

evanston public library
community | events | ideas | resources



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, MAY 16, 2018

6:00 P.M.

COMMUNITY MEETING ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, May 16, 2018

Chat with a Trustee
6:00 P.M. – 6:30 P.M.

Meeting of the Board
6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Barbara 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 April 18, 2018 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update (Woodhouse and Tinucci)
- B. Robert Crown Hours of Operation (Discussion)
- C. Future of Book Sale (Discussion)

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Administrative Services Report (Karen Danczak Lyons)
- B. 2018 Summer Reading Program and Outreach (Jan Bojda, Renee Neumeier and Laura Antolin)

7. BOARD REPORTS

8. BOARD DEVELOPMENT

Trustee Workshop: Keys to Running a More Successful Board Meeting

Workshop
Saturday, May 19, 2018 -
9:30am to 12:30pm
Where: Freeport Public Library

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Nominating Committee Report
- B. Closed Session – Personnel (Library Director Evaluation)

11. ADJOURNMENT

Next Meeting: June 20, 2018 at 6:30 pm

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, April 18, 2018
6:30 P.M.
1703 Orrington Avenue, Community Meeting Room

Members Present: Socorro Castro, Tori Foreman, Adam Goodman, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Sandra Smith

Members Absent: None

Staff: Karen Danczak Lyons, Teri Campbell, John Devaney, Kim Hegelund, Don Westphal

Presiding Member: Benjamin Schapiro, President

ALL TO ORDER/DECLARATION OF QUORUM - President Schapiro called the meeting to order at 6:33 pm.

CITIZEN COMMENT – Lynn Miller, a book sale volunteer, asked the Board to resume accepting book donations. She commented that the suspension of the book sale has been a loss for the volunteers and for the library. She'd like to see the book sale continue.

CONSENT AGENDA

- A. Approval of the March Bills and Payroll and Minutes of March 21, 2018 Board Meeting** – Margaret Lurie moved to approve the Bills and Payroll and the minutes of the March meeting. Tori Foreman seconded the motion and it was approved by voice vote.

INFORMATION/COMMUNICATIONS

- A. Robert Crown Branch Library Project Update** – Director Karen Danczak Lyons reported that on May 15, the Robert Crown architects will be sharing their latest plans with the public. The groundbreaking is scheduled for June 22 and the Friends of Robert Crown will also be hosting a ticketed fundraiser.
- B. Robert Crown Branch Library Hours of Operation** - Director Danczak Lyons spoke with City of Evanston Parks and Recreation Director Lawrence Hemminway about peak traffic at Robert Crown. Hemmingway said that Saturday and Sunday are the busiest days at that community center. Director Danczak Lyons will explore budget options for the new Robert Crown branch, allowing for operation both weekend days.

C. City of Evanston IT Update – Chief Information Officer, Luke Stowe, presented on technology updates in Evanston. His team is exploring options to address the digital divide, in which approximately 14% of Evanston residents do not have internet access at home. Solutions include inviting small internet service providers into Evanston, advocating for expanded coverage from the larger internet providers, promoting Comcast’s \$10/month plan for low-income District 65 and 202 families, adding more hotspots, conducting a detailed digital assessment with residents, and preparing for 5G coverage. He stated that citywide broadband would be expensive and technically challenging. Trustee Adam Goodman asked what the Library can do to support these efforts and President Benjamin Schapiro invited Stowe to return in six months to further discuss opportunities to collaborate in expanding internet access. Stowe also presented on a pilot of the City of Evanston ID Card, the Open Data collaboration, and increased cybersecurity efforts. His team continues to support the Library and work towards improved internet service at all branches.

LIBRARY DIRECTOR’S REPORT

A. Director’s Report- Director Danczak Lyons and Assistant Director Teri Campbell met with Equity, Diversity, and Inclusion consultant DeEtta Jones. They will soon be scheduling meetings with all Board Trustees to meet with DeEtta Jones and team. The Library hosted the Human Library on April 15, an event intended to dispel prejudice and gain perspective through honest conversation. Trustee Tori Foreman was a “book” in the Human Library and found the event to be very successful. She recommended doing the event again. Director Danczak Lyons is also working with the staff-led Programming Task Force to refocus the monthly Director’s Report to better represent Library programs, outcomes, and community engagement. Trustee Goodman recommended suspending the Director’s Report for a few months while the staff reconfigures the report. The other Trustees allowed a short suspension of the report.

STAFF REPORT

A. Administrative Services Report – Assistant Director Campbell reported that the Library has received half of the expected property tax revenue for the year. Overall, EPL has received 45% of all revenue projected for the year; and has expended 20% of budget. Jose Maldonado returned as Circulation Manager and Craig Stevenson was hired as a new part-time Technology Trainer. Miguel Ruiz, Latino Outreach Librarian, will be leaving for a new position at Skokie Public Library. The Library currently has 106 staff members (72 FTE); personnel costs account for 69% of all budgeted expenses.

UNFINISHED BUSINESS

- A. Circulation Policy** – Kim Hegelund, Assistant Circulation Manager, presented updated language for the new circulation policy. Policies regarding new patron registration will state that patrons may volunteer to include their date of birth and phone number as a part of their record. The new policy will also state that patrons will be required to show ID and provide proof of residency at registration. Policy language allows for a broad range of options for ID and proof of residency. The Board approved the updated policy by unanimous voice vote. Adam Goodman motioned and Margaret Lurie seconded.

NEW BUSINESS

- A. Appointment of Nominating Committee** – President Schapiro appointed Sandra Smith to chair the Nominating Committee. Socorro Castro and Shawn Iles will also serve on the committee.
- B. Future of the Book Sale** – Director Danczak Lyons shared that the book sale was suspended in preparation for a potential Library renovation this year and the third floor used book room was needed as a swing space. She recognized that since the renovation isn't moving as quickly as hoped, there has been increased desire to reinstate book donations and the book sale. However, the costs associated with the book sale were significant and while she would like to see the book sale continue, she cannot recommend that it continue in the same way. Facilities Manager John Devaney spoke to the challenges associated with the book sale. About 70% of donated books were recycled since they were either not suitable for re-sale or were infested with mold and bugs. Facilities team member Don Westphal spent about 10-18 hours per week managing book donation storage and recycling. The logistics were complicated and Devaney also shared that his team still needs the swing space to prepare for renovation in the next couple years. Trustees Foreman, Patel, and Smith recommended exploring other options for short-term, defined book donations and sales. Director Danczak Lyons will explore interim book sale options and will present them for further discussion at future Board Meetings. She also mentioned that the Library is working with an outside vendor to establish a book donation bin in front of the Library.
- C. Security** – Facilities Manager Devaney presented on recent changes to Library security. His team has developed an Emergency Procedure Manual and set of desk flip charts for staff. Based on consultation with the Evanston Police Department, the fourth floor of the Library is now a restricted area and

- will only be open to staff. He's also working on hiring a part-time Security Monitor.
- D. **Close ProPay Account and Transition to First Data** – Assistant Director Campbell asked for approval to switch eCommerce merchants. Current vendor, ProPay, is not compatible with the new information system, Polaris. Assistant Director Campbell explored nine vendors and identified First Data as the best option. Margaret Lurie motioned and Tori Foreman seconded. The Board approved this with a unanimous roll call vote.
 - E. **Requiring a minimum of \$1.00 for credit card transactions** – Assistant Director Campbell asked the Board to approve a \$1.00 minimum for all credit card transactions both in person and online in order to account for transaction fines and fees. Socorro Castro motioned and Sandra Smith seconded. The Board approved this with a unanimous voice vote.
 - F. **Approval of Change in Non-Resident Card Fee** - Assistant Director Campbell asked the Board to approve a non-resident library card fee of \$205, a number based on an Illinois State Library recommended formula. Vaishali Patel motioned and Margaret Lurie seconded. The Board approved this with a unanimous voice vote.
 - G. **Renewal of Siemens Contract** – Facilities Manager Devaney asked the Board to approve the 2018 Siemens Service and Maintenance Agreement for \$23,080. Margaret Lurie motioned and Vaishali Patel seconded. The Board approved this with a unanimous roll call vote.

CLOSED SESSION

The Board moved to Closed Door Session at 8:00pm to discuss the Library Director Evaluation Process. President Schapiro motioned and Vaishali Patel seconded.

ADJOURNMENT – President Schapiro moved to adjourn the meeting at 8:30pm.

Vaishali Patel motioned and Sandra Smith seconded. It was approved by voice vote.

Respectfully Submitted,

Vaishali Patel

Next Meeting: Wednesday, May 16, 2018 at 6:30 pm Evanston Public Library, Community Meeting Room.

Library Director's Report April 18, 2018

Updates:

- Planning was finalized for three important efforts to be produced in April: All Staff Day, National Library Week and the migration to the our new Integrated Library System, Polaris. Discussions of outcomes will be shared next month.

Public Library Association Conference:

- Renee Neumeier, Tyler Works and Katie LaMantia (Schaumburg) presented on Inquiry Based STEM programs. Their presentation introduced attendees to inquiry based learning and the Next Generation Science Standards. They provided a framework that could be applied to any library program transforming the programs to an inquiry based model and introduced ways to utilize the NGSS practices in programs. Program examples were shared and time was provided for discussion and questions. The presentation was well received by attendees and there were great ideas shared and interesting questions. Here are [the slides](#) and [handout](#) from the session.
- Renee attended the following sessions: It's Not About the Desks - Service Philosophy, design, delivery; OPEN DATA Public Libraries as Partners in the Open Data Movement; Lost in the Library - Never Again With User Centered Design; Beyond the Turnstile - Models for Impact Assessment and Agile Goes the Library. From the sessions Renee attended she learned a lot about using user centered design not just in website design, but in all aspects of Library planning. This focus involves patrons in identifying solutions and looking for ways to remove barriers and provide better service. There was also focus on how to help staff be involved in creating change at your Library. These concepts are important with the new branch at Robert Crown and the future main library renovation. The sessions on impact assessment provided ideas for new ways of measuring the impact of EPL's program outcomes; not focusing on numbers but how the lives of the attendees may have been changed. She also learned about workflow management systems like KanBan, which helps people focus on completing one task versus multitasking. Lastly, Renee learned about roles libraries can take in the open data movement in partnership with local government.
- Tyler attended the following sessions and highlights key aspects:
Fandom at the Library

- Take advantage of built-in fans for library programs. Easier to sell a program when there is already an audience available.
- Fandom can also be used effectively to offer socio-emotional learning opportunities. For example, doing a program about issues from Harry Potter to explore coping skills.

Sustaining Ideation with Progress, Not Perfection

- Libraries are developing structured methods to capture and evaluate ideas for developing and improving library services. It is important that staff at all levels feel empowered to share their ideas and to feel that their ideas are taken seriously. Transparency is key in this process. All staff should understand how their ideas will be evaluated and the standards that will be used in this process. There should also be a timeline from when an idea is submitted to when an answer will be given.

Guerilla Branding

- The most effective marketing tool is to get people to recommend your product/service/organization to others.
- An effective way to get to this point is through developing an effective brand. Energize the people who use your service and get them to talk about you to others.

Flipped Classroom

- Use learning resources to develop library programs. Participants use a resource to learn on their own time and then come to the library to connect with other learners, ask questions, presentations from experts, etc.
- This model takes the pressure off staff to be the expert and makes them more of a facilitator.

Motorola Solutions Grant:

- In partnership with D65, EvanSTEM and the Schaumburg Township District Library, EPL submitted a letter of inquiry to Motorola Solutions to fund two summer STEM camps. One focusing on robotics and the other on game design. Both camps will target underserved and underrepresented youth in STEM and will be inquiry based and utilize Next Generation Science Standards practices. These camps are being piloted at the Teen Loft this summer. Then D65 and EPL

staff will refine the curriculum and in 2019 STDL staff will be trained to run the camp there. EPL will continue to produce it at the Loft and will also produce it at an additional site in Evanston. The curriculum will be shared with other public library staff in the Chicagoland area through Tinker and also to other informal educators in Evanston. EvansSTEM will help with evaluation and D65 staff will assist in facilitating the camps. The Letter of Inquiry was accepted and we will now be officially applying for the grant.

