10 am to 6 pm	8
Thursday	closed	0	closed	0
Friday	closed	0	10 am to 6 pm	8
Saturday	10 am to 5 pm	7	10 am to 6 pm	8
Sunday	closed	0	closed	0
		33		42
Chicago Avenue/Main Street Branch				
		hours of		hours of
Current schedule		service	Proposed	service
Monday	closed	0	10 am to 8 pm	10
Tuesday	10 am to 5 pm	7	10 am to 6 pm	8
Wednesday	10 am to 5 pm	7	10 am to 6 pm	8
Thursday	10 am to 8 pm	10	closed	0
Friday	10 am to 5 pm	7	10 am to 6 pm	8
Saturday	10 am to 5 pm	7	10 am to 6 pm	8
Sunday	closed	0	closed	0
		38		42

Young Adult Assistant – an additional 20 hour per week Young Adult Library Assistant to support teen outreach and coverage of the service desk in the Loft. This position would permit the Young Adult Librarian to provide additional, much needed community outreach.

Security Monitor – adding a 25 hour per week Security Monitor for Main Library to provide coverage from 10 am to 3 pm weekdays. Additional security coverage is a high priority for public service staff members.

Adult Services Assistant – adding a 20 hour per week Library Assistant for public service desk to compensate for Latino Outreach Assistant being off desk and out in the community. This position would allow for the opening of a “call center” to better serve patrons.

Custodian – adding a 25 hour per week Custodian for branch deliveries, meeting room set-up, emptying book drops and routine maintenance. This restores the position eliminated when the South Branch closed and will allow current staff to work on necessary, higher level facility projects.

Administrative Support – increasing the Bookkeeper’s hours from 20 to 30 per week to assist with completing necessary administrative tasks.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: FY2014 Library Proposed Capital Budget

Date: August 29, 2013

I recommend that the Library Board consider the following capital projects in the Library's FY2014 proposed budget:

- The implementation of the recommendations from the Building Reserve Study.
- Design development for renovations of the Main Library and the build out of the proposed library branch at the new Robert Crown Center.
- Establishing reserve funds (savings) for the Main Library renovation and proposed Crown Center branch.

In addition, the existing debt service expenses for the construction of the Main Library will be transferred from the City's Debt Service Fund to the Library's Capital Fund. These FY2014 estimated expenses of \$842,065 will be offset by a reduction of the same amount in the City's tax levy and as a result there will no net change in the property tax levy because of this transfer.

FY2014 Library Proposed Capital Budget		
Implement Building Reserve Study	\$100,000	
Design Development for Main and Crown	\$50,000	
Reserve for Main Library Project	\$200,000	
Reserve for Crown Center Branch	\$200,000	
Existing Debt Service on Main Library	\$842,100	estimate
	\$1,392,100	

Net new property tax revenue of \$450,000 would be required for this plan.

JUSTIFICATIONS

Implement Building Reserve Study – there will be significant facility maintenance projects that result from the building reserve study that is underway. A proposed allowance of \$100,000 would permit work to begin in 2014. Of particular importance will be ensuring the buildings' walls and roofs are well-sealed to prevent water infiltration. Please note that the Main Library roof began leaking this past spring and caulking at joints around the building must be replaced.

Design development for Main Library and the proposed Robert Crown Center Branch – an allowance of \$50,000 is proposed for the planning, initial design, and cost estimates for the Library's proposed branch at the new Robert Crown Community Center and for the important renovation of the 2nd and 3rd floor of the Main Library.

Reserve for Main Library Renovations – propose setting aside \$200,000 to begin a capital fund reserve for the Main Library Renovations. Proposed modifications under consideration include the digital media/MakersSpace, more collaborative spaces for small groups, additional public meeting rooms, a computer training lab and a computer commons. Staff intends to pay for this project with funds from a variety of sources (including grants and a development campaign) on a “pay-as-you-go” basis rather than funding the project through debt. \$100,000 from existing restricted reserves would be used for this project.

