



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, JUNE 17, 2020

6:30 P.M.

Virtual Meeting via Zoom:

<https://zoom.us/j/6782025002>

Meeting ID: 678 202 5002

Dial by your location +1 312 626 6799 US (Chicago)



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, June 17, 2020

Meeting of the Board

6:30 PM

Virtually, via Zoom

All agenda items will be discussed at Library Board Meeting. As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, Library Board members and Library staff will be participating in this meeting remotely. Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Library Board meetings may submit written comments in advance or sign up to provide public comment by completing the online form at <https://library-board-public-comment-sign-up>

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 45 minutes

3. CONSENT AGENDA

- A. Approval of Minutes May 17, 2020 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS:

- A. Colocation of City Services Update - COE Staff
- B. Planning/implementation of phased reopening update

5. EQUITY, DIVERSITY AND INCLUSION

- A. Joint Committee (Update)

6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)

7. STAFF REPORTS

- A. Administrative Services Report (Teri Campbell)
- B. Development (Wynn Shawver)

8. BOARD REPORTS

9. BOARD DEVELOPMENT

10. UNFINISHED BUSINESS

11. NEW BUSINESS

- A. Election of Officers (Action)
- B. Committee Selections (Discussion)
- C. National Able Lease Renewal (Action)

12. Executive Session

- A. Closed Session – Real Estate and Review Closed Session Minutes (Action)

13. ADJOURNMENT

Next Meeting: July 15, 2020 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, May 20, 2020
6:30 P.M.
Remote Board Meeting

Members Present: Adam Goodman, Rachel Hayman, Ruth Hays, Denia Hester, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro and Terry Soto.

Members Absent: None

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum- President Iles called the meeting to order when a quorum of Trustees was achieved at 6:32 pm.

Citizen Comment: None

The Board observed a moment of silence for Mustafa Cadet “Stan” Azeem, a member of the EPL family whose passing was not only felt by his work family here at the library, but the community as a whole. Interim Director Skwerski spoke to his memory: “A lot of us knew Stan, but I don’t know that we all knew how deeply involved he was at the Library beyond his role as a security staff person. He was involved in the EDI (Equity, Diversity and Inclusion) Committee and training staff and leading us to the point of becoming a more equitable organization.”

Consent Agenda:

- A. Approval of the Bills and Payroll and Minutes of the April 15, 2020 Board Meeting-** Trustee Goodman made the motion, Trustee Lurie seconded, and it was approved by voice vote.

Information/Communications: Together, We are the Library

- A. Planning for Phased Reopening-** Interim Director Skwerski informed the Board that library administration is preparing to begin with curbside pickup at the Main Branch and incorporate curbside pickup at Robert Crown in the near future. Following Governor’s Pritzker’s phased reopening the library will begin to allow patrons into the building in phase four. Partnerships between IDHS, DCFS and the City of Evanston are being utilized to determine what services will be offered during this phase. Recommendations at this time include one-on-one appointments, computer sessions, and continued curbside checkout. In-person programming will be suspended until August 31, 2020.

Equity, Diversity and Inclusion-

- A. Assistant Director Campbell provided a report of the work undertaken virtually by the Racial Equity Task Force and the EDI Committee. The Racial Equity Task Force continues to advocate for action with regard to the newly released equity statement in the form of services that prioritize the underserved community with access and technical assistance to electronic resources, unemployment and food assistance and robust Spanish translation. The Task force also provided feedback on the planned implementation of temporary curbside service and eventual reopening, and agreed to spread news within their networks to expand our reach. The EDI committee continues to facilitate the study of the racial equity curriculum the organization is undertaking together and prepare for the next phase of training while pivoting to begin evaluation of our efforts. Jointly, the group holds EPL accountable to its stated intentions.

[Trustee Patel left the meeting.]

Library Director's Report-

- A. Interim Director Skwerski spoke in detail of the continued creativity staff has shown the community during this uncertain time. Virtual programming is more robust with each passing week. Miguel Ruiz published our Spanish language Newsletter sending it out to over 600 email addresses. Staff continue to provide support and engagement to task forces throughout Evanston. Caring calls are continuing to home daycares, housing authorities, and wifi hotspot users to gather information on what services are needed, where the library can fill gaps and what the community needs in terms of job force readiness and providing technology.

Staff Reports-

- A. **Administrative Services Report-** Assistant Director Campbell shared that Nancy Engel and Barbara Levie have retired. Fiscal outlook is cautiously optimistic: Revenue collection has reached 45% of budget projection, and expenditures 30% for the Operating Fund. Capital Fund expenditures are at 25% of budget.
- B. **Summer Reading Program-** Lifelong Learning & Literacy Manager Norborg introduced this year's virtual summer reading program, Dig Deeper, Read Explore Discover from June 1st to August 22nd. Participants may register online or over the phone, and complete the program when they have read for 30 days. Online programs, virtual summer camps, and online challenges will focus on the Dig Deeper themes. Kickoff event asking families to use sidewalk chalk to decorate, DIY activities encompassing the theme will be done. Continuing to develop and offer cross-promotion with area partners and organizations.

Board Reports- None

Board Development- None

Unfinished Business

- A. **Circulation Policy Updates-** Access Service Manager Longo asked for the Board to approve the proposed Fines Free Policy removing all overdue fines on materials

checked out at any Evanston Public Library Branch. Trustee Schapiro moved with Trustee Hayman seconded. This was approved unanimously by a roll call vote.

B. Nominating Committee- Trustees Goodman, Hayman and Hester have prepared a slate of candidates to put forward for approval at the June 17th Board meeting.

Nominees are:

President- Shawn Iles

Vice President- Ruth Mays

Treasurer- Ben Schapiro

Secretary- Terry Soto

New Business-

A. Library Closure May 22, 2020 The City of Evanston has requested savings from all unions amounting to 10 (ten) furlough days. All non-union full time employees will take furlough to achieve savings. AFSCME, the union representing the majority of EPLI staff has requested a citywide shutdown date. EPL administration proposes to comply with that request by closing on May 22, 2020. Staff who are not scheduled to work on that day will select a different work day within the same pay period to be furloughed. Trustee Schapiro motioned to approve the proposal and Trustee Hays seconded. Motion passed with a roll call vote, 7(seven) ayes, 1(one) nay.

Executive Session- The Board moved into Executive Session at 7:37pm by roll call vote.