Summer Reading:

- All of the summer reading program information was compiled and submitted to the graphic designer. This year we are creating the program brochure again, but are creating a double sided flyer to distribute in the Roundtable and at the schools. The brochure will be at all branches and will be taken out to community events.
- The summer reading committee has been working with Development to solicit donations for summer reading prizes: a volunteer visited area businesses and letters were sent out. These approaches have been very successful.

Evanston Innovation Educator Mini Conference:

- This mini conference was a huge success. Staff from D65, ETHS, Y.O.U., YMCA, Northwestern and Family Focus all worked together to help make this event happen. Blick Art Supplies made a generous donation of tote bags with notebooks, pencils and more in them for all attendees. 55 people attended the event.
- There were two keynote speakers, Dr. Shirin Vossoughi from NU, whose work focuses on equity in making and Nick DiGiorgio who has embedded STEM and making for all different ages groups and subject areas in the schools he has worked with. After their presentations there was also Q&A.
- After the keynote addresses, participants chose a breakout session, digital making, low tech no tech or 3D printing. All were hands off and offered ideas that participants could take back and use in their spaces.
- The end of the event was a networking tech playground. 12 different tables featured ideas, technology and activities which participants could use and learn about. This time allowed participants to connect with presenters and with each other to share ideas.
- Feedback, "I always love hearing and learning more. I thought the conference was well balanced with lecture, discussion, and play. The raffles were great too. Thank you so much for putting this together. I thought it was well done, and

would love to be a part of any future discussions involving this topic and our community.”

Outcomes: Demonstrated that EPL is a connector for the community by bringing all of these partners together to present at this event. Participants walked away with a deeper understanding of how they could transform their curriculum to a more student centered model and rooted in making and STEM. Hosting this event showed EPL’s continued commitment to innovation.

Pop Culture Association Conference:

- Kevin Kelley presented a paper that featured the Queer advocacy work that has happened at EPL. The presentation focused specifically on the actions we’ve taken to make the Loft more equitable, how spaces can make similar changes and how this work can expand beyond teen patrons. Kevin was able to connect with individuals from across the United States and globally who were interested in the work happening at EPL.
- Kevin attended several different sessions at this conference.
 - Queer panels, focused on the representation of queerness in movies, TV and current writing focused on cultural, lesbian and gay studies.
 - Young Adult Book Panels, looked how gender, religion, technology and sexuality are used in YA. One of these panels looked at upcoming trends in YA lit, and predicted a focus on technology driven dystopias like *Ready Player One*; the panels called for more authentic voices in YA lit
 - Library related panels: one focused on stereotypes in the industry and the other on the role of radio and podcasts in libraries. This session helped Kevin further develop his idea of restarting a youth driven podcast in the Loft.

Outcomes: The LGTBQai+ work that has happened at EPL was shared at a national level. Kevin gained new tools that he can use to provide additional innovative services and programs to our LGTBQai+ teens.

Assessments, Metrics and initiative results:

Computer/Internet Use													
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	FYTD
Main	4,080	3,741	4,097										11,918
North Branch	191	217	240										648
CAMS	467	440	470										1,377
Computer Lab	154	150	150										454
Overall Computer/Internet Use	4,892	4,548	4,957	-	-	-	-	-	-	-	-	-	14,397

Website Visits													
All Location	45,235	39,492	43,240										127,967

Wifi Users													
All Location	27,000	26,870	27,000										80,870

Library Visits													
Main	40,320	35,827	42,159										118,306
North Branch	3,798	3,593	4,162										11,553
CAMS	3,362	3,338	3,893										10,593
Overall Library Visits	47,480	42,758	50,214	-	-	-	-	-	-	-	-	-	140,452

Partnerships and collaborations:

Please note the many examples of partnerships included in the narratives.

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

Our first session of *Girls Be Heard* was well received. Jessica Iverson put so much thought and work into the program along with other team members Justine Janis, Kim Daufeldt and me we gave a strong 7.5 hours of content designed to give the participants some skills and ideas to consider. We shared a pre- and post-workshop survey to see what the girls took away. We definitely saw some changes in how they thought they would improve based on the pillars of *confidence*, *respect* and *assertiveness*. We did not track girls individually, but as an aggregate. In pre- and post-workshop questions one question was "What qualities do you think a girl should have?" Of the three pillars, *confidence* was mentioned 11 times, *respect* and *assertiveness* 1 time each. When asked the question at the closing session, with a slightly smaller group, the responses indicated *confidence* 7 times, *respect* 4 times and *assertiveness* 6. I think this indicates that the key concepts were communicated successfully. We received positive feedback from the girls and their parents. A few of the girls comments on what they were most excited about after attending: learning how to take a compliment; building relationships and skills like confidence; I loved doing girls be heard. We are planning a second session for August for another group of girls and a follow up session in May for our March cohort. I should also give a special shout out to our guest Betsy Bird. Betsy talked about working on her book *Funny Girl*. She brought a cart of book giveaways for the girls, too.



Girls and participating library staff (Kim Daufeldt is not pictured) displaying Be Heard bracelets.

We had a full array of programming for the break. Aa Girl Power film series to complement our workshop that was one of the websites most clicked on events. We also had a Make a felt terrarium program:



This was also a Literacy Education at Play (LEAP) month and we had the last of our Kindergarten tours for this school year.

Children's Outreach Highlights from Laura Antolin include: Community Partnerships:

Summer Reading Program:

- I've been scheduling SRP visits with partners and have set up summer visits at Robert Crown, Fleetwood-Jourdain, Y-Readers, Y.O.U. and am working on scheduling with Ridgeville and Family Focus. MakerKids in the Parks are scheduled for 8 weeks during the summer at Robert Crown, Fleetwood, Mason and James Parks. Jill Skwerski and I are looking at scheduling some visits to other parks together.
- A meeting with Jamilla Pitts is scheduled for April to talk over plans for the Summer Learning Program (rising 3rd graders) at EPL again this year.

Early Childhood:

ABC Boosters:

I've continued to work on expansion of the program this summer to increase the number of rising kindergarteners participating in ABC Boosters. I've reached out to and plan to add HeadStart at Family Focus and Reba Early Learning Center classrooms to JumpStart at JEH, Fleetwood and Learning Bridge Early Education Center as well as another Site Coordinator to handle 2 sites. I am working closely with YJC program managers, Ivan Ramos and Diana Balitaan, and D65 Site Coordinators Lara Galicia and Frances Collins on schedules.

EC2C:

- I have continued to work on our Parent/Caregiver Empowerment team Community Play Date (June 2) at Family Focus. The Community Play Date will focus on the *Talk Read Sing* community campaign and invite community members with kids 0-3 to attend and take part in activities and music and take home resources and books. I'll provide library bags for take homes as well as some board books and picture books and chalk. I'll run a reading area with library board books for families to look at together as well as the opportunity to get library cards. Marketing information will go out soon.
- I've also continued to write and post twice weekly early literacy text messages geared to 0-3 year olds, which continues to grow an audience - there are currently 640 subscribers via SMS and email.

IWSE Storytimes:

- Storytimes and songs for infants-preschoolers at Baby Toddler Nursery and for infants-toddlers at Teen Baby Nursery.
 - *Outcome:* Library resources shared and early literacy skills gained through participation in storytimes for at-risk children. 78 (60 children, 18 staff) at Baby Toddler Nursery; 17 (11 children, 6 staff) at Teen Baby Nursery.

Learning Bridge Early Education Center storytime:

- Storytime and songs for three preschool classrooms (Blue, Purple, and Orange rooms)
 - *Outcome:* Library resources shared and early literacy skills gained through participation in storytimes for at-risk children. 41 (32 children, 9 staff)

Book Buddies:

- Storytime and craft w/NU JumpStart student coordinator and student volunteers at Learning Bridge Early Learning Center and Reba Early Learning Center. We had two Book Buddies programs at Reba Early Learning Center in March. JumpStart volunteer coordinator shares theme, finds volunteers and brings craft; I do a short storytime and bring 2 bags of library books to share with the preschoolers.
- We've continue to get lots of NU volunteers and many repeat participants. We had enough volunteers to go into two classrooms one week, and then only one the following week. Going into two classrooms means that we see twice as many children on those dates and I bring twice as many books and move from

one classroom to the other to do my storytime. The preschoolers are always excited when we come into the building.

- *Outcome:* Library resources are extended into the community and early literacy skills gained through participation in storytimes for at-risk children and NU students benefit from participating in community service program. 70 (42 children; 21 NU volunteers, 7 staff) participants at Reba

Communityworks grant:

- Home Daycare Book bags were delivered to Home Daycare providers and centers (IWSE (4 bags), Kindercare (3 bags) and YMCA Head Start (2 bags). Five providers participated in the Winter Words program (a bag of 4-5 books will be delivered to the Daycares to add to their libraries for participating).
 - *Outcome:* Children are supported in their early literacy development to get ready for kindergarten through access to books, information and resources. Resources and quality of the early literacy activities provided by Home Daycare providers and centers are significantly increased. 23 Book Bags were delivered (14 Book bags to home providers and 9 Book Bags were delivered to centers.) Home daycare providers and center teachers will have additional resources to increase literacy. Center teachers have all thanked me for delivering Book Bags and remarked on how the books have added to their classroom.

School-Age:

STEMeX IMLS Grant:

In March I met with 6 potential experts for STEMeX programming (NU grad and undergrad students and faculty, and a community member) and emailed with an additional 7 students. There are several potential partners and programs that I am continuing to investigate. Out of these meetings, one definite set of programs, Making Music with Makey-Makey, is currently being scheduled for May.

F65 and D65 librarians:

I met with Lise Jinno, F65 Executive Director to talk about funding for K-Tours and K-LEAP going forward. I will be preparing proposals for April. I also set up a meeting with D65 librarians to talk about the relevance and use of K-LEAP materials (6 of 12 attended) which was a valuable discussion. I solicited information from those not in attendance and the overwhelming feeling is that K-LEAP continues to add value to their curriculum. I will include their comments in my proposal.

Rainbows for All Children:

The first session of Rainbows for All Children in the library culminated on March 26, with 5 children attending the 10 sessions. Holding the sessions in the library provided

families with a safe space for their children to meet as well as being responsive to community needs. I connected Laura with Justine and Jill Schachter in response to her interests below.

Hi Laura,

Not that the first Rainbows group has successfully completed the session, I just want to thank you for your assistance in helping us to make this happen! Rev. Kurt is open to the idea of facilitating another group there in the fall, so we will reach out to you later in the summer to determine the feasibility and logistics of that.

In the meantime, I saw this wonderful event in your newsletter and am wondering whether Rainbows can perhaps be a part of this? We would love to have a table:<https://content.govdelivery.com/accounts/ILEVANSTON/bulletins/1e7248b>. Please let me know or direct me to the right person, if you would be so kind!

Finally, would it be possible for me to write a short article about the Rainbows group that was just held at the library and submit it to your online newsletter? I thought that might be a useful way to promote awareness of the organization, our partnership, and perhaps generate future interest in more groups.

*Thank you!
Laura*

*Laura E. Lindroth, MPH
Director of Programming and Community Engagement
Rainbows for All Children*

STEM Fest:

Continuing work on Planning committee meeting for K-5 STEM Fest at Chute April 28. I will be offering two sessions for K-1 and their parents coding with mBots and we will have a booth with our vinyl cutter, Squishy circuits, and NASA activities along with our Summer booklet and library information. Kim Daufeldt will help man the booth.

Y.O.U.:

I had scheduled visits at Oakton and Washington Schools in March. At Oakton, books are displayed in the gym and all of the youth come in together although they choose books by homework room. It's always interesting to see how the boys rush the books to check them out before they line up in their homework room lines. At Washington, I set up books in the lobby and one class comes at a time to choose books - other students and teachers are always interested in looking at the display at Washington. I

checked out 2 books to other students after serving Y.O.U. youth. At both schools, students are excited about looking through the books and checking them out.

