



**MEETING MINUTES  
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES  
Wednesday, January 18, 2017**

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Barbara Friedberg Room

**Members Present:** Socorro Clarke, Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith, Michael Tannen

**Members Absent:** Tori Foreman

**Staff:** John Devaney, David Jordan, Connie Heneghan, Jessica Jolly, Karen Danczak Lyons, Renee Neumeier, Heather Norborg, Jill Schacter, Wynn Shawver, Jessica Ticus

**Presiding Member:** Michael Tannen, President

**CALL TO ORDER/DECLARATION OF QUORUM** - A quorum was present and President Tannen called the meeting to order at 6:35 pm.

**CITIZEN COMMENT** – none

**CONSENT AGENDA**

- A. Approval of the Minutes of December 21, 2016 Regular Meeting and Approval of Bills and Payroll** - Ben Schapiro motioned to approve the amended minutes of the December 21, 2016 Regular Meeting and the Bills and Payroll. Socorro Clarke seconded and it was approved on a voice vote.

**INFORMATION/COMMUNICATIONS**

- A. Robert Crown Branch Library Update** – Karen Danczak Lyons reported the architects Woodhouse Tinucci Architects, LLC are proceeding with planning. Concepts will be presented to the public for comment. The architects are tentatively scheduled to present to EPL Board at the February meeting. The ice hockey interest groups are hosting a fundraising event on February 24<sup>th</sup> featuring Rocky Wirtz, owner of the Chicago Blackhawks. Director Lyons encouraged Trustees to recommend event sponsors. The deadline for inclusion in the program book is Monday, January 23<sup>rd</sup>. The public fundraising phase for the project will move forward during the upcoming City Council and Mayoral election. The Library is surveying user groups at Robert Crown to assess their interest in library programs. Family activities are often mentioned.

- B. Main Library Renovation Update** – John Devaney is working with Wight & Company to negotiate their fees. The contract will be presented for Board approval at the February meeting, along with the contract for the CAMS lease.
- C. New Website** – Jill Schacter and Dave Jordan demonstrated the newly designed website, which launched on January 3<sup>rd</sup>. The information is attractively organized and easy to search. The most popular features, the catalog and events calendar, are prominently featured. Feedback has been very positive.

## **LIBRARY DIRECTOR'S REPORT**

- Karen Danczak Lyons reported from the Illinois State Library Advisory Committee meeting that the authority to expend appropriated funds in the State Library's budget ended December 31, 2016. An amendment will be issued to allow the expenditure authority to be extended. The Senate could forward a bi-partisan budget proposal for consideration in the next 30 days. Funding for library operations have been restored in the 2016/2017 budget. The Secretary of State's FY18 budget includes an increase of \$2.5 million in the general fund and a decrease of \$2.5 million in federal funds.
- Michael Tannen and Karen Danczak Lyons extended invitations and plan to meet with all City Council and mayoral candidates. President Tannen proactively uses these meetings to "trumpet what we do." All candidates invited to date have been excited to learn more about the Library.

## **STAFF REPORTS:**

- A. Administrative Services Report** – Karen Danczak Lyons reported a Latino Outreach Coordinator has been hired. He comes to EPL from University of Wisconsin, Madison with a passion for public service. He starts January 31<sup>st</sup>. The Library also hired a full-time social worker who is very experience with working with veterans and who will work closely serving patrons at the Main Library and CAMS.
- B. Digital Literacy Report** – Jessica Jolly and Heather Norborg presented the finding of their yearlong initiative to examine digital literacy in the Evanston community. They designed and conducted a survey to measure how the community uses the Internet and how confident residents are in their computer skills. They coordinated and improved the computer and technology classes being offered, filling in gaps in training and making the classes more accessible. Finally, they created a set of multi-year goals to be executed with the newly renovated Main Library and at the Robert Crown Community Center branch library.

## **BOARD REPORTS**

- A. Development Committee-** Margaret Lurie reported that the 2016 Fund for Excellence raised a record \$210,272. Library Donations, including a transfer from the Ariffe Endowment reached \$131,094 and Library Grants totaled \$40,500 bringing the fiscal year total raised to \$381,866 - \$89,366 over the \$292,500 goal.
- B. District 202 Board Liaison-** Michael Tannen reported that District 202 approved a resolution aimed at protecting the high school's undocumented students and their families from federal immigration enforcement that is based solely on their immigration status. He noted that the Library has always been a sanctuary space where no documentation is required to use services and all transactions are confidential. Director Danczak Lyons is attending the ALA meeting next week and will continue to look for vendors publishing books in Arabic.

## **BOARD DEVELOPMENT**

- A. RAILS/United for Libraries Video: “Evaluating the Library Director”**  
Board members are asked to view it the video on their own time. A link was sent via email.

## **NEW BUSINESS**

- A. Library Director Evaluation Process** – Adam Goodman offered to edit and condense the Library Director Evaluation form, as this is an area of his academic expertise. Ben Schapiro motioned to empower Mr. Goodman to create a more effective form, Vaishali Patel seconded the motion and it was approved on voice vote.

**ADJOURNMENT** – Ben Schapiro motioned to adjourn the meeting, seconded by Sandra Smith. Motion approved. The meeting adjourned at 8:19 pm.

