

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, APRIL 19, 2017

6:30 P.M.

BARBARA FRIEDBERG STORYTELLING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, April 19, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Friedberg Storytelling Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

A. Approval of Minutes of February 15, 2017 and March 15, 2017 Regular Meetings

B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

A. Robert Crown Branch Library Project Update

B. Administrative Services Update

5. STAFF REPORT

A. Social Work Update – Justine Janis

6. LIBRARY DIRECTOR'S REPORT

7. BOARD REPORTS

A. Development Committee (Margaret Lurie and Shawn Iles)

B. District 65 (Vaishali Patel)

8. BOARD DEVELOPMENT

A. Share Your Ideas on Equity and Empowerment – April 25, 2017 :1:00 p.m. – 3:00 p.m.

Main Library, Community Meeting Room

Community members are invited to a town hall meeting, moderated by City of Evanston Equity and Empowerment Coordinator Patricia A. Efiom, to address issues of access, equity and empowerment.

B. Immigration Policy Forum – April 30, 2017 at 2:30 p.m.

St. Nicholas Church/Pope John 23rd School

1120 Washington Street

Trustees are invited to attend this forum which features experts discussing the status of the Administration's immigration bans and deportation orders.

9. UNFINISHED BUSINESS

A. Affirming Evanston Public Library's support of Evanston as a "Welcoming City" (**For Discussion**)

10. NEW BUSINESS

- A. Appointment of Nominating Committee
- B. Approval of Change in Non-Resident Card Fee **(For Approval)**
- C. Closed Session – Personnel (Library Director Evaluation)

11. ADJOURNMENT

Next Meeting: May 17, 2017 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 possible.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, February 15, 2017

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Barbara Friedberg Room

Members Present: Tori Foreman, Adam Goodman, Shawn Iles, Vaishali Patel, Sandra Smith, Michael Tannen

Participating by Phone: Margaret Lurie

Members Absent: Socorro Clarke, Benjamin Schapiro

Staff: John Devaney, Karen Danczak Lyons, Jessica Jolly

Guests: Andy Tunucci and Brian Foote, Woodhouse Tinucci Architects; Floyd Anderson, Wight & Co.

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 January 18, 2017 Regular Meeting and Approval of Bills and Payroll** – Vaishali Patel motioned to approve the minutes of the January 18, 2017 Regular Meeting and the Bills and Payroll. Sandra Smith seconded and it was approved on a voice vote.

INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Update** – Andy Tinucci and Brain Foote from Woodhouse Tinucci Architects presented preliminary design concepts for the Robert Crown Community Center and Branch Library. This project, referred to by Andy Tinucci as a “culture center” combining recreational facilities with a library, is “a mixing zone and social hub greater than the sum of the parts.” The architects will look to the Board, staff and the public to help envision how space will be used well into the future.
- B. Financial Reports** – There were no questions on the financial reports.

LIBRARY DIRECTOR'S REPORT

- Karen Danczak Lyons reported on several successful collaborations. The newly hired social worker began work today. Her role will be to help connect patrons with services, support staff encountering difficult situations and provide public programs. The Center for Economic Progress is again providing tax preparation help to low-income adults. EPL is partnering in the “Evanston Explorers” program featuring programs and services for families with children. President Tannen and Karen Danczak Lyons continue to meet with mayoral and aldermanic candidates to introduce them to EPL.

BOARD REPORTS

A. Facilities Committee- the Facilities Committee met prior to the Board meeting and discussed the following issues:

- **Chicago Avenue Main Street Lease Agreement** - Shawn Iles motioned to approve the renewal of the three-year lease for the space at 900 Chicago Ave., seconded by Tori Foreman and approved by roll call vote.
- **Main Library Renovation Agreement with Wight & Co.** – Shawn Iles motioned to approve the contract for architectural services for the Main Library interior renovations in the amount of \$677,000, seconded by Tori Foreman and approved by roll call vote.
- **Facilities Policy** – As per Library policy, staff can ban individuals whose behavior is threatening and disruptive to staff and patrons. Individuals have the right to come to the Board to appeal the ban. Director Danczak Lyons alerted the Board of a recently banned individual who may bring an appeal in the near future.

B. Executive Committee Fundraising – Michael Tannen and Karen Danczak Lyons have been invited to a meeting with Marty Lyons, Michael Happ and the Friends of Robert Crown on Thursday to discuss fundraising challenges for the Robert Crown Center portion of the project. Questions have arisen about the Board’s and EPL’s commitment to fundraising. Trustees again voiced their opinion that EPL is “all in” to building a branch library at RCC. The Library has committed \$2.5 million, which more than covers the estimated costs for building the branch library, and the Board is 100% behind the project. The Library has invested in fundraising staff to cultivate and solicit Fund for Excellence donors. The May donor and volunteer soiree in May will highlight Robert Crown, EPL has lots of fundraising priorities, including collections, and donating to the RCC library is being added to the mix. EPL’s donors make modest annual gifts and are well known in the community. The Library does not have a list of million dollar donors. President Tannen and Director Danczak Lyons have repeatedly offered to accompany Michael Happ and the Friends of Robert Crown on fundraising

visits to individual and corporate prospects and to date, the Director has only been asked to one meeting with a prospective corporate donor. The Director and the President of the Board have met and will continue to meet with aldermanic and mayoral candidates to gauge their interest in RCC and pressed to recognize its necessity. Shawn Iles and Vaishali Patel are hosting an event on March 8th at Mr. Iles' home to introduce Library donors and prospective supporters to the project.

- C. District 202 Board Liaison-** Michael Tannen reported the Library continues to work with ETHS on the Wi-Fi hotspots program. This project is very well received and there is potential to seek funding from an outside group like the ETHS Alumni Association.

BOARD DEVELOPMENT

A. RAILS/United for Libraries Video:

Board members are asked to view the video "Working with Friends" at their convenience.

UNFINISHED BUSINESS – There was no unfinished business discussed.

NEW BUSINESS

- A. Approval of the 2016 Illinois Public Library Annual Report** – Vaishal Patel motioned to approve, seconded by Sandra Smith and approved by voice vote
- B. Honoring Mayor Tisdahl and Alderman Holmes** – Karen Danczak Lyons suggested a scholarship - named for Mayor Tisdahl - for staff pursuing library degrees and the Board recommended she pursue this idea. The Board discussed honoring Alderman Holmes by naming a teen/youth space at the Robert Crown Community Center Branch Library after this wonderful advocate for youth development.
- C. Extension of the Vanguard Signature Authority** – Vaishali Patel motioned to approve Michael Tannen's continued authority to sign on the Vanguard account. Seconded by Sandra Smith and approved on voice vote.
- D. Closed Session – Personnel (Library Director Evaluation)** – Michael Tannen motioned to move to Executive Session as per the Open Meetings Act, seconded by Tori Foreman and approved by voice vote.

ADJOURNMENT –Sandra Smith motioned to adjourn the meeting, seconded by Tori Foreman. Motion approved and the meeting adjourned at X pm.

Respectfully Submitted,

Vaishali Patel, Secretary

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

DRAFT

Library Director's Report February 15, 2017

Updates:

Total material Circulated including digital content 2016 = 1,080,109 an increase over last year 1,071,401 (in 2015 we did not have Hoopla) Hoopla = 14,796
My Media Mall = 71,546 an increase of 7.2% over 2015 (2015 was 66,750)

- My thanks to Brian Wilson (for donating the books he reviewed as part of his work on the Caldecott Committee to EPL) and to Laura Antolin for suggesting that EPL make a big book donation to the Head Start/Preschool for All families. From Laura - I do a lot of programming for these families and had a conversation with my colleague, J.C. Renteria, at JEH about how she would like to send home a book to each family at the end of the year.

Assessments, metrics and initiative results:

Foot traffic:	January, 2017	December, 2016
Main:	27,390	24,192
North:	3,790	3,452
CAMS:	3,164	3,060
Total:	34,344	30,704

Website visits: January: 55,468 December: 42,407
Overall Computer/Internet Use – all locations: January: 1,097 December: 4,561



Actual Computer Usage					
NEW AND REPEAT CUSTOMERS					
Mon	Tues	Weds	Thurs	Fri	

	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	TOTALS
		13	12	16	8	49
	9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	
	14	7	10	13	10	54
	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	
		10	14	13	9	46
	23-Jan	24-Jan	25-Jan	26-Jan	27-Jan	
	19	15	8	7	14	63
	30-Jan	31-Jan				
	15	15				30
						242

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Along with job search and computer help, National Able hosted the following at the main library:

[National Able Network](#) and [Skills for Chicagoland's Future](#) are hosting an Interview Day at the Evanston Public Library for anyone interested in a career in healthcare or hospitality!

Available positions include:

- Housekeeping
- Cook
- Utility Steward
- Medical Assistants
- Patient Access Representatives
- Healthcare Customer Service Specialist

Date: Tuesday, January 31, 2015

Time: 1:30 - 5:00 PM

Location: Evanston Public Library
1703 Orrington Ave
Evanston, IL 60201

Partnerships and collaborations:

- Our Social Worker joined us today and is being introduced to staff and the library. I will invite her to a future Board meeting. Both the City of Evanston and Presence Health continue to be a wonderful partners and their support is greatly appreciated.

I was invited by the Evanston Community Foundation to share the details of this partnership and the reasoning behind the addition of this service with the current Leadership Evanston cohort.

- The Center for Economic Progress and their team of volunteers is providing free tax preparation services to income eligible adults. The response to date has been very strong with patrons waiting in line in the hallway before the doors open on Tuesdays, Thursday and Saturdays.
- In partnership with the City of Evanston, Parks and local child-centric businesses, EPL is partnering in the “Evanston Explorers” program featuring programs and services for families with children. My thanks to Jan Bojda for representing EPL in this new initiative. Please look for additional details and feedback in future reports from Jan.

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

It’s all about the Caldecott! Wilson completed his term on the Caldecott Committee. Here are his highlights from January:

Attended ALA Midwinter in Atlanta, GA. I served on the Caldecott committee and we chose the winner of the Caldecott Medal (Radiant Child by Javaka Steptoe) plus four Caldecott Honors. Also, I attended a meeting about international children’s books, the RUSA Awards which announced winners of books for primarily adult audience, and went to the exhibits where I learned about upcoming children’s titles.

Caldecott Club Voting Party at the Robert Crown Center with Skokie Public Library (1 session). Very successful program where kids chose a book they feel should win the Caldecott. 18 Evanston children attended with their parents.

Presented on what it’s like to serve on the Caldecott committee to 32nd grade classes at the Catherine Cook School in Chicago. Asked by librarian Patrick Gall to do so.

Presented on what it’s like to serve on the Caldecott committee to 32nd grade classes at the Latin School in Chicago. Asked by librarian Elisa Gall to do so.

Chinese New Year/Year of the Rooster Celebration
1/28 4pm 123 participants! (see 2 emails thanking us for this program and 2 pictures)
Meyer and Iverson planned and presented another successful Chinese Cultural event with stories, songs, and crafts. This one had the largest attendance to date.

Meetings:

Bojda:

Attended:

- City Director’s and Manager’s meeting
- RAILs Collaborative grant with Meyer, Botanic Garden rep. Leora Siegel and Wynn Shawver
- Evanston Explorers meeting
- Design for America Students

Kennelly and Wilson attended EPL 100 Best Books.

Training and Professional Development:

A number of staff attended sessions to give input on the children's desk in the remodel.

Staff attended training on the city's switch to Gmail.

Outreach and Community Engagement

Meyer and Bojda conducted the Harwood Ask Exercise at Robert Crown.

The majority of the staff visited JEH to play Construction for our Literacy Education At Play (LEAP). Full are details in Laura Antolin's report.

Wilson visited Total Child to present story times to 3 classes.

Kaufmann conducted story time at Doorway to Learning at JEH.

Other Activities:

Iverson began work on a narrative nonfiction bibliography and began plans for a Graphic Novel Book Discussion group.

Children's staff, including Bojda on three occasions assisted in covering the Loft, primarily for programs and breaks until the new Loft staff member is hired this support will continue.

Highlights from Laura Antolin – Children's Outreach include:

In House Meetings Attended / Events Attended

- 1/11 Selection meeting – Additional Resources to Select Diverse Materials – Board Room
- 1/12 Summer Reading Meeting – Loft
- 1/14 K-LEAP Let's Play Post Office – Bessie Rhodes and Lincoln Schools
K-LEAP Let's Play Post Office – Orrington and Willard Schools
- 1/16 MLK Day Celebration – Children's Room
- 1/17 EC2C meeting w/Suni Kartha – Children's Room
- 1/23 Google On-Site Training – Board Room

Out of House Meetings Attended / Events Attended:

- 1/10 Fleetwood After-school K-1st grade – Fleetwood
- 1/11 Dawes Y.O.U.
- 1/12 JEH Pact - JEH
Fleetwood After-school 2nd-3rd grade – Fleetwood
5th Ward STEM Fest meeting
- 1/13 Baby Toddler Nursery story time & Book Bag delivery

- Book Buddies at Reba Early Learning Center
1/15 Caldecott Party - Robert Crown
- 1/16 Y.O.U. Headquarters & Youth Center Tour
Y.O.U. Diverse Communities United - ETHS
- 1/17 Deliver Book bags to home providers
Dawes Afterschool story time – Dawes School
- 1/18 EC2C Solution Design Team meeting – ETHS
- 1/19 Summer Learning meeting w/Tracy Hubbard and Jamila Pitts (Bessie Rhodes)
Washington Y.O.U.
Washington Afterschool story time – Washington School
- 1/20 Gmail Webinar (COE)
- 1/23 LEAP at Head Start, PFA, SPPAC – JEH
Walker Y.O.U. – Walker School
- 1/24 LEAP at Head Start, PFA, SPPAC – JEH
Washington Y.O.U. – Washington School
- 1/25 Exploring STEAM w/Ms. Laura – JEH
Child Care Center of Evanston story times
- 1/26 LEAP at Head Start, PFA, SPPAC – JEH
EPL & Rice Library meeting w/Renee Neumeier – Rice
Oakton Y.O.U. – Oakton School
- 1/27 Teen Baby Nursery story time & Book Bag delivery
Sharing Circle – King Arts School
Book Buddies at Reba Early Learning Center
- 1/30 LEAP at Head Start, PFA, SPPAC – JEH
EC2C Too Small to Fail Conference Call – Family Focus
- 1/31 LEAP at Head Start, PFA, SPPAC – JEH
ABC Boosters meeting – Nzinga West – YJC
Oakton Afterschool story time – Oakton School

Outreach/In-House Reach - Preschools:

Day Care Delivery Book Bags: 19: 15 Book Bags delivered to home providers*; 4 Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

Baby Toddler Nursery story time: **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 story time: **Total: 20** (14 children and 6 staff); 2 classes – infants and toddlers

Child Care Center of Evanston story time: **Total: 58** (49 children and 9 staff); 5 classes – toddlers and preschool classrooms

LEAP: **Total: 324** (261 children, 63 staff) 24 classrooms of 30

We started Construction Play Literacy toward the end of January. This unit is a favorite of many of the teachers and kids – creative and also challenging for the kids to move from two-dimensional planning to three-dimensional building. We will visit the remaining 6 classes on February 2.

- Laura – 14 classes, Kim – 10 classes, Brian – 6 classes, Jessica – 4 classes, Martha – 14 classes

Exploring STEAM w/Ms. Laura at JEH: Total: 32 (16 children, 14 adults, 2 staff)

I presented a math program. There were stations set up on 5 tables in the room and one on the floor: everyone circulated around the room and tried out each activity.

- Table 1: had bags with LEGOS and colored pattern sheets from 1-10: kids worked with their parents to match the pattern cards and put together LEGOS from 1-10;
- Table 2: held a large basket with random LEGOS and blank pattern sheets and crayons for kids to color and then match the LEGOS and count them;
- Table 3: had pattern sheets with geometric shapes and wooden craft sticks to make those shapes;
- Table 4: had colored pattern sheets and colored craft sticks for kids to match up;
- Table 5: had cardstock circles divided from with sections divided from 1-10 and corresponding numbers of circles. The kids colored the circles, glued the circles on cake rounds and the parents numbered clothespins from 1-10. The kids matched the clothespins to the correct number of circles.
- Floor: held 10 felt squares with numbers on each (1-10) and bean bags numbered 1-10. He kids tossed the correct bean bags on the felt squares.

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.

Each family took home the clothespins and circle activity as well as the geometric shapes and 10 craft sticks to use at home. This was a very successful program with families participating in every activity.

Comment from Drake's mom, Sam Baldina, a week after the program:

"Thank you! We loved the math STEAM program. Drake takes out the pattern sheets and craft sticks at home and makes the shapes when he needs to calm himself down."

PACT Activity at JEH: Total: 27 (14 children, 11 adults, 2 staff)

I read *The Mitten* by Jan Brett. The children and parents worked on coloring 2 mittens (glued to a small envelope) and the animals from the story in order for the kids to tell the story at home.

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 Reba Early Learning Center: Total: 82 (55 children, 7 staff, 20 NU students)

- We had 2 sessions of Book Buddies in January
- 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.

Winter Words:

Although I had hoped to involve all 15 home providers in Winter Words this year, the start time was a little problematic – providers got back to me at various times and so I arranged for 10 to participate this

year. I delivered read logs and information sheets and will deliver book bags and a sorting activity in February.

Outreach/In-House Reach – School-Aged:

K-LEAP: Let's Play Post Office: Total: 88

We had two K-LEAP Post Office Play dates in January and they were very successful – we had a good number of families come and everyone had fun. We have two more dates in February.

Bessie Rhodes and Lincoln: Total: 45 (19 families)

Orrington and Willard: Total: 43 (17 families)

MLK Day Celebration: Celebration (speech & sing) Total: 90

Movie Total: 104 (49 first showing; 55 second showing)

As in past years, I prepared a drop in craft project; arranged for 2 showings of 2 short movies *Martin's Big Words* and *March on!*; arranged with Rev. Reeves' to come and speak his interpretation of Dr. King's *I Have A Dream* speech and asked Marlene Meyer to lead a short community sing.

Fleetwood K-1st Afterschool: Total: 9 (8 kids, 1 staff member)

I read books for MLK Day and the kids colored MLK portraits and made peace doves.

Fleetwood 2nd-3rd Grade Afterschool: Total: 9 (8 kids, 1 staff member)

The kids colored and made balancing robots.

Dawes Afterschool K-5th grade: Total: 18 (16 kids, 2 staff members)

I read books for MLK Day and the kids colored MLK portraits and made peace doves.

Washington Afterschool K-5th grade: Total: 19 (16 kids, 3 staff members)

I read books for MLK Day and the kids colored MLK portraits and made peace doves.

Oakton Afterschool K-5th grade: Total: 17 (15 kids, 2 staff members)

I read three books about owls/birds and the kids made simple machine owls.

Y.O.U. Elementary School Book Check-outs

Total: 160 kids 186 books checked out

Dawes Y.O.U.

I brought about 100 books for the kids to choose among. I set up books in a classroom; checked out new books and brought back the books they had checked out previously.

Total: 45 kids, 57 books

Oakton Y.O.U.

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

Total: 45 kids, 50 books

Washington Y.O.U:

I brought about 90 books for the kids to choose among. I set up books on the bench in the hallway; checked out books and brought back the books they had checked out previously.

Total: 25 kids, 34 books

Walker Y.O.U.

I brought about 100 books for the kids to choose among. I set up books outside the auditorium; I checked out books and brought back the books they had checked out previously.

Total: 45 kids, 48 books

Other/Connections:

EC2C Community Literacy Design Team meetings:

We currently have 340 people signed up for text messages/emails and are moving ahead with our Talk Read Sing Community Campaign which we hope to launch in March. While EC2C is a lot of work for me, I do feel that it's valuable for the library to be involved with this initiative.

Monarch Award Committee:

I am finishing up reading the 50 books which will be presented at the New Lenox Public Library on February 11 (including the title that I will be presenting). This is the 2nd year of my 3 year term on the Monarch Award Committee.

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*

MLK Day Tour of Y.O.U. and Diverse Communities United:

Wynn Shawver and I took a tour of the new Y.O.U. space on Church Street and then attended Y.O.U.'s MLK program, Diverse Communities United. Their new space is really lovely and includes a state of the art kitchen and space behind the building to garden and grow vegetables. Their makerspace had no equipment but lots of plans for 3-D printing and other activities. The program was a series of short skits by different Y.O.U. sites—singing, dancing, poetry, etc. The library was listed as a partner and thanked in their program as was individual library staff who attended. Froilan Landeros, site director at Washington school, thanked me for coming as we were leaving

Summer Learning w/D65:

Jamila Pitts, Tracy Hubbard and I met to discuss plans for engaging about 120 rising 3rd grade students and their families this summer in EPL's Summer Reading Program. These students are not involved in any formal summer learning and we are working out three visits to the library over the summer to do Summer Reading check-ins as well as activities in the library. Tracy and I collaborated on a RAILS grant request to fund part of the teachers' stipends and transportation for families to the library.

ABC Boosters:

Nzinga West (YJC) and I met to talk about hiring this year and how to expand the program within the budget. We will have 15 teen Boosters at JEH and serve the 60 students who are there for the Jumpstart program in the summer. Additionally, I met with Lindsay Percival and Ann Rappelt at the

Child Care Center of Evanston as well as Tiffany Caston at Robert Crown to talk about the logistics of running ABC Boosters in other locations.

It looks very positive at the Child Care Center and we're looking at a different model this year utilize Boosters at the Child Care Center and Fleetwood. Given the census the last two years at Fleetwood and the reality of summers at a preschool setting, we realized that the model might change in camps and preschools over the summer. We're hoping to pilot 2 intensive days a week at Fleetwood and 3 intensive days a week at the Child Care Center to see if we can achieve the same good results in that time frame. I will be meeting with Lara and Frances in early February to go over this different schedule and to talk about additional training for the ABC Booster interns who would travel to both locations. Both Nzinga and I are excited about this change and had the opportunity to run it by Karen Demorest while we met at YJC and she also was very positive about trying something new.

PACT Activity- JEH



PACT Activity- JEH



Exploring STEAM w/Ms. Laura at JEH - Math



Table1

Dawes Afterschool K-5th grade



Celebrating MLK - portraits & peace doves

Washington Afterschool K-5th grade



Celebrating MLK - portraits & peace doves

K-LEAP Let's Play Post Office



K-LEAP Let's Play Post Office



Caldecott Party



Dr. Martin Luther King, Jr. Celebration



Teen Services Highlights from Renee Neumeier include:

Staffing:

The full time library assistant position was upgraded to a Librarian I position and posted on 1/30. This position will be the point person for in house programming. In the future this position may also work on developing programming in the learning lab.

Usage and Program Attendance:

During January the Loft and the space outside the Loft has been packed with teens; especially during finals week. Teens have been coming to study or to take a break and relax. Video games remain popular and we've have new middle schoolers who come by to hang out in the space almost every day. We've had 20-40 students each day in the Loft this month.