- Visited Oakton Y.O.U. and checked out books to afterschool youth
- Visited Washington Y.O.U. and checked out books to afterschool youth
 - Outcome: Through these partnerships, library services will be expanded to provide more equitable access to programs and services. Students express interest in choosing their own books and in the Library's collection. EPL's importance and contribution to the community is reinforced. 28 books were checked to youth at Oakton; 25 books checked out to youth from Washington



Y.O.U. Oakton

Y.O.U. Code-a-Thon

- I attended the first Y.O.U Code-a-thon with Tyler Works and helped lead a workshop for 4th and 5th graders programming LEGO Mars Rover robots to detect and pick-up objects. This event targeted 5th Ward families and offered several coding opportunities for kids and their parents. It was a successful event for families and also offered me the opportunity to experience Mike Horn's Tunepad (faculty member I met with to talk about a possible STEMx program). Interactions with parents of younger kids (2nd graders) led me to think that we need to offer regular (monthly? quarterly?) coding opportunities at the library for kids with their families and without, depending on grade level. Jan Bojda and I began conversations about the best way to offer these programs.

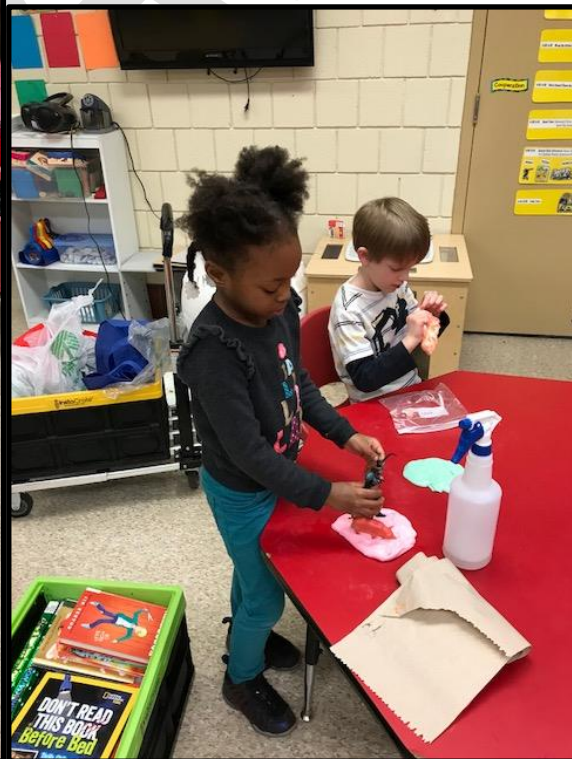
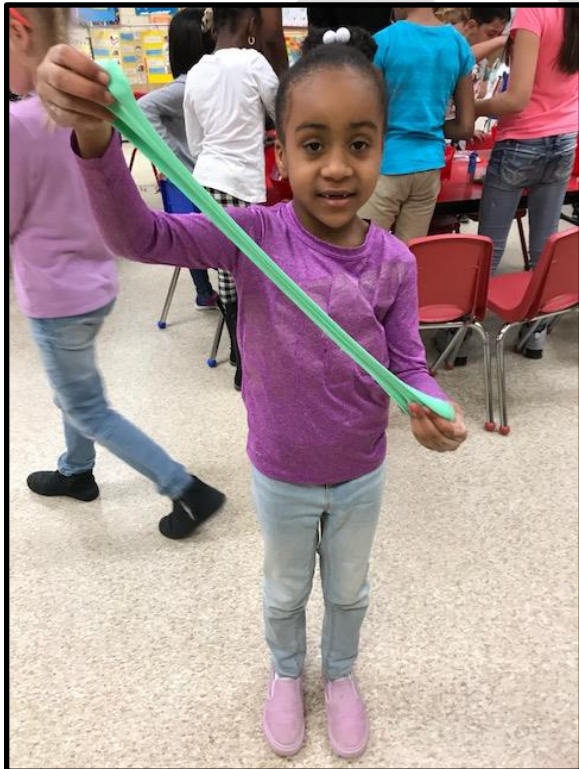
COE Community Centers:

- After School programs:
 - Visited and provided slime-making STEM activity to students at Fleetwood (K-1) and Robert Crown. Additionally checked out books at Robert Crown.
 - Outcome: Reinforcing positive interactions with books and the library and skill acquisition through STEM activity. 8 children (1 staff) in activity at Fleetwood (counselors took activity to older kids, as well) 30 children in activity at Robert Crown (5 staff) and checked out 15 books.





Fleetwood K-1st





Robert Crown Afterschool Adventures

Early Dismissal Days STEM Coding with mBots at Family Focus:

- We've planned March and May early dismissal STEM programs with 3rd-5th graders at Family Focus. In March I brought back mBots which the students used for Hour of Code in December and the students were excited about continuing to hone their coding skills.
 - Outcome: Library resources are shared and extended into the community and students benefit through collaborative skill acquisition with a STEM activity. 15 students participated and engaged with mBots.



D65 - Early Childhood:

- **LEAP at JEH:**

Veterinarian LEAP in Head Start/PFA and Special Ed classrooms. This is our last LEAP unit for the year and teachers and children were sad to see us go. This unit encourages quiet, more serious play along with a lot of good vocabulary. I've reached out to the preschool teachers and leadership in the JEH Early Childhood department for information on impact and outcomes of LEAP to support the efficacy and continuation of this program and anticipate information in April.

- Outcome: Library resources shared and early literacy skills gained through participation in programs for at-risk children. Library staff

presented early literacy program to 385 (316 preschool students and 69 teachers/staff in 26 classrooms)

- **PACT at JEH:**

LEAP Vet - this PACT program introduced parents to our LEAP Veterinarian unit, including reading *Sally Goes to the Vet* by Stephen Huneck, modeling vet play and families working together to take care of stuffed dogs and cats. As this was early in our LEAP unit, this was the first time some of the preschoolers played Vet. Playing with their parents enriched the play, pushing the children to practice their writing and narrative skills.

- *Outcome:* Early literacy skills gained through participation in PACT LEAP storytime/activity. Families engaged together in play. 40 people participated: 14 families consisting of 23 kids, 16 adults and 1 staff.







Vet PACT at JEH

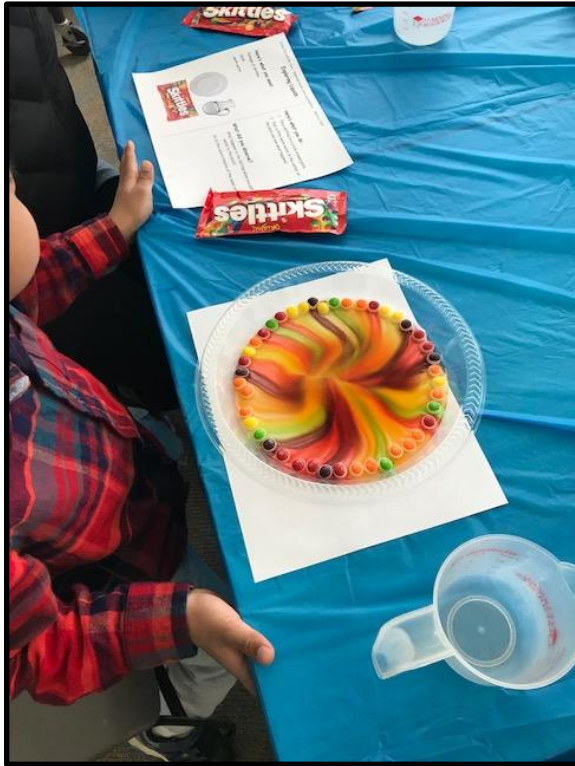
- **STEAM Club w/Ms. Laura at JEH:**

STEAM Club offers families an introduction to STEAM topics and the opportunity to learn experientially. Families experimented with chemical reactions at 6 stations including capturing color changes on paper to bring home. They arranged skittles in a circle, and watched what happened when they added warm water; added food coloring to milk and saw what happened when they introduced dishwashing liquid; created rainbows on black paper with clear nail polish and water; investigated chemical reactions between water, vegetable oil, vinegar, baking soda, and bubble solution. They followed experiment instructions and used pipettes to introduce the different solutions. Take homes were marbled paper made with color-saturated milk, black paper with rainbow colors from the nail polish experiment, experiment procedure sheets.

- *Outcome:* Library resources shared to engage families. Early literacy/STEM skills gained through participation in programs for at-risk children and their families. Young children and their families are introduced to STEM concepts through experimentation and exposure in a supportive and fun atmosphere. Learning is enhanced by families working together. 48 people participated: 18 families consisting of 27 kids, 19 adults and 2 staff.









STEAM Club w/Ms. Laura at JEH

- **Learning & Growing at the Family Center:**

Storytime and PACT activity for Home Visiting Families -due to bad weather, only one family showed up for Learning & Growing this month. This repeated across all of the programming for Home Visiting families during this month. I read books, sang songs and we practiced fine motor skills with materials I brought.

- *Outcome:* Reinforcing positive interactions with books and the library and skill acquisition through PACT art/STEM activities. Participants 3 (1 child, 1 adult, 1 staff): fine motor and STEM skill-building and encouraging parents to work with their children.

- **STEM session in 2 toddler classes at Doorway to Learning (Family Center):**

The STEM program was practicing with levers and included moving pom poms into muffin tins using tongs and tweezers, matching colors of pom poms and using a marshmallow shooter (with pompoms). This program was conducted in the two toddler classrooms. The children benefited from repeating some of the activity from the month before and in the older toddler room, the children really enjoyed and became adept with the marshmallow shooter.

- *Outcome:* Library resources are extended into the community, and early literacy/STEM skills gained through participation in programs for at-risk children. Young children are introduced to STEM concepts through exposure and play. 22 participants: Led STEM activity about levers with 16 children and 6 staff in the Toddler classes.

D65 - School-Aged:

- **K-Tours:**

Kindergarten students from King Arts, Bessie Rhodes and Washington Schools toured the Children's Room in March and participated in a library card drive. The children are also invited to return with their parents. Park School will visit in April. All staff in Children's participate in K-Tours, taking turns with the rotation. 187 students; 84 new library cards made; 2 Skokie library cards registered

- *Outcome:* Through partnerships, information about and equitable access to library services will be expanded. All children gain familiarity with the library services and staff, developing comfort and ease with the space and collection. Older students I see in afterschool programs often tell me that they come to the library a lot and many recall their Kindergarten visits to me. *Total of 819 D65 students have toured the Children's Room, heard a storytime and participated in a craft activity; 361 new library cards were issued; 15 Skokie library cards for kindergarten students were entered in our database; 100 families returned to the library and received a new book.*

- **Washington Afterschool stories and STEM/craft activity:**

Visited, read 2 books and provided slime-making STEM activity to students at Washington School

- *Outcome:* Library resources and STEM/craft experiences are shared with children (Title I school). 37 participants (35 students, 2 staff)

Teen Services Highlights from Renee Neumeier and team include:

Behavior Expectations

- Based on feedback from staff and teens, teen services staff and social worker Justine Janis updated and revised the behavior expectations for the Loft. They are now posted throughout the Loft and include information on what happens if teens are not meeting those expectations. This will allow more clarity and consistency for teens, teen services staff and security.

Outreach/Community Engagement:

Y.O.U.:

- Code-a-Thon
 - Tyler and Laura Antolin attended the Y.O.U. Code-a-thon and led a workshop on programming LEGO "Mars Rover" robots to detect and pick-up objects. This workshop was part of a larger event all related to coding targeted towards children and families in the 5th ward.
 - This was a successful event. It was a good opportunity to connect with a community partner and their users. It was well attended and demonstrated a need for similar events. Tyler thinks the library could host something similar for the wider community, potentially around Computer Science Education week in early December. He thinks it would be good event for collaboration between the departments.

