

evanston public library



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING PACKET

Wednesday, July 19, 2023

6:30 pm

Main Library, Community Meeting Room and via Zoom

Remote Access Information

The Board of Trustees of the Evanston Public Library will hold its monthly meeting remotely. There are two ways to access the meeting, and it's pretty simple: on your computer or a phone.

Evanston Public Library is inviting you to a scheduled Zoom meeting.

Topic: EPL Board Meeting

Time: July 19, 2023 6:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85225414295>

+1 312 626 6799(Chicago) is the closest number.

The full list of US numbers:

- +1 3126266799 (Chicago)
- +1 6465588656 (New York)
- +1 3017158592 (Washington D.C.)
- +1 3462487799 (Houston)
- +1 6699009128 (San Jose)
- +1 2532158782 (Tacoma)

Please sign up to provide public comment by phone or video during the meeting by completing this google form: <https://forms.gle/ENo3s6XsH1X1pRdu5>

Zoom Tips

- Proper etiquette for virtual meetings is to mute your microphone unless you are talking. This makes it much easier for everyone else to hear and eliminates background noise.
- If you are connecting with a computer, your microphone is automatically muted.
- If you are connecting with a phone, please mute your audio.
- This meeting will be recorded (video and audio) as required by law.



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, July 19, 2023

Meeting of the Board

6:30 PM

In person and remote

Members of the public are invited to provide comments in-person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/ENo3s6XsH1X1pRdu5>
Written comments will be attached to the Board minutes and distributed to Trustees.

AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**
Not to exceed 45 minutes
- 4. OATH OF OFFICE**
- 5. CONSENT AGENDA**
 - A. Approval of Minutes June 16, 2023 Search Committee Meeting**
 - B. Approval of Minutes June 21, 2023 Regular Board Meeting**
 - C. Approval of Minutes June 30, 2023 Search Committee Meeting**
 - D. Approval of Bills and Payroll**
- 6. EQUITY, DIVERSITY AND INCLUSION**
 - A. Racial Equity Task Force (Distributed in Advance)**
- 7. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 8. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)**
- 9. BOARD REPORTS**
 - A. Development Committee**
 - B. Endowment Investment Committee**
 - C. Executive Committee**
 - D. Management & Policy Committee**
 - E. Board Development Committee**
 - F. Facilities Committee**
 - G. Director Search Team Committee**
- 10. UNFINISHED BUSINESS**
- 11. NEW BUSINESS**
 - A. National Able lease renewal (Discussion and Action)**
- 12. EXECUTIVE SESSION**
- 13. ADJOURNMENT**

Next Meeting: August 16, 2023 at 6:30 pm: via Zoom and/or hybrid

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 or TDD/TTY number 847-866-5095 at least 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
Friday, June 16, 2023
Search Committee Meeting
12:00 PM
Main Library, Board Room and Remote

Members Present

Tracy Fulce, Arikpo Dada, Terry Soto and Esther Wallen.

Members Absent

Shawn Iles, Margaret Lurie, Benjamin Schapiro, Megan Shea and Russell Shurbet

Staff Present

None

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 12:05 p.m. **Dada arrived at 12:08 pm after we went into executive session*

Citizen Comment

None

Special Order of Business

Upon the motion made by Trustee Wallen and seconded by Trustee Soto, approve to go into executive session for discussion of the Executive Director job search.

Adjournment

The motion to adjourn was made by Trustee Soto and seconded by Trustee Wallen and approved by voice vote. The meeting adjourned at 1:31 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, June 21, 2023
Library Board Meeting
6:30 PM
Main Library, Community Meeting Room and Remote

Members Present

Tracy Fulce, Arikpo Dada, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Russ Shubet, Terry Soto and Esther Wallen.

Members Absent

none

Staff Present

Jan Bojda, Jeanette Sturges, Jill Skwerski, John Devaney, Lea Hernandez-Solis and Wynn Shawver

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 6:32 p.m.

Citizen Comment

none

Consent Agenda

- A. Approval of the Bills and Payroll and Minutes of the May 16, 2023 and May 26, 2023 Subcommittee Meeting, May 17 Regular Board Meeting, June 2 and June 7 Special Board Meeting. Upon motion made by Trustee Schapiro and seconded by Trustee Lurie, the consent agenda was approved.

Equity, Diversity and Inclusion (Joint Task Force):

- A. Racial Equity Task Force (Distributed in Advance)

Library Director's Report

Written report provided in advance.

Staff Report:

Administrative Services Report (Distributed in Advance).

Board Reports:

- A. Development Committee
- B. Endowment Investment Committee

- C. Executive Committee
- D. Management & Policy Committee
- E. Board Development Committee
- F. Facilities Committee
- G. Transition Team/Interim Team/Search Team

Unfinished Business

- A. Library Safety Discussion - Upon the motion made by Trustee Schapiro and seconded by Trustee Wallen, approve an increase of the safety monitor budget to convert 5 part-time safety monitors to full-time ones.

New Business

- A. Election of Officers - Upon the motion made by Trustee Iles and seconded by Trustee Shea, approve the slate of officers.
- B. Committee Selections (Discussion).

Adjournment

The motion to adjourn was made by Trustee Lurie and seconded by Trustee Iles and approved by voice vote. The meeting adjourned at 9:05 p.m.

Submitted by: Terry Soto



MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Friday, June 30, 2023
Search Committee Meeting
12:00 PM
Main Library, Board Room and Remote

Members Present

Tracy Fulce and Terry Soto

Members Absent

Arikpo Dada, Esther Wallen, Shawn Iles, Margaret Lurie, Benjamin Schapiro, Megan Shea and Russell Shurbet

Staff Present

None

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum

President Fulce called the meeting to order when a quorum of Trustees was established at 12:06 p.m.

Citizen Comment

None

Special Order of Business

Upon the motion made by Trustee Soto and seconded by Trustee Fulce, to enter into executive session for a personnel issue.

Adjournment

The motion to adjourn was made by Trustee Fulce and seconded by Trustee Soto and approved by voice vote. The meeting adjourned at 1:44 p.m.