The Board moved out of Executive Session by voice vote from President Iles and seconded by Trustee Hayman. Trustee Hayman moved for adjournment at 9:00pm, seconded by Trustee Lurie and approved unanimously by voice vote.

Respectfully submitted by:

Kim Hegelund



Memorandum

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

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

Subject: Library Fund Bills

Date: June 11, 2020

Recommended Action

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

Payroll

May 11, 2020 through May 24, 2020	\$ 143,499.26
May 25, 2020 through June 7, 2020	\$ 149,691.14

Library Fund Bills List

May 21, 2020	\$ 61,380.32
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(includes March 2020 purchasing card expenses of \$ 11,538.90)

Attachments: Bills Lists, Purchasing Card

BILLS LIST

PERIOD ENDING 05.27.2020

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	1,187.00
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	301.96
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	12.58
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	1,460.00
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	2,062.00
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	17.50
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	175.60
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	91.99
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/27/2020	05/27/2020	1,109.17
Account 65630 - LIBRARY BOOKS Totals				
			Invoice Transactions 9	\$6,417.80
Account 65641 - AUDIO VISUAL COLLECTIONS				
120319 - GALE RESEARCH INC.	ADULT EBOOKS	05/27/2020	05/27/2020	3,008.57
120319 - GALE RESEARCH INC.	ADULT REFERENCE ONLINE	05/27/2020	05/27/2020	19,177.00
120319 - GALE RESEARCH INC.	CREDIT	05/27/2020	05/27/2020	(4,000.00)
120319 - GALE RESEARCH INC.	CREDIT	05/27/2020	05/27/2020	(187.05)
120319 - GALE RESEARCH INC.	CREDIT	05/27/2020	05/27/2020	(263.90)
120319 - GALE RESEARCH INC.	CREDIT	05/27/2020	05/27/2020	(3,108.00)
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				
			Invoice Transactions 6	\$14,626.62
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62375 - RENTALS				
309006 - ESSKAY DEVELOPMENT LLC	JUNE 2020 CAMS RENT	05/27/2020	05/27/2020	4,900.31
Account 62375 - RENTALS Totals				
			Invoice Transactions 1	\$4,900.31
Business Unit 4825 - ENGAGEMENT SERVICES Totals				
			Invoice Transactions 1	\$4,900.31
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62185 - CONSULTING SERVICES				
16999 - STEPHEN B. STARR DESIGN, INC.	SUMMER READING DESIGN	05/27/2020	05/27/2020	270.00
Account 62185 - CONSULTING SERVICES Totals				
			Invoice Transactions 1	\$270.00
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/27/2020	05/27/2020	115.59
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	05/27/2020	05/27/2020	3,000.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2020	05/27/2020	05/27/2020	9,390.00
Account 62225 - BLDG MAINTENANCE SERVICES Totals				
			Invoice Transactions 3	\$12,505.59
Account 64015 - NATURAL GAS				
103744 - NICOR	UTILITIES: NICOR	05/27/2020	05/27/2020	606.82
Account 64015 - NATURAL GAS Totals				
			Invoice Transactions 1	\$606.82
Account 65050 - BLDG MAINTENANCE MATERIAL				
102137 - GRAINGER, INC., W.W.	BUILDING MATERIAL	05/27/2020	05/27/2020	227.86
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				
			Invoice Transactions 1	\$227.86
Business Unit 4840 - LIBRARY MAINTENANCE Totals				
			Invoice Transactions 6	\$13,610.27
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT PROFESSIONAL FEE	05/27/2020	05/27/2020	1,861.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICE	05/27/2020	05/27/2020	331.88
Account 62185 - CONSULTING SERVICES Totals				
			Invoice Transactions 2	\$2,192.88
Account 62290 - TUITION				
313938 - JOSE A MALDONADO	TUITION REIMBURSEMENT	05/27/2020	05/27/2020	1,758.00
Account 62290 - TUITION Totals				
			Invoice Transactions 1	\$1,758.00
Account 62360 - MEMBERSHIP DUES				
102512 - ILLINOIS LIBRARY ASSOCIATION	ILA MEMBERSHIP FEE	05/27/2020	05/27/2020	500.00
102512 - ILLINOIS LIBRARY ASSOCIATION	ILA MEMBERSHIP FOR K DANCZAK LYONS	05/27/2020	05/27/2020	250.00
Account 62360 - MEMBERSHIP DUES Totals				
			Invoice Transactions 2	\$750.00
Account 62380 - COPY MACHINE CHARGES				
149274 - CHICAGO OFFICE TECHNOLOGY GROUP	PRINTER SERVICES	05/27/2020	05/27/2020	325.00
Account 62380 - COPY MACHINE CHARGES Totals				
			Invoice Transactions 1	\$325.00
Account 65100 - LIBRARY SUPPLIES				
17425 - CAGAN MANAGEMENT - BRUCE KARBAL	MEETING ROOM REIMBURSEMENT	05/27/2020	05/27/2020	30.00
Account 65100 - LIBRARY SUPPLIES Totals				
			Invoice Transactions 1	\$30.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				
			Invoice Transactions 7	\$5,055.88
Business Unit 4850 - LIBRARY GRANTS				
Account 62185 - CONSULTING SERVICES				
16979 - MARCUS PRINCE	NU CS FOR ALL #15	05/27/2020	05/27/2020	2,160.00
Account 62185 - CONSULTING SERVICES Totals				
			Invoice Transactions 1	\$2,160.00
Business Unit 4850 - LIBRARY GRANTS Totals				
			Invoice Transactions 1	\$2,160.00
Department 48 - LIBRARY Totals				
			Invoice Transactions 30	\$46,770.88
Fund 185 - LIBRARY FUND Totals				
			Invoice Transactions 30	\$46,770.88
* = Prior Fiscal Year Activit				
			Invoice Transactions 30	\$46,770.88

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.27.2020**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURHASING CARD-MARCH, 2020	11,538.90
4848.64009	WATER BILL FOR MARCH TO MAY		<u>3,070.54</u>
			<u>14,609.44</u>
			<u>14,609.44</u>
		GRAND TOTAL	<u><u>61,380.32</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

Library Director's Report
6/17/2020

Updates:

[Our Phased Reopening Plan and Your Questions Answered](#) has been shared with the public on the library's website, via the enewsletter, and on our social media channels.

