



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, September 26, 2018
6:30 P.M.
1703 Orrington Avenue, Falcon Room – 3rd Floor

Members Present: Socorro Castro, Adam Goodman, Rachel Hayman, Ruth Hays, Shawn Iles, Vaishali Patel, Benjamin Schapiro

Members Absent: Margaret Lurie

Staff: Karen Danczak Lyons, Teri Campbell, Jan Bojda, Laura Antolín, Jill Schacter, Jill Skwerski, John Devaney, Mariana Bojorquez

Presiding Member: Benjamin Schapiro, President and Shawn Iles, Treasurer

ALL TO ORDER/DECLARATION OF QUORUM – Treasurer Iles called the meeting to order at 6:34 pm. Quorum achieved at 6:38 pm.

CITIZEN COMMENT – None

CONSENT AGENDA

- A. Approval of the August Bills and Payroll and Minutes of August 15, 2018 Board Meeting** – Trustee Hayman moved to approve the Bills and Payroll and the minutes of the August meeting. Trustee Hays seconded the motion and it was approved by voice vote.

PUBLIC HEARING – Assistant Library Directory Teri Campbell presented an overview of the FY19 budget, which includes a 1.1% increase in expenses across the operating budget, debt service, and capital budget. The Library will ask for a 1.8% increase in the property tax levy. About 70% of operating expenses are personnel costs and the increase includes the addition of 4 FTE for Robert Crown branch operations. There were no citizen comments. The Board unanimously voted to approve the FY19 budget by roll call vote. Trustee Patel motioned and Trustee Castro seconded.

INFORMATION/COMMUNICATIONS

- A. Equity, Diversity, and Inclusion Draft Report** – DeEtta Jones presented the findings from the EDI Assessment. She and her staff met with over 100 people in 2018, including staff, community partners, and community members. Jones made eleven recommendations for the Library to respond to and begin to redress historical racism in Evanston. Recommendations are described in the EDI Needs Assessment Report, which will be publicly

available online and at all Library branches. The public is encouraged to provide feedback at www.epl.org/essentials/board-of-trustees/edi-feedback/ or by submitting a feedback survey at a Library location.

LIBRARY DIRECTOR'S REPORT – Director Danczak Lyons reported that the new Latino Outreach Librarian, Mariana Bojorquez, has started. Bojorquez shared some of her plans for engaging the Latinx population, including providing translation services and Spanish-language programming. She encouraged any interested community members to reach out to her with suggestions. Director Danczak Lyons also shared about the Library Card Sign-Up campaign in September. Library staff have been visiting locations throughout the community to provide library cards. This will be followed up with targeted mailings in the fall.

STAFF REPORT

- A. Administrative Services Report** – Assistant Director Campbell reported that there were no new hires this month. The new Bilingual Tech Trainer will start soon.
- B. Summer Reading Program** – Youth Services Manager Jan Bojda reported that there was a 3.4% increase in registration this year and an increased completion rate (up 13.5%). The reading program switched from counting minutes of reading to days of reading, making it easier for youth to complete the program. Children's Outreach Librarian Laura Antolín visited 960 youth enrolled in summer camps, including several new camps. About two thirds of summer camp youth completed the Summer Reading Program. Antolín also supported 110 rising kindergarteners in ABC Boosters.

BOARD REPORTS - none

BOARD DEVELOPMENT – Trustees were reminded to complete their required training for the Illinois Per Capita grant.

UNFINISHED BUSINESS – Board committees were discussed and finalized. Trustee Hayman suggested creating a new committee dedicated to Trustee professional development and orientation. The Board unanimously voted to create this new committee. Trustee Hayman motioned and Trustee Goodman seconded. Trustee Hayman was made the Chair of the new Trustee Development and Orientation Committee, with Trustee Hays also serving on the committee. Trustee Hays was also appointed to the Facilities Committee. The Board unanimously voted to approve all committee assignments. Trustee Castro motioned and Trustee Hays seconded.

NEW BUSINESS

- A. **3D Printing Procedure** – Director Danczak Lyons shared the Library’s concern about the potential for 3D printers to be used for printing guns. She said that the Library is a gun free facility and that guns would not be printed on Library 3D printers. Library staff review and approve all 3D print projects.
- B. **Main Weatherproofing Phase 4** – Facilities Manager John Devaney reported on the bid process for completion of the final phase of Main branch weatherproofing. Bids were accepted from six firms, with Reliable & Associates Construction Co. selected for the job. Devaney asked for Board approval to complete the building weatherproofing in the amount of \$538,800. The Board unanimously approved by roll call vote. Trustee Iles motioned and Trustee Hayman seconded.