Reserve for the proposed Robert Crown Center Branch – propose setting aside \$200,000 to begin a capital fund reserve for proposed Library Branch at the Robert Crown Center. At an estimated construction/furnishings cost of \$200 per square foot, the 5,000 square foot branch budget may be \$1,000,000.



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: FY2014 Library Proposed Revenue Budget

Date: August 29, 2013

This memo will provide background information on the following sources of revenue to support the Library's proposed base budget, recommended staffing additions, City charges for services provided to the Library, and the proposed Library capital budget, including existing debt service:

	Budget FY2013	Proposed FY2014
Property Tax Levy - Operating	\$4,253,214	\$5,485,906
Property Tax Levy - Capital	\$0	\$1,317,906
State Per Capita Grant	\$76,300	\$76,300
Personal Property Replacement Tax	\$50,200	\$50,200
Fines and Fees	\$185,000	\$164,000
Transfer from Endowment Income	\$131,250	\$159,315
Fund for Excellence	\$100,000	\$125,000
Library Grants and Donations	\$145,000	\$116,545
Library Book Sales	\$60,000	\$65,000
Lease Income	\$59,660	\$60,000
Copy Machine and Printing Charges	\$20,000	\$21,200
Material Replacement Charges	\$12,500	\$14,000
Meeting Room Fees	\$10,000	\$10,400
Non-Resident Fee Cards	\$1,690	\$1,040
LIBRARY REVENUE	\$5,104,814	\$7,666,812

The net additional Library property tax levy would be \$1,183,533 or an increase of \$12.06 per \$100,000 of residential home value.

JUSTIFICATIONS

Property Tax – Library Fund and Library Capital Fund

In FY2013, the Library Fund property tax levy was \$4,253,214. The FY2014 proposed property tax levy to support the Library will be determined when the budget is finalized.

Library Fund - Proposed Property Tax Levy		
FY2013 Property Tax Levy	\$4,253,214	
Base Budget Increase from Tax Support	\$315,225	
Staffing Recommendations	\$284,900	
City Administrative Chargeback	\$400,000	A
City Insurance Chargeback	\$125,000	A
2% Levy Loss and Cost Factor	\$107,567	D
Total Proposed Operating Levy	\$5,485,906	
Reduction in City General Fund Property Tax	(\$525,000)	A
Net Proposed Operating Levy	\$4,960,906	
Library Capital Fund - Proposed Property Tax Levy		
Debt Service on Main Library Project	\$842,065	B estimate
Proposed Capital Projects	\$450,000	C
2% Levy Loss and Cost Factor	\$25,841	D
Total Proposed Capital Levy	\$1,317,906	
Reduction in Debt Service Fund Property Tax	(\$842,065)	B
Net Proposed Capital Levy	\$475,841	
Summary		
Total Proposed Library Operating Levy	\$5,485,906	
Total Proposed Library Capital Levy	\$1,317,906	
	\$6,803,812	

A – the cost of Library overhead support provided by the City is being transferred to the Library Fund and the City levy will be reduced by the same amount.

B – the cost of the Main Library Project debt service paid by the City will be transferred to the Library Capital Fund and the City's Debt Service levy will be reduced by the same amount.

C – of the \$550,000 in FY2014 proposed capital projects, \$100,000 will be covered by dedicated reserves.

D – Evanston receives from Cook County approximately \$0.98 for each dollar it levies due to losses and tax appeals.

Illinois State Library Per Capita Grant

An annual grant from the Illinois State Library based on population. The amount of the grant may vary based on availability of State funds. The proposed FY2014 Per Capita Grant is \$76,300, same amount as FY2013.

Personal Property Replacement Tax

Personal Property Replacement Tax payments are received from the State of Illinois to replace lost revenues resulting from the abolishment of the corporate personal property tax. Municipalities must pay a portion of each personal property replacement tax check received to their respective public libraries. The PPRT will be \$50,200 in FY2014.

Library Fines and Fees

Account 4820.52610

The primary source of revenue is from the \$0.25 per item per day charge for overdue materials (increased from \$0.15 in FY2009) and \$1.00 per day for overdue videos. There is additional revenue from the \$1.00 charge for a replacement library card, processing fees for replacing lost materials, and collection agency fees. The FY2014 revenue estimate of \$164,000 is based on the past 12 month revenue history and projection for current fiscal year.

Transfer from Endowment Income

The current Library Board policy limits the annual distribution from the Endowment for the Evanston Public Library to no more than 5% of total assets. The FY2014 proposed transfer of \$159,315 is an increase of \$28,065 over FY2013. This transfer is 5.0% of the average year-end balance over the past three years.

Fund for Excellence Campaign

The FY2014 revenue estimate of \$125,000 is based on the result of the 2013 Fund for Excellence Campaign.

Library Grants and Donations

Ariffe Bequest

Proposed investment of \$30,000 from the George Ariffe bequest for marketing, programming and professional development. This is the first phase of \$100,000 earmarked by the Board from the gift.

Broad Foundation Grant

Proposed investment of \$10,000 from the Broad Foundation for the summer reading partnership with Foundation 65. This is the final allotment to the Foundation 65 intensive summer reading program.

Grants Supporting Children's Outreach

Funder	Program	Amount
Evanston Community Foundation	ABC Boosters	\$11,000
Evanston Community Foundation	Community Works	\$2,000
Foundation 65	Kindergarten LEAP	\$6,000
Foundation 65	Kindergarten Tours	\$2,902
D65 Early Childhood Education	LEAP - Pre-School For All	\$4,643
		\$26,545

An additional \$50,000 of grant funding has been budgeted. We anticipate the proposed Development Manager will be able to secure these funds.

The FY2013 budget of \$145,000 was earmarked to support the Chicago Avenue/Main Street Branch.

Book Sales

The FY2014 revenue estimate of \$65,000 is based on the past 12 month revenue history.

Lease Income – 2022 Central Street, Foundation 65, National Able Network

Account 4825.57545

Rental income from three leases: 1) the storefront at 2022 Central Street (adjacent to North Branch); 2) an office leased by Foundation 65 on the 4th floor of the Main Library; and 3) the computer training room on the 3rd floor of the Library leased by the National Able Network.

2022 Central St.	\$37,200
Foundation 65	\$5,000
National Able Network	\$17,800
	<hr/>
	\$60,000

Copy Machine and Printing Charges

Account 4845.57535

This revenue is derived from the fees charged for copies and computer printing. The Library has five public copiers at the Main Library and one each at North Branch and CAMS. The cost per copy is \$0.10. Internet printing revenue is also deposited in this account. The cost per printing is \$0.20 per page for black and white copies (raised from \$0.10 in FY2010) and \$0.50 for color copies. The FY2014 revenue estimate of \$21,200 is based on the past 12 month revenue history.

Library Material Replacement Charges

Account 4820.57515

The revenue is derived from patrons paying the cost of lost or damaged library materials. The FY2014 revenue estimate of \$14,000 is based on the past 12 month revenue history.

Meeting Room Rental Fees

Account 4845.57540

This revenue is derived from the fees charged to use the two public meetings rooms and equipment. The fees were increased to \$60 for Community Meeting Room and \$30 for small meeting room in November 2009.

The FY2014 revenue estimate of \$10,400 is based on the past 12 month revenue history.

Non-Resident Library Cards

Account 4820.57510

This revenue is from the \$130.00 fee paid by non-Evanston residents to acquire a "local use" Evanston Public Library card. In the past twelve months, 13 non-resident cards were purchased. The FY2014 revenue estimate of \$1,040 is based eight cards being sold in 2013.