MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, September 3, 2013
6:30 PM
Evanston Public Library, 1703 Orrington Avenue, Board Room

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

Members Absent: Susan Newman

Staff: Karen Danczak Lyons, Paul Gottschalk, Marcy Jenkins

Presiding Member: Benjamin Schapiro, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Schapiro called the meeting to order at 6:34 pm.

CITIZEN COMMENT -- none

CONSENT AGENDA – approval of the Consent Agenda was deferred until the September 18th meeting to provide for editing of the August 21st minutes.

INFORMATION/COMMUNICATIONS – none

BOARD MEETING SCHEDULE – President Schapiro asked about trustee attendance for the remaining four regularly scheduled board meetings in 2013. The group members discussed their availability for the monthly meetings, and considered moving the October 16th meeting to either October 9th or 23rd to potentially increase attendance that month. President Schapiro will confer with Susan Newman regarding her availability for those nights, but the general consensus was that there would be a sufficient number of trustees attending the October 16th meeting, and it should probably stay as scheduled.

LIBRARY DIRECTOR’S REPORT – a full report was deferred to keep meeting focus on the Budget discussion.

STAFF REPORTS -- none

BOARD REPORTS
Finance Committee (Leora Siegel) – introduced the evening’s agenda and turned the meeting over to Karen Danczak Lyons.
1. Recommendation for Disposition of part of the Ariffe Bequest:

Director Danczak Lyons asked the Board to approve professional development spending up to $22,000 from George Arrife’s gift to have seven library employees participate in “The Promise of Libraries Transforming Communities,” a year-long “Public Innovation” training program customized for libraries. The program begins with a three-day “Public Innovator’s Lab” in Washington, DC, followed up by six group webinars and monthly calls with coaches certified by the program. Employees designated to attend are all working in community outreach areas: Connie Heneghan, Jill Skwerski, Rick Kinnebrew, Daylily Alvarez, Lesley Williams, Jan Bojda, and Renee Neumeier.

Following a discussion concerning the goals for the program, the program leadership, and the advantages of having a full team attend the off-site, Leora Siegel moved to approve the expenditure, Michael Tannen seconded the motion, and the Board approved the motion in a roll call vote with seven trustees voting “Yes,” and one trustee (Diane Allen) abstaining from voting.

A condition of participation will be to offer the Board quarterly (or more frequent) updates on program applications and impact.

2. Discussion of the FY2014 Proposed Operating and Capital Budgets

Four memos detailing assumptions for the Base Budget, recommended staffing adjustments, the capital budget, and the proposed revenue budget were distributed to the Board in their packet for their review prior to the meeting.

Director Danczak Lyons reviewed information included in the four memos, and distributed a list of FAQs and responses concerning the proposed budgets. (The FAQ sheet is attached to these minutes.)

The Board, Library Director and Administrative Services Manager discussed the assumptions and implications of 2014 projections extensively until all the trustees’ questions were answered. Among the areas discussed were (i) the general belief that service needed to be continued and extended to the West Side; (ii) keeping the branch libraries open one evening a week will permit programming and be convenient for commuters; (iii) establishing a capital improvement fund is prudent; and (iv) even if the proposed budget is adopted, EPL’s budget still lags far behind peer libraries. Several trustees commented that the proposed budget comports with the Strategic Plan. Trustees Tannen and Siegel observed that the budget process had been transparent, due in part, to the Board’s conscious choice to have three Board members sit on the Finance Committee so as to require notice to citizens to attend all such meetings.

Highlights:

Current assumptions for the net additional Library property tax levy are that an additional $1,183,533 would be needed to cover the base budget expenses plus the net impact of $284,900 incremental staffing operating expenses, and $450,000 in
capital expenses for the first year of a multi-year capital spending program (to implement recommendations from the 2013 Building Reserve Study, design plans for Main Library renovations and if the City consummates the deal and procures funding for the build out of a proposed library branch at the new Robert Crown Center, and establish of a reserve fund for the planned renovations and build out in 2015).

The 2014 tax levy increase is estimated to be $12.06 per $100,000 of residential home value.

Leora Siegel asked that the Library Director confirm the expected City charges included in the operating budget, and Diane Allen recommended that the debt service expense on the Main Library be taken out of the capital budget until the charges are actually confirmed.

The Director and Administrative Services Manager will make these and other adjustments and present a revised 2014 budget for the Board's consideration at the September 18th meeting.

UNFINISHED BUSINESS -- none

NEW BUSINESS -- none

ADJOURNMENT Tori Foreman moved to adjourn the meeting, Diane Allen seconded the motion, and the motion passed on a voice vote. Adjourned at 8:21 pm.