Respectfully Submitted,

Vaishali Patel, Secretary

**Next Meeting: Wednesday, February 15, 2017 at 6:30 pm Evanston Public Library, Barbara Friedberg Room.**

**Library Director's Report  
January 18, 2017**

**Updates:**

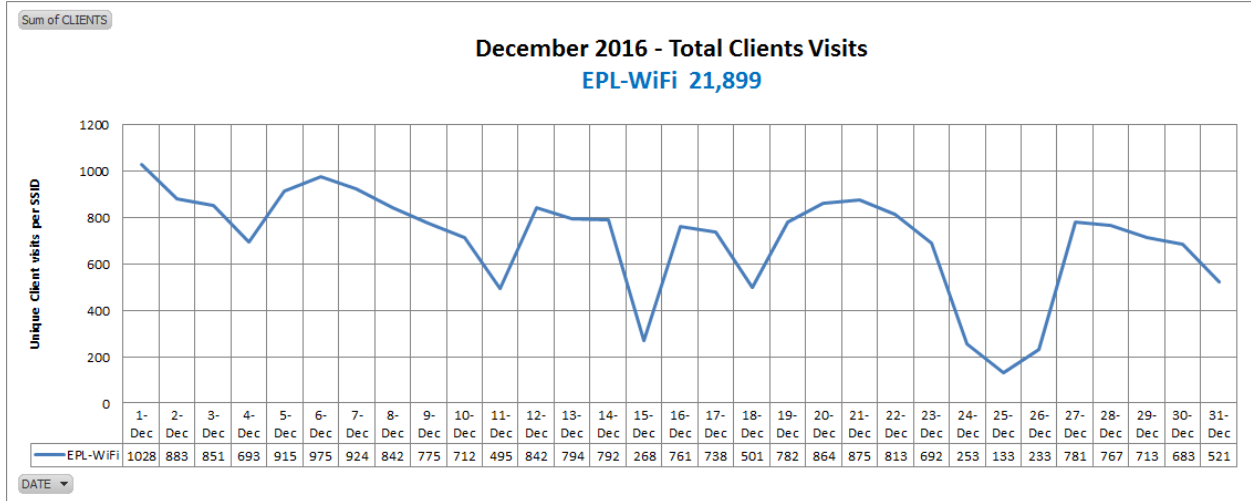
- Updates from the Illinois State Library Advisory Committee meeting:
  1. Authority to expend appropriated funds in the State Library's budget ended 12/31/16. An amendment will be issued to allow the expenditure authority to be extended.
  2. The Senate could forward a bi-partisan budget proposal for consideration in the next 30 days. Elements could include an income tax increase and a new tax on sugary drinks.
  3. Funding for library operations have been restored in the 2016/2017 budget.
  4. The Comptroller's Office currently has \$2.2 million in pending payments in their queue.
  5. The Secretary of State's FY18 budget includes an increase of \$2.5 million in the general fund and a decrease of \$2.5 million in federal funds.
  
- I will report final 2016 circulation totals next month but once again we circulated more than 1 million items. In addition in 2016 the Evanston Public Library provided 67,458 free Internet computer sessions; welcomed 450,802 visits to our website; provided more than 227,000 free Wi-Fi connections and welcomed 601,343 patrons to our three libraries.

**Assessments, metrics and initiative results:**

Foot traffic:	November, 2016	December, 2016
Main:	36,522	24,192
North:	4,097	3,452
CAMS:	3,516	3,060
Total:	44,135	30,704

Website visits: November: 38,359 December: 42,407

Overall Computer/Internet Use – all locations: November: 4,933 December: 4,561



**Worknet Lab  
Actual Computer Usage  
NEW AND REPEAT CUSTOMERS**

Mon	Tues	Weds	Thurs	Fri	TOTALS
			1-Dec	2-Dec	
			11	10	21
5-Dec	6-Dec	7-Dec	8-Dec	9-Dec	
14	16	11	11	10	62
12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	
12	9	14		12	47
19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	
11	11	9	9		40
26-Dec	27-Dec	28-Dec	29-Dec	30-Dec	
	12	5	9		26
					196

**Partnerships and collaborations:**

- Affordable Care Act Navigators have returned in January to assist patrons in signing up for benefits.
- The Center for Economic Progress and their team of volunteers will provide free tax preparation services to income eligible adults.

**Highlights from Children’s Services from Jan Bojda and the team include:**

We had two kindergarten visits this month including an especially challenging one where we only had three staff people and normally a tour requires 4 staff members to allow us the necessary staff for the tour, craft, and story portions of the tour and the fourth person to staff our service desk. Because the group did not split the classes for the shuttle as we had planned we had to adjust and coordinate our plans with 20+ kindergarteners and their teacher and parent volunteers standing in front of us and 20 more due to arrive in 15 minute intervals. I have a special shout out to Kim Kaufmann for thinking on her feet and devising a way to make it work and adapting it as things changed throughout the visit. Brian was the third member in our “power trio” as we adapted to the changing needs of the moment. Another special shout out to Jessica Iverson who stayed an unplanned extra hours to staff our service desk and come to the rescue of her colleagues!

We host the Mayor and City Manager’s Annual Holiday event. This year it was a family party so I thank Renee Neumeier for sharing a popular “beanbag” snowman craft that was a hit with a variety of ages, including at least one adult sans child. Martha Meyer wowed them with Story time skills and her husband and our former colleague Rick Kinnebrew, brought his big blue blocks that were also a hit.

