



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Executive Director  
Subject: Proposed FY2021 Baseline Budget  
Date: September 2, 2020

For the consideration of the Library Board, I have provided a baseline budget with a flat the property tax levy which includes:

- Full year operating costs the Main and Robert Crown library locations.
- Negotiated general wage increase for employees covered by the AFSCME contract
- Reduced non-personnel expenses
- Funds engagement and equity priorities.

<b>EPL Operating Budget</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>%</b>
Personnel	5,254,036	5,807,311	5,928,346	73.05%
Non Personnel	2,576,769	2,662,430	2,186,726	26.95%
<b>TOTAL</b>	<b>7,830,805</b>	<b>8,469,741</b>	<b>8,115,072</b>	



# Memorandum

To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Executive Director  
Subject: Proposed FY2021 Adjustment Budget  
Date: September 2, 2020

Service options were suggested by Trustees and I have begun to research the details of piloting these approaches. I am requesting that the Library Board confirm interest in the development of these service options which would be added as adjustments to the Library's FY 2021 proposed base budget:

- Purchasing, equipping and operating support for a modern Book and Technology Mobile: TBD\*
- Pilot program: Transportation of library patrons and materials delivery: TBD
- Pilot: Virtual Community Rooms: TBD
- Continuation of Social Worker contract: \$70,000\*

Total \$ TBD

\* denotes potential for grant or donor funding

*Justifications for these proposed adjustments follow:*

## **Book and Technology Mobile: TBD\***

Modern mobile libraries are much more than book mobiles; functions include direct delivery and engagement with residents throughout the community and access to materials including books, connections to the Internet, and technology to support digital learning and skills building.

Mobile libraries are custom built and vary in size. Options should include a lift to provide ADA accessibility and ease of loading/unloading equipment and books.

New staffing added to operate the mobile library would include a driver (probably with a valid CDL driver's license), library associate and clerk. Additional existing staff could rotate onto the mobile library based upon the programs and services scheduled throughout Evanston. A regular schedule of locations and services would facilitate the engagement of local residents as they can depend upon the mobile services in their area. Locations would be influenced by the size of the mobile library, available adequate parking and ease of access to electricity.

**Pilot Program: Transportation of library patrons and materials: TBD**

The City of Evanston provides income eligible senior citizens with transportation coupons. In consultation with the City's Transportation and Mobility Coordinator, I am exploring options for the transportation of residents, including families to and from our libraries. To be launched as a pilot program and an introduction to the services in both our Main Library and Robert Crown branch, the effectiveness of transporting our residents to our libraries would be evaluated after the pilot program concludes and the results would be shared with the Board and residents.

In addition to transporting residents, options for transporting books and materials are being developed including flat rate fees to transport materials by vendors and the use of volunteers to expand delivery services beyond the popular *Books on Wheels* (BOW) program. The Books on Wheels programs brings library materials to residents that have temporary or permanent health and mobility issues that prevent their ability to visit the library. BOW has been temporarily suspended during the pandemic.

**Pilot: Virtual Community Meeting Rooms: TBD**

One of the most popular EPL services provided to residents and partners has been access to study and community meeting rooms. As social distancing requirements continue to prevent gatherings and programs within our walls, a number of programs and services are being provided virtually. One new approach to service could be the creation of a virtual community meeting room. An investment in product licensing, hardware and software would be required to pilot this new service. Staff support to manage registrations and train meeting conveners on safety and best practices would also be required.

**Continuation of Social Worker contract: \$70,000\***

The Good Neighbor Fund as provided by Northwestern University and administered jointly by Mayor Hagerty and President Schapiro has generously funded our Social Worker program in the past. The fund has been revised for 2021 and grant applications are not available until later this year.

The services provided by our Social Worker have been invaluable to patrons and staff. During the pandemic, ease of access to mental health services has become an increasingly critical need. As we develop our 2021 budget, I seek confirmation from the Board that this contract should be renewed even if funding is not provided through the Northwestern Good Neighbor Racial Equity Fund.

During our 2021 budget deliberations, updates can be provided for your consideration for any and all of these proposed adjustments.



To: Evanston Public Library Board of Trustees  
From: Karen Danczak Lyons, Executive Director  
Subject: Proposed FY2021 Capital Budget  
Date: September 01, 2020

I recommend that the Library Board consider the Capital Improvement Plan projects described in this memo as part of the proposed FY2021 budget. Following is a summary of the projects and a justification for each project. These projects would be funded through the Library Debt Service Fund.