Submitted by: Terry Soto



Memorandum

To: Evanston Public Library Board of Trustees
Heather Norborg, Interim Executive Director

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

Subject: Library Fund Bills

Date: July 14, 2023

Recommended Action

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

Payroll

June 5, 2023 through June 18, 2023	\$ 159,881.65
June 19, 2023 through July 2, 2023	\$ 159,844.56

Library Fund Bills List

July 11, 2023	\$ 22,779.25
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Attachement: Bills List

Library Bills List

G/L Date Range 07/11/23 - 07/11/23

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	ADULT PRINT AND CHILDREN'S SUPPLIES	06/16/2023	07/11/2023	07/11/2023	18.19
18611 - KENNEDY JOSEPH	PROFESSIONAL FEE FOR RAYMOND CLEVELAND	06/26/2023	07/11/2023	07/11/2023	50.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 2 Transactions	<u>\$68.19</u>
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice 2 Transactions	<u>\$68.19</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	ADULT PRINT AND CHILDREN'S SUPPLIES	06/16/2023	07/11/2023	07/11/2023	8.92
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 1 Transactions	<u>\$8.92</u>
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	06/22/2023	07/11/2023	07/11/2023	195.89
100474 - BAKER & TAYLOR	MAIN STANDING REFERENCE PRINT	06/22/2023	07/11/2023	07/11/2023	489.85
100474 - BAKER & TAYLOR	ADULT PRINT	06/16/2023	07/11/2023	07/11/2023	81.67
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/21/2023	07/11/2023	07/11/2023	77.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/22/2023	07/11/2023	07/11/2023	41.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/20/2023	07/11/2023	07/11/2023	99.71
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/16/2023	07/11/2023	07/11/2023	89.93
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/16/2023	07/11/2023	07/11/2023	573.47
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/16/2023	07/11/2023	07/11/2023	2,164.77
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/16/2023	07/11/2023	07/11/2023	444.93
276974 - OVER DRIVE, INC.	MAIN ADULT EBOOKS	06/26/2023	07/11/2023	07/11/2023	23.83
Account 65630 - LIBRARY BOOKS Totals				Invoice 11 Transactions	<u>\$4,284.00</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	06/21/2023	07/11/2023	07/11/2023	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	06/21/2023	07/11/2023	07/11/2023	356.59
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice 2 Transactions	<u>\$394.95</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice 14 Transactions	<u>\$4,687.87</u>
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE	06/21/2023	07/11/2023	07/11/2023	8,118.64
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice 1 Transactions	<u>\$8,118.64</u>
Account 62341 - INTERNET SOLUTION PROVIDERS					
110018 - T-MOBILE USA	MOBILE HOTSPOTS 5/21/23-6/20/23	06/21/2023	07/11/2023	07/11/2023	7,652.37
Account 62341 - INTERNET SOLUTION PROVIDERS Totals				Invoice 1 Transactions	<u>\$7,652.37</u>
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	06/27/2023	07/11/2023	07/11/2023	94.15
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 1 Transactions	<u>\$94.15</u>
Business Unit 4820 - ACCESS SERVICES Totals				Invoice 3 Transactions	<u>\$15,865.16</u>

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **57551 - LIBRARY GRANTS**

19494 - SHAWN SHEEHY	PROFESSIONAL SERVICES - MEMORY CAFE	06/09/2023	07/11/2023	07/11/2023	200.00	
				Account 57551 - LIBRARY GRANTS Totals	Invoice 1	<u>\$200.00</u>
					Transactions	

Account **65002 - STATE GRANT EXPENSE**

19821 - INTEGRAL FITNESS & MESSAGE, INC.	PROFESSIONAL SERVICES AHA! FACILITATOR	06/21/2023	07/11/2023	07/11/2023	100.00	
19733 - LONG THREAD PSYCHOTHERAPY	PROFESSIONAL SERVICES IN PERSON MEMORY CAFE	06/21/2023	07/11/2023	07/11/2023	100.00	
				Account 65002 - STATE GRANT EXPENSE Totals	Invoice 2	<u>\$200.00</u>
					Transactions	

Account **65100 - LIBRARY SUPPLIES**

18689 - BEATRIZ ECHEVERRIA	RC PROGRAM SUPPLIES - DEATH CAFE	06/26/2023	07/11/2023	07/11/2023	15.09	
19686 - OBEX P.E., INC.	MOBILE PHONE SCREEN	05/17/2023	07/11/2023	07/11/2023	529.60	
270049 - Tracy Olasimbo	PROGRAM SUPPLIES BUTTERFLY INSTALLATION	06/24/2023	07/11/2023	07/11/2023	27.94	
270049 - Tracy Olasimbo	PROGRAM SUPPLIES REIMBURSEMENT SIP & PAINT	06/16/2023	07/11/2023	07/11/2023	10.00	
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice 4	<u>\$582.63</u>
					Transactions	
				Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice 7	<u>\$982.63</u>
					Transactions	

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **65100 - LIBRARY SUPPLIES**

19600 - OZIVELL ECFORD	TEEN PRIDE PARTY PROGRAM	07/03/2023	07/11/2023	07/11/2023	150.00	
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice 1	<u>\$150.00</u>
					Transactions	
				Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice 1	<u>\$150.00</u>
					Transactions	

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

298493 - CONQUEST PEST SOLUTIONS	PEST SOLUTION	07/18/2023	07/11/2023	07/11/2023	210.00	
				Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice 1	<u>\$210.00</u>
					Transactions	
				Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice 1	<u>\$210.00</u>
					Transactions	

Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62295 - TRAINING & TRAVEL**

13722 - ELIZABETH BIRD	ALA CONFERENCE TRAVEL REIMBURSEMENT	06/29/2023	07/11/2023	07/11/2023	230.67	
132798 - Gabriela Mansera	ALA CONFERENCE TRAVEL REIMBURSEMENT	06/26/2023	07/11/2023	07/11/2023	145.91	
17296 - HEATHER ROSS	ALA CONFERENCE TRAVEL REIMBURSEMENT	06/29/2023	07/11/2023	07/11/2023	50.00	
121764 - Olivia Y. Mo	ALA CONFERENCE TRAVEL REIMBURSEMENT	06/27/2023	07/11/2023	07/11/2023	25.00	
17619 - SUSAN MARKWELL	ALA CONFERENCE TRAVEL REIMBURSEMENT	07/05/2023	07/11/2023	07/11/2023	125.33	
				Account 62295 - TRAINING & TRAVEL Totals	Invoice 5	<u>\$576.91</u>
					Transactions	

Account **65095 - OFFICE SUPPLIES**

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/16/2023	07/11/2023	07/11/2023	121.52	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/16/2023	07/11/2023	07/11/2023	56.99	
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	06/19/2023	07/11/2023	07/11/2023	59.98	
				Account 65095 - OFFICE SUPPLIES Totals	Invoice 3	<u>\$238.49</u>
					Transactions	
				Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice 8	<u>\$815.40</u>
					Transactions	
				Department 48 - LIBRARY Totals	Invoice 36	<u>\$22,779.25</u>
					Transactions	
				Fund 185 - LIBRARY FUND Totals	Invoice 36	<u>\$22,779.25</u>
					Transactions	
					Invoice 36	<u>\$22,779.25</u>
					Transactions	

* = Prior Fiscal Year Activity



EVANSTON PUBLIC LIBRARY
Racial Equity Task Force Meeting Minutes
July 19, 2023

Members present: Heather Norborg, Esther Wallen, Joyce Miller-Bean, Michelle Khuu, Tiffany Edwards, Brenda Williams, Melissa Raman Molitor, Mariana Bojorquez (note taker)

Esther opened by reading the Land Acknowledgement.

