

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

SPECIAL BOARD MEETING PACKET

WEDNESDAY, SEPTEMBER 12, 2018

6:30 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, September 12, 2018

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Community Meeting Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. NEW BUSINESS

- A. Proposed 2019 Base Budget
- B. Proposed 2019 Adjustment Budget
- C. Proposed 2019 Capital Budget

4. ADJOURNMENT

Next Regular Meeting: September 26, 2018 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

evanston public library



2019 Budget Request



Karen Danczak Lyons
Library Director

September 12, 2018

AGENDA

- **2019 Baseline Budget Request**
- **2019 Adjusted Budget Request**
- **2019 Capital Budget Request**
- **Budget Process Next Steps**

2019 Funds Overview

- **2018 Beginning Operating Fund Balance: \$1M**
- **Operating Reserve Goal (2 months Exp.): \$1.3M**

Funds	2016	2017	2018	2019	Change
Operating (Personnel)	4,751,497	4,961,269	5,115,260	5,253,036	2.69%
Operating (NonPers)	2,225,645	2,239,076	2,341,037	2,565,769	9.60%
Debt Service	393,409	345,955	345,790	353,437	2.21%
Capital	32,800	3,774,500	2,095,000	1,835,000	-12.41%
TOTAL	7,403,351	11,320,800	9,897,087	10,007,242	1.11%

2019 REQUEST – OPERATING FUND

- **Personnel**
 - Includes general wage increase, health insurance increase, and other costs
 - Includes RCCC staff costs (4.03 FTE) for Q4
- **Non Personnel**
 - Level transfer to City of \$270K
 - Includes Opening Day Collection for RCCC

EPL SERVICES

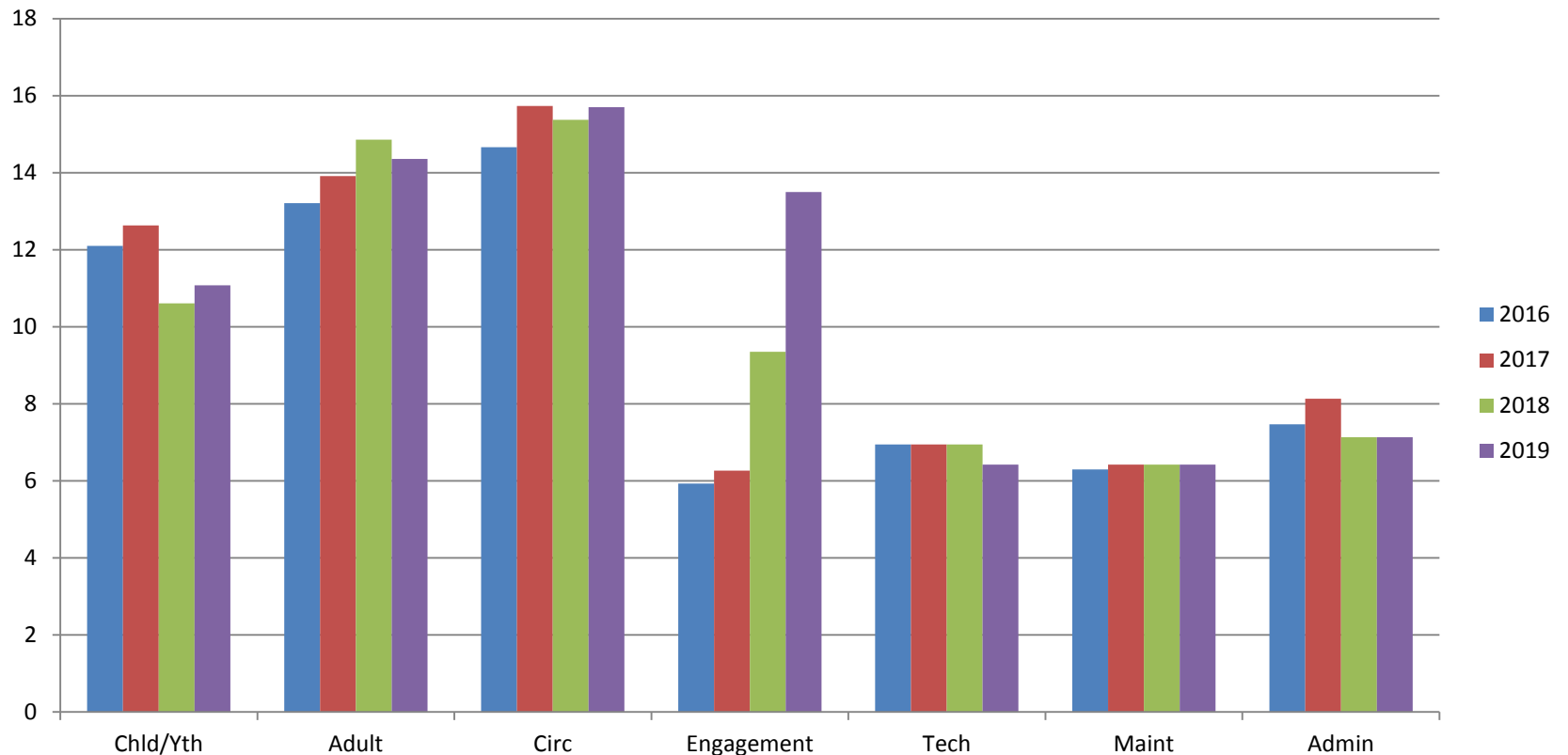
- **EPL is more than a building of books - it is a place to meet, connect, learn and explore.**
- **1 Main & 2 branch libraries**
- **New Robert Crown Community Center branch under construction**