Family Focus

- Renee met with program manager, Virnette Adams, from Family Focus. They discussed different options for partnering in the spring and summer. For the spring EPL will be providing books for a creative writing program Virnette is running at Nichols and in the summer EPL will provide the books for the same program when it's hosted at Family Focus.
- They also discussed having Family Focus students come to Betsy Bird's teen writing program she'll be running this summer or having Betsy come to Family Focus to lead a few sessions there.

D65:

Summer Recommended Reading List

- In collaboration with D65 librarians who are working with grades 6-8, developing a list of titles for recommended middle school summer reading; EPL and each school contributed 4-5 titles. EPL will purchase multiple copies of the titles for all

three EPL locations. Renee and Kevin will booktalk these titles as part of teen services summer reading program promotional visits in May and June. There is a mix of graphic novels, nonfiction and fiction on the list.

Haven Teacher Booktalks

- Renee worked with Amy Odwarka at Haven to put together some lunch time booktalks for Haven Middle School language arts teachers. Amy and Renee highlighted recent award winners and other stand out books that have come out recently. Amy demonstrated some of the resources available on the *We Need Diverse Books* website and their new book diverse book database *Our Story*.

Northwestern University:

- Renee and Tyler met with Dr. Mike Horn from the Office of Community Education Partnerships to discuss teen services hosting some programs and workshops focused on Dr. Horn's new program called TunePad. TunePad teaches young kids and teens how to code with Python through music mixing and creation. Teen Services agreed to host a TunePad program on D65's half day at the beginning of May. We are continuing conversations with Dr. Horn and the OCEP on participating in a grant that includes a bigger commitment to TunePad in the future.

Programs:

Hacking Electronics:

- Participants used programmable microcontrollers to create a laser tag game. The microcontrollers can both send and receive infrared lasers, so participants programmed them to send out a signal to other boards on a button push and also programmed actions when their boards received a signal.

Outcomes: The Hacking Electronics series continues to be well attended and is developing a group of regular participants. Each participant was able to develop a working laser tag game and demonstrated an understanding of how it worked.

Remix:

- Music Remix was a drop-in program where teens used an iPad app, dJAY 2, to edit and remix music.

Outcomes: This program was designed to engage our after-school regulars. Music is important to them and Tyler wanted to provide more resources to connect them to their interests and the library. As anticipated, many of our after-school regulars did use the iPad app to remix songs. Their engagement with the app was mixed. Some used it

briefly and others used it for almost the entire time they were available. Tyler believes there is room to grow similar programs based on the interest displayed. Future ideas include connecting participants to music professionals and developing a competition/challenge.

Make Music:

- Tyler planned a program targeted at middle students for their early dismissal on the first Wednesday of the month. Participants used littleBits synth kits to explore how circuits can be used to create electronic music.

Outcomes: The goals for this program were to provide an activity in the Loft for early dismissal days and to provide a STEM program around creating music. It was successful on both accounts. The registration for this program filled up and had a waiting list. This demonstrated the demand for activities on early dismissal days. The participants were also very engaged with the littleBits synth kits and created sounds and music using electronic circuits. The Teen staff is looking into planning more programs along these lines on early dismissal days.

Loft Lab: Audio Challenge

- Tyler led an inquiry based STEM workshop that explored sound and how different materials propagate sound waves. Participants were given an amplifier and a surface transducer speaker, which vibrates objects to reproduce sound waves. They first discussed what sound waves are and then developed theories about what materials would be good at reproducing sound waves. Tyler also provided a variety of objects and materials, such as cardboard, glass jars, foam, stuff, etc. Participants then experimented and tried to develop the best possible speakers using the materials at hand.

Outcomes: The goals of this program were to help the participants develop a better understanding of how sound works and how to use the inquiry based method to explore problems/challenges. This program was successful on both accounts. The participants demonstrated a greater understanding of how sound travels through different materials by the end of the program. Each of them also continuously experimented throughout the program.

Knifty Knitting:

Elacsha now has a core group of knitters who come on Tuesday evenings. They've been working on a variety of projects from socks to blankets. Some of the teens who come have used the space before, but some of them came specifically for this program and hadn't been in the space before.

Program Planning:

Lego Robotics Camp/Arcade Game Design Camp:

- Renee, Tyler and Kelly Rooney (D65) continued to create the curriculum for the two summer camps. For robotics we are focusing on having youth identify a real world problem they want to solve with a robot. They'll be shown different examples of robots, learn how to build and use Lego Mindstorms Ev3 and then they'll pitch ideas to the group about different robot design options. The group will vote on up to 6 options and then the youth will break into groups and build the type they're most interested in creating. Instead of front loading lots of content, the attendees will learn by doing and completing challenges. When designing their final robot, they will work through the engineering design process to revise and tweak their projects. At end they'll all talk through and reflect on their process and demonstrate their robots for the group. While we've finished much of the planning for the Lego camp, we are just beginning to lay things out for the game design camp. Currently we are suggesting that youth design a clone of a classic game. We'll talk through things that all games have in common such as variables. Youth can pick out the type of game they want to make. Finally they will move their games onto Raspberry Pis and they'll assemble and decorate table top arcades in which they will play their games. We are working to make both camps inquiry based and aligned with the Next Generation Science Standards.

Outcomes: The work on these camps continues a strong partnership between EPL and D65. The camps structure and the tie in of NGSS practices continues building a bridge between what happens in school and out of school places in Evanston. This camp is also targeting those underrepresented and underserved in STEM so it will be providing access to those groups on these topics so they can begin to shape their STEM identities and explore STEM arena.

Lego Sumo Tournament

- Tyler continues to work with Y.O.U. to plan the LEGO Sumo Tournament. Teams of kids will construct a robot to push an opponent's robot out of a ring. The event will be held at Y.O.U. to help strengthen our partnership with them and due to space constraints at the main library. The response to this from the community has been strong. We had to close the registration early and increase the number of participating teams due the demand. We expect this to be a successful event.

Professional Development:
Innovative Technologies and Tech Trends:

- Renee watched a RAILS webinar focusing on the latest trends in technology and how they impact libraries. Two that stood out were smart homes and augmented reality. With platforms like Alexa and Google home, people can contact all different aspects of their lives from telling Alexa what to do, to syncing with home security and heating and cooling systems. While all of that can make life easier, it's also a way data is being collected. Long term it will interesting to see data issues that may arise for example: what if a company is bought, then what happens to your data? Libraries can help educate and be knowledgeable on these devices and their implications for their patrons. Augmented reality is really changing gaming, entertainment and the ways people experience the world and interact with it and each other. Once again libraries can utilize this tech for their programming and also provide information on it to the communities it serves.

Outcomes: Staff has a better understanding of upcoming trends and how that can translate into innovative programs and services as well as providing access to information about those technologies and trends for patrons.

Tinker/Recharge-Equity in Making:

- Tinker and the Recharge committee partnered to bring Dr. Shirin Vossoughi and Dr. Natalie Davis from the School of Science and Social Policy at Northwestern University to present on equity in making. As facilitators for Tinker, Tyler and Renee both attended the event.

Outcomes: Staff gained an understanding of how to facilitate and approach making and programming in a more equitable way.

Cultural Competency Training:

What is White Privilege Equity Training:

- Renee attended an equity training focused on defining, identifying and understanding privilege and White privilege in particular. She learned about how she can use her privilege and power to help those with less privilege and power. Renee also understood how privilege continues to effect people over time and shapes their lives and what they have access too.

Outcomes: EPL staff gains more tools and understanding to better serve the community with regard to providing library services and in the development of programming.

Equity Training - Developing Cultural Competence

Tyler attended this session. The presenter stressed the importance not making assumptions about people based upon race, gender, sexuality, ethnicity, religion, etc. People are complex and often defy prevalent cultural stereotypes. It is important to be aware of cultural competence in order to treat everyone with respect and as individuals and not the sum of our personal assumptions.

Community Engagement Highlights from Jill Skwerski include:

- Mental Health Fair - In collaboration with community partners, put finishing touches on planning for April 28 event, which will feature participation from over 30 service providers and will include screenings and optional one-on-one consultations with a mental health professional.
- CIF Grant - With guidance from Kathy Lyons and the *Change Champions Project*, we are working on developing an all staff training tool to help EPL think organizationally about ability awareness and inclusion in library services, programs and staffing. Next, we will pilot the tool with staff and begin to gather feedback on how staff need support in making EPL more inclusive.
- International Women's Day Commemoration - As a partner in this event, worked with the YWCA and other community sponsors to plan and present a successful evening attended by 150 people, featuring a film screening, panel discussion and meal. Event details [here](#).
- Off-site visits - residential visits to Three Crowns Park, Perlman Apartments, Primm Tower along with regular visits to Produce Mobile and Hillside Pantry.
Outcome: Continue to anchor our presence in the community serving those who may not otherwise have easy access to library services. Totals for this month's visits: 62 checkouts and 2 new cards.
- Interviews underway: Conducted interviews for two Tech Trainer positions and began process for Community Engagement Library Assistant position. With the departure of Miguel Ruiz in April, the search process for a new Latino Engagement Librarian will begin as soon as possible.

Latino Engagement Highlights from Miguel Ruiz include:

Community Engagement

Transforming White Privilege Workshop Facilitator: In collaboration with faith-based and non-profit organizations, facilitated a two-hour component of a four-evening session on white privilege to over 60 Evanston community members.

Books & Breakfast Volunteer: Invited to participate and register as a volunteer for the Books & Breakfast program at Dewey Elementary School. As a volunteer tutor, I help Latino students with their Spanish/English literacy and math skills

once a week, while providing a welcoming environment and serving as a professional that reflects their identity.

Community Resident Meetings: Met with local Latino residents to listen and offer support regarding their concerns, ideas, and challenges regarding literacy skills for the city's young Latino students. Additionally met with the Mudlark theater leadership team to assist them in developing a strategy for reaching out to Latino students in our community.

Professional Development

Public Library Association Presentation: Presented to over 300 participants at a national conference on Latino Engagement as the Evanston Public Library, reaffirming our library's commitment to diversity, inclusion and equity.

Community Partnerships

University of Illinois iSchool: Partnered with the iSchool to bring in a library school student to shadow me, as well as learn about the work that we do at Evanston Public Library.

Administrative

Candidate Interviews: Interviewed candidates for the part-time community engagement position with the Community Engagement Librarian.

Neighborhood Services Highlights from Connie Heneghan and team include:

Passive Adult Programs at CAMS:

Irwin, a retired surgeon joined the knitting group to help with the neuropathy in his hands. Volunteer leader, Katie helped him to unravel the mystery of knitting.

Sherry, long time attendee at Color Me Calm completed her first project. She has been working on this wolf for four months.

Outcome: Both of these programs provide all Evanston residents equitable access to the resources, spaces and information needed to support and nurture their educational, entertainment and cultural needs.



Winter Reading extended into March. In addition to the work Laura Antolin did with home daycare providers, 81 preschoolers (age birth through 3 yrs) registered for Winter Reading. 60 of these preschoolers recorded reading for 14 days and returned their reading log for a prize book. This prize winner couldn't wait to read his new book.



Outcome: Supporting parents to achieve the goal that every child experiences the pleasure of reading, the joy of learning, enters school with the requisite developmental skills.

Spring Break included showing the movie *Coco* at CAMS and providing a craft. And reproducing our successful Stuffed Animal Sleepover at North.



Women's History Month

Evanston residents, including Deputy Police Chief Aretha Barnes, came to observe and support Peggy Tarr as Sam Guz interviewed her for a podcast recording during Women's History Month for *Underground Routes: the Hidden Lives of Women*.



Chess Club at CAMS

This month we had intergenerational chess including a mother teaching her precocious 2 year old how the pieces move.



Other services included:

Test proctoring. (Nancy Engel)

Submissions to Staff Recommendations (Barb Levie)

Barkskins by Annie Proulx

What Alice Forgot by Liane Moriarty

Family Album by Penelope Lively

Staff also participated in the following meetings and training sessions.

*All neighborhood services staff watched the Polaris videos and practiced using the Polaris tools.