Heather shared a link to the RETF book recommendation submission form which was requested at last month's meeting. The Library will use submissions from the RETF in a variety of ways (adding to the collection, public list of recommendations from the RETF, in newsletters and displays, etc.).

An update on the Director search was given by Esther and Heather. RETF volunteers were requested for one of the upcoming rounds of panel interviews. Heather will send a Doodle poll to the RETF volunteers with the potential interview dates. Esther also mentioned that she is still accepting suggested interview questions from the RETF members.

Joyce and Melissa recapped the June Board meeting discussion of the RETF recommendation to consider an engagement position focused on the Asian American community for the group. Discussion ensued about different ways new positions have been created in the library in the past, what type of data is required to support a new initiative, how to collect data in a culturally sensitive way, how RETF members can help keep this conversation going / increase awareness around the needs of the Asian American community in Evanston, and how RETF members can encourage / support library staff who are doing cultural programming.

The group decided to hold its September meeting in-person, with quarterly in-person meetings and the rest virtual.

Library Director's Report

July 19, 2023

Updates:

EPL sent 13 employees to the American Library Association annual conference at McCormick Place in downtown Chicago at the end of June. Five staff attended the full conference, six attended for one day and two attended on exhibit hall passes.

Summer activities are going strong! The three 6-week STEM camps end on Friday July 21, 2023, after which organizers will meet to debrief about this pilot year and plans for next year. Engagement staff are out at community events and the streamlined Summer Reading program is in full swing.

Data Dashboard

<https://datastudio.google.com/reporting/071b2ae1-260b-43ca-8de4-57c7cd77cb5c>

Staff reports:

Spotlight on Services to Older Adults:

While many of our programs and services are enjoyed by adults of all ages, we also have some initiatives specifically intended for older adults.

Kate Jordan is our part-time Engagement Coordinator for Older Adults. She coordinates relationships with residential facilities and organizations that serve older adults, including bringing library services to external locations. She also coordinates many programs at both library locations. **Bridget Petrites** is a full-time Library Assistant who partners with Kate on some programs and also coordinates some other programs of interest to older adults at both locations. She also assists **Julie Rand**, who is a part-time Librarian who coordinates the Books on Wheels program, which uses volunteers to deliver library materials to homebound patrons, many of whom are older adults.

Partnerships

Kate coordinates relationships with organizations serving older adults, including:

- McGaw YMCA: Two annual EPL/YMCA tie-in days celebrating National Read a Book Day and National Reading Month (EPL cardholders could utilize their library cards to experience free days at the Y - each avg. 40 participants); two pop-up libraries; EPL table at their community events; The YMCA was engaged to co-sponsor and facilitate 4 aha! sessions (details below). YMCA staff member Alyson Mann offered quarterly balance checks to my site residents.
- CJE SeniorLife: Engaged to sponsor and facilitate 4 aha! Sessions (details below).
- Alzheimer's Association: (see Memory Care / Dementia Resources below)
- Mather Community Initiatives: Partnering on aha! and In-Person Memory Cafe facilitation (see below)

- Levy Center Book Clubs: Working with Connor Schwarz (COE Parks & Rec) to supply books and create a library card for the group.
- AgeOptions: Their grant covers our program supplies and stipends.

Monthly site visits - pop up libraries

- Kate visits six (6) senior residential sites each month:
 - Hill Arboretum Apartments
 - Victor Walchirk Apartments
 - Ebenezer Primm Towers
 - Jacob Blake Manor
 - Jane Perlman Apartments
 - Ann Rainey Apartments
- She makes approximately 60 phone calls to residents per month to remind them of the visits and take materials requests.
- She also visits these non-residential locations monthly:
 - Levy Senior Center
 - Fleetwood Jourdain Community Center

Foster Senior Group (FSG)

During the pandemic the library provided technology for members of this local African American Seniors club. Bridget, and later Kate, hosted weekly virtual meetings for them (average 40 attendees). As in-person events became possible, they also hosted bingo and other in-person activities at community events (ex. First Fridays) with the FSG (40-80 attendees). Now that the FSG has returned to regular in-person weekly meetings at the Fleetwood Jourdain Community Center, Kate attends their meeting once a month to bring a pop-up library, as mentioned above.

Memory Care / Dementia Resources

Kate partners with the Alzheimer's Association to host in-person **monthly Dementia Caregiver Support Group** meetings (avg 12 attendees) at the Main Library. She shares materials from the **Library's Dementia Resource Center**, and has facilitated the meeting.

Bridget and Kate co-facilitate a **weekly Virtual Memory Cafe** (avg 8 attendees) on Zoom.

We're into our third year of the Virtual Memory Cafe, which began during the pandemic. Memory Cafes encourage social activity and engagement for those with memory changes and their care partners. Each week there is a different theme for our virtual cafe: music, armchair travel (attendees suggest the destination), etc. This online group continues to grow. In the last three months, we have been joined by a couple from Florida that found us online. Additionally, as some of our regulars face health challenges, continuing the virtual option has been vital for them. This is more than just a program, it is a community. Attendees will ask if they haven't seen someone in a few weeks and they will email to let us know they won't be able to attend that week due an appointment.

Kate also recently re-started the **monthly In-Person Memory Cafe** (sponsored by AgeOptions), on the 3rd Saturday of every month, in the Falcon Room at the Main Library. Topics will include: Fall

Watercolors, Mind-Body Connection, Mitchell Museum Artifacts, Dance with DIME, Chair Yoga, Growing Up in the Philippines, Painting with Paper, Mindful Eating, Day of the Dead (with Mariana Bojorquez), Snow Globes, and seasonal sing-alongs. 22 people have attended with several repeat attendees.

Other Library Programs

Kate hosts **monthly Aha! (active healthy aging) workshops:**

- A free group fitness program for ages 60+, sponsored by Age Options
- 2nd Tuesday of each month at the Robert Crown Center
- 26 people have attended with several repeat attendees
- Evanston area fitness practitioners, including McGaw YMCA, CJE SeniorLife, Club Pilates, Nia Chicago, Mather Community Initiatives, and Northside Boxing & Fitness.
- Topics include Mat Pilates, Strength & Balance, Bingocize, Zumba Gold, Nia, Otago, SAIL (Stay Independent and Active for Life), Chair Yoga, Boxing Basics, Line Dancing, Tai Chi and Fall Prevention, Pranayama Breathing and Sound Healing.