### **2021 Proposed Capital Projects - Summary**

<b>2021 Capital Improvement Plan</b>	<b>Request</b>
<b>Main Division 07</b> – Building Roofing / Gutter Heat Trace, metal roof maintenance	\$40,000
<b>Main Division 08</b> – Building Windows-Doors / Replace employee entrance doors	\$20,000
<b>Main Division 21</b> – Building Fire Protection / Major fire protection system maintenance.	\$172,000
<b>Main Division 23</b> – Building HVAC / Pumps and vav box replacement	\$148,872
<b>Main Division 26</b> - Building Electricals / Repair xfmr pad, upgrade to smart meter	\$67,500
<b>Main Library Total</b>	<b>\$448,372</b>

## **2021 Proposed Capital Projects - Detail**

### **Main Division 07 – Building Roofing**

Gutter heat trace replacement, metal roof major maintenance

### **Main Division 08 – Building Windows / Doors**

Replace employee entrance doors and windows

### **Main Division 21 – Building Fire Protection**

Major fire protection system maintenance and upgrades

### **Main Division 22 – Plumbing**

Replace all china fixtures due to wear.

### **Main Division 23 – Building HVAC upgrades**

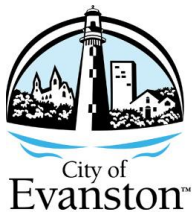
Replace circulators and begin vav/fpb box replacement (phased box replacement, year 1). Replace aging garage exhaust fans. Perform phase 1 of 5 to replace all HVAC fan powered box/vav terminals throughout the building.

### **Main Division 26 – Building Electricals**

Repair sinking xfmr pad, upgrade system to Smart Meter platform.

### **Main Division 32 - Building site features**

Execute landscape architectural plan (developed in 2020)



## 2021 PROPOSED BUDGET - OTHER FUNDS

### #185 – Library

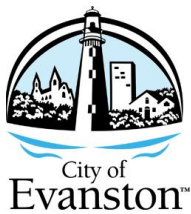
#### Fund Description

The Library fund covers the costs of Library Staff, collections of books, music, DVDs, and related information, digital holdings, computer and technology resources and networks for free public use. This fund also pays for an array of library programming that serves the community inside our four facilities and throughout the community through our network of partnerships. Stewardship of the library and our public trust also includes regular daily maintenance and upkeep for facilities that are available day and night throughout the year (except for major holidays.). The Library is more than a building of books; it is a place to meet, connect, learn and explore.

The Library Fund budget is passed annually by the Library Board of Trustees.

#### Fund Summary

	FY 2019 Actual Amount	FY 2020 Adopted Budget	FY 2020 Estimated Amount	FY 2021 Proposed Budget
<b>Operating Revenue</b>				
Property Taxes	6,739,362	7,252,000	7,252,000	7,252,000
Other Revenue	405,427	590,000	602,000	400,000
Charges for Services	445	-	-	-
Fines and Forfeitures	84,204	60,000	17,600	-
Interfund Transfers	195,000	275,948	269,266	209,000
Intergovernmental Revenue	300,330	108,000	258,000	238,000
Interest Income	108,898	15,000	50,000	15,000
Library Revenue	122,317	207,000	123,620	227,224
<b>Total Revenue</b>	<b>\$ 7,955,983</b>	<b>\$ 8,507,948</b>	<b>\$ 8,572,486</b>	<b>\$ 8,341,224</b>
<b>Operating Expenses</b>				
Salary and Benefits	5,038,913	5,831,013	5,860,815	5,878,126
Services and Supplies	1,908,941	2,274,890	2,020,619	1,917,000
Miscellaneous	1,500	-	-	-
Capital Outlay	2,353	12,500	6,500	8,500
Interfund Transfers	437,787	354,375	354,375	361,226
<b>Total Expenses</b>	<b>\$ 7,389,495</b>	<b>\$ 8,472,778</b>	<b>\$ 8,242,309</b>	<b>\$ 8,164,852</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 566,488</b>	<b>\$ 35,170</b>	<b>\$ 330,177</b>	<b>\$ 176,372</b>
<b>Beginning Fund Balance</b>			<b>\$ 2,069,643</b>	<b>\$ 2,399,820</b>
<b>Ending Fund Balance</b>	<b>\$ 2,069,643</b>		<b>\$ 2,399,820</b>	<b>\$ 2,576,192</b>



## 2021 PROPOSED BUDGET - OTHER FUNDS

### #186 – Library Debt Service

#### Fund Description

The Library Debt Fund was created to repay the outstanding debt obligation associated with the financing of the Evanston Public Library Main Branch. This fund accounts for the debt service costs associated with Library debt issuance to fund capital projects at the Main library and the branch locations. Revenues for this fund come from the Library’s tax levy, and expenses are paid to the City as a part of the annual payment of all outstanding bonds.

