

**BOARD OF LIBRARY DIRECTORS  
AURORA (ILLINOIS) PUBLIC LIBRARY**

**JULY 25, 2018**

**CALL TO ORDER:** at 6:00p.m.

Present: Trustees Dee Basile, Jeffry Butler, Joe Filapek, Avis Miller, Archie Needam, Melinda Riddick, John Savage and Andrew Smith.

Absent: Eva Serrano

Also present Executive Director Daisy Porter-Reynolds, Deputy Director Michaela Haberkern, Director of Neighborhood Services Heather Sturm, Senior Manager of Administration Kathleen Fennell, Human Resources Manager Brenda Blough and Administrative Assistant Kim Gautschi

**ADDITIONS/CHANGES TO THE AGENDA:** IMRF Levy will be discussion only; no action. Executive Session will be to discuss Real Estate and not Personnel.

**MINUTES OF June 27, 2018 BOARD MEETING:**

Andrew Smith moved, seconded by Archie Needam, to approve the minutes of the June 27, 2018 board meeting as written:

Yes: Basile, Butler, Filapek, Miller, Needam, Riddick, Savage and Smith

No: none

Abstain: none

Absent: Serrano

Motion Carried

**BOARD MEETING 6-27-18 MINUTES APPROVED**

**PUBLIC COMMENTS:** Joan Solms spoke regarding her disapproval that the library participated in the Aurora Pride Parade. John Savage responded that the library intends to be welcoming and inclusive of all Aurorans.

**STAFF REPORTS:**

Executive Director Daisy Porter-Reynolds – The newly formed Display and Exhibits Review Team that includes Daisy Porter-Reynolds, Michaela Haberkern, Heather Sturm, three front line staff and Trustee Dee Basile recently met. Attorney Ritzman also attended. They set the stage for the expectations and purpose of the team. The next meeting will focus on application forms for exhibitors to submit. Summer Reading is in full swing and we will have a full report in September. We have drawn more readers than last year. The Teen Talent Show is Saturday, July 28, 1:00 p.m. at Copley Theatre.

Deputy Director Michaela Haberkern spoke on behalf of Foundation Manager Laura Stoney - The Aurora Public Library Foundation's main efforts are the upcoming *Back to the 80s Barbecue* on August 25 and board development. The Foundation has met with several board prospects and three would like to join the board. Laura Stoney will advise when the three candidates are confirmed. The Kiwanis Club of Aurora is this year's recipient of the Lifelong Learning Inspiration Award. Laura Stoney attended the recent Kiwanis Club meeting to make this

announcement. There will be a photo opportunity on July 26 at 1:30 p.m. to promote the *Back to the 80s Barbecue*. Please come dressed in your favorite 80s outfit. Michaela Haberkern distributed five invitations to each of the Board Trustees to invite a friend, neighbor, colleague to join us at the Barbecue Fundraiser.

**FORMER BUSINESS:** None

**NEW BUSINESS:**

Approval of June and July Bills

Joe Filapek moved, seconded by Dee Basile, to approve the monthly expenditures as listed on the Authorization Sheet for the period of June 28, 2018 to July 25, 2018, in the amount of \$745,055.95.

Roll call on motion:

Yes: Basile, Butler, Filapek, Miller, Needam, Riddick, Savage, Smith

No: none

Abstain: none

Absent: Serrano

Motion Carried

**PAYMENT OF BILLS 6-28-2018 TO 7-25-2018**

Board Expenditure Questions:

Alta Language Services \$50.00: Represents a Spanish interpreter fee for a bargaining-unit employee's oral exam to receive a stipend to translate for us.

Amazon \$149.96: Purchase of weighted blanket and sensory items to be used in Sensory Storytime for children with Autism.

Visa \$1328.75: Travel reimbursement ALA conference - hotel cost for five nights

Illinois Heartland Library \$30,863.88: Annual OCLC (7/18-6/19 Online Computer Library Center.)

Olson Roofing \$2,300.00: Periodic maintenance plan on Eola and West; annual inspection & maintenance to inspect/repair cracks, check drains, etc.

Anthony Stanford \$1,375.00: Writing services for *The Voice* and newsletter.

Tyler Technologies \$3,850.00: Annual fee for Executime Timekeeping software.

**Approval of closure on September 28 for Staff Development Day**

Daisy Porter-Reynolds asked the board to approve closing the library on September 28, 2018, for Staff Development Day.