We have begun taking appointments for Curbside Service out of the Main Library (see [CurbsideServiceGuidelines.pdf](#))

The annual falcon banding with the Field Museum was recorded live on Zoom and has been edited and posted to YouTube [here](#). There were 273 attendees to the original recording in total.

Tyler Works assisted with D65 CARP Project and the Climate Action Invention Convention. This including meeting with students and teachers virtually to help them design their projects. He also provided support in development of their virtual Minecraft showcase.

As of June 12, 737 individuals have registered for this year's Virtual Summer Reading Program.

As of June 12, library staff have answered more than 2300 questions by phone, email and IM.

As of June 12, library staff have uploaded the following number of videos to our YouTube channel:

- Songs & Stories from the Children's Staff: 54 videos
- Contenido en espanol: 12 videos
- Helpful Digital Resources: 18 videos
- Recursos Digitales: 15 videos
- Tutoriales de Tecnología en espanol: 13 videos

As of June 12, library staff have hosted over 150 live virtual programs, with over 1600 attendees, since we closed in mid-March.

Upcoming Events of Note:

Kerry Littel will be hosting an 8-part interactive virtual discussion on The 7 Habits of Highly Effective People.

Evanston resident Shruti Vijay will teach a weekly Virtual Urban Sketching workshop this summer.

Thursday, June 18: A MIDWEST ADDRESS Author Literary Lunchbreak Zoom Event, co-sponsored with Bookends & Beginnings. Author Catherine Adel West in Conversation with M Shelly Conner: SAVING RUBY KING.

Thursday, June 18: Virtual Author Visit: Nicholas Buccola- The Fire is Upon Us - James Baldwin, William F Buckley Jr. & the Debate over Race

Saturday, June 20: Vitalant Blood Drive at the Main Library

Sunday, June 28: Pride Month Book Club discusses *Officer Clemmons*

Library staff are tech hosting weekly meetings of the Foster Senior Group on Wednesdays

National Able Network Statistics
May 15,2020 – June 15, 2020

	Registrations	Attendees	
WIOA Orientation	334	195	
Training Guidance Workshop		46	
Job Search Work Teams		94	

Feedback of note:

“Ms. Neumeier,

Hope this email finds you well. My name is Oskan Rengyeo (Mr. R) and I teach 6th grade science at Nichols, District 65. I feel it is my responsibility to acknowledge Tyler for helping us with our virtual science fair projects. That is, Tyler spent many working hours with students and teachers on integrating Minecraft EDU with our Climate Action Resilience Plan (CARP) projects, so that our students can have a fun and educational experience during remote learning. Tyler was always available via email and/or text when we needed technical help (and this was often), even during weekends!

As a result, students were able to produce amazing work. Please take a look at the student projects in the link below; you will also see a video showing how Minecraft EDU was used to showcase student projects. We are lucky to work with Tyler and the Evanston Public Library! Most importantly, please let Tyler know that we are very appreciative of his efforts and hard work.

<https://sites.google.com/district65.net/2020-climate-action-project/home?authuser=0>

Thank you
Mr. Rengyeo”