#### Fund Summary

	FY 2019 Actual Amount	FY 2020 Adopted Budget	FY 2020 Estimated Amount	FY 2021 Proposed Budget
<b>Operating Revenue</b>				
Property Taxes	350,000	480,144	480,144	482,243
Other Revenue	-	-	-	-
Interest Income	-	-	-	-
<b>Total Revenue</b>	<b>\$ 350,000</b>	<b>\$ 480,144</b>	<b>\$ 480,144</b>	<b>\$ 482,243</b>
<b>Operating Expenses</b>				
Services and Supplies	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	353,438	480,144	280,144	482,243
Interfund Transfers	-	-	-	-
<b>Total Expenses</b>	<b>\$ 353,438</b>	<b>\$ 480,144</b>	<b>\$ 280,144</b>	<b>\$ 482,243</b>
<b>Net Surplus (Deficit)</b>	<b>\$ (3,438)</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>
<b>Beginning Fund Balance</b>			<b>\$ 1,144</b>	<b>\$ 201,144</b>
<b>Ending Fund Balance</b>	<b>\$ 1,144</b>		<b>\$ 201,144</b>	<b>\$ 201,144</b>



## 2021 PROPOSED BUDGET - OTHER FUNDS

### #187 – Library Capital Fund

#### Fund Description

This fund accounts for all of the library’s capital outlay expenditures not financed by annual operations or maintenance. Projects funded from Fund 187 are included in the City’s Capital Improvement Plan. They are developed as part of a multi-year long-term program to construct, rehabilitate or otherwise improve the library’s assets.

#### Fund Summary

	FY 2019 Actual Amount	FY 2020 Adopted Budget	FY 2020 Estimated Amount	FY 2021 Proposed Budget
<b>Operating Revenue</b>				
Property Taxes	-	-	-	-
Other Revenue	2,221,274	543,000	-	449,000
Interest Income	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,221,274</b>	<b>\$ 543,000</b>	<b>\$ -</b>	<b>\$ 449,000</b>
<b>Operating Expenses</b>				
Services and Supplies	22,462	-	-	-
Capital Outlay	538,877	543,000	543,000	449,000
Debt Service	-	-	-	-
Interfund Transfers	1,250,000	-	-	-
<b>Total Expenses</b>	<b>\$ 1,788,877</b>	<b>\$ 543,000</b>	<b>\$ 543,000</b>	<b>\$ 449,000</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 432,397</b>	<b>\$ -</b>	<b>\$ (543,000)</b>	<b>\$ -</b>
<b>Beginning Fund Balance</b>			<b>\$ 1,378,484</b>	<b>\$ 835,484</b>
<b>Ending Fund Balance</b>	<b>\$ 1,378,484</b>		<b>\$ 835,484</b>	<b>\$ 835,484</b>



# EVANSTON PUBLIC LIBRARY

## 2021 Budget Request



**Karen Danczak Lyons**  
**Executive Director**

September 2, 2020

# AGENDA

- **2021 Baseline Budget Request**
- **2021 Adjusted Budget Request**
- **2021 Capital Budget Request**
- **Budget Process Next Steps**

# 2021 Funds Overview

Funds	2017	2018	2019	2020	2021	Change
Operating (Pers)	4,961,269	5,115,260	5,254,036	5,807,311	5,928,346	2.08%
Operating (NonP)	2,239,076	2,341,037	2,576,769	2,662,430	2,211,726	-16.93%
Debt Service	345,955	345,790	353,437	480,144	482,243	0.44%
Capital	3,774,500	2,095,000	1,835,000	543,000	449,000	-17.31%
TOTAL	11,320,800	9,897,087	10,019,242	9,492,885	9,073,336	-4.42%

# 2019 OUTPUT MEASURES

- 1,000,191 in person and online visits (approx. \$7.39 per visit)
- 6312 new library cards issued in 2019
- 1000+ Teens reached through the mobile vehicle
- 1000+ Early literacy programs for infants through preschool age children
- 3564 Summer Reading Program participants at our 3 libraries, 14 sites across the community, and 20 Evanston camp partners
- 10,000+ Free books supplied to the community at Free Book Distribution sites throughout Evanston
- 1,191,600 physical and electronic materials circulated (2019)
- 285,000 Wi-Fi sessions (2019)
- Partnered with more than 150 organizations to meet the diverse expectations and needs of Evanston residents
- **Currently 39,401 registered borrowers with active cards**