Brian Wilson received notice than his proposal for a presentation at the 2<sup>nd</sup> Annual Illinois Youth Services Institute was accepted. The institute will be in Springfield in March of 2017.

From Andi Altenbach about her Winter Break MakerKids program:  
Winter break Makerkids: Three Little Pig Science (K-2<sup>nd</sup>), 12/29: We read a pretty traditional telling of the Three Little Pigs and then set out to build houses of straw (plastic straws), sticks (popsicle sticks), and brick Legos) to see if they would withstand the attempts of the Big Bad Wolf (a window fan) to blow them down. We ended up only really getting to the straws and then playing with the Legos, but it was a lot of fun! I think it could definitely be done again and built upon, too, it was a good framework for storytime/STEM combo programs.

**Meetings:**

All but one staff member was able to attend a session to talk about service desk space with Jessica Jolly.

**Bojda:**

Bojda convened a meeting to plan for an EPL Comic Con.  
Bojda, Neumeier, and Antolin met to discuss youth services outreach and community engagement.

**Training and Professional Development:**

Kennelly attended the Literary Salon and Matt Bird’s program.

The Leigh Kennelly hosted Lincoln Story League.

Andi Altenbach received training from Marth Meyer to take over Book Babies.

**Highlights from Laura Antolin – Children’s Outreach include:**

**In House Meetings Attended / Events Attended**

- 12/3 Little Explorers – Sea Animals – w/Kim Kaufmann, Friedberg Room
- 12/7 Latino Engagement Interview - Board room  
Meeting w/Jan
- 12/9 Youth Services Community Engagement meeting – Board Room
- 12/16 Latino Engagement Interview - Board room
- 12/17 K-LEAP Let’s Play Post Office, Washington & Walker schools - w/Martha Meyer – Community Meeting Room
- 12/28 MakerKids – Squishy Circuits, K-2<sup>nd</sup> grade – Friedberg Room

**Out of House Meetings Attended / Events Attended:**

- 12/1 Deliver library card apps to King Arts  
JEH Pact – JEH  
Sharing Circle – Lincolnwood School
- 12/2 Book Buddies at Child Care Center of Evanston
- 12/5 LEAP – JEH, am
- 12/6 LEAP – JEH, am  
Learning & Growing at Family Center – JEH  
Hour of Code – Family Focus – w/Jill Skwerski & YTC
- 12/8 LEAP – JEH, am  
Sharing Circle – Lincolnwood School  
Washington School Y.O.U. book delivery  
Washington School Afterschool
- 12/9 Baby Toddler Nursery & Book Bag delivery  
Pick up library card apps from Dawes School
- 12/11 Book return to Washington & Kingsley Schools
- 12/12 LEAP – JEH, am  
Pick up library cards – Dawes
- 12/13 LEAP – JEH, am  
Fleetwood Afterschool – K-1<sup>st</sup> grade
- 12/14 EC2C Large Group Solution Design Team meeting – ETHS  
Home Provider Book Bag delivery  
Meeting w/Lise Jinno & Wynn Shawver  
Oakton Y.O.U. book delivery
- 12/15 LEAP – JEH, am

- Pick up library card apps – King Arts
- Sharing Circle – Lincolnwood School
- Fleetwood Afterschool – 2<sup>nd</sup>-3<sup>rd</sup> grade
- Doorway to Learning Family Program – JEH
- 12/16 Deliver Home Provider Book Bag delivery
- Pick up library card apps – Willard School
- 12/19 IMLS Grant meeting - Loyola
- 12/20 Dawes Aftercare
- 12/21 Teen Baby Nursery & Book Bag delivery – Family Focus
- Exploring STEAM W/Ms. Laura Parent/Child Activity – JEH
- Robert Crown Afterschool Adventures
- 12/22 STEM meeting w/Paula Shapiro & Kerry Littel
- Sharing Circle – Lincolnwood School
- 12/23 Book returns to Chiaravalle School, McGaw Children’s Center, Washington & Kingsley Schools

**Outreach/In-House Reach - Preschools:**

**Day Care Delivery Book Bags: 18: 13** Book Bags delivered to home providers\*; **4** Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

\*1 provider skipped December because her center was closed for vacation; 1 new provider to be added in January

**Baby Toddler Nursery storytime: Total: 80 (65 children and 15 staff);** 7 classes- infants, toddlers, preschool classrooms (in the preschool classroom, we made paper trees and decorated them).

**Teen Baby Nursery storytime: Total: 20 (14 children and 6 staff);** 2 classes – infants and toddlers

**Learning & Growing at JEH: Total: 24 (13 children, 10 adults, 1 staff)**

I read books and we sang songs and then the parents and children did a paper tree craft.

**Exploring STEAM w/Ms. Laura at JEH: Total: 21 (19 children, 9 adults, 2 staff)**

I presented a program about air pressure, force and motion. Every family made two different examples to test – they used 2 sponges, a Ziploc bag, straw and tape to make something that could move a pom pom and a cotton ball. They also made straw rockets – the children colored a cardstock rocket and affixed one third of a pipette to the back, placed a straw in the pipette and blew the straw to move the rocket. I also brought marshmallow shooters for the kids to try out (small plastic cups with the top of a balloon tied on to one side). We had brought in some small cars for the children to try and move and one dad affixed a balloon and a straw to the car which made it move pretty fast. Children experimented with all of the examples.