While the space has been being used more than ever, our program attendance has not been going well. Many programs have had little to no attendance. We're working on thinking of new ways to promote these programs in the community and by word of mouth. We're also working with the Teen Advisory Board to come up with programs or projects that students are more interested in. One idea is to have specific DIY supplies available each month for a project that can be picked up at the desk. I am hoping once the new staff person starts this can be something we pursue. However, it may be that students have also been very busy during this month.

Programming:



Table Top Game Night:

Starting in January we started a weekly drop in table top game night on Mondays. This program has been a big success so far. Several teens take part and they get just as into the board games as they do the video games. Chess, checkers, UNO and Connect Four are the most popular games. We have been leaving chess out all the time and teens enjoy playing each other or taking on EPL staff. We're working on recruiting a volunteer for this program who can play with the teens or encourage them to try and new game out that that they may not have played before.

Community Engagement and Outreach:

Middle School YA Lit Fest:

The second annual Fest was a huge success! 115 middle school students attended. 12 authors volunteered their time to take part of the events. Two authors Skyped in and 10 came in person. They wrote all different genres and came from diverse backgrounds. Betsy Bird moderated the opening panel which focused on why adults can write for teens. For the bulk of the fest middle schoolers could pick from different 30 minute break out sessions ranging from "Alternate Endings" to upcoming graphic novels. At the end of the fest attendees got pizza and could have their books signed or their programs signed. We received tons of positive feedback from everyone! This was an excellent partnership between the D65 middle school/magnet school librarians, the Book Stall and EPL. Working together made it much easier to get things done and address issues that came up. Don, from Maintenance did an amazing job setting up the rooms for this event, which helped everything get off to a smooth start. We're looking forward to hosting this event again and expanding it once the Main Library is renovated.



Mock Printz Event:

For the past four years EPL has partnered with Haven, Nichols, Chute and Bessie Rhodes on a Mock Printz discussion and voting event for 8th graders. In the fall all of us work together to come up with a list of Print contenders. 8th graders need to read four of the books to be able to attend the event. In January all the 8th graders from the different schools (about 45 students)

come to EPL to hash things out. In small groups they talked about which character was the most original to whether or not diversity was a must have in a Printz title. Kefira Philippe (Nichols Librarian) talked about her experience on the Printz committee this past year and answered questions. We ate pizza and played a Kahoot! Trivia game; which the students loved. This is a great opportunity for 8th graders to read excellent books, but also to engage with students from other schools that they may have never met before, but might see again at ETHS.

Nichols Y.O.U. Program Visiting Loft

In January Y.O.U. started to bring 8-10 students to the Loft on Tuesday nights for a program. Liz Fuqua put together different challenges for the students to complete. For the month of January they used Little Bits for the challenges. The students have really enjoyed the challenges so far they have made things like alarms and flashlights. This is the first time Y.O.U. has brought students to the Loft during the school year on a regular basis.

Renee Neumeier/YA Services Supervisor's Personal Report:

Programming:

Middle School YA Lit Fest

- Put break out session schedule together
- Finalized information and schedule with authors
- Made room signs
- Finalized setup with maintenance
- Created and printed off tickets
- Helped run event

Spring Break:

- Finalized programming added more gaming tournaments, added to evanced

Summer

- Finalized most of summer programming put SRP doc and into evanced, will have movies every Friday, going to continue RPGs, First Look, will be starting Gender and Sexuality Alliance and will host Pride Party

Home School:

- Have been facilitating home school 90 second Newbery program with Eti Berland (volunteer)
- Students finished filming all of their remaining scenes in January, did a really awesome job. Will begin editing in February.

Community Engagement:

Chute:

- Met with Sherri Kushner to help her learn more about Arduinos and also discussed options for March art display

Belizian Grandparent/Teen Meeting:

- Lesley and I met with Audrey from COE and the leader of Family Focuses grandparent group and the Dr. Birdie Haggerty, who has partnered with EPL in the past
- Dr, Birdie is interested in running a program where teens and seniors will meet and interview each other, her goals are for teens and seniors to learn more about each other and see through stereotypes or stigmas they may have about each other

- I recommended that Dr. Birdie partners with Y.O.U. and connected her with Casey Varela at Y.O.U.

Mock Printz:

- Hosted and helped facilitate the event

Digital Literacy:

- Follow up mtg with D65 on computer classes with ELL families
- Attended Board Meeting, where group presented

Community Wide Read:

- Got partner letter signed for Big Read application for *Citizen*
- Worked with Heather to come up with alternative options for Wes Moore scheduled, communicated with schools and other community contacts about the change in events.
- Got 50 copies of the book to Y.O.U.
- Attended books discussion leader training
- Coordinated with Chute and Nichols Media Arts teachers on putting student art related to the themes in *The Other Wes Moore* in the 2nd floor gallery space during March.

Cradle to Career Literacy on Track Team:

- Took part in 2 early childhood educator interviews
- Facilitated meeting with design thinking team to develop tool for communication between early childhood educators and D65
- Share draft of form developed with D65
- Stepped off Literacy on Track committee to focus more on projects and programs directly related to teens.

Project Excite/D65 Camp

- Met with Kelley Rooney twice to begin developing curriculum for camps
- We decided that we're going to focus on electronics, first introducing the basics of electronics and then working our way into circuits and then pairing circuits with other devices that allow you to use different commands.
- We're going to have demonstrations, hands on activities, a larger end project, journaling, reading and discussion as part of each day

Nichols:

- Met with Nichol Nava and Lisa Reitman to discuss how to proceed with setting up Nichols Makerspace
- We're working with Meta Media to try and coordinate all three spaces and also MetaMedia and EPL staff will be offering programming at Nichols

EvanSTEM:

- Haven't been able to attend EvanSTEM meeting recently due to days of school and needing to cover the Loft desk.
- 5th Ware STEM fest has been moved in 4/22

Summer Reading:

- Signed contract with ReadSquared
- All PR was due 1/23
- Wrote up parts of PR with Jill Schacter

- Community Picnic event confirmed

Restructuring:

- Developed drafts of public desk forms with Heather Norborg
- Worked through tweaking the form during the Admin team meeting

Professional Development:

Google:

- Volunteered to be Google Champion for COE
- Got GSuite 2 weeks before rest of COE
- Attended trainings

Tinker:

- Met with other facilitators to discuss survey results
- Developing more templates and guidelines for presenters
- Planned out topics for 2017
- Contacted Science in Society to see if they would be interested in presenting on science programming, they agreed to present in April

Other:

- Led meeting focused on how we should select and maintain diverse materials in our collection, talked about getting more copies of books, resource to find materials etc.
- Taking part in 100 best childrens book committee, reading picture books, chapter books and board books, have been selecting chapter books that also appeal to middle school students
- Completed Liz and Kevin's evals and met with them
- 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:

- LifeSource Blood and Marrow Drive - We hosted yet another very successful drive, collecting 35 blood and 3 marrow donations. As a point of comparison, a similar drive held at a neighboring library resulted in 7 blood donations. Plans are underway for a summer drive.
- Regular visits to Jane Perelman Apartments, which is a HACC building located at 1900 Sherman, are picking up steam. I visit monthly with mobile library hour during which time residents can get library cards, checkout library materials, and learn about programs and services. This month, I saw 11 residents who checked out 14 items and issued 1 new card.
- Computer classes at Blake Manor and Primm Tower resumed. The structure of the class will change slightly as Eduardo Gomez, our new Tech Trainer, takes over weekly instruction in February. I will continue to visit monthly with mobile library services.
- January ended on a high note, as our new Latino Outreach Librarian, Miguel Ruiz joined EPL on 1/30. Miguel will bring his knowledge, expertise and fresh ideas to bear in his new role, specifically targeting services to Spanish speaking Evanstonians.

Neighborhood Services highlights from Connie Heneghan include:

PROGRAMS

WINTER BREAK ACTIVITIES AT THE BRANCHES

We continued our winter break activities including: Making Bird Feeders, STEAM Saturday: Arctic Animals and Snow Bingo.



CAMS BOOK GROUP

The following letter was sent to Bridget Petrites after the CAMS Book Group skyped with the author for the November meeting. This group continues to grow under Bridget's leadership.

Cams Book Group

Bridget Sweeney received this email from Jon Fasman author of *The Geographer's Library*, the CAMS December book discussion title.

From: Jon Fasman <jonfasman@gmail.com>
Date: December 6, 2016 at 4:43:56 AM CST
To: Bridget Petrites <bridgetpetrites@gmail.com>
Subject: Re: **Eternal gratitude**

Dear Bridget: Actually, I'm the one who owes you and your book group an immense debt of gratitude. You see, for the past six years I have hardly written any fiction at all. Part of that is because of the demands of my reporting job and family life. But the wind went out of my sails several years back after the book I mentioned failed to sell. I turned away from fiction writing--or rather I let myself be carried away from it by work and family.

Speaking with your book club reminded me that writing fiction can be a force for good: it can give people pleasure, bring them together and help them talk to each other. It has inspired me to work harder. If I do manage to finish my Burma book, it will be partly because of our talk this morning.

May I please ask you to share this note with the people who showed up this morning, and let them know how much I appreciate their having taken the time to read my book and speak with me?

As I said on Skype, I am moving back to the US this summer, and hope to visit Chicago in the autumn or winter. I will certainly let you know when I do.

Very best wishes -

Jon



Sign Language Group meets at CAMS on Mondays starting in January.



Weatherization Program provided by Citizens for a Greener Evanston and the Central Street Neighbors Association

MEETINGS

Visited **Foster Senior Group at Fleetwood-Jourdain** to check out and return books, audiobooks and DVDs. Jan. 4, 11, 18 & 25 (C Heneghan)

Central Street Neighbors Association board meeting, Jan 4 (C Heneghan)

Web Training with Dave Jordan, Jan. 5 (C Heneghan, B Petrites, K Little, R Surbrook, P Shapiro)

Community Conversation at Northminster Presbyterian Church, Jan. 10 (C Heneghan)

Summer Reading Meeting, Jan. 12 (C Heneghan)

Neighborhood Services Staff Meeting to finalize plans for Summer Reading and Spring Break, Jan. 12 (C Heneghan, B Sweeney, P Shapiro, N Engel, K Little, R Surbrook)

Admin Team, Jan. 12 (C Heneghan)

ESP Demonstration, Jan 12 (C Heneghan, N Engel, B Sweeney, K Little, P Shapiro)

Admin Team, Jan 12 & 26 (C Heneghan)

CCS Circ Meeting at Glenview Public Library to view Circulation Functions of Polaris, Jan. 13 (C Heneghan)

Ask Exercise at Robert Crown, Jan. 16-18 and 23-26 (C Heneghan, J Bojda, L Williams, J Skwerski, M Meyer)

Robert Crown Planning, Jan. 17 (C Heneghan)

Library Board Meeting for presentation on Digital Literacy, Jan. 18 (C Heneghan)

PAS (CCS) Meeting at Niles Public Library to view Readers Advisor Functions of Polaris, Jan. 19 (C Heneghan)

Visited the St. Athanasius Book Group to bring copies of The Other Wes Moore and tell them about some of the **Evanston Reads** programs, Jan. 19 (C Heneghan)

Gmail Webinar, Jan 20 (C Heneghan)

Directors and Managers Meeting at the Civic Center Jan. 24 (C Heneghan)

Floor Wardens with Division Chief Pat Novak, Jan. 24 (C Heneghan)

Collection HQ demonstration by Betsy Beyer, Jan. 26 (C Heneghan, B Petrites, K Little, N Engel, P Shapiro)

Senior Spelling Bee Planning Meeting, Jan. 27 (Barb Levie, C Heneghan)

Adult Services highlights include:

- As we continued to look for ways to connect with new adults, Ben Remsen hosted:

The League of Graphic Novel Readers will read What It Is by Lynda Barry. It asks, how do objects summon memories? What do real images feel like? These are the questions posed by this innovative exploration of the creative process..

- Our partnership with Northwestern University's Middle East North African Studies program continues to provide topics of interest. We welcomed 130 community members to:

Evanston Public Library and Northwestern University's Middle East and North African Studies (MENA) present the latest in our continuing series of lectures regarding the culture, politics, religion, and society of the Middle East and North Africa. This evening, Professor Bassam Haddad will examine US policy toward the Middle East at a critical juncture in the region's history, with an emphasis on cases in which the United States is directly involved. He will draw on a decades-long history of US relations with the region and will address the prospects for US Middle East policy under a Trump administration.

Bassam Haddad is Director of the Middle East and Islamic Studies Program and Associate Professor at the Schar School of Policy and Government at George Mason University. He is the author of *Business Networks in Syria: The Political Economy of Authoritarian Resilience* (2011) and co-editor of *The Dawn of the Arab Uprisings: End of an Old Order?* (2012) and *Critical Voices* (2015).

He is Executive Director of the Arab Studies Institute, Founding Editor of the Arab Studies Journal, and Editor of Jadaliyya (<http://www.jadaliyya.com/>). He was co-producer/director of the award-winning documentary film About Baghdad. He serves on the Board of the Arab Council for the Social Sciences and is Executive Producer of Status Audio Journal.

My thanks to Dr. Brian T. Edwards and the MENA team for this partnership with EPL and to Lorena Neal for her continued work with me on the logistics of producing our MENA Mondays.

Technical Services highlights from Tim Longo include:

Here is the Tech Services Report for January 2017.

Items Added

Adult at Main=1183
Adult at North=45
Adult at CAMS=21
Total adult items=1249

Juvenile at Main=1295
Juvenile at North=97
Juvenile at CAMS=15

Total juv items=1407

YA at Main=323
YA at North=54
YA at CAMS=8

Total YA items=385

Total items added to collection in January=3041

January 2017

Carts Ordered:

Carts Ordered:

- Titlesource 360:

Evanston RW Adult Fiction: 6253.09
Evanston RW Adult Nonfiction: 17694.30
Evanston PL Fiction- Mystery & Detective: 1967.21
Fantasy: 1182.33
Poetry: 178.15
Romance: 649.93
Urban: 79.69
Main AY Fiction: 2793.41
Main AY Nonfiction: 204.44
Popular Paperbacks: 78.44
Poly: 2789.39
Rotary: 349.33
Travel: 1705.43
Non-CLS Purchases: 2219.61
Non-CLS Most Wanted: 413.93
Most Wanted: 1870.41
North: 3317.96
Adult Re-Order: 710.33
Misc: 6603.10
Staff Purchases:

- Amazon: 523.33
- Overdrive: 4,784.41

Patron Requests:

Received 16 patron book requests for the month of January. Will purchase 13 of the titles suggested.

Received 4 patron eBook requests for the month of January. Will purchase 4 of the titles suggested.

Received 5 patron audiobook requests for the month of January. Will purchase 1 of the titles suggested.

Donations:

Adult Gift Books Added to the Collection: 159 (55 were Chinese donations)

Adult Gift CDs Added to the Collection: 19

Grubby Books Replaced by Gift Books: 37

Grubby Audiobooks Replaced by Gift Audiobooks: 2

Local Authors Added to the Collection: – 3

- Joanna Kurowska (Intricacies)
- "Marco Polo" by Anita Koester (a recent winner of EPL's Hirshfield Poetry contest) Here's a link to where the book can be order -- <http://www.hermeneuticchaospress.com/marco-polo.html>
- "Memory of a Girl" by Aozora Brockman (a fairly recent NU grad with long-term connections to Evanston and the poetry scene). Here's the link -- <http://backbonepress.org/chapbooks/>

Weeding:

Books Sent to Repair: 27

Audiobooks Sent to Repair: 2

Most Wanted Titles Weeded: 38

Most Wanted Titles Added to the Circ Collection: 12

Damaged Books Weeded: 268

CDs Weeded: 3

Audiobooks Weeded: 1

Additional Old Travel and Test Books Pulled: 11

Old Editions of New Books on Standing Orders Pulled: 7

Books Sent to be Relabeled, Cataloged, etc. : 13

Audiobooks Sent to be Relabeled, Cataloged, etc.: 5

CD-ROMs Sent to be Relabeled, Cataloged, etc.: 1

Lost Books Replaced: 12

Weeding Outdated 2013 Travel Titles

Weeded: 78

Weeding Plan for Nonfiction (000s)

Missing: 81

Weeded: 331

Weeding Plan for Nonfiction (100s)

Missing: 85

Weeded: 716

Weeding Plan for Nonfiction (200s)

Missing: 4

Weeded: 121

Displays

1/1 – First Floor: 2017 Health and Wellness

1/1-1/15 – Second Floor (Front) : Remembering Carrie Fisher

1/10-1/29 – Second Floor (Front): Winter Books

1/30- Second Floor (Front): Books by Writers from the 7 Countries Trump Has Banned

1/1-1/10 – Second Floor (Back): Judge a Book By Its Cover

1/10-1/31 – Second Floor (Back): Future Books

Staff Display:

January - Lorena

Meetings:

1/11 – Betsy met with selection staff members at Renee’s urging to discuss diverse collections. Traded ideas and sources. Renee will be providing the minutes of the meeting.

1/12 – Betsy met with selection staff to show how to work ESP. Tim led the Library Admin Team meeting

1/13- Tim met with the EPL Cataloger Team. Tim at conference call with ETHS in regards to mobile hotspots.

1/16-Tim at EPL Restructuring Team meeting

1/18 - Tim and Betsy at Evidence-Based Selection Planning February 2017 Upgrade web meeting.

1/19-1/22 – Betsy attended ALA Midwinter Conference. Meetings found in attachment.

1/24- Tim at EPL floor warden training

1/26 – Betsy met with North Branch staff and trained them on Collection HQ

Also met and trained two members of Renee’s staff on how to use Collection HQ

1/27- Tim at Illinois Sirsi Dynix User Group meeting

Volunteer Services update from Mary Kling includes:

- Interviewed 10 volunteers
- Checked references of six volunteers
- Received requests for additional volunteers from Staff (Children’s, Books on Wheels, Circulation, Admin, Free Book Distribution)

- Placed new volunteers in Books on Wheels, Admin, Free Book Distribution
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Attended quarterly meeting of CALVAN at Skokie Public Library
- Compiled volunteer hours for 2016
- Met with 11 current volunteers
- Participated in Volunteer Management Webinar
- Updated volunteer information in Raiser's Edge

Volunteer Hours:			
Assignment:	2015	2016	
AbleNet	0	165	
Board of Trustees	404	400	
Book Sale	4320	4704	
Books on Wheels	200	195	
CAMS	957	888	
Children's	306	401	
Circulation (includes Concierge)	2206	3115	
Community Organizations Maintenance	30	40	includes data transfer to website
Computer Drop-in	100	143	
Court-mandated Community Service	60	38	
Development	875	653	
Donated materials sorting	0	330	
Flyer Delivery	52	18	
Free Book Delivery	420	638	
Free Book Packers	208	163	
Fund For Excellence Committee	230	250	
North Branch	2325	1936	
NU Groups	88	94	
Periodicals	12	40	
Plant Care	8	63	
Readers of Evanston	113	125	
Rotary International	26	0	
Single Events	18	68	

Storytelling Festival	257		178	
Summer Festivals	20		8	
Surveys	16		32	includes data entry post-survey
Tech Help w/Seniors	15		0	
Tech Services	542		458	
The Loft	280		504	
United Way	18		0	
Volunteer Coordinator	98		0	no longer volunteer opp
Weeding	51		16	
TOTAL HOURS	14204		15663	

Upcoming events of note:

- We are pleased to welcome Michael Berns, Brian Cox, and Roland Lieber as the next featured artists in our ongoing exhibition series Local Art @ EPL. Their striking photography exhibit is currently on display on the 2nd floor of EPL's Main library where you can catch it through the end of February.
- Friday, February 17, 2017 – 10:00am
Bring your infant, 1 or 2 year old to our popular sing - a - long story time, this time at Gibbs-Morrison Cultural Center at 1823 Church Street, followed by free play. First Slice Pie is located at Gibbs-Morrison and they sell lunch and/or pie after The Young and the Restless ends.
- Wednesday, February 15, 2017 – 7:00pm
The History Book Discussion Group will read *The Pope and Mussolini: The Secret History of Pious XI and the Rise of Fascism in Europe*, by David I. Kertzer. A joint biography, based on access to newly opened archives, this book challenges the conventional history of the Catholic Church's relationship to fascism's emergence. Winner of the 2015 Pulitzer Prize for Biography.

Excerpts from patron feedback:

Subject: Re: Eternal gratitude

Dear Bridget: Actually, I'm the one who owes you and your book group an immense debt of gratitude. You see, for the past six years I have hardly written any fiction at all. Part of that is because of the demands of my reporting job and family life. But the wind went out of my sails several years back after the book I mentioned failed to sell. I turned away from fiction writing--or rather I let myself be carried away from it by work and family.

Speaking with your book club reminded me that writing fiction can be a force for good: it can give people pleasure, bring them together and help them talk to each other. It has inspired me to work harder. If I do manage to finish my Burma book, it will be partly because of our talk this morning.

May I please ask you to share this note with the people who showed up this morning, and let them know how much I appreciate their having taken the time to read my book and speak with me?

As I said on Skype, I am moving back to the US this summer, and hope to visit Chicago in the autumn or winter. I will certainly let you know when I do.

Very best wishes -

Jon

Sent from my iPhone

From Martha Meyer

Dear Martha and all,

I just wanted to say Thank you and Congratulations on such a great success of the New Year celebration! I deeply appreciate your effort in making this happen for the Chinese community in Evanston, this means a lot to us. And congratulations on such a great turn out! We had a lot of fun and this is a great way to kick off the new year!!

Thank you,

Jieda, Emma and Family

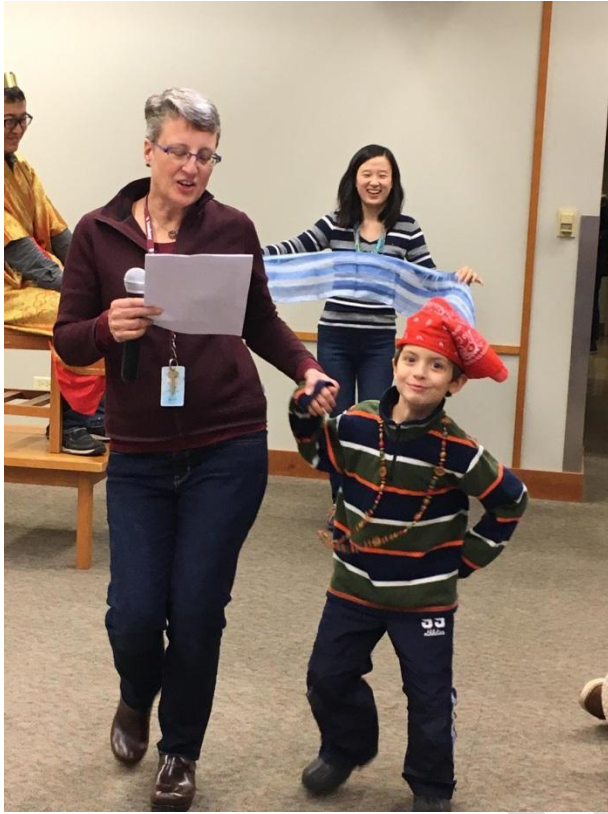
Hi Martha.

Hope the message finds you well.