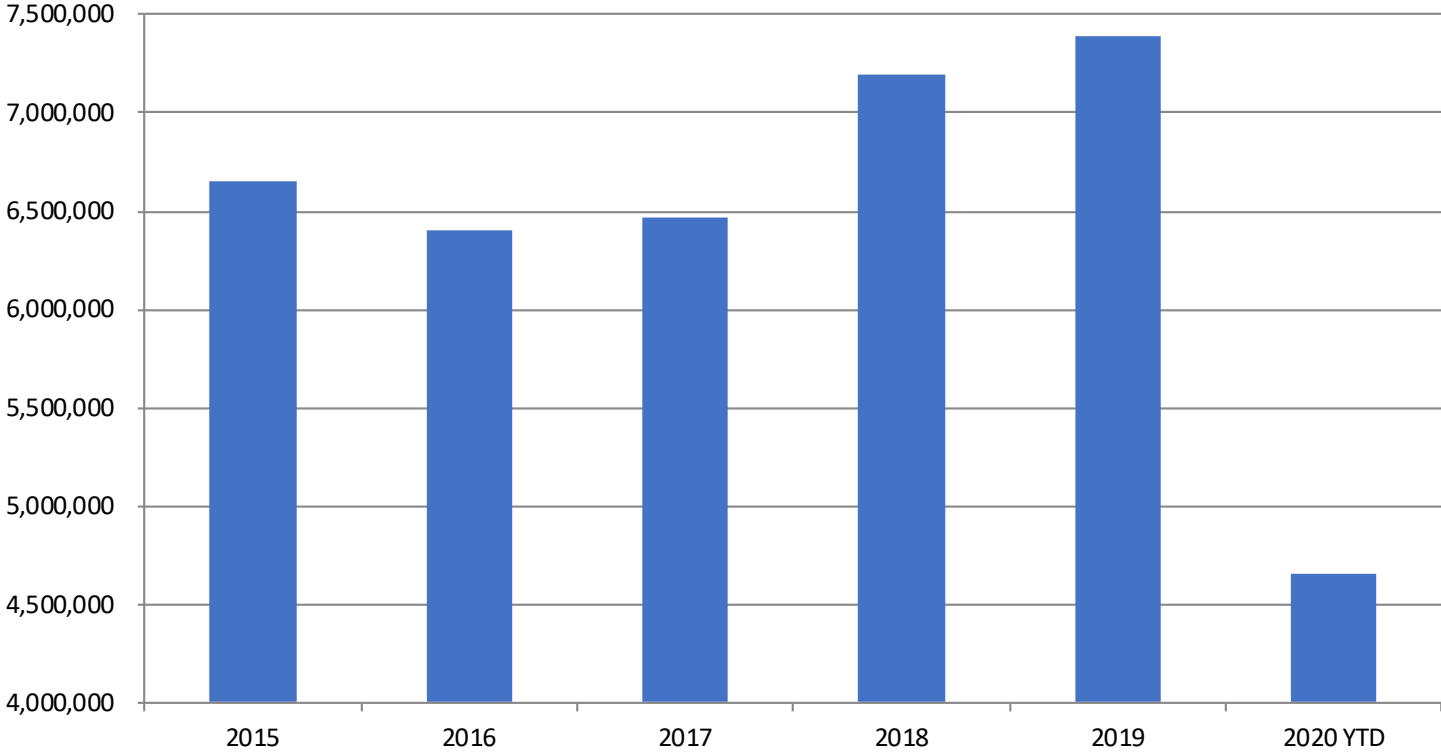
# EPL SERVICES

- EPL is more than a building of books - it is a place to meet, connect, learn and explore.
- 2020 highlights include the opening of Robert Crown, instituting Fine Free policy, establishing Evanston Care Network and the Collection Advisory Committee.