Each family took home guide sheets, their straw rocket and plastic bag experiment.



I coordinate with J.C. Renteria and Xiomara Alfaro (Family Center Home Visiting) on STEAM programs. I plan the program and we all contribute materials. Both J.C. and Xiomara recruit families.

**PACT Activity at JEH:** **Total: 19 (10 children, 7 adults, 2 staff)**

I brought books about trains and we did a storytime. The children and parents worked on creating a conductor's hat and a train using the letters of their names.

I work with J.C. Renteria to coordinate each PACT program – we share craft ideas and materials and get a diverse group of families for each of our programs.

**Book Buddies at Child Care Center of Evanston:** **Total: 21 ( 13 children, 2 staff, 6 NU students)**

- We had 1 final session of Book Buddies in December; we'll be at Reba Early Learning Center beginning in January 2017 for 8-9 sessions
- I bring 2 bags of books for use by the Book Buddies in the classroom; I read and sing with the children, they read with their NU Book Buddies and then do a craft.

**LEAP:**

Our LEAP unit in December was Pizza which is always really popular with the children. The kids write pizza menus, make felt pizzas, "bake" them in our special ovens which turns the felt into a plastic pizza, take orders and cut and sell slices of their pizzas. They practice writing, sequencing and oral narrative.

Attendance: Laundry Play Literacy - **364 (284 children, 80 staff)** 30 classrooms

- Laura – 15 classes, Kim – 10 classes, Brian – 10 classes, Jessica – 4 classes, Martha – 15 classes, Andi – 6 classes

**Doorway to Learning Parent meeting and Graduation:** **Total: 50 Library cards: 14**

I shared ECRR information with about 10 parents initially at the Doorway to Learning Parent meeting and the importance of reading with their children and modeling reading. We then went into one half of the board room where I did a 20 minute storytime with books and songs and the families had dinner. After dinner, there was a short graduation, complete with caps and gowns, for the children turning 3 who were moving out of the Family Center and into preschool classes. I made library cards for families while they were in the graduation program and delivered them when it was done. One of the parents I made library cards for (along with her 5 children) was a COE employee who was certain she had a card but, in fact, did not – she was grateful for the opportunity that night.

**Outreach/In-House Reach – School-Aged:**

I had 4 regular monthly Afterschool programs in November and have finally arranged for visits to Robert Crown to start either in December or January.

**Fleetwood K-1<sup>st</sup> Afterschool:** **Total: 8 (7 kids, 1 staff member)**

Read 2 books and did paper tree craft.

**Fleetwood 2<sup>nd</sup>-3<sup>rd</sup> Grade Afterschool:** **Total: 8 (7 kids, 1 staff member)**

We made paper stars.

**Dawes Aftercare:** **Total: 30 (27 kids, 3 staff members)**

Read 3 books and made cd spinners for decorations. Some of the students had been at Fleetwood/Robert Crown over the summer and had either seen or made cd spinners and were excited about making another one.

**Washington Afterschool:** **Total: 28 (25 kids, 3 staff members)**

Read 3 books and made cd spinners for decorations.

**Robert Crown Afterschool Adventures:** **Total: 18 (15 kids, 3 staff)**

After a few months of working on re-establishing this connection (personnel changes), I returned to Robert Crown Afterschool Adventures and did a Perler bead craft activity with the kids. It wasn't the best day to come because ½ of the kids were practicing for a play the next night but I was happy to reconnect with a lot of familiar faces. I'm planning to bring books for the kids to check out and read at Robert Crown in January.

#### **Y.O.U.:**

For each Y.O.U. program, I select about 100 books from which the students choose 1 or 2 books to be kept in the classrooms and used during Y.O.U. reading time. I'm in contact with the site coordinators and they send some ideas about topics/authors/titles that the kids are interested in and I augment those with my own choices of new and popular books on different reading levels. Y.O.U. staff appreciated our providing books and its gratifying how excited most of the kids get to pick their books.

Someone always asks me if they get to keep the book they choose –there is a pretty keen sense of wanting that ownership.

**Total: 70 kids 75 books checked out**

**Walker Y.O.U. & Dawes Y.O.U.** opted to skip December so I'll bring new books in January.

**Oakton Y.O.U.**

I brought about 100 books for the kids to choose among. We set up books all along the floor; I checked out books and brought back the books they had checked out previously.

**Total : 45 kids, 57 books**

**Washington Y.O.U:**

This was the first time I brought books to Washington (Jill had checked out to them in October with the book bike). This site was a little disorganized – Froilan (who is the site leader) wasn’t sure which books had previously been checked out and was not clear about procedures. I explained how to keep track of books, and was able to pick up most of the previously checked out books and leave a list of outstanding titles.

**Total: 25 kids, 18 books**

**K-Tours:**

We had 3 tours in November. I delivered and picked up completed library card applications and window markers prior to the tours. Children’s staff led the different aspects of the tours (Tour, Craft, and Storytime) and families are invited to return to get a free book and see the school’s window after their child’s tour.