Bridget hosts **monthly Art for Older Adults (55 & up) workshops:**

- Monthly workshops at both the Main Library and Robert Crown, also sponsored by Age Options.
- Topics include: Urban sketching, Pop up card making, Sketching with water brushes, Museum series paint by numbers, Shibori-Tie dye with a twist (this is in partnership with the Mather Initiative), Life drawing (this was the suggestion of a workshop attendee earlier in the year), Sketching scenery, Ice dying/reverse tie dying (another program with the Mather Initiative)
- Feedback from attendees: "I am so impressed by the Art Series for Older Adults. The instructors have been phenomenal—true professionals! I'm also impressed by the high quality of materials, suggestions for moving forward with the medium and books that support what we've learned. The program is very well organized, the library staff welcoming and the company fantastic. Thanks so much for this wonderful series. I always feel so enriched when I leave."; "Both the facilitator and presenter were warm, welcoming and respectful. I have always thought that the senior population is an underserved and somewhat ignored part of the community. These outreach programs are beneficial."



Mini Art Show (MaryKate Schneider, Robert Crown Branch)

- The Mini Art Kit and Show was available to adults of all ages and skill levels, **with a specific number of kits set aside exclusively for older adults to have the opportunity to participate.** We received a total of 48 submissions for the show, currently on display at Robert Crown, and have heard positive feedback from both patrons and participants. A number of older adults who took a kit home and exhibited work in the show have commented on how grateful they were for the opportunity and how excited they were to take part in similar future events.



Thursday Tech Tutorials

In addition to Technology Trainers with whom anyone can schedule a one-on-one 45 minute session, every Thursday we have a dedicated volunteer who teaches two virtual workshops introducing attendees to technology concepts. Anyone is welcome, but these are geared towards older adults. Some examples of topics include What is the Cloud?, Using Apple's iCloud Service, Learn More about Your Email, iPad/iPhone basics, etc.

Books on Wheels

Julie Rand coordinates this program which uses library volunteers to deliver books and other library materials to homebound patrons, many of whom are older adults. Registered patrons can receive deliveries once a month. They can either request specific titles or ask that library staff choose materials for them. Volunteers make deliveries and then return materials they are finished with at their next delivery. As of July 1, 2023, there were 134 patrons registered for this

program, about 50 of whom are regular users, with others being occasional users. We have ten (10) volunteers who make deliveries to these patrons, some of whom live in residential facilities and others in private residences.

Patron Feedback of Note:

July 6 comment from a patron to thank Safety Monitor Antonio for his help when she needed to call a locksmith to open her car. Antonio stayed with her until they came. Our staff are helpful both inside and outside of the building!

July 8 comment from patron to Robert Crown Branch Library staff: "I just want you to know what a lovely library this is. We come here all the time and we just love it. You do so much ... you reach out to all of the people and bring us together... and it's so much more than I remember libraries ever being. Thank you for all you do!"

Recent Press Mentions:

[Meet 'Bibli', the falcon born on top of the Evanston Public Library.](#) CBS News Chicago, June 9, 2023.

[Peregrine falcon 'Bibli' gets checked out at the library.](#) Evanston Roundtable, June 10, 2023.

[Nonprofit offers help with 'imperfect' fair housing laws.](#) Evanston Roundtable, June 14, 2023.

[Evanston celebrates Juneteenth with gala parade, festivities.](#) Evanston Roundtable, June 17, 2023.

[Library elevates safety monitors to full-time status.](#) Evanston Roundtable, June 22, 2023.

['It's OK to be different': Library's Drag Queen Storytime draws crowd.](#) Evanston Roundtable, June 26, 2023.

[Lepri-Stringer returns to Mudlark Theater as artistic director.](#) Evanston Roundtable, June 27, 2023.

[Library now a hot spot for 'hot spots'.](#) Evanston Now, June 28, 2023.

[Library urged to boost outreach to Asian Americans.](#) Evanston Roundtable, June 28, 2023.

[Bonding through play at Black Family Game Night.](#) Evanston Roundtable, July 3, 2023.

[With wildfire smoke fouling the air, a somewhat hopeful talk on climate change.](#) Evanston Roundtable, July 3, 2023.

[Community comes first in Mason Park event.](#) Evanston Roundtable, July 9, 2023.



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Library Director
Subject: Administrative Services Update
Date: July 14, 2023

This memo provides an update on significant administrative activities.

Human Resources

Hiring activity continues as we look to fill attrition vacancies. Interview and application review are in progress. Below is a recap of our recruiting activities:

- Greer DuBois starts July 17 as a part-time Development Associate reporting to Wynn Shawver.
- Taylor Keahey, currently a shelver in Access, is being promoted to part-time Library Assistant in Early Learning. Start date is July 17.
- Interviews are taking place for the Safety Manager open position.
- Posting closed for vacant full-time Library Assistant - Copy Cataloger position in Access. Hiring manager is reviewing candidates for consideration.
- HR is making an offer to a full-time social worker candidate pending a pre-employment background check.

Financial Resources

The Library Fund financial report for the period ending June 30th is included for your review. For the operating fund, revenue collection is at 49% of budget projection and expenditures 44%. Capital fund expenditures total 50% of the budget.

Facilities Update

Capital lighting project is 98% complete. We are still waiting on one remaining shipment of material.

Front entryway restoration will be 100% complete when we can get a stretch of dry days.

Boiler project demolition has begun.

EPL maintenance is busy with summer items and building cleaning/painting/landscaping.