OUTPUT MEASURES

- **1,116,388 in person and online visits (approx. \$6.50 per visit)**
- **49,285 registered borrowers (approx. \$150 per borrower)**
- **1,038,585 physical and electronic materials circulated (2017)**
- **321,358 Wi-Fi sessions (2017)**

STAFFING TRENDS

Full Time Equivalents by Business Unit

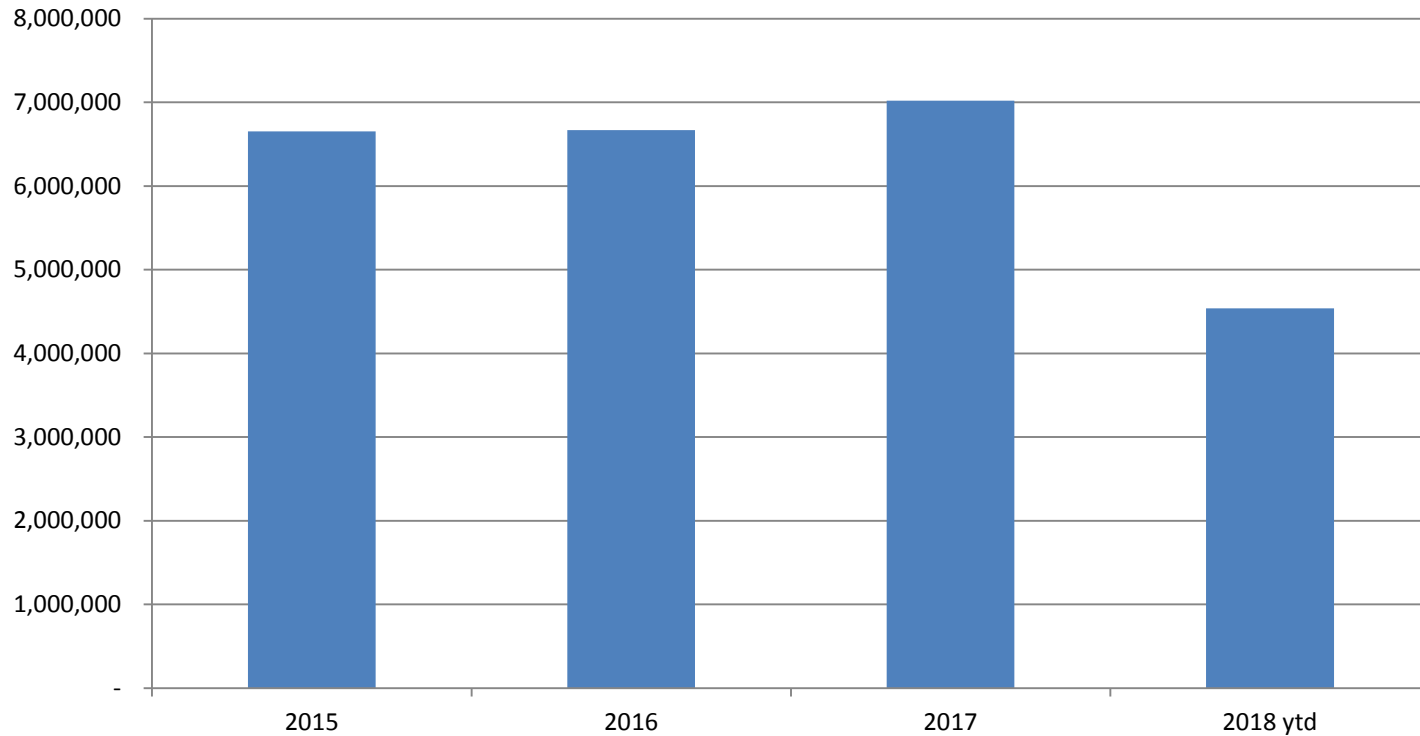


FY2018: 70.69 FTE

FY2019: 74.61 FTE

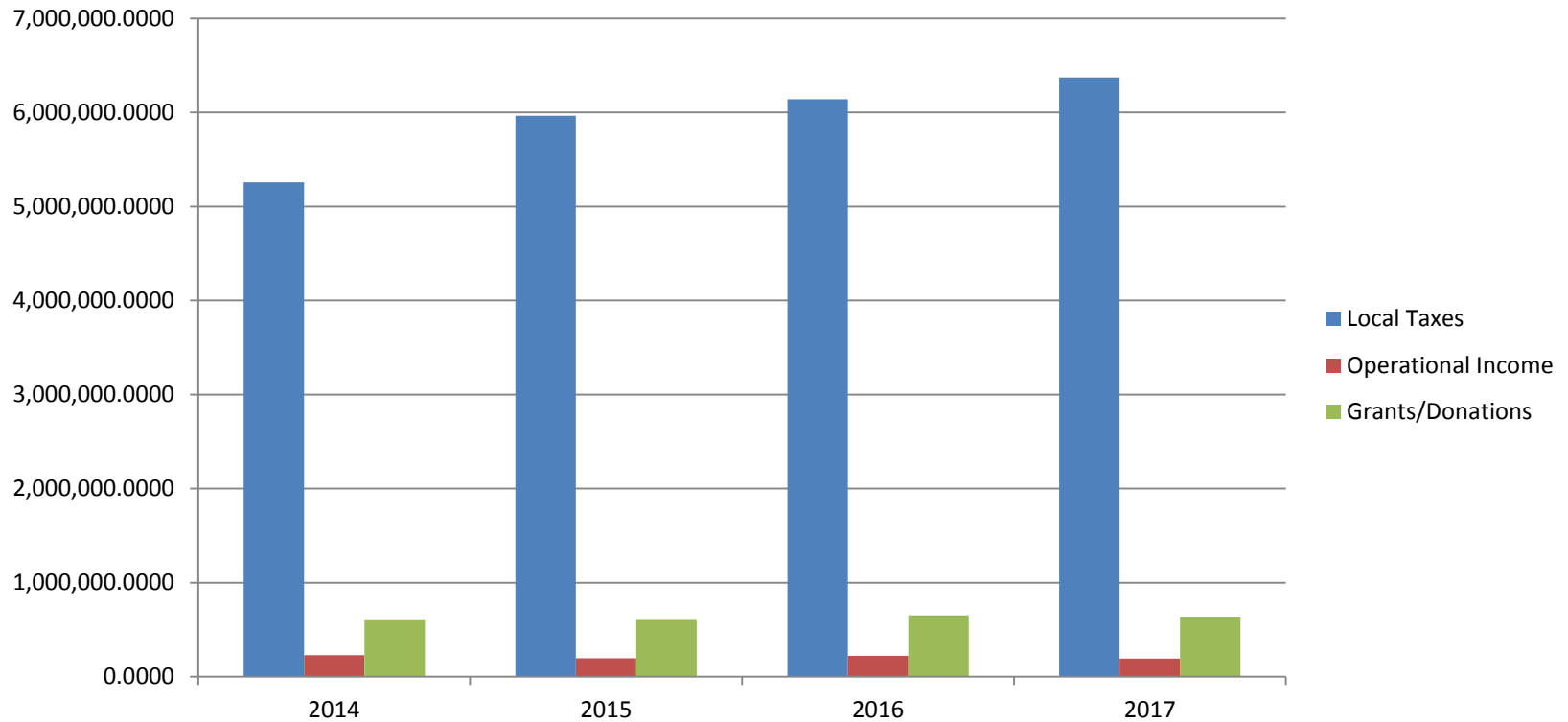
BUDGET TRENDS - EXPENSES

Annual Operating Budget Expenditures