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
ADMIN SVCS/INFO SYS	DMI DELL HIGHER EDUC	TX	78682	\$ 656.58	3/6/2020	65555 PERSONAL COMPUTER EQ	34637 LIB PC
LIBRARY	UNITED 01615689231380	TX	77002	\$ 30.00	2/26/2020	62295 TRAINING & TRAVEL	CHECKED IN BAG PLA CONFERENCE NO ACTUAL RECEIPT
LIBRARY	TST TAG S BAKERY	IL	60201	\$ 40.46	2/26/2020	65025 FOOD	ROBERT CROWN OPENING FOOD
LIBRARY	LITTLE WOK	IL	60202	\$ 128.00	2/26/2020	65025 FOOD	RACIAL EQUITY TASK FORCE MEETING FOOD
LIBRARY	U-HAUL-EVANSTON #75876	IL	60201	\$ 47.64	2/26/2020	65050 BUILDING MAINTENANCE MATERIAL	RENTAL OF UHAUL BOX TRUCK FOR ROBERT CROWN LIBRARY SHELVING REMOVAL
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 73.36	2/26/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN SERVICES STEM PROGRAMMING AND DRONE KITS
LIBRARY	WALMART.COM	AR	72716	\$ 87.52	2/26/2020	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	WALMART.COM	AR	72716	\$ 263.79	2/26/2020	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	AMZN MKTP US 0K9KE4163	WA	98109	\$ 154.51	2/26/2020	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	SWANK MOTION PICTURES	MO	63127	\$ 118.00	2/27/2020	65641 AUDIO VISUAL COLLECTIONS	MOVIE LICENSE ANNUAL FEE
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 9.98	2/28/2020	65050 BUILDING MAINTENANCE MATERIAL	2 CANS OF GREY SPRAY PAINT FOR ROBERT CROWN TABLES
LIBRARY	DOLLARTREE	IL	60202	\$ 3.00	2/28/2020	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	FACEBK LLNFLQNH42	CA	94025	\$ 90.65	3/2/2020	62205 ADVERTISING	ADVERTISING EVENTS IN SOCIAL MEDIA
LIBRARY	UNITED 01615699104401	TX	77002	\$ 30.00	3/2/2020	62295 TRAINING & TRAVEL	CHECKED IN BAG PLA CONFERENCE
LIBRARY	21C MUSEUM NASHVILLE	TN	37201	\$ 1,388.40	3/2/2020	62295 TRAINING & TRAVEL	PLA CONFERENCE ACCOMMODATIONS FOR H ROSS
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	3/2/2020	62340 IS SUPPORT FEES	GOOGLE MONTHLY FEE
LIBRARY	SWEET TEMPTATIONS BAKE	IL	60202	\$ 63.65	3/2/2020	65025 FOOD	ROBERT CROWN OPENING DAY REFRESHMENTS
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 2.97	3/2/2020	65025 FOOD	1 CASE OF WATER FOR OPENING DAY AT ROBERT CROWN LIBRARY
LIBRARY	JEWEL-OSCO	IL	60202	\$ 63.43	3/2/2020	65025 FOOD	PROGRAM REFRESHMENTS ADULT PROGRAMMING VFM
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 436.53	3/2/2020	65050 BUILDING MAINTENANCE MATERIAL	4 BOXES OF TOGGLE BOLTS, 2 HEAVY DUTY SHELF SUPPORTS, 1 PACK OF
LIBRARY	21C MUSEUM NASHVILLE	TN	37201	\$ 1,388.40	3/3/2020	62295 TRAINING & TRAVEL	SHELVING SUPPORTS, BOUNTY PAPER TOWL
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	3/3/2020	62340 IS SUPPORT FEES	PLA CONFERENCE ACCOMMODATIONS FOR H NORBORG
LIBRARY	WALMART.COM	AR	72712	\$ 39.65	3/3/2020	65100 LIBRARY SUPPLIES	MONTHLY WEB HOST SUBSCRIPTION
LIBRARY	TARGET 00032839	IL	60201	\$ 18.76	3/3/2020	65100 LIBRARY SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	3/4/2020	62705 BANK SERVICE CHARGES	SUPPLIES FOR TEEN PROGRAMMING
LIBRARY	TARGET PLUS	MN	55445	\$ 38.24	3/4/2020	65100 LIBRARY SUPPLIES	ONLINE PAYMENT OPTION FOR PATRONS MAKING ROOM RESERVATIONS THRU COMMUNICO.
LIBRARY	AMZN MKTP US RB6ZJ5E23	WA	98109	\$ 82.56	3/4/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 31.30	3/5/2020	65050 BUILDING MAINTENANCE MATERIAL	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	MENARDS MORTON GROVE I	IL	60053	\$ 134.57	3/5/2020	65050 BUILDING MAINTENANCE MATERIAL	ROLLING PLASTIC BIN, SHELF SUPPORT PACK
LIBRARY	TARGET.COM	MN	55445	\$ 1.10	3/5/2020	65100 LIBRARY SUPPLIES	DAWN DISH SOAP, BRUSH, COAT HOOK 6 PACK, PVC TRIM PIECE, 4
LIBRARY	TARGET.COM	MN	55445	\$ 14.42	3/5/2020	65100 LIBRARY SUPPLIES	MELAMINE SHELVING PIECES FOR RC LIBRARY
LIBRARY	TARGET.COM	MN	55445	\$ 36.04	3/5/2020	65100 LIBRARY SUPPLIES	TECH DESK SUPPLIES
LIBRARY	TARGET.COM	MN	55445	\$ 44.07	3/5/2020	65100 LIBRARY SUPPLIES	ROBERT CROWN SUPPLIES
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 26.46	3/6/2020	65050 BUILDING MAINTENANCE MATERIAL	TECH DESK SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 386.46	3/9/2020	62341 INTERNET SOLUTION PROVIDERS	ROBERT CROWN SUPPLIES
LIBRARY	PANERA BREAD #600645 P	IL	60201	\$ 14.46	3/9/2020	65025 FOOD	4 BUCKETS WITH LIDS
LIBRARY	CONNEXION	IL	60089	\$ 454.40	3/9/2020	65050 BUILDING MAINTENANCE MATERIAL	CAMS INTERNET SOLUTION PROVIDER
LIBRARY	COUCOU & OLIVE	IL	60201	\$ 550.00	3/9/2020	65095 OFFICE SUPPLIES	COMMUNITY ENGAGEMENT PROGRAM REFRESHMENT
LIBRARY	TARGET 00013854	IL	60090	\$ 54.93	3/9/2020	65100 LIBRARY SUPPLIES	BUILDING MAINTENANCE MATERIAL
LIBRARY	TARGET 00032839	IL	60201	\$ 24.55	3/9/2020	65100 LIBRARY SUPPLIES	ADMIN SUPPLIES
LIBRARY	TARGET 00009274	IL	60202	\$ 32.47	3/9/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR ROBERT CROWN STAFF ROOM
LIBRARY	CARRIER CORP - CML SVC	NY	13221	\$ 575.00	3/10/2020	62225 BLDG MAINT SVCS	ADULT SUPPLIES
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 8.00	3/10/2020	65100 LIBRARY SUPPLIES	SUPPLIES FOR ROBERT CROWN STAFF ROOM
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 5.28	3/10/2020	65100 LIBRARY SUPPLIES	REPAIR A/C SYSTEM
LIBRARY	YWCA	IL	60201	\$ 500.00	3/11/2020	62295 TRAINING & TRAVEL	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US TM2L00S53	WA	98109	\$ 34.60	3/11/2020	65630 LIBRARY BOOKS	SNACKS FOR BIKE CLUB GRANT NSF ITEST GIRLS STEM
LIBRARY	GRUBHUBUNIONSQUAREDEV	NY	10018	\$ 77.34	3/12/2020	65025 FOOD	EQUITY SUMMIT REGISTRATION
LIBRARY	AMZN MKTP US SDOYU6V03	WA	98109	\$ 147.00	3/12/2020	65095 OFFICE SUPPLIES	ADULT PRINT
LIBRARY	JAMECO ELECTRONICS	CA	94002	\$ 27.55	3/12/2020	65100 LIBRARY SUPPLIES	EDI COMMITTEE MEETING FOOD
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 97.73	3/12/2020	65100 LIBRARY SUPPLIES	OFFICE SUPPLIES
LIBRARY	PAYPAL PROVANTAGE	OH	44720	\$ 465.48	3/13/2020	65095 OFFICE SUPPLIES	YA PROGRAM SUPPLIES
LIBRARY	AMAZON.COM ZB8KF0TL3	WA	98109	\$ 14.41	3/13/2020	65100 LIBRARY SUPPLIES	ADULT LIBRARY SUPPLIES
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 39.28	3/13/2020	65100 LIBRARY SUPPLIES	BULK ORDER HEADPHONES
LIBRARY	APG CASH DRAWER, LLC	MN	55421	\$ 43.44	3/13/2020	65100 LIBRARY SUPPLIES	NORTH BRANCH SUPPLIES
LIBRARY	PAYPAL OTCBRANDSIN	NE	68137	\$ 57.26	3/13/2020	65100 LIBRARY SUPPLIES	SUMMER READING PRIZES
LIBRARY	AMZN MKTP US WL4826NH3	WA	98109	\$ 11.30	3/13/2020	65630 LIBRARY BOOKS	ROBERT CROWN SUPPLIES
LIBRARY	EB LACONI TSS-CATAL	CA	94103	\$ (30.00)	3/16/2020	62295 TRAINING & TRAVEL	CHILDREN'S PROGRAM SUPPLIES
LIBRARY	HARBOR FREIGHT TOOLS 7	IL	60714	\$ 512.57	3/16/2020	65050 BUILDING MAINTENANCE MATERIAL	ADULT PRINT
LIBRARY	AMAZON.COM ZE1OS9UE3 A	WA	98109	\$ 100.03	3/16/2020	65630 LIBRARY BOOKS	6 MAGNETIC TOOL HOLDER RAILS, VULCAN WELDER, WELDING HELMET, GLOVES, 2 ORBITAL SANDERS, SANDING DISC
LIBRARY	CHICAGO TRIB SUBSCRIPT	TX	75067	\$ 508.35	3/17/2020	65635 PERIODICALS	ADULT PRINT
LIBRARY	LIBRARYWORKS.COM	MD	20814	\$ 299.00	3/23/2020	62295 TRAINING & TRAVEL	ROBERT CROWN NEWSPAPER SUBSCRIPTION
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	3/23/2020	62341 INTERNET SOLUTION PROVIDERS	OUTREACH AND ENGAGEMENT WEBINAR
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 6.99	3/23/2020	65040 JANITORIAL SUPPLIES	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 13.40	3/23/2020	65040 JANITORIAL SUPPLIES	ACE DUCT TAPE
LIBRARY	THE HOME DEPOT 1902	IL	60202	\$ 91.78	3/23/2020	65050 BUILDING MAINTENANCE MATERIAL	TWO ACE BRASS PADLOCKS
LIBRARY	STEINER ELEC CHICAGO	IL	60608	\$ 459.46	3/24/2020	65050 BUILDING MAINTENANCE MATERIAL	HARDWARE FOR MAIN LIBRARY
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	3/25/2020	62340 IS SUPPORT FEES	ELECTRIC PARTS FOR BUILDING
							ONLINE PHOTO STORAGE SUBSCRIPTION
	LIBRARY MARCH 2020 TOTAL			\$ 11,538.90			