Budget Performance Report

Fiscal Year to Date 06/30/23

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	7,535,472.00	.00	7,535,472.00	75,730.05	.00	3,913,310.96	3,622,161.04	52	7,348,374.51
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	.00	.00	+++	6,126.35
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	40.67	.00	201.18	198.82	50	454.84
55201	Federal Grants	100,000.00	.00	100,000.00	.00	.00	35,816.02	64,183.98	36	125,772.01
55245	LIBRARY STATE PER CAPITA GRANT	109,866.00	.00	109,866.00	.00	.00	13,549.89	96,316.11	12	115,212.25
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	80,493.81	319,506.19	20	359,774.48
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	.00	.00	1,059.86	3,940.14	21	6,194.53
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(43.00)	43.00	+++	(178.65)
56501	INVESTMENT INCOME	21,600.00	.00	21,600.00	32,269.59	.00	123,061.47	(101,461.47)	570	68,818.53
57002	TRANSFER FROM ENDOWMENT	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	217,929.86
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	.00	.00	10,867.43	11,132.57	49	25,133.90
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	1,469.56	1,530.44	49	3,604.07
57535	LIBRARY COPY MACH. CHG	9,000.00	.00	9,000.00	.00	.00	5,546.70	3,453.30	62	12,542.72
57540	LIBRARY MEETING RM RENTAL	1,000.00	.00	1,000.00	.00	.00	2,101.00	(1,101.00)	210	2,765.84
57545	NORTH BRANCH RENTAL INCOME	20,394.00	.00	20,394.00	.00	.00	6,798.00	13,596.00	33	20,067.00
57551	LIBRARY GRANTS	100,000.00	.00	100,000.00	.00	.00	5,395.12	94,604.88	5	41,727.49
REVENUE TOTALS		\$8,577,732.00	\$0.00	\$8,577,732.00	\$108,040.31	\$0.00	\$4,199,628.00	\$4,378,104.00	49%	\$8,354,319.73
EXPENSE										
61001	ESTIMATED WAGES/BENEFITS	277,466.00	.00	277,466.00	.00	.00	.00	277,466.00	0	.00
61010	REGULAR PAY	3,562,096.20	.00	3,562,096.20	220,548.37	.00	1,461,282.40	2,100,813.80	41	2,978,002.55
61050	PERMANENT PART-TIME	1,345,141.20	.00	1,345,141.20	94,989.43	.00	636,419.24	708,721.96	47	1,204,517.09
61060	SEASONAL EMPLOYEES	48,575.00	.00	48,575.00	1,195.00	.00	11,506.00	37,069.00	24	63,436.00
61110	OVERTIME PAY	10,000.00	.00	10,000.00	1,795.09	.00	10,262.50	(262.50)	103	13,584.69
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	13,437.01	(13,437.01)	+++	125,537.04
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,373.80	(3,373.80)	+++	3,732.64
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	2,100.49
61510	HEALTH INSURANCE	659,089.88	.00	659,089.88	47,110.96	.00	284,001.20	375,088.68	43	534,587.98
61513	VISION INSURANCE	657.00	.00	657.00	37.75	.00	245.10	411.90	37	620.58
61615	LIFE INSURANCE	1,927.00	.00	1,927.00	91.83	.00	549.09	1,377.91	28	2,046.40
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	2,400.00
61626	CELL PHONE ALLOWANCE	2,025.00	.00	2,025.00	159.00	.00	921.00	1,104.00	45	1,794.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	540.00	.00	100	360.00
61710	IMRF	156,590.44	.00	156,590.44	10,176.24	.00	68,038.69	88,551.75	43	195,688.52
61725	SOCIAL SECURITY	301,791.59	.00	301,791.59	19,041.31	.00	128,176.85	173,614.74	42	261,772.53
61730	MEDICARE	71,420.02	.00	71,420.02	4,453.19	.00	29,976.79	41,443.23	42	61,728.26
62185	CONSULTING SERVICES	135,000.00	.00	135,000.00	28,341.86	(3,400.00)	44,798.77	93,601.23	31	170,560.50
62205	ADVERTISING	4,000.00	.00	4,000.00	.00	.00	35.77	3,964.23	1	1,455.61
62210	PRINTING	45,000.00	.00	45,000.00	3,382.00	.00	26,514.00	18,486.00	59	9,672.27
62225	BLDG MAINTENANCE SERVICES	232,295.00	.00	232,295.00	13,762.36	84,160.00	146,571.96	1,563.04	99	241,472.84



Budget Performance Report

Fiscal Year to Date 06/30/23

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										
EXPENSE										
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	85,000.00	.00	85,000.00	.00	.00	.00	85,000.00	0	(2,849.23)
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	.00
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	7,817.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	424.98	.00	16,412.34	8,587.66	66	30,253.43
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	2,718.00	2,722.00	50	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	.00	.00	2,442.00	2,443.00	50	4,884.96
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	1,442.24	(442.24)	144	4,760.28
62340	IT COMPUTER SOFTWARE	271,249.00	.00	271,249.00	7,605.40	.00	66,532.10	204,716.90	25	219,674.70
62341	INTERNET SOLUTION PROVIDERS	280,255.00	.00	280,255.00	10,734.71	.00	139,108.77	141,146.23	50	359,646.91
62360	MEMBERSHIP DUES	2,075.00	.00	2,075.00	.00	.00	1,409.00	666.00	68	2,006.00
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62506	WORK- STUDY	8,500.00	.00	8,500.00	.00	.00	1,061.86	7,438.14	12	4,633.52
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	426.75	.00	2,607.07	3,092.93	46	4,479.26
64005	ELECTRICITY	120,000.00	.00	120,000.00	.00	.00	30,339.73	89,660.27	25	89,498.92
64009	UTILITIES - COE WATER	11,000.00	.00	11,000.00	.00	.00	4,959.00	6,041.00	45	7,454.59
64015	NATURAL GAS	33,900.00	.00	33,900.00	.00	.00	6,991.66	26,908.34	21	24,628.05
64540	TELECOMMUNICATIONS - WIRELESS	.00	.00	.00	.00	.00	.00	.00	+++	4,739.83
65001	FEDERAL GRANT EXPENSE	21,590.00	.00	21,590.00	5,556.97	.00	6,034.08	15,555.92	28	.00
65002	STATE GRANT EXPENSE	13,300.00	.00	13,300.00	311.98	.07	16,940.61	(3,640.68)	127	.00
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	1,827.52
65025	FOOD	7,000.00	.00	7,000.00	295.46	.00	627.26	6,372.74	9	8,186.46
65040	JANITORIAL SUPPLIES	18,377.00	.00	18,377.00	2,227.92	.00	18,212.14	164.86	99	7,598.90
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	6,948.28	28,051.72	20	16,772.30
65095	OFFICE SUPPLIES	50,000.00	.00	50,000.00	1,610.56	6,649.68	5,832.28	37,518.04	25	26,820.89
65100	LIBRARY SUPPLIES	107,930.00	.00	107,930.00	11,028.78	1,054.13	47,662.07	59,213.80	45	143,036.91
65141	FITNESS INCENTIVE	.00	.00	.00	.00	.00	.00	.00	+++	1,500.00
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,000.00
65555	IT COMPUTER HARDWARE	36,650.00	.00	36,650.00	10,611.00	.00	13,878.00	22,772.00	38	83,188.07
65630	LIBRARY BOOKS	561,400.00	.00	561,400.00	27,836.14	.00	212,352.95	349,047.05	38	506,777.66
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	4,155.98	2,344.02	64	6,015.23
65641	AUDIO VISUAL COLLECTIONS	50,500.00	.00	50,500.00	2,699.75	.00	21,357.80	29,142.20	42	49,140.20
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	1,106.28	.00	2,133.54	(2,133.54)	+++	.00
66131	TRANSFER TO GENERAL FUND	295,000.00	.00	295,000.00	.00	.00	147,498.00	147,502.00	50	289,328.04
66132	TRANSFER TO HUMAN SERVICES FUND	.00	.00	.00	.00	.00	.00	.00	+++	80,000.04
EXPENSE TOTALS		\$8,948,042.33	\$0.00	\$8,948,042.33	\$527,561.07	\$88,463.88	\$3,646,306.93	\$5,213,271.52	42%	\$7,863,330.39

