



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, January 14, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Leora Siegel, Sandra Smith, Michael Tannen

Members Absent: Tori Foreman

Staff: Karen Danczak Lyons, Wynn Shawver, Paul Gottschalk

Presiding Member: Michael Tannen, President

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

CITIZEN COMMENT - none

CONSENT AGENDA – Approval of the Meeting Minutes of the December 17, 2014 regular meeting.

Benjamin Schapiro moved, and Diane Allen seconded, a motion to approve the consent agenda consisting of the minutes of the December 17th regular meeting -- the motion passed unanimously in a voice vote.

LIBRARY DIRECTOR'S REPORT -- Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

Circulation topped one million items in 2014, including a 15% increase in on-line books and audio-visual items.

Tax preparation, in both Spanish and English, is being provided by the Center for Economic Progress at no cost to patrons.

ACA (Affordable Care Act) Navigators have been successful helping people enroll for health insurance coverage at the Library.

The Library is partnering with Northwestern University's Middle East and North African Studies program on the first in a series of programs about the Middle East.

The Robert Crown Center renovation is a high priority project for the City Government and will be discussed at the third City Council meeting in March.

The City's Recreation Division will assume operation of the BooCoo space at Church Street and Dodge Avenue. The Library is very interested in providing programming at that location, especially for teens.

STAFF REPORTS – Paul Gottschalk reported that the Library Endowment returned 9.5% over the past 12 months and this compares favorably with a weighted benchmark return of 5.8%. Endowment transfers to the Library Fund included \$40,000 from the Ariffe bequest to support Board-approved expenditures.

Wynn Shawver reported that individual giving exceeded \$157,000 in 2014, an increase from 2013. Work continues on implementing the new development database. Review of over 30 applications that have been received for the part-time Development Associate position is underway. Wynn has been meeting with donors and potential supporters.

BOARD REPORTS

Facilities Committee – Benjamin Schapiro described the proposed installation of three sets of replacement elevator door operators from Schindler Corporation.

Motion by Benjamin Schapiro, second by Shawn Iles – approve the proposal from Schindler Elevator Corporation for the replacement of three sets of elevator door operators at a cost of \$47,135.00. Passed unanimously on a roll call vote.

Executive Committee – Michael Tannen described the upcoming performance review process for the Library Director. The assessment instrument will be distributed to Trustees for review and modest modifications.

BOARD DEVELOPMENT

Karen Danczak Lyons described training videos for library trustees that will soon be available from RAILS (the Reaching Across Illinois Library System).

There is concern among library leaders about the effects of the Illinois budget crisis on public libraries in Illinois. This will be monitored closely.

NEW BUSINESS - none

ADJOURNMENT Benjamin Schapiro moved, second by Sandra Smith – adjournment of the meeting. The motion passed on a voice vote. Adjourned at 6:52 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

**Library Director’s Report
January 14, 2015**

Updates:

- Illinois State Library Advisory Committee budget discussion: The Secretary of State’s Office is currently preparing their FY16 proposed budget and awaits additional instructions from the new administration. Currently, they are preparing a zero growth budget. As a result of the expiration of the income tax increase, the State’s FY15 budget has a funding gap. It is anticipated that bill payments will be delayed and lag into the next fiscal year which begins July 1st. As additional information is received, budget adjustments will be made. The Evanston Public Library spends our annual State grant funds on library collections.

- Some feedback from Connie regarding our special day of service at CAMS on January 8th as a response to the cold weather:

“We had one man come in who lived nearby, and he had heard that we were open and was very glad that we were. He came in the morning to read the paper and returned later in the day to use the computers. Others had either heard or had just stopped in forgetting that we are normally closed on Thursdays. I remember a woman who looked particularly cold. She came in to return materials but decided to stay for about fifteen minutes to warm up before going home.

Another woman who uses us frequently was meeting someone nearby and stopped in to use the internet having forgotten that we are usually closed. My thanks to Connie and Ranae who volunteered to staff CAMS last Thursday.

- For the second year in a row, our circulation of all materials exceeded 1 million items. In 2014 we circulated 1,012,117 items of all types. Our circulation of online materials rose by over 15% to 62,885 items circulated (e-books, electronic audio books and video streaming) through My Media Mall.

Please recall that the polar vortex closed all three libraries for one day in 2014, all libraries were closed on July 3rd, and our North branch was closed for a total of 20 days for all phases of the toilet room construction project. Having our circulation exceed 1 million items demonstrates that our patrons are enjoying the variety of materials that we provide.