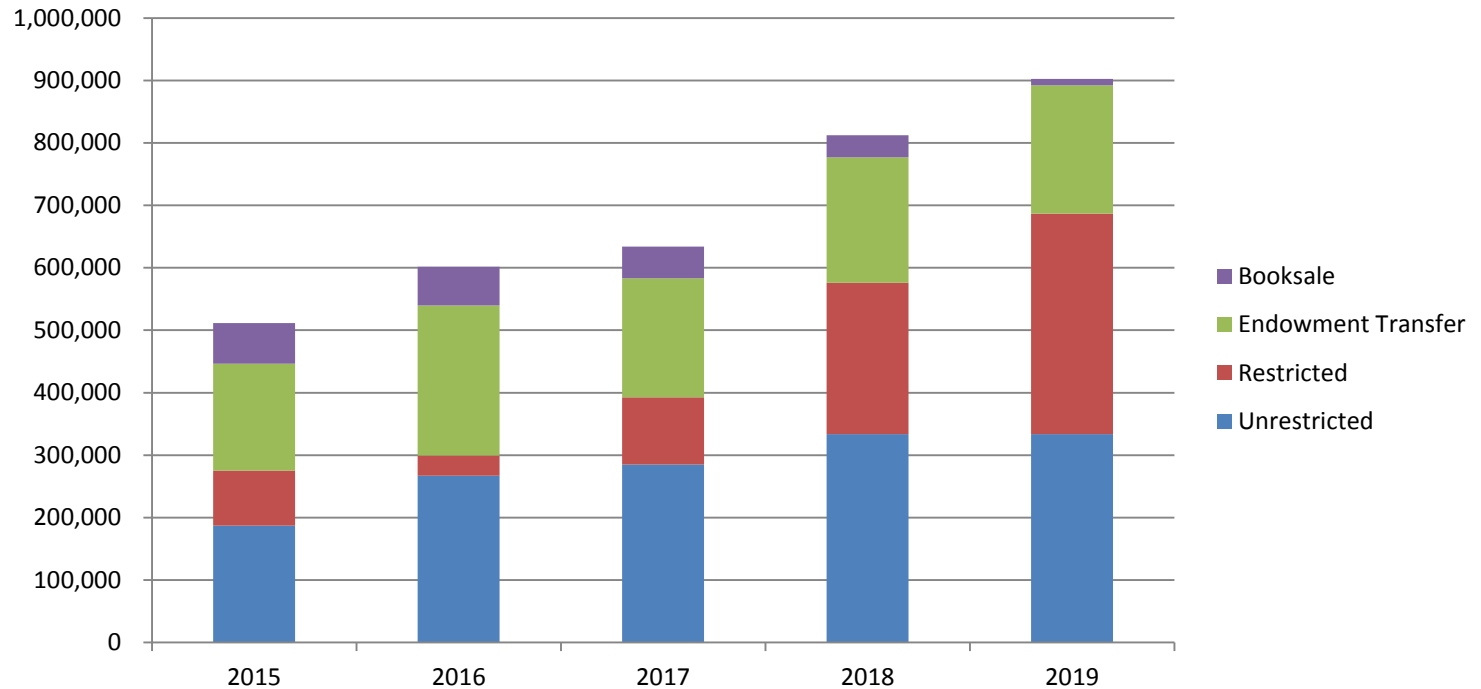
BUDGET TRENDS – REVENUES

Annual Operating Revenue



BUDGET TRENDS – REVENUES

Development (Grants/Donations)



ADJUSTMENT STRATEGY

Historically under-funded, EPL advocates for its fair share of local tax revenues.