Fund 185 - LIBRARY FUND Totals



Budget Performance Report

Fiscal Year to Date 06/30/23

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
	REVENUE TOTALS	8,577,732.00	.00	8,577,732.00	108,040.31	.00	4,199,628.00	4,378,104.00	49%	8,354,319.73
	EXPENSE TOTALS	8,948,042.33	.00	8,948,042.33	527,561.07	88,463.88	3,646,306.93	5,213,271.52	42%	7,863,330.39
	Fund 185 - LIBRARY FUND Totals	(\$370,310.33)	\$0.00	(\$370,310.33)	(\$419,520.76)	(\$88,463.88)	\$553,321.07	(\$835,167.52)		\$490,989.34
	Fund 186 - LIBRARY DEBT SERVICE FUND									
	REVENUE									
51015	PROPERTY TAXES	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50	506,626.00
	REVENUE TOTALS	\$507,913.00	\$0.00	\$507,913.00	\$0.00	\$0.00	\$253,956.00	\$253,957.00	50%	\$506,626.00
	EXPENSE									
68305	DEBT SERVICE- PRINCIPAL	275,730.00	.00	275,730.00	.00	.00	.00	275,730.00	0	264,706.00
68315	DEBT SERVICE- INTEREST	232,183.00	.00	232,183.00	116,091.50	.00	116,091.50	116,091.50	50	240,281.64
	EXPENSE TOTALS	\$507,913.00	\$0.00	\$507,913.00	\$116,091.50	\$0.00	\$116,091.50	\$391,821.50	23%	\$504,987.64
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	507,913.00	.00	507,913.00	.00	.00	253,956.00	253,957.00	50%	506,626.00
	EXPENSE TOTALS	507,913.00	.00	507,913.00	116,091.50	.00	116,091.50	391,821.50	23%	504,987.64
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	(\$116,091.50)	\$0.00	\$137,864.50	(\$137,864.50)		\$1,638.36
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
	REVENUE									
56060	BOND PROCEEDS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0	.00
	REVENUE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$0.00	\$0.00	\$0.00	\$950,000.00	0%	\$0.00
	EXPENSE									
65515	OTHER IMPROVEMENTS	950,000.00	.00	950,000.00	143,972.90	923,740.30	436,437.31	(410,177.61)	143	173,737.09
	EXPENSE TOTALS	\$950,000.00	\$0.00	\$950,000.00	\$143,972.90	\$923,740.30	\$436,437.31	(\$410,177.61)	143%	\$173,737.09
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
	REVENUE TOTALS	950,000.00	.00	950,000.00	.00	.00	.00	950,000.00	0%	.00
	EXPENSE TOTALS	950,000.00	.00	950,000.00	143,972.90	923,740.30	436,437.31	(410,177.61)	143%	173,737.09
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	(\$143,972.90)	(\$923,740.30)	(\$436,437.31)	\$1,360,177.61		(\$173,737.09)
	Grand Totals									
	REVENUE TOTALS	10,035,645.00	.00	10,035,645.00	108,040.31	.00	4,453,584.00	5,582,061.00	44%	8,860,945.73
	EXPENSE TOTALS	10,405,955.33	.00	10,405,955.33	787,625.47	1,012,204.18	4,198,835.74	5,194,915.41	50%	8,542,055.12
	Grand Totals	(\$370,310.33)	\$0.00	(\$370,310.33)	(\$679,585.16)	(\$1,012,204.18)	\$254,748.26	\$387,145.59		\$318,890.61

**Evanston Public Library Endowment Fund
Statement of Activity
May 01, 2023 through May 31, 2023**

Beginning Balance		3,988,440.03
Revenue		
Investment results	-32,871.04	
Total Revenues		-32,871.04
Distributions/Grants and Expenses		
Foundation support charge	-2,159.83	
Total Distributions		-2,159.83
Ending Balance		3,953,409.16

Endowment for the Evanston Public Library
 Holdings as of June 2023

	Symbol	Shares/Quantity	Price	Value as of June 30, 2023	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$284,063.41	\$285,239.87	100.00%	100.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$0.000	\$0.00	0.00%	0.0%
				\$285,239.87		100.0%
						Cash Equivalents 100.0%
						US Treasury Inflation Protected Securities 0.0%
						100.0%



Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Approval of lease renewal with National Able
Date: July 19, 2023

Recommended Action

Staff recommends approval of the annual lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site.

The monthly lease is in the amount of \$1733,50 for the one-year period beginning July 1, 2023 ending June 30, 2024. This represents a 2% increase in the monthly rent.

A copy of the proposed lease is attached.

Attachment: National Able lease is attached

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 1st day of July, 2023, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

RECITALS

WHEREAS, the Main Library is located at 1703 Orrington Avenue, Evanston, Illinois and, within the facility there is a 12 – station computer lab training room (the "Training Room");

WHEREAS, Tenant seeks to lease the Training Room from Landlord for purposes of operating a workforce development and career services training site;

WHEREAS, the Landlord desires to be a site location for the services that the Tenant provides to the community; and

WHEREAS, the services provided by Tenant at the Training Room include provisions of services regarding career assistance, including access to technology, serve as a recruitment venue, provide access to job training to community members, and many other purposes and services not fully described in this Lease.

In consideration of the rents, covenants and conditions hereafter set forth and the conditions and understandings, the Landlord and Tenant hereby agree as follows:

1. BASIC LEASE PROVISIONS. In addition to the other terms which are elsewhere defined in this Lease, the following words and phrases, whenever used in this Lease, shall have the meanings set forth in this Section 1.