evanston public library

Phased Reopening Plan

Start Date: June 2020

The Evanston Public Library was forced to close all buildings due to the COVID-19 pandemic. Per Governor Pritzger's Stay-at-Home Order, no staff, other than maintenance, have been working regularly in library facilities. The Library has continued to provide virtual programs and services throughout the closure period. The intention of this document is to provide a plan to reintroduce service from our physical locations, now that *Phase 3: Recovery* of Governor Pritzger's [Restore Illinois](#) plan has been reached.

Service Level 1 - Limited staff return to Main

Library buildings remain closed to the public. A limited number of assigned staff come in to prepare to reopen the buildings. Staff begin to return to work in limited numbers to support specific functions such as curbside pickup and materials check-in. This will initially include staff working at Main, with the Robert Crown location added perhaps in July. Soft rollout of curbside service for patrons with holds from pre-closure begins on June 15, with general curbside, for Evanston cardholders only, beginning on June 22. Service hours will be 10am - 3pm, Tuesday through Saturday.

Start Date: June 3, 2020.

Context: Stay-at-home order is lifted by state and local authorities. From *Restore Illinois: The rate of infection among those surveillance tested is stable or declining...Face coverings in public continue to be required...Gatherings of 10 people or fewer for any reason can resume...Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Robust testing is available along with contact tracing to limit spread and closely monitor*

the trend of new cases.

Summary:

- Library buildings remain closed to the public.
 - Limited scheduled staff begin to return to buildings as necessary to perform job duties required to support specific services, such as curbside pickup
 - Staff may work in staff and public areas and may work at all four buildings, or only at the Main Library.
 - Masks are required
 - Social distancing of 6 feet or more is the norm
 - Many staff continue to work remotely
 - Staff continue to provide virtual programs
 - Staff continue to assist patrons through chat, phone calls, and emails
 - Curbside pickup limited to Evanston cardholders only, in line with all CCS libraries.
 - Truck makes weekly visits to summer lunch distribution sites beginning 7/6
 - Returned materials are quarantined for 7days before check-in; due dates will be adjusted accordingly
-

Service Level 2 - Limited staff, slow rollout of building access for public

Main Library and Crown Branch begin a slow rollout of limited access to physical materials and computer use, both under strict guidelines, and with reduced hours. External book drops are open. No in-person programming or meeting room rentals until at least September 1, 2020.

Anticipated Start Date: Fluid. Once *Phase 4: Revitalization of Restore Illinois* plan is reached. During this phase and per *Restore Illinois: Gatherings with 50 people or fewer will be permitted. Testing is widely available, and contact tracing is commonplace.*

Context: Social distancing policies remain in place and masks are required. Infection risks are still high, but cases continue to decline. Robust sanitizing protocols remain in place.

Summary:

- Intent is to provide access to materials but not to encourage extended stays or gatherings.
- Access could be via curbside pickup or self-holds vestibule in the lobby.

- Seating is removed from the floors.
 - No reservations for study rooms or meeting rooms are accepted.
 - Limited computer access out of temporary stations in Large Community Meeting Room at Main and limited stations at Crown
 - Open hours are reduced from our regular schedule to allow for materials to be shelved and holds pulled before the library opens to the public.
 - Specific hours for vulnerable patrons may be established.
 - While open, there is limited face-to-face staff/public interaction (either increased self-checkout use or no-contact checkouts)
 - Returned materials are quarantined for 72 hours before check-in
 - Staff continue to assist through chat, phone calls, and emails.
 - Staff continue to provide virtual programs.
 - Checkout at EPL facilities available to non-EPL cardholders.
 - RAILS delivery status unknown as of 6/1/2020.
-

Service Level 3 - Some regular patron visits, small group meetings and programs

Additional library services are added at the Main Library and Crown as regular service hours resume. North and CAMS remain closed.

Anticipated Date: No earlier than September 1, 2020, dependent upon local and state risk assessment

Context: Physical distancing is still recommended, but infection risks continue to steadily decline. This stage might occur during Phase 4: Revitalization of *Restore Illinois Plan*.

Summary:

- Some seating is re-introduced but configured to allow for physical distance.
 - Study rooms may be used with one or two people.
 - More computers are accessible at socially distant intervals.
 - Limited staff are available on the service desks.
 - RAILS delivery status unknown as of 6/1/2020.
-

Service Level 4: Full service resumes under a “new normal”

Full span of library services are reintroduced.

Anticipated Date: Unknown. Likely not until Phase 5: Illinois Restored of Restore Illinois plan and dependent on local and state assessment of risk.

Context: From *Restore Illinois: Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Healthcare equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.*

Summary: Service desks are fully staffed. Device checkouts are permitted and all computers in operation. All seating is back on the floor.