On a motion by Andrew Smith, seconded by Melinda Riddick, the board voted unanimously to approve the closing of the library on Friday, September 28, 2018 for Staff Development Day.

All in favor

Motion carried

**APPROVAL TO CLOSE LIBRARY FOR STAFF DEVELOPMENT DAY 9-28-18**

### **IMRF Levy**

We are currently developing the 2019 Budget and tax levy. We are facing challenges with the fact that our sole revenue source is property tax. Our tax levy has increased one time in the past 20 years and that was a one-cent increase in 2015. Our goal is to keep the tax levy constant; however, we continue to draw down on fund balances to make ends meet. We levy one sum for our entire operational budget and by agreement with the City of Aurora; we levy 25.5 cents per \$100 in property value. A portion of that levy goes to IMRF.

Most surrounding governmental entities, including the City of Aurora, Fox Valley Park District, West Aurora School District 129, East Aurora School District 131, Kane County, Kane Forest Preserve, Aurora Township, Aurora Township Road District, County of DuPage, DuPage County Health Department, Forest Preserve District, Naperville Township, and Oswego School District 308 separate the levy for IMRF. This provides transparency and the ability to issue a levy for one specific expense. We have an obligation as an employer to support IMRF. We would like to propose having a separate levy for IMRF.

In 2017, our IMRF contributions were 13.32% and our budgeted contributions are \$698,009.00. Levying separately for IMRF would make a significant difference and resolve some of the library's immediate budgetary issues. We need to bring a resolution before City Council for approval regarding our recommendation to separate the levy for transparency and for an improved financial position. We feel this would put us in a better position. Our revenue is out of our control. The dollars we bring in are flat and because of that, we draw down our balances. This is something that needs consideration.

John Savage asked Trustees to think over the levy recommendation and read over the proposed resolution. Daisy Porter-Reynolds will look at levy issues with other libraries in regard to levying separately. We want to agree to a resolution next month and take action by September to have it as part of our budget packet, which the City will be reviewing in the fall for approval in late November/early December.

### **Budgeting by location**

Daisy Porter-Reynolds indicated that in late 2016 one of our goals in the newly created Strategic Plan was to scale back on our budget process by eliminating budgeting by location. Since then, in talking to the City's Finance Committee Chair and city finance staff, Porter-Reynolds recommends we do not make that move. Historically, it has been prudent to see how numbers have evolved over time. We do not have a lot of flexibility with the City's current budgeting software. It was suggested we look at other libraries in comparable situations to evaluate their internal process for tracking and decide why we want to do this and how we can accomplish it while making it simpler. At this time, we will heed the city's advice and not move toward eliminating budgeting by location.

## **Strategic Plan Updates**

**Welcome to America:** Presenters Veronica Spycher and Yiota Piraino

The spring 2018 ESL and Citizenship classes had an average of eleven and fourteen students respectively. Of the fourteen students in the Citizenship Class, three students took the naturalization exam and all three passed! Thirteen students enrolled in the summer ESL class at

Eola. The College of DuPage was unable to provide a Citizenship instructor for the summer, but both ESL & Citizenship classes will continue in the fall. Santori's ESL Class ends this week and has 14 students enrolled. A Waubensee Community College ESL instructor teaches the classes. Santori also continues to hosts its weekly ESL reading and conversation groups.

We created a new quarterly ESL/Citizenship Classes & Programs Brochure, which details current programs for the summer. In August, Eola will hold a Naturalization 101 class presented by the USCIS (United States Citizenship and Immigration Services.)

We now have an official Hindi/Tamil interpreter on staff and will be translating some brochures in Hindi & Tamil to give at outreach events.

Coming up in the fall, we will have informal conversation classes at Eola. Veronica and Yiota will be attending a daylong Bridges to Citizenship Institutes in Chicago hosted by the USCIS. The program will bring together adult educators, librarians and USCIS staff to explore ways to work independently and collaboratively to enhance and expand adult citizenship education services within our community.

**Express Creativity:** Presenters: Mark Sloan and Colleen Seisser.

Express Creativity began work on identifying local companies to collaborate and partner with in developing a mentorship program at the Library's Makerspace. We are working with members of Aurora Business United and Beckatt Solutions to gather their expertise and hope that they may lead programming with us.

In developing a 5 Year Technology Plan, we met with key staff members to brainstorm ideas, opportunities and needs of the customers. Initiated dialogues with City of Aurora consultants and stakeholders to partner, collaborate and share resources. Roaring Robotics recently provided a hands-on demonstration of robots at Eola and will be coming soon to Santori.