- (a) Landlord: Evanston Public Library Board of Trustees
1703 Orrington Avenue
Evanston, Illinois 60201
- (b) Tenant: National Able Network, Inc.
567 West Lake St., Suite 1150
Chicago, Illinois 60661
- (c) Premises: 1703 Orrington Avenue
Room # 303
Evanston, Illinois 60201
(+/- 870 sq/ft)

- (d) Commencement Date: July 1, 2023
- (e) Lease Term: July 1, 2023 – June 30, 2024
- (f) Base Rent: \$20,802.00 for the One Year Term; (\$1,733.50/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties following the execution of this Lease and approved by

Landlord.

(n) Landlord's Personal: The Parties agree and acknowledge that all equipment and Property personal property items of Landlord within the Premises, shall remain at the Premises upon termination of this Lease.

2. PREMISES. Landlord does hereby lease and rent to Tenant, and Tenant does hereby lease, take and rent from Landlord the leased space located at 1703 Orrington Avenue, Room #303, Evanston, Illinois 60201. The Landlord will cause the halls, corridors, and other parts of the building adjacent to the Premises to be lighted, cleaned and generally cared for, accidents and unavoidable delays excepted. Landlord will air-condition the Premises when required by outside temperature. Tenant shall comply with such rules and regulations of the Library Facility at 1703 Orrington Avenue, Evanston, Illinois 60201, for the necessary, proper, and orderly care of the Library building in which the Premises are located. No modifications, alterations, additions, installations, or renovations including decorating shall be undertaken by the Tenant without first obtaining the written permission from the Landlord. The cost of all alterations and additions, if applicable, shall be borne by the Tenant and shall remain for the benefit of Landlord. The Premises will be accessible to Tenant employees when the Main Library facility is open to Evanston Library employees. The Landlord will provide entrance keys to the Premises, Patrons of the Training Facility will be able to access the Premises for use during the hours of operation set by the Tenant. Tenant will assign at least 2 full-time staff members to work in the Training Room. The initial two staff members will be a Training Room Coordinator and a Career Advisor. The Training Room will be staffed and open at a minimum of five days a week. The hours of operation are as follows: Monday - Friday from 10 a.m. to 6 p.m. (the "NAN Hours of Operation"). The Landlord reserves the right to lease the Premises to another entity to provide similar community services for the hours that the Main Library is open for business and outside of NAN Hours of Operation specified in this Lease. Tenant hereby acknowledges and consents to Landlord leasing the Premises during hours outside of the NAN Hours of Operation.

3. TERM and RENEWAL. The term of this lease agreement (the "Term") shall be for a period of one year, commencing on July 1, 2022 (the "Commencement Date") and ending on June 30, 2023 (the "Expiration Date"). There are no automatic renewal provisions provided in this Lease.

4. RENT. Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of \$50/per day will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date until such payment is received by Landlord. No delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall

be deemed a waiver of that right or any other term of the Lease.

5. **NO LIENS.** Tenant shall not permit to be created nor to remain undischarged any lien, encumbrance or charge to become, a lien or encumbrance or charge upon the Premises. If any lien or notice of lien on account of an alleged debt of Tenant or any notice of contract by a party engaged by Tenant or Tenant's contractor to work in the Premises shall be filed against the Premises, Tenant shall, within sixty (60) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit or bond. If Tenant shall fail to cause such lien or notice of lien to be discharged by either paying the amounts claimed to be due or by procuring the discharge of such lien by deposit or by bonding proceedings, Landlord shall be entitled, if Landlord so elects, to defend any prosecution of an action for foreclosure of such lien and any money reasonably paid by Landlord and all reasonable costs and expenses, including attorneys' fees, reasonably incurred by Landlord in connection therewith, together with interest thereon at shall be paid by Tenant to Landlord within thirty (30) days following Tenant's receipt of Landlord's written demand. In the event Tenant diligently contests any such claim of lien, Tenant agrees to indemnify, defend, and hold harmless Landlord from any and all reasonable out of pocket costs, liability and damages, including attorneys' fees resulting therefrom, and, if requested, upon demand, Tenant agrees to immediately deposit with Landlord cash or surety bond in form and with a company reasonably satisfactory to Landlord in an amount equal to the amount of such contested claim.

6. **TENANT INSURANCE OBLIGATIONS.** Tenant shall, during the entire term hereof, keep in full force and effect a Comprehensive General Liability policy in the amount of One Million and no/100 Dollars (\$1,000,000.00) with respect to the Premises, with provisions acceptable to Landlord, and the activities of Tenant in the Premises. The Tenant shall furnish copies of a Certificate of Insurance with the Landlord and the Evanston Public Library named as an additional insured with an insurance company acceptable to the Landlord. The Tenant shall furnish, when requested, a certified copy of the policy to the Landlord. The policy shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until thirty (30) days after the Landlord has received written notice from the insurance company. An insurance company having less than an A- Policyholder's Rating by the Alfred M. Best Company will not be considered acceptable. Tenant shall at its own expense, cost, and risk shall defend and pay all costs, including attorney's fees, of any and all suits or other legal proceedings that may be brought or instituted against the Landlord and/or the Evanston Public Library, or any claim or demand, and pay and satisfy any judgment that may be rendered against them in any such suit or legal proceeding or the amount of any compromise or settlement that may result therefrom.

7. **WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's insurance carrier against the other party's carrier arising out of any such loss.

8. QUIET ENJOYMENT and USE OF PREMISES. Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises. All filing cabinets within the Premises have working locks. Files will be secured each evening before Tenant staff leaves pursuant to standard protocol. The computers used for public instruction are the property of and responsibility of the Landlord. Therefore, the Landlord is responsible for maintaining the equipment and promptly responding to any calls for service from the Tenant within a reasonable time. If any malfunction of the computers or other technology equipment within the Premises occurs, Tenant shall notify David Jordan, of the Evanston Public Library, who will facilitate repairs. Any computers provided by Tenant and used by Tenant's staff or others at Tenant's option, are the property of and responsibility of Tenant to secure, maintain, and provide clear identification as property of Tenant.

9. CERTAIN RIGHTS RESERVED TO LANDLORD. In addition to those rights identified above, Landlord reserves the following rights:

- (a) to decorate, remodel, repair, alter or otherwise prepare the Premises for re-occupancy if Tenant should vacate the Premises during or prior to the last ninety (90) days of the Term or any part thereof;
- (b) to retain pass keys to the Premises;
- (c) to take any and all measures, including, without limitation, inspections, repairs, and alterations to all or any part of the Premises, as may be necessary or desirable for the safety, protection or preservation of the Premises or Landlord's Interests or as may be necessary or desirable in the operation of the commercial portions of the Premises; and

Landlord may enter upon the Premises with reasonable notice to Tenant and may exercise any or all of the foregoing rights hereby reserved without being deemed guilty of an eviction or disturbance of Tenant's use or possession and without being liable in any manner to Tenant. Landlord agrees that it shall not interfere with the Tenant's use and occupancy unless Landlord determines in its reasonable discretion that such interference is necessary.