Resources

[Restore Illinois](#)

[2019 Novel Coronavirus - COVID-19, www.railslibraries.info](#)

[ALA COVID-19 Response, ala.org](#)

[Coronavirus Disease 2019 \(COVID-19\), cdc.gov](#)

QUESTIONS

What positions can do the work outlined above? Staff whose work is suspended during certain stages may be reassigned to work on other tasks.

How many staff can be working in an area at the same time? Managers will identify the numbers for their service area that allow for physical distancing. Staff will also be screened upon entering the

building(s) each shift.

What should the shift patterns be to ensure proper social distancing at work? Shifts will be based on service area needs and number of people who can work safely together as indicated above.

Examples of tasks that can be done from home (as assigned)?

- Promoting and expanding digital library (collections, technology, services, programming)
- Answering forwarded calls, IM, and emails
- Developing and presenting virtual programs
- Providing tech help with digital collections and online resources
- Selecting and ordering new materials
- Meeting virtually to plan, coordinate, and evaluate work and its effectiveness
- Complete *Project Ready* webinars and participate in group discussion(s)
- Complete other training as assigned by work unit
- Caring Calls Project

How will HR help us determine which employees are high risk and need to work remotely or remain off work? Staff will need to inform HR if they are not able to return to work and provide a reason. HR will listen to the concerns of staff and then confirm to managers/schedulers to make adjustments as needed.

What are the necessary supplies and equipment needed for maximum health protection? Per guidance from local and state health departments and CDC guidance, PPE will be provided and sanitization protocols followed.

What tasks should be linked to the reopening of other institutions? We will coordinate our reopening plans/tasks with RAILS, CCS and other partner institutions.

How do we clean and disinfect library spaces if someone is sick with the virus?

- Close off areas used by the person who is sick.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards
- Once an area has been appropriately disinfected, it can be opened for use.



evanston public library

Curbside Service

Target Launch Date: Monday, June 15, 2020 (soft launch)
Monday, June 22, 2020 (go live)

Public libraries aren't explicitly mentioned in the Governor's current Stay-at-Home Order, but we have studied the issue of curbside service and concluded that the library could decide to provide no-contact curbside pickup to patrons to provide access to materials while the building is closed, to promote the health and welfare of the public and to carry out the mission of the library during this time. For the soft launch, curbside will begin with existing patron holds already in the system.

General Service Rules:

- Service available to **Evanston cardholders only**
- Service Hours: Tuesday through Saturday, 10AM to 3PM.
- Limit 10 materials per library card
- Goal is next day service, not same day

Staffing:

A maximum of **6 employees** dedicated to curbside pickup will be in the building at any given time. (2) will handle the pedestrian pick up location and will send patron notification emails during downtime(aka Support), (2) will retrieve and shelf materials (aka Runners), and (2) will hand off materials (aka the Face). Staff will be grouped into teams/cohorts who work together consistently to minimize transmission chains.

Each team will be led by a Supervisor. The Supervisor will be either the Access Services Manager, Circulation Manager, Assistant Circulation Manager, and/or other designated full time staff.

All staff will adhere to social distancing guidelines. Service deployment will have the walk up service near the staff entrance; Runners can use Access Services workroom and Circulation desk; and the Faces will be stationed in the Library Garage.

Safety measures:

Scheduled staff will be provided with PPE (masks and gloves) as well as disinfectant wipes and hand sanitizer purchased by the library.

Staff curbside service volunteers will be required to wear a mask and gloves at all times while working. No exceptions. Staff are to disinfect their work stations periodically throughout their shifts.

General Guidelines and Process:

- Service only for Evanston patrons and materials at EPL Main initially. **Patrons cannot request or pick up materials from other libraries!**
- All materials will check out for 28 days including dvds and most wanteds.
- Patron will reserve materials using the online catalog or by calling the Reference phone number
- Patron is notified phone that their hold is available and asked to schedule a pickup appointment via Communico (LLL staff or Access Service staff may have to schedule pickup appointment for patrons without internet access
- Pickup appointment in Communico includes patron name, email, phone number, library card number, vehicle make, model, and color, and pickup time/parking spot #
- Staff will be notified in advance on what materials need to be checked out to the patron prior to their arrival from Communico. Items will be staged in the garage for pick-up based on parking spot and time frame.
- Those without cars will use curbside, but utilize the dropdown feature in Communico to indicate bicycle/walk-up. A separate location (table near employee entrance stairs) will be used for these patrons as a safety precaution.
- Signs (English and Spanish) will be posted for patrons to know where to park, not to roll down their windows, pop trunk, and no returns will be taken for safety of staff. We will not be advertising accepting returns initially (we will be prepared if they do). Staff will put materials in the trunk of the car and close the trunk. If no trunk is available then the passenger side window/or rear passenger side window rolled down and items placed there. Patrons are not to exit the car.
- Returned items will be quarantined for a minimum of 7 days after being returned. No items will be checked in until out of quarantine.
- Prior to allowing patrons to use curbside, a test run with staff will be done.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: June 12, 2020

This memo provides an update on significant administrative activities.

Human Resources

All hiring activity has been temporarily halted. However, a limited number of summer interns will be hired as part of our shared commitment (along with the City of Evanston) to the community.

Financial Resources

The Library Fund financial report for the period ending May 31st is included for your review. For the operating fund, revenue has reached 46% of budget projection and expenditures are at 39%. The capital fund encumbrances total 25% of budget.

Facilities Update

The Facilities team continues to conduct maintenance activities for the upkeep of the building. Preparation is underway in support of the reopening plan.