- In 2014 the Evanston Public Library provided 89, 729 free computer sessions; welcomed 640, 121 in person visits at all three libraries and had 558,484 visitors to our website.

Assessments, metrics and initiative results:

Foot traffic:	November, 2014	December, 2014
Main:	42,023	41,479
North:	3,996	4,044
CAMS:	4,058	4,110
Total:	50,077	49,633
Website visits in November:	42, 430	December: 39,516

Overall Computer/Internet Use – all locations: November: 6,886; December: 6,966

Services and collaborations:

- In December, the Evanston Public Library distributed 350 free books and issued 13 library cards at Mayor Tisdahl's annual Food and Toy distribution at Fleetwood Jourdain. Based upon the success of this initial effort, we will plan to participate each year. We were a welcome addition to the program.
- ACA Navigators will continue to provide services at the library 7 days per week through the end of March. Connections navigators are here Tuesday, Wednesday, Saturday and Sunday. PEER Services navigators are here Monday, Thursday and Friday. Early results and a comparison to 2013 show increased interest and enrollments:
 - ACA enrollment
 - 2013 open enrollment period (10/1 – 3/31):
 - 84 general consultations
 - 39 enrolled in ACA or Medicaid
 - 2014 open enrollment period 11/1 -12/31 (continuing thru 2/15):
 - 126 general consultations
 - 26 enrolled in ACA
 - 30 enrolled in Medicaid
- ETHS Freshman Orientation: We will staff an information and resource table on January 14th and 15th as parents and incoming Freshman receive their orientation and enrollment information.
- In collaboration with a wonderful local writer Barb Mahany, our own resident writer and public relations guru Jill Schacter, and other panelists, we will produce a series of programs under the "Power of Words" banner. More details to come in future reports.
- Thanks to our wonderful partner Center for Economic Progress, tax preparation will be offered again at the Main Library. Please refer to the following fliers in English and Spanish for specific information:



save the fee

FILE for FREE

What to BRING:

- All W-2s and 1099s (if any)
- Social Security Cards or Individual Taxpayer Identification Numbers (ITIN) for all family members
- Valid photo ID
- Copy of last year's tax return, if available
- Bank Account Number and Routing Number to direct deposit your refund
- Property tax bill
- Amount spent on college expenses
- Proof of Health Insurance Coverage (i.e. Form 1095-A or private/ employer insurance information) or Certificate of Exemption

QUESTIONS?
www.economicprogress.org
 or call (312) 252-0280.
 For the hearing impaired,
 please dial 711.

Visit one of the Center for Economic Progress' (CEP) tax sites. Most tax sites are open **January 20 thru April 15, 2015**



Evanston

Evanston Public Library
1703 Orrington Ave, Evanston, IL 60201

Hours:
Tues & Thurs, Start time: 5:30 PM, Jan 22-Apr 14
Sat, Start time: 10 AM, Jan 24-Apr 11

- ! Weekday end times are 8 p.m. and Saturday end times are 1 p.m. but **tax sites may close early when capacity is reached.**
 - Sites operate on a first-come, first-served basis.
 - For shorter wait times, visit in March.
 - Please allow at least two hours or more for tax preparation.
 - All taxes are prepared by IRS-certified volunteers.

Take advantage of the OPTIONS:



Free help to file your EITC claim
 If you earned less than \$50,000 last year, you may qualify for the Earned Income Tax Credit (EITC).



Bank Accounts
 Open a savings or checking account to deposit your refund.



Prepaid Debit Cards
 Deposit your refund onto the card, save on fees.



ahórrase el gasto

PREPARACIÓN de IMPUESTOS

Lo que deberá

TRAER:

- Todas las formas W-2 y 1099 (si tiene)
- Tarjetas del Seguro Social o Números de Identificación Personal de Contribuyente (ITIN) para todo miembro de la familia
- Fotocredencial válida
- Copia de la declaración de impuestos del año anterior, si está disponible
- Número de cuenta bancaria y número de ruta para recibir su devolución de impuestos por depósito directo
- Factura del impuesto predial
- Monto que desembolsó por gastos para la universidad
- Forma 1095A (Si usted compro a través de healthcare.gov) o Certificado de exención emitido por el mercado

¿PREGUNTAS?
www.economicprogress.org
 o llame al (312) 252-0280.
 Para personas con dificultades auditivas, favor de llamar al 711.