We are initiating outreach and programming with School Districts 129/131 to have students and parents have programs at same time. While the students are involved in activities, the parents could be learning email, setting up resumes, etc.

Special Collection Survey- We launched a survey June 1 to see what the community would like to see in our collection in regards to creative materials. The survey was available in both English and Spanish and in writing and online. We had 196 responses. Borrowing Creative Tools was a top category with borrowing Baking/Cooking items, Photography, Sewing and Gardening top ideas within. We can plan programming around these results.

Express Creativity was invited to partner with School Success in their Teacher Open House on August 3. The Makerspace will be open and Digital Services created keychains for giveaways during the event.

**School Success:** Katie Stringwell and Flannery Crump

The total number of teacher card accounts has increased by 294 since January 2018 bringing us to 2,765 individual teacher accounts.

The Marketing team has begun planning for the upcoming school year. Our plan is to create and distribute a survey for educators to rate library services. We also plan to continue sending monthly e-newsletters as well as create promotional flyers educators can post in their classrooms.

Outreach continues to grow and is a huge part of School Success. The Summer Reading Challenge has been quite successful. Outreach Services and staff coordinated to attend Library Nights at six Dist. 129 schools to offer card registrations and promote library programs in June. We collaborated with Friends of Aurora's After-School Programs to offer Dist. 131 schools the opportunity to visit family library nights in July. Deputy Mayor Chuck Nelson was a celebrity bingo caller at Bingo for Books and Mayor Richard Irvin read at our storytime, hosted by the Bookmobile, at Phillips Park Zoo.

We are getting ready for our first Teacher Open House on August 3 during First Fridays. We invited area educators to come and see all the services APL can provide for their classrooms. We will have database tutorials, information tables, prizes and refreshments.

**Feed Your Imagination:** Becky Clark and Jan Sutter.

We currently have 112,248 APL cardholders, which represents 56% of Aurora's population! The use of Hoopla has increased 50% since 2017; One-Click digital and Zinio merged into RB Digital and has increased 11%; Interlibrary Loan use is up 4%.

Readers' Advisory committee is working on methods to improve customers' Readers' Advisory experiences with the library, through target materials, interactions, and online presence. Many staff chose reader's advisory as a personal goal in their performance evaluations. PEST (Program Evaluation and Strategy Team) is working on streamlining the program planning and submission process, program evaluation, and helping to identify programs that fit our strategic plan goals. Parents' Corner committee has met regularly to develop the Parents' Corner concept, which includes deciding on content, materials, display and Early Learning Kits. We purchased wire display racks for parenting topic content including books, parenting magazines and DVDs. APL Foundation donated funds to purchase Early Learning Kit materials and supplies. We assembled Early Learning Kits, which include books, education toys/manipulatives and an information sheet of suggested activities. We also contacted local agencies and community groups to provide brochures and information on parenting, child development resources and various classes available to our customers.

**EXECUTIVE SESSION:** Andrew Smith moved, seconded by Dee Basile, to adjourn to Executive Session at 7:15 p.m. to discuss the purchase or lease of real property for the use of the public body (5 ILCS 120/2(c)(5)); the setting of a price for sale or lease of property owned by the

public body (5 ILCS 120/2(c)(6)) and the minutes of meetings lawfully closed under the Open Meetings Act (5 ILCS 120/2(c)(21)).

Roll call on motion:

Yes: Basile, Butler, Filapek, Miller, Needam, Riddick, Savage, Smith

No: none

Abstain: none

Absent: Serrano

All in favor

Motion carried

**APPROVED EXECUTIVE SESSION**

July 25, 2018 Board Meeting reconvened at 7:39 p.m.

**MINUTES OF THE JUNE 27, 2018 EXECUTIVE SESSION**

On a motion by Andrew Smith, seconded by Melinda Riddick, the board voted unanimously to approve the minutes of the June 27, 2018 executive session as written.

Roll call on motion:

Yes: Basile, Butler, Filapek, Miller, Needam, Riddick, Savage, Smith

No: none

Abstain: none

Absent: Serrano

Motion Carried

**MINUTES OF THE JUNE 27, 2018 EXECUTIVE SESSION APPROVED**

**ADJOURNMENT**

On a motion by Andrew Smith, seconded by Avis Miller, the board voted unanimously to adjourn at 7:43 p.m.

All in favor.

Motion carried.

ADJOURNMENT

**CERTIFIED TO BE A TRUE COPY**

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Secretary, Board of Directors

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