Budget Performance Report

Fiscal Year to Date 05/31/20

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	7,252,000.00	.00	7,252,000.00	.00	.00	3,610,275.85	3,641,724.15	50	6,739,361.91
52610	LIBRARY FINES & FEES	60,000.00	.00	60,000.00	164.03	.00	10,626.60	49,373.40	18	84,204.02
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	.00	.00	64.78	(64.78)	+++	445.19
55201	Federal Grants	15,000.00	.00	15,000.00	.00	.00	25,919.67	(10,919.67)	173	57,222.43
55245	LIBRARY STATE PER CAPITA GRANT	93,000.00	.00	93,000.00	.00	.00	.00	93,000.00	0	93,107.50
56011	DONATIONS	390,000.00	.00	390,000.00	13,191.74	.00	62,295.39	327,704.61	16	383,085.36
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	12,361.52	.00	13,707.64	(3,707.64)	137	19,260.69
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	89.57	(89.57)	+++	3,080.84
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	3,735.67	.00	40,305.67	(25,305.67)	269	108,898.11
57002	TRANSFER FROM ENDOWMENT	205,948.00	.00	205,948.00	.00	.00	.00	205,948.00	0	195,000.00
57058	TRANSFER FROM GOOD NEIGHBOR FUND	70,000.00	.00	70,000.00	5,833.33	.00	29,166.69	40,833.31	42	150,000.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	35,000.00	.00	35,000.00	.00	.00	3,869.40	31,130.60	11	953.42
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	2,563.69	2,436.31	51	8,536.36
57535	LIBRARY COPY MACH. CHG	18,000.00	.00	18,000.00	.00	.00	2,091.24	15,908.76	12	18,161.78
57540	LIBRARY MEETING RM RENTAL	15,000.00	.00	15,000.00	75.00	.00	2,770.12	12,229.88	18	12,685.20
57545	NORTH BRANCH RENTAL INCOME	28,000.00	.00	28,000.00	3,787.33	.00	10,343.32	17,656.68	37	27,541.01
57551	LIBRARY GRANTS	106,000.00	.00	106,000.00	.00	.00	.00	106,000.00	0	54,439.00
REVENUE TOTALS		\$8,317,948.00	\$0.00	\$8,317,948.00	\$39,148.62	\$0.00	\$3,814,089.63	\$4,503,858.37	46%	\$7,955,982.82
EXPENSE										
61010	REGULAR PAY	3,043,810.43	.00	3,043,810.43	352,430.78	.00	1,245,719.65	1,798,090.78	41	2,656,265.80
61050	PERMANENT PART-TIME	1,457,284.10	.00	1,457,284.10	107,251.97	.00	480,744.89	976,539.21	33	1,273,692.45
61060	SEASONAL EMPLOYEES	54,000.00	.00	54,000.00	540.00	.00	26,745.30	27,254.70	50	100,766.56
61110	OVERTIME PAY	20,250.00	.00	20,250.00	.00	.00	9,682.65	10,567.35	48	17,030.75
61415	TERMINATION PAYOUTS	.00	.00	.00	8,710.86	.00	20,093.33	(20,093.33)	+++	24,295.50
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	2,689.94	(2,689.94)	+++	911.79
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	4,671.58
61510	HEALTH INSURANCE	593,815.52	.00	593,815.52	45,952.48	.00	227,584.55	366,230.97	38	515,775.02
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	546.17
61615	LIFE INSURANCE	2,118.84	.00	2,118.84	194.24	.00	955.76	1,163.08	45	2,113.65
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,000.00	2,800.00	42	6,900.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	875.00	1,225.00	42	3,688.20
61630	SHOE ALLOWANCE	540.00	.00	540.00	540.00	.00	540.00	.00	100	540.00
61710	IMRF	366,000.91	.00	366,000.91	39,318.76	.00	146,266.52	219,734.39	40	234,394.22
61725	SOCIAL SECURITY	275,338.28	.00	275,338.28	28,146.73	.00	107,280.63	168,057.65	39	241,198.19
61730	MEDICARE	64,955.16	.00	64,955.16	6,582.75	.00	25,089.94	39,865.22	39	56,890.03
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	7,362.88	.00	57,249.68	95,750.32	37	62,952.29
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	159.96	7,840.04	2	1,318.07
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	599.11	7,400.89	7	2,162.83
62225	BLDG MAINTENANCE SERVICES	194,000.00	.00	194,000.00	12,715.59	87,050.00	66,236.53	40,713.47	79	253,941.48



Budget Performance Report

Fiscal Year to Date 05/31/20

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	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	.00
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	419.35	2,180.65	16	5,073.84
62290	TUITION	15,000.00	.00	15,000.00	1,758.00	.00	1,758.00	13,242.00	12	15,324.00
62295	TRAINING & TRAVEL	42,000.00	.00	42,000.00	.00	.00	12,661.82	29,338.18	30	31,030.15
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,266.69	3,173.31	42	5,439.96
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,035.44	2,849.56	42	4,884.94
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	221.80	778.20	22	1,815.57
62340	IT COMPUTER SOFTWARE	228,600.00	.00	228,600.00	.00	1,149.50	68,957.87	158,492.63	31	160,193.92
62341	INTERNET SOLUTION PROVIDERS	235,000.00	.00	235,000.00	7,775.85	19,177.20	72,595.98	143,226.82	39	218,463.01
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	750.00	.00	849.00	1,251.00	40	2,139.00
62375	RENTALS	59,740.00	.00	59,740.00	4,900.31	.00	19,601.24	40,138.76	33	59,623.26
62380	COPY MACHINE CHARGES	12,900.00	.00	12,900.00	325.00	.00	2,829.24	10,070.76	22	6,706.11
62506	WORK- STUDY	9,700.00	.00	9,700.00	.00	.00	.00	9,700.00	0	9,435.83
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	314.21	.00	3,160.59	2,539.41	55	6,923.34
64015	NATURAL GAS	29,900.00	.00	29,900.00	1,407.25	.00	8,258.62	21,641.38	28	23,896.51
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	27,118.82	(23,618.82)	775	17,905.35
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	439.14	1,560.86	22	2,568.58
65025	FOOD	20,000.00	.00	20,000.00	.00	.00	2,507.14	17,492.86	13	15,407.35
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	42.84	.00	3,618.77	8,381.23	30	10,285.36
65050	BLDG MAINTENANCE MATERIAL	30,000.00	.00	30,000.00	227.86	.00	7,162.53	22,837.47	24	25,319.64
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	1,544.14	6,002.62	7,630.43	56,366.95	19	77,172.92
65100	LIBRARY SUPPLIES	237,750.00	.00	237,750.00	30.00	17,057.37	26,046.01	194,646.62	18	116,931.29
65125	OTHER COMMODITIES	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
65503	FURNITURE / FIXTURES / EQUIPMENT	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	2,348.36
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	4.95
65555	IT COMPUTER HARDWARE	45,000.00	.00	45,000.00	.00	.00	9,088.26	35,911.74	20	36,111.67
65628	Library Electronic Resources	.00	.00	.00	.00	.00	.00	.00	+++	26,838.59
65630	LIBRARY BOOKS	591,300.00	.00	591,300.00	11,033.84	.00	236,697.08	354,602.92	40	503,426.63
65635	PERIODICALS	18,700.00	.00	18,700.00	.00	.00	5,516.21	13,183.79	29	18,692.45
65641	AUDIO VISUAL COLLECTIONS	120,700.00	.00	120,700.00	14,626.62	.00	42,434.28	78,265.72	35	95,516.77
65650	VISUAL MEDIA COLLECTION	.00	.00	.00	.00	.00	.00	.00	+++	999.00
66025	TRANSFER TO DEBT SERVICE - ERI	.00	.00	.00	.00	.00	.00	.00	+++	87,456.00
66131	TRANSFER TO GENERAL FUND	274,050.00	.00	274,050.00	22,837.50	.00	114,187.50	159,862.50	42	270,000.00
EXPENSE TOTALS		\$8,376,378.24	\$0.00	\$8,376,378.24	\$678,755.87	\$130,436.69	\$3,098,575.25	\$5,147,366.30	39%	\$7,317,988.93
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,317,948.00	.00	8,317,948.00	39,148.62	.00	3,814,089.63	4,503,858.37	46%	7,955,982.82
EXPENSE TOTALS		8,376,378.24	.00	8,376,378.24	678,755.87	130,436.69	3,098,575.25	5,147,366.30	39%	7,317,988.93