ADJOURNMENT – President Schapiro moved to adjourn the meeting at 8:15pm. It was approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, October 17, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.

**Library Director's Report
September 26, 2018**

Updates:

Summer Reading Program 2018

Program Overview:

Changes:

Based on feedback from staff and patrons plus the success of this approach at other area libraries, EPL decided to count days of reading this summer instead of minutes. We also decided to make the main focus of completing the program reading vs a mix of reading and other activities. One of the goals of summer reading is to address the summer slide; keeping kids reading is a key part of that, which is why we wanted to bring the reading component front and center again. Additional activities were offered as bonuses this year.

The change to counting days was received well by staff, who felt that the change made both Summer Reading Program registration and checking in patrons for the program more efficient. Patrons were also satisfied with this change. Depending on their reading habits and age, participants could complete 20 minutes or 3 hours of reading in a day and still make progress.

Moving to recording days instead of minutes worked well in the summer camps and programs EPL produced this summer. This approach was easier to explain and to implement in summer camps. Campers were able to count reading at camp and reading at home towards their reading goals.

The Children's Outreach Librarian continued to concentrate on effective ways to communicate a clear message about summer reading with parents and caregivers. It's important to EPL that parents and caregivers are aware that their child was participating in our Summer Reading Program at the summer camps.

This year summer camp sites were:

- Y-Readers Oakton
- Y-Readers Family Focus
- Y-Readers Washington
- Y.O.U. Pre Care
- Y.O.U. Lincoln
- Y.O.U. Middle School Program (Nichols)
- Fleetwood Summer Diversified
- Summer Library Learning
- Robert Crown Tween Scene
- Robert Crown Take Two
- Robert Crown Summer Safari
- Robert Crown Kid City
- Robert Crown Creative Play
- Robert Crown Counselors in Training
- Robert Crown Fun Factory
- Ridgeville Pre K

- Ridgeville Creative Arts
- Ridgeville 5-7
- Freedom School
- Fleetwood Summer Discovery
- NIA – Family Focus
- D65 Summer Kids Fest

There were 2 new sites this year; D65 Summer Kids Fest and Freedom School. Ridgeville did not end up participating as planned due to issues of data sharing but campers were invited to come to the library to participate.

In most camps, EPL Children’s staff members visited three times. The nature of the visits varied depending on the camp and the amount of time allotted to visits. At Y-Readers camps, NIA (Family Focus), Y.O.U. Pre-care and D65 Summer Kids Fest, visits included the introduction of booktalks by campers to one another. At D65 Summer Kids Fest and Robert Crown Creative Play and Take Two, visits included storytime read-alouds. Y-Readers camps were very appreciative of this partnership and said they look forward to their students participating in Summer Reading Program every year. At the Y.O.U. middle school program visits were made by teen services staff four times throughout the summer. Matt Gauen, one of the Y.O.U. middle school program providers shared this feedback with us:

“For the second consecutive summer, Y.O.U.’s Evanston Middle School Summer Program partnered with Evanston Public Library for our summer readers program. For three dedicated days a week, students read for a minimum of 30 minutes during their AM learning time. Among the more popular titles were the graphic novels, which were a big hit. Quite a few students would "request" certain books from our book tables in the cafeteria, which were set up for the entirety of the summer program. Students had the option to grab any book they wished for reading time. A few students also commented that there were too many good books for them to read!

One of our favorite memories of the summer was during a rainy day. During indoor recess, a group of students got together in the back half of the cafeteria and formed their own book club, where they had grabbed a few books from the book table and were happily discussing which ones were their favorites. It was encouraging to see such excitement and interest around literacy.

Another great moment this summer occurred during morning reading time. Some mornings, youth are not super thrilled about reading, and it can be a struggle to get all students engaged. However, this particular day, every student had found a book that they were interested in, and the whole room was engaged. Whether novel or graphic novel, there was a great moment of zen when all the youth were reading and enjoying their books in the classroom.

Finally, at the end of the summer, students that participated in the reading groups had the opportunity to choose a book to keep. Since we had a surplus of books, we had some avid readers that asked if they could take a second. We offered for them to take as many as they liked. We had a few students that took great advantage of this and took full paper grocery bags full of books home with them to read!

We greatly appreciate the support Evanston Public Library provides, both through enrichment group opportunities and their generous donation of books each summer. Students stay engaged with literacy throughout the summer and love to take advantage of the books that are provided.”