<b>School</b>	<b>Tour date</b>	<b># students</b>	<b>#library cards made</b>
Dawes	12/14	58	37
King Arts	12/20	75	12
Willard	12/22	80	42
<b>Total:</b>		<b>213</b>	<b>91</b>

**K-LEAP: Let’s Play Post Office w/Walker and Washington Schools: Total: 26**

There were fewer families at this Let’s Play Post Office– but everyone who was there enjoyed themselves. The weather had been threatening and we suspect some families stayed away because of that.

**Hour of Code, Family Focus: Total: 28 (12 4<sup>th</sup>-5<sup>th</sup> graders; 12 middle-school;YJC – 3 teens, 1 adult)**

This is the second year that Jill and I have brought YJC teens to Family Focus for Hour of Code. I take the 4<sup>th</sup>-5<sup>th</sup> graders into the computer room and Jill stays with the middle school students in their classroom. YJC teens and adult coordinator facilitate this event.

### **Other/Connections:**

**Little Explorers – Sea Life STEAM Program w/Kim Kaufmann: Total: 18 (11 kids, 7 adults)**

Kim Kaufmann and I worked together on our 2<sup>nd</sup> Little Explorers STEAM program for preschoolers 3-5 years old. I read a book to start and then we had 7 stations (including our Library Station with fiction and non-fiction titles about sea life for families to read) that families could rotate around. A diverse group signed up for this program and everyone was very engaged.

**MakerKids - Squishy Circuits, K-2 : Total: 17 (15 kids, 2 adults)**

As part of our winter break MakerKids programming, I ran a Squishy Circuits program in December for 15 kids, the majority of whom were in Kindergarten. Two parents, who were interested, stayed and worked with their children. Most of this group was new to circuits and all to Squishy Circuits so it was an interested and engaged crowd. They all worked on figuring out how to make LED basic, parallel and series circuits, as well as motor and buzzer circuits. I had littleBits as a backup if we finished early, but we never got to them because the kids were so interested in what they were doing.

**Book returns: Total: 33**

Twice monthly return of library books to **Washington School (14); Kingsley School (8); McGaw Children’s Center (5); Chiaravalle (6); Roycemore & St. A’s** closed 12/23/16 so will return in January.

### **Monarch Book Award Committee:**

As a reader for the Monarch Award, I read and rated 10 books assigned to me according to the Monarch rubric and submitted my scores to the committee. I am in the process of reading the 50 final titles in preparation for voting for the award winners in February 2017 at New Lenox Public Library on February 11, 2017.

### **Collection:**

- Selected and ordered graphic novels for Children’s Room collection
- Received and put out on the floor 12 new comics for the *Read It Here Comic Collection*

Learning & Growing PACT Activity – Family Center



Making paper trees

Exploring STEAM w/Ms. Laura at JEH



Air Pressure and Motion

Fleetwood Afterschool K-1<sup>st</sup> grade



Making paper trees

PACT Activity- JEH



Making name trains and conductor's hats

Dawes Aftercare K-5<sup>th</sup> grade



Making cd spinners

Fleetwood Afterschool 2<sup>nd</sup>-3<sup>rd</sup> grade



Making paper stars

Washington Afterschool K-5<sup>th</sup> grade



Making cd spinners



Family Focus Afterschool



Hour of Code

Robert Crown Afterschool Adventures



Designing with Perler beads



Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Shell Identification Station (Science/Technology)



Living or Non-living Station (Math/Science)

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Feed the Shark Station (Math)



Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Kinetic Sand Station (Engineering/Technology)

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Salt Water/Fresh Water: Float or Sink Station (Engineering/Science)

Little Explorers – Sea Life STEAM Program w/Kim Kaufmann



Library Station (Reading)



**Teen Services Highlights from Renee Neumeier include:**

**Staffing Changes**

Ashley Hamernik left her position as a full time library assistant in Teen Services at the end of December. Ashley got a new job back in her home town of Omaha, Nebraska. Ashley was an integral part of the teen Services team and her contributions will be missed.

**Community Engagement:**

**Haven 6<sup>th</sup> Grade visits:**

- All of Haven's 6<sup>th</sup> grade Language Arts classes walked over to North Branch for a visit. During their visit Teen Services staff gave students an overview of the Loft, the YA collection and teen programming. The second part of the presentation introduced the Rebecca Caudill program at Haven and included book talks of Rebecca Caudill titles. North Branch staff made cards for students leading up to the visits and during the visits. They helped with checkout and RA during the visits too.

**Y.O.U**

- Y.O.U. middle school site staff came to EPL to select books for their sites from the teen services ARC collection.
- EPL and the Nichols Y.O.U. have agreed to pilot a new program where 10 Y.O.U. middle schoolers will come to Loft on Tuesdays from Jan-March to complete different challenge and activities with Little Bits and other equipment in the Loft.

ETHS

- Teen Services staff ran a station at ETHS first ever morning Maker event during Hour of Code week at the beginning of December. A lot of students stopped by to try out our Sphero robots.
- Ashley Hamernik presented book talks to multiple freshmen humanities classes. Every book she talked about was checked out by students in the classes.

**Renee Neumeier/YA Services Supervisor's Personal Report:**

**Programming:**

Middle School YA Lit Fest

- Contacted and confirmed with several authors
- Had flyers and poster templates created
- Finished PR for event
- Worked with Jill Schacter on promotion

**Community Engagement:**

Mock Printz:

- Coordinated with D65 staff on setup for the day
- Coordinated plan for the event
- Read Mock Printz titles

Digital Literacy:

- Met with D65 staff to plan our pilot classes with D65 ELL parent programs.
- Worked with Heather to layout syllabus for classes
- Classes will teach basic computer knowledge, web basics, email basics and Google apps information. D65 website and procedures will be used as examples during classes.