I apologize for not showing up for the event. I heard a lot of good things about it and congratulations on another big success. And I know many Chinese families enjoyed the event very much....

Thanks again for keeping me in the loop for the events. I feel so proud of you and Jessica and always appreciate your kindness to our Chinese community.

Best regards,
Wendy



Martha Meyer, the narrator of the English side of the *Rooster and the Dragon, a Chinese Folk Tale*, assisting rooster with his strutting along the river near where Dragon was swimming.



Jessica Iverson and Martha Meyer, the organizers of Chinese New Year, flanking Dr. Yang's daughter who did a traditional dance for the 123 participants in the Chinese New Year program.

2. **Thanks for service with the Park School Community:**

Sad news	
	Jan 29
Donna Murphy <murphyd@district65.net>	

Martha,

I wanted you to know of the passing of my student Kyra on 1.20.17.

She enjoyed her library trips and your readings. Attached is a picture of you reading to her and the class which I included in a photo album I made for her family after her death. You have not seen Kyra recently because she has been ill and homebound since the midway point of the last school year. She received homebound tutoring from us throughout this time.

What you do for our students is of great value.

Thank you,
Donna

Picture of me singing with Kyra about a year before her death:



:

From Andi Altenbach, filed under kids say the darndest things:

When we were almost to the end of the day on a Sunday, a dad was trying to coax his son (around 4) to leave the play area and explaining that the library was closing. When the little boy saw me walking by as I was cleaning up, he said, "But where will the librarians go???"



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, March 15, 2017
6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Barbara Friedberg Room

Members Present: Socorro Clarke, Adam Goodman, Shawn Iles, Benjamin Schapiro
Sandra Smith, Michael Tannen

Participating by Phone: Margaret Lurie

Members Absent: Tori Foreman, Vaishali Patel

Staff: Karen Danczak Lyons, Connie Heneghan, Miguel Ruiz, Jill Schacter, Wynn
Shawver, Jill Skwerski, 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 6:47 pm.

CITIZEN COMMENT – none

CONSENT AGENDA

A. Approval of Bills and Payroll – Adam Goodman motioned to approve the
Bills and Payroll. Ben Schapiro seconded and it was approved on a voice
vote. President Tannen is making additions to the minutes of the February
15th meeting and they will be presented for approval at the April meeting.

INFORMATION/COMMUNICATIONS

A. Robert Crown Branch Library Update – Director Danczak Lyons reported
the February 24th fundraising event hosted by the hockey boosters raised
\$616,000 and was matched by an anonymous donor, bringing the total raised
to \$1.2 million. The event featured a video that can be edited and used for
Library purposes. Stakeholder sessions with the architects were held last
week, including a session specifically about the library space. Another
feedback session for residents in the area surrounding the Robert Crown
Community Center will be held on March 21st. Director Danczak Lyons and
several others are going to Canada to visit facilities designed by Woodhouse
Tinucci Architects that combine community/recreational and library space to

assess what's working well and the friction points in these designs. Library staff are meeting with the RCCC programming staff to look at the various programming needs anticipated for the shared lobby space. Director Danczak Lyons may come to the Board for approval to expand beyond 5000 square feet of library space if there are too many demands on the shared space to be accommodated. Expansion would be covered by the Library's commitment of \$2.5 million. The March 8th event hosted by Shawn Iles and Vaishali Patel was postponed and invitees will be folded into the invitation to the May 4 Donor and Volunteer Recognition Event, where Woodhouse and Tinucci are the featured speakers.

B. Administrative Services Report – The Assistant Director position has been posted and will remain open until March 20th. Several well-qualified candidates have applied.

STAFF REPORT

A. Community Engagement – Jill Skwerski and Miguel Ruiz. Mr. Ruiz is the new Latino/Latina Outreach Coordinator, coming to EPL from Madison, Wisconsin, a demographically similar city. He presented his initial observations and immediate goals after one month on the job. Along with Jill Skwerski, he has been out meeting community leaders. His observation is that Evanston a decentralized community with many great experts. He's carefully evaluating the opportunities and existing programs. His three immediate goals are to work with recent immigrants and community partners to build pathways to citizenship; promote the Library as a place of support for the Latino/Latina population; expand the Library's partnerships regionally.

LIBRARY DIRECTOR'S REPORT

A. Karen Danczak Lyons reported she was invited to the City of Evanston's Mental Health Board and spoke about the Library's partnership with Presence Health and the hiring of the full time Social Worker. This news was enthusiastically received. EPL's network architecture was re-configured and the switch gears were replaced in late February. Karen Danczak Lyons spoke this morning at the Mather's Men's Club. An audience of about 60 men and women were interested to learn about the services and programs at the Library. She received a great compliment from an audience member remarking on the improved customer service at the Library in recent years.

BOARD REPORTS

A. Executive Committee Fundraising – Michael Tannen and Karen Danczak Lyons reported on the meeting with Marty Lyons, Michael Happ and the Friends of Robert Crown at which they reiterated the Library's commitment to the project and to being helpful to fundraising efforts. They were able to clarify that the Library's commitment to raising \$2.5 million in bonds will cover Library

construction cost and fulfills the Library's fundraising obligation. Director Danczak Lyons adds a compelling component to the fundraising case and she has been invited to meetings with Deloitte and Shirley Ryan.

- B. District 202 Board Liaison-** Michael Tannen briefed the District 202 Board on the Robert Crown Community Center and Branch Library and invited the members to share ideas or feedback. The Library continues to work with ETHS on the Wi-Fi hotspots program. This project is very well received and there is potential to seek funding from an outside group like the ETHS Alumni Association.

BOARD DEVELOPMENT

A. RAILS/United for Libraries Video:

Board members are asked to view the video "Board Meetings" at their convenience.

UNFINISHED BUSINESS – There was no unfinished business discussed.

NEW BUSINESS

- A. Extension of Jessica Jolly contract** – Ben Schapiro motioned to approve a one month extension of Ms. Jolly's contract, paid for by salary saving from the vacant Assistant Director position, seconded by Sandra Smith and approved by voice vote
- B. Affirming Evanston Public Library's support of Evanston as a "Welcoming City"** – While the Evanston Public Library's strategic plan includes an equity statement from the American Library Association, the Board discussed ways to strengthen the statement and help the Library be seen as a resource regardless of immigration status. Ben Schapiro made a motion to ask the Library Director to pull information from RAILS and other professional organizations to help the Trustees assess the need to augment the Library's statement and/or policies and procedures in dealing with immigration status. Sandra Smith seconded the motion and it was approved by voice vote.
- C. Closed Session – Personnel (Library Director Evaluation)** – motioned to move to Executive Session as per the Open Meetings Act, seconded by and approved by voice vote.

ADJOURNMENT –

Respectfully Submitted,

Socorro Clarke, for Vaishali Patel, Secretary

**Next Meeting: Wednesday, April 19, 2017 at 6:30 pm Evanston Public Library,
Barbara Friedberg Room.**

DRAFT

Library Director's Report
March 15, 2017

Updates:

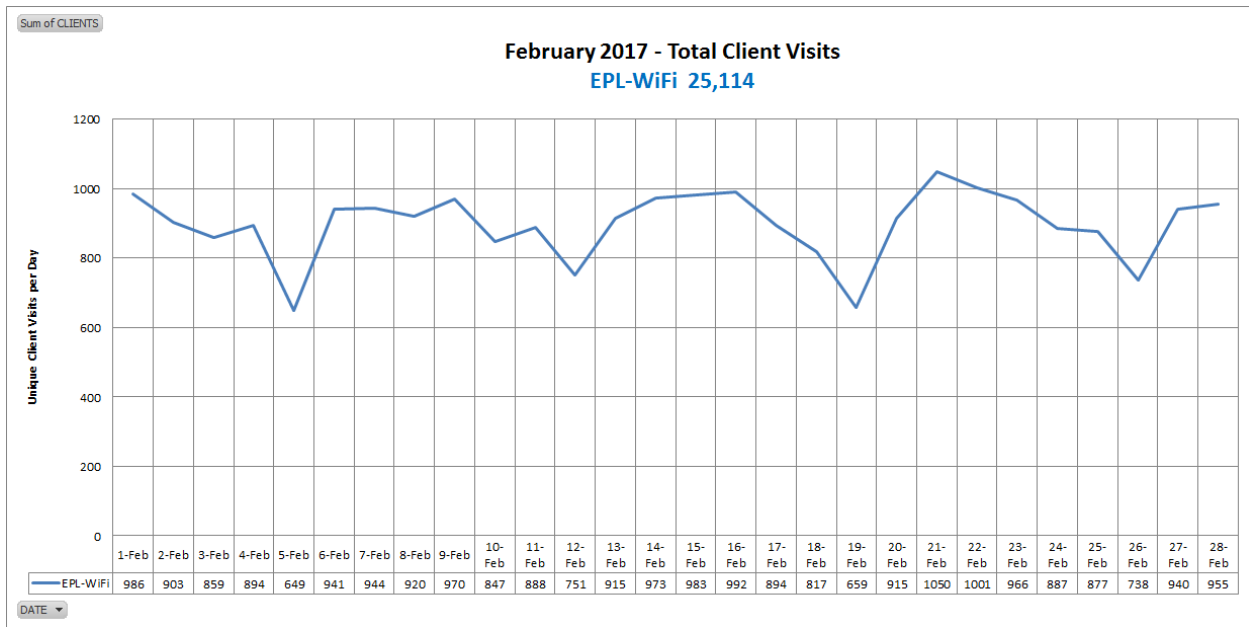
- Legislative breakfast – I represented EPL at the annual Legislative breakfast. Remarks from elected officials centered upon the ongoing budget stalemate and the possibility for resolution.
- The Hockey Association and the Friends of Robert Crown Community Center and Library hosted a Cocktail Party Reception and Fundraiser at the Evanston Arts Center. I was invited to talk about the Library and a video was shown which featured all aspects of the project including the new branch.
- My thanks to David Jordan, Todd Galvin and the City of Evanston's IT team for completing the y EPL Network refresh project on Sunday, February 26th. Todd pulled new fiber, our network architecture was re-configured and the switch gears were replaced.
- We have moved into the public engagement phase of the Robert Crown project. On March 9th a series of Stakeholders Workshops were conducted to begin to gather concerns and feedback. Another Community Workshop will be held at Robert Crown beginning on at 6:30 on March 21st with invitations being sent to all neighbors within 1,500 feet of the facility.
- Trustees, staff and EPL partners joined me at the Mayor's State of the City Address. Copies of the City of Evanston's Annual report are at the places of those Trustees who were not able to attend. In her remarks, Mayor Tisdahl highlighted the Summer Reading Program, ABC Boosters and stated that "Wherever she goes throughout Evanston, the Evanston Public Library is there."
- It was pleasure to address the Men's Club at the Mather this morning and share information about library programs, new initiatives including HOOPLA, Wi-Fi Hotspots, our full time Social Worker and Latino Engagement Librarian and plans for the main library renovation and construction of our new branch at Robert Crown.

Assessments, metrics and initiative results:

Foot traffic:	January, 2017	February, 2017
Main:	27,390	26,711
North:	3,790	4,005
CAMS:	3,164	3,426
Total:	34,344	34,142

Website visits: January: 55,468 February: 48,541

Overall Computer/Internet Use – all locations: January: 4,697 February: 4,770



Actual Computer Usage NEW AND REPEAT CUSTOMERS

Mon	Tues	Weds	Thurs	Fri	TOTALS
		1-Feb	2-Feb	3-Feb	41
		13	15	13	
6-Feb	7-Feb	8-Feb	9-Feb	10-Feb	
14	17	14	15	13	73
13-Feb	14-Feb	15-Feb	16-Feb	17-Feb	
	5	5	7	9	26
20-Feb	21-Feb	22-Feb	23-Feb	24-Feb	
	12	14	5	13	44
27-Feb	28-Feb				
4	9				13
					197

Partnerships and collaborations:

- On March 9th I was invited to address the City of Evanston’s Mental Health Board regarding our partnership with Presence Health and the hiring of our full time Social Worker. She will be presenting at a future EPL Board meeting.

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

Highlights:

Wilson was interviewed by Northwestern student Emma Gordon about serving on the 2017 Caldecott Committee. The interview currently appears on the Children's Room Kids Blog. <https://www.epl.org/epls-brian-wilson-helping-choose-caldecott-award-winners/>

Wilson restarted his blog Mr. Brian's Picture Book Picks. There is currently a link on the library's Literary Blogs page. <https://mrbrianspicturebookpicks.wordpress.com/>

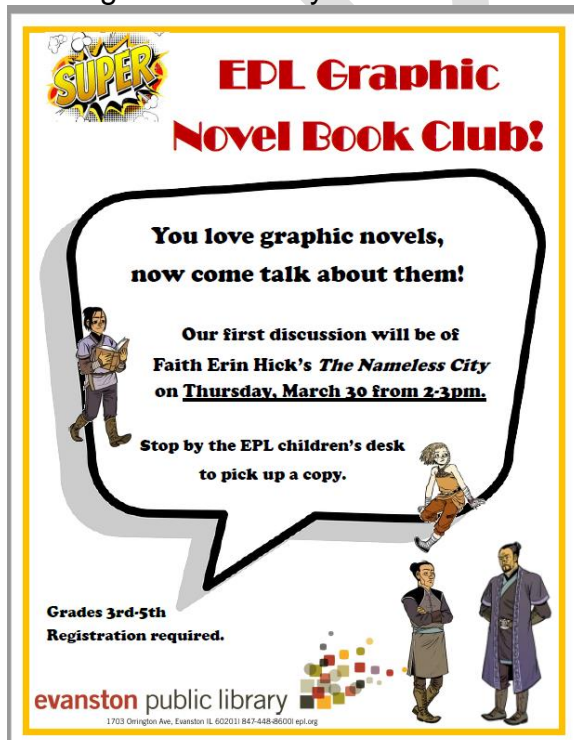
Wilson was invited to read stories at the Total Child Family Literacy night on Monday, February 27. I read to close to 100 children and their parents/caregivers.

Wilson met with sales rep Linda Peterson from Rainbow Books about adding additional children's books in Arabic to the collection.

Kim Kaufmann began of writing a grant for astronomy programming and science kits from NASA on behalf of the library.

Kaufmann held first Code Club meeting where participants talked about a few ways to use ciphers to code a message for someone else and made a coding device they could take home.

Coming soon courtesy of Jessica Iverson:



SUPER **EPL Graphic Novel Book Club!**

You love graphic novels, now come talk about them!

Our first discussion will be of Faith Erin Hick's *The Nameless City* on **Thursday, March 30 from 2-3pm.**

Stop by the EPL children's desk to pick up a copy.

Grades 3rd-5th
Registration required.

evanston public library
1703 Orrington Ave, Evanston IL 60201 | 847-438-6200 | epl.org

Meyer and Bojda worked with COE Department of Economic development on the Evanston Explorers program. This is a program that supports business in town that provide family activities like Little Bean and Gather. Antolin, Bojda and Meyer attended the kickoff event at Fleetwood and were a part of the Progressive Playdate. Photos are at the end of the report. Meyer reports that they gathered 500 names for their database for the businesses because of the kickoff event the group hosted. Antolin signed up new library users. Meyer had about 50 children at her story time singalong at kickoff event and more than 100 people total for the Saturday event.

Meetings:

Bojda:

Met with Laura Grandau and Mary Hynes-Berry to discuss our upcoming training and research grant on mathematical thinking in children's picture books and incorporating it into Early Childhood Programming. Initial training will be in June.

Kennelly attended Lincoln Story League at Poplar Creek Public Library on February 1 – I shared the bibliography from our District 65 Battle of the Books 2016-2017
Kennelly and Wilson attended Betsy's 100 Best Books Committee on February 2 focused on picture books

Training and Professional Development:

Bojda and Wilson attended LACONI YSS attended LACONI meeting called Diverse Books Need Us at the Alsip-Merrionette Park Library on February 24, 2017. This informative day was broken up in three parts. First, Jody Gray and Kristin Lahurd from the ALA Office for Diversity, Literacy, and Outreach Services led participants through a Cultural Competence Workshop that had us thinking about culture as a concept and about inclusive communication. Then Amy Koester, Youth and Family Programs Supervisor at Skokie Public Library, and Joy Triche, publisher from Tiger Stripe Publishing, talked about Our Voices Chicago, a project that will collect diverse self-published books and eBooks written by Chicagoland authors and make them available to purchase by libraries. And finally, rock star librarian K.C. Boyd, Library Media Specialist from Parkway School District, discussed how to find diverse titles from a variety of sources.

Bojda and Kaufmann were trained on adding events to the new website.

Kaufmann attended a NASA Grant Application Webinar.

Kennelly Attended Lincoln Story League at Poplar Creek Public Library on February 1 where she shared the bibliography from District 65 Battle of the Books 2016-2017.

Kennelly, Bojda and Wilson attended author visit by Kevin Henkes on February 1

Kennelly attended Betsy's Salon featuring Natasha Tarplay, Keir Graff and Tom Watson on February 4.

Outreach and Community Engagement

Kaufmann presented her monthly story time to Doorway to Learning preschoolers.

Other Activities:

Wilson was interviewed by Northwestern student Emma Gordon about serving on the 2017 Caldecott Committee. The interview currently appears on the Children's Room Kids Blog.

From our first STEMeX Family Program at Fleetwood Jourdain







DRAFT

From our Evanston Explorers Progressive Play Date. Preschool Dance Party and Craft courtesy of Ms. Martha and Northwestern student volunteers:



Highlights from Laura Antolin – Children’s Outreach include:

In House Meetings Attended / Events Attended

- 2/2 100 Books of 2017 committee meeting – Board room
- 2/3 Story Corps training – Board room
- 2/5 K-LEAP Let’s Play Post Office Oakton & Dawes Schools – Large Community room

- 2/7 Meeting w/Jan and Miguel re: outreach – Children’s Public Conference room
- 2/8 Meeting w/Kristin Sherman (Whole Foods Market)
- Meeting w/Jan, Catherine Haden, David Utall re: IMLS grant – Children’s Public Conference room
- 2/12 K-LEAP Let’s Play Post Office Kingsley & Lincolnwood Schools – Large Community room
- 2/16 Meeting w/Penelope Sachs re: Evanston Symphony Orchestra
- 2/21 Meeting w/Martha re: Infant/Toddler Conference planning
- 2/27 Lincolnwood 5th grade library visit
- 2/28 Coding Workshop online course
- Library Asst Interview w/Margo Stack – Board room

Out of House Meetings Attended / Events Attended:

- 2/1 Meeting w/Lindsay Percival re: ABC Boosters – Child Care Center of Evanston
- Meeting w/Tiffany Caston re: SRP, ABC Boosters – Robert Crown
- 2/2 LEAP at Head Start, PFA, SPPAC – JEH
- JEH Pact – JEH
- Meeting w/Paula Shapiro re: summer programs
- 2/3 EC2C meeting w/Diane Lequar & Suni Kartha – Curt’s Café South
- Book Buddies – Reba Early Learning Center
- 2/7 Learning & Growing – Family Center
- Y.O.U. Dawes
- 2/8 Y.O.U. Oakton
- 2/9 Meeting w/Lara Galicia and Frances Collins re: ABC Boosters – Willard School
- 2/10 Baby Toddler Nursery – story time & Book Bag delivery
- Sharing Circle – King Arts
- Book Buddies – Reba Early Learning Center
- Evanston Explorers Kick-off Party - Fleetwood
- 2/11 Monarch Award meeting – New Lenox Public Library
- 2/14 STEM program – Family Center - JEH
- Fleetwood After-school K-1st grade – Fleetwood
- 2/15 EC2C Large Group Solution Design Team meeting - ETHS
- Deliver library card apps to Oakton School
- Meeting w/Renee & Y.O.U. re: SRP and diverse book collection – Y.O.U.
- Robert Crown After School Adventures – Robert Crown
- 2/16 Home Daycare Provider Book Bag delivery
- Meeting w/Rebecca Daugherty re: IMLS grant – Science in Society, NU
- Fleetwood After-school 2nd-3rd grade – Fleetwood
- 2/17 Home Daycare Provider Book Bag delivery
- LEAP at Family Center – JEH
- Sharing Circle – King Arts
- Book Buddies – Reba Early Learning Center
- 2/21 Delivery library card apps to Lincolnwood School (5th grade)
- EC2C meeting w/Katie Pacyna re: distribution of parent survey – Family Focus

- Dawes After care story time - Dawes
- 2/22 Exploring STEAM w/Ms. Laura – JEH
Deliver LEAP Construction classroom centers to Hayes, Lepley, Macejak and LEAP pizza classroom centers to Doorway to Learning
Kindergarten Information Night w/Miguel – JEH
- 2/23 Washington Y.O.U.
Washington Afterschool story time – Washington School
Y.O.U. Oakton Family Night – Oakton School
- 2/24 Teen Baby Nursery story time & Book Bag delivery
Sharing Circle – King Arts
Book Buddies – Reba Early Learning Center
- 2/26 JRC Diverse Book Fair - JRC

Outreach/In-House Reach - Preschools:

Day Care Delivery Book Bags: 19: 15 Book Bags delivered to home providers; **4** Book Bags delivered to IWSE (2 to Baby Toddler Nursery; 2 to Teen Baby Nursery)

Baby Toddler Nursery story time: Total: 80 (65 children and 15 staff); 7 classes- infants, toddlers, preschool classrooms (in the preschool classroom, we made refrigerator magnet valentines and decorated them).

Teen Baby Nursery story time: Total: 22 (16 children and 6 staff); 2 classes – infants and toddlers

Learning & Growing story time: Total: 7 (3 children, 3 adults, 1 staff)

I did a story time with songs. The PACT activity was taken from last month's Exploring STEAM – we focused on math and early literacy concepts. I brought DUPLOs and encouraged the mothers to count with their children, talk about color and stack them – each family got a blank set of 1-10 LEGO pattern sheets to take home and color. Families then matched colored craft sticks to pattern sheets (also a take home) and took home simple geometric shape sheets to use with their craft sticks and a matching game with cards to cut apart. The children were all very young – 9 months to 2 years old – but they all handled the materials and I felt it was a good introduction for them to math.

STEM at Doorway to Learning (Family Center): Total: 21 (16 kids, 5 staff)

This was the first of 4 STEM programs for 2 Doorway to Learning classrooms – the 2-3 year olds and the 15-23 months to align programming with the Head Start, PFA classes. This program was about size. I brought different size cardboard boxes (augmented by more boxes from Angela Johnson, Family Center Director), three sizes of laminated hand cut-outs to use to measure things, and sets of small and large teddy bears with matching laminated mats to match them. In the older classroom, some of the children spent most of their time putting boxes inside of boxes. One child only wanted to stack and move around

the plastic teddy bears. A couple of the children used the different sized hands to lie across the table (beginning of measuring). In the younger classroom, the children interacted with everything but with less concentration. One child did hold the hands up to her own hand which I thought was sophisticated thinking. It was a good start to STEM programming for these young ages.