Efforts to identify non-local revenue to cover costs in the adjustment proposal include seeking:

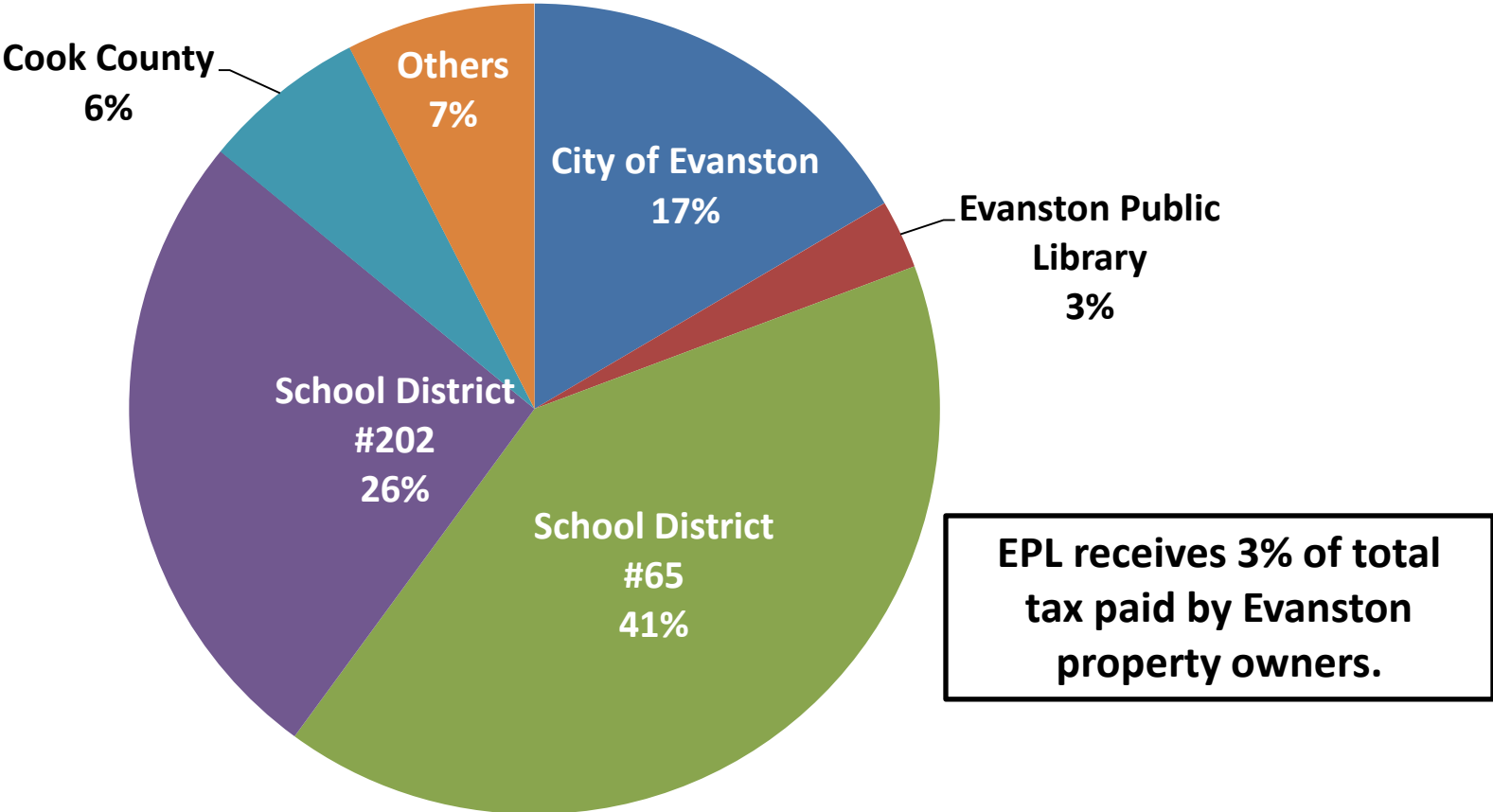
- **Partnerships, collaborations, cost-sharing**
- **Public and private funding**
- **Volunteers and in-kind contributions**

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**
- **Uncertainty in future state budgets due to 2018 gubernatorial election, high state debt**

PROPERTY TAX

2017 Total Property Tax Bill



PROPERTY TAX

Property Tax Levy Trend

	2014	2017	% Change
General Levy (Includes General Assistance and Solid Waste)	12,735,671	11,706,544	-8.1%
Debt Service	11,049,841	10,879,993	-1.5%
Library *	6,418,643	6,972,225	8.6%
Fire Pension	6,061,575	8,064,947	33.1%
Police Pension	8,380,207	10,137,704	21.0%
Total City/Library Levy	44,645,937	47,761,413	7.0%

* Includes \$750,000 transfer to City for administrative services used by EPL.