Community Wide Read:

- Met with Y.O.U. staff to discuss how their sites could be involved
- Books delivered to middle schools and high schools
- Attended meeting to finalize book for 2017-2018

Cradle to Career Literacy on Track Team:

- Finished questions for Design Thinking interviews
- Contacted Early Childhood teachers to schedule interview times and confirmed

Project Excite/D65 Camp

- Project Excite may or may not have 6<sup>th</sup> grade group for summer, tentatively have agreement to do program
- Had first meeting to begin planning out curriculum to be used for Project Excite and D65 camp
- D65 camp will be at the end of July/early August
- Camp will focus on input and outputs, starting with electricity and then additional inputs and outputs that can be added to circuits

**EvanSTEM:**

- 5<sup>th</sup> Ward STEM Fest in development
- Evaluation tool in development
- Discussion at Directors Mtg about how to spend remaining funds, looks at good evaluation and best practices vs funding new programs

**Summer Reading:**

- Conference call with Read Squared to ask final questions about products
- Working on planning Teen events

**Professional Development:**

**Tinker:**

- Worked Tinker social media
- Completed and sent out Tinker survey for future meeting topics and feedback to improve meetings
- Discussed results with other Tinker facilitators
- ALA program proposal was rejected

**Other:**

- Selected ebooks and eaudiobooks for My Media Mall
- Wrote book reviews for the blog
- Selected fiction/nonfiction/AV for Loft
- Weeded YA fiction, nonfiction and audiobook collection

**Community Outreach highlights from Jill Skwerski includes:**

- December is always filled with activity around the winter holidays. We supported the community in the following ways through book donations:
  - 2<sup>nd</sup> Baptist holiday basket program – provided 250 books for babies, kids and adults along with program information and bookmarks

- Mayor's Annual Food and Toy Distribution – Karen and I attended this annual event out at Fleetwood-Jourdain. We distributed 350 books throughout the day and invited community members to our facilities, programs and of course, to get a library card.
- Produce Mobile and Hillside Pantry – though these are regularly scheduled visits, it's worth noting that 125 books were distributed at Crown during the Produce Mobile and 250 book were distributed at Hillside. Both locations are always bustling, with people selecting books, asking about our basic computer classes, legal services and ACA navigators.
- So – total holiday book distribution to the community totaled just over 1,000 items!
- Representatives from Safelink wireless phone service (free Federal program) visited our lobby on 12/15. George and Nicole (see photo) will be making regular monthly visits to connect patrons who qualify with free cellphone service. They had 8 registrants on their initial visit. They'll also be available to assist patrons with questions pertaining to existing service, such as how to add minutes and troubleshoot problems. Reference staff report they get a steady flow of questions about the program, so George and Nicole's regular presence onsite should help!
- An intern from the Greater Chicago Food Depository visited EPL and offered access to SNAP enrollment and to LINK card registration. I'm awaiting numbers from her and hope that she'll return to provide further access to these two programs for our patrons.
- Computer lab at Blake Manor and Primm tower wrapped up before a brief winter hiatus. On 12/12, students from the ETHS Youth Technology Corps accompanied me to Primm. Our staff photographer, Lynn Trautmann, also joined us and captured some great images of our lab in action. (See attached.) January classes resume 1/23, at which time we should be planning to onboard our soon to be hired Tech Trainer position.
- Along with Laura Antolin and students from YTC, we visited Family Focus for the annual Hour of Code event. For details and photos, please refer to Laura's report.
- Finally, after completing interviews for our Latino Engagement position, I'm very much looking forward to welcoming the selected candidate at the end of next month. This new hire will allow us to expand our mission to reach members of the community who may not be accessing library services and to help make them aware of all the library has to offer!











Neighborhood Services highlights from Connie Heneghan include:

## PROGRAMS

All **Haven Sixth Graders** visited North Branch to meet with Renee Neumeier. Renee told them about activities in the Loft as well as DIY activities at the branches. She book talked Rebecca Caudill titles and introduced Amy Odwarka's program for participating in the Rebecca Caudill winner selection. Branch staff entered new patron cards, collected and checked out Caudill titles and other materials.

Science Saturday: Snow

Participants viewed a video about how snow is formed and made snowflakes.



We presented **Winter Break** activities at both branch locations. These included a Happy Noon Year! Event, winter bingo, bird feeders, book reviews and a scavenger hunt.