Pizza LEAP at Doorway to Learning (Family Center): Total: 22 (16 kids, 6 staff)

This was the first of 4 LEAP programs for 2 Doorway to Learning classrooms – the 2-3 year olds and the 15-23 months to align programming with the Head Start, PFA classes. I brought most of Pizza LEAP with me (I excluded the pizza menus and dry-erase markers). I read the procedural parts of *Pizza at Sally's* by Monica Wellington, demonstrated making a felt pizza, baking it and the miraculous transformation into a plastic pizza. I gave the children order pads and pencils to practice writing. In both classes, the children made felt pizzas and baked them. They wrote on the order pads and cut the pizzas. This was a really successful program and the children were really engaged.

LEAP: Total: 399 (318 children, 81 staff) 30 classrooms

75 (57 children, 18 staff) 6 classrooms

We finished Construction Play Literacy with the last classes on February 2. This unit is a favorite of many of the teachers and kids – creative and also challenging for the kids to move from two-dimensional planning to three-dimensional building.

Laura – 3 classes, Andi – 6 classes, Martha – 3 classes

Exploring STEAM w/Ms. Laura at JEH: Total: 32 (16 children, 14 adults, 2 staff)

I presented a chemical reaction and color program. There were stations set up on 5 tables in the room and one on the floor: everyone circulated around the room and tried out each activity.

- Table 1: had trays for oil, cups with colored water and pipettes;
- Table 2: had trays for oil, cups with colored vinegar and pipettes;
- Table 3: had trays for oil, cups with colored vinegar and bowls with baking soda and pipettes;
- Table 4: had trays for oil, cups with colored bubble solution and pipettes;
- Table 5: had plates for milk, food coloring, dishwashing soap and toothpicks; and bowls with water, clear nail polish and black pieces of paper.

The families experimented with dropping pipettes of colored liquid into the trays of oil to see what would happen to the liquid. They noticed how the oil and other liquids did or didn't mix and observed what happened when they added baking soda to the oil and vinegar solution. At the milk and nail polish table, they added drops of food coloring to plates of milk and then touched a toothpick into dishwashing liquid and then into the milk and observed what happened. They took white cardstock, dipped it into the milk and made marbled paper. They dropped nail polish into water and quickly scooped it up on black paper and saw rainbows on the paper from the nail polish.

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.

Everyone was very engaged and families took home marbled paper and rainbow paper. This was a very successful program with families participating in every activity.

PACT Activity at JEH: Total: 28 (15 children, 12 adults, 1 staff)

I led the families in Construction LEAP. I read *One Big Building* by Michael Dahl in English and Spanish. The children and parents worked on designing a plan and building their building with blocks.

Book Buddies at Reba Early Learning Center: Total: 127 (81 children, 11 staff, 35 NU students)

- We had 4 sessions of Book Buddies in February
- 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.

Winter Words:

I purchased 4 books for each of the 10 Home Daycare Providers who are participating in Winter Words

Kindergarten Registration Night at JEH: Total: 40 families, 24 library bags, 7 library cards made

Miguel Ruiz accompanied me to Kindergarten Registration Night at JEH on February 22. I brought library program information, bookmarks to color, library bags to give away and library cards to create. We shared a table with Skokie Public Library and talked with approximately 40 families, many of whom were familiar with the library but also those who were not.

Lincolnwood 5th grade Library visit: Total: 90 (85 kids, 5 adults); 19 library cards

I scheduled the 5th grade classes from Lincolnwood to come to the library to do research and was one of three staff members who helped the students research and find materials. I also included a library card drive with the visit. It was very busy, somewhat chaotic, but lots of fun helping the students find books.

Outreach/In-House Reach – School-Aged:

K-LEAP: Let's Play Post Office: Total: 68

We had two K-LEAP Post Office Play dates in February – one was very successful, the other was sparsely attended. Those who came were very positive and enjoyed the program.

Dawes and Oakton: Total: 52 (16 families)

Orrington and Willard: Total: 16 (7 families)

Fleetwood K-1st Afterschool: Total: 9 (8 kids, 1 staff member)

I read a couple of books and the kids made refrigerator magnet valentines.

Fleetwood 2nd-3rd Grade Afterschool: Total: 6 (6 kids)

The kids worked on an engineering challenge, balancing cups, craft sticks and wooden cubes.

Dawes Afterschool K-5th grade: Total: 20 (18 kids, 3 staff members)

The kids colored and made balancing robots and we talked about how the robots balanced.

Washington Afterschool K-5th grade: Total: 20 (18 kids, 2 staff members)

The kids colored and made balancing robots and we talked about how the robots balanced.

Robert Crown After School Adventures: Total: 20 (17 kids, 3 staff members); 10 books checked out

I brought books for the kids to check out and some of the kids participated in an engineering challenge, balancing cups, craft sticks and wooden cubes.

Y.O.U. Elementary School Book Check-outs

Total: 115 kids 127 books checked out

Dawes Y.O.U.

I brought about 100 books for the kids to choose among. I set up books in a classroom; checked out new books and brought back the books they had checked out previously.

Total: 45 kids, 55 books

Oakton Y.O.U.

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

Total: 45 kids, 57 books

Washington Y.O.U.:

I brought about 90 books for the kids to choose among. I set up books on the bench in the hallway; checked out books and brought back the books they had checked out previously.

Total: 25 kids, 15 books

Oakton Y.O.U. Family Night:

Total: 50; 20 library bags; 8 library cards made

I attended Oakton Y.O.U.'s Family Night. They provided dinner and were giving away new books to each child to add to their home libraries. I had a table with library information and library bags as well as bookmarks to color and library cards. I spoke with many families; gave away library bags to take home their books and made library cards. One funny thing happened - because these students are used to me coming once a month and checking out their books, several of them brought their new books over to me (and my laptop) so that I could check them out to Y.O.U. They were surprised that these books weren't library books and were for them to take home.

Diverse and Inclusive Book Fair at JRC:

Total: 50, 23 book bags

I was asked to participate in the first *Diverse and Inclusive Book Fair* at JRC, sponsored by Interfaith Family Chicago, PJ Library and JRC, with guest readings by author Jessica Herthel (*I am Jazz*) and author Ami Polonsky (*Gracefully Grayson*). Along with JRC's library, Interfaith Family Chicago, The Illinois Safe Schools Alliance, PJ Library, Response Center JFC (Jewish Child and Family Services), Illinois Holocaust Museum and Education Center, Keshet, and Bookends and Beginnings, EPL had a table of materials and a booklist for families. I had been asked to put together a booklist of diverse, family and gender inclusive titles along with the other organizations and Bookends and Beginnings brought many of those books for people to purchase. Families could browse the EPL table and read the books that interested them, as well as pick up the booklist, bookmarks and library bags. I was glad to provide a booklist and have the library be part of this Book Fair.

Email to participants in the Book Fair from Rabbi Ari Moffic, organizer

Hi Everyone,

Thank you so incredibly much for volunteering your time and energy to make our book fair such a success. I hope you feel that lots of people learned more about your agencies and got introduced to new resources.

With gratitude,

Ari Moffic

Other/Connections:**IMLS STEMeX grant program:****Index Card Tower Engineering Challenge Total: 6 families (7 children)**

I arranged for our first STEMeX expert and program, *Index Card Tower Engineering Challenge* on Sunday, February 26 at Fleetwood-Jourdain from 2-3:30pm. Although we didn't have as much time to promote as I would have liked (I was hampered a little bit by waiting to make sure our expert was okay and by securing a space since the library was booked), we ended up being fully registered with 2 people on the waiting list. I asked Jill Schachter to help promote the program via D65 e-backpacks as well as in the newsletter, put out flyers, and also reached out to Colette Allen, Ken Cherry and Kirby Callam and asked them to contact families in their programs. Kirby sent our emails to 333 fifth ward families.

Unfortunately, I wasn't able to attend this first program due to a death in my family and the funeral that afternoon. I purchased all the materials and prepared them for Jan to take to the program. Six families participated in the program and of those six, three families agreed to participate in the observational study. The next iteration is at Gibbs-Morrison Cultural Center on Saturday, March 22, from 10:00-11:30am. The final iteration will be on Saturday, April 11, from 10:00-11:30am – I am still securing a place for this program but hope to hold it at Robert Crown.

I contacted Northwestern Science in Society to talk about securing additional experts (graduate students). Stacy Brill referred me to Rebecca Daugherty with whom I met and had a good conversation but I haven't heard anything back yet. (My contact with Stacy also resulted in her asking me for book donations - she had received some books from Renee already - which she distributes to organizations that help homeless teen parents in the Chicago area. I was able to put together a one-time donation of **150** picture books, chapter books and juvenile fiction for Stacy.)

Email from Stacy Brill regarding book donation:

Hi Laura,

THANK YOU so very much for the donation. I'll be sure to put it in the communities that need it the most.

Much Gratitude,

Stacy Brill
Science in Society
600 Foster St., Ste. 130
Evanston, Illinois 60208

EC2C Community Literacy Design Team meetings:

We currently have 361 people signed up for text messages/emails. I worked with our designer to create Talk Read Sing car magnets, posters and flyers for the Community Campaign and we had a conference call with Too Small to Fail folks to go through the materials. Promotional materials were shared with partner organizations at the EC2C Quarterly Partners meeting on February 24, which I unfortunately had to miss due to my commitment at Teen Baby Nursery. We are moving ahead with our launch in March.

Email to Suni Kartha and to me from Sheila Merry, Executive Director of EC2C:

Sorry you missed the presentation today, though it ended up having to be quite brief because things ran a bit long. I did get positive feedback from folks about the materials and gave away quite a number of posters and magnets.

Now we just need to figure out a game plan for a more formal launch! Thanks so much for your hard work, Laura, on getting these materials all together!

Sheila

Monarch Award Committee:

I drove to the New Lenox Public Library for the Monarch Award committee meeting where we picked the 2018 books. Each of us read the 50 books to be decided upon and presented a book for consideration.

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*

ABC Boosters:

I met with Lara Galicia and Frances Collins to talk about the schedule this summer. Lara was positive about moving back and forth each week from Fleetwood to the Child Care Center of Evanston. We talked about training for the teachers at the Child Care Center as well as at JEH. We will continue to work on shaping the trainings and logistics.

PACT Activity– JEH



PACT Activity– JEH



PACT Activity– Family Center



Family Focus Afterschool - 2nd-3rd grade



Engineering Challenge

Exploring STEAM w/Ms. Laura at JEH – Chemical Reactions and color



Oil and water



Oil and vinegar



Dawes Aftercare K-5 grade



Balancing Robots

Robert Crown After School Adventures



Book check out

Diverse and Inclusive Book Fair at JRC



Evanston Explorers Kick-off



Teen Services Highlights from Renee Neumeier include:

Summer Reading

- All programming information for the summer has been collected and sent to the graphic designer to begin the creation of the booklet
- The graphic designer shared three options for a summer reading logo
- Y.O.U. is a new partner for summer reading. They will be receiving an Everybody Reads collection for their summer elementary and middle school sites. EPL staff will also be signing their students up for summer reading and visiting throughout the summer.
- The backend for the summer reading program has been setup and now needs to be customized

Teen Services Highlights:

- Teen Services librarian position was posted there were 39 applicants. Interviews have been setup with several candidates.
- This month the teen services team had their first department meeting. During the meeting we discussed different issues we encountered while working in the Loft and the best solutions so we can be consistent. We also worked on developing interview questions based on the different situations that come up in the Loft.

Programming:

- Our homeschooled tweens and teens completed filming and editing their 90 Second Newbery submission. They used *Doll Bones* by Holly Black as their inspiration this year. The students also put together a behind the scenes footage piece. Next we're going to begin a series on board game design. Their film will be screened at the 90 Second Newbery event in Chicago on April 1 <https://vittumtheater.org/upcoming-performances/the-90-second-newbery-film-festival/>.

Community Engagement and Outreach:

- Y.O.U students from their Nichols site continue to visit once a week to complete Little Bits challenges with Liz
- Park School students are continuing to visit throughout the spring and will also come during the summer.

Renee Neumeier/YA Services Supervisor's Personal Report:

Programming:

Spring Break:

- Entered information into the website events page

Summer

- Completed putting together all the teen information for summer reading and revised

Home School:

- Helped with 90 Second Newbery filming and program outline
- Planned the rest of the spring sessions focused on game design

Community Engagement:

D65:

- Continue to work on developing curriculum for summer camp with D65 math coach Kelly Rooney. Met with Jamilla Pitts to discuss which students we will target. Camp will be 6 weeks during the summer. We will target students who are under performing in math and science at Chute Middle School.
- Met with Lori Martin the new librarian at Chute to discuss upcoming events for the rest of 2017 and things to be aware of for the 2017-2018 school year.
- D65 librarians and I have started putting together list of titles for recommended summer reading list
- Took part in the curriculum presentation for the D65 Librarian team, listened to their plans and goals for the future and provided feedback
- Met with D65 Media Arts teachers about how to link their maker space with the Loft and how we can partner on programming in their space
- Wrote and submitted an ILA program proposal with D65 librarians

COE:

- Schedule MSYEP site visit, promoted program on website and calendar, talked one on one with students to encourage them to apply

Y.O.U.

- Participating in Girls STEM event with Y.O.U. and MetaMedia. Liz will host coding booth, 60 girls expected at the March event.

Community Wide Read:

- Confirmed details of student gallery event in March
- Updated website and calendar
- Received Story Corps training

EvanSTEM:

- Met with smaller committee about evaluation tools. Narrowed down survey questions to four key questions that all summer sites can use to evaluate their programming this summer

Summer Reading:

- Met with Y.O.U. to confirm details of summer partnership
- Wrote up Everybody Reads description
- Confirmed additional partnerships
- Met with graphic designer to see logo options and gathered feedback about the options
- Met with volunteer Terri Dubin and Wynn to discuss applying for Rotary grant to fund summer reading

Restructuring:

- Finished revising desk question form for public desks
- Created draft of concierge form
- Worked on creating and revising draft of task form

Professional Development:

- Prepared for Tinker mtg at AHML, led a discussion group, helped facilitate meeting, cleaned up meeting. This meeting focused on using cardboard in programming for things like a cardboard challenges, pairing Makey Makeys with cardboard and making cardboard construction squares. I liked the cardboard construction squares so much that TAB has been making a set that we'll leave out in the Loft.

Other:

- Created booklists for schools and pulled materials for teacher checkouts.
- Went through applications for teen librarian position, scheduled interviews, revised and updated interview questions
- Art Institute staff on tour, answered questions about the Loft
- Taking part in 100 best children's book committee, reading picture books, chapter books and board books, have been selecting chapter books that also appeal to middle school students
- 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 include:

Much of February was spent orienting our new Latino Engagement Librarian, Miguel Ruiz, to the Library. Additionally, our new Tech Trainer, Eduardo Gomez, accompanied me to Blake Manor and Primm Tower computer classes, so that by the end of February, he was running classes on his own. Here is a summary of activities and meetings for the month.

- Blake and Primm computer classes continued weekly. Totals this month included 6 hours of class, attended by 31 students, 2 library cards issued and 30 items checked out. We were joined by students from the ETHS Youth Technology Corps at Blake Manor on 2/13, which is always a lively gathering. (See pictures.) Students updated the desktop machines and re-installed a missing router, allowing internet access to be re-instated into the lab. Beginning in March, computer class will continue on Mondays with monthly pop-up library visits (for checkouts, cards, etc.) on Wednesdays.
- Produce Mobile and Hillside Pantry visits continue monthly as well, with full service pop-up library at each location. Typically, there are around 200 visitors to each location. It is a joy to have Miguel join me on these visits to connect directly with the Latino community. I'm hoping to have another community services resource date at Crown during the summer months when we move outside. I've already had interest from our partners at the D65 Family Center, COE General Assistance, and service providers such as SafeLink phones (free government cell phone service).
- EPL hosted the Evanston Chamber of Commerce Networking Breakfast before opening the building on 2/28. 26 attendees came to the library to network and hear Kathleen Lanigan provide an overview of our business related databases. Plans are underway to host the Chamber's Women in Business Lunch here in July.
- Miguel and I also visited with a family who will be highlighted in our annual report. The Sheila Shambee attended a program in 2016 presented by Community Partners for Affordable Housing. As a result of attending that program, the Shambees are now proud homeowners here in Evanston. Miguel and I had the honor of meeting the Shambees at their home, where they graciously shared their story and the impact that EPL has had on their lives. Look for more in the annual report. Picture attached.
- Finally, I attended the African American Veterans Luncheon at the invitation our partner, Outreach Specialist James Harkins. The event was held at the Evanston Vet Center and provided the opportunity to gather, share a meal, and join with members of the Vet community in hearing their stories and celebrating their service.

From Miguel Ruiz, here are highlights from Latino Engagement:

1. Began Spanish Language Collection Analysis with the aid of Collections Manager and Assistant Circulation Supervisor in order to acquire baseline quantitative data for future assessment.
2. Established formal connections with 8 Latinx community leaders from across the city, school district, and community organizations that will aid in building programming to support the Latino community.
3. Established partnership with St. Nicholas Church Spanish language parish for future library presence at weekend catechism sessions that will reach 60-80 children and 15-20 parents monthly.
4. Latino Engagement Librarian joined the soon to be founded Evanston Latinx Business Association in partnership with the City of Evanston and local business owners, with the goal of advocating for the success of Latino businesses.
5. Assisted Latino Resources to move their organizational meetings into the Library conference space.

Neighborhood Services highlights include:**PROGRAMS**

DIYs at North and CAMS included Beaded Key Chains, Rock Painting, Felties, Repurposed Book Crafts, and Zombie Dolls.



Time for Twos

Leigh Kennelly continues to provide a Time for Twos Storytime allowing parents and young children to sing songs, listen to stories, move and play together.



Families also enjoy spending time together reading and doing puzzles



Tail Waggin Tutors: “My four-year-old made up a story to tell to the dogs.” The child’s mother was thrilled that her child spontaneously did so after resisting encouragement to do this pre-reading activity at home.

Presidents Day Storytime and Craft included stories and activities about Presidents Washington and Lincoln. (B Sweeney) Feb. 18



Kingsley Kindergarten class visited North Branch for an introduction to the branch library, Feb. 22 (B Levie)

Neighborhood Services held three discussions of *The Other Wes Moore* for the **Community Read**:

* Feb. 22: 11 participants from the Foster Senior Group and St. Athanasius

*Feb. 23: 20 attended the North Branch book group & photo display at the Evanston Art Center

*Feb. 27: 17 attended the discussion at the CAMS Branch

MEETINGS

Children's Book Committee organized by Betsy Bird, Feb. 2 (P Shapiro, B Sweeney, R Surbrook)

Community Read Leader Orientation, Feb. 2 (B Sweeney, C Heneghan)

Clerk interviews with Kim Hegelund. (Feb. 7, 8 & 14) (C Heneghan)

Miguel Ruiz and C Heneghan joined Jill Skwerski at the **Produce Mobile** to reach out to others who use Robert Crown. A summary of what we learned from all participants in the Ask Exercise is included.

Attended **Robert Crown architects** presentation at EPL Board Meeting (C Heneghan)

Jeanine Michna-Bales, artist of **The Underground Railroad**, artist lunch at Evanston Art Center, Feb. 23) (C Heneghan)

STAFF RECOMMENDATIONS

From Barb Levie

The Wonder by Emma Donoghue (Fiction Donog.E)

Belgravia by Julian Fellowes (Fiction Fello.J)

Winter (DVD TV Winter Series 1)

Labyrinth of Lies (DVD Foreign Labyrin)

Murder of a President (DVD 973.84 Murder)

From Nancy Engel

On Turpentine Lane by Elinor Lipman (Ficton Lipma.E)

FACILITY

Met with **Hallett**, potential movers for branch library construction, Feb. 9 (C Heneghan)

Adult Services highlights include:

From Ben Remsen:

The WNUR Jazz Series at the Library was initiated by my connection with Brock Stuessi, the WNUR general manager when he attended the one-time jazz concert that I set up last fall with Evanston native Mike Reed. That concert, despite being up against game 4 of the Cubs in the World Series, was attended by about 130 people. Brock marveled that the last time he had tried to use WNUR's public programming budget to do an off-campus concert, they had about 12 people. Collaboration ensued: WNUR would fund a series; EPL would host and promote.

With this in mind and with the first concert booked for February 25th, WNUR took a proposal to the Evanston Arts Council to secure additional funding for more concerts in the series. They received a grant of \$1,000 -- with the encouragement that more funding is likely for the fall if the winter/spring concerts are successful.

I'm happy to say more about the value of the series. As part of the library's mission of to be the cultural heart of the community, I thought it would be interesting to try programming a jazz concert. As mentioned, the Mike Reed one was smash beyond my most optimistic expectations. In addition to raw number of attendees, it was very popular with demands for encores and lines to chat with the musicians afterwards. On top of that, it was easily the most diverse large program that I've ever done, especially in terms of age diversity. It wasn't packed with young people by any means -- I've still yet to solve that riddle! -- but there was a good contingent of people who looked to be in their 20s and 30s. There were also small children bopping around on the floor. It represented the widest spectrum of the community that I, for one, have yet to draw.

So when WNUR came through as a source of funding, this seemed like a great avenue to pursue. WNUR is a unique community resource -- free-form local radio is a treasure in a culturally open-minded community such as Evanston. The programmers and DJs there are thrilled to have the chance to do events out in the community, especially since they can make use of the library as a popular cultural node. In addition, they're promoting these concerts on the air as well, so that's putting the idea into the heads of their local listeners, "hey, the library is more than just books!"

The second concert happened on 2/25, and was attended by about 120 people, again including the widest age range of any program here I've been a part of. We've got [the third one](#) scheduled for April 15th. A picture is worth a thousand words, of course, so I'll attach a few thousand-words-worth of pics. We had Lynne at the first one, so those shots are notably more professional. I couldn't get her for the second one, unfortunately. WNUR sent a student photographer who took a few shots, but has been frustratingly unresponsive in my requests to send the photos on to me -- these are the limitations of working with scattered undergrads! -- however I took one shot with my phone from the corner of the room. It doesn't look great, but it gives a sense of the audience.









Technical Services highlights from Tim Longo include:

Items Added

Adult at Main=1886
Adult at North=11
Adult at CAMS=41
Total adult items=1938

Juvenile at Main=1712
Juvenile at North=78
Juvenile at CAMS=16

Total juv items=1806

YA at Main=543
YA at North=116
YA at CAMS=38

Total YA items=697

Total items added to collection in February 2017=4441

February 2017

Carts Ordered:

- Titlesource 360:

Evanston RW Adult Fiction: \$2267.72
Evanston RW Adult Nonfiction: \$5227.06
Evanston PL Fiction- Mystery & Detective: \$1117.02
Fantasy: \$414.46
Poetry: \$162.66

History: \$286.99
 Spanish: \$78.30
 Romance: \$594.51
 Urban: \$283.11
 Business: \$586.37
 Juv Parenting: \$137.26
 Main AY Fiction: \$835.89
 Popular Paperbacks: \$4.75
 Poly: \$567.24
 Travel: \$698.19
 Non-CLS Purchases: \$1248.15
 Non-CLS Most Wanted: \$385.21
 Most Wanted: \$934.80
 North: \$168.36
 Adult Re-Order: \$83.95
 Misc: \$1275.20
 Amazon: 234.80
 Overdrive: 2750.86
 Audiobooks: 2831.53

Patron Requests:

Received 37 patron book requests for the month of February. Will purchase 23 of the titles suggested.
 Received 3 patron audiobook requests for the month of February. Will purchase 2 of the titles suggested.
 Received 2 patron CD request for the month of February. Will purchase 0 of the titles suggested.
 Received 1 patron eBook request for the month of February. Will purchase 0 of the titles suggested.