CAPITAL BUDGET REQUEST

2019 Capital Improvement Plan (Bonds)

Main Library: \$555,000

North Branch: \$30,000

Robert Crown: \$1,250,000

TOTAL \$1,855,000

2019 EPL BUDGET NEXT STEPS

- **September 26 – Library Trustee Meeting with budget approval**
- **October 17 – Library Truth in Taxation Hearing on 2019 Budget and Tax Levy**
- **October 27 - City Council (CC) Special Meeting and Public Hearing on 2019 Budget and Tax Levy**
- **November 12 – CC Meeting with budget discussion**
- **November 19 – CC Meeting, Budget and Tax Levy Adoption**



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: FY2019 Proposed Library Base Budget

Date: September 12, 2018

For the consideration of the Library Board, I have provided a baseline budget that is essentially level. The proposed 2019 Baseline Budget includes a general wage increase, health insurance increase, and other personnel calculations based upon projections. Non-personnel accounts were reduced in order to achieve savings that would help absorb higher personnel costs.

Significant changes in the base budget include the following:

- Elimination of two vacant positions
- Reduction in consulting budget
- Increase in tuition reimbursement



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed FY2019 Adjustment Budget

Date: September 12, 2018

I recommend that the Library Board consider the following adjustments to the Library’s FY 2019 proposed base budget:

Operating support for Robert Crown library	\$ 225,000
“First Sunday” programming for Robert Crown library*	6,000
Reading specialist consultant to support literacy efforts*	10,000
Operating support for the mobile library	2,000
Fundamentals of Social Work**	40,083
Equity, Diversity and Inclusion - Professional Development**	<u>35,042</u>
Total	\$318,125
* denotes potential for grant or donor funding	
** denotes local match for grant	

Justifications for these proposed adjustments follow.

Operating Support of the Robert Crown branch library - \$225,000

With the opening of the Robert Crown branch in the 4th quarter, the requested funding reflects the estimated salary and benefits for 90 days. Hiring/transferring staff in October, 2019 will allow

staff to become familiar with the new facility and systems and assist in preparing the branch to open (i.e. shelving the new collection).

The staffing level requested anticipates 5 day per week public service totaling 42 hours. This operating level mirrors the hours operated at the existing branches, though we propose to have three late nights (1:00 – 9:00) and are seeking grant funds to support “First Sunday” programming (see below).

In addition to funding for staff, a one-time expense of \$150,000 is requested for the opening day collection of new books. We will seek support from donors for this expense but have also included \$100,000 in the tax supported operating budget.

Branch Librarian	
Children’s Librarian	
Branch Assistant (Part Time)	
(2) Clerks (Part Time)	
Shelver (part Time)	\$ 75,000
Opening Day Collection	150,000
Total:	<u>\$225,000</u>

“First Sunday” programming for the Robert Crown branch library - \$6,000

In reviewing the foot traffic pattern of the existing Robert Crown we have learned that Sundays are popular family days at the current facility. To welcome families to the new branch, we will seek donations to create a series of “First Sunday” programs. Funding requested will pay for staff to provide library service while guest storytellers or other performers provide programming. Light refreshments could also be provided.

Support from donors sought: \$6,000.

Reading Specialist Consultation and Program Review - \$10,000

In our Vision Statement, the second element states our desire: “The Evanston Public Library’s staff, collections, programs, technology and leadership help ensure that:

- Every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills and continues to develop critical thinking skills including functional literacy.”

Our staff provides a variety of engaging and fun programs to support our youngest future readers and their families. As test results and studies demonstrate, the early learning and skills development that occurs in the 0-5 years is critical to future success.

As we plan for the new Robert Crown branch library and a deepening partnership to support the infant, toddler and preschool programs at that facility, we have an opportunity to review our existing programs, services and collections and evaluate the best strategies for program and service refinement and strategic expansion.