*Polaris Training included PowerPAC, Leap, Circulation and Reports (Ro Stevenson, Kerry Little, Paula Shapiro, Katy Jacob, Gabriela Mansera, Connie Heneghan and Bridget Sweeney)

*In addition Bridget met weekly with Heather Norborg to plan for Polaris training at staff day. Katy Jacob and Connie prepared for PowerPAC training at Staff Day.

*Paula Shapiro found adaptations for Polaris to improve the font and contrast to meet ADA requirements.

*Paula Shapiro watched a webinar on non-fiction titles and has been making a list of juvenile non-fiction to improve the North Branch collection.

*Children's Book Committee meeting (Bridget Sweeney, Katy Jacob, Paula Shapiro, and Kerry Little)

*Transforming White Privilege sponsored by the Unitarian Church (4 sessions) attended by Kate Kniffen and Ro Stevenson.

*Micro Aggression Equity Training and Mental Health First Aid (Bridget Sweeney)

*Equity and Empowerment Training: Developing Cultural Competence at the Civic Center and led by Eileen Hogan Heineman (Nani Boyce and Connie Heneghan)

*Mayor's Luncheon (Connie Heneghan)

*Attended Harwood Community of Practice at Skokie Public Library (Connie Heneghan)

*Attended Robert Crown Collection Development meeting (Connie Heneghan)

*Met with Susan Moss to plan for Illinois State Poetry Society programming at North Branch in April (Connie Heneghan)

* Met with Anya and Madeline who will be leading an Adult YA Book Discussion at CAMS. (Connie Heneghan)

*Attended Central Street Business Association Annual Meeting. (Connie Heneghan)

Adult Services Highlights from Heather Norborg and team include:

Programs and Events this month:

Book Discussions:

Narrative Non-Fiction Book Group:

Kim Hiltwein led a discussion of the WWII book *Vanished*. It was a lively discussion because the book, unlike most, focused on those lost who did not survive, but were assumed dead. There was a lot of interest in the story. Also, she finalized the new calendar of books and confirmed October 30th for Robert Kurson to come back and present his new book.

Sci-Fi Book Group:

Lorena Neal and seven members of the Science Fiction & Fantasy Book Group met to discuss "*A Canticle for Leibowitz*" by Walter M. Miller. The group will discuss "*Amberlough*," by Lara Elena Donnelly, on April 4. The group continues to enjoy engaging in our Facebook group on topics related to the books we have read and other science fiction/fantasy news.

Graphic Novel Book Group:

Heather Norborg and 5 members of the League of Graphic Novels Readers group met to discuss *Imagine Wanting Only This* by Kristen Radke. Our next book is *Roughneck* by Jeff Lemire.

History Book Group:

March 5 was the first meeting of the History Book Group. Ten participants met to discuss Candice Millard's *HERO OF THE EMPIRE: The Boer War, a Daring Escape, and the Making of Winston Churchill*. Next meeting: Monday, May 7, to discuss Mary Beard, *SPQR: A History of Rome*.

African American Literature:

March was also the first month for the relaunched AAL group. Susan McClelland and 10 members of the AAL Book Group met to discuss *Citizen; An American Lyric*. Our next book is *We're Going to Need More Wine* by Gabrielle Union.

ReadAbility Book Group:

This weekly group is for adults with disabilities, led by Jeny Mills. We spend 4 months reading a book aloud and discussing together. This month we continued reading *HOUSE RULES* by Jodi Picoult. We consistently get at least 6 group members attending each meeting, and sometimes have as many as 10 or more people that attend. The participants are loving the book-- many have read ahead to the end already, but enjoy

coming week to week and participating in our discussions. We always have to announce "no spoilers" so as not to ruin the book for those that have not finished-- everyone is so eager to discuss it! They ask questions about word meanings and we have many discussions about characters and their motivations, plot points, legal proceedings and police procedures.

Mission Impossible Dostoevsky:

Mission Impossible

-- In March, Russell Johnson led 5 Brothers K discussion groups (3/12, 3/15, 3/18, 3/19, 3/22).

-- Wrote discussion questions for my 5 discussion groups and found the supplementary article Dostoevsky's Childhood and 'Crime & Punishment' by Louis Breger.

-- Posted "Dr. Irwin Weil on Crime and Punishment" to the MI: Dostoevsky blog.

-- Responded to countless participant questions, scheduling conflicts, and other MI inquiries in a timely manner via phone and email.

Outcome: Keep people engaged, reach new audiences, and keep the discussions fresh.

Evanston Reads: Citizen March events:

3/10 - *Whose Streets?* Screening and Discussion - 13 people.

3/12 - Evanston/Northwestern Humanities Lecture Series "Police Powers, the Anti-Slavery Movement, and the Origins of the Fourteenth Amendment" - 45 people.

3/14 - AAL *Citizen* Discussion - 10 people

3/19 - Nate Marshall Reading and Signing - 34 people

3/21 - YWCA *Citizen* Discussion

3/21 - Main Library *Citizen* Discussion - 4 people

Outcomes: Book discussion groups promote the library strategic goals of engagement and literacy. The ReadAbility group also improves Access to the library's resources for adults with disabilities.

Author Events (Russ Johnson):

-- Local Author Showcase: Memoir (3/14) - Set up the tech for the reading. Gave a welcome and introduced both authors. Facilitated book sales after the event.

Outcomes: Continued our support of new and localish authors by broadening the audience for their books while best utilizing staff time.

-- National Vegetarian Museum Reception and Reading (3/24) - Set up the room and tech for the event. Gave a welcome and introduced Kay Stepkin - the founder of the museum - and Chicago author Robert Grillo who discussed his book *Farm to Fable*. Facilitated a Q&A as well as book sales.

Outcomes: Continued to offer programs and exhibits of interest to the Evanston community while supporting local authors.

Legal Programming (Lorena Neal):

The March session of Law At The Library, on Buying and Selling A Home, was attended by 13 people. Our April session will be on Employment Law.

Chokshi Filippone continues to provide free legal consultations on the 2nd and 4th Wednesday evening of each month. Appointments have been fully booked in advance, and we are now booking into May.

Outcomes: The purpose of the Law At the Library program and the free legal consultations as they relate to the library's strategic goals is to improve Access to justice (defined as the ability of people to seek and obtain a remedy through formal or informal institutions of justice for grievances) to the Evanston community, as well as to support learning & literacy (through increased knowledge of legal subjects).

Digital Literacy Programming (Heather Norborg):

Our Thursday Tech Tutorials partnership with volunteers from North Shore Village and SASI continued in March, with an average of 12 attendees at each event and two events per week.

We have two open part-time technology trainer positions and one part-time technology associate position.

Current Events & Other Programming:

SCORE Counseling (Heather Norborg): 8 individuals had one-on-one appointments with SCORE, a nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship.

Career counseling (Heather Norborg): 6 individuals had one-on-one appointments with our volunteer career counselor. Our volunteer career counselor, Darryl Grant, shares this email from one of his clients:

Hi Darryl,

I hope this email finds you well! I wanted to reach out and share the happy news that I have accepted an Associate Manager -Marketing position at Walgreen's Boots Alliance. Thank you so much for your mentorship and sponsorship this past year-I couldn't have done it without you.

After Hours Film (Kim Hiltwein):

Showed *Darkest Hour* to 78 people. The Oscars were the following Sunday where Gary Oldman won the Best Actor award. People were really happy to see this film.

Ongoing Projects:

Local Art @ EPL

- Assisted with the installation of the National Vegetarian Museum exhibit (4/1)
- Added blurb to the website and connected reporters from the Chicago Tribune, Daily Northwestern, and the Roundtable with museum founder Kay Stepkin for interviews.
- Scheduled exhibits by local artists Mo Ulciny (August 2018) and Susan Gundlach (September 2018).

BOOKS ON WHEELS (Julie Rand)

- 4 new patrons this month.

Free Book Distribution sites (Jeff Balch):

- distributed about 1000 books in March (minus 200 returns).
- continued dialogue with the Childcare Network of Evanston regarding potential FBD participation

Community Directory (Lorena Neal):

We continue to update organizations in the directory each month. I spoke with members of the Evanston Mental Health Board regarding updates they would like to see to our mental health resources section, and have been making those changes as well.

Training and Meetings:

March 9: Jeff Garrett was shadowed at the Reference Desk by an MLIS student from San Jose State University, 3 to 6 pm. He took copious notes and we had some interesting patron interactions. I also introduced him to Justine, and the two of them talked about her role here at the library.

March 25: Jeff Garrett met with Luke Thompson, a recent Columbia University PhD in East Asian Studies, at the Reference Desk, 3 to 5 pm. He had been referred to me to discuss careers in academic librarianship. (He also graciously helped some patrons with computer problems when I was busy helping others.)

Heather Ross and Julie Rand attended the City of Evanston Implicit Bias Workshop on March 21.

Julie Rand and Heather Norborg attended Assertiveness Training on March 1 with Justine Janis.

Technical Services Highlights from Tim Longo and team include:

Items Added March 2018

Adult at Main=1316

Adult at North=49

Adult at CAMS=14

Total adult items=1379

Juvenile at Main=1264

Juvenile at North=83

Juvenile at CAMS=36

Total juv items=1383

YA at Main=339

YA at North=42

YA at CAMS+42

Total YA items=423

Total items added to collection in March 2018= 3185

Carts Ordered:

Evanston RW Adult Fiction: 106.37

Evanston RW Adult Non-Fiction: 957.70

Evanston PL Fiction- Mystery & Detective: 34.38

Non-CLS: 810.21

Non-CLS Most Wanted: 220.87

Romance: 138.05

Urban: 14.25

Fantasy: 213.84

Lost Replacements: 502.50

Damaged Replacements: 458.65

Poly: 180.07

Misc: 140.33

Ebooks Purchased: 311.98

DVDs: 881.66

Amazon: 189.64

Patron Requests:

Received 38 patron book requests for March. Will purchase 21 of the titles suggested.

Received 2 patron audiobook requests for March. Will purchase 2 of the titles suggested.

Received 2 patron ebook requests for March. Will purchase 0 of the titles suggested.

Received 3 patron DVD requests for March. Will purchase 3 of the titles suggested.

Staff Requests:

- Martha Meyer: Suggested the purchase of 1 book. Purchased: 1
- Heather Norborg: Suggested the purchase of 1 book. Purchased: 1
- Jill Schacter: Suggested the purchase of 1 book. Purchased: 1
- Gabriela Mansera: Suggested the purchase of 1 book. Purchased 1

Donations:

Adult Gift Books Added to the Collection: 35

Adult Gift DVDs Added to the Collection: 10

Local Authors Added to the Collection:

Redlined: A Memoir of Race, Change, and Fractured Community in 1960s Chicago by Linda Gartz.

Weeding:

Books Sent to Repair: 15

Most Wanted Titles Weeded: 59

Most Wanted Titles Added to the Circ Collection (Main): 7

Damaged Books Weeded: 154

Damaged DVDs Weeded: 13

Frankenstein DVDs Weeded: 12

Other Books Weeded: 4

Audiobooks Weeded: 1

Old Editions of New Books on Standing Orders Pulled: 43

Books Sent to be Relabeled, Cataloged, etc. : 20

DVDs Sent to be Relabeled, Cataloged, etc: 1

Weeding Plan for Fiction

Missing: 56

Weeded: 1402

Weeding Plan for Nonfiction (700s)

Missing: 33

Weeded: 346

Displays

First Floor – Celebrating Cinema

Volunteer Highlights from Mary Kling include:

- Interviewed 14 volunteers
- Checked references of six volunteers
- Received requests for additional volunteers from Staff (Children's, Concierge, Flyer Distribution, The Loft, Flyers, ReadABLE Book Club, Mental Health Fair, National Library Week Surveys)
- Placed new volunteers in Children's, ReadABLE Book Club, Flyers, Concierge, and Human Library
- Monitored Volunteer Evanston website for referrals and verification of hours logged by volunteers
- Updated volunteer information in Raiser's Edge
- Continued planning for Human Library with Julie Rand

Correspondence to share:

From Martha Meyer: Here is a great example of a volunteer working seamlessly with Library staff and making the patron experience better as a result.