Donations:

Adult Gift Books Added to the Collection: 165
 Adult Gift CDs Added to the Collection: 1
 Adult Gift DVDs Added to the Collection: 286
 Grubby Books Replaced by Gift Books: 99
 Grubby Audiobooks Replaced by Gift Audiobooks: 4
 Grubby CDs Replaced by Gift CDs: 2

Local Authors Added to the Collection:

- Letitia Suk (Getaway with God: The Everywoman's Guide to Personal Retreat)
- A Competent Witness: Georgiana Yoke and the Trial of H.H. Holmes by Judith Nickels
- The Butterfly's Choice by Joanna Kurowska
- Stained Glass by Joanna Kurowska

Weeding:

Books Sent to Repair: 13
 Audiobooks Sent to Repair: 4
 Most Wanted Titles Weeded: 20
 Most Wanted Titles Added to the Circ Collection: 5
 Damaged Books Weeded: 188
 Other Books Weeded: 3
 CDs Weeded: 2
 Audiobooks Weeded: 3
 Additional Old Travel and Test Books Pulled: 6
 Old Editions of New Books on Standing Orders Pulled: 6
 Books Sent to be Relabeled, Cataloged, etc. : 10

Audiobooks Sent to be Relabeled, Cataloged, etc.: 4
CD-ROMs Sent to be Relabeled, Cataloged, etc.: 1

Weeding Plan for Nonfiction (200s)

Missing: 32
Weeded: 918

Weeding Plan for Nonfiction (300s)

Missing: 8
Weeded: 408

Displays

2/1 – 1st Floor – Valentine’s Day Display
2/1 – 2nd Floor Front – Outsider Art Display
2/1 – 2nd Floor Back – Urinetown Display
2/20 – 2nd Floor Back – Oscars Display
Staff Recommendations - Jeff Balch

Meetings:

2/1 – Betsy spoke at Haven Middle School on Career Day about what it means to be a librarian.
Every Wednesday- Tim Conference calls with CCS for Innovative negotiations.
2/8- Tim at CCS Catalogers Meeting-Glenview Public Library
2/15- Monthly Conference call with B&T
2/16-Collection HQ training webinar
2/22- Tim at RAILS Technical Services Networking Group

Literary Salons:

Evanston Literary Salon: Meet the Middle Grade Novels of 2017

Saturday, February 4th from 4:30-5:30 p.m.

Community Room

Evanston Public Library, 1703 Orrington Avenue, Evanston, IL

You don't have to go far to see some of the hottest middle grade authors of 2017. Writing books for kids between the ages of 9-12, come and see Natasha Tarpley (Harlem Charade), Keir Graff (Matchstick Castle) and Tom Watson (Stick Cat) as they discuss their work, the art of writing for kids, and what they've got in the pipeline for the future.

Volunteer highlights from Mary Kling include:

- Interviewed seven volunteers
- Checked references of four volunteers
- Received requests for additional volunteers from Staff (Circulation, Book Sale, Administration, Tech)
- Facilitated volunteer groups from Delta Chi and NU Dance Marathon
- Placed new volunteers in Concierge (1), Community Service (1), Flyers (13), Circulation (2)

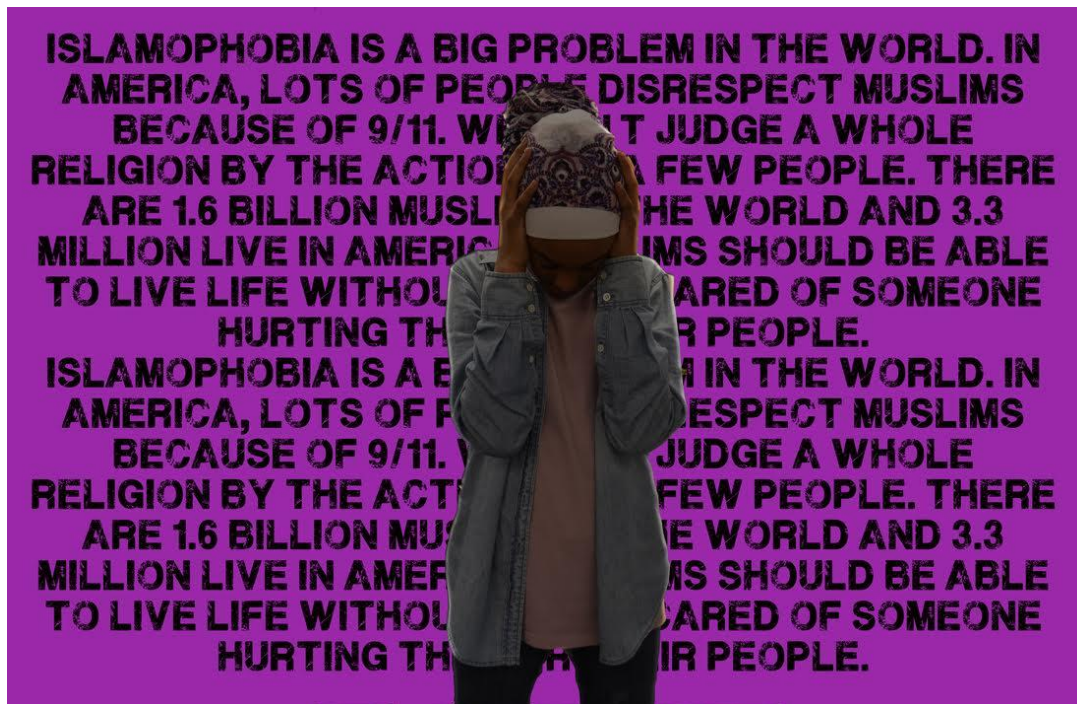
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Met with 14 current volunteers
- Updated volunteer information in Raiser’s Edge
- Completed webinar on Background Checks

Upcoming events of note:

- Book sale March 24th – 26th
- Cesar Chavez Storytime – March 31st from 2:00 – 3:00 Barbara Friedberg Storytelling Room

Local Art @ EPL: “The Other Wes Moore” Student Gallery

March 13, 2017



Artist: Iman

Williams, Chute Middle School

Dozens of talented student artists from District 65 middle schools Chute and Nichols are the next to be featured in our ongoing exhibition series [Local Art @ EPL](#). From now through March 31, you can find over 150 original student works on the 2nd floor of

EPL's Main Library. Inspired by [Evanston Reads: *The Other Wes Moore*](#), this important exhibit showcases impressive artwork that explores themes of race, identity, justice, and community. Don't miss it.

Excerpts from patron feedback:

- From Deb Winarski in Adult Services— Also had a noteworthy interaction with a patron about Adobe products while on the RA desk. When I arrived, she'd been asking the previous staff person for help finding books to learn all of the Adobe products (Photoshop, Illustrator, Lightroom, InDesign...). She had a list of books, but I could tell by the part of the conversation I heard that she wasn't sure which she really needed (she was a job seeker). Because the desk was very quiet (and I wasn't there alone), I was able to talk with her for about 30 minutes about the differences between the products and which ones are most likely to be used for the kinds of jobs she wants to move toward. I also showed her the software itself (I have it on the laptop that I usually have in my bag) and explained the differences between Lightroom and Photoshop in detail. She revised (significantly simplified!) her strategy for what she needed to do next (and was very appreciative!).
- Hi Ms. Bojda -

I wanted to drop you a short note to let you know you have a fantastic kids' librarian on your staff - Robin.

Here are quotes from Jesse & Louis, my 9-year-old twins:

I like asking her about books. She has really good book suggestions. She likes talking to kids.

If there's a more formal way to praise her for her efforts or otherwise recognize the quality of her work, please let me know.

Thanks,
Lee

- The recently retired Chair of the Early Childhood program at Oakton was (unknown to us) sitting in the audience on Saturday in the class at the Infant/Toddler Conference that Laura Antolin and I taught -- and she has very nice things to say about our presentation.

Laura and I are donating the full teaching stipend to the library that we received from the planners of the Oakton Infant Toddler Conference.

Martha

Dear Martha and Laura,

I am writing to thank you both for such a valuable presentation on Read Aloud Books for Infants and Toddlers at the March 4 Infant Toddler Conference.

Having recently retired as Chair of the Early Childhood Education Department at Oakton, this was one of my first opportunities to reduce my involvement on the conference committee and attend a workshop.

The passion and commitment with which you shared your insights and resources was infectious! The large collection of displayed books and specific handouts was terrific, making it possible for the audience to respond and participate, particularly given your leaving several minutes at the end for them to read the books directly.

I especially appreciated your insights about the content and writing style of several books, your developmental insights, and concrete suggestions for how to incorporate movement and other activities into reading to our youngest children.

As someone who has always appreciated books for children and is a current student of writing children's poetry, I deeply respect and admire the important role you have in developing in them a love of books and of reading.

Sincerely,

Sheila Kerwin

- From Bojda: I had the mom of two of our former patrons stop in to say hello. Her daughters are now a freshman in college and a junior at ETHS. It is very rewarding to have a chance to develop such strong bonds with our families.

To Meyer:
From Donna Murphy at Park School

Hi Martha,

I will have 4 students and 4 staff coming to our monthly library visit tomorrow. We are looking forward to it!

I have a wonderful story to tell you about what happened after you read *Ada's Violin* to our class. I checked out the book and brought it back to Park School and just happened to mention it to our OT, Elena, in a chance meeting in the hallway. She was excited to hear of such a book and told me she and her husband had taken their little children to see such landfills in Nicaragua where her husband is from, but they did not know of the story of the landfill in Paraguay.

I gave her the book to bring home to read to her children and it had such an impact on them, particularly with her daughter. They ended up buying the book and Elena wants to personally tell you how important it was to her family. All kinds of things related to the book keep coming into their lives. She and her daughter saw a man playing homemade instruments on Sherman in downtown Evanston and her daughter exclaimed that he was just like the children in the book. They are all in Nicaragua now for a family funeral and they will be seeing the landfills there now with new eyes because of you!

Thank you!

- *emails forwarded to Laura Antolin by J.C. Renteria (Look Ms. Laura!!!) in response to Exploring STEAM w/Ms. Laura;*
from Amy Small and Matsuo Marti:

Great work JEH! When you have a minute, please review the attached report from Erikson. It is very interesting.

Amy Small, M.S., M.Ed

- JEH Early Childhood Director
Evanston/Skokie School District 65

Hi Amy,

After seeing this report, I thought about a STEM family engagement session your team held last year - I was so excited to see families and the young "engineers" working together creating structures. Keep up the good work in engaging families around STEM.

<https://50.erikson.edu/new-report-outlines-ways-support-high-quality-stem-education/>

Have a great weekend,

Matsuo Marti

- Director of STEM
- Evanston/Skokie School District 65
-

DRAFT



Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee
Karen Danczak Lyons, Library Director
Lea Hernandez-Solis, Bookkeeper

Subject: Library Fund Payroll and Bills

Date: April 12, 2017

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Payroll and Fund bills list.

Summary

Payroll

March 6, 2017 through March 19, 2017	\$ 136,352.36
March 20, 2017 through April 02, 2017	\$ 138,971.78

Library Fund Bills List

March 14, 2017	\$ 86,493.13
March 28, 2017	\$ 110,870.99
(includes January 2017 purchasing card of \$7,654.30)	
April 11, 2017	\$ 25,106.10

Purchasing Card

January 1, 2017 through January 31, 2017	\$ 7,654.30
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Attachments: Bills Lists, Purchasing Card List

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.14.2017

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
62341 MIDWEST TAPE	ADULT AV	105.52
65630 BAKER & TAYLOR	JUV AV	1,085.96
65630 BAKER & TAYLOR	FIREFIGHTERS BOOKS	162.46
65630 BAKER & TAYLOR	JUV PRINT	1,589.13
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.90
65641 BAKER & TAYLOR	JUV AV	175.22
65641 MIDWEST TAPE	ADULT AV	769.55
65641 MIDWEST TAPE	JUV AV	523.33
65641 MIDWEST TAPE	JUV PRINT	52.76
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	629.96
4805 LIBRARY YOUTH SERVICES Total		<u>5,271.79</u>
4806 LIBRARY ADULT SERVICES		
62341 GALE RESEARCH INC.	REFERENCE BOOK ONLINE	2,931.89
62341 MY HERITAGE, INC.	DATABASE SUBSCRIPTION TO DIGITAL GENEALOGY COLLECTION	2,000.00
65630 BAKER & TAYLOR	ADULT PRINT	13,982.40
65630 BAKER & TAYLOR	BOOKS	68.41
65630 GALE RESEARCH INC.	ADULT PRINT	483.56
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	1,207.46
65641 MIDWEST TAPE	ADULT AV	1,866.49
65641 RECORDED BOOKS INC.	ADULT AV	151.79
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	205.75
4806 LIBRARY ADULT SERVICES Total		<u>22,897.75</u>
4820 LIBRARY CIRCULATION		
57515 LINCOLNWOOD PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 31242002939248	23.99
57515 LINCOLNWOOD PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 31242002974021	32.99
57515 NILES PUBLIC LIBRARY DISTRICT	ILL LOST BOOK 31491012199190	30.95
4820 LIBRARY CIRCULATION Total		<u>87.93</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
65630 BAKER & TAYLOR	2032630525	205.90
65630 BAKER & TAYLOR	ADULT PRINT	786.20
65630 BAKER & TAYLOR	BOOKS	31.63
65630 BAKER & TAYLOR	HOME PROVIDERS	205.67
65630 BAKER & TAYLOR	JUV PRINT	389.71
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>1,619.11</u>
4835 LIBRARY TECHNICAL SERVICES		
62340 OCLC ONLINE COMPUTER LIBRARY CENTER, INC	COMPUTER LICENSES SUPPORT	302.13
4835 LIBRARY TECHNICAL SERVICES Total		<u>302.13</u>
4840 LIBRARY MAINTENANCE		
62225 ALARM DETECTION SYSTEMS, INC.	ALARM DETECTION SYSTEM	511.26
62225 CINTAS CORPORATION #769	MAT SERVICE	199.94
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	210.00
64015 NICOR	UTILITIES	713.85
64505 CALL ONE	COMMUNICATIONS CHARGES	240.32
4840 LIBRARY MAINTENANCE Total		<u>1,875.37</u>
4845 LIBRARY ADMINISTRATION		
62185 WIGHT & COMPANY	DESIGN OF INTERIOR IMPROVEMENT	53,175.90
62205 EVANSTON ROUNDTABLE LLC	ADVERTISING EVANSTON READS	493.00
62205 DOWNTOWN EVANSTON	DOWNTOWN EVANSTON BANNER PROGRAM	600.00
62380 XEROX CORP.	COPYING SERVICE	151.20
64540 VERIZON NETWORKFLEET, INC.	FLEET TELEMATICS AUTOMATIC VEHICLE LOCATORS	18.95
4845 LIBRARY ADMINISTRATION Total		<u>54,439.05</u>
185 LIBRARY FUND Total		<u>86,493.13</u>
Grand Total		<u><u>86,493.13</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.14.2017 FY 2017

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 86,493.13

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.28.2017

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100 BAKER & TAYLOR	SUMMER READING BOOK	0.33
65100 QUARTET COPIES	PRINTING	36.75
65630 BAKER & TAYLOR	JUV AV	11.66
65630 BAKER & TAYLOR	JUV BOOK	452.69
65630 BAKER & TAYLOR	JUV PRINT	11,917.25
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	31.09
65641 BAKER & TAYLOR	JUV AV	52.48
65641 MIDWEST TAPE	AUDIO VISUAL	517.58
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	26.25
4805 LIBRARY YOUTH SERVICES Total		<u>13,046.08</u>
4806 LIBRARY ADULT SERVICES		
62341 MIDWEST TAPE	REFERENCE BOOK ONLINE	2,011.84
62341 PROQUEST INFO & LEARNING COMPANY	HNP CHICAGO TRIBUNE ONLINE SUBSCRIPTION	7,440.00
62341 GALE RESEARCH INC.	REFERENCE BOOK ONLINE	3,206.35
62341 CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	MANGO LANGUAGES ANNAUL RENEWAL	4,722.00
65630 BAKER & TAYLOR	ADULT AV	55.71
65630 BAKER & TAYLOR	ADULT PRINT	7,784.77
65630 CENTER POINT INC	ADULT PRINT	133.02
65630 GALE RESEARCH INC.	ADULT PRINT	433.93
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	229.20
65641 MIDWEST TAPE	ADULT AV	42.98
65641 MIDWEST TAPE	AUDIO VISUAL	2,457.63
65641 RECORDED BOOKS INC.	ADULT AV	431.84
65641 RECORDED BOOKS INC.	ADULT PRINT	62.98
65641 RECORDED BOOKS INC.	AV REPLACEMENT	13.90
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	33.75
65641 PENGUIN RANDOM HOUSE LLC	AV REPLACEMENT	10.00
4806 LIBRARY ADULT SERVICES Total		<u>29,069.90</u>
4820 LIBRARY CIRCULATION		
52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	125.30
4820 LIBRARY CIRCULATION Total		<u>125.30</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
62375 ESSKAY DEVELOPMENT LLC	CAMS APRIL 2017 RENT	3,609.68
64015 NICOR	CAMS NATURAL GAS	94.65
64015 NICOR	NORTH BRANCH NATURAL GAS	113.13
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	196.24
65630 BAKER & TAYLOR	ADULT PRINT	337.11
65630 BAKER & TAYLOR	JUV PRINT	948.61
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>5,299.42</u>
4835 LIBRARY TECHNICAL SERVICES		
62341 SPRINT	PC EQUIPMENT	3,574.00
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	8,152.00
4835 LIBRARY TECHNICAL SERVICES Total		<u>11,726.00</u>
4840 LIBRARY MAINTENANCE		
61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	182.16
62225 SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	648.50
62225 SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SYSTEM MAINTENANCE	29,820.00
62225 WISS, JANNEY, ELSTNER ASSOCIATES INC.	PROFESSIONAL SERVICE	1,025.00
62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
64505 CALL ONE	COMMUNICATION CHARGES	248.26
4840 LIBRARY MAINTENANCE Total		<u>39,298.92</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.28.2017

4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX JAN 17	139.00
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX-FEB 17	157.00
62185 TRAUTMANN, LYNN	EVENT PHOTOGRAPHER	200.00
62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,750.00
62360 ILLINOIS LIBRARY ASSOCIATION	ILA TRUSTEE MEMBERSHIP	75.00
62380 XEROX CORP.	COPYING SERVICE	226.13
64540 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	76.04
64540 VERIZON NETWORKFLEET, INC.	FLEET TELEMATICS/AUTOMATIC VEHICLE LOCATORS	18.95
65095 4IMPRINT	VOLUNTEER GIFTS	511.74
4845 LIBRARY ADMINISTRATION Total		<u>3,153.86</u>
185 LIBRARY FUND Total		<u>101,719.48</u>
Grand Total		<u><u>101,719.48</u></u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 03.28.2017 FY 2017

ACCOUNT NUMB	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
	VARIOUS TWIN EAGLE	NATURAL GAS-FEBRUARY 2017	1,497.21
	VARIOUS BANK OF AMERICA	PURCHASING CARD-JANUARY	7,654.30
			<u>9,151.51</u>
		GRAND TOTAL	<u>110,870.99</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.11.2017

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES		
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	300.36
65630 BAKER & TAYLOR	JUV PRINT	1,869.09
65641 BAKER & TAYLOR	MAIN-JUV	59.05
65641 MIDWEST TAPE	AUDIO VISUAL	759.47
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	22.50
4805 LIBRARY YOUTH SERVICES Total		<u>3,010.47</u>
4806 LIBRARY ADULT SERVICES		
62341 GALE RESEARCH INC.	ADULT PRINT	688.05
62341 GALE RESEARCH INC.	REFERENCE BOOK ONLINE	717.75
65630 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	745.94
65630 BAKER & TAYLOR	ADULT PRINT	8,065.37
65630 BAKER & TAYLOR	LIBRARY BOOKS CREDIT	-255.70
65630 OVER DRIVE, INC.	EBOOKS	249.78
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	90.00
65641 MIDWEST TAPE	AUDIO VISUAL	1,011.16
65641 RECORDED BOOKS INC.	ADULT AV	105.78
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	140.00
4806 LIBRARY ADULT SERVICES Total		<u>11,558.13</u>
4820 LIBRARY CIRCULATION		
57515 HIGHLAND PARK PUBLIC LIBRARY	ILL LOST BOOK 0000108099383	19.00
65100 LUCAS COLOR CARD	LIBRARY CARDS PRINTING	1,044.56
65100 DIRECT PAPER SUPPLY	THERMAL ROLL - CIRCULATION RECEIPT	534.80
4820 LIBRARY CIRCULATION Total		<u>1,598.36</u>
4825 LIBRARY NEIGHBORHOOD SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	96.57
65630 BAKER & TAYLOR	ADULT PRINT	16.38
65630 BAKER & TAYLOR	JUV PRINT	26.98
4825 LIBRARY NEIGHBORHOOD SERVICES Total		<u>139.93</u>
4835 LIBRARY TECHNICAL SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	103.96
65100 DEMCO, INC.	OFFICE SUPPLIES	104.98
65100 PEAK-RYZEX, INC.	LIBRARY SUPPLIES	281.40
65100 FINDAWAY WORLD, LLC	OFFICE SUPPLIES	79.03
65555 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	756.60
4835 LIBRARY TECHNICAL SERVICES Total		<u>1,325.97</u>
4840 LIBRARY MAINTENANCE		
62225 WISS, JANNEY, ELSTNER ASSOCIATES INC.	PROFESSIONAL SERVICE	307.50
62225 CINTAS CORPORATION #769	MAT SERVICE	199.94
65050 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	38.20
4840 LIBRARY MAINTENANCE Total		<u>545.64</u>
4845 LIBRARY ADMINISTRATION		
62185 ALT-ENTER, LLC	PROJECT MANAGEMENT SERVICES	1,583.75
62295 REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	WEBINAR GRANT WRITING	25.00
62295 KIMBERLY HEGELUND	MILEAGE REIMBURSEMENT TRIPS TO VARIOUS LIBRARIES	153.36
65095 AMAZON / GE CAPITAL RETAIL BANK	BOOKS, OFFICE SUPPLIES AND MATERIALS	71.97
65095 EVANSTON PUBLIC LIBRARY	CASH PRIZES FOR THE HIRSCHFIELD POETRY COMPETITION	700.00
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	356.31
65095 SUSAN T. MOSS	2017 HONORARIUM	750.00
65095 SUSAN T. MOSS	POETRY BOOK PRIZES	300.00
65095 IRIS B. BRANDING & COMMUNICATIONS	OFFICE SUPPLIES	1,490.00
4845 LIBRARY ADMINISTRATION Total		<u>5,430.39</u>

185 LIBRARY FUND Total

23,608.89

Grand Total

23,608.89

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.11.2017

<u>ACCOUNT NUMB</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS TWIN EAGLE		NATURAL GAS-MARCH 2017	1,497.21
			0.00
			<u>1,497.21</u>
		GRAND TOTAL	<u>25,106.10</u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer



Memorandum

To: Evanston Public Library Board of Trustees
From: Karen Danczak Lyons, Library Director
Subject: Administrative Services Update
Date: April 12, 2017

This memo provides an update on significant administrative activities.