Everybody Reads:

This summer Everybody Reads books were purchased and distributed to Robert Crown and Fleetwood-Jourdain to refresh their book collections. Y.O.U.’s middle school program also

received a collection. Depending on space limitations and needs we curated a collection for each site including popular titles, graphic novels, early readers and nonfiction. Robert Crown received 86 new books, Fleetwood-Jourdain received 50 new books and Y.O.U.'s Middle School program received 200 books - a mix of new and titles donated by publishers.

The Numbers:

Participation:

2017 to 2018: 3.4%

2015 to 2018: -2%

Completion increased:

2017 to 2018: 13.5%

*2015 to 2018: 57%

2018:

	Total Registration	At Least One Check In	Final Check In	Bonus	Completion Rate
Children -Birth – 5 th Grade	2746	448	918	608	56%
Teen -6 th -12 th Grade	655	74	226	104	50%
Adults	615	62	65	106	27%

Total 2018 Participation: 4014 Total Completed: 2027 (50%)

Camps:

2018:

Total Participation: 1088 Total Completions: 753 (69%)

Teen Services:

This fall Teen Services staff is bringing or will be bringing STEM programming to Family Focus, Y.O.U. at King Arts and MetaMedia and McGaw YMCA. MetaMedia will also begin bringing students to the Loft once a week on Mondays. These partnerships demonstrate our focus on innovative programming to engage teens and bringing programs to other parts of the community where it may be more difficult for teens to reach a library location.

Events of note:

On September 15, the library held its second Human Library event, this time at the Civic Center. There were 14 “books” (3 returning titles from the April, 2018 event and 11 new titles) and 20 “readers,” all of whom rated the experience very highly and most of whom “read” more than one

“book.” The “readers” this time were all (but one) from Evanston and were older than the April attendees (nearly all over 45 years old compared to 25% under 45 in April), which could be accounted for because of the venue change from April, when more attendees were library patrons who happened to drop-in and stay. All of the attendees this time came to the Civic Center specifically to attend the event, which they had heard about primarily from the library newsletter and the Roundtable article.

In August, Adult Services Library Assistant Kim Hiltwein hosted a screening of *Lorraine H. Morton: A Life Worthwhile* - 97 attendees. This was a partnership with Shorefront Legacy to show their documentary about Mayor Morton. It was very well received and many patrons shared their recollections of Mayor Morton.

Kim Hiltwein also screened *Decoding the Weather Machine* - 25 attendees. This was a partnership with Citizens' Greener Evanston, who facilitated the discussion afterwards. This was an adult services partner program to the Children's Department library's NASA programming for Earth Week.

Adult Services Librarian Heather Ross hosted two after-hours performances of Muse of Fire's *Richard III*. On Friday, Aug. 24, there were 55 attendees. On Saturday, Aug. 25, there were 59 attendees. This is the theater company's last performance, as they have decided to disband after nine years.

Adult Services Librarian Susan McClelland and the Northwestern Student Global Health Corp offered a 2-weekend series of free Red Cross CPR and First Aid training and certification sessions on August 11 and August 18. The sessions drew over 25 participants and another series of CPR training series is planned for November.

Adult Services Library Assistant Jeny Mills and the Readability Book Club completed their summer session, during which they met weekly to read aloud and discuss *Cinder* by Marissa Meyer. This group is designed for adults with disabilities and includes one or more volunteers who help with reading aloud. Their fall selection is *Artemis* by Andy Weir.

For Library Card Sign Up Month this month, 8 staff members will go out into the community to sign up individuals for Library Cards, connect, and share information about services and resources. Locations included: Walgreens, Goodwill, two laundromats, and a food mart as well as outdoor events. Focus is on 2nd, 8th, 5th and 9th wards.

Digital Literacy Classes taught in August 2018 (internal and external)	
In the library	8
Outside of the library	9
Total # of classes	17
Average # of students per class	3
Number of students seen at external locations	
Bethel	6

Blake	4
Primm	3
Total # of students at external locations	13
One-on-One Appointments	
Total # of 1:1 appointment	25
Synopsis/Topics of One-One Appointments	<ul style="list-style-type: none"> learn about email folders, attachments, transferring photos, etc. learn about Quickbooks accounting program. Learning Excel; Excel troubleshooting Microsoft Word Getting started with using Chromebook (email, saving documents to a flash drive, etc.) Google Forms Syncing across Apple devices

Assessments, Metrics and initiative results:

Computer/Internet Use													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	FYTD
Main	4,080	3,741	4,097	3,654	3,855	4,263	4,563	4,845					33,098
North Branch	191	217	240	213	200	210	221	200					1,692
CAMS	467	440	470	438	411	435	459	462					3,582
Computer Lab	154	134	160	165	160	160	181	160					1,274
Overall Computer/Internet Use	4,892	4,532	4,967	4,470	4,626	4,908	5,424	5,667	-	-	-	-	39,646
Website Visits													
All Location	45,235	39,492	43,240	44,751	43,730	42,573	32,942	32,841					324,804
Wifi Users													
All Location	27,000	26,870	31,167	31,427	32,502	30,944	31,630	31,000					242,540
Library Visits													
Main	40,320	35,827	42,159	37,666	37,202	42,644	40,000	43,243					319,061
North Branch	3,798	3,593	4,162	3,790	3,552	4,999	4,400	4,136					32,430
CAMS	3,362	3,338	3,893	3,479	3,962	4,400	4,008	3,906					30,348
Overall Library Visits	47,480	42,758	50,214	44,935	44,716	52,043	48,408	51,285	-	-	-	-	381,839

Upcoming events of Note:

Mission Impossible 9: Faulkner launched in August with a standing room only Kick Off lecture by Northwestern’s Dr. Julia Stern. Over 150 are registered for the program and all seven

discussion groups are full, with a waitlist for each. Two groups will meet once a month and five groups will meet every other month. Evanstonians are excited to read Faulkner!

The library is a partner for the Evanston History Center's yearlong ***Evanston 1968: Seasons of Change*** exhibit, which opened in August. We will have a variety of programs throughout the year, including a film series and each of our book discussions is choosing a title that relates to the exhibit subject and themes. Adult Services Library Assistant Kim Hiltwein is leading this partnership for the library.

Books on the Chopping Block by City Lit Theater returns to EPL for Banned Books Week on Thursday, Sept 27.

From ***Neighborhood Services***: Paula Shapiro and Bridget Sweeney are hosting the **ESL** families from Lincoln School on Tuesday evening, Sept. 25th at the Chicago Ave/Main St. Branch. Joining them will be our new social worker, Christina Mendez, and the Latino Outreach Coordinator, Mariana Bojorquez. This year there are a few families from Latin America. In anticipation of the meeting the classes sent over some of their artwork to display at CAMS.



Excerpts from Patron feedback:

From Adult Services Librarian, Jeff Garrett: "I completed work on a genealogical project initiated by some Clinton, IA, historians to track down descendants of a notable local figure, Lizzie Fairfax (1839-1908). She was (likely) born into slavery in Tennessee, aided Union soldiers fighting at Vicksburg, and then moved North with an Iowa volunteer regiment, settling in Clinton, where she also died and was buried in the presence of the entire local G.A.R. chapter. Her daughter, Mary (or May) Fairfax Smith, moved to Evanston. We found her obit in the Evanston Review from 1950 thanks to our fabulous obituary file—also the obit of May Smith's daughter, Ruth L. Gardner, who like her mother lived and then died (in 1957) in Evanston. We also enlisted the help of Dino Robinson of the Shorefront Legacy project, since Shorefront has much archival material from Ebenezer A.M.E. church, where we know May Smith was a parishioner.

All of this, including addresses of their homes in Evanston, was provided to our Clinton, IA, friends.

From Adult Services Librarian Lorena Neal: "I successfully completed "The Italian Job," in which a patron called to ask the Reference Desk to help her locate a copy of an article published in an Italian newspaper in 1975. The article was not available in any collections via WorldCat, so I contacted the newspaper and the Primo Levi Institute (which said on their website that they had a copy in their archives). Both institutions are in Italy, so I composed my emails in Italian (with the aid of Google Translate and my own knowledge of Spanish and French). The newspaper did not have a digitized copy of anything earlier than 2004, but the Primo Levi Institute eventually responded (having been closed for the month of August), and provided a copy of the article in question. The patron was very grateful, and thanked the library for finding the article, which is crucial to her research."

From Adult Services Technology Trainer Craig Stevenson, about a student: "(Patron) has been coming to the Library every Wednesday during the month of August for computer class. (Patron) began in June without any exposure to computers. He travels from the city of Chicago with 3 heavy bags to write emails to keep up with his active social life. (Patron) does not have great typing skills or the full understanding of all the intricacies of the Gmail account we set up at the library, but he is fully determined to get better."

From Neighborhood Services: Bridget Sweeney at Chicago Ave/Main St Branch. Oliver celebrated his 4th birthday by coming to the library to obtain his first library card.