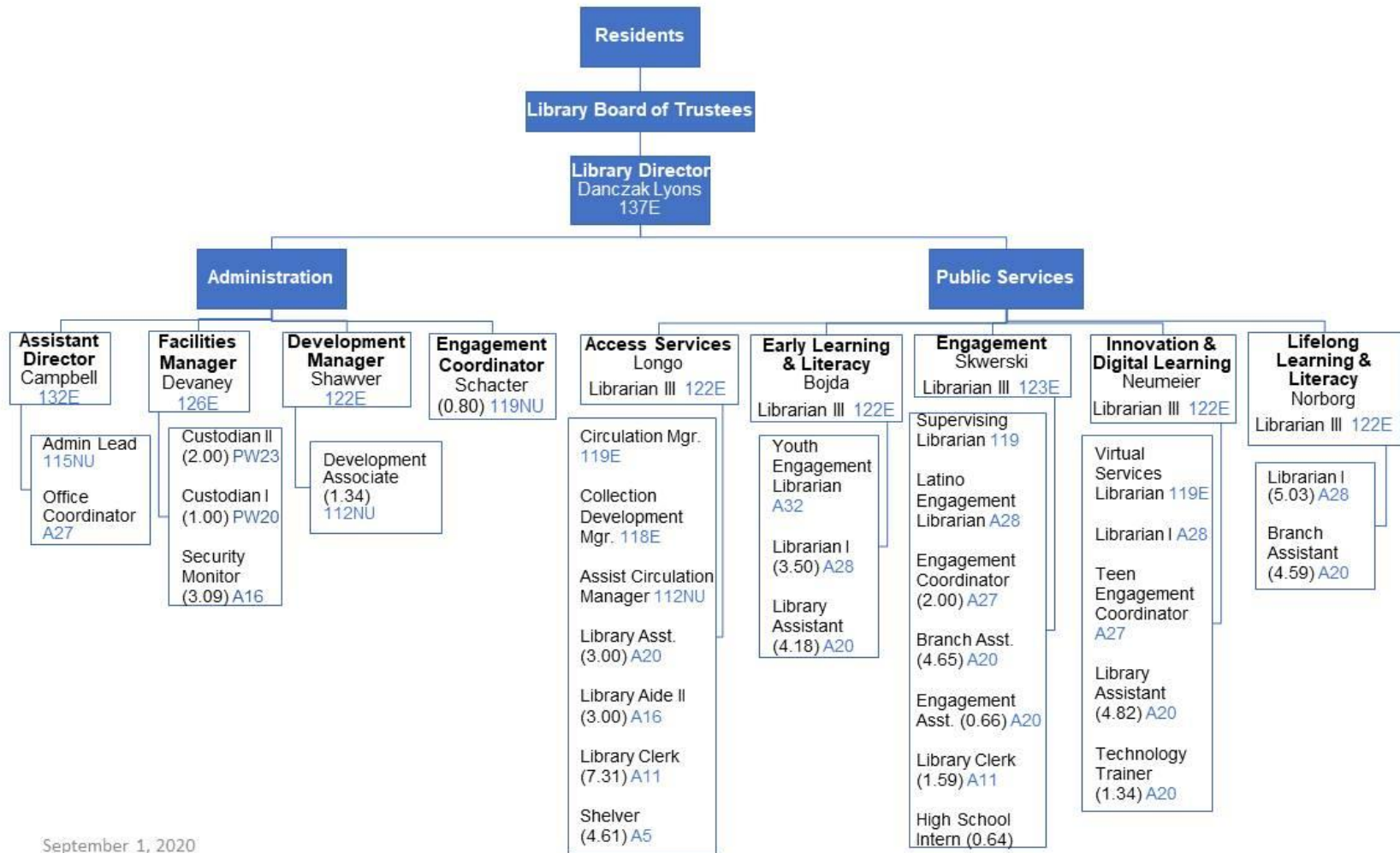
# BUDGET TRENDS - EXPENSES

## Annual Operating Budget Expenditures





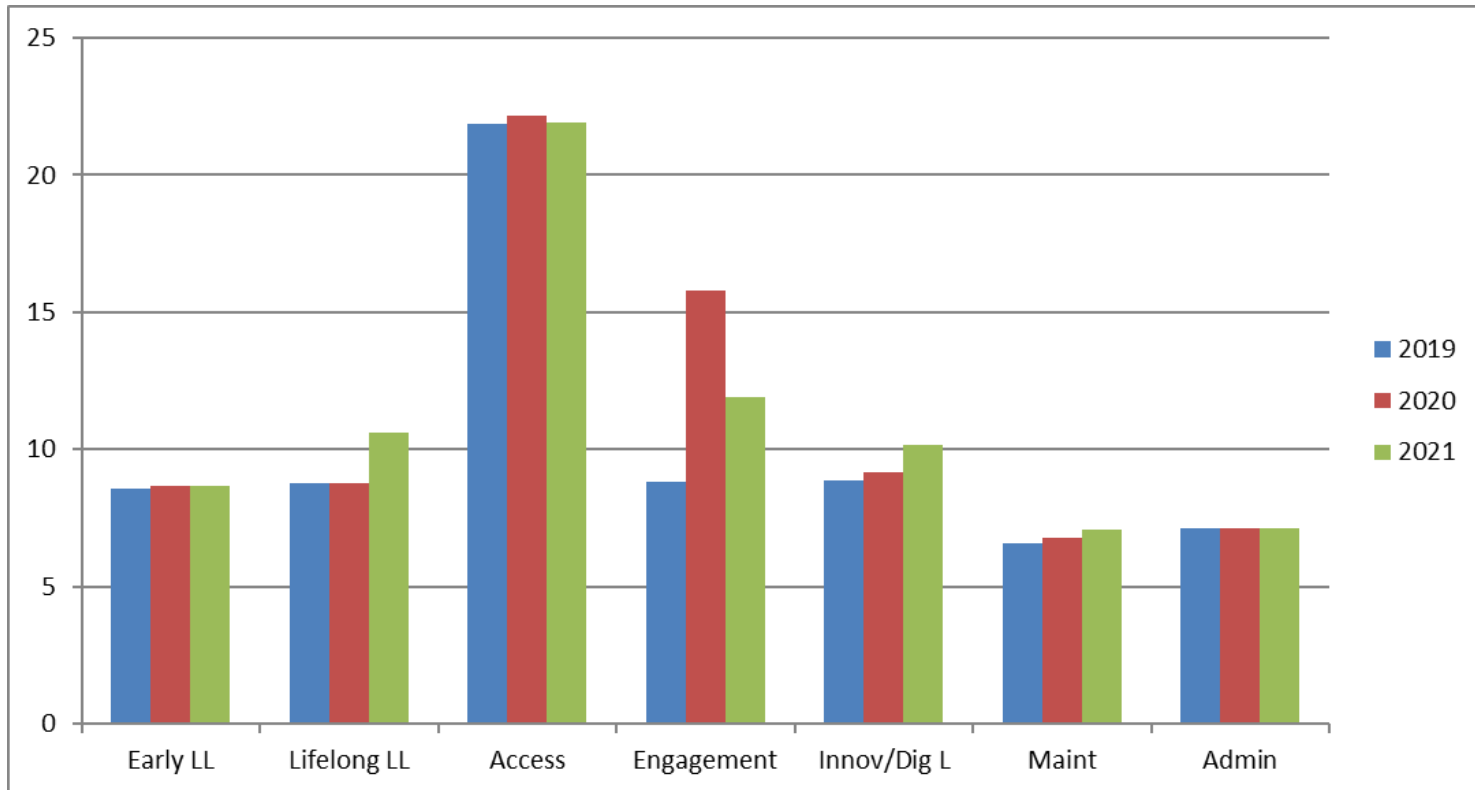
# ORGANIZATION CHART



September 1, 2020