Human Resources

Nani Boyce and Valerie Kyriakopoulos have been hired as part-time Library Shelves.

Rachel Maloney has been hired as a part-time Library Clerk in Circulation.

Hilda Gonzales, an internal candidate has been hired as a part-time Library Assistant in Youth Services.

Julia Pyatetsky has been hired as a full time Librarian in Young Adult Services.

Interviews will soon begin to fill the Assistant Library Director Position. Karen invited five candidates for interviews.

Financial Resources

The Library Fund financial report for the period ending March 31st is attached. Expenses are within budget.

Facilities Management

The construction bids are back for the 2017 North Branch construction. The bids will be reviewed over the next two weeks and will be presented to the Facilities Committee and Library Board at the May meetings. Bids ranged from \$321,334 - \$416,880.

EPL received two bids back for the Main Library backup generator engineering. The bids will be reviewed over the next two weeks and will be presented to the Facilities Committee and Board at the May meetings. Bids ranged from \$45,556 - \$52,900.

Over the next month a few members of our security team will visit similar libraries so they can meet with and compare notes with other library security professionals.



Budget Performance Report

Fiscal Year to Date 03/31/17

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4820 - LIBRARY CIRCULATION										
52610	LIBRARY FINES & FEES	164,000.00	.00	164,000.00	15,176.79	.00	39,124.49	124,875.51	24	152,536.90
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,304.85	.00	1,824.04	10,175.96	15	13,123.88
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$176,000.00	\$0.00	\$176,000.00	\$16,481.64	\$0.00	\$40,948.53	\$135,051.47	23%	\$165,660.78
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	6,284,358.00	.00	6,284,358.00	2,340,437.42	.00	3,202,871.43	3,081,486.57	51	6,090,597.50
51025	PRIOR YEAR'S TAXES	92,000.00	.00	92,000.00	14,581.37	.00	35,629.96	56,370.04	39	45,650.50
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	4,140.70
51616	PERS PROP REPL TAX LIBRARY	46,100.00	.00	46,100.00	.00	.00	.00	46,100.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	.00	.00	.00	57,418.00	0	57,417.53
56011	DONATIONS	24,849.00	.00	24,849.00	4,838.00	.00	5,170.06	19,678.94	21	67,942.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	1,278.85	.00	1,438.65	(1,438.65)	+++	.00
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	147.28	.00	377.23	5,022.77	7	4,717.24
57002	TRANSFER FROM ENDOWMENT	190,200.00	.00	190,200.00	.00	.00	.00	190,200.00	0	235,800.00
57526	LIBRARY BOOK SALE	66,000.00	.00	66,000.00	17,306.07	.00	20,596.55	45,403.45	31	61,726.98
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	250.00	.00	50,653.60	152,846.40	25	199,187.64
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	1,968.96	.00	4,018.91	13,981.09	22	16,321.00
57540	LIBRARY MEETING RM RENTAL	11,400.00	.00	11,400.00	1,698.85	.00	3,243.85	8,156.15	28	11,971.46
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	2,093.33	.00	5,209.89	19,910.11	21	22,446.30
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	1,500.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$7,074,345.00	\$0.00	\$7,074,345.00	\$2,384,600.13	\$0.00	\$3,329,210.13	\$3,745,134.87	47%	\$6,819,419.54
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	2,820.00	(2,820.00)	+++	.00
55201	Federal Grants	.00	.00	.00	100.00	.00	2,100.00	(2,100.00)	+++	18,000.00
57551	LIBRARY GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	12,750.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$4,920.00	(\$4,920.00)	+++	\$30,750.00
Department 48 - LIBRARY Totals		\$7,250,345.00	\$0.00	\$7,250,345.00	\$2,401,181.77	\$0.00	\$3,375,078.66	\$3,875,266.34	47%	\$7,015,830.32
REVENUE TOTALS		\$7,250,345.00	\$0.00	\$7,250,345.00	\$2,401,181.77	\$0.00	\$3,375,078.66	\$3,875,266.34	47%	\$7,015,830.32
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	479,016.00	.00	479,016.00	29,379.09	.00	82,219.81	396,796.19	17	437,453.37
61012	LIBRARY SUBSTITUTES	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
61050	PERMANENT PART-TIME	228,226.00	.00	228,226.00	16,141.35	.00	41,873.03	186,352.97	18	188,845.00



Budget Performance Report

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Include Rollup Account and Rollup to Object Account

61055	TEMPORARY EMPLOYEES	10,600.00	.00	10,600.00	.00	.00	.00	10,600.00	0	.00
61060	SEASONAL EMPLOYEES	.00	.00	.00	140.38	.00	782.11	(782.11)	+++	9,298.60
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	407.68
61415	TERMINATION PAYOUTS	12,750.00	.00	12,750.00	.00	.00	.00	12,750.00	0	2,178.81
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,189.08	(3,189.08)	+++	2,010.83
61510	HEALTH INSURANCE	90,725.00	.00	90,725.00	7,139.76	.00	19,335.46	71,389.54	21	71,790.45
61615	LIFE INSURANCE	18.00	.00	18.00	1.06	.00	3.18	14.82	18	18.55
61710	IMRF	70,198.00	.00	70,198.00	4,285.91	.00	12,124.38	58,073.62	17	63,517.24
61725	SOCIAL SECURITY	43,690.00	.00	43,690.00	2,738.36	.00	7,727.86	35,962.14	18	38,847.75
61730	MEDICARE	10,219.00	.00	10,219.00	640.42	.00	1,807.33	8,411.67	18	9,085.36
62185	CONSULTING SERVICES	13,700.00	.00	13,700.00	.00	.00	.00	13,700.00	0	.00
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	.00	.00	+++	15.00
62315	POSTAGE	.00	.00	.00	.00	.00	414.00	(414.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	105.52	.00	105.52	(105.52)	+++	785.37
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	278.12	621.88	31	393.21
65100	LIBRARY SUPPLIES	48,700.00	.00	48,700.00	(80.59)	.00	1,470.04	47,229.96	3	39,177.22
65503	FURNITURE / FIXTURES / EQUIPMENT	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	4,100.00	.00	4,100.00	.00	.00	.00	4,100.00	0	.00
65630	LIBRARY BOOKS	171,400.00	.00	171,400.00	15,428.14	.00	29,823.19	141,576.81	17	144,515.05
65635	PERIODICALS	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	2,747.13	.00	3,774.86	29,425.14	11	29,956.47
66025	TRANSFER TO DEBT SERVICE - ERI	15,786.00	.00	15,786.00	1,315.50	.00	3,946.50	11,839.50	25	15,179.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,242,128.00	\$0.00	\$1,242,128.00	\$79,982.03	\$0.00	\$208,874.47	\$1,033,253.53	17%	\$1,053,475.00
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	561,745.00	.00	561,745.00	42,311.17	.00	116,187.13	445,557.87	21	534,551.16
61012	LIBRARY SUBSTITUES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
61050	PERMANENT PART-TIME	244,209.00	.00	244,209.00	19,293.01	.00	52,005.59	192,203.41	21	214,160.35
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,922.83	.00	4,444.45	(4,444.45)	+++	22,842.65
61415	TERMINATION PAYOUTS	14,750.00	.00	14,750.00	.00	.00	.00	14,750.00	0	23,286.31
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,916.98	(1,916.98)	+++	4,382.89
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,311.51
61510	HEALTH INSURANCE	74,778.00	.00	74,778.00	6,411.42	.00	17,835.20	56,942.80	24	61,472.02
61615	LIFE INSURANCE	29.00	.00	29.00	3.18	.00	9.54	19.46	33	33.38
61710	IMRF	76,937.00	.00	76,937.00	5,792.10	.00	15,970.94	60,966.06	21	72,888.50
61725	SOCIAL SECURITY	48,238.00	.00	48,238.00	3,880.39	.00	10,665.45	37,572.55	22	49,127.48
61730	MEDICARE	11,282.00	.00	11,282.00	907.50	.00	2,494.33	8,787.67	22	11,489.57
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	17,292.00	10,885.32	(28,177.32)	+++	34,543.37
62341	INTERNET SOLUTION PROVIDERS	209,400.00	.00	209,400.00	22,312.08	11,659.25	56,169.08	141,571.67	32	140,380.90
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	200.00	700.00	22	136.13
65100	LIBRARY SUPPLIES	25,550.00	.00	25,550.00	.00	.00	2,571.50	22,978.50	10	18,832.33



Budget Performance Report

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Include Rollup Account and Rollup to Object Account

65630	LIBRARY BOOKS	316,900.00	.00	316,900.00	22,941.80	.00	61,839.61	255,060.39	20	263,729.74
65635	PERIODICALS	15,700.00	.00	15,700.00	1,486.80	.00	2,191.80	13,508.20	14	26,688.15
65641	AUDIO VISUAL COLLECTIONS	91,400.00	.00	91,400.00	6,713.77	.00	13,795.09	77,604.91	15	67,360.10
66025	TRANSFER TO DEBT SERVICE - ERI	21,554.00	.00	21,554.00	1,796.16	.00	5,388.48	16,165.52	25	20,724.96
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	(600.00)	.00	.00	.00	+++	1,500.00
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,717,372.00	\$0.00	\$1,717,372.00	\$135,172.21	\$28,951.25	\$374,570.49	\$1,313,850.26	23%	\$1,570,441.50
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	173,862.00	.00	173,862.00	14,711.19	.00	40,160.61	133,701.39	23	217,275.96
61012	LIBRARY SUBSTITUES	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
61050	PERMANENT PART-TIME	321,478.00	.00	321,478.00	23,585.01	.00	65,920.71	255,557.29	21	294,849.50
61060	SEASONAL EMPLOYEES	.00	.00	.00	236.37	.00	331.56	(331.56)	+++	7,796.64
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	525.05
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	1,638.17
61510	HEALTH INSURANCE	37,997.00	.00	37,997.00	2,951.18	.00	8,115.74	29,881.26	21	33,380.33
61615	LIFE INSURANCE	6.00	.00	6.00	.53	.00	1.59	4.41	26	6.36
61710	IMRF	38,590.00	.00	38,590.00	2,898.29	.00	7,984.30	30,605.70	21	39,934.37
61725	SOCIAL SECURITY	30,505.00	.00	30,505.00	2,356.65	.00	6,512.46	23,992.54	21	31,109.49
61730	MEDICARE	7,134.00	.00	7,134.00	551.18	.00	1,523.06	5,610.94	21	7,275.61
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	1,634.40	3,765.60	30	1,687.52
65100	LIBRARY SUPPLIES	4,200.00	.00	4,200.00	.00	1,713.80	43.22	2,442.98	42	7,662.87
66025	TRANSFER TO DEBT SERVICE - ERI	13,905.00	.00	13,905.00	1,158.75	.00	3,476.25	10,428.75	25	13,370.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	(300.00)	.00	.00	.00	+++	750.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$636,277.00	\$0.00	\$636,277.00	\$48,149.15	\$1,713.80	\$135,703.90	\$498,859.30	22%	\$657,261.91
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	126,301.00	.00	126,301.00	10,947.43	.00	25,875.87	100,425.13	20	126,763.06
61012	LIBRARY SUBSTITUES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
61050	PERMANENT PART-TIME	154,623.00	.00	154,623.00	11,331.38	.00	36,384.65	118,238.35	24	154,874.97
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	.00	.00	+++	2,597.87
61415	TERMINATION PAYOUTS	11,350.00	.00	11,350.00	.00	.00	.00	11,350.00	0	167.19
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,351.87
61510	HEALTH INSURANCE	36,748.00	.00	36,748.00	2,797.06	.00	7,750.57	28,997.43	21	25,948.25
61615	LIFE INSURANCE	1.00	.00	1.00	.53	.00	1.59	(.59)	159	1.07
61710	IMRF	26,470.00	.00	26,470.00	2,027.67	.00	5,634.92	20,835.08	21	26,641.72
61725	SOCIAL SECURITY	17,631.00	.00	17,631.00	1,343.82	.00	3,755.95	13,875.05	21	17,382.32
61730	MEDICARE	4,124.00	.00	4,124.00	314.29	.00	878.40	3,245.60	21	4,065.12
62225	BLDG MAINTENANCE SERVICES	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	5,805.00
62341	INTERNET SOLUTION PROVIDERS	6,400.00	.00	6,400.00	510.48	.00	1,026.36	5,373.64	16	3,680.24
62375	RENTALS	46,238.00	.00	46,238.00	3,609.68	.00	10,829.04	35,408.96	23	43,712.37
64015	NATURAL GAS	2,900.00	.00	2,900.00	207.78	.00	660.66	2,239.34	23	2,140.37
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	52.16



Budget Performance Report

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65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	71.77	(71.77)	+++	.00
65100	LIBRARY SUPPLIES	5,400.00	.00	5,400.00	196.24	.00	243.25	5,156.75	5	2,782.64
65503	FURNITURE / FIXTURES / EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	2,904.83	.00	4,922.51	24,977.49	16	19,068.45
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	483.68	1,016.32	32	1,842.09
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	3,302.10
66025	TRANSFER TO DEBT SERVICE - ERI	3,217.00	.00	3,217.00	268.08	.00	804.24	2,412.76	25	3,093.00
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$486,003.00	\$0.00	\$486,003.00	\$36,459.27	\$0.00	\$99,323.46	\$386,679.54	20%	\$445,271.86
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	282,067.00	.00	282,067.00	21,418.06	.00	58,899.58	223,167.42	21	283,197.92
61050	PERMANENT PART-TIME	110,480.00	.00	110,480.00	5,917.44	.00	16,287.10	94,192.90	15	74,471.53
61415	TERMINATION PAYOUTS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,628.54
61510	HEALTH INSURANCE	40,687.00	.00	40,687.00	3,042.80	.00	8,367.70	32,319.30	21	36,283.76
61615	LIFE INSURANCE	6.00	.00	6.00	.53	.00	1.59	4.41	26	6.36
61710	IMRF	41,015.00	.00	41,015.00	2,724.88	.00	7,502.16	33,512.84	18	37,000.75
61725	SOCIAL SECURITY	24,546.00	.00	24,546.00	1,678.96	.00	4,625.79	19,920.21	19	22,092.04
61730	MEDICARE	5,741.00	.00	5,741.00	392.66	.00	1,081.84	4,659.16	19	5,166.69
62340	COMPTER LICENSE & SUPP	46,300.00	.00	46,300.00	302.13	.00	9,708.63	36,591.37	21	24,625.10
62341	INTERNET SOLUTION PROVIDERS	135,800.00	.00	135,800.00	11,920.88	2,589.30	26,863.61	106,347.09	22	137,807.21
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	.00	.00	3,399.34	6,600.66	34	6,733.46
65555	PERSONAL COMPUTER EQUIPMENT	51,870.00	.00	51,870.00	.00	.00	.00	51,870.00	0	10,417.09
66025	TRANSFER TO DEBT SERVICE - ERI	8,966.00	.00	8,966.00	747.17	.00	2,241.51	6,724.49	25	8,621.04
66059	HEALTH INSURANCE OPT OUT EXPENSE	.00	.00	.00	(600.00)	.00	.00	.00	+++	1,500.00
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$762,478.00	\$0.00	\$762,478.00	\$47,545.51	\$2,589.30	\$138,978.85	\$620,909.85	19%	\$649,551.49
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	254,331.00	.00	254,331.00	20,028.30	.00	48,582.31	205,748.69	19	193,588.26
61050	PERMANENT PART-TIME	96,557.00	.00	96,557.00	8,446.60	.00	24,985.58	71,571.42	26	148,521.16
61110	OVERTIME PAY	7,000.00	.00	7,000.00	740.13	.00	1,001.80	5,998.20	14	15,265.13
61415	TERMINATION PAYOUTS	7,550.00	.00	7,550.00	.00	.00	.00	7,550.00	0	101.91
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	987.15
61510	HEALTH INSURANCE	80,980.00	.00	80,980.00	7,219.78	.00	19,854.39	61,125.61	25	62,045.85
61626	CELL PHONE ALLOWANCE	1,100.00	.00	1,100.00	282.16	.00	564.32	535.68	51	2,915.04
61630	SHOE ALLOWANCE	620.00	.00	620.00	.00	.00	.00	620.00	0	620.00
61710	IMRF	35,260.00	.00	35,260.00	2,880.61	.00	7,352.58	27,907.42	21	37,080.66
61725	SOCIAL SECURITY	21,209.00	.00	21,209.00	1,759.85	.00	4,479.17	16,729.83	21	21,826.10
61730	MEDICARE	4,960.00	.00	4,960.00	411.56	.00	1,047.53	3,912.47	21	5,104.51
62225	BLDG MAINTENANCE SERVICES	208,700.00	.00	208,700.00	39,789.70	102,179.16	51,525.69	54,995.15	74	208,034.46
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	6,741.24
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	.00	.00	+++	14.85
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	33.59



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62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,359.99	4,080.01	25	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,221.24	3,663.76	25	4,743.00
62341	INTERNET SOLUTION PROVIDERS	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	0	.00
64015	NATURAL GAS	27,000.00	.00	27,000.00	2,211.06	.00	6,664.26	20,335.74	25	20,852.32
64505	TELECOMMUNICATIONS	.00	.00	.00	488.58	.00	728.97	(728.97)	+++	3,197.00
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	102.06	.00	1,644.27	10,355.73	14	12,304.13
65050	BLDG MAINTENANCE MATERIAL	32,000.00	.00	32,000.00	1,781.13	.00	4,332.04	27,667.96	14	29,392.10
65503	FURNITURE / FIXTURES / EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	+++	963.26
66025	TRANSFER TO DEBT SERVICE - ERI	5,658.00	.00	5,658.00	471.50	.00	1,414.50	4,243.50	25	5,439.96
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$820,750.00	\$0.00	\$820,750.00	\$87,473.43	\$102,179.16	\$176,758.64	\$541,812.20	34%	\$785,211.64
Business Unit 4845 - LIBRARY ADMINISTRATION										
61010	REGULAR PAY	581,803.00	.00	581,803.00	38,157.04	.00	99,868.54	481,934.46	17	573,742.11
61050	PERMANENT PART-TIME	101,087.00	.00	101,087.00	7,364.81	.00	20,288.88	80,798.12	20	88,084.57
61415	TERMINATION PAYOUTS	16,150.00	.00	16,150.00	.00	.00	.00	16,150.00	0	28,237.82
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,149.41	(1,149.41)	+++	1,836.93
61510	HEALTH INSURANCE	138,518.00	.00	138,518.00	11,202.60	.00	28,750.78	109,767.22	21	111,491.88
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	2.65	(2.65)	+++	.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	1,200.00	6,000.00	17	7,200.00
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	200.00	1,000.00	17	1,200.00
61710	IMRF	67,316.00	.00	67,316.00	4,488.44	.00	11,960.82	55,355.18	18	69,672.04
61725	SOCIAL SECURITY	37,906.00	.00	37,906.00	2,735.17	.00	7,818.02	30,087.98	21	38,966.14
61730	MEDICARE	9,550.00	.00	9,550.00	639.66	.00	1,828.38	7,721.62	19	9,685.87
62185	CONSULTING SERVICES	118,000.00	.00	118,000.00	1,950.00	.00	10,392.50	107,607.50	9	188,784.12
62205	ADVERTISING	8,000.00	.00	8,000.00	1,099.77	.00	1,467.92	6,532.08	18	9,339.08
62210	PRINTING	8,000.00	.00	8,000.00	235.56	.00	673.73	7,326.27	8	7,744.63
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	1,554.24
62290	TUITION	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	1,245.40	.00	6,166.96	35,833.04	15	31,876.72
62315	POSTAGE	4,500.00	.00	4,500.00	5.92	.00	9.56	4,490.44	0	5,369.15
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	329.00	.00	329.00	(329.00)	+++	.00
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	75.00	.00	491.25	1,608.75	23	5,625.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	377.33	.00	642.24	12,257.76	5	24,475.91
62506	WORK- STUDY	1,500.00	.00	1,500.00	.00	.00	620.32	879.68	41	940.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	370.12	.00	1,267.44	4,432.56	22	5,500.03
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	113.94	.00	187.96	1,812.04	9	2,568.38
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	.00	.00	+++	75.00
65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	787.59	5,767.63	5,409.43	86,922.94	11	63,787.81
65635	PERIODICALS	.00	.00	.00	.00	.00	.00	.00	+++	298.14
66025	TRANSFER TO DEBT SERVICE - ERI	14,207.00	.00	14,207.00	1,183.92	.00	3,551.76	10,655.24	25	13,661.04
66131	TRANSFER TO GENERAL FUND	250,000.00	.00	250,000.00	20,833.32	.00	62,499.98	187,500.02	25	.00



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66148	TRSF OUT TO GEN FUND FROM LIBR	.00	.00	.00	.00	.00	.00	.00	+++	249,999.96
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals	\$1,535,337.00	\$0.00	\$1,535,337.00	\$93,895.65	\$5,767.63	\$266,777.53	\$1,262,791.84	18%	\$1,541,717.46
	Business Unit 4850 - LIBRARY GRANTS									
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	241.24
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	57.86	.00	276.84	9,723.16	3	23,378.96
65125	OTHER COMMODITIES	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	1,228.56
	Business Unit 4850 - LIBRARY GRANTS Totals	\$50,000.00	\$0.00	\$50,000.00	\$57.86	\$0.00	\$276.84	\$49,723.16	1%	\$24,848.76
	Business Unit 4870 - MAIN LIBRARY MECHANICAL									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	19,370.00
	Business Unit 4870 - MAIN LIBRARY MECHANICAL Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,370.00
	Business Unit 4871 - NORTH BRANCH MECHANICAL									
62911	ESSENTIAL REPAIRS	.00	.00	.00	.00	.00	.00	.00	+++	37,509.02
	Business Unit 4871 - NORTH BRANCH MECHANICAL Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$37,509.02
	Department 48 - LIBRARY Totals	\$7,250,345.00	\$0.00	\$7,250,345.00	\$528,735.11	\$141,201.14	\$1,401,264.18	\$5,707,879.68	21%	\$6,784,658.64
	EXPENSE TOTALS	\$7,250,345.00	\$0.00	\$7,250,345.00	\$528,735.11	\$141,201.14	\$1,401,264.18	\$5,707,879.68	21%	\$6,784,658.64
	Fund 185 - LIBRARY FUND Totals									
	REVENUE TOTALS	7,250,345.00	.00	7,250,345.00	2,401,181.77	.00	3,375,078.66	3,875,266.34	47%	7,015,830.32
	EXPENSE TOTALS	7,250,345.00	.00	7,250,345.00	528,735.11	141,201.14	1,401,264.18	5,707,879.68	21%	6,784,658.64
	Fund 185 - LIBRARY FUND Totals	\$0.00	\$0.00	\$0.00	\$1,872,446.66	(\$141,201.14)	\$1,973,814.48	(\$1,832,613.34)		\$231,171.68
	Fund 186 - LIBRARY DEBT SERVICE FUND									
	REVENUE									
	Department 48 - LIBRARY									
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0	364,827.06
56501	INVESTMENT INCOME	.00	.00	.00	.00	.00	.00	.00	+++	1.20
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$364,828.26
	Department 48 - LIBRARY Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$364,828.26
	REVENUE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$364,828.26
	EXPENSE									
	Department 48 - LIBRARY									
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	(1,007.10)
68305	DEBT SERVICE- PRINCIPAL	330,955.00	.00	330,955.00	.00	.00	.00	330,955.00	0	323,241.00
68315	DEBT SERVICE- INTEREST	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	62,454.95
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$384,688.85
	Department 48 - LIBRARY Totals	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$384,688.85
	EXPENSE TOTALS	\$345,955.00	\$0.00	\$345,955.00	\$0.00	\$0.00	\$0.00	\$345,955.00	0%	\$384,688.85