Here are some New Year's Eve revelers:



## MEETINGS

Branch staff meeting to discuss **Summer Reading** and finalize **Winter Break** activities, Dec. 1 & 15  
(C Heneghan, R Surbrook, B Sweeney nee Petrites, K Littel)

Admin Team. Dec. 1 (C Heneghan)

**Robert Crown meeting**, Dec. 6 & 20 (C Heneghan)

Visited Foster Senior Group at Fleetwood-Jourdain to check out and return books, audiobooks and DVDs. Dec. 7, 14 and 21 (C Heneghan)

**City Council Meeting**, Dec. 12 (C Heneghan)

**Kwanzaa Celebration** with Genealogy Group at Levy Center, Dec. 13 (C Heneghan)

**Foster Senior Group holiday luncheon** at Fleetwood-Jourdain., Dec. 21 (C Heneghan)

**Central Street Business Association** quarterly meeting at Evanston Art Center, Dec. 6 (C Heneghan)

Interviews with **Latino Outreach** candidates, Dec. 7 & 16 (C Heneghan)

**Central Street Neighbors Association board meeting**, Dec. 7 at Hillside Church (C Heneghan)

**Community Wide Read 2018** Planning, Dec. 15 (C Heneghan)

Preview of **LS SIRSI**, Dec. 16 (C Heneghan)

**Hotspot** Team meeting, Dec. 16 (C Heneghan)

**FACILITY**

Maintenance and city staff constructed furniture to cover our water service piping in the front of the library.



Kerry Littel reorganized the shelving at CAMS to give us more space for popular items.



Juvenile Shelving at CAMS



Adult Shelving at CAMS

- Accolades to the Branch team – 89 registered:  
Karen and Jan,

Just wanted you both to know about this: 4 of Connie's Branch Team came to The Young and the Restless at 10am when playtime starts (after the singing) and signed up anyone who wanted it to WINTER WORDS, our 3 and under reading program that encourages reading to Evanston's littlest patrons.

They are a crack team and were flexible enough to adapt to non-English speakers and other fun challenges this very big group presents.

Thanks to Connie and her impressive branch team.

Martha Meyer  
Library Assistant

**Adult Services highlights include:**

- December adult programs included holiday music performances, book discussions and a variety of computer related classes including introductions to various types of software and instructions on using devices. Please refer to the December calendar to review the many programs that the Adult Services team produced.

**Technical Services highlights from Tim Longo include:**

**Items Added**

Adult at Main=905

Adult at North=18

Adult at CAMS=6

**Total adult items=929**

Juvenile at Main=629

Juvenile at North=136

Juvenile at CAMS=135

**Total juv items=900**

YA at Main=271

YA at North=14

YA at CAMS=14

**Total YA items=299**

**Total items added to collection in December=2128**

**Carts Ordered:**

- Titlesource 360: 0
- Amazon: 126.60
- Rotary: 66.98

**Patron Requests:**

Received 20 patron requests for the month of December. Will purchase 10 of the titles suggested when the 2017 funds are released.

**Donations:**

Adult Gift Books Added to the Collection: 60  
Adult Gift CDs Added to the Collection: 18  
Adult Gift DVDs Added to the Collection: 2  
Grubby Books Replaced by Gift Books: 33  
Grubby Audiobooks Replaced by Gift Audiobooks: 2

**Weeding:**

Books Sent to Repair: 34  
CDs Sent to Repair: 1  
Audiobooks Sent to Repair: 3  
Most Wanted Titles Weeded: 54  
Most Wanted Titles Added to the Circ Collection: 8  
Other Books Weeded: 317  
CDs Weeded: 5  
Audiobooks Weeded: 2  
Additional Old Travel and Test Books Pulled: 1  
Old Editions of New Books on Standing Orders Pulled: 16  
Books Sent to be Relabeled, Cataloged, etc. : 5  
Audiobooks Sent to be Relabeled, Cataloged, etc.: 2  
CDs Sent to be Relabeled, Cataloged, etc.: 10  
Lost Books Replaced: 11

**Weeding Plan for Grubby CD Duplicates:**

Missing: 7  
Weeded: 85

**Weeding Plan for Grubby Audiobook Duplicates**

Weeded: 2

**Donations:**

Local Authors Added to the Collection: – 2  
Getaway with God by Letitia Suk  
Parables from the Outskirts of Polite Society by J.R. Summers

**Displays**

12/1 – First Floor: Better Learn to Knit  
12/1 – Second Floor (Front) : Holiday Music



12/1 – Second Floor (Back): Remembering Pearl Harbor

12/15 – Second Floor (Back): Judge a Book By Its Cover

Staff Display:

12/1-12/15 - Deb

12/15 – 12/31 - All Staff: Holiday Recommendations

**Misc.:**

- Connected Aimee Crow to Jeff Balch. The Erie Family Health Center will now be a point of free book distribution in Evanston.
- Asked Centerpoint to no longer send us Large Print westerns as they simply do not circulate. Exchanged them for more Large Print Mysteries instead.
- Created the 2016 Holiday Gift Guide (Staff Suggestions) list with the aid of the staff and the design talents of Lea Hernandez. Printed out 100 copies to see how well they get taken.
- Submitted a Wonderdesk ticket to see what Travel books circulate the most. From this list we can pare down the books to see which countries do not circulate well. Until now I've been buying Travel to fill space, but at this point I'd like to only buy in the areas that circ well.
- Literary Salon held on December 3rd at 1:30 p.m. – Crystal Chan – Beyond being “unique”: a mixed-race author in a monoracial world

**Upcoming events of note:**

**The Middle School Literary Festival is coming!** Mark your calendars for this special literary festival just for middle schoolers. Hear more than a dozen YA writers talk about their writing, how they get into the heads of their characters, self-publishing and more. Swag bags for all! For more information call The Loft at 847-448-8625. **Sunday, January 29, 1-4pm, Community Meeting Room, Main Library.**

Adapting any book to the stage can be a challenge. Unique is the experience of adapting works written for children. Join playwrights Jim Grote and Christina Calvit of the Lifeline Theater as they delve into the pitfalls and rewards of turning literary classics for young reader into unforgettable staged productions. Community Room, First floor, Main Library.