# STAFFING TRENDS

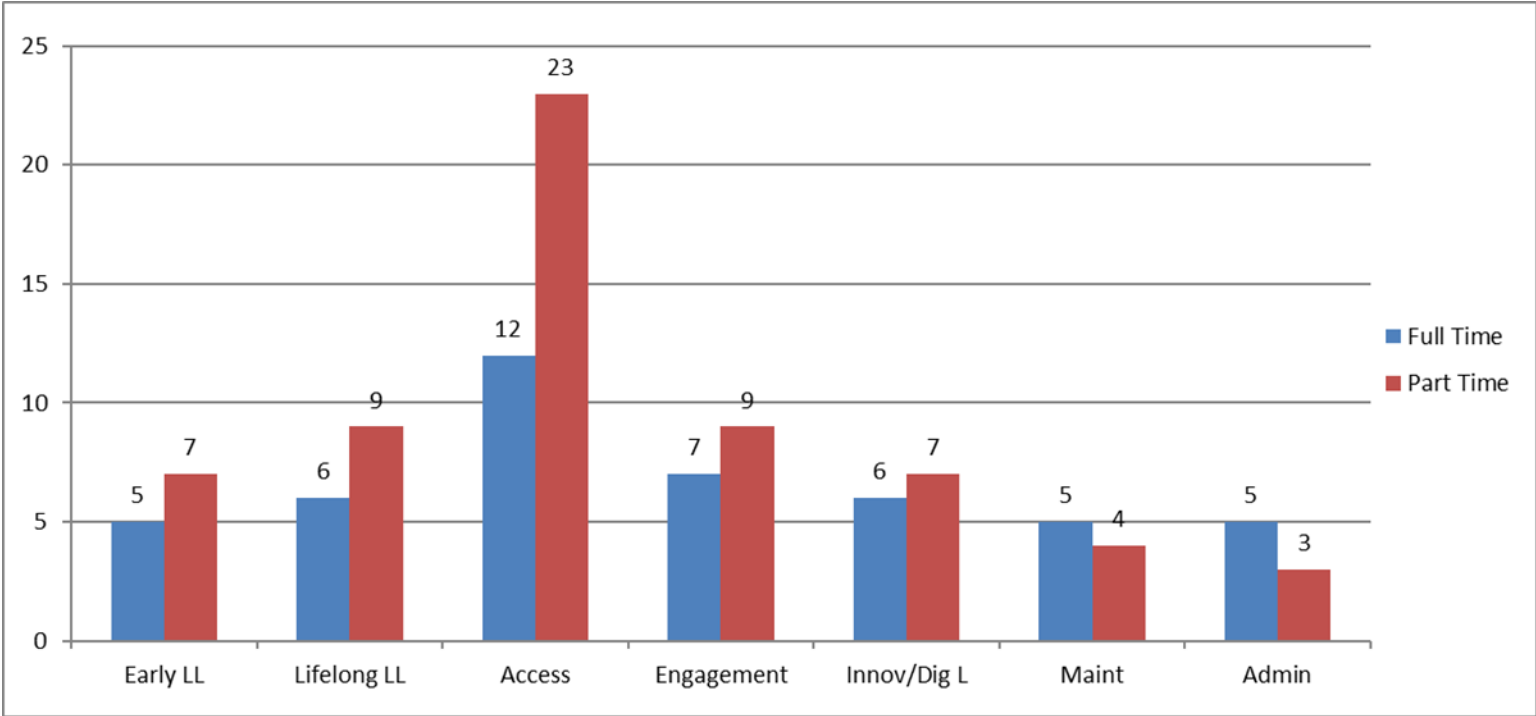
## Full Time Equivalents by Business Unit





# STAFFING TRENDS

## Staffing by Business Unit



FY2020: 78.5 FTE

FY2021: 77.51 FTE

# PROPOSED ADJUSTMENT BUDGET

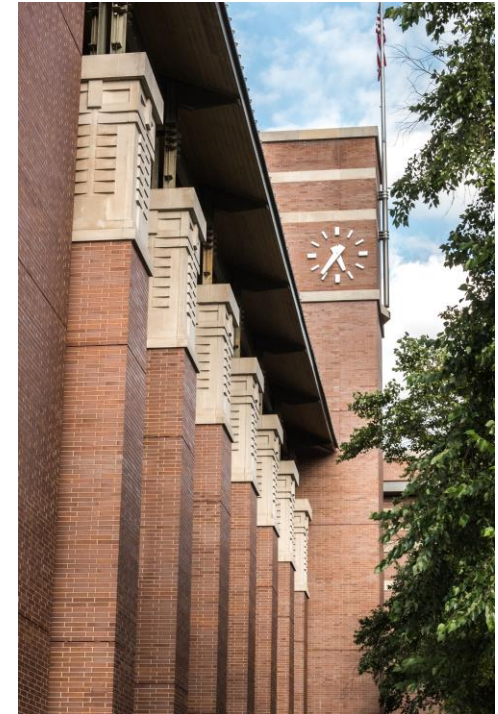
Service Options for consideration:

- Book and Technology Mobile
- Pilot: Transportation of Library Patrons and Materials
- Pilot: Virtual Community Meeting Rooms
- Continuation of Social Worker Contract thru AMITA