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Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
REVENUE TOTALS	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0%	364,828.26
EXPENSE TOTALS	345,955.00	.00	345,955.00	.00	.00	.00	345,955.00	0%	384,688.85
Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$19,860.59)
Grand Totals									
REVENUE TOTALS	7,596,300.00	.00	7,596,300.00	2,401,181.77	.00	3,375,078.66	4,221,221.34	44%	7,380,658.58
EXPENSE TOTALS	7,596,300.00	.00	7,596,300.00	528,735.11	141,201.14	1,401,264.18	6,053,834.68	20%	7,169,347.49
Grand Totals	\$0.00	\$0.00	\$0.00	\$1,872,446.66	(\$141,201.14)	\$1,973,814.48	(\$1,832,613.34)		\$211,311.09

Endowment for the Evanston Public Library
Holdings as of March 31, 2017

	Symbol	Shares/Quantity	Price	Value as of 10/31/2016	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6957.708	\$218.06	\$1,517,197.81	38.2%		
Vanguard Small-Cap Index Fund	VSMAX	3698.094	\$63.87	\$236,197.26	5.9%		
Vanguard REIT Index Fund	VGSLX	1751.146	\$117.14	\$205,129.24	5.2%		
Vanguard Total International Stock Index Fund	VTIAX	13700.511	\$26.63	\$364,844.61	9.2%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6463.409	\$32.95	\$212,969.33	5.4%	63.8%	
Vanguard Federal Money Market Fund	VMFXX	340873.110	\$1.00	\$340,873.11	8.6%	8.6%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$115.335	\$148,557.24	3.7%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$113.454	\$138,786.00	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$126.130	\$141,684.35	3.6%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		150000.000	\$96.127	\$154,932.69	3.9%	14.7%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	26135.082	\$10.66	\$278,599.97	7.0%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$100.206	\$45,092.70	1.1%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$101.942	\$45,873.90	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$103.376	\$46,519.20	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$101.951	\$41,799.91	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$105.149	\$10,514.90	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$109.670	\$47,158.10	1.2%	13.0%
				\$3,976,730.32		100.0%	

Cash Equivalents	8.6%
US Treasury Inflation Protected Securities	14.7%
Corporate Bonds	13.0%
Domestic Equities	49.2%
International Equities	14.5%
	100.0%

Evanston Public Library

Commitment to our Immigrant and Refugee Populations

The Evanston Public Library is deeply committed to creating an inclusive and welcoming environment for our community. A foundation of this commitment, outlined in our mission statement, is to be the heart of our diverse community by providing equitable access to cultural, intellectual, technological, and information sources. In doing so, we hope to engage our community by providing programs, spaces, and services that reach them where they naturally gather and that are focused on helping them reach their aspirations.

In support of the City of Evanston Welcoming City Ordinance (156-O-16), we will continue to build on efforts to make Evanston one of the most immigrant friendly cities in the country by proactively welcoming and celebrating diversity within and outside of the doors of the Library.

In order to best serve our immigrant and refugee communities, the Library centers on an action-oriented community engagement approach. This approach consists of **engaging our residents where they naturally gather** in order to identify specific community needs; **build partnerships with residents, community leaders, and community organizations** to more efficiently and effectively leverage resources; and finally, through engagement and partnerships, **enhance existing and develop new services and programs** that are tailored to our immigrant and refugee communities. As we work to build our engagement efforts we are working towards the first two components of this process:

Engaging Our Residents Where They Naturally Gather

- The community engagement team participates in trainings and informational sessions across the Evanston community focused on immigrant rights and immigration resources. As part of our Library presence, we engage in dialogue with community members, leaders, and organizations to better understand the immigrant experience and immigration landscape locally and nationally.
- The Latino Engagement Librarian is trained as an Immigration Community Navigator by the Illinois Coalition of Immigrant and Refugee Rights, in order to better serve our community within and outside of the walls of the library by providing accurate resources and referrals regarding immigration topics.
- The community engagement team visits community spaces, including places of worship and schools, food pantries, and community events on a continuous basis, to engage in conversations with immigrant communities regarding their needs and concerns.

Build Partnerships with Residents, Community Leaders, and Community Organizations

- The community engagement team librarians are members of the City of Evanston Refugee Task Force, which focuses on assisting our refugee communities through collaboration and resource sharing.
- The community engagement team is building a partnership with Legal Non-Profit agencies to bring legal assistance and programming for immigrant communities to the Library.
- The community engagement team is building a partnership with mental health agencies to bring health

assistance and programming for Spanish-speaking immigrant communities to the Library.

- The community engagement team has an established relationship with homeless and affordable housing agencies to provide access to housing resources to the Library.

As we move forward along this iterative process, we plan on developing services and programs, as well as continuing to build strategic partnerships:

Build Upon and Enhance Existing Services and Programs

Below is a sampling of programs and services, both offered in the past and ongoing, that intentionally reach out to and invite immigrant and refugee communities to engage with the Library:

- ESL classes - 20+ years, hosted at EPL in partnership with Oakton Community College
- Chute Middle school immigrant student visits to EPL - 2007, ongoing. Opportunity for students to visit library, get library card, checkout materials and engage in cultural competency programs
- Dia de los muertos - 2007, ongoing, annual programming event.
- Dia de los libros/niños - 2008, ongoing, annual programming event.
- St. Nicholas Church - 2012, ongoing; visits to parish events with library information
- Naturalization ceremony - 2013, welcomed 43 new citizens at Main Library
- USCIS Naturalization 101 training - 2013, EPL staff and staff from other public institutions, held at EPL in collaboration with ICIRR
- *Bittersweet Harvest: The Bracero Program, 1942-1964* - 2014, hosted the Smithsonian Traveling Exhibit on the topic of what would become the largest guest worker program in the U.S.
- Bilingual (English/Spanish) storytime at CAMS - 2014, ongoing as storytellers are available.
- Produce Mobile -2013, ongoing; pop-up library services at location where people from countries including Mexico, China, Iran, Jamaica, Haiti, Russia and Syria come to receive a box of fresh produce.
- Bilingual (English/Mandarin) programming welcoming our Mandarin speaking community includes:
 - Mid-Autumn Moon Festival - annual, ongoing
 - Chinese New Year - annual, ongoing
 - Dragon Boat Festival annual, ongoing

Upcoming Programs to support our Immigrant and Refugee Communities

- April 30, 2017: Immigration Policy Forum - Miguel Ruiz representing EPL at this forum.
- May 16, 2017: *On the Table* civic conversation - Miguel Ruiz is hosting the event which will welcome leaders of the Evanston Latino Community to participate in a conversation conducted in Spanish.

Develop New Services and Programs

- Develop partnerships with the Evanston school districts to provide and/or promote library resources to immigrant families.
- Develop partnerships with immigrant-focused community organizations to provide and/or promote citizenship programming to our immigrant and refugee communities.
- Enhance our formal community conversations through community dialogue and roundtables focusing on

our Spanish-speaking and immigrant communities.

Upcoming Staff Training Opportunities

- Staff training on foundational information regarding immigrant statuses and resources.
- Development of a FAQ on the staff website regarding existing policies and procedures regarding immigration topics.
- Review of staff intranet resources regarding serving our immigrant and refugee populations.

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We can only accomplish our goals by engaging, listening, reflecting and learning with our community. We aspire for our residents to see the Library as a welcoming and inclusive convener of diverse experiences by engaging our residents, building partnerships, and developing new services and programs. In doing so, we hope to communicate and position ourselves as an inclusive and welcoming community center.

Background for discussion at the Evanston Public Library April 19, 2017 Board Meeting

The following information is presented as a framework for our continuing discussion on the role of the Evanston Public Library and our role in supporting the City of Evanston's Welcoming City ordinance. At our March 15, 2017 Board meeting, Trustees requested that additional research be conducted and that staff report back to the Board at our April 19, 2017 meeting. This background information is provided to frame the continued discussion on the approach EPL staff have taken and continue to take as we express our core values and create programs that are relevant and inclusive while maintaining a public place where all are welcomed and made to feel safe and comfortable.

Public Libraries – a place for everyone

Public libraries and the American Library Association are stalwart defenders of the library profession's core values which include intellectual freedom, patrons' rights, privacy, service for all and intellectual freedom. Each day we provide materials, programs, personalized services and open access to all who enter our doors. A framework for our beliefs can be found in the following information found on the American Library Association's website www.ala.org :

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

An Interpretation of the Library Bill of Rights

Introduction

Privacy is essential to the exercise of free speech, free thought, and free association. The courts have established a [First Amendment](#) right to receive information in a publicly funded library.¹ Further, the courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution.² Many states provide guarantees of privacy in their constitutions and statute law.³ Numerous decisions in case law have defined and extended rights to privacy.⁴

In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.⁵ Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted" (*ALA Code of Ethics*), including, but not limited to: database search records, reference questions and interviews, circulation records, interlibrary loan records, information about materials downloaded or placed on "hold" or "reserve," and other personally identifiable information about uses of library materials, programs, facilities, or services.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The ALA has affirmed a right to privacy since 1939.⁶ Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry.⁷ Rights to privacy and confidentiality also are implicit in the [Library Bill of Rights](#)' guarantee of free access to library resources for all users.⁸

Rights of Library Users

The *Library Bill of Rights* affirms the ethical imperative to provide unrestricted access to information and to guard against impediments to open inquiry. Article IV states: "Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas." When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

In all areas of librarianship, best practice leaves the user in control of as many choices as possible. These include decisions about the selection of, access to, and use of information. Lack of privacy and confidentiality has a chilling effect on users' choices. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.

Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy. Library users expect and in many places have a legal right to have their information protected and kept private and confidential by anyone with direct or indirect access to that information. In addition, Article V of the *Library Bill of Rights* states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." This article precludes the use of profiling as a basis for any breach of privacy rights. Users have the right to use a library without any abridgement of privacy that may result from equating the subject of their inquiry with behavior.⁹

Responsibilities in Libraries

The library profession has a long-standing commitment to an ethic of facilitating, not monitoring, access to information. This commitment is implemented locally through the adoption of and adherence to library privacy policies that are consistent with applicable federal, state, and local law.

Everyone (paid or unpaid) who provides governance, administration or service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users. Users have the responsibility to respect each other's privacy.

For administrative purposes, librarians may establish appropriate time, place, and manner restrictions on the use of library resources.¹⁰ In keeping with this principle, the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library. Regardless of the technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality.

Libraries should not share personally identifiable user information with third parties or with vendors that provide resources and library services unless the library has obtained the permission of the user or has entered into a legal agreement with the vendor. Such agreements should stipulate that the library retains control of the information, that the information is confidential, and that it may not be used or shared except with the permission of the library.

Law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides a mechanism for seeking release of such confidential records: a court order issued following a showing of good cause based on specific facts by a court of competent jurisdiction. Libraries should make such records available only in response to properly executed orders.

Conclusion

The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship.

¹ Court opinions establishing a right to receive information in a public library include *Board of Education. v. Pico*, 457 U.S. 853 (1982); *Kreimer v. Bureau of Police for the Town of Morristown*, 958 F.2d 1242 (3d Cir. 1992); and *Reno v. American Civil Liberties Union*, 117 S.Ct. 2329, 138 L.Ed.2d 874 (1997).

² See in particular the [Fourth Amendment](#)'s guarantee of "[t]he right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures," the [Fifth Amendment](#)'s guarantee against self-incrimination, and the [Ninth Amendment](#)'s guarantee that "[t]he enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people." This right is explicit in Article Twelve of the [Universal Declaration of Human Rights](#): "No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks." See: <http://www.un.org/Overview/rights.html>. This right has further been explicitly codified as Article Seventeen of the [International Covenant on Civil and Political Rights](#), a legally binding international human rights agreement ratified by the United States on June 8, 1992. See: http://www.unhchr.ch/html/menu3/b/a_ccpr.htm.

³ Ten state constitutions guarantee a right of privacy or bar unreasonable intrusions into citizens' privacy. Forty-eight states protect the confidentiality of library users' records by law, and the attorneys general in the remaining two states have issued opinions recognizing the privacy of users' library records. See: [State Privacy Laws](#).

⁴ Cases recognizing a right to privacy include: *NAACP v. Alabama*, 357 U.S. 449 (1958); *Griswold v. Connecticut* 381 U.S. 479 (1965); *Katz v. United States*, 389 U.S. 347 (1967); and *Stanley v. Georgia*, 394 U.S. 557 (1969). Congress recognized the right to privacy in the [Privacy Act of 1974 and Amendments \(5 USC Sec. 552a\)](#), which addresses the potential for government's violation of privacy through its collection of personal information. The Privacy Act's "Congressional Findings and Statement of Purpose" states in part: "the right to privacy is a personal and fundamental right protected by the Constitution of the United States." See: http://caselaw.lp.findlaw.com/scripts/ts_search.pl?title=5&sec=552a.

⁵ The phrase "personally identifiable information" was established in ALA policy in 1991. See: "[Policy Concerning Confidentiality of Personally Identifiable Information about Library Users](#)." Personally identifiable information can include many types of library records, including: information that the library requires an individual to provide in order to be eligible to use library services or borrow materials, information that identifies an individual as having requested or obtained specific materials or materials on a particular subject, and information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject. Personally identifiable information does not include information that does not identify any individual and that is retained only for the purpose of studying or evaluating the use of a library and its materials and services. Personally identifiable information does include any data that can link choices of taste, interest, or research with a specific individual.

⁶ Article Eleven of the *Code of Ethics for Librarians* (1939) asserted that “It is the librarian’s obligation to treat as confidential any private information obtained through contact with library patrons.” See: [Code of Ethics for Librarians \(1939\)](#). Article Three of the 1995 *Code* states: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

⁷ See these ALA Policies: “[Access for Children and Young Adults to Nonprint Materials](#)”; “[Access to Library Resources and Services for Minors](#)”; “[Freedom to Read](#)”; “[Libraries: An American Value](#)”; the newly revised “[Library Principles for a Networked World](#)”; “[Policy Concerning Confidentiality of Personally Identifiable Information about Library Users](#)”; “[Policy on Confidentiality of Library Records](#)”; “[Suggested Procedures for Implementing Policy on the Confidentiality of Library Records](#).”

⁸ Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980; inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

⁹ Existing ALA Policy asserts, in part, that: “The government’s interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information.” “[Policy Concerning Confidentiality of Personally Identifiable Information about Library Users](#).”

¹⁰ See: “[Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities](#).”

Adopted June 19, 2002, by the ALA Council; amended on July 1, 2014.

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Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America’s libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library’s resources and services;
- We value our nation’s diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library’s resources;
- We protect each individual’s privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

**Adopted February 3, 1999, by the
Council of the American Library Association**

While concern for immigrants' rights has new prominence, the members of the American Library Association passed the following Resolution on January 24, 2007 at the Mid-Winter Meeting in Seattle Washington:

ALA Resolution in Support of Immigrant Rights 2006-2007 CD#20.2 (ALA Midwinter Meeting)

WHEREAS, America's immigrants are strong and valuable part of the social fabric of this nation; and

WHEREAS, The *ALA Library Bill of Rights* states that a person's right to use a library should not be denied or abridged because of origin, age, background, or views; and

WHEREAS, The library community opposes all attempts at the local, state and federal level to restrict access to information by immigrants; and

WHEREAS, Restriction of access is a direct violation of the *ALA Library Bill of Rights* and Policy #60, Diversity, which states that "The American Library Association (ALA) promotes equal access to information for all persons and recognizes the ongoing need to increase awareness of and responsiveness to the diversity of the communities we serve"; now, therefore, be it

RESOLVED, That ALA strongly supports the protection of each person's civil liberties, regardless of that individual's nationality, residency, or status; and, be it further

RESOLVED, That ALA opposes any legislation that infringes on the rights of anyone in the USA or its territories, citizens or otherwise, to use library resources, programs, and services on national, state, and local levels."

Adopted by the American Library Association Council
Wednesday, January 24, 2007
Seattle, Washington

Responses to recent issues around serving immigrants and refugees, intellectual freedom, and patron rights have taken many forms including convening community conversations, partnerships with local community based organizations, special programs for immigrants and refugees, creating messages, posters and statements about the public library's role. Examples of responses include:

Libraries Respond: 10 Things Your Library Can Do for 2017 and Beyond



During difficult times, our nation's 120,000+ public, academic, school and special libraries are invaluable allies inspiring understanding and community healing. ALA has developed this document as a starting point to help you address current events and support all the members of your community, especially those in the most need. Think of the document as a menu of options, and scan through it to determine which topics are the best fit for your library to explore. In the weeks to come, ALA will delve more deeply into each of the topics listed here via blog posts. We encourage you to share your ideas and stories online via #LibrariesRespond.

YOU

1. Practice Self-care

Self-care is a fundamentally important component of our work in libraries, as we must take care of ourselves before we can effectively help our communities. Take advantage of employee assistance programs and check out these resources:

ColorLines – Four Self-Care Resources for Days When the World is Terrible: Highlights four articles on self-care, and its importance in social justice work. <http://www.colorlines.com/articles/4-self-care-resources-days-when-world-terrible>

SUNY Buffalo School of Social Work: Self-Care Starter Kit: Includes an introduction to Self-Care, steps on starting a self-care plan, assessments and sample/model activities, and additional resources. <https://socialwork.buffalo.edu/resources/self-care-starter-kit.html>

TedTalk Playlist: The Importance of Self-Care: Features 9 videos of TedTalks that explore the vital importance of self-care. https://www.ted.com/playlists/299/the_importance_of_self_care

2. Seek out Professional Development

ALA and its Units offer a wide range of resources, including articles, tips, tools, model practices, and webcasts – as well as library-related online learning opportunities. Visit <http://www.ala.org/onlinelearning/> and check out these other resources:

- ALA Ethnic and Multicultural Information Exchange Round Table (EMIERT) – Resources and Bibliographies: <http://www.ala.org/emiert/usefullinks/links>
- Cultural Competency for Academic Libraries, Association of College & Research Libraries (ACRL) <http://www.ala.org/acrl/standards/diversity>
- E-Learning and Training opportunities for building cultural competence skills: http://wikis.ala.org/yalsa/index.php/Cultural_Competence#E-Learning_.26_Training
- Intersections – the Blog of the ALA Office for Diversity, Literacy, and Outreach Services (ODLOS) – featuring stories on equity, diversity, and inclusion in libraries www.ala.org/intersections
- Libraries Respond – Maintained by ODLOS, this is a space to keep current on events libraries' ongoing work in and commitment to equity, diversity, and inclusion. www.ala.org/librariesrespond
- Resources from ODLOS – including outreach issues briefs, resource development areas, and <http://www.ala.org/offices/diversity/resources>

3. Stay Informed & Connected

Strive to stay current with national, state, and local level activities. To keep up with national matters that impact libraries or your patrons, subscribe to the ALA Washington Office's blog, District Dispatch, at www.districtdispatch.org/feed or their mailing list at <http://bit.ly/2gtSHjE>. For state matters, visit your state library association's web site to see if they provide regular updates on advocacy issues, or check out <http://openstates.org/> to find out about current legislation, track the progress of bills and more. Apps like Congress, Countable and iCitizen can also help. Consider teaming up with a co-worker and divide the responsibility of monitoring communication channels. Locally, take time to chat and meet with colleagues, read internal communications, and consider organizing local meet-ups. If you need help planning a meet-up, consult this free guide from the Young Adult Library Services Association (YALSA): www.ala.org/yalsa/sites/ala.org.yalsa/files/content/MeetUps.pdf

YOUR LIBRARY

4. Review your Library's Policies and Procedures

As a starting point, refresh your knowledge of ALA's [Intellectual Freedom Manual](#) and its supporting statements, including these sections: [Interpretations](#), [The Freedom to Read Statement](#) and [Libraries: an American Value](#)

Work with co-workers to conduct a general review of all policies to make sure they're consistent and fair across different types of patrons and inclusive of all. Then review and update your library's policies and values, as needed, including a [Code of Ethics](#), Collection Development policy, Request for Reconsideration, Internet Use, Use of Meeting Rooms and Exhibit Spaces, User Behavior and Library Use, and a Privacy & Confidentiality policy (check out this [Privacy Toolkit](#) for resources).

5. Ensure Your Library is a Welcoming Environment

Your library is committed to ensuring a safe place for all that reflects and serves the diversity of our nation. Be proactive to show the community that your library is welcoming to all. From simply looking at your library and improving signage, to staff training and new programming, here are some steps your library can take.

- Broadcast that your library is welcoming. Beginning with the exterior of the building, walk-through the library or assign a staff member to do so, and reflect on where and how your library is communicating its message of equal access and support. Repeat the process with your library's web presence. Consider creating and posting messages outside and inside your library as well as online to trumpet your library's values and support for diversity and equal access. Use your ALA community to find out what peers are doing, such as [this sign](#) created by the Denver Public Library, or efforts of North Carolina libraries to show their doors are open to all, as detailed in this [May 2016 article](#) from *Library Journal*. Review the ALA Graphics catalog and consider posting this [colorful, multilingual window cling](#), featuring 27 world languages to illustrate that the library is truly a place for everyone. See the [ALA Store](#) for more options.

- Ensure access for patrons with disabilities. The “Library Accessibility –What You Need to Know” toolkit from the [Association of Specialized and Cooperative Library Agencies \(ASCLA\)](#) is a series of [fifteen tip sheets](#).
- Show youth there’s an alternative to contentious rhetoric and media. On its, the [Young Adult Library Services Association \(YALSA\)](#) has posted many resources on [how to ensure the library is a welcoming environment](#).
- Welcome immigrants and non-English speakers who may feel particularly disenfranchised in the current climate. Read about how some libraries are welcoming these groups in [PLOnline](#), including [Meeting the Needs of Diverse Communities](#) (May 2012) and [A Library Can Say Hello in Almost Any Language](#) (October 2014).
- Use diverse and inclusive subject headings and metadata, and provide cultural context in catalogs. For resources, consult this presentation from the Association for Library Collections and Technical Services (ALCTS): <http://connect.ala.org/node/65847>

6. Strive for Strong Communication

Regular internal communication is always important and it can help you identify allies and collaborators. Find out what others in your department, library, system or consortia are doing, and practice active listening. Share out your own efforts, emphasizing how they connect with your colleague’s. Find some common ground that you can work on together to increase your impact. When reaching out, be clear about what your needs and goals are: are you looking for a sympathetic ear? A sounding board? A collaborator? A mentor? Something else? If needed, work to set up a communication channel to facilitate information and idea sharing, perhaps around a particular topic. Free tools like Slack may come in handy.