Respectfully Submitted,

Michael M. Tannen, Secretary
FAQ Evanston Public Library Proposed 2014 Budget

- What is being moved to the Evanston Public Library’s (EPL) budget from the City of Evanston and why?
  
  Costs which represent the City’s support of our personnel, payroll, purchasing and financial systems as well as insurance and debt costs are being transferred to more fully reflect the cost of library services in the Library’s budget. Both the associated costs and tax revenues are being transferred from the City’s operating budget and insurance and debt service funds to the Library. There will be no net tax increase due to these transfers.

- Before going to the property tax payer for additional funding, what other revenue sources have been considered?
  
  The Library has reviewed our fines and fee structure and sought grant and non-property tax revenue sources. The one new full time position proposed is for a Development Director who will seek additional grants, develop a planned giving campaign and build upon the successful annual Fund for Excellence campaign.

- The Library has a new separate line on the Fall 2013 property tax bill. How was the Library’s budget funded before?
  
  Property taxes have always been the primary source of library funding. Before being separated, the Library’s portion of the property tax was combined with the City of Evanston’s tax levy.

- How much more would the average homeowner pay if the Library’s operating budget is adopted as proposed?
  
  The owner of a home valued at $300,000 would pay an additional $21.88 if the budget is adopted as proposed – the equivalent of the purchase price for two hardcover books.

- What is a capital budget and why does the Library need one?
  
  A capital budget reflects the expenses associated with maintaining and improving the Library facilities. The taxpayers have already invested in the construction of our libraries; we wish to maintain these investments in proper working order. By setting up a capital budget, the Library hopes to limit the issuance of bonds to finance future capital needs.

- The branch library hours are confusing. What is being done to make the hours more convenient?
  
  The proposed budget standardizes hours to the same schedule at both the Chicago Avenue Main Street (CAMS) and North branches: Monday 10:00 am – 8:00 p.m., Tuesday, Wednesday, Friday and Saturday 10:00 am – 6:00 pm and closed Sunday and Thursday.

- How much would it cost to keep CAMS and North Branch open from 6 to 8 pm one day per week?
  
  The annual cost of keeping both branches open two hours per week is $13,300.

- What is being done in 2014 to serve the underserved areas of the City?
  
  In addition to the extensive community outreach programs currently provided by staff, Library programs that serve residents on the west side (potentially at park facilities) and at the Ridgeville Park District are included in the proposed budget. Expansion of services to immigrant and Latino population are also included through the addition of hours for part-time library staff.
• Can I expect any new services or special new additions to the collection because of the new Library levy?
  
  The 2014 budget includes a 5% increase in expenditures for books, e-books, movies and audio-books. The continuation of popular and successful programs and services and the addition of exciting new ones will occur under the proposed budget.

• Will there be noticeable improvements or changes? If so, what will they be?
  
  The proposed budget will help achieve the Library’s strategic plan goals of equal access throughout the entire community, enhancing opportunities for children to succeed in learning, and improved access to information and services.

• How will new the proposed new staffing impact services?
  
  Providing services to young adults and Latinos will continue to improve with the addition of part-time Library Assistants. The safety and comfort of our patrons and staff is a high priority and will be improved with additional part-time Security and Maintenance staff.

• How does the per person expenditure for EPL compare to our neighbors?
  
  Per person, the Library’s adopted expenditures would be 55% below the average of our peer libraries.

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<th>Public Library</th>
<th>Expenditures</th>
<th>Expenditures per person</th>
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<td>Skokie</td>
<td>$13,390,291</td>
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<td>Arlington Heights</td>
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<td>Oak Park</td>
<td>$7,944,750</td>
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<td>Evanston</td>
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NOTE: This expenditure does not reflect the transfer of $748,178 from the City of Evanston’s budget to the Library. As both the expenditure and revenue to support the debt service is being transferred, there is NO impact upon the property tax bill.

• How does the per person tax levy for EPL compare to our neighbors?
  
  Per person, the Library’s approved tax levy would be 40% of the average of our peer libraries.

<table>
<thead>
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<th>Tax Levy per person</th>
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• How does the Library’s separation on the property tax bill support improved Library service?
  
  The City of Evanston will continue to levy the property tax on behalf of the Library. By displaying the funding for the Library separately, we have increased the transparency of the
level of support for the Library and the citizens of Evanston can assess their support in relation to that of other City services. Both the level of revenues and expenditures allocated to meet the information, literacy and programming needs of our community are now captured separately.