# CAPITAL BUDGET REQUEST

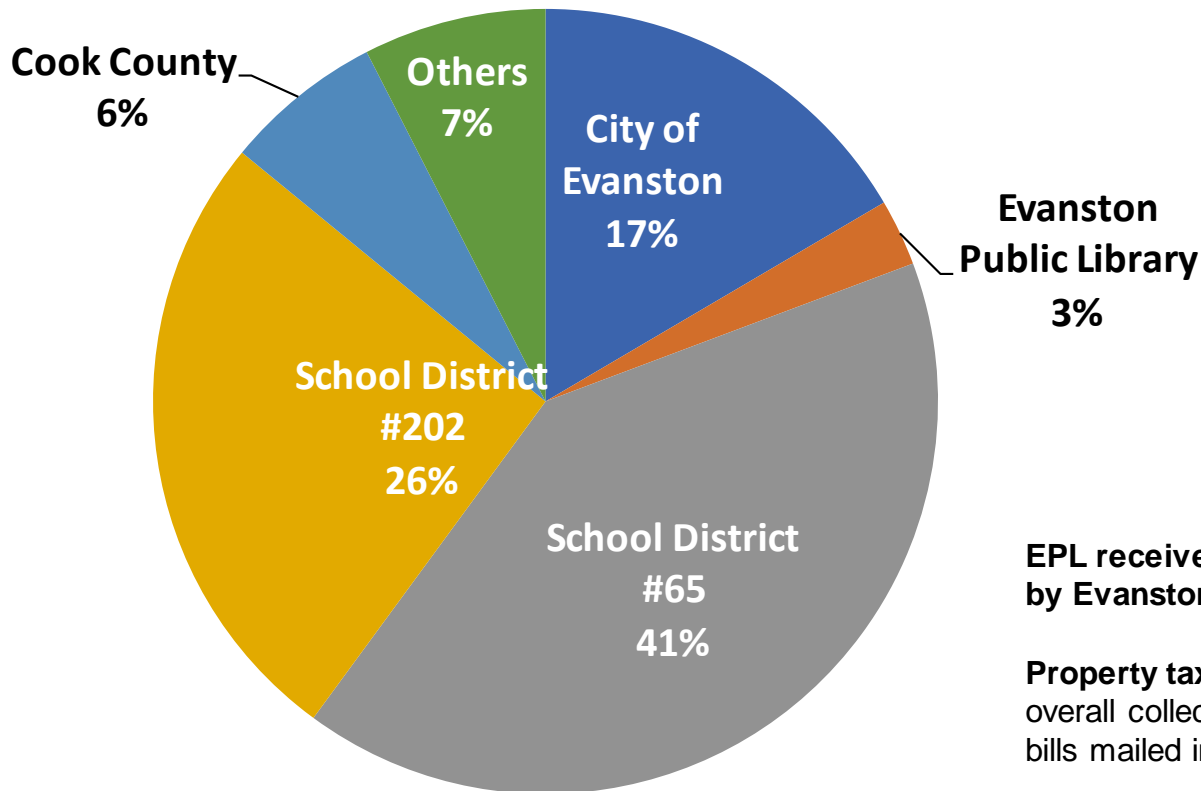
CIP 2020	Budget	Projection
Restroom/Nursing room Remodel	193,000	192,716
Area of Rescue Asst/Fire alarm	147,000	147,000
Exterior Painting	70,000	50,000
Modify Elevator Controls	52,000	52,000
Interior Painting	50,000	30,000
Landscaping/Architectural plan	31,000	31,000
<b>TOTAL</b>	<b>543,000</b>	<b>502,716</b>

CIP 2021	Budget
Fire Protection Maintenance	172,000
HVAC	148,872
Electrical	67,500
Roof Maintenance	40,000
Entry Door Replacement	20,000
<b>TOTAL</b>	<b>448,372</b>



# PROPERTY TAX

## 2019 Total Property Tax Bill



**EPL receives 3% of total tax paid by Evanston property owners.**

**Property tax** is on track with 53% overall collected. Second installment bills mailed in July, due in August.

# PROPERTY TAX

## 2020 Property Tax Bill estimation

Market Value of Property	Assessed Value of Property	Equalized Value of Property	2018 EPL Tax	2019 EPL Tax	2020 Estimate
100,000	10,000	29,100	74	80	80
200,000	20,000	58,200	148	160	160
400,000	40,000	116,400	296	320	320
600,000	60,000	177,660	451	488	488
800,000	80,000	232,800	591	640	640
1,000,000	100,000	291,000	739	800	800
5,000,000	500,000	1,455,000	3,696	3,999	3,999

# STATE OF ILLINOIS BUDGET IMPACT

- Annual Per Capita Grant from State had averaged \$90K until 2015 when grant was cut to \$57K
- 2017 grant was not received in 2017
- Received \$57K grant for 2017 in 2018
- Received \$97K grant for 2018 in 2018
- Received \$93K grant for 2019 in 2019
- Received \$93K grant for 2020
- Uncertainty in future state budgets due to debt, COVID19 impact; minimum wage increase long term

# 2020 EPL BUDGET NEXT STEPS

- **Sept 10, 16, 21 and 24** – COE Community Budget Conversations
- **September 16** – Library Trustee Meeting with budget approval
- **October 9** – City of Evanston Proposed Budget released
- **October 16** – Library Truth in Taxation Hearing on 2020 Budget and Tax Levy
- **November 9** – City Council meeting, introduction of budget resolution and tax levy ordinances
- **November 18** – Library Trustee Meeting Adoption of tax levy
- **November 23** – City Council Adoption of budget and tax levies