YOUR PATRONS

7. Identify and Share Resources

Gather and share resources, especially those that support any vulnerable populations. Start at the ODLIS site: www.ala.org/offices/diversity/resources. YALSA’s wiki may also be of use: <http://bit.ly/2i1OqWI>. Recent topics of national concern have included individuals’ rights relating to topics such as health care, immigration, race, religion, and sexual orientation. Connect with local organizations and agencies to identify helpful resources, and if you identify any gaps in your collection during your information gathering, work to eliminate them. When you’re determining things like format and the best way to disseminate resources, keep in mind the segment(s) of the community you’re trying to reach. Think beyond the traditional bulletin board and book displays, and be sure to leverage online tools. And don’t forget about human resources! There may be co-workers and community members who can serve as ‘living books,’ coaches, mentors, and more. For inspiration, check out humanlibrary.org.

For communities that include immigrants and refugees, the resources from the Institute of Museum and Library Services (IMLS) via their national initiative focused on serving New Americans <https://www.imls.gov/issues/national-initiatives/serving-new-americans> may be of use.

8. Plan Programs & Services

[Libraries Transforming Communities: Models for Change](#) is a new ALA initiative that will introduce libraries to various dialogue and deliberation approaches to help libraries of all types bring disparate opinions to the table and lead conversations in their communities. ALA’s Public Programs Office (PPO) is offering free webinars and in-person trainings in 2017 and 2018, and customized for three different groups of library types and sizes. For more information about Models for Change: www.programminglibrarian.org/articles/facing-divided-nation-ala-offers-free-training-libraries

For youth-focused programming, check out the ready to use materials from tolerance.org at <http://www.teacherplanet.com/resource/tolerance.php> and YALSA’s Teen Programming HQ (<http://hq.yalsa.net/index.html>)

For general programming resources, check out the Programming Librarian site (<http://programminglibrarian.org/>) and, read this Programming Librarian article that highlights several library programs held in the days immediately following the election: <http://www.programminglibrarian.org/articles/post-election-library>

YOUR COMMUNITY

9. Create an Advocacy Plan

Advocacy is all about building relationships, and there's no time like the present to cultivate new allies and strengthen existing relationships. Activities to start building relationships can include:

- Being an ambassador for your library. Can you tell your library's stories to anyone, anywhere?
- Creating partnerships with staff at other types of libraries in your community. Understand how you can help one another and strengthen the library ecosystem.
- Getting outside your library. How much do you know about the needs of your community (or campus, or school)? Meet with others in the community and facilitate community conversations.

Before you get started on your advocacy efforts, sit down and create an advocacy plan based on the needs of your community. Having a plan in place will ensure you're making the best use of your limited time and resources, while also making the most impact possible. For help in putting together a plan, check out the resources on the ALA site at <http://www.ala.org/advocacy/advocacy-university/getting-started-library-advocate>. If you've never conducted a community needs assessment before, check out the resources on the YALSA wiki: http://wikis.ala.org/yalsa/index.php/After_School_Programs#Determining_Teen_Needs_through_Community_Assessment

10. Identify and Reach out to Community Allies and partners

Libraries may be considered the quintessential community hub—a cross-disciplinary intersection for our diverse patrons and partners. One broad approach is demonstrated through the PPO work with the Harwood Institute under the banner of Libraries Transforming Communities. Resources to help convene community conversations as a starting point to collective actions are available here: <http://www.ala.org/transforminglibraries/libraries-transforming-communities>

A more targeted approach is creating or enhancing relationships with community organizations that can strengthen our reach to and support of vulnerable populations. This could be places of worship, immigrant aid organizations or legal services groups. *Public Libraries Online* also offers a range of articles related to community partnerships here: <http://publiclibrariesonline.org/tag/community-partnerships/>. IMLS also offers resources and recommendations in its Engaging Communities Report <https://www.imls.gov/publications/imls-focus-summary-report-engaging-communities> national initiative focused on serving New Americans: <https://www.imls.gov/issues/national-initiatives/serving-new-americans>.

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Project Welcome: Libraries and Community Anchors Planning for Resettlement and Integration of Refugees and Asylum Seekers



<https://publish.illinois.edu/projectwelcome/about/>

The Mortenson Center for International Library Programs has partnered with the American Library Association ([ALA](#)) on the [IMLS-funded](#) “Project Welcome,” a one-year planning grant (May 2016 – April 2017) that aims to learn about and articulate ways libraries can address the information needs of refugees and asylum seekers in order to support and empower them in their resettlement and integration process.

Project Welcome: Services for Libraries

Librarians are encouraged to explore these organizations and associations serving refugees and asylum seekers. Most of this list contains information about VOLAGs, or voluntary agencies. There are nine U.S. private agencies and one state agency that provide reception and placement services for refugees arriving in the United States.

EXAMPLES FROM THE URBAN LIBRARY COUNCIL:

SAN FRANCISCO PUBLIC LIBRARY

Contact Name: Luis Herrera, Luis.Herrera@sfpl.org

Type of Initiative: Inclusion/Tolerance

Title of Initiative: All Are Welcome

Description:

In San Francisco, the library is part of the city's strong engagement in supporting the values of inclusion and supporting our immigrant communities. City Librarian, Luis Herrera sent the below message to staff:

Dear Staff:

San Francisco is a city that serves as a progressive hub welcoming our immigrant communities and as such, the San Francisco Public Library remains a sanctuary for many who seek refuge, comfort and a sense of community. SFPL serves a population of more than 840,000 people, at least 35% who were born outside the United States. The Library is here to support the immigrant community and to help them achieve their goals and aspirations.

Each year, thousands of immigrants engage in SFPL programs, including English classes, citizenship services, literacy programs, computer classes and employment assistance. SFPL is proud to support San Francisco as a sanctuary city where all people are supported regardless of their immigration status. We are a safe place that supports the values of equity and inclusion: All are welcome here.

In light of recent political developments, we want to remind our patrons that we are here for everyone. Your location will be receiving SFPL-designed "All Are Welcome" posters later this week (see attached). I look forward to seeing this message proudly displayed in all our libraries.

SKOKIE PUBLIC LIBRARY

Contact Name: Richard Kong, rkong@skokiellibrary.info

Type of Initiative: Inclusion/Tolerance

Initiative Name: Everyone is Welcome Here

Description:

In response to the troubling social and political climate that has resulted in people from many cultures and backgrounds feeling threatened or unwelcome, the library responded with a

simple message of inclusion to all of our community members. First, we placed large posters at our entrances proclaiming, “Everyone is Welcome Here.” Since these posters have gone up, staff have received many comments about how people feel welcomed and safe in the library, and that they are proud of the community they live in. We also responded with a blog post on our website (and shared via social media) reiterating this message of welcome. This blog post, viewable at <https://skokiellibrary.info/blog/85/a-note-from-the-director/>, was also well-received. Lastly, a staff intranet post was sent to all staff in the library by the director, affirming the message that staff are welcome in the organization and in the community.

GRAND RAPIDS PUBLIC LIBRARY

Contact Name: Kristen Krueger-Corrado, kcorrado@grpl.org

Type of Initiative: Inclusion/Intolerance

Title of Initiative: Creating a City of Inclusion: Modern Immigration, Local Impact

Initiative Partners: Grand Rapids Civic Theatre

Description:

The Grand Rapids Public Library partnered with the Grand Rapids Civic Theatre to host a panel discussion on immigration in our community, examining it from both a historic perspective and a modern one. Panelists discussed how immigration has impacted our city historically, as well as today and how our community can better support our immigrants.

Panelists from organizations working within immigrant & refugee services shared historical insights and impacts of immigration on Grand Rapids, as well as how we can better support immigrants to create an inclusive, diverse community. Local immigrants shared their personal experiences in this critical community discussion. All attendees received a discount to Grand Rapids Civic Theatre’s upcoming production of Ragtime – an epic, historical musical of how our county, and those who immigrated here, share the same hopes and dreams while struggling with class and racial divides.

SAINT PAUL PUBLIC LIBRARY

Contact Name: Phoebe Larson Phoebe.Larson@ci.stpaul.mn.us

Type of Initiative: Inclusion/Tolerance

Title of Initiative: Welcome message and button

Description:

Saint Paul Public Library (SPPL) created a poster and a button to ensure all people feel welcome in SPPL spaces. The phrase “We belong together” is encircled by “welcome” in languages from all over the world.



SAINT PAUL
PUBLIC LIBRARY

WE BELONG TOGETHER

All are welcome at Saint Paul Public Library. In our spaces, you will find information, programs and services, community, and safety. Please join us.
You belong at SPPL.

From the Illinois Library Association:

[ILA Statement on Inclusion](#)

We Are Here: A Message from the Illinois Library Association

As this new year begins, the Illinois Library Association (ILA) has a message for its member libraries and the people who use them. That message is simple, but powerful. No matter who you are or what you need, we are here for you.

For libraries, librarians, and library supporters, ILA is a resource for professional information on everything from library laws to intellectual freedom practices. We connect you to your fellow librarians, to public officials, and to trends impacting libraries and their communities. We advocate and support library values and are committed to intellectual freedom, privacy, and equitable access.

For the public, libraries are *your* resource for reliable and accessible information that's unbiased, fair, and available to all. Libraries connect you to resources, help build and strengthen communities, and foster education and learning. Illinois residents and visitors are supported by nearly 650 public libraries, 169 college or university libraries, as well as school libraries in the 785 school districts in Illinois and 299 special libraries that focus on particular subjects or areas of study. We welcome you to our institutions.

ILA is your partner. We invite you to participate in our programs and events throughout the coming year as we work together to strengthen libraries and the communities they serve. Join us by:

- [Advocating for libraries](#)
- [Attending a legislative meet-up](#)
- [Presenting at one of ILA's conferences](#)
- Connecting with others in the profession through programs and events
- [Serving on a committee or forum](#)
- [Giving back through charitable contributions](#)
- [Nominating a library colleague for one of our awards](#)

For more information on ILA and what it has to offer, visit ila.org

In the event a member of Law Enforcement visits and Evanston Public Library location, staff is requested to contact the Security staff on duty. If the Law Enforcement officials are requesting information about a patron or their library records, staff should immediately call the Director of Facilities Management and/or the Library Director and refer the matter to Library management for further action.

We will develop a FAQ document to share with staff and remind all staff that Facilities and Security issues should immediately be brought to the attention of the Facilities and Security staff on duty and the Director of Facilities Management and/or the Library Director for prompt attention and resolution.

The following document was developed by the American Library Association and is provided as additional background.

Visits and Requests from Law Enforcement

Issue at a Glance: Visits and Requests from Law Enforcement Concerning Library Records and User Information

Key Concepts

- Libraries should not share personally identifiable user information with law enforcement *except* with the permission of the user or in response to some form of judicial process (subpoena, search warrant, or other court order).
- Most law enforcement officers understand that the library has a right to consult with counsel before responding to requests for user information.
- The library can extend cooperation to law enforcement by identifying relevant records or computers and preserving those records or computers until a court order is served on the library.
- Libraries have no affirmative duty to collect or retain information about library users on behalf of law enforcement. However, when library personnel believe that a crime has been committed in the library, the library should contact the police and then use reasonable efforts to preserve any direct evidence of that crime. The library should turn over the evidence to police in accordance with the law, which may require the police to obtain a court order before viewing or copying relevant library records.

What Does the Law Say?

- All states and the District of Columbia have either laws or attorney-general opinions protecting the confidentiality of library records. Check to see if your state law applies to your library.

- Neither federal agents nor police officers are legally authorized to demand library records without first providing some form of judicial process (subpoena, search warrant, or other legally enforceable court order) to the library holding the records.
- Requiring a court order is neither unusual nor burdensome. Law enforcement officers have access to judges even after normal business hours. If law enforcement officers believe there is an imminent threat to someone's life or public safety, that there is inadequate time to obtain a warrant, and that they have probable cause for seizure of records, they may simply take custody of the records over the library's objection and will bear any legal risks associated with the decision to proceed without a warrant.
- It may be a violation of state law to voluntarily disclose surveillance camera images to law enforcement, even if the images do not reveal any person's use of specific library materials or resources. Check your state law and consult legal counsel.

(Excerpted from the [Intellectual Freedom Manual, 9th Edition](#))

Suggested Interpretations of the *Library Bill of Rights* and other policy statements

- [Policy on Governmental Intimidation](#)
- [Policy on the Confidentiality of Library Records](#)
- [Policy Concerning Confidentiality of Personally Identifiable Information](#)
- [Privacy: An Interpretation of the Library Bill of Rights](#)

Other Resources

- [Questions and Answers on Privacy and Confidentiality](#)
- [Privacy Tool Kit](#)
- [State privacy laws regarding library records](#)

See also [Privacy and Confidentiality](#)

MEMORANDUM

To: Deirdre Brennan, Executive Director, RAILS

From: Julie Tappendorf
Kurt Asprooth

Subject: Libraries and Immigration and Customs Enforcement Questions

Date: March 9, 2017

Pursuant to your request, we have researched several questions raised by RAILS member libraries relating to how they should interact with Immigrations and Customs Enforcement (“ICE”) officials. Below please find our response to each of the specific questions that were posed.

- **What information is the library required to provide ICE if they request patron records?**
 - Illinois libraries are bound by the provisions of the Library Records Confidentiality Act (the “Confidentiality Act”). Under the Confidentiality Act, all registration and circulation records of a library are confidential information, and may not be published or made available to the public. 75 ILCS 70/1.

However, there are two exceptions under the Confidentiality Act when a library may release registration and circulation information: (1) when required to do so under a court order; and (2) when a law enforcement officer represents that it is impractical to secure a court order as a result of an emergency where there is probable cause to believe that there is an imminent danger of physical harm.

As such, the Confidentiality Act prohibits a library from releasing any registration or circulation information to ICE unless ICE presents a court order (or a warrant) which requires the library to release that information. Of note, the Confidentiality Act defines “registration records” as any information a library requires a person to provide in order for that person to become eligible to borrow books or other materials. This would likely encompass a library patron’s name,

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address, phone number, and similar information. The Confidentiality Act defines “circulation records” as all information identifying the individual borrowing particular books or materials. This would include a patron’s internet browsing history on a library computer.

If a library is contacted by ICE, and ICE requests any registration or circulation records, the library should explain that they are prohibited from releasing such information under the Confidentiality Act without a court order (or unless ICE represents the information is needed in relation to an emergency with an imminent danger of physical harm, although such a situation seems unlikely). If ICE does present a court order for a library patron’s registration or circulation information, the library should immediately contact their legal counsel so that legal counsel can review the order or warrant to ensure its validity and its scope, and assist the library with complying.

- **Does ICE have to produce a warrant when requesting patron records?**
 - Yes, ICE must have a warrant or other court order to lawfully review a library patron’s registration or circulation records. The Confidentiality Act prohibits a library from releasing this information, even to law enforcement agencies like ICE, without a warrant or other court order (unless there is an emergency, which seems unlikely with ICE).

- **Can ICE obtain records under the Patriot Act?**
 - No, ICE may not obtain records under the Patriot Act. The Patriot Act, and the additional Acts that reauthorized many of the provisions of the Patriot Act, provide enhanced authority for the FBI to conduct surveillance activities relating to international terrorism or clandestine intelligence activities. This enhanced surveillance authority was only provided to the FBI, not to ICE. Although the provisions of the Patriot Act that allowed the FBI to conduct these enhanced surveillance activities were somewhat limited by the 2015 USA Freedom Act, the FBI does still have the authority to compel a library to turn over records if they obtain the necessary court order. However, under the 2015 USA Freedom Act, any FBI application for an order requiring the release of library circulation records or library patron lists must be approved by the Deputy Director of the FBI or the Executive Assistant Director for National Security, a much higher level of approval than was previously required under the Patriot Act.

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- **How quickly does a library have to respond?**
 - This will generally depend on the specifics of the warrant or court order that is presented by ICE or other law enforcement officials. If ICE or other law enforcement appears with a warrant, the library should contact their legal counsel immediately so that legal counsel can review the warrant and advise the library on how to comply.

- **Can ICE enter our building to conduct a search for illegal immigrants?**
 - Yes, ICE may enter a public library and conduct a search for illegal immigrants. Generally, ICE should present a search warrant to the library showing their authorization to conduct the search. However, a library is a public place, and ICE officials have the same rights to enter public places as everyone else does. In fact, ICE officers are authorized under the Code of Federal Regulations to enter any area of a business or other activity to which the general public has access without a warrant, consent, or any particularized suspicion in order to question any person whom the ICE officer believes to be an undocumented immigrant concerning his or her right to be in the United States. 8 C.F.R. §287.8(f)(4). However, again, if ICE seeks to search any of the library's records relating to an undocumented immigrant or other library patrons, ICE will need to present a warrant or court order.

Although ICE may legally enter a library and search for undocumented immigrants without a warrant or court order, it is possible that ICE would refrain from conducting these activities in a public library. ICE still operates under a 2011 policy titled "Enforcement Actions at or Focused on Sensitive Locations." Under this policy, ICE will refrain from conducting arrests, searches, surveillance, and interviews at sensitive locations including, but not limited to (1) schools, colleges, universities, and other institutions of learning; (2) hospitals; (3) churches, synagogues, mosques, and other institutions of worship; (4) funerals, weddings, or other public religious ceremonies; and (5) a site during the occurrence of a public demonstration such as a rally or march. While public libraries are not expressly included in this list, the policy specifically states that the list is not "exhaustive" and that ICE officers will consult with their superiors if the location of a planned enforcement action could be viewed as a sensitive location. It is possible that, given the nature of a public library and its similarities to some of the enumerated locations, ICE would deem a public library a

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sensitive location and refrain from taking any enforcement actions within a public library.

However, ICE's sensitive locations policy is only internal guidance and is not codified in any federal statute or regulation, and ICE may determine that a library does not fall within its protections. ICE has explicitly stated that public courthouses do not fall under its sensitive location policy, although ICE's policy is to refrain from conducting any enforcement actions in the public places of a courthouse or against non-targeted individuals they come across while inside a courthouse. As with any contact from law enforcement, a library should immediately alert its legal counsel to ICE's presence so that legal counsel can assist the library with determining whether a warrant or court order is required.

- **Can ICE or other law enforcement demand patrons provide proof of citizenship?**
 - Technically, yes, ICE may question a library patron concerning their citizenship or other legal status to be present in the United States, which would likely include a request to show identification or proof of citizenship. 8 C.F.R. §287.8(f)(4). However, an ICE officer must have some basis to believe that the patron is an undocumented immigrant, and ICE still must comply with all of the Constitutional limitations placed on law enforcement with regards to impermissible searches and seizures. Library patrons also have rights when being questioned by ICE, such as the right to refuse a search without a warrant, the right to remain silent, and the right to simply leave the library unless they are placed under arrest.

- **Can ICE demand that a library provide proof of citizenship for its staff?**
 - Yes, ICE may require the library to provide proof of citizenship for its staff by presenting completed I-9 forms for inspection. No subpoena or warrant is required for ICE to review a library's I-9 forms. However, ICE must provide the library with 3 days notice prior to inspecting a library's I-9 forms, unless ICE presents a warrant or subpoena for the records. 8 C.F.R. §274a.2(b)(2)(ii).

- **Can ICE collect passport applications we have on file?**
 - No, ICE may not demand that the library turn over or allow them to review the library's passport applications on file unless ICE presents a

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warrant or other court order requiring the library to release those records. However, ICE may gain access to portions of passport application records by submitting a FOIA request to a library. Before producing any such records, all private information contained in the passport application must be redacted, such as addresses, social security numbers, drivers license numbers, telephone numbers, email addresses, and license plate numbers.

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FREE & EQUAL ACCESS FOR ALL

We believe in equality of service:

- ◆ We respect individual diversity and welcome all members of our community.
- ◆ We do not judge our patrons or their choices.
- ◆ We offer free services for all.
- ◆ We strive to eliminate any barriers to library use.
- ◆ We respect our customers' privacy in the use of services.
- ◆ We protect the privacy of personal information.

Evanston will never sacrifice the values that make this community great—inclusivity, openness and a penchant for succeeding together. We are a city that rejects discrimination based on religion, race, gender, sexual orientation and ethnicity.

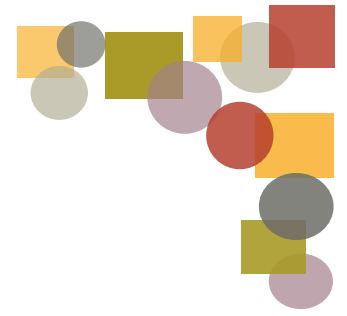
YOU ARE WELCOME HERE.

ACCESO

LIBRE &

EQUITATIVO

PARA TODOS



Creemos en la igualdad de servicio:

- ◆ Respetamos la diversidad individual y damos la bienvenida a todos los miembros de nuestra comunidad.
- ◆ No juzgamos a nuestros clientes o sus decisiones.
- ◆ Ofrecemos servicios gratuitos para todos.
- ◆ Nos esforzamos por eliminar cualquier obstáculo para el uso de la biblioteca.
- ◆ Respetamos la privacidad de nuestros clientes en el uso de los servicios.
- ◆ Protegemos la privacidad de la información personal.

Evanston nunca sacrificará los valores que hacen esta comunidad genial—Inclusividad, apertura y una inclinación para tener éxito juntos. Somos una ciudad que rechaza la discriminación basada en la religión, la raza, el género, la orientación sexual y la etnicidad.

TODOS SON BIENVENIDOS AQUÍ.





Memorandum

To: Library Board of Trustees

From: Karen Danczak Lyons, Library Director

Subject: Proposed Change to Non-Resident Card Fee

Date: April 19, 2017

The State of Illinois requires the Library Board to “annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.”

The Illinois State Library has a recommended formula for calculating a library non-resident fee. The Library income from local property taxes sources or its equivalent (\$6,412,610/FY2017) is divided by the population (74,486/2010 census) to yield the per capita library property tax support (\$86.09). This amount is then multiplied by the average number of persons per household (2.25/2010 census) to produce the recommended non-resident fee of \$194.00. Our non-resident fee must at least equal this amount in order for the Library to be eligible for the State Per Capita Grant. Our current non-resident card fee is \$183.00.

All of the territory surrounding Evanston is served by tax supported public libraries, so we have a relatively small number of people who purchase non-resident cards. We average 20 active non-resident card users per year. Most are purchased by Chicago residents, who wish to check out more than ten items per visit to the Library.

Recommendation: Staff recommends Board approval of increasing the non-resident library card fee to \$194.00 per year effective May 1st.