En el Center for Economic Progress (CEP), se le puede preparar su declaración de impuestos sin costo alguno. Del 20 de enero al 15 de abril del 2015, CEP ofrece asistencia fiscal básica cerca de usted para:



Evanston

Evanston Public Library
1703 Orrington Ave, Evanston, IL 60201

Martes y jueves, 5:30 pm- cierre al llegarse el cupo límite
Sábado, 10 am- cierre al llegarse el cupo límite
Abierto 22 de enero- 14 de abril

- ! Los sitios para preparación de impuestos cerrarán al llegarse el cupo límite.**
- Los sitios brindan servicio por orden de llegada.
 - Para reducir su tiempo de espera, acuda durante marzo.
 - Por favor dese cuando menos dos horas para la preparación de su declaración de impuestos.
 - Todas las declaraciones son preparadas por voluntarios con certificación de la IRS.

Aproveche las OPCIONES



Ayuda gratuita para reclamar su EITC
 Si usted ganó menos de \$50,000 el año previo, puede calificar para el Crédito por Ingreso del Trabajo (o EITC).



Cuentas bancarias
 Abra una cuenta de ahorros o de cheques para depositar su devolución.



Tarjetas de débito prepagadas
 Deposite su devolución en la cuenta de su tarjeta, ahórrase tarifas.

Upcoming events of note:

- The first in our series of programs in partnership with Northwestern University's Middle East and North African Studies Program (MENA) will be presented on Monday, January 26th:

Lecture Title: Diplomacy on the Front Lines in the Middle East

Speaker: Nabeel Khoury, Visiting Associate Professor, Middle East and North Africa Program

Summary: With the media focus on military options and actions, it is easy to forget that there are American diplomats on the front lines, side by side with military personnel, often sharing the difficult tasks of protecting the national interest and taking the same risks. It is also easy to forget that diplomacy, otherwise known as soft power, is part of our arsenal and, if used early and well can obviate the need for the use of force.

Speaker Bio: Nabeel Khoury, who served as a U.S. Foreign Service Officer for twenty five years, shares a number of stories from his tours of duty in the Middle East, from the relatively benign environments in Casablanca, London, and Washington, to the war zones in Riyadh, Kuwait and Baghdad, and finally to his posting as Deputy Chief of Mission in Sana'a, Yemen.

- In partnership with the American Writer's Museum and the Evanston Community Foundation, EPL is displaying the traveling exhibit: *From our Neighborhoods: Four Chicago Writers Who Changed America* from January 2 – January 30, 2015. The exhibit features the work of Gwendolyn Brooks, Lorraine Hansberry, Studs Terkel and Richard Wright and includes listening stations as well as copies of their work and information about their lives. This exhibit will be the first program highlighted under our 2015 banner "The Power of Words." Please be sure to stop on the second floor of the main library to enjoy the exhibit!
- The American Library Association's Midwinter Meeting will be held in Chicago from January 30th through February 3rd. A number of staff will attend informative sessions and learn about product innovations at the Exhibits.

Excerpts from Patron feedback:

- I just wanted to take a moment to tell you how pleased our club has been to work with Jill Skwerski this year. She has been such an asset to our ETHS YTC Advisory Committee, and has given us many terrific ideas and support. Thank you so much for lending her to us! It has been a great experience for our teens to partner with Jill and the library on tech outreach to seniors. We are looking forward to continuing this productive partnership in 2015.
- Please accept my thanks: as a regular library visitor for the extraordinary help of Kim Hiltwein and Karen Hansen. They are so prompt and cordial and welcoming.
- Feedback from a Haven Middle School ESL teacher about service from Kate Kniffen who renewed her books during the cold weather:

Kate, Thanks so much. I appreciate your help. This helps me with logistics. Lots of reading levels, lots of different subjects to help kids with.

I feel like we're having a good school year, and I really appreciate all the help you guys give me. Letting me keep books I'm still using, ordering books for me, and suggesting books. You are great. Thanks.
Happy New Year!

- If there is a "Top Ten Best Places To Volunteer" list, the Evanston Public Library is on that list! Thank you for letting me work on a project I believe in. (I have entered that contest) Thanks for a comfortable, well-lit place to work. Most of all, my gratitude for a warm, sincere welcome and kudos to everyone who stopped by and said "hello" and "thank you."

Regarding future projects, put me on your list. If I can help, I will.