3/ 29 The Thursday concierge, Michael, introduced me to a brand new mom who had just moved to Evanston and knew no one. She came to The Young and the Restless because of the information on our website. She enjoyed the storytime (as did her baby) but after the storytime, I was able to introduce her to 2 other storytime attendees whose first language is Turkish. When I sat down and asked her after storytime how she was she said, "*It is so good to*

chat in your own language!" As I walked away, I saw the 3 moms trading phone numbers. Big thanks to Michael, our concierge, who by going above and beyond introducing this Young and the Restless attendee to me, I was given the opportunity to do something special.

3/29 Oliver and his mother. Oliver is well known (as is his younger brother) in storytimes. However, his mother confided in me today that because she had a baby sitter, she said she could have a "date" with Oliver. He's had dates with his mom before, ever since his younger brother was born. This time, he just wanted to come to the library with his mom. "How cool is that?" said Oliver's mom!

3/23 An African American Mom. She came into the children's department desk and said she had a 6 year old and she wanted her to practice her reading and then she tilted her head and looked straight at me and said, "Do you have any books with US in them?" I smiled because I felt that we'd been waiting, just waiting for this question. I began to share with her some of the new JChapter books with African American lead characters but she said they were too hard. So we then launched into picture books and she loved *Sunday Morning* and *The Ring Bearer*; there was also a new nonfiction book–*Little Leaders; Bold Women in Black History* and then I led her over to the much older Mary Hoffman's *Amazing Grace* – and showed her the book in which Grace discovers that you can be a pink princess or you can be an African Queen in Kente Cloth. She kept expressing surprise at what was available. Finally, she told me that she already had too many books, to stop recommending! **Bravo to Brian Wilson who selected all these great new and old books and created a way for us to have them on display, just ready for that RA moment.**



Outcomes: Connected community members and students with meaningful volunteer opportunities in order to provide expanded service to EPL staff and patrons.

[in Children's]Our most delightful patron this month was a three year old girl – here playing with her friend. From across the desk I could hear them in the middle of their imaginary play – the girl was holding up a board book and telling her friend in a very animated voice, "I have a book that will CHANGE YOUR LIFE!"

From: Brian Wilson: A parent from my Wednesday drop-in preschool story time said that she gave her daughter a choice on a beautiful morning: playing in the park or going to the library for story time. The mom said the daughter jumped up and down instantly yelling "story time! Library! story time! library!"

Upcoming events of Note:

Future Program Planning from Adult Services:
Money Smart Week is April 23-27. We have two programs with outside experts on Social Security and Retirement planning.

-- Evanston Literary Fest - Russ Johnson continued extensive planning for the fest which will take place May 12-20.

- Evanston Book Fair - Completed the fair application, posted it on the website, and shared it with John and Lynn for inviting local authors, presses, and lit orgs directly. As of March 31, we already had 26 applicants, and I've begun the selection process.

Outcomes: Continue our support of the local literary community. Give authors, presses, and lit orgs a networking opportunity, and a way for lit lovers to discover the great work happening in our community.

- "Vivian Maier: A Photographer's Life and Afterlife" - Scheduled NU professor Pamela Bannos to discuss her acclaimed new book on May 13.

Outcomes: Continue our support of the local literary and arts community, strengthen our partnership with NU and offer programming on the endlessly fascinating topic of Vivian Maier's life and work.

- "Beasts at Bedtime" - Finalized this event for May 14. Evanston resident and DePaul professor Liam Heneghan will share his book about environmentalism in children's lit. and Betsy will moderate.

Outcomes: Continue our support of the local literary community and offer programming of interest to environmentalists and lovers of children's lit.

- Charles Johnson Reading - Finalized this event for May 15. Charles Johnson is an Evanston native, the author of *Middle Passage*, and the second African-American author to win the National Book Award. He will be sharing his new book *Night Hawks*.

Outcomes: Continue offering readings by high profile authors, and events of interest to the African-American community and lit lovers of all types.

- Daniel Kraus Reading - Worked to schedule a May 19 reading of his novel *The Shape of Water*.

Outcomes: Continue offering readings by high profile authors.

- Memoir Writing Workshop - David Berner will teach this 90-minute introduction to writing your life story on May 20.

-- "Tips For Living: A Novel of Suspense" - Added calendar and website blurbs for this April 19 reading by Renee Shafransky. Designed a flyer and poster, and promoted the event on EPL's Facebook page.

Outcomes: Continue our support of writers with Evanston connections and offer programming of interest to fiction and mystery lovers.

-- "White Like Her: My Family's Story of Race and Racial Passing" - Scheduled this reading for 7/17 at the suggestion of a two Evanston book groups. Mystery writer Gail Lukasik will discuss her memoir that was featured on the Genealogy Roadshow and lauded by Kirkus and the Washington Post.

Outcomes: Continue to respond to the reading interests of our community and offer programs of interest to genealogists, memoir fans, and anyone interested in engaging conversations about race and history.

Health & Wellness (Susan McClelland): Susan contacted Senior Helpers health care center, and spoke to a staff member about bringing a series of Medicare information sessions to the library.

Susan attended the March health programming session presented by Northshore Village coordinators, and suggested some themes for future discussions around nutrition, hormone replacement therapy alternatives and joint health and aging.

Gardening (Julie Rand): Tree care walking lecture with Treekeepers (part of Openlands) for April 29, 1-2:30.

Free Comic Book Day

Saturday, May 5, 9am-6pm, Lobby, Main Library 10-6pm, North Branch and Chicago Ave Main Street Branch

Activities include:

- Comic book giveaway
- Green Screen Photobooth
- Superhero mask making
- Movies

Excerpts from Patron feedback:

Excerpts from Patron feedback and other items of note from Adult Services:

March 15: "Shout Out" in the Evanston Review, Thursday, March 15: "Jeffrey Garrett, Evanston Librarian": <http://www.chicagotribune.com/suburbs/evanston/news/ct-evr-shout-out-jeffrey-garrett-tl-0308-20180307-story.html>.

-A resident of the Presbyterian Homes and a BOW patron said she was so grateful for the program and asked me to thank the volunteer, Al Bjornson, who brings her materials.

-A Chicago resident who uses the Evanston Library stopped by the RA desk to chat and to say how much he likes EPL. He said "This library is wonderful! It's so clean and quiet and you can actually find people to help you. In Chicago they have no customer service but here everyone is so helpful."

-A male patron whom Julie Rand helped edit a cover letter for a job stopped me on the third floor to thank me and tell me that he had gotten an interview. He credited the revised cover letter with helping him get his foot in the door.

A patron who is an esteemed author and EPL's wittiest raconteur, confessed that he hadn't yet heard any of the music from *Hamilton*. Jeff Balch told him this was unacceptable and gave him a copy of the CD. A week later he stopped at my desk to return the CD and express his astonishment. "It is truly revolutionary," he said, before thanking me three or four times. "My only complaint, if it can be called a complaint, is that the beat is so powerful that it sometimes overcomes the melody." We discussed that idea at some length, to the satisfaction of us both.



Memorandum

To: Evanston Public Library Board of Trustees
Karen Danczak Lyons, Library Director

From: Lea Hernandez-Solis, Bookkeeper
Tera Davis, Accounts Payable Coordinator

Subject: Library Fund Bills

Date: May 11, 2018

Recommended Action

Payroll

April 2, 2018 through April 15, 2018	\$ 152,146.05
April 16, 2018 through April 29, 2018	\$ 145,488.60

Library Fund Bills List

May 15, 2018	\$ 25,807.22
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Attachments: Bills Lists

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.24.2018

185 LIBRARY FUND			
4805	LIBRARY YOUTH SERVICES		
	62341 SCHOLASTIC LIBRARY PUBLISHING	BOOKFLIX GOLD RENEWAL	4,236.00
	65630 BAKER & TAYLOR	JUV PRINT	7,307.03
	65630 EDUCATIONAL DEVELOPMENT	JUV PRINT	770.04
	65641 BAKER & TAYLOR	JUV AV	383.83
	65641 MIDWEST TAPE	JUV AV	<u>754.77</u>
4805	LIBRARY YOUTH SERVICES Total		13,451.67
4806	LIBRARY ADULT SERVICES		
	65100 PARNESHIA JONES	SPEAKER HONORARIUM	250.00
	65100 KRISTA FRANKLIN	SPEAKER HONORARIUM	250.00
	65100 KELLY ELLIS	SPEAKER HONORARIUM	250.00
	65630 BAKER & TAYLOR	ADULT PRINT	6,583.93
	65630 GALE RESEARCH INC.	ADULT PRINT	278.15
	65641 MIDWEST TAPE	ADULT AV	1,506.40
	65641 RECORDED BOOKS INC.	ADULT AV	<u>401.20</u>
4806	LIBRARY ADULT SERVICES Total		9,519.68
4820	LIBRARY CIRCULATION		
	52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	143.20
	57515 HIGHLAND PARK PUBLIC LIBRARY	ITEM#0000109327338	20.99
	57515 DES PLAINES PUBLIC LIBRARY	ITEM#11525849	20.00
	57515 GLENVIEW PUBLIC LIBRARY	ILL LOST BOOK 31170010321044	<u>29.99</u>
4820	LIBRARY CIRCULATION Total		214.18
4825	LIBRARY NEIGHBORHOOD SERVICES		
	62375 ESSKAY DEVELOPMENT LLC	RENT FOR CHICAGO AVE/MAIN ST LOCATION	4,332.00
	64015 NICOR	NATURAL GAS AT CAMS	242.51
	65630 BAKER & TAYLOR	ADULT PRINT	212.85
	65630 BAKER & TAYLOR	JUV PRINT	610.86
	65630 EDUCATIONAL DEVELOPMENT	JUV PRINT	<u>119.97</u>
4825	LIBRARY NEIGHBORHOOD SERVICES Total		5,518.19
4835	LIBRARY TECHNICAL SERVICES		
	62340 BRIDGEALL LIBRARIES LTD.	COMPUTER LICENSE SUPPORT	6,250.00
	62341 SPRINT	INTERNET MOBILE ACCESS	3,752.00
	62341 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	72.02
	62341 COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	7,089.02
	62341 COOPERATIVE COMPUTER SERVICES	OCLC APRIL 2018	<u>1,240.00</u>
4835	LIBRARY TECHNICAL SERVICES Total		18,403.04
4840	LIBRARY MAINTENANCE		
	61626 VERIZON WIRELESS	WIRELESS/INTERNET AND CELLPHONES	213.56
	62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,375.00
	62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	185.00
	64015 NICOR	UTILITIES NICOR	<u>603.03</u>
4840	LIBRARY MAINTENANCE Total		8,376.59
4845	LIBRARY ADMINISTRATION		
	62185 TRAUTMANN, LYNN	PHOTOGRAPHY SERVICE	200.00
	62185 KLING, MARY	EPL VOLUNTEER MANAGEMENT	1,833.00
	62295 RENEE NEUMEIER	PLA CONFERENCE TRAVEL REIMBURSEMENT	206.17
	62295 KEVIN KELLEY	POPULAR CULTURE ASSOCIATION CONFERENCE	1,213.52
	62295 TYLER WORKS	PLA CONFERENCE TRAVEL REIMBURSEMENT	1,432.39
	62360 ILLINOIS LIBRARY ASSOCIATION	ALA MEMBERSHIP DUES	500.00
	62380 XEROX CORP.	COPYING SERVICE	236.03
	64540 VERIZON NETWORKFLEET, INC.	VEHICLE DETECTORS	18.95
	65095 OFFICE DEPOT	OFFICE SUPPLIES	<u>287.62</u>
4845	LIBRARY ADMINISTRATION Total		5,927.68
185 LIBRARY FUND Total			<u>61,411.03</u>
Grand Total			<u>61,411.03</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.24.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BANK OF AMERICA	PURCHASING CARD	4,006.86
			<u>4,006.86</u>
			<u>4,006.86</u>
		GRAND TOTAL	<u><u>65,417.89</u></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 05.15.2018