10. DEFAULT REMEDIES.

- (a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:
 - (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
 - (2) Tenant shall fail to maintain the insurance coverage as set forth herein;

(3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and

(4) Tenant shall make a general assignment the benefit of creditors, or shall admit in writing its inability to pay its debts as they become due or shall file a petition in bankruptcy;

(b) Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies subject to the laws of the State of Illinois and the Tenant's right to cure:

(1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor;

(2) Landlord may recover from Tenant upon demand all of Landlord's costs, charges and expenses, including the fees and costs of counsel, agents and others retained by Landlord which have been incurred by Landlord in enforcing Tenant's obligations hereunder, subject to Landlord prevailing on its claims.

(c) Pursuit of any of the foregoing remedies shall not preclude pursuit of any other remedy herein provided or available to Landlord at law or in equity, or constitute a forfeiture or waiver of any Rent due hereunder or of any damages suffered by Landlord.

11. INDEMNITY. Tenant agrees that Landlord, elected officials, Evanston Public Library officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person except as set forth herein. Tenant shall indemnify and hold Landlord, mayor, Evanston Public Library officials, officers, agents, attorneys, and employees harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named

as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; and c) Tenant's own negligent act or omission is not a cause of the claim.

12. LIABILITY FOR ACTS OR NEGLECT. If any damage to the Premises, or any part thereof, results from any act or neglect of Tenant or its invitees or other guests, agents, customers, invitees or other guests of its customers, or employees, independent contractors, or the like, Tenant shall immediately repair the same; provided, however, that Landlord may, at its option, repair such damage and Tenant shall, upon demand by the Landlord, reimburse the Landlord forthwith for the total cost of such repairs. All personal property belonging to Tenant shall be at the sole risk of the Tenant and such other person only and the Landlord shall not be liable for damage, theft or misappropriation thereof.

13. DESTRUCTION OR DAMAGE. In the event of destruction of or damage to, the Premises by fire or other casualty, Landlord shall use the proceeds of its insurance to promptly rebuild and restore the Premises to their condition immediately prior to such destruction or damage. Landlord shall rebuild and restore the Premises to the condition of the Premises that existed on the Possession Date. In the event that the proceeds have been applied to indebtedness secured by any mortgage on the Premises, or are otherwise unavailable or the proceeds of insurance are not sufficient to pay for the cost of rebuilding or restoration, and Landlord elects not to make an equivalent amount of funds available to rebuild and restore the Premises, then Landlord may terminate this Lease and Tenant's rights hereunder and Tenant shall be released of its obligations and this Lease shall cease and terminate as of the date Tenant receives Landlord's written notice of such election.

14. CONDEMNATION. If the whole, or any part of the demised Premises shall be taken by any public authority under the power of eminent domain, the Lease term shall cease as of the day of possession shall be taken by such authority if such is of the entire demised Premises and any rents shall be prorated as of said date. If the entire premises are not taken, but such taking is more than 20% of the Premises the Tenant shall have the option to terminate this Lease. If the taking is less than 20% and such taking would cost the Tenant monies to reconfigure/restructure the business premises or make it not practical to continue said business, tenant shall have the option to terminate the lease upon 30 days written notice to Landlord. All compensation awarded for any taking under the power of eminent domain, whether in whole or in part of the demised premises shall be the property of the Landlord, however, the Landlord shall not be entitled to any award made expressly to the Tenant for the taking of the Tenant's business value, furniture, fixtures or leasehold improvements (exclusive of the Landlord's contributions).

15. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE. This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

16. HOLDING OVER. Upon termination of this Lease, by lapse of time or otherwise, Tenant shall surrender the Premises (and all keys thereto) in the same condition as at commencement of the Term, excepting only reasonable wear and tear and loss by insured casualty. If Tenant remains in possession after expiration of the Term, Tenant agrees to yield up immediate and peaceable possession to Landlord, and if failing to do so, the Tenant shall pay the sum of two hundred and no/100 Dollars (\$200.00) per day, for the time such possession is withheld. The Landlord or its legal representative at any time after the expiration of the Term, without notice, to re-enter the Premises, and to expel, remove and put the Tenant or any person(s) occupying the said Premises, and to repossess and enjoy the Premises against as before this Lease, without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenants. The Tenant expressly agrees that the Landlord does NOT have to bring a forcible entry and detainer action in the Circuit Court of Cook County for possession rights, if the Tenant is a holdover tenant or defaults on its obligations to pay rent, Paragraph

17. ASSIGNMENT AND SUBLETTING. This Lease shall not be assignable, unless the Landlord has issued prior written consent which consent shall not be unreasonably withheld. The Parties agree that the agreements herein contained in this Lease shall be binding upon, apply, and inure to their respective successors and assigns.

18. SEVERABILITY. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall be determined to be invalid or unenforceable to any extent, neither the remainder of this Lease nor the application of such term, covenant or condition to any other person or circumstance shall be affected thereby, and each term, covenant or condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

19. GOVERNING LAW AND TIME LIMITATION. This Lease shall be construed and enforced in accordance with the laws of the State of Illinois. All disputes relating to the interpretation of the provisions of this Lease shall be resolved exclusively by the federal or state court located in Cook County, Illinois, and the parties hereto hereby submit to the jurisdiction and venue of the court for such purpose. The parties hereby waive trial by jury.

20. NOTICES. Notices sent to the Landlord, should be mailed to the address set forth in Paragraph 1(a) of this Lease and notice to the Tenant should be mailed to the address set forth in Paragraph 1(b) of this Lease. A mailed notice must be sent via certified mail, return receipt requested and effective three (3) business days after deposit in the U.S. Mail. Notice given by personal delivery is effective upon delivery.

If to the Landlord:
Evanston Public Library
Attn: Heather Norborg, Interim Executive Director
1703 Orrington Avenue

Evanston, IL 60201
Fax: 847-866-0313

If to Tenant:
National Able Network, Inc.
Attn: Khalid M. Qazi, Vice-President
567 West Lake Street, Suite 1150
Chicago, Illinois 60661
Fax: 312-994-4201

IN WITNESS WHEREOF, both of said Landlord and Tenant have caused this Lease to be executed as of the date and year first above written by a duly authorized officer or manager of each of the respective parties.

**BOARD OF TRUSTEES OF THE
EVANSTON PUBLIC LIBRARY**

NATIONAL ABLE NETWORK, INC.

By: _____

By:  _____

Its: President

Its: President and CEO

Print Name: Tracy Fulce

Print Name: Matthew Weis