Fun for all ages! Come celebrate the release of the 50th book by Caldecott winning illustrator Kevin Henkes! The legendary author and illustrator will talk about his latest picture book, the highly acclaimed *Egg*. The celebrated creator of such award winners as *Kitten's First Full Moon*, *Waiting*, *The Year of Billy Miller*, among many others, will then be on hand to autograph books available for purchase from The Book Stall. **Registration is required. Due to possible high demand, registrants are**

**asked to be present at least 10 minutes before the program begins; unclaimed seats will go to those in the stand-by line. \*\*\* Registration is now closed\*\***

**Teen Musical Creation Lab:** Want to write your own musical? Have you ever wondered what it's like to be a director? Are you a composer, choreographer, writer, or singer? Join our Musical Creation Lab!

In our Lab, meet weekly with professionals from etc. Music School (etcmusicschool.org) to learn how to create original works of musical theatre. Get placed on a team or work on a solo project. Progress will be shared each week; at the end of our term, local young artists will join us to help produce staged readings that will be recorded at a live performance!

No prior directing experience and no particular musical skills required. Come as you are, with your preference to be a writer, a composer, a director, a poet/lyricist, a choreographer, or any combination! We want to work with you to create your new musical. Come join us! Grades 6-12. Drop in or sign up for a reminder.

**Excerpts from patron feedback:**

- Patron Comment:

Kevin Kelley works in Teen Services.

"Kevin,

A patron named Tamara Heller wanted to let you know how much she appreciated your help and suggestions from a few weeks back.

She is a Books on Wheel patron.

You helped her with sci fi/fantasy suggestions. One of the books she really enjoyed that you recommend

- From Robin Sindelar:

It was a little tricky to write this, as I am typing with a broken hand. I had a fall and a rattled head on December 12<sup>th</sup> and missed work. For December I would like to give a big shout out to my fantastic colleagues who organized a book display for the December movie showings, double checked Joomla for my programs, made sure there was enough yarn for our k tours, sewed donuts for me, covered the desk, and jumped in and helped in all ways. We have such a great group – it is a privilege to work with all of this staff!

- From Balla:

A patron came up to our desk to thank us for the "wonderful hold system." She chooses books for her grade school son, and then a couple days later, they are in! She is thrilled with this process.

- From Wilson:

One of the children on the Dawes Kindergarten tour announced “I’ve been to this library before! It’s the best place in the world!” And many of her students agreed and clapped. The teacher told me that the kids in her class couldn’t wait to visit the library for their tour.

- From Meyer:

1. Elijah – Elijah’s mom said she was really happy to see me because the JChapter books I had recommended to her previously had really engaged her son: Anna Hibiscus, Catwings, Magic Tree House. Elijah got so interested that he came in himself to ask for recommendations for early readers this time. His mother feels his reading life has been transformed by our selections and recommendations; she thanked me personally.

2.

Reply   Reply to all   Forward   Close   Help

From: Danczak Lyons, Karen   Sent: Mon 12/12/2016 1:00 PM

To: Bojda, Janice; Meyer, Martha; Rick Kinnebrew

Cc:

Subject: Thank you, thank you, THANK YOU!!!

Attachments:

[View As Web Page](#)

Jan, Martha and Rick,

Thank you so much for giving up your Friday night to help me host Mayor Tisdahl and Wally Bobkiewicz' holiday party. Everyone had a wonderful time whether they had children with them or not. Having the group of Directors, Aldermen and senior staff experience the magic that you create each day at the library was truly wonderful.

Having library services showcased was a great way to enlighten City of Evanston colleagues about the importance of our work in a fun and engaging manner. Please note Susie's message below- the snowmen were a big hit at her house too.

Karen

-----Original Message-----

From: Hall, Susie

Sent: Monday, December 12, 2016 10:14 AM

To: Danczak Lyons, Karen

Subject: RE: You have a wonderful family!

Thank you Karen! We had so much fun on Friday night.

And I wanted to send a special THANK YOU to you and Janice and Martha and Rick! You guys went above and beyond. Jude and Liam talked about how fun it was all weekend. And - best story - Liam asked me before bed last night what his favorite stuffed animal was. I said I didn't know (he 1000s of them), and he said it was his snowman! He carried them around all weekend.

Susie Hall  
Executive Assistant  
City Manager's Office  
(847) 448-8175

3. I received this note at Christmas:

**Jihyun Moon <teachermoon@gmail.com>**

12/25/16 (10  
days ago)

Dear Martha,

We hope you are doing well in Evanston. California is fantastic, but we miss you so much!! Upon arrival, we tried story times at libraries in the neighborhood but none of them were as interacting and engaging as yours. And top of that, there is no bubble poking session! :(

On the bright side, we love California :) People are sososo nice, very open and very happy. Weather is incredible.

We have attached to this email the picture we took together on our last few days in Evanston. (and some other bonus pics) We think of you very often and miss you so much!!

We wish you a very merry Christmas and a year 2017 full of joy and love.  
Sending you a warm hug,

Mimi, Thomas, Owen & Liam

Here is one of the many pictures that Mimi sent me:



And here is a current picture of Owen (he's getting so big!)