185 LIBRARY FUND		
4805 LIBRARY YOUTH SERVICES		
65100 AMAZON / GE CAPITAL RETAIL BANK	FREE COMIX EVENT SUPPLIES	43.11
65100 AMAZON / GE CAPITAL RETAIL BANK	GIRLS TO BE HEARD PROGRAM SUPPLIES	44.95
65100 AMAZON / GE CAPITAL RETAIL BANK	TEEN SERVICES - LEGO SUMO TOURNAMENT	37.47
65100 AMAZON / GE CAPITAL RETAIL BANK	TEEN SERVICES SUPPLIES - LEGO SUMO TOURNAMENT	50.25
65100 BAKER & TAYLOR	YA GRANT	1,205.34
65100 BAKER & TAYLOR	YA PROGRAM SUPPLIES	233.06
65630 AMAZON / GE CAPITAL RETAIL BANK	TEEN SERVICES BOOK	36.34
65630 BAKER & TAYLOR	JUV PRINT	459.65
65630 THE COMIX REVOLUTION, INC.	JUV PRINT	29.50
65630 CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	177.93
65641 BAKER & TAYLOR	AUDIO VISUAL	<u>22.75</u>
4805 LIBRARY YOUTH SERVICES Total		2,340.35
4806 LIBRARY ADULT SERVICES		
62341 SCHOLASTIC INC.	ACCT#600018168 BOOKFLIX SUBSCRIPTION	4,236.00
65100 AMAZON / GE CAPITAL RETAIL BANK	ADULT AV	26.95
65628 MIDWEST TAPE	REFERENCE BOOK ONLINE	3,489.52
65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT PRINT	142.75
65630 BAKER & TAYLOR	ADULT PRINT	346.63
65630 CENTER POINT INC	ADULT PRINT	136.62
65630 GALE RESEARCH INC.	ADULT BOOK	102.71
65630 GALE RESEARCH INC.	ADULT BOOKS	151.44
65630 GALE RESEARCH INC.	ADULT PRINT	194.92
65630 OVER DRIVE, INC.	EBOOKS	77.98
65641 AMAZON / GE CAPITAL RETAIL BANK	ADULT AUDIO BOOK	82.77
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	<u>10.00</u>
4806 LIBRARY ADULT SERVICES Total		8,998.29
4825 LIBRARY NEIGHBORHOOD SERVICES		
64015 NICOR	NATURAL GAS AT NORTH BRANCH	<u>123.51</u>
4825 LIBRARY NEIGHBORHOOD SERVICES Total		123.51
4835 LIBRARY TECHNICAL SERVICES		
62340 DEMCO, INC.	OFFICE SUPPLIES	<u>357.98</u>
4835 LIBRARY TECHNICAL SERVICES Total		357.98
4840 LIBRARY MAINTENANCE		
62225 CINTAS CORPORATION #769	MAT SERVICE	534.50
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION	145.00
64505 CALL ONE	COMMUNICATION CHARGES	303.78
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	2,131.99
65040 SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	<u>40.15</u>
4840 LIBRARY MAINTENANCE Total		3,155.42
4845 LIBRARY ADMINISTRATION		
56140 ILLINOIS DEPT OF REVENUE	*SALES TAX MAR 2018	104.00
62210 FISHEYE GRAPHIC SERVICES, INC.	EPL BOOK MARK PRINTING	130.00
62210 FISHEYE GRAPHIC SERVICES, INC.	NEW CATALOG BOOK MARK	75.00
62295 AMAZON / GE CAPITAL RETAIL BANK	STAFF TRAINING SUPPLIES	148.41
62380 XEROX CORP.	COPYING SERVICE	50.40
65095 AMAZON / GE CAPITAL RETAIL BANK	ADMIN SUPPLIES	364.97
65095 AMAZON / GE CAPITAL RETAIL BANK	DEVELOPMENT BOOK	57.02
65095 AMAZON / GE CAPITAL RETAIL BANK	OFFICE SUPPLIES	23.99
65095 OFFICE DEPOT	OFFICE SUPPLIES	209.13
65095 XEROX CORP.	COPYING SERVICE	16.80
65095 RENT A CHEF INC. DBA THE CATERIST	*DONOR & VOLUNTEER RECEPTION	5,142.02
65095 FISHEYE GRAPHIC SERVICES, INC.	DONOR AND DONOR APPRECIATION EVENT MAILING	520.00
65095 JENASPARAGUS LLC	*BRUNCH AT THE LIBRARY	<u>500.00</u>
4845 LIBRARY ADMINISTRATION Total		7,341.74
4850 LIBRARY GRANTS		
65100 BAKER & TAYLOR	COMMUNITY READS GRANT	829.43
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	<u>675.14</u>
4850 LIBRARY GRANTS Total		1,504.57
185 LIBRARY FUND Total		<u>23,821.86</u>
Grand Total		<u>23,821.86</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.15.2018

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	TWIN EAGLE	NATURAL GAS-APRIL 2018	992.73
			<u>992.73</u>
			<u>1,985.46</u>
		GRAND TOTAL	<u>25,807.32</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

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	AMERICAN LIBRARY ASSN	\$ 132.06	02/01/2018	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT SUPPLIES
LIBRARY/ADMIN	DOLLARTREE	\$ 27.00	02/01/2018	65100 LIBRARY SUPPLIES	HEAD START WORKSHOP SUPPLIES
LIBRARY/ADMIN	FACEBK 4H7SKDEH42	\$ 38.45	02/01/2018	62205 ADVERTISING	PROGRAMMING ADVERTISING ON FACEBOOK
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 27.70	02/01/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	VALLI PRODUCE	\$ 12.93	02/01/2018	65100 LIBRARY SUPPLIES	HEAD START WORKSHOP SUPPLIES
LIBRARY/ADMIN	ABLE DISTRIBUTORS	\$ 176.60	02/02/2018	65050 BUILDING MAINTENANCE MATERIAL	ECOBEE THERMOSTAT FOR NB HVAC (WILL BE EXPECTING CREDIT)
LIBRARY/ADMIN	GFS STORE #1915	\$ 7.50	02/02/2018	65100 LIBRARY SUPPLIES	HEAD START WORKSHOP SUPPLIES
LIBRARY/ADMIN	GOOGLE SVCSAPPS_EPL.O	\$ 10.00	02/02/2018	62340 IS SUPPORT FEES	GOOGLE EMAIL HOST
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 106.86	02/02/2018	65040 JANITORIAL SUPPLIES	1 CASE HEAVY DUTY GARBAGE BAGS
LIBRARY/ADMIN	PARTY CITY	\$ 17.98	02/02/2018	65100 LIBRARY SUPPLIES	HEAD START WORKSHOP SUPPLIES
LIBRARY/ADMIN	GFS STORE #1915	\$ 5.99	02/05/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	GFS STORE #1915	\$ (7.50)	02/05/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES RETURN
LIBRARY/ADMIN	LIFE IS MY MOVIE ENTER	\$ 83.59	02/05/2018	65641 AUDIO VISUAL COLLECTIONS	ADULT AV COLLECTION
LIBRARY/ADMIN	WP ENGINE	\$ 99.00	02/05/2018	62340 IS SUPPORT FEES	WEB HOST
LIBRARY/ADMIN	DOLLARTREE	\$ 3.00	02/06/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ 2.58	02/06/2018	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY/ADMIN	MICHAELS STORES 3849	\$ (7.92)	02/06/2018	65100 LIBRARY SUPPLIES	WORKSHOP SUPPLIES RETURN
LIBRARY/ADMIN	AMAZON DIGITAL SVCS 88	\$ 65.99	02/07/2018	65100 LIBRARY SUPPLIES	TEEN SERVICES VIDEO GAME
LIBRARY/ADMIN	EB DIVERSITY AND CULT	\$ 205.74	02/07/2018	62295 TRAINING & TRAVEL	WEBINAR TRAINING BETSY BIRD
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 5.74	02/07/2018	65050 BUILDING MAINTENANCE MATERIAL	2 BLIND-SPOT MIRRORS FOR KUBOTA TRACTOR
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 314.59	02/09/2018	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET PROVIDER
LIBRARY/ADMIN	ADAFRUIT INDUSTRIES	\$ 23.07	02/12/2018	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES
LIBRARY/ADMIN	NOR NORTHERN TOOL	\$ 71.87	02/12/2018	65095 OFFICE SUPPLIES	FOLDING PLATFORM CART FOR COMMUNITY ENGAGEMENT DEPARTMENT
LIBRARY/ADMIN	RUSSO POWER - SCHILLER	\$ 492.00	02/12/2018	65050 BUILDING MAINTENANCE MATERIAL	2ND SEASONAL SALT PURCHASE
LIBRARY/ADMIN	GIH GLOBALINDUSTRIALEQ	\$ 768.99	02/14/2018	65090 SAFETY EQUIPMENT	ORDER TO MY CARD. ACCOUNT AT GLOBAL INDUSTRIAL WAS SOMEHOW SHARED BY OTHER DEPARTMENTS. HE SAID IT WAS FOR SAFETY EQUIPMENT.
LIBRARY/ADMIN	SP CURIOUS MINDS BUS	\$ 85.60	02/14/2018	65100 LIBRARY SUPPLIES	NEIGHBORHOOD SERVICES SUPPLIES
LIBRARY/ADMIN	DNH GODADDY.COM	\$ 95.88	02/15/2018	62340 IS SUPPORT FEES	LINUX HOSTING RENEWAL
LIBRARY/ADMIN	EXXONMOBIL 96024591	\$ 4.95	02/15/2018	62240 AUTOMOTIVE EQ MAINT	CARWASH FOR LIBRARY VAN
LIBRARY/ADMIN	MCMMASTER-CARR	\$ 40.84	02/15/2018	65040 JANITORIAL SUPPLIES	3 ROLLS CAUTION BARRIER TAPE

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	LANDS END BUS OUTFITTE	\$ 165.65	02/20/2018	65050 BUILDING MAINTENANCE MATERIAL	THREE SECURITY STENCILED POLO SHIRTS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 21.30	02/20/2018	65040 JANITORIAL SUPPLIES	2 BOTTLES OF FANTASTIC AND 2 PACKAGES OF SCRUBBING SPONGES
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 229.85	02/21/2018	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	COMPULABELCOM	\$ 15.25	02/21/2018	65100 LIBRARY SUPPLIES	CHILDREN'S SERVICES SUPPLIES
LIBRARY/ADMIN	PAYPAL ELM USA	\$ 100.18	02/21/2018	65100 LIBRARY SUPPLIES	CIRCULATION SUPPLIES
LIBRARY/ADMIN	PAYPAL ELM USA	\$ (7.43)	02/21/2018	65100 LIBRARY SUPPLIES	CREDIT
LIBRARY/ADMIN	GOTPRINT.COM	\$ 144.55	02/22/2018	65095 OFFICE SUPPLIES	EPL ENVELOPES
LIBRARY/ADMIN	NOR NORTHERN TOOL	\$ 40.31	02/22/2018	65050 BUILDING MAINTENANCE MATERIAL	PRESSURE WASHER GUN
LIBRARY/ADMIN	ONLINE LABELS	\$ 76.50	02/22/2018	65100 LIBRARY SUPPLIES	TECHNICAL SERVICES SUPPLIES
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 309.62	02/26/2018	65050 BUILDING MAINTENANCE MATERIAL	100 FEET OF RG6 QUAD SHIELDED COAXIAL CABLE, 50 RG6 CONNECTORS, COAXIAL TOOL KIT, PACK OF CAT6 RJ45 CONNECTORS
LIBRARY FEBRUARY 2018 TOTAL		\$ 4,006.86			



Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Director

Subject: Administrative Services Update

Date: May 11, 2018

This memo provides an update on significant administrative activities.

Human Resources

We welcome our newest Staff member: Susan Markwell is scheduled to join us on 5/14 as our Business and Financial Literacy Librarian, Adult Services.