Engaging the temporary consulting services of a reading or early childhood specialist to meet with staff, review our programs and services and help to evaluate our results would inform our planning and confirm our approach. The consultant could also provide additional training necessary to support staff.

Support from grants and donors will be sought: \$10,000

Operating Support of the Mobile Library- \$2,000

Through a generous donor and Family Foundation grant, we are launching the Evanston Public Library Mobile Library in 2018. Programming and services produced through the mobile library will be provided by existing staff. The maintenance for the vehicle and equipment and fuel is estimated at \$2,000 for 2019. This would include the normal maintenance i.e. fluids/filters, inspections, generator inspection (performed by generator contractor at a cost of \$600.00), and vehicle stickers.

Fundamentals of Social Work - Professional Development - \$40,083

A proposal is being submitted to the Institute of Museums and Libraries for grant funding which requires a local match. This preliminary proposal seeks \$335,258 in funding over three years to support the development and implementation of a continuing education program for public library staff focused on the fundamentals of social work. In collaboration with Chicago Public Library, Oak Park Public Library, and Presence Behavioral Health, the Evanston Public Library (EPL) and its social work staff will lead the design, implementation, and dissemination of a multi-part training curriculum, providing library staff with the content knowledge and skills to appropriately support patrons experiencing homelessness, mental illness, poverty, and trauma. The cost share to EPL for the three years is: \$ 122,949 and includes salaries of existing staff and the current social worker.

Requested grant amount for 2019: \$40,083

Equity, Diversity, and Inclusion in the Public Library - Professional Development for Librarians and Library Staff - \$35,042

A proposal is being submitted to the Institute of Museums and Libraries for grant funding which requires a local match. This preliminary proposal seeks \$291,017 in funding over three years to support the development, implementation, and dissemination of a continuing education program for public librarians and library staff focused on equity, diversity, and inclusion (EDI). In partnership with the City of Evanston, the Evanston Public Library would hire a full-time Equity Coordinator or engage a consultant to design and teach the training program in order to provide library staff with the perspective, understanding, and skills to deliver more equitable, diverse, and inclusive library collections, programs and services. The cost share for EPL over three years is \$156, 624. Part of the cost share is the value of current staff time; the majority of the cost is the hiring of a new EDI Coordinator position or consultant.

Requested grant amount for 2019: \$35,042



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed FY2019 Capital Budget

Date: September 12, 2018

I recommend that the Library Board consider the Capital Improvement Plan projects described in this memo as part of the proposed FY2019 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.

2019 Proposed Capital Projects - Summary

2019 Capital Improvement Plan	Request
Main - Electrical Upgrades	\$70,000
Main - Life Safety Upgrade (Audio)	\$125,000
Main - Ventilation Upgrade	\$50,000
Main - Fire System Upgrade (code requirement)	\$160,000
Main - HVAC/Storm Pump Upgrade	\$70,000
Main - Lift Equipment Upgrade (elevators)	\$50,000
Main - Interiors/Exteriors (paint, trees, roof maintenance)	\$30,000
Main Library Total	\$555,000
North Branch Building Plumbing Upgrades	\$10,000
North Branch Building Life safety upgrades	\$20,000
North Branch Total	\$30,000
Robert Crown Construction	\$1,250,000
Robert Crown Total	\$1,250,000
TOTAL	\$1,835,000

2019 Proposed Capital Projects - Detail

Main Library – Electrical Upgrade

Complete building main electrical ground maintenance and minor automation additions.

Main Library – Life Safety Upgrade

Upgrade area of rescue assistance audio, building public announcement, and other audio features.

Main Library – Ventilation Upgrade

Replace aging garage exhaust fans. Perform phase 1 of 5 to replace all HVAC fan powered box/vav terminals throughout the building.

Main Library – Fire System Upgrade

Replace all sprinkler heads, horns, lights, detectors. We are out dated and no longer code compliant.

Main Library – HVAC/Storm Pump Upgrade

Replace all HVAC/plumbing circulators.

Main Library – Lift Equipment Upgrades

Automate old elevator controls (go to digital).

North Branch – Plumbing Upgrade

Add stationary mop station and associated piping to the Branch mechanical room.

North Branch – Building Life Systems Upgrade

Add burglar alarm and hard-wired fire monitoring systems.

Robert Crown Community Center Construction

Additional funds dedicated to the new RCCC Branch Library.