Budget Performance Report

Fiscal Year to Date 05/31/20

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 Totals		(\$58,430.24)	\$0.00	(\$58,430.24)	(\$639,607.25)	(\$130,436.69)	\$715,514.38	(\$643,507.93)		\$637,993.89
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	480,144.00	.00	480,144.00	.00	.00	240,000.00	240,144.00	50	350,000.00
REVENUE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$240,000.00	\$240,144.00	50%	\$350,000.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	222,648.00	.00	222,648.00	.00	.00	.00	222,648.00	0	182,561.00
68315	DEBT SERVICE- INTEREST	257,496.00	.00	257,496.00	.00	.00	.00	257,496.00	0	86,778.70
EXPENSE TOTALS		\$480,144.00	\$0.00	\$480,144.00	\$0.00	\$0.00	\$0.00	\$480,144.00	0%	\$269,339.70
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
REVENUE TOTALS		480,144.00	.00	480,144.00	.00	.00	240,000.00	240,144.00	50%	350,000.00
EXPENSE TOTALS		480,144.00	.00	480,144.00	.00	.00	.00	480,144.00	0%	269,339.70
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,000.00	(\$240,000.00)		\$80,660.30
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0	1,835,000.00
56061	BOND PREMIUM	.00	.00	.00	.00	.00	.00	.00	+++	386,273.73
REVENUE TOTALS		\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$0.00	\$0.00	\$543,000.00	0%	\$2,221,273.73
EXPENSE										
62716	BOND ISSUANCE COSTS	.00	.00	.00	.00	.00	.00	.00	+++	22,462.21
65515	OTHER IMPROVEMENTS	543,000.00	.00	543,000.00	.00	137,440.84	.00	405,559.16	25	538,877.13
66020	TRANSFERS TO OTHER FUNDS	.00	.00	.00	.00	.00	.00	.00	+++	1,250,000.00
EXPENSE TOTALS		\$543,000.00	\$0.00	\$543,000.00	\$0.00	\$137,440.84	\$0.00	\$405,559.16	25%	\$1,811,339.34
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
REVENUE TOTALS		543,000.00	.00	543,000.00	.00	.00	.00	543,000.00	0%	2,221,273.73
EXPENSE TOTALS		543,000.00	.00	543,000.00	.00	137,440.84	.00	405,559.16	25%	1,811,339.34
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$137,440.84)	\$0.00	\$137,440.84		\$409,934.39
Grand Totals										
REVENUE TOTALS		9,341,092.00	.00	9,341,092.00	39,148.62	.00	4,054,089.63	5,287,002.37	43%	10,527,256.55
EXPENSE TOTALS		9,399,522.24	.00	9,399,522.24	678,755.87	267,877.53	3,098,575.25	6,033,069.46	36%	9,398,667.97
Grand Totals		(\$58,430.24)	\$0.00	(\$58,430.24)	(\$639,607.25)	(\$267,877.53)	\$955,514.38	(\$746,067.09)		\$1,128,588.58

Endowment for the Evanston Public Library
Holdings as of May 2020

	Symbol	Shares/Quantity	Price	Value as of May 31, 2020	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	6429.470	\$281.96	\$1,812,853.36	42.9%	
Vanguard Small-Cap Index Fund	VSMAX	3865.244	\$68.32	\$264,073.47	6.2%	
Vanguard REIT Index Fund	VGSLX	1205.236	\$109.76	\$132,286.70	3.1%	
Vanguard Total International Stock Index Fund	VTIAX	14973.891	\$25.54	\$382,433.18	9.0%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7032.866	\$31.13	\$218,933.12	5.2%	66.5%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$450,764.40	\$450,764.40	10.7%	
iShares Silver Trust	SLV	4788.000	\$16.66	\$79,768.08	1.9%	
SPDR Gold Trust	GLD	625.000	\$162.91	\$101,818.75	2.4%	15.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$113.193	\$155,031.39	3.7%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$114.039	\$148,336.22	3.5%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$144.302	\$172,362.96	4.1%	11.3%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.850	28,406,267	\$308,208.00	7.3%	7.3%
				\$4,226,869.63		100.0%
						Cash Equivalents 15.0%
						US Treasury Inflation Protected Securities 11.3%
						Corporate Bonds 7.3%
						Domestic Equities 52.3%
						International Equities 14.2%
						100.0%



Memorandum

To: Evanston Public Library Board of Trustees

From: Teri Campbell, Assistant Library Director

Subject: Approval of Lease Renewal with National Able Network

Date: June 12, 2020

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 \$1,602 for the one-year period beginning July 1, 2020 ending June 30, 2021. There is no change in the terms of this agreement.

A copy of the proposed lease is attached.

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 17th day of June, 2020, 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, 2020
- (e) Lease Term: July 1, 2020 – June 30, 2021
- (f) Base Rent: \$19,800.00 for the One Year Term; (\$1,650.00/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 Property: The Parties agree and acknowledge that all equipment and 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, 2020 (the "Commencement Date") and ending on June 30, 2021 (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: Karen Danczak Lyons, Library 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: Shawn Iles

Print Name: Bridget Altenburg