In addition, a candidate has accepted the position as Community Engagement Library Assistant, Neighborhood Services, and will officially join us near the end of this month. Three (3) Public Service Substitutes have also been cleared to join our team.

An offer has been extended for a Library Clerk position. Interviews are underway for a part-time Security Monitor and for Circulation Substitutes.

And finally, we would like to congratulate Jessica Ticus, Development who will join Millennia Consulting as a fundraising strategist next month. She will be missed.

Financial Resources

The Library Fund financial reports for the period ending April 30th are attached. Expenses are within budget. The 2018 current year end financial report is also included.

A summary of the Endowment portfolio as of April 30th is attached.

Budget Performance Report

Fiscal Year to Date 04/30/18

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										
51015	PROPERTY TAXES	6,625,000.00	.00	6,625,000.00	40,072.94	.00	3,432,374.62	3,192,625.38	52	6,334,842.84
51025	PRIOR YEAR'S TAXES	60,000.00	.00	60,000.00	(8,019.30)	.00	(27,459.85)	87,459.85	-46	35,663.70
52610	LIBRARY FINES & FEES	130,000.00	.00	130,000.00	11,252.73	.00	43,158.19	86,841.81	33	122,861.69
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	25.26	.00	105.15	(105.15)	+++	337.66
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	2,820.00
55201	Federal Grants	95,000.00	.00	95,000.00	2,468.97	.00	39,027.46	55,972.54	41	19,272.17
55245	LIBRARY STATE PER CAPITA GRANT	57,418.00	.00	57,418.00	57,833.91	.00	57,833.91	(415.91)	101	57,833.91
56011	DONATIONS	130,000.00	.00	130,000.00	3,858.12	.00	17,990.61	112,009.39	14	69,884.14
56045	MISCELLANEOUS REVENUE	.00	.00	.00	.00	.00	.00	.00	+++	56.00
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	132.63	.00	1,314.22	(1,314.22)	+++	766.81
56501	INVESTMENT INCOME	5,400.00	.00	5,400.00	1,317.14	.00	2,238.85	3,161.15	41	5,169.12
57002	TRANSFER FROM ENDOWMENT	195,771.00	.00	195,771.00	.00	.00	.00	195,771.00	0	190,200.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	23,333.32	46,666.68	33	.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	764.86	.00	4,269.00	7,731.00	36	12,475.78
57526	LIBRARY BOOK SALE	35,000.00	.00	35,000.00	623.12	.00	3,407.43	31,592.57	10	50,928.67
57527	LIBRARY FUND FOR EXCELLENCE	203,500.00	.00	203,500.00	.00	.00	68,980.61	134,519.39	34	212,038.92
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	923.98	.00	5,140.22	12,859.78	29	16,914.13
57540	LIBRARY MEETING RM RENTAL	11,000.00	.00	11,000.00	(150.00)	.00	2,025.00	8,975.00	18	8,109.17
57545	NORTH BRANCH RENTAL INCOME	25,120.00	.00	25,120.00	583.33	.00	7,076.32	18,043.68	28	25,525.97
57551	LIBRARY GRANTS	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	19,795.00
	REVENUE TOTALS	\$7,693,209.00	\$0.00	\$7,693,209.00	\$117,521.02	\$0.00	\$3,680,815.06	\$4,012,393.94	48%	\$7,185,495.68
EXPENSE										
61010	REGULAR PAY	2,533,417.00	.00	2,533,417.00	187,592.25	.00	708,444.68	1,824,972.32	28	2,368,802.78
61050	PERMANENT PART-TIME	1,358,094.00	.00	1,358,094.00	100,361.38	.00	371,864.24	986,229.76	27	1,163,134.73
61060	SEASONAL EMPLOYEES	41,000.00	.00	41,000.00	3,205.00	.00	9,468.32	31,531.68	23	48,014.50
61110	OVERTIME PAY	7,000.00	.00	7,000.00	994.36	.00	3,185.56	3,814.44	46	3,241.03
61415	TERMINATION PAYOUTS	47,500.00	.00	47,500.00	336.28	.00	15,418.49	32,081.51	32	79,582.74
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,485.76	(3,485.76)	+++	6,255.47
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	582.84	.00	1,035.19	(1,035.19)	+++	2,488.05
61510	HEALTH INSURANCE	493,468.00	.00	493,468.00	42,695.76	.00	160,433.75	333,034.25	33	504,604.93
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	204.30

Budget Performance Report

Fiscal Year to Date 04/30/18

Include Rollup Account and Rollup to Object Account

61615	LIFE INSURANCE	2,106.00	.00	2,106.00	172.79	.00	674.58	1,431.42	32	826.01
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	1,100.00	.00	4,400.00	2,800.00	61	9,600.00
61626	CELL PHONE ALLOWANCE	3,400.00	.00	3,400.00	628.51	.00	1,442.43	1,957.57	42	4,293.52
61630	SHOE ALLOWANCE	465.00	.00	465.00	.00	.00	.00	465.00	0	465.00
61710	IMRF	343,098.00	.00	343,098.00	25,716.96	.00	96,919.93	246,178.07	28	328,452.29
61725	SOCIAL SECURITY	237,205.00	.00	237,205.00	17,683.07	.00	67,143.86	170,061.14	28	216,076.69
61730	MEDICARE	56,307.00	.00	56,307.00	4,135.58	.00	15,695.59	40,611.41	28	51,117.30
62185	CONSULTING SERVICES	241,700.00	.00	241,700.00	2,033.00	.00	21,075.40	220,624.60	9	65,920.23
62205	ADVERTISING	8,000.00	.00	8,000.00	921.00	.00	1,663.87	6,336.13	21	3,052.89
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	184.97	7,815.03	2	2,539.74
62225	BLDG MAINTENANCE SERVICES	162,700.00	.00	162,700.00	21,207.75	71,526.00	38,756.68	52,417.32	68	179,342.72
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	7,062.30
62240	AUTOMOTIVE EQMP MAINT	.00	.00	.00	.00	.00	14.85	(14.85)	+++	203.69
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	152.33
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	817.70	1,782.30	31	.00
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	6,231.43	.00	8,868.04	33,131.96	21	28,455.06
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,813.32	3,626.68	33	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,628.32	3,256.68	33	4,885.00
62315	POSTAGE	4,500.00	.00	4,500.00	.00	.00	537.50	3,962.50	12	3,373.80
62340	COMPTER LICENSE & SUPP	44,000.00	.00	44,000.00	18,442.25	.00	32,727.11	11,272.89	74	93,100.13
62341	INTERNET SOLUTION PROVIDERS	368,600.00	.00	368,600.00	35,919.14	4,236.00	92,689.28	271,674.72	26	303,075.85
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	500.00	.00	750.00	1,350.00	36	3,229.74
62375	RENTALS	46,238.00	.00	46,238.00	4,332.00	.00	17,328.00	28,910.00	37	52,706.37
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	320.03	.00	1,018.99	11,881.01	8	3,432.50
62506	WORK- STUDY	8,700.00	.00	8,700.00	.00	.00	3,031.31	5,668.69	35	10,524.40
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	352.02	.00	2,014.60	3,685.40	35	4,855.32
62770	MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	+++	21.93
64015	NATURAL GAS	29,900.00	.00	29,900.00	2,686.76	.00	8,887.71	21,012.29	30	23,886.62
64505	TELECOMMUNICATIONS	.00	.00	.00	304.41	.00	595.38	(595.38)	+++	3,197.32
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	91.01	.00	200.95	1,799.05	10	5,285.63
65005	AGRI/BOTANICAL SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	352.60
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	(18.50)
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	.00	.00	1,169.89	10,830.11	10	11,185.11
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	.00	.00	1,792.07	28,207.93	6	24,605.69

Budget Performance Report

Fiscal Year to Date 04/30/18

Include Rollup Account and Rollup to Object Account

65095	OFFICE SUPPLIES	98,100.00	.00	98,100.00	5,680.49	11,376.47	16,856.59	69,866.94	29	63,759.81
65100	LIBRARY SUPPLIES	103,850.00	.00	103,850.00	1,877.08	.00	8,610.88	95,239.12	8	90,502.42
65503	FURNITURE / FIXTURES / EQUIPMENT	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	9,903.97
65550	AUTOMOTIVE EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
65555	PERSONAL COMPUTER EQUIPMENT	49,100.00	.00	49,100.00	.00	.00	3,205.62	45,894.38	7	22,112.16
65628	Library Electronic Resources	.00	.00	.00	5,529.50	.00	5,529.50	(5,529.50)	+++	.00
65630	LIBRARY BOOKS	518,200.00	.00	518,200.00	52,898.38	.00	135,521.47	382,678.53	26	513,301.78
65635	PERIODICALS	17,700.00	.00	17,700.00	.00	.00	1,063.82	16,636.18	6	19,262.90
65640	AUDIO RECORDINGS	.00	.00	.00	.00	.00	.00	.00	+++	74.20
65641	AUDIO VISUAL COLLECTIONS	126,800.00	.00	126,800.00	9,526.40	.00	22,016.52	104,783.48	17	114,610.14
66025	TRANSFER TO DEBT SERVICE - ERI	86,624.00	.00	86,624.00	7,218.65	.00	28,874.60	57,749.40	33	83,292.96
66131	TRANSFER TO GENERAL FUND	270,000.00	.00	270,000.00	22,500.00	.00	90,000.00	180,000.00	33	249,999.95
	EXPENSE TOTALS	\$7,471,297.00	\$0.00	\$7,471,297.00	\$584,636.49	\$87,138.47	\$2,008,857.32	\$5,375,301.21	28%	\$6,793,848.10
Fund 185 - LIBRARY FUND Totals										
	REVENUE TOTALS	7,693,209.00	.00	7,693,209.00	117,521.02	.00	3,680,815.06	4,012,393.94	48%	7,185,495.68
	EXPENSE TOTALS	7,471,297.00	.00	7,471,297.00	584,636.49	87,138.47	2,008,857.32	5,375,301.21	28%	6,793,848.10
	Fund 185 - LIBRARY FUND Totals	\$221,912.00	\$0.00	\$221,912.00	(\$467,115.47)	(\$87,138.47)	\$1,671,957.74	(\$1,362,907.27)		\$391,647.58
Grand Totals										
	REVENUE TOTALS	7,693,209.00	.00	7,693,209.00	117,521.02	.00	3,680,815.06	4,012,393.94	48%	7,185,495.68
	EXPENSE TOTALS	7,471,297.00	.00	7,471,297.00	584,636.49	87,138.47	2,008,857.32	5,375,301.21	28%	6,793,848.10
	Grand Totals	\$221,912.00	\$0.00	\$221,912.00	(\$467,115.47)	(\$87,138.47)	\$1,671,957.74	(\$1,362,907.27)		\$391,647.58

Endowment for the Evanston Public Library
 Holdings as of April 2018

	Symbol	Shares/Quantity	Price	Value as of 04/30/2018	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	7091.115	\$244.73	\$1,735,408.57	41.8%	
Vanguard Small-Cap Index Fund	VSMAX	3750.538	\$70.66	\$265,013.02	6.4%	
Vanguard REIT Index Fund	VGSLX	1831.389	\$107.89	\$197,588.56	4.8%	
Vanguard Total International Stock Index Fund	VTIAX	14093.690	\$30.54	\$430,421.29	10.4%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	6624.361	\$38.10	\$252,388.15	6.1%	69.4%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$411,972.10	\$411,972.10	9.9%	
iShares Silver Trust	SLV	4788.000	\$15.38	\$73,639.44	1.8%	
SPDR Gold Trust	GLD	625.000	\$124.59	\$77,868.75	1.9%	13.6%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$111.030	\$146,640.65	3.5%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$109.648	\$137,533.67	3.3%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$125.792	\$144,889.74	3.5%	10.3%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.460	\$26,769.98	\$280,013.99	6.7%	6.7%
				\$4,153,377.94		100.0%

Cash Equivalents	13.6%
US Treasury Inflation Protected Securities	10.3%
Corporate Bonds	6.7%
Domestic Equities	52.9%
International Equities	16.4%
	100.0%