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.

<table>
<thead>
<tr>
<th>Library Visitors</th>
<th>Jun-13</th>
<th>Jul-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>49,430</td>
<td>53,579</td>
</tr>
<tr>
<td>North</td>
<td>5,027</td>
<td>6,226</td>
</tr>
<tr>
<td>CAMS</td>
<td>4,569</td>
<td>4,906</td>
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<tr>
<td></td>
<td>59,026</td>
<td>64,711</td>
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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.

- The Director also recommends $50,000 to fund commencement of the phased replacement of computer hardware and software utilized so extensively by EPL patrons.

- 